TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING WARRANT & PROCEEDINGS
MAY 13, 2019

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John Fallon, Town Moderator, called the Annual Town Meeting, at Blanchard Memorial School gym, 493 Massachusetts Ave., to order at 7:10pm. There were 346 registered voters in attendance. The Blanchard Choral Ensemble sang the Star Spangled Banner and led the meeting in the Pledge of Allegiance. Mr. Fallon made introductions of the various boards and officials present.He recognized some retiring long-serving board members and reviewed how the meeting would be run.

Susan Bak, Select Board Chair, moved that any adjourned sessions of the Annual Town Meeting will be held on Tuesday, May 14th; Thursday, May 16th; Monday, May 20th and Wednesday, May 22nd, and further, that no debate will begin on any new article after 10:30 p.m.

Action on the motion: Motion carried unanimously.

Ms. Bak moved that once final action has been taken on an article, and the next order of business has been taken up, or the session of the Annual Town Meeting has been adjourned, the article may not again be considered at that Annual Town Meeting unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

Action on the motion: Motion carried by majority vote.

Ms. Bak moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting.

Action on the motion: Motion carried by majority vote.

TOWN OF BOXBOROUGH
SPECIAL TOWN MEETING
MAY 13, 2019

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2019 at 7:15 p.m. to act on Articles 1 through 12 of this Special Town Meeting Warrant.

Mr. Fallon called the Special Town Meeting to order at 7:25pm.

Ms. Bak moved that once final action has been taken on an article, and the next order of business has been taken up, or the session of the Special Town Meeting has been adjourned, the article may not again be considered at that Special Town Meeting unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

Action on the motion: Motion carried by majority vote.

Recreational Marijuana Establishments

Summary:
Currently, Boxborough has a temporary moratorium on Recreational Marijuana Establishments (RMEs) that will expire on June 30, 2019. The bylaw that Special Town Meeting passed in September 2018 is a general bylaw, not a zoning bylaw, and it does not regulate land use pertaining to RMEs. The Massachusetts Attorney General recommends that towns adopt a zoning bylaw to regulate RMEs.

The proposed bylaw separates each type of RME and asks voters to decide whether or not to allow any RMEs in Boxborough. The outcome will determine WHICH, if any, types of RMEs are allowed and WHERE they may locate.

Any vote by Town Meeting to ban any of the RMEs must go to a "vote of the voters." In other words, a vote to ban at Town Meeting must be reinforced by a ballot vote with the same results (ban). The reason for needing two votes (to ban) is due to the results of the November 2016 election in which a majority of Boxborough voters favored legalizing recreational marijuana. The Commonwealth of Massachusetts has determined that towns favorable to legalization must take this two-step process to "overturn" the will of the voters.

Abby Reip, Chair of the Planning Board, read the following statement: The Planning Board held duly advertised public hearings on the proposed zoning bylaw amendments as printed in the 2019 Special Town Meeting warrant under Articles 1-8 inclusive, 10 and 11 on October 28, 2018 and January 28, February 4 and March 11 of this year and voted to recommend Articles 1, 10 and 11 and take no position on articles 2 through 8 inclusive.

Ms. Reip made a presentation on recreational marijuana to provide some background to voters. She explained why zoning bylaws to regulate recreational marijuana were needed. She explained the purpose of each of the zoning articles.

ARTICLE 1 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS
(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 2100 Definitions, by adding the language in bold italics; 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 all as printed in the 2019 Special Town Meeting Warrant.

2100 Definitions

21XX Craft Marijuana Cultivator Cooperative shall mean a marijuana cultivator comprised of residents of Massachusetts and organized as a limited liability company, limited liability partnership, cooperative corporation under Massachusetts Law, or an appropriate business structure as determined by the Cannabis Control Commission, and is licensed to cultivate, obtain, manufacture, process, package, and brand marijuana and marijuana products to deliver marijuana to Recreational Marijuana Establishments, but not to consumers.

21XX Host Community Agreement shall mean the agreed upon terms between the Town of Boxborough and a Recreational Marijuana Establishment or Registered Marijuana Dispensary seeking to operate or continue to operate in the Town which sets forth the conditions to have a Recreational Marijuana Establishment or Registered Marijuana Dispensary located within the Town which shall include, but not be limited to, all stipulations of responsibilities between the Town and the Recreational Marijuana

Establishment or Registered Marijuana Dispensary. A Host Community Agreement between a Recreational Marijuana Establishment or Registered Marijuana Dispensary and the Town may include a community impact fee for the Town; provided, however, that the community impact fee shall be reasonably related to the costs imposed upon the Town by the operation of the Recreational Marijuana Establishment or Registered Marijuana Dispensary and shall not amount to more than 3 percent of the gross sales of the Recreational Marijuana Establishment or Registered Marijuana Dispensary or be effective for longer than 5 years. Any cost to the Town imposed by the operation of a Recreational Marijuana Establishment or Registered Marijuana Dispensary shall be documented and considered a public record as defined by clause Twenty-sixth of Section 7 of Chapter 4.

21XX Marijuana Cultivator shall mean an entity licensed to cultivate, process, and package marijuana, to deliver marijuana to Recreational Marijuana Establishments, and to transfer marijuana to other Recreational Marijuana Establishments, but not to consumers.

21XX Marijuana Microbusiness shall mean a colocated Recreational Marijuana Establishment that can be either a Tier 1 Marijuana Cultivator or Product Manufacturer or both, in compliance with the operating procedures for each license. A Microbusiness that is a Marijuana Product Manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Recreational Marijuana Establishments.

21XX Marijuana Product shall mean a manufactured product that contains marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils, and tinctures.

21XX Marijuana Product Manufacturer shall mean an entity licensed to obtain, manufacture, process, and package marijuana and marijuana products for delivery and transfer to Recreational Marijuana Establishments, but not to consumers.

21XX Marijuana Research Facility shall mean an entity licensed to engage in research projects, including cultivation, purchase or otherwise acquire marijuana for the purpose of conducting research regarding marijuana and marijuana products or any analogous uses. A Marijuana Research Facility may be academic institutions, non-profit corporations, and domestic corporations, or entities authorized to conduct business in Massachusetts.

21XX Marijuana Retailer shall mean an entity licensed to purchase and transport marijuana or marijuana product from Recreational Marijuana Establishments and to sell or otherwise transfer this product to Recreational Marijuana Establishments and to consumers. Retailers are prohibited from delivering marijuana or marijuana products to consumers; and from offering marijuana or marijuana products for the purposes of on-site social consumption on the premises of a Recreational Marijuana Establishment.

21XX Marijuana Testing Facility shall mean a facility licensed by the Cannabis Control Commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory of the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement, or that is otherwise approved by the Cannabis Control Commission; (ii) independent financially from any medical marijuana treatment center, Recreational Marijuana Establishment, or any licensee for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and MGL c. 94C, § 34.

21XX Recreational Marijuana Establishment shall mean a marijuana cultivator, marijuana testing facility, marijuana research facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business which is not a Registered Marijuana Dispensary as defined in Section 2165.

Summary:
Recreational Marijuana Establishments (RME's) include more than just retail "pot shops." RME's, per Massachusetts law, include the following businesses: marijuana cultivator, marijuana testing facility, marijuana research facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business which is not a Registered Marijuana Dispensary.
In order to impose regulations on any recreational marijuana establishment, we must first accept the definitions as part of our zoning bylaw. These definitions were established by the Cannabis Control Commission of Massachusetts.

The Planning Board recommends (4-0).

The Finance Committee recommends unanimously (7-0).
These definitions come from the State Cannabis Control Commission and codify the terms used in the following articles.

Action on Article 1: Motion carried unanimously.

ARTICLE 2 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (CRAFT MARIJUANA CULTIVATOR COOPERATIVES)
(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments, by adding the following language in bold italics; 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.

> ***7701 Permitted Recreational Marijuana Establishments***
>
> ***The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:***
>
> ***(1) Craft Marijuana Cultivator Cooperatives***

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (3-4).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.
Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
Jeanne Kangas, Hill Rd., spoke against the motion. She said that the term "Cooperative" allows for multiple locations and other issues.
Alex Kerin, Prescott Rd., asked about economic impact. Have there been negative impacts on towns. Ling Chen said they don't have the numbers but they have concerns.
John Markiewicz, Patch Hill Rd., asked what happens if the General Bylaw passes and zoning did not. He advocates prohibiting.
Brian Morrison, Hill Rd. lives near the Littleton facility. You can smell it all the time. The neighbors are concerned. He urged Town Meeting to vote to ban.

Jim Moss, Bicentennial Way, said that the zoning bylaw changes are only in regards to establishments
Jonathan Shuster, Paddock Lane, thinks having new businesses in town is a good thing. He thinks craft establishments are good for small businesses.
James Cooley, Hill Rd., works next door to the grow facility in Littleton. Only smells it occasionally. He is in support of allowing.
Barbara Salzman, Cobleigh Rd., has a friend who lives next door to a facility and the smell is terrible.
Molly Biron, Burroughs Rd., said that the smell is an issue, but is not too concerning. She thinks it's a great opportunity for new businesses.
Patrick Martin, Old Harvard Rd., works for a company in Colorado Springs near a grow facility—smell is an issue.
Jennifer Campbell, Patch Hill Rd., thinks the word craft is misleading
James Houhoulis, Steele Lane, is worried about experimenting with the property values in town. He was against the motion.
Mike Gayowski, Eldridge Rd., said the problem is we have a lot of vacant buildings.
A Swanson Rd. resident said Colorado has some of the highest property values in the country.
Dennis Reip, Old Harvard Rd., said that even if the article passes. The business would have to go through site plan review. Ms. Reip said they would also have to have a host agreement with the Town.
Yolanda Liu, 1095 Burroughs Rd., moved the question. Motion to vote now carried by two-thirds majority, as declared by the moderator.

Action on Article 2: Motion failed.

ARTICLE 3 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA CULTIVATORS)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments, by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(2) Marijuana Cultivators

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (3-4).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.
Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
Jeanne Kangas, Hill Rd., spoke against the motion. Boxborough voters voted to allow recreational marijuana in the state not next door. She didn't think it was worth it for the amount of revenue they would generate.
Zhenqian Cui had environmental concerns—especially water since we are dependent on wells. He pointed out that other towns have banned it

Ms. Feng had some data that suggested that homeowners had difficulty selling their homes near marijuana facility.
Brian Morrison said that the cultivators have closed system in terms of water use so not concerned about water. He's more concerned about traffic.
Anne Canfield, Stow Rd., asked what a yes vote means and what a no vote means.
Susan Ervais-Bohmiller, Liberty Square Rd., said that Colorado State University found that home values increased near a facility.
Carlton Smith, Joseph Rd., asked about the max space allowed for cultivation. No maximum, but limited by all the things that limit the size of developments. We do sell alcohol, so why not marijuana.
James Houhoulis, Steele Ln., dismissed the property value increase info. There is a test for alcohol intoxication but none for marijuana.
John Markiewicz, Patch Hill Rd., asked anything allowed would only be in the overlay district. Doesn't seem to fit with the overlay district.
Eric Vroom, Liberty Square Rd., asked about the size allowed. The state site said that 100,000 sq. ft. is allowed by the state definition.
Al Murphy also searched the internet and found that the impact was not much based on info from Mass Association of Realtors. He spoke in favor in order to increase tax base.
Keshava Srivastava, Flagg Hill Rd., said property values are because of the AB schools.
Frank Powers, Stonehedge Place, moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 3: Motion failed.

ARTICLE 4 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA MICROBUSINESS)

(Two-thirds vote required)
Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(3) Marijuana Microbusinesses

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (2-5).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.
Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
Jeanne Kangas, Hill Rd., said that by definition a micro-business must be co-located with another business. Worries that big money will be behind them.

Action on Article 4: Motion failed.

ARTICLE 5 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA PRODUCT MANUFACTURERS)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(4) Marijuana Product Manufacturers

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (3-4).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.

Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
A resident spoke of the safety of the manufacturing process. Many dangerous chemicals used in processing marijuana that can cause explosions and are toxic. He urged Town Meeting to vote against.

James Houhoulis, Steele Ln., felt that manufacturing use would require additional expenses for public safety.
Hongbing Tang said that a marijuana manufacturing facility was shut down for safety violations that were determined to pose a serious risk to public health and safety.
Eric Vroom, 140 Liberty Square Rd., said that it should be looked at like any other manufacturing concern. No consumer issues.

Jeanne Kangas, Hill Rd., said “not in our Town” is a valid argument.
Heather Fleming, Stow Rd., said that because it’s legal statewide unless we ban it correctly it we are at risk from big companies suing us. She supports the Planning Board process.
Jeff Miller, Liberty Square Rd., said there are risks to everything. Product manufacturers bring in jobs and revenue.
John Markiewicz, Patch Hill Rd., the more they looked into the potential benefits there were also risks to water supply.
AgCom person was confused about the difference between hemp and marijuana. Ms. Reip asked Town Counsel to explain. Hemp is exempted from marijuana regulation, but is regulated separately.

Action on Article 5: Motion failed.

ARTICLE 6 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA RESEARCH FACILITIES)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(5) Marijuana Research Facilities

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee recommends (4-3).

Pro: A majority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Con: A minority of the Finance Committee does not support this article. They are concerned about property values and safety.

Discussion:

Ms. Liu reminded people that in order to do research and development on marijuana you have to grow it and then use chemicals to process and extract active components. Marijuana is also burned as part of the process. And this use is not eligible for the 3% hosting fee. She urged a no vote.

Ms. Kangas spoke against the motion. The term research is misleading.

Rita Grossman, Depot Rd., asked for clarification. Research is not limited to research for medical? Could be how to make more potent gummy bears. Abby said it's only recreational we're talking about.

George Krusen, Depot Rd., asked whether the Planning Board wanted Town Meeting to vote yes to ward off lawsuits. No, that is not correct. They just want us to vote in order to put zoning regulations in place.

Janine Gaunt, Spencer Rd., said that this use would fill empty buildings and bring in property taxes. Why wouldn't we want this? Cisco is getting smaller-we need more employers.

John Markiewicz, Patch Hill Rd., said that the research uses water and chemicals that can damage the environment.

Mr. Vroom, Liberty Square Rd., asked about medical marijuana. Abby said that medical is allowed by special permit in Boxborough in industrial-commercial. He asked if we can have one, why the other?

Molly Biron, Burroughs Rd., said that it provides the opportunity for businesses to work with local universities on research about effects of recreational marijuana. She was in favor of the motion.

Dennis Reip, Old Harvard Rd., moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 6: Motion failed.

ARTICLE 7 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA RETAILERS)

(Two-thirds vote required)

Ms. Reip to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(6) Marijuana Retailers

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (1-6).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.

Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
A Middle Road resident said it's already in Littleton. Littleton is making money and so could Boxborough.
Mary Brolin, Guggins Ln., said that she studies treatment programs for alcohol dependence at Brandeis and said that marijuana dependence is also a problem for youth. She is against retail marijuana. Limiting access is important to preventing the problem.
Jim Moss, Bicentennial Way, said he is a medical marijuana user and goes to Littleton. He thinks that having recreational marijuana retailers in nearby towns is fine.

Action on Article 7: Motion failed.

ARTICLE 8 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA TESTING FACILITIES)
(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7701 Permitted Recreational Marijuana Establishments

The following types of Recreational Marijuana Establishments are permitted in the Town of Boxborough:

(7) Marijuana Testing Facilities

The Planning Board recommends the Town regulate Recreational Marijuana Establishments (4-0).

The Finance Committee does not recommend (3-4).
Con: A majority of the Finance Committee does not support this article. They are concerned about property values and safety.

Pro: A minority of the Finance Committee does support the article. They feel the town voted for the recreational marijuana in 2016 and it would be an opportunity for business development.

Discussion:
Barbara Lang, Swanson Rd., asked if there are any vacant buildings in the overlay district. Yes—60 and 70 Codman Hill Rd.
Shen Peng, Cedarwood Rd., does medical research. There are no national standards for marijuana testing procedures. What are they testing? Will this bring revenue to the town? The response was that there is no local tax option available for this use. He urged town meeting to vote no.
Jeanne Kangas, Hill Rd., said in order to test a facility has to grow their own marijuana. So has all the same problems of other uses that town meeting has voted to not allow. Makes sense to ban this use as well.

Action on Article 8: Motion failed.

ARTICLE 9 RECREATIONAL MARIJUANA ESTABLISHMENTS LOCAL TAX OPTION
(Majority vote required)

Ms. Reip moved that the Town accept MGL Chapter 64N, § 3, "Local Tax Option," at the maximum rate of 3%.

Summary:
This article will allow the Town to impose a local tax on recreational marijuana retailers in the event that Boxborough allows marijuana retailers.

The Planning Board recommends (4-0).

The Finance Committee recommends (7-0).
If the town allows recreational marijuana retail sales this bylaw will enable the town to assess up to a 3% local tax.

Discussion:
Nancy Evans, Swanson Rd., said it would be helpful to the town to be able to collect revenue from these uses.
John Markiewicz, Patch Hill Rd., wondered why we're voting yes when it only pertains to retail sales. Abby reminded about the two-step process—in case the ban doesn't pass at the ballot.
James Houhoulis, Steele Ln., said that this article seemed like a no-brainer. Does this somehow incentivize people to vote in favor of retail marijuana establishments?

Action on Article 9: Motion carried by majority vote.

ARTICLE 10 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (LOCATION OF PERMITTED USES)
(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw by:

1. Adding a new Section 3001 (11) as follows:

(11) Recreational Marijuana Establishments Overlay District.

2. In Section 3002, adding **"Recreational Marijuana Establishments Overlay District,"** to the list of districts named therein that are individually mapped.

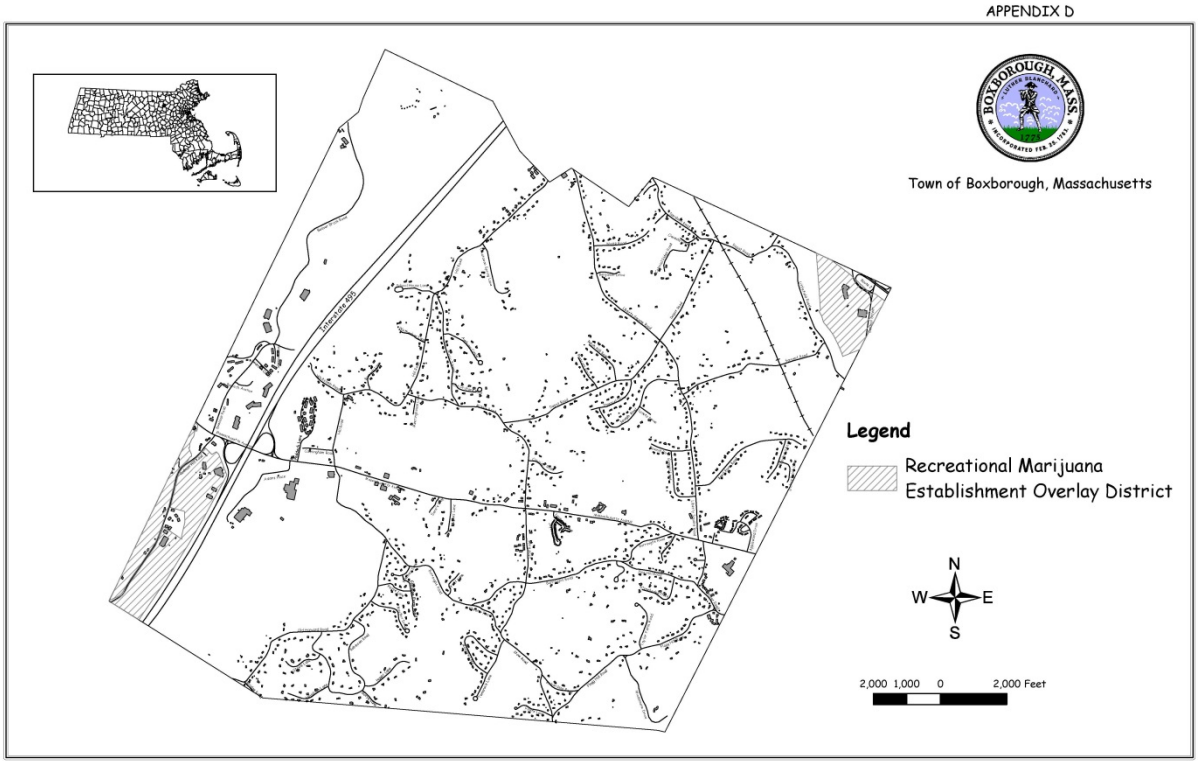
3. Adding the Recreational Marijuana Establishments Overlay District to the Zoning Map in the location shown on the Recreational Marijuana Establishments Overlay District map added as Appendix D to the Zoning Bylaw, a copy of which has been placed on file with the Town Clerk, a copy of the map is set forth below.

4. Adding a new Section 7702**, as follows;**

> ***7702 Location***
>
> ***The permitted types of Recreational Marijuana Establishments listed in Section 7701 and any other type of Recreational Marijuana Establishment not expressly prohibited in the Zoning Bylaw, if any, are only allowed in the Recreational Marijuana Establishment Overlay District as of right pursuant to a Host Community Agreement. The Recreational Marijuana Establishment Overlay District shall be located as shown on the map as displayed as Appendix D.***

5. Adding "Section 7701 Permitted Recreational Marijuana Establishments" and "Section 7702 Location" to the Table of Contents;

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 any action relative thereto.



Summary:
The Planning Board has proposed a Recreational Marijuana Establishment Overlay District that covers part of the Industrial Commercial zone on Codman Hill Road and the Office Park District at 80 - 90 Central Street. Refer to the overlay map.

The Planning Board recommends (4-0).

The Select Board endorses this article (5-0).
If any of the marijuana articles pass on the ballot, this article ensures that all recreational marijuana establishments are located in specific geographical areas of town. Without this amendment to the zoning bylaw, a marijuana establishment may locate almost anywhere.

The Finance Committee recommends (6-1).
This bylaw will restrict where recreational marijuana businesses may locate. Without the overlay district any allowed uses could locate anywhere in town that is allowed by the current use table.

Discussion:
A resident asked if we could make the overlay smaller. Yes, can make it smaller, but you'd have to specify how. Mr. Markiewicz asked how the parcels were selected. Ms. Reip said they wanted to pick areas near to highways. RME's would be restricted to the overlay district. Do companies in the overlay district know this is happening? No. He wanted to see RME's allowed by Special Permit rather than by right.

Mr. Markiewicz moved to amend the motion by removing the words "as of right" and put in "by special permit of the Planning Board".
He said this would give the town more control over the process.

Motion to amend language of zoning bylaw failed: Yes: 113 No: 138

Rita Grossman asked about the northeast portion of the overlay district. All the land surrounding the buildings has a conservation restriction on it. Ms. Reip said the overlay is where the Office Park district is.
Question for Counsel –resident thought we were voting on the overlay only if 7703 is not voted at the ballot. Town Counsel said the amendment is "belt and suspenders" in the event voters do not approve the ban at the ballot. It would regulate where Recreational Marijuana Establishments are permitted.
Nancy Evans, Swanson Rd., spoke in favor of the motion.
Liz Fowlks, Stow Rd., moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 10: Motion carried by two-thirds as declared by the Moderator.

ARTICLE 11 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (PROHIBITIONS)
(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; 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.

7703 Prohibited Recreational Marijuana Establishments

The operation within the Town of Boxborough of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, not expressly allowed pursuant to Section 7701 of this bylaw, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana research facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution, or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined in Section 2165 of the Zoning Bylaw.

Summary:
After a vote on each of the types of recreational marijuana establishments, those that fail (are banned) will be listed in this bylaw as prohibited in the Town of Boxborough. This is the summary of all of the votes and is necessary language.

The Planning Board recommends (4-0).

The Finance Committee recommends (7-0).

Discussion:
Hongbing Tang, Hill Rd., asked about 7701. If 7701 does not exist, how can we vote on it? Abby said that we need 7703 in order to effect the prohibition. Town Counsel said it is confusing and maybe the language could be cleaned up at a later date, but to vote it now as is.
Ms. Liu moved the question. Motion to vote now passed by two-thirds.

Action on Article 11: Motion to prohibit recreational marijuana establishments carried by two-thirds, as declared by the Moderator.

ARTICLE 12 PAYMENT OF A PRIOR FISCAL YEAR BILL
(Four-fifths vote required)

Wes Fowlks, Select Board member, moved to appropriate the sum of Nine Hundred Thirty-Nine Dollars and Thirty-Nine Cents ($939.39) from Free Cash for the purpose of paying invoices from Pro-EMS and Global Equipment Co., Inc. from a prior fiscal year.

Finance Committee Recommendation: Becky Neville Fincom recommends unanimously.

Summary:
This is a housekeeping article. Funding of a prior year's bill must be approved by Town Meeting.

The original Pro-EMS invoice was routed to an employee on leave and was overlooked by the vendor in reconciling the accounts after fiscal year end.
The Global Equipment recently contacted Town seeking to reconcile this account, the invoice was not sent to the correct department.
There were sufficient funds available to cover the invoices when the expenses were incurred, and the invoices could have been timely paid had they been discovered on time.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0).

Action on Article 12: Motion carried unanimously.

Ms. Bak moved to dissolve the May 13, 2019 Special Town Meeting. Motion carried unanimously.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 26, 2019.

_____
Susan M. Bak, Chair
Select Board

_____
Maria E. Neyland, Clerk
Select Board

_____
Wesley I. Fowlks
Select Board

_____
Leslie R. Fox
Select Board

_____
Robert T. Stemple
Select Board

TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 13, 2019

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2019 at 7:00 p.m. to act on Articles 2 through 49 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 21st day of May, 2019 at 7 a.m. for the Election of Town Officers and vote on questions 1 and 2. The polls will be open continuously until 8:00 p.m. when they shall be closed.

ARTICLE 1 CHOOSE TOWN OFFICERS
(Majority vote required)

Moderator, for a one-year term

Town Clerk, for a three-year term

Constable, for a three-year term

Select Board member, 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
Planning Board member, for a one-year term

Acton-Boxborough Regional School Committee member, for a three-year term

QUESTION 1 ADULT USE (RECREATIONAL) MARIJUANA ESTABLISHMENT PROHIBITION
(Majority vote required)

Shall the Town of Boxborough adopt the following General Bylaw?

A "yes" vote would approve the General Bylaw adopted at the September 5, 2018 Special Town Meeting prohibiting all types of recreational marijuana establishments.

A "no" vote would disapprove the General Bylaw adopted at the September 5, 2018 Special Town Meeting prohibiting all types of recreational marijuana establishments.

Text of General Bylaw Approved at the September 5, 2018 Special Town Meeting:

MARIJUANA ESTABLISHMENTS

The operation within the Town of Boxborough of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined in Section 2165 of the Zoning Bylaw.

Yes ___ No ___

QUESTION 2 ADULT USE (RECREATIONAL) MARIJUANA ESTABLISHMENT PROHIBITION
(Majority vote required)

Shall the Town of Boxborough approve the following Zoning Bylaw?

A "yes" vote would approve the below Zoning Bylaw adopted at the May 13, 2019 Special Town Meeting prohibiting certain types of recreational marijuana establishments.

A "no" vote would disapprove the below Zoning Bylaw adopted at the May 13, 2019 Special Town Meeting prohibiting certain types of recreational marijuana establishments.

Text of Zoning Bylaw on the warrant for the May 13, 2019 Special Town Meeting:

7703 Prohibited Recreational Marijuana Establishments

The operation within the Town of Boxborough of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, not expressly allowed pursuant to Section 7701 of this bylaw, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana research facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution, or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined in Section 2165 of the Zoning Bylaw.

Yes ___ No ___

ACTION ON ARTICLE 1, May 21, 2019: Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order. Election workers were sworn in by the Town Clerk. The polls were opened at 7:00AM and closed at 8:00PM. There were 3,729 registered voters, with 816 ballots cast, including 4 that had to be hand-counted. The results of the election are as follows:

Town Election Results

Office	Term (yrs.)	Name	Votes
Moderator	1	John Fallon Write-Ins Blanks	725 4 87
Town Clerk	3	Elizabeth Markiewicz Write-Ins Blanks	739 5 72
Select Board	3	Wesley Fowlks Keith Lyons Write-Ins Blanks	401 317 0 98
School Committee	3	Nora Shine Write-Ins Blanks	651 1 164
Planning Board	3	Abigail Reip Mark Barbadoro Nathaniel Stuntz Mark White Write-Ins Blanks	435 346 273 371 1 206
Planning Board	2	Owen Neville Rebecca Verner Write-Ins Blanks	345 419 0 52
Planning Board	1	Cindy Markowitz Tim Rudolph Write-Ins Blanks	517 239 1 59
Library Trustees	3	Janet Glidden Robert McNeece Write-Ins Blanks	664 645 1 322
Board of Health	3	Bryan Lynch Write-Ins Blanks	675 1 140
Constable	3	Kevin Mahoney Write-Ins Blanks	676 1 139
Question 1: General Bylaw Ban of Marijuana Establishments			YES: 555 NO: 245 Blanks: 16
Question 2: Zoning Bylaw Ban of Marijuana Establishments			YES: 559 NO: 239 Blanks: 18

ARTICLE 2 RECEIVE REPORTS
(Majority vote required)

Susan Bak moved to receive the reports of the Select Board and other Town Officers, Agents and Committees as published in the 2018 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Action on Article 2: Motion carried unanimously.

Tessa McKinley, Vice-Chair of the Acton-Boxborough Regional School Committee, introduced the members of the Committee and recognized Mary Brolin's years of service on the Committee. She then made the School Committee report.

Ms. Bak moved to adjourn Annual Town Meeting at 10:30pm and to reconvene at 7:00pm on Tuesday, May 14. Motion carried unanimously.

Annual Town Meeting: May 14, 2019

Moderator John Fallon made some announcements. Select Board member Wes Fowlks was recognized to make an announcement that the Town was going to start collecting email addresses from residents in order keep residents better informed.

Mr. Fallon called the adjourned session of Annual Town Meeting to order at 7:08pm. There were 141 registered voters in attendance.

Susan Bak recognized the staff members in attendance and the retirements of COA Coordinator Laura Arsenault and Fire Chief Randy White. Ms. Bak made the Select Board presentation.

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

Maria Neyland moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2019 as printed in the 2019 Annual Town Meeting warrant under Article 3.

Select Board Members	$400.00 each member/year
Board of Health Members	$166.67 each member/year
Town Clerk	$50,688.49/year
Constables	$3.00 each copy/warrant posted
Planning Board Members	$109.00 each member/year
Boxborough Members of A-B Regional School Committee	$400.00 each member/year

The Select Board recommends (3-2).
Pro: The majority believes that the town should conduct a comparative survey of other communities' board salaries. Since this study cannot be done until later this year, the majority feels the salaries should remain the same for the upcoming fiscal year and adjustments, if needed, can be done in the next fiscal year.

Con: The reason the two members voted against this Article, is because there has NOT been a comparative report or survey to see what other communities compensate these board members. This survey will allow the town to properly commensurate the members for the many hours, hard work and dedication these members offer to their fellow town residents. We want to ensure that this survey takes place in the next fiscal year, in order to make changes and recommendation for July 1, 2020.

The Finance Committee recommends (3-1).
The Majority of the FinCom supports the salary structure and compensation as outlined in the warrant. One member of the FinCom believes that setting the salary for the school committee members is not fair to their counterparts from Acton. This lone member believes that a salary for school committee members should only go into effect if and when both Towns implement a fair compensation plan. Longer term the Town should take a serious look at paying volunteers for their work supporting the Town.

Action on Article 3: Motion carried by majority vote.

ARTICLE 4 AMEND FY2020 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Sheila Bauer moved to amend Article VI §1 b of the Personnel Administration Plan to provide for administrative changes to the Plan in the manner that is set forth in the 2019 Annual Town Meeting Warrant, and further to amend the FY 2020 Classification and Compensation Schedule as indicated in the 2019 Annual Town Meeting Warrant..

Administrative changes to the plan
Article VI §1 b.
Modify language as indicated below by deleing the language indicated by strikethroughs and adding the following language in bold italics:

> If a new employee more than meets the minimum qualifications, the ~~Department Head~~ ***Town Administrator or the Library Director*** shall have the discretion to place the employee on a higher step with the recommendation of the Personnel Board ***Chair*** and ~~then approval of either the Board of Selectmen~~ ***Select Board Chair*** or the Board of Library Trustees, as appropriate.

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: Council on Aging and Community Services Director Grade 15

Temporary, Per Diem and Intermittent Employees
Position: Meeting Secretaries $125/meeting

The Personnel Board voted to provide wage adjustments as follows:

Regular Full-Time, Reduced and Part-Time Employees: 1.9% wage adjustment and step as appropriate for Steps 1-9; 2% wage adjustment for those already on MAX Step

Temporary, Per Diem and Intermittent Employees: 1.9% wage adjustment, generally, with the following exceptions: increase rates for the positions of CIT, Intern (Town Hall), Junior Library Page, and Library Page to $11, increase the rates for Counselor, Election Workers, Assistant Animal Control Officer (Dogs & Cats), and Laborer-Cemetery to $12

Change pay frequency classification of Cemetery Superintendent from Hourly to a Stipend of $5,000

Summary:
Tables included for reference

Ms. Bauer explained all the changes in the plan and why they were made.

The Personnel Board recommends unanimously (5-0).

The Select Board recommends unanimously (5-0).
The Select Board and Personnel Board held a joint public hearing on March 4, 2019 at the Sargent Memorial Library on the proposed changes to the Personnel Plan including a 1.9% wage adjustment for all regular employees, a 2% wage adjustment for employees currently on MAX step and a 2.5% Step increase for all eligible employees. The Select Board supports the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.
The Select Board also supports the proposed changes in the language of the Personnel Plan as described above.

The Finance Committee recommends unanimously (5-0).
A working group of Finance Committee members, Select Board members, and Personnel Board members met to figure out a formula for pay increases for employees covered by the Personnel Plan. The plan has also been changed to allow the chair of the Select Board/Library Board of Trustees and the chair of the Personnel Board to authorize step placement for new hires when requested by the Town Administrator and the Library Director. A new position Council on Aging and Community Services Director has been added to the grid at grade 15, the FinCom is glad to see the combining of the two positions into one.

Action on Article 4: Motion carried by majority vote.

FY 2020 Classification and Compensation Schedule
Regular Full-Time, Reduced 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	Max Step
16	No Positions		76,806.13	78,726.28	80,694.44	82,711.79	84,779.59	86,899.08	89,071.55	91,298.34	93,580.80	94,226.91
15	Assistant Town Administrator	Exempt	69,827.92	71,573.62	73,362.96	75,197.03	77,076.96	79,003.89	80,978.98	83,003.45	85,078.54	85,665.95
	CoA and Comm Svc Director	***Exempt***										
	Human Resources Manager	Exempt										
	Information Systems Coordinator	Exempt										
	Inspector of Buildings	Exempt										
	Police Lieutenant	Exempt										
	Town Accountant	Exempt										
	Town Assessor	Exempt										
	Town Planner	Exempt										
	Town Treasurer/Collector	Exempt										
14	Town Clerk	Elected	60,003.00	61,503.07	63,040.65	64,616.66	66,232.09	67,887.88	69,585.08	71,324.71	73,107.83	73,612.58
13	Community Services Coordinator	Non-exempt	27.64	28.33	29.04	29.76	30.51	31.27	32.06	32.85	33.68	33.92
	(DPW) Foreman	Non-exempt										
	(DPW) Business Administrator	Non-exempt										
	Council on Aging Coordinator	Exempt	57,712.04	59,154.84	60,633.71	62,149.55	63,703.29	65,295.88	66,928.28	68,601.47	70,316.51	70,802.00
	Youth Services Librarian	Exempt										
12	Conservation Agent	Non-exempt	24.24	24.84	25.46	26.11	26.76	27.42	28.11	28.82	29.53	29.73
	Fleet Maintenance Mechanic	Non-exempt										
11	Department Assistant	Non-exempt	21.44	21.98	22.53	23.09	23.66	24.26	24.86	25.49	26.13	26.31
	DPW Worker	Non-exempt										
	IT Support Technician	Non-exempt										
	Technical Services Librarian	Non-exempt										
10	Animal Control Officer	Non-exempt	20.75	21.27	21.80	22.35	22.90	23.48	24.06	24.66	25.28	25.46
	Bldgs/Gnds Maint Worker	Non-exempt										
	DPW Semi-Skilled	Non-exempt										
	Senior Library Assistant	Non-exempt										
	Transfer Station Operator	Non-exempt										
9	Library Assistant	Non-exempt	18.87	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.15
8	Van Dispatcher	Non-exempt	17.15	17.58	18.02	18.47	18.93	19.40	19.89	20.39	20.90	21.03

FY 2020 Classification and Compensation Schedule
Per Diem and Intermittent Employees

Hourly (All Non-exempt)	Rate
CIT	11.00
Intern (Town Hall)	11.00
Junior Library Page	11.00
Library Page	11.00
Counselor	12.00
Election Workers	12.00
Asst. Animal Control Officer - Dogs & Cats	12.00
Laborer - Cemetery	12.00
Clerk of Elections	13.18
Media Production Technician	13.58
Seasonal Conservation Officer	13.70
Lead Counselor	13.92
Seasonal Maintenance Worker	15.25
Van Driver	16.20
Lock Up Attendant	16.44
Part Time Dispatcher	18.54
Fire Department Chaplain	18.87
Firefighter/EMT	18.87
Special Police Officer	18.87
Substitute Librarian	18.87
Gym Director	20.39
Winter Recreation Director	20.39
Specialty Instructor Level I	20.39
Fire Lieutenant	20.75
Animal Control Officer	20.75
Specialty Instructor Level II	20.89
Summer Recreation Director	20.89
Lead Summer Recreation Director	21.44
Fire Captain	21.44
Veterans Services Officer	21.44
Snow Plow Operator	24.06
Deputy Fire Chief	24.24
~~Cemetery Superintendent~~	Change to Annual Stipend below
Asst. Building Inspector	28.73
Call Building Inspector	33.44
Call Fire Chief	46.57
Stipends (Annual)	**Rate**
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
Cemetery Superintendent	***5,000.00***
Fee Based	**Rate**
Wiring Inspector	10% Permit Fees
Plumbing & Gas Inspector	10% Permit Fees
Meeting Secretaries	**$125 /meeting**

For Informational Purposes
Personal Contracts, CBA's and Elected Officials
FY2020

Personal Contracts			
Position	**Contract Expires**	**FY2019**	**FY2020**
DPW Director	6/30/2020	$97,850	$100,786
Fire Chief	6/30/2021	$110,290	$115,253
Library Director	6/30/2022	$70,000	$72,800
Police Chief	6/30/2020	$131,585	$135,533
Town Administrator	6/30/2021	$123,000	$127,920

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		$33.85	$34.46	$35.07					
Police Officer	$24.56	$26.53	$27.22	$27.93	$28.66	$29.40	$30.50		
Fire Captain	$34.18								
Fire Lieutenant	$32.75								
Firefighter/EMT		$24.09	$24.69	$25.30	$25.94	$26.59	$28.03	$27.93	$28.64
Dispatch Supervisor		$24.04	$24.63	$25.22	$25.84	$26.48	$27.12		
Dispatcher		$21.57	$22.11	$22.65	$23.20	$23.76	$24.33		

Elected Officials				
Position	**FY2019**		**FY2020**	
Select Board Member	$400.00	annually	$400.00	annually
Board of Health Member	$166.67	annually	$166.67	annually
Planning Board Member	$109.00	annually	$109.00	annually
Boxborough School Committee Memb.	***$400.00***	***annually***	***$400.00***	***annually***
Library Trustee	$0.00	annually	$0.00	annually
Moderator	$0.00	annually	$0.00	annually
Constable	$3.00	/warrant posted/location	$3.00	/warrant posted/location
Town Clerk	$49,714.21	(Grade 14-MAX)	$50,688.49	(Grade 14-MAX)

ARTICLE 5 TOWN OPERATING BUDGET
(Majority vote required)

Gary Kushner, Finance Committee member, moved to raise and appropriate the sum of Twenty-one Million, Ninety-eight Thousand, Eight Hundred Forty-five Dollars ($21,098,845) for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2019 the purposes for which funding are set forth in the Department Account Numbers 114 through 915, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY2020 Budget, including all costs incidental and related thereto.
And further that
Department 310, Total Other – Minuteman: Decrease by $18,500, and
Department 312, Total Other – Nashoba: Increase by $18,500.

Mr. Kushner gave the Finance Committee report. He described the goals and the process for developing the operating and capital budgets. He provided an overview of the financial status of the town.

The Finance Committee recommends unanimously (6-0).

The Select Board recommends unanimously (4-0).

Discussion:
Mr. Fallon went through the budget line by line.
Michael Toups, Flagg Hill Rd., asked about Line 310-312. Mr. Toups is concerned that our students may be locked out of Minuteman because we aren't in any district. He still has concerns that the Town voted to leave Minuteman. He foresees member town attendance increasing so that our kids can't get in.
Anne Canfield, Stow Rd., had question on line 529 Total Community Service. She said there was a footnote that the Boxborough Bee was grant funded and is now line funded. Thinks the Town should be warned that they will be paying for something originally paid for by grant. She felt it should have been a warrant article.
In response to Ms. Canfield, Becky Neville, FinCom member, said it's not a new initiative and it was felt that it was successful. Could have done a warrant article, but thought it was okay to put it in the budget. Ms. Canfield said there ought to be a method to do this rather than a footnote.

Channing Wagg, Hill Rd., had a question on Line 915-Does it include OPEB? No.

Action on Article 5: Motion carried by majority vote.

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
114	Total Salary	0	0	0	0.0%	0
114	Total Other	65	57	8	14.0%	50
114	Total Moderator	65	57	8	14.0%	50
119	Total Salary	0	0	0	0.0%	0
119	Total Other	170	150	20	13.3%	150
119	Total Town Constable	170	150	20	13.3%	150
122	Total Salary	2,000	2,000	0	0.0%	2,000
122	Total Other	2,885	2,865	20	0.7%	3,265
122	Total Select Board	4,885	4,865	20	0.4%	5,265
123	Total Salary	127,920	139,200	(11,280)	-8.1%	117,600
123	Total Other	4,515	5,000	(485)	-9.7%	2,700
123	Total Town Administrator	132,435	144,200	(11,765)	-8.2%	120,300
131	Total Salary	0	0	0	0.0%	0
131	Total Other	375	375	0	0.0%	400
131	Total Town Finance Comm	375	375	0	0.0%	400
135	Total Salary	79,005	75,640	3,365	4.4%	72,777
135	Total Other	37,335	39,585	(2,250)	-5.7%	37,180
135	Total Accountant	116,340	115,225	1,115	1.0%	109,957
141	Total Salary	80,005	78,531	1,474	1.9%	73,777
141	Total Other	13,860	18,970	(5,110)	-26.9%	13,475
141	Total Assessor	93,865	97,501	(3,636)	-3.7%	87,252
145	Total Salary	71,575	78,531	(6,956)	-8.9%	75,596
145	Total Other	19,990	19,690	300	1.5%	19,140
145	Total Treasurer/Collector	91,565	98,221	(6,656)	-6.8%	94,736
151	Total Salary	0	0	0	0.0%	0
151	Total Other	87,600	87,600	0	0.0%	67,600
151	Total Legal	87,600	87,600	0	0.0%	67,600
152	Total Salary	0	0	0	0.0%	0
152	Total Other	320	320	0	0.0%	320
152	Total Personnel Board	320	320	0	0.0%	320

114 Total Other - Moderator: FinCom increased to match actual costs supplemented out of pocket by Moderator
119 Total Other - Constable: 3rd Election and Special Town Meeting planned
123 Total Salary - Town Administrator: PY Included 1 month prior TA contract plus new TA contract
141 Total Other - Assessor: PY Included increased consulting for 5-year revaluation

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
156	Total Salary	5,000	0	5,000	500000.0%	0
156	Total Other	151,210	138,340	12,870	9.3%	129,070
156	Total Technology	156,210	138,340	17,870	12.9%	129,070
161	Total Salary	50,690	49,715	975	2.0%	48,760
161	Total Other	1,830	1,855	(25)	-1.3%	2,725
161	Total Town Clerk	52,520	51,570	950	1.8%	51,485
162	Total Salary	7,280	7,742	(462)	-6.0%	3,658
162	Total Other	7,560	6,575	985	15.0%	6,990
162	Total Elect. & Registr.	14,840	14,317	523	3.7%	10,648
171	Total Salary	0	0	0	0.0%	0
171	Total Other	2,150	2,150	0	0.0%	2,150
171	Total Conservation Comm	2,150	2,150	0	0.0%	2,150
175	Total Salary	81,525	78,076	3,449	4.4%	73,322
175	Total Other	5,030	4,805	225	4.7%	3,880
175	Total Planning Board	86,555	82,881	3,674	4.4%	77,202
176	Total Salary	0	0	0	0.0%	0
176	Total Other	225	225	0	0.0%	210
176	Total ZBA	225	225	0	0.0%	210
179	Total Salary	0	0	0	0.0%	0
179	Total Other	200	200	0	0.0%	1,300
179	Total Ag Comm	200	200	0	0.0%	1,300
192	Total Salary	192,755	185,846	6,909	3.7%	180,627
192	Total Other	47,655	43,875	3,780	8.6%	47,910
192	Total Town Hall	240,410	229,721	10,689	4.7%	228,537
196	Total Salary	0	0	0	0.0%	0
196	Total Other	12,865	12,555	310	2.5%	12,240
196	Total Facilities	12,865	12,555	310	2.5%	12,240
199	Total Salary	0	0	0	0.0%	0
199	Total Other	500	1,200	(700)	-58.3%	500
199	Total Energy Comm	500	1,200	(700)	-58.3%	500
	Total Salaries - Town Government	697,755	695,281	2,474	0.4%	715,793
	Total Other - Town Government	396,340	386,392	9,948	2.6%	362,636
	Total Town Government	1,094,095	1,081,673	12,422	1.1%	1,078,429

156 Total Other - Technology: Stipend for IT liaison

156 Total Other - Technology: Increased # devices on network

162 Total Other - Elections & Registrars: Additional major election & STM planned

199 Total Other - Energy Committee: PY included recycling education initiative

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
210	Total Salary	1,210,305	1,154,403	55,902	4.8%	1,083,447
210	Total Other	190,295	178,265	12,030	6.7%	153,975
210	Total Police	1,400,600	1,332,668	67,932	5.1%	1,237,422
215	Total Salary	317,460	308,256	9,204	3.0%	295,608
215	Total Other	54,425	48,380	6,045	12.5%	35,405
215	Total Dispatch	371,885	356,636	15,249	4.3%	331,013
220	Total Salary	879,350	855,111	24,239	2.8%	838,429
220	Total Other	117,870	111,065	6,805	6.1%	109,400
220	Total Fire	997,220	966,176	31,044	3.2%	947,829
241	Total Salary	82,020	78,478	3,542	4.5%	72,777
241	Total Other	13,755	15,155	(1,400)	-9.2%	21,585
241	Total Building Insp	95,775	93,633	2,142	2.3%	94,362
291	Total Salary	2,490	2,445	45	1.8%	1,660
291	Total Other	645	645	0	0.0%	550
291	Total ACO	3,135	3,090	45	1.5%	2,210
292	Total Salary	16,405	15,588	817	5.2%	14,997
292	Total Other	4,385	4,385	0	0.0%	3,635
292	Total ACO Dog & Cat	20,790	19,973	817	4.1%	18,632
299	Total Salary	45	45	0	0.0%	45
299	Total Other	0	20	(20)	-100.0%	20
299	Total Field Driver	45	65	(20)	-30.8%	65
	Total Salaries - Protection	2,508,075	2,414,326	93,749	3.9%	2,306,963
	Total Other - Protection	381,375	357,915	23,460	6.6%	324,570
	Total Protection	2,889,450	2,772,241	117,209	4.2%	2,631,533

210 Total Other - Police: Maintenance contract for detention area per accreditation standards
215 Total Other - Dispatch: Contract services for new radio systems after year 2 warranty
241 Total Other - Building Inspector: Reduced consulting services
292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only
299 Total Other - Field Driver: Using ACO vehicle for mileage expense

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
300	Total Salary	1,600	1,600	0	0%	0
300	Total Other	0	0	0	0%	0
300	Total School Committee	1,600	1,600	0	0%	0
310	Total Salary	0	0	0	0.0%	0
310	Total Other	270,505	191,845	78,660	41.0%	165,232
310	Total Minuteman	270,505	191,845	78,660	41.0%	165,232
311	Total Salary	0	0	0	0.0%	0
311	Total Other	46,250	66,300	-20,050	-30.2%	48,864
311	Total Assabet	46,250	66,300	-20,050	-30.2%	48,864
312	Total Salary	0	0	0	0.0%	0
312	Total Other	46,395	49,000	-2,605	-5.3%	0
312	Total Nashoba	46,395	49,000	-2,605	-5.3%	0
320	Total Salary	0	0	0	0.0%	0
320	Total Other	11,522,285	11,351,355	170,930	1.5%	11,593,781
320	Total ABRSD	11,522,285	11,351,355	170,930	1.5%	11,593,781
	Total Salaries - Education	1,600	1,600	0	0.0%	0
	Total Other - Education	11,885,435	11,658,500	226,935	1.9%	11,807,877
	Total Education	11,887,035	11,660,100	226,935	1.9%	11,807,877

300 Total Salary - School Committee: Added on ATM floor for FY19

310 Total Other - Minuteman: est 8 students, increased SpEd costs, capital assessment per student

311 Total Other - Assabet: 1 student

312 Total Other - Nashoba: 1 student

320 Total Other - ABRSD: Year 6 Regional Agreement $425K shift

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
422	Total Salary	571,700	562,273	9,427	1.7%	548,823
422	Total Other	144,770	129,270	15,500	12.0%	111,070
422	Total DPW	716,470	691,543	24,927	3.6%	659,893
423	Total Salary	63,850	64,636	(786)	-1.2%	64,337
423	Total Other	135,800	133,800	2,000	1.5%	128,800
423	Total Snow & Ice	199,650	198,436	1,214	0.6%	193,137
424	Total Salary	0	0	0	0.0%	0
424	Total Other	3,500	3,500	0	0.0%	5,000
424	Total Street Lighting	3,500	3,500	0	0.0%	5,000
425	Total Salary	0	0	0	0.0%	0
425	Total Other	28,500	23,500	5,000	21.3%	23,500
425	Total Hager Well	28,500	23,500	5,000	21.3%	23,500
429	Total Salary	0	0	0	0.0%	0
429	Total Other	77,500	77,500	0	0.0%	76,175
429	Total Fuel	77,500	77,500	0	0.0%	76,175
431	Total Salary	0	0	0	0.0%	0
431	Total Other	0	10,000	(10,000)	-100.0%	0
431	Total Hazardous Waste	0	10,000	(10,000)	-100.0%	0
433	Total Salary	0	0	0	0.0%	0
433	Total Other	183,300	122,570	60,730	49.5%	124,800
433	Total Transfer Station	183,300	122,570	60,730	49.5%	124,800
491	Total Salary	5,000	5,234	(234)	-4.5%	5,162
491	Total Other	500	1,000	(500)	-50.0%	1,000
491	Total Cemetery	5,500	6,234	(734)	-11.8%	6,162
	Total Salaries - Public Works	640,550	632,143	8,407	1.3%	618,322
	Total Other - Public Works	573,870	501,140	72,730	14.5%	470,345
	Total Public Works	1,214,420	1,133,283	81,137	7.2%	1,088,667

422 Total Other - DPW: vehicle service *see article 11, buildings/grounds/street maintenance supplies

425 Total Other - Hager Well: DEP mandated upgrades due

431 Total Other - Hazardous Waste: Every other year Hazardous Waste Day

433 Total Other - Transfer Station: Trucking and Tipping services *see article 31

491 Total Other - Cemetery: building & grounds maintenance moved to DPW 422

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
505	Total Salary	990	990	0	0.0%	1,008
505	Total Other	150	200	(50)	-25.0%	200
505	Total Animal Inspector	1,140	1,190	(50)	-4.2%	1,208
511	Total Salary	505	501	4	0.8%	501
511	Total Other	45,050	42,700	2,350	5.5%	41,605
511	Total BoH	45,555	43,201	2,354	5.4%	42,106
529	Total Salary	0	27,604	-27,604	-100.0%	26,560
529	Total Other	6,225	975	5,250	538.5%	775
529	Total Community Services	6,225	28,579	-22,354	-78.2%	27,335
541	Total Salary	71,575	60,748	10,827	17.8%	51,052
541	Total Other	15,700	11,675	4,025	34.5%	5,675
541	Total COA	87,275	72,423	14,852	20.5%	56,727
543	Total Salary	0	2,900	(2,900)	-100.0%	3,000
543	Total Other	34,185	990	33,195	3353.0%	990
543	Total Veterans	34,185	3,890	30,295	778.8%	3,990
	Total Salaries - Health Services	73,070	92,743	(19,673)	-21.2%	82,121
	Total Other - Health Services	101,310	56,540	44,770	79.2%	49,245
	Total Health Services	174,380	149,283	25,097	16.8%	131,366

505 Total Other - Animal Inspector: reduced mileage reimbursement based on actuals
529 Total Salary - Community Services: Combined position with COA *see article 4
529 Total Other - Community Services: Boxborough Bee Newsletter, previously grant funded
541 Total Salary - COA: Increased hours; combined position with Comm Svc * see article 4
541 Total Other - COA: combined position with Comm Svc, consolidated expense lines
543 Total Salary - Veterans: New Veterans Service District
543 Total Other - Veterans: New Veterans Service District; Ch115 Aid

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
610	Total Salary	238,565	248,656	(10,091)	-4.1%	245,661
610	Total Other	153,400	148,000	5,400	3.6%	139,650
610	Total Library	391,965	396,656	(4,691)	-1.2%	385,311
630	Total Salary	31,790	29,621	2,169	7.3%	26,204
630	Total Other	12,175	8,430	3,745	44.4%	8,030
630	Total Rec Comm	43,965	38,051	5,914	15.5%	34,234
670	Total Salary	0	0	0	0.0%	0
670	Total Other	2,000	1,800	200	11.1%	1,800
670	Total Steele Farm	2,000	1,800	200	11.1%	1,800
691	Total Salary	0	0	0	0.0%	0
691	Total Other	8,050	3,450	4,600	133.3%	3,550
691	Total Hist Comm	8,050	3,450	4,600	133.3%	3,550
692	Total Salary	0	0	0	0.0%	0
692	Total Other	1,400	1,200	200	16.7%	1,200
692	Total Public Celebr	1,400	1,200	200	16.7%	1,200
699	Total Salary	0	0	0	0.0%	0
699	Total Other	1,400	1,400	0	0.0%	1,400
699	Total AB Cultural Council	1,400	1,400	0	0.0%	1,400
	Total Salaries - Culture & Rec	270,355	278,277	(7,922)	-2.8%	271,865
	Total Other - Culture & Rec	178,425	164,280	14,145	8.6%	155,630
	Total Culture & Rec	448,780	442,557	6,223	1.4%	427,495

610 Total Salary - Library: New Library Director FY19

630 Total Other - Recreation Commission: additional weeks for tent at Flerra

670 Total Other - Steele Farm: Increased electrical costs

691 Total Other - Historical Commission: Building maintenance

692 Total Other - Public Celebrations: Additional supplies

	Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
710	Total Salary	0	0	0	0.0%	0
710	Total Other	870,000	930,000	(60,000)	-6.5%	1,112,000
710	Total Retirement of LT Debt	870,000	930,000	(60,000)	-6.5%	1,112,000
751	Total Salary	0	0	0	0.0%	0
751	Total Other	217,110	212,657	4,453	2.1%	154,415
751	Total Debt Interest	217,110	212,657	4,453	2.1%	154,415
830	Total Salary	0	0	0	0.0%	0
830	Total Other	943,155	843,801	99,354	11.8%	791,841
830	Total County Retirement Assmt	943,155	843,801	99,354	11.8%	791,841
912	Total Salary	0	0	0	0.0%	0
912	Total Other	193,320	181,440	11,880	6.5%	163,605
912	Total Other Insurance	193,320	181,440	11,880	6.5%	163,605
915	Total Salary	0	0	0	0.0%	0
915	Total Other	1,017,100	903,750	113,350	12.5%	834,800
915	Total Employee Benefits	1,017,100	903,750	113,350	12.5%	834,800
	Total Salaries - Administration	0	0	0	0.0%	0
	Total Other - Administration	3,240,685	3,071,648	169,037	5.5%	3,056,661
	Total Administration	3,240,685	3,071,648	169,037	5.5%	3,056,661
132	Total Salary	0	0	0	0.0%	0
132	Total Other	150,000	200,000	(50,000)	-25.0%	185,000
132	Total Reserve Fund	150,000	200,000	(50,000)	-25.0%	185,000

751 Total Other - Debt Interest: Includes short-term borrowing interest
830 Total Other - County Retirement Assessment: 1st of 2-year caclulation
912 Total Other - Other Insurance: Increased accident insurance premiums
915 Total Other - Employee Benefits: Insurance plans increased average 7%
132 Total Other - Reserve Fund: FinCom decreased to 1.5% of current budget (minus school assmt)

Department Totals	FY20 Budget	FY19 Budget	$ Change FY19 v 20	% Change FY19 v 20	FY18 Budget
Total Salaries - Town Government	697,755	695,281	2,474	0.4%	715,793
Total Salaries - Protection	2,508,075	2,414,326	93,749	3.9%	2,306,963
Total Salaries - Public Works	640,550	632,143	8,407	1.3%	618,322
Total Salaries - Health Services	73,070	92,743	(19,673)	-21.2%	82,121
Total Salaries - Culture & Rec	270,355	278,277	(7,922)	-2.8%	271,865
Total Salaries	4,189,805	4,112,770	77,035	1.9%	3,995,064
Total Other - Town Government	396,340	386,392	9,948	2.6%	362,636
Total Other - Protection	381,375	357,915	23,460	6.6%	324,570
Total Other - Public Works	573,870	501,140	72,730	14.5%	470,345
Total Other - Health Services	101,310	56,540	44,770	79.2%	49,245
Total Other - Culture & Rec	178,425	164,280	14,145	8.6%	155,630
Total Town Other	1,631,320	1,466,267	165,053	11.3%	1,362,426
Total Town Government	1,094,095	1,081,673	12,422	1.1%	1,078,429
Total Protection	2,889,450	2,772,241	117,209	4.2%	2,631,533
Total Public Works	1,214,420	1,133,283	81,137	7.2%	1,088,667
Total Health Services	174,380	149,283	25,097	16.8%	131,366
Total Culture & Rec	448,780	442,557	6,223	1.4%	427,495
Total Town Expenses	5,821,125	5,579,037	242,088	4.3%	5,357,490
Total Other - Education	11,887,035	11,660,100	226,935	1.9%	11,807,877
Total Other - Administration	3,240,685	3,071,648	169,037	5.5%	3,056,661
Total Reserve Fund	150,000	200,000	(50,000)	-25.0%	185,000
Total Other Costs	15,277,720	14,931,748	345,972	2.3%	15,049,538
Total Expenses	21,098,845	20,510,785	588,060	2.9%	20,407,028

ARTICLE 6 ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD) DEBT
(Two-thirds vote required)

Adam Klein that the Town approve the debt authorized by the Regional School District in the amount of Seven Million Five Hundred Thousand ($7,500,000) for the purpose of paying construction, installation and all other associated costs of providing the capital improvements identified hereof in the Regional School District's Capital Improvement Plan.

Mr. Klein made a presentation in favor of the motion. The goal of the Capital Improvement Plan is to be able to address capital needs now and into the future. The borrowing does not require a debt exclusion.

Summary:
This Article requests approval, by two-thirds votes of both members' town meetings in accordance with Section 9 of the Acton-Boxborough Regional School District Agreement, of the Regional School District's authorization of its Treasurer to borrow the above sum to fund its Capital Improvement Plan (CIP) as presented publicly by the Superintendent of Schools.

The Acton-Boxborough Regional School Committee recommends unanimously (10-0).
The Acton-Boxborough Regional School District has developed a long-range Capital Improvement Plan (CIP). The CIP, which totals approximately $21M and spans thirteen years, was developed collaboratively through the work of the Acton-Boxborough Regional School Committee's Capital Subcommittee. Membership on the Capital Subcommittee was comprised of representatives from the School Committee, Finance Committees from each town, and district administration.

The District is proposing to borrow $7.5M in order to execute this plan. Repayment of the bond will be within the District's operating budget as proposed and does not require a debt exclusion. The operating budget allocations for the duration of the plan will be increased 2.5% annually so that there will be sufficient funds available on an annual basis to continue projects identified in the plan during the years the District is repaying debt. By borrowing the $7.5M now, we will allocate funding for the highest priorities in the first 2-3 years of the plan, thereby accelerating the improvement plan. This will allow us to implement a plan that can be repaid within the District's operating budget with no debt exclusion, and improve our infrastructure and learning environments to benefit our students today.

The Select Board recommends unanimously (5-0).
As explained above, the Regional School District has developed a Capital Improvement Plan which includes short term high priority capital projects. This borrowing would allow the district to complete a large number of high priority capital projects over the next 3 years.

The Finance Committee recommends unanimously (4-0).
The Finance Committee liaison to the ABRSD reviewed the capital plan as provided by the school district. The debt will allow the school to complete a large number of the outstanding capital projects in the next three years. The debt (principal and interest) will be covered within the region's operating budget.

Action on Article 6: Motion carried by two-thirds as declared by the Moderator.

ARTICLE 7 ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD) STABILIZATION
(Majority vote required)

Mr. Klein moved that the Town approve the establishment of a Capital Stabilization Fund by the Acton-Boxborough Regional School District in accordance with the provisions of Chapter 71, Section 16G½ of the Massachusetts General Laws, as amended, for the purpose of providing funding for the District's future capital needs in conjunction with its Capital Improvement Plan.

Summary:
This article would allow the School District to establish a Stabilization Fund for funding future capital needs of the District, as presented publicly by the Superintendent of Schools. Both member towns must approve the establishment of the Fund before it can be implemented. Money in the Fund may be invested and the interest earned becomes a part of the Fund. The Fund may be appropriated by vote of two-thirds of all of the members of the Regional School Committee for any capital purpose or other purpose as approved by the Commissioner of Elementary and Secondary Education.
For more information refer to the Superintendent's Budget Message at the end of this Warrant.

The Acton-Boxborough Regional School Committee recommends unanimously (10-0).
The District engaged in a capital planning process that involved many individuals and organizations within the District and the towns. The resulting Capital Plan lays out major capital initiatives for the next 13 years. However, even with careful planning and execution of projects over multiple years whenever possible, there are projects whose costs will substantially exceed the District's funding ability within a given fiscal year. Additionally, it is important for the District to have a strategy to protect itself from liability should a major, unanticipated capital expense be identified requiring immediate repair. To plan for both of these scenarios, the Capital Subcommittee proposed that the District establish a Capital Stabilization Fund. The establishment of such a fund would allow the District to save for both future anticipated and unanticipated costs relating to capital.

The Department of Elementary and Secondary Education advises that the "establishment and use of a stabilization fund should be based on the district's long range capital plan." Further, the District's auditors' most recent management letter (issue date November 19, 2018) includes a recommendation "that the District consider establishing a stabilization fund for capital needs planning consistent with…the law." We believe that our Capital Plan is a substantial step forward for the District in ensuring that our students have access to safe and effective learning environments. By authorizing the Capital Stabilization Fund, we will be in a stronger position to fund the Capital Plan year to year.

The Select Board recommends unanimously (5-0).
This article would allow the District to establish a stabilization fund for the purpose of funding its future capital needs. After the initial funding through a transfer from the Region's Excess & Deficiency (E&D) account, this account will be funded through school related revenue, such as the Lower Field rental income. This fund will allow the District to complete larger capital items such as the replacement of the Lower Field turf.

The Finance Committee recommends unanimously (4-0).
The Finance Committee reviewed the purposes of the stabilization fund which will allow the Region to reserve revenues from school related events (Lower Fields) and then utilize the funds in a year when a large capital project is expected to occur. Large capital projects would be included in the operating budget and include items like replacement of roofs and recovering the Lower Fields.

Discussion:
Becky Neville, Middle Rd., asked about the weighting of the vote. Mary Brolin, School Committee member, said that the vote would be a weighted vote.
Anand Patel, 83 Barteau Ln., said his son is 4 ½ and will enter the lottery. Is there a way to get home preference back in? Mr. Fallon said to take it up with the AB School Committee.
Jeanne Kangas, Hill Rd., wanted clarification on the Monday, May 20, design update meeting. She said we're spending a lot on design. The fancier the design the more expensive the building.
Brian Morrison, Hill Rd., asked what if the Stabilization Fund was voted down. Adam asked Superintendent Light to answer question. Mr. Light said that without the Stabilization Fund, can't fund some things like roof replacement from the operating budget. It would save future borrowings.
Carol Gutierrez, Whitcomb Rd., wanted to compliment the School Committee on thinking ahead. She is happy to pay for schools for the future.
Cheryl Mahoney, Liberty Square Rd., said she was former Minuteman School Committee Representative. Minuteman had a catastrophic roof failure that had to be paid for. They had no Stabilization Fund so the money came out of the educational funds. She wouldn't want that to happen to A-B.

Action on Article 7: Motion carried by majority vote.

ARTICLE 8 COMPENSATION AND CLASSIFICATION AND BENEFITS STUDY FOR NON-UNION STAFF
(Majority vote required)

Sheila Bauer moved to appropriate the sum of Fifteen Thousand Dollars ($15,000) from Free Cash for the purpose of hiring a consultant to provide a classification and compensation study for all (non-union) town employees, including all costs incidental and related thereto.

Ms. Bauer said that this hasn't been done for 7 years. The study would compare comparable towns to see that we are in line and competitive with other towns.

The Select Board recommends unanimously (5-0).
A classification and compensation plan is an essential and vital component of a comprehensive municipal personnel system. Its validity is critical to the effectiveness of municipal personnel policies, to employee morale and ultimately to the delivery of municipal services.

The last compensation survey for non-union positions for Town Hall, DPW and the Library was completed in December 2013 and implemented retroactively for Fiscal Year 2014. Funding this article in FY2020, will ensure a new compensation and classification survey effective Fiscal Year 2021 – seven years since the implementation of the last survey. Undertaking this initiative coincides with the hiring of an Assistant Town Administrator to coordinate the process in conjunction with the Personnel Board.

Funding for this article is through free cash, which means there is no additional tax burden to residents. The Select Board supports this initiative and asks that the Town vote "Yes".

The Finance Committee does not recommend (0-5).
The Finance Committee would like to wait a year to fund this study. The town is proposing to hire an Assistant Town Administrator, who may have some human resources background. We would like to wait and let an ATA be involved in any decision the town makes around the compensation plan study.

Action on Article 8: Motion carried by majority vote. yes: 78 no: 47

ARTICLE 9 TOWN HALL: ADDITIONS TO STAFF, INCLUDING BENEFITS AND OUTSOURCING OF SERVICES
(Majority vote required)

	Position	FY20 Proposed Budget Salary	FY20 Overhead/ Benefits	Adjustment to FY20 Proposed Budget	Net FY20 Impact
A.	Assistant Town Administrator (10 months)	$ 64,230	$ 17,905	$ -	$ 82,135
B.	Department Assistant (Part-Time Council on Aging Support)	$ 17,905	$ -	$ (7,000)	$ 10,905
C.	Recording Secretaries ($125 Per Meeting)	$ 11,000	$ -	$ -	$ 11,000
D.	Outsourcing Lockbox Service & Related Expenses	$ 6,000	$ -	$ -	$ 6,000
				Total:	$ 110,040

Motion 9A:
Ms. Bak moved to raise and appropriate $81,135 to support the hiring of an Assistant Town Administrator, and further that the following adjustments be made to the FY2020 budget:
Department 123, Total Salary – Town Administrator: Increase by the sum of $64,230,
Department 915, Total Other – Employee Benefits: Increase by the sum of $17,905,
including all costs incidental and related thereto.

The objective of hiring an Assistant Town Administrator is to provide additional support to all the varied boards and commissions for ongoing and future projects as well as day-to-day management of tasks assigned by the Town Administrator. Specific responsibilities of the Assistant Town Administrator will include a focus on human resources, procurement, digital media outreach and project management. This funding supports 10 months for the position, anticipated start in September 2019.

The Select Board recommends unanimously (5-0).
Last year, the Town Government Study Committee completed their work and recommendations for a new Town government structure. The committee recommended that all major department heads (police, fire and DPW) report to the Select Board through the Town Administrator. The committee also recognized the need for additional expertise in human resource management and support in other areas as well. The new Town Administrator concurs with those recommendations.
A Human Resource professional can ensure that FLSA related matters are enforced, manage Americans with Disability Act (ADA) related interactive discussions, ensure that annual training for sexual harassment as mandated by MGL is completed, provide direction and guidance to department heads on employee relations matters, prepare and/or update job descriptions, oversee the administration of the compensation and classification plan and annual performance reviews.
Additionally, there are a variety of tasks, projects and events that cannot get done with current staffing. For example, at the May 2016 Annual Town Meeting, the town voted for a keyless access control system for Town Hall, Police and Fire. That project was completed for police and fire, but remains outstanding for Town Hall because of insufficient resources to undertake this project.

The Finance Committee recommends unanimously (7-0).

This position was added to the Personnel Plan last year with the anticipation of funding the position this year. This position was recommended by the Town Government Study Committee before hiring our current Town Administrator. The FinCom knows there is a need at Town Hall for this position.

Discussion:
Frank Powers, Stonehedge Pl., said that Bolton does not have that position, Stow does not. Lancaster does not. Harvard does. If the primary need is for someone to handle Human Resources, what about contracting with a Human Resources Consulting firm on an as needed basis? Ms. Bak said they did look at that, but that procurement is also a need, as well as information technology.
Jennifer Campbell, Patch Hill Rd., spoke as a member of the Town Government Study Committee and said that there were so many needs in addition to human resources.
Megan Connor, Mayfair Drive, asked if this person could help support all the programs that RecCom has going. Other towns have paid recreation staff. Ms. Bak said there is a part-time administrative support for RecCom. Town Administrator Ryan Ferrara said that the ATA would be supportive of RecCom.
Michael Toups, Pine Hill Rd., asked if we still operating under strong chief. Yes, but now chiefs report directly to the Town Administrator. He thought part of the vision was that they self-manage. Mr. Ferrara said that they still need to communicate with someone.
Dennis Reip, Old Harvard Rd., thinks the staff is spread thin. More help is needed. Volunteers are asked to do too much.
Anne Canfield, Stow Rd., asked about the full-year salary. The position is a Grade 15 on the compensation plan so depends what step the person is hired at.
Tim Rudolph, Patch Hill Rd., believes that town hall staff and volunteers need more help.
Sheila Bauer, Hill Rd., said that it would professionalize some of the support available to volunteer boards. Personnel Board would definitely benefit from having an ATA position. Additionally, other towns may have other structures but have a position with a different title.
Channing Wagg, Hill Rd., said he's served as a volunteer for a number of years. His impression is that we are still in transition from one TA to a new TA. Perhaps we need to wait and see how things evolve as new Town Administrator settles in.
Hugh Fortmiller, Sargent Rd., said that the role of the TA is changing. Also, a new ATA would enable the Select Board to focus on policy setting.
Liz Fowlks, Stow Rd., moved the question. Action on motion to vote now: Motion carried by two-thirds, as declared by the Moderator.

Action on Article 9A: Motion carried by majority vote.

Motion 9B:
Maria Neyland moved to raise and appropriate $10,905 to support the hiring of a Department Assistant for Town Hall for support for the Council on Aging, and further that the following adjustments be made to the FY2020 budget:
Department 192, Total Salary – Town Hall: Increase by the sum of $17,905,
Department 541, Total Other – COA: Decrease by the sum of $7,000,
including all costs incidental and related thereto.

Ms. Neyland said that CrossTown Connect dispatch has not worked out for Boxborough and the BSB wants to move back to handling dispatch in-house.

The new Part-Time Department Assistant will be responsible for administrative support to the Council on Aging and Community Services Director, managing the dispatch process for the van which was formerly the

responsibility of Cross-Town Connect and covering the front-desk at Town Hall on Fridays from 8am to 12pm where there is currently no set coverage to direct residents.

The Select Board recommends unanimously (5-0).
In 2012, Boxborough joined with Acton and several other communities to establish a transportation service for residents through CrossTown Connect. At the same time, the dispatch function for the Council on Aging (COA) was moved to CrossTown Connect and a part-time position at Town Hall was eliminated. Unfortunately, the CrossTown Connect strategy did not work for Boxborough, and we recently decided to step away from this initiative. The Town will go back to the previous process where a part-time town employee handles the dispatch tasks for the Council on Aging. The addition to staff will also support the combined COA/Community Services Director and handle the Boxborough Buzz and Boxborough Bee publications.

The Finance Committee recommends unanimously (7-0).
The FinCom supports this position; part of the salary will be offset by no longer outsourcing the dispatch services for the van. Two positions have been combined into one and there needs to be support for the new position.

Action on Article 9B: Motion carried by majority vote.

Motion 9C:
Ms. Bak moved to raise and appropriate $11,000 to support the hiring of Recording Secretaries for various Committees/Boards, and further that the following adjustments be made to the FY2020 budget:
Department 192, Total Salary – Town Hall: Increase by the sum of $2,000,
Department 131, Total Salary – Finance Committee: Increase by the sum of $3,000,
Department 175, Total Salary – Planning Board: Increase by the sum of $3,000,
Department 176, Total Salary - ZBA: Increase by the sum of $3,000,
including all costs incidental and related thereto.

Ms. Bak said that it is a per diem position that is currently handled by volunteers. Adding this position would offer consistency in the preparation of minutes.

In order to more efficiently service our more active Boards and Committees, we have proposed a pilot program to hire Recording Secretaries for the following groups: Boxborough Leadership Forum (BLF), Finance Committee, Planning Board and Zoning Board of Appeals. Included in the assigned tasks are posting the agenda, attendance at all meetings, drafting of minutes, revising minutes as necessary and posting accepted minutes. The proposed reimbursement rate is $125 per meeting.

The Select Board recommends unanimously (5-0).
This position is being proposed as a per diem, non-benefited position to take minutes for the Boxborough Leadership Forum (BLF), the Finance Committee, Planning Board and Zoning Board of Appeals. This function is currently handled by volunteers or in some cases by a Town Hall professional, whose time could be better spent handling other matters. The Town benefits by consistency in the manner in which minutes are taken, and, ensures compliance with the Open Meeting Law.

The Finance Committee recommends (6-1).
Pro: Meeting agendas and minutes have become increasingly onerous for boards and staff. The Attorney Generals' office has put many more requirements on what's included and the turnaround time on minutes. This has resulted in several open meeting law violations, which then take staff time and legal fees to resolve. Legal fees to deal with questions about OML and OML complaints from March of 2018 through November of 2018 totaled $4,128. The passage of this article would also let the Town Planner focus on the job of planning

and not the clerical task of taking notes at Planning Board and ZBA meetings. The FinCom relies on volunteers which often presents a struggle.

Con: There are many priorities for the Town of Boxborough and recording secretaries are not at the top of the list. It may provide a convenience for volunteers, but there has always been someone willing to record minutes and some individuals like taking meeting minutes. Furthermore, having recording secretaries does not eliminate the potential of any OML complaints. The March 2018 through November 2018 complaints were an outlier over the past five years and from a financial standpoint the cost of recording secretaries is far greater than any OML fees. The vast majority of volunteers do their best with recording and posting meeting minutes and it would be a shame to have to invest in meeting secretaries due to a few individuals who complain about OML.

Discussion:
Mr. Follett said why not record the meeting and then have them transcribed. Town Counsel requires that accurate written minutes be taken. Tapes can be converted to hard copy. Ms. Bak said that we don't have the capacity for transcribing tapes. Mr. Follett said you can hire someone to transcribe the taped meetings – don't have to use staff. Town Counsel also said that the requirement for written minutes is immediate. Draft minutes must be produced if requested.
Brian Morrison asked how much of the OML fines were for the boards expected to be supported by the new position–none. Spoke against the motion—won't offset any fines.
Walter VanRoggen said you need some discretion. Is that possible with a hired person?
Abby Reip said that Planning Board meetings are longer than 2 hours. The clerk can't fully participate and taking accurate notes is important. She supports recording secretaries.
Than Stuntz, Hill Rd., said that the Planning Board could really use a recording secretary.
Tim Rudolph, Patch Hill Rd., said that it would be money well spent. Board members can focus on the issues.
Michael Toups, Pine Hill Rd., is chair of Zoning Board of Appeals. He's against a flat stipend. ZBA meetings tend to be short.
Mr. Reip moved the question. Motion to vote now carried by two-thirds, as declared by the Moderator.

Action on Article 9C: Motion carried by majority vote.

Motion 9D:
Ms. Neyland moved to raise and appropriate $6,000 to support the outsourcing of payment processing and related costs, and further that the following adjustments be made to the FY2020 budget:
Department 145, Total Other – Treasurer/Collector: Increase by the sum of $6,000,
including all costs incidental and related thereto.

As a time-management tool, the outsourcing of payment processing to a Lockbox service will alleviate approximately 10 hours per week in the Treasurer's office. The process is automated at an offsite facility and is very effective for many communities. The Treasurer will still be available to accept payments as necessary, but all tax bills will be mailed with a remittance envelope for the taxpayer's convenience. We will still continue to offer online payment capabilities as usual.

The Select Board recommends unanimously (4-0).
For the reasons stated above the Select Board recommends unanimously.

The Finance Committee recommends (5-1).
Pro: A majority of the FinCom recommends this article. Processing tax bills takes a huge amount of the treasurer/collector's time that could be better used on other responsibilities. Since this is an item totaling

more than $5,000 it is being presented as a warrant article this year and will be rolled into the budget next year.
Con: This was a late submission and one member is not sure there is enough time to think through all the aspects of the issue.

Discussion:
Bruce Hager, Hill Rd., said that we are paying $6000 more for the same job. Ms. Neyland said he would be free to do other things.
Walter VanRoggen, Patch Hill Rd., asked what percent of people pay online. Paul Redmond, Treasurer/Collector, said that 30-35% are online payments.

Action on Article 9D: Motion carried by majority vote

ARTICLE 10 DISPATCH: ADDITION TO STAFF, INCLUDING BENEFITS
(Majority vote required)

Bob Stemple, Select Board member, moved to raise and appropriate $21,595 to support the hiring of a 5th Dispatcher for the Public Safety Departments, and further that the following adjustments be made to the FY2020 budget:
Department 215, Total Salary – Dispatch: Increase by the sum of $100,
Department 915, Total Other – Employee Benefits: Increase by the sum of $21,485.
including all costs incidental and related thereto.

Position	FY20 Proposed Budget Salary	FY20 Overhead/ Benefits	Additional Revenue Source (911 Grant)	Adjustment to FY20 Proposed Budget	Net FY20 Impact
Public Safety Dispatcher (Full-Time)	$ 45,960	$ 21,485	$ (15,000)	$ (30,850)	$ 21,595

Summary:
The addition of a 5th Dispatcher would fill the current 128 shifts in the 4/2 schedule that are open as well as cover sick, vacation and personal days, a potential total of over 112 shifts for the current staff. Each current Dispatcher is scheduled to work 262 shifts per year and has Right of First Refusal for open shifts which are paid at Overtime rate. Hiring a Full-Time Dispatcher will address the difficulties the Town has experienced in retaining qualified part-time staff. Further overtime reduction could be realized if a "Flex" position was introduced into the Dispatch collective bargaining agreement. The remainder of the position is able to be funded by re-allocating budgeted overtime and part-time costs and with State Grant funds. This is essentially a new position for the cost of benefits only.

The Select Board recommends unanimously (5-0).
The Select Board recommends unanimously in conjunction with the Finance Committee. This position is will provide the Police Chief the flexibility he needs in scheduling department personnel to maintain public safety in the town, while also ensuring the health concerns of his team. Additional staffing will help prevent working too many shifts; fatigue caused by working excessive hours can result in poor performance and increased safety concerns. This will cover sick, vacation and personal days, a potential total of over 112 shifts for the current staff. Hiring a Full-Time Dispatcher will address the difficulties the Town has experienced in retaining qualified part-time staff. This is essentially a new position for the cost of benefits only.

The Finance Committee recommends unanimously (4-0).

Action on Article 10: Motion carried by majority vote.

ARTICLE 11 DEPARTMENT OF PUBLIC WORKS (DPW): ADDITION TO STAFF AND OUTSOURCING OF SERVICES
(Majority vote required)

	Position	FY20 Proposed Budget Salary	FY20 Overhead	Adjustment to FY20 Proposed Budget	Net FY20 Impact
A.	DPW Mechanic (Part-Time)	$ 12,370	$ -	$ (7,000)	$ 5,370
B.	Outsource Seasonal (Spring/Fall) Landscaping Services	$ -	$ 15,000	$ -	$ 15,000
C.	Outsource Town Office/Building Cleaning Services	$ -	$ 25,000	$ -	$ 25,000
				Total:	$ 45,370

Motion 11A:
Les Fox moved to raise and appropriate $5,370 to support the hiring of a Part-Time DPW Mechanic, and further that the following adjustments be made to the FY2020 budget:
Department 422, Total Salary – DPW: Increase by the sum of $12,370,
Department 422, Total Other – DPW: Decrease by the sum of $7,000,
including all costs incidental and related thereto.

This funds 8 hours per week for a Mechanic to support the Town's approximately $6 million in vehicle and equipment inventory. We are currently relying on outside vendors due to the retirement of a longtime employee who worked on minor repairs as part of his weekly duties in the department. This hire would address primarily preventative maintenance and include the possibility of other in-house repairs as time allows.

The Select Board recommends unanimously (5-0).
This is a sensible and prudent step to begin doing preventive maintenance on our significant investment in capital equipment in the DPW. In the past the department has been reactive, not proactive. This has led to inefficiencies and unscheduled down-time for unplanned repairs. This position will be filled by a qualified part-time trained mechanic who is available for work. There will be no benefits. There will be a cost savings with less maintenance work required to be sent outside. The cost of filling this position is net of these savings.

The Finance Committee recommends unanimously (4-0).
The FinCom supports the mechanic on a 1 day a week plan with a majority of the funding coming from the repair budget.

Dave Follett, Cobleigh Rd., asked about out-sourcing? Mr. Fox said it was cheaper to go part-time route.

Action on Article 11A: Motion carried by majority vote.

Motion 11B:
Mr. Fox moved to raise and appropriate $15,000 to support the outsourcing of seasonal (Spring/Fall) landscaping services, and further that the following adjustments be made to the FY2020 budget:

Department 196, Total Other – Facilities: Increase by the sum of $15,000,
including all costs incidental and related thereto.

Outsourcing Seasonal Landscaping Services will address the flower beds, mulching, spring and fall cleanups which the DPW does not currently do, nor do they have the time to do for the town facilities. The DPW will continue to mow the grass, weed whack and fertilize at the Town Hall, Police Station and Library.

The Select Board recommends unanimously (4-0).
In the past, DPW crews have not been able to keep up with seasonal landscaping, fertilizing, mulching and maintenance of the flower beds and plantings around town buildings. Priority has been given to more pressing seasonal work such as mowing and maintenance of playing fields and roadsides, and patching road pavement. We would also like to more consistently attend to minor building maintenance and painting. Outsourcing of seasonal landscaping will improve the appearance of our town properties, and free up our DPW to do more of the critical work they are best equipped to do. They will be better able to take on new tasks such as hauling our roll-off containers to save money.

The Finance Committee voted (3-3).
Pro: Those FinCom members who support this expenditure want these services outsourced and they recognize that the $15,000 is ceiling estimate.
Con: Those not in favor also want to see these services outsourced. However, they consider the $15,000 ceiling estimate to be too high. Some members also question whether the library could reduce the amount of landscaping work needed to maintain the library's grounds.

The Library Board of Trustees recommends unanimously (5-0).
The library's basic lawn maintenance needs are being met with the DPW, but we require additional work such as weeding of the back patio and flower beds, mulching, pruning, edging, and seasonal clean-ups. The Library is visited often by people from Boxborough and surrounding towns. A well-groomed Library landscape better reflects the Town's spirit, keeps the outdoor space usable for public events, and protects the investment the town has and continues to make in the library facility and grounds.

Discussion:
Ed Kukkula, DPW Director, said he couldn't believe how much mowing the DPW does. Mr. Kukkula said we need more work done on the roads on a preventive basis. To do that the DPW needs to do less mowing and less landscaping. The library alone needs a lot more maintenance than the DPW has time to do.
Alex Kerin, Prescott Rd., asked whether the outsourcing would include addressing the invasives—Japanese knotweed, garlic mustard, oriental bittersweet. Mr. Kukkula said that DPW won't be doing anything about the poison ivy. As for other invasives, DPW doesn't have licenses for spraying along roadways for invasives.
Jeanne Kangas, Hill Rd., thought it was a good idea and a reasonable sum. She wondered how $15,000 figure was arrived at. Mr. Fox said they had received three quotes. Does it include reseeding the Town Hall? No-just fall and spring clean-up.
Brian Morrison moved the question. Motion to vote now carried by two-thirds, as declared by the Moderator.

Action on 11B: Motion carried by majority vote.

Motion 11C:
Mr. Fox moved to raise and appropriate $25,000 to support the outsourcing of Town Office/building cleaning services, and further that the following adjustments be made to the FY2020 budget:
Department 196, Total Other – Facilities: Increase by the sum of $25,000,
including all costs incidental and related thereto.

Outsourcing Town Office/Building Cleaning Services will provide dedicated professional services to the task. Currently one DPW employee spends 20-25 hours per week cleaning the facilities, this employee's time could be better served working with the DPW crews or mowing the acres of town land.

The Select Board recommends unanimously (4-0).
A contractor will deliver the same services to Town Hall, Police Station, and the Library as the DPW has provided in the past. As in Part B of this article, outsourcing janitorial and custodial services the DPW will be able to better utilize its resources on essential tasks. This will also promote long-term employee development and training on more critical skills. As in the previous section, the crew can take on new tasks such as hauling our roll-off containers to save money.

The Finance Committee recommends unanimously (4-0).
The Finance Committee supports the hiring of cleaning services.

The Library Board of Trustees recommends unanimously (5-0).
The library is a heavily-used building, with an estimated 100,000 visits and over 500 meetings in the meeting room annually. Because of the volume of visitors, we have long felt a need to contract additional cleaning beyond the capabilities of the DPW. This article will not only ensure reliable cleaning of the facility multiple times per week, but additional occasional services such as deep cleaning of floors and bathrooms. We support this article to maintain the investment in the building, and make it usable and comfortable for the residents who use it.

Action on Article 11C: Motion carried by majority vote.

ARTICLE 12 DEPARTMENT OF PUBLIC WORKS (DPW): 2 PORTABLE MESSAGE BOARDS
(Majority vote required)

Mr. Fox moved to appropriate the sum of Forty Thousand Dollars ($40,000) from Free Cash to provide for the acquisition of two Mini-Matrix Message Board Sign and Trailers, including all costs incidental and related thereto.

Summary:
Mini-Matrix Message Board Sign and Trailer, Full Graphic Display, Solar and Battery Powered: $20,000 per unit (2 units)
Self-contained onboard computer, no laptop required; easily programmed; preprogrammed text messages, symbols and graphics
Top 4 reasons to purchase: They are always available at a moment's notice, Available for any and all town departments/boards/committees, Helps in providing a safer construction zone for workers, Saves on rental fees (approximately $1,000 per month per unit for older outdated equipment)

The Select Board recommends unanimously (5-0).
Portable message board signs on trailers can be used for public service announcements, emergency notifications and notice of road closure or traffic cautions for repaving or maintenance work. They are also useful for traffic calming on town road cut-throughs when I-495 is backed up. In the past we have had to borrow or rent signs, which tend to be in short supply during weather-related emergencies such as an ice storm. Examples of public interest notices include Fifers Day and road races, Harvest Fair, WinterFest, and Town Meeting. Two signs will enable general interest notices to be placed on multiple routes through town. They would be placed at both ends of a roadway closed for repaving or maintenance.

The Finance Committee does not recommend (0-4).
The FinCom believes that the Town would be better suited to go with one message board this year and if successful then look to next year's ATM to purchase a second message board.

Discussion:
Palmer Moore, Hill Rd., wanted to confirm the size of message board. Mr. Kukkula said it would be about the size of the one that currently on Hill Rd. You can write anywhere on the surface. Mr. Moore asked what the service life is. The batteries would have to be changed but otherwise the boards will last 15+ years. He asked how much was spent on rentals. Mr. Kukkula said between $6-8,000. Additionally, if we own them, they are available at a moment's notice. He said that he had trouble getting them when doing the paving of Hill Rd. Mr. Moore had issues with flashing signs in bedroom windows. Thinks the signage is overkill. Thinks there's a better solution.
Alex Kerin, Prescott Rd., asked if we always rent two at a time. Mr. Kukkula said yes, since need one at each end of a road closure.

Action on Article 12: Motion carried by majority vote.

ARTICLE 13 TOWN CLERK: SECOND VOTING MACHINE AND POLL PADS
(Majority vote required)

	Purpose	Amount
A.	ImageCast Voting Machine	$ 5,700
B.	6 Poll Pad Bundles plus 1 Printer	$ 8,300
	Total	$14,000

Motion on Article 13A:
Ms. Neyland moved to appropriate the sum of Five Thousand Seven Hundred Dollars ($5,700) from Free Cash to acquire a second voting machine (ImageCast Tabulator), including all costs incidental and related thereto.

Summaries & Recommendations:
A. The funding requested under this article would provide for the acquisition of a second voting machine (tabulator) to be used in conjunction with the voting machine acquired in FY19. The second machine would provide two purposes:
To serve as the primary machine for the processing of early voted and absentee ballots
To serve as a backup if the primary voting machine broke down on Election Day

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (7-0).
The Finance Committee supports the Town Clerk's request. With the increase in early and absentee voting a second machine will make processing the ballots easier.

Action on Article 13A: Motion carried by majority vote.

Motion on Article 13B:
Ms. Neyland moved to appropriate the sum of Eight Thousand Three Hundred Dollars ($8,300) from Free Cash to acquire Six Poll Pads and associated printer, including all costs incidental and related thereto.

B. The funding requested under this article would also provide for the acquisition of six iPad-based electronic Poll Pads and one sticker printer for use in checking in voters at town meetings and elections. The benefits of using the Poll Pads are as follows:
Eliminates need for preparation of paper lists
Speeds up check-in process for town meetings and elections
Improves accuracy and streamlines processing of Early Voted ballots
Saves hours of time spent updating voting records after each meeting/election

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends (6-1).
Pro: The Poll Pads will make check-in process for town meeting and elections more efficient.

Con: There are many priorities for the Town of Boxborough and Poll Pads that may hypothetically be more efficient are not needed at this time. This item is a nice to have, but not a need to have and it is recommended that given the other priorities this year we do not invest in Poll Pads at this time.

Action on Article 13B: Motion carried by majority vote.

ARTICLE 14 TOWN HALL: FURNITURE AND SIGNAGE
(Majority vote required)

Susan Bak moved to appropriate the sum of Ten Thousand Dollars ($10,000) from Free Cash for the purpose of acquiring furnishings and signage for Town Hall, 29 Middle Road, including all costs incidental and related thereto.

Summary:
There are several items of furniture at Town Hall that are broken or in disrepair and in need of replacement. In the last year alone, six new employees have been hired and they have been working diligently to clean and reorganize the offices for efficiency. Additionally, the signage in Town Hall needs to be updated with the changing of office space.

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends (6-1).
Pro: The sign at the entrance of town hall needs to be updated. There are a number of new staff at town hall and the current desks and chairs are falling apart. Some of the desks are up on blocks; some of the chairs get lower and lower during the day. The Finance Committee believes this is a necessary expenditure.

Con: There are many priorities for the Town of Boxborough and investing this amount in furniture in one year is not recommended. It is recommended that this investment occur over two to three years. Given all the other required investments throughout the Town this total investment is not needed this year.

Discussion:
Owen Neville, Middle Rd., said he often sees people trying to enter the front door. There should be signage there.
Brian Morrison, Hill Rd., asked about local businesses' excess furniture. Ms. Bak said that that's what we've been doing.

Action on Article 14: Motion carried by majority vote.

ARTICLE 15 POLICE ACADEMY TRAINING & COVERAGE CONTINGENCY
(Majority vote required)

Mr. Stemple moved to appropriate the sum of Fifty Thousand Dollars ($50,000) from Free Cash to pay for the twenty-six week training program of the Massachusetts Police Academy and associated labor replacement costs for a vacancy in the Police Department, including all costs incidental and related thereto.

Summary:
This fund would be used to cover the costs related to the replacement of an officer who has retired, transferred or otherwise left employment with the Town. For example:

- *Overtime costs to cover shifts during*
    - *Application Period (Advertising & Recruiting – 4 weeks)*
    - *Interviews and Selection Period (2 weeks)*
    - *Background Investigation (2 weeks)*
    - *Psychological Testing, Medical and Drug Screening (2 weeks)*
    - *Academy Training (26 weeks)*
    - *Field Training (8 weeks)*
- *Academy, salary, tuition, gear and mileage*
- *Department uniforms and gear*
- *Medical and drug tests and psychological evaluations*

The Select Board recommends unanimously (4-0).
Vacancies due to turnover and injuries in the Police Department in the last few years have put a strain on the overtime budget. This contingency will be available in the event that a replacement officer needs to be trained at Academy and coverage during training.

The Finance Committee does not recommend (3-4).
Con: There are many priorities for the Town of Boxborough and this is not one of them at this time. This article is for a special fund to specifically address any unforeseen turnover issues within the Police Department. There are three reasons why this request is not needed;

1. We already have a Reserve Fund to address unforeseen turnover issues with Police and other departments. Adding another fund requires more tracking and financial oversight that is not needed.
2. If we allocate these funds to Police we are decreasing the flexibility the town has to address unforeseen costs in other departments. Why allocate funds to a specific department decreasing the ability to utilize resources in other areas?
3. Over the last five years, there have been enough funds to cover all Police RFT requests with the Reserve Fund.

Pro: The Police Department exceeded their operational budget FY14-18. The greatest concern of continued overruns is a reoccurring issue in staffing turnover and lack of available talent that could require academy

training and other expenses. We believe planning ahead provides the Police Department with the ability to better cover this scenario and would reduce the need for future Reserve Fund Transfers.

Action on Article 15: Motion yes: 48 no: 46

ARTICLE 16 POLICE STATION FIRE SUPPRESSION SYSTEM ENGINEERING
$ 15,000 Free Cash
(Majority vote required)

Mr. Stemple moved to appropriate the sum of Fifteen Thousand Dollars ($15,000) from Free Cash to hire a consultant to evaluate and re-engineer the fire suppression system at the Police Station, including all costs incidental and related thereto.

Summary:
It has been recently discovered that the Police Station fire suppression system is a residential rated plastic piped system that does not meet required standards and codes. An adequate system will require extensive engineering and overhaul including items such as in ground water storage (cistern), inert gas system for the data center, pressure monitoring and testing valves, flow outlet points for testing and certification.
Since we are also a detention facility there is great concern that we would be exposed to liability in avoidable injury, loss of life for inadequate life/safety protection. It should be noted that the potential project cost for a properly engineered fire protection system could be in excess of $200,000 with extended disruption to our facility.

The Select Board recommends unanimously (5-0).
The Select Board recommends in conjunction with the Finance Committee for the reasons stated in the summary, as we don't really have another acceptable option.

The Finance Committee recommends (6-1).
Pro: Due to the potential liability associated with the current fire suppression system the Finance Committee recommends this investment to mitigate any potential short-term liability. The Finance Committee also realizes another investment based upon the findings of the study may be required.

Con: A minority of the Finance Committee feels that the town would be better off addressing all the needs of the police station, whether it be a renovation or a new station, but to throw $15,000 at a problem which will only provide us with engineering plans when the Boxborough Building Committee has been charged with finding a solution to the police department seems wasteful. What would the additional cost be to replace the fire suppression system, $100,000 or $200,000? Let's wait and see what the BBC recommends going forward and put our money towards that.

Discussion:
Owen Neville, Middle Rd., thought we should wait for a total solution to the police station.
Michael Toups, Pine Hill Rd., asked why this wasn't addressed before.
Chief Warren Ryder said it was built 30 years ago and has no idea why it is the way it is. It was discovered that the sprinkler system is a residential system, which is not adequate. The Chief feels once the issue was identified it needed to be addressed.
Walter vanRoggen, Patch Hill Rd., asked what the risk is. The Chief said liability in case of injury.
Dennis Reip, Old Harvard Rd., asked how many fires have we had in Boxborough in public buildings. Chief White said that we have had 1 fire in Blanchard in 30 years and the school was not sprinklered.

Brian Morrison asked about the design –first need to have a design so could get a price. The sprinkler system will probably cost around $200K. Mr. Morrison would like to see the money go toward the more complete solution of a new station.
Dave Follett said the building is lacking in a lot of different respects.
A resident of Burroughs Road asked for more detail about the police station sprinkler system.
Kathy Vorce, Liberty Square Rd., said fire suppression system is not expected to put out the fire. Since fire station so close to Police, believes we should wait.
A resident of Whitcomb Rd. said we should take care of the problem.
Tim Rudolph, Patch Hill Rd., asks about pulling apart a system and finding issues—are you opening a can of worms? Chief Ryder said that one thing led to another on the fire suppression system—the whole thing needs to be replaced.
Peggy Carter, Avebury Circle, said she was not comfortable waiting to address a safety issue. Since a new police station is not in the foreseeable future, thinks we should move ahead.
Frank Powers moved the question. The motion to vote now carried unanimously.

Action on Article 16: Motion carried by majority vote. Yes: 61 No: 39

FINANCIAL CONSENT AGENDA (*)

Mr. Fox moved to approve the Financial Consent Agenda Warrant Articles 17-26 excluding Article 25, as printed in the warrant.

Action on Articles 17 through 26, excluding Article 25: Motion carried unanimously.

ARTICLE 17 WATER RESOURCES COMMITTEE: GIS DATABASE FOR WELL MAPPING *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Fifteen Thousand Dollars ($15,000) from Free Cash for the purpose of hiring a consultant to build a database with a GIS mapping interface, including all costs incidental and related thereto.

Summary:
This project will build a database with a GIS mapping interface to allow the town to organize, present and analyze data on water quality and depth from selected sites in town. It will interface and extract data from DEP and MASS GIS in addition to the town data gathered by the Board of Health and provided voluntarily by private well owners. Through the Town Administrator, the Water Resources Committee has already applied for a Technical Assistance Program grant (from the Metropolitan Area Planning Council, MAPC) to carry out this work. We are fairly confident the grant will be awarded. This article is for contingency funding in case the grant does not materialize. We expect to know about that before Town Meeting. If the grant application is successful and awarded before Town Meeting this article would be passed over. If the grant is awarded after Town Meeting, town funds would not be accessed and returned to Free Cash.

The Water Resources Committee Recommends (5-0).
This project will support the committee's work to organize and analyze quantitative data on Boxborough's groundwater.

The Select Board recommends unanimously (5-0).
As noted, this article is a contingency in the event the Water Resources Committee (WRC) application to MAPC's Technical Assistance Program is not funded. The mapping project will permit the WRC to begin to

organize, present and analyze data on the state of groundwater resources in Boxborough, in accordance with the committee's charter.

The Finance Committee recommends unanimously (4-0).
The Finance Committee recommends this article as it will allow the town to proactively build a local water resources database. The Water Resources Committee is seeking funding through a grant and free cash would only be used as a contingency.

Action on Articles 17: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 18 WATER RESOURCES COMMITTEE: MONITORING WELL AND DATA LOGGER *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Fifteen Thousand Dollars ($15,000) from Free Cash for the purpose of hiring a consultant and purchasing hardware to instrument test wells for monitoring and data collection, including all costs incidental and related thereto.

Summary:
A number of test wells were dug for the 2005-2008 water resources study conducted by Camp Dresser and McGee (CDM). The Water Resources Committee will identify several of these and other wells throughout town that remain open and accessible. The project will locate and instrument them for passive water table monitoring and data logging. This project will give the town initial experience in carrying out such an activity. In future, additional monitoring wells may be dug in suitable locations. Data from these and some private wells will be captured in a database for analysis and tracking. The data will be used to support ongoing monitoring and development of a general hydrologic model for Boxborough's groundwater resources. This initial work will be a first step in eventual implementation of long-term groundwater resource monitoring for many years.

A professional hydrogeologist has estimated a cost of $2,500-$3,500 for consulting services and hardware to instrument each well with a transducer and radio transmitter. The requested funds should cover up to four wells. Drilling and instrumenting a single well would probably consume the entire amount.

The Water Resources Committee recommends (5-0).
This will be a cost-effective way to begin monitoring of Boxborough ground water by leveraging investments we have already made.

The Select Board recommends unanimously (5-0).
This will be an important first step in long-term monitoring of the state of ground water resources in Boxborough.

The Finance Committee recommends unanimously (4-0).
The Finance Committee recommends this article as it will provide the ability to procure data loggers and consulting services to install the data loggers for about four wells to baseline and monitor current water resource availability in town. We believe this is the most cost effective method to begin the data collection.

Action on Articles 18: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 19 PLANNING: MS4 STORMWATER PHASE 2 *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Fifty-seven Thousand Dollars ($57,000) from Free Cash for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit, including all costs incidental and related thereto.

Summary:
Phase Two allows for seamless transition from Phase 1 with the consultants and a similar cost for the next phase of $45,000 is requested. This will generally include the following items:

- *Develop an Operation and Maintenance (O&M) Manual*
- *Develop and provide IDDE training to town employees*
- *Provide support for bylaw updates*
- *Complete stormwater BMP inspections and train Town staff if requested*
- *Prepare annual report for submittal to EPA*
- *Allowance for some public education assistance*
- *Allowance for Stormwater Pollution Prevention Plan (SWPPP) preparation*
- *Allowance for required field work (e.g., outfall mapping and beginning sampling)*
- *Allowance for meetings*

This represents anticipated consultant costs only, however there will likely be additional costs associated with more frequent street sweeping as well. Since the town is subject to the Assabet River phosphorus TMDL requirements, Boxborough must sweep streets within the urbanized area twice per year. There is currently one street sweeping in the DPW budget already (adjusted to contract other services in FY19 for decommissioning of the town-owned sweeper) so an additional sweeping estimated at $12,000 is included in the article as a new initiative of the MS4 Plan and will be added to the budget for FY21. Additionally, upkeep of the mandated MS4 Permit will add approximately $11,000 to the budget in future years.

The Select Board recommends unanimously (5-0).
FY20 will be the second year operating under our Municipal Small System Storm Water (MS4) Permit. The first year's work was mostly planning and regulatory filings, which have been completed on schedule. Filing and operating under the MS4 Permit is mandatory. This article will fund necessary second year activities required for compliance under our permit. Beginning in FY21, regular, recurring ordinary costs of compliance activities will be moved into the operating budget.

The Finance Committee recommends unanimously (5-0).
The Finance Committee recommends this article even though it is an unfunded mandate by the State. The Town needs to understand all the implications of this MGL and the impact to the Town each year.

Action on Articles 19: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 20 POLICE STATION GARAGE DOORS *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Ten Thousand Dollars ($10,000) from Free Cash for the purpose of replacing two garage doors, rails and motors for the Police Station, 520 Massachusetts Avenue, or take including all costs incidental and related thereto.

Summary:
This article will fund the replacement of the two garage doors, rails and opener motors. The current doors were deferred on the Capital Plan from FY19, are past due for replacement and are worn. The rails and motors are worn from heavy 24/7 use. Modern commercial doors have a higher insulation rating.

The Select Board recommends unanimously (5-0).
The Select Board recommends unanimously in conjunction with the Finance Committee. The board realizes this is a fix to an existing structure until a decision can be made about a new station.

The Finance Committee recommends unanimously (4-0).
The garage doors have been on the capital plan for a few years and are in need of replacement.

Action on Articles 20: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 21 POLICE DEPARTMENT: BULLETPROOF VESTS REPLACEMENT *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Sixteen Thousand Nine Hundred Dollars ($16,900) from Free Cash for the purpose of replacing bulletproof vests, including all costs incidental and related thereto.

Summary:
The current vests worn by all our Police Officers are set to expire in FY20. The vests are made to specifications for each officer and this article will supply 13 vests for the department. Department of Justice and State Grant Funding will be sought; however, the application and award periods fall after the close of Town Meeting and without guaranteed funding, the possibility of having the vests expire prior to the next Town Meeting cycle is unacceptable. Any unused funds due to grants received will be returned to Free Cash.

The Select Board recommends unanimously (5-0).
The Select Board recommends unanimously in conjunction with the Finance Committee. This is to replace the existing vests that are worn by all our Police Officers and are set to expire in FY20. Waiting until the next Town Meeting presents unacceptable risk to our officers.

The Finance Committee recommends unanimously (4-0).
The bulletproof vests have been on the capital plan and are beyond their useful life and need to be replaced.

Action on Articles 21: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 22 POLICE DEPARTMENT: TASER REPLACEMENT *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Nine Thousand Dollars ($9,000) from Free Cash to provide for the first year of a managed service agreement for Electronic Control Devices, commonly referred to by their brand name, Taser® for the Police Department, including all costs incidental and related thereto.

Summary:
In 2018, we conducted a strategic assessment of our front-line equipment. It was identified that our current Electronic Control Devices were at that end of their useful life and had begun to show signs of failure. This article provides funding to purchase 16 Taser Electronic Control Devices. The Taser can be successfully used to mitigate active physical resistance during officers' encounters. The purchase is needed to replace our aging inventory of Tasers. At present, we have 17 Tasers, the useful life of a Taser is 5 years, after which there is an increased risk of failure. The Taser Company no longer provides support for our 12 Tasers purchased in 2013 due to their age of 7 years old. Of our present inventory, we have 5 Tasers that are under warranty and less than 5 years old. These 5 will be traded in as they still hold some value.

The total cost of a 5-year Purchase Program is $55,070 or $11,520 per year (year 1 is reduced with trade in). Our vendor offers a certification purchase program where the total purchase price is spread out over 5 years. During this time, Taser will provide holsters, training cartridges annually, unlimited duty cartridges, and unlimited batteries for the Tasers. Our training standards have increased significantly over the last 7 years. The program will also provide the necessary training materials and equipment with unlimited on-line training for the department, which is advantageous, and a savings. The expectation of entering a purchasing program would be to add the subsequent years ($11,520/year) to the Police Department budget beginning in FY21.

The Select Board recommends unanimously (5-0).
Select Board recommends unanimously in conjunction with the Finance Committee. This is basically changing the approach the town as done in the past from a "purchase" to a "lease" approach with regard to procurement of Tasers. This new practice will keep our equipment and training materials current.

The Finance Committee recommends unanimously (4-0).
Moving to a managed services agreement provides the most economical approach while also providing training, certification and all new hardware. Most of the tasers are either beyond or approaching the end of their useful life.

Action on Articles 22: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 23 POLICE/FIRE INJURY COVERAGE TRANSFER *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to transfer the sum of Twenty Thousand Dollars ($20,000) from Free Cash to the Injury Leave Indemnity Fund, established under Article 8 of the 2016 December Special Town Meeting, and authorized by MGL Ch. 41 § 111F.

Summary:
In Special Town Meeting in December 2016, Section 60 of the Acts of 2016 (from the Municipal Modernization Act) was accepted, establishing the fund for this purpose. At present, there have been two deposits from injury leave totaling approximately $30,000, but the amount is inadequate to cover an extended leave of a full-time position. This fund would be used to offset the difference in any insurance payments received to cover the unfilled shifts caused by an employee who is absent due to an on the job injury. In the event of an off the job injury this fund could be used to offset the difference between budgeted sick leave and actual costs for an extended absence. This fund would also be used for independent medical examinations requested by the Town.

The Select Board recommends (4-0-1).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).
This fund will help track injury coverage transfers along with helping fund the initial costs associated with injury claims, which will be recouped once a payment is received from the insurance company.

Action on Articles 23: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 24 DEPARTMENT OF PUBLIC WORKS (DPW): 2 CIRUS SALT SPREADER CONTROL SYSTEMS *
(Majority vote required)

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Twenty-six Thousand Dollars ($26,000) from Free Cash for the purpose of acquiring two (2) Cirus Salt Spreader Control Systems for the Department of Public Works, including all costs incidental and related thereto.

Summary:
A winter road maintenance system for snowplow trucks integrates vehicle sensors, an automated electronic spreader control system and wireless data transfer to provide accurate data for building maps and reports that will be used to improve operations and reduce costs.

The automated electronic spreader control system provides calibrated spreading of salt and other deicing materials and liquids. Using the system's sensors, the spreader controller detects the ground speed of the snowplow truck and adjusts the truck's material delivery rate in proportion to its speed. Using spreader sensors, the closed-loop ground speed spreader controller automatically relates the speed of a truck and the calibrated speed of its salt/sand or liquid flow rate on the discharge end. The controller uses both data sources.

The spreader controller collects and records data, every six seconds, on the amount and type of granular or liquid materials applied to winter roadway surfaces. The controller can be programmed to spread materials and liquids at a specific rate per lane mile. A wireless data transfer system collects, compiles and automatically downloads to a server the snowplow truck spreading application data at regularly timed intervals. The user is then able access accurate "raw" data as well as easy-to-use reports and maps on spreading activities using any PC with web access.

There are many benefits to using such a system:

- *It's environmentally responsible to know what you're putting out for materials and where.*
- *It provides a measure of safety. Without the system, the driver has to think about driving, plowing and working the controls to deliver the proper amount of salt to the road. Now all the driver has to think about now is driving while plowing snow. The system delivers the material without operator input.*
- *It will also provide general cost accountability. Knowing how much material is going out on the routes and how much material is being used overall is essential. Because of the spreader controllers and the maintenance management system's data and reports we're able to see how much salt was used, and how many hours the trucks are in operation.*
- *Salt is expensive and we can't manage what we can't measure accurately.*

The Select Board recommends unanimously (5-0).
The DPW has had good experience with the first salt control system that was installed on our newest 10-wheel truck. An additional two systems will equip the remaining two trucks. The control systems enable more precise and metered spreading of salt, which will save money and avoid over-application that can be a concern for the environment. In 2010 the town stopped winter treatment with a sand/salt mix and began using an all-salt mix. Based on amount of salt purchased annually, our net salt application has not increased despite the elimination of sand. This result was predicted. However, with an eye to both economy and the environment, we would like to apply salt at the minimum level that is effective. The salt control systems will enable us to do that.

The Finance Committee recommends unanimously (4-0).
The Finance Committee favors using new technology to improve the safety and cost-efficiency of town operations. In this regard, purchasing two additional salt spreader control systems is a sensible investment.

Action on Articles 24: Motion carried unanimously, as part of the Financial Consent Agenda.

ARTICLE 25 TRANSFER TO OPEB TRUST FUND *
(Majority vote required)

Wes Fowlks, Select Board member, moved to transfer the sum of One Hundred Thousand Dollars ($100,000) from Free Cash to 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.

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 $600,000 to the Fund with current balance of approximately $690,000.

The Select Board recommends unanimously (5-0).
As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY2020 unfunded liability, as reported in the June 30, 2014 actuarial study amounts to $2,651,844. As of this writing, we do not have the information from the June 30, 2018 actuarial study. However, the unfunded liability is currently estimated at $2.9M. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY2020 contribution represents a reasonable

balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (4-0).
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.

Discussion:
Channing Wagg, Hill Rd., said he was in favor of the transfer. His concerns are about the transaction costs. He urged the FinCom to look into how these funds are invested and managed.
A resident of Stow Rd. asked whether pension contributions are included. No. That is covered in Line 830, which is the town's contribution to pensions.

Action on Article 25: Motion carried by majority vote.

ARTICLE 26 TRANSFER TO STABILIZATION FUND *

(Majority vote required)

As part of the Financial Consent Agenda, it was moved to transfer the sum of One Hundred Thousand Dollars ($100,000) from Free Cash to the Stabilization Fund.

The Select Board recommends unanimously (4-0).
This article continues our recent practice of making regular contributions to the Town's Stabilization Fund. A healthy balance in the Stabilization Fund (currently 7% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

The Finance Committee recommends unanimously (6-0).
The Finance Committee reviewed the free cash and the Town budget and believes that this year is a good year to add additional funds to the Stabilization Fund as the long-term savings account for the Town.

Action on Articles 26: Motion carried unanimously, as part of the Financial Consent Agenda.

CAPITAL CONSENT AGENDA (**)

(Two-thirds vote required)

Ms. Neyland moved to approve the Capital Consent Agenda, Warrant Articles 27 through 31, as printed in the 2019 Annual Town Meeting warrant under articles 27 through 31 inclusive.

Action on Capital Consent Agenda Articles 27 through 31, inclusive: Motion carried unanimously.

ARTICLE 27 POLICE DEPARTMENT: MARKED CRUISER **

(Majority vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Forty-Eight Thousand Dollars ($48,000) from Free Cash to provide for the acquisition and equipping of a marked cruiser for the Police Department, including all costs incidental and related thereto.

Summary:
The Capital Plan included two police vehicles scheduled for replacement in FY20. 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 unit will be replaced and another will be removed to reserve unit status when the second marked unit replaces the oldest unmarked reserve unit.

The Select Board recommends unanimously (5-0).
The Select Board recommends unanimously in conjunction with the Finance Committee. It is vital that the police department have safe and reliable vehicles on the road to be able to respond quickly to a call from a town resident as well as updating to a more fuel-efficient vehicle. Occasionally, a second vehicle comes due in a fiscal year; this year is that year as an additional marked patrol unit is needed.

The Finance Committee recommends unanimously (4-0).
This article has been on the capital plan and due to the number of miles traveled this past year the investment is recommended by the Finance Committee. This will maintain an up to date fleet and reduce any downtime due to older vehicles.

Action on Article 27: Motion carried unanimously, as part of the Capital Consent Agenda.

ARTICLE 28 FIRE DEPARTMENT: AMBULANCE **
(Two-thirds vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Two Hundred Ninety Thousand Dollars ($290,000) for the purpose of replacing (acquiring and equipping) the ambulance for the Fire Department including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary:
The purpose of this article is to provide funds for purchasing and equipping a new ambulance as a replacement for our existing, outdated ambulance. Major equipment items that will be fitted in the new ambulance include a power stretcher (enables automated raising and lowering a stretcher) and a battery powered chest compression machine (for CPR).

The Select Board recommends (4-0-1).
The purpose of this article is to provide funds for purchasing and equipping a new ambulance as a replacement for our existing, outdated ambulance which was purchased in 2014 and has logged over 60,000 miles. The cost includes a power stretcher and a battery powered chest compression machine.

The Finance Committee recommends unanimously (4-0).
The ambulance is a regular item on the Capital Plan on a 6- to 7-year rotation due to the ambulance usage and requirement to be a front-line truck. The additional equipment being purchased with the ambulance provides safety and potential lifesaving measures for the patient.

Action on Article 28: Motion carried unanimously, as part of the Capital Consent Agenda.

ARTICLE 29 INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES **
(Majority vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Two Hundred Two Thousand Dollars ($202,000) from Free Cash to provide for the replacement and upgrade of information technology equipment and services, including all costs incidental and related thereto.

Summary:

Hardware/Software – Desktops, Laptops & Printers	$66,500
Library Integration	$15,000
Shoretel Update	$10,000
Server, Uninterruptible Power Supplies, Network Updates	$28,500
Email Conversion (On Premises or Cloud)	$82,000
Total:	$202,000

The Select Board recommends unanimously (4-0).

The Finance Committee recommends unanimously (6-0).

Action on Article 29: Motion carried unanimously, as part of the Capital Consent Agenda.

ARTICLE 30 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD PAVING **
(Two-thirds vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Three Hundred Thousand Three Hundred Thirty-Two Dollars ($300,332), for the purpose of paving roadways in Boxborough, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, transfer Three Hundred Thirty-Two Dollars from the Special Revenue TNC Surcharge Account; and the Town Treasurer, with the approval of the Select Board is hereby authorized to borrow Three Hundred Thousand Dollars under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by

this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary:
Approval of this article will enable the town to continue the long-term project of bringing all our roadways up to good condition. It will continue the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The level of Chapter 90 funding alone in recent years has been insufficient to repave even one mile per year of the Town's approximately 30 miles of roadway. In FY19 major reclaiming of Hill Road was completed, including new guardrails and retaining walls at Whitcomb Road. Summer Road and Schoolhouse Lane were also completed. The priorities for the coming year include Emanuel, Joseph, Fifer's Lane, Littlefield Road, Blanchard Road and Inches Brook. The minor amount of $332 from TNC[+] is included with this article since a specific town meeting appropriation for road-related work is required by statute in order to expend the funds.

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

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

The Finance Committee recommends unanimously (4-0).
There is a significant backlog outstanding for road paving, which heightens the need for supplemental funding at this time. Transportation Network Company (Uber tax) provides $0.10 per trip if from Boxborough.

Action on Article 30: Motion carried unanimously, as part of the Capital Consent Agenda.

ARTICLE 31 TRANSFER STATION: ROLL-OFF TRUCK **
(Two-thirds vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Two Hundred Ten Thousand Dollars ($210,000) to provide for the acquisition of a Roll-Off Truck and any other costs related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws,

thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to amend the FY2020 budget by reducing Department 433 Total Other – Transfer Station by $37,000.

Summary:
A roll-off truck is used to pick up and transport the large solid waste and recyclables containers at the transfer station. This truck would give us the ability to remove and empty containers on our schedule and not have to rely on the contractor and their schedule. The annual cost for hauling is approximately $69,000-74,000 which would be reduced in FY20 by half (6 months to build/purchase the truck) and eliminated in full in future years with this purchase.

Purpose	FY20 Proposed Borrowing Amount	Adjustment to FY20 Proposed Budget	Net FY20 Impact
Roll-Off Truck	$ 210,000	$ (37,000)	$ 173,000

The Select Board recommends unanimously (5-0).
We have experienced hauling schedule issues with our vendor in the past and the cost of trucking (hauling) has skyrocketed. By purchasing a roll-off truck, the town will be able to haul the solid waste and recyclables containers ourselves. Transfer station operations will be improved and we will save money. The savings will be significant even after allowing for cost of bonding and potentially increased DPW labor costs for doing our own hauling. We estimate an annual net savings of $23,000 per year growing to $52,800 per year (in current dollars) after the bond is paid off.

Currently, we make about 294 hauls per year. It is estimated the labor cost of trucking is about two days per week, or about 5% of the total DPW manpower. The DPW will attempt to absorb this extra labor burden with the added flexibility achieved by outsourced services being proposed in Article 11. At worst, part-time labor can be hired to cover the hauling shortfall. The added cost of such labor would be about $21,200 per year. The cost of bonding for a 9-year bond will be about $29,600 per year, for a total cost (debt plus labor) of about $50,800 per year. For FY20, the cost of hauling under the current contract is $74,000 per year. So, there will be a net savings of $74,000 - $50,800 = $23,200 for the first year. Once the bond is paid off, the net savings would be around $52,800 per year.

When the town installed the compacting recycling dumpsters to simply reduce number of hauls, the annual savings for trucking or hauling was projected to be around $20,000 - $25,000 and that has been proven true. There are even bigger savings opportunities here to be realized by doing our own hauling. Further, we'd be protected in future from inevitable increases in contract hauling costs. The savings enabled by purchase of the roll-off truck will be significant in the first year, more than double over time, and protect us from hefty increases in the future.

The Finance Committee recommends unanimously (4-0).
The Finance Committee recommends for the reasons stated above.

Action on Article 31: Motion carried unanimously, as part of the Capital Consent Agenda.

ARTICLE 32 CABLE SERVICES AND EQUIPMENT
(Majority vote required)

Les Fox moved to appropriate the sum of Seventy-Seven Thousand Five Hundred Dollars ($77,500) from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2020 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, including all costs incidental and related thereto.

Summary:
This provides funding for Videographers to staff both Select Board and Planning Board meetings, LCTV services, OnDemand Service and new hardware to include: Camera Remote Controls, Demodulator, Memory Cards, and Sound Gear

LCTV Services	$65,000
Contract Videographers	$4,500
OnDemand Service	$2,000
Hardware	$6,000
Total:	$77,500

The Select Board recommends unanimously (5-0).
This appropriation will pay for the fifth year of cable recording and broadcast services from Littleton Community Television, and use of contract videographers. A new on-demand offering was added last year, which requires annual renewal. The hardware upgrades will provide for remote broadcast and recording operations outside the Grange Room, as well as improvements to audio/visual capabilities in the refurbished Grange Room. 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 (4-0).
The Finance Committee recommends this article to utilize the existing cable funds.

Discussion:
Brian Morrison asked how much viewership goes into this. How many people use the on-demand service? Anyone who subscribes to cable pays into this. Money had to be used to provide viewing services. Mix varies year-to-year.
Michael Toups said this fee gets passed through to consumers. Contract re-negotiated every 10 years. Contract up in 2020—may be a new ballgame given all the changes in technology and viewing habits.

Action on Article 32: Motion carried unanimously.

AUTHORIZATIONS CONSENT AGENDA 3 (***)

Ms. Bak moved to approve the Authorizations Consent Agenda, Warrant Articles 33 through 36, as printed in the 2019 Annual Town Meeting warrant under articles 33 through 36 inclusive.

Action on Authorizations Consent Agenda Articles 33 through 36: Motion carried unanimously.

ARTICLE 33 CEMETERY COMMISSION: RESTORATION PROJECT *
(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved to appropriate Nine Thousand Nine Hundred Dollars ($9,900.00) from the Sale of Cemetery Lots Fund to restore monuments in quadrant 2 at North Cemetery on Hill Road.

Summary:
The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to divide the cemetery into sections and focus on one section per year. In the first phase the Cemetery Commission restored the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones the next section.

The Cemetery Commission recommends.

The Select Board recommends unanimously (5-0).
The purpose of this article is to allow the Cemetery Commission to use funds raised from the sale of lots to perform restoration rather than having to draw funds from other sources in town.

The Finance Committee recommends unanimously (4-0).
With no financial impact to the town, the Finance Committee supports.

Action on Article 33: Motion carried unanimously, as part of the Authorizations Consent Agenda.

ARTICLE 34 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND *
(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved 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
STM18, Art2	Borrowing Funds	$ 9,528.49	Free Cash
ATM18, Art22	Voting Machine	$ 500.00	Free Cash
ATM18, Art24	Police eTicketing	$ 354.63	Free Cash
ATM18, Art28	Library Outdoor Sign	$ 8,600.00	Free Cash
ATM17, Art23	Police Equipment	$ 23.00	Free Cash
	Total to be transferred to the General Fund	**$ 19,006.12**	
ATM17, Art33A	DPW Radios	$ 2,390.69	Borrowed
ATM16, Art30	ACO Pickup Truck	$ 770.71	Borrowed
	Total to be transferred to the Receipts Reserved for Appropriation for Capital Projects Account	**$ 3,161.40**	
	Grand Total of Transfers	**$ 22,167.52**	

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 (4-0).
This is a regular practice, used to release unexpended prior years' appropriations so they are available for future appropriations by vote of town meeting. Last year this was approved as part of the consent agenda.

The Finance Committee recommends unanimously (6-0).
These projects have been completed and currently contain a remaining balance that is a surplus of the original appropriation. By approving this article, the Town will be able to appropriate funds into free cash as well as reduce the funding that has to be borrowed.

Action on Article 34: Motion carried unanimously, as part of the Authorizations Consent Agenda.

ARTICLE 35 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS ***
(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved 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 2020 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 functions and defraying the routine, predictable expenses associated therewith.

The Finance Committee recommends unanimously (7-0).
The revolving fund spending limits must be approved on an annual basis by Town Meeting.

Action on Article 35: Motion carried unanimously, as part of the Authorizations Consent Agenda.

ARTICLE 36 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ***
(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved 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, 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 2020 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town.

The Select Board recommends unanimously (5-0).
This authorization is required every year in order to receive Ch. 90 state highway reimbursement funds.

The Finance Committee recommends unanimously (4-0).
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.

Action on Article 36: Motion carried unanimously, as part of the Authorizations Consent Agenda.

Ms. Bak moved to adjourn Annual Town Meeting until Thursday, May 16, at 7pm at the Blanchard gym.

Annual Town Meeting: May 16, 2019

Moderator John Fallon called the Annual Town Meeting to order at 7:00pm. There were 144 registered voters in attendance.

ARTICLE 37 TRAFFIC STUDY COMMITTEE: ACCEPT MGL C. 90, §17 LIMITING TRAFFIC SPEED ON ROADS WITH NO POSTED SPEED LIMIT
(Majority vote required)

Alex Kerin, Chair of the Traffic Safety Committee, moved that the Town vote to accept the provisions of Massachusetts General Laws c. 90, §17C: Establishment of 25-miles-per-hour speed limit in thickly settled areas or business district in a city or town.

Summary:
Chapter 218 of the Acts of 2016 was adopted by the Massachusetts legislature and is known as Municipal Modernization Act. Section 193 of the Act allows municipalities to "opt-in" to Massachusetts General Laws c.90, § 17C by vote of Town Meeting and thereby authorize the Select Board to reduce the statutory speed limit on all town-owned roadways (i.e. roads with no existing posted speed limit) in thickly-settled areas and business districts from 30 m.p.h. to 25 m.p.h. This legislation only affects streets that are currently governed by a statutory speed limit. If an existing special speed regulation is in place, it will continue to govern. Other communities in Massachusetts that have adopted this section of Chapter 90 include: Littleton, Concord, Boston, Belmont, Lexington, Winchester and Arlington.

The Traffic Safety Committee recommends.
The Traffic Safety Committee recommends the adoption of c.90, §17C of Massachusetts General Law to reduce speed limits from 30 mph to 25 mph on heavily settled roadways that currently have no speed limit signs. Small speed decreases have significant improvements in accident rates and pedestrian survivability, while making neighborhoods more walkable.

The Select Board recommends unanimously (5-0).
The Select Board recommends unanimously in conjunction with the Finance Committee. To ensure the safety and well-being of residents, particularly children, the Select Board recommends reducing speeds in thickly settled areas including the following roads: Benjamin Drive, Emanuel Drive, Guggins Lane, Joseph Road, Meadow Lane, Pierce Lane, Pine Hill Road, Robinson Road, Tamarac Lane and Whitney Lane.

The Finance Committee recommends unanimously (7-0).
The FinCom recommends as there is no financial impact to the Town. There is a grant to cover the cost of 12 signs.

Action on Article 37: Motion carried by majority vote.

COMMUNITY PRESERVATION FUND CONSENT AGENDA (****)

Dennis Reip, chair of the Community Preservation Fund, moved to approve the CPA Consent Agenda, Warrant Articles 38 through 41, as printed in the 2019 Annual Town Meeting warrant under articles 38 through 41 inclusive.

Action on Community Preservation Fund Agenda Articles 38 through 41, inclusive: Motion carried unanimously.

ARTICLE 38 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY 20 RESERVES **

(Majority vote required)

As part of the Community Preservation Fund Consent Agenda, it was moved that the Town hear and act on the report of the Community Preservation Committee on the FY 2020 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2020 estimated annual revenues the sum of Five Thousand Dollars ($5,000) to meet the administrative expenses and all other necessary and proper expenses of

the Community Preservation Committee for FY 2020; and further, to reserve for appropriation from said estimated annual revenue:
Twenty-two Thousand Dollars ($22,000) for open space, including land for recreational use,
Twenty-two Thousand Dollars ($22,000) for community housing,
Twenty-two Thousand Dollars ($22,000) for historic resources, and
One Hundred Fifty Thousand Dollard ($150,000) for a FY 2020 Budgeted Reserve;
all as recommended by the Community Preservation Committee.

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:

$22,000	*open space, including land for recreation use*
$22,000	*community housing purposes*
$22,000	*historic resources*
$150,000	*FY 20 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 2020, under the local surcharge and the November state matching funds for the prior fiscal year.

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

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

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (4-0).

Action on Article 38: Motion carried unanimously as part of the Community Preservation Fund Consent Agenda.

ARTICLE 39 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP) ****

(Majority vote required)

As part of the Community Preservation Fund Consent Agenda, it was moved to appropriate the sum of Thirty-Two Thousand Fifty Dollars ($32,050) from the Community Preservation Fund Community Housing Reserve, and the sum of Five Thousand Six Hundred Dollars ($5,600), from the Community Preservation Fund Balance for Community Preservation purposes, for the implementation of the Boxborough Rental Assistance Program (BRAP), including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in the Town of Boxborough. It uses funding from the Community Preservation Act (CPA). The goal of the program is to provide greater housing stability and housing opportunities to cost-burdened renters in Boxborough. It targets households that have low incomes; assists seniors, disabled adults, and families with minor children; and 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.

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 allows 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. One family was able to save enough funds to move to a more appropriately sized unit in Acton and graduated from the program. Participating landlords have expressed appreciation for the program and a desire to help their tenants.

This year, 17 applications were received during the BRAP application period. All eligible participants are current Boxborough residents. About half of the households are single-parent families with children in the Acton-Boxborough Regional School System. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior citizen (age 60+) with limited income who will now be able to remain in their current homes. The Boxborough Community Services Coordinator remains in contact with the households that are being assisted.

This will be the fourth 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 17 households have benefited from the program; 6 households have graduated, i.e., left the program early, primarily for improved/more affordable housing. It was developed by a team made up of Town employees, Adam Duchesneau (Town Planner) and Lauren Abraham (Community Services Coordinator), together with volunteers, Al Murphy (Housing Board) and Channing Wagg (Well-Being Committee). Eligibility requirements, ranking methods, procedures to distribute assistance funds to landlords each month, and an objective and confidential application review process were developed. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.

The Boxborough Housing Board and the Well-Being Committee provided help and guidance throughout the development process. In the past year, the Housing Board formally adopted oversight of the BRAP to establish a clear management hierarchy and to ensure that it continues to serve town interests. Any changes to the program will be presented to the Housing Board for approval prior to implementation. Lauren Abraham, Council on Aging and Community Services Director, will serve as a primary contact to the Board and will report to the Housing Board as appropriate.

We are pleased with the success of the program and are proposing to continue the program at the same funding level as last year, which will enable us to assist twelve households. The proposed budget is shown below:

BRAP Costs

Cost Category	**7/1/19 to 6/30/20**
Direct Program Cost	$36,000
Administrative Costs	$ 1,650
Total	$37,650

The administrative costs represent only 4.4% of the total cost of the program, i.e., 95.6% of the program budget will be spent on actual rental assistance. The funding requested for FY 2020 administrative expenses is the same as the funds requested for FY 2019 ($1,650) and any unspent administrative funds will be returned to the CPA. We anticipate expending the full $36,000 of direct rental assistance by September 2020.

The Community Preservation Committee recommends unanimously (8-0).

The Well-Being Committee recommends.

The Housing Board recommends.

The Select Board recommends unanimously (5-0).
The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, now in its fourth year, has been highly successful. Administered through the Council on Aging and Community Services Director, this initiative of the Housing Board makes effective use of CPA funds to provide assistance to Boxborough residents with critical housing needs.

The Finance Committee recommends unanimously (4-0).
The Boxborough Rental Assistance Program (BRAP) was able to assist households during FY19 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intends on continuing this level of support during FY20 and their request of $37,650 will allow this to proceed. In addition, 95.6% of these funds are expended on the actual rental assistance, with only 4.4% being spent on administrative costs.

Action on Article 39: Motion carried unanimously as part of the Community Preservation Fund Consent Agenda.

ARTICLE 40 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – REHABILITATION OF BASEBALL FIELD AND PRACTICE AREA AT FLERRA MEADOWS ****
(Majority vote required)

As part of the Community Preservation Fund Consent Agenda, it was moved to appropriate the sum of Eight Thousand Dollars ($8,000) from the Community Preservation Fund Open Space, including Recreation, Reserve

for the rehabilitation of the Baseball Field and Practice Area at Flerra Meadows including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
$8,000	Rehabilitation of Baseball Field and Practice Area at Flerra Meadows	Recreation Commission

Summary:
The Recreation Commission (Commission) proposes to rehabilitate and make capital improvements to the existing baseball field and batting cage located at Flerra Field creating a safer and better environment for our youth in town.

Flerra baseball field is one of only two Little League size baseball diamonds in the Town of Boxborough, the other being at Liberty Square Field. The batting cage has never been repaired since it was installed roughly 15 years ago. The baseball diamond itself should be rehabbed and reconditioned approximately every 8-10 years and it is now time for it to be addressed. The Department of Public Works rents a machine twice a year to get the baseball field prepped for each season (spring and fall) and the lawn is mowed, but otherwise, not much else is done to upkeep the fields. With the lack of playing fields and many Boxborough youths registered for fall and spring baseball each year, investing in the maintenance of the Flerra baseball field and practice area would be beneficial to our community

This project qualifies for Community Preservation Act (CPA) funding under the Open Space and Recreation category. The Commission believes this project addresses the following objectives identified in the Boxborough2030 Plan:

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

The Community Preservation Committee recommends unanimously (8-0).

The Recreation Commission recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).
The Finance Committee fully supports this article to appropriate $8,000 for the rehabilitation of the baseball field and practice area at Flerra Field. The practice area/batting cages are approximately 15 years old and have never been replaced. Flerra's baseball field is still used extensively by ABYB. The Finance Committee believes this is a project that is a suitable use of CPA funding from open space reserve.

Action on Article 40: Motion carried unanimously as part of the Community Preservation Fund Consent Agenda.

ARTICLE 41 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – FLERRA PLAYGROUND NEW FENCE ****

(Majority vote required)

As part of the Community Preservation Fund Consent Agenda, it was moved to appropriate the sum of Seven Thousand, Six Hundred Dollars ($7,600) from the Community Preservation Fund Open Space, including Recreation, Reserve for a new fence at the Flerra Playground including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
$7,600	Flerra Playground New Fence	Recreation Commission

Summary:

The Recreation Commission (Commission) proposes to replace the fence surrounding the playground at Flerra Meadows. The current fence is not durable anymore as it is falling apart in places, leaning and bowing in others; and may pose a safety hazard if left as is. The Commission would like to remove the existing fence and install a new 5-foot-tall galvanized, black, vinyl-coated chain link fence that would enclose the playground area except for the wheelchair ramp to the playground structure and ADA compliant access to the remaining playground area.

The new fence will create a safer environment for children within the playground area. The Commission also believes enclosing the area a little further may deter off-leash dogs from entering the playground area.

Currently, the playground at Flerra Meadows is the only public playground in Boxborough always accessible to the public; a second playground exists at the Blanchard Memorial Elementary School (Blanchard), but cannot be used by the public during the weekdays through the months of September to June.

The playground was built in 1999 with equipment purchased completely with private funds raised by the now defunct Boxborough Family Network. Before CPA funding received in FY 2019, the playground area had not seen any updates since it was built.

The Flerra playground sees much use from children attending Summer Playground; Kindergarten Meet-ups; families attending soccer and baseball games and practices; and parents/caregivers seeking outdoor activity for their children. The replacement of the existing fence will complete the improvements made using FY 2019 funding and add to the aesthetics of the new playground equipment and seating, and to the existing area.

The Commission believes that this project addresses the following objectives identified in the Boxborough2030 Plan:

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

The Community Preservation Committee recommends unanimously (8-0).

The Recreation Commission recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).
The Finance Committee fully supports appropriation of $7,600 for the replacement of the playground fencing Flerra Field. The playground is used extensively by residents during the year and supplements the improvements from last year. The fencing is falling down and unsafe. The Finance Committee believes this is a project that is a suitable use of CPA funding from open space reserve.

Action on Article 41: Motion carried unanimously as part of the Community Preservation Fund Consent Agenda.

ARTICLE 42 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – CONSERVATION TRUST FUND
(Majority vote required)

Dennis Reip moved to appropriate the sum of Ten Thousand Dollars ($10,000) from the Community Preservation Fund Open Space, including Recreation, Reserve to be transferred to the Conservation Trust Fund including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
$10,000	Conservation Trust Fund	Conservation Commission

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 8 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last two 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 (7-0-1).

The Conservation Commission recommends unanimously (6-0).

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

The Finance Committee recommends (4-1).
Pro: 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. This increase is to replenish the CTF to a level that is consistent with past years. The current fund is at $22,378.

Con: The minority 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. One member of the Finance Committee believes that the Town should stay with the original agreement to the funding of $5,000 per year.

Discussion:
Alex Kerin, Prescott Rd., member of BCT thanked the ConsCom for their support in acquiring Elizabeth Brook Knoll. Fund was useful in responding quickly.
Jim Moss, Bicentennial Way, asked about the 7-0-1. The one person abstained because they weren't there for the discussion.

Action on Article 42: Motion carried by majority vote.

ARTICLE 43 AMBULANCE/EQUIPMENT FUND
(Majority vote required)

Maria Neyland moved that the Town set aside 50% of the revenues from the provision of ambulance services in the Ambulance Receipts Reserved Account to offset the purchase of a new ambulance or other related ambulance equipment, the remainder deposited to the general fund.

Summary:
To establish an Ambulance/Equipment Account to reserve a portion (50%) of the revenues from the Ambulance service. Currently the revenues generated from billing the users of the Ambulance service are deposited into the General Fund as Local Revenue and accounted for in offsetting the Budget/Tax Rate. By setting aside these revenues into a separate account for a future purchase of an Ambulance or other related ambulance equipment, we will be able to use cash on hand instead of bonding in future. The cost impact is double for the first bond life, but thereafter, increasingly this is a cost-saving mechanism. The Town will be able to avoid paying interest and bonding costs on future purchases by saving over time.

The Select Board recommends (4-0-1).
As stated above, this article would allow for the town to set aside 50% of the revenues generated by ambulance services. The town purchases a new ambulance approximately every 5 years by setting aside these revenues now we will see a savings in the future for ambulance purchases.

The Finance Committee recommends unanimously (4-0).
The ambulance generates revenue for the Town each year based on the number of patients each year. Currently the reimbursement funds flow into the Town's free cash. The plan is to utilize 50% of the revenues from the ambulance into a special fund for the purpose of funding a future ambulance and/or associated

lifesaving equipment. Spending from this fund must be appropriated at ATM. If this article passes then there would be enough in the fund to purchase our next ambulance in 5 years.

Action on Article 43: Motion carried by majority vote.

ARTICLE 44 LOCAL TAX OPTIONS ACCEPTANCE: MEALS TAX
(Majority vote required)

Becky Neville moved that the Town accept MGL c. 64L, §2(a) to impose a local meals tax to take effect on July 1, 2019.

Summary:
The local option meals tax was authorized by the Legislature in the FY2010 budget cycle. Acceptance of this new local option excise of 0.75% on sales of meals will add only 7 ½ cents to the cost of a $10 meal. According to DoR estimates, the amount of revenue anticipated may be as much as $40,000 per year.

The Select Board recommends unanimously (5-0).
The meals tax gives the town an additional source of revenue at a relatively low cost to residents. The tax applies to meals and beverages served at local restaurants, snack bars, cafeterias or similar establishments. It does not apply to food purchased in a grocery store.

The Finance Committee recommends unanimously (4-0).
The Finance Committee recommends acceptance of this local meals tax. It will give the town approximately $40,000 a year in revenue. It will only add seven and a half cents to a ten-dollar meal. All of our one and two touch towns, with the exception of Stow and Carlisle have adopted the local sales tax.

Action on Article 44: Motion carried by majority vote.

ARTICLE 45 AMEND GENERAL BYLAWS: GENDER NEUTRAL NOMENCLATURE – SELECT BOARD
(Majority vote required)

Susan Bak moved that the Town amend the General Bylaws of the Town by substituting the term "Select Board" for "Board of Selectmen" and "Select Board Member" for the word "Selectmen" in each and every place either one appears in the bylaws and all other town related documents, policies and procedures. Further that the words "his or her" are substituted for the word "his" in each and every place where it appears in the Town's General Bylaws and all other town related documents, policies and procedures. Henceforth, the Board of Selectmen shall be known as the Select Board, and its members as Select Board Member.

The Select Board recommends unanimously (5-0).
This started as a sense of the meeting article at last year's Town Meeting and has evolved into an unofficial name change from "Board of Selectmen" to Select Board. This article seeks to change the General Bylaw to make the nomenclature "Select Board" permanent.

The term "Selectmen" was coined at a time when women did not have the right to vote, or hold elected office. At the time, it was an accurate description; however, language has evolved to reflect the changing times. This article is intended to reflect the public's awareness of the importance of language and the nature and value of inclusivity that gender-neutral nomenclature helps promote, as well as to send a message of welcome to all members of the Boxborough community.

The Finance Committee recommends unanimously (4-0).
A sense of the meeting was supported to change Selectmen to something else last year. A public hearing took place and the decision to go with Select Board was made. There is a potential of a financial impact to the Town as we will update all existing documents.

Discussion:
Becky Neville, Middle Road, said that it did not go far enough. She thinks there's a need to legislate civility.
Jim Moss asked about the cost. Ms. Bak said that it will be minimal, mostly staff time. Mr. Moss doesn't want to change the past. It's reasonable to make changes going forward but not to go back.
Abby Reip, Old Harvard Rd., asked why not use "their" instead of his/her.
Amy Burke, Sargent Rd., said you can't put a price tag on inclusivity. It's the right thing to do.
Michael Fetterman, Burroughs Rd., asked Counsel about changing bylaw retroactively. Is this a legal procedure? Town Counsel said there is no mechanism to go back through history and change all the language. The amendment will take effect going forward. Mr. Fetterman asked if the BSB had that understanding. Town Counsel said that the Board is free at any time to change the wording of policies. And this bylaw change will impact all current bylaws.
Mr. Follett made a motion to strike the letter "s" in words, strike "his/her" and substituted "their".
Hugh Fortmiller was not happy at the ungrammatical usage.
Sandy Bennet, Sargent Rd., if something is ungrammatical is it not legal? Town Counsel said that a grammatical error would render a bylaw illegal.
Walter vanRoggen, Patch Hill Rd., wondered about "he" and "she".
Mary Brolin said that "their" is commonly accepted as a singular pronoun.
Sheila Bauer said that "their" is generally accepted as gender neutral.
Ms. Burke moved the question.
Motion to vote now on the amendment passed by two-thirds, as declared by the moderator.

Motion to amend carried by majority vote.

John Markiewicz, Patch Hill Rd., wondered how far this would go—back to minutes? No, just going forward.
Michael Toups had some issues with the change.

Amy Burke moved to amend the motion to read "Further that the word "their" is substituted for the words his, her, or his/her in each and every place where they appear."
Mr. vanRoggen concerned that it won't catch everything. And there may be gender references we want to keep.
Mark Barbadoro was against the motion.
Kathy Luce, Emanuel Dr., said the intent is to promote gender inclusivity. She encourages Town Meeting to vote yes.
Lori Crowley, Mass Ave., asked if there was a cost to this. She thought "their" was fine.
John Markiewicz asked what other towns do. Susan said other towns have done this. Town Counsel said there's no right answer—other towns have done it. Mr. Markiewicz was in favor of the amendment.
Anne Canfield moved the question.
Motion to vote now on amendment: Carried by two-thirds, as declared by the moderator.
Action on amendment—motion to amend carried.

Amended motion reads as follows:

Susan Bak moved that the Town amend the General Bylaws of the Town by substituting the term "Select Board" for "Board of Selectmen" and "Select Board Member" for the word "Selectmen" in each and every place either one appears in the bylaws and all other town related documents, policies and procedures. Further

that the word “their” is substituted for the words his, her, or his/her in each and every place where they appear in the Town’s General Bylaws and all other town related documents, policies and procedures. Henceforth, the Board of Selectmen shall be known as the Select Board, and its members as Select Board Member.

Action on Article 45, as amended: Motion carried by majority vote.

ARTICLE 46 AMEND GENERAL BYLAW: REVOCATION OR SUSPENSION OF LOCAL LICENSES
(Majority vote required)

Maria Neyland moved that the Town amend the Revocation or Suspension of Local Licenses Bylaw as indicated upon the screen at Town Meeting and within the text of the 2019 Annual Town Meeting Warrant by deleting the language indicated by strikethroughs and adding the language in bold italics.

(a) The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Tax Collector, shall annually***, and may periodically,*** furnish to each department, board, commission or division, hereinafter referred to as the Licensing Authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the Party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve (12) month period~~, and that such Party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

(b) The Licensing Authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the Licensing Authority from the Tax Collector; provided, however, that written notice is given to the Party and the Tax Collector, as required by applicable provisions of law, and the Party is given a hearing, to be held not earlier than fourteen (14) days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any Party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the Licensing Authority receives a certificate issued by the Tax Collector that the Party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the municipality as of the date of issuance of said certificate.

(c) Any Party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

(d) The Select Board may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in MGL Chapter 268A, section 1 in the business or activity conducted in or on said property.

(e) This section shall not apply to the following licenses and permits granted under the General Laws of the Commonwealth of Massachusetts: Open burning; section 13 of chapter 48; bicycle permits; section 11-A of

chapter 85; sales of articles for charitable purposes; section 33 of chapter 101; children work permits; section 69 of chapter 149; clubs, associations dispensing food or beverages license; section 21-E of chapter 140; dog licenses; section 137 of chapter 140; fishing, hunting, trapping license; section twelve of chapter one hundred and thirty-one; marriage licenses; section 28 of chapter 207; and theatrical events, public exhibition permits; section 181 of chapter 140.

Summary:
This update to the current bylaw implements changes made to MGL 40, § 57 as updated by the Municipal Modernization Act in 2016.

The Select Board recommends unanimously (5-0).
The Select Board recommends for the reasons explained in the summary.

The Finance Committee recommends unanimously (4-0).
This bylaw gives the town the right to withhold permits or licenses if there are outstanding taxes, fees, or municipal charges until they have been paid.

Action on Article 46: Motion carried by majority vote.

Owen Neville, member of the Planning Board, presented the Planning Board report on Articles 47 and 48. The Planning Board voted against recommending Article 47 and in favor of Article 48.

ARTICLE 47 ***SUBMITTED BY PETITION: AMEND ZONING BYLAW – SETBACKS IN INDUSTRIAL-COMMERCIAL(IC) DISTRICT***

(Two-thirds vote required)
Jodi Justofin moved that the Town amend Article v. Section 5002, Dimensional Schedule, of the Zoning Bylaw by adding footnote 9 to the Minimum front setback. Minimum side setback and Minimum rear setback in the Industrial-Commercial (IC) District, which footnote 9 shall state:

Where a lot in the industrial-Commercial (IC) District abuts or is across the way from the Agricultural - Residential District, the minimum setback from every lot line shall be 100 feet and the setback area shall be maintained as permanent open space in grass, groundcover, tress, plantings, shrubs and natural elements of the site and shall remain free of any buildings, structures or parking areas, or take any other action relative thereto.

The Planning Board does not recommend (0-4).

The Finance Committee does not recommend (0-6).
The Finance Committee is concerned that many businesses already in Industrial Commercial would find themselves out of compliance with the zoning bylaws and would then need a special permit to make improvements to their buildings. The current setback is 50 feet from lot lines and this seems reasonable to the FinCom. The town's commercial tax base is important to the town and we believe this may impact local businesses.

Discussion:
Ms. Justofin presented the rationale for the petition. The Industrial/Commercial district allows some uses that are not compatible with Ag/Res and is a problem when Ag/Res abuts Industrial Commercial, in terms of noise, truck traffic, and air quality. Increasing the setback would help with this. She identified 6 areas where IC abuts Ag/Res.

Tim Blankenship, Liberty Square Rd., asked about compliance. He was concerned about loam and gravel next to residences and playing fields.
Phil Konkle, Liberty Square Rd., said that the loam and gravel business that is planned to go in on Liberty Square Rd. will negatively impact the residents. Changing the zoning will help mitigate that.
Michael Fetterman asked if an IC lot abuts along one border will set back apply to all property lines—yes.
Dennis Reip, Old Harvard Rd., said he was familiar with the project because they came to the ConsCom. The town has a 100' buffer already to protect wetlands. Doesn't need this zoning change to protect them further. Has some concerns about unintended consequences.
Jim Moss, Bicentennial Way, said that the noise from stone and gravel screening can be loud and very annoying. He is in favor of the motion, except wondered about small properties –would they have any land left? It takes a large property to absorb the change in the setback. Urges petitioner to make some tweaks.
Deb Konkle, Liberty Square Rd., said that the zoning amendment would protect recreational, conservation and residential properties.
Todd Stout, 411 Whitcomb Rd., owns Perfection Landscaping. Went to the Planning Board got approval for his business. Can't afford to lose 100' for a buffer. Would negatively impact the value of his business. He said the Town was already losing businesses—this would accelerate that problem. Can't change the rules now. He urged Town Meeting to vote no.
Mark Barbadoro, Old Harvard Rd., is supportive of making it easier for A/R to coexist with IC. He moved to strike the words "every " and "said" be substituted.
The intention is to only impact the lot line that abuts Ag/Res.
Alex Kerin, Prescott Rd., said that Acton's setback is more detailed to accommodate various abutters.
Maria Neyland, Picnic St., said that 100' is not going to make the landscaper go away. This will hurt a lot of businesses—with or without the amendment.
Mark White, Sara's Way, has a business in town that won't be affected, but doesn't think that this would be a problem. Thinks businesses should strive to be good neighbors. Special permit allows conditions on businesses that accommodate needs of abutting residents.
Beth Fetterman moved the question. The motion to vote now carried by two-thirds, as declared by the moderator.
Action on amendment: Motion to amend carried.

Dana Perry, Liberty Square Rd., admits it's not a perfect fix. He thinks loam and gravel screening businesses are inappropriate in a residential area. More likely that homeowners will lose property value than businesses will.
Tara Zantow, Liberty Square Rd., worries about the noise and the impact on wildlife and quality of life. If the business was located in a more secluded area, there would be no problem. Incompatible next to residential.
Becky Neville, Middle Rd., asked about the wording about the lot line--can you get a driveway in there now?
Than Stuntz, Hill Rd., said that what was probably needed was a revision of the uses in the IC rather than take a chunk of land away from property owners, which doesn't fix the problem. He urged the petitioners to work with the Planning Board.
Mr. Barbadoro said they did bring the bylaw change to the Planning Board on March 11. There was no mention of changing the use tables. They were told to figure out how many properties were affected.
Bruce Hager, Hill Rd., agreed that having a rock crushing facility next to residences is not a good idea. Thinks this change should be made in conjunction with the Planning Board.
A resident of Waite Road said that the original motion protected more than just Ag/Res, but also the ball fields. Doesn't like the new wording.
Mr. Reip moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 47, as amended: Motion failed. Yes: 66 No: 63

ARTICLE 48 SUBMITTED BY PETITION: AMEND ZONING MAP – 145 STOW ROAD
(Two-thirds vote required)

Patrick Kyle, petitioner, moved to amend the Zoning Map, to adjust the Zoning of the property located at 145 Stow Road to Agricultural-Residential zone.

PROPOSED ZONING DISTRICT BOUNDARIES:

The Planning Board recommends unanimously (4-0).

The Finance Committee recommends unanimously (4-0).
There will be no financial impact to the town.

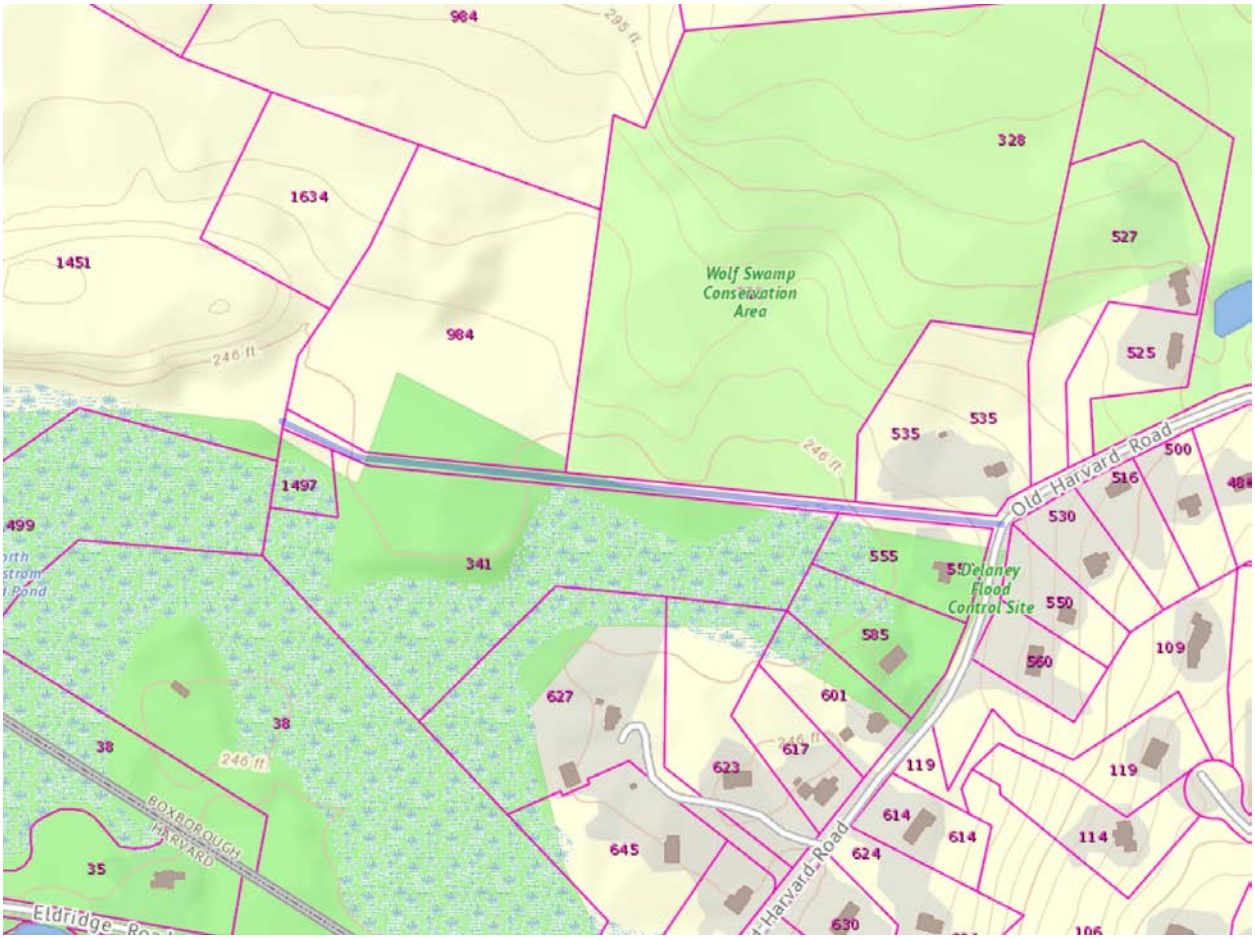
Mr. Patrick said that the property record card said that the property was zoned as Ag/Res but the property is actually part of Town Center zoning.

Action on Article 48: Motion carried by two-thirds, as declared by the Moderator.

ARTICLE 49 SUBMITTED BY PETITION: HAZARD LANE – DISCONTINUE USE AS A PUBLIC WAY
(Majority Vote Required)

Karla Briggs, petitioner, moved that it be the sense of this town meeting that Hazard Lane should never be used as a public way.

Ms. Briggs gave some background on Hazard Lane. The dirt path abuts residences, conservation land and the Office Park district. The path comes out onto Old Harvard Rd. between two residential driveways on a dangerous curve. Neighbors are concerned that Hazard Lane might be widened and paved to provide access to the Office Park properties in the future. The vote is not binding and does not affect property rights.



The Finance Committee does not recommend (0-5).
There is no proof that this path is a public way and we do not believe the Town should spend funds on research and further discussion. The path cannot be extended (width) and paved due to wetlands on each side.

Mr. Neville presented the report of the Planning Board. He said the board reviewed the article in the warrant, not the sense of the meeting motion under discussion. The board was concerned about access and recommended further study.

Discussion:
Mr. Barbadoro asked about the discontinuance of a public way. In accepting a public way, does a town accept liability and the obligation to maintain it? Town Counsel said yes. When a town discontinues a public way, doesn't have to maintain it, but could retain liability. Ways can become public ways if they have been used that way in the past, not just through vote of town meeting. If Hazard Lane has the status of public way by prescription, Town would have to be concerned about liability of discontinuing it if that affects access to private property.
Brad Gray, Eldridge Rd., is concerned about the road being developed and paved. Urges a yes vote.
Dennis Reip, Old Harvard Rd., agreed that the road should not be paved and used as a public way. Who owns it? Town Counsel replied that, as a general rule, if you live on a private way, you need to look at your deed. If not specified, all abutters own to the center of that way. Abettors all have rights to use the way to access their property. Mr. Reip was in favor of the motion.

Beth Fetterman moved the question. The motion to vote now carried by two-thirds, as declare by the moderator.

Action on Article 49: Motion carried by majority vote.

Ms. Bak moved to dissolve the May 2019 Annual Town Meeting. The motion to dissolve carried by majority vote. Annual Town Meeting was dissolved at 9:30pm.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 26, 2019.

_____
Susan M. Bak, Chair
Select Board

_____
Maria E. Neyland, Clerk
Select Board

_____
Wesley I. Fowlks
Select Board

_____
Leslie R. Fox
Select Board

_____
Robert T. Stemple
Select Board

Report of the Finance Committee

Boxborough's Finance Committee is comprised of up to nine members 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) in May. 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 is strong. Boxborough has continued to maintain a AAA bond rating due to high reserves ($2.7 million at fiscal year end June 30, 2018) 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 work on maintaining the current level of Town services to the community while also controlling spending in order to minimize increases to the property tax rate.

Fiscal Year 2020 Operating Budget

The proposed FY20 operating budget of $21,098,845 increases spending over FY19 by $588,060, or 2.9%. The primary budget drivers in FY20 are as follows:

a) School Assessments. School expenses (ABRSD, Minuteman, Nashoba, Assabet) total $11,887,035, or 56.35% of the total operating budget, and reflect an overall increase of 1.9% from FY19 with the total ABRSD budget increasing by 1.5% and the difference from the three vocational technical schools.

Table 1: FY20 Operating Budget Drivers

Department	Dollar Increase (Decrease)	% Increase (Decrease)
Education (a)	$226,935	1.94%
Salaries (b)	$77,035	1.87%
Benefits (c)	$224,584	11.64%
Debt Service (d)	($55,547)	-4.86%

FY20 is Boxborough's third 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 FY19 we had 6 students attend Minuteman, 1 at Nashoba and 1 at Assabet and expect one new enrollment for FY20. Transportation costs continue to be a major budget driver, but the Town is working with the transportation companies and exploring options to ride-share have been beneficial in reducing actual costs. We have compared our projected costs for FY20 Vocational Technical schools in our current model versus the projected costs if we had stayed in the Minuteman District. The results show that we continue to provide our students with great personal choices and at the same time providing the Town with a real reduction in costs.

The new twin school (Gates/Douglas) planning/design is taking shape although the proposed first pass costs for the new twin school will not be known until mid-June. The school building committee is in discussions with the Massachusetts School Building Authority (MSBA) regarding the District's education plan and the proposed school design to meet the education plan. We do know that the MSBA will not fund all aspects of the building to the full amount, but we are working to define the areas not covered by the MSBA and keep them to a minimum. A member of the Boxborough FinCom will be on the school bonding subcommittee to help determine the bonding strategy.

b) Salaries. Higher "net" salaries reflect scheduled step and CPI-U increases. A working group, comprised of representatives from the Personnel Board, Finance Committee and Select Board, as well as the Town Administrator, met to establish a methodology for recommending wage increases. The first goal was to establish a base CPI-U figure, which was derived by taking a 3-year historic average of the CPI-U for the Bureau of Labor Statistics' (BLS) Boston/Cambridge/Newton region. Using the 3-year average CPI-U of 1.9% for the period ending June 30, 2018 those employees eligible for STEP increases (2.5%) would also be eligible for the 1.9% CPI-U, resulting in a total salary increase of 4.4%. In order to retain long-term employees, it was unanimously agreed to provide a 2% salary increase for all employees beyond the maximum STEP. The union contracts are currently in their first year (FY19). The salary contractual increases are 2.25% increase for Fire, 2.0% for Police and 2.0% for dispatch for 3 years.

c) Benefits. Employee benefits continue to be one of the largest and fastest growing line items in the overall budget with an increase of $224,584 or 11.64%. This increase includes both health insurance and the Town's contribution to County Retirement The town pays 75% of the cost of health insurance and current town employees pay the remaining 25%.

d) Debt Service. Overall, the debt budget has been reduced as the Blanchard renovations expired last year and an additional $115,000 will be retired in FY19. We are in a good place from a capital planning process with plans for a new Fire Department facility and either Police Station renovations or replacement. The Boxborough Building Committee also has a member of the FinCom in discussion about public safety facilities.

As shown in Table 2 below, the Total Operating Budget ($21,098,845) plus ATM proposed warrant and CPA articles, and overlay reserve ($2,179,826) is $23,278,671, down 4.35% from last year.

Table 2: FY20 Operating Budget Summary by Function *

Function	FY 19 Budget	FY 20 Proposed	Percent Change
Town Government	$1,081,673	$1,094,095	1.1%
Protection	$2,772,241	$2,889,450	4.2%
Education	$11,660,100	$11,887,035	1.9%
Public Works	$1,133,283	$1,214,420	7.2%
Health Services	$149,283	$174,380	16.8%
Library, Culture & Recreation	$442,557	$448,780	1.4%
Debt Service	$1,142,657	$1,087,110	-4.9%
Employee Benefits	$1,928,991	$2,153,575	11.6%
Reserve Fund	$200,000	$150,000	-25.0%
TOTAL OPERATING BUDGET	$20,510,785	$21,098,845	2.9%
ATM warrant articles within 2 1/2	$1,531,075	$1,790,637	17.0%
STM warrant articles	$1,565,543	$939	-99.9%
ATM CPA warrant articles	$409,650	$68,250	-83.3%
Overlay Reserve *	$320,632	$320,000	-0.2%
TOTAL BUDGET **	$24,337,685	$23,278,671	-4.4%

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

Proposed warrant articles total $1.79 million, excluding Community Preservation Act (CPA) funded items. Key items include new positions for Town Hall staff, replacement ambulance and proposed funding mechanism, DPW staffing, highway funds for paving, technology updates, additional police cruiser, fire suppression system design for police station, AB capital debt along with an AB stabilization fund, and various other items that have

been identified on the capital plan. Additionally, this year FinCom proposes to add $100,000 of Free Cash to Stabilization to take advantage of investment potential and in preparation for future capital expenses.

Fiscal Year 2020 Revenues

The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY20.

Table 3: FY20 Estimated Revenues and Funding Sources *

Function	FY 19 Budget	FY 20 Proposed	Percent Change
Property Tax Levy	$19,176,486	$19,838,495	3.5%
Net State Aid (less Cherry Sheet assessments)	$213,170	$220,355	3.4%
Local Receipts (Excise tax, permits, etc)	$1,446,000	$1,500,000	3.7%
Free Cash - Operating Budget	$0	$0	0.0%
Free Cash - Warrant Articles	$960,071	$763,839	-20.4%
Stabilization Fund - Warrant Articles	$0	$0	0.0%
CPA Funds	$409,650	$68,250	-83.3%
Other**	$191,647	$87,732	-54.2%
Bonding - Warrant Articles	$1,944,900	$800,000	-58.9%
TOTAL REVENUES	$24,341,924	$23,278,671	-4.4%

** Estimated at Time of Writing*

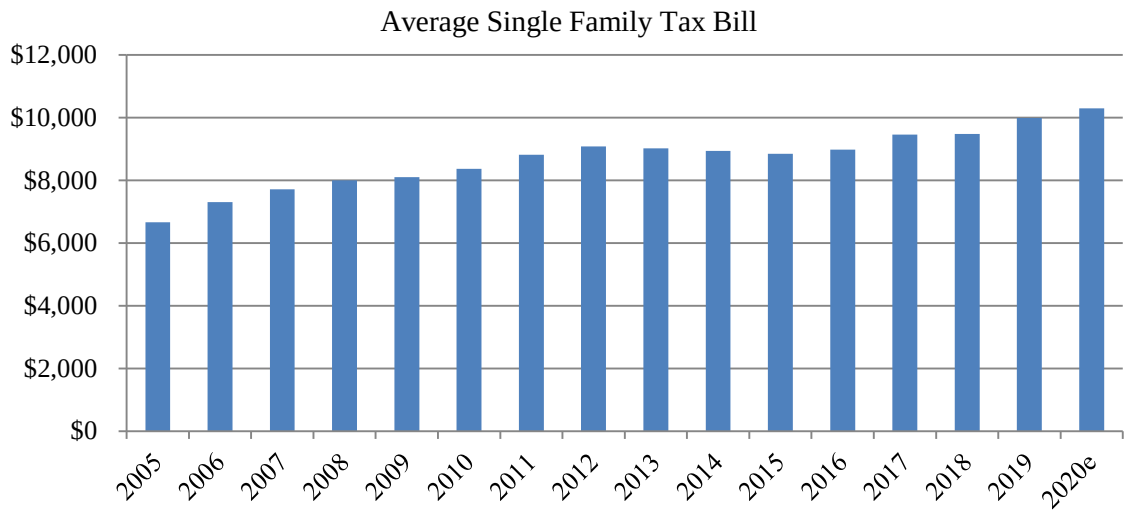
*** includes Cable Funds, Unexpended Bond Proceeds*

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 $576,600.

Table 4: FY20 Property Tax Forecast

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimated
Property Tax Levy	$17,717,337	$18,193,250	$19,176,486	$19,838,495
Divided by Total Valuation	$1,053,976,024	$1,106,645,400	$1,167,873,673	$1,172,873,673
= Tax Rate (per thousand)	$16.81	$16.44	$16.42	$16.91
Avg Single-Family Home Valuation	$563,020	$576,600	$608,661	$608,661
Avg Single-Family Tax Bill	$9,464	$9,479	$9,994	$10,292
% Change from prior year	5.4%	0.2%	5.4%	3.0%

The projected average single-family tax bill of $10,292 represents a 3.01% increase over FY19



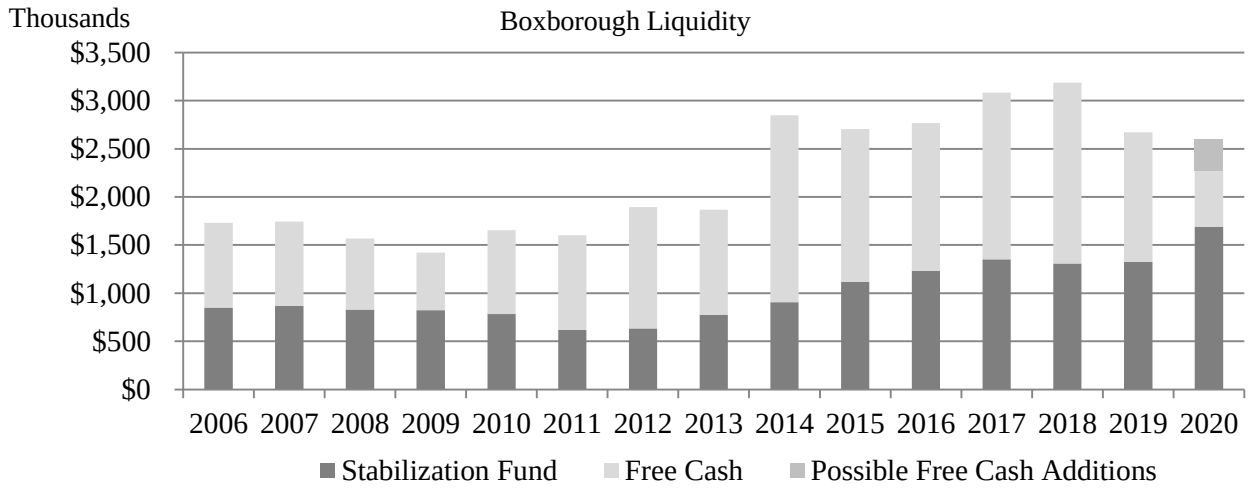
Town Cash Reserves

As noted above in the Revenues summary (Table 3), we are proposing to utilize $763,839 of our free cash reserves to fund warrant articles which includes a transfer to Stabilization instead of reducing the stable tax rate. A conscious decision to add significantly to the Stabilization fund was agreed upon by both the Finance Committee and the Select Board.

Table 5: FY20 Available Funds

Sources of Funds	Prior to ATM	After ATM	$ Change	% Operating Budget Remaining
Stabilization Fund	1,340,072	1,440,072	100,000	6.8%
Free Cash	1,345,533	581,694	(763,839)	2.8%
Total	2,685,605	2,021,766	(663,839)	9.6%

The Town's liquidity position remains adequate with the addition of $100,000 to the stabilization fund.



In addition to the operating budget issues outlined above, voters should be aware that there are $1,828,576 "money" articles on the Annual Town Meeting warrant, over and above the operating budget requested in **Article 5,** and CPA articles totaling $68,250. This year, all warrant articles are anticipated to be paid out of Free Cash, the Tax Rate, Borrowing, Cable Funds, Sale of Cemetery Lots 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)
STM 12	Prior Year Bills	$1	Free Cash	$0.00	$0.51
5	Town Operating Budget	$21,099	Tax Rate	$18.89	$11,499.40
8	Compensation Study	$15	Free Cash	$0.01	$8.18
9	TH: Additions to Staff & outsourcing	$110	Tax Rate	$0.10	$59.97
10	Dispatch: Addition to Staff	$22	Tax Rate	$0.02	$11.77
11	DPW: Addition to Staff & outsourcing	$45	Tax Rate	$0.04	$24.73
12	2 Portable Message Boards	$40	Free Cash	$0.04	$21.80
13	Voting Machine and Poll Pads	$14	Free Cash	$0.01	$7.63
14	Furniture and Signage	$10	Free Cash	$0.01	$5.45
15	Police Academy Training & Coverage	$50	Free Cash	$0.04	$27.25
16	Police Station Fire Suppression System Engineering	$15	Free Cash	$0.01	$8.18
17	GIS Database for Well Mapping	$15	Free Cash	$0.01	$8.18
18	Monitoring well and data logger	$15	Free Cash	$0.01	$8.18
19	MS4 Stormwater Phase 2	$57	Free Cash	$0.05	$31.07
20	Police Station Garage Doors	$10	Free Cash	$0.01	$5.45
21	Bulletproof Vests Replacement	$17	Free Cash	$0.02	$9.21
22	Taser Replacement	$9	Free Cash	$0.01	$4.91
23	Police/Fire Injury Coverage Transfer	$20	Free Cash	$0.02	$10.90
24	2 Cirus Salt Spreader Control Systems	$26	Free Cash	$0.02	$14.17
25	Transfer to OPEB Trust Fund	$100	Free Cash	$0.09	$54.50
26	Transfer to Stabilization fund	$100	Free Cash	$0.09	$54.50
27	Marked Cruiser	$48	Free Cash	$0.04	$26.16
28	Ambulance	$290	Borrow	$0.26	$158.06
29	Hardware/Software Upgrades	$202	Free Cash	$0.18	$110.10
30	Road Paving	$300	Borrow	$0.27	$163.69
31	Roll-Off Truck	$210	Borrow	$0.19	$114.46
32	Cable Services and equipment	$78	Cable	$0.07	$42.24
33	Cemetery Restoration Project	$10	Sale of Lots	$0.01	$5.40
38	CPA FY20 Reserves	$221	CPA	$0.20	$120.45
39	CPA Rental Assistance	$38	CPA	$0.03	$20.52
40	CPA Baseball Field and Practice	$8	CPA	$0.01	$4.36

	Area at Flerra Meadows				
41	CPA Flerra Playground New Fence	$8	CPA	$0.01	$4.14
42	CPA Transfer to Conservation	$10	CPA	$0.01	$5.45
	Total	$23,211			

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,

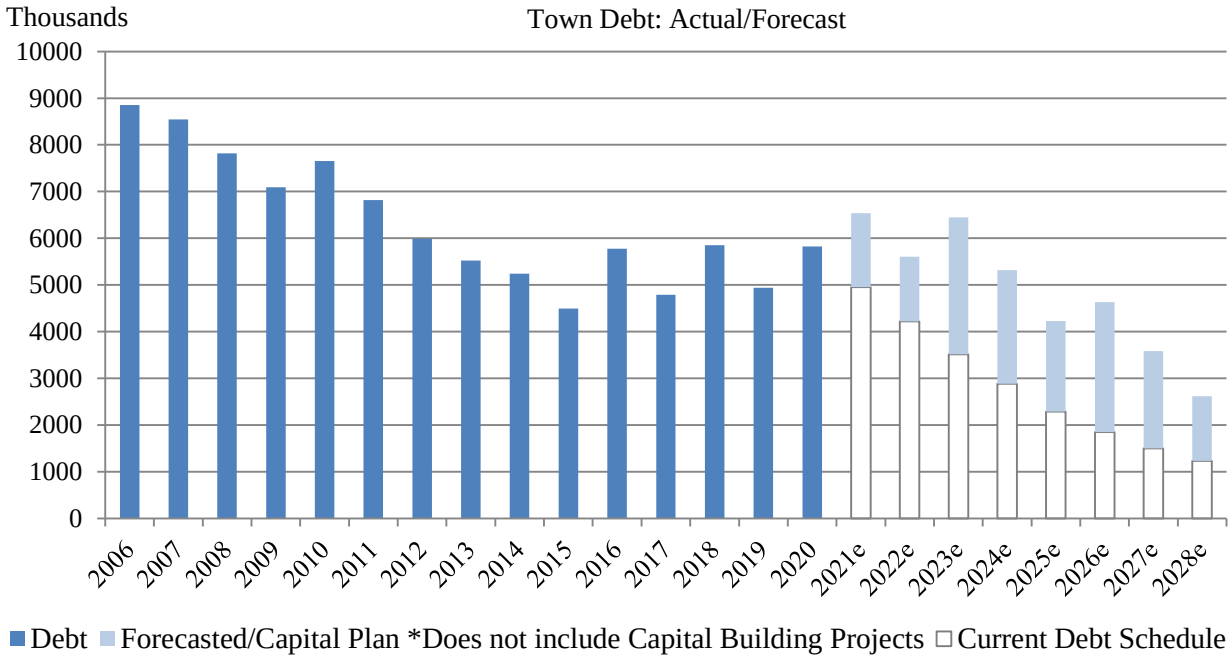
Department	2020	2021	2022	2023	2024	5 Year Total
Cemeteries	$0	$10,000	$10,000	$10,000	$0	$30,000
Conservation	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
Fire	$275,000	$15,000	$800,000	$130,000	$0	$1,220,000
Historical Museum	$0	$0	$18,000	$20,000	$24,000	$62,000
Library	$0	$40,000	$47,000	$187,000	$0	$274,000
Planning	$45,000	$10,000	$0	$15,000	$0	$70,000
Police	$183,500	$336,000	$95,000	$74,500	$49,000	$738,000
Public Works	$581,000	$561,000	$664,000	$806,000	$416,000	$3,028,000
Recreation	$26,800	$500,000	$0	$10,000	$0	$536,800
Steele Farm	$0	$320,000	$0	$45,000	$0	$365,000
Town Hall	$64,000	$108,000	$15,000	$10,000	$15,000	$212,000
Town Hall -Town Clerk	$16,000	$10,000	$10,000	$10,000	$0	$46,000
Town Wide	$201,476	$88,316	$69,465	$68,929	$70,997	$499,183
Grand Total	$1,402,776	$2,008,316	$1,738,465	$1,396,429	$584,997	$7,130,983

* Public Works includes $300,000 in annual paving and Transfer Station

** Above figures do not include anticipated capital costs for proposed Public Safety Building or for ABRSD refurbishment or building projects

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 requests and other borrowing related to ABRSD refurbishment needs and a new Fire Station or renovations/additions to the Police Station.



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 2019 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 normally be at 1% of the total budget. The AB regional assessment is over 58% of the budget. We have reduced the reserve fund accordingly.

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.

Report of Community Preservation Committee

CPA Summary - FY 2015 Actual through FY2020 Estimate

Total CPA Revenue	$ 1,030,010.37
Total CPA State Match and Interest	$ 170,342.30
Total CPA Funds Received/Anticipated	**$ 1,200,352.67**
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)	$ 404,650.00
FY2020 Appropriations	$ 68,250.00
Total CPA Funds Appropriated/Spent	**$ 867,330.89**
Total CPA Ending Balance	**$ 333,021.78**

Total CPA Ending Balance	**$ 333,021.78**
General Fund Balance	$ 291,256.28
Open Space/Recreation Reserve	$ 15,600.00
Affordable Housing Reserve	$ 3,083.50
Historic Preservation Reserve	$ 23,082.00

Acton-Boxborough Regional School District
FY2020 Superintendent's Budget Message

Dear Acton and Boxborough Community Members,

Is has been a pleasure to join the Acton-Boxborough community this year as your Superintendent of Schools. It is an honor and a privilege to lead a district that has made such a strong commitment to outstanding public schools. I feel fortunate to have a wonderfully diverse and supportive community, an incredibly talented teaching staff, and students and parents who are committed to developing well-balanced learners who will soon become our future leaders.

The proposed operating budget of $90,982,111 represents an increase of 2.55% and continues to grow the District's programs for the benefit of our students. Assessments to each community represent increases of 2.09% for Acton and 1.51% for Boxborough.

The Budget went through multiple iterations during its development and was designed to achieve three major goals:

I. Address necessary staffing issues in key areas:
   A. Strategic additions that continue a multi-year plan already in place
   B. Additions to support the implementation of the District's proposed Capital Plan
   C. Staff necessary to meet the increasing needs of students supported through Individual Education Programs, specifically in the areas of Social-Emotional Learning

II. Address issues of equity and access to school programs:
   A. Inclusion of elementary school supplies in all elementary school budgets
   B. Field trip assistance fund established at each elementary school to support students unable to access programs
   C. Funding wrap-around services coordinator to help families access mental health and family supports
   D. Funding programming with the Anti-Defamation League (ADL) to support anti bias programming for high school students.

III. Developing and Implementing a long-range capital plan - see detailed information below.

There have been several favorable impacts on the development of the FY2020 Budget which have allowed the District to grow its programs. These include:

- For the second year in a row, the District has seen cost savings with regard to health insurance. The budgeted savings of $500,000 represents a 3.0% decrease in health insurance rates as well as higher than anticipated migration of employees to the District's new high deductible plan.
- An increase of $569,374 in regional transportation aid over FY2019 due to the reimbursement from buses added in FY2019 to support later start times and single tier elementary bussing.
- An increase of $100,000 in investment income over FY2019 due to favorable interest rates.

The proposed budget aligns closely with the values and goals of the District and continues to grow programming for the benefit of our students. As this was my first year in the District, I would like to thank the

Leadership Team, Budget Subcommittee and the entire School Committee for their diligent work and help in preparing this budget. The time and energy expended in the development of the budget is significant, and I am grateful for all of their assistance. I also want to thank the finance committees, municipal staff and community members from both Acton and Boxborough for their continued support of our schools.

Superintendent of Schools Capital Planning Update:

I am pleased to present a long-range Capital Improvement Plan (CIP) for the Acton-Boxborough Regional School District. The plan, which totals approximately $21M and spans thirteen years, was developed collaboratively through the work of the Acton-Boxborough Regional School Committee's Capital Subcommittee. Membership on the Capital Subcommittee was comprised of representatives from the School Committee, Finance Committees from each town, and district administration.

The CIP is the culmination of work that began in 2015 when the District commissioned an architectural firm, Dore & Whittier, to conduct a Master Plan Study of all of its facilities. The report was published in 2016 and since that time, the District has engaged in multiple activities to implement the recommendations. Highlights of these include:

- In 2016, the District initiated a school building project in conjunction with the Massachusetts School Building Authority (MSBA) for the C.T. Douglas and Paul Gates Elementary Schools
- From 2016 until 2019, the District increased its operating budget allocation for capital needs consistently from $155K (FY2015) to $1M (FY2019)
- From 2017 until 2019, The District completed many high priority projects that were identified in the Dore & Whittier report
- In 2018, the District initiated development of a mid-range Capital Plan to identify and complete projects identified as necessary in the Dore & Whittier report
- In 2019, the District formed a Capital Subcommittee in order to finalize the Capital Improvement Plan (CIP) and develop a funding strategy in order to execute the plan

The Capital Subcommittee identified three key strategies that are designed to work in concert with each other, and are needed to execute the CIP. These strategies included:

1. The development of a Project Scope and Sequence
2. The development of a funding strategy that included future increases to the District's operating budget for capital as well as a proposed bond to allow the District to complete high priority work
3. A proposal to establish a Capital Stabilization Account that will allow the District to plan for its future capital needs and protect against unforeseen circumstances related to its facilities

An overview of each strategy is provided below:

1. Development of a Project Scope and Sequence

The District contracted with Skanska Associates to assist the Capital Subcommittee in analyzing the original Dore & Whittier report in order to develop a list of capital projects for inclusion in the Capital Plan. Based on work previously completed by the District, the committee removed the Douglas, Gates and Conant Schools from inclusion in the Capital Plan as these school buildings were under consideration for the MSBA Project. Additionally, projects for the maintenance shed were excluded from this analysis until a long-term plan for the use of this building can be developed. Similarly, only the highest priority projects for the Administration Building have been included until there is a long-term plan for the use of this building.

After removing all work from the Dore & Whittier Report that was related to the buildings noted above, Skanska continued to analyze the list of identified projects and found that many of them fell into five categories which were then removed from the plan:

- Projects identified as duplications or redundancies of other items listed in the report
- Projects with an undefined scope
- Projects that had been completed by the District since the original report
- Projects that have or will be completed through the District's Preventative Maintenance Plan
- Projects identified as "wish list" items that are unnecessary

The final analysis resulted in a list of projects that totaled approximately $21M which are now included in the Capital Improvement Plan. Once projects were identified for inclusion in the plan, Skanska and our Operations Department worked to develop these projects into a sequence that could be executed efficiently over the life of the plan.

2. Overview of the Proposal to Bond

The District is proposing to borrow $7.5M in order to execute this plan. Repayment of the bond will be within the District's operating budget as proposed and does not require a debt exclusion.

The operating budget allocations for the duration of the plan will be increased as noted above so that there will be sufficient funds available on an annual basis to continue projects identified in the plan during the years the District is repaying debt.

Approval of the bond will require a ⅔ majority vote at the Annual Town Meetings of each town.

3. Capital Stabilization Account

Even with careful planning and execution of projects over multiple years whenever possible, there are projects whose costs will substantially exceed the District's funding ability within a given fiscal year. Additionally, it is important for the District to have a strategy to protect itself from liability should a major, unanticipated capital expense be identified requiring immediate repair.

In order to plan for both of these scenarios, the Capital Subcommittee proposed that the District establish a Capital Stabilization Fund. The establishment of such a fund would allow the District to save for both future anticipated and unanticipated costs relating to capital.

Approval to Establish the Capital Stabilization Account requires a majority vote of both towns at their respective Annual Town Meetings.

Use of the Capital Stabilization Account requires a ⅔ vote of the Regional School Committee.

Because it is early to accurately predict the budget surplus for FY2019, the Administration is recommending that the District consider a budget amendment in May or June of 2019 to transfer money from E&D into this stabilization fund.

After initially funding the Stabilization Account, we foresee several possible strategies to continue to fund this account:

- Planned operating budget allocations to Stabilization that will allow the District to save funds for future projects identified in the plan
- Revenues from facilities rentals that can be used to offset future repairs and upgrades to these facilities (ex. fields, auditoriums)
- Year-end budget amendments that may be proposed due to:
    - Reimbursements received from MSBA Accelerated Repair Projects or other grants for capital projects
    - Surplus savings from capital projects completed under budget during the fiscal year
    - Other budget surpluses that provide an opportunity to accelerate the Capital Plan

This Capital Plan and funding strategy is the result of five years of work by many individuals and organizations within the District and the towns. We believe that this plan is a substantial step forward for the District in ensuring that our students have access to safe and effective learning environments.

Sincerely,

Peter Light