



**SELECT BOARD
June 15, 2020
Meeting Minutes**

Approved: July 13, 2020

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

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; Town Accountant, Jennifer Barrett; Town Clerk, Liz Markiewicz; BXB-TV Coordinator, Kirby Dolak and Moderator, John Fallon

Along with: Rich Guzzardi, EDC Chair; Gary Kushner, Becky Neville and Keith Lyons, Finance Committee; Kevin Mahoney; Christina Phanord, Boxboro Regency; Attorney Paul Alphen; Ken Morse, AtBats; Rita Gibes Grossman; Hugh Fortmiller; Jeanne Kangas; Jeff Glidden; Richard Hilton, Barbara Salzman; Francie Nolde, Cindy Markowitz, and John Lyons

At 7:01 PM Chair Neyland called the meeting to order, this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

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

Pledge of Allegiance – Kevin Mahoney was invited to lead the Pledge.

Announcements – Chair Neyland read the Announcement.

Approval of payroll and payable warrants – Accountant Barrett advised that a quorum of the Board had electronically signed all pending warrants.

Minutes - Member Fowlks moved accept the Regular Session Minutes of June 1, 2020, as written. Seconded by Member Stemple.
Approved: 4-0-1. Roll Call: Fowlks “aye,” Fox “aye,” Stemple “aye,” and Neyland “aye.” Member Markiewicz abstained.

Citizen's Concerns - Jeanne Kangas followed up on a group letter she forwarded to the Board on Friday afternoon; advising that she obtained additional signatures over the weekend.

Jeff Glidden spoke noting he was having audio issues and signed out.

General Business

- **Community Commitment – Boxborough Police Department** – Chair Neyland spoke to the materials provided in the packet and the information the Town is sharing with the community regarding the current racial tensions. She advised Chief Ryder was unavailable tonight and she read from a statement provided by him. Member Fowlks spoke to a prepared statement provided in the packet which he revised same based on Chief Ryder’s communication.
- **Microenterprise CARES Grant** - TA Ferrara opened discussion; detailing the COVID-19 Mass Communities Funding that targets small businesses now available and the invitation from neighboring communities to jointly participate. The administration/processing of these business applications will be managed by a 3rd party. Economic Development Comm. Chair Guzzardi further contributed to the discussion. EDC supports this. We have a diverse economic environment with almost 300 small or “microbusinesses” operating in Boxborough. Many have been hit hard. There was also discussion of another funding source; however, there are complexities and administrative issues that do not make it practical for Boxborough to participate. It was noted that the Town has been actively tracking our COVID-19 expenses and will also be seeking reimbursement through the CARES Act program. Member Fowlks moved to support participation in the Microenterprise CARES Grant application, a regional partnership with the Towns of Acton, Littleton and Westford. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz “aye,” Fowlks “aye,” Fox “aye,” Stemple “aye,” and Neyland “aye.”

- **Animal Control Officer Intermunicipal Agreement (IMA) with Town of Stow** - TA Ferrara provided an overview of the terms including the incorporation of capital costs for the vehicle and equipment. Accountant Barrett noted that the capital contributions will be reevaluated as part of the Town's capital planning. He noted that that the IMA for Animal Control Services was approved by the Board in May. We have been running this program successfully for several years. Member Fowlks moved to execute an intermunicipal agreement with the town of Stow for the provision by Boxborough of animal control officer services for the term commencing July 1, 2020 and running through June 30, 2021. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz "aye," Fowlks "aye," Fox "aye," Stemple "aye," and Neyland "aye."
- **Boxboro Regency - Amendments to ABCC Licensing** – TA Ferrara introduced the Boxboro Regency's Manager, Christina Phanord and their attorney, Paul Alphen. He provided an overview of the two alcohol licensing related matters before the Board. There was discussion of the outside dining component of the Governor's Phased Re-opening as it relates to the Regency. The proposed outside dining diagram will be forward to the Board of Health for their feedback. Attorney Alphen and Ms. Phanord were invited to speak.
 - **Change of Manager Application-** Member Fowlks moved to approve and submit to the Alcoholic Beverages Control Commission the Boxborough Regency's application to Amend their license to change the Manager from Thomas M. McKenney to Christina S. Phanord. Seconded by Member Stemple. **Approved: 5-0.** Roll Call: Markiewicz "aye," Fowlks "aye," Fox "aye," Stemple "aye," and Neyland "aye."
 - **Temporary Alteration of Premises, Pursuant to Governor Baker's Order #35 (COVID-19: Phase II)** – This would allow for a temporary alteration of the premises, identified in their All Alcohol Innholder's License, to provide outdoor table service only. Phanord clarified that patrons will only be able to order alcohol if they are seated for dining. Pursuant to Governor Baker's Order #35, of June 1, 2020, Member Fowlks moved to temporarily allow an alteration of the of the licensee's licensed premises to provide outdoor table service only under the on-premises, Inn Holder License of the Boxboro Regency, through to November 1, 2020. Seconded by Member Stemple. **Approved: 5-0.** Roll Call: Markiewicz "aye," Fowlks "aye," Fox "aye," Stemple "aye," and Neyland "aye." The Board thanked the Ms. Phanord and the Regency for the assistance, support and cooperation that they have provided during the COVID-19 crisis.
- **Minuteman Advisory Group Interlocal Coordination [MAGIC]** - Rita Gibbs Grossman, the BSB's designated MAGIC Representative, was present to provide an update to the Board. She related some of the issues that this organization addresses; e.g., Climate Change, Aging in Place and facilitating networked discussions of municipal issues. This is a valuable resource. The Board appointed her as their designate last year, and though she has not been as active as she intended it has become clear that, for productive involvement, it would be essential to have regular Select Board input to effectively participate and for the best use of these resources. She would suggest that a Select Board member become the MAGIC Representative for the Town. Her term expires on June 30th. MAGIC meets quarterly and they intend to conduct their meetings virtually going forward. Cindy Markowitz is the Planning Bd.'s representative.
- **Town Field Usage-** AtBats, a Boxborough based sports camp, is requesting reduced field permit fee(s) for their summer program. Ken Morse, owner of AtBats was invited to speak. Morse requested that fee modification arrangement that has been requested from the Town since the formal Field Usage Policy was implemented be approved, again by the Board for this year. TA Ferrara related the COVID-19 guidelines/protocol communications he has had with Mr. Morse; noting that he has asked Mr. Morse to work with our Health Agent, Jim Garreffi to finalize their program procedures. It was noted that all youth activity programs, even our own Recreation Commission, are grappling with these concerns. Morse reviewed some of the measures they have implemented at the AtBats indoor facility and the modified programs they have been able to offer. To insure full compliance, he will be updating their protocols to address outdoor activities. Further to the recommendation of the Recreation Commission, Member Fowlks moved to approve Ken Morse's request to use Liberty and Flerra Fields to operate the AtBats- Baseball Camps for a reduced fee of 12% of gross revenue. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz "aye," Fox "aye," Fowlks "aye," Stemple "aye," and Neyland "aye."

Update on Town Boards/Committees/Commissions

- **Boxborough Building Committee (BBC)** - Member Fox advised that he has been appointed Chair for FY 21. Their leadership discussions identified concerns about the secondary leadership role so they have eliminated the Co-chair role in favor of a Vice Chair position and further that this be a member of FinCom. It was also determined that the group should expand its focus to provide flexibility. These discussions resulted in the proposed Charge in the packet. The Board members discussed the BBC's efforts to date; the needs of the identified Town services/departments; the current conditions at these facilities; the analysis/studies already undertaken and the further analysis that is needed. There was discussion on engaging in further resident outreach to engage support for these efforts. These revisions allow the BBC to do what is necessary. Concerns with some portions of the

proposed updated Charge were voiced. Resident Diana Lipari provided input; e.g. further education; resident input into this process; and the leadership roles as identified. Pursuant to the recommendation of the Boxborough Building Committee, Member Fox moved to approve the June 12th revisions the Boxborough Building Committee Charge, as revised. Seconded by Member Fowlks. **Approved: 4-1.** Roll Call: Fox “aye,” Fowlks “aye,” Stemple “aye,” Neyland “aye,” and Markiewicz “nay,”

FY 2021 Budget

- **Certification of a 1/12th Budget** – TA Ferrara spoke to the Mass. Dept. of Revenue’s recommendation to have a 1/12 budget in place, as a just in case for FY 2021. He reviewed the materials Accountant Barrett circulated this afternoon. FinCom Chair, Gary Kushner, advised that FinCom has not had a chance to review this material; but will address at their meeting on Thursday. This will be passed over for now, and brought forward at the next Select Board meeting (6/22/20) so FinCom has the opportunity to provide its recommendation.

Annual Town Meeting

- **Planning, processes and protocols** – It was confirmed that the constable has issued the return of service and the required affidavit is complete. Member Fowlks moved to reaffirm the vote taken at 6:42 PM on June 15, 2020, to reschedule Boxborough’s Annual Town Meeting from June 22, 2020 until June 29, 2020. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz “aye,” Fowlks “aye,” Fox “aye,” Stemple “aye,” and Neyland “aye.”
- **Review of Motions** – TA Ferrara advised that he is awaiting Town Counsel final review. The Board discussed the standing “opening” Town Meeting motions. Moderator Fallon assented to the suggestion to strike “...that no debate will begin on any new article after 10:30 PM.” Member Fowlks moved to approve Special Motions - Calling Dates and Reconsideration, as revised. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz “aye,” Fowlks “aye,” Fox “aye,” Stemple “aye,” and Neyland “aye.”
- Chair Neyland opened discussion on the letter submitted by Jeanne Kangas; specifically, Kangas’ request to pass over certain specific articles; not actions to continue Town Meeting. Kangas noted that these identified articles are controversial and would only lead to lengthening Town Meeting. These are troubling times. The residents that signed this letter are concerned about attending a meeting in a closed room with hundreds of others increases the chances of contracting the virus. This should be held outdoors. The Board responded, relating some of the research, examination and guidelines/protocols that the Town has undertaken in planning for Town Meeting. Public Safety and Board of Health have been actively working on our safety protocols. The State recently issued its recommendations for convening Town Meetings and many of their recommendations have already been incorporated into our plans. We can’t guarantee fair weather, and the outdoor areas in our community all have issues. BXB-TV Coordinator Dolak related some of the issues with outdoor meetings, in general. There is not sufficient time to try to address the logistics of convening outdoors. In these unprecedented times, we need to find ways to move forward. The remaining articles are necessary for the business of the town and the wellbeing of our residents. The Dept. of Revenue requires that a Town Meeting be held to approve the upcoming year’s budget; even with a 1-12th budget in place. Delays will not guarantee the virus will pass; they have predicted resurgence in the fall. This the third time the Town has pushed off the date of Town Meeting. We were lucky enough that the Regency and the media equipment will be available on June 29th, but there is no guarantee they would be available at a later date. There was discussion of the historic attendance, meeting duration and providing time stamps for when specific articles would be discussed. Other attendees provided their input – e.g. Town Meeting should be whittled down to just the absolutely essential articles; keeping the event to just two hours and addressing the remaining with a fall Town Meeting. Setting times for some articles could be a solution. Opening up window/doors to fresh air would be beneficial. The Board will continue to consider these concerns; possibly identifying additional articles to pass over.
- The Board returned to its review of warrant articles. Article #2 Reports will consist of the Select Board and School District presentations. Article #3 – member of all of the listed Boards have agreed to forego salaries for FY 21. There was significant discussion on Articles #4 - one of the Articles called out in the Kangas letter. Article #4 and Article #5 impact each other. Personnel Bd member Hugh Fortmiller spoke to the Personnel Bd support of amendments put forth in Article #4 - the findings of the recent non-union salary analysis; the Town’s contractual obligations; the current hiring freeze; January 1st deferral and how these conditions mitigate the impact on taxpayers. Attendees also provided their input. A “what if” analysis will be developed to determine impact of eliminating the COLA for all of FY 21. FinCom Chair Kushner advised that their report under Article #5 will be as brief as possible. Article #6 & #7 SAFER Grant – Fire Staffing are related. These were also identified in the Kangas letter. The Board noted that this Grant would now provide 100% of the cost for the 1st year; up from what is published in the warrant. The Grant application has been submitted; however it is contingent on ATM approval. . The consensus of the Board was to retain this article. Article #8 Feasibility Study is being passed over. By a consensus of the Board and with support voiced by attendees Article #9 – Town Clerk will be passed over. The Board reviewed the articles within Consent Agenda #1 and determined all would remain. Consent Agenda #2 – All articles are unchanged. Clarification would be sought from the Chiefs on the allowed uses of the Middlesex Bank Foundation gift funds. Consent Agenda #3 – both articles will remain. Consent Agenda #4, CPC – all were unanimously supported; funded through CPA funds and other CPC were previously pulled. The Hager Bridge and the ConsCom Trust Fund

Articles come under the CPC however; delaying their approval would have an impact. Planning Bd. Chair Markowitz advised that the Planning Bd. still needs to decide if they wish to pull their zoning articles. Moderator Fallon advised that the Petitioner has withdrawn her article for this Town Meeting. It was noted that the Select Board and Finance Committee had already pulled or altered numerous articles in response to COVID-19 situation. In an effort to reduce contact, only the Select Board and FinCom Chairs will be issued notebooks as they will be the only ones reading their respective motions.

- **Review of Town Meeting presentations-** Article #2 Reports will consist of the Select Board and School District presentations. The Board’s presentation is reduced to nine slides and could be passed over if necessary. FinCom’s Article #5 presentation was reviewed and essential information was identified; feedback was provided. Though Article #8 is being pulled, there was discussion on providing just an informational update presentation. These Town Meeting presentations will be posted to the website.
- **Resident outreach efforts** – there was discussion on communicating the date change e.g. DPW’s electronic signs; social media; homepage.

Select Board & Town Administrator's reports/updates

- **COVID-19 Status Update – TA Ferrara reported that it seems the Town has plateaued; holding at 29 positive households.** We are stepping back from the response center we’ve been staffing at the Regency. The two mask distribution events were very successful. 6,000 were distributed in 1.5 hours at the Boxborough/Acton event and another 5,000 were handed out the following weekend to the general public. He continues to meet regularly with Acton and District stakeholders and the COVID-19 Response Team. Precautions will likely be necessary for the next year; so, we will continue to be diligent. There was discussion on vaccine efforts and necessary cautions.

- **Reports**

Member Stemple reported on Bruce Hager’s recent decision to resign from the Steele Farm Advisory Committee. Member Stemple moved to accept, with regrets, the resignation of Bruce Hager from the Steele Farm Advisory Committee effective immediately. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz “aye,” Fox “aye,” Stemple “aye,” Fowlks “aye,” and Neyland “aye.”

It was noted that the upcoming vote to change Select Board Officers will also occur on June 22nd but will be qualified to go into effect after Town Meeting.

FY 21 Liaison Assignments – Board members were asked to review this so the FY21 re-assignments can be taken up on June 22nd.

Adjourn - At 10:54 PM, Member Fowlks moved to adjourn. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Markiewicz “aye,” Fox “aye,” Stemple “aye,” Fowlks “aye,” and Neyland “aye.”

Exhibits

Item#

- Agenda
- 4 a Regular Minutes of 6/1/20 – Draft
- 7 a Statements – Chief Ryder and Select Board Member Fowlks
- b. Sample letter RE: Regional Application for CDBG-CV Funding for Microenterprise Assistance Program
- c. ACO IMA Boxborough-Stow FY 21
- d. Boxborough Regency – ABCC Licensing Amendment submissions
ABCC Advisory and Town Counsel Opinion RE: Governor’s 6/1/20 Order – Outdoor Dining
- e. AtBats 2020 Field Use Application & Fee Reduction Request
- 9 b. Commonwealth’s Guidance for Town Meetings to Address COVID-19, as of June
- 10 b. BSB Liaison List FY 2021 – for Discussion
Return of Service - ATM
Internal Communication & Outgoing Communications
Minutes, Notices and Updates
Announcements

SELECT BOARD'S ANNOUNCEMENTS

JUNE 15, 2020

➤ CHANGE OF DATE....

I would like to take this opportunity to advise residents that due to a **posting issue with the Town Meeting Warrant**. This Board held an Emergency Session earlier this evening to address the need to **delay Boxborough's Annual Town Meeting**, by one week, to **Monday, June 29th**. The Select Board will be formalizing this by ratifying this action later in this meeting. There are no changes to the Warrant that was mailed to residents. The 7:00 PM start time and the location at the Boxboro Regency, also remain unchanged. Information on Town Meeting been published to the homepage of Town's website. If you did not receive your warrant in the mail contact Department Assistant, Cheryl Mahoney at 978-264-1714, to obtain a copy.

The realities of **COVID-19**, continue to impact our country, state and town. Health officials ask that you continue to remain vigilant to limit the spread of the disease, including the wearing of face masks both for outdoors and indoor spaces when social distancing is not possible.

As the Commonwealth moves forward with its phased re-opening plans. The Town continues to work to gather the latest information in order to make the best decisions possible to ensure the safety of our residents and local businesses.

In an effort to continue adhere to protocols to reduce the spread of Covid19, outlined in this Plan; Town Departments are working to implement measures that will ensure the health and safety of our personnel and our residents at our facilities. In an effort to keep you informed the Town has created a COVID-19 INFORMATION Hot Button on the Town's homepage, which we continue to update.

For a full read on these orders, please visit [mass.gov](https://www.mass.gov)

- Residents are encouraged to use the **online options** available to access/request services and to process payments. Please go to that department's webpage for more information.
- Recreation Commission has **anceled the Flerra** Summer Playground program. Please stay tuned though for possible small group artistic and sport activities that would be offered later this summer or via ZOOM. Refunds to those who have already registered are in process.

- Due to the Covid-19 emergency, we have to delay **updating our website**. This is in an effort to allow Town employees to focus on the crisis at-hand. This will also help to avoid any unforeseen communication issues with the launch. As soon as practicable, we will resume the project. We appreciate your patience.

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

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

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



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

REVISED
6/12/2020

SELECT BOARD
Meeting Agenda
Monday, June 15, 2020
7:00 PM
Conducted via a ZOOM Event

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	7:00 PM	Call to Order - <i>this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See the end of this Agenda for remote participation instructions.</i>	
		<i>Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.</i>	
		<i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i>	
2.	7:00 PM	Pledge of Allegiance	
3.	7:01 PM	Announcements	
4.	7:15 PM	Approval of payroll and payable warrants	
5.	7:20 PM	Minutes	
	a.	Regular session, June 1, 2020	ACCEPT & POF
6.	7:25 PM	Citizen's Concerns	
7.	7:35 PM	General Business	
	a.	Community Commitment – Boxborough Police Department	
	b.	Microenterprise CARES Grant <i>Vote to support participation in the Microenterprise CARES Grant application, a regional partnership with the Towns of Acton, Littleton and Westford</i>	VOTE:
	c.	Animal Control Officer IMA with Town of Stow <i>Vote to execute an intermunicipal agreement with the town of Stow for the provision by Boxborough of animal control officer services for the term commencing July 1, 2020 and running through June 30, 2021</i> <i>NB: Board approved IMA with Littleton for Animal Control Services - 3/30/2020</i>	VOTE:
	d.	Boxboro Regency - Amendments to ABCC Licensing	
	i.	Change of Manager Application <i>Vote to approve and submit to the Alcoholic Beverages Control Commission the Boxborough Regency's application to Amend their license to change the License Manager from Thomas M. McKenney to Christina S. Phanord.</i>	VOTE:
	ii.	Temporary Change - Pursuant to Governor Baker's Order #35 (COVID-19, Phase II), to allow for to alteration of the licensed premises to provide outdoor table service only. <i>Pursuant to Governor Baker's Order #35, of June 1, 2020, vote to temporarily allow an alteration of the of the licensee's licensed premises to provide outdoor table service only under the on-premises, Inn Holder License of the Boxboro Regency, through to November 1, 2020.</i>	VOTE:
	e.	Update - Minuteman Advisory Group Interlocal Coordination [MAGIC] - Rita Gibbs Grossman, BSB Representative	

Item #	Estimated Start Time		Action Vote/ Accept & POF
f.		Town Field Usage Ken Morse, At Bats re: request for reduced field permit fee for summer program <i>Further to the recommendation of the Recreation Commission, vote to approve Ken Morse's request to use Liberty and Flerra Fields to operate the AtBats Baseball Camps for a reduced fee of 12% of gross revenue</i>	VOTE:
8.	8:10 PM	Update on Town Boards/Committees/Commissions	
a.		Update Boxborough Building Committee (BBC) - Member Fox <i>Pursuant to the recommendation of the Boxborough Building Committee, vote to approve the June 12th revisions the the Boxborough Building Committee Charge, as written/revise...</i>	VOTE:
9.	8:10 PM	FY 2021 Budget /Annual Town Meeting	
a.		Certification of a 1/12th Budget <i>Vote to certify a 1/12 Budget for FY 2021</i>	VOTE:
b.		Planning, processes and protocols <i>Vote to reaffirm the vote taken at 6:___PM on June 15, 2020, to reschedule Boxborough's Annual Town Meeting from June 22, 2020 until June 29, 2020.</i>	VOTE:
c.		Review of Motions <i>Vote to approve Special Motions - Calling Dates and Reconsideration, as written [...as revised]</i>	VOTE:
d.		Review of Town Meeting presentations	
e.		Resident outreach efforts	
10.	8:30 PM	Select Board & Town Administrator's reports/updates	
a.		COVID-19 Status Update	
b.		FY 21 Liasion Assignments	
c.		Reports	
11.	8:45 PM	Adjourn	

2020: 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 7/14/2020 [Town Meeting Review]

To Join Zoom Meeting

<https://us02web.zoom.us/j/83756234957?pwd=cXRSZk5wZWNVa1Uya3BJQmNIRmxMz09>

Meeting ID: 837 5623 4957

Password: 970300

One tap mobile

+13126266799,,83756234957# US (Chicago)

+19292056099,,83756234957# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 837 5623 4957

Find your local number: <https://us02web.zoom.us/j/83756234957?pwd=cXRSZk5wZWNVa1Uya3BJQmNIRmxMz09>



SELECT BOARD
June 1, 2020
Meeting Minutes

Approved: _____

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

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; Jennifer Barrett, Town Accountant; BXB-TV Coordinator, Kirby Dolak and John Fallon, Moderator

Along with: John Markiewicz and Kim Musto (arrived @ 7:31 PM)

At 7:01 PM Chair Neyland called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

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

Announcements

- Chair Neyland read the Announcements and further noted that the meeting is being conducted remotely via Zoom. The Board took a moment to thank Select Board Member Susan Bak for her service to the Town; reviewing Bak's volunteer positions over the years. It was noted that she is going to continue to serve the Town on the Personnel Board. The members voiced their appreciation. Bak thanked those at the meeting and within the Town that she has worked with.

Approval of payroll and payable warrants

- Town Accountant Barrett advised that there is no reason to report on the approval of payroll and payable warrants as a quorum had duly sign the warrants electronically.

Minutes

- Member Fowlks moved to approve the regular session minutes of April 27, 2020, and May 11, 2020 as written. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

Citizen's Concerns

- Though the public was in attendance no concerns were presented

General Business

• Route 111/Massachusetts Avenue Sidewalk Project

Town Counsel has advised that the Board's previous vote to approve this easement, taking just before the shutdown, became stale as it was not recorded within 30 days. Member Fowlks moved to approve the Order of Taking for a Permanent Easement for the property adjacent to 211 Massachusetts Avenue to allow for the construction of a sidewalk as endorsed by Town Meeting at the December 10, 2019, Special Town Meeting, and further to authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Stemple. **Approved: 4-0-1** by Roll Call Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye." (Bak abstained)

• Bond Anticipation Note (BAN) Approval Process

Town Accountant Jennifer Barrett updated the Board on the BAN process. The Town has completed the bidding component of this process and the successful bidder requires the following votes:

- Member Fowlks moved to approve the sale of a \$1,512,900 1.25 percent General Obligation Bond Anticipation Note (the "Notes") of the Town dated June 12, 2020, and payable February 12, 2021, to Oppenheimer & Co., Inc. at par and accrued interest plus a premium of \$1,726.00.
- And moved that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 13, 2020, and a final Official Statement dated May 21, 2020, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

- And moved that the Town Treasurer and the Select Board be, and hereby reauthorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time
- And moved that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.
- And moved that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.
- And moved that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

FY 2021 Budget /Annual Town Meeting/ Election Preparations

- There was a review of Town Meeting presentations provided to date. The warrant has been purposefully pared down and we are working to reduce the duration of presentations. The reports should be brief. Chair Neyland outlined the Board's Article 2 presentation. She will be keeping it brief. The SAFER Grant Presentation is still being developed. The Town recently learned that, due to the impact of COVID-19, the SAFER Grant is now at 100% reimbursement for the first (1st) year. There was discussion as to staffing models and the proposed re-structuring under this program; and the possible impact of this new information might have. The Board discussed some of the other presentation materials being developed. The practice to post these presentations on the website prior to Town Meeting; allowing voters the opportunity to be educated before they come to Town Meeting.
- **Resident outreach efforts**
 - The Board reviewed the proposed Guest Editorial to be submitted jointly by the Board and the Moderator. The letter will be dated prior to the Election There was discussion of Member Bak's inclusion. Member Fowlks moved to approve the letter as written and further amended to include the date of approval. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."
 - It was determined that there will be a reverse 911 prior to Town meeting. Lawn signs will be going out again this year.
 - Resident Feedback - COVID-19/Social Distancing Concerns. The Board members related some of the concerns that residents have communicated to them about attending Town Meeting during the ongoing COVID-19 situation. It was clarified that some of the articles are time sensitive matters that need to be addressed and voted by the Town sooner rather than later. There is also a concern that we may still be under restrictions in the fall.
 - Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions...]
 - TA Ferrara reviewed some of the COVID-19 protocols being implemented for Town Meeting – social distancing and public health measures they have been working on. He has been working with Public Safety and the Board of Health to make this as safe as possible. Town Personnel are being asked to view from a separate room to reduce the number in the Parade Room.
 - They are scheduled to record the BXB-TV ATM Video Summary/Webinar hosted by the Moderator and TA Ferrara on June 9th. The intention is to include a virtual walk through of the ATM lay-out to familiarize residents with the safety and distancing measures. Highlighting these measures in the ATM Video Summary, would alleviate some of the concern. This will also be shared on the website. Moderator Fallon provided his input. There are also new "Come to Town Meeting" videos that will be broadcast and shared on social media.
 - There was discussion of some of the added IT/Broadcast logistics complexities with running Town Meeting from the Regency. The intention is to broadcast live. The Regency has been an excellent neighbor in allowing us to use their facilities and has been very cooperative throughout the planning process. TA Ferrara updated the Board as to how other communities are handling their Annual Town Meetings.
 - It was determined that the Board will schedule meetings prior to Town Meeting on June 22nd and June 23rd.

- **Update on June 2nd Election Preparations**

A lot of planning and forethought has gone into this year's Election preparations. Attendees were reminded that, in order to practice social distancing, the polling location has been moved to the Blanchard School Gym. He reviewed the social distancing and foot traffic measures that have been put in place. Masks will be available at the entrance; surfaces will be sanitized and hand sanitizer will be available. Clerk Markiewicz was able to recruit some High School Seniors and College Students to help at the Election. Several of these new election workers have parents that work or volunteer in Town so the Select Board needs to review their parent's Disclosures of Financial Interest.

- Member Fowlks moved that as required by G.L. c. 268A, §19 and §20 the Board has reviewed the matter and the financial interest identified and brought forward by the following personnel and/or Board member, as it concerns a family member that will be performing work related to the June 2nd Election event:

- Town Accountant, Jennifer Barrett regarding her daughter, Mikayla Barrett [G.L. c. 268A, §19]
- Library Trustee, Mary Brolin regarding her two daughters, Siena Brolin and Alison Brolin
- Library Trustee, Jennifer Campbell regarding her daughter, Emma

and vote to notify the individuals identified herein, that the Board has determined that the financial interest that she disclosed is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from them. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

- Select Board Chair, Maria Neyland regarding her daughter Julia Neyland [G.L. c. 268A, §20]. - Chair Neyland advised that she would not be signing the payroll for this event. As required by G.L. c. 268A, §19 and §20 the Board has reviewed the matter and the financial interest identified and brought forward by the following personnel and/or Board member, as it concerns a family member that will be performing work related to the June 2nd Election event, Member Stemple moved to notify Maria Neyland, that the Board has determined that the financial interest that she disclosed is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from them. Seconded by Member Fowlks. **Approved: 4-0-1 by** Roll Call Bak "aye," Fox "aye," Stemple "aye," and Fowlks "aye." (Neyland abstained)

FY 2021 Budget - Updates

- ABRSC has revoted their FY 21 budget; reducing that budget by \$79,000.
- Though we hired two new dispatchers, these hires have realized a savings of almost \$14,000.
- The CoA van numbers are still being worked on but this could also realize savings.
- Accountant Barrett advised these reductions would reduce the proposed tax rate by 8 cents. The difference between FY 20 and FY21 is an increase of 80 cents. There was a review of the status of the School District Debt. It is essential that voters understand that these District expenses are a big part of these increases. FinCom will be incorporating slides into their ATM presentation that will speak to this.
- Final numbers for Recreation programs are still unknown. The Recreation Commission continues efforts to finalize plans for the appropriate social distancing activities.

Personnel Updates - TA Ferrara

- The Town's two new dispatchers are now on the job.
- CoA van service is back on-line on a limited basis, with COVID-19 protocols in place.
- One of our DPW laborers was going to take another job but after helping out with the accident at the North Cemetery he was so pleased with how the community came together, so he decided to stay.

Update on Town Boards/Committees/Commissions

- Member Fowlks moved to reappoint the following board members to their respective boards for a three-year term effective July 1, 2020 through June 30, 2023, unless otherwise noted.
 - Nate McKinley, Economic Development Committee (At-large)
 - Becky Neville, (FinCom) Affordable Housing Trust
 - Claudine Lesk, and Stacey O'Connell, Recreation Commission
 - Rick Barrett, Veterans Tribute Committee
 - Kristin Hilberg, Zoning Board of AppealsSeconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."
- Member Fowlks moved to re-appoint, Connor Reardon, LELWD Rep/Ex-officio Member, Sustainability Committee. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

- Design Review Bd. Candidate, Kim Musto spoke to her appointment; her background in construction and has been looking for an opportunity to serve the town. Member Fowlks moved to appoint Kimberly Musto as an At-Large member of the Design Review Board, effective immediately through June 30, 2023. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

Select Board & Town Administrator's reports/updates

- **COVID-19 Status Update**

The Board discussed the proposed re-opening protocols, along with the memo that TA Ferrara forwarded to the Board, the Town will work on how to communicate this to residents. Currently, there are no plans to re-open Town Hall to the public, in the meantime surfaces are being sanitized and masks are required in public spaces. Plexiglass is being installed at Town Hall and the Library in anticipation of their re-opening. The Library is rolling out curbside pick-up. DPW is up to full force. Work to decommission our emergency response center at the Regency is underway. We are slowly making our way back to normal.

He is working to join up with Acton on a CARES grant.

We will be holding a mask distribution drive through event at the Regency for Acton-Boxborough resident this weekend. We are looking to expand this when additional masks become available for others the following weekend. We issued the press release today.

Reports

- TA Ferrara reported that:

- 60-70 Codman Hill Road was advertised for a foreclosure auction. The owner advised him today that they are looking to negotiate their financing with their bank and sometimes financial institutions will take this step as part of the process. There was discussion as to the possible impact if the property goes to auction; e.g. possible abatement, comparable property values. It was noted that we are entering into a new business culture; super charged by the COVID-19 situation. There was discussion as to how the Town could get in front of this. (e.g. tax incentives, updating Zoning Regulations, EDC actions)

- The Town is looking at launching the new website in July.

- The Annual Report is at the printer and should be in the week before Town Meeting. Part of the ATM planning discussions is making handouts, like the Annual Report available.

- Veterans Tribute Project has published a re-bid package, with a site visit this week.

- Member Bak reported that:

- The COA is changing up some of its programs; dropping some; adding others. There will be no charge for the ZOOM classes over the summer. Elder Affairs Officer McElman made over 700 well received senior check-in calls.

- Personnel Bd – has approved vacation carry over into FY 21 for the non-union personnel due to the COVID-19 coverage needs.

- Member Stemple reported that the Design Review Board met regarding moving a tenant sign for the building at the corner of Mass Ave and Stow Rd. and will be issuing its recommendation to the Planning Bd.

- Member Fox reported that:

- The former DEC facility off of Taylor Rd. in Littleton has been razed and the signage states "Speculative Warehouse Space." Events like this should be communicated to the Economic Development Comm.

- Building Comm. members have now been re-appointed and met via Zoom on 5/28. They are looking at some minor charter revisions and at leadership roles. They are also working on the proposed ATM presentation.

- Chair Neyland reported that:

- Though it was a hard decision the Recreation Comm. has decided they will not be offering the Flerra summer program this year. She reviewed some of the COVID-19 compliance concerns they faced. They are considering alternative programs for reduced durations via Zoom or open-air, socially distancing activities.

- The School Bldg. Committee is proceeding on schedule and designs are being tweaked.

Adjourn

At 8:47 PM Member Fowlks moved to adjourn. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."

Exhibits

Item#

Agenda

- 3 Payable Approval Statement_J.Barrett
- 4 a Regular Minutes of 4/27/20 – Draft
- b Regular Minutes of 5/11/2020 – Draft
- 6 a Order of Taking/Easement – 211 Mass Ave.
- b BAN Materials
- 7 a ATM Presentations
- b. Proposed Letter to the Editor
- Resident feedback – COVID-19 /ATM
- c Disclosure Statements RE: Election workers
- 8 a Email from Design Review Chair RE: appointment of Kim Musto
- Internal Communication & Outgoing Communications
- Minutes, Notices and Updates
- Announcements



Boxborough Police Department

520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 · Fax: (978) 268-5123



To: Community of Boxborough
From: Chief Warren B. Ryder
Date: June 12, 2020
Re: June 2nd Joint Statement – George Floyd

BOXBOROUGH, Massachusetts — Boxborough Town Administrator Ryan Ferrara and Police Chief Warren B. Ryder and Acton Town Manager John S. Mangiaratti, and Police Chief Richard Burrows seek to release the following statement to their communities:

“We, the municipal and law enforcement leaders of Acton and Boxborough, denounce the senseless killing of George Floyd at the hands of Minneapolis Police officers.

“The tragic death of George Floyd creates justifiable fear and anger within communities throughout the country. We are angry as well as the actions and inactions last week by Minneapolis police officers were horrible and certainly are not how police officers are trained to handle any situation. Police officers are trained to safeguard human life first, above all else. We acknowledge that unfair treatment of people based on their race is a problem still present in our communities and in the criminal justice system, and this is unacceptable. We cannot be silent on this issue.

“We are working hard to be agents for good and positive change, and we look forward to continuing to engage with our residents and community leaders to continue conversations about this important issue.

“We join with all of those who have demonstrated peacefully throughout our country in calling for justice for Mr. Floyd and his family, and we plan on continuing to take steps in our communities that will create lasting change. The members of our police departments remain committed to professional conduct, democratic and legitimate policing and procedural justice for all people.”

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BOXBOROUGH POLICE DEPARTMENT

520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 · Fax: (978) 268-5123



To: Maria Neyland, Select Board Chair

From: Chief Warren B. Ryder

Date: June 11, 2020

Re: Police Department

At this critical time as comments, concerns and possibly even proposals begin to defund law enforcement it is important to step back and evaluate our local police department practices. The Boxborough Police Department is constantly under self-evaluation and adapts to changing environment presented to us to serve the needs of the community. For example, as available social services became unavailable or inaccessible we focused resources to address mental health and drug addiction. We recognize that our population is shifting from young families to retirees we have created elements of our organization to better serve this age group. The

Building off of the 2015 President's Task Force on 21st Century Policing recommendations, over the last 5+ years I have implemented a focus on five particular areas.

1. State accredited organization

- a. The Boxborough Police Department is committed to ensuring internal and external policies, practices, and procedures that guide individual officers and make organizations more accountable to the communities they serve.
 - i. Massachusetts has 357 law enforcement agencies and 90 are accredited.

2. Embrace community policing

- a. Community policing is a philosophy as well as our way of doing business. The commitment to work with our citizens to tackle the immediate and longer-term causes of crime through joint problem solving reduces crime and improves quality of life. It also makes officers safer and increases the likelihood of individuals to abide by the law.
- b. Collaborations and Active Memberships
 - i. Communities for Restorative Justice (C4RJ)
 - ii. Community Based Justice (CBJ)
 - iii. Domestic Violence Services Network (DVSN)
 - iv. Police Assisted Addiction and Recovery Initiative (PAARI)
 - v. Northwest Middlesex Community Outreach Initiative Network (COIN)
- c. Internal Community Liaisons
 - i. Youth, Blanchard Elementary and ABRHS
 - ii. Social Services
 - iii. Community Response (formally Senior Resource)
 - iv. Traffic

3. Ensure fair and impartial policing

- a. Procedural justice is based on four principles:
 - i. treating people with dignity and respect
 - ii. giving individuals “voice” during encounters
 - iii. being neutral and transparent in decision making
 - iv. conveying trustworthy motives
- b. In addition to practicing procedural justice, understanding the negative impact of explicit and implicit bias on police-community relations and then taking constructive actions to train officers and the community on how to recognize and mitigate are key factors prescribed by the Boxborough Police Department.

4. Build community capital

- a. Trust and legitimacy grow from positive interactions based on more than just enforcement interactions. The Boxborough Police has achieved trust and legitimacy by establishing a positive presence at community activities and events, participating in proactive problem solving, and ensuring that the residents of Boxborough have a voice and seat at the table working with officers.

5. Pay attention to officer wellness and safety

- a. Our officers face all kinds of threats and stresses that have a direct impact on their safety and well-being. We ensure that officers have access to the tools that will keep them safe, such as bulletproof vests and tactical first aid kits and training. Promote officer wellness through physical, social and mental health support.

6. Technology

- a. New and emerging technology is changing the way we police. It improves efficiency and transparency but also raises privacy concerns and has a significant price tag. Cruiser cameras, less than lethal use of force technologies, communication, and social media all require a legal and pragmatic review of policies, practices, and procedures. We remain committed to our accountability and transparency to the community.

Sincerely,

Warren B. Ryder

Chief of Police

7b

REPLACE WITH ACTON BOS LETTERHEAD

June 12, 2020

Mark Southard
Community Development Manager
MA Department of Housing and Community Development (DHCD)
Submitted via email: DHCDCommunityDevelopmentBlockGrant@mass.gov

RE: Regional Application for CDBG-CV Funding for Microenterprise Assistance Program

Mr. Southard:

On behalf of the Town of Acton, I am pleased to submit this regional application along with Boxborough, Littleton, Maynard, and Westford for the Community Development Block Grant COVID-19 (CDBG-CV) funding available for Microenterprise Assistance and/or Public Social Services through the MA Department of Housing and Community Development (DHCD). This regional group referred to as the ABLMW Region is seeking \$2,000,000 (\$400,000 for each community) to provide grants to local businesses defined as micro-enterprises and support public social services activities designed to assist persons who have been impacted by the COVID-19 virus.

The residents of the ABLMW region have been severely impacted by the COVID-19 pandemic as public health concerns required many businesses to be closed for months. Even before the pandemic there were concerns about increasing commercial vacancies as our businesses were challenged to compete with online retailers. Microenterprises contribute significantly to the regional economy and they help shape the character of each community. The individuals that own and operate these businesses rely on local and regional foot traffic to survive. Being closed for nearly three months has been a hardship that some businesses may not be able to recover from. Grants in the amount of \$10,000 would help stabilize these businesses and allow them to continue contributing to our regional economy.

The five communities in this region have a combined population of 72,000. There are many business owners and residents throughout the region who are designated as Low or Moderate Income households making less than 80 percent of the area mean income. For example 22% of Acton households are low income, earning less than 80% of AMI. Many of these residents are active participants in the regional economy.

This regional application also supports the CDBG national objective to aid in the prevention or elimination of slums or blight. In Maynard the original 'Entrance to Downtown' area is recognized by DHCD as exhibiting some blighting conditions and it has been certified that the conditions in the Entrance to Downtown II meets the State's definition of a decadent and substandard area as given in M.G.L. Chapter 121B. Several micro-enterprise businesses are located in this area, and continued improvement to this region would aid in the prevention or elimination of slum and blight.

A duly noticed public hearing on this grant application was held (virtually) by the Acton Board of Selectmen on June 8, 2020 at 7:10PM to provide an opportunity for citizens in the region to provide comments and ask questions.

Acton is serving as the lead community for this application and the primary contact person is:

Acton Town Manager John Mangiaratti
Town Hall, 472 Main Street
Acton, MA
978-929-6611
manager@actonma.gov

Enclosed are the required application materials. Thank you for your consideration.

Sincerely,

Joan Gardner
Chair
Acton Board of Selectmen

**Acton Boxborough Littleton Maynard Westford (ABLMW Region)
Regional Application for CDBG-CV Funding for Microenterprise and Public Services
Assistance Program**

Description of community needs and health impacts

The five communities that are part of this regional application are all located in Middlesex County. Middlesex County continues to report the highest number cases of COVID-19 in the Commonwealth, nearing 23,000 cases as of June 8, 2020.

The COVID-19 pandemic and associated business closures have had a tremendous impact on the local residents and the small business community. In Acton, many small businesses were closed by state and local orders, including but not limited to retail stores, childcare providers, fitness centers, nail salons, barbers, hairdressers, yoga studios, massage centers, day spas and many others. Some of these small enterprises still don't know exactly when they will be allowed to reopen.

Small businesses can be difficult to track, but in Acton we believe there are approximately 300 so-called microenterprises with 5 or fewer employees. Some have been unaffected by the closures. Others have had their livelihoods completely stripped away.

In Boxborough we have an estimated 330 microbusinesses, with 5 or fewer employees. These businesses have, and continue to suffer as a result of the COVID-19 pandemic. Boxborough microbusinesses need the type of support offered through this CARES Act to sustain themselves during this economic downturn.

Littleton...

The Town of Maynard is home to a significant amount of micro enterprises in a range of industries including entertainment, creative, personal services, and food service. Most of these businesses reside in bounds of our Cultural District located in Maynard center. Maynard is home to many start up businesses due to our proximity to larger information technology companies located in the Mill, a central part of downtown Maynard.

Maynard businesses, like others in this region, have been severely impacted by the COVID-19 pandemic and the restrictions put in place to slow the spread of the disease. Although some businesses were able to qualify for federal loan and grant programs, many found the process daunting if they did not have a preexisting relationship with an approved bank. Others chose to focus on reconfiguring their offerings to maintain any possible revenue.

Maynard residents have championed small businesses during this time by purchasing gift cards, ordering take out food and subscribing to virtual classes. The community is doing all they can to assist the businesses that make our community unique. A greater financial offering would be gratefully accepted by qualifying micro-enterprises, and it might make a difference in their ability to reopen as restrictions shift and loosen in the Commonwealth.

Westford has a vibrant commercial sector with many small businesses ranging from landscaping to restaurants and cafes, to spas and dog groomers among many others. While some have been unaffected by the pandemic, others have had to reduce staff, eliminate services, or close altogether.

How will the proposed grants address the impacts of COVID19 pandemic?

Grants of up to \$10,000 will help microenterprises and social service organizations offset costs for PPE and other COVID-19 expenses and to offset fixed costs that were borne by the business without any revenue during the pandemic to pay for them. In the estimated budget enclosed with this application we estimate enough funding would be available to provide a total of 190 grants at the maximum amount of \$10,000 and likely many more at smaller amounts depending on the grant applications that are submitted. The region proposes to dedicate 90% of the available grant funds to microenterprises and 10% of the grant funds towards public service providers. This equals at least 34 microenterprise at the full funding amount and at least 3 public service grants in each community for a total of 170 and 15 through the region.

We continue to see examples of how the COVID-19 closures have impacted on small businesses throughout the **ABLMW** region. In Acton, where the Board of Selectmen approved using \$100,000 to award small business grants, the full extent of the need is becoming clearer each day as the requests for these grants has far outweighed the funding available. Every day we learn about more small businesses that have been closed, with owners struggling. Many have been denied access to federal relief programs such as PPP and IEDL funds.

Who will be helped by this grant?

The **ABLMW** region has a combined population of 72,000.

This program would provide microenterprises public service providers within the region much needed financial support in the form of grants of up to \$10,000. Below are three examples of entities that would be helped by this program:

1. Meredith is an example of a small business owner whose life has been negatively impacted by COVID-19. A single mother and sole proprietor of a skin care business in Acton, Meredith has been out of work since March, with no set date for her business to re-open. Meanwhile, her rent and utility costs for her business have not stopped accruing. Meredith applied for a PPP loan but did not receive any funds. A \$10,000 grant would keep Meredith from completely depleting her personal savings before she can get her salon running again.
2. Alina Heng opened CoCo Nails, a small manicure spa in Westford in 2018. Initially she employed six people but as a result of the pandemic has had to reduce staff to four including herself. There has been no rental relief or abatement at her storefront and she is afraid she will not be able to pay her rent while awaiting the state's re-opening.

3. Prior to the pandemic, the Westford Food Pantry provided approximately 400 bags of groceries per month to needy families and seniors. The president of the food pantry reports that demand for groceries increased by close to 60% between March and April and that the food pantry now distributes more than 700 bags of groceries per month. Eighty-five percent of food pantry patrons are Westford residents with the remainder coming from surrounding towns.

What is the proposed process and time line for grant application/administration?

A draft application is being developed based on the small business grant application already in use in Acton. The following is an outline of the proposed timeline for program:

- June 8, 2020 7:10pm first public hearing
- June 10, 2020 public comment period deadline
- June 12, 2020 application submission
- Upon Notification of Award
- Within 2 weeks of award – complete the process of securing technical assistance to support the administration of the program
- Within 4 weeks of award – second public hearing and comment period
- Within 10 weeks of award – announce grant and publish grant application
- 2-3 months from award – initial grant application deadline
- 3-4 months from award – notification of grant awardees
- Grant awarded must utilize the grants and provide a grant report to Acton prior to May 1, 2021.

Does the region have experience and capacity to administer this program?

The communities included in this application collaborate regularly on delivery of local and regional services. All of these communities have been part of CrossTown Connect, an award-winning Transportation Management Association providing regional shuttles for commuters, door-to-door transport for seniors and others services. .

Acton, the lead community on this application, has recent experience with administering two grant programs. The first is a small business grant program providing grants for up to \$4,000 to businesses in Acton with 35 or fewer employees. Applications were requested by more than 120 local businesses within the first week. Acton is also providing a residential rental assistance grant program implemented in a similar manner with support from the Regional Housing Service Office.

Since 2003, Acton staff has administered grants for Community Preservation Projects working with various public and private entities and non-profit organizations to provide funding Community Preservation Act (CPA) eligible projects. The grants distribute amount to approximately \$1 million annually and each award requires a grant contract and reporting requirements. Our Community Resources Coordinator has also successfully implemented emergency fuel assistance, emergency rental assistance, and several other relief programs to

residents. Our Veterans Services Officers oversees a district including Acton and Boxborough and as part of this process provides financial assistance to Veterans in both communities. The successful implementation of these two grant programs, social services support, and Veterans benefits, and extensive experience with CPA grants demonstrates capacity for Acton to oversee a microenterprise and public services grant application process.

Additionally, the region intends to secure the services of a consultant to support Acton in administering the grant program on behalf of all five towns. We have met preliminarily with several potential partners for this support. Finalizing a contract with a consultant will be a first step if we are awarded this CDBG-VC funding. As outlined in required program budget, we are budgeting 5% of this funding request to cover administration costs.

How does the proposed program will address CDBG National Objectives?

Objective 1: Benefit to low- and moderate- income (LMI) persons

There are many business owners and residents who are designated as Low or Moderate Income households making less than 80 percent of the area mean income. For example 22% of Acton households are low income, earning less than 80% of AMI.

Objective 2: Aid in the prevention or elimination of slums or blight

In January 2017 Dan Cahill and Associates prepared a Slum and Blight Inventory for the Town of Maynard, focusing on the entrance to downtown. The analysis used Massachusetts Department of Housing and Community Development (DHCD) templates and baseline information and the field work was conducted from August to December of 2016. The report was considered at a meeting of the Planning Board on January 25, 2017 and the Certificate of Blight was completed and signed after the advertised public hearing.

The Town of Maynard has made great strides in improving this blighted area in recent years. The Town passed a minimum maintenance bylaw in 2019, and has assisted with public and private façade improvements through our Business Environment Enhancement Program administered by the Economic Development Committee. Although we have made improvements, this area is still within the timeframe to be considered blighted. Several micro-enterprise businesses are located in this area, and continued improvement to this region would aid in the prevention or elimination of slum and blight.

Objective 3: Meet a need having a particular urgency (referred to as urgent need).

The financial needs of the region's microenterprises and social service organizations are urgent. The impacts of the pandemic have pushed many of these entities close to going out of business. There is a sense of urgency to provide this relief as each week that passes without assistance will make it more difficult for these entities to recover.

How will the ABLMW region monitor activities for compliance with state and federal provisions?

The region will monitor compliance with state and federal provisions by clearly stating the relevant provisions in the certifications section of the grant application. By requiring the applicant to certify that it meets the criteria and will adhere to the applicable provisions it creates

a baseline of accountability. Entities that are awarded a grant through the region will be required to execute a grant agreement which will incorporate the certification section of the application and also include specific language about the applicable state and federal provisions. Additionally, the grant contract will require that the awardee submitted a grant report by a date certain to demonstrate how the funding was used. Acton has extensive experience with monitoring compliance with state and federal eligibility requirements through its small business grant and rental assistance programs and for nearly 18 years of administration of CPA grants.

Acton Boxborough Littleton Maynard Westford
 CDBG-CV Grant Program Budget

Revenues	Per Town	Total
Grant Funds	\$400,000	\$2,000,000
Total Revenues		\$2,000,000

Expenses	Sub total	Per Town	Total
Grants - Microenterprises (90%)		\$342,000	\$1,710,000
Grants - Public Service Providers (10%)		\$38,000	\$190,000
<i>Administration</i>			
Adminstration fees	\$90,000	\$18,000	
printing postage	\$2,000	\$400	
legal	\$4,000	\$800	
advertising	\$4,000	\$800	
Adminstration Total (5%)	\$100,000	\$20,000	\$100,000
Total Expenses			\$2,000,000

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INTERMUNICIPAL AGREEMENT
ANIMAL CONTROL SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Stow, a municipal corporation with a principal office at Town Hall, 380 Great Road, Stow, MA 01460 ("Stow").

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

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

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

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2020, through June 30, 2021, subject to appropriation of funding by Stow.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Stow Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Stow

5. **Basic Services**: Boxborough shall provide routine ACO services to Stow as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. **Emergency Services**: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Stow to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

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

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

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

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

\$88,975.00

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

8. In consideration for the emergency services provided under this Agreement, Stow shall pay Boxborough the sum of \$36.39 per hour, with a four hour minimum per call, for the period July 1, 2020 through June 30, 2021.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Stow Town Administrator, Boxborough's Accountant will invoice Stow on a monthly basis, and Stow's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Stow warrants and represents that it has appropriated funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Stow warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Stow has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Fees, Licensing and Fines

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

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

Record Keeping

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

Personnel

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Stow under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Stow.

Rights and Indemnities

18. By entering into this Agreement, Boxborough and Stow have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Stow are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Stow agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Procedure to Request Services

20. If available, Stow Police shall provide initial response to all animal complaints in Stow and determine if ACO services are required.
21. If Stow Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Stow Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Stow Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

Scope of ACO Services

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

- a) Catching stray and/or injured dogs.
- b) Seeking treatment for ill/injured impounded dogs as necessary.
- c) Responding to complaints regarding stray or injured animals.
- d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
- e) Working with the Stow Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
- f) Verifying rabies and licensing status of impounded dogs.
- g) Prosecuting violators of Stow's animal control bylaws.
- h) Checking dead animals for microchip. Stow shall be responsible for final disposition.
- i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Stow shall be responsible for cost.
- j) Providing advice and information to residents regarding pest control options.
- k) ACO shall pick up destroyed animals and arrange with Stow's Animal Inspector for testing if necessary. Stow shall be responsible for paying the testing fees and for final disposition of destroyed animals.

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

25. ACO shall attend dog hearings as requested.

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

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

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

Administration

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

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

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

Termination

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

Notices

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Stow Town Administrator, Town Hall, 380 Great Road, Stow, MA 01460, with a copy to the Boxborough Board of Selectmen at the same address.

Assignment

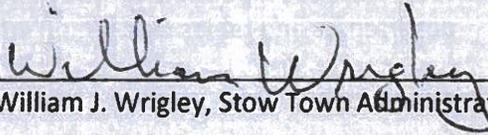
34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the 26th day of May, 2020.

Ryan Ferrara, Boxborough Town Administrator

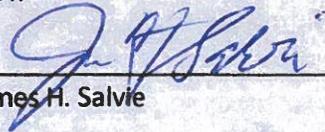


William J. Wrigley, Stow Town Administrator

APPROVED BY: Board of Selectmen of
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of
Stow

Maria E. Neyland, Chair



James H. Salvie

Wesley I. Fowlks, Clerk

Cortni Frecha

Susan M. Bak

Brian P. Burke

Leslie R. Fox

Thomas E. Ryan III

Robert T. Stemple



7di
The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name

Municipality

ABCC License Number

Boxborough Regency, LLC

Boxborough

02960-HT-0122

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Title

Email

Phone

Christina S. Phanord

General Manager

cphanord@boxbororegency.com

978-263-8701

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name Christina S. Phanord

Date of Birth

SSN

Residential Address

Email

cphanord@boxbororegency.com

Phone

978-263-8701

Please indicate how many hours per week you intend to be on the licensed premises

40

Last-Approved License Manager

Thomas M. McKenney

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

Yes No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers. Have you ever been convicted of a state, federal, or military crime?

Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
6/4/2012	12/28/2016	Human Resources Manager	Holiday Inn Boxborough	Lindsay Dean
12/29/2016	present	General Manager	Boxboro Regency	Mark Waxler

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

[Handwritten Signature]

Date

05/20/2020

APPLICANT'S STATEMENT

I, Lawrence Gordon the: sole proprietor; partner; corporate principal; LLC/LLP manager

Authorized Signatory

of Boxborough Regency, LLC

Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date: 05/20/2020

Title:

Owner



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN **STATE** **ZIP CODE**

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358**

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: 2b9f4a2b-6c5c-439a-9aaa-7e446dc25c69

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Boxborough Regency LLC	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 5/19/2020 8:38:41 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
Boxborough Regency, LLC

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Christina

Last Name:
Phanord

Address:
26 Culver Road

City:
Groton

State:
MA

Zip Code:
01450

Email Address:
cphanord@boxbororegency.com

From: KP Law, P.C. <KPLAW@k-plaw.com>
Sent: Tuesday, June 2, 2020 3:22 PM
Subject: Re: Governor's 6/1/20 Order on Outdoor Dining

On June 1, 2020, Governor Baker issued an Executive Order regarding Phase II re-opening (Order Clarifying the Progression of the Commonwealth's Phased Workplace Re-Opening Plan and Authorizing Certain Re-Opening Preparations at Phase II Workplaces, COVID-19 Order No. 35 (the "Order")). Section 4 of the Order addresses Outdoor Restaurant and Dining Services. The Order allows outdoor dining (only) to begin in Phase II of the Commonwealth's Phased Re-Opening Plan with approval from the municipality. "Outdoor Table Service" is specifically defined as "service that is provided outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area, or other outdoor space." Approvals issued under Section 4 expire on November 1, 2020 unless the Order is rescinded sooner.

With regard to on-premises alcohol sales, the Order allows local licensing authorities to approve a change in description of the licensed premises without a public hearing or further review by the ABCC. Notice of the change in the description of the licensed premises must be provided to the ABCC, which has issued the attached advisories addressing outdoor seating.

The Order additionally overrides local zoning and any special permit, variance or other approval. The mayor, selectboard or other chief executive must establish a process (at a properly posted public meeting if the chief executive is a public body), for approving such requests. Said process can consist of a revised seating plan being approved by the Board and/or staff and can detail the requirements of the revised seating plan.

Be reminded that there may be additional action required at the local level to authorize such outdoor dining.

The Order may be found at the following link: <https://www.mass.gov/doc/executive-order-preparing-for-phase-ii-reopening/download>

Please contact us with any further questions concerning outdoor dining and the Governor's Order.

From the staff and attorneys at KP Law, take good care.

KP | LAW
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 556 0007
F: (617) 654 1735
www.k-plaw.com

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY REGARDING
LOCAL LICENSING AUTHORITIES' APPROVAL OF OUTDOOR SEATING**

On June 1, 2020, Governor Charlie Baker issued an Order Clarifying the Progression of the Commonwealth's Phased Workplace Re-Opening Plan and Authorizing Certain Re-Opening Preparations at Phase II Workplaces, which, in part, details the process for reopening establishments for on-premises consumption. The text of the Governor's Order can be found [HERE](#).

When the Governor declares that the Commonwealth has entered Phase II of its reopening plan all licensees for on-premises consumption of alcohol may commence outdoor table service only. Indoor service will remain prohibited until further order from the Governor.

The Governor's Order also grants the local licensing authorities ("LLA") the authority to expand alcohol licensees' licensed premises for outdoor seating in an expedited process.

Pursuant to the Governor's Order, on application from a licensee that serves alcohol for on-premises consumption¹, the LLA may alter the description of the licensee's licensed premises to expand for outdoor seating that the LLA deems "reasonable and proper." The LLA does not need to comply with M.G.L. c. 138, § 15A, and therefore does not need to provide advance notice to abutters or hold a public hearing on the application. LLAs must continue to follow the ABCC's guidelines issued in 2015 for the approval of outdoor seating, which can be found [HERE](#).

ABCC approval is not required on these applications. Upon approval from the LLA the LLA may issue the amended license forthwith. The LLA must provide notice by mail to the ABCC on all application approvals. For further guidance on the process of approving and issuing these amended licenses LLAs should consult with their counsel.

Please be aware that all expanded premises approved pursuant to this Order are only effective through November 1, 2020, or until the Order is rescinded, whichever is sooner, and revert to their original licensed premises on that date.

The ABCC continues to retain supervision and oversight of all alcohol licensees, including those that expand their licensed premises pursuant to this Order. As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of

¹ This includes restaurants, bars, hotels, general-on-premises, clubs, war veterans' clubs, continuing care retirement communities, pub-brewers (M.G.L. c. 138, §§ 12 and 19D), farmer-series pouring permits, and manufacturers' pouring permits (M.G.L. c. 138, §§ 19(b), 19B(n), 19C(n), and 19E(o)).

alcoholic beverages take place only as authorized by federal, state, and local law. All questions should be directed to Executive Director Ralph Sacramone at (617) 727-3040 x 731.

(Issued June 1, 2020)



Deborah B. Goldberg
Treasurer and Receiver General

Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

Kim S. Gainsboro, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY REGARDING
GUIDELINES FOR EXTENSION OF PREMISES TO PATIO AND OUTDOOR AREAS**

On July 28, 2015, at a public meeting, the Alcoholic Beverages Control Commission approved amendments to its "Guidelines for Extension of Premises to Patio and Outdoor Areas." These amended guidelines supersede the previously issued Guidelines from August 22, 1989. A copy of the amended Guidelines are attached to this Advisory.

As a reminder, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts and that sale of alcoholic beverages take place only as authorized by applicable law. Questions concerning this Advisory can be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727-3040 x 731.

(Issued August 6, 2015)



**Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114**

Deborah B. Goldberg
Treasurer and Receiver General

Kim S. Gainsboro, Esq.
Chairman

**GUIDELINES FOR EXTENSION OF PREMISES TO
PATIO AND OUTDOOR AREAS**

1. Alcoholic beverages cannot be served outside of a licensed establishment unless and until an application to extend the licensed premises has been approved.
2. An application to extend the premises must describe the area in detail, including dimensions, seating capacity, and maximum occupancy.
3. The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway.
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area.
5. The applicant must have a lease or documents for the right to occupy the proposed area.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at the tables and where food is also available.



AMENDMENT-Change or Alteration of Premises Information

Change of Location

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

Alteration of Premises

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

1. BUSINESS ENTITY INFORMATION

Entity Name

Boxborough Regency, LLC

Municipality

Boxborough

ABCC License Number

02960-HT-0122

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Extension of premises to include outdoor table service of food and beverage under a tent in the parking lot adjacent to the restaurant/hotel.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Christina S. Phanord

Title

General Manager

Email

cphanord@boxbororegency.com

Phone

978-263-8701

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

Adding outdoor table service dining under a tent in the parking lot next to the restaurant/hotel.

2B. PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Proposing to add outdoor dining under a 600 square foot tent in our parking lot. Please see the attached floor plan.

Total Sq. Footage

600

Seating Capacity

22-40

Occupancy Number

40

Number of Entrances

2

Number of Exits

2

Number of Floors

1

AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Own

Landlord Name

Boxborough Hospitality LLC

Landlord Phone

978-263-1000

Landlord Email

lgordon@colonialchevrolet.com

Landlord Address

171 Great Road, Acton, MA 01720

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

APPLICANT'S STATEMENT

I, Lawrence Gordon the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Boxborough Regency, LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

06/09/2020

Title:

Owner

CORPORATE VOTE

The Board of Directors or LLC Managers of

Boxborough Regency, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Boxborough

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Jun 9, 2020

Date of Meeting

For the following transactions (Check all that apply):

Alteration of Licensed Premises

Change of Location

Other _____

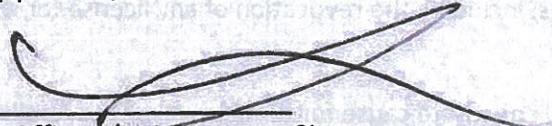
“VOTED: To authorize

Christina S. Phanord

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

A true copy attest,



Corporate Officer /LLC Manager Signature

LAWRENCE M GORDON

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change or Alteration of Premises Information

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

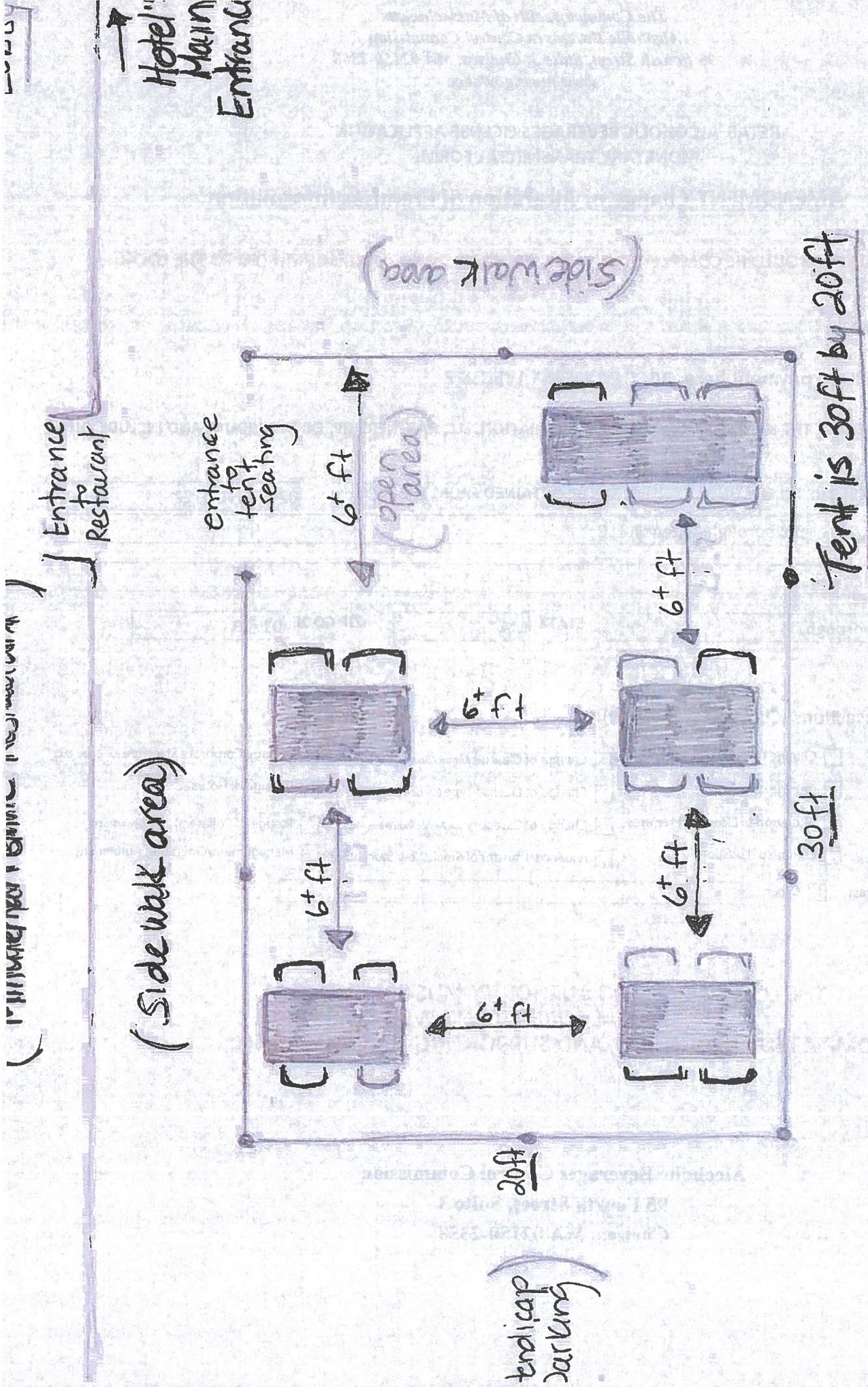
CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of DBA | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Change of Hours |
| <input type="checkbox"/> Change of Manager | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Officers/Directors | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Ownership Interest | <input type="checkbox"/> Other <input type="text"/> | | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358**



- = tent poles
- ▭ = tables
- ┌└ = Chair space

(Parking lot)

Outdoor Dining Tent Capacity

- * Maximum seating with social distancing is 22 seats
- * Maximum seating without 6ft social distancing is 40 seats



C Phanord

From: Tent And Table <notice@tentandtable.net>
Sent: Tuesday, May 19, 2020 7:39 PM
To: C Phanord
Subject: Update to your Tent and Table invoice

TENTANDTABLE.COM

**proof of purchase
of the tent for outdoor
dining.*

Christina Phanord,

Thank you for your order from Tent and Table. We have processed your order and are preparing it for shipping. Once your order has been shipped you will receive an email with information to track your package.

If you have any questions about your order please contact us at info@tentandtable.com or call us at 888-322-5606. Our hours are Monday - Friday, 8am - 5pm EST.

Your Invoice #CRM1000043739 for Order #CRM1000043739

Billing Info

Christina Phanord
242 Adams Place
Boxborough, Massachusetts, 01719
United States
T: 9782638701

Shipping Info

Christina Phanord
242 Adams Place
Boxborough, Massachusetts, 01719
United States
T: 9782638701

Payment Method

Credit Card Payment

Shipping Method

CRM Shipping Method - LTL

Items	Qty	Subtotal
20' x 30' West Coast Frame Party Tent - White SKU: BT-FW23WT	1	\$2,199.99
	Subtotal	\$2,199.99
	Shipping & Handling	\$206.00
	Grand Total (Excl.Tax)	\$2,405.99
	Tax	\$0.00
	Grand Total (Incl.Tax)	\$2,405.99
	Total Paid	\$2,405.99



BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1726

APPLICATION FOR TENT PERMIT

Applicant: Boxboro Regency Phone 978-263-8701
Applicant Address: 242 Adams place Boxborough, MA 01719
Address where tent(s) will be located: same as above
Date for tent set-up: May 22, 2020 Date for tent break-down: Sept 30, 2020
Property Owner's Name Boxboro Regency Phone 978-263-8701
Tent to be supplied by purchasing ~~Phone~~ _____
Address of Supplier: n/a
Tent Size, Description: 20' W x 30' L x 7' H (center 12' H)
see attached details & photos

THE FOLLOWING MUST BE ENCLOSED
PER 780 CMR 3104.0 TEMPORARY STRUCTURES:

- Copy of Tent Supplier's Certificate of Insurance and Worker's Comp Certificate *will send this week* ✓
- Tent Fire Rating Certificate - *will send once tent is purchased*
- Site plan indicating location and information delineating the means of egress - *no sides on tent*
- Check made out to the Town of Boxborough in the amount of \$50.00 /per tent.

APPLICANT'S SIGNATURE [Signature] DATE: 5/15/20
OWNER'S SIGNATURE [Signature] DATE: 5/15/20
TAX COLLECTOR APPROVAL _____ DATE: _____
BUILDING DEPARTMENT APPROVAL _____ DATE: _____

From: Warren Ryder
Sent: Friday, June 12, 2020 3:05 PM
To: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Subject: Re: REGENCY Liquor License - Outdoor Service - BSB 6/15/2020

I have no concerns with this application.

Chief Warren B. Ryder
Boxborough Police Department

On Jun 12, 2020, at 2:48 PM, Cheryl Mahoney <cmahoney@boxborough-ma.gov> wrote:

Good Afternoon,

The State is now allowing outdoor dining, and more specifically, liquor service at those establishments that already hold a pouring license, such as the Regency.

Accordingly the Regency will be coming before the Select Board on Monday seeking to alter their "licensed" premises to allow for this function – through 11/30/20.

Attached is the back up information regarding the same

Please let Ryan or me know if you have any issues/concerns regarding same.

Thanks,
Cheryl
978-264-1714
www.boxborough-ma.gov

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

Please consider the environment before printing this email



7e

235 Summer Road
Boxborough, MA 01719
978-266-1766
www.atbats.com

June 11, 2020

Re: 2020 Field Fee Change Request

Town of Boxborough
Board of Selectmen

Since 2012 AtBats Training Center of Boxborough has been running youth baseball training clinics at Boxborough Fields under a percentage of gross registration fees basis (12%) rather than the fixed field fees. The arrangement has successfully allowed us to run clinics that otherwise would have been cancelled because operating expenses (field fees and staff) would have resulted in a net loss. We have the same percentage-based field fee basis for youth sports training clinics at Acton school fields.

2019 fields fees payed under this arrangement totaled \$2070. The town has benefited by receiving field fees for clinics with low registrations that would have been cancelled under a fixed-fee arrangement. Clinic attendees have benefited from the athletic programs that we have been able to run under this arrangement. Approximately 30% of 2019 Boxborough clinic attendees were Acton-Boxborough youth. Please see the attached 2019 clinics rosters and fee payments.

I am requesting that the Town of Boxborough graciously allow us to continue this percentage-based arrangement for our 2020 youth sports training clinics to be held at Liberty Fields. Thank you for your consideration.

Sincerely,

Ken Morse

Ken Morse

Owner, AtBats Training Center, LLC

Attachments:

2019 Clinics Registrations and Fees

**TOWN OF BOXBOROUGH
FIELD USE PERMIT POLICY
EFFECTIVE MARCH 1, 2020**

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit at the **Boxborough Department of Public Works (DPW)**.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the **Boxborough DPW**.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to **Boxborough DPW** two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the **Town of Boxborough Recreation Commission** for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the **Director of Public Works**, who will forward copies to the **Recreation Commission** and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the **Boxborough Field Use Permit Policy** by authorized signature.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee waiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Permit holder shall refer entity to Boxborough DPW for issuance of a permit. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall **NOT** be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.
3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.

4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

KEN MOORSE, ARBORS TRAINING CTR
Representative's Name and Organization

[Signature] 6/11/20
Representative's Signature & Date



**Boxborough Department of Public Works
873 Massachusetts Ave.
Boxborough, MA 01719
978-264-1790**

**Schedule of Field Permit Fees
Effective March 1, 2020**

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field	\$60	\$120	\$120	\$240
Multiple Day Use (10 Consecutive Days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Multiple Week Use (10 consecutive weeks/same day, same time)	\$200	\$400	\$250	\$500
Camps/Clinics	\$240 per field/day		\$240 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.



TOWN OF BOXBOROUGH
Department of Public Works
Boxborough, Massachusetts 01719
Phone: (978) 264-1790
www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the **Boxborough Department of Public Works (DPW)** at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: 6/11/20 Name of Organization: ATRAYS TRAINING CENTER
Contact Person: KEN MORSE Email Address: KEN@ATRAYS.COM
Address: 233 SUMMER ROAD
Town/City: BOXBOROUGH State: MA Zip Code: 01719
Phone: Home (978 314 2658) Work () SAME
Organization: Resident Non-Resident Number of Participants: 10-25
Describe Activity: YOUTH BASEBALL TRAINING CLINICS

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town

Flerra Soccer Liberty Soccer Fifer's Soccer
11 v 11 6 v 6 11 v 11 6 v 6 11 v 11 6 v 6
8 v 8 4 v 4 8 v 8 4 v 4 8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED:

1st Choice 7/6-9 Time Requested: Start Time: 9 AM End Time: 4 PM
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____

Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? NO
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

Ken Motak (Applicant's Signature) 6/11/20 (Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
 DPW Director

Special Instructions: _____

For office use only:

Application received on: ____ / ____ / ____

Permit Fee: \$ _____ Check # _____

Applicant contacted on: ____ / ____ / ____ by: Phone Email

Application Withdrawn: ____ / ____ / ____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.



TOWN OF BOXBOROUGH
 Department of Public Works
 Boxborough, Massachusetts 01719
 Phone: (978) 264-1790
 www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the **Boxborough Department of Public Works (DPW)** at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: 6/11/20 Name of Organization: ATKINS TRAINING CENTER
 Contact Person: KEVIN MORSE Email Address: KEVIN@ATKINS.COM
 Address: 233 SUMMER ROAD
 Town/City: BOXBOROUGH State: MA Zip Code: 01719
 Phone: Home (978 314 2658) Work () SAME
 Organization: Resident Non-Resident Number of Participants: 10-25
 Describe Activity: YOUTH BASEBALL TRAINING CLINIC

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town

 Flerra Soccer Liberty Soccer Fifer's Soccer

11 v 11	6 v 6	11 v 11	6 v 6	11 v 11	6 v 6
8 v 8	4 v 4	8 v 8	4 v 4	8 v 8	4 v 4

 Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED:

1st Choice 7/13-16 Time Requested: Start Time: 9 AM End Time: 4 PM
 2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____
 Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? NO
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

Law Moroz (Applicant's Signature) 6/11/20 (Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
 DPW Director

Special Instructions: _____

For office use only:

Application received on: ____ / ____ / ____

Permit Fee: \$ _____ Check # _____

Applicant contacted on: ____ / ____ / ____ by: Phone Email

Application Withdrawn: ____ / ____ / ____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.



TOWN OF BOXBOROUGH
 Department of Public Works
 Boxborough, Massachusetts 01719
 Phone: (978) 264-1790
 www.boxborough-ma.gov

FIELD PERMIT APPLICATION

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SECTION I

Application Date: 6/11/20 Name of Organization: ATLETS TRAINING CENTER
 Contact Person: KEN MORSE Email Address: KEN@ATLETS.COM
 Address: 233 SUMMER ROAD
 Town/City: BOXBOROUGH State: MA Zip Code: 01719
 Phone: Home (978 314 2658) Work () SAME
 Organization: Resident Non-Resident Number of Participants: 10-25
 Describe Activity: YOUTH BASEBALL TRAINING CLINIC

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer. Configuration of fields at each location may be determined by Town**

Flerra Soccer Liberty Soccer Fifer's Soccer

11 v 11	6 v 6	11 v 11	6 v 6	11 v 11	6 v 6
8 v 8	4 v 4	8 v 8	4 v 4	8 v 8	4 v 4

Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED:

1st Choice 7/20-23 Time Requested: Start Time: 9am End Time: 4pm
 2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____
 Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.



TOWN OF BOXBOROUGH
 Department of Public Works
 Boxborough, Massachusetts 01719
 Phone: (978) 264-1790
 www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Department of Public Works (DPW) at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: 6/11/20 Name of Organization: ATRA'S TRAINING CENTER
 Contact Person: Ken Morse Email Address: Ken@ATRAS.COM
 Address: 233 SUMMER ROAD
 Town/City: BOXBOROUGH State: MA Zip Code: 01719
 Phone: Home (978) 314 2658 Work () SAME
 Organization: Resident Non-Resident Number of Participants: 10-25
 Describe Activity: YOUTH BASEBALL TRAINING CLINIC

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town

<u> </u> Flerra Soccer	<u> </u> Liberty Soccer	<u> </u> Fifer's Soccer
11 v 11 6 v 6 8 v 8 4 v 4	11 v 11 6 v 6 8 v 8 4 v 4	11 v 11 6 v 6 8 v 8 4 v 4
<u> </u> Flerra Baseball	<input checked="" type="checkbox"/> Liberty Baseball	<u> </u> Other

DATE(s) REQUESTED:

1st Choice 7/27-30 Time Requested: Start Time: 9am End Time: 4pm
 2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____
 Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? NO
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

Ken Moroz (Applicant's Signature) 6/11/20 (Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
 DPW Director

Special Instructions: _____

For office use only:

Application received on: ____/____/____

Permit Fee: \$ _____ Check # _____

Applicant contacted on: ____/____/____ by: Phone Email

Application Withdrawn: ____/____/____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.



TOWN OF BOXBOROUGH
Department of Public Works
Boxborough, Massachusetts 01719
Phone: (978) 264-1790
www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the **Boxborough Department of Public Works (DPW)** at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: 6/11/20 Name of Organization: ATKINS TRAINING CENTER
Contact Person: KEN MORSE Email Address: KEN@ATKINS.COM
Address: 233 SUMMER ROAD
Town/City: BOXBOROUGH State: MA Zip Code: 01719
Phone: Home (978 314 2658) Work () SAME
Organization: Resident Non-Resident Number of Participants: 10-25
Describe Activity: YOUTH BASKETBALL TRAINING CLINIC

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town

Flerra Soccer Liberty Soccer Fifer's Soccer
11 v 11 6 v 6 11 v 11 6 v 6 11 v 11 6 v 6
8 v 8 4 v 4 8 v 8 4 v 4 8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED:

1st Choice 8/10-13 Time Requested: Start Time: 9 AM End Time: 4 PM
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____

Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? NO
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

Ken Moroz (Applicant's Signature) 6/11/20 (Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
 DPW Director

Special Instructions: _____

For office use only:

Application received on: ____/____/____

Permit Fee: \$ _____ Check # _____

Applicant contacted on: ____/____/____ by: Phone Email

Application Withdrawn: ____/____/____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.



TOWN OF BOXBOROUGH
Department of Public Works
Boxborough, Massachusetts 01719
Phone: (978) 264-1790
www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the **Boxborough Department of Public Works (DPW)** at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: 6/11/20 Name of Organization: AT RATS TRAINING CENTER
Contact Person: KEN MORSE Email Address: KEN@ATRATS.COM
Address: 233 SUMMER ROAD
Town/City: BOXBOROUGH State: MA Zip Code: 01719
Phone: Home (978 314 2658) Work () SAME
Organization: Resident Non-Resident Number of Participants: 10-25
Describe Activity: YOUTH BASKETBALL TRAINING CLINIC

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town

<input type="checkbox"/> Flerra Soccer	<input type="checkbox"/> Liberty Soccer	<input type="checkbox"/> Fifer's Soccer
11 v 11 6 v 6	11 v 11 6 v 6	11 v 11 6 v 6
8 v 8 4 v 4	8 v 8 4 v 4	8 v 8 4 v 4
<input type="checkbox"/> Flerra Baseball	<input checked="" type="checkbox"/> Liberty Baseball	<input type="checkbox"/> Other

DATE(s) REQUESTED:

1st Choice 8/17-20 Time Requested: Start Time: 9 AM End Time: 4 PM
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? NO If Yes, be specific _____

Will alcohol be served?* NO Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? NO
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

Ken Motak (Applicant's Signature) 6/11/20 (Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
 DPW Director

Special Instructions: _____

For office use only:

Application received on: ____ / ____ / ____

Permit Fee: \$ _____ Check # _____

Applicant contacted on: ____ / ____ / ____ by: Phone Email

Application Withdrawn: ____ / ____ / ____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.

AtBats 2019 Summer Baseball Camps at Boxborough Fields

AtBats Full-day Baseball Clinic, Liberty Field, June 25-28, 2019

	\$275.00	Billerica
	\$275.00	Billerica
	\$275.00	Littleton
	\$275.00	Littleton
	\$275.00	Bolton
	\$275.00	Boxborough
	\$275.00	Littleton
	\$275.00	Acton
	\$275.00	Harvard
	\$275.00	Northborough
	\$275.00	Littleton
Attendees: 14	\$3,850.00	

AtBats Full-day Baseball Clinic, Liberty Field, July 8 to 11, 2019

	\$275.00	Acton
	\$275.00	Acton
	\$275.00	Littleton
	\$275.00	Littleton
	\$247.50	Westford
	\$247.50	Westford
	\$275.00	Concord
	\$275.00	Acton
	\$275.00	Stow
	\$275.00	Littleton
	\$275.00	Northborough
	\$275.00	Chelmsford
	\$275.00	Bolton
Attendees: 13	\$3,520.00	

AtBats Half-day Baseball Clinic, Flerra Field, July 8-12, 2019

	\$175.00	Boxborough	and AM camp
	\$175.00	Acton	
	\$175.00	Acton	
	\$175.00	Acton	
	\$175.00	Boxborough	and AM camp
	\$175.00	Acton	
	\$175.00	Acton	
	\$175.00	Boxborough	and AM camp
	\$175.00	Boxborough	and AM camp
	\$175.00	Boxborough	and AM camp
	\$175.00	Littleton	
Attendees: 11	\$1,925.00		

AtBats 2019 Summer Baseball Camps at Boxborough Fields

AtBats Half-day Baseball Clinic, Flerra Field, July 15-19, 2019

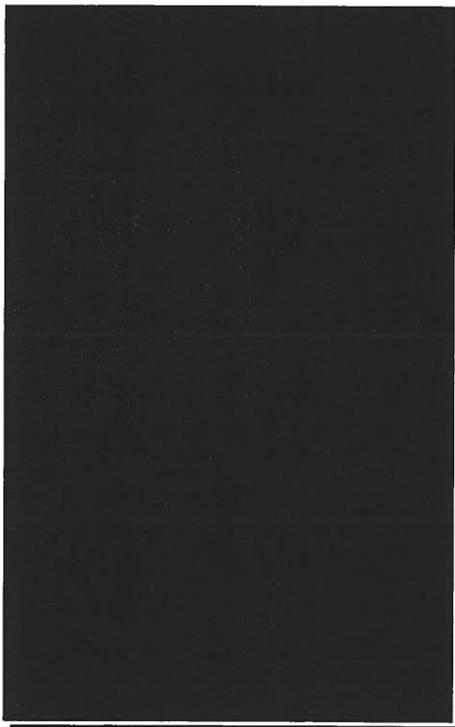
	\$175.00	Westford
	\$175.00	Westford
	\$175.00	Boxborough
	\$175.00	Maynard
	\$175.00	Stow
	\$140.00	Boxborough
	\$175.00	Carlisle
	\$140.00	Carlisle
Attendees: 8	\$1,330.00	

AtBats 2019 Summer Baseball Camps at Boxborough Fields

AtBats Majors Baseball Clinic, Liberty Field, July 15 to 18, 2019

	\$211.50	Westford
	\$235.00	Westford
	\$235.00	Acton
	\$211.50	Westford
	\$235.00	Acton
	\$235.00	Westford
	\$235.00	Westford
	\$235.00	Westford
	\$235.00	Northborough
	\$117.50	Westford
	\$117.50	Westford
Attendees: 11	\$2,303.00	

AtBats Little League Clinic, Liberty Field, August 19 to 22, 2019

	\$235.00	Acton
	\$211.50	Westford
	\$235.00	Littleton
	\$235.00	Littleton
	\$235.00	Boxborough
	\$235.00	Boxborough
	\$235.00	Westford
	\$235.00	Sudbury
	\$235.00	Bolton
	\$235.00	Sudbury
	\$235.00	Westford
	\$235.00	Concord
	\$235.00	Bedford
	\$235.00	Westford
	\$235.00	Groton
	\$235.00	Carlisle
	\$115.00	Westford
	\$235.00	Bolton
\$235.00	Acton	
Attendees: 19	\$4,321.50	

Total registration fees for clinics @ Boxborough fields \$17,249.50
Field Fees @ 12% \$2,069.94

Boxborough Building Committee

CHARGE

A. BACKGROUND

In light of several key developments, this revised charge to the Boxborough Building Committee is adopted to supersede that approved by the Boxborough Select Board in September, 2016; namely:

- a. Upon recommendation of the Building Committee, in February 2018, Town Meeting did vote to approve funds to purchase and renovate the building and property at 873 Massachusetts Avenue to serve as a new DPW facility, which is now occupied and in service. The Building Committee has completed its work for a DPW facility.
- b. After diligent search and evaluation of potential sites for Police and Fire Department facilities along Massachusetts Avenue the Building Committee concluded there were no suitable or viable candidates to pursue in timely fashion with acceptable economics.
- c. The Boxborough Housing Board has indicated it would support development of the parcel(s) at 72 Stow Road for municipal purposes, including public safety facilities, provided the town's strategic interests and Trust Fund for affordable housing are protected.
- d. There is a perceived need for an expanded community center, meeting rooms and recreational facilities.

The committee shall continue to be named as the Boxborough Building Committee, but will operate under this revised charge.

B. MEMBERSHIP

The Boxborough Select Board ("Board") shall expand the existing Boxborough Building Committee (hereinafter referred to as the "BBC") to be comprised of a minimum of eleven (11) members who shall be individuals residing in and being registered voters of the Town of Boxborough. A quorum shall consist of half the appointed voting members plus one (1). As before, the Board shall appoint two (2) members each from the Select Board and the Finance Committee (FinCom). The BBC shall elect a Board member as chair, be chaired by a Board member and co-chaired by a and FinCom member as vice-chair. The chair shall be responsible for scheduling and conducting meetings, setting the agenda, and ensuring that minutes are taken. If the chair is absent or unable, the vice-chair shall perform these duties.

Currently serving voting members shall have the option for re-appointment. Upon recommendation of the respective board, the Select Board shall appoint one member from each of the Planning Board, Board of Health, Council on Aging, Recreation Committee, Housing Board, and Sustainability Committee. The Select Board shall also appoint at least two Boxborough residents as Members at-Large, provided that no town board other than the Select Board and Finance Committee shall have two votes. Each voting member shall have one vote.

The Select Board shall consider, but is not required, to appoint individuals who, by reason of their current or prior background in such fields as construction, architecture, engineering, or other relevant experience, have special knowledge and skills to assist the BBC in consulting with architects, obtaining plans, specifications, costs and project oversight for the construction of municipal buildings.

The Building Inspector, The Town Administrator, Police Chief, Fire Chief, and other non-residents may, at the discretion of the Board, serve as non-voting advisors to the BBC. Members of the BBC shall serve for the duration of the project.

C. CHARGE

The BBC shall work with the Town Administrator to solicit designs and oversee the construction of a Fire Station, Police Station, and Dispatch Center, or combined public safety facility. **The committee shall focus first on the town property at 72 Stow Road, but may consider other suitable property that may become timely available.** The overall site plan and facility designs shall anticipate and allow for the eventual inclusion of space for a community center, town meeting rooms and selected recreational facilities that is well integrated within **the an overall site plan for water, septic, parking, traffic flow and landscaping.**

The BBC shall report to the Select Board and shall manage and oversee the performance of consultants, contractors and project managers, providing progress reports monthly or more frequently as warranted. The BBC shall recommend the best path to execution and construction taking into account the economics (cost) and schedule of possible alternatives. If economics or other factors favor a phased construction approach, the first priority shall be for a fire station with space for an emergency operations center. The second priority shall be a Police Station. The BBC shall make specific, detailed recommendations to the Select Board and Town Meeting including cost projections for new municipal facilities to meet the needs of the Town of Boxborough.

The BBC shall be responsible for reviewing previous studies for a public safety facility, and gathering input from the Fire and Police Chiefs, citizens, boards, stakeholders and potential users to assess and document needs. The committee shall work with the Town Administrator to hire consultants to advise on the development of Request for Qualifications for Owner's Project Manager (OPM) and Project Designer (Architect). The BBC shall review conceptual and finished designs; acting in an advisory capacity to the Select Board.

D. CONDUCT

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. In accordance with guidance from the Attorney General, minutes of each meeting shall be approved by the BBC within three meetings or 30 days, whichever is later, and posted on the Town's website. Members are individually responsible for complying with the Conflict of Interest Law.

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GUIDANCE FOR TOWN MEETINGS TO ADDRESS COVID-19 As of June

Purpose

These sector specific COVID-19 safety recommendations for Town Meetings are issued to provide municipalities with instructions to help protect against the spread of COVID-19 as in- person meetings resume.

These standards are advisory only and are not exclusive or exhaustive. The public health data for disease prevention upon which these guidelines are based can and does change frequently.

General Standards

These standards apply to all town meetings.

Town officials should communicate to residents that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend town meeting in person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for prolonged periods of time (over 15 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home.

Town officials are encouraged, to the extent feasible, to hold meetings virtually or outdoors and to ensure that attendees are spaced at least 6 feet apart. If outdoor meetings are not feasible, towns are advised to abide by the following policies in conducting town meeting.

I. Attendance

- Hosting town meeting by remote participation and reduction of quorum as allowed by [Chapter 92 of the Acts of 2020](#), is strongly encouraged
- Attendees of town meeting should sign in as they would normally do. Town staff should ensure that they have the correct contact information for attendees.

II. Social Distancing

Seating

- Seating should be arranged to permit attendees to sit at least 6 feet apart. Members of the same immediate household may be allowed to sit together and less than 6 feet apart
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows

- Town officials are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft separations and to post signage indicating the maximum number of persons permitted per row
- Promote ventilation for enclosed spaces where possible. For example, open windows and doors to allow airflow
- Lines at microphones for questions or comments should be taped to keep people six feet apart. Microphones should be disinfected after each speaker

Entering and Exiting

- Town meetings are advised to take steps to encourage orderly entering and exiting of meetings in a manner that encourages social distancing. For example:
 - Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the meetings
 - If a line forms outside of the meeting, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of the meeting should be placed to encourage attendees to maintain social distancing of at least 6 feet
 - Staff should direct people in high traffic areas to help maintain social distancing
 - Town officials or other staff should direct successive, row-by-row exiting

III. Face Coverings

- All residents over the age of 5 and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting locations of town meeting or otherwise participating in in-person meetings, except where a person is unable to wear a face covering or mask because of a medical or disabling condition
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition
- Individuals addressing town meeting may remove his or her face covering while doing so, provided that he or she is able to maintain a distance of at least 6 feet from other persons present.
- Installation of protective, plexi-glass or other transparent barriers are recommended for podiums and other points of address
- Towns are strongly advised not to arrange for or permit communal gathering pre or post meeting (e.g., coffee or other food services)

IV. Cleaning and Disinfecting and Hygiene Protocols

- Locations of meetings shall be cleaned and disinfected before and after each meeting, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)
- Markings should be placed outside of bathrooms to adhere to the 6 ft distance between each attendee
- If town meeting officials learn that an individual with COVID-19 attended a meeting or otherwise entered the building, the town should conduct a deep cleaning and disinfecting of any areas visited by the infected individual consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Town meeting officials should ensure that officials and residents have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible
- Town Warrants and other paper that is distributed at a meeting should be done so in a manner to ensure social distancing and not be shared between attendees Towns that use electronic voting machines should disinfect the machine between each use

V. Notification of Positive Case

- Town meeting officials should work with the board of health in the event that anyone is exposed to COVID-19 at the meeting. Meeting attendees may need to be identified and contacted by the board of health or Contact tracing Collaborative.

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Select Board Committee/Liaison List FY 2021

Current BSB Assignments/Positions
 X = Primary Member L = Liaison

Assignment	M. Neyland	W. Fowlks	L. Fox	J.Markiewicz	R. Stemple
BSB Chairmanship					
BSB Clerk					
Committees/Teams					
Acton-Boxborough Cultural Council					
Acton-Boxborough Regional Schools					
ABRS Building Committee	X				
Affordable Housing Trust (BAHT)					
Agricultural Commission					
Board of Health					
Boxborough Building Committee (BBC)	x		X		
Cemetery Commission					
Community Preservation Committee					
Conservation Commission					
CoA (Council on Aging)					
Design Review Board					X
Economic Development Committee					
Finance Committee					
Historical Commission					
Housing Board (BHB)					
Library					
Personnel Board					
Planning Board					
Public Celebrations & Ceremonies					
Recreation Commission					
Steele Farm Advisory Committee					
Sustainability Committee					
Veterans Tribute Committee					
Water Resources Committee					
Well-Being Committee					
Zoning Board of Appeals					
Departments					
Fire/Emergency Management					
Inspectional Services					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
External					
5G Small Cell Committee					
MAGIC (<i>Rita Gibes Grossman</i>)					
MAPC					
I-495 (<i>Ryan Ferrara</i>)					
MBTA					
MART (<i>Ryan Ferrara</i>)					

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Assignment	M. Neyland	W. Fowlks	S. Bak	L. Fox	R. Stemple
BSB Chairmanship	X				
BSB Clerk		X			
Committees/Teams					
Acton-Boxborough Cultural Council		L			
Acton-Boxborough Regional Schools	L				
ABRS Building Committee	X				
Agricultural Commission				L	
BHB (Housing Board)				L	
Board of Health		L			
Boxborough Affordable Housing Trust				X	
Boxborough Building Committee (BBC)	x			X	
Cemetery Commission					L
Community Preservation Committee		L			
<i>Complete Streets Committee-inactive</i>			L		
Conservation Commission		L			
CoA (Council on Aging)			L		
Design Review Board					X
Economic Development Committee			L		
Finance Committee	L				
Historical Commission		L			
Library					L
Personnel Board			L		
Planning Board	l			L	
Policy Advisory Committee			X		
Public Celebrations & Ceremonies			L		
Recreation Commission	L				
Steele Farm Advisory Committee					L
Sustainability Committee <i>fka EnCom</i>					L
Veterans Tribute Committee					L
Water Resources Committee				L	
Well-Being Committee			L		
Zoning Board of Appeals				L	
Departments					
Fire/Emergency Management		L			
Inspectional Services			L		
Police	L				
Public Safety Dispatch					L
Public Works					L
Town Hall			L		
External					
5G Small Cell Committee		X			
MAGIC (<i>Rita Gibes Grossman</i>)					
MAPC				X (4/30/21)	
I-495 (<i>Ryan Ferrara</i>)					
MBTA					X
MART (<i>Ryan Ferrara</i>)					



**Internal Communications and Outgoing Communications
June 15, 2020**

1. Letter from xfinity [Comcast] from Greg Franks, Sr. Mgr. of Gov't Affairs, dated May 29, 2020, to the Select Board regarding xfinity package information.
2. Press Release Regional Face Mask Distribution, June 13, 2020 #
3. Letter "Citizen's Letter to Boxborough Select Board, dated June 10, 2020, concerning convening 2020 Annual Town Meeting. #



**Minutes, Notices and Updates
June 15, 2020**

Minutes

Minutes from the Economic Development Committee meeting held February 27, 2020

Notices – ALL MEETINGS CONDUCTED VIA ZOOM

1. Notices of Economic Development Committee meetings:
 - a. June 4, 2020
 - b. June 11, 2020 – cancelled due to technical issues
2. Notice of a Sustainability Committee meeting held June 10, 2020
3. Notice of a Recreation Commission meeting held June 10, 2020
4. Notice of a Board of Health meeting held June 10, 2020
5. Notice of a Historical Commission meeting held June 11, 2020
6. Notice of a Planning Board meeting to be held June 15, 2020
7. Notice of a Personnel Board meeting to be held June 17, 2020
8. Notices of Finance Committee meetings:
 - a. Held June 11, 2020
 - b. To be held June 19, 2020
 - c. To be held June 22, 2020
 - d. To be held June 23, 2020
9. **Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:**
 - Acton ZBA –**
Hearing Notice for July 7, 2020 to consider the application of Elizabeth Parsons, Mgr. of RMBDN, LLC to overturn the Enforcement Determination on allowed uses at the premises located at 960-962 Main Street.
 - Harvard ZBA –**
Hearing Notice for June 24, 2020 to consider the application of CELLO Ptnrshp dba VERIZON Wireless to allow for a replacement Tower taller than 105 feet and up to 160 feet at 12 Woodchuck Hill Rd
 - Littleton Planning Bd. -**
Decision of 5/26/2020 on the Town's a Special Permit to allow for the construction of a new Library building at 35 Shattuck St.
 - Stow – ZBA Decisions 8 Davis Road Andrew & Tania Borg**
Set Back Variance
Construction of a Single-Family Dwelling and Garage on a Non-conforming Lot.