**BOXBOROUGH SELECT BOARD**
**Meeting Minutes**
**May 11, 2020**

**Approved: June 1, 2020**

**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; Jennifer Barrett, Town Accountant; Liz Markiewicz, Town Clerk; John Fallon, Moderator; and BXB-TV Coordinator, Kirby Dolak.

Along with Becky Neville; Sheila Bauer (7:45p) and Alan Rohwer (8:00pm ≈)

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.

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, due to the COVID-19 restrictions, there were four warrants that were approved by her as the designate representative of the Select Board, and all of the Board members were provided same for review.
  - Payables 2020-41 dated 5/5/20, Total $168,357.57
  - Payables 2020-41NC dated 5/5/20, Total $1,053,360
  - Payroll 20-22 dated 5/6/20, Total $158,964.06
  - Payables 2020-42 dated 5/12/20, Total $73,509

**Minutes**
Member Fowlks moved to approve the regular session minutes of April 13, 2020, as revised. Seconded by Member Fox. **Approved: 5-0 by** Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."

**Citizens' Concerns**
Though the public was present, no concerns were presented.

**General Business**
- Intermunicipal agreement with Town of Littleton for Littleton Community Television (LCTV) discussion. This is a renewal of our existing agreement; similar to previous terms. There were updates on the salary structure. We continue to have a good relationship with Coordinator Dolak and the Littleton Town administration. Dolak is flexible, going above and beyond. Dolak provided his input; we have a good relationship and he is pleased that the compensation is in-line with the market. Member Fowlks moved to approve the intermunicipal agreement between the Boxborough and the Town of Littleton for the provision of Littleton Community Television (LCTV) for the term July 1, 2020 – June 30, 2021. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."
- Establish maximum useful life of: departmental equipment for which borrowing was authorized at May 2019 Annual Town Meeting (Article 28 & 31) Barrett opened discussion. This came in on Friday. Bond counsel reached out to complete this process to BAN of the previously approved articles to identify a "useful life." This is standard procedure. Member Fowlks moved that the maximum useful life of the departmental equipment listed below, to be financed with the proceeds of the borrowings authorized by the vote

of the Town as described below, is hereby determined pursuant to G.L. c. 44, §7(1) to be as follows:

| Purpose | Borrowing Amount | Maximum Useful Life |
|---|---|---|
| Fire Department Ambulance | $290,000 | 5 Years |
| Roll Off Truck | $210,000 | 15 Years |

Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."

**FY 2021 Budget /Annual Town Meeting/ Election Preparations**

- **Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast**
  - BXB-TV broadcast – This might be manageable as a ZOOM event. TA Ferrara and Moderator Fallon determined the primary focus would be on COVID-19 logistics and protocols for ATM and to a lesser point speaking to the articles. Dolak noted they are discussing a webinar format – walking people through process for that night.
  - Community outreach is essential. The Town needs to adhere to the legal processes while preserving public health and safety. Social media posting could help with this.
- **Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions…]**
  - Feedback is being received about Town Meeting and allowing remote access and/or electronic voting. It is not possible to implement either. The State is considering ZOOM allowances but only for representational Town Meetings, which we are not. Electronic voting requires a significant IT infrastructure and significant lead-time to successfully deploy (It took over a year in Acton)
  - TA Ferrara reported that he had a walk-through of the Regency's function rooms with the Town Meeting Preparation Team and public safety personnel. He shared the proposed floor plans, for both the Parade Room (Town Meeting) and the Federal Banquet Room (Check in), that he had developed after this meeting. This layout allows for 196 voters; Staff would be watching from the on-site Emergency Response meeting room. Following the current order, all participants and attendees would be required to be masked, masks would also be available if needed. However, more research is necessary as to the legality of enforcing the mask requirement in this setting. We would also be encouraging the wearing of gloves by those handling equipment (e.g. microphones). There is discussion about having ushers to maintain social distancing and to direct voters to their seats, as we cannot allow for socializing as we have enjoyed in the past. There was general discussion about sanitary measures; audio/ broadcast /presentation equipment; and possible social distancing protocols for exiting at the end of the evening. It was suggested that voters with sight or hearing issues could be seated up front. TA Ferrara continues to work with the Town Clerk and Moderator on these concerns. There was a review of how we are proposing to manage the stakeholder motions/recommendations; seating and presenters speaking from the podium. We are looking to reducing the presentation times; specifically, the updates made at the beginning.
  - Boxborough Leadership Forum (BLF)/Pre-Town Meeting Forum - May 12, 2020 – this information will also be presented at tomorrow's BLF/Pre-Town Meeting Forum.
  - The completed Warrant is at the printer. They are still targeting a May 22nd mailing. He is in the process of reviewing motions with Town Counsel.
  - He is also working with the Town Clerk and other stakeholders on the layout and protocols for the June 2nd Elections at the Blanchard School.

**Personnel Updates - TA Ferrara**

- TA Ferrara spoke to the necessity for the Town Collective Bargaining Units Side Letters, to address the maintaining of essential services and functions during the COVID-19 declaration of emergency. Staffing and coverage was a conversation he and the Chiefs had early on. The goal was to maintain staffing. So far, our public safety personnel remain healthy, and continue to practice the sanitary and social distancing protocols initiated. However, there was a real concern in allowing paid time off during the crisis. So, we started conversations with the Unions to provide a one-time buyback of any vacation time that they have been unable to use before the end of the fiscal year. We did not seek out this accommodation, but we felt it was the responsible thing to maintain staffing at this time; being equitable to our staff. Now that we are scaling back, as we approach the lifting of restriction, staff can now take some time off, but this still needs to be addressed. TA Ferrara advised that based on current balances, with some interdepartmental cooperation, the Town be able to cover these expenses without the need for a Reserve Fund Transfer. The outside estimated cost may be around $75,000, but hoping it will be less; especially as this time-off restriction is being eased. Barrett reviewed some of the actuals. The Town will be including these COVID-19 related salary expenses for reimbursement, but this may be a year out. We will continue to track these expenses. The focus has been in preserving public safety staffing, however, he will be discussing allowing non-union personnel to carry over their vacation time at the next Personnel Board meeting.
  - Member Fowlks moved to approve the Side Letter of Agreement between the Boxborough Professional Firefighters, Local 4601 and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Bak. **Approved: 5-0 by** Roll Call - Bak "aye," Fowlks "aye," Fox "aye," and Neyland "aye." Member Stemple Abstained.

- Member Fowlks moved to approve the Side Letter of Agreement between the Local 200 Massachusetts Coalition of Police and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."
- Member Fowlks moved to approve the Side Letter of Agreement between the Local 200A Massachusetts Coalition of Police, Dispatch and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

**FY 2021 Employee Appointments**

- The Board reviewed the list provided. They expressed their gratitude to of Town employees for being flexible and stepping up during this crisis. Member Fowlks moved to appoint the employees identified in the "FY 2021 Employee Appointment List", provided, for terms commencing July 1, 2020 and ending on June 30, 2021; unless otherwise noted, and further amended changing Town Counsel's appointment term to 2021, and Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

**Update on Town Boards/Committees/Commissions**

- Member Fowlks moved to reappoint the follow board members for their respective boards for a three-year term effective July 1, 2020 through June 30, 2023, unless otherwise noted.
  - Kathie Becker and Bryon Clemence to the Agricultural Commission
  - Nancy Brown to the Board of Registrars
  - R. Allen "Al" Murphy to the Housing Board and Affordable Housing Trust
  - Mary Pavlik to the Well-Being Committee
  - William Sutcliffe to the Cemetery Commission
  - Dennis Reip (ConsCom), Alan Rohwer (Hist.Comm), and Ron Vogel (Housing.Bd.) as representative of their Board to the Community Preservation Committee.
  - David Follett and David Koonce to the Conservation Commission
  - Bill Litant to the Council on Aging
  - Bob Childs, At-large member to the Design Review Board
  - Rich Guzzardi, At-large member to the Economic Development Committee
  - Kevin Mahoney to the Historical Commission
  - Sheila Bauer to the Personnel Board
  - Ryan Ferrara as MART Representative for a one-year term July 1, 2020 – June 30, 2021
  - Sarah Murphy to the Steele Farm Advisory Committee
  - Karen Noriega-Baron to the Veterans Tribute Committee
  - Les Fox and Stephen Schmitt to the Water Resources Committee
  - Michael Toups to the Zoning Board of Appeals
  - Larry Grossman to the Boxborough Building Committee
  - Christian Habersaat as Alternate member to the Zoning Board of Appeals for a one-year term July 1, 2020 – June 30, 2021
  - Susan Bak to the Personnel Board commencing July 1, 2020 through June 30, 2023 friendly amendment to change Susan's term.

  Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

**Select Board & Town Administrator's reports/updates**

- TA Ferrara provided an update on the COVID-19 Status. We are in a better situation than some of our surrounding communities. The primary focus over the past week has been how to return to the new normal. On May 18th, Gov. Baker will be outlining a 4-step process to do this. He is continuing his daily response team meetings, but will be scaling this back soon. He held a staff meeting today to discuss re-opening. The Library Trustees are meeting tonight to discuss plans for the Library. DPW is looking at what to do. With Town Hall, we need to determine how to manage interactions with the public. Bldg. Inspector Herget has installed plexiglass at the counter windows. He is considering split shifts for the shared spaces. We continue to address requests on-line and will meet by appointment, while practicing social distancing. How we are going to communicate the new normal to resident as Town Hall has been a very social environment. We need to educate all during this process. There is going to require a lot more planning; physical barriers are a start. The Council on Aging will not be returning to physical interactions/events until, at least, the fall.

**Reports**

- Member Bak reported that Economic Development Comm. Chair Rich Guzzardi has advised that they are looking at developing a working group to discussion 1414 Mass Ave and the CISCO site.

- Chair Neyland reported that:
  - FinCom Chair Kushner is looking for an update on the Veterans Tribute project at Tuesday's BLF meeting. TA Ferrara advised that he can assist with this; noting that he is working on getting this out for bid – third time's a charm.
  - School Building Comm. activities - The Committee is pushing back on recent cost projects from the contractor that puts the project 5-7 Million over budget, and we haven't even broken ground. They are doing some value engineering on various components. They now need to also factor in the necessitated social distancing into designs. They will resolve these budgetary issues. Brolin should be able to provide further information at BLF. Member Fox asked that this information be shared with the BBC, as both projects have similar fact patterns.
- Member Fox reported that he and Chair Neyland are working to organize a BBC meeting but the members approved in March still need to be appointed and the Clerk has some process concerns. There was discussion as to electronic signature processes.

**Adjourn**

At 8:35PM, Member Fowlks moved to adjourn. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

**Exhibits**

| Item# | | |
|---|---|---|
| | | Agenda |
| 3 | | 5/11/20 Accountants email – (payable/payroll warrants report) |
| 4 | a | Regular Minutes of 4/13/20 – Draft |
| 6 | a | FY 21 BXB-TV IMA |
| | b | Useful Life Statement – 2019 ATM Capital Article Vehicle acquisitions |
| 7 | aii. | 2020 ATM Calendar |
| | | Preparation Materials |
| | | ATM Warrant |
| | | Proposed ATM floor plans |
| 8 | a | CBU – Side Letters (BPF, Local 4601; MCOP, Local 200 & MCOP, Local 200A) |
| | b. | FY 21 Employee Appointments |
| 9 | a | FY 21 Board/Committee member Re-appointments |
| | | Internal Communication & Outgoing Communications |
| | | Minutes, Notices and Updates |
| | | Announcements |

# TOWN OF BOXBOROUGH
# NOTICE OF PUBLIC MEETING

***REVISED 5/11/2020***

**SELECT BOARD**
**Meeting Agenda**
**Monday, May 11, 2020**
**7:00 PM**
**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.*** | |
| | | *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, April 16, 2020 | **ACCEPT & POF** |
| **5.** | **7:10 PM** | **Citizen's Concerns** | |
| **6.** | **7:15 PM** | **General Business** | |
| | **a.** | Intermunicipal agreement with Town of Littleton for Littleton Community Television (LCTV)<br>*Vote to approve the intermunicipal agreement between the Town and the Town of Littleton for the provision of Littleton Community Television (LCTV) for the term July 1, 2020 – June 30, 2021.* | **VOTE:** |
| | **b.** | Establish maximum useful life of: departmental equipment for which borrowing was authorized at May 2019 Annual Town Meeting (Article 28 & 31)<br>*Move that the maximum useful life of the departmental equipment listed below, to be financed with the proceeds of the borrowings authorized by the vote of the Town as described below, is hereby determined pursuant to G.L. c. 44, §7(1) to be as follows:* | **VOTE:** |

| *Purpose* | *Borrowing Amount* | *Maximum Useful Life* |
|---|---|---|
| *Fire Department Ambulance* | *$290,000* | *5 Years* |
| *Roll Off Truck* | *$210,000* | *15 Years* |

| | | | |
|---|---|---|---|
| **7.** | **7:25 PM** | **FY 2021 Budget /Annual Town Meeting/ Election Preparations** | |
| | **a.** | Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast | |
| | *i.* | Pre-Town Meeting Forum - May 12, 2020 | |
| | *ii.* | Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions…] | **VOTE:** |
| | **b.** | FY 2021 Budget - Updates | |
| **8.** | **7:55 PM** | **Personnel Updates - TA Ferrara** | |
| | **a.** | Town Collective Bargaining Units Side Letters, to address the maintaining of essential services and functions during the COVID-19 declaration of emergency. | |
| | *i.* | *Vote to approve the Side Letter of Agreement between the Boxborough Professional Firefighters, Local 4601 and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board.* | **VOTE:** |

| Item # | Estimated Start Time | | Action Vote/ Accept & POF |
|---|---|---|---|
| | | *Vote to approve the Side Letter of Agreement between the Local 200 Massachusetts Coalition of* | |
| | *ii.* | *Police and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board.* | **VOTE:** |
| | | *Vote to approve the Side Letter of Agreement between the Local 200A Massachusetts Coalition of Police, Dispatch and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on* | |
| | *iii.* | *behalf of the Select Board.* | **VOTE:** |
| | **b.** | FY 2021 Employee Appointments (see list provided) | |
| | | *Vote to appoint the employees identifed in the "FY 2021 Employee Appointment List", provided, for terms commencing July 1, 2020 and ending on June 30, 2021, unless otherwise noted* | **VOTE:** |
| **9.** | **8:20 PM** | **Update on Town Boards/Committees/Commissions** | |
| | **a.** | Various board members to be considered for (re) appointment | |
| | | *[Unless otherwise noted, the motion for each appointee should read "Move to (re-) appoint… to the… for a three year term effective July 1, 2020 through June 30, 2023]* | |
| | *i.* | Kathie Becker and Bryon Clemence, Agricultural Commission | **VOTE:** |
| | *ii.* | Nancy Brown, Board of Registrars | **VOTE:** |
| | *iii.* | R. Allen "Al" Murphy, Housing Board and Affordable Housing Trust | **VOTE:** |
| | *iv.* | Mary Pavlik, Well-Being Committee | **VOTE:** |
| | *v.* | William Sutcliffe, Cemetery Commission | **VOTE:** |
| | *vi.* | Dennis Reip (ConsCom), Alan Rohwer (Hist.Comm), and Ron Vogel (Housing.Bd.), Community Preservation Committee | **VOTE:** |
| | *vii.* | David Follett and David Koonce, Conservation Commission | **VOTE:** |
| | *viii.* | Bill Litant, Council on Aging | **VOTE:** |
| | *ix.* | Bob Childs, Design Review Board (At-large) | **VOTE:** |
| | *x.* | Rich Guzzardi, Economic Development Committee (At-large) | **VOTE:** |
| | *xi.* | Kevin Mahoney, Historical Commission | **VOTE:** |
| | *xii.* | Sheila Bauer, Personnel Board | **VOTE:** |
| | *xiii.* | Ryan Ferrara, MART Representative (One Year - 2021) | **VOTE:** |
| | *xiv.* | Sarah Murphy, Steele Farm Advisory Committee | **VOTE:** |
| | *xv.* | Karen Noriega-Baron, Veterans Tribute Committee | **VOTE:** |
| | *xvi.* | Les Fox and Stephen Schmitt, Water Resources Committee | **VOTE:** |
| | *xvii.* | Michael Toups, Zoning Board of Appeals | **VOTE:** |
| | *xviii.* | Larry Grossman, Boxborough Building Committee | **VOTE:** |
| | *xiv.* | Christian Habersaat as Alternate member , Zoning Board of Appeals (One Year Term-2021) | **VOTE:** |
| | *xv.* | Susan Bak, Personnel Board [***June 3, 2020*** through June 30, 2023 | **VOTE:** |
| 10 | **8:45 PM** | **Select Board & Town Administrator's reports/updates** | |
| | **a.** | COVID-19 Status Update | |
| | **b.** | Reports | |
| 11 | **9:00 PM** | **Adjourn** | |

2020511

| Item # | Estimated Start Time | | Action Vote/ Accept & POF |
|---|---|---|---|

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

**Boxborough Leadership Forum (BLF):** 5/12/2020 [Pre-town Meeting Review]
**2020 ATM Re-scheduled to:** ***6/22/2020***
**2020 Annual Town Election Re-scheduled to 6/2/2020**

To Join Zoom Meeting
https://us02web.zoom.us/j/83057223831?pwd=WnErRkd0NU5zOVVzakxIUlZJK1ZQUT09

Meeting ID: 830 5722 3831
Password: 545144
One tap mobile
+13017158592,,83057223831# US (Germantown)
+13126266799,,83057223831# US (Chicago)

Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 830 5722 3831
Find your local number: https://us02web.zoom.us/u/kc3txyHx1

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BOXBOROUGH SELECT BOARD
Meeting Minutes
April 13, 2020

**Approved:_____**

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

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

6a

**INTERMUNICIPAL AGREEMENT**
**LITTLETON COMMUNITY TELEVISION (LCTV) 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, Boxborough is seeking the services of the Littleton Community Television (LCTV) Department of the Town of Littleton as described herein; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Littleton is willing to provide said services for Boxborough.

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 Boxborough.

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.

**Littleton's Commitment to Provide LCTV Services to Boxborough**

5. Littleton shall provide LCTV services to Boxborough as defined under Scope of Services below. Services shall include seven hundred sixty (760) hours of staffing for management and oversight; and broadcast of all regularly scheduled Board of Selectmen (BOS) meetings, and Annual and Special Town meetings (ATM/STM). Coverage of unscheduled meetings that may or may not be held in the defined video locations may incur hourly fees (defined in #10). New/Additional board or committee meeting coverage may be added to this agreement by mutually amending the terms and conditions of this agreement.

6. Clear communication of Boxborough's Annual and/or Special Town meeting dates for the term of this document is necessary to avoid the possibility that these meetings coincide with Littleton's ATM or STM. However, if LCTV is not available to provide video coverage, LCTV shall provide Boxborough with at least sixty (60) days' notice and shall provide a credit to Boxborough in an amount to be mutually agreed upon. In all such instances LCTV agrees to make a good faith effort to assist Boxborough in identifying suitable back-up video service vendors.

7. It is LCTV's goal to accommodate Boxborough when rescheduling cancelled or adding special non-scheduled meetings. The availability of LCTV resources or contractors may not coincide with requested dates/times. Providing coverage for rescheduled meetings (particularly in non-standard locations), or adding special non-scheduled meetings, must be discussed with LCTV as soon as Boxborough knows of such change(s) to address scheduling, contractor and equipment availability, and determine site suitability for video productions additional equipment and labor fees may be required for non-standard locations.

**Boxborough's Financial Commitment to Pay Littleton for LCTV Services**

8. In consideration for the basic services (See item #23 Scope of Services) provided under this Agreement, Boxborough shall pay Littleton the sum of Sixty-six thousand dollars (66,000) for the period July 1, 2020 through June 30, 2021, to be paid in four quarterly installments of Sixteen Thousand five Hundred Dollars ($16,500).

9. In consideration of Additional Service Options listed below, Boxborough shall Pay Littleton for:
    a. Option #14 Train Boxborough Residents – Four yearly sessions. Each session having two two-hour meetings, maximum of 12 students (aged 16 or older) per session. Each session is $500; Invoiced quarterly following the session being held. BXBTV management will be responsible for scheduling/authorizing each session.
    b. Option #21 Access to LCTV Production Studios – Per student (aged 16 or older) fee of $350. Invoiced quarterly following the training being held. BXBTV management will be responsible for scheduling/authorizing each student.
    c. Addition of Planning Board Meeting Coverage FY2021 – Provide taping and delayed broadcast of two Planning Board meetings per/month. Single camera and audio coverage using existing Boxborough ENG cameras and wireless microphones. Littleton to provide assistance with videographers to tape event with maximum of two hours post-production work. Unless event is held in Grange Hall when use of installed gear can be used to offset post-production costs.

10. In consideration for the supplemental services provided under this Agreement, Boxborough shall pay Littleton the sum of $90.00 per hour, per person, two hour minimum, excluding additional/special equipment rental for the period July 1, 2020 through June 30, 2021.

11. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Littleton's Treasurer will invoice Boxborough on September 30, 2020 and December 31, 2020, and on March 31, 2021 and June 20, 2021 and Boxborough's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.

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

13. For each Extended Term, Boxborough warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement, or (b) notify Littleton

in writing at least thirty days prior to the commencement of the Extended Term that Boxborough has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

**Record Keeping**

14. LCTV shall keep accurate and comprehensive records of services performed under this Agreement.

**Personnel**

15. During the Term, Littleton shall employ and pay all benefits for the LCTV Executive Director and LCTV Production Supervisor.

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

17. Boxborough shall, at its sole cost, add the LCTV Executive Director and Production Supervisor performing Services in Boxborough under this Agreement as an additional insured under all of Boxborough's liability insurance policies covering Boxborough's employees including without limitation the automobile and comprehensive general liability insurance policies.

**Defined Established Video Locations**

18. Defined videotape locations for Boxborough Town Hall meetings are the Grange meeting room and the Morse-Hilberg meeting room. For Special Town Meeting or Annual Town Meetings the defined videotape location is the Blanchard Memorial School gym.

19. LCTV should be involved if lighting in the defined video locations is adjusted or changed.

20. Defined video locations require at least four 15 amp AC power outlets to power the A/V equipment. Live broadcast transmissions also require network access via a town network data port (RJ45 at 100MB) connected to the Town Hall playback server.

**Rights and Indemnities**

21. 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.

22. 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 LCTV Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

**Scope of LCTV Services**

23. LCTV Services under this Agreement shall include the following, as more fully described in Appendix A, attached hereto and made part hereof:

    Basic Services
    Service #1 Administration Fee/Costs
    Service #2 Management of the Boxborough cable station
    Service #3 Maintain Boxborough cable program schedule
    Service #4 Maintain Boxborough cable broadcast equipment
    Service #5 Update and maintain Boxborough's Community Bulletin Board
    Service #6 Recruit and train contractors
    Service #7 Work with Town Clerk on meetings and schedules
    Service #8 Schedule Contractors for Meetings
    Service #9 Videotape Special/Annual Town Meetings
    Service #11 On-demand programming for Government programming
    Service #16 Evaluate/Facilitate New Equipment Acquisition
    Service #23 Staffed LCTV Production Services (2018)

    Additional Option Services
    Service #14 Train Boxborough Residents (2017)
    Service #21 Access to LCTV Production Studios (2017)

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

**Administration**

25. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They shall meet and/or confer periodically with the LCTV Executive Director or the Video Production Supervisor to address matters of policy, operations and logistics as from time to time may arise under this Agreement.

26. The Littleton Town Administrator supervises the LCTV Executive Director and the Video Production Supervisor.

**Termination**

27. 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 21 and 22 above.

**Notices**

28. 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 Littleton Board of Selectmen at the same address.

**Assignment**

29. 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**

30. 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.

| | |
|---|---|
| _____ | _____ |
| Boxborough Town Administrator | Littleton Town Administrator |
| APPROVED BY: Select Board of the Town of Boxborough | APPROVED BY: Board of Selectmen of the Town of Littleton |
| _____ | _____ |
| SB Chair | BOS Chair |
| _____ | _____ |
| SB Clerk | BOS Vice Chair |
| _____ | _____ |
| SB Member | BOS Clerk |
| _____ | _____ |
| SB Member | BOS Member |
| _____ | _____ |
| SB Member | BOS Member |

6b

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held May 11, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by the votes of the Town passed at the May 13, 2019 annual town meeting (Articles 28 and 31) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

| Purpose | Borrowing Amount | Maximum Useful Life |
|---|---|---|
| Fire Department Ambulance | $290,000 | 5 Years |
| Roll Off Truck | $210,000 | 15 Years |

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2020

_____
Clerk of the Select Board

7aii

Town Meeting Budget Warrant Article
Calendar
FY 2020

## May

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|
| | | | | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12<br>Pre-Town Meeting Review/BLF Forum | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22<br>Warrant Mailed | 23 |
| Holiday | 26 | 27 | 28 | 29 | 30 |

## June

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|
| 1 | 2<br>Town Election | 3<br>Presentations Due | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 22<br>ATM Begins | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | | | | |

FY2021 Budget Timeline Calendar v7
4/06/2020

# Town of Boxborough
# Massachusetts

## <u>Annual Town Meeting</u>

**Monday, June 22nd 2020, 7:00 PM**

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

**Boxboro Regency Hotel & Conference Center**
**Parade Room**
242 Adams Place, Boxborough

Please bring this Warrant to the Annual Town Meeting

Dear Boxborough Residents,

We hope 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.

The current public health crisis and subsequent economic decline developed rapidly as we were finalizing the town warrant. The Select Board and Finance Committee worked together with the Town Administrator and Department Heads to comprehensively review and modify the budget where appropriate and to remove any articles we felt could wait until next year's Annual Town Meeting, or even a potential Special Town Meeting this fall.

We removed approximately $2.232 million in new borrowing articles as well as delaying the bonding of all approved articles, saving an additional $333,150 in the FY21 budget. Additionally, we have postponed 5 articles totaling another $380,100 to future town meetings, changed funding sources and reallocated items, saving over $240,000 in Free Cash.

With respect to Article 5, the Budget, we reduced spending by $73,040. The bulk of the reduction came from putting off a wage increase for town personnel from July 1st to January 1st. Additional reductions came from managing conference/training/travel; delay in filling personnel vacancies until October 2020; and the elimination of Elected Officials salaries.

We are acutely aware of the economic hardship the public health crisis has provoked. Over the next several weeks, we will continue to work together to ensure we have accounted for everything that can be eliminated. If we identify articles or line items that can be refined, we will present these changes at the June 22 Annual Town Meeting.

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

Sincerely,

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
## Blanchard Memorial School, Gymnasium
## 493 Massachusetts Ave

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

## Please remember to bring items
## for the AB Food Pantry
**WWW.ACTONFOODPANTRY.ORG**

Especially needed are:

- Hot and Cold Cereals
- Hearty Soups
- Dried or Canned Beans
- Canned Meats/Fish
- Rice
- Pasta & Sauce
- Toilet Paper
- Detergents
- Incontinence Items
- Diapers

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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 22, 2020
# LIST OF ARTICLES

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## 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 5 Consent Agendas:

- The **Financial/Authorizations Consent** (Articles #10 through #21, inclusive) includes articles considered to be non-controversial, appropriations from Receipts Reserved Accounts, closing out of completed articles, MGL acceptances, and a new town bylaw. These articles are indicated with (*)
- The first **Capital Consent** (Articles #22 through #27, inclusive) includes several of the smaller capital items which have been supported by both the Finance Committee and Select Board and are all proposed to be funded with Free Cash. These articles are indicated with (**)
- The second **Capital Consent** (Articles #28 and #29) includes two larger assets with suggested funding by the Stabilization Fund. These articles are indicated with (***)
- The **Community Preservation Fund Consent** (Articles #30 through #36) includes the annual CPC report and setting of FY21 reserves as well as six CPA funding articles considered to be non-controversial. These articles are indicated with (#)
- The **Planning Consent** (Articles #39 through #41 inclusive) includes zoning changes considered to be non-controversial. These articles are indicated with (^)

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.

# TOWN OF BOXBOROUGH
# ANNUAL TOWN MEETING
# JUNE 22, 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 Boxboro Regency, 242 Adams Place, Boxborough, MA on Monday, June 22, 2020 at 7:00 p.m. to act on Articles 2 through 43 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA, 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.

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

**ARTICLE 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 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).**

**ARTICLE 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 | $0.00 each member/year |
| Board of Health Members | $0.00 each member/year |
| Town Clerk | $51,498.00/year |
| Constables | $3.00 each copy/warrant posted |
| Planning Board Members | $0.00 each member/year |
| Boxborough Members of A-B Regional School Committee | $0.00 each member/year |
| Library Board of Trustees | $0.00 each member/year |
| Town Moderator | $0.00/year |

or take any other action relative thereto.

***Summary:***
*The Finance Committee and Select Board planned to increase the amounts for Board of Health and Planning Board members to $200 per member to align with equitable service expectations. Additionally, plans to add a stipend for Library Board of Trustees ($200 per member) and Moderator ($100 per year) in recognition of the additional elected positions were proposed. Elected members may choose not to accept these stipends and instead choose to volunteer their time in service to the town.*

*In an effort to reduce the budget for FY21, the Finance Committee and Select Board voted to eliminate all elected stipends for one year. This is a savings of $6,500.*

**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.

**ARTICLE 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 75th percentile 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.

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.

***Summary:***

*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.*

*Tables included for reference:*

- *The first table includes a 2.6% wage increase for which will be implemented on January 1, 2021*
- *Second, the Temporary, Per Diem and Intermittent Employees Schedule includes a 2.6% wage increase for use on July 1, 2020*
- *The last table is a compilation of personal contracts, Collective Bargaining Agreements and proposed Elected Officials stipends (not generally funded) for reference only*

**The Personnel Board recommends unanimously (5-0).**

In 2019, the Town retained the services of GovHR, a personnel consulting firm to conduct a comprehensive compensation study for all non-union town personnel, i.e. those employees covered by the Town's Compensation and Classification Schedule. GovHR used 20 comparable towns in the study to develop a systematic formalized plan with equitable job groupings and compensation levels. Considering comparable wage data as well as the characteristics of each position and internal equity factors, GovHR assisted the Personnel Board in developing the classification and compensation schedule being presented.

The existing schedule has nine Grades with a 2.5% between each step. Under the new schedule, there are 14 Steps with 2.5% between each step. In addition to increasing the number of steps, we made the decision to pin our range to the 75th percentile among comparable towns; we previously benchmarked our compensation range to the 50th percentile. We felt that this was an important update to the compensation and classification schedule as the Town has struggled to attract and retain employees in recent years.

**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.

In view of the current economic crisis caused by the Coronavirus, with the recommendation of the Personnel Board, the Select Board changed the effective date of the 2.6% wage adjustment for regular full time and part time employees to **January 1, 2021**. There was no change to the effective date **(July 1, 2020)** of the wage adjustment for the Temporary, Per Diem and Intermittent schedule.

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.

FY2021 Classification & Compensation Schedule - including 2.6% Wage Increase
Regular Full-Time, Reduced Hours and Part-Time Employees

| Grade | Positions | FLSA Status | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 | Step 13 | Step 14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16 | Assistant Town Administrator | Exempt | 81,308 | 83,341 | 85,425 | 87,560 | 89,749 | 91,993 | 94,293 | 96,650 | 99,066 | 101,543 | 104,082 | 106,684 | 109,351 | 112,084 |
| | Police Lieutenant | | | | | | | | | | | | | | | |
| 15 | COA & Comm Svc Director | Exempt | 69,199 | 70,929 | 72,702 | 74,519 | 76,382 | 78,292 | 80,249 | 82,255 | 84,312 | 86,420 | 88,580 | 90,795 | 93,064 | 95,391 |
| | Human Resources Manager | | | | | | | | | | | | | | | |
| | Informations Systems Coordinator | | | | | | | | | | | | | | | |
| | Inspector of Buildings | | | | | | | | | | | | | | | |
| | Town Accountant | | | | | | | | | | | | | | | |
| | Town Assessor | | | | | | | | | | | | | | | |
| | Town Planner | | | | | | | | | | | | | | | |
| | Town Treasurer/Collector | | | | | | | | | | | | | | | |
| 14 | Council on Aging Coordinator | Exempt | 58,892 | 60,365 | 61,874 | 63,421 | 65,006 | 66,631 | 68,297 | 70,005 | 71,755 | 73,549 | 75,387 | 77,272 | 79,204 | 81,184 |
| | Town Clerk | | | | | | | | | | | | | | | |
| | Community Services Coordinator | Non-Exempt | 28.21 | 28.91 | 29.63 | 30.37 | 31.13 | 31.91 | 32.71 | 33.53 | 34.37 | 35.22 | 36.11 | 37.01 | 37.93 | 38.88 |
| | DPW Business Administrator | | | | | | | | | | | | | | | |
| | DPW Foreman | | | | | | | | | | | | | | | |
| 13 | Youth Services Librarian | Exempt | 54,352 | 55,711 | 57,104 | 58,531 | 59,995 | 61,494 | 63,032 | 64,608 | 66,223 | 67,878 | 69,575 | 71,315 | 73,097 | 74,925 |
| | ***Information Services Librarian*** | Non-Exempt | 26.03 | 26.68 | 27.35 | 28.03 | 28.73 | 29.45 | 30.19 | 30.94 | 31.72 | 32.51 | 33.32 | 34.15 | 35.01 | 35.88 |
| | Technical Services Librarian | | | | | | | | | | | | | | | |
| 12 | ***Administrative Assistant*** | Non-Exempt | 24.21 | 24.82 | 25.44 | 26.08 | 26.73 | 27.40 | 28.08 | 28.78 | 29.50 | 30.24 | 31.00 | 31.77 | 32.57 | 33.38 |
| | Conservation Agent | | | | | | | | | | | | | | | |
| | DPW Worker-Skilled | | | | | | | | | | | | | | | |
| | Fleet Maintenance Mechanic | | | | | | | | | | | | | | | |
| 11 | Animal Control Officer | Non-Exempt | 22.53 | 23.09 | 23.67 | 24.26 | 24.86 | 25.49 | 26.12 | 26.78 | 27.44 | 28.13 | 28.83 | 29.56 | 30.29 | 31.05 |
| | Department Assistant | | | | | | | | | | | | | | | |
| | IT Support Technician | | | | | | | | | | | | | | | |
| 10 | Bldgs/Gnds Maint Worker | Non-Exempt | 20.95 | 21.48 | 22.01 | 22.56 | 23.13 | 23.71 | 24.30 | 24.91 | 25.53 | 26.17 | 26.82 | 27.49 | 28.18 | 28.88 |
| | DPW Worker-Semi Skilled | | | | | | | | | | | | | | | |
| | Senior Library Assistant | | | | | | | | | | | | | | | |
| | Transfer Station Worker | | | | | | | | | | | | | | | |
| 9 | Library Assistant | Non-Exempt | 19.49 | 19.98 | 20.48 | 20.99 | 21.52 | 22.05 | 22.60 | 23.17 | 23.75 | 24.34 | 24.95 | 25.57 | 26.21 | 26.87 |
| 8 | Van Dispatcher | Non-Exempt | 18.13 | 18.59 | 19.05 | 19.53 | 20.01 | 20.51 | 21.03 | 21.55 | 22.09 | 22.64 | 23.21 | 23.79 | 24.39 | 25.00 |

**FY2021 Classification & Compensation Schedule**
**Per Diem and Intermittent Employees & Stipends**

| Hourly (All Non-exempt) | Rate |
|---|---|
| CIT | $ 11.29 |
| Intern (Town Hall) | $ 11.29 |
| Junior Library Page | $ 11.29 |
| Library Page | $ 11.29 |
| Counselor | $ 13.50 |
| Asst. Animal Control Officer - Dogs & Cats | $ 13.50 |
| Laborer - Cemetery | $ 13.50 |
| Election Workers | $ 13.50 |
| Clerk of Elections | $ 14.85 |
| Media Production Technician | $ 13.93 |
| Seasonal Conservation Officer | $ 14.06 |
| Lead Counselor | $ 14.28 |
| Seasonal Maintenance Worker | $ 15.65 |
| Van Driver | $ 16.62 |
| Lock Up Attendant | $ 16.86 |
| Part Time Dispatcher | $ 19.02 |
| Fire Department Chaplain | $ 19.36 |
| Firefighter/EMT | $ 19.36 |
| Special Police Officer | $ 19.36 |
| Substitute Librarian | $ 19.36 |
| Gym Director | $ 20.92 |
| Winter Recreation Director | $ 20.92 |
| Specialty Instructor Level I | $ 20.92 |
| Fire Lieutenant | $ 21.29 |
| Animal Control Officer | $ 21.29 |
| Specialty Instructor Level II | $ 21.43 |
| Summer Recreation Director | $ 21.43 |
| Lead Summer Recreation Director | $ 22.00 |
| Fire Captain | $ 22.00 |
| Veterans Services Officer | $ 22.00 |
| Snow Plow Operator | $ 24.69 |
| Deputy Fire Chief | $ 24.87 |
| Asst. Building Inspector | $ 29.47 |
| Call Building Inspector | $ 34.31 |
| Call Fire Chief | $ 47.78 |

| Stipends (Annual) | Rate |
|---|---|
| Fence Viewer | $40 |
| Field Driver | $45 |
| Registrar Member | $275 |
| Registrar Chairperson | $925 |
| Cemetery Superintendent | $5,000 |
| Animal Inspector | $1,015 |
| Technology Liaison | $7,500 |
| ***Finance Director*** | ***$6,000*** |

| Fee Based | Rate |
|---|---|
| Wiring Inspector | 10% Permit Fees |
| Plumbing & Gas Inspector | 10% Permit Fees |
| Meeting Secretaries | $128 /meeting |

## For Informational Purposes
## Personal Contracts, CBA's and Elected Officials
## FY2021

| Personal Contracts | | | |
|---|---|---|---|
| **Position** | **Contract Expires** | **FY2020** | **FY2021** |
| DPW Director | 6/30/2023 | 100,786 | 104,817 |
| Fire Chief | 6/30/2022 | 120,000 | 126,000 |
| Library Director | 6/30/2022 | 72,800 | 81,308 |
| Police Chief | 6/30/2025 | 135,533 | 151,797 |
| Town Administrator | 6/30/2021 | 127,920 | 131,757 |

| Positions Governed by Collective Bargaining Agreements (CBA's) -expire 6/30/2021 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Position** | **Step A** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | **Step 7** | **Step 8** |
| Police Sergeant | | 34.53 | 35.15 | 36.09 | | | | | |
| Police Officer | 25.06 | 27.06 | 27.76 | 28.49 | 29.24 | 29.99 | 31.11 | | |
| Fire Captain | 35.10 | | | | | | | | |
| Fire Lieutenant | 33.64 | | | | | | | | |
| Firefighter/EMT | | 24.63 | 25.25 | 25.87 | 26.52 | 27.19 | 28.66 | 28.55 | 29.28 |
| Dispatch Supervisor | | 24.52 | 25.12 | 25.72 | 26.36 | 27.01 | 27.67 | | |
| Dispatcher | | 22.00 | 22.55 | 23.10 | 23.66 | 24.24 | 24.82 | | |

| Elected Officials | | | | |
|---|---|---|---|---|
| **Position** | **FY2020** | | **FY2021** | |
| Select Board Member | $400.00 | annually | $400.00 | annually |
| Board of Health Member | $166.67 | annually | $200.00 | annually |
| Planning Board Member | $109.00 | annually | $200.00 | annually |
| Boxborough School Committee Member | $400.00 | annually | $400.00 | annually |
| Library Trustee | $0.00 | annually | $200.00 | annually |
| Moderator | $0.00 | annually | $100.00 | annually |
| Constable | $3.00 | /warrant posted/location | $3.00 | /warrant posted/location |
| Town Clerk | $49,714.21 | (Grade 14-MAX) | $51,498.00 | (Grade 14-Step 12) |

* For FY21 Elected Board and Committee Members have chosen to forgo their salaries as reflected in Article 3

**ARTICLE 5 TOWN OPERATING BUDGET**
$22,250,815 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).**

**The Select Board recommends unanimously (5-0).**

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 114 | Total Salary | 0 | 0 | 0.0% | 0 |
| 114 | Total Other | 65 | 65 | 0.0% | 57 |
| 114 | Total Moderator | 65 | 65 | 0.0% | 57 |
| 119 | Total Salary | 0 | 0 | 0.0% | 0 |
| 119 | Total Other | 170 | 170 | 0.0% | 150 |
| 119 | Total Town Constable | 170 | 170 | 0.0% | 150 |
| 122 | Total Salary | 0 | 2,000 | -100.0% | 2,000 |
| 122 | Total Other | 2,640 | 2,885 | -8.5% | 2,865 |
| 122 | Total Select Board | 2,640 | 4,885 | -46.0% | 4,865 |
| 123 | Total Salary | 192,230 | 192,150 | 0.0% | 139,200 |
| 123 | Total Other | 5,080 | 4,515 | 12.5% | 5,000 |
| 123 | Total Town Administrator | 197,310 | 196,665 | 0.3% | 144,200 |
| 131 | Total Salary | 0 | 3,000 | -100.0% | 0 |
| 131 | Total Other | 375 | 375 | 0.0% | 375 |
| 131 | Total Town Finance Comm | 375 | 3,375 | -88.9% | 375 |
| 135 | Total Salary | 87,215 | 79,005 | 10.4% | 75,640 |
| 135 | Total Other | 35,640 | 37,335 | -4.5% | 39,585 |
| 135 | Total Accountant | 122,855 | 116,340 | 5.6% | 115,225 |
| 141 | Total Salary | 82,215 | 80,005 | 2.8% | 78,531 |
| 141 | Total Other | 13,290 | 13,860 | -4.1% | 18,970 |
| 141 | Total Assessor | 95,505 | 93,865 | 1.7% | 97,501 |
| 145 | Total Salary | 74,575 | 71,575 | 4.2% | 78,531 |
| 145 | Total Other | 29,940 | 25,990 | 15.2% | 19,690 |
| 145 | Total Treasurer/Collector | 104,515 | 97,565 | 7.1% | 98,221 |

122 Total Salary - Select Board: All elected salaries removed FY21 only
123 Total Salary - Town Administrator: AssistTA remains Oct 1 Start (9 month budget)
123 Total Other - Town Administrator: Procurement training recertification year 2
131 Total Salary - Finance Committee: Secretary removed FY21 only, until position filled
135 Total Salary - Accountant: Finance Director stipend
145 Total Other - Treasurer/Collector: Fee increases for Financial Advisor and printing

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 151 | Total Salary | 0 | 0 | 0.0% | 0 |
| 151 | Total Other | 78,400 | 87,600 | -10.5% | 87,600 |
| 151 | Total Legal | 78,400 | 87,600 | -10.5% | 87,600 |
| 152 | Total Salary | 0 | 0 | 0.0% | 0 |
| 152 | Total Other | 345 | 320 | 7.8% | 320 |
| 152 | Total Personnel Board | 345 | 320 | 7.8% | 320 |
| 156 | Total Salary | 7,500 | 5,000 | 50.0% | 0 |
| 156 | Total Other | 184,500 | 151,210 | 22.0% | 138,340 |
| 156 | Total Technology | 192,000 | 156,210 | 22.9% | 138,340 |
| 161 | Total Salary | 52,500 | 50,690 | 3.6% | 49,715 |
| 161 | Total Other | 1,705 | 1,830 | -6.8% | 1,855 |
| 161 | Total Town Clerk | 54,205 | 52,520 | 3.2% | 51,570 |
| 162 | Total Salary | 8,845 | 7,280 | 21.5% | 7,742 |
| 162 | Total Other | 9,355 | 7,560 | 23.7% | 6,575 |
| 162 | Total Elect. & Registr. | 18,200 | 14,840 | 22.6% | 14,317 |
| 171 | Total Salary | 0 | 0 | 0.0% | 0 |
| 171 | Total Other | 1,600 | 2,150 | -25.6% | 2,150 |
| 171 | Total Conservation Comm | 1,600 | 2,150 | -25.6% | 2,150 |
| 175 | Total Salary | 74,860 | 84,525 | -11.4% | 78,076 |
| 175 | Total Other | 5,500 | 5,030 | 9.3% | 4,805 |
| 175 | Total Planning Board | 80,360 | 89,555 | -10.3% | 82,881 |
| 176 | Total Salary | 0 | 3,000 | -100.0% | 0 |
| 176 | Total Other | 135 | 225 | -40.0% | 225 |
| 176 | Total ZBA | 135 | 3,225 | -95.8% | 225 |

151 Total Other - Legal: Reduced for expected reduction in usage
156 Total Salary - Technology: Increased stipend for IT liaison
156 Total Other - Technology: Incorporated OnPremise email management
162 Total Other - Elections & Registrars: Additional major election & STM planned
171 Total Other - Conservation Commission: Reduced materials & conferences
175 Total Salary - Planning Board: All elected salaries removed FY21 only;
New hire @ lower step
176 Total Salary - ZBA: Secretary removed FY21 only, until position filled

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 179 | Total Salary | 0 | 0 | 0.0% | 0 |
| 179 | Total Other | 100 | 200 | -50.0% | 200 |
| 179 | Total Ag Comm | 100 | 200 | -50.0% | 200 |
| 182 | Total Salary | 0 | 0 | 0% | 0 |
| 182 | Total Other | 3,500 | 0 | 100% | 0 |
| 182 | Total Economic Development | 3,500 | 0 | 100% | 0 |
| 192 | Total Salary | 210,065 | 212,660 | -1.2% | 185,846 |
| 192 | Total Other | 48,630 | 47,655 | 2.0% | 43,875 |
| 192 | Total Town Hall | 258,695 | 260,315 | -0.6% | 229,721 |
| 196 | Total Salary | 0 | 0 | 0.0% | 0 |
| 196 | Total Other | 43,180 | 52,865 | -18.3% | 12,555 |
| 196 | Total Facilities | 43,180 | 52,865 | -18.3% | 12,555 |
| 199 | Total Salary | 0 | 0 | 0.0% | 0 |
| 199 | Total Other | 500 | 500 | 0.0% | 1,200 |
| 199 | Total Sustainability Comm | 500 | 500 | 0.0% | 1,200 |
| | Total Salaries - Town Government | 790,005 | 790,890 | -0.1% | 695,281 |
| | Total Other - Town Government | 461,150 | 442,340 | 4.3% | 386,392 |
| | Total Town Government | 1,254,655 | 1,233,230 | 1.5% | 1,081,673 |

179 Total Other - Agricultural Commission: Reduced conferences spending
182 Total Other - Economic Development: New Committee established
192 Total Salary - Town Hall: One Dept Assistant Hire Oct 1 Start (9 month budget)
196 Total Other - Facilities: Community Center lease as Article for future approval

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 210 | Total Salary | 1,342,810 | 1,210,305 | 10.9% | 1,154,403 |
| 210 | Total Other | 209,415 | 190,295 | 10.0% | 178,265 |
| 210 | Total Police | 1,552,225 | 1,400,600 | 10.8% | 1,332,668 |
| 215 | Total Salary | 347,660 | 317,570 | 9.5% | 308,256 |
| 215 | Total Other | 54,425 | 54,425 | 0.0% | 48,380 |
| 215 | Total Dispatch | 402,085 | 371,995 | 8.1% | 356,636 |
| 220 | Total Salary | 950,555 | 879,350 | 8.1% | 855,111 |
| 220 | Total Other | 136,010 | 117,870 | 15.4% | 111,065 |
| 220 | Total Fire | 1,086,565 | 997,220 | 9.0% | 966,176 |
| 241 | Total Salary | 84,255 | 82,020 | 2.7% | 78,478 |
| 241 | Total Other | 14,960 | 13,755 | 8.8% | 15,155 |
| 241 | Total Building Insp | 99,215 | 95,775 | 3.6% | 93,633 |
| 291 | Total Salary | 0 | 2,490 | -100.0% | 2,445 |
| 291 | Total Other | 0 | 645 | -100.0% | 645 |
| 291 | Total ACO | 0 | 3,135 | -100.0% | 3,090 |
| 292 | Total Salary | 16,670 | 16,405 | 1.6% | 15,588 |
| 292 | Total Other | 4,385 | 4,385 | 0.0% | 4,385 |
| 292 | Total ACO | 21,055 | 20,790 | 1.3% | 19,973 |
| 299 | Total Salary | 0 | 45 | -100.0% | 45 |
| 299 | Total Other | 0 | 0 | 0.0% | 20 |
| 299 | Total Field Driver | 0 | 45 | -100.0% | 65 |
| | Total Salaries - Protection | 2,741,950 | 2,508,185 | 9.3% | 2,414,326 |
| | Total Other - Protection | 419,195 | 381,375 | 9.9% | 357,915 |
| | Total Protection | 3,161,145 | 2,889,560 | 9.4% | 2,772,241 |

210 Total Salary - Police: Contractual salary increases begin July 1
210 Total Other - Police: Taser contract added to budget per ATM19 article
215 Total Salary - Dispatch: Contractual salary increases begin July 1
220 Total Salary - Fire: Contractual salary increases begin July 1
220 Total Other - Fire: Contractual service increases
291 Total - Animal Control: All services combined with Depts 292 & 505
292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only
299 Total - Field Driver: All services combined with Dept 505

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 300 | Total Salary | 0 | 1,600 | -100% | 1,600 |
| 300 | Total Other | 0 | 0 | 0% | 0 |
| 300 | Total School Committee | 0 | 1,600 | -100% | 1,600 |
| 310 | Total Salary | 0 | 0 | 0.0% | 0 |
| 310 | Total Other | 265,225 | 252,005 | 5.2% | 191,845 |
| 310 | Total Minuteman | 265,225 | 252,005 | 5.2% | 191,845 |
| 311 | Total Salary | 0 | 0 | 0.0% | 0 |
| 311 | Total Other | 47,820 | 46,250 | 3.4% | 66,300 |
| 311 | Total Assabet | 47,820 | 46,250 | 3.4% | 66,300 |
| 312 | Total Salary | 0 | 0 | 0.0% | 0 |
| 312 | Total Other | 110,275 | 64,895 | 69.9% | 49,000 |
| 312 | Total Nashoba | 110,275 | 64,895 | 69.9% | 49,000 |
| 320 | Total Salary | 0 | 0 | 0.0% | 0 |
| 320 | Total Other | 12,202,690 | 11,522,285 | 5.9% | 11,351,355 |
| 320 | Total ABRSD | 12,202,690 | 11,522,285 | 5.9% | 11,351,355 |
| | Total Salaries - Education | 0 | 1,600 | -100.0% | 1,600 |
| | Total Other - Education | 12,626,010 | 11,885,435 | 6.2% | 11,658,500 |
| | Total Education | 12,626,010 | 11,887,035 | 6.2% | 11,660,100 |

300 Total Salary - School Committee: All elected salaries removed FY21 only
310 Total Other - Minuteman: 4 students confirmed, 4 waitlist
311 Total Other - Assabet: 1 student
312 Total Other - Nashoba: 4 students
320 Total Other - ABRSD: includes Twin Schools Debt $539,721

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 422 | Total Salary | 610,305 | 584,070 | 4.5% | 562,273 |
| 422 | Total Other | 144,460 | 137,770 | 4.9% | 129,270 |
| 422 | Total DPW | 754,765 | 721,840 | 4.6% | 691,543 |
| 423 | Total Salary | 66,200 | 63,850 | 3.7% | 64,636 |
| 423 | Total Other | 135,710 | 135,800 | -0.1% | 133,800 |
| 423 | Total Snow & Ice | 201,910 | 199,650 | 1.1% | 198,436 |
| 424 | Total Salary | 0 | 0 | 0.0% | 0 |
| 424 | Total Other | 3,000 | 3,500 | -14.3% | 3,500 |
| 424 | Total Street Lighting | 3,000 | 3,500 | -14.3% | 3,500 |
| 425 | Total Salary | 0 | 0 | 0.0% | 0 |
| 425 | Total Other | 41,615 | 28,500 | 46.0% | 23,500 |
| 425 | Total Hager Well | 41,615 | 28,500 | 46.0% | 23,500 |
| 429 | Total Salary | 0 | 0 | 0.0% | 0 |
| 429 | Total Other | 87,175 | 77,500 | 12.5% | 77,500 |
| 429 | Total Fuel | 87,175 | 77,500 | 12.5% | 77,500 |
| 431 | Total Salary | 0 | 0 | 0.0% | 0 |
| 431 | Total Other | 10,000 | 0 | 100.0% | 10,000 |
| 431 | Total Hazardous Waste | 10,000 | 0 | 100.0% | 10,000 |
| 433 | Total Salary | 0 | 0 | 0.0% | 0 |
| 433 | Total Other | 120,400 | 146,300 | -17.7% | 122,570 |
| 433 | Total Transfer Station | 120,400 | 146,300 | -17.7% | 122,570 |
| 491 | Total Salary | 5,000 | 5,000 | 0.0% | 5,234 |
| 491 | Total Other | 500 | 500 | 0.0% | 1,000 |
| 491 | Total Cemetery | 5,500 | 5,500 | 0.0% | 6,234 |
| | Total Salaries - Public Works | 681,505 | 652,920 | 4.4% | 632,143 |
| | Total Other - Public Works | 542,860 | 529,870 | 2.5% | 501,140 |
| | Total Public Works | 1,224,365 | 1,182,790 | 3.5% | 1,133,283 |

424 Total Other - Street Lighting: Recent combined municipal billing option
425 Total Other - Hager Well: DEP mandated cleaning due
429 Total Other - Fuel: Additional vehicle added ATM19
431 Total Other - Hazardous Waste: Every other year Hazardous Waste Day
433 Total Other - Transfer Station: Trucking reduced ATM19

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 505 | Total Salary | 3,550 | 990 | 258.6% | 990 |
| 505 | Total Other | 0 | 150 | -100.0% | 200 |
| 505 | Total Animal Inspector | 3,550 | 1,140 | 211.4% | 1,190 |
| 511 | Total Salary | 0 | 505 | -100.0% | 501 |
| 511 | Total Other | 45,700 | 45,050 | 1.4% | 42,700 |
| 511 | Total BoH | 45,700 | 45,555 | 0.3% | 43,201 |
| 529 | Total Salary | 0 | 0 | 0.0% | 27,604 |
| 529 | Total Other | 7,175 | 6,225 | 15.3% | 975 |
| 529 | Total Community Services | 7,175 | 6,225 | 15.3% | 28,579 |
| 541 | Total Salary | 73,575 | 71,575 | 2.8% | 60,748 |
| 541 | Total Other | 8,540 | 8,700 | -1.8% | 11,675 |
| 541 | Total COA | 82,115 | 80,275 | 2.3% | 72,423 |
| 543 | Total Salary | 0 | 0 | 0.0% | 2,900 |
| 543 | Total Other | 46,615 | 34,185 | 36.4% | 990 |
| 543 | Total Veterans | 46,615 | 34,185 | 36.4% | 3,890 |
| | Total Salaries - Health Services | 77,125 | 73,070 | 5.5% | 92,743 |
| | Total Other - Health Services | 108,030 | 94,310 | 14.5% | 56,540 |
| | Total Health Services | 185,155 | 167,380 | 10.6% | 149,283 |

505 Total Other - Animal Inspector: combined with Animal Control see Dept 291
511 Total Salary - Board of Health: All elected salaries removed FY21 only
529 Total Other - Community Services: New community programming
543 Total Other - Veterans: Veterans Service District; Ch115 Aid increase

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 610 | Total Salary | 256,355 | 238,565 | 7.5% | 248,656 |
| 610 | Total Other | 162,050 | 153,400 | 5.6% | 148,000 |
| 610 | Total Library | 418,405 | 391,965 | 6.7% | 396,656 |
| 630 | Total Salary | 34,855 | 31,790 | 9.6% | 29,621 |
| 630 | Total Other | 13,900 | 12,175 | 14.2% | 8,430 |
| 630 | Total Rec Comm | 48,755 | 43,965 | 10.9% | 38,051 |
| 670 | Total Salary | 0 | 0 | 0.0% | 0 |
| 670 | Total Other | 2,000 | 2,000 | 0.0% | 1,800 |
| 670 | Total Steele Farm | 2,000 | 2,000 | 0.0% | 1,800 |
| 691 | Total Salary | 0 | 0 | 0.0% | 0 |
| 691 | Total Other | 5,050 | 8,050 | -37.3% | 3,450 |
| 691 | Total Hist Comm | 5,050 | 8,050 | -37.3% | 3,450 |
| 692 | Total Salary | 0 | 0 | 0.0% | 0 |
| 692 | Total Other | 1,500 | 1,400 | 7.1% | 1,200 |
| 692 | Total Public Celebrations | 1,500 | 1,400 | 7.1% | 1,200 |
| 699 | Total Salary | 0 | 0 | 0.0% | 0 |
| 699 | Total Other | 1,400 | 1,400 | 0.0% | 1,400 |
| 699 | Total AB Cultural Council | 1,400 | 1,400 | 0.0% | 1,400 |
| | Total Salaries - Culture & Rec | 291,210 | 270,355 | 7.7% | 278,277 |
| | Total Other - Culture & Rec | 185,900 | 178,425 | 4.2% | 164,280 |
| | Total Culture & Rec | 477,110 | 448,780 | 6.3% | 442,557 |

630 Total Other - Recreation Commission: New community programming initiaves

691 Total Other - Historical Commission: Dehumidifier replacement in FY20

| | Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|---|
| 710 | Total Salary | 0 | 0 | 0.0% | 0 |
| 710 | Total Other | 735,000 | 870,000 | -15.5% | 930,000 |
| 710 | Total Retirement of LT Debt | 735,000 | 870,000 | -15.5% | 930,000 |
| 751 | Total Salary | 0 | 0 | 0.0% | 0 |
| 751 | Total Other | 224,185 | 217,110 | 3.3% | 212,657 |
| 751 | Total Debt Interest | 224,185 | 217,110 | 3.3% | 212,657 |
| 830 | Total Salary | 0 | 0 | 0.0% | 0 |
| 830 | Total Other | 1,008,915 | 943,155 | 7.0% | 843,801 |
| 830 | Total County Retirement Assmt | 1,008,915 | 943,155 | 7.0% | 843,801 |
| 912 | Total Salary | 0 | 0 | 0.0% | 0 |
| 912 | Total Other | 199,545 | 193,320 | 3.2% | 181,440 |
| 912 | Total Other Insurance | 199,545 | 193,320 | 3.2% | 181,440 |
| 915 | Total Salary | 0 | 0 | 0.0% | 0 |
| 915 | Total Other | 1,004,730 | 1,056,490 | -4.9% | 903,750 |
| 915 | Total Employee Benefits | 1,004,730 | 1,056,490 | -4.9% | 903,750 |
| | Total Salaries - Administration | 0 | 0 | 0.0% | 0 |
| | Total Other - Administration | 3,172,375 | 3,280,075 | -3.3% | 3,071,648 |
| | Total Administration | 3,172,375 | 3,280,075 | -3.3% | 3,071,648 |
| 132 | Total Salary | 0 | 0 | 0.0% | 0 |
| 132 | Total Other | 150,000 | 150,000 | 0.0% | 200,000 |
| 132 | Total Reserve Fund | 150,000 | 150,000 | 0.0% | 200,000 |

710 Total Other - Retirement of Long Term Debt: 2010 Issuance paid off
751 Total Other - Debt Interest: Includes short-term borrowing interest
830 Total Other - County Retirement Assessment: 2nd of 2-year caclulation
915 Total Other - Employee Benefits: Insurance plans increased average 4.7%;
based on current enrollment

| Department Totals | FY21 Budget | FY20 Budget | % Change FY20 v 21 | FY19 Budget |
|---|---|---|---|---|
| Total Salaries - Town Government | 790,005 | 790,890 | -0.1% | 695,281 |
| Total Salaries - Protection | 2,741,950 | 2,508,185 | 9.3% | 2,414,326 |
| Total Salaries - Public Works | 681,505 | 652,920 | 4.4% | 632,143 |
| Total Salaries - Health Services | 77,125 | 73,070 | 5.5% | 92,743 |
| Total Salaries - Culture & Rec | 291,210 | 270,355 | 7.7% | 278,277 |
| Total Salaries | 4,581,795 | 4,295,420 | 6.7% | 4,112,770 |
| | | | | |
| Total Other - Town Government | 461,150 | 442,340 | 4.3% | 386,392 |
| Total Other - Protection | 419,195 | 381,375 | 9.9% | 357,915 |
| Total Other - Public Works | 542,860 | 529,870 | 2.5% | 501,140 |
| Total Other - Health Services | 108,030 | 94,310 | 14.5% | 56,540 |
| Total Other - Culture & Rec | 185,900 | 178,425 | 4.2% | 164,280 |
| Total Town Other | 1,717,135 | 1,626,320 | 5.6% | 1,466,267 |
| | | | | |
| Total Town Government | 1,254,655 | 1,233,230 | 1.5% | 1,081,673 |
| Total Protection | 3,161,145 | 2,889,560 | 9.4% | 2,772,241 |
| Total Public Works | 1,224,365 | 1,182,790 | 3.5% | 1,133,283 |
| Total Health Services | 185,155 | 167,380 | 10.6% | 149,283 |
| Total Culture & Rec | 477,110 | 448,780 | 6.3% | 442,557 |
| Total Town Expenses | 6,302,430 | 5,921,740 | 6.4% | 5,579,037 |
| | | | | |
| Total Other - Education | 12,626,010 | 11,887,035 | 6.2% | 11,660,100 |
| Total Other - Administration | 3,172,375 | 3,280,075 | -3.3% | 3,071,648 |
| Total Reserve Fund | 150,000 | 150,000 | 0.0% | 200,000 |
| Total Other Costs | 15,948,385 | 15,317,110 | 4.1% | 14,931,748 |
| | | | | |
| Total Expenses | 22,250,815 | 21,238,850 | 4.8% | 20,510,785 |

**ARTICLE 6 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 Firefighter/EMTs, or take any other action relative thereto.

***Summary:***
*The current group staffing model for the Fire Department is 1 Full-Time Firefighter/EMT and 1 Per Diem Firefighter/EMT 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 Firefighter/EMTs will aid in increasing the coverage of on-duty personnel to handle fire, medical, and other emergencies. The 4 additional Firefighter/EMTs 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 Firefighter/EMTs 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).**
**<u>Majority Opinion</u>**
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, there is no reimbursement in year four. The total cost to the Town, after reimbursement through the SAFER Grant, is approximately **$700,000** (more or less)**.** 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.

**ARTICLE 7 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/EMT, or take any other action relative thereto.

***Summary:***
*If Article 6 is approved, this article will be passed over.*

*The cost to the Town for 1 Full-Time Firefighter/EMT 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/EMT 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 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/EMT.

**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 firefighter/EMT only if the Town votes down the SAFER grant. Assuming that the Town is willing to turn down 4 firefighter/EMTs in year 1 for no increase cost to the Town then why hire 1 full time firefighter/EMT? The decision essentially removes us from moving forward with the SAFER grant in future years as an odd number of FF/EMT 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/EMT 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 firefighter/EMT is better than none.

**ARTICLE 8 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 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 2015 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 2015 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-dimensional 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. In addition, funding will be requested for architectural, construction and Owners Project Manager (OPM) 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 (3-1).**

**Majority Opinion**

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.

**Minority Opinion**

Minority believes that while a public safety building is needed this article could easily be delayed until a fall STM or next year's ATM. The extra time can be used to continue to educate the public on the reasons why a new safety building is needed sooner rather than later and the potential plan for utilizing this site.

**Building Committee recommendation.**

The COVID19 emergency delayed the recently appointed new BBC from being sworn in and convening a public meeting. A Building Committee recommendation was not available at the printing of the warrant. It is hoped that one will be available for Town Meeting.

**ARTICLE 9 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 2021 Annual Town Election.*

*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.

## FINANCIAL/AUTHORIZATIONS
## CONSENT AGENDA 1 (*)


10. ASSESSOR: COMMERCIAL APPRAISAL CONSULTING AND LEGAL FEES ..... ☐
11. WATER RESOURCES COMMITTEE: LAND APPRAISAL FOR WATER SOURCE ..... ☐
12. TREASURER: BORROWING COSTS ..... ☐
13. TRANSFER TO OPEB TRUST FUND ..... ☐
14. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER ..... ☐
15. CABLE SERVICES AND EQUIPMENT ..... ☐
16. CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND ..... ☐
17. DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS ..... ☐
18. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ..... ☐
19. COUNCIL ON AGING: SENIOR TAX WORK-OFF PROXY WORKER ..... ☐
20. GENERAL BYLAW: CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW ..... ☐
21. ADOPT STRETCH ENERGY BUILDING CODE ..... ☐

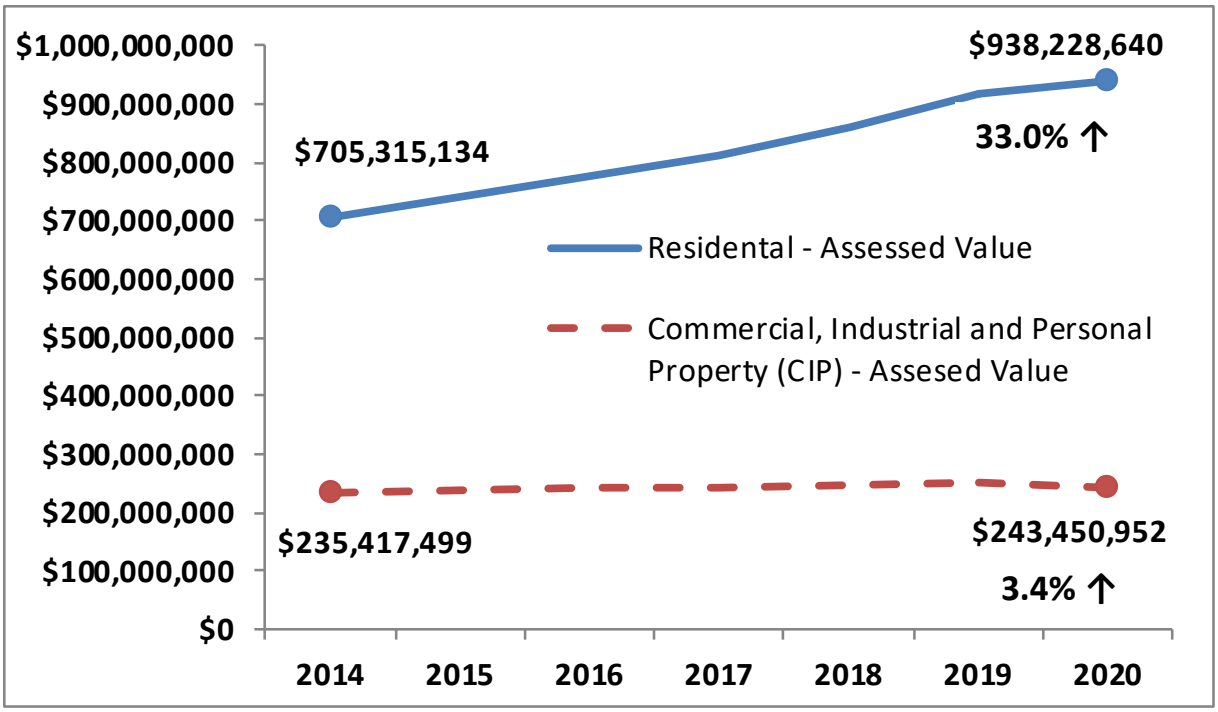
**ARTICLE 10 ASSESSOR: COMMERCIAL APPRAISAL CONSULTING AND LEGAL FEES (*)**
$ 150,000 Free Cash
(Majority vote required)

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.

**ARTICLE 11 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 1,000 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.

**ARTICLE 12 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.

***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 or a fall Special 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 authorized borrowing.

**ARTICLE 13 TRANSFER TO OPEB TRUST FUND (*)**
$ 50,000 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 Fifty Thousand Dollars ($50,000), 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.

**ARTICLE 14 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, 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 for the purpose of funding the first year of the renewed lease for the period July 1, 2020 through June 30, 2021; and further, to authorize the Select Board to enter into future lease agreements with the United Church of Christ, Congregational, Boxborough, MA for such premises and purpose, upon such terms and conditions as the Board deems to be 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.

**ARTICLE 15 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.

**ARTICLE 16 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND (*)**
$ 109,865.10
(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.

**ARTICLE 17 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.

**ARTICLE 18 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (*)**
$ 573.20 TNC (Transportation Network Company)[+]
(Majority vote required)

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. Due to current financial circumstances, the Select Board and Finance Committee are refraining from requesting additional funding for road repaving in Fiscal Year 2021 beyond the Town's annual Chapter 90 and TNC allocations from the state.*

*The estimated annual amount received from Chapter 90 allocations is approximately $210,000.*

*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 19 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).**

**ARTICLE 20 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 Middlesex 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 wetland resource areas and/or buffer zone where the Conservation Commission has jurisdiction under the Wetlands Protection Act, the Boxborough Wetland Bylaw and/or the Town of Boxborough Regulations for the Wetland Bylaw. The Conservation Commission shall be the permit granting authority under this Bylaw for projects requiring a Stormwater Management Permit for land disturbance activities occurring within wetland resource areas and/or buffer zone subject to the Commission's jurisdiction.

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 one (1) advertised public hearing to receive comments on any proposed revisions. The hearing(s) 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's 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.

Orders. The Select Board may issue a written order to enforce the provisions of this Bylaw, which may include requirements to:

1. cease and desist from construction or land disturbing activity until there is compliance with this Bylaw and the Stormwater Management Permit;
2. repair, maintain, or replace the stormwater management system or portions thereof in accordance with the operation and maintenance plan;
3. maintain, install, or perform additional erosion and sediment control measures;
4. perform monitoring, analyses, and reporting;
5. remediate adverse impact resulting directly or indirectly from malfunction of the stormwater management system or erosion and sediment control system;
6. cease and desist from unlawful discharges, practices, or operations; and/or,
7. remediate contamination in connection therewith.

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 constitute "municipal charges" as set forth in G.L. c.40, §58, and by its adoption of this bylaw the Town of Boxborough authorizes the imposition of a "municipal charges lien" for such costs in accordance with that statute. 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 all 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. c. 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, in its discretion, may waive strict compliance with any requirement of this Bylaw or any other regulations 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
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 Stormwater Management 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 21 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.

## FREE CASH CAPITAL
## CONSENT AGENDA 2 (**)

22. POLICE DEPARTMENT: VEHICLE RADAR UNIT REPLACEMENT..... ☐
23. FIRE DEPARTMENT: GAS METERS..... ☐
24. DEPARTMENT OF PUBLIC WORKS (DPW): FUEL TANK MONITORING SYSTEM ..... ☐
25. INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES..... ☐
26. PUBLIC SAFETY: RECORDS MANAGEMENT SYSTEM UPGRADE ..... ☐
27. FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT..... ☐

**ARTICLE 22 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.

**ARTICLE 23 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 24 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 25 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 26 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 27 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.

## STABILIZATION CAPITAL
## CONSENT AGENDA 3 (***)

28. DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK ..... ☐
29. POLICE DEPARTMENT: MARKED CRUISER ..... ☐

**ARTICLE 28 DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK (***)**
$ 215,000 Stabilization Fund
(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 has reached its end of life.

**ARTICLE 29 POLICE DEPARTMENT: MARKED CRUISER (***)**
$ 55,000 Stabilization Fund
(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 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.

## COMMUNITY PRESERVATION ACT
## CONSENT AGENDA 4 (#)


30. CPC REPORT AND ESTABLISH FY21 RESERVES ..... ☐
31. SARGENT MEMORIAL LIBRARY - BRICK PATIO RENOVATION AND EXPANSION ..... ☐
32. FLERRA COMMUNITY GARDEN WATER SUPPLY ..... ☐
33. NORTH CEMETERY RESTORATION ..... ☐
34. PRESERVATON OF HISTORICAL RECORDS ..... ☐
35. BOXBOROUGH RENTAL ASSISTANCE PROGRAM ..... ☐
36. REGIONAL HOUSING SERVICES ..... ☐

**ARTICLE 30 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).**

**ARTICLE 31 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, in addition to the $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 Bank to Friends of the Library ($15,000) and the remainder from the Library's State Aid Reserve.

**ARTICLE 32 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 33 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.

**ARTICLE 34 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.

**ARTICLE 35 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.

**ARTICLE 36 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.

## END CONSENT AGENDAS 1-4

**ARTICLE 37 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).**
**<u>Majority Opinion</u>**
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 38 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.

## PLANNING
## CONSENT AGENDA 5 (^)

39. ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 2100, AND 4000 (TABLE 4003(4)) ..... ☐
40. ZONING BYLAW AMENDMENT: AMEND ZONING MAP APPENDIX B ..... ☐
41. ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6003, 6006 ..... ☐

**ARTICLE 39 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 DISTRICTS

| USES | 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.

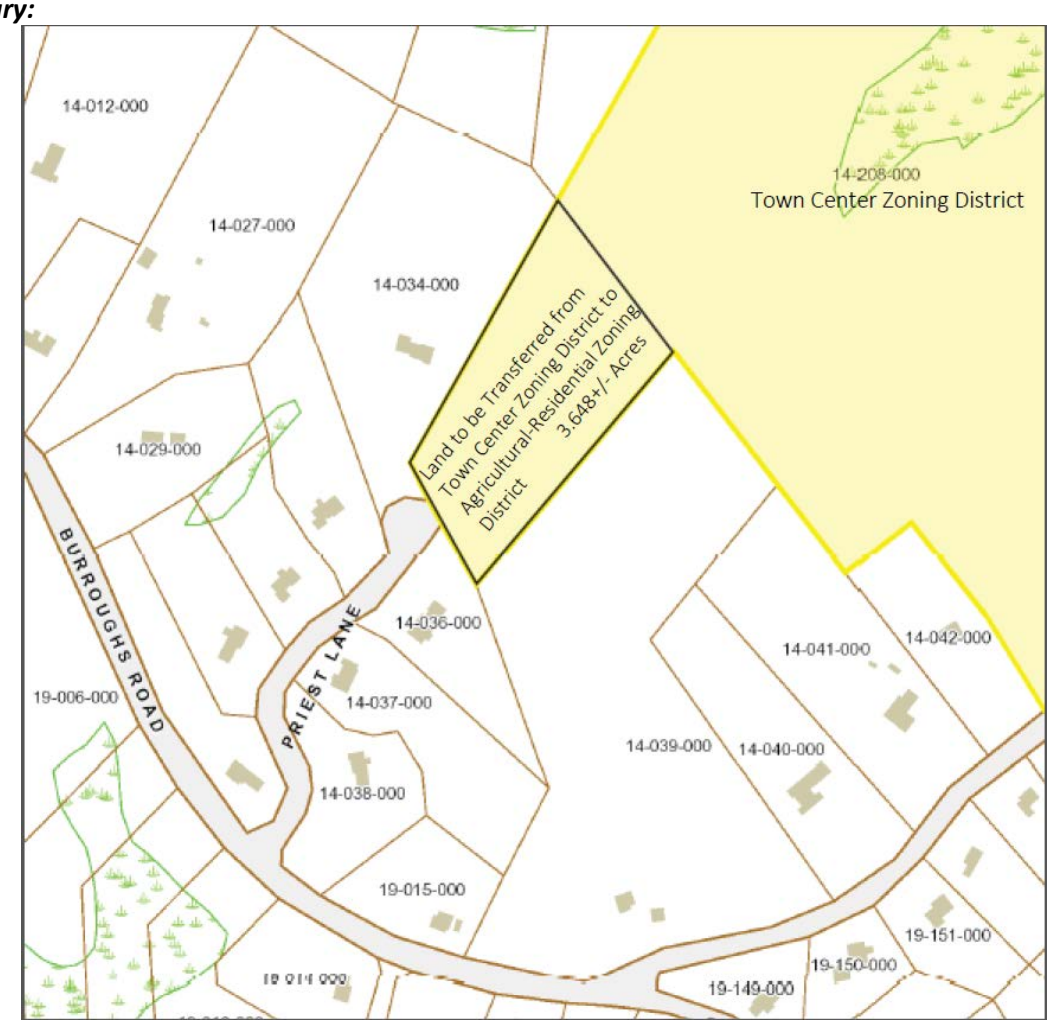
**The Finance Committee recommends unanimously (3-0).**
The Finance Committee recommends the addition of Café/Bakery/Specialty Food shop definition to the zoning bylaw and use table. It will give landlords of our strip malls another use to hopefully fill vacant store fronts.

**The Economic Development Committee recommends unanimously (5-0).**

**ARTICLE 40 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:*

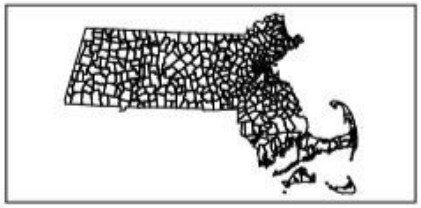
*"No type of access (emergency or otherwise) would be built to Priest Lane for the 50 units of senior housing"*

**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).**

APPENDIX B



Town of Boxborough, Massachusetts

**Legend**

**Zoning District**

- Agricultural-Residential
- Business
- Business-1
- Industrial-Commercial
- Office Park
- Residential-1
- Town Center

N
W E
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2,000 1,000 0 2,000 Feet

**ARTICLE 41 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:

**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.

**The Economic Development Committee recommends unanimously (5-0).**

## END CONSENT AGENDA 5

**ARTICLE 42 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.*** |

## FIGURES

**FIGURE 1A**

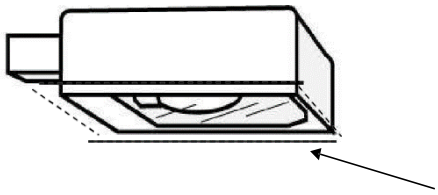
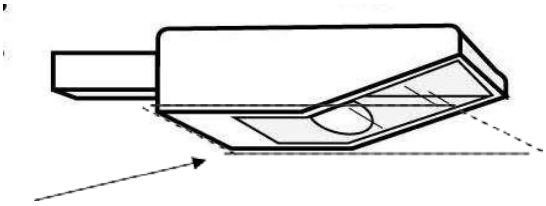


**FIGURE 1B**

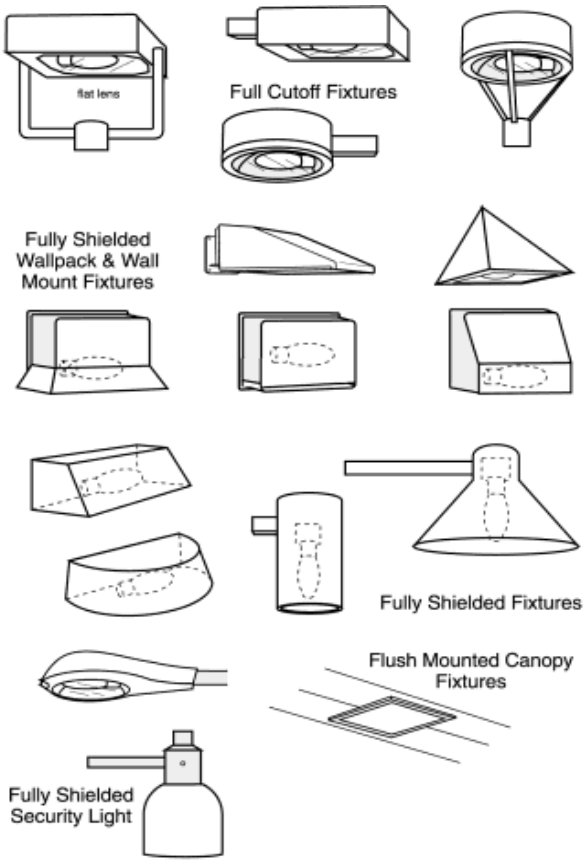


**Horizontal plane**

**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**

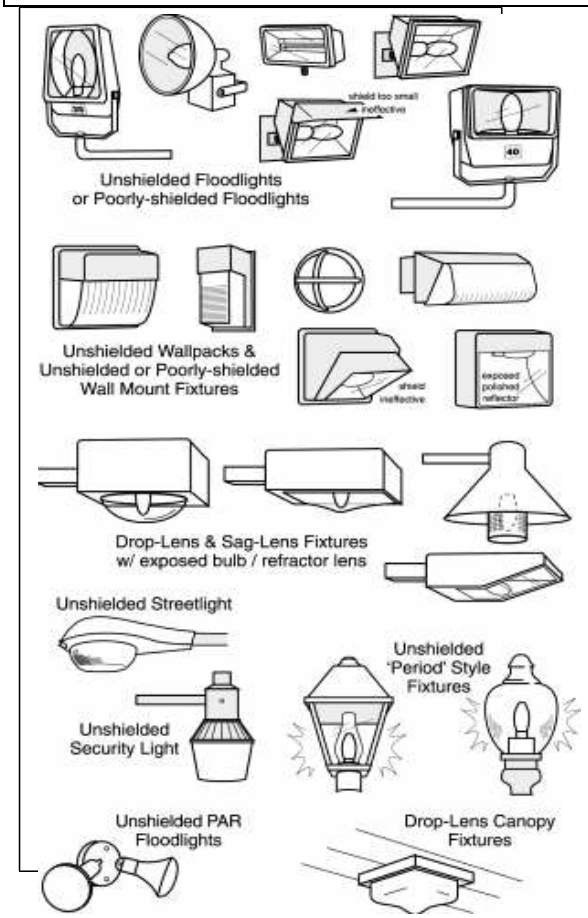


**FIGURE 2**

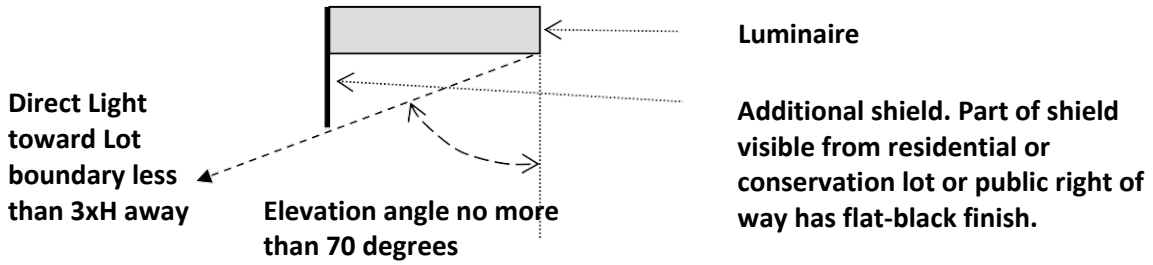



**Figure 2. Any outdoor luminaire whose distance from the lot boundary is less than three times its height shall be shielded so that all direct light cast in the direction of residential or conservation lots and public rights-of-way is cut-off at an angle no more than 70 degrees measured from a vertical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

**FIGURE 3**

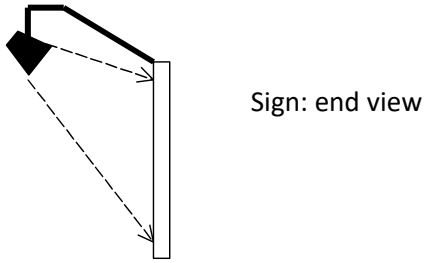



**Figure 3: Lighting for externally illuminated signs shall be projected downward from above. The luminaire shall be shielded.**

**FIGURE 4**

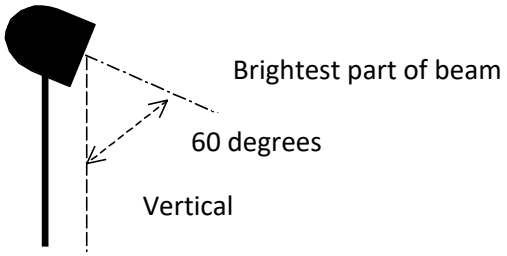



**Figure 4: Illumination for outdoor recreational facilities shall be shielded luminaires and shall be mounted at sufficient height and aimed so that the brightest part of the beam is elevated no more than 60 degrees above a point directly vertically below the luminaire**

**FIGURE 5**

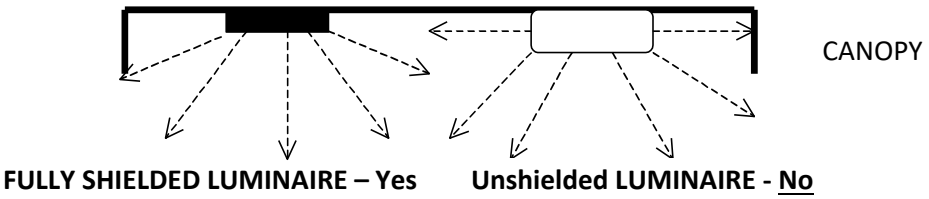



**Figure 5: Building canopies, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the light cutoff. The cutoff characteristics shall be achieved by the luminaire itself.**

**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

Signs shall be consistent with or complement the building's construction materials. The use of materials such as wood or stone is encouraged. Sign lettering should complement the style and period of the building and should be compatible with the architectural style of the buildings. Signs should not obscure important architectural features or details such as transoms, windows, sills, moldings, and cornices. Traditional block and curvilinear styles which are easy to read are preferred. Signs on adjacent storefronts shall be coordinated in height, proportion, and design. Colors shall complement the facade color of the building. Generally signs should not contain more than three (3) colors except when an illustration is used. Fluorescent colors are prohibited.

(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.

or take any other action relative thereto.

***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.

**The Economic Development Committee recommends unanimously (5-0).**

**ARTICLE 43 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 business in the footnote, will be changed to **facility**. And, the phrase for any other purpose will be changed to **training**.*

***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.

**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.

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 May 22, 2020.

Maria E. Neyland, Chair
Select Board

Wesley I. Fowlks, Clerk

Susan M. Bak

Leslie R. Fox

Robert T. Stemple

# Report of the Finance Committee

Boxborough's Finance Committee is comprised of up to nine members (currently 5 in FY20) appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM). Finally, the Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

**Overall Town Finances**

The overall financial position of the Town remains strong. Boxborough has continued to maintain a AAA bond rating due to high reserves and other favorable budgetary, debt, OPEB planning and financial management metrics as measured by Standard & Poor's. Nevertheless, the Finance Committee and other Town officials continue to document the issues with the revenue side of the financial model. Many of our large commercial properties are seeking abatements to their property taxes. As the abatements are approved either by the Town Assessor or by the courts, the financial burden has to switch to the tax payer. We strive to maintain the current level of Town services or, in some limited cases, increase the level of Town support to reduce risk to the community at large while also controlling spending in order to minimize increases to our property tax rate.

**Fiscal Year 2021 Operating Budget**

The proposed FY21 operating budget of $22,250,815 increases spending over FY20 by $1,011,965, or 4.76%. A significant portion of this increase is contractual ($924,462), and overall, 85% of the budget is made up of Assessments, contracts and long-term obligations. The remaining 15% is non-union personnel and other budgetary spending. Over the course of 4 months, the Finance Committee, along with Town Administration and Department Heads, takes a close look at the composition of the budget line by line. This year, after initial votes were confirmed, further revisions were made to reduce the total budget by an additional $406,190.

**Table 1: FY21 Operating Budget Drivers**

| Budget item | FY21 | FY20 | $ difference | % difference |
|---|---|---|---|---|
| ABRSD Assessment | $12,202,690 | $11,522,285 | $680,405 | 5.9% increase |
| Vocational Schools | $423,320 | $363,150 | $60,170 | 16.6% increase |
| Debt Service | $959,185 | $1,087,110 | ($127,925) | 11.8% decrease |
| Employee Benefits | $2,213,190 | $2,192,965 | $20,225 | 0.9% increase |
| Employee Contracts | $2,534,862 | $2,293,590 | $241,272 | 10.5% increase |
| Other Contracts | $637,680 | $587,365 | $50,315 | 8.6% increase |
| Assessments and Contracts (85% budget) | $18,970,927 | $18,046,465 | $924,462 | 5.1% increase |
| Non-Union/Contract Employees & Other Expenses (15% budget) | $3,279,888 | $3,192,385 | $87,503 | 2.7% increase |
| **Total Budget** | **$22,250,815** | **$21,238,850** | **$1,011,965** | **4.8% increase** |

The primary budget drivers in FY21 are as follows:

**School Assessments.** School expenses (Acton-Boxborough RSD, Minuteman, Nashoba, Assabet) total $12,626,010, or 56.7% of the total operating budget, and reflect an overall increase of 6.23% from FY20 with the total ABRSD budget increasing by 5.91% and the difference from the three vocational technical schools.

FY21 is Boxborough's fourth year as an out-of-district town for Vocational Education. As a result, Boxborough students have the option of attending Minuteman, Assabet or Nashoba. For FY20 we had 6 students attend Minuteman (3 graduating), 2 at Nashoba and 1 at Assabet. For FY21, we expect the enrollment to remain level at Assabet and increase to 4 at Nashoba. Minuteman has accepted 1 new student with the possibility of 3 more who have been placed on the waitlist. Transportation costs continue to be a major budget driver, but the Town's contract with the busing company is helping to maintain level costs.

The new twin school (Gates/Douglas) design/building progressing with the successful STM's held on December 10 and an approved override vote. The primary construction company was selected to be Consigli out of Franklin MA with their contract approved by the building committee on February 26. Consigli is just completing a large commercial property in north Acton and they have a very good knowledge of the Acton area. The design process is well underway. Construction will begin just after school closes in June with the initial steps to include tearing down 4 Gates classrooms on the east side of the building (and adding 2 modular classrooms on the west side) and moving Spruce St closer to the abutters (but still on AB region land) to install the underground power lines. The bonding subcommittee recommended a 30-year bond with a face value of $75M and immediately purchasing the bonds rather than the more normal short-term borrowing (BAN). This strategy was implemented due to the extremely low interest rates. The AB region received an interest rate of 2.154% on March 3 and combined the borrowing with Capital Improvements authorized funds of $7.5M for a total borrowing of $82.5M. The premium received back from the bonding agency reduced the borrowing amount to Boxborough to $7,196,547 which then results in a lower tax impact to each resident. One member of the Boxborough FinCom is on the school building project and on the school bonding subcommittee.

**Salaries.** Higher "net" salaries reflect scheduled step and CPI-U increases. The Town at the FY2020 ATM approved a salary survey to determine the salary ranges for municipal employees and how Boxborough rated. The decision was made to move the Town from the traditional 50% salary range for related towns to 75%. This will allow the Town to provide better retention of employees. In order to retain long-term employees, it was unanimously agreed to provide a 2.6% salary increase for all employees on the new non-union scale. The FinCom, Select Board, and Personnel Board agreed to delay the wage increase to January 1, 2021. The union contracts are currently in their second year (FY20). The salary contractual increases are 2.25% increase for Fire, 2.0% for Police and 2.0% for dispatch for 3 years.

**Benefits.** Employee benefits continue to be one of the largest and fastest growing line items in the industry, but are under control in Boxborough. The employee benefits budget is decreasing this year to $1,004,730 or a **decrease** of 4.9%. The town pays 75% of the cost of health insurance and current town employees pay the remaining 25%. This is not inclusive of County retirement or other insurance.

**Debt Service.** Overall, we are in a good place from a capital planning process with plans for a new public safety facility. The Town currently has 2 payments left of $30,000 each on land acquisition, 4 payments left of $5,000 each on affordable housing, and 4 payments each of $105,000 for the Sargent Memorial Library. Planning for the next bond issue is under way for issue in late FY21, possibly early FY22 to include items approved at ATM18 and ATM19. Scheduling the issuance will depend on the market favorability for

the size of the bond. There are no items to be bonded in the ATM20 warrant. The Boxborough Building Committee structure includes two members of the FinCom.

As shown in Table 2 below, the Total Operating Budget $22,250,815 plus ATM proposed warrant and CPA articles, and overlay reserve ($320,000) is $23,778,663, up 2.2% from last year.

**Table 2: FY21 Operating Budget Summary by Function ***

| Function | FY 20 Budget | FY 21 Proposed | Percent Change |
|---|---|---|---|
| Town Government | $1,234,830 | $1,254,655 | 1.6% |
| Protection | $2,889,560 | $3,161,145 | 9.4% |
| Education | $11,885,435 | $12,626,010 | 6.2% |
| Public Works | $1,182,790 | $1,224,365 | 3.5% |
| Health Services | $167,380 | $185,155 | 10.6% |
| Library, Culture & Recreation | $448,780 | $477,110 | 6.3% |
| Debt Service | $1,087,110 | $959,185 | -11.8% |
| Employee Benefits | $2,192,965 | $2,213,190 | 0.9% |
| Reserve Fund | $150,000 | $150,000 | -- |
| TOTAL OPERATING BUDGET | $21,238,850 | $22,250,815 | 4.8% |
| ATM warrant articles within 2 1/2 | $1,651,571 | $1,019,298 | -38.3% |
| ATM CPA warrant articles | $68,250 | $188,550 | 176.3% |
| Overlay Reserve * | $319,323 | $320,000 | 0.2% |
| TOTAL BUDGET ** | $23,277,994 | $23,778,663 | 2.2% |

** Best estimate, not determined as of this report*
*** Includes all warrant articles*

Proposed warrant articles total $1.02 million, excluding Community Preservation Act (CPA) funded items. Key items include an additional police cruiser, DPW dump truck, additional fire fighters via federal grant, land feasibility studies, IT upgrades and various other items that have been identified on the capital plan

**Fiscal Year 2021 Revenues**

The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY21.

**Table 3: FY21 Estimated Revenues and Funding Sources ***

| Function | FY 20 Budget | FY 21 Proposed | Percent Change |
|---|---|---|---|
| Property Tax Levy | $19,757,682 | $20,848,847 | 5.5% |
| Net State Aid (less Cherry Sheet assessments) | $220,491 | $236,393 | 7.2% |
| Local Receipts (Excise tax, permits, etc) | $1,580,000 | $1,500,000 | -5.1% |
| Free Cash - Warrant Articles | $763,839 | $652,600 | -14.6% |
| Stabilization Fund - Warrant Articles | $0 | $270,000 | 100.0% |
| CPA Funds | $68,250 | $188,550 | 176.3% |
| Other** | $87,732 | $82,273 | -6.2% |
| Bonding - Warrant Articles | $800,000 | $0 | -100.0% |
| TOTAL REVENUES | $23,277,994 | $23,778,663 | 2.2% |

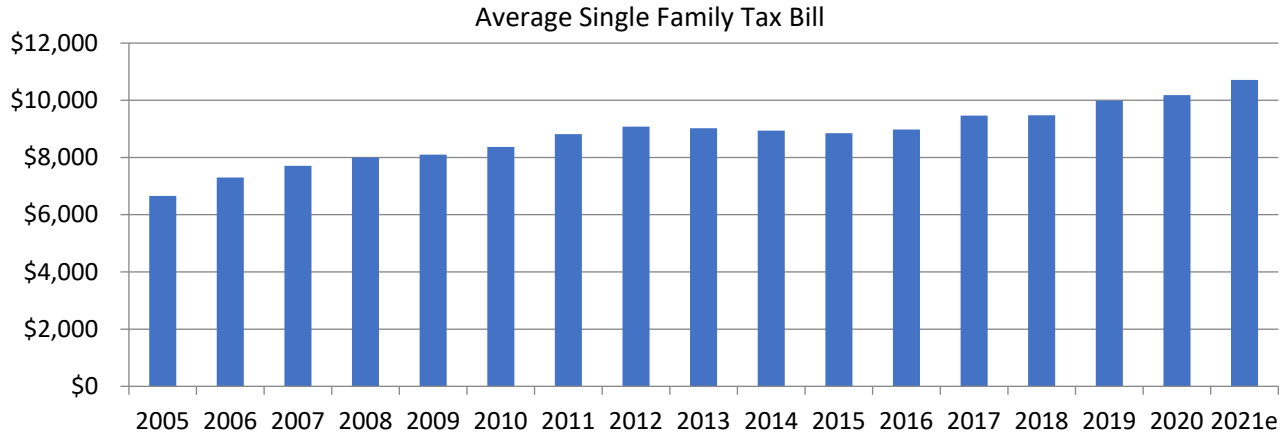
** Estimated at Time of Writing*
*** includes Cable, Cemetery, & TNC Funds*

The following table shows the currently estimated values of tax levy, tax rate, and average tax bill for the single-family home having a valuation of approximately $608,780.

**Table 4: FY21 Property Tax Forecast**

| | FY12 Actual | FY19 Actual | FY20 Actual | FY21 Estimated |
|---|---|---|---|---|
| Property Tax Levy | $16,874,931 | $19,172,247 | $19,757,682 | $20,848,847 |
| Divided by Total Valuation | $944,316,252 | $1,167,873,673 | $1,181,679,592 | $1,184,729,592 |
| = Tax Rate (per thousand) | $17.87 | $16.42 | $16.72 | $17.60 |
| | | | | |
| Avg Single-Family Home Valuation | $508,136 | $608,661 | $608,780 | $608,780 |
| Avg Single-Family Tax Bill | $9,080 | $9,994 | $10,179 | $10,715 |
| % Change from prior year | 3.0% | 5.4% | 1.8% | 5.3% |
| % Change from FY12 | | 10.1% | 12.1% | 18.0% |

The projected average single-family tax bill of $10,715 represents a 5.3% increase over FY20



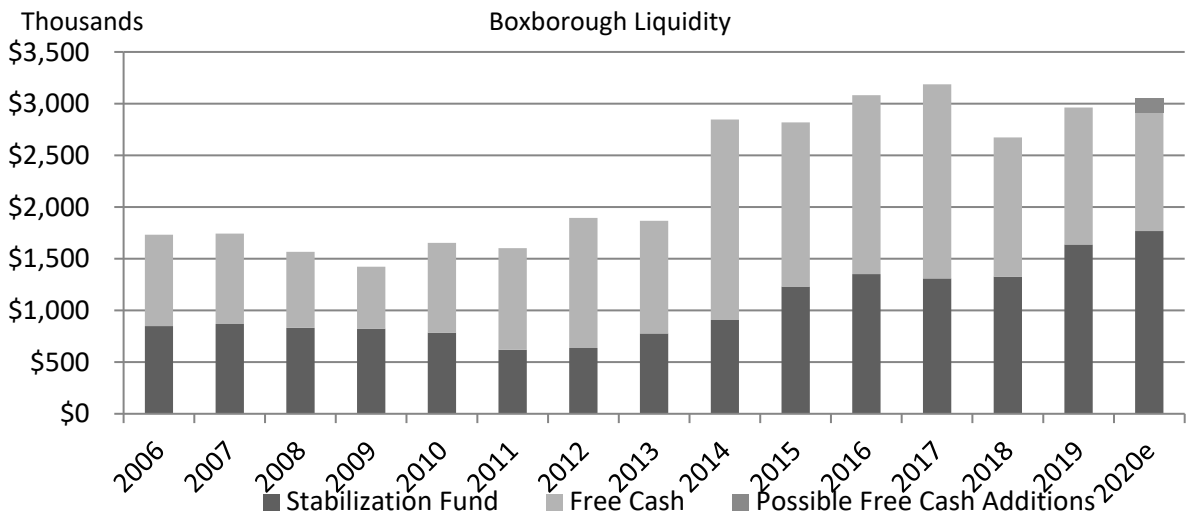

**Town Cash Reserves**

As noted above in the Revenues summary (Table 3), we are proposing to utilize $652,600 of our free cash reserves to fund warrant articles. A conscious decision to not add to the Stabilization fund was agreed upon by both the Finance Committee and the Select Board.

**Table 5: FY21 Available Funds**

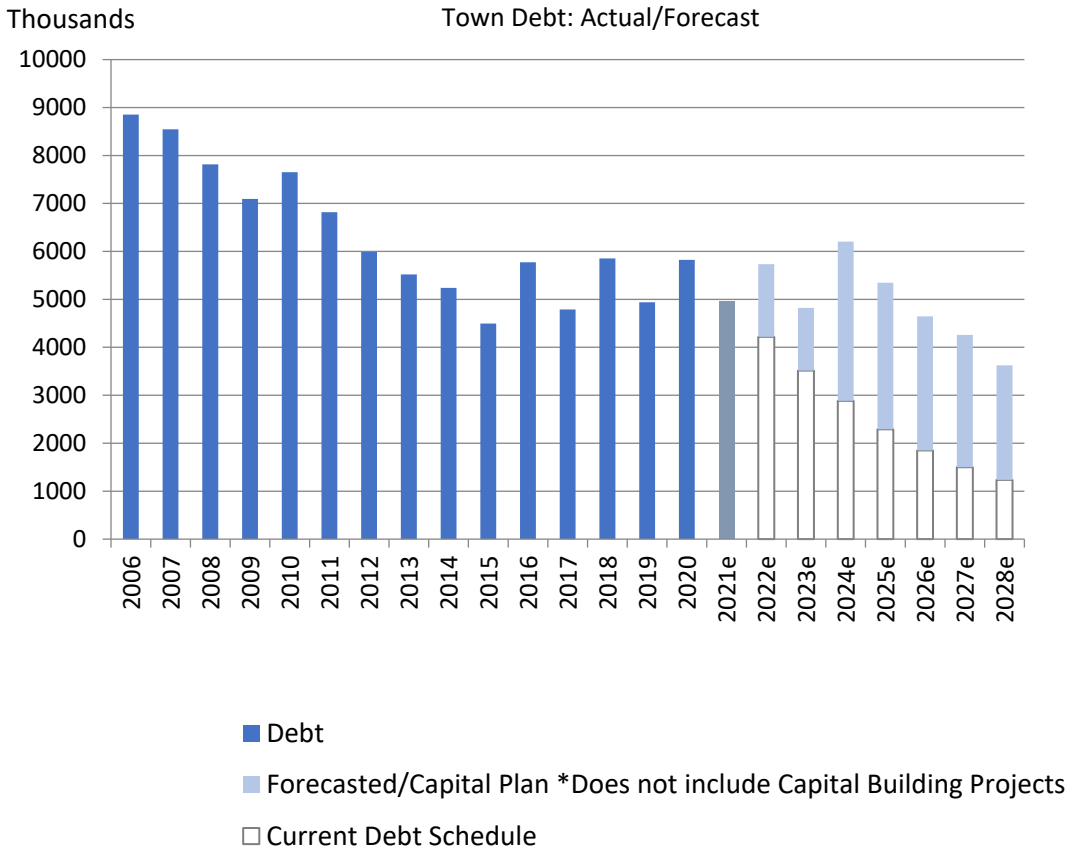
| Sources of Funds | Prior to ATM | After ATM | $ Change | % Operating Budget Remaining |
|---|---|---|---|---|
| Stabilization Fund | 1,739,712 | 1,469,712 | (270,000) | 6.6% |
| Free Cash | 1,147,855 | 495,255 | (652,600) | 2.2% |
| Total | 2,887,567 | 1,964,967 | (922,600) | 8.8% |

The Town's liquidity position remains adequate without the addition of $100,000 to the stabilization fund.




**Town Debt**

As the chart below indicates, long term debt will significantly decrease over the next 10 years. However, this does not account for anticipated capital request and other borrowing related to ABRSD refurbishment needs and a new Fire Station or renovations/additions to the Police Station.



In addition to the operating budget issues outlined previously, voters should be aware that there are $1,207,848, "money" articles on the Annual Town Meeting warrant, over and above the operating budget requested in **Article 5,** with CPA articles/appropriations totaling $188,550. This year, all warrant articles are anticipated to be paid out of Free Cash, the Tax Rate, Borrowing, Cable Funds, and CPA funds. A brief description of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

**Table 6: Proposed Warrant Article Expenditures and Sources of Funds**

| Article | Description | Amount ($000) | Source | Tax Impact (per thousand) | Tax Impact (ASF) |
|---|---|---|---|---|---|
| 5 | Town Operating Budget | $22,251 | Raise & Appropriate | | |
| 6/7 | Firefighters: w/wo SAFER Grant | $0 | Raise & Appropriate | $0.00 | $0.00 |
| 8 | Feasibility Study for PS Building | $100 | Free Cash | $0.09 | $57.60 |
| 10 | Commercial Appraisal Consulting | $150 | Free Cash | $0.14 | $86.39 |
| 11 | Land Appraisal for Water | $20 | Free Cash | $0.02 | $11.52 |
| 12 | Borrowing Funds | $60 | Free Cash | $0.06 | $34.56 |
| 13 | Transfer to OPEB | $50 | Free Cash | $0.05 | $28.80 |
| 14 | Community Ctr Lease | $14 | Raise & Appropriate | $0.01 | $8.31 |
| 15 | Cable Infrastructure | $82 | Cable | $0.08 | $47.06 |
| 16 | Close Articles | $109 | | | |
| 18 | Chapter 90 & TNC | $1 | Free Cash | $0.00 | $0.33 |
| 22 | Vehicle Radar Units | $21 | Free Cash | $0.02 | $12.15 |
| 23 | Gas Meters | $23 | Free Cash | $0.02 | $12.96 |
| 24 | Fuel Monitoring System | $20 | Free Cash | $0.02 | $11.52 |
| 25 | Technology Upgrades | $65 | Free Cash | $0.06 | $37.44 |
| 26 | PS Records Management Upgrade | $104 | Free Cash | $0.10 | $59.90 |
| 27 | Fire PPE | $40 | Free Cash | $0.04 | $23.04 |
| 28 | Dump Truck | $215 | Stabilization | $0.20 | $123.83 |
| 29 | Police Cruiser | $55 | Stabilization | $0.05 | $31.68 |
| 30 | CPA - Reserves | $221 | CPA | $0.21 | $127.29 |
| 31 | CPA - Library Patio | $35 | CPA | $0.03 | $20.16 |
| 32 | CPA - Flerra Water Supply | $15 | CPA | $0.01 | $8.64 |
| 33 | CPA - North Cemetery | $10 | CPA | $0.01 | $5.47 |
| 34 | CPA - Historic Records | $10 | CPA | $0.01 | $5.76 |
| 35 | CPA - Rental Assistance | $38 | CPA | $0.04 | $21.92 |
| 36 | CPA - Regional Housing Services | $12 | CPA | $0.01 | $6.91 |
| 37 | CPA - Hager Bridge Connection | $54 | CPA | $0.05 | $31.10 |
| 38 | CPA - Transfer to Conservation | $10 | CPA | $0.01 | $5.76 |
| | Total | $23,784 | | | |

*Tax Impact is calculated for information purposes only. Only articles indicated by Raise & Appropriate have actual Tax Impact. Other Funding Sources are used in order to not add to the tax impact per household

**Capital Plan Summary**

The capital planning summary below will provide Boxborough citizens with a glimpse of potential future capital expenditures for equipment and infrastructure improvements in the near-term (5 years). Enhancements have been made to the plan this year to help visualize and understand where expenses have occurred in the past and where they might be prioritized in the future. The plan will be reviewed and updated annually in conjunction with the Town's debt schedule, and will provide an essential tool to guide Town Meeting in future planning and decision making. It is intended to make citizens aware of the essential projects that may need to be deferred due to financial constraints. At May's Annual Town Meeting, the Finance Committee will provide a brief presentation and further detail about the components of the plan. The presentation will be available on the Town's website after Town Meeting.

**Table 7: Capital Plan Forecasted FYE June 30,**

| Department | 2021 | 2022 | 2023 | 2024 | 2025 | 5 Year Total |
|---|---|---|---|---|---|---|
| Cemeteries | 10,000 | 10,000 | 10,000 | 0 | 0 | 30,000 |
| Conservation | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 50,000 |
| Fire | 62,500 | 825,000 | 155,000 | 40,000 | 0 | 1,082,500 |
| Historical Museum | 0 | 10,000 | 20,000 | 24,000 | 6,000 | 60,000 |
| Library | 70,000 | 40,000 | 202,000 | 0 | 140,000 | 452,000 |
| Planning | 0 | 10,000 | 15,000 | 0 | 0 | 25,000 |
| Police | 247,600 | 208,000 | 78,500 | 92,000 | 65,500 | 691,600 |
| Public Works | 591,000 | 597,000 | 868,000 | 437,500 | 427,000 | 2,920,500 |
| Recreation | 1,500,000 | 0 | 10,000 | 0 | 0 | 1,510,000 |
| Steele Farm | 0 | 320,000 | 45,000 | 0 | 0 | 365,000 |
| Town Clerk | 10,000 | 10,000 | 10,000 | 0 | 0 | 30,000 |
| Town Hall | 94,000 | 94,000 | 25,000 | 15,000 | 0 | 228,000 |
| Town Wide | 65,000 | 61,000 | 63,000 | 64,000 | 0 | 253,000 |
| Grand Total | 2,660,100 | 2,195,000 | 1,511,500 | 682,500 | 648,500 | 7,697,600 |

* Public Works includes $300,000-400,000 in annual paving

** Above figures do not include anticipated capital costs for proposed Public Safety Building

**General Financial Policies**

Policies adopted by the Finance Committee in recent years continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town's operating budget and warrant articles prior to the 2020 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: The General Fund, Capital Planning, and Debt Management.

**General Fund**

- Current operating expenses should be paid with current operating revenues, and a prudent use of free cash.
- Free cash should be maintained at 3% – 5% of total expenses.
- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects.
- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund.
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the operating budgets in following years.
- The Finance Committee recommends that the reserve fund be at 1% of the total budget, but with the AB region being over 50% of the total budget we have reduced the reserve fund.

**Capital Planning**

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- FY16 started a new capital planning process and will continue each year ad infinitum.
- The warrant will include a 5-year rolling plan for projected capital needs.
- The capital forecast shows the projected item and the year in which the item is planned to be purchased. This forecast will change on an annual basis and will not reflect all the unplanned projects that arise on future warrant articles.

**Debt Management**

- Debt service should not exceed 10% of revenues.

The Finance Committee expects that these policies, together with a robust long-term planning effort encompassing operating budgets, capital improvements, and town land resources, will serve to guide the budget process in years to come.

**Conclusions**

The most important thing that voters can do at this time of the year is to familiarize themselves with the financial situation of the Town, by reviewing the information presented here and in the Article 5 description. Whatever the outcome of votes on specific budgetary lines, the Finance Committee wishes that the discussion be well informed and wide-ranging. It is you the voter who can determine the future prospects for the town by careful consideration of the Town Meeting Warrant Articles.

**Appendix**

Voters must keep in mind several definitions and issues that must be observed in approving a budget.

- Levy Limit – The maximum the tax levy can be in any given year, based upon the previous year's limit plus certain allowable increases. This value is generally a good deal less than 2.5% of the Town's full and fair cash value.

- Maximum Allowable Levy – The sum of the Levy Limit for any given year plus the amount of debt service that has been excluded from the provisions of Proposition 2 1/2 by prior Town Meeting and election/ballot actions.

- Levy Ceiling – The maximum value that the Levy Limit can be, equal to 2.5% of the Town's total full and fair cash value of all real and personal property in the community.

- General Levy Limit Override – Proposition 2 1/2 allows a community to assess taxes in excess of the automatic annual 2.5% increase by authorizing a general override for a specific dollar amount in excess of the normal limits. When passed, the Levy Limit for an override is calculated by adding the amount of the override to the normally increased Levy Limit. The override amount becomes a permanent increase in the Levy Limit of the Town.

- Debt Exclusion – Proposition 2 1/2 allows communities to exempt certain debt service costs from the normal Levy Limit constraints, adding the amount of such debt service costs to the normally calculated Levy Limit for the life of the debt. Debt exclusion does not become a permanent increase to the Town's Levy Limit.

- Capital Outlay Exclusion – This exclusion from the provisions of Proposition 2 1/2 allows communities to add the costs of approved capital projects to the normally calculated Levy Limit. Such capital outlay exclusion does not become a permanent addition to the Town's Levy Limit.

- Abatements – Taxpayers, including owners of commercial properties, can and do request a review of their property taxes. When it is found that the value of the property is recorded higher than evaluation calculations merit, then the correction is made financially which results in an abatement back to the taxpayer. The overlay account in the Town budget covers these unknown, but not unexpected abatements.

# 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 | $ 188,550.00 |
| **Total CPA Funds Appropriated/Spent** | **$ 1,054,921.41** |
| | |
| **Total CPA Ending Balance** | **$ 370,029.46** |

| | |
|---|---|
| **Total CPA Ending Balance** | **$ 370,029.46** |
| | |
| General Fund Balance | $ 336,423.96 |
| Open Space/Recreation Reserve | $ 3,600.00 |
| Affordable Housing Reserve | $ 3,153.50 |
| Historic Preservation Reserve | $ 26,852.00 |

# TOWN OF BOXBOROUGH
# TOWN MEETING: A GUIDE FOR RESIDENTS

***On behalf of all the elected and appointed officials of the Town of Boxborough:***

*WELCOME TO TOWN MEETING.*

***This is your chance to make your voice heard and make your vote count.***

***Remember: YOU Are the Town Government.***

**What is Town Meeting?**
Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote count. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 3,500, while 200 legislators in the State House and Senate represent 6 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some comes from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with power to make laws, levy taxes, and authorize expenditures.

**What is the Warrant?**
The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length, and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

**What about the Election?**
Although it is held at a separate place and time, at Town Hall on the Tuesday in May after the Annual Town Meeting opens, the election is the part of Annual Town Meeting at which Town officials are elected. Some Town Meeting expenditures and sometimes other items require both an affirmative vote at Town Meeting as well as the passage of a ballot question. Tax and debt exclusion overrides are decided by election ballot. A debt exclusion exempts from the Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently.

**Who Participates in Town Meeting?**
**Voters:** Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of

Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

**Moderator:** The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. [Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings.] The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

**Town Clerk:** The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

**Town Counsel:** A representative from KP | LAW, the firm providing legal services to the town, attends town meeting to offer advice as to the legality of proposed actions the town may be considering.

**Finance Committee:** This branch of town government is a standing committee appointed by the Moderator. They have authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget, and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

**Boxborough Select Board:** Members of the Select Board have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

**Boards and Committees:** These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

**Petitioners:** Any ten voters have the right to petition the Select Board to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To insure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

**What Happens at Town Meeting?**

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by majority vote. Each article is taken up in a similar way.

**Motion:** First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and offers background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

**Debate:** Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases speakers are recognized using "alternating microphones" which may be labeled "yes" and "no". Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to

others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator and/or meeting members. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a "point of order".

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough's limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker's case.] When no more debate is offered, or debate is ended by "Moving the Previous Question", a vote is taken.

**Voting:** Most articles are decided by a simple majority. Some votes carry higher requirements, for example zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

**Amendments:** Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. "Amendments to amendments" are generally not allowed except for the personnel plan, the operating budget article, or to clarify the amendment. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

**Consent Agenda:** Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

**Operating Budget:** The operating budget for the Town is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department's budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

**Quorum:** There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at her/his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

**Reconsideration:** Unless the Town Meeting votes to set rules otherwise, an article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

**Selected Common Parliamentary Motions:**

***I move that this meeting be dissolved*:** This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

***I move to lay on the table*:** This motion, if passed, ends debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

***I move to take Article ___off the table*:** This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

***I move the previous question*:** This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two–thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

***I move that debate on the pending motion be limited to ___minutes or ____minutes per speaker:*** This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to "**extend debate**" which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

***I move that the pending motion be amended by…:*** This motion, if passed, changes the content of the motion being debated. Once the motion to amend is made and seconded, debate ceases on the main motion until the motion to amend is voted up or down. The motion to amend can be debated, and takes a majority vote to pass no matter what vote is needed to pass the original motion.

***I move reconsideration of Article___:*** This motion, if passed, nullifies a previous vote of Town Meeting and brings a previously passed or defeated article back to the floor for debate a second time. This article can be debated, and cannot be amended. Unless the Town Meeting votes to set rules otherwise, in Boxborough it is always in order and takes a simple majority to pass. If the reconsideration article passes, it is as if the earlier debate and vote never took place.

***Point of order:*** This is the one time that a speaker at a microphone can be interrupted from the floor. This is not really a motion at all but a question or comment, and thus cannot be debated or voted. The Moderator will immediately stop discussion, listen to the point of order and rule on it. Points of order could relate to the right of the speaker to the floor, the germaneness of the speaker's comments to the article under consideration, proper procedure, conduct of a speaker, or an error on the part of the Moderator.

**Selected Quotes:**

**"It has been said that democracy is the worst form of government except for all those other forms that have been tried from time to time."** Sir Winston Churchill, Speech in House of Commons 1947.

**"We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully we will still be friends."** Reginald C. (Reg) Brown, Boxborough Town Moderator 1977 to 2005.

**"Civility at Town Meeting is not an option."** Various and sundry Town Moderators in Massachusetts.

*Prepared by the Boxborough Moderator John Fallon with assistance from a great many people*

# Notes

# Notes

# Notes

# 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**

# PRESENTATION GUIDELINES

Boxborough Town Meeting June 2020

## Persuade

The goal of a presentation at Town Meeting is to convince the Meeting to support your proposal. The best approach in most cases is to aim your presentation at the undecided voters.

You are there to answer these basic questions:

- ☆ **What is the need/problem?**
- ☆ **What is the proposed solution?**
- ☆ **How does it benefit the town?**
- ☆ **How much will it cost and how will it be funded (if applicable)?**

Consider whether you want to address opposing views in your presentation or wait for a question from the floor. Ask yourself: Will incorporating the criticism take you off message? Will you be raising an issue that might not otherwise surface? Will you gain an advantage by raising the concern and framing it in a light most favorable to your point of view?

## Prepare

Talk with your committee and identify the key points you want to make in your presentation.

Assume that the Town's residents have read the material you put in the warrant, but *do not assume that Town residents know all relevant background*. Briefly include history as it directly impacts the article. Let someone not directly involved read or listen to the presentation and ask questions as part of your preparation.

Provide handouts at town meeting for complex information or supporting documents so your presentation focuses on the high points.

Prepare responses to potential questions that might arise during discussion. You can include additional slides not in your original presentation to address complex questions. Consider allowing other committee members to answer questions if they have a fuller grasp of the topic.

## Present

Most issues are capable of being presented in much less than ten minutes. Keep your presentation short, but interesting.

A presentation can be solely verbal or involve PowerPoint slides. If your article is capable of being presented verbally don't feel compelled to do slides.

Use your slides as a guideline or visual support for your presentation but do not simply read them aloud. Keep slides simple and uncluttered. Use contrasting colors and large fonts. Slides should contain:

- ☆ **Key facts**
- ☆ **High-level points**
- ☆ **Pictures or graphs as needed**

Practice your presentation and its timing (both pace and length). Use audiences unfamiliar with your issue to see what questions arise.

Familiarize yourself with the podium and the microphones before the meeting starts. Hold the mike very close to your mouth so people can hear you.

If you are using PowerPoint, the Town Administrator's Department Assistant will run your presentation. Presentations are to be formatted in a 4:3 Aspect Ratio and a template can be provided. Adhere to all deadlines for submission to ensure your presentation is ready at town meeting.

When the floor is open for discussion, be receptive to the questions. The question may be repetitive, off-point, or uninformed. Trust the moderator to intervene if a questioner is uncivil or the question is out of order. You may give a bad impression if you treat the question or the questioner without respect or patience.

Once the floor is open for discussion don't rebut each comment. Unless the speaker presents inaccurate information, let it go. You can ask the Moderator to make a clarifying statement if necessary.

# TIME GUIDELINES

Boxborough Town Meeting June 2020

## General Reports

*Under Article 2 & Introduction to the Budget Article (Finance Committee)*

With the exception of the Finance Committee, Boxborough Select Board, and School Committee, general reports to the Town Meeting should be:

- ☆ **Limited to topics that are out of the ordinary**
- ☆ **Not already covered in the Warrant or Annual Town Report**
- ☆ **Not capable of being covered by a handout**

Reports should be under the following time limits:

- ☆ **Finance Committee (under budget article) - 15 minutes**
- ☆ **Boxborough Select Board & School Committee - 10 minutes**
- ☆ **All other reports - 5 minutes**

*There will be no question and answer period after general reports.*

## Presentations under Warrant Articles

**Except in very complex situations, presentations relating to warrant articles should be done by one person and limited to 10 minutes (preferably less).**

- ☆ Include a summary in the warrant when you submit it with relevant details.
- ☆ If needed, handouts can be placed on tables at the rear of the hall.
- ☆ Presentations should summarize the main points. *See Presentation Guidelines.*
- ☆ *Please prepare PowerPoint presentations in the **standard (4:3) size**. Do not use widescreen (16:9). You can see which format is selected by looking at the PowerPoint Design tab under Slide Size.*
- ☆ Submit an electronic copy of all presentations, along with the name of the individual presenting, to the Town Administrator's Department Assistant by **Wednesday, June 3** as all presentations will be run from the same computer. *If late, you may not be able to use a slide presentation for your article.*

## Comments, Questions, & Recommendations under Articles

Comments and questions from the floor on warrant articles, including recommendations by Town Boards, should be limited to no more than 3 minutes per speaker. Speakers can comment more than once if debate continues.

**Commonwealth of Massachusetts**
Executive Office of Housing and Economic Development

1 Ashburton Place, Room 2101, Boston, MA 02108
(617) 788-3610 | mass.gov/HED

**CHARLES D. BAKER**
**Governor**

**KARYN E. POLITO**
**Lieutenant Governor**

**MIKE KENNEALY**
**Secretary**

# GUIDANCE REGARDING THE OPERATION OF ESSENTIAL SERVICES

On March 23, 2020, the Governor issued an Order Assuring Continued Operation of Essential Services in the Commonwealth. On March 31, 2020, the Governor extended that Order and updated the list of "COVID-19 Essential Services."

The Order designated certain services as essential, allowing some employers to continue operations at this time. Both public-facing and private services that remain open should implement certain practices and procedures to reduce the spread of COVID-19.

Businesses that have been deemed essential and are open to the public should deploy strategies to reduce COVID-19 exposure for their customers and employees including but not limited to:

- Access to handwashing facilities, including those available in public restrooms, and allowing employees sufficient break time to wash hands, as necessary.
- Alcohol-based hand sanitizers, as available.
- Disinfecting wipes, as available, at point of entrance for customers to disinfect carts, at cash registers and/or other appropriate locations.
- Procedures to ensure that both employees and customers remain at least six feet apart at all times. Procedures should include a marked "Social Distancing Line," which begins six feet away from all checkout counters.
- Procedures to sanitize frequent touchpoints throughout the day, including point of sale terminals at registers.
- Employees who are sick should not report to work. If, when reporting to work, employees have symptoms of COVID-19, they must be sent home.
- Adoption of remote sales methods for some transactions, including phone orders, online sales, delivery, and email-based transactions.
- Offering of on-site pick-up options such as "curbside" product drops in parking lots in which materials are loaded into customers' trunks, truck beds or cargo areas. In no circumstances may an employee place any product into the cab or passenger area of a customer's vehicle.

- Employees should not perform bagging of products if reusable checkout bags are used and customers should not use reusable checkout bags.
- Stores should be closed to the public for a sufficient time each evening to allow for proper sanitization.

All businesses that offer essential services, including those that are not open to the public, should implement practices to reduce exposure to COVID-19 including but not limited to:

- Access to handwashing facilities, including those available in public restrooms, and allowing employees sufficient break time to wash hands, as necessary.
- Alcohol-based hand sanitizers, as available.
- Ensure work spaces are at least six feet apart.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Employees who are sick should not report to work. If, when reporting to work, employees have symptoms of COVID-19, they must be sent home.

If you have any questions regarding these procedures, or if you would like to suggest additional best practices, please contact the Executive Office of Housing and Economic Development at covid19.biz@mass.gov.

8a1

**Side Letter of Agreement Between the Boxborough Professional Firefighters Local 4601**
**and**
**the Town of Boxborough**

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Whereas, on March 11, 2020 the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

Whereas, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States in identifying critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

Whereas, the Governor of Massachusetts has established an Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gatherings more than 10 People ("COVID-19 Order No. 13") through May 18, 2020;

Whereas, in response to of the COVID-19 pandemic, the Town of Boxborough (Town) is limiting vacation and personal leave for public safety officials on a case-by-case basis;

Whereas, the current Agreement between the Town and the Boxborough Professional Firefighters Local 4601 for the term July 1, 2018 through June 30, 2021 under Article 10 – Vacation, Section 2, states, "Each vacation year begins on July 1. Vacation time earned may be taken within the vacation year it was earned but may be deferred, by the EMPLOYEE, for a maximum of one year. Payment in lieu of vacation leave is not allowed, except as stipulated in Sections 4 and 5 of this Article. Any unused, deferred vacation remaining after said year shall be forfeited.";

Therefore, the parties agree that the Town will pay out any eligible union member for Personal or Vacation Time which cannot be carried forward from Fiscal Year 2020 to Fiscal Year 2021 due to restrictions imposed by management in excess of the carry-forward restrictions stipulated in Article 10 – Vacation, Section 2 of the current collective bargaining agreement. Any Personal or Vacation Time pay out to eligible union members will occur on the final payroll of Fiscal Year 2020 in July 2020. The pay-out to eligible union employees applies exclusively to Fiscal Year 2020.

This side letter agreement shall become effective after this agreement has been signed by all parties and approved by the Boxborough Select Board.

For Employer:
Town of Boxborough

Ryan Ferrara Date
Town Administrator

Maria Neyland Date
Boxborough Select Board Chair

For Union:

5/5/2020

Jonathan Williams Date
Lieutenant/EMT
President Local 4601

8911

**Side Letter of Agreement Between the Massachusetts Coalition of Police, Local 200A Dispatch**
**and**
**the Town of Boxborough**

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Whereas, on March 11, 2020 the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

Whereas, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States in identifying critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

Whereas, the Governor of Massachusetts has established an Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gatherings more than 10 People ("COVID-19 Order No. 13") through May 18, 2020;

Whereas, in response to of the COVID-19 pandemic, the Town of Boxborough (Town) is limiting vacation and personal leave for public safety officials on a case-by-case basis;

Whereas, the current Agreement between the Town and the Massachusetts Coalition of Police, Local 200A Dispatch for the term July 1, 2018 through June 30, 2021 under Article 13 – Vacation, Section 2, states, "Each vacation year begins on July 1. Vacation time earned may be taken within the vacation year it was earned but may be deferred by the EMPLOYEE for a maximum of one year. Payment in lieu of vacation leave is not allowed, except as stipulated in Sections 4 and 5 of this Article. Any unused, deferred vacation remaining after said year shall be forfeited.";

Therefore, the parties agree that the Town will pay out any eligible union member for Personal or Vacation Time which cannot be carried forward from Fiscal Year 2020 to Fiscal Year 2021 due to restrictions imposed by management in excess of the carry-forward restrictions stipulated in Article 13 - Vacation, Section 2 of the current collective bargaining agreement. Any Personal or Vacation Time pay out to eligible union members will occur on the final payroll of Fiscal Year 2020 in July 2020. The pay-out to eligible union employees applies exclusively to Fiscal Year 2020.

This side letter agreement shall become effective after this agreement has been signed by all parties and approved by the Boxborough Select Board.

For Employer:
Town of Boxborough

For Union:

Ashley Cartier 5/4/20

Ryan Ferrara Date
Town Administrator

Ashley Cartier Date

Maria Neyland Date
Boxborough Select Board Chair

8a iii

**Side Letter of Agreement Between the Local 200 Massachusetts Coalition of Police**
**and**
**the Town of Boxborough**

---

Whereas, on March 11, 2020 the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

Whereas, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States in identifying critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

Whereas, the Governor of Massachusetts has established an Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gatherings more than 10 People ("COVID-19 Order No. 13") through May 18, 2020;

Whereas, in response to of the COVID-19 pandemic, the Town of Boxborough (Town) is limiting vacation and personal leave for public safety officials on a case-by-case basis;

Whereas, the current Agreement between the Town and the Local 200 Massachusetts Coalition of Police for the term July 1, 2018 through June 30, 2021 under Article 17 – Vacation, Section 2, states, "Each vacation year begins on July 1. Vacation time earned may be taken within the vacation year it was earned but may be deferred by the EMPLOYEE for a maximum of one year. Payment in lieu of vacation leave is not allowed, except as stipulated in Sections 4 and 5 of this Article. Any unused, deferred vacation remaining after said year shall be forfeited.";

Therefore, the parties agree that the Town will pay out any eligible union member for Personal or Vacation Time which cannot be carried forward from Fiscal Year 2020 to Fiscal Year 2021 due to restrictions imposed by management in excess of the carry-forward restrictions stipulated in Article 17 – Vacation, Section 2 of the current collective bargaining agreement. Any Personal or Vacation Time pay out to eligible union members will occur on the final payroll of Fiscal Year 2020 in July 2020. The pay-out to eligible union employees applies exclusively to Fiscal Year 2020.

This side letter agreement shall become effective after this agreement has been signed by all parties and approved by the Boxborough Select Board.

For Employer:
Town of Boxborough

For Union:

5/4/2020

Ryan Ferrara Date
Town Administrator

Jeffrey Landgren Date

Maria Neyland Date
Boxborough Select Board Chair

8b

# 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 | Director of Public Works , Tree Warden and Moth Superintendent | June 30, 2023 |
| Ed | Kukkula | Co-Cemetery Superintendent | June 30, 2021 |
| Vicki | Rzasa | Co-Cemetery Superintendent | June 30, 2021 |
| James | MacRae | District Veterans' Services Officer | March 30, 2021 |
| Ryan | Ferrara | Town Administrator, Chief Procurement Officer, Records Access Officer and ADAAA Compliance Officer | June 30, 2021 |
| VACANT | | Assistant Town Administrator | |
| 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 |
| Paul | Fillebrown, Jr. | Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director, Records Access Officer and Roy Custance Scholarship Administrator | June 30, 2022 |
| Kopelman & Paige. PC | | Town Counsel | June 30, 2025 |
| Warren B. | Ryder | Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director, Records Access Officer and Deputy Emergency Management Director | June 30, 2025 |
| 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 | 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 | June 30, 2021 |
| Steven P. | Patriarca | Patrol Officer | June 30, 2021 |
| Timothy | Schaeffer | Patrol Officer | 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 |
| Phillip J. | Kearns, Jr. | Special Police Officer | June 30, 2021 |
| Amy | Waxman | Lock-up Attendant | June 30, 2021 |

**Internal Communications and Outgoing Communications**
**May 11, 2020**

1. Email Blast of April 30, 2020, with attachments to Board/Committee Chairs; Town Department heads and ATM stakeholders RE: "June 22nd–Boxborough Annual Town Meeting"#

2. COVID-19 Related Resident Notifications:
   a. Notice from Collector/Treasurer "Important Information Regarding Your Fiscal Year 2020 Fourth Quarter Tax Bill, revised 4/30/2020
   b. Email Blast of May 2, 2020 from the Select Board to email subscribers "Updates on COVID-19 situation for Boxborough" #

# Indicates that the item had been previously distributed

**Minutes, Notices and Updates**
**May 11, 2020**

## Minutes

1. Finance Committee minutes for their meetings of: 3/16/2020; 03/19/2020; 03/26/2020; 03/30/2020

## Notices

1. Notice of a Finance Committee meeting held May 7, 2020
2. Notice of a Library Trustees meeting to be held May 11, 2020
3. Notice of the BLF/Pre-town Meeting Forum(s) to be held May 12, 2020
4. Notice of a Sustainability Committee meeting to be held May 13, 2020
5. Notice of a Board of Health meeting to be held May 13, 2020
6. Notice of a Personnel Board meeting to be held May 13, 2020
7. Notice of a Council on Aging meeting to be held May 14, 2020
8. Notice of a Recreation Commission meeting to be held May 14, 2020
9. Notice of a Library Trustees meeting to be held March 18, 2020
10. ***Notices from surrounding communities [e.g.Public Hearing Notices/Decisions]:***

**Harvard – Planning Board –** Hearing Notices for May 18, 2020:
Special Permit Application of 3 Seasons Landscape, location - 264 Ayer Rd.
Scenic Road Consent and Shade Tree Permit Application of Carl and Tracy Lando, location – 110 Pinnacle Road.

**Stow - ZBA –** Hearing Notice for May 18, 2020 for a Petition for Modification of a [40B] Comprehensive Permit for "Plantation I and Plantation II, location – 22 Johnston Way.
Notices of Decisions:

1. Filed by Aaron & Morgan Hillman for the property located at 64 Crescent Street –
   a. Variance Granted with Conditions
   b. Special Permit Granted with Conditions
2. Filed by Marco Coppola for the property located at 230 Hudson Street – Special Permit Granted with Conditions

**SELECT BOARD'S ANNOUNCEMENTS**

**MAY 11, 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 May 11th, there have been there have been twenty-three (23) households have been confirmed with COVID-19 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 COVID-19 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.
- This Board has adopted several Local Tax Options the extension:
    - Of the Real and Personal Property payment deadline until June 1st.
    - Filing deadlines for filing for Exemption and Deferral Applications
    - and the Waiving of interest on certain payments made after due dates.

    More information is available on Town's website on the Tax Collector and the **COVID-19 Information** pages.

    - The **Transfer Station** remains open for normal operating hours. However, they cannot accept bulk items at this time.
    - Onsite Council on Aging programs including Van Service are still suspended. However, the Council on Aging is now offering free daily virtual **exercise classes via ZOOM.**
    - The Town continues to offer social service referrals for all ages. Go to the **"Financial and Social Services Assistance"** link on the COVID-19 Information page or call 978-264-1734.
    - Additionally, by Order of Governor Baker:

- Face masks are now required both outdoors and in indoor spaces when social distancing is not possible.
- Acton-Boxborough Schools are closed for the rest of the academic year.
- 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 re-scheduled to Monday, June 22nd at 7PM; being relocated to the Boxboro Regency. The Warrant has been published to the Town's website along with other information.

- **The Elections being held on June 2nd** have been relocated to the Blanchard Memorial School Gym. Along with our Annual Town Election there is a Special State Election to fill Representative Benson's **37th Middlesex District**. We are urging everyone to vote by mail if at all possible. The Town Clerk has mailed applications for mail-in ballots to every registered voter in Boxborough. You should be receiving them this week. Applications can also be found on the town website. Please go to the Town Clerk's webpage to learn more about the absentee ballot process or call her at 978-264-1727.

- The League of Women Voters' will be holding a **Virtual Candidates Forum** on Tuesday, May 19th at 7:00 PM. This is an excellent opportunity to hear from candidates who seek to serve our community. Residents may submit questions for the candidates prior to the Forum by emailing them to LWVBoxCandNight@gmail.com. ZOOM event access information will be posted to the Town's website when it is available. A recording of this Forum will be re-broadcast on BXB-TV

- Due to the Covid-19 emergency, 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.

- Tonight, the Select Board begin our **annual appointment** process for the upcoming fiscal year. Our various committees provide the backbone to town government, which could not succeed without the valuable contributions of its citizens. We applaud those who continue to dedicate their time to the operations of the town. The Select Board is looking for volunteers willing to serve on the various Town boards and committees, many of which currently have openings. Please go to the Announcement on our homepage for more information.

- 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.

- Residents are advised that as a result of the continuing uncertainties due to Covid-19 conditions this year's Memorial Day observance has been canceled. Boxborough Minutemen Company have also decided to cancel this year's **Fifer's Day** fair.