



TOWN OF BOXBOROUGH 2016 ANNUAL TOWN REPORT

Cover Photography by Frank Sibley

Town of Boxborough Annual Report

for the Year Ending December 31, 2016

**Annual Town Meeting
Monday, May 8, 2017
Blanchard Memorial School
7:00 p.m.**

**Town Election
Tuesday, May 16, 2017
Town Hall
7:00 a.m. – 8:00 p.m.**

IN MEMORIAM

Virginia Vockel

(1942-2016)

Council on Aging, 2006-2009

Personnel Board, 2003-2006

Susan Fredrickson

(1937-2016)

Council on Aging, 2009-2013

DEDICATED TO

THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS

AND EMPLOYEES,

WHOSE TIRELESS EFFORTS

MAKE BOXBOROUGH'S TOWN GOVERNMENT

WORK FOR YOU

Thank you

to all who contributed to

the Town of Boxborough's

2016 Annual Report,

with special thanks to

Cassy Bosworth and Julie Pratt,

Department Assistants

and volunteers Bradford Gray

and Becky Busby

for compiling, formatting,

and editing the submissions

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ALPHABETIZED FOR EASE OF USE

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	4,999 (Town Census 2016) 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,770
CENSUS TRACT:	3881
TAX RATE:	\$16.81 (FY 17) \$16.36 (FY 16) \$16.65 (FY 15) \$17.69 (FY 14) \$17.69 (FY 13) \$17.87 (FY 12) \$17.38 (FY 11) \$16.53 (FY 10)
SCHOOLS:	Acton-Boxborough Regional School District Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
UTILITIES:	Cable Service – Comcast and Verizon Telephone Service – Verizon Electrical Service – Littleton Electric Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern Boxborough Natural Gas Service – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors, age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

* The U.S. Census is conducted every ten years. The methodology and time-line are different from those used in conducting the annual town census.

FEDERAL OFFICIALS

President of the United States

Donald J. Trump
www.whitehouse.gov
president@whitehouse.gov
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500
Tel: 202-456-1414

United States Senators

Elizabeth Warren www.warren.senate.gov	Edward Markey www.markey.senate.gov
Boston Office 2400 JFK Federal Building 15 New Sudbury Street Boston, MA 02203 617-565-3170	Boston Office 975 JFK Federal Building 15 New Sudbury Street Boston, MA 02203 617-565-8519
Washington Office 317 Hart Senate Office Building Washington, DC 20510 202-224-4543	Washington Office 255 Dirksen Senate Office Building Washington, DC 20510 202-224-2742

Representative in Congress

Niki Tsongas www.tsongas.house.gov	Marlborough Office Frank D. Walker Building 255 Main Street Marlborough, MA 01752 Tel: 978-459-0101 Hours: Thursday, 10am-12pm
Washington Office 1714 Longworth House Office Building Washington, DC 20515 Tel: 202-225-3411	255 Main Street Marlborough, MA 01752 Tel: 978-459-0101 Hours: Thursday, 10am-12pm

OFFICIALS OF THE COMMONWEALTH

Governor	Charlie Baker	www.mass.gov/governor
Lt. Governor	Karyn Polito	www.mass.gov/governor/administration/lieutenant-governor-karyn-polito/
Secretary	William Francis Galvin	www.sec.state.ma.us
Auditor	Suzanne Bump	www.mass.gov/auditor
Attorney Gen.	Maura Healey	www.mass.gov/ago
State Senator	James Eldridge James.Eldridge@MASenate.gov	www.senatoreldridge.com District Office 255 Main Street, Room 106 Marlborough, MA 01752 978-460-8564
State Representative	Jennifer Benson Jennifer.Benson@MAHouse.gov	www.jenbenson.org District Office Ritter Memorial Building 960 Massachusetts Ave Lunenburg, MA 01462 978-582-4146 ext.4

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2017)

Town Clerk

Elizabeth Markiewicz (2019)

Board of Selectmen

Leslie R. Fox, Chair (2017)

Susan Bak, Clerk (2017)

Vincent Amoroso (2018)

Richard Barrett (2019)

Robert Stemple (2018)

James Gorman (2016)

Board of Health

Marie C. Cannon, Chair (2017)

Pamela Follet (2018)

Bryan Lynch (2019)

Jim Garreffa, Nashoba Associated Boards of Health

Commissioner of Trust Funds

The Selectmen

Constables

Owen Neville (2018)

Kevin Mahoney (2019)

Library Board of Trustees

Jennifer Campbell, Chair (2018)

Mary Brolin (2018)

Janet Glidden (2019)

Kathleen Luce (2017)

Megan McCullough (2017)

Robert McNeece (2019)

Sandra Haber (2016)

Planning Board

John Markiewicz, Chair (2019)

Eduardo Pontoriero, Clerk (2017)

Nancy Fillmore (2017)

Abigail Reip (2019)

Hongbing Tang (2018)

Owen Neville (2016)

AB Regional School Committee

(Boxborough Members)

Mary Brolin, Chair (2019)

Brigid Bieber (2018)

Kathleen Neville (2017)

Maria Neyland (2017)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator /

Chief Procurement Officer

Selina S. Shaw (2018)

Accountant

Jennifer Barrett (2017)

Assessor

Ruth T. Anderson (2017)

Building Inspector /

Code Administration Officer

Gerry Noel (2017)

Town Planner

Adam Duchesneau (2017)

Treasurer/Collector

Patrick McIntyre (2017)

Acton-Boxborough Cultural Council

Nancy Evans (2019)

Sharon Garde (2019)

Sheila Hanrahan (2018)

Ramika Shah (2017)

Agricultural Commission

John Neyland, Chair (2019)

Owen Neville, Clerk (2019)

Kathie Becker (2017)

Bryon Clemence (2017)

Brian Morrison (2018)

Animal Control Officer – Dogs & Cats

Phyllis Tower (2017)

Animal Control Officer – Other

Donald C. Morse (2017)

* Resigned

** Appointed to fill vacancy

*** Retired

Board of Appeals

Tom Gorman, Chair (2019)
Kristin Hilberg, Clerk (2017)
Michael Toups (2017)
Lonnie Weil (2019)
Mark White (2018)
Stefano Caprara, Alternate (2017)
Christian Habersaat, Alternate (2017)

Board of Registrars

Elizabeth Markiewicz, Chair (2019)
Nancy Brown (2017)
Simon Bunyard (2018)
Virginia Richardson (2019)

Boxborough Affordable Housing Trust

Steven Ballard (2018)
Leslie Fox (2017)
R. Allen (Al) Murphy (2018)
Ron Vogel (2017)
Channing Wagg (2017)
Neal Hesler (2016)

Boxborough Building Committee (2017)

Vincent Amoroso, Co-Chair
Dilip Subramanyam, Co-Chair
Abby Reip
Ted Kail
Leslie Fox
Frank Powers
David Follett
Gary Kushner, Alternate
John Markiewicz, Alternate
Hoff Stuart, Alternate

Boxborough Housing Board

R. Allen Murphy, Chair (2017)
Michael Fetterman (2019)
Diane Friedman (2019)
Joan Meyer (2018)
Ron Vogel (2019)

Ex-Officio Members

Leslie Fox
Dave Koonce

Boxborough Well-Being Committee

Elizabeth Markiewicz, Chair (2019)
Pam Follett (2017)
R. Allen (Al) Murphy (2017)

Channing Wagg (2019)

Cindy Worthington-Berry (2017)

Ex-Officio Members

*Lauren Abraham, Community Services Coordinator
Laura Arsenault, Council on Aging Coordinator
Richard Barrett, Selectman
Tamara Berard, Nashoba Boards of Health
James Gorman, Selectman
Gail Kessler-Walsh, Blanchard School
Warren Ryder, Police Chief
Selina Shaw, Town Administrator
Randolph White, Fire Chief*

Cemetery Commission

William Sutcliffe, Chair (2017)
Donald C. Morse (2019)
Rebecca Neville (2018)

Cemetery Superintendent

Donald C. Morse (2017)

Community Preservation Committee

Dennis Reip, Chair (2017), *Conservation Commission*
Hugh Fortmiller, Vice Chair (2019), *at-large*
Rita Gibes Grossman, Clerk (2018), *at-large*
Hilary Greven (2019), *Recreation Commission*
John Neyland (2018), *Agricultural Commission*
Abby Reip (2019), *Planning Board*
Alan Rohwer (2017), *Historical Commission*
John Rosamond (2018), *Finance Committee*
Ron Vogel (2017), *Housing Board*
Mitzi Garcia-Weil (2016), *Recreation Commission*
Owen Neville (2016), *Planning Board*

Conservation Commission

Dennis Reip, Chair (2018)
David Follett (2017)
Charlene Golden (2017)
Norm Hanover (2019)
David Koonce (2017)
Hoff Stuart (2019)
Appointed by Conservation Commission
Liz Markiewicz, Associate Member

Council on Aging

Francis J. Powers, Chair (2017)
Sonali Bhatia (2018)
Barbara Birt (2019)
Taryn Light (2019)
Frank Sibley (2018)

* Resigned

** Appointed to fill vacancy

*** Retired

Elizabeth West (2018)
Barbara Wheeler (2019)
Susan Page (2016)

Design Review Board

Kevin Mahoney (2019), *Historical Commission*
Hongbing Tang (2019), *Planning Board*
Robert Stemple (2018), *Board of Selectmen*
Edward Pontoriero (2016)

Election Wardens

Allen Rohwer
Lisa St. Amand
Eileen Sutcliff

Energy Committee

Francie Nolde, Chair (2019)
Richard Garrison (2018)
Larry Grossman (2018)
Abigail Reip (2018)
Keshava Srivastava (2017)
Raid Suleiman (2019)
Santiago Tapia-Perez (2017)
Rebecca Morris (2017)*
Margaret Webber (2016)

Field Driver

Phyllis Tower (2017)

Fire Department

Fire Chief, Fire Warden, Emergency Management
Director, Right to Know Coordinator, Roy
Custance Scholarship Administrator
Randolph T. White (2018)

Officers Full-Time (2017)

Shawn Gray, Captain
Jonathan Williams, Lieutenant

Officers Per-Diem (2017)

Jason Malinowski, Lieutenant
Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2017)

David Dutton
Zachery Broderick
Sean Kennefick
Jason Galofaro*

Firefighter/EMTs Per-Diem (2017)

Eoin Bohnert
Michael Byrne
Charles Colburn
Edmond Daigneault
James Devogel
David Hillman
Brendan Hurley
Derek Jordan
Matthew Nelson
George Robinson
Ronald Sisco
Taylor Soberg
Robert Sokolowski
Robert Stemple
Benjamin Wilmot
Stephen Wright
Anthony Cunha*
Brian Harrington*
Scott Krug*
Matthew LaBossiere*
Brendon Lyons*
Roberto Magdaleno*

Call Firefighters (2017)

Juan Barrios
Lawrence Roche

Historical Commission

Alan Rohwer, Chair (2018)
Kevin Mahoney (2017)
Shirley Warren (2018)
Mary Larson (2016)
Trena Minudri (2016)

Inspector of Animals

Nominated by Board of Health, appointed by Commonwealth of MA
Donald C. Morse (2017)

Inspector of Gas & Plumbing

Gary Corey (2017)
Norman Card, Jr., Assistant (2017)

Inspector of Wires

Charles Weeks (2017)
William Morehouse, Assistant (2017)

* Resigned

** Appointed to fill vacancy

*** Retired

Personnel Board

Anne Canfield, Chair (2018)
Sheila Bauer (2017)
Pat Flanagan (2018)
Hugh Fortmiller (2017)
Anne McNeece (2019)
Rebecca Neville (2016)

Police Department**Police Chief, Keeper of Lock-up, Dispatch Center Co-Director, Deputy Emergency Management Director**

Warren B. Ryder (2017)

Department Assistant

Andrea Veros

Police Officers (2017)

Warren O'Brien, Lieutenant
Brett Pelley, Sergeant
Nathan Bowolick, Sergeant**
Nicholas DiMauro, Sergeant***
Robert Bielecki, Detective
Robert Arakelian, Patrol Officer**
Robert Fagundes, Patrol Officer
Philip Gath, Patrol Officer
Kevin Gordon, Patrol Officer
Jeffrey Landgren, Patrol Officer
Nicholas Storelli, Patrol Officer**
Patrick Colburn, Patrol Officer*
Robert Romilly, Patrol Officer*

Reserve Police Officers (2017)

Brandon Bruin
Gordon Clark
Robert DaCosta
Steven Duffy
Frank Gordon
Peter Kinnas
Patrick Mortimer
Katelyn Pfeifer

Public Safety Dispatchers (2017)

Appointed by Fire Chief
Brenda Santucci, Supervisor
Ashley Cartier
Elaine DeLorme
Katelyn Pfeifer
Peter Kinnas (part-time)
Patrick Mortimer (part-time)
Michelle Poirier (part-time)

Lock-Up Attendants (2017)

Phyllis Tower
Richard Tower
Amy Waxman

Public Celebrations & Ceremonies Committee

Trena Minudri, Chair (2018)
Susan Chavez (2017)
Owen Neville (2017)
Nicole Sheehan (2018)

Director of Public Works, Tree Warden & Moth Superintendent

Tom Garmon (2017)

Public Safety Space Needs Advisory Group (2016)

Leslie Fox (*Board of Selectmen*)
James Gorman (*Board of Selectmen*)
Adam Duchesneau (*Town Planner*)
David Lindberg (*Building Inspector*)
Hoff Stuart
Dilip Subramanyam
Ted Kail
Nancy Fillmore
Frank Powers
Maria Neyland
Warren O'Brien

Recreation Commission

Kevin Lehner, Chair (2019)
Hilary Greven, Clerk (2018)
Megan Connor (2018)
Claudine Lesk (2017)
Matthew Rosner (2016)
Mitzi Garcia-Weil (2018)*

Steele Farm Advisory Committee

Edward Whitcomb, Chair (2018)
Bruce Hager, (2019)
Jeanne Steele Kangas (2018)
Jim Moss (2017)
Sarah Murphy (2017)
Edward Whitcomb (2018)

Town Counsel

Kopelman and Paige (2017)

Town Meeting Study Committee (2017)

Susan Bak
Jennifer Campbell
John G. Fallon
Jeanne Steele Kangas
Abby Reip

* Resigned

** Appointed to fill vacancy

*** Retired

Veterans Agent
Donald C. Morse (2017)

Veterans Memorial Committee (2017)
Kevin Mahoney, Co-Chair
Ron Vogel, Co-Chair
Karen Noriega-Baron, Clerk
Frank Coolidge
Owen Neville
Rebecca Neville
Scott Pierce

Vocational Education Advisory Committee (2016)
Susan Bak (*Board of Selectmen*)
Brigid Bieber
Hugh Fortmiller
Gary Kushner
Anne McNeece

APPOINTMENTS MADE BY MODERATOR

Finance Committee

Ted Kail, Chair (2017)
Amy Burke, Vice Chair (2017)
Steve Ballard, Clerk (2018)
Thomas Begin (2019)
Gary Kushner (2018)

John Rosamond, (2019)
Dilip Subramanyam, (2017)
Neal Hesler (2016)

Minuteman Regional School
Vince Amoroso (2018)

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Maureen Strapko, Director

APPOINTMENTS MADE BY BOARD OF HEALTH

Boxborough Emergency Reserve Corps
Ronald Sisco, Chair
Diane Ford
Kathleen McLendon

TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED

Department of Public Works

Scott Doughty, Foreman
Vicki Rzasa, Department Assistant
Juan Barrios
Jeff Brown
Larry Roche
Robert Sokolowski
Gillis Soucy
Edmond Daigneault, part-time
Richard Tower, part-time
Raymond Slack*

Claudia Murphy, Senior Library Assistant
Marion Powers, Senior Library Assistant
Kathleen Taffel, Youth Services Librarian
Janet Hamilton, Senior Library Assistant*
Judy Reiter, Technical Services Librarian***
Ramika Shah, Technical Services Librarian***

Council on Aging Van Drivers

Francis Powers
Peter Tenneson

Town Hall

Lauren Abraham, Community Services Coordinator
Laura Arsenault, Council on Aging Coordinator
Cassy Bosworth, Department Assistant, part-time
Karen Guzzardi, Department Assistant, part-time
Cheryl Mahoney, Department Assistant
Mary Nadwairski, Department Assistant, part-time
Julie Pratt, Department Assistant**
Denise Monteiro, Department Assistant*

Library Staff

Peishan Bartley, Technical Services Librarian
Maren Caulfield, Senior Library Assistant
Joanne Lee, Technical Services Librarian

* Resigned

** Appointed to fill vacancy

*** Retired

BOARD OF SELECTMEN

Town Hall Services and Personnel

Selina Shaw, Town Administrator, notified the Selectmen and Town Hall staff that she would be retiring on July 31, 2018, after almost twenty years of service to the Town. In 2017 the Selectmen will appoint an ad hoc committee to investigate and advise on options for future town government administration.

After the retirement of the former Tax Collector in 2015, Town Treasurer Patrick McIntyre assumed the responsibilities of Tax Collector on an interim basis. At the May 2016 Annual Town Meeting, the Personnel Plan was revised to include the position of combined Treasurer/Collector at Grade 15 and Patrick McIntyre, previously interim Treasurer/Collector, assumed the new position.

Gerry Noel was hired as the new Inspector of Buildings/Code Enforcement Officer. Julie Pratt joined the Building Department as Department Assistant.

Cassy Bosworth was hired as Department Assistant, supporting the Town Assessor, Town Accountant and other departments.

In December, we extended Town Hall public hours to include Friday mornings 8 AM – 12 PM. As before, staff may be available at other times by appointment.

Emergency replacement of the chair lift / elevator was completed, as was replacement of HVAC units. Renovation of the front steps will be completed early in the new year.

Excellent Financial Shape

Boxborough has maintained its AAA bond rating and very healthy reserves: Free cash is certified at \$1.7M and the Stabilization Fund stands at \$1.3M. Our OPEB unfunded liability is \$2.6M, and our trust balance of \$396k exceeds 15% of our liability. Boxborough's tax rate decreased from FY 2012, when it was \$17.87/\$1,000 through FY 2016 when it was set at \$16.36. For FY 2017, the tax rate was increased slightly to \$16.81/\$1,000. Over the same period, assessed valuations of single family homes have increased, reflecting a healthy housing market in Boxborough. As a result, the average single-family tax bill will increase by \$482/year. Our excess levy capacity is \$2M.

New Committees Appointed

Boxborough Building Committee (BBC)

Background – SNAG: The Police and Fire Chiefs, concerned about the condition and space constraints of their respective facilities, organized the Space Needs Advisory Group (SNAG) in 2014 to examine space needs and requirements for public safety.

The architectural firm HKT Architects, Inc. carried out a thorough examination of the current state of the Police and Fire stations and the needs of both departments. They produced a conceptual design for a combined public safety facility to house both departments, including the Dispatch Center. This concept was constrained to fit both departments in new facilities on the site currently occupied by them. Ultimately, significant concern developed about the cost of a combined single public safety facility. An article was placed on the 2016 ATM warrant to provide further funding to complete the design. This article was defeated, and SNAG dissolved.

Boxborough Building Committee: The investigations carried out by SNAG indicated the scale of capital costs to be faced in developing new building plans. The Selectmen and members of SNAG noted that the Department of Public Works has significant issues with its current facilities which are in urgent need of attention, and it had not been considered at all. Consequently the Selectmen, in consultation with the Finance Committee, established the Boxborough Building Committee (BBC) to carry forward and extend the work initiated by the SNAG.

The BBC, chartered with seven voting members and jointly chaired by members from the BoS and FinCom, is charged with evaluating needs for Police, Fire and DPW and recommending a comprehensive plan to address the facilities needs of all three departments.

Town Meeting Study Committee

In response to a sense of the meeting motion at ATM, the BoS appointed a five-member Town Meeting Study Committee charged with researching, evaluating and recommending the best options for increasing attendance, awareness and participation in town government and annual Town Meeting.

The committee reviewed several historical documents and data including the TM Study Committee report of 2006, population demographics from 2000 through 2016, and TM attendance history between 1990 and 2016. The committee also conducted a survey of residents, which indicated lack of time was the top reason residents did not attend TM, with financial concerns and big warrant items being important factors. Other survey findings included a desire to keep TM to one night, and a lack of interest in moving TM to the weekend.

The committee tested a number of ideas for the STM held in December 2016, including a Facebook page, Robo calls with automatic email/text messages to residents, letters to new residents, notice to parents via school newsletters/emails, handout for TM “process” and relocation of signage to reach more residents.

The committee continues to develop new strategies with rollout scheduled for March and April of 2017.

Veterans Memorial Committee

Selectman Jim Gorman had investigated a number of options to improve the presentation, upkeep, and access to the WWI, WWII and Korean War memorials. Following on from this work, the Selectmen approved a charter and made appointments to the Veterans Memorial Committee to recommend how best to memorialize the contributions and sacrifices of veterans. The committee's work has begun with sensing and outreach to Boxborough's veterans.

Water Resources Committee

During the Boxborough 2030 Master Plan meetings, strong interest was expressed in management of water resources. In fact, one of the top six priorities is *“Plan for long-term water resource management and protection.”* The Master Plan calls for the Selectmen and Board of Health to reinstate a Water Resources Committee by 2019. The Selectmen have drafted an approach that will be taken up in discussions with the Board of Health at their meeting in January 2017. We hope to form an interim WRC Working Group in 2017 to fully develop a proposed permanent charter, goals and mission statement.

Vocational Education

Minuteman Regional Vocational Technical High School

After several years of discussion and two failed attempts to reach unanimous agreement from the member towns, the Minuteman Regional Vocational School Committee prepared and unanimously approved a revised amended agreement that had the support of the selectmen in all 16 member towns. The proposed revised agreement provided a mechanism to facilitate the withdrawal from the Minuteman Regional School District (MMRSD) of towns who wished to do so, while restructuring governance of the district for the member towns that chose to remain. Students from withdrawing towns would be able to apply for out-of-district placement at Minuteman.

The Board of Selectmen called a Special Town Meeting for February 24, 2016 to consider two articles related to Minuteman: 1) withdrawal from MMRSD and 2) approval of the revised agreement. The Board of Selectmen also established the ad hoc Vocational Education Advisory Committee (VEAC) to research, evaluate, analyze, and recommend to the BoS the best option or options for Vocational Technical Education that are both academically and financially appropriate for the Town of Boxborough and its students.

The VEAC undertook a rigorous and thorough review of three vocational technical schools in rural communities within close proximity to Boxborough: Minuteman Regional Vocational Technical High School in Lexington (**Minuteman**), Nashoba Valley Technical School in Westford (**Nashoba**) and Assabet Valley Regional Technical High School in Marlborough (**Assabet**). The committee toured and compared these schools, collected and compiled data, interviewed current and former Minuteman parents, and met with the five Minuteman Boxborough students enrolled at the school.

As part of the process, the committee looked at key performance indicators including student teacher ratio, accountability level, graduation rates, academic attainment in language arts and math, technical skill attainment and the percent of graduates attending college or university. The committee concluded its study with a presentation at the Special Town Meeting held February 24, 2016. The VEAC recommended that Boxborough remain in the MMRSD.

The Board of Selectmen recommended withdrawal from MMRSD as financially favorable to Boxborough, while permitting greater choice in vocational education options for Boxborough students. The Finance Committee concurred in this view and also recommended withdrawal.

After committee recommendations and thorough discussion from the floor, Town Meeting voted to withdraw from MMRSD.

MMRSD Agreement

Both the Board of Selectmen and Finance Committee recommended approval of the revised MMRSD agreement to improve governance of the district and facilitate construction of a new facility for Minuteman that would be substantially supported by the Massachusetts School Building Authority at about 30% of capital costs. A general argument was made that a new building and new agreement for Minuteman would strengthen the district's offerings in vocational technical education to the benefit of all, including Boxborough. Town Meeting approved the proposed new agreement.

Vocational Education Outlook

The revised Minuteman agreement was approved by a majority of the member towns so is now in place for governance of the district. According to the terms of the agreement, and Boxborough's vote to withdraw, Boxborough will no longer be a member of the MMRSD as of July 1, 2017. Junior high school students from Boxborough in the Acton Boxborough Regional School District will continue to receive vocational guidance on educational choices and options. In accordance with the many presentations, and public discussion prior to the vote to withdraw from MMRSD, on November 10, 2016, the Board of Selectmen sent a memorandum to the Acton Boxborough Regional School Committee identifying Minuteman, Assabet and Nashoba as Boxborough's preferred schools for vocational education. The Town will pay for transportation costs for Boxborough students attending any of these schools. The details and logistics for student transportation will be addressed early in 2017 so that everything is in place for the beginning of school in Fall of 2017.

Public Safety Communications System Upgrade

The new public safety communications system main transmitter antenna was installed at the Museum, as recommended by the technical consultants and with concurrence of the ad hoc site advisory committee. Transmitter equipment was installed in dedicated space in the Museum basement, with the antennae mounted on a wooden utility pole at the back side of the lot. Additional equipment was also installed at the Hager and Swanson Road sites previously in use. The Museum site is connected via fiber optic links to a dedicated town network back to the Dispatch Center in the Police station. We thank the Littleton Electric Light Department for their assistance and contributions to the project.

The Police Department is very pleased with the performance of the upgraded system, with clear, excellent reception throughout Boxborough and beyond. The Fire Department radios operate in a higher frequency band and are therefore more susceptible to line-of-sight obstructions. A few areas of weak reception have been identified. Work is underway to study the problem and recommend solutions.

Technology

General cross-department technology needs and strategy are developed by a “Technology Steering Committee” comprised of the town administrator, the department heads, Board of Selectmen and Guardian Information Technologies, our IT support provider. The steering committee continued to develop plans with a 2-3 year horizon; the particular needs of the Sargent Library are being studied.

In 2014 we created Department 156 as a new budget category for general technology spending. Spending particular to specific departments is still carried in the corresponding departmental budgets.

At the 2016 ATM, a FY 2017 Dept. 156 budget of \$123,312 was approved, along with Article 24 to provide \$67,000 for upgrades of servers, printers, network switches and cabling.

Cable Operations

Boxborough entered into the second year of an inter-municipal agreement (IMA) with the Town of Littleton for the management and oversight of the CATV operations in Boxborough. Video on demand (VOD) continues to be available from the Boxborough website for Selectmen meetings as well as Annual and Special Town Meetings. The Grange Room cameras and microphones were upgraded to improve video and audio quality of broadcasts and recordings.

Littleton Community Television personnel will be working with the Town Administrator and Building Inspector to facilitate the Grange Room for televised meetings, further improve broadcast quality, and ensure the technology components are properly comprehended and integrated into the general Grange Room improvements that will start taking shape in 2017.

Hager Well

Deficiencies in the Hager Well water treatment system had been noted for some time, indicating that a new system was required. Based on preliminary estimates, we requested \$55,000 for design and installation of a new treatment system. Town Meeting approved these funds in Article 35. Provencher Engineering was subsequently retained to develop a new system design. Provencher submitted the new design to DEP on September 3, and it was approved by MA DEP on Nov 15. Subsequently, detailed costing for the new system design indicated it would exceed appropriations so the Selectmen requested supplemental funding of \$19,500 from the Reserve Fund. This was approved, permitting work to begin on development of a scope of services by Second Wind Systems for procurement and installation of the new treatment system components. It is anticipated that a contract with Second Wind Systems will be executed early in the new year with installation to be completed by the beginning of February.

Regional Animal Control Officer

Boxborough began the second full year providing animal control services to the town of Littleton, and entered into an intermunicipal agreement (IMA) to also include the town of Stow. Boxborough is now providing regional animal control officer services to Boxborough, Littleton and Stow. Under the terms of the IMAs, the three towns share proportionally in the costs of operations. ACO services are managed by the Chief of Police and all calls are handled by Boxborough Dispatch for logging and tracking. All fees and expenses for animal control operations are managed through a revolving fund established for this purpose.

In accordance with best practices and in order to provide for increased capability and safety of the animal control officer, Town Meeting approved funding for a town-owned animal control officer vehicle, which is an F150 fitted with a removable kennel section for the truck bed. The vehicle is equipped for radio communications with Boxborough Dispatch, and is painted in police vehicle colors and badge with the town seals of all three towns.

Master Plan – Boxborough 2030

The Selectmen and Planning Board met jointly on January 25, 2016 to endorse and adopt the recently completed Master Plan entitled **Boxborough 2030**. The BoS will work with the Planning Board to regularly review progress on the Boxborough 2030 Implementation Plan.

Town Roads

Last year the Selectmen felt that we were falling behind in road maintenance by relying only on Chapter 90 funds. Consequently in 2015 we requested \$300,000 at ATM 2015 in order to accelerate our road maintenance program. These funds were approved at Town Meeting and used to pave Picnic Street and Patch Hill Road in June 2016. Approximately \$74,000 of Chapter 90 funds were used to repave portions of Swanson Road in September 2016.

In May 2016 Town Meeting approved an additional \$300,000 for road paving. These funds will be applied to the repaving of Robinson Road in 2017.

Thank You

The Selectmen extend their sincere appreciation to all of our employees and volunteers for their service to our town. Boxborough could not operate without their tireless support. Their efforts have been instrumental in not only making town government work, but in ensuring that everyone is treated with respect, courtesy, fairness, and due process while providing an open and accessible government.

Please consider joining a town board or committee and participating in town government. Serving as an appointee on a town board is a way for residents to contribute to the Boxborough community and to help define the character of the Town as well as conserve the Town's financial resources. Boxborough is fortunate to have talented, concerned, and committed residents out of all proportion to its size. Volunteering provides a great opportunity to meet them.

PERSONNEL BOARD

The Personnel Board (PB) consists of five residents appointed by the Board of Selectmen (BoS) to assist and advise the Board and the Town Administrator in matters that relate to Boxborough's non-union personnel.

One responsibility of the PB is to review new job descriptions (JD) and / or update existing JDs for positions held by non-union personnel. In 2016, the PB evaluated and recommended Grade placement on the Compensation and Classification Plan for the following positions: Youth Services Librarian, Treasurer / Tax Collector, and Animal Control Officer. Our Board continued discussion regarding holiday pay for (exempt and non-exempt) employees. Additionally, the PB approved a standard set of questions to be used during exit interviews conducted with individuals leaving the Town's employment.

Lastly, our thanks to Town Administrator Selina Shaw and Selectman Susan Bak for their continued assistance to the PB; their knowledge, guidance, and willingness to attend our early morning meetings are greatly appreciated! We also thank Becky Neville for her years of dedication to the PB and welcome Anne McNeece to our ranks.

Respectfully submitted,
Anne Canfield, Chair

TOWN COUNSEL

During 2016, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There is currently one active litigation case involving the Town.

We have advised the Town Planner and Building Inspector on several subdivision and zoning issues arising in proceedings before the Zoning Board of Appeals and Planning Board. We have also assisted the Conservation Commission and Board of Selectmen with acquisitions of land and easements for conservation and municipal improvement projects.

Town Counsel assisted the Town in the negotiation of a solar PILOT agreement, and we provided legal advice regarding the rehabilitation of the Hager Well site.

In addition, Town Counsel assisted the Town Administration in responding to a number of public records requests and records subpoenas. We also advised the Town Administrator on several labor and employment matters, including performance evaluations and revisions to the Town's Personnel Plan.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,
Kopelman and Paige, P.C., Town Counsel

TOWN ASSESSOR

General Scope and Function

The Assessor is responsible for determining the full and fair cash value of all real and personal property within the Town of Boxborough. Real estate values are determined by analyzing market conditions and determining and applying factors to reach an assessed value. Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of their property or asset. This is known as an "ad valorem," or according to value, tax.

Other duties of the Assessor include administration of the motor vehicle excise tax; compilation and submission of the Tax Rate Recapitulation to the Department of Revenue; abatement, exemption, or deferral of taxes; defense of assessed values at the Appellate Tax Board; and oversight of the Town's overlay reserve account, which is established to fund abatements, exemptions, and unpaid taxes each year.

Fiscal Year 2017 – Town Valuation and Tax Rate Summary

Fiscal Year 2017 was an Interim Certification year, meaning that the assessments were adjusted as needed according to market trends during calendar year 2015. After a thorough review of the analyses used by the Assessor, the Department of Revenue certified on September 1, 2016 that all assessments in Boxborough represented the full and fair cash value of properties as of the assessment date of January 1, 2016. The next Triennial Certification for Boxborough will be Fiscal 2019.

Fiscal Year 2017 showed signs of continued improvement in pricing in the Boxborough real estate market. Overall values improved by 3.6814%, and changes to assessed values from Fiscal Year 2016 to 2017 are broken down as follows:

- Single-families up 3.2%
- Two-families down 6.6%
- Condominiums up 13.4%
- Apartments (4+ units) up 158.1%
- Commercial & Industrial down 1%
- Personal Property up 7.5%

Seven new single-family homes were added to the tax base, along with three condominiums and one apartment complex currently under construction. This is compared to the addition of nine single-family homes in Fiscal Year 2016.

The total amount to be raised through taxation each year is called the tax levy, and it is calculated after all other sources of revenue and total expenses for the Town are known. The levy for Fiscal Year 2017 was \$17,717,337. At a public hearing on October 3, 2016, the Board of Selectmen voted to tax all classes of property at the same rate. Based on the levy and the valuation breakdown listed below, a Fiscal Year 2017 tax rate of \$16.81/\$1,000 was approved by the Department of Revenue on October 5, 2016.

Classification	Valuation, \$	Tax Dollars	Levy, %
Class 1 – Residential	809,814,667	13,612,992	76.83
Class 2 – Open Space	0	0	0.00
Class 3 – Commercial	81,195,715	1,364,890	7.70
Class 4 – Industrial	124,597,990	2,094,490	11.82
Class 5 – Personal Property	38,367,652	644,964	3.64
Total	809,814,667	13,612,992	76.83

	FY 2017	Prior Year Comparison		
		FY 2016	FY 2015	FY 2014
Total Valuation, \$	1,053,976,024	1,018,102,406	976,999,303	940,732,633
Total Levy, \$	17,717,337	16,656,155	16,267,038	16,641,560
Tax Rate, \$/\$1,000	16.81	16.36	16.65	17.69

The increase in the total levy results in an increase to the average single tax bill of 5.37%, or \$482. The following chart details changes in assessed values and taxes for the last 10 years:

Fiscal Year	Average Single-Family Tax Bill, \$	% Change from Prior Year	Average Single-Family Assessment, \$
2017	9,464	5.37	563,020
2016	8,982	1.51	548,990
2015	8,848	-1.02	531,407
2014	8,939	-0.92	505,250
2013	9,022	-0.64	510,000
2012	9,080	2.96	508,136
2011	8,819	5.38	507,184
2010	8,369	3.31	506,349
2009	8,101	1.29	545,872
2008	7,998	3.72	565,637
2007	7,711	5.62	554,000

Exemptions and Abatements

The Assessor's office is responsible for processing exemptions and abatements to real estate and motor vehicle excise bills. In Fiscal Year 2016, there were 37 Statutory or Community Preservation Act (CPA) Exemptions granted, in the amount of \$16,160.46, and 29 Senior Tax Work-off Abatements in the amount of \$11,915.45. There were also 24 abatements granted on appeal in the total amount of \$26,148.56.

Summary

Property values, tax assessment maps and information relating to the various functions of the Assessor's Office can be found on the town website. Residents should feel free to call, email or visit the office with any questions regarding property values or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, Town Hall staff, and the residents of Boxborough for their continued support this year.

Respectfully submitted,
Ruth Anderson, Town Assessor

TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2016. Included are the following reports:

- *Statement of Net Position.* Beginning in 2003 with implementation of Governmental Accounting Standards Board Statement 34 (GASB34), the Capital Assets of the town were added to the financial statements and the change in net assets are reported year to year.
- *Statement of Activities.* Calculates the changes in net assets.
- *Balance Sheet (All Accounts).* Shows the breakdown of our major governmental funds, ties to the Statement of Net Position less the Capital Assets and Depreciation.
- *Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.* Summary of the General Fund only.
- *Statement of Revenues, Expenditures, and Changes in Fund Balances (All Funds).*
- *Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (All Funds).* Five-year comparison, Fiscal Years 2012–2016.

Complete Audited Statements are available upon request.

Respectfully Submitted,
Jennifer Barrett, Town Accountant

STATEMENT OF NET POSITION

JUNE 30, 2016

ASSETS	Governmental Activities
CURRENT:	
Cash and cash equivalents	\$ 5,190,895
Investments	1,391,537
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	258,982
Tax liens and foreclosures.....	326,618
Motor vehicle excise taxes	62,446
Intergovernmental	831,858
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental	284,092
Capital assets, net of accumulated depreciation:	
Nondepreciable	6,012,248
Depreciable	<u>10,387,742</u>
TOTAL ASSETS	<u>24,746,418</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred charges on refunding	4,697
Deferred outflows of resources related to pensions.....	<u>479,088</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>483,785</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	185,906
Accrued payroll.....	183,243
Tax refunds payable	110,000
Accrued interest.....	75,619
Other liabilities.....	28,409
Compensated absences.....	18,600
Notes payable	1,201,000
Bonds payable	976,201
NONCURRENT:	
Compensated absences	167,000
Postemployment benefits	3,271,348
Net pension liability	7,963,070
Bonds payable	<u>3,918,392</u>
TOTAL LIABILITIES	<u>18,098,788</u>
NET POSITION	
Net investment in capital assets.....	11,363,105
Restricted for:	
Permanent funds:	
Expendable.....	38,424
Nonexpendable.....	115,155
Gifts and grants	531,093
Unrestricted	<u>(4,916,362)</u>
TOTAL NET POSITION	<u>\$ 7,131,415</u>

STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2016

<u>Functions/Programs</u>	<u>Program Revenues</u>				
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue</u>
Primary Government:					
<i>Governmental Activities:</i>					
General government	\$ 1,925,251	\$ 217,741	\$ 246,043	\$ -	\$ (1,461,467)
Public safety	3,906,520	819,351	28,272	-	(3,058,897)
Education	11,285,580	-	-	-	(11,285,580)
Public works.....	1,695,303	267,209	665	178,220	(1,249,209)
Human services	183,588	47,860	-	-	(135,728)
Culture and recreation	783,809	53,711	209,826	-	(520,272)
Employee benefits	100,000	-	-	-	(100,000)
Interest.....	156,591	-	-	-	(156,591)
Total Governmental Activities	<u>\$ 20,036,642</u>	<u>\$ 1,405,872</u>	<u>\$ 484,806</u>	<u>\$ 178,220</u>	<u>\$ (17,967,744)</u>
Governmental Activities					
Changes in net position:					
Net (expense) revenue from Primary Government (Above)					<u>\$ (17,967,744)</u>
<i>General revenues:</i>					
Real estate and personal property taxes, net of tax refunds payable.....					16,473,560
Motor vehicle and other excise taxes					740,208
Hotel/motel tax.....					237,780
Penalties and interest on taxes.....					18,676
Payments in lieu of taxes.....					61,261
Grants and contributions not restricted to specific programs					251,935
Unrestricted investment income					11,991
Miscellaneous.....					<u>59,545</u>
Total general revenues					<u>17,854,956</u>
Change in net position.....					(112,788)
<i>Net Position:</i>					
Beginning of year (as revised).....					<u>7,244,203</u>
End of year.....					<u>\$ 7,131,415</u>

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2016

	<u>General</u>	<u>Affordable Housing Trust</u>	<u>Highway Chapter 90 Fund</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents.....	\$ 3,351,289	\$ 99,119	\$ -	\$ 491,421	\$ 1,249,066	\$ 5,190,895
Investments	1,004,540	274,573	-	-	112,424	1,391,537
Receivables, net of uncollectibles:						
Real estate and personal property taxes.....	258,982	-	-	-	-	258,982
Tax liens and foreclosures.....	326,618	-	-	-	-	326,618
Motor vehicle excise taxes	62,446	-	-	-	-	62,446
Intergovernmental	568,183	-	545,729	-	2,038	1,115,950
Due from other funds	<u>166</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>166</u>
TOTAL ASSETS	<u>\$ 5,572,224</u>	<u>\$ 373,692</u>	<u>\$ 545,729</u>	<u>\$ 491,421</u>	<u>\$ 1,363,528</u>	<u>\$ 8,346,594</u>
LIABILITIES						
Warrants payable.....	\$ 130,375	\$ -	\$ -	\$ 896	\$ 54,635	\$ 185,906
Accrued payroll.....	171,242	-	-	-	12,001	183,243
Tax refunds payable	110,000	-	-	-	-	110,000
Other liabilities.....	-	-	-	-	28,409	28,409
Due to other funds.....	-	-	166	-	-	166
Notes payable.....	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,201,000</u>	<u>-</u>	<u>1,201,000</u>
TOTAL LIABILITIES	<u>411,617</u>	<u>-</u>	166	<u>1,201,896</u>	<u>95,045</u>	<u>1,708,724</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue.....	<u>1,141,514</u>	<u>-</u>	<u>545,563</u>	<u>-</u>	<u>2,038</u>	<u>1,689,115</u>
FUND BALANCES						
Nonspendable.....	-	-	-	-	115,155	115,155
Restricted	-	373,692	-	-	1,151,290	1,524,982
Committed	47,704	-	-	-	-	47,704
Assigned.....	423,997	-	-	-	-	423,997
Unassigned.....	<u>3,547,392</u>	<u>-</u>	<u>-</u>	<u>(710,475)</u>	<u>-</u>	<u>2,836,917</u>
TOTAL FUND BALANCES	<u>4,019,093</u>	<u>373,692</u>	<u>-</u>	<u>(710,475)</u>	<u>1,266,445</u>	<u>4,948,755</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
	<u>\$ 5,572,224</u>	<u>\$ 373,692</u>	<u>\$ 545,729</u>	<u>\$ 491,421</u>	<u>\$ 1,363,528</u>	<u>\$ 8,346,594</u>

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2016

	Amounts Carried forward From Prior Year	Budgeted Amounts			Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
		Current Year Initial Budget	Original Budget	Final Budget			
REVENUES:							
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 16,483,427	\$ 16,483,427	\$ 16,483,427	\$ 16,449,353	\$ -	\$ (34,074)
Motor vehicle and other excise taxes	-	840,000	840,000	840,000	948,475	-	108,475
Payments in lieu of taxes.....	-	50,000	50,000	50,000	61,261	-	11,261
Intergovernmental	-	533,769	533,769	533,769	574,964	-	41,195
Departmental and other	-	542,500	542,500	542,500	910,315	-	367,815
Investment income	-	4,500	4,500	4,500	4,807	-	307
TOTAL REVENUES	-	18,454,196	18,454,196	18,454,196	18,949,175	-	494,979
EXPENDITURES:							
Current:							
General government	94,350	1,158,413	1,252,763	1,304,443	1,208,415	17,893	78,135
Public safety.....	22,968	2,483,808	2,506,776	2,603,035	2,521,644	35,770	45,621
Education	-	11,285,580	11,285,580	11,295,107	11,285,580	-	9,527
Public works.....	13,765	1,015,664	1,029,429	1,029,429	974,821	11,000	43,608
Human services	16,104	123,247	139,351	138,857	117,985	13,516	7,356
Culture and recreation	3,320	407,926	411,246	411,246	430,214	1,996	(20,964)
Pension benefits	-	629,903	629,903	629,903	629,903	-	-
Property and liability insurance.....	-	81,391	81,391	81,391	71,202	-	10,189
Employee benefits	-	795,350	795,350	795,350	817,098	-	(21,748)
State and county charges	-	66,372	66,372	66,372	66,372	-	-
Debt service:							
Principal	-	985,000	985,000	985,000	985,000	-	-
Interest.....	-	188,438	188,438	188,438	188,438	-	-
TOTAL EXPENDITURES	150,507	19,221,092	19,371,599	19,528,571	19,296,672	80,175	151,724
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES							
	(150,507)	(766,896)	(917,403)	(1,074,375)	(347,497)	(80,175)	646,703
OTHER FINANCING SOURCES (USES):							
Transfers in	-	-	-	-	76,752	-	76,752
Transfers out	-	(100,000)	(100,000)	(124,579)	(111,837)	-	12,742
TOTAL OTHER FINANCING SOURCES (USES)	-	(100,000)	(100,000)	(124,579)	(35,085)	-	89,494
NET CHANGE IN FUND BALANCE	(150,507)	(866,896)	(1,017,403)	(1,198,954)	(382,582)	(80,175)	736,197
BUDGETARY FUND BALANCE, Beginning of year	3,084,921	3,084,921	3,084,921	3,084,921	3,084,921	-	-
BUDGETARY FUND BALANCE, End of year	\$ 2,934,414	\$ 2,218,025	\$ 2,067,518	\$ 1,885,967	\$ 2,702,339	\$ (80,175)	\$ 736,197

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2016

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 16,463,369	\$ -	\$ -	\$ -	\$ -	\$ 16,463,369
Motor vehicle and other excise taxes	948,475	- -	- -	- -	- -	948,475
Payments in lieu of taxes	61,261	- -	- -	- -	- -	61,261
Intergovernmental	574,964	- -	7,233	- -	256,604	838,801
Departmental and other	910,315	- -	- -	- -	741,329	1,651,644
Investment income.....	25,418	6,413	- -	- -	3,502	35,333
TOTAL REVENUES	18,983,802	6,413	7,233	- -	1,001,435	19,998,883
EXPENDITURES:						
Current:						
General government	1,208,415	3,657	- -	344,435	282,403	1,838,910
Public safety	2,521,644	- -	823,751	196,247	3,541,642	
Education.....	11,285,580	- -	- -	- -	- -	11,285,580
Public works.....	974,821	- -	7,233	140,057	58,606	1,180,717
Human services	117,985	- -	- -	- -	40,291	158,276
Culture and recreation	430,214	- -	- -	5,138	99,510	534,862
Pension benefits.....	629,903	- -	- -	- -	- -	629,903
Property and liability insurance	71,202	- -	- -	- -	- -	71,202
Employee benefits	817,098	- -	- -	- -	- -	817,098
State and county charges.....	66,372	- -	- -	- -	- -	66,372
Debt service:						
Principal	985,000	- -	- -	- -	- -	985,000
Interest.....	188,438	- -	- -	- -	- -	188,438
TOTAL EXPENDITURES	19,296,672	3,657	7,233	1,313,381	677,057	21,298,000
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(312,870)	2,756	- -	(1,313,381)	324,378	(1,299,117)
OTHER FINANCING SOURCES (USES):						
Transfers in	76,752	- -	- -	6,837	5,000	88,589
Transfers out	(11,837)	- -	- -	(4,621)	(72,131)	(88,589)
TOTAL OTHER FINANCING SOURCES (USES)	64,915	- -	- -	2,216	(67,131)	- -
NET CHANGE IN FUND BALANCES.....	(247,955)	2,756	- -	(1,311,165)	257,247	(1,299,117)
FUND BALANCES AT BEGINNING OF YEAR	4,267,048	370,936	- -	600,690	1,009,198	6,247,872
FUND BALANCES AT END OF YEAR	\$ 4,019,093	\$ 373,692	\$ - -	\$ (710,475)	\$ 1,266,445	\$ 4,948,755

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES – ALL FUNDS
FISCAL YEARS ENDED JUNE 30, 2012–2016

	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012
REVENUES:					
Real estate and personal property taxes,					
net of tax refunds.....	\$ 16,463,369	\$ 16,229,226	\$ 16,624,591	\$ 16,559,666	\$ 16,797,768
Tax liens.....	-	5,900	-	-	-
Motor vehicle and other excise taxes	948,475	971,590	913,513	844,892	807,723
Payments in lieu of taxes.....	61,261	50,856	68,679	39,919	58,051
Intergovernmental	838,801	2,493,829	3,110,343	3,105,512	3,139,306
Departmental and other	1,651,644	1,077,557	1,660,341	1,376,083	1,386,987
Contributions.....	-	29,008	4,052	4,267	13,660
Investment income	35,333	19,148	24,392	20,717	24,936
TOTAL REVENUES	19,998,883	22,877,114	22,405,911	21,951,056	22,228,431
EXPENDITURES:					
Current:					
General government	1,838,910	1,252,280	1,348,983	935,535	868,638
Public safety.....	3,541,642	2,954,293	2,953,146	2,614,441	2,346,213
Education	11,285,580	11,481,904	12,696,021	12,505,819	12,719,516
Public works.....	1,180,717	2,270,914	1,401,955	1,061,733	1,047,415
Human services	158,276	131,491	118,201	124,966	131,242
Culture and recreation.....	534,862	502,623	400,385	398,430	369,460
Pension benefits	629,903	1,327,520	1,311,159	1,194,899	1,099,541
Property and liability insurance.....	71,202	64,112	87,045	79,534	70,353
Employee benefits.....	817,098	781,073	1,321,120	1,493,321	1,488,056
State and county charges.....	66,372	68,387	66,218	81,342	62,053
Debt service:					
Principal.....	985,000	740,000	745,000	750,000	827,500
Interest.....	188,438	162,883	440,668	483,546	529,868
TOTAL EXPENDITURES	21,298,000	21,737,480	22,889,901	21,723,566	21,559,855
EXCESS (DEFICIENCY) OF REVENUES					
OVER (UNDER) EXPENDITURES	(1,299,117)	(860,366)	(483,990)	227,490	668,576
OTHER FINANCING SOURCES (USES):					
Issuance of bonds and notes.....	-	2,020,000	-	-	-
Premium from issuance of bonds	-	128,130	-	-	-
Sale of capital assets	-	-	453	-	-
Transfers in	88,589	94,945	18,000	80,000	102,278
Transfers out	(88,589)	(94,945)	(18,000)	(80,000)	(102,278)
TOTAL OTHER FINANCING SOURCES (USES)	-	2,148,130	453	-	-
NET CHANGE IN FUND BALANCES	(1,299,117)	1,287,764	(483,537)	227,490	668,576
FUND BALANCES AT BEGINNING OF YEAR... <u>6,247,872</u>	<u>4,960,108</u>	<u>5,443,645</u>	<u>5,216,155</u>	<u>4,547,579</u>	
FUND BALANCES AT END OF YEAR..... <u>\$ 4,948,755</u>	<u>\$ 6,247,872</u>	<u>\$ 4,960,108</u>	<u>\$ 5,443,645</u>	<u>\$ 5,216,155</u>	

TAX COLLECTOR
FISCAL YEAR 2016

Real Estate Tax

Fiscal Year	Uncollected As of 7/1/15	Commitments	Exemptions, Abatements, Tax Title	Collections	Refunds	Outstanding As of 6/30/16
2016	\$ -	\$16,072,188.22	\$ 50,461.64	\$15,889,884.85	\$52,550.59	\$184,392.32
2015	\$63,360.01	\$ -	\$ -	\$ 42,205.39	\$ -	\$ 21,154.62
2015 Supp	\$ -	\$ 17,269.01	\$ -	\$ 14,444.55	\$ -	\$ 2,824.46
	\$63,360.01	\$16,089,457.23	\$ 50,461.64	\$15,946,534.79	\$52,550.59	\$208,371.40

Community Preservation Act

Fiscal Year	Uncollected As of 7/1/15	Commitments	Exemptions, Abatements	Collections	Refunds	Outstanding As of 6/30/16
2016	\$ -	\$ 160,722.03	\$ 1,708.42	\$ 157,281.77	\$ 56.74	\$ 1,788.58
2015	\$ 825.12	\$ -	\$ -	\$ 521.49	\$ -	\$ 303.63
2015 Supp	\$ -	\$ 172.69	\$ -	\$ 168.83	\$ -	\$ 3.86
	\$ 825.12	\$ 160,894.72	\$ 1,708.42	\$ 157,972.09	\$ 56.74	\$ 2,096.07

Personal Property Tax

Fiscal Year	Uncollected As of 7/1/15	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/16
2016	\$ -	\$ 583,966.69	\$ 84.50	\$ 573,523.06	\$ 3,291.70	\$ 13,650.83
2015	\$ 936.95	\$ -	\$ -	\$ 182.73	\$ -	\$ 754.22
Prior Years	\$ -	\$ -	\$ 21,272.76	\$ -	\$ 21,272.76	\$ -
	\$ 936.95	\$ 583,966.69	\$ 21,357.26	\$ 573,705.79	\$24,564.46	\$ 14,405.05

Motor Vehicle Tax

Fiscal Year	Uncollected As of 7/1/15	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/16
2016	\$ -	\$ 672,439.21	\$ 8,836.26	\$ 618,695.49	\$ 3,230.86	\$ 48,138.32
2015	\$22,790.66	\$ 82,857.82	\$ 6,446.39	\$ 94,564.64	\$ 5,353.66	\$ 9,991.11
2014	\$ 6,736.59	\$ 514.06	\$ 19.79	\$ 3,426.04	\$ -	\$ 3,804.82
2013	\$ 3,073.47	\$ 35.00	\$ 656.26	\$ 352.81	\$ -	\$ 2,099.40
2012	\$ 1,798.23	\$ -	\$ -	\$ 43.44	\$ -	\$ 1,754.79
Prior Years	\$ -	\$ 368.88	\$ -	\$ 263.65	\$ -	\$ 105.23
	\$34,398.95	\$ 756,214.97	\$ 15,958.70	\$ 717,346.07	\$ 8,584.52	\$ 65,893.67

Additional Revenues Collected During FY16

Interest	\$ 18,676.79
Income & Expense Liens	\$ 5,350.00
Municipal Lien Certificates	\$ 5,225.00
Demand Fees	\$ 5,330.00
Deputy Fees	\$ 4,851.00
MVE Registry Clear Fees	\$ 1,576.09
Total	\$ 41,008.88

TOWN TREASURER

Herewith is presented my third report as Treasurer in the Town of Boxborough.

RECAPITULATION		\$
Treasurer's Cash Balance, 7/1/16		4,649,572.06
Treasurer's Trust Fund Balance, 7/1/16		2,409,808.20
<i>Subtotal</i>		7,059,380.26
FY2016 Receipts		21,826,493.27
Less FY2016 Approved Disbursements		(21,149,110.32)
Treasurer's Cash Balance, 6/30/16		7,736,763.21
General Ledger Cash Balance, 6/30/16		8,059,632.42
General Ledger Trust Fund Balance, 6/30/16		562,548.16
Total		8,622,180.58
TOTAL DEBT JUNE 30, 2016		5,991,000.00

PROJECTED LONG-TERM DEBT	Principal	Interest	Total
	\$		
FY 2016	985,000.00	188,437.71	1,173,437.71
FY 2017	955,000.00	155,847.50	1,110,847.50
FY 2018	895,000.00	122,722.50	1,017,722.50
FY 2019	555,000.00	97,335.00	652,335.00
FY 2020	525,000.00	78,485.00	603,485.00
FY 2021	395,000.00	60,635.00	455,635.00
FY 2022	395,000.00	46,527.50	441,527.50
FY 2023	335,000.00	32,904.38	367,904.38
FY 2024	330,000.00	20,703.75	350,703.75

Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

FY16 DEBT SERVICE BUDGET	Principal	Interest	Total Debt Svc.	Breakdown, %	Year Retired
	\$				
Sewage Disposal Facility	30,000.00	12,877.50	42,877.50	3.65	2026
Water (Sewer/Water)	45,000.00	18,070.00	63,070.00	5.37	2026
Land Acquisition – Howe/Panek	30,000.00	7,830.00	37,830.00	3.22	2022
Affordable Housing	5,000.00	1,721.25	6,721.25	0.57	2024
Library	115,000.00	38,167.50	153,167.50	13.05	2024
Recreation Facility	35,000.00	2,100.00	37,100.00	3.16	2017
Fire Dept./DPW Equipment	125,000.00	16,575.00	141,575.00	12.06	2020
School Debt	345,000.00	33,900.00	378,900.00	32.29	2018
Building Remodeling (Police/Town/School)	46,306.00	9,014.58	55,320.58	4.71	Various
Public Way	25,000.00	6,090.00	31,090.00	2.65	2019
NEW Fire/DPW Equipment	143,500.00	28,891.24	172,391.24	14.69	Various
NEW School Equipment	5,000.00	1,160.00	6,160.00	0.52	2023
Police Communications	35,194.00	12,040.63	47,234.63	4.03	2025
Total All Debt	985,000.00	188,437.70	1,173,437.70	100.00	

SHORT-TERM DEBT: Authorized NOT Borrowed Long-Term	\$
Fire Dept. – Pumper Truck	650,000.00
Fire Dept. – Turnout Gear	111,000.00
DPW – Pickup Truck	40,000.00
Paving	300,000.00
DPW – Asphalt Roller	40,000.00
DPW – Chipper	60,000.00
Town Hall HVAC	20,000.00
Town Hall and Museum Repair	10,000.00
Library AV System	10,500.00
Police – Various Building	150,500.00
DPW Utility Truck	44,500.00
Animal Control Truck	40,000.00
Paving	300,000.00
Loader	196,000.00
DPW – Pickup Truck	40,000.00
Total Short-Term Debt	2,012,500.00

TOWN TREASURER FY 16 RECEIPTS

Account Name	Receipt Amount, \$
Other Taxes - Motel Hotel Room Occup.	237,775.20
Cell Tower Rental Fee	45,226.56
Federal Aid	38,272.88
Miscellaneous Revenue	4,769.05
Town Hall - Rental Fees	550.00
Liquor Licenses	9,000.00
Business Licenses	1,040.00
Payment in Lieu of Taxes	61,261.14
Assessor - Sale of Copies	738.00
Assessor Misc Fees	6.00
Earnings on Investments	4,806.94
Tailings Unclaimed Checks	(223.64)
Personal Property - 2004	(2,363.64)
Personal Property - 2005	(2,363.64)
Personal Property - 2008	(2,363.64)
Personal Property - 2009	(2,363.64)
Personal Property - 2010	(2,363.64)
Personal Property - 2011	(2,363.64)
Personal Property - 2012	(2,363.64)
Personal Property - 2013	(2,363.64)
Personal Property - 2014	(2,363.64)
Personal Property - 2015	(2,180.91)
Personal Property - 2016	567,867.76
Real Estate - 2015	42,205.39
Real Estate - 2016	15,833,169.68
Motor Vehicle Excise - Prior Years	156.98
Motor Vehicle Excise - 2010	22.50
Motor Vehicle Excise - 2011	84.17
Motor Vehicle Excise - 2012	83.44
Motor Vehicle Excise - 2013	352.81
Motor Vehicle Excise - 2014	3,431.04
Motor Vehicle Excise - 2015	91,099.04
Motor Vehicle Excise - 2016	615,464.63
Interest - Property Taxes	15,082.46
Interest - Excise Taxes	3,594.33
Roll Back Taxes - 2016	9,772.27
Real Estate Supplemental Tax - 2015	14,444.55
I&E Lien 2016	5,350.00
Municipal Lien Certificates	5,225.00
Demand Fees	5,330.00
MVE Clear Fees	1,576.09
Town Clerk Fees	1,581.00
Town Clerk - Sale of Copies	1,372.35
Auction/Raffle License	75.00
Extended Polling Hours	329.00
Town Clerk Misc Rev	2.00
Planning Board Fees	7,041.92
Planning Board - Sale of Copies	77.00
Board of Appeals Fees	2,888.48
Police Outside Detail Admin Fee	7,126.50
Police - Misc Fees	540.08
Police - Permits	1,062.50

Account Name	Receipt Amount, \$
Police Court Fines	3,337.50
Police Misc Fines	27,799.00
Ambulance Receipts	172,840.93
Fire - Misc Fees	36.00
Fire - Permits	4,500.00
Building Dept. - Admin.Use Fees	15,723.00
Building - Sales of Copies	90.00
Building - Permits	417,680.11
Dog Control Bylaw -Violations	100.00
DPW - Permits	665.00
DPW Misc Rev	1,619.00
Transfer Station Fees - Current Year	50,925.00
DPW Bulk Item Fees	4,740.00
Cemetery Fees	2,950.00
Board of Health - Permits	400.00
Rec Com Summer Program	38,015.00
Rec Com Winter Programs	550.00
School Construction Reimbursement	284,091.00
State Owned Land	2,847.00
Exemptions to VetsBlindSurv	16,551.00
Unrestricted General Government Aid	232,537.00
Insurance Claim	1,977.89
Insurance Claim	2,548.44
Next FY Sticker	58,500.00
Flagg Hill Subdivision Rev	3,697.50
Burroughs Rd Common Dr	778.00
Lawn Barber Rev	500.00
Depot Rd Rev	120.00
CPA Interest	138.54
CPA Revenue 2015	690.32
CPA Revenue 2016	157,187.78
CPA State Share	46,149.00
CPA Earnings on Investments	632.14
Planning - Sidewalk Fund	60,000.00
Littleton Electric Gift Rev	7,516.74
Community Services Gift	911.00
COA Gift	1,050.00
Collection Development Income	10,000.00
Collection Development Interest	24.26
Whitcomb House Interest	97.67
Whitcomb House Gift	62,000.00
Fire Public Education	1,030.00
ATT Comcast License	330.00
Verizon License	501.00
ATT Comcast Capital Cable Only	4,667.00
ATT Comcast Operations Salaries	40,598.85
Verizon PEG AccessCable Related	61,183.35
Dog License Bylaw - Licenses	6,310.00
Dog License Bylaw - Fines	3,330.00
Cons Com - Town ByLaw Fee	17,683.25
GIS Assessor Maps	745.00
Community Gardens	310.00

Account Name	Receipt Amount, \$
Fire Alarm System Maintenance	4,800.00
Gas/Plumbing Inspection	47,803.50
Electrical Inspection	74,958.30
Animal Control	27,331.80
COA Class Revenue	16,892.50
Senior Van Revenue	25,023.47
Library Copier Revenue	721.00
Library Fines	4,541.96
Recreation Special Programs	5,250.00
Recreation Special Programs Other	798.00
Field Permits	3,086.46
Farm Revenue	1,470.00
Cons Com - State WPA Fee	4,822.50
911 Support	16,185.28
EMPG	3,283.54
Fire Safe	3,337.00
Senior SAFE	2,417.00
ABCC Grant	9,300.00
ABCC Grant Interest	28.37
Technology Capital Fund	8,534.32
Elder Affairs	6,408.00
MDU	2,000.00
DPH/BoH Grant	1,084.85
Chapter 90	520,364.64
Winter Rapid Road Recovery	32,269.45
BAN Payable	650,000.00
BAN Payable	40,000.00
BAN Payable	300,000.00
BAN Payable	111,000.00
BAN Payable	40,000.00
BAN Payable	60,000.00
OPEB Trust Fund Interest	6,418.98
Peter F Whitcomb Trust Interest	364.95
Hammonds Scholarship Trust Interest	361.39
Law Enforcement Trust Donations	(1,988.00)
Roy F Custance EMT Trust Interest	20.27
Cemetery Perpetual Care Interest	1,468.14
Grace Priest Cemetery Trust Interest	131.35
War Memorial Trust Interest	21.64
Reita I Bean Trust Interest	178.80
Siemens Trust Interest	179.34
Valerios Trust Interest	17.92
Henry H Brooks Trust Interest	53.77
A W Wetherbee Trust Interest	1.83
Betsey Krusen Library Trust Interest	161.06
Grace Priest Library Trust Interest	131.33
BAHT Interest	6,412.67
Conservation Trust Interest	344.75
Conservation Trust Donations	23,000.00
Stabilization Interest	20,611.19
Planning - GD Interest	2.29
DPW Guaranteed Deposits	500.00
Group Health Ins. WH	106,149.41
Life Insurance WH	653.00

Account Name	Receipt Amount, \$
Police Outside Detail	146,673.56
Fire Outside Details	6,580.00
Deputy Collector Fees	4,851.00
Pistol Permit State Portion	3,162.50
GEO TMS Fees - Building Permits	30,937.49
Total Receipt Amount, \$	21,826,493.27

TOWN TREASURER TRUST FUND REPORT FY 2016

Affordable Housing Trust Fund

The Affordable Housing Trust Fund balance at June 30, 2016 was \$360,558. Interest of \$6,412.67 was earned on the fund in FY 2016. The balance at the end of the fiscal year was \$366,970.67.

Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$ 10,130 was given to the Town by her family and friends. The interest earned in FY 2016 was \$178.80. No expenditures were made from the fund this year. The balance at fiscal year's end was \$10,546.80.

Henry H. Brooks Library Fund

The sum of \$ 3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 2016 was \$53.77. No expenditures were made from the fund. The fund balance at year-end was \$3,172.77.

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance on June 30, 2016 was \$53,933. Interest earned on the Fund in FY 2016 was \$883.18. No expenditures were made from the fund, leaving a balance in the expendable portion of the fund of \$29,881.

Conservation Fund

The Conservation Fund balance was \$21,290 on June 30, 2015. Interest earned on this fund in FY 2016 was \$344.75. The balance as of June 30, 2016 was \$21,634.75.

Roy F. Custance E.M.T. Fund

Interest earnings on this fund are to be used for the purchase of a medical book for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY 2016 was \$20.27 leaving a fund balance of \$1,196.63. \$1,075 of these funds is non-expendable.

Grace M. Priest Memorial Fund

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the non-expendable portion of the fund to \$15,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2016 was \$131.35. The fund balance is \$15,363.35.

Siemen's Library Fund

The sum of \$ 10,000 was a gift to the Library, and interest earned in FY 2016 was \$179.34. Interest may be expended for the purchase of art-related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was \$10,579.34.

Stabilization Fund

Interest earned on the Stabilization Fund during FY 2016 totaled \$20,611.19. The Stabilization Fund balance is currently \$1,185,179.19. Expenditures from the Fund require a two-thirds approval of Town Meeting and may not be for wage and salary expenses.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$ 1,000 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing, or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 2016 was \$17.92. No expenditures were made from the fund this year. The fund balance at year-end was \$1,057.92.

War Memorial Fund

The sum of \$ 600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2016 was \$21.64, and the fund balance is \$1,275.54.

A. Winslow Wetherbee Fund

The sum of \$ 100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY 2016 was \$1.83. No expenditures were made from the fund this year. The fund balance at year end was \$105.83.

Peter F. Whitcomb Fund

\$ 5,000 was given for Highway uses. Interest in FY 2016 totaled \$364.95. The fund balance at the end of the year was \$25,107.95.

FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. We are also tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." The Finance Committee communicates with voters the key financial and operating issues within town government so as to develop informed debate at Town Meetings and other forums. As part of this, the Finance Committee maintains and updates the Town's capital plan which provides a forward view of potential capital expenditure.

The 2016 fiscal year ended on June 30, 2016. Over the course of the year the Finance Committee approved \$225,749.26 in reserve fund transfers (RFT). These reserve fund transfers are proposed by department heads, and approved or not by the Finance Committee. Reserve fund transfers are used to offset unforeseen expenses and emergencies. As this was a year where the RFT requests were higher than usual, an additional sum of \$50,000 was added to the originally budgeted amount of \$185,000 to cover the requests. Some of the larger reserve fund transfers in FY 2016 included \$39K for replacement of the lift in Town Hall, nearly \$76K for police overtime (partially offset by \$35K of insurance payments which went into free cash upon receipt) \$39K in employee benefits as a result of personnel departures which required new hiring, \$17.5K in emergency repairs for Steele Farm, \$23K for replacement of a furnace and two furnace/AC units at Town Hall, and \$12K for repair to a damaged crypt and adjacent retaining wall at the North Cemetery.

Throughout FY 2016, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of these activities during FY 2016 are documented below:

- Presentations at the STM and ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the Boxborough Capital plan.
- Discussion of warrant articles including, but not limited to the town budget; capital purchases, and the public safety article.

The Finance Committee continues to have active liaisons to most boards, committees, and departments in town.. FinCom liaisons review both the committee budgets and the warrant articles. The Finance Committee also has a permanent seat on the Affordable Housing Trust and the Community Preservation Committees (CPC). A member has also served on the Master Plan Update Committee. During the past year, Finance Committee members also played an active role on the Public Safety Study Group. The Finance Committee bylaw allows Finance Committee members to actively vote on town building committees. The Finance Committee continues to provide feedback to the various committees in town.

Summary of Fiscal Year 2016 Budget – Approved vs. Actual

Budget Category	FY 2016 Budget, \$		% Expended
	ATM	Actual	
General Government	973,413	932,694	95.8
Protection	2,483,808	2,439,333	98.2
AB Regional School	11,120,240	11,120,240	100.0
Minuteman Technical School	165,340	165,340	100.0
Public Works	1,015,664	966,216	95.1
Cultural, Recreation, Library	407,926	427,020	104.7
Health	123,247	115,888	94.0
Reserve Fund	185,000	225,749	122.0
Debt Service	1,173,438	1,173,438	100.0
Employee Benefits*	632,750	671,986	106.2
Total Operating Budget	19,054,720	18,758,371	98.4
ATM warrant article within 2½**	1,409,500	956,086	67.8
Reserve Fund Add'l Funds (STM)	50,000	-	NA
Overlay Reserve	175,000	172,728	NA
Total Budget	20,689,220	19,887,185	96.1

* Includes town employees only.

** Includes all warrant articles.

Actual Sources of Funds for FY 2016

Revenue Sources for ATM	Revenue, \$
Maximum Allowable Tax Levy (Prop. 2½)	18,633,781
State Aid	469,397
Local Receipts (Excise Tax, Permits)	1,437,000
Overlay Reserve Released to Fund Budget	0
Total Revenue	20,540,178
Free Cash	1,587,281
Stabilization Fund	1,352,041

Boxborough created a ten-year rolling Capital Plan. This plan was presented at ATM for the first time in 2010. The current five-year estimate for capital expenditure is shown in the following table.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	\$				
Town Hall	72,500	54,000	15,000	15,000	68,000
Police	218,000	47,500	95,000	94,500	43,000
Fire	232,000	120,000	275,000	70,000	28,000
Public Works	710,400	430,000	659,000	559,500	414,000
Cemetery	20,000	--	--	--	--
Library	43,000	136,000	17,500	--	--
Historical Museum	--	--	--	--	18,000
Steele Farm	160,000	5,000	--	5,000	--
Town-Wide	136,435	36,465	30,955	52,905	19,525
Total Projected Debt	1,592,335	828,965	1,092,455	796,905	1,390,525
Total Debt (including Current Obligations)	2,704,335	3,166,300	4,213,755	4,880,660	6,251,185

The Capital Plan is an evolving program, reviewed by the Finance Committee on a regular basis, and will change from year to year. It makes no assumptions about sources of funding for any items and so may include items that could be considered for funding through the CPA. It is also worth noting that of the anticipated expenditure over the next five years, slightly more than half is for vehicle purchases.

Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Average single-family house price was \$548,990
- Town Valuation was \$1,018,102,106.

ANIMAL CONTROL OFFICER

During the year 2016, I responded to numerous calls regarding injured or deceased animals and birds. These included:

Animal	Number of Calls	Animal	Number of Calls
Bat	4	Rabbit	3
Bee nest	1	Raccoon	12
Chicken	2	Skunk	1
Deer	2	Squirrel	5
Fisher Cat	1	Turtle	2
Goose	4	Woodchuck	2
Owl	1		

Respectfully submitted,
Donald C Morse, Animal Control Officer

ANIMAL INSPECTOR

The annual farm animal inspection and count was conducted for the year 2016. Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

Animal	Count	Animal	Count
Chickens	226	Llama	1
Cows	29	Peahen	1
Ducks	24	Pigs	4
Goats	12	Sheep	24
Horses	44		

During 2016, there were 6 dogs quarantined for possible exposure to rabies.

Respectfully submitted,
Donald C. Morse, Animal Inspector

ANIMAL CONTROL – DOGS AND CATS FIELD DRIVER

The Animal Control Officer is under supervision of the Chief of Police. Phyllis Tower of Boxborough is our Animal Control Officer (ACO) as well as our Field Driver. Regular scheduled hours for Animal Control are Monday through Friday, 8:00 a.m.–6:00 p.m. ACO Tower is also on call and will respond to emergency calls; contact Dispatch at 978-264-1750. Emergency calls consist of an animal hit by a vehicle or aggressive dogs.

Barking dog complaints and loose dogs are not necessarily emergencies. Police officers will respond to calls of a non-emergency nature and will inform ACO Tower of their findings during non-business hours.

The Field Driver position is a town officer position that was developed in early New England times. The driver is authorized to round up and impound domestic farm animals roaming at large. There were 10 reports of loose livestock in 2016.

Rabies will continue to be monitored, and all residents are reminded that all dogs over the age of 6 months must be vaccinated for rabies and licensed within Boxborough. State Law also requires that all cats over the age of 6 months must also be vaccinated for rabies.

Dogs Licensed: Total 651

Kennel Licenses: Total 4 (two \$50, two \$75)

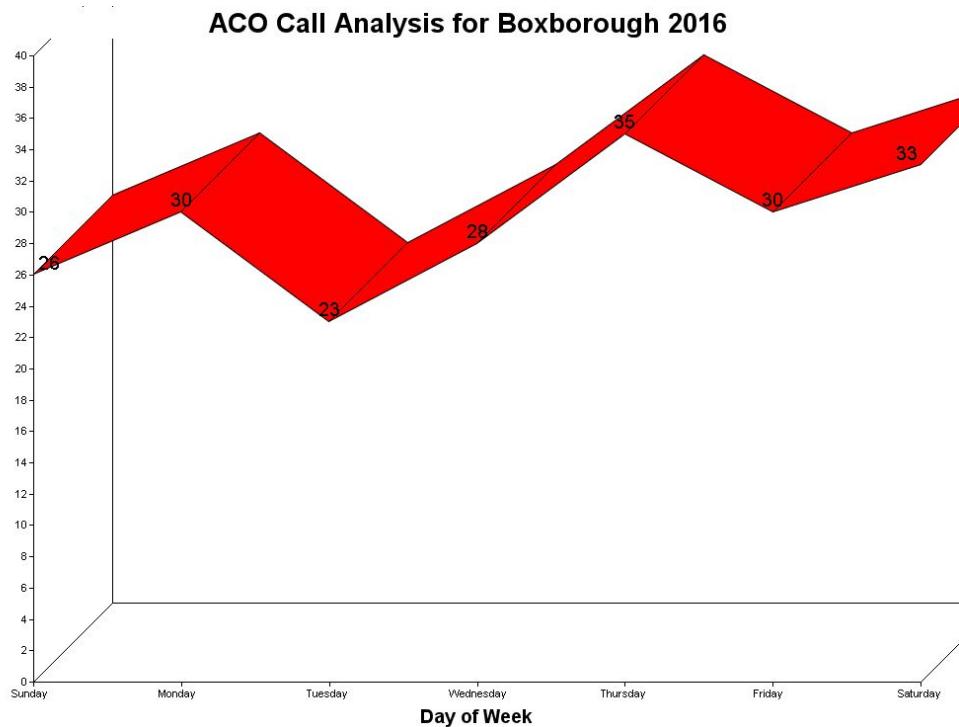
ACO Calls for Service: Total 205 (see table below for details)

Dogs		Cats	
Barking	10	Missing	10
Loose	29	Loose	6
Found	16	Found	10
Strays surrendered to shelter	1	Struck	1
Reported missing	9	Contact with other agencies	1
Concern for safety	2	Strays surrendered to shelter	2
Vicious	9	Stuck	1
Per Police – accident/arrest	1	Residence advice	7
Dog waste	2	Total Cats	38
Contact with other agencies	2		
Struck by car	1	Other Calls	77
Donate items	2		
Class/course	6	TOTAL	205
Total Dogs	90		

Animal Control Calls in Littleton and Stow (Regional Agreement): Total 399

Boxborough provides Animal Control services to the Towns of Littleton and Stow. This is pursuant to the 2006 Town Meeting authorization and Chapter 40 Section 4A of the General Laws, which authorized the Board of Selectmen to enter into intermunicipal agreements with other towns for the purpose of creating a shared Animal Control Officer and further to allocate the costs associated with the position. All three towns share the cost of the position equally.

In 2016 ACO Tower responded to 399 animal-related calls in the Towns of Littleton and Stow, along with providing follow-up and animal patrol services.



Field Driver

There were 8 reports of loose livestock in 2016.

Respectfully submitted,

Phyllis Tower, Animal Control Officer – Dogs and Cats

Warren B. Ryder, Chief of Police

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census as of January 1, 2016, which showed the population of Boxborough to be 4,999. There were six voter registration sessions held during the year. As of the last voter registration, there were 3,770 registered voters in town.

OFFICE OF THE TOWN CLERK – VITAL STATISTICS

There were 31 births recorded for the year 2016. There were 9 marriage certificates issued. The total number of deaths recorded was 20.

BUILDING DEPARTMENT

This past year the Building Department went through some personnel changes with David Lindberg, Inspector of Buildings, and Denise Monteiro, Administrative Support, leaving for other employment opportunities. Stepping into the position of Inspector of Buildings was Gerry Noel, with his new Administrative Assistant, Julie Pratt.

During the past year, some notable accomplishments have been achieved as follows:

- The Building Department has expanded permitting services to include fire and sprinkler.
- We have achieved compliance with the Massachusetts Board of Building Regulators, having all applications mirror state requirements relative to residential and commercial permitting.
- Replacement of the chairlift at Town Hall.
- Replacement of bathroom fixtures at the Town Museum.

- Replacement of two A/C units and one heating unit at Town Hall for the east wing. Installation of two new heating vents and one return vent for the east wing to properly balance the distribution of heating and air conditioning.
- Rebuilt the front stairs at Town Hall which, may I add, gives an historic presence back to what appeared to be a tired building.

2016 was another robust year for the Building Department as the economy flourishes and the Town continues to grow with a wide diversity of residential and commercial projects combining for roughly 600 permits.

One project that stands out is 1415 Massachusetts Avenue, better known as Paddock Estates. This is a 244- unit apartment complex that is made up of 11 residential buildings, one clubhouse, 16 garages, a pump house, and its own waste water, along with a potable water treatment plant. The project is expected to be completed mid-2018.

We welcome the Taylor Montessori School which opened for business this past year. Not only does it bring a different method of education but also revitalizes a historic building. Cisco Systems continues to renovate their buildings with a throwback style to 70s accenting contemporary flare. The Building Department has issued 5 Certificates of Occupancy for new single-family homes this past year along with issuing building permits for 3 single-family homes.

There has been an influx of residential kitchen, bathroom, addition, and basement remodeling which is a good sign that people are considering staying in Boxborough and have pride in the community in which they reside.

The Building Department mission is to protect the lives and safety of the residents and businesses with implementation of proper construction methods relative to Massachusetts State Building Code (780 CMR) for all disciplines. This is performed through diligent work relative to plan reviews, inspections, zoning enforcement and documentation processes. This department could not be as proficient without the hard work of, and special thanks to, Charlie Weeks, Electrical Inspector, Gary Cory, Plumbing and Gas Inspector, Robert Camacho, C.B.O. consultant. Special thanks to Julie Pratt, as without her dedication, this would not be possible.

Respectfully submitted,
Gerry Noel, C.B.O., Inspector of Buildings

2015/2016 BUILDING PERMITS ISSUED

	2016	2015
New Construction		
Residential/Single-Family	14*	11
Commercial	2	34
Telecommunications	0	3
Pools	3	2
Accessory Buildings	17	4
Solar	2	21
Additions/Alterations		
Residential	151	125
Commercial	4	13
Mechanical/Sheet Metal	19	8
Demolition	6	1
Sign	3	1
Woodstove	1	10
Tents	2	5
Total Building Permits	224	238
Construction Cost, \$	6,053,275.20	45,734,578.72
Permit Fees, \$	66,596.29	457,518.52

* Of these 14 permits, 11 buildings contain a total of 244 units for the apartments at Paddock Estates.

ELECTRICAL INSPECTOR

I hereby submit my report for the year ending December 31, 2016:

Total Electrical Permits	200
Total Fees Collected	\$40,672

PLUMBING INSPECTOR

I hereby submit my report for the year ending December 31, 2016:

Total Plumbing Permits	91
Total Fees Collected	\$49,540
Total Gas Permits	64
Total Fees Collected	\$4,525

BOXBOROUGH FIRE DEPARTMENT

In review, in 2016 the Department responded to a total of 1,733 calls for service. A partial breakdown of these calls, separated by incident type, is contained at the end of this report.

The Department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. During the 2016 Annual Town Meeting, the Department received approval for \$650,000 in funding to replace a 1994 Pumper and \$111,000 for outdated Turnout Gear.

The Department also hired one full-time Firefighter/EMT, Zachery Broderick. Zachery will be attending the Massachusetts State Firefighting Academy in the spring of 2017. We welcome him to our department and wish him success in his career.

In 2016, the Department was awarded \$3,337 for its S.A.F.E. grant (Student Awareness of Fire Education) from the state. The theme for this grant is to educate children as to the dangers of fire and smoking. The grant money helps to defray the cost of firefighters' conducting classes, along with the purchase of promotional supplies and training equipment. Fire Department personnel continue to deliver the popular CPR Training with the 6th-grade science curriculum on the circulatory system. This lesson continues to be well received by the students and has empowered them with critical lifesaving skills. We continue to expand our programming in all grades with new programs each year. We would like to thank the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

In addition, the Department was awarded \$2,417 for its Senior S.A.F.E. program. This is the fourth year that the Department has received this grant. The Department continues to provide a Smoke and Carbon Monoxide Detector Check program where firefighters visited the houses of seniors and assisted them with testing of all detectors. In addition, while the firefighters were testing these, the batteries were replaced. This program has been very successful since its initial launch. This program is also available to all members of the community through Public Education funding, raised through CPR Course fees. We encourage every homeowner in the community to take advantage of this program on a regular basis.

Captain Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. During the current year, car seats were installed or inspected in 102 different vehicles. On many of these inspections, more than one seat was actually inspected. Residents are encouraged to make an appointment to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. All services are free of charge.

The Town of Boxborough is designated as a "Heart Safe Community" by the State of Massachusetts. The Department's CPR instructors continue to offer numerous classes to individual residents and local businesses on a regular basis. The Department has an online training module, which allows us to train residents in a more efficient manner. Instead of waiting each quarter for a live class to be offered, residents can now start taking a course the same day on their computer and then schedule an appointment for skills check off, once they are complete with the online classroom program. This program has greatly increased the number of people that we were able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, first aid, and safety training they require.

The Department's website (www.boxboroughfire.com) continues to be maintained on a regular basis and is a key resource for any emergency messages or public safety announcements, as well as to register for various public education programs and inspections.

The number of fire prevention permits issued this past year totaled 209 and ranged in areas from smoke and CO detectors, fire alarms and blasting, to oil burners and automatic sprinkler systems. 200 inspections were performed for items ranging from code compliance to occupancy. We expect 2017 to have a significant impact on inspections due to the large 244-unit residential apartment complex on Paddock Lane and the 100 proposed unit complex for 55 and over residents.

Locating homes in emergency situations is still a problem as many residents have not sufficiently numbered their mailboxes and driveway entrances. A properly marked address will greatly diminish the time it takes for our responders to confirm a destination when seconds count.

Massachusetts General Law 148 Section 26F and Section 26½ require smoke and carbon monoxide detectors in all residences in the Commonwealth. It is a proven fact that these detectors save lives if properly installed, maintained, and tested on a regular basis. Remember when you change your clocks for daylight savings time; change the batteries in your smoke and carbon monoxide detectors. "Change Your Clocks, Change Your Batteries." Remember, the Department provides a free Smoke and Carbon Monoxide Detector Check program for all residents. Please call the fire station to schedule.

In closing, I wish to thank all the members of the Boxborough Fire Department for their dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Without their hard work and perseverance, this Fire Department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department as well as all other town departments, boards, and officials who have helped us accomplish our never-ending mission for one more year.

Respectfully submitted,
Randolph T. White, Fire Chief

Fire Department Statistics – Calendar Year 2016

Aircraft Incident	0	Medical Assist	119
Alarm Box Maintenance	464	Medical Emergency	250
Alarm Investigation	147	Motor Vehicle Accident	64
Detail/Fire Watch	7	Mutual Aid – Ambulance	77
Fire – Brush	24	Mutual Aid – Fire Apparatus	21
Fire – Vehicle	5	Outside Smoke Investigation	0
Fire – Chimney	1	Public Education – SAFE/CPR	120
Fire – Other	4	Public Education – Car Seat Install	102
Fire – Structure	6	Special Service – Suspicious Item	0
Hazardous Materials Incident	1	Special Service – Other Assistance	31
Inspection	200	Special Service – Water Problem	4
Investigation – Carbon Monoxide	5	Special Station Coverage	17
Investigation – Natural Gas	3	Training	38
Investigation – Odor	8	Water Rescue	0
Investigation – Other	15	Total Responses	1,733

BOXBOROUGH POLICE DEPARTMENT

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2016 Boxborough Police Department Annual Report. In this report, you will find Police Department statistics from the calendar year of 2016. We have also gathered our statistics from previous years to illustrate how categories of crime and enforcement activities have been increasing and/or decreasing from previous years.

The Police Department utilizes traditional enforcement methods, community policing concepts, and problem-solving strategies to combat crime and quality of life issues in Boxborough. The Police Department employs 12 full-time sworn officers and 6 part-time sworn officers who deliver exceptional law enforcement services to our community. From January 1 to December 31, 2016, the Police Department handled 16,930 calls for service. I have enjoyed working actively with the town departments, boards and committees in carrying out our mission. I look forward to a continued successful relationship with them in the future.

In 2016 the Police Department welcomed two new full-time officers, Nicholas Storelli and Robert Arakelian, who filled in vacant positions. A Special Town Meeting in 2016 authorized an additional full-time police officer to start in 2017 who will alleviate overtime expenses and staff fatigue.

And finally, I thank the men and women of the Boxborough Police Department for their dedication and support. It is because of their tireless commitment and professionalism, that Boxborough remains the beautiful town it is to live in, work in, and visit.

Respectfully submitted,
Warren B. Ryder, Chief of Police

2016 Case Activity Statistics

Total per year	2016	2015	2014
Offenses Committed	601	581	549
Felonies	74	89	87
Crime Related Incidents	101	101	107
Non-Crime Related Incidents	207	192	196
Arrests (on view)	86	83	68
Arrests (based on incident/warrants)	12	28	25
Summons	124	98	182
Arrests	222	199	193
P/Cs	4	3	4
Juvenile Arrests	2	2	4
Restraint Orders	22	18	17

Police Department Selected Incidents

	2013	2014	2015	2016
911 Hang-ups	66	77	91	87
Animal Complaints	133	245	39	48
Annoying Phone Calls	9	5	40	35
Arrests	299	193	199	224
Assist Citizens	960	670	305	449
Assist Fire/EMS	430	325	204	222
Aggravated Assaults	10	9	1	4
Breaking & Entering	13	8	5	5
Burglar Alarms	118	121	140	109
Bylaw Violation	27	19	15	20
Complaints (traffic problems)	264	263	487	480
Disturbances – General	40	36	60	73
Disturbance – Domestic	30	31	15	18
Disturbance – Mental Health	--	51	85	77
Follow-up investigations	106	132	147	206
Larcenies/Fraud	45	52	50	17
Motor Vehicle Accidents with Injury	45	41	55	62
Motor Vehicle Accidents with Property Damage	51	9	48	27
Motor Vehicle Theft	3	1	2	2
Missing Persons	1	4	9	6
Noise Complaints	25	21	20	29
Protective Custody	2	4	3	4
Rape	1	2	2	3
Robbery	1	0	1	0
Shoplifting	0	1	2	6
Summoned to Court	150	182	98	124
Suspicious Activity	450	444	375	400
Vandalism	27	23	15	21
Simple Assaults	21	6	3	8

Motor Vehicle Stops

	2014	2015	2016
Total number	1,662	1,436	1,945
Percent			
Verbal warnings	74	77	68
Written warnings	7	4	7
Citations issued	5	9	13
Summoned to court	11	6	6
Arrested	3	4	6
Avg. OVER speed limit, mph	19	19	18

DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2016 dispatch handled 16,930 calls. The “Are you OK” program in which pre-registered individuals receive a daily phone call, originating from the dispatch center to inquire if they are okay, resulted in 1,324 calls to our enrolled seniors.

Type of Call	2016	2015	2014
Walk-in service	512	539	588
911 calls	383	394	176
Telephone calls	3,403	3,593	3,833
Radio/alarm/box/other calls	12,632	13,189	10,989
Total Calls	16,930	17,715	15,586

CONSTABLES

Constables worked the Presidential Primary, the Town Election and the November General Election. Postings were made for the aforementioned, as well as the following:

Annual Town Meeting Warrants	1
Special Town Meeting Warrants	1
Notification of Zoning Bylaw Amendment	1
Total	3

Respectfully submitted,
Owen J. Neville, Constable

BOXBOROUGH BUILDING COMMITTEE

At the 2016 Town Meeting, it was clear that voters were not satisfied with the options before them for meeting the space needs of our Police and Fire Departments (PD and FD). In particular, they were not satisfied that the single building concept for both PD and FD, which was investigated by the Space Needs Advisory Group (SNAG) and studied by HKT, would be the best alternative for public safety. Finally, it was recognized that the needs of the Department of Public Works (DPW) should also be addressed. The Boxborough Building Committee (BBC) was created to re-examine the Town's needs for all three departments and report back to Town Meeting in 2017.

In September the Selectmen approved a charter for the BBC and appointed members. The BBC consists of seven voting members plus alternates and is co-chaired by two members each from the Board of Selectmen and Finance Committee. A home page for the BBC was created on the town website, where minutes, agenda, and other information are published.

The BBC addressed several main tasks:

- Assess space needs and develop a roadmap for FD, PD, and DPW for the next 20 years. What will each department need and on what timeline?
- Prioritize those needs and determine whether they can be met with existing sites alone. Examine the potential for re-use or repurposing any existing space. Quantify constraints due to structure, site, or building code issues.
- Identify suitable potential sites.
- Recommend a strategy that will meet our needs while minimizing disruption to ongoing operations and ensuring that we do not buy more than we **need** sooner than we **must**.

The committee agreed that technical assistance would be required to support its investigations into space needs and building sites. An article requesting the sum of \$15,000 for this purpose was approved at the December 2016 STM. Further, the article also directed that the unexpended balance of \$7,649 from the previous SNAG study also be appropriated to support the BBC effort.

Assessment

With assistance from the chiefs, the BBC analyzed the report from HKT on the combined public safety building concept to develop separate estimates for the police and fire departments to inform the identification of potential suitable sites for either department or both. The committee also reviewed the needs of the DPW, which was not included in the HKT study. A very high-level analysis of DPW space needs was begun. We have looked at the experiences of comparable surrounding towns and have taken into consideration the expected needs of Boxborough for the next 20 years. All three departments will need either renovation or replacement to meet our needs for that period. The current FD site is too small to permit drive-through bays of sufficient size. PD and DPW sites are barely adequate. To use just the existing sites, we would have to relocate each facility during renovation. The committee concluded that a relocation strategy would add significant cost and disrupt ongoing operations of all three departments.

Prioritization

1. The FD is the oldest facility and is a **public safety risk** because newer fire trucks do not fit inside its bays. It also needs additional space that meets code requirements and best practices for decontamination areas, office and personnel, mechanical systems, training, and an Emergency Operations Center.
2. The DPW is the next-oldest facility and is a **financial risk** because it lacks adequate covered storage space for newly acquired, expensive equipment, and office space is insufficient.
3. The PD is the newest facility but needs to **upgrade** and expand its space for evidence handling and suspect processing, as well as for staff space, meetings, and investigations.

Working with the town planner, the BBC identified a number of potential building sites along Massachusetts Ave. that should be assessed in some detail to inform the strategy on how best to proceed. As the year ended, the committee felt that good progress had been made in this regard, and we were looking forward to making its presentation to Town Meeting in May 2017.

BOXBOROUGH CONSERVATION COMMISSION

Mission

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town's conservation land and for administering the state Wetlands Protection Act and Town of Boxborough Wetlands Protection Bylaw.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the state and town legislation mentioned above. Routine activity includes the following:

- Issuing orders of conditions; certificates of compliance; extensions, and determinations of applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission continues to review the Boxborough Wetlands Protection Bylaw and has established policies for the exemption of minor activities related to maintenance. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

Activity under the Wetlands Protection Act and Town Bylaw

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100' adjacent land resource area commonly known as the "buffer zone." During calendar year 2016, the Commission reviewed 11 Notices of Intent (NOI), 2 Requests for Determination of Applicability (RDA), and 1 Abbreviated Notice of Resource Area Delineation (ANRAD). The table below also lists the number of requests for Certificates of Compliance (COC).

Year	NOI	RDA	ANRAD	COC	Extensions
2013	5	1	--	12	*
2014	3	2	1	9	*
2015	6	2	1	5	*
2016	11	2	1	5	*

* Extensions are automatic under the Permit Extension Acts of 2010 and 2012.

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

Conservation Land Stewardship

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust (BCT) continued to make improvements to many of our conservation parcels. Trail maintenance and clearing remains an ongoing effort with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

The Commission continues to identify and pursue land for conservation. The Commission will be completing the acquisition of a conservation restriction granted by the BCT for approximately 25 acres near Depot Road (aka Campbell Land or Inches Woods) in 2017. We are also in discussion with an abutter to acquire some additional land (or a trail easement) to connect the newly established trail system on the Inches Woods Land with the existing network of trails on the nearby Hager Land. The Commission received approximately 11 acres of new conservation land abutting Heath Hen Meadows Land near Meadow Lane as a gift to the Town from a developer.

The Commission continued to provide space to the Agricultural Commission in support of the AgCom's management of a Community Garden at Flerra Meadow. The targeted control of invasive plants remains an ongoing effort including the use of contracted labor through the New England Wildflower Society to remove large areas of growth at Rolling Meadows in December of 2015.

The Commission also coordinates with other town boards and commissions with land use interests, and provides representatives to serve on the Boxborough Building Committee, and Community Preservation Committee.

Acknowledgments

There are a number of other people in town whose help contributes greatly to our mission. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Other trail work volunteers include ABRHS students and the Boy Scouts. Special thanks to Norm Hanover for his continued effort on the trail kiosks, signs and markers, and to Ed Whitcomb for his efforts to maintain and improve the trails. We would also like to thank Tom Garmon and the Highway Crew for their assistance with land and trail maintenance, and the staff at Town Hall. We make a special thank you to Mary Nadwairski for all her help in keeping us organized and for interacting so positively with the public and other boards.

Citizen Interest

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978.264.1722) at Town Hall. Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully submitted,
Dennis Reip, Chair

ZONING BOARD OF APPEALS

In Boxborough the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by Chapters 40A, 40B, and 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for Special Permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; to hear and decide appeals or petitions for Variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10; to hear and decide appeals from decisions of the Inspector of Buildings; and to hear and decide applications for Comprehensive Permits for the construction of low- or moderate-income housing by a public agency, limited dividend organization, or nonprofit corporation, as authorized under MGL Chapter 40B. Public hearings are held for each application for a Special Permit, Variance or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are scheduled as may be necessary and posted. During 2016 the Board considered applications for seven Special Permits and three Appeals.

The ZBA continues to receive applications. The fees, forms, instructional documents, and meeting minutes are posted on the town website. We encourage the community to check the town website for details about these meetings and hearings and call the Town Hall (978-264-1722) with any questions.

Respectfully submitted,
Tom Gorman, Chair

BOXBOROUGH HOUSING BOARD

Background

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at a Special Town Meeting, October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee.

Membership

The members of the BHB are Michael Fetterman, Diane Friedman, Joan Meyer, Al Murphy, and Ron Vogel.

Master Plan: BHB Action Items

The BHB participated in the development of an updated Master Plan, Boxborough 2030. Key elements of Boxborough 2030 that relate to affordable housing and constitute action items for the BHB are:

- Support the development of rental housing through the Comprehensive Permit process.
- Identify strategies that would allow extremely-low-income and very-low-income households to access rental housing through tenant-based rental assistance programs.
- Identify ways to develop housing in Boxborough that is affordable to households with moderate incomes.
- Identify privately owned parcels of land that could be acquired by the Town for affordable housing development.

These items are consistent with the Housing Production Plan that was developed by the BHB. As discussed below, significant progress has been achieved towards these goals.

Affordable Housing in Boxborough

Boxborough Rental Assistance Program

The Boxborough Rental Assistance Program (BRAP) was approved by the 2016 Town Meeting. The BRAP uses funding from the Community Preservation Act (CPA) to reduce the rental cost burden of qualifying Boxborough households. It helps seniors, disabled adults, and families with minor children reduce their rental burden. It targets households that have low incomes. An important objective of the BRAP is to help households attain self-sufficiency by working with them to reduce their rental cost burden. Although state and federal programs currently exist with much the same goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

Program Description

In the past year, eligibility requirements and ranking methods were developed, procedures were established to distribute assistance funds to landlords each month, and an application-review process was created that is objective and maintains applicant confidentiality. With the help of Metro West Collaborative Development, Inc. (Metro West), an affirmative marketing plan was developed; the application period opened in July 2016 and closed on August 16, 2016. A preference-point ranking system was developed that is designed to help the neediest Boxborough households with their housing expenses.

Program Experience

In all, 22 applications were received. Eligible applicants were ranked, and the six households with the highest ranking were assisted; lower-ranking households were placed on a waiting list. The first checks were distributed to landlords on October 1, 2016 and credited toward October 2016 rent. The assistance will continue for a year and may be renewed, if CPA funding is renewed and the household remains eligible for assistance.

All the eligible application households are current Boxborough residents. About half of the households are single-parent families with children in the AB school system. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior citizen (age 60+)

with limited income who will now be able to remain in their current homes. The Boxborough Community Services Coordinator remains in contact with the households that are being assisted.

Present Plan

We are pleased with the response to this program, and are proposing in the 2017 Annual Town Meeting an expansion of the program to funding levels that will enable us to assist 12 households. The Well-Being Committee and the Housing Board continue to jointly support and propose this program.

Chapter 40B Affordable Housing

Monitoring Activities

The BHB monitors affordable units in the Condominium Exchange Program (CEP), Boxborough Meadows, and Summerfields with the assistance of Metro West through the Regional Housing Services (RHS) collaboration that is described below. In the past year, monitoring activities have included updating information about affordable-home owners and managing resale of affordable units.

Of the six affordable units that were created by the CEP, three remain. Three CEP units have been resold as market-rate units, and thus no longer count as subsidized housing. The BHB failed to resell these units as affordable units, primarily because of market conditions, and in accordance with the affordable deed restrictions, allowed the owners to sell their units at market prices.

Boxborough Meadows is a 48-unit condominium complex located off Massachusetts Avenue. It contains 12 affordable units. Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road. Six of the units are affordable.

Paddock Estates at Boxborough

Paddock Estates at Boxborough is a 244-unit apartment community located in near the intersection of Route 111 and Interstate 495. Building Permits for the project were issued this past year, and as such, all 244 rental units (61 affordable units) were added to Boxborough's Subsidized Housing Inventory (SHI), as shown in this table:

Project Name	Units
Boxborough Meadows	12
Summerfields at Boxborough	6
Condo Exchange Program	3
Paddock Estates at Boxborough	244
Codman Hill Road	1
Craftsman Village at Elizabeth Brook	1
Total SHI Units	267

The resulting total number of SHI units, 267, comprises 12.95% of Boxborough's 2010-census year-round units, 2,062, well above the mandated 10% goal.

Regional Housing Services

The RHS collaboration provides services related to the monitoring and maintenance of affordable housing. Calendar year 2016 is the final year of the current three-year RHS contract. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement between Boxborough, Bolton, Littleton, Stow, and Hudson. The services are provided by Metro West.

The RHS collaboration helps Boxborough monitor affordable units, assess affordable ownership units, and resolve compliance violations. The services provided by Metro West reduce the time that town staff spends on routine matters. Also, Metro West has created a repository of project legal documents, helped maintain proper procedures, and assisted with refinancing, resales, and assessments.

At the 2017 Annual Town Meeting, CPA funding for the continuation of this collaboration in a new contract will be requested. A Request for Proposals (RFP) for the consulting agency that will provide the services is being prepared.

Additional Affordable Housing

Mid-Range Housing

Several studies of affordable housing in Boxborough have indicated that Boxborough lacks mid-range housing, e.g., housing that is affordable to downsizing seniors and young families. Presently, Boxborough offers numerous low-cost housing options, in the \$100K to \$200K range, while most homes are priced at \$600K and above.

Providing more mid-range housing in Boxborough is challenging. High land costs in Boxborough contribute to its unavailability. Under the present zoning, a lot for a single-family home costs about \$300K, rendering the construction of a mid-range home on the lot nearly impossible. Cluster Zoning, in which a portion of a lot is more densely populated with housing, provided the average density does not surpass allowed densities, could help. However, proposals for Cluster Zoning have failed several times at Town Meeting because residents were concerned that such developments would not be an asset to Boxborough. It is possible that creative ideas involving existing housing may help solve this problem. The BHB and the Planning Board will continue to discuss the matter in the coming year.

Possible Habitat-for-Humanity Home

A parcel of tax-title land appeared capable of accommodating a single-family dwelling. In the past year, the BHB pursued a relationship with Habitat for Humanity for the development of the parcel. Funding was approved for a soil-absorption test at the 2016 Annual Town Meeting. Unfortunately, the soil-absorption tests were discouraging, indicating that a residence could not be built on the property. The BHB no longer has any interest in the property.

Stow Road Project

The Stow Road Property was purchased by the BHB in 2010. It consists of approximately 13.5 acres and is located on 70 - 72 Stow Road. The property was acquired with funds from the Boxborough Affordable Housing Trust and will be used to provide affordable housing to Boxborough residents.

The RFP to develop the property has not yet been released. The objectives of the development, as defined by the Stow Road Concept Development Committee, remain to develop a home-ownership project that incorporates housing of diverse types. In the past year, a Special Counsel for Stow Road was hired and has reviewed the draft RFP. The Special Counsel, together with several local developers, concluded that the draft RFP was too complex and that developers would likely not respond to it. The RFP is being redrafted, but has yet to be simplified appreciably.

Town Support

The Boxborough Housing Board is grateful for the help and support of Town Hall Staff, particularly Town Planner Adam Duchesneau. The guidance of Selectman Les Fox is also much appreciated.

Respectfully submitted,
Al Murphy, Chair

PLANNING BOARD

Introduction

The Planning Board is a five-member elected board. There may also be an Associate member appointed jointly by the Board and the Board of Selectmen, who may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The Associate position was vacant for 2016. The Planning Board is

supported by the Town Planner who offers administrative assistance as well as guidance on the technical and theoretical aspects of planning.

Annual Town Meeting May 2016

The Planning Board proposed seven articles for the May 2016 Annual Town Meeting. The articles involved amendments to update the zoning district boundaries to be consistent with parcel lines, removal of the Wetlands and Watershed Protection District and associated buffer areas, and administrative amendments to the “Maximum Building Height” description and Section 9004 Penalty of the Zoning Bylaw. The articles also included updating the composition of the Design Review Board membership, increasing the maximum allowable fence height to seven feet to be consistent with the Building Code, and an administrative amendment to change the wording of “Accessory Structures” to “Accessory Buildings” in some sections of the Zoning Bylaw. All of these articles were passed by Town Meeting. For a complete explanation of these articles, please see the Warrant and Proceedings section of the Town Report.

Development Review and Special Permits

The Board reviewed the following development plans and Special Permit applications in 2016:

- 881, 1065, and 1075 Burroughs Road: The Board granted a Private/Common Driveway Special Permit Minor Modification to adjust the property line between 881 (Lot 9) and 1065 (Lot 8B) Burroughs Road to accommodate for the required side yard setback of the finalized location for the proposed house on 881 (Lot 9) Burroughs Road.
- 205 and 223 Flagg Hill Road: The Board granted a Private/Common Driveway Special Permit to serve two proposed reduced frontage lots at the end of the cul-de-sac of the Definitive Subdivision Plan entitled Taylor Farm Road off Flagg Hill Road.
- 593 Massachusetts Avenue: The Board granted Site Plan Approval to construct a two-story building consisting of approximately 8,712 square feet of trade shop space with parking, sewage disposal, drainage, and associated landscaping and grading for landscape contractor, trade shop, and other uses.
- 593 Massachusetts Avenue: The Board granted a Site Plan Approval Minor Modification to change the approved siding around the building from a split-faced concrete block to vinyl.
- 1300 Massachusetts Avenue: The Board granted a Site Plan Approval Major Modification to allow for the installation of four (4) rows of solar carport canopies and associated equipment in the parking lot area located to the south of the existing building on-site.
- 155 Swanson Road: The Board granted a Site Plan Approval Minor Modification to extend an existing landscaped parking lot island to encompass the property’s public drinking water supply well.

Subdivisions and Approval Not Required Plans

The Board reviewed the following Preliminary and Definitive Subdivision Plans:

- The Board approved with conditions a Definitive Subdivision Plan for the properties at 205 and 223 Flagg Hill Road which would subdivide the two existing lots into eleven buildable lots and one open space parcel off a proposed new cul-de-sac road named Taylor Farm Road off Flagg Hill Road.
- The Board approved with conditions a Minor Modification of a Definitive Subdivision Plan for the properties at 205 and 223 Flagg Hill Road to waive Section VI.G. Buildings Permits of the Town of Boxborough Rules & Regulations Governing the Subdivision of Land to allow the construction of up to four (4) residential dwellings.

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2016:

- 881 and 1065 Burroughs Road: The Board endorsed a plan which showed the reconfiguration of two (2) existing lots (a lot line adjustment) to create two (2) new adjusted lots, both with frontage on Burroughs Road.

- 1195 Hill Road: The Board endorsed a plan which showed the division of an existing parcel into two (2) new buildable lots on Hill Road.
- 1146 and 1190 Liberty Square Road: The Board endorsed a plan which showed the reconfiguration of the two (2) existing lots into two (2) new lots, both with frontage on Liberty Square Road.
- 1102 Massachusetts Avenue: The Board endorsed a plan which showed the reconfiguration of one (1) existing lot to create one (1) new lot with frontage on Massachusetts Avenue and one (1) additional parcel with no frontage.
- 164 Massachusetts Avenue and 23 Summer Road: The Board endorsed a plan which showed the reconfiguration of two (2) existing lots which provided additional acreage and frontage on Massachusetts Avenue to the property addressed as 23 Summer Road.

Scenic Road Permits

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads in the public right of way must receive approval from the Board under the Scenic Road and Stone Walls Bylaws. In 2016, the Planning Board issued the following approvals:

- 70R Codman Hill Road – New Driveway: The Board granted a Stone Wall Alteration Permit to expand an existing 8 foot wide opening in the stone wall to an approximately 22 foot wide opening to create a material storage site at the property.
- 863 Depot Road – Public Shade Tree Removal: The Board denied a Scenic Road and Public Shade Tree Removal Permit to remove a public shade tree along the front property line. However, the Board allowed for the pruning and stabilization of the public shade tree by the Department of Public Works through the use of cabling, provided this action would deliver a viable and safe solution to the issue.
- 223 Flagg Hill Road – New Roadway: The Board granted a Stone Wall Alteration Permit to remove approximately 46 feet of existing stone wall to allow the construction of a proposed 11 lot residential subdivision with a 1,500 foot long roadway and associated utilities entitled Taylor Farm Road.
- 187, 214, and 222 Hill Road – Guardrail Installation: The Board granted a Scenic Road, Public Shade Tree Removal, and Stone Wall Alteration Permit to remove approximately six trees and 310 feet of stone wall/retaining wall, and to replace this with a new retaining wall/rip rap to support the installation of approximately 360 feet of guardrail along the subject properties.

Long Range Planning and Other Projects

On January 25, 2016, the Planning Board approved and the Board of Selectmen endorsed Boxborough2030 as the Town's new Master Plan. Substantial time and effort was invested into the Master Plan Update process by the Master Plan Update Committee (MPUC), the



Town Planner and other town staff, and the Town's project consultant, the Metropolitan Area Planning Council. Boxborough2030 is a website (<http://www.boxborough-ma.gov/boxborough2030>) with extensive information detailing over a year of research about Boxborough's existing conditions, a critical community engagement process, and in-depth recommendations with implementation steps looking forward to the year 2030. The Master Plan Update process helped create supporting Goals, Strategies, and Actions Items for the aspirations in Boxborough2030, all of which are summarized in a Recommendations & Implementation Plan, which can be found at the following link: http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/boxborough2030_recommendations_and_implementation_plan_january2016.pdf. Throughout the course of 2017, the Planning Board and Board of Selectmen will be meeting jointly to discuss the short-term (1 to 3 years, by 2018) Action Items of the plan to ensure each responsible entity is actively pursuing the completion of each task.

The Planning Board continued to work with the Town's consulting engineer, Places Associates, Inc., to advance the next phase of the Route 111 Trail from the Sargent Memorial Library to Liberty Square Road. The Town

Planner prepared a MassWorks Infrastructure Program grant application to help fund the project, but unfortunately it was not selected. The Board continued to press forward and worked with MassDOT officials to coordinate the necessary replacement and extension of culverts along Route 111 near the Fire Station and Library. It is anticipated that in the first half of 2017, MassDOT will apply to the Conservation Commission to secure the necessary permitting for the replacement and extension of certain culverts.

In preparation for the 2017 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering amending Section 9004 Penalty regarding fines, adding a Building Trade use category including a definition, permitted Zoning Districts, and parking requirements, and also amending zoning districts where the Landscape Services and Landscape Contractors use categories are allowed. The Board is also considering amending Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts to allow for accessory signage by Special Permit. The Board is also examining how to address recently legalized recreational marijuana and is considering amending the Zoning Bylaw to implement a Temporary Moratorium on Recreational Marijuana Establishments.

The Town Planner continued to update various town maps and provided maps for numerous town departments, the Board of Selectmen, Conservation Commission, and other town entities. The Town Planner coordinated with the Town's Geographic Information System (GIS) consultant, Applied Geographics, Inc., on the maintenance of the web-based GIS system on the Town's website that allows anyone to view parcel specific information and data layers, such as floodplains, wetlands, land uses, and aerial photos for the entire town.

The Planning Board encourages all residents to participate in the local planning process. The Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Town Hall, 29 Middle Road. Meetings are posted on the Town's website (www.boxborough-ma.gov) on the Town Calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Town Planner, Adam Duchesneau, AICP at (978) 264-1723 or ADuchesneau@Boxborough-MA.gov.

Respectfully submitted on behalf of the Boxborough Planning Board,
Adam L. Duchesneau, AICP, Town Planner

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

Life isn't easy for folks who spend their days promoting smart growth, regional collaboration, equity, and a robust approach to climate change. But then again, the leaders and staff at MAPC are not given to easy tasks. We love the unique and historical region we call Metro Boston, and we are committed to **all** the people who call it home – men and women, young and old, rich and poor, residents of all sexual orientations and gender identities, racial, ethnic and religious backgrounds, people with disabilities, and all people who have recently arrived from near and far.

In 2016, MAPC continued to transform the planning field with exciting new practices – integrating arts and culture into land use projects, weaving web-based tools into local decision-making, expanding our public safety work to help address the opioid crisis, baking public health into municipal planning, and exploring the impact of automated vehicles on the region's mobility. Whether it's making the region safer, ensuring equitable access to opportunity, or planning for the effects of climate change, MAPC will continue to make sure that leaders and stakeholders have the facts and strategies they need to improve the quality of life for everyone who lives and works here.

Uncertain political times lay ahead, but MAPC remains steadfastly committed to our core values of equity and inclusion. We will work with anyone who wishes to advance the goals contained in *MetroFuture* -- sustainable development, preservation of our environment, a stronger and fairer economy, and a better life for everyone. We will oppose all efforts to roll back the gains we have made, and we will resist every effort to turn the residents of our region against one another, or to close the doors of our region to newcomers who can make our future even

stronger. Depending on the path chosen by the federal government, the responsibility may fall to local and state leaders to demonstrate that fairness and inclusion can generate the strongest economy and the brightest future for America. We know our region's leaders will accept that challenge, and MAPC will work with them to craft the plans and policies to make that happen. No one is going to let Massachusetts go backwards.

We are honored to continue making Metro Boston a national model in smart growth planning, public policy, and civic engagement. Join us online at mapc.org and on Twitter @MAPCMetroBoston to get more involved.

Highlights of Our Work

With a visionary regional plan, *MetroFuture*, and a strong set of strategic priorities to guide us, MAPC proudly provides cost-effective, collaborative services to cities and towns throughout our region while following and modeling new innovations nationally. One of the most rapidly evolving technologies in transportation -- **autonomous vehicles** -- is sure to have a significant impact on life in our area, potentially changing the way we get around and how we plan for future transportation needs.

MAPC is following the evolution of driverless car technology closely, particularly as it is likely to be adopted first by ride-sharing companies such as Uber and Lyft, which are themselves subject to new regulations under state law. As the technology is adopted, we hope ride-sharing companies will make good on promises to report anonymized trip-level data, which would allow planners at MAPC and elsewhere to better model future travel behavior and prioritize investments.

We held a very well-attended forum on driverless cars this year at MIT, and plan to follow up with more educational and policy-oriented opportunities in 2017 so our cities and towns can adapt and plan for this new frontier.

Additionally, our transportation team has done groundbreaking work in the realm of **value capture** in 2016. Value capture allows property taxes on new growth in a set area around a transportation investment to pay off the bonds on the project, and is being used for the first time in our region on the Green Line Extension through Somerville. In Massachusetts, value capture tools -- which include special assessments and taxes, tax increment financing, various forms of developer contributions, and joint development or other public sector real estate transactions -- are being considered as one potential source that can be tapped to provide much-needed funding for a variety of state and local transportation projects. We commissioned a special report this year to evaluate Massachusetts's existing value capture tools and to identify opportunities for expanding its use to pay for transit, transit-oriented development (TOD) and other transportation infrastructure. We are also planning a series of information sessions in 2017 to help state and local leaders understand how value capture can benefit areas across Greater Boston; stay tuned at mapc.org for more information on a training or info session near you.

MAPC's regional greenway program, **LandLine**, continues to grow as we partner with communities and organizations throughout the region to identify potential gaps in the network. Each month new corridors are identified, and our transportation staff works continuously with a constellation of local planners and state partners to identify and open new trails to public access -- including the ever-growing aqueduct trail system across MetroWest, which will eventually cover 68 miles atop MWRA aqueducts, and the Mass Central Rail Trail (or Wayside Trail) in Wayland and Weston, which has been a collaborative effort among those two towns and the energy utility Eversource. For more information about LandLine, which will soon have a newly revamped, interactive web home, visit mapc.org/landline.

MAPC continues to develop new **bicycle and pedestrian plans** in our communities, and to do local follow-up to ensure our recommendations are considered and implemented. In 2016, we worked with Middleton to create a bicycle and pedestrian network plan, and with Beverly to see through some bike lane recommendations from our two-year-old bike network plan with the city. In line with this work, we continue to place special emphasis on assisting cities and towns in adopting and implementing **Complete Streets and right-sized parking**.

Parking is a hotly debated issue across our region, but until recently there has been very little hard data on how much parking our region has – and how much we need. MAPC’s new “Perfect Fit Parking” initiative aims to foster a better understanding of parking supply and demand among multi-family residential developments. Using an on-the-ground, middle-of-the-night counting strategy, our staff assessed 80 developments in five municipalities (Arlington, Chelsea, Everett, Malden and Melrose), finding that one quarter of the available spaces were empty overnight, representing a tremendous waste of space and money. Compounding this oversupply, trends show that demand for parking is falling across the region but especially in Boston and the immediately surrounding Inner Core communities. More households are forgoing vehicle ownership, or choose only to own one car per family, preferring walking, biking and public transit to driving. We will be expanding this Perfect Fit Parking work to more communities soon, and have already begun to survey Cambridge. To learn more about the project and how communities can better plan parking requirements in alignment with actual demand, visit perfectfitparking.mapc.org.

In Spring 2016, **Ashland, Framingham, Longmeadow, Lynn, Natick, Norwell and Weymouth** were ranked by Smart Growth America as among the top “Complete Streets” policies in the nation. Complete Streets are roadways that are safe, accessible and comfortable for all users, regardless of age, physical ability, income, or how they choose to travel: by transit, on foot, by bike or public transit. Complete Streets increase safety, promote economic development, and enhance public safety; MAPC provides technical assistance to communities looking to develop and implement Complete Streets policies. Working with MassDOT, which offers a special funding incentive program to cities and towns that adopt Complete Streets policies, we have helped many municipalities to write Complete Streets policies and bicycle and pedestrian network plans. As of mid-2016, 70 cities and towns had registered for the MassDOT Complete Streets program, with 44% of those cities and towns serving populations at or below the median household income.

We also are growing and building on past successes in the arena of **Master Planning**, which was a priority area for us while developing our strategic vision for the next few years. In 2016, we worked with Manchester-by-the-Sea, Medford Square, Natick Center, Swampscott, Hanover, Boxborough and Melrose to complete master plans for entire municipalities or specific areas, such as a downtown. We have also completed **Housing Production Plans** for Quincy, Rockland, and Woburn, and crafted Open Space and Recreation Plans for Lynn, Littleton, Saugus and Hanover, and are just beginning two others in Malden and in Stoneham.

We’ve also seen the results of our work, in particular **developing new zoning** for cities and towns, in on-the-ground economic development, housing and retail. In October 2015, the Town of Framingham voted to support zoning changes to the downtown area designed to make it more attractive and vibrant; previous zoning laws had posed a barrier to appealing new development, and MAPC helped the town to rezone this critical district to encourage transit-oriented residential development attractive to young professionals who commute by train. Now, this development is starting to take place, spurring an economic revitalization that will be key to Framingham retaining businesses and residents. Additionally, in Marlborough, we helped to develop new zoning that allows for mixed use by right, expanded the allowed commercial uses, eliminated first-floor parking requirements for first floor commercial uses, and significantly reduced parking requirements for residential uses in the downtown. Two new developments were just recently approved as a result of this zoning work in late 2016 in Marlborough, and we are excited that our work has real revitalizing effects on the ground already.

This year, we are proud to unveil an innovative new work area **integrating arts into planning**. At the turn of the New Year, we are poised to add an artist in residence to our staff as well as a regional planner focused on the arts, and have created an all-new division in our Land Use shop that will focus on creative place-making, arts-focused civic engagement opportunities, and planning for bringing public art into economic development plans and projects. We’ve taken the first steps toward building this practice with three projects in 2016 – the Albion Arts Corridor Economic Development Plan, which utilizes arts and culture to drive activity and economic development in Downtown Wakefield; the Upham’s Corner cultural planning project, which will work in tandem with the “Boston Creates” initiative to examine arts in cultural assets in that neighborhood; and the Arlington Arts and Culture action plan, which MAPC is helping the town to develop in order to identify and strengthen arts and culture opportunities in Arlington. In Wakefield, participants also offered planners feedback

on new development and arts-related activity proposals for the downtown, and submitted ideas to help make Wakefield an arts and culture destination.

Learn more about this new area of work online at our arts and planning toolkit, www.artsandplanning.org. The toolkit, which was recently awarded a special recognition by the Massachusetts Chapter of the American Planning Association (MA-APA), presents urban planners with proven strategies for engaging arts, culture and the creative community in ways that advance smart growth and livability goals.

Our Municipal Collaboration and Public Health teams partnered this year to find new ways of helping schools to access healthy and local food. One way we do that is by collaboratively procuring specialized products that are drawn from local sources. At the request of local districts, the first such procurement was for mushroom beef burgers. The request was for antibiotic-free and hormone-free beef patties, frozen and delivered to all locations designated by participating school districts, which included Cambridge, Somerville, Watertown, Waltham and Quincy. We are also making it easier for school districts to buy fresh fruits and vegetables. On behalf of 10 school districts, we are helping to streamline purchasing and source more local produce from farms across New England; these efforts support the health and academic performance of nearly 50,000 students enrolled in participating schools, including 12,000 children who qualify for free meals, and boost the region's food economy while encouraging sustainable practices throughout the supply chain.

The Public Health team also worked with the Massachusetts Department of Public Health to present estimates of walking and bicycling activity to the Centers for Disease Control and Prevention. The work is developing a new method, with state and national applicability, for evaluating how changes to the built environment and new programs affect changes in walking and biking behavior.

We have also been assisting Lynn in coordinating its Prevention and Wellness Trust fund project, which focuses on tobacco cessation, reducing senior falls, and addressing pediatric asthma, among other interventions. Our staff has been on site in Lynn several days a week directly supporting the city's local public health team and working with partner organizations in the city.

In late 2016, MAPC's Public Health Department, along with WalkBoston and the Pioneer Valley Planning Commission, were awarded a contract by the Massachusetts Department of Public Health (MDPH) to develop a Vision Zero Strategic Plan for the state. The "vision zero" notion comes from Sweden and combines a public health approach with transportation safety planning, with the goal of eliminating traffic-related fatalities and severe injuries. MAPC and its partners will develop the strategic plan by June 30, 2017 and hope to have several years of additional support from MDPH in order to implement the plan.

Climate change has remained a critical area of focus for our cities and towns, and is likely to garner even more concern locally with uncertainty looming around personnel, policy and practice at the federal level. This year, we continued to place emphasis on helping cities and towns both inland and coastal to anticipate the effects of a changing climate, always with a data-backed and community-driven approach and an eye toward planning for the most vulnerable populations first. We completed a draft action plan for the Quincy Coastal Resilience Project in late 2016 and have begun working with local climate working groups in Braintree, Newton, and the MAGIC subregion. Read more at mapc.org/environment.

The world of clean energy planning is almost growing faster than we can keep up with it, though we think we do a pretty good job! An infusion of funding and an unwavering commitment to innovation has spurred our energy team into emerging areas of practice this year, such as a groundbreaking new statewide contract to allow municipalities to purchase electric vehicle supplies, anti-idling technology and after-market conversion tools, all of which will reduce the negative impacts on air quality of most municipal fleets. Two workshops around the region have informed local departments of public works about the program to purchase green vehicle technology, including information on financing tools and conversations with the actual vendors on the state contract.

MAPC has also been integrally involved in the implementation of the 2008 Global Warming Solutions Act and its greenhouse gas emissions targets. Our staff advised state officials on the likely direction of these regulations and identified which sectors should be targeted for greatest impact; overall, we support establishing declining caps on emissions from the transportation sector and the natural gas distribution system. Our comments related to the natural gas system focused largely on so-called "super emitter leaks," or WHAT, and we called for improving coordination between natural gas companies and municipalities when it comes to repairing gas leaks and timing that in line with anticipated roadway repairs and repaving. To that end, our Clean Energy and Data Services teams collaborated on a web tool, FixOurPipes.org, which is an interactive report that shows the severity of the gas leak problem in Massachusetts, and suggests best practices for municipalities and utilities to coordinate on fixing them. We hosted workshops around the region in 2016 to bring together gas companies and cities and towns, to help them work together around replacing leak-prone gas mains when paving and municipal infrastructure projects are taking place.

Additionally, MAPC staff is working on a green infrastructure partnership with the Trust for Public Land and the 14 municipalities of the Metro Mayors Coalition; its goal is to launch a region-scale, web-based GIS tool to help communities identify optimal locations for green infrastructure. Medford and Melrose will be the first communities to work with MAPC under the project, beginning this year.

In late 2016, MAPC Clean Energy staff submitted applications on behalf of Bolton, Malden, Marshfield and Medfield for Green Communities designation by the state. MAPC developed municipal energy reduction plans for each community, identifying baseline energy use and pinpointing projects and measures for reducing energy consumption locally over the next five years. Bolton, Malden and Medfield also received fuel-efficient vehicle policies drafted by MAPC; all four communities will be eligible for significant grant funding if designated as Green Communities, with the money intended to fund energy efficiency and renewable energy projects that can be completed with help from MAPC.

Throughout the year, MAPC recruited municipalities to its Community Electricity Aggregation project; as of December, Arlington, Brookline, Gloucester, Hamilton, Somerville, Stoneham, Sudbury and Winchester are expected to begin their programs in early 2017, joining this year's participant, Melrose, which signed two electricity supply contracts containing renewable energy credits that will help build new renewable generating facilities such as wind turbines in the New England region.

In November, more than a dozen urban core mayors and state and federal partners gathered in Boston for the second Metro Mayors Coalition Climate Summit, coordinated by staff from MAPC's Clean Energy and Government Affairs teams. All 14 municipalities in the coalition signed a climate commitment, agreeing to aim for making a series of steps toward reducing overall emissions in the region, and all agreed on a strategy to protect the area's most critical infrastructure by working collaboratively. The Metro Mayors Climate Mitigation Commitment was inspired by last year's Paris Climate Accord, signed by more than 190 countries, and pledges that these communities will reach "net zero" as a region by the year 2050. Because cities contribute higher rates of emissions and also remain home to some of the most vulnerable areas and residents, and given the national climate, it's now more important than ever for urban mayors to work together to mitigate the effects of climate change and to publicly demonstrate their commitment to doing so – and MAPC is proud to be a leader and a convener in this regard. To learn more about all our energy work, visit www.mapc.org/clean-energy.

In the arena of housing, many of our planners across Smart Growth and Data Services are working to ensure the needs of our current and future residents are met so the region can continue to thrive. Metro Boston has one of the most innovative and competitive economies in the country; however, to keep that economy growing over the next 15 years, our region will need at least 717,000 new workers just to fill positions left vacant by retirees – and even more to staff new jobs that will be created. MAPC estimates those new entrants to the workforce will form nearly 500,000 new households by 2030, all of them in need of a place to live. If we continue to add low-wage jobs at the current rate, about a third of all new working households will be considered low income 15 years from now, and a quarter will be middle income, making between \$60k and \$120k per year, while nearly half will be high income. While many single-family homes will be freed up by downsizing Baby Boomers, that

can only meet 60% of the housing demand – meaning all communities must encourage a diversity of housing being created, especially rental, multi-family, and affordable units to accommodate our future workforce. Research we conducted with the Urban Land Institute this year shows that Metro Boston will need an additional 200,000 units of workforce housing by 2030, especially in Inner Core communities that have been losing middle-income working households at a faster rate than the rest of the region. To learn more about the region’s housing needs and how our staff is collaborating to address them, visit <http://www.mapc.org/uli-workforce-housing>.

While housing trends show a need for a more diverse stock of home types, mobility projections show similarly interesting changes and trends in how people get around. We are tracking changes in vehicle ownership and driving patterns at <http://vehiclecensus.mapc.org>, a new site that catalogs information about nearly every vehicle registered in Massachusetts from 2009 to 2014 while protecting personally identifiable information. In the MAPC region, hybrid and plug-in electric vehicles are more prevalent than the rest of Massachusetts, and are growing rapidly – more than doubling over the five-year period from 2009 to 2014 to more than 89,000 statewide. The number of fully electric vehicles, while smaller, has grown dramatically from just 23 in late 2009 to nearly 1,500 at the end of 2014. In our forthcoming Transportation Indicators report with Northeastern’s Dukakis Center, “Staying on Track,” we learned that Greater Boston’s residents increasingly prefer walking, biking and public transit over driving for getting around the region. The report measures changes in how people use the entire transportation system, and lays out goals for investment the state should make to keep up with these changing preferences. These indicators show automobile dependence dropping in urban areas especially, as more development comes to the areas surrounding our public transit stations, though deferred maintenance and poor on-time performance by the MBTA has likely kept more residents from making the leap from car to train. Similarly, investment in biking and walking infrastructure has been slow in our region, despite data showing more people are commuting on foot and bicycle. To dig deeper into these findings, visit http://regionalindicators.org/topic_areas/2.

In September, our Data Services staff launched the new “Local Access Score” web tool at MassDOT’s Moving Together conference. This new data resource provides a measure of how useful a street is for connecting residents with schools, shops, restaurants, parks and transit, assigning different roadways a utility score. Already these scores have been used to help cities and towns set priorities within their Complete Streets improvement plans, and will inform MassDOT’s statewide bicycle and pedestrian planning. Visit localaccess.mapc.org to learn more and use the tool!

Throughout this past year, our Digital Services team worked with the City of Boston to redesign and automate the city’s youth jobs program for faster matching of applicants and positions. The process, which used to take place by phone over several months each year, now features an algorithm that allows youth to submit topical areas of interest and matches them to jobs within a reasonable commute time. We hope this will ensure that more teens who want to work can indeed find jobs that meet their criteria, opening up doors of opportunity for youth across the city. See more at livingcities.org/work/civic-tech-and-data-collaborative/about.

Our staff also launched two new tools this year – KnowPlace and KeepCool. KnowPlace makes neighborhood-level data aggregation easy by allowing users to draw their own neighborhood boundaries to create custom reports on demographics, housing, transportation, and more. Visit <http://knowplace.us> to check it out! This summer, we developed the Keep Cool app, a pilot initiative of the Metro Boston Climate Preparedness Taskforce. Covering the 14 communities of the Metro Mayors Coalition, Keep Cool provided residents with an online resource to locate nearby places for keeping cool this past summer. Cooling spaces included water parks, pools, libraries, and beaches. This app also aimed to offer heat safety tips and information on emergency cooling centers during extreme heat events, and increase awareness on the effects of climate change. The app will be available each summer and aims to prevent heat-related fatalities and illnesses, foster tighter intergenerational social networks, and develop data-driven information to identify high-risk zones to help target cooling interventions. Keep Cool is mobile-optimized, so visit keepcool.mapc.org on your smartphone today.

In October, Data Services collaborated with our Municipal Governance Team as well as Government Affairs and Communications to host a conference on municipal information technology. The conference, “Making I.T. Work,” was attended by more than 250 town managers, municipal I.T. directors, and mayors for discussions on modernizing local government through data and modernized I.T. practices. More than 190 municipalities were represented at the half-day conference, where Lieutenant Governor Karyn Polito and State Senator Karen Spilka offered keynote remarks and kicked off a day of learning around regionalizing I.T. services, recruitment and retention for public sector I.T. staff, open data laws and public records, funding opportunities and procurement.

Staff from Clean Energy and Government Affairs also coordinated a very successful boat tour of Boston Harbor this fall, bringing together mayors and managers, local staff, state officials, and academic experts to see first-hand some of the challenges that rising seas and more damaging storms could bring to the properties surrounding Boston Harbor. We visited the Food Distribution Centers in Chelsea and Everett, the Amelia Earhart Dam, and the Schrafft’s site in Boston. In each case, speakers described vulnerabilities and discussed possible ways to address them.

Our legislative affairs team worked hard this year across all the agency’s policy goals, few more fervently than the drive to revamp Massachusetts’s outdated zoning laws. While not ultimately successful in passing both branches, the legislation moved further along than it ever has before, leaving us hopeful we can make headway in the very near future and give cities and towns the tools they need around modernized zoning and managing growth effectively. When the legislative session ended in the wee hours of July 31, several of our other legislative priorities were included in major bills that passed this session.

The final version of the Municipal Modernization bill included both our Parking Benefits Districts bill and our Regionalization bill. The bill also includes two provisions that will allow cities and towns to lower speed limits. The final version of the Economic Development bill has many provisions, one of which allows for the creation of a new starter home zoning overlay under 40R. Energy legislation passed at the end of the session requires that utilities solicit contracts for 1600 megawatts of offshore wind energy by 2017, which represents the largest procurement of offshore wind in the US. It also requires the procurement of hydropower and requires that preference is given to proposals that include both hydroelectric generation and other Class 1 renewables, a provision that we supported. The legislation also includes Property Assessed Clean Energy (PACE), which will make clean energy upgrades more accessible to home and building owners by removing the barrier of high up-front costs. It addresses gas leaks by requiring the Department of Public Utilities to identify and repair environmentally significant leaks. The legislation includes language that will allow utilities to receive a remuneration of 2.75% of the annual value of the long term contracts for offshore wind and hydro. Legislation regulating Transportation Network Companies (TNCs) sets up a new division in the Department of Public Utilities to regulate services like Uber and Lyft. It requires that drivers undergo CORI checks and other background checks. The legislation creates a new fee charging TNCs 20 cents per ride, 10 cents of which will go back to the municipality where the trip originated, 5 cents of which goes to MassDOT, and 5 cents of which goes to MassDevelopment.

We were pleased to have so many important legislative victories this session and we are working on disseminating this information to our cities and towns. The Legislative Session will start at the beginning of January, and we look forward to a productive and exciting year ahead.

The state’s Executive Office of Public Safety (EOPS) will continue engaging MAPC as fiduciary agent for the **Homeland Security Program** in Massachusetts, giving us oversight of the state’s central, northeast, southeast and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

As part of MAPC's Federal Fiscal 2014 Statewide Fiduciary contract, performance metrics were developed and implemented to track the timeliness of our procurements and payments to vendors on behalf of the Homeland Security Councils. MAPC developed a program to capture procurement and payment data related to this effort, which showed that MAPC conducted 178 procurements for the Homeland Security Councils over the course of approximately 20 months, with 98% of these procurements being completed within the expected timeframe. Of the 151 payments that were made to vendors for these projects, 97% were made within the expected time frame.

Through a competitive grant received jointly by the Northeast and Southeast Homeland Security Regions, MAPC will be leading the process to develop, facilitate, and evaluate a full-scale structural collapse rescue exercise in fall of 2017. The exercise will involve specialized technical rescue teams from all five Homeland Security Regions across the Commonwealth working together with the Massachusetts National Guard to rescue and provide medical care to victims trapped in a simulated building collapse scenario. The event will last 72 hours, and involve approximately 350 civilian first responders and 200 members of the National Guard. MAPC kicked off the planning process for the exercise this month in late 2016.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our **collective purchasing program**. In Fiscal 2016, the team boasted total sales of \$23.3 million or 517 police and DPW vehicles, and \$11.9 million or 240 vehicles sold in Fiscal 2017; on the fire apparatus and ambulance side of the program, Fiscal 2016 vehicle sales totaled \$28.8 million or 73 pieces of equipment, and Fiscal 2017 sales totaled \$13.2 million, or 35 pieces of fire and ambulance equipment.

Last year, with funding from the MetroWest Health Foundation, MAPC worked with police departments in Framingham, Holliston, Marlborough, Natick, and Southborough to equip officers with naloxone doses and to facilitate relationships between police and local pharmacies or medical supply companies to purchase **naloxone doses**. Early in 2016, began helping first responders and their medical and social service partners in MetroWest develop an effective regional response to the opioid crisis. We are proud to be continuing this work.

Our team also worked with Revere, Chelsea, and Winthrop this year to sign an intermunicipal agreement to create a new regional entity, the North Suffolk Public Health Collaborative. In creating the Collaborative, the communities have committed to work together to develop and implement regional strategies that address local chronic health illnesses such as diabetes, asthma, heart disease, mental health problems, and substance abuse. This effort, funded with District Local Technical Assistance (DLTA) funds over a period of several years, will help community leaders to develop a cost-effective model for enhancing public health programs and services by conducting joint health assessments, establishing more consistent programs for residents to access across the three communities, and by coordinating municipal public health efforts with other programs currently being provided by area stakeholders.

We continue to work with law enforcement and prevention partners in Cambridge, Chelsea, Everett, Malden, Quincy, Revere, Somerville, and Winthrop to manage the Shannon Community Safety Initiative, a grant program designed to address youth and gang violence in six Metro Mayors Coalition communities. We are honored to continue facilitating this program in tandem with our community partners and believe it has a very real impact on at-risk youth and crime prevention.

As the world of planning changes, so too does our Community Engagement team, which has grown and evolved its focus this year to both provide more trainings to partner organizations and stakeholders, and to stay abreast of the latest methods in popular education, to better organize our own civic engagement strategy and more effectively design and facilitate meetings. In addition, with support from the Barr Foundation, we are beginning this year to contemplate the next iteration of our regional plan, *MetroFuture*. Most likely the 8-year-old plan will undergo a thorough update rather than a total rewrite, and staff have already begun researching key areas for improvement and interviewing other regional planning agencies across the country to learn from their work.

Finally, in an effort toward transparency and efficiency, this year we have combined several of our project funding opportunities into one Technical Assistance Program, which we are abbreviating "TAP." We've rebranded our call for applications and streamlined multiple submittal processes, and will accept proposals on a rolling basis throughout the year. Revamping this process will, we hope, encourage greater participation by municipalities and enable us to creatively formulate the best funding packages we can from varying sources -- in turn bringing more expertise and planning work to more places. For more information, you can contact our new Manager of Technical Assistance, Jennifer Erickson, at jerickson@mapc.org.

To see all the projects we are currently doing in your community, as well as a summary of key accomplishments from the past, don't forget to visit projects.metrofuture.org!

This year, we are focused on empowerment -- the power of local, the power of region, and the power of data. We hope you will join us in making Greater Boston a better place to live, work and play, with uncompromising commitment to the values, inclusion and equity for all.

MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) includes the towns of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. MAGIC was established as a growth management committee in 1984 and has become a respected voice in regional decision-making; focusing on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

MAGIC Highlights

After serving as the MAGIC Chair for 5 years, Keith Bergman stepped down from this position and assumed the role of MAPC's Board President. MAGIC representatives elected Jennifer Burney, Planning Director of Lincoln, as the new Chair of MAGIC, and re-elected Co-Chairs Franny Osman, Acton Selectwoman, and Les Fox, Boxborough Selectman.

We welcomed new MAGIC members and participants this year, including Jennifer Burney, Lincoln Director of Planning and Land Use; Jesse Steadman, newly appointed Stow Town Planner; Steve Ng, Concord Selectmen; Chris DaSilva, Maynard Selectman; Meagen Donoghue, Sudbury Planning Director, and Beth Suedmeyer, Sudbury Environmental and Assistant Planner.

Tanya Paglia, Metropolitan Area Planning Council's (MAPC) Subregional Coordinator to MAGIC made a cross-country move to Portland, Oregon, and MAPC's Regional Planner, Heidi Stucker took on the Subregional Coordinator role.

MAGIC Meetings

MAGIC held six regular business meetings in 2016. Highlights of meeting topics included the following:

- MAPC Technical Assistance opportunities – District Local Technical Assistance (DLTA) and Planning for MetroFuture Technical Assistance (PMTA)
- Community Compact Program
- MAGIC FY 2017 Work Plan
- Allocation of MAGIC Special Assessment Funds to priority projects
- MBTA Fitchburg Line Commuter Rail schedule changes
- Massachusetts Local Food Action Plan
- Stormwater Management & the New Municipal Separate Storm Sewer Systems (MS4) Permit
- MAGIC Climate Resilience Project
- MAPC Legislative Priorities & Zoning Reform
- Solar Energy Opportunities, SolSmart

Special Events

MAGIC held three special events in 2016:

Annual Legislative Breakfast. MAGIC held its Annual Legislative Breakfast in Bedford, with nearly 50 in attendance, including Senators Kenneth Donnelly and James Eldridge, and Representatives Jennifer Benson, Cory Atkins, and Carmine Gentile. Legislators and MAGIC representatives discussed issues including regional transportation, with a focus on first mile/last mile; the importance of continued preservation of MAGIC's conservation land; funding for schools to support high-need students; opioid bill support; and solar and wind energy production.

Community Engagement Workshop. In May, in collaboration with our neighboring subregion, the North Suburban Planning Council, MAGIC hosted a Community Engagement Workshop in Burlington with 14 participants including town planners, community leaders, and academics. The hands-on, interactive training presented the five components of effective community engagement strategies. Participants worked in groups to develop a community engagement strategy for a real-world example proposed by one of the group members.

Citizen Planner Training Collaborative (CPTC) Workshop. In October, CPTC trainer Attorney Pam Brown, FAICP, facilitated the training "Introduction to Subdivision Control Law and ANR" in Boxborough. The fifteen participants included planners, and planning and zoning board members, who learned about a range of issues related to subdivision laws that regulate the layout of ways and egresses in subdivisions and which seek to ensure adequate, safe, and easy access, particularly for vehicular access and municipal services.

Regional Projects

MAGIC communities make a voluntary annual contribution to a Special Assessment Fund, to increase the region's capacity to pursue projects of regional interest. In its FY 2016 and FY 2017 Work Plans, MAGIC identified seven areas as regional priorities, including regional climate resiliency and stormwater management efforts. In this time frame MAGIC allocated its special funds to pursue a two-phase climate planning process, and a stormwater management partnership. In addition to these projects, the region also pursued a Regional Information Technology Services project to identify opportunities for the seven participating towns to establish a shared services model for information technology.

Climate Planning

In the first phase (2015-2016) of the MAGIC Climate Change Mitigation and Adaptation Plan project, MAPC and representatives from MAGIC communities initiated an assessment of the region's vulnerability to climate change and identification of preliminary strategies for mitigation and adapting to it. This project was made possible with \$25,000 from MAGIC's special assessment funds, and \$25,000 match funding from MAPC's technical assistance program. The process was guided and informed by MAGIC representatives, the Climate Change Working Group, and other interested stakeholders. The project resulted in a working draft of the MAGIC Climate Resiliency Plan.

The second phase of the project (November 2016-June 2017), the MAGIC Climate Action Project builds on this work to support municipalities as a region and in their towns to carry out measures to increase resiliency. This second phase of the project is supported by \$20,000 of MAGIC's special assessment funds.

MAGIC Stormwater Partnership

Precipitation that falls on impervious surfaces such as roads and parking lots carries with it pollutants, which are conveyed through stormwater drainage systems and ultimately discharged into local rivers or coastal waters. According to the Massachusetts Department of Environmental Protection (MassDEP), stormwater is the cause of over two-thirds of the violations of water quality standards in Massachusetts. Minimizing the impact of stormwater on the Commonwealth's rivers and coastal waters is the responsibility of towns and cities under the federal Clean Water Act. The MS4 Permit regulates municipal management of stormwater; and 2016 updates to the MS4 Permit will require municipalities to comply with more stringent stormwater management regulations

over the next five years, beginning in June 2017. The updated MS4 Permit will increase administrative and operational costs for stormwater management, and municipalities will need to develop and enact stormwater management plans that account for the additional responsibilities and costs.

This project will establish a multi-jurisdictional partnership for the efficient provision of technical assistance to MAGIC communities for improved stormwater management and compliance with the new Environmental Protection Agency (EPA) MS4 permit. This project will happen in 2017, and is supported by \$13,000 of MAGIC's special assessment funds, \$50,000 from the Efficiency and Regionalization Grant, and potential other sources.

Regional Information Technology

MAPC is working with six MAGIC communities to identify possible models for creating a Regional IT Services and Support Office. Towns participating in the project are Bedford, Littleton, Boxborough, Stow, Concord, and Lexington. As part of this work, MAPC's Municipal Collaboration Department has examined current IT services in these communities, areas where officials believe they could use additional support and examples of cross-municipal IT support in other parts of the country. The project participants are currently refining a "Year One" service office model. This project has been possible with \$20,000 from MAPC's technical assistance program (DLTA).

HISTORICAL COMMISSION

During 2016 the Historical Commission continued operation of 575 Middle Road as a town museum with both Town and Historical Society exhibits and volunteers manning opening hours each month of the year. The Society did a large amount of work this past year in inventorying its collection and in enhancing both displays and artifact storage.

Maintenance items on the building completed this past year included work to make the building of greater use to the Town. Public Safety completed their communications equipment installation including construction of a secure room, addition of emergency generator, and installation of antennas adjacent to the building. Water heater and bathroom repairs were completed. Temperature and humidity controls were enhanced to permit safe use of the basement for the radio equipment and for town records and historic artifact storage.

Community Preservation Act (CPA) historical resources projects: town document restoration and preservation, and Town Hall front steps repair were recommended and approved by Annual Town Meeting. The document preservation continuation was completed and the front steps project was initiated. Completion of the document restoration project, initiation of restoration work at North Cemetery and planning for Steele Farm farmhouse preservation were approved for consideration at the 2017 Annual Town Meeting.

Four signs, indicating the entrances to the Boxborough Old Town Center National Historical District, were purchased by the Commission and installed by the DPW.

Commission members are participating in the work of other town committees including the Master Plan Update Committee, the Design Review Committee, the Veteran's Memorial Committee and the Community Preservation Committee.

The Commission responded to requests for information on various aspects of town history.

The Commission acknowledges the passing of long-time member Mary Larson. Her participation and knowledge of the Town's heritage is greatly missed.

Respectfully submitted,
The members of the Boxborough Historical Commission

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is primarily responsible for evaluating proposals for the appropriation of the Town's Community Preservation Act (CPA) funds and for making recommendations for these appropriations at Town Meeting. CPA funds may be used to support projects or expenses in three general categories:

- Open Space and Recreation
- Community Housing
- Historic Resources

The Community Preservation Committee meets once a month with the following annual goals and objectives:

- Evaluate the needs and resources of the Town regarding Community Preservation projects and expenditures in coordination with other municipal boards, including the Conservation Commission, Historical Commission, Planning Board, Recreation Commission, Agricultural Commission, and Boxborough Housing Board
- Conduct an annual Public Hearing to consider Community Preservation proposals and resources.
- Update the Town's Community Preservation Plan
- Review CPA account balances and spending, and ensure that annual CPA state filing requirements are met
- Prepare a CPA budget and make project recommendations for Town Meeting approval

The CPC recommended eight CPA appropriations for 2016 Annual Town Meeting consideration. Two were in the category of Open Space and Recreation, including a site plan for basketball and tennis courts at Liberty Fields and funding toward the expansion of the T.J. O'Grady Skate Park. Three were in the category of Community Housing, including funding of the Affordable Housing Trust for regional housing monitoring services for year 3 (Calendar Year 2016) and year 4 (Calendar Year 2017) and funding for the Boxborough Rental Voucher Program. Three were in the category of Historic Resources, including conservation of historic town records, rehabilitation of the Grange Meeting Room, and rehabilitation of the historic Town Hall exterior steps. All passed at Town Meeting except for the expansion of the T.J. O'Grady Skate Park.

Following these appropriations, CPA ended the fiscal year with \$54,200 in reserve for Open Space & Recreation, \$21,955 in reserve for Community Housing, \$115,000 in a Budget Reserve, and a cash balance of \$257,214.67. The required annual 10% funding allocation for Historic Resources was exceeded with the projects discussed above, which are all under way. In October we received our 2016 State Match of \$32,719, and have current projects totaling \$203,675.

We wish to thank the Town's accountant, administrator, and planner for all their assistance in accomplishing our mission.

Respectfully submitted,
The members of the Community Preservation Committee

LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2016. The department continues to advance its tradition as a progressive public utility committed to quality, value and service. As your local electric company, we consistently strive to retain our status as the region's low- cost provider for residential customers, while offering superior customer service and outstanding value to the community.



A review of residential rates charged by municipal and investor-owned utility companies show that LELED's rates are consistently and significantly lower than our peers. In fact LELED's electric rate was one of the lowest in the state for 2016. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$79.04 (10.3% lower than 2015). The same usage in Ayer, served by National Grid, would cost \$148.28; while in Acton, served by Eversource, that usage would cost \$154.78. LELED was able to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Littleton Electric Light Department has received national recognition for achieving exceptional electric reliability in 2016. The recognition comes from the American Public Power Association (APPA) — a trade group in Washington, D.C. — that represents more than 2,000 not-for-profit, community-owned electric utilities such as LELED.

Operation crews installed necessary electrical infrastructure on Ward Road in order to support the construction of 11 new apartment buildings being built. LELED designed and installed this infrastructure so that the complex is serviced by 2 looped distribution circuits in order to ensure that these customers will have a reliable electric service. Crews also replaced 93 utility poles in Littleton and Boxborough that were identified as in need of replacement by LELED's engineering staff. Once again, this was done in an effort to improve reliability.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills.

This year, we provided annual financial and in-kind contributions in excess of \$22,500 to the Town and continued to support many programs and initiatives, including school technology grants, arts, and town public safety. Finally, LELED offers residents energy products and rebates through LELED's Green Rewards Program. New rebates added in 2016 were: heat pump water heater rebates and heating and cooling rebates. For more information, please visit our website, www.lelwd.com.

Respectfully submitted,
Board of Electric Light Commissioners
Ivan Pagacik, Chair (2016)
Joseph McCumber, Vice-Chair (2016)

Bruce Trumbull, Secretary/Clerk (2018)
Dick Taylor, Member (2018)
Tom Rauker, Member (2017)

BOARD OF HEALTH

During the past year, the Board of Health (BOH) was served by dedicated members Pam Follett (2015), Bryan Lynch (2016), and Marie Cannon, Chair (2014). Julie Pratt is now providing capable support to the Board of Health and is a positive liaison to Town Hall staff. The Board also appreciates our longtime agent, Jim Garreffii, who also serves as director of the Nashoba Associated Boards of Health. In addition to attending regular Board meetings, Jim holds consulting hours on Tuesdays to be available to the public.

As a representative of the Board, Pam continued her support of the Well-Being Committee that has Lauren Abraham as a part-time professional Community Services Coordinator (CSC) to provide assistance to residents and their families in need. The BOH regularly meets with the CSC to advise and provide support of her activities as needed. In 2016 the CSC provided a wide range of services to the residents of Boxborough including direct services to individuals and families and indirect services through support of town and community organizations. Indirect efforts included service program implementation and successful grant applications. Refer to the CSC annual report for specific information on these activities in 2016.

Pam also served as a liaison to the Boxborough Emergency Reserve Corp (BERC). In March 2015, the Board of Health and BERC held a joint meeting to discuss the reorganization of BERC. Ronald Sisco, of the Boxborough Fire Department agreed to act as temporary chair for BERC and he has continued through 2016. We thank Ron for his leadership and are supporting his efforts to define goals, increase membership and

facilitate training of interested personnel. Refer to BERC's annual report for additional information on their activities in 2016.

On behalf of the Board, Marie continued her involvement with the Boxborough 2030 Master Plan Committee, which started in September 2014 when MAPC was contracted for services. The final draft recommendations were drafted by the end of 2015 ready for endorsement and implementation in early 2016. Refer to the Planning Board's annual report and the link to Boxborough 2030 on the town website.

The other areas of public health that the Board was involved with during 2016 include:

Health and Human Services

The following services were administered by the Board of Health and our agents: visiting nurse services, home healthcare, clinics, hospice, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

Environmental Protection and Pestilence Control

The enforcement of regulations and policy to protect the following: drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, mosquito control, storm water disposal and groundwater protection, and air quality.

The greater percentage of the board's time and energy is typically given to the oversight of water resources, public health and environmental protection. This includes:

- Reviewing septic system and well plans for new construction and system upgrades, and monitoring wastewater treatment facilities as well as their respective periodic testing results.
- Monitoring local pool operations and permitted food service establishments.
- Working as part of the Water Resources Committee (WRC).
- Providing mosquito, tick and Lyme disease, and pestilence control information.
- Coordinating efforts with other groups and organizations.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The database is updated with new well testing and septic system information as it becomes available to the board. For residents interested in testing their wells for an updated quality status, water sample bottles are available at the Board of Health office and a referral to a local testing laboratory can be requested from our Agent or BOH Secretary.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Summaries of these services on behalf of Boxborough residents appear later in this report.

Emergency Preparedness

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

Boxborough Emergency Reserve Corps (BERC)

The BOH is committed to supporting the BERC. Please refer to BERC's report below.

Mosquito Control and Related Diseases

Fortunately, no positive test results were reported for West Nile Virus in Boxborough in 2016. However, throughout the state, reports of positive test results and impacts from West Nile Virus and Eastern Equine Encephalitis (EEE) continue to present potential health risks. The BOH continues its commitment to public protection and education regarding the risks associated with this mosquito-borne virus and Equine Encephalitis. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program.

While the relative risk of becoming infected with these viruses is low, all residents, especially those at risk, should take appropriate precautions against mosquitoes. Since 2006, the Board has continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. For more information on this program, refer to the CMMCP website.

Lyme Disease

Lyme disease continues to be a major concern of health officials and the community at large with reporting increasing each year. The BOH issued several notices regarding Lyme disease, including a publication in the Beacon and on Comcast Cable TV prepared by Nashoba. This notice detailed two key diseases carried by infected deer ticks including Babesiosis and Human Granulocytic Anaplasmosis (HGA) which affect red blood cells and certain white blood cells respectively. The best prevention of Lyme disease is education, awareness and dressing appropriately when likely exposure is expected.

Water Quality

The Board and DEP continue to monitor special water quality issues relating to the ground water contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In accordance with DEP regulations for permitted landfill closures, the BOH continues to sample and report on the water quality from monitoring wells at the town's transfer station. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many areas of town. Residents are encouraged to maintain their septic systems on a regular basis and to test their well water periodically, especially in the event of local changed conditions.

Wastewater Disposal

The Board and DEP continue to monitor wastewater treatment facilities performance and to have the owners rectify any issues affecting quality issues relating to the ground water. These facilities are tested monthly for compliance with their permit parameters.

Water Supply

The Water Resources Committee via the Board of Health continues to monitor and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by our consultant to continue planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues and continues planning in support of a long-term plan that meets the future needs of Boxborough. With recent difficult economic times, the focus has remained broad. Securing a site for a significant public water supply is the next main focus of the Board and the Water Resources Committee.

Tobacco Control

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2016, compliance remained consistent and all existing tobacco permits were renewed without issue.

During the next year, the board plans to continue the activities discussed above, plus:

- Build our capacity to participate in public health and other emergency measures.
- Improve our ability to convey public health information to the public via the Boxborough Website and the Nashoba Associated Boards of Health Website.
- Facilitate the availability of information concerning tick borne illness and mosquito transmitted diseases.
- Continue to support the Town's Water Resources and to plan for the protection and development of future water supplies.
- Provide information and help facilitate access to Health and Human Service programs available to town residents.

We request input from residents about their public health concerns to help guide us in our efforts. Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Boxborough Board of Health

Marie Cannon, Chair; Pamela Follett; and Bryan Lynch

BOXBOROUGH EMERGENCY RESERVE CORPS

The Boxborough Emergency Reserve Corps (BERC) is a subcommittee of the Board of Health and a member of the Massachusetts Region 4A Medical Reserve Corps (MRC), a group of volunteers from 33 communities around Boston (MetroWest). The general purpose of the MRC is to create volunteer capacity to supplement first responders in the event of local, regional, and national emergencies. BERC's primary responsibilities are to –

- Support emergency response systems, health care, and public health partners
- Enhance the ability to respond to and recover from critical events and disasters
- Promote the health and well-being of the citizens of Boxborough.

Emergency preparedness is the crucial first step in dealing with an unexpected crisis. The BERC continues to educate the public to raise awareness of emergency preparedness in the community by encouraging all Boxborough residents to develop a home/family/pet preparedness plan. To enable residents to create this plan, we offer a variety of resources including informational handouts and links to websites. We conduct outreach/education on emergency preparedness at town events such as Fifer's Day, the Agricultural Fair, the Public Safety Open House, and Council on Aging luncheons, as well as giving presentations to various community groups, and we have been able to award some families with 72-hour emergency Go Bags.

Boxborough's emergency capability include:

- Shelter: Emergency power from a generator at the Blanchard Memorial School and shelter supplies including cots, sleeping bags, blankets, first aid kits, personal care kits, and pet sheltering supplies
- Communication: two-way radios for BERC volunteers and the Fire Department, a repeater for the Police Department to supplement radio coverage, and amateur HAM radio expertise within the BERC volunteers

The BERC relies on citizen volunteers to help it achieve its mission and exemplifies the Boxborough spirit of standing ready to help others. Volunteers are trained in the structure of emergency response as well as the skills necessary to support first responders such as the Incident Command System (ICS), sheltering, CPR, first aid, and other emergency response skills. BERC is actively seeking additional volunteers with either medical or non-medical backgrounds. The goal is that about 1% of the population, or 50-60 volunteers, are needed in order to serve the various needs of the community in a local emergency. Working with the Town's first responders,

BERC enhances Boxborough's ability to handle unexpected emergencies. For more information or to contact the BERC, please refer to our website (<http://www.boxborough-ma.gov/boxborough-emergency-reserve-corps>).

Respectfully submitted,
Ronald Sisco, Chair

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of Boxborough's environmental and public health needs. In addition to the day-to-day public health work conducted for Boxborough, we also provide the following services:

- Maintaining Nashoba's internet website to provide information to the public (see www.nashoba.org)
- Keeping the Boxborough BOH up-to-date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition
- Assisting the Board with providing a school-located seasonal flu clinic at Blanchard Memorial School
- Responding to health-related impacts of beavers through coordination with the local BOH in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's BOH. In the day-to-day work of Nashoba in 2016, we reviewed 49 Title 5 state-mandated (but unfunded) private septic system inspections for the Boxborough BOH; received, reviewed, and filed these inspections; corresponded with inspectors regarding deficiencies; and referred deficient inspections to the Boxborough BOH for enforcement action.

Through membership in the Association, Boxborough benefited from the services of Nashoba staff including registered sanitarians, certified health officers, registered nurses, nutritionists, registered physical and occupational therapists, licensed social workers, certified home health aides, and registered dental hygienists. By the Boxborough BOH's continued participation in the Association, the Town can shape its future local public health programs and share in the benefits of quality service at a reasonable cost.

Environmental Health Department and Environmental Information Responses

Professionals provide the following services (see details below):

- The Nashoba sanitarian is available for the public on Tuesday afternoons at Boxborough's BOH office. Additionally, daily calls are handled by two Nashoba secretaries during business hours.
- Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method. Where deficiencies are found, a re-inspection is scheduled to ensure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated and, where appropriate, medical consultation and laboratory testing may be required.
- Nashoba, as agent for the Boxborough BOH, inspects dwellings for conformance with the State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- Pools are inspected upon opening and as needed thereafter to ensure compliance with the state pool regulations.
- Applications from residents proposing to build or upgrade a septic system are accepted, a file is created, and testing dates are coordinated with the applicant's engineer. The Nashoba sanitarian witnesses soil evaluations, deep hole tests and, usually on a separate date, percolation tests conducted by the applicant's engineer, which serve as the basis of the design of the septic system. Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review. Engineered plans are reviewed according to state code, Title 5, and local BOH regulations and review forms are created and sent to the engineer for revision.

Subsequent resubmittals by the engineer are also reviewed. The Applicants' approved plan submittals and BOH requirements are incorporated into a permit to construct the septic system. The Nashoba sanitarian is called to the construction site at various phases of construction to witness and verify that the system is built according to plans. During all phases of application, design, and construction, the Nashoba sanitarian is called upon for legal details and interpretation.

- Private wells are regulated solely by local BOH regulations. The Nashoba sanitarian assists the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.

Environmental Services in 2016	
Boxborough BOH office (days available)	49
Food service licenses and inspections	12
Housing and nuisance investigations	22
Pool inspections	8
Septic systems	
Test applications	23
Lot tests	60
Plan applications	7
Plan reviews	9
Permit applications	6
New lots	3
Upgrades	3
Construction inspections	52
Consultations	9
Well permits	8
Water quality/well consultations	30

Nashoba Nursing Service and Hospice

Professionals provide the following services (see details below):

- Certified Home Health Registered Nurses' visits provide skilled services to patients in their homes under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management, and referral to other services as needed.
- Certified Home Care Aides provide assistance with activities of daily living, including bathing, dressing, exercises, and meal preparation.
- Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment, and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.
- Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Nursing Services (No. of Visits) in 2016	
Home health nursing	189
Home health aide	164
Rehabilitative therapy	35
Medical social service	5

Community Health Nursing

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice. Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, etc.) in a variety of ways (see details below).

- We conduct regular well-being clinics for health assessment, screenings, and education to all, especially the underserved and at-risk populations. These public clinics offer your citizens blood pressure screening, annual sugar and eye screenings, flu shots, and an opportunity to consult with the nurse to address questions.
- We make health promotion/well-being visits to assess needs, coordinate appropriate care and services, and provide case management as needed (health promotion)
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individuals and the community at large (mandated by the Massachusetts Department of Public Health). Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease.
- We provide public health education.
- We address psychosocial issues that may impact general health and safety (such as hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, to work closely with Councils on Aging to assist elders in the communities, and to consult with school nurses caring for children and families. The nursing staff also works with the sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Community Health Services in 2016	
Public clinics	11
Flu shots	191
Well-being visits	19
Communicable disease cases	
Investigated	41
Confirmed	13
Anaplasmosis	3
Babesiosis	1
Campylobacter	1
Giardia	1
Hepatitis C	4
Influenza	2
Pertussis	1

Dental Health Department

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide dental health services (see details below) to children whose parents have given written consent. The hygienists also provide classroom instruction on cleaning and maintaining healthy teeth to all children in grades K, 1, and 5.

Dental Services in 2016	
Examination, cleaning, and fluoride (K, 2, and 4)	
Students eligible	155
Students participating	98
Referred to dentist	16
Instruction programs (K, 1, and 5)	7

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 40 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is 508-393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state-of-the-art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost- effective mosquito control. IPM encourages the use of nonchemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program. We also offer an educational program geared towards senior citizens.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction – the elimination or reduction of a mosquito breeding source (such as water-holding containers) – is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology and the need to eliminate these man-made breeding sources. We also now have a tire collection program that removes these larval habitats from the environment and brings them to a facility for recycling.

Bacterial larval control with Bti is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 880 acres of wetland by helicopter with funding from the BOH in 2016. Pre- and post-monitoring showed a 80.28% decrease in mosquito larvae in the treated areas.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction, or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases, residential areas are treated with either hand-held or pickup truck-mounted sprayers. Applications are site-specific and are determined by weather, type of area, and mosquito population levels. These applications are initiated only by request of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus (WNV) in our service area. Specialized traps are used as a mobile force for viral monitoring and are placed in member towns on a weekly basis for routine sampling. If a WNV or Eastern Equine Encephalitis hot spot is identified, surveillance is intensified to sample mosquitoes, and these collections are sent in to the Massachusetts Department of Public Health for testing.

We are now running a research and efficacy department that checks for the efficacy of our products and techniques and conducts research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis. The project website (www.cmmcp.org) has extensive information on our program, products we use, and mosquito control procedures. Requests for service and pesticide exclusions can be made through the website.

Timothy Deschamps, Executive Director
Timothy E. McGlinchy, Director of Operations

DEPARTMENT OF PUBLIC WORKS (DPW)

The Highway Department provides maintenance and improvements to approximately 42 miles of town roads, oversees the operation of the Hager Well, operates the Transfer Station, and takes care of all conservation land, athletic fields, cemeteries and roadsides, in addition to maintaining the grounds of all municipal buildings. We also tend to the general maintenance of Town Hall, the Blanchard Memorial Library, the Police Department, and the Museum.

The Highway Department consists of nine full-time employees, (two of them attend to the Transfer Station on Wednesdays and Saturdays), and one seasonal worker. Snow removal help is called in as needed.

2016 was a minimal snowfall year. We went out 22 times treating the roadway; total snowfall for the year was 40.5 inches.

Our fleet was updated with a 2017 F250 Ford Pickup, replacing the 2008 Ford F350, and a 2017 John Deere 544k loader to replace the 1979 John Deere. We also purchased an extendable boom, forks, and new plows. The DPW held an auction for 11 surplus pieces of equipment that raised a total of \$12,847.14.

The Town allocated \$300,000 to pave and repair roadways. One town project was the reclamation and paving of Picnic Street and Patch Hill Road. This project included completely digging up the roadways, repairing the catch basin, installing the berm, and coating with asphalt. The total cost of the project was \$276,007.35.

Our Chapter 90 project was Swanson Road. The project was to grind, repave, and rebuild the catch basins at a cost of \$73,840.25.

We assisted the Fire Department in building an addition onto their building to house a new fire truck.

I would like to acknowledge all the hard work of the DPW crew. Once again they have provided assistance beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support.

Respectfully submitted,
Thomas Garmon, Director of Public Works

CEMETERY COMMISSION

There were eight burials in South Cemetery in 2015.

In June the Boxborough Historical Society gave a presentation and tour of North Cemetery which was very well attended. Paul Chouinard of Cali Corporation, who did the reconstruction work on the crypt at North Cemetery, attended and was able to answer questions about the reconstruction process. The Cemetery Commission is very grateful to the Historical Society for shining a light on this important piece of Boxborough's history.

The months of September and October had us putting together an application for CPC funds for the restoration and repair of headstones in the northeast quadrant of North Cemetery. We look forward to making a presentation at Annual Town Meeting.

All sales of cemetery lots, as well as perpetual care fund money, can be found in the Treasurer's reports. Copies of the cemetery rules and regulations can be obtained from the Town Clerk and on the town website.

Respectfully submitted,
Rebecca Neville, Chair

VETERANS AGENT

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to eligible veterans and their dependents.

Three veterans were buried in South Cemetery in 2016:

- Norman A. Gunderson, Navy
- Arthur L. Murphy Jr., peace-time Marines
- John A.M. Smith, World War II Army

A flag was placed on all veterans' graves for Memorial Day. Several veterans received information and assistance during the year. Anyone seeking help with veteran affairs can call Town Hall and make an appointment to speak with me. I am in the office at Town Hall on Wednesdays from 9-11 a.m.

Respectfully submitted,
Donald C. Morse, Veterans Agent

VETERANS MEMORIAL COMMITTEE

The Boxborough Veterans Memorial Committee was established by the Board of Selectmen in September 2016. The Committee is comprised of members of the Historical Commission, Cemetery Commission, Public Celebrations & Ceremonies Committee and at-large members. These positions are held by four veterans and three civilians. The Committee actively encourages participation of fellow veterans and other Boxborough residents in an effort to create a permanent and lasting tribute to those that sacrificed for this country.

The Committee's official mission is to recommend to the Town appropriate memorials to foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; to convey to every individual that enters the memorial grounds, a sense of the total dedication to The United States of America and its citizens by the men and women who served during war-time and in peace; to honor selfless service; and to provide the opportunity for the public to reflect on their rights and freedoms enjoyed as citizens of the United States of America.

In the fall of 2016, the Committee took a multi-pronged approach in this effort. In the coming year they will develop recommendations that will determine whether multiple locations or one locale is appropriate and will identify town-owned property or properties suitable to site said memorial(s) and the criteria under which service members will be identified as eligible for placement on the memorial(s).

COUNCIL ON AGING

The Boxborough Council on Aging (COA) is one of 348 Councils on Aging in Massachusetts. The COA is a seven-member board appointed by the Board of Selectmen. Board members work together to identify senior concerns, develop programs and implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. A COA coordinator, two van drivers, and many volunteers support the Boxborough COA. Core service areas of the COA are information and referral relating to health-care insurance, fuel assistance, health clinics (flu shots and podiatry clinics), in-home care, scheduled social events, and tax information. Providing transportation to senior citizens continues to be one of the most important services delivered by the Council.

Ongoing Activities

In 2016, the COA van provided 643 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities, and other destinations in and nearby the community. While medical trips are the priority, the van was also used to provide seniors with transportation to

monthly luncheons and podiatry clinics. The Cross Town Connect regional van dispatch service continues to handle ride reservations and provided 37.5 hours of service per week.

Day-trip social event destinations in 2016 were the Concord Museum with lunch at La Provence and the Tower Hill Botanical Garden for “Winter Reimagined.”

The successful Senior Tax Work Off program had seniors performing 1,225 hours of work during 2016, resulting in a comparable wage value of \$22,553 to the Town. The “Are You OK” (referred to as RUOK) program implemented by the Boxborough Police Department continues to offer security for seniors and their loved ones by making daily check-in calls for those who sign up for the program.

Under our “Lending a Hand” program with the Boxborough Minutemen, 7 seniors received assistance ranging from replacing a doorknob to moving furniture, as well as carpentry and trips to the transfer station.

Seniors classes, programs and luncheons at the Boxborough Community Center continue to flourish and attract new participants. Ongoing programs at the center are Fitness with Holly, Line Dancing, Brains & Balance, and Mah Jongg. In total there were 185 classes, 9 Luncheons, and 4 Podiatry Clinics. In addition, water exercise and yoga classes continue at other locations. To illustrate the resilience of our seniors, consider this fact: for one 2016 exercise class when the outside temperature was 5 degrees, there were 16 seniors in attendance! Of course, exercising in parkas, ski pants, and earmuffs does present significant challenges.

Monthly senior community luncheons were provided thanks to the generosity of various groups. In 2016, those were the Town Hall Employees, Zounds Hearing of Westford, The Inn at Robbins Brook, Boxborough Holiday Inn, the Police and Fire Departments, the Boxborough Minutemen Company, and the Friends of the COA, who provided three luncheons.

New Initiatives

In 2016, the COA, in conjunction with the Sargent Memorial Library, developed a plan for providing special education classes, primarily geared for “junior” seniors about to experience the senior lifestyle. These were four classes, conducted at 6:30 p.m. specifically so that “junior” seniors could attend after work or a busy activity schedule. The classes were:

- On May 16th, “Taking Control of Your Future: A Legal Checkup.” This class was part of the Mass Bar Association 2016 Elder Law Education Program.
- On June 20th, “Health Care Planning – Let’s Get Started.” This class presented the guiding principles of health-care planning and included a comprehensive review of Massachusetts health-care planning documents.
- On September 19th, “Planning for Medicare.” This class provided a review of Medicare options available to new seniors.
- On October 17th, “Aging in Place in Boxborough.” This seminar featured speakers from the Boxborough Police Department, the Boxborough Fire Department and the Nashoba Associated Boards of Health. The focus of this class was on services available to Boxborough seniors to enable them to remain in their homes as they age.

Members

During 2016, we said good-bye to Susan Page and thanked her for her valued service to the COA and to the Town. The COA welcomed Barbara Birt and Taryn Light as new board members.

Assistance from the Friends of the COA

The Friends of the Council on Aging work tirelessly to provide both financial support as well as sponsorship for senior programs, and this support helps to keep them at no or very low cost to seniors. The ever-popular Speaker

Series Program highlights in 2016 were The Vocal Revolution: A Barber Shop Quartet; Larry Parker aka “Mr. Magic”; and the ABRHS Madrigal Singers. The Friends of the COA also celebrated their 20th anniversary in 2016.

Thanks to Other Town Organizations

The senior community benefits from the wonderful services provided by the employees at the Department of Public Works, the Fire Department, the Sargent Memorial Library, the Police Department, and the Town Hall. We acknowledge and appreciate their dedication to Boxborough seniors.

Special Award to the COA

In December, the COA was surprised, humbled, and pleased to receive a special award from the Public Celebrations and Ceremonies Committee (PCCC). The “2016 Light of Boxborough Award” was presented to the COA for their outstanding contributions on behalf of our seniors. Photo (right) shows COA member Liz West after accepting the award from PCCC members Owen Neville and Nicole Sheehan.

Photos here and below provided by Frank Sibley



Chairman's Corner: “The Joys of Aging”

Excerpt from *The Road to Little Dribbling*, by Bill Bryson

Somebody needs to explain to me why it is that the one thing your body can suddenly do well when you get old is grow hair in your nose and ears. It's like God is playing a terrible, cruel joke on you, as if he is saying, “Well Bill, the bad news is that from now on you are going to be barely continent, lose your faculties one by one, and have sex about once every lunar eclipse, but the good news is that you can braid your nostrils.

The other thing you can do incredibly well when you are old is grow toenails. I have no idea why. Mine are harder than iron now. When I cut my toenails, I see sparks. I could use them as body armor if I could just get my enemies to shoot at my feet.





WELL-BEING COMMITTEE

The Well-Being Committee was established in 2013 by the Board of Selectmen. The Committee's purpose is to assist in identifying and addressing human service needs in the community and to look for ways to improve the health and well-being of all town residents. The Committee welcomes the interest of Boxborough residents and cordially invites their presence at regular meetings.

In 2016, the Well-Being Committee engaged in two major initiatives. The first was co-sponsoring the Boxborough Rental Voucher Program, which provides transitional assistance to six Boxborough households experiencing undue rental burdens. The second initiative, guided by Community Services Coordinator Lauren Abraham, was a successful CHNA 15 grant to explore community well-being needs in a variety of areas. The Committee looks forward to sharing this information with the Town at large.

Lauren has private office hours on Tuesdays and Thursdays on the first floor of Town Hall during regular Town Hall hours or by appointment. She can be reached there by telephone (978-263-1730) or e-mail (labraham@boxborough-ma.gov). Further information is available at www.boxborough-ma.gov/community-services-coordinator.

COMMUNITY SERVICES COORDINATOR

Overview

The Community Services Coordinator (CSC) is pleased to report on an active year that includes the launch of two exciting town projects, but the foremost priority is for the CSC to provide direct service to Boxborough residents. To that end, the CSC reports steady resident utilization throughout the year with spikes in support requests just prior to the new school year and during the holidays. Residents are welcome to take advantage of Tuesday/Thursday drop-in hours or make appointments for a range of referrals, assistance with state and federal benefits programs, and ongoing support. The CSC is grateful for strong partnerships with the Council On

Aging, Boxborough Police Department, and Boxborough Fire Department which allow for follow-up to residents experiencing behavioral health crises and gaps in formal services. In order to better support Boxborough families with school-aged children, the CSC has increased outreach efforts with Blanchard staff, the Blanchard PTF, and Acton-Boxborough Family Network. The CSC once again partnered with Town Hall employees, the Acton-Boxborough United Way (ABUW), the Acton-Boxborough Family Network, United Church of Christ Boxborough, and the Boxborough Regency (formerly Holiday Inn) to provide holiday meals and gifts to more than 20 Boxborough families.

Project Reports

The first project to report on is the launch of the Boxborough Rental Assistance Program (BRAP), a low-income housing stabilization program funded by Community Preservation Act funds and approved by Annual Town Meeting. Sponsored by the Well-Being Committee, Boxborough Housing Board, and with invaluable assistance from Town Planner Adam Duchesneau, the BRAP developed program guidelines, conducted a thorough application process, and selected six households to participate in the pilot year of the program. The program is enjoying full participation and these six households began receiving rental support in the form of a \$250 monthly payment made directly to their landlord beginning in October; each household continues to work with the CSC to develop goals toward financial independence. We are excited to expand the program to twelve households in FY 2018, pending approval at Annual Town Meeting.

Secondly, Boxborough was awarded a \$20,000 Community Health Network Area's CHNA15 Healthy Communities Planning grant supported by Determination of Need (DoN) funds from Lahey Hospital and Medical Center. The project, titled Bettering Boxborough Together, is managed by the CSC in collaboration with the Well-Being Committee and other town departments. Bettering Boxborough Together is an opportunity to delve deeper into public health priorities identified by the Acton-Boxborough United Way (ABUW) needs assessment including teen mental health, transportation, and isolated residents. A steering committee of engaged residents began forming in late summer 2016 and continues to welcome new members. Bettering Boxborough Together went live with a Facebook page in December and is eager for widespread participation via comments, surveys, key informant interviews, and a series of focus groups; the goal is to develop unique implementation projects to close service gaps in town. The planning process will conclude in December 2017 and then Bettering Boxborough Together will have the opportunity to secure \$30,000 in additional funding to implement selected projects.

Boxborough residents are encouraged to contact the Community Services Coordinator by phone, email, or in person (see Well-Being Committee above for contact information). Support is confidential.

Respectfully submitted,
Lauren Abraham, LICSW, Community Services Coordinator

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Council

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) grant funds to promote the arts and help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding of MCC grant funds to projects that provide a local public benefit.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations, and more.
- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September through June; calendar year 2016 encompasses the second half of FY 2016 (September-December) and the first half of FY 2017 (January-June). This report gives preliminary results of our FY 2016 Grant Cycle in which we plan to support 47 individuals, schools, libraries, and arts organizations using MCC funds. This report will also highlight the local events, programs, and collaborations the ABCC was able to undertake in 2016, thanks to continued financial support from our towns.

ABCC Members (Calendar Year 2016)

Acton	Responsibility	Boxborough	Responsibility
Sunanda Sahay	Chair (since June 2016) Grants Coordinator	Nancy Evans	Foreign Film Series Coordinator
Linda Mayer	Publicity Coordinator	Ramika Shah	Treasurer
Beth Davis	Foreign Film Series Coordinator	Sheila Hanrahan	Secretary
Dawn Wang		Sharon Garde*	
Palma Cicchetti		High School Youth	
Suman Adisesh		Christina Pathrose (Acton)	
Diana Nestorova*		Anthea Bell (Boxborough)	

* Appointed in September 2016

We work closely with the Acton and Boxborough Boards of Selectman, town staff, and other town volunteers on our continued membership recruitment efforts.

MCC Funding for FY 2016

The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the MCC through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, and creativity of each proposed project, as well as its planning, budget, and, most importantly, its community benefit. At the beginning of Fiscal Year 2016-17, the ABCC was allotted \$9,681 from the MCC.

It was another competitive grant season. We publicized the availability of grants through emails, posted flyers, and press releases in *The Beacon* and *Action Unlimited*. We also provided telephone and email consultation to several applicants. We received 47 applications requesting a total of \$30,080 in funding. The number of applicants has pleasantly surpassed the last few years. After very difficult and lengthy deliberations, the ABCC chose to fund 37 projects that give the greatest benefit to our communities, including projects at the public libraries, Recreation Department, high school magazines (*Window Seat*, *Spectrum*), and the Farmers Market Band (Nashoba Valley Concert Band).

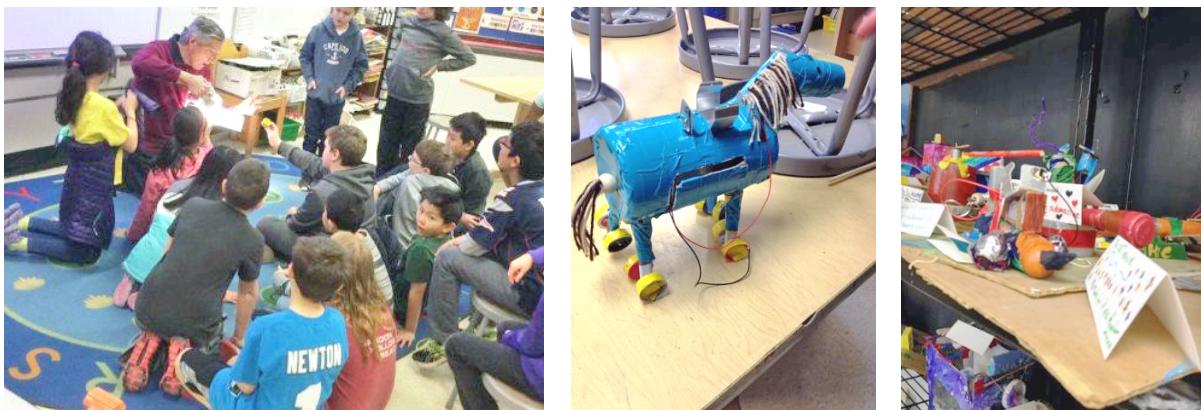
Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough Town funds via warrant articles and line items. The dedication of the voters, boards, and public officials in both towns is truly remarkable. Acton provided the ABCC with \$1,500 through a Warrant Article. Boxborough provided \$1,500 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the towns provide: meeting spaces, access to town copiers, etc. We are also thankful for the continued support and active involvement of our liaisons, Boxborough Selectman Susan Bak and Acton Selectman Janet Adachi.

Events in 2016

The ABCC sponsored and collaborated on several exciting events in 2016.

Solar Kinetic Sculptures Project, Gates School



Children building solar kinetic sculptures and their productions

ABCC partly funded the art project at Gates school where art teacher Ms. Celia Knight and kids worked closely with the artist-in-residence, Bill Turnville, to create sculptures from recycled materials. These sculptures could move with kinetic energy. We put them on display at our Grantee reception where they generated lots of interest. The solar panel funded by ABCC is re-usable and it will be used again for upcoming art classes. It was a good fusion of science and the arts.

Chinese Dance and Music Night, August 2016

ABCC funded Town Recreation Department to organize Chinese Dance and Music Night at NARA Park Amphitheater.

Eighth annual “Our World in Film” International Film Series, May 2016

Following 2008's year-long “Our World” festival of cultures, we have offered an annual inter-national series of acclaimed films for adult audiences. ABCC past member Greg Hutchins (Acton) and Todd Davis (Boxborough) coordinated the series with current Boxborough member Nancy Evans and Beth Davis (Acton) which included the films Gloomy Sunday (Hungary), After The Wedding (Denmark), and The Lunchbox (India). Introductions to each film were provided by various committee members, talks and discussions by visiting directors were led by local residents familiar with the culture shown in the film. The films shown have been donated to the towns' libraries for their collections.



Volunteers at the Chinese Dance and Music Night Reception Desk



Our World in Films 1) attendees and 2) producers of short films

FY 2016 Grantee Reception at Sargent Memorial Library, April 2016

The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY 2016 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists, and organizations and to highlight upcoming events. State Senator Jamie Eldridge, State Representative Jennifer Benson, Acton Selectman Janet Adachi, Boxborough Selectmen Les Fox and Susan Bak, and MCC representative Jennifer Atwood attended. Performances by 2016 grantees included a group from Indian Hill Music, Harvard Pro Musica, and Chinese dancers from the Essence of India group. The performances were highly appreciated by all present. All the grantees were invited to speak for two minutes about their projects. This year they were presented with citations from the House of Representatives courtesy of Senator Eldridge and Representative Benson.



Performers at the Grantee Reception; Sen. Jamie Eldridge congratulating recipients

High School Magazine (Window Seat) and Newsletter (Spectrum)

To support and encourage reading and journalism among high school students, ABCC has fully funded the high school literary magazine, *Window Seat*, from the Acton fund and the newsletter *The Spectrum* from the Boxborough fund. ABCC is also proud to support The Robert Creeley Poetry Recital.

Chinese Brush Art – Boxborough

We are very pleased to support and sponsor the two workshops of ancient Chinese brush art by Ms. Hong Bing Tang at Sargent Memorial Library, Boxborough. It was a huge success and well attended.



Chinese brush art

Pumpernickel Puppets – Boxborough

We were happy to support Pumpernickel Puppets this year from the Boxborough fund. The performance at the Sargent Memorial Library was hugely popular and loved by all the attendees.

Fifers Day, Harvest Festival, (Boxborough) and Farmers' Market, (Acton)

This year ABCC partially funded and participated, for the first time, at Fifers Day and Boxborough Harvest Festival, making its presence felt and recruiting some new members. As every year, ABCC had a booth at Acton Farmers' Market, meeting and greeting people and getting their feedback.



Participants and ABCC volunteers at 1) Fifers Day, 2) Farmers' Market and 3) Harvest Festival

Grantee festival "Essence Of India" receives Gold Star award from MCC

One of our grantee cultural festivals, the "Essence Of India," has received the prestigious annual Gold Star Award from MCC because of its diversity, outreach, inclusiveness and success in integrating the arts into the community. Gold Star-winning projects like these tell the story of how culture contributes to the quality of life in cities and towns across Massachusetts.



Participants from India and Pakistan performing at “Essence of India” event at NARA Park



Recipients of the Gold Star Award with Sen. Jamie Eldridge at the State House

Looking at the Future

While we are exploring various avenues, including supporting Open Art studios throughout both towns, we are looking to create China Garden at the Acton Arboretum with the help of our local Chinese community, considering partly funding the repair expense of the patio of IronWork Farm, and inviting a Mentalist/Illusionist for entertainment as some of our council initiated activities.

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE (PCCC)

This committee, in conjunction with other groups within Boxborough, coordinates activities for our citizens and engages in various projects to preserve the heritage and strong community of Boxborough. The PCCC leads three major events each year – the Memorial Day observance in May, Fifer’s Day parade and award ceremony in June, and the town tree lighting in December.

Due to heavy rains and forecasted severe thunderstorms, Memorial Day was observed with a service inside Town Hall instead of the annual parade. PCCC member Owen Neville led the ceremony which included singing the Star Spangled Banner. Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Senator Jamie Eldridge. For the fifth year in a row 5th- and 6th- grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the PCCC. The three winners, 6th graders Amelia Bohling, Dalton Luce, and Gwyneth Woods, read their essays with town veterans and active servicemen and servicewomen seated in the front row. Numerous parade attendees were moved by the essays and commented that the children’s essays

were the most meaningful of the day. Attendees included the veterans, the selectmen, fire and police, and many town residents of all ages.

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission. This year marked the 50th anniversary of Fifer's Day and began with the morning road race followed by the parade from the Blanchard School to Flerra Field. The Boxborough Minutemen were selected as the Parade Marshal for their many years of service to the Town, including sponsoring Fifer's day for several years. Portraying Luther Blanchard and Lucy Hager in the parade were Joshua Grieco-Page and Kyra McCracken, sixth graders at the time. At the conclusion of the parade, Jeanne Kangas received Boxborough's highest honor, the 2016 Golden Fife Award, for her decades of exceptional dedication to the success of our town. An afternoon of fun and food followed. The weather was delightful.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). The Boxborough Council on Aging was selected as the sixth recipient of the annual Spirit of Giving Award. A great crowd of over 425 people (our largest in several years) joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed at the Museum where food pantry donations were collected as well. Thanks to our hosts, the Historical Commission and Historical Society.

Our citizens' participation in these events is what makes these events special and memorable for all residents and friends. We are deeply grateful for the help from Town Hall staff, the DPW, Police and Fire, the Library, and the schools.

RECREATION COMMISSION

The Boxborough Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough citizens of all ages. The Commission is also responsible for the management of recreation programs at Flerra Meadows, Fifers Field, and Liberty Field. Current members of the Commission are Kevin Lehner (Chair), Hilary Greven (Clerk), Megan Connor, Claudine Lesk, and newly appointed Rebecca Edson.

To further contribute to the community, the Commission employs residents of the Town to conduct its programs. The Recreation Commission works closely with the Blanchard Elementary School and the Acton-Boxborough Regional School District to promote enrollment and distribute program information. Enrollment and registration processes are performed by the staff at Town Hall.

Current Recreation Programs

Winter Recreation Sports Program

The Recreation Commission traditionally conducts an eight-to ten session youth sports-oriented program held on Saturday mornings beginning in early January. As a result of the school district consolidation coordination of the gym space with Acton Boxborough Community Education is now required. Community Ed has been more than accommodating to the Commission's needs. This year's program is well received yet lightly attended. The Commission constantly reviews any/all potential winter activities and will pursue any that fit the needs of the Town.

Summer Playground

A summer playground program is available to children in grades Pre-K through 6th grade. The program provides well-supervised games, sports and creative activities. The Summer Playground is held each July and now consists of four one-week sessions while utilizing the active recreation space at Flerra Field. The Recreation Commission hires 3-4 adult playground directors and approximately 24 teenage playground counselors. In addition, the playground has a strong volunteer program consisting of 7th and 8th grade students working for community service hours. Kate (MacMillan) Contini directed this past year's program with assistance from Courtney Stevens, Brian Picca, and Dana Musto. This year's program will once again be directed by Kate Contini. There were

approximately 83 registrants for each of last year's four one-week sessions. As a result of declining enrollment, and the consolidation of the school districts registration and employment, opportunities are now offered to all Acton and Boxborough residents.

Coordination efforts for post-playground activities are continuous, and the Commission will continue to offer an afternoon baseball camp operated by At Bats of Boxborough.

Tae Kwon Do

The Commission also offers a highly successful Tae Kwon Do program that operates out of the Blanchard Gym. Tae Kwon Do is currently scheduled for Tuesday and Thursday afternoons and is directed by Master Rick Barrett. This highly successful program is constantly expanding and now offers adult and family classes on Wednesday afternoons in addition to the youth programming. Proceeds from this effort are earmarked specifically for future expansion of youth programming within the Town.

Seniors Exercise Program

The Recreation Commission has always provided funding to support an exercise program for seniors facilitated through the Council on Aging. This program is in the process of being modified to provide even greater support for our seniors

Fusion Fitness

Recreation also sponsors Fusion Fitness with Holly Kouvo of Fitting Fitness In. Classes are held in 6-week sessions on Tuesday mornings at the Boxborough Community Center. Fusion Fitness incorporates strength training with weights, Pilates, and yoga.

Ongoing Responsibilities

Boxborough Town Athletic Fields

The Town of Boxborough currently has three grass playing fields and two little league sized baseball diamonds located at Liberty Field, Flerra Field and Fifer's Field. These fields exist primarily for the use of residents and Acton Boxborough youth programs, and are maintained by the Town's DPW Department. Each field is rested periodically in order to perform maintenance and to ensure a proper (safe) playing surface. General field maintenance is performed regularly, and major work is determined collaboratively between the Recreation Commission, Department of Public Works, and local youth sports organizations like Acton-Boxborough Youth Soccer & Acton-Boxborough Youth Baseball. In 2016 these organizations also performed ongoing maintenance and support for the individual playing fields used by their respective organizations.

Flerra Playground

The Commission has accepted responsibility for the general maintenance and upkeep for the playground equipment at Flerra Meadows. As a result of an inspection conducted in the Fall of 2016, there will be several safety improvements to both equipment and grounds completed this spring. The Commission will be looking at further improvements to the facilities in the coming months, including the eventual replacement of the structure.

Winterfest

Although not a program the Recreation Commission organizes and operates the Town's annual Winterfest Celebration. Held annually on the beautiful grounds at Steele Farm, this event is held late January/early February. The event itself is a community celebration and has evolved over the years from a "day to sled" to more of a mini Fifer's Day, with area restaurants and local organizations joining in the festivities. No longer does the day require snow in order to be successful.

Boxborough Recreation Commission's Field Use Policy

In 2012, the Town initiated a field use and permit fee policy for outside organizations wishing to utilize town playing fields. The policy and permit fee schedule are available on the town website. The policy mirrors similar policies of surrounding towns, most notably Acton, and was initiated to help the Town recoup expenses incurred maintaining town playing fields and the surrounding grounds.

Recreation Commission Looking Forward

The Commission is constantly reviewing program options and is always considering improvements to existing program content as well as new program offerings. The Commission is currently working on plans to add a Science Club program as well as a yoga class during the Fall of 2017, based on a survey of Summer Playground families conducted last summer.

The Commission is moving forward with design plans for basketball and tennis courts to be added to the field space at Liberty Fields. The initial study was approved for funding by The Community Preservation Committee. The goal of the Commission is to accomplish this effort without disrupting existing playing surfaces.

The Commission is also exploring options to add additional facilities in the future. Discussions include a walking/exercise path that could be used for cross country skiing in the winter months, as well as a recreation/teen center.

Currently the Commission is understaffed, with 2 open seats. This entire volunteer board functions solely through the efforts of resident volunteers and needs continued community involvement in order to remain effective. Resident input is always welcomed.

STEELE FARM ADVISORY COMMITTEE

Steele Farm has more visitors and provides more enjoyment each year to residents and others of all ages, far and near. Increased use means increasing wear on the trails and increases the necessity of observing the principle of “leave no trace.” We encourage visitors to continue to adhere to that principle and enjoy the farm responsibly.

Again this year after the Bobolink young have fledged and left their nests in our hayfield, Donald Morse and his family hayed the field. The haying is vital to maintaining a healthy field of tall grass, and provides an important nesting site the following spring for the Bobolinks, a species that has been declining.

We appreciate the \$7,000 donation from the Boxborough Historical Society’s Capital Campaign that enabled us this year to fund the professional Conditions Assessment and Preservation Plan with cost estimate, produced by Red Hawk Studio Architects of Concord, Mass., to preserve the farmhouse. Without the farmhouse, originally built within a year of our town’s creation in 1784, there would be no farm. We continue to pursue ways and means of preserving the farmhouse that is the least potentially destructive to the building and is historically and fiscally responsible.

With the help in the fall of some of the Friends of Steele Farm, our volunteer cadre which has been critical to our success, we cleaned up around the ice house, barn, farmhouse, and upper pond, and pruned our Christmas trees. Ridding the farm of invasive plants, especially Oriental Bittersweet (*Celastrus orbiculatus*) is our persistent goal—and a constant battle.

In early November, The Trustees of Reservations, which with the Boxborough Historical Society co-holds the Conservation and Historic Preservation Restriction on the farm, conducted their annual monitoring with members of our committee. Their representative walked the farm with us, and in their Monitoring Report stated: “Property has been actively and beautifully maintained by [T]own and cadre of dedicated volunteers” and in a tour of the house found it “in dire need of repairs.”

For the second year in a row, our Christmas tree sale was a big success and 80 trees were sold. The proceeds of the sale go into our revolving fund, and help cover expenses, such as purchasing Christmas tree seedlings to plant for future sales.



Without the loyal assistance of our volunteers and the DPW, guidance from our building commissioner, and the support of the selectmen, we would not have achieved as much as we have this year. We hope that all of our visitors, whether dog walkers, hikers, skiers, horseback riders, bird watchers or other nature lovers who come to Steele Farm continue to help us maintain and keep Steele Farm and its farmhouse in the best condition.

BOXBOROUGH ENERGY COMMITTEE

Mission

The core mission of the Energy Committee is to advise the Board of Selectmen on developing and implementing a town energy strategy. This involves research and evaluation of energy policies and practices that promote efficient energy use and increase awareness of energy issues among town government and the public.

The Committee's goals include, but are not limited to the following:

1. Save money for the Town and restrain budget increases by controlling energy costs in three areas: natural gas and electric bills for town buildings, fuel bills for town vehicles, and waste disposal costs at the Town Transfer Station.
2. Reduce the Town's impact on the environment by using energy more efficiently and by cost- effectively recycling more waste.

2016 Activity

The Energy Committee continued to monitor and track municipal energy usage in town buildings and at the Transfer Station. Other activities are described below:

Waste Disposal

A primary focus of the Energy Committee has been to concentrate on areas in Boxborough where we can have the greatest impact. In the past, we have worked with DPW to make changes at the Transfer Station by installing compactors for recycled material. This is part of a broader plan to increase recycling and, thereby, reduce the amount of solid waste that Boxborough must dispose of. Solid waste (trash) disposal costs are higher than disposal of recycled materials because the Town must pay a "tipping" fee on trash. Recycled materials only incur a cost to haul. Since the installation of the recycling compactors, Boxborough has saved over \$64,000.

Data obtained through the Massachusetts Department of Environmental Protection (DEP) (from 2012) shows that Boxborough residents dispose of 1 ton of solid waste per household annually. That is significantly higher than other communities, and the Energy Committee sees an opportunity for financial savings and a positive environmental impact in trying to reduce that number. In 2016, we visited the Acton Transfer Station and gathered data from other towns to learn how they were reducing their solid waste disposal and saving money.

One method that was of particular interest to the Energy Committee was a “swap shed.” Boxborough has an informal way for residents to place unwanted items that are still useful and/or in good condition at the transfer station for others to take, but if those items are not taken by the end of the day, they end up in the trash. Unfortunately, the Boxborough Transfer Station has neither the space nor personnel to house and manage a swap shed. The Energy Committee is embarking on an outreach effort to residents to make them aware of alternatives to bringing their items to the transfer station such as Freecycle, NextDoor, and Craigslist (free items). We have also reviewed Pay-As-You-Throw models, as well as town-wide curbside pickup as possible alternatives to reduce costs and solid waste.

Metropolitan Area Planning Council

MAPC is facilitating a regional contract for 5 towns (Boxborough, Saugus, Malden, Bolton, Southborough) with an ESCo (Energy Savings Company) to embark on energy saving projects for each town. Representatives from Boxborough (Francie Nolde, Chair of the Energy Committee), Malden, and Southborough constituted a selection committee, along with MAPC guidance. The committee chose Honeywell who will do a “deep” energy audit for each of Boxborough’s municipal buildings. The audit is not free unless the Town chooses a project that Honeywell approves. Possible projects discussed were LED lighting for the library, a solar farm on the Hager land (behind the library), and ground-mounted solar panels at the transfer station.

Outreach at Fifer’s Day

The Energy Committee in conjunction with Littleton Electric Light Department (LELD) had a booth with LELD at Fifer’s Day in June 2016. The Energy Committee publicized our Town-wide efforts to date and distributed information regarding energy savings for homeowners. LELD had literature and order forms for energy-saving LED lights which they sell at reduced prices to subscribers.

Other Initiatives

At Annual Town Meeting, May 2016, the Energy Committee put forth a Sense of the Meeting motion to create a greener Boxborough. Since Boxborough is served by a municipal electric company (LELD), we are not eligible to become a “Green Community,” which would enable us to obtain grants for energy saving projects for the Town. Therefore, we put forth an (non-binding) article asking the voters to –

- Recommend the Town:
 - Use the established energy-use baseline for municipal buildings to develop a plan to reduce energy by fifteen percent (15%) within five years
 - Purchase fuel-efficient vehicles where possible
 - Enforce the 2012 building code that took effect in 2016
 - Consider Pay-As-You-Throw and other methods to reduce solid waste to save the Town money
- Encourage residents to:
 - Adopt a five-year plan to reduce their personal energy consumption by twenty percent (20%)
 - Take steps for “Green Living,” which means buying green or recycled materials, conserving water and energy, driving and commuting green, and adopting green building designs
 - Recycle and compost as ways to lower greenhouse emissions, or take other related action.

The Article was passed over.

AGRICULTURAL COMMISSION

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town.



We continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2016 season. We coordinated with the Department of Public Works, Board of Selectmen, Conservation Commission, and the Harvest Fair Committee to dig and set new well points at both Community Gardens. This allowed continuous water at both gardens despite an extremely dry season. We worked closely with the Conservation Commission, Board of Selectmen, and the Central Regional office of the Department of Environmental Protection to assist a local farmer through a regulatory process. We completed our involvement to the Master Plan Update Committee. We continued work on the 2030 goals, reporting results to the Board of Selectmen. We have a participating member on the Community Preservation Committee. We evaluated potential agricultural use for two properties the town was reviewing for possible acquisition. We continued working with the developers of Paddock Estates to potentially incorporate a Community Garden in the development and to ensure that deed-restricted open space continues to be used for agricultural purposes. The Commission held monthly meetings during 2016.



SARGENT MEMORIAL LIBRARY

The Sargent Memorial Library continues to be a vibrant community center for residents of all ages in Boxborough. We strive to provide access to information, education, and civic and cultural activities. A comprehensive selection of books, audiobooks, periodicals, movies, and music are available in a variety of formats including digital downloads.

Once again, the Sargent Memorial Library was chosen by the national publication for librarians, *Library Journal*, as one of America's 2016 Star Libraries. We were one of 12 Massachusetts libraries included. This annual index of public library service measures libraries by their population and municipal expenditure category with the number of items circulated, library visits, program attendance, and internet computer users. The goal of this study is to determine what and how much taxpayers received for their money from the public library as well as the difference it makes in patrons' lives.

During 2016, there were 91,628 library visits and 124,070 items (books, magazines, music CDs, DVDs, and audiobooks) checked out. An additional 18,892 digital items (eBooks, eAudio and eMagazines) were downloaded and articles accessed through electronic databases. Seventy-nine percent of Boxborough residents have a Sargent Memorial Library card. Advancements in technology have only added to the value of Boxborough's public library in the community. We have joined with other members of the C/WMARS Library Network to offer e-titles of interest to everyone.

Donations from the Sargent Memorial Library Foundation fund enhancements to the entire library collection and the purchase and renewal of electronic resources for library patrons. We subscribe to many reference resources in a variety of subjects, downloadable music, magazines, eBooks, eAudiobooks, and online resources including AtoZ USA and AtoZ World Travel, Consumer Reports, Freading (eBooks), Freegal (downloadable music), HeritageQuest (genealogical resources), Mango Languages (online language learning courses), Morningstar (investment research), TumbleBooks (eBooks for kids), and Universal Class (online continuing education courses) and Zinio, digital magazines. All these resources can be accessed both remotely and from the library. We also subscribe to the genealogy database Ancestry and APS Physics, and online physics journal, which can be accessed only from the library. All these resources are accessed free of charge with a Boxborough library card. The library staff has embraced the challenge of offering assistance with portable devices. We continue to use social media to publicize events. Patrons can follow us on Facebook and Twitter.

Donations from the Whitcomb House Trust funded several well-attended programs this year. Wildlife photographer Peter Christoph presented "On Silent Wings: the Magic of the Snowy Owl"; the Warchols of Stockbridge Farm returned with a delicious and informational program, "Cooking with Herbs, Julia Child's Way"; we enjoyed another wonderful evening of Celtic music with the musicians of "North Sea Gas"; and Jessa Piaia gave a historical presentation of Isabella Stewart Gardner. 2016 ended with our 12th annual holiday concert by the talented ABRHS Madrigal Singers.

Several informational programs were co-sponsored with the Council on Aging at the library in 2016. We've added a monthly Adult Coloring Club to our ongoing programs. Technology workshops and Genealogy researching workshops were scheduled and continue to be popular with Boxborough residents. The Tuesday adult book group has been meeting monthly at the library for over 15 years. Monday afternoon movies, Spanish language workshops, and the handcraft/knitting group meetings are held weekly.



Youth Services Librarian Kathleen Taffel holds weekly preschool story time and craft programs. Student book groups, special themed craft programs, Lego club, getting ready for kindergarten socials, Therapy Dog reading sessions, and early-release day movies are just a few of the regularly scheduled programs. The library enjoys a close relationship with the schools and local organizations. Boxborough Children's Center (BCC) and First Connections schedule regular visits and attend programming held at the library. The annual Emergency Vehicle Day is supported by staff members of Littleton Electric, the DPW, and the Boxborough Police and Fire Departments. The library bursts with activity during school vacations and the summer reading program. All

Blanchard and BCC classes are visited by the Youth Services Librarian in advance of the program. Toe Jam Puppet Band, Steve the Magician, Pumpernickel Puppets, and Marvelous Marvin the Science Guy all had record-breaking attendance at their programs.



The Garabedian trail continues to be used by Blanchard students and town residents. It allows all Boxborough residents safe access while walking to the library. It also makes Blanchard Memorial School class visits possible. Again in 2016, classes in most grades visited the library to work on school projects. The extended day classes and preschool classes visit the library monthly for programs, story times, and early release day movies. The Boxborough Children's Center teachers bring children to the library on a regular basis for story time and a theme-related craft project. They walk to the library from the BCC crossing over the Garabedian Trail.

A record 569 community meetings, including voting for the MA State Primary Election, were held in the library meeting room in 2016 as the Town Hall elevator lift was under repair. The meeting room's rotating art exhibits add to the value of this wonderful space. The work of local artists Bonnie McGrath, Neil Tischler, Jim McGowan, Susan Page, Terri Ackerman, Deb Allen, Judy Boudrot, and students from all art classes in Acton and Boxborough schools were exhibited.

Special recognition and thanks goes to the Friends of the Boxborough Library who work tirelessly to support the library. Funds raised from the Friends membership drive and two successful book sales each year support library activities, and museum passes. They provide funds for the annual Summer Reading program, supplies and special performances. 1,166 museum passes were borrowed by library patrons in 2016. Passes for the Edward M. Kennedy Institute in Boston and Animal Adventures in Bolton were recently added. A complete list of all museums is available on the library website <http://www.boxborough-ma.gov/sargent-memorial-library>.

Several local businesses continue to donate to the Friends of the Library during the annual Business Membership Drive to support the funding of library programs and museum passes. A full list of these businesses is also on display on our website and at the library.

Library volunteers, including several in the Senior Tax Work Off program and ABRS students, fulfilling their school community service requirements, worked over 1,147 hours at the library in 2016. We are extremely grateful to these talented, hardworking volunteers for their loyalty to Boxborough's library.

The dedication and diligence of all library staff members are responsible for the successful year the library experienced in 2016. We wished our long time colleagues, Judy Reiter and Ramika Shah, good luck in their well-deserved retirements. They are missed. Library employees Peishan Bartley, Claudia Murphy, Marion Powers, and Kathleen Taffel welcomed new staff members Joanne Lee and Maren Caulfield to our staff. All staff members

take advantage of free training opportunities provided by the Massachusetts Library System and C/WMARS Library Network.

The library's A/V system was upgraded due to age and changes in technology after funding was approved at the May 2016 Annual Town Meeting. The public use computers were upgraded with funds from a State Aid Grant to Public Libraries.

The programs, services and events highlighted in this report represent just a fraction of the many activities that took place at the library during 2016. These accomplishments would not have been possible without the support and guidance of the Board of Library Trustees. On behalf of the library staff, I wish to thank Chair Jennifer Campbell, Mary Brolin, Janet Glidden, Kathy Luce, Megan McCullough and Rob McNeece for their commitment and leadership. Thank you also to Sandra Haber, who retired in 2016, for her many years of service as member of the Board of Library Trustees.

The Sargent Memorial Library is dedicated to the promotion of life-long learning, personal and professional enrichment, and a love of reading. The Board of Library Trustees and library staff strive to ensure free, equal and confidential access to all collections and information services, to maintain the library's building and to predict the future needs of the Boxborough community.

Thank you to the Boxborough community for your ongoing support of your library.

Respectfully submitted,
Maureen Strapko, Library Director

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD)

Introduction

2015-16 marked the second year of full regionalization for the district, and what a year it was for public education in Acton and Boxborough. It is fair to say that 'AB,' which includes a pre-school, six elementary schools, and the junior and senior high schools, has hit its stride. Colonial pride is strong, and as one large school community, we all should be proud. Beyond our placement on rankings and polls, the fact is that, for anyone familiar with our school system, you know firsthand what an incredibly special place this is, accomplishing great things together for our students.

In an organization the size of ours, with over 1,000 full and part-time staff representing multiple schools, departments, and services, the opportunity to take a moment and reflect upon the many highlights, accomplishments, and great work in service to our students is sometimes difficult to achieve. A glance at this report provides merely a glimpse into the many wonderful things we all can be proud of and that collectively help ensure that our schools continue to grow and flourish.

Enrollment

As of October 1, 2015, the elementary school enrollment decreased from the previous year by 25 students, from 2,772 to 2,747. Of the total number enrolled, 25 were special education students attending "out-of-district" schools – a decrease of two students from the previous October 1. Kindergarten enrollment decreased by 21 students, from 320 to 299. There were 14 school choice students at the elementary level.

The junior high school enrollment for October 1 decreased by nineteen students, from 907 to 888. There were six school choice students.

The high school enrollment increased from 1,905 to 1,909. There were 19 school choice students at the high school – a decrease of 6 students from the previous year. There were 66 special education students in grades 7–12 attending out-of-district schools.

Personnel

Staffing changes for the 2015-16 school year were affected by the June 2015 retirements of 14 teachers, and six leaves of absence were granted for the ABRSD teachers. The district hired 33.4 full-time equivalent new teachers to fill these vacancies and additional openings. Increased enrollment required the district to add one kindergarten section; however, the total number of elementary sections remained the same with the reduction of one second-grade section due to fewer first-grade sections moving up.

Teaching and Learning

Summer Leadership Retreat and Institute

July 1, 2015, marked the second year as a fully regionalized school district. Given that there was much activity and change during the first year of regionalization, the School Leadership Team comprised by Cabinet Members and Building Principals used the Summer Leadership Retreat in early August as an opportunity to reflect on the many highlights and challenges of the year and the insights gained both individually and collectively. Additional work included analyzing the Superintendent's Entry Plan Findings, determining areas of district focus, and learning about Improvement Science and how to utilize it in our work.

In late August, over 45 district leaders spent two days in a Summer Leadership Institute focused on building an effective leadership team and identifying short- and long-term district goals. The specific goals for the Institute included: creating time for reflecting and thinking together, gaining a fuller understanding of the district leadership structure and establishing effective leadership functioning, defining the district's goals and planning for 2015-2016, and refining work with the Educator Evaluation Process.

Summer Professional Learning

To learn with passionate intensity, (young) children need models.

They need teachers who are avid learners. – Ellin Keene

The ABRSD's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice. This summer our educators logged many hours on campus, attending workshops and working collaboratively on Research and Development Projects. Below are some highlights.

Research and Development

Over one hundred fifty educators worked on over fifty Research and Development projects to create curriculum and assessment. Research and Development (R&D) projects are intended to substantively advance current practice. Proposals are written in the spring and then thoroughly evaluated by a committee of administrators and educators to make certain they incorporate the following components:

- What problem or need in current practice does this proposal address?
- How will the R&D rectify this problem?
- How does the proposal incorporate new thinking?
- What will be produced/created?
- With whom and how will the product be shared?
- What measures will be used to evaluate the success of the project?

This summer, a great many R&Ds included collaboration by classroom educators, special education teachers, ELL teachers, and academic support teachers to address the current needs of our students. These projects included: *Best Practices in the Academic Support Center*, *A Collaborative Approach to ELL Support*, *Modifying Curriculum: 7th Grade Science and Social Studies*, and *Blended Learning for At-Risk Students of English*. Other R&D project titles included: *Evaluating and Expanding the Play of Preschoolers*, *Facilitating Discussions in the Mathematics Classroom*, and *Alignment of Senior English Project with Service Learning*.

Technology Workshops

- Creating Websites for the Classroom with Google Sites
- Google Classroom, Goobric, and More
- Google Drive: Basics and Beyond
- iPads in the Primary Classroom
- YouTube for Educators

Fostering Mathematical Practices Level I, PreK-12

This three-day professional development workshop focused on learning and implementing the Mathematical Practices from the MA Mathematical Framework in grades PreK-12. Educators connected the mathematical practices to the critical areas, learned the key ideas in each practice, learned a set of questions to prompt mathematical practice use with students, identified evidence of the mathematical practices in the problem-solving process, and learned several instructional routines to develop the practices. This was the first part of a two-part series.

Fostering Mathematical Practices Level II, PreK-12

This two-day professional development workshop built upon practices learned in the "Fostering Mathematical Practices, Level I" course. It focused on integrating the Mathematical Practices from the MA Mathematical Framework in grades PreK-12 into classroom instruction. Educators learned research-based, specific instructional routines and practices designed to foster the mathematical practice standards for all students and spent time planning and rehearsing the routines for their specific student population.

Adolescent Literacy Summer Institute

Three *AdLit* coaches and a Boston University mathematics professor facilitated a five-day institute for the second cohort of classroom teachers, special educators, academic support center educators, and administrators. The topics addressed aligned closely with the MA ELA and Literacy Framework, as well as with the MA Mathematical Framework (focus on vocabulary and discussion). Some of the educators from cohort one shared their learning and work as well. Core topics included: disciplinary literacy strategies, academic language and specific vocabulary instruction, motivating and engaging adolescents with text, classroom discussions, text complexity, choosing and using multiple texts, and text-based questions and answers.

Professional Learning Days

This school year the district utilized two full professional days for our faculty and staff. The August Professional Day was building-based; the November Professional Day was a PreK-12 focus on Mental Health, Wellness and Learning. Additionally, four early elementary release days throughout the year provided time for both districtwide and school-based professional learning to occur.

The August 2015 Professional Learning Day was planned and organized by individual schools to support the learning and work of their respective goals. Below are abbreviated summaries from the schools of the ABRSD. Go to <http://www.abschools.org/departments/curriculum/professional-learning> to find the link for September 2015.

During our day together, the Carol P. Huebner Early Childhood Program focused its learning on *Organizational Strength, Executive Functioning*, and the results of an R&D: *Evaluating and Expanding the Play of Preschoolers*. At the Blanchard Memorial School, the morning focus was on Mindfulness. The counselor at Blanchard discussed the attitudinal foundations of Mindfulness, meditation and reflections, brain changes, mindful breathing and healing, as well as loving kindness and mindfulness in education. After lunch, Akira Gutierrez, Research Analyst at Tufts University, trained staff on the study of the social, emotional and character development research initiative that Blanchard will be participating in this year. The remainder of the day was dedicated to the topic of easing anxiety for children at home and in school.

Conant School spent the morning being trained in the incident prevention and de-escalation portions of Safety Care. In the afternoon, we met with the research team from the Institute for Applied Research in Youth Development for training for our participation in the AIMS (Arthur Interactive Media Study) where "Buddy Pairs" of classrooms will work with interactive graphic novels to learn a research-based social curriculum while adding to the research itself.

In the morning at Douglas School, John D'Auria from Teachers21 helped us understand the latest thinking about creating a culture of continuous improvement and then worked with us to develop norms for working together at Douglas. In the afternoon a team of teachers and administrators introduced the staff to several of the principles of Responsive Classroom.

The Gates School teachers spent the day attending a Responsive Classroom workshop. We learned more about the Responsive Classroom philosophy and are ready to implement Morning Meeting in all classrooms K-6. All classroom, special education and lunch recess assistants participated in a one-day Safety-Care training workshop. Safety-Care helps to provide a better understanding of students' challenging behaviors and also offers strategies to help prevent many behavioral incidents, as well as what to do if an incident does happen.

During this all-day workshop, McCarthy-Towne School teachers and specialists worked on updating Responsive Classroom techniques for the classroom and applying these same ideas to expected interactions between and among adults. We designed the workshop to encourage conversation and reflection about our teaching practices, problems of practice, and solutions.

At Merriam School we hosted a variety of Professional Learning activities to support our teachers and assistants. A math consultant led a full-day workshop for classroom teachers and special educators about *Investigations*, the new math program being used at Merriam. Members of our faculty presented morning workshops for assistants: one on literacy for all of our classroom assistants and one on de-escalation techniques and social thinking for our resource room special education assistants. Our district math specialist led an *Investigations* overview for all of our assistants in the afternoon.

R. J. Grey Junior High began the day with a presentation of its school improvement goals and areas of focus for professional learning time. The primary morning session introduced the school's intentions to explore areas of staff culture and the importance and impact that adult-to-adult relationships and engagement have on our work with, and for, students. The primary afternoon session was a presentation that outlined this year's inquiry work around practices relating to homework. The last workshop session of the day offered several different breakout sessions, ranging from using music in the classroom to developing student surveys for collecting feedback about courses to trainings for working with students who have visual or hearing impairments. The entire day involved all members of the RJ Grey staff, including classroom assistants.

The Acton-Boxborough Regional High School had three parts to the day:

1. *Workload and Assessment*: Several colleagues led us through an overview and mini-workshop of our next steps as a school in our work related to workload and assessment.
2. *Making Caring Common (MCC)*: Working Together to Build Stronger Relationships and Community ~ Several colleagues presented MCC to the faculty. They addressed why we have chosen MCC as one vehicle to strengthen relationships with students and sustain a culture of caring at the high school; they presented data from student surveys to support this work. They also shared several ways that we will incorporate MCC.
3. *Building Relationships to Support Our Students*: The teachers and assistants in our specialized programs and our learning centers hosted presentations in their classrooms for faculty who have students in their classes who access special education services. The purpose was to build a stronger connection between regular and special educators on behalf of our students.

The second Professional Learning Day, on November 3, 2015, was designed to include all staff of the ABRSD and to focus on our district goal: ***To solidify our district commitment, PreK-12, to the social and emotional well-***

being of our students and staff and the promotion of a healthy, balanced life in a district with high expectations and high achievement.

The day was organized into the following three distinct sections, each with its own structure and outcomes. Approximately nine hundred staff attended the early morning session. Close to seven hundred participated in the workshop sessions and attended the afternoon session.

Mental Health – Early Morning Session – State of the District

To understand the current mental health challenges of our students and families, PreK-12

To understand the current efforts, resources, and programs already in place in our schools, PreK-12

During this session, the K-12 Counseling/Psychological Services and the Elementary Nursing Services (in collaboration with School Physician, Dr. Jessica Rubenstein) shared district data regarding student mental health and wellness. Patty Higgins, Community Needs Assessment Chair, AB United Way, then presented a summary of their most recent community assessment, “A Glimpse into Our Community.” After Dr. Brand reviewed a handout detailing the many structures, programs and initiatives in place at ABRSD, the Early Childhood Coordinator/Preschool Services provided further information about the “Ready to Learn” initiative for PreK and Kindergarten, and an Associate Principal provided information about the high school initiative, “Making Caring Common.”

Wellness – Late Morning Session – Workshops

To model/learn wellness strategies for us (and have fun!)

This session provided all participants the opportunity to try, practice, learn, or model a wellness strategy . . . and to have fun doing so! All workshops took place either in or on the grounds of the ABRHS. Staff could choose two workshops from over twenty-five being offered, from fly casting and yoga to mindfulness and Zumba. Some workshops were participatory while others were more informational. Guest consultants and over thirty of our own staff facilitated these workshops.

Learning – Afternoon Session – Panel Discussion

To understand the impact of mental health challenges and related factors on learning

To learn strategies or resources we can take back to our respective schools and our work with students

This last session was organized as a panel presentation and discussion. Six ABRSD staff and community guests presented their area of expertise [School Refusal, Families in Crisis, Substance Abuse, Anxiety and Depression, Sleep, and Housing], the impact on student learning, and then some strategies for staff to use in their work with students. Upon conclusion of the panel presentation, time was set aside for staff to ask questions.



ABRSD Learning @ablearns

Standing room only at ABRSD Mental Health and Wellness day #abrsdpl



ABRSD Learning Retweeted

OneABRHS @OneABRHS

@SuperABRSD finishing up the Professional Learning Day. #abrsdpl #OneAB



03 Nov

Teaching and Learning Work

In anticipation of the State's adoption of a new Science, Technology and Engineering Framework (STE), the elementary schools partnered with the Acton Discovery Museum, which provided a professional learning workshop at each districtwide grade level meeting this year. Local scientists and educators facilitated additional mini-workshops during the district-wide early release professional learning days.



Jean Oviatt-Rothman @jean_rothman

Fifth grade teachers explore hands on science.
@ablearns pic-collage.com/_KQSI8uwf



Jean Oviatt-Rothman @jean_rothman

AB partners with Discovery Museums around science.
#ABlearns pic-collage.com/_oyIH7Rb4



The district also continued its work focusing on literacy in all grades, PreK-12. Matt Glover, an educator, principal, instructional leader, and nationally known literacy consultant on topics related to nurturing young writers and supporting their intellectual growth and development, worked with PreK and K teachers on supporting children's emerging literacy skills. Lester Laminack, a full-time writer and consultant who works with schools throughout the United States, modeled writing lessons, debriefed with teachers across grades K-8, and held an all-day Saturday workshop for forty-seven educators on the reading/writing connection. Educators also had a unique opportunity to web conference with Jen Saravello, former Senior Staff Developer at the Teachers College Reading and Writing Project and author of eleven books on the teaching of reading and writing.



Laughing and learning with Lester and AB colleagues.
@ablearns @lester_laminack



ABRSD Learning @ablearns

Dedicated AB teachers hone literacy instruction skills via web conference with @jsaravello and @SharonRyan34



14 Jan

Disciplinary Literacy involves learning to read, write, reason and think in a discipline while simultaneously learning the key concepts and core ideas of that discipline. A second cohort of educators from RJ Grey Junior High School and ABRHS, along with administrators and representing the science, social studies, English, academic support, and special education departments, committed to working with *AdLit* consultants for two years in order to develop a knowledge base for how to implement disciplinary literacy in the classroom and schools.

This commitment included full days of professional learning, continuous work on inquiry projects, observing each other's literacy work in the classroom, and sharing this work with school and department colleagues.

Family Learning Series

Building on four presentations on the three curricular areas that were made to the School Committee last year, a Family Learning Series (FLS) was created to help families better understand some of the shifts in teaching and learning and be able to support their child's learning.

The 2015-2016 FLS included the following presentations:

Pam Allyn: *Engaging Read-Alouds* for families of students in grades PK-3

Amy Lucenta and Grace Kelemanik: *Thinking Through, In, and About Mathematics* for families of students in grades PK-6

Matt Glover: *Early Literacy Learning* for families of students in grades PK-2

Janell Burley Hofmann: *Digital Citizenship* for families of students in grades 3-12

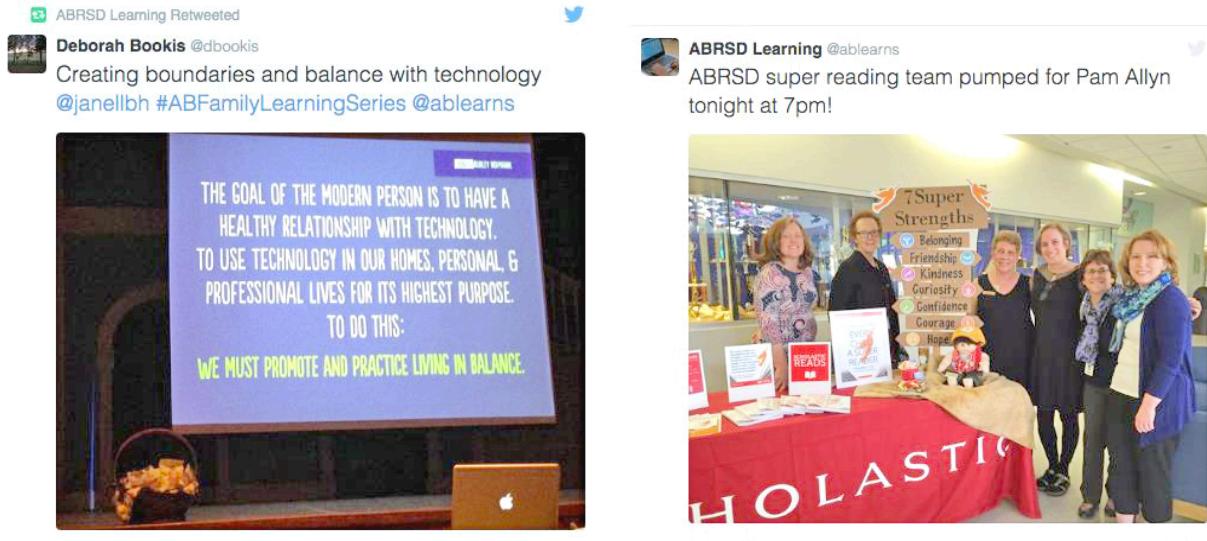
Heather Haines: *Mathematics and the Growth Mindset* for families of students in grades PK-6

Melissa Stewart: *Celebrating "Aha" Moments* for families of students in grades PK-6

Jill Foster, Denise LeBlanc and AB teachers: *From Curiosity to Discovery* for families of students in grades PK-6

Pam Allyn: *Why Summer Reading?* for families of students in grades PK-8

The presentations that we were able to videotape as part of the 2015-2016 series can be accessed here: <http://www.abschools.org/families/family-learning/archives>.



Ready to Learn!

The Ready to Learn Initiative began in 2015, prompted by the need to discuss what the district values for early childhood education due to full regionalization; new State Frameworks in ELA and Literacy, Mathematics, and now Science, Technology and Engineering; and external expectations.

The first phase of this work consisted of an in-district conversation about early childhood education and coordination between preschool and kindergarten. The focus question was: How do young children best learn? We began by choosing two domains on which to focus and then formulated an inquiry question for each.

Domain: Play and Cognitive Development

Inquiry Question: What is the role of play in children's cognitive development?

Domain: Social and Emotional Development

Inquiry Question: How can we foster resiliency in young children so that they become increasingly responsible for their own social and emotional well-being?

The outcomes for 2015-2016 included a revised Kindergarten Screening form with questions that address social and emotional development, questions regarding self-help skills, and questions that are more inclusive of our ever-changing family dynamics. Also created was a trifold [*Ready to Learn: Preschool to Kindergarten Learning Continuum*] for families, educators, and the larger community that explains the social, emotional, play, and cognitive learning continuum; a play grid for incorporating more guided play into the daily activities of PreK and kindergarten students; and ideas to focus next year's Family Learning Series on Social/Emotional Development and Wellness and Mental Health, as well as provide more digital resources to the whole community. For more information please visit the AB Schools Wellness website: <http://abschoolswellness.weebly.com/ready-to-learn-initiative.html>



Outdoor Learning Play Spaces

During the spring of 2014, the Acton Public Schools applied for and received a Community Preservation Committee (CPC) Grant to fund the design of outdoor learning play spaces at the elementary schools. Four of the designs were presented in 2015 to the Acton CPC, which decided to support funding \$120,000 of our \$131,900 request. (Please note that the district will pursue other funding for a Nature Play Space at the Blanchard Memorial School.) The district will contribute \$33,700 worth of labor to make sure this project is collaborative, reasonable, and will draw on multiple sources of funding consistent with CPA guidelines. Construction will begin in the summer of 2016.

ABRSD Elementary Schools

The six elementary schools – Blanchard, Conant, Douglas, Gates, McCarthy-Towne, and Merriam – have the following in common every year.

- Each has a School Council, as required by the Educational Reform Act of 1993.
- Vital parent involvement plays an active role in the life of each school. These parents sponsor numerous assembly programs that enrich their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raise funds for schoolwide projects; provide volunteers for many in- and out-of-class activities, tasks, and services; staff the "Safe Arrival" hotlines; and sponsor school newsletters and other activities.
- A number of whole-school events take place, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day program in the spring.
- Students use computers, technology, associated software, and the Internet in various ways: to supplement the writing/composing process, to enrich or extend learning experiences in each curricular area, to strengthen the learning of concepts and practice of skills via the Internet.
- The faculty participates in professional learning through one or more of these activities: pursuit of formal course work, involvement in system-wide curriculum and instruction review and improvement projects, participation in the districtwide Professional Learning Day, and attendance at professional conferences and workshops. In addition, many teachers work with student teachers. Through their actions, every year the faculty shows that they are truly committed to the concept of being life-long learners.
- Each school has a reception or event to celebrate and honor the parents and volunteers who assist them during the school year.

R. J. Grey Junior High School

R. J. Grey welcomed a total of 888 students, 445 7th graders and 443 8th graders, based on October 1, 2015 enrollment numbers for the start of the 2015-2016 school year.

We were fortunate to welcome several new colleagues: Jean Diesso, 7th-grade World Language; Cristina Jonson, School Psychologist; Tara Kirousis, Special Education Administrator; Kate Licari, Special Educator; Kelly McEwan, Special Education Assistant; Kristan Smith-Park, ASC Assistant; Beth Thoman, Special Educator; and Charlie Watkins, ASC Assistant.

Teaming, the fundamental core of RJ Grey, enables staff to create a strong web of support to enhance student success: a large school becomes a smaller school. After re-organizing our teams, we started this year with four teams per grade level and five core academic teachers on each team (English, Social Studies, Math, Science and World Language). The team model allows for consistent communication among teachers; issues can be addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Our team model is directly in support of our district mission statement: To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

This year, we continued to utilize a shift to a “house” model for organizing our Assistant Principals and Counselors. We have one Assistant Principal and two counselors dedicated to each grade; they will follow the students through their time at RJ Grey.

Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab 8, Drama, and Computer Literacy; these classes last for half the year. In addition to the core curriculum, students can choose to participate in an elective in Band, Chorus, Drama, Engineer’s Workshop, or Sports & Fitness.

Students also take classes in Physical Education/Health. Starting a few years ago, a restructuring led us to combine our Physical Education, Health and Life Skills classes under one department head, Beth Viscardi. This allows these classes to share students on a rotating basis, while combined as one department for enhanced communication and shared curriculum delivery.

Eighth graders embarked on a new project in which they were evaluating Health Apps. Students tried out a new Health App of interest for a few days and then wrote up a critical review based on how user friendly it was, how likely they were to recommend it to a friend, what their favorite and least favorite features were, did the app require them to share any identifying or personal information. Students designed online posters using "s'more." Some topics included: heart rate counters or Interval Training timers, food trackers, recipe finders, meditation and Mindfulness, sleep trackers, and yoga apps, to name a few. Some students helped husk corn for the cafeteria, and others participated in food tastings/focus groups for food services.

Continuing with our efforts to meaningfully incorporate educational technology into our classrooms and the experiences of our students, we provided each of the eight teams with their own Chromebook cart. Shared amongst the team teachers, these Chromebooks allow students and teachers to utilize the Google platform and other web-based programs as a vehicle for various individual and collaborative learning activities. From peer editing to developing class presentations to conducting online research, team teachers capitalized on this resource, not as a way to replace the importance of direct engagement but as a way to enhance and supplement the various activities and instructional strategies being implemented in the classroom.

In an effort to reduce daily stress and incorporate reading as a daily practice during the school day, we have continued with our Silent Reading initiative. By making a few adjustments in our daily block schedule, we were able to incorporate a 20-minute period every day when the entire school population participates in silent reading. Students and staff alike look forward to this time during their day when they can take some time to jump into their favorite book.

Poetry Fridays continued, as members of our student and staff community read a selected poem during the morning announcements.

In October 2015, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home by leveraging our technology, using daily emails, monthly online articles, Grey Matters, Twitter, and weekly communication notifications to keep our school community informed with up-to-date information. This year we continued our schoolwide expectation that all teachers maintain a course website that would include relevant information and resources related to their respective courses, along with updated information regarding current homework assignments and upcoming assessments.

The School Council, consisting of four parents, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at RJ Grey. The P.T.S.O. also sponsored evening programs designed to provide information about the schools and made funding available so that we could equip all students with plan books free of charge. Funding from the parent organization also made it possible to purchase new furniture for the cafeteria annex.

For many students, learning and connecting with members of the RJ Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramural sports included basketball and strength training. Our after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, Technology and Engineering Club, and the Yearbook, continue to be well attended by our students. We added Fit Club this year.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan schoolwide activities, dances, selling Candy-Grams and other service-learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, "Bye, Bye Birdie," was performed in December and included over 80 students in the cast, crew and student production, as well as the volunteer work of 45 parents. The spring plays had over 40 students participating, and a spring production of One Act Scenes involved 40 students. The 7th- and 8th-grade Drama elective classes presented informal short plays for their peers during Grey Block. Mrs. Miller also teaches the 8th-grade Drama Exploratory class.

In June we held our Charity Ice Cream Social, "Empty Bowls." Families were invited to this event, which showcased the students' art and singing talents. Ice cream was served in bowls that were handcrafted in art classes by 7th-grade students. The bowl serves as a reminder of the vast number of hungry families around the world and right here in our own community. The money raised from the event was donated to the Acton Community Supper and Acton Food Pantry.

Our “RJ Grey Cares” initiative continued this year; 100% of the funds collected from our staff was distributed to student families who are faced with financial hardship. Some examples of what this fund pays for are holiday gifts, winter clothing, and school supplies. We are thankful for the amazing generosity we continue to see from our colleagues.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, a weekend day ski trip to Waterville Valley, the end-of-year seventh-grade trip to Kimball’s, the eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly. Our student recognition program, “Everyday Leaders,” continued. Twice per trimester, RJ Grey teachers nominated students who demonstrated daily acts of kindness, enthusiasm, and respectfulness toward peers and teachers throughout the year. These students were treated to a lunch with Principal Shen.

At the end of 2016, we said goodbye to three retiring staff members: Kerry Byrne, Robin Crown, and Jean McDonald.

Acton-Boxborough Regional High School

Post-Secondary Education: The ABRHS Class of 2016 was comprised of 478 students; of these, 92% enrolled at four-year schools, while 4% continued their education at two-year colleges, prep, and technical schools.

Standardized Test Results: Average SAT scores for the 2016 senior class again exceeded those of state and national populations. Our average combined score for the SAT was 1274, which is 264 points higher than the average combined National score of 1010.

National Merit Scholarship Competition: Seventeen members of the Class of 2016 achieved semifinalist recognition; sixty-seven others received letters of commendation.

National Honor Society: One hundred and one members of the Class of 2017 were inducted into the NHS in April 2016.

National Latin Exam: Results: 18 Gold (Summa cum laude); 13 Silver (Maxima cum laude); 10 Bronze (Magna cum laude); 3 cum laude; three perfect scores (one at Level II, one at Level III and one at level IV).

Academic Decathlon Team: During the 2015-2016 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 24th time in the past 25 years. A total of 28 Massachusetts high schools competed. In addition, the team placed 5th overall in the country out of fifty competing schools at the USAD National Championship.

Mathematics Team and Competitive Activities: In the 2015-2016 season, the AB math team finished first in the monthly competitions conducted by the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics leagues in April 2016 and placed second among large schools in MA. They then competed in the New England Association of Mathematics Leagues competition in May 2016 and finished third among large schools in New England. In addition to team competition, seven students were finalists and three others were semifinalists in the Massachusetts Mathematics Olympiad examination. Finalists included Andrew Li, Niket Gowravaram, Kenneth Wang, Akshay Karthik, Aaron Chen, Anmol Sakarda, and Andrew Wang; semifinalists, who placed in the top 5% statewide, were Sid Salunke, Kevin Kuang, and Mayank Mali. In the national American Mathematics Competition (AMC), thirteen students placed in the top 10% nationwide and two of these, Niket Gowravaram and Kenny Wang, advanced to the third level of this competition – the United States of America Mathematics Olympiad (USAMO).

Speech and Debate: The team, composed of over one hundred students from grades 9-12, competed in nine local and several regional invitational tournaments during the season from October to April, as well as qualifiers for Nationals, State Championships, and National Championships. Students compete in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Children’s Literature, Play, Prose and Poetry Reading; Duo Interpretation; Declamation; Original Oratory, Group Discussion, Dramatic Performance; Impromptu and Extemporaneous Speaking. As a member of the Massachusetts Speech and Debate League, the Boston Diocese of the Catholic Forensics League (non-denominational), and the National Speech and Debate Association, the team is matched against schools across the state and consistently places students in the final rounds. Students can earn qualifying bids to represent AB at the State Championships in April through their participation at local tournaments.

2015-2016 was a record-setting year in terms of the number of students we sent to States; results included the team sixth place at State Speech and Congress Championships; first, second, fourth and fifth places in Group Discussion; second and fourth places in Impromptu; and fourth and fifth places in Congress. At the State Debate Championships, the team took second place overall, first and sixth place in Varsity Lincoln-Douglas Debate, fifth place in Public Forum Debate, and second and sixth place in Novice Lincoln-Douglas.

The team's top competitors also competed at Harvard University's Speech and Debate Invitational, the National Speech and Debate Association's National Qualifying Tournament, and the qualifier for the National Catholic Forensics League's National Tournament. In 2015-2016, eleven of our students earned the right to represent our local leagues at the two season-ending national tournaments. One student advanced to semifinals in Congressional Debate.

One senior earned the Academic All American award given by the National Speech and Debate Association to seniors who have combined scholarship with success and dedication to forensics competition and service. The team was also recognized by the National League as a member of the 200 Club for our degrees of honor earned and new membership for the 2015 -2016 school year, placing the team in the top 5% of high schools in the nation who participate in this activity.

Athletics: During the 2015-2016 school year, participation in athletics slightly decreased, with 1,774 students in grades 7-12 participating. State championships were won by field hockey and several individual swim members. League Championships and playoffs were reached by girls' and boys' volleyball, girls' soccer, girls', boys' soccer, girls' basketball, baseball, boys' lacrosse, boys', girls lacrosse, boys' and girls' tennis. Numerous AB student-athletes received All Scholastic honors from the Globe and Herald newspapers.

Proscenium Circus: Proscenium Circus (PC) is an educational theatre community for and by students to open and question the world. The student theatre at ABRHS, PC functions as a teaching and working theater. In addition to offering outstanding professional theatrical training in over 14 specialized areas, PC produces four mainstage shows throughout the year, as well as over twenty smaller productions. The 2015-2016 mainstage season included the musical, *Into the Woods*; a winter play, *The Man Who Came to Dinner*; and spring play, *The Foreigner*. PC entered both the Massachusetts Educational Theatre Guild (METG) and International Thespian Society (ITS) festivals with the world premiere of 'Monster.' 'Monster' was awarded the best production in the state by ITS, was one of 14 schools to make it to the state level of METG, and received over 12 individual awards, from best ensemble to best costumes. Over 120 students participated in the newly piloted 24-hour class play program. Proscenium Circus rechartered their International Thespian Society troupe, the honor society for theatre students, and inducted 48 students.

PLADD (Peer Leaders Against Destructive Decisions): PLADD, a merger of Peer Leaders and Students Against Destructive Decisions, is a student-centered organization focused on promoting healthy decision-making for youth in the community. Students worked on a variety of activities throughout the 2015-2016 school year to increase awareness of how destructive decisions can impact students and the AB community as a whole. Activities included meetings and gatherings that focused on destructive decisions and alternative options through conversation, poster making, awareness week and school resource officer visits. PLADD students were trained by the school resource officer to facilitate I-SAFE alcohol/drug awareness programs for the elementary schools, including fielding questions on issues of drug/alcohol use, social culture of the high school, and general issues of adolescent development. Plans for the 2016-2017 school year include elementary school visits and a focus on promoting mental and physical health/wellness.

Student Council: The Student Council meets weekly to plan all-school activities and to review school policies directly affecting the student body. Money raised by these activities is donated to charity or used to purchase items that enhance student life at the high school. Five representatives are elected from each class, and an executive board is elected annually from these twenty members. Any member of the student body is welcome to attend Student Council meetings. If a student decides to participate on a regular basis, he or she can become a walk-on member.

Window Seat: Acton-Boxborough Regional High School's Art and Literary Magazine annually publishes three issues of student poetry, prose, lyrics, essays, narratives, translations, and various forms of art. Club members and student leaders write, edit, design, print, publicize, and distribute the magazine on their own. Every week, members write creatively in a workshop setting to generate submissions for the magazine. The magazine also welcomes and encourages any students at AB to submit their art or writing for publication, regardless of club membership or participation. *Window Seat* students also work in conjunction with the Robert Creeley Foundation to publish work from the 2016 Robert Creeley award-winning poet, Tracy K. Smith. The magazine also publishes the work of the Helen Creeley student poetry prize-winners, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet. Poems submitted for the competition are published in the magazine's spring issue, along with artwork generated by the Foundation's Broadside Project. Students in officers' positions in *Window Seat* gain leadership experience in collaboration, design, publishing, marketing, finance, fundraising, and publicity. To supplement the budget allotted by the school, students conduct fundraising in the local area. Students also establish and maintain a web presence for the magazine at <https://abwindowseat.wordpress.com>. Meetings are held weekly on Thursdays; layout and magazine design sessions occur three times yearly.

The Spectrum: The staff of the school newspaper, *The Spectrum*, continued to develop their online presence, www.thespectrumabrhs.com. Staff participated in a student journalism program offered by the Harvard *Crimson*, worked hard to recruit new writers and editors, and covered the wide variety of activity at the high school and in our communities.

Career Education Activities: The Career Education program focuses on helping students develop their interests and make choices that will help them explore career paths. Our main areas of activity are the Career Speaker program (offered three times each year), a Job Shadowing program, the Senior Seminar class, and the Senior Internship program. Over 250 students attended one or more career speaker events, each of which featured 10-12 local speakers in a variety of career areas; more than 110 students took part in half- or full-day job shadowing opportunities with professionals in a vast array of careers; nearly 150 seniors took the Senior Seminar class, and of these, 122 spent the last three weeks of senior year working full-time as interns with volunteer career mentors.

Senior Community Service Day: On Friday, April 29, the Class of 2016 organized the 22nd annual Senior Community Service Day. The day began with the annual Senior Breakfast, where the faculty and administration cooked a wonderful breakfast for the seniors at the school. Then the students spent the day volunteering in and around Acton and Boxborough. Over 428 students could be seen all over the community in matching T-shirts raking leaves, clearing paths, and planting gardens.

Community Service Activities: The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities – during the school year, during the summer, or both. Unlike surrounding communities, A-B does not have a community service graduation requirement; even so, community service is a strong part of the culture at A-B. During the school's twentieth annual Community Service Awards Night on January 13, 2016, we celebrated the students' accomplishments and recognized that our students volunteered over 72,000 hours this year. We also celebrated the life and works of Dr. Martin Luther King, Jr. at this event.

Energy and Resource Conservation: ABRHS continues to focus on energy and resource conservation. Electricity consumption has decreased 27% over the last five years, resulting in both cost savings and a reduced environmental footprint for the school. This reduction is due to efficiency projects in both lighting and mechanical equipment, as well as a strong commitment to energy conservation by faculty and staff. The Resource Force student team is actively engaged in highlighting energy conservation and is working on an innovative "circuit-level metering" project, looking at highly granular electricity data for the high school.

The high school also has a strong commitment to recycling and composting. In the cafeteria, students sort out compostables and recyclables from their lunch stuff with coaching from their peers at two student-managed sorting stations. The result is that compostables and recyclables now compose 75% of the stream from the

cafeteria, leading to a dramatic reduction in solid waste. In addition, the kitchen is capturing recyclables and compostables; sawdust from the woodshop is composted as well! The student Recycling Club manages the weekly pickup of recyclables from classrooms and offices.

Student Services

During the 2015-16 school year, our Student Services Department provided a wide range of services to students, ages 3-22. Our specialized staff includes special educators, English Language Education teachers, related service providers such as speech-language pathologists and occupational therapists, counselors, and nurses in each school building. The program components and services provided throughout the district are outlined below.

Early Childhood Services

The Carol Huebner Early Childhood Program continued to provide an integrated learning environment for preschool-aged children. Students with identified special education needs and those who are developing typically are educated side-by-side, meeting required Individuals with Disabilities Education Act (IDEA) regulations to educate children in the least restrictive environment. We provided half- and full-day programs to children from three to five years old across nine sessions (three full-day and six half-day, meeting four days per week). One hundred twenty five students were enrolled in the program by the end of the 2015-2016 school year. Additionally, we supported 22 preschoolers with drive-in services that included speech-language therapy, physical therapy and occupational therapy.

During the summer and into the fall of 2015, a combination of early childhood staff, kindergarten teachers, and administrators came together and discussed what the district values in terms of early childhood education. This group of educators focused their research and development on answering the question, "How do young children learn best?" The group identified Play & Cognitive Development and Social & Emotional Development on which to focus their work. Outcomes included revising and implementing the Kindergarten Screening Form and developing a trifold for families, educators and the community that outlines a Learning Continuum of Social/Emotional Development and Play & Cognitive Development for 3-6-year-olds. In the spring of 2016, Early Childhood Staff attended the 14th Annual Conference for Early Childhood Educators, which focused on Developing Executive Control and Self-Regulation Skills in Young Learners. This conference provided staff with practical strategies to teach young learners to think in an organized way, manage their emotions, and initiate tasks.

Special Education

The Special Education Department has a dedicated staff of special educators, speech-language pathologists, school psychologists, occupational therapists, physical therapists, and behavioral specialists. These specialists and trained assistants address student needs in both the general education and special education settings.

The ABRSD offers a continuum of specialized services from the preschool level to the age of 22. Learning Center programs, specialized programs, and related services are provided to meet the needs of individual learners. All programs emphasize skill development and skill remediation, along with the development of self-advocacy skills for greater independence and responsibility for learning.

Special education regulations require students be educated in the least restrictive environment, alongside typical peers whenever possible. To ensure that a continuum of services is provided in the public school setting, program design, review, and development is essential.

Our speech-language pathologists (SLPs) engaged in professional learning opportunities that focused on speech-language therapy models within the general education setting. Districtwide, the SLPs continued to work collaboratively on eligibility guidelines, reflect on evaluation procedures, and share professional resources.

The motor staff, which includes Physical Therapists, Occupational Therapists, and a Certified Occupational Therapy Assistant, provided related motor services across the district for students ages 3 through 21. Therapists have been incorporating more collaborative strategies and movement opportunities for students within various buildings. Staff have increased their data collection measures for students in order to consistently document skill progression.

The department engaged with parents regularly in order to support open dialogue between parents and guardians and school personnel. The A-B Special Education Parent Advisory Council (PAC) is an integral part of the Student Services organization, meeting regularly with the Special Education Director with suggestions and parent input on a wide variety of issues. PAC monthly meetings supported parents/guardians, offering learning, networking, resources, and other family supports.

Counseling and Psychological Services

Our Counseling and Psychological Services team continues to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn and grow.

In the spring of 2016, students in grades 6, 8, 9, 10, 11, and 12 participated in the Youth Risk Behavior Survey through a partnership with Emerson Hospital. We will share these results with the district and the community during the 2016-17 school year. Additionally, nearly 3,000 students in grades 6-12 completed a Challenge Success survey to share their thoughts about stress, homework, sleep, parental expectations, academic goals and integrity, and extracurricular commitments.

Counselors and psychologists worked with students to anticipate daily student stressors that might contribute to potential problems and crises. The counseling department referred students and their families to appropriate agencies as needs were determined. Daily issues for students included, but were not limited to, attendance issues, stress management, and a wide range of mental health issues.

In order to promote continued high academic achievement and support for students, counselors assisted students in the college planning and application process, as well as other post-secondary planning activities. The goal has been to ensure students have a plan after graduation with coordinated personal goals.

Specific to the high school, the Counseling Department has a Student Support Team (SST) that complements the work of the state-mandated Child Study and Student Assistance Teams. These teams allow counselors, psychologists, nurses, alternative program staff, special educators and administrators to meet regularly to discuss at-risk students and to promote a safe school culture. In addition, effective communication and a strong sense of collaboration between the school resource officers and school officials continue to be critical components of our commitment to safe schools. Our school resource officers work closely with building principals and administrators to develop personal relationships with students and faculty to ensure a visible presence within all schools. In addition, they provide professional networking and liaison support, crisis intervention and consultation.

During the 2015-2016 school year, counselors and psychologists continued to train students annually on the warning signs of depression and suicide by delivering the Signs of Suicide (SOS) curriculum to students within small instructional groups. Junior high students met with counselors to discuss wellness and coping strategies to help them deal with stress.

At the elementary level, counselors and psychologists created a website to familiarize parents with the counselors and psychologists in their school. The new website is a great resource with various articles and ideas to help students and parents. It's important for families to know the counseling staff in their building and become comfortable working with the staff. The counselors and psychologists worked closely together to review the most current assessment practices and fine-tune their skills to respond to student stress and anxiety.

The counselors and psychologists spent time throughout the year learning and collaborating with various community counseling agencies. Staff visited multiple sites to better understand the experience the students and families of Acton-Boxborough have when participating in counseling sessions. The partnership between outside agencies, home, and school is paramount to a student's success.

Health and Nursing

Our Health and Nursing Department continued involvement with the DPH (Department of Public Health) Essential School Health Services Grant (ESHS), which has brought approximately \$250,000 to the district over time. This grant was renewed and continued to provide financial assistance to the district for the purpose of staffing, direct care, nurse leadership, and professional learning.

To support students and staff, the nurses worked on restructuring school district paperwork related to field trips, designed to reflect medical implications reflective of DPH medial delegation rules and nurse practice.

Nurse leaders updated the district e-learning modules for life-threatening allergies and bloodborne pathogens to align with current research, including a quiz to check for understanding. These online modules ensured that district staff were trained and provided nurses with the ability to track quiz scores and determine whether additional training was necessary.

In addition, school nurses provided support by organizing and staffing flu clinics for staff and community members, obtained free Epipens through a grant program (kept on-hand in our schools and administered in the case of anaphylactic reaction). The nurse leaders co-chaired the Superintendent's Wellness Committee, which resulted in a comprehensive report on the topic of sleep and its implications for our students and the larger community. This is an area in which the district is looking to implement change.

English Language Education Program

The English Language Education Program (ELE) continues to address the ever-growing number of students requiring support from the ELE program (currently nearly 225).

We addressed Massachusetts Department of Elementary and Secondary Education (DESE) Rethinking Equity and Teaching for English Language Learners (RETELL) requirements for teachers and school administrators. DESE asked ABRSD to host two Sheltered English Instruction (SEI) courses for teachers, and through those, we trained approximately fifty teachers in strategies to support English learners. Our ELE team also presented to staff across the district to educate them about the RETELL Initiative and requirements for the endorsement related to teacher licensure renewal. Additionally, our administrators began training during the 2015-16 school year in a required SEI course for school administrators. This year, our ELE staff also began an English Language Education curriculum, as mandated by DESE.

Because of its moderate incidence rate of students requiring ELE support, ABRSD continued to receive federal grant funding under Title III. This grant supplements programming for students who are English learners, as well as supports parent engagement and professional learning. Through this grant, we offered an English as a Second Language (ESL) beginner class to parents at the Acton Library during school hours. Our Title III grant also provided summer school programs for over 70 students for the third summer in a row, expanding to include three classes and to allow incoming first-grade students to attend. Our ELE Department also hosted a Community Resource Fair in March for our families, with support from our PTOs and other community participants that included the Hudson-Maynard Adult Learning Center, AB Community Education, ABRHS Counseling, the Acton Latino Family Network, and the Acton Public Library. The Title III grant also funded data management software, ELlevation™, to help manage our ELE program.

Conclusion

During the 2015-16 school year, the ABRSD Student Services Department supported district students, staff, and families with specialized services, professional learning opportunities, regulatory guidance, and more. We continued our focus on supporting health, safety, and well-being across the district.

Health and Physical Education

Physical Education at the Acton-Boxborough Regional High School is an integral part of the education process. Physical and Health Education are graduation requirements, meeting the Massachusetts Department of Elementary and Secondary Education state requirements and following the National Standards for Physical and Health Education curriculum. Fitness for Living is our Grade 9 integrated Health and Physical Education course.

The goal of this wellness education program is for students to learn about and develop accurate information about health and fitness. Students will learn about and discuss risk prevention topics, such as Stress Management, Teen Dating Violence, Sports Health, Decision Making, CPR and First Aid, Substance Abuse, Media Literacy, Cardiovascular Fitness, and Nutrition. Students in grades 10-12 are instructed in a variety of physical education and movement activities. These activities are designed to develop emotional well-being, strength of character, sensitivity to the differences of others, as well as a sense of citizenship, self-worth, and identity. Students have the opportunity to participate in team games, group fitness, and cooperative activities. Some examples of the sports and activities include archery, aerobics, body bar and step aerobics, badminton, flag football, Frisbee, dancing, disc golf, soccer, speedball, tennis, softball, volleyball, fitness center, mixed games, water aerobics, Pilates, and Yoga. Once a year, the ABRHS Physical and Health Education Department organizes a Health and Fitness Day. This day is dedicated to encouraging more physical fitness and involves the whole high school community to “get up and move.” Students and staff members walk around the track, Zumba, and play games of Frisbee.

The Junior High Physical Education experience complements the total educational development that students follow during their two years at RJG. Students follow a curriculum that guides them through a host of experiences centered on developing a healthy lifestyle. Skills and activities are introduced through progressions, and each unit builds upon previously learned skills. Students experience a wide variety of life-long activities that they can carry with them the rest of their lives; these include tennis, basketball, floor hockey, and volleyball. Fly casting was a well-received and exciting new addition to the curriculum.

Health education at RJG promotes the resiliency of its adolescent students. Health educators facilitate lessons that encourage positive decision-making with regard to mental, physical, and social health. Students are challenged to examine the short-term and long-term effects of health-related decisions. The ultimate goal is for adolescents to act independently in promoting their own health, seek resources when necessary, and contribute to public health issues.

At the elementary schools, Physical Education is a meaningful experience for students and prepares them for Junior High School. Students are exposed to a wide variety of exercises, games, skills, rules for sports, and some adventure challenges. The Elementary Physical Education Department follows our State and National Guidelines for curriculum. Due to new state mandates, two new assessments have been added to the curriculum. All 2nd-grade students are tracked on their ability to self-turn a jump rope throughout the year. In addition, all 4th-grade students are assessed on their skill of overhand throwing. All six elementary schools hosted “Back to School Physical Education Nights.” These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing alongside students.

Performing Arts

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community, and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place). The ABRHS Band traveled to Washington D.C., where they marched in the National Cherry Blossom Festival Parade. The choral department put on an outstanding talent show, traditionally known as “Cabaret.” Thirteen of our student musicians from band, chorus, and orchestra were selected to perform at the Massachusetts Music Educators Association (MMEA) Eastern District Festival held in January; nine of them earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community at which they performed a renaissance-style dinner theater. [See the High School entry for information about Proscenium Circus.]

In 2016 an exciting new addition to our school music program was approved for our FY 2017 budget. We will add a string program to our junior and senior high school programs. The elementary program will be instituted over the two years following.

At the R. J. Grey Junior High School, the eighth-grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. They each earned a Platinum Medal for their outstanding performances (highest ratings). The JHS musical, “Bye, Bye Birdie,” had a terrific run of performances with a

huge cast of approximately eighty students involved. Twenty students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March. The seventh- and eighth-grade band marched in the Boxborough Memorial Day Parade.

At the elementary schools, the Beginning and Advanced Bands performed very well in their Winter and Spring Concerts. The bands also performed at each school's Memorial Day assembly, along with songs and poems performed by individual classes. The choruses sang in a Pan Choral Concert with members of the junior high and high school choruses. The combined Acton Elementary School Bands marched in the Acton Memorial Day Parade, while the Blanchard Memorial Elementary School Band marched in the Boxborough Memorial Day Parade. A very special honor was earned by the Blanchard Band as they received a Gold Medal for their outstanding performance at the Massachusetts Instrumental and Choral Conductors Association (MICCA) concert festival.

Visual Arts

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the eight schools and the High School Administrative Conference Room, as well as off-site venues. Student artwork appeared in various school newsletters.

Acton-Boxborough students continue to garner awards in the annual Boston Globe Scholastics Art Awards competition. This year students received five Gold Key awards, six Silver Key awards, and seventeen Honorable Mention awards for their artwork. Gold Key winners were honored at ceremonies at the Museum of Fine Arts, Boston, and their winning work was sent to New York for the national judging.

Visual Arts students had the opportunity to participate in a variety of art shows during the school year. High school Portfolio students presented their work at the annual "Eclections" exhibit held at the Acton Memorial Library. Photography student work was included in a show of Massachusetts High School Student Photographs at the State Transportation Building in Boston. Acton-Boxborough Portfolio Class students also participated in a sixth year of an interdisciplinary unit of study between the English and Visual Arts Departments. Collaboration included multi-grade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany 2016 Creeley Foundation Award Winning Poet Tracy K. Smith's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition and is available for purchase to benefit the Foundation.

Two Acton-Boxborough Regional High School students were chosen to participate in Art-All State at the University of Massachusetts, Dartmouth. This is a competitive program that provides high school juniors the opportunity to work with professional artists and teams of their peers to create installation art. Students visited galleries and museums in New Bedford as sources of inspiration for this collaborative work. Acton-Boxborough was one of the interview sites for students applying to Art All-State. Three Acton-Boxborough High School art teachers were among those serving on interview teams. The Visual Arts Director serves on the Art All-State Advisory Board and was the coordinator for the ABRHS interview site.

The eighth-grade art teacher at RJ Grey continued the tradition of the "Rotunda Project." This project involves all sections of Art 2 students creating artwork that is displayed in the rotunda in the main entrance area of the school. This installation changes yearly.

For several years the seventh-grade art teacher at RJ Grey has organized an "Empty Bowls" project where grade 7 students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls is donated to the Acton Community Supper and Acton Food Pantry. In December the high school art teachers organized a sale of student-created "wearable" artwork, the proceeds of which supported the Acton Food Pantry.

During March and April, Acton-Boxborough student artwork was exhibited in Youth Art Month Shows at the State Transportation Building in Boston and the Worcester Art Museum. "Students Make Their Mark," an exhibit of representative student artwork from each of the eight schools, was on display at the Acton Senior Center during

the month of April. The work of thirty-nine students was included in this K-12 exhibit. The K-12 exhibit, “People,” was held at the Sargent Memorial Library and included the artwork of forty-seven students representing all eight schools in the district.

The art and music teachers at McCarthy-Towne continued to work collaboratively to offer monthly experiential workshop for students highlighting the integral connections between art and music. Concepts such as rhythm, shape, composition, and pattern were explored through movement, storytelling, painting and sculpture.

In May, the K-12 Visual Arts staff participated in a Professional Learning workshop at the Peabody Essex Museum in Salem. The day included a PEM staff-led pre-opening tour of the exhibit, “Rodin: Transforming Sculpture.” The K-12 art teachers worked collaboratively in the museum’s art studio to create sculptures that were temporarily installed on site.

The art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist. The art teacher also organized a schoolwide exhibition of student artwork in the spring for the school community and parents.

The Conant art teacher served on the Massachusetts Art Education Board as MAEA conference committee chair and editor of the MAEA Newsletter. She also was nominated for the MAEA Elementary Art Educator of the Year by the Visual Arts Director; she received this award at the MAEA Spring Conference at the Massachusetts Museum of Contemporary Art, North Adams.

The Visual Arts Director serves on the Massachusetts Art Education Board as Administration and Supervision Director. She also serves on a national Ad Hoc committee of six members for the National Art Education Association, developing a proposal for a national art competition for high school students.

The Visual Arts Director was one of 35 National Art Education Association Research Team delegates who traveled to Cuba in the fall, visiting schools and cultural sites to research the role the arts play in the general community, as well as the place the arts have in education. The director was one of the delegates from this trip who made a presentation on the Cuba research at the National Art Education Conference in Chicago in the spring.

Educational Technology

On behalf of the Department of Educational Technology (EDTech), the ABRSD was awarded the Digital Connections Partnership Schools Grant in 2016. The grant, which is funded by the Massachusetts Department of Elementary & Secondary Education (DESE), is a competitive, matching state grant program designed to support schools in the Commonwealth with costly infrastructure projects that bolster wireless networks and support 21st-century learning. The total cost awarded to the district was \$200,000. Details of the schools that were impacted by this grant are as follows:

Acton-Boxborough Regional High School: Purchase and installation of seven high-speed, high-capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocation of 22 existing access points into the classrooms.

RJ Grey Junior High: Purchase and installation of 24 high-speed, high-capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocation of seven existing access points into the classrooms. Installation of three (PoE) Cisco switches in the network closet of the 300 Wing.

Blanchard Memorial: Purchase and installation of 31 high-speed, high-capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Installation of seven (PoE) Cisco switches that provided a 10GB uplink to JH MDF.

McCarthy-Towne/Merriam: Purchase and installation of 24 high-speed, high-capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocation of 17 existing access points into the classrooms. Installation of a 12 strand SM fiber cable between PDB and JH MDF.

The wireless upgrade allowed EDTech to add more classroom technology for students across the district. Fiscal year 2016 requests included funding to support 14 additional K-3 classrooms with iPad learning centers, six

additional 4-6 classrooms with dedicated ChromeBook carts, and additional technology resources very much needed in our library/media centers. Chromebook carts were also introduced at the RJ Grey and High School. All of these purchases provided our students with 21st century learning tools in support of the Teaching and Learning Department's school-based curricular goals.

In 2015-2016, EDTech continued its support of the "Innovative Learning Program" (ILP). Developed in 2013 as a way to promote more innovation in the classroom, the ILP provides teachers an opportunity to create leading-edge learning opportunities for their students. The year-long program calls for teachers and staff members who are interested to submit proposals that define a clear student learning goal or goals and to address the need for specific technology to support those goals. If accepted into the ILP cohort, the educator receives the needed technology and participates in a year-long Professional Learning course with other ILP colleagues. The course provides an opportunity for these educators from all levels within the district to share their challenges and successes, attain skills that support innovative practices, and attend various workshops or conferences to support their goals over the entire school year. In the 2015-2016 school year, we had 17 teachers accepted to the program.

The ILP program also provided EDTech with a much more authentic and fiscally conservative approach to bringing more effective and meaningful technology into the classroom, because the program ultimately provides a "bottoms-up" demand for tech needs. As compared to many districts that may simply "blanket" an entire grade level, content area, or school with technology, demand for classroom technology in AB starts with teachers – teachers who have shown proven success of what these resources can do in their classroom through the use of the ILP program. As a result of seeing teachers successfully use technology in their classroom, their grade-level or school-based colleagues, in turn, seek the same resources to support their students and their classroom learning goals. Specifically, it is through the ILP program that we are confidently providing the iPad learning centers and Chromebook carts, previously mentioned in this report, to our classrooms.

Finally, through the use of our newly established EDTech media services, the district launched a new YouTube channel that can be found on the district website. The channel provides resources for community members and AB staff. Most of the videos are filmed and edited by students throughout the school year. Along with providing more opportunities for students across the district, we do hope this outreach provides another channel to better engage with our community and let the citizens of Acton-Boxborough become more familiar with what's happening in the district. For Acton-Boxborough citizens, also make sure you listen to WHAB 89.1FM. Our radio station is one of approximately a dozen FCC-licensed high school radio stations in Massachusetts!

Summer School

The ABRSD Summer School serviced 407 students. Although the vast majority of students were from Acton and Boxborough, 23 students from twelve other communities enrolled in summer courses. Per usual, there was a wait-list for the desirable early morning and evening Physical Education class sections. Eleven students took online courses for enrichment.

Maurin O'Grady served as director of the 2015 summer school session. As in previous years, ABRSD Summer School is a self-funding program. Tuition receipts allow us to continue offering first-rate summer educational programming for students in Acton, Boxborough, and the surrounding area.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs, and directs the following programs and activities:

Day and Evening Classes: Each year, Community Ed. offers 2,000+ classes for children, teens and adults. Classes and other programs are posted on the Community Ed. website: <http://abce.abschools.org> and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes annually.

Extended Day: To meet the needs of working families in the Acton and Boxborough communities, Community Ed. offers high quality before- and after-school care for over 250 children in grades K-6 at three sites: the Administration Building, the Conant School, and the Gates School. Our programs offer children the opportunity

to play, explore, create, and make friends in a safe, stimulating environment. We also provide enrichment activities through mini-classes, special events and homework tutoring to complement classroom learning. These programs are self-sustaining, funded entirely by the tuition and fees.

Private Music lessons: Community Ed. offers private music lessons for both students and adults. In the past year, fifteen professional music instructors provided lessons to over 150 students.

Summer Day Program: Located at the Administration Building, this program offers weeklong sessions to 80+ children per week in grades K-6. Activities include: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

Vacation Week Programs: During school vacations, Community Ed. runs childcare programs that include field trips and enrichment activities. Community Ed. also offers one-day programs on the school district's "no school" days (e.g., staff professional days, Veterans Day, Columbus Day) to assist parents who need childcare.

Youth Winter Basketball League: Over a 12-week period, more than 700 boys and girls in grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 volunteer coaches and league directors and over sixty paid student and adult referees.

Driver Education: Community Ed. runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually. It offers Saturday license test exams in partnership with the RMV.

Pool Programs: Community Ed. runs a wide variety of classes and activities at the ABRHS pool. These include year-round children's swim lessons, youth swim teams in the summer and during the school year, master's competitive swimming, morning and evening lap swim, adult swim lessons, water walking and exercise classes, lifeguarding classes, and open swim.

Fitness Center: Community Ed. works with a team of volunteers who supervise public drop-in hours at the ABRHS Fitness Center.

Scheduling Use of School Fields: Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses, and community organizations, receive permits for school field use through Community Ed.

Scheduling Use of School Buildings: Use of the eight school buildings outside of school hours is scheduled through Community Ed.

Snack Shack at Lower Fields: Community Ed. operates the snack shack at the bathrooms/concessions facility at the Lower Fields.

Community Education receives no funding from the school district or towns and runs all programs on a self-sustaining basis. Monies are returned to the district to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525 or visit our website.

Facilities and Transportation

The Facilities Department was fortunate to work this previous year with Dore and Whittier Management Partners to complete a comprehensive districtwide facilities and grounds assessment and inventory as phase one of a two-phase master plan. This work has already proven invaluable as the district works to prioritize and proactively plan our capital projects over the coming years. All of this work is highlighted in detail on the Facilities website; we are pleased to be able to share these comprehensive reports with the general public.

The district is proud to be a state leader in energy efficiency. This achievement yields cost savings, reduced carbon emissions, and excellent opportunities for students to learn and lead on energy conservation. Electricity use is down 34% below the FY 2009 benchmark. Natural gas use is down 36% over the FY 2009 benchmark, aided in part by the warm winter of 2015-2016. These successes are due to strong engagement on energy conservation by staff, faculty, and students and substantial grant-funded upgrades to lighting and mechanical systems.

Solar arrays on three school roofs supply 6% of the district's electricity use. 40% of all electricity purchased from Eversource is certified from renewable sources. The district is actively pursuing additional solar net metering on favorable economic terms. The district's use of conventional fossil fuel-based electricity has been cut by 60% over benchmark, given the combination of conservation, efficiency and renewable sources.

The district implemented several major energy efficiency projects in FY 2016, incorporating \$340,000 in grant funding awarded to ABRSD through the DOER Green Communities program and utility incentives (at no cost to Acton taxpayers). Projects completed include: (1) upgrade to LED lighting in the HS pool area, (2) upgrade to LED lighting in classrooms at RJ Grey JHS, (3) upgrade to LED lighting in areas of McCarthy-Towne and Merriam, (4) improving HVAC efficiency at the Parker Damon Building, (5) improving energy efficiency for the main server room at the HS and (5) WiFi thermostats for modular classrooms.

Compostables and recyclables are captured in several of our cafeterias (and all kitchens) with the active support of students coaching their peers on how to sort their stuff. This program is in place at ABRHS, McCarthy-Towne, Merriam and Conant. This has led to cost savings and a dramatic reduction in solid waste as compostables and recyclables make up 80% of the waste stream from the cafeterias & kitchens. In addition, single stream recycling is in place in all of our offices and classrooms with support from student teams.

Student Green Teams are active in all of our schools, helping to promote energy conservation and/or recycling and composting with active support from the Energy Manager. This provides a core opportunity for students to participate in building a culture of conservation in our schools, yielding cost savings, a more sustainable footprint for the district, and meaningful avenues for student engagement.

In Conclusion

Within the Commonwealth of Massachusetts, a school year for a public educational institution includes 180 days for students. It truly is impossible to capture or highlight all of the wonderful moments and experiences that take place throughout the year. The fact is that each and every day in AB there are ‘moments’ in which students achieve a goal, experience pride in their accomplishments, and find joy in doing something for the first time. The same holds true for our incredible staff.

As a community we can and rightly should be proud of our commitment to our young people and the support that we all bring to their growth and development.

Not only do we have the good fortune to have wonderful staff who continually strive to get better at what they accomplish in support of children before them every day. We also cannot for a moment forget about the other good fortune that is bestowed upon us – namely, the incredibly supportive and collaborative parents/guardians and community members who contribute in a myriad of small and large ways to the vitally important work we do. When we talk about the AB community, this to me means everyone – *working together* – in strong partnership to help the young people of AB reach their fullest potential.

On behalf of the members of the School Committee, thank you for your unending support that comes in so many forms, not only financially but also in so many other ways.

Glenn Brand, Superintendent of Schools
On Behalf of the School Committees
January 2017

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Overview

Calendar Year 2016 was historic for Minuteman High School. The school secured voter approval of its long-planned and long-awaited building project, secured a major state grant to launch a new Advanced Manufacturing program, saw continued improvement in student test scores, regained its Level 1 Accountability Rating from the state, adopted a budget that was smaller than the previous year’s, won more accolades for its Girls in STEM program, helped launch a new statewide Girls in Trades initiative, and earned a spotless bill of health from its auditors for the second year in a row.

Voters Approve Funding for New School

Minuteman High School really made history on September 20. In a special district-wide election, voters in the Minuteman Regional School District approved funding for a new \$144.9 million Minuteman High School. The project was approved in a landslide. Superintendent Edward A. Bouquillon thanked voters for supporting the project. “The level of support was simply overwhelming,” said Bouquillon, “I’m so grateful to the voters and to everyone who worked so hard to make this happen. This is a major milestone in Minuteman’s history.”

The final, certified tally was 12,160 in favor (69.47%) and 5,321 opposed (30.4%). There were 24 blanks (0.14%) Voter turnout was 9.78%. The September 20 district-wide referendum only required a simple majority of those voting in the District to approve the project. They did, with nearly seven out of 10 voting in favor. “What this means is that we’re going to build a brand new school for future generations,” he said. “And we’re going to do it with solid support from the voters in the vast majority of our towns.” Voters in 12 of the 16 member towns voted in favor of building the new school by wide margins. In one town (Needham) the margin was 92%-8%.

The Massachusetts School Building Authority (MSBA) has committed roughly \$44 million in state money to help finance the project. The District will pay for the rest through borrowing and through revenue generated by a new capital fee to be imposed on non-member communities that send students to Minuteman.

Building Project Advances

Here are some of the major milestones for the construction project during 2016:

- January 27, 2016 – The MSBA voted unanimously to pay up to \$44,139,213 for a new school.
- March 11, 2016 – The Commissioner of Elementary and Secondary Education approved a revised Minuteman Regional Agreement that had been previously approved by all 16 member towns.
- March 15, 2016 – The Minuteman School Committee voted to approve \$144.9 million in bonding for a new school under M.G.L. Chapter 71, Section 16(d). This method requires all member towns to either approve the bonding (or not disapprove it) at Town Meetings.
- April-May 2016 – Fifteen of the District’s 16 member towns voted to approve the bonding or take no action, a decision which is deemed approval. All votes were by overwhelming margins, several of them unanimous. Five towns made their Town Meeting approval contingent on a later debt exclusion vote by their town. All five of the debt exclusion votes later passed by wide margins.
- May 4, 2016 – Belmont rejected bonding for the Minuteman project, effectively blocking the project. It was the only town to vote against. (Later in the year, Belmont voted to withdraw from the District, a step that will not actually occur until July 1, 2020.)
- June 27, 2016 – The Minuteman School Committee voted 12-1 to issue \$144.9 million in debt for construction of a new school pursuant to M.G.L Chapter 71, Section 16(n), which requires approval at a districtwide referendum.
- September 20, 2016 – District voters approved funding for a new school in a districtwide referendum. The vote was overwhelming.
- December 13, 2016 – The District School Committee voted 14-0 to enter into a Project Funding Agreement with the MSBA and to approve the sale of \$8 million in bond anticipation notes (BANs) for the project.

State Approves Changes in Governing Agreement

In the spring of 2016, the state’s Commissioner of Elementary and Secondary Education approved revisions in the Regional Agreement that governs the operations of the Minuteman District. Many town leaders had said that approval of a new Regional Agreement was critical to the ultimate success of the Minuteman building project.

The new Minuteman Regional Agreement creates a four-year rolling average for the assessment of operating costs, gives larger towns more of a say in some school committee decisions, eliminates the five-student minimum charged to member towns for capital costs, and requires out-of-district communities to help pay for their share of capital costs of a new building.

The new Regional Agreement also allowed several towns, most of which send few students to Minuteman, an option to withdraw from the District. Town Meetings in Boxborough, Carlisle, Lincoln, Sudbury, Wayland, and Weston voted to exercise that option. Voters in Dover rejected the idea by a better than 2-1 margin. The departing towns will leave June 30, 2017.

Minuteman Secures \$500,000 State Grant for Advanced Manufacturing

With the help of a \$500,000 state grant, Minuteman High School will launch a new Advanced Manufacturing & Metal Fabrication program to train high school students and adults for high-wage, high-demand jobs in the field of advanced manufacturing.

The competitive grant was announced by Governor Charles Baker during ceremonies at the State House on February 24, 2016. The Governor announced grants totaling \$9.3 million from the new Massachusetts Skills Capital Grant Program. He was joined at the event by Lt. Governor Karyn Polito, Labor and Workforce Development Secretary Ronald Walker II, Education Secretary James Peyser, and Housing and Economic Development Secretary Jay Ash.

Some 68 schools and training programs applied for grants. Only 35 were successful. Minuteman received \$500,000, the largest grant possible under the program. Only one other school received the maximum award.

Minuteman Lands Competitive Grants for Biotechnology and Expanding Access

In August, the Department of Elementary and Secondary Education (DESE) awarded the school a \$10,000 planning grant to expand student access to career and technical education programs. It was one of only 12 institutions in Massachusetts to receive a Competitive Career and Technical Education Partnership Planning Grant.

In December, the Massachusetts Life Sciences Center announced that it had approved Minuteman's application for a Science, Technology, Engineering and Mathematics (STEM) Equipment and Supplies Grant to assist the school's Biotechnology program. The grant will provide \$100,000 for equipment and supplies and another \$8,172 for professional development. The equipment will include a water purification system, vacuum pumps, biological safety cabinets, and two 3-D printers. The Massachusetts Life Sciences Center received 105 applications. It approved 49.

Minuteman Sees Improved MCAS Performance, Regains Level 1 Accountability Rating

Minuteman High School improved its performance on state MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported in October by the Massachusetts Department of Elementary and Secondary Education (DESE).

As a result of the continued MCAS improvement, Minuteman regained its Level 1 Accountability Rating from the state. Each year, DESE rates all schools and school districts in Massachusetts from Level 1 to Level 5, with Level 1 being the best.

"In most cases, the improvement was consistent with the strides we made last year," said William J. Blake, Jr., Minuteman's Director of Curriculum, Instruction and Assessment. "As a result, we have reestablished our Level 1 Accountability Rating."

Improvement continues to be particularly significant for students with disabilities, Blake said.

Minuteman has the highest percentage of students receiving Special Education services of any public high school in Massachusetts. Approximately 47% of the students at Minuteman are classified as Students with Disabilities. The state average is about 17%.

School Committee Approves Smaller District Budget

The Minuteman School Committee adopted a budget for the new fiscal year that was slightly smaller than the previous one. The Committee voted to approve a \$19.7 million budget for the fiscal year ending June 30, 2017. The budget was \$103,000 or 0.52% lower than the prior year's budget of \$19.8 million.

The FY 2017 budget continues a multi-year transition to a school with a smaller, 628-student enrollment. The new budget continues to phase-out two vocational-technical education programs, merge two programs, and phase-in two new programs.

Minuteman Secures Highest Bond Rating and Exemplary Annual Audit

The Minuteman Regional Vocational Technical School District got some excellent financial news.

First, it received the highest short-term bond rating possible from rating agency Standard and Poor's. Second, for the second year in a row, the District received a spotless bill of health from its auditing firm, Melanson & Heath.

In a letter to the school, S&P Global Ratings assigned the Minuteman District an "SP-1+" rating, the highest short-term municipal bond rating possible. It assigned the rating for an \$8 million general obligation bond anticipation note for Minuteman's high school construction project.

The school also learned that its auditing firm would be making no audit findings for fiscal year 2016 – the second year in a row that that has happened. Observers say that public agencies such as the Minuteman School District rarely receive audits in which the auditors make no findings.

Girls in STEM Program Receives National Recognition

For the second year in a row, Minuteman's chapter of SkillsUSA was awarded the Grand Prize in the Student2Student Recognition Program for its Girls in STEM outreach to middle-school girls. The Minuteman students also earned this honor because of a successful paper recycling program they launched at the school.

SkillsUSA is a national organization that runs trade and leadership competitions for students in career and technical schools.

Minuteman Leads Girls in Trades Initiative

Minuteman joined with leaders in business, trade unions, and education in launching a new organization to increase awareness and participation in the construction trades by young women: the Massachusetts Girls in Trades Advisory Group. The group held multiple planning meetings at Minuteman. These efforts culminated in the first-ever Massachusetts Girls in Trades Conference and Career Fair held at International Brotherhood of Electrical Workers (IBEW) Local 103 in Dorchester on March 30, 2016.

The initiative was jointly originated and spearheaded by Minuteman and Wynn Boston Harbor. Maryanne Ham and Michelle Roche from Minuteman were among the key organizers.

Electrical Union Launches Partnership with Minuteman

The International Brotherhood of Electrical Workers (IBEW) Local 103 launched a partnership with Minuteman High School aimed at giving students a head start on high-paying careers in the electrical field. Officials from IBEW Local 103 visited the school to announce the initiative.

"This is the real deal," said Richard Antonellis, Jr., the Business Agent for IBEW Local 103 who will oversee the Pre-Apprentice Partnership with Minuteman. "This partnership will give two Minuteman students, one male and one female, the opportunity to join our five-year training program."

Antonellis said getting into the IBEW's training program is "highly competitive." Each year, he said the union has only 100-150 training slots and around 1,400 applications for the training. Antonellis and Business Manager John Dumas said the two Minuteman students would be selected by Minuteman teachers based on the students' overall attitude, attendance and grades. Nominees also need to pass an aptitude test.

Upon their graduation from Minuteman, the two students selected for the training would go into a five-year, union-paid apprenticeship program. Students work for an electrical contractor for four days per week and attend school one day per week. Students aren't paid for class time and need to pay for their books.

Minuteman Partnership Results in New Computer Lab in Bolton

Students at the Florence Sawyer Middle School in Bolton now have a brand new computer lab, thanks to a unique partnership with Minuteman High School. Officials from the two schools cut a ceremonial ribbon to mark the opening of the new lab, which is part of Minuteman's Middle School Technology Outreach Program.

"We're very grateful to the partnership with Minuteman," said Florence Sawyer School Principal Joel Bates. "This new lab gives students a practical experience that is engaging. It brings the 21st century into the classroom in a middle school."

As part of its effort to reach out to middle school students in its district, Minuteman committed more than \$30,000 to provide Florence Sawyer with 24 computers, a 3-D printer, a laptop computer, and week-long teacher training. The lab itself is operated by Minuteman Middle School Outreach teacher Mary Mullahy and serves students in grades 5-8. The students are taught using curriculum provided by Project Lead the Way, a national organization that promotes learning in applied design and engineering.

Minuteman Featured in Boston Globe Magazine

Minuteman High School was prominently mentioned in a feature story in The Boston Globe Magazine on October 2, 2016. In bold, capital letters, the front page of the Magazine stated: "Vocational Education is Crucial to Our Economy. It's About Time It Gets Some Respect."

Inside, a 7-page article featuring students from Minuteman, Madison Park High School, and Greater Lowell Tech touted the success of vocational education in Massachusetts.

Among other things, the story quoted Minuteman Superintendent Dr. Edward A. Bouquillon as well as Brendan O'Rourke of Lexington, a Minuteman graduate now attending UMass Lowell.

Minuteman in the National Spotlight

In January, the school announced that Superintendent Edward Bouquillon had been elected to the board of trustees of a national organization that is the leading provider of competency-based career and technical assessments in the country. Dr. Bouquillon will serve on the 11-member board of NOCTI based in Michigan. Dr. Bouquillon is the only person from New England to serve on the volunteer board.

On March 1, Minuteman played host to an international delegation from Thailand. Led by the nation's Minister of Science and Technology, a five-member delegation from Thailand visited Minuteman on March 1. The delegation was hoping to learn about Minuteman's STEM initiatives and innovative vocational-technical education programs.

Two Students Win Design Contests

Melanie Hennessey, a Minuteman student from Dover, was the winner of a logo design contest sponsored by the Battlegreen Run Foundation. The Battlegreen Run Foundation, Inc. is a non-profit foundation that organizes an annual road race in Lexington, MA to fund a number of worthy local charities. Ms. Hennessey is majoring in Design & Visual Communications at Minuteman. Her winning logo design can be found on the foundation's website: www.battlegreenrunfoundation.org.

Student John "Jack" Ross of Arlington won a logo design contest sponsored by the Minuteman Futures Foundation, Inc., a private, non-profit organization that raises funds to support students and programs at Minuteman. Mr. Ross will receive a \$500 scholarship for his efforts. The winning entry features a hand outlined in gold supporting the letters MFF, with the words Minuteman Futures Foundation underneath.

Minuteman Graduate Dana Ham Helps Build the Future

Minuteman graduate Dana Ham is thinking big these days. Really, really big. That's because he is now the Director of Facilities for what is probably the largest construction project presently underway in Massachusetts – Wynn Boston Harbor, the first five-star resort and casino in the Commonwealth. Located in Everett, this massive \$2.1 billion project will encompass over 3 million square feet on 33 acres and has an anticipated opening date of June 2019. Mr. Ham works with the Wynn team overseeing the project.

A Lexington resident, he is a 1983 graduate of Minuteman and was inducted into the school's Hall of Fame in 2015. He credits Minuteman with giving him a solid foundation for his professional success. "I wouldn't be where I am right now if it wasn't for Minuteman," he said.

Minuteman Grad Beats Celebrity Chef Bobby Flay

Chef Ed Cotton, a Minuteman graduate, beat celebrity chef and restaurateur Bobby Flay in a one-on-one competition televised nationally on The Food Network.

Cotton, 39, of Waltham, studied culinary arts at Minuteman, graduating in 1996. He was inducted into the school's Hall of Fame in 2014. Now based in New York, he was the featured contestant on the TV show "Beat Bobby Flay." The program's concept is for professional chefs to vie in the kitchen with Flay.

Cotton's list of credentials helped him get selected by the "Beat Bobby Flay" casting company. Cotton was the runner-up on season seven of "Top Chef," narrowly missing the chance to claim the \$125,000 first prize. Cotton graduated from the Culinary Institute of America and has worked in various restaurants in Boston, New York and Las Vegas. He became executive chef at Tavern62 in New York.

District Enrollment

As of October 3, 2016, Minuteman had an enrollment of 623 students. Some 592 students were enrolled in high school day programs, including the "Minuteman in the Morning" program. Of these, 67% lived in one of the district towns and 34% lived outside the district. Some 31 students were enrolled in Minuteman post-graduate programs. Of these, 32% lived in one of the 16 district towns and 68% lived outside the district.

Minuteman School Committee

A 16-member School Committee, comprised of volunteers appointed by each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

School Committee officers include Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary). Other members included Pam Nourse of Acton, Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Vincent Amoroso of Boxborough, Judith Taylor of Carlisle, Ford Spalding of Dover, Jennifer Leone of Lancaster, Sharon Antia of Lincoln, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas Gillespie of Weston.

Mr. Weis resigned from the Committee in November and was replaced in December by James Gammill. Ms. Taylor moved away from the District and was succeeded in September by Christine Lear.

Respectfully submitted,
Edward A. Bouquillon, Ph.D., Superintendent-Director

WARRANTS AND PROCEEDINGS



TOWN OF BOXBOROUGH SPECIAL TOWN MEETING FEBRUARY 24, 2016 LIST OF ARTICLES

- 1. AMEND FY 16 OPERATING BUDGET (RESERVE FUND)**
- 2. WITHDRAWAL OF THE TOWN OF BOXBOROUGH FROM THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
- 3. AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Wednesday, February, 24, 2016 at 7:00 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

John Fallon called the meeting to order at 7:05pm. There were 157 voters in attendance. He described how the meeting would be run and made some announcements.

ARTICLE 1 AMEND FY 16 OPERATING BUDGET (RESERVE FUND) (Majority vote required)

Neal Hesler, Finance Committee member, moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) to provide for the operations and expenses of the Town for the fiscal year beginning July 1, 2015 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 11, 2015 by increasing the Reserve Fund, Department #132, as indicated in the warrant under Article 1.

Line Item #	Description	Appropriated at ATM 5/11/15	Proposed Increase/ <Decrease> Appropriation	Total FY 16 Allocation
132	Total Other – Reserve Fund	\$185,000	\$50,000	\$235,000

The Finance Committee recommends (7-0).

Mr. Hesler explained the rationale. This year's approved expenditures include Cemetery Crypt Reconstruction \$12,000; Three Town Hall HVAC units totaling \$23,250; Steele Farm Barn additional scope of repair work

\$17,596; Town Hall Lift \$39,000. Other miscellaneous transfers bring the total transferred from the Reserve Fund to \$92,556, leaving a balance in the reserve fund as of 1/31/16 of \$92,444.

This has been an unusual year in terms of reserve fund transfer requests. Since we are still in the early part of winter, it is unclear what level of reserve fund transfers might be required to fund DPW expenses associated with snow removal or other personnel issues. There are also an additional 6 to 8 smaller items on the horizon for pending transfers as well. This item resets the Reserve Fund back to a level that the Finance Committee believes will be sufficient for the remainder of FY16.

Action on Article 1: Motion carried unanimously.

Mr. Fox moved to take the vote on Article 2 by paper ballot.

Jeanne Kangas, Hill Rd., said that there have been many occasions over the years when we've had to take tough votes. We didn't need a secret ballot then and saw no reason to have one now.

The motion to vote by paper ballot failed.

ARTICLE 2 WITHDRAWAL OF THE TOWN OF BOXBOROUGH FROM THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

Vince Amoroso, Chair of the Board of Selectmen, moved that the Town withdraw from the Minuteman Regional School District effective July 1, 2017, contingent upon the acceptance, on or before March 1, 2016, by all of the current members of the Minuteman District, and the approval, on or before December 31, 2016, by the Commissioner of Education, of the Amended Regional Agreement dated December 21, 2015 which has been submitted to the member towns by the Minuteman Regional School Committee.

The Board of Selectmen recommends (3-1).

Background

Articles 2 and 3 are the result of a seven year effort to address the inadequacies of the facility at Minuteman Regional Vocational Technical High School ("Minuteman"). The current facility, built in the early 1970's, has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot properly support Minuteman's vocational-technical education programs. The facility MUST be repaired or replaced in order to ensure a SAFE building for our students. If we do nothing, Minuteman could lose its academic accreditation. It is important to note that the deterioration did not result from a refusal by the member towns to approve requests for repairs. Rather than seek sufficient funds to repair the existing structure, Minuteman's administration and school committee put their effort into seeking approval to build a new school with funding help from the Massachusetts School Building Authority (MSBA). That effort has been underway since 2009. It is the oldest school building project in the MSBA pipeline.

A video, put together by Minuteman Regional Technical High School, was shown to show the level of deterioration of the building.

Minuteman proposes to build a new school at a cost of \$145 million, with a completion date of September 2020. If the member towns agree to fund this project by June 30, 2016, MSBA will pay for 30% of the cost, leaving the member towns to pay the remaining 70% or \$101 million. If that deadline is not met, Minuteman will lose MSBA funding and the member towns will pay the full cost. Minuteman estimates the cost of refurbishing the facility (instead of replacing it) at \$100 million. No MSBA funding is available for that.

Some of the member towns have expressed reluctance to embark on such a costly capital project under the terms of the current Minuteman Regional Agreement. Seven towns are actively considering withdrawal from the

District. The changes in the revised agreement and their effect on Boxborough will be addressed more fully in our recommendation for Article 3. In summary, the revised agreement would:

- 1) adopt weighted voting so that a member's vote would be related to its enrollment, instead of each community having an equal vote, as currently provided;
- 2) adopt a new assessment formula for sharing capital costs that would introduce a wealth based factor into the formula, increasing Boxborough's assessment;
- 3) adopt a four year rolling average for enrollment based charges instead of using the most recent year's enrollment;
- 4) permit appointment of school committee members by the Board of Selectmen instead of by Town Moderator; and
- 5) provide an easier process for Members to withdraw from the District.

DISCUSSION

Boxborough has been a member of the Minuteman High School Regional School District since 1970. Its enrollment at Minuteman has declined steadily and dramatically in recent years. The time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the District.

Withdrawing from the District will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students would be able to apply to other fine schools that are considerably more convenient, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they would still be able to apply to Minuteman on the same basis as students from other non-member towns. This year 41% of Minuteman's enrollment comes from non-member towns. It is a common practice across the Commonwealth.¹

Withdrawal would take effect after approval by the Commissioner of Education. The earliest effective date would be July 1, 2017. All students enrolled at Minuteman before the effective date will be able to complete their high school years at Minuteman.

We have compared these three schools in several important respects: 1) Academics, 2) Convenience, and 3) Cost. We will discuss Convenience and Cost first, because they involve determinations of time and money about which there can be no dispute.

¹ *The Massachusetts Department of Elementary and Secondary Education (DESE) addressed the issue of withdrawal from a regional vocational school district in a January 15, 2016 letter from Deputy Commissioner Jeffrey R. Wulfson to Minuteman Superintendent Edward A. Bouquillon:*

*"I'd like to clarify the process for DESE review of a town's proposed withdrawal from a regional vocational school district. The Department's primary role in this situation is to ensure that the withdrawal conforms to the procedural requirements set out in the regional agreement, and to assist the district and the withdrawing town in addressing the various financial and logistical issues that arise from a withdrawal. **There is no requirement that a withdrawing town submit a plan on providing alternative access to vocational education. Although we encourage towns to provide or arrange for appropriate vocational education opportunities for their students, there is no legal requirement that they do so. State law (G.L. c74, s.7) already provides a mechanism for students to enroll in out-of-district vocational programs.***

This is a different situation than a town seeking to withdraw from a regional academic school district. Every town has a legal obligation to provide an academic course of study for its resident children, either by operating its own school, joining a regional academic school district, or entering into a tuition agreement with another district. Towns seeking to withdraw from a regional academic district would be required to provide a satisfactory plan for meeting this obligation."

1) **Convenience.** The mileage from Town Hall to the three schools is similar: 11.1 (Nashoba), 13.2 (Minuteman), and 13.4 (Assabet). However, the commuting times are very different:

- 1) Nashoba: 14 minutes
- 2) Assabet: 16 minutes
- 3) Minuteman: 34 minutes.

The commute to and from Minuteman is on Route 2 during rush hour. It is 20 minutes longer each way than the commute to Nashoba. Compared to that, our students spend an extra 40 minutes/day, or 3 hours 20 minutes per week, in traffic. Our students could put this time to better use.

Minuteman is by far the least convenient.

2) **Cost.** We have considered our per pupil costs, including transportation, for each school based on an enrollment of 5 students. In the case of Minuteman, we have used the projections given us by the Administration, including the capital costs for the new school project. The results are:

1) Nashoba:	FY17 \$26,700	2020 (unknown)
2) Assabet:	FY17 \$28,200	2020 (unknown)
3) Minuteman:	FY17 \$36,304	2020 \$42,254 (with 10 member towns, new agreement, and building project)

Minuteman is by far the most expensive.

3) **Academics.** We compare academic performance last because it is the most important and the least susceptible to a purely numerical analysis. Nevertheless, there is a wealth of numerical data available on the website of the Massachusetts Department of Elementary and Secondary Education (DESE), and we have examined it closely. You can find DESE's 2015 Report Card Overviews for each school at these links:

Assabet:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08010605&fycode=2015&orgtypecode=6&>

Minuteman:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08300605&fycode=2015&orgtypecode=6&>

Nashoba:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08520605&fycode=2015&orgtypecode=6&>

Our analysis of this data shows that, compared to Assabet and Nashoba, Minuteman has the lowest graduation rate and percentage of students attending institutions of higher education. It has the lowest MCAS performance in Math and STE (Science and Technology/Engineering). It has the highest dropout rate, poorest attendance rate, and worst suspension rate. On the other hand, it has the highest combined SAT scores, the highest MCAS performance in ELA (English Language Arts) and the lowest student-teacher ratio. The schools vary significantly in their enrollment of SPED students, with Assabet and Nashoba at about 33% and Minuteman at about 51%. We do not know to what extent this difference may affect the above performance data.

Evaluating the academic quality of these schools ultimately requires us to make a judgment as to priorities. How much weight should we give to SAT scores as compared to graduation rate? Are language arts or science and technology/engineering more important for our students attending a vocational/technical high school? Is a lower student-teacher ratio more important than the rate at which our students go on to institutions of higher education? Your priorities may be different, and we encourage you to look at the DESE report card links and decide for yourself.

Conclusion

In our judgment, Minuteman's overall academic performance is certainly no better than the other two schools, and arguably worse. There is no doubt that Minuteman is, by far, the least convenient and most expensive of the three schools compared.

The Board of Selectmen recommends that you vote “Yes” to withdraw from the Minuteman Regional School District effective July 1, 2017.

The Finance Committee recommends (7-0).

Mr. Amoroso presented further rationale for the BOS recommendation. He said that, to help the Selectmen with their decision, the BOS appointed the Vocational Educational Advisory Committee to explore alternatives. He said that, while Minuteman has provided a good education for Boxborough students over the years, the data collected by the Vocational Educational Advisory Committee shows students could obtain a vocational education of a similar or higher quality for a similar or lesser cost elsewhere.

The Vocational Educational Advisory Committee presented their findings. Susan Bak, Chair of VEAC, introduced the members of the committee: Anne McNeece, Brigid Bieber, Gary Kushner and Hugh Fortmiller. Ms. Bak said that the committee considered location, community makeup, educational and tech offerings, physical plant, extra-curricular activities of a number of vocational high schools. Based on the data collected, the committee narrowed their study down to three regional high schools: Minuteman, Nashoba and Assabet. Members of VEAC toured the three schools, meeting with students, administrators and teachers.

The committee looked at enrollment data and the decision criteria for acceptance. They looked at distance and commute time. They looked at programs currently offered by all three. They found some differences. For example, Assabet does not have a robotics program. They found that the most popular programs change year-to-year. At Minuteman and Assabet, popular classes can have wait lists. Nashoba adds sections to accommodate demand. All three have a broad range of extracurricular activities. The committee looked at key performance indicators (graduation rate, attendance, college acceptance) and compared MCAS and SAT scores. They noted that Minuteman has a significantly higher population of students requiring IEP's. They compared the in-district costs of the three districts: Minuteman was highest. Out-of-district tuition was also shown. Again, Minuteman was the highest.

The committee interviewed Minuteman parents and students, who highlighted the small classes, hands-on learning, and flexibility of administration to craft independent majors as major advantages of Minuteman. They all were very happy with their experiences.

The committee then looked at the option of whether to stay at Minuteman or withdraw.

The pros of staying at Minuteman are guaranteed access for all Boxborough students who meet the qualifications, Boxborough representation on the Minuteman School Committee, and a state-of-the-art facility after new school is built.

The cons were: cost higher and longer commute vs the other two schools.

If the decision was made to withdraw, Boxborough could enter an Inter-Municipal Agreement that would guarantee Boxborough a certain number of seats. Neither Nashoba nor Assabet has any IMA's currently.

The town could choose to join another district—but would have to buy in. The cost of this option is not known.

The town could opt not to join a district. We could then send student to any school that accepted out-of-district students. However, there would be no guaranteed access for Boxborough students. Transportation to and from the school is the town's responsibility. We could purchase a van, outsource, or piggyback with another town. Some costs estimates were given.

Cost comparisons of the various options were shown.

Conclusion of the Vocational Educational Advisory Committee: It is in the best interest of the students for Boxborough to be a member of a district. The majority thought that remaining in Minuteman was worth the higher cost.

Gary Kushner, member of the Finance Committee made a presentation in support of their recommendation to withdraw from Minuteman. He showed 10-year enrollment trends, which indicated declining vocational enrollment. Boxborough currently has 5 students at Minuteman. He showed costs for the past three years and FY17 projected. He also presented future expected costs after the new school is built and assuming the regional agreement is amended. FY16 is \$33K; in FY20 estimated at \$42K

He looked at out-of-district costs for all three districts—Minuteman was the most expensive.

Mr. Amoroso made some additional comments. He explained that the 4-1 vote by the BOS to withdraw was due primarily to higher cost and greater commuting time. Withdrawing would also allow students to select from a broader range of options. He is confident that all three schools will have space for out-of-district students for the foreseeable future. He pointed out that Sudbury, Wayland, Carlisle, Lincoln and Weston already have voted to withdraw from Minuteman. He said the Town could save \$155K/year if we withdraw.

Discussion:

Becky Neville, Middle Rd., asked about the financials. She wondered about lack of detail for SPED costs for Assabet. Ms. Bak said they used the numbers from Assabet.

Gary Kushner, Flagg Hill Rd., was on VEAC and spoke in support of the motion to withdraw. He said he thinks that Minuteman School Committee is dysfunctional and the school is poorly run and puts students at risk. He doesn't think that our kids should be at the school for the next 4 years while new school is built.

Michael Toups, Flagg Hill Rd., pointed out that the savings is .5% of our budget to withdraw. Withdrawal would sacrifice access to popular programs, since member town students get first choice. He says that costs of withdrawal were not fully presented—e.g., transportation. He urged town meeting to vote no on withdrawal.

He asked if a survey was done of how many students are projected to seek vocational training? Ms. Bak said no way to determine.

Rachel Toups, Flagg Hill Rd., said that she is a current student at Minuteman and spoke against the motion. She spoke highly of her experience at Minuteman, particularly the theatre and robotics programs.

Frank Powers, Stonehedge Pl, spoke in favor of the motion. He cited the quality of the educational programs was excellent for all. He was reassured to know that current Minuteman students could continue even after a vote to withdraw. He likes the idea of providing a choice at a lower cost.

A current senior at Minuteman spoke against the motion. She cited a study that found Minuteman Tech to be the best technical high school in the state. She spoke highly of the quality of her educational experience.

Simon Bunyard, Hill Rd., member of the Minuteman Building Committee, spoke against the motion. He pointed out that cost has not been the driver in our choices for education, excellence is. We should have the same rule for vocational education. He took exception to characterizing the dysfunction of the School Committee. He felt the offending members of the school committee had voted to withdraw, which would make the school committee better. He had a question about the VEAC presentation. Hugh Fortmiller responded to the question. Mr. Fortmiller said he had voted to withdraw. He felt it was very telling that the school was on the brink of losing its accreditation. He was concerned that with the current administration he did not think it likely the new school would be successful.

Jeanne Kangas, Hill Rd., urged everyone to support the Finance Committee. She said cost is a factor, but also flexibility is a benefit.

Norm Hanover, Boxmill Rd., moved the question.

Motion to vote now carried.

Action on Article 2: Motion carried by majority vote: Yes: 94 No: 61

ARTICLE 3 AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
(Majority vote required)

Mr. Amoroso moved that the Town, acting consistently with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated “Regional Agreement” bearing the date of December 21, 2015 to the Board of Selectmen of each member town.

Summary

Background: In March 2014, the Minuteman Regional School Committee approved a set of amendments to the Agreement, which were sent to all member towns for consideration at their 2014 annual town meetings. The motivation for the proposed amendments was the need to obtain the unanimous consent of the member towns in order to undertake the vital and long overdue capital campaign necessary to bring the existing, antiquated school structure into compliance with building codes. Ten member towns voted to approve, one town voted against, and five towns, including Boxborough, passed over the article. Because adoption of the amendments required unanimous vote of the member towns, the School Committee presented the amendments to those six towns to consider again in 2015. Boxborough voted to pass over the article and the remaining five towns did likewise or did not take any further action.

It was clear that the proposed amended agreement would have to be further revised in order to achieve a unanimous vote of support. After a good deal of discussion among selectmen in the member towns, as well as members of the school committee, further revisions to the March 2014 draft were recommended and endorsed, and on December 21, 2015, the Minuteman Regional School Committee unanimously approved a revised Regional Agreement, with additional revisions providing for a streamlined process for withdrawal by member

towns, reduction of the minimum enrollment charge from five students to one, and requiring out-of-district communities to help pay for their share of capital costs of a new building.

The full text of the revised Regional Agreement, on which you are being asked to vote, is available in both clean and red-line versions, at the Boxborough Town Clerk's office, the Sargent Memorial Library and on-line, by clicking the town meeting links from the home page of the Boxborough web.

Principal features of the revised Regional Agreement are highlighted below.

The Board of Selectmen recommends (4-0), regardless of how the Town votes on Article 2.

As discussed in our recommendation on Article 2 above, Articles 2 and 3 are the result of a longstanding effort to address the inadequacies of the facility at Minuteman Regional Vocational Technical High School ("Minuteman"). Technically speaking, there is no link between the Regional Agreement and Minuteman's plans to build a new school with financial help from the Massachusetts School Building Authority (MSBA). The MSBA is not requiring Minuteman to secure a new Agreement. Practically and politically speaking, however, there is a direct link. Several town officials have said they could not support the Minuteman project in their towns until a new Regional Agreement is approved by all 16 towns.

Principal features of the revised Regional Agreement include:

- 1) A new formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, each community's relative ability to pay, and a minimum share for each community. The current formula attributes a five-student minimum to low-enrolling communities but otherwise is based on enrollment only. The new formula would employ a one-student per year minimum.
- 2) A new formula for assessments using a four year rolling average for enrollment based charges. Assessments are currently based only on previous year enrollment.
- 3) Weighted voting on the Minuteman School Committee with 50% of vote strength shared equally among members and 50% based on each community's 4-year rolling average enrollment. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a higher percentage of the costs. The new Agreement calls for weighted voting in most cases. Exceptions include votes to incur debt, which require approval by 2/3 of all School Committee members regardless of enrollment.
- 4) Appointment of Minuteman School Committee members by the boards of selectmen of the member town (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities. Towns wishing to retain the moderator's appointing authority may do so by bylaw/charter.
- 5) A more workable process for communities to withdraw from the district. The revised agreement provides seven communities² the option to withdraw as part of the ratification process. Going forward, a member town could withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.

² The seven towns are: Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston, accounting for a total of less than 10% of the District's enrollment.

DISCUSSION

- A) If the Town votes “Yes” on Article 2, it needs to vote “Yes” on Article 3 in order to give effect to its decision to withdraw. If approved by all sixteen member towns, the new Regional Agreement would provide seven towns, including Boxborough, the ability to receive the necessary unanimous approval with this vote.
- B) If the Town votes “No” on Article 2, it should still vote “Yes” on Article 3 and approve the new Regional Agreement because the benefits would outweigh the drawbacks. A “Yes” vote would also provide a safer and better educational experience for Boxborough’s students who would continue to attend Minuteman because it would permit the construction of a new, safe, state of the art school building.

Benefits

The principal benefit is the opportunity to build a new school for our students. Revision of the Regional Agreement is critical to approval of the School Building Project by the member towns. If that Project is not approved, the District would face difficult challenges operating and maintaining its existing facility. All member communities would share those costs, which, without MSBA assistance, may be higher than the cost to build a new school.

The new Agreement could also make it easier to attract new members. Some non-member towns that have sent their students to Minuteman for years have been deterred from joining the district because the current agreement requires unanimity in order to withdraw. If they decide to join the District, they would pay a greater share, and our costs (should we stay) would decrease.

In addition, the new Agreement provides a more workable process for withdrawing should the Town wish to do so at any time in the future. Going forward, a member town could withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members’ legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.

Drawbacks

The principal downsides to the new agreement result from changes to the formulas for voting and assessments.

VOTING:

Each member town would no longer get an equal vote. Instead, weighted voting would be employed, with 50% of vote strength shared equally among members and 50% based on the 4- year rolling average enrollment. Incurring debt is specifically excepted and would require approval by 2/3 of all school committee members regardless of enrollment share or actual attendance at the committee meeting. Boxborough’s vote would decrease from 1/16, or 6.25%, to approximately 4%. That number would vary slightly with changes in enrollment and would be affected by how many towns vote to withdraw.

We do not consider this to be a significant change in our overall voting power.

ASSESSMENTS:

- 1) **ANNUAL OPERATING COSTS:** Based on 4-year rolling average enrollment share, instead of the most recent year.
- 2) **CAPITAL COSTS:** Each member community would pay a base 1% of yearly total. 50% would be based on 4-year rolling average enrollment share. The remainder would consider certain factors used in calculating Chapter 70 state aid to education along with enrollment (the so-called “wealth factor”). In calculating the rolling average, a one-student minimum enrollment per year would be used, replacing the five-student minimum enrollment used for capital assessment under the present agreement. **This provision was not in the 2014 proposed amendments.**

If withdrawal is properly pursued following a District-wide election that authorizes new debt, the subject community would not be liable for a share of the debt that its own voters disapproved in that election.

These changes would increase Boxborough's assessments if enrollment continues at the recent 5 student level or increases. If enrollment continues to decline, as it has in recent years, to below 5 students, Boxborough's assessment could decline as a result of the decrease in minimum student enrollment charge from 5 to 1. In addition, if a future capital project (not the current building proposal) is proposed, Boxborough could disapprove the new debt and would not be liable for it if it votes to withdraw at that time, even if withdrawal is not approved.

We consider this to be an acceptable provision because it could actually reduce our assessment if enrollment continues to decline, and gives us a way to avoid liability for new debt. Under either of those circumstances, the revised capital assessment formula would no longer be a drawback but a benefit.

Conclusion

The Board voted (3-1) that, for Boxborough, the best course is to withdraw from the Minuteman Regional School District now. If the Town votes to do so, it should approve the revised Regional Agreement in order to give effect to its decision. If the Town votes to remain in the District, it should also approve the revised Regional Agreement so that the District would be better able to serve the vocational education needs of our students by constructing a new, safe, state of the art school building.

The Board of Selectmen recommends that you vote “Yes” to accept the amendments to the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District.

The Finance Committee recommends (6-1).

Pro

Regardless of how the town has voted on Article 2, the majority of the Finance Committee is of the view that the town's best financial interests are served by approving the new regional agreement.

The regional agreement as provided in the warrant does a number of things that are good for Boxborough and the District. The agreement lowers the minimum number of students from 5 to 1. The new agreement will initially allow 7 member towns to leave the District with no penalty including Boxborough if we so desire. The agreement will most likely allow the schools remaining in the district to agree to build a new school, which will entail a capital assessment on all member towns for the next 30 years.

Con

The new agreement will change the voting structure of the school committee and limit Boxborough's vote on the committee. The new agreement changes the budget model and will charge more to Boxborough due to the Wealth factor. In addition, we will be forced to pay for a minimum of one student even if there are no Boxborough students attending.

Mr. Amoroso said that all 15 other towns in the district have voted in favor of the amendment. In order to withdraw we need to vote to amend the agreement.

Mr. Toups took issue with the characterization of the vote as pro forma.

Mr. Bunyard was in favor of the motion.

Trina Toups, Flagg Hill Rd., had a question about what body would deal with our students now that we are out of district. Who would arrange transportation and access to the schools? Mr. Amoroso said that the Town is responsible for Chapter 74 students and their transportation.

Brigid Bieber, Emanuel Dr., member of the ABRSC, said that ABRSC may need to take a vote regarding vocational education. ABRSD would make information on all options available.

Action on Article 3: Motion carried.

Ms. Kangas moved to absolve the meeting at 9pm.

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT & PROCEEDINGS FOR PRESIDENTIAL PRIMARY
MARCH 1, 2016

SS.

To either of the Constables of the City/Town of **BOXBOROUGH**

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at the

Meeting Room of the Sargent Memorial Library
427 Massachusetts Avenue, Boxborough

on **TUESDAY, THE FIRST DAY OF MARCH, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN	MIDDLESEX & WORCESTER DISTRICT
STATE COMMITTEE WOMAN	MIDDLESEX & WORCESTER DISTRICT
WARD OR TOWN COMMITTEE	TOWN OF BOXBOROUGH

Pursuant to the Selectmen's warrant of February 10, 2016, the presidential primary election was held at the Sargent Memorial Library, 427 Massachusetts Avenue, Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00AM. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00PM. The ballot box was emptied of ballots, with write-in ballots given to the counters to hand tally. Six UOCAVA ballots that were sent electronically were also hand-tallied. There were 1,972 ballots cast out of 3,524 registered voters. There were 1,262 Democratic ballots cast; 706 Republican ballots cast and 4 Green-Rainbow. The results are as follows:

DEMOCRAT

Candidate	# Votes
Bernie Sanders	619
Martin O'Malley	2
Hillary Clinton	637
Rocky de la Fuente	0
No Preference	2
All Others	1
Blanks	1

DEMOCRAT

State Committee Man	Votes
Alexander Pratt	896
All Others	11
Blanks	355

State Committee Woman	
Rebecca Deans-Rowe	906
All Others	9
Blanks	347

REPUBLICAN

Candidate	# Votes
Jim Gilmore	0
Donald Trump	212
Ted Cruz	57
George Pataki	0
Ben Carson	15
Mike Huckabee	0
Rand Paul	1
Carly Fiorina	0
Rick Santorum	1
Chris Christie	0
Marco Rubio	192
Jeb Bush	14
John Kasich	203
No Preference	8
All Others	2
Blank	1

REPUBLICAN

State Committee Man	Votes
Brian Burke	423
Paul Ferro	141
All Others	23
Blanks	119
State Committee Woman	
Jeanne Kangas	515
Ann Barndt	102
All Others	1
Blanks	88

GREEN-RAINBOW

Candidate	# Votes
Sedinam Curry	0
Jill Stein	3
William Kreml	0
Kent Mesplay	0
Darryl Cherney	0
No Preference	1
Write-Ins	0
Blank	0



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING WARRANT & PROCEEDINGS
MAY 9, 10 & 12, 2016
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

COMMUNITY PRESERVATION FUND

- 6. CPC REPORT AND ESTABLISH FY 17 RESERVES**
- 7. OPEN SPACE (INCLUDING RECREATION)**
 - A. Site Plan for Basketball and Tennis Courts at Liberty Fields**
 - B. T.J. O'Grady Skate Park Expansion**
- 8. COMMUNITY HOUSING**
 - A. Regional Housing Monitoring Services (Year 3 – calendar year 2016)**
 - B. Regional Housing Monitoring Services (Year 4 – calendar year 2017)**
 - C. Boxborough Rental Voucher Program**
- 9. HISTORIC RESOURCES**
 - A. Conservation of Historic Town Records**
 - B. Rehabilitation of Grange Meeting Room**
 - C. Rehabilitation of Historic Town Hall Exterior Steps**

FINANCIAL CONSENT AGENDA

- 10. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
- 11. FRAUD RISK ASSESSMENT****
- 12. SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD****
- 13. COST OF BORROWING AND FIRST YEAR'S INTEREST ****
- 14. REPLACEMENT OF 3 TOWN HALL HVAC UNITS****
- 15. REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF****
- 16. UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY****
- 17. CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT (DEHUMIDIFIER AND STORAGE SHELVING UNITS) ****
- 18. CLOSE COMPLETED ARTICLES****
- 19. DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS****

20. ACCEPT MGL CH 44 § 53F^{3/4} - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES**
21. CABLE INFRASTRUCTURE**
22. ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**
23. CONSERVATION TRUST FUND

CAPITAL EQUIPMENT AND INFRASTRUCTURE

24. INFORMATION TECHNOLOGY HARDWARE UPGRADES
25. TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE
26. ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE
27. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE
 - A. Exterior Doors
 - B. Detention Cell
 - C. Evidence Room
 - D. Clapboards and Trim Replacement
 - E. Exterior Lighting
 - F. Walkways
28. POLICE DEPARTMENT – EQUIPMENT
 - A. Tasers
 - B. Ruggedized Tablet
 - C. Security Cameras & Video Server
 - D. Defibrillators (Replace 4)
 - E. Firearms
 - F. AFIS Fingerprinting
 - G. Office Furniture
29. FIRE DEPARTMENT – REPLACE UTILITY TRUCK
30. ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK
31. DPW – ROAD PAVING
32. DPW – REPLACE FRONT END (BUCKET) LOADER
33. DPW – REPLACE PICKUP TRUCK
34. DPW – VHF RADIOS AND RELATED EQUIPMENT
35. HAGER WELL – SYSTEM UPDATES

STUDIES AND INITIATIVES

36. PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

ZONING BYLAW AMENDMENTS

37. ZONING BYLAW AMENDMENT – AMEND ZONING MAP
38. ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD
39. ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS

40. **ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY**
41. **ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE**
42. **ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS**
43. **ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP**

GENERAL BYLAW AMENDMENTS AND NEW GENERAL BYLAWS

44. **GENERAL BYLAW AMENDMENT – STONE WALLS**
45. **GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING**
46. **GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE**
47. **GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR**

SENSE OF THE MEETING

48. **A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH**

NON-MONETARY CONSENT AGENDA

49. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****
50. **DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)****
51. **ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS****

LEGEND

** CONSENT AGENDA

BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2016 at 7:00 p.m. to act on Articles 2 through 51 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 16th day of May, 2016 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2016.

Board of Selectmen

Vincent M. Amoroso, Chairman
Susan M. Bak, Clerk
Leslie R. Fox
James J. Gorman
Robert T. Stemple

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The Selectmen have voted unanimously (5 – 0) to recommend all those articles on each of the Consent Agendas.

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #10 through #22, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #49 through #51 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 9 AND 48, RESPECTIVELY.

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

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

COMMUNITY PRESERVATION FUND (Articles 6-9)

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.

The CPC’s recommendations for this year are found later in the warrant under articles 6 – 9.

Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to sshaw@boxborough-ma.gov or phone, 978-264-1712, with any questions regarding the articles or procedures.

John Fallon, Town Moderator, welcomed everyone and called the 234th Annual Town Meeting to order at 7:04pm. There were 135 registered voters in attendance.

Mr. Fallon pointed out that there were many handouts on the back table with important information. He made some announcements. The Blanchard Vocal Ensemble sang the Star Spangled Banner and led the meeting in the Pledge of Allegiance. He introduced members of town boards, town department heads and AB regional school staff. He also recognized Maripatt Shemowatt who retired last year after 30 years as Tax Collector. He outlined the process for participating in town meeting.

Vincent Amoroso, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 10th; Thursday, May 12th; Wednesday, May 18th and Thursday, May 19th, and further, that no debate will begin on any new article after 10:30 p.m.

Action on the motion: Motion carried unanimously.

Mr. Amoroso moved that on annual town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

Action on the motion: Motion carried unanimously.

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

Discussion:

Owen Neville, Middle Rd., spoke against the motion. He said people need to come to every session of town meeting in order to be informed and this motion is not in line with Boxborough tradition. He pointed out that the Flerra Meadow Conservation area was purchased as a result of reconsideration.

Michael Toups, Flagg Hill Rd., spoke against the motion. He agreed with Owen and doesn't think the Moderator should have the discretion on reconsideration.

Action on the motion: Motion carried by majority vote.

Mr. Amoroso moved that Article 36, *Public Safety Building – Additional Site & Building Data*, be taken out of order and be considered as the first order of business at the adjourned session of the annual town meeting on Tuesday, May 10.

Action on the motion: Motion carried by majority vote.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator, for a one-year term

One Town Clerk, for a three-year term

One Board of Selectmen member, for a three-year term

One Board of Health member, for a three-year term

Two Library Trustees, each for a three-year term

Two Planning Board members, each for a three-year term

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

One Constable, for a three-year term

Office	Name	Term (yrs)	Vote for...	#Votes
Moderator	John G. Fallon*	1	One	120
Write-ins	Owen Neville			2
Blanks				8
Town Clerk	Elizabeth Markiewicz*	3	One	124
Write-ins				0
Blanks				6
Selectman	Richard M. Barrett	3	One	112
Write-ins	Owen Neville			2
Blanks				16
School Committee	Mary F. Brolin*	3	One	116
Write-ins				0
Blanks				14
Planning Board	John M. Markiewicz*	3	Not more than Two	116
Write-ins	Abby Reip			53
Blanks	Zhiyu Bo			1
	Jennie Rawski			1
				90
Library Trustees	Janet J. Glidden	3	Not more Than Two	117
Write-ins	Robert W. McNeece*			118
Blanks				0
				25
Board of Health	Bryan F. Lynch*	3	One	117
Write-ins				0
Blanks				13
Constable	Kevin J. Mahoney	3	One	117
Write-ins				0
Blanks				13

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Mr. Amoroso moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2015 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Action on Article 2: Motion carried unanimously.

Mary Brolin, vice-chair of the AB Regional School Committee, presented the ABRSD budget report. Before she did so, she spoke about the work of AB Regional Financial Subcommittee and the projected financial benefits of regionalization. Blanchard per pupil costs decreased after regionalization, as promised. Regional transportation benefits were also realized. Mary recognized all the members of the Regional School Committee and staff. She described budget priorities: meet guidelines for class size; staff at levels to support social, emotional and learning needs of students; complete capital and educational needs assessment study. She said the budget is increasing 3.47% over last year. Salaries, OPEB, health insurance, special education, and transportation cost increases are the budget drivers.

Larry Grossman, member of the Energy Committee, made the Energy Committee presentation. He said the mission of the committee was to help the Town achieve sustainability. He talked about the success of the Solarize Boxborough initiative: 35 residents took advantage of the program, providing 254kw of clean energy every year. He also mentioned the success of the compactors at the Transfer Station in reducing the cost of recyclables for a savings of \$20K per year. Future initiatives: become a “green community” by working with LELD; want to revisit pay-per-throw; reduce energy use of town buildings; consider purchasing hybrid vehicles when possible for town use; establish “swap shed” at transfer station; municipal composting area.

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

Mr. Amoroso moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2016 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$46,822.58/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

This includes an annual increase to the Town Clerk of \$1,817 (+4.04%). All other salaries to elected officials remain the same.

Action on Article 3: Motion carried unanimously.

ARTICLE 4 AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Rebecca Neville, Personnel Board member, moved to amend the Personnel Administration Plan Classification and Compensation Schedule by:

deleting the positions of Tax Collector (grade 14) and Town Treasurer (grade 15) and replacing with the combined position of Town Treasurer/Collector (grade 15),

upgrading the position of Youth Services Librarian from grade 12 to grade 13, and

providing for a wage adjustment of 1.5% over FY 16 for the majority of positions with the following exceptions:

retain the hourly rate of \$10/hour for the positions of CIT, Intern (Town Hall), and Junior Library Page on January 1, 2017, increase the hourly rate for Library Page, Counselor and Election Workers to \$11.00 per hour to reflect the state minimum wage in effect on that date.

The Personnel Board recommends.

All actions were unanimously supported by the Board with the exception of the Election Workers, for which Chair Anne Canfield, being an Election Member, abstained.

The Board of Selectmen recommends unanimously (5-0).

A public hearing was jointly held with the Personnel Board on March 7. The Selectmen support the proposed amendment to the Classification and Compensation Schedule as recommended by the Personnel Board.

The Finance Committee recommends unanimously (6-0).

This article impacts only non-union employees of the Town.

Action on Article 4: Motion carried unanimously.

**FY 2017
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES										
GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	72,875.83	74,697.73	76,565.17	78,479.30	80,441.28	82,452.32	84,513.62	86,626.46	88,792.13
15	Inspector of Buildings	66,254.72	67,911.09	69,608.87	71,349.09	73,132.82	74,961.14	76,835.17	78,756.05	80,724.95
	Information Systems Coordinator									
	Police Lieutenant									
	Town Accountant									
	Town Assessor									
	Town Planner									
14	Town Treasurer/Collector									
	Tax Collector (Elected)	56,932.55	58,355.86	59,814.76	61,310.13	62,842.88	64,413.95	66,024.30	67,674.91	69,366.78
	Town Clerk (Elected)									
13	Community Services Coordinator	26.23	26.88	27.56	28.24	28.95	29.67	30.42	31.18	31.96
	Council on Aging Coordinator									
	(DPW) Foreman									
	Youth Services Librarian									
12	Conservation Agent	23.00	23.57	24.16	24.77	25.39	26.02	26.67	27.34	28.02
	Youth Services Librarian									
11	Department Assistant	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.69	20.18	20.69	21.21	21.74	22.28	22.84	23.41	23.99
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.28	21.82
8	Van Dispatcher	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82

PER DIEM AND INTERMITTENT EMPLOYEES		
Hourly		
CIT	10.00	
Intern (Town Hall)	10.00	
Junior Library Page	10.00	
Library Page	10.25	**11.00 min wage 1/1/17
Counselor	10.50	**11.00 min wage 1/1/17
Election Workers	10.64	**11.00 min wage 1/1/17
Asst. Animal Control Officer - Dogs & Cats	11.09	4 hr min call
Laborer - Cemetery	11.43	
Clerk of Elections	12.30	
Media Production Technician	12.88	
Seasonal Conservation Officer	13.00	
Lead Counselor	13.21	
Van Driver	14.18	
Seasonal Maintenance Worker	14.47	
Lock Up Attendant	15.60	
Part Time Dispatcher	17.59	
Fire Department Chaplain	17.90	
Firefighter/EMT	17.90	
Special Police Officer	17.90	
Substitute Librarian	17.90	
Gym Director	19.34	
Winter Recreation Director	19.34	
Fire Lieutenant	19.69	
Summer Recreation Director	19.82	
Animal Ctl Officer	20.34	
Fire Captain	20.34	
Veterans Services Officer	20.34	
Snow Plow Operator	22.83	
Deputy Fire Chief	23.00	
Cemetery Superintendent	23.00	
Asst. Building Inspector	27.25	
Call Building Inspector	31.73	
Call Fire Chief	44.19	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	\$150,000 cap/yr	
Plumbing & Gas Inspector	\$100,000 cap/yr	
Fee max is 1% of FY 16 levy (or \$166,561)		

**FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS**

Personal Contracts													
Position	Contract Expiry Date			FY 2016	FY 2017								
DPW Director	Contract expires 6/30/17				\$ 82,812.00	\$ 84,055.00							
Fire Chief	Contract expires 8/31/18				\$ 97,113.00	\$ 100,998.00							
Library Director	Contract expires 6/30/16				\$ 80,000.00	\$ 82,476.00							
Police Chief	Contract expires 6/30/17				\$ 117,750.00	\$ 120,499.00							
Town Administrator	Contract expires 9/30/16				\$ 108,500.00	\$ 113,100.00							
Positions Governed by CBA's													
Position													
Police Sergeant (Steps 1-3)	\$ 31.36	\$ 31.93	\$ 32.49										
Police Officer (Steps A1/A2-F) hired after 7/1/15	\$ 22.98	\$ 23.78	\$ 24.62	\$ 25.47	\$ 26.38	\$ 27.28	\$ 28.25						
Fire Lieutenant (Step A)	\$ 30.57												
Firefighter/EMT (Steps A-F) hired after 7/1/15	\$ 22.59	\$ 23.37	\$ 24.19	\$ 25.04	\$ 25.92	\$ 26.82							
Dispatch Supervisor (Steps A-F)	\$ 20.99	\$ 21.72	\$ 22.50	\$ 23.28	\$ 24.09	\$ 24.92							
Dispatcher (Steps A-F)	\$ 18.80	\$ 19.45	\$ 20.14	\$ 20.85	\$ 21.58	\$ 22.32							
Elected Officials													
Position	FY 2016			FY 2017									
Selectman	\$ 400.00	annually		\$ 400.00	annually								
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually								
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually								
Library Trustee	\$ -	annually		\$ -	annually								
Moderator	\$ -	per meeting		\$ -	annually								
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location								
Town Clerk	\$ 45,005.48	(Grade 14-8)		\$ 46,822.58	(Grade 14-9)								

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Dilip Subramanyam, chair of the Finance Committee, moved that the Town appropriate the sum of **Nineteen Million Six Hundred Forty Thousand Seven Hundred Sixty-One Dollars (\$19,640,761)** for the operations and expenses of the Town during the fiscal year beginning July 1, 2016, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the 2016 Annual Town Meeting warrant, under the heading FY17 Submitted Budget, and to meet this appropriation that an amount of Three Hundred Fifty Thousand Dollars (\$350,000) be transferred from Free Cash and that the balance be raised by taxation.

The Finance Committee recommends unanimously (5-0).

The BoS and the FinCom have worked together carefully to build up the Free Cash balance over the last several years to establish a strong financial position for the Town and as a hedge against unexpected, unusual future expenditures. Although we are proposing using some of the Free Cash balance to lower the tax increase and rate this year, the town's financial position (free cash plus stabilization funds) remains above the Finance Committee guidelines and higher than the historical average.

The Board of Selectmen recommends unanimously (5-0).

Dilip Subramanyam, Chair of the Finance Committee, made the Finance Committee presentation. He introduced the committee members and talked about the FY17 budget goals. He noted that the budget represents a 3.1% increase over last year, mostly due to the ABRSC budget. He showed how much of the budget would come from taxation, state receipts, borrowing, and from town reserves (free cash). He talked about the importance of fiscal discipline.

		FY17				FY16 YTD 3/31	FY15 Budget	FY15 Actual
		Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16			
100	Total Salary	0	0		0%	0	0	0
100	Total Other	11,940	11,700	240	2%	9,750	11,400	11,400
100	Total General Gov't	11,940	11,700	240	2%	9,750	11,400	11,400
114	Total Salary	0	0		0%	0	0	0
114	Total Other	50	50		0%	50	50	47
114	Total Moderator	50	50		0%	50	50	47
119	Total Salary	0	0		0%	0	0	0
119	Total Other	145	175	(30)	-17%	36	175	57
119	Total Town Constable	145	175	(30)	-17%	36	175	57
122	Total Salary	2,000	2,000		0%	1,000	2,000	2,000
122	Total Other	2,818	2,119	699	33%	2,868	2,136	1,927
122	Total Selectmen	4,818	4,119	699	17%	3,868	4,136	3,927
123	Total Salary	113,100	108,750	4,350	4%	79,105	105,000	105,000
123	Total Other	2,700	2,875	(175)	-6%	2,112	2,825	2,800
123	Total Town Administrator	115,800	111,625	4,175	4%	81,218	107,825	107,800
131	Total Salary	0	0		0%	0	0	0
131	Total Other	480	480		0%	341	455	226
131	Total Town Finance Comm	480	480		0%	341	455	226
135	Total Salary	69,609	66,908	2,701	4%	48,774	64,311	64,311
135	Total Other	36,390	36,708	(318)	-1%	34,898	26,968	31,090
135	Total Accountant	105,999	103,616	2,383	2%	83,672	91,279	95,401
141	Total Salary	70,609	67,908	2,701	4%	49,774	64,311	64,311
141	Total Other	14,990	17,964	(2,974)	-17%	16,330	13,113	12,259
141	Total Assessor	85,599	85,872	(273)	0%	66,104	77,424	76,570
145	Total Salary	72,350	67,908	4,442	7%	50,996	65,311	65,311
145	Total Other	16,745	8,350	8,395	101%	4,971	8,350	8,460
145	Total Treasurer	89,095	76,258	12,837	17%	55,967	73,661	73,771
146	Total Salary	0	67,676	(67,676)	-100%	0	65,087	66,683
146	Total Other	0	11,381	(11,381)	-100%	3,294	20,118	22,383
146	Total Collector	0	79,057	(79,057)	-100%	3,294	85,205	89,066
151	Total Salary	0	0	0	0%	0	0	0
151	Total Other	48,500	53,500	(5,000)	-9%	19,595	53,500	58,332
151	Total Legal	48,500	53,500	(5,000)	-9%	19,595	53,500	58,332
122 Total Other - Selectmen: Added dues for 495 MetroWest Partnership								
141 Total Other - Assessor: Re-allocated mapping to Technology (Dept. 156)								
145 Total Other - Treasurer: Re-allocated postage, office supplies and additional training from Collector (Dept. 146)								
146 Total Salary - Collector: Position eliminated								
146 Total Other - Collector: Position eliminated, some costs re-allocated to Treasurer (Dept. 145)								
151 Total Other - Legal: Collective bargaining agreements settled (Counsel had assisted in negotiations)								

		FY17		FY17 vs FY16	FY17 vs FY16	FY16 YTD 3/31	FY15 Budget	FY15 Actual	
		Submitted Budget	FY16 Budget						
152	Total Salary	0	0		0%	0	0	0	
152	Total Other	320	320		0%	200	260	320	
152	Total Personnel Board	320	320		0%	200	260	320	
156	Total Salary	0	0	0	0%	0	0	0	
156	Total Other	123,312	95,319	27,993	29%	65,781	27,994	42,599	
156	Total Technology	123,312	95,319	27,993	29%	65,781	27,994	42,599	
161	Total Salary	47,823	46,006	1,817	4%	33,809	44,259	44,259	
161	Total Other	2,043	2,120	(77)	-4%	694	2,178	1,822	
161	Total Town Clerk	49,866	48,126	1,740	4%	34,503	46,437	46,081	
162	Total Salary	6,400	4,028	2,372	59%	2,369	4,762	4,244	
162	Total Other	6,312	5,632	680	12%	3,572	6,070	6,058	
162	Total Elect. & Registr.	12,712	9,660	3,052	32%	5,941	10,832	10,302	
171	Total Salary	0	0	0	0%	0	0	0	
171	Total Other	2,150	2,150	0	0%	617	2,150	1,774	
171	Total Conservation Comm	2,150	2,150	0	0%	617	2,150	1,774	
175	Total Salary	70,154	67,453	2,701	4%	49,046	64,856	64,856	
175	Total Other	6,445	7,330	(885)	-12%	5,702	5,775	7,384	
175	Total Planning Board	76,599	74,783	1,816	2%	54,749	70,631	72,240	
176	Total Salary	0	0	0	0%	0	0	0	
176	Total Other	210	210	0	0%	20	335	90	
176	Total ZBA	210	210	0	0%	20	335	90	
179	Total Salary	0	0	0	0%	0	0	0	
179	Total Other	200	100	100	100%	0	200	0	
179	Total Ag Comm	200	100	100	100%	0	200	0	
192	Total Salary	174,444	172,420	2,024	1%	117,849	168,116	148,575	
192	Total Other	45,160	43,723	1,437	3%	87,107	45,355	44,116	
192	Total Town Hall	219,604	216,143	3,461	2%	204,956	213,471	192,691	
199	Total Salary	0	0	0	0%	0	0	0	
199	Total Other	300	150	150	100%	127	1,000	917	
199	Total Energy Comm	300	150	150	100%	127	1,000	917	

		FY17							
		Submitted	FY16	FY17	FY17	FY16	FY15	FY15	
		Budget	Budget	vs FY16	vs FY16	YTD 3/31	Budget	Actual	
210	Total Salary	1,063,333	1,053,802		9,531	1%	823,731	1,008,200	1,053,407
210	Total Other	144,740	104,140		40,600	39%	86,865	137,290	144,814
210	Total Police	1,208,073	1,157,942		50,131	4%	910,595	1,145,490	1,198,221
215	Total Salary	285,936	279,984		5,952	2%	191,539	250,302	259,439
215	Total Other	36,395	36,420		(25)	0%	29,161	36,020	40,488
215	Total Dispatch	322,331	316,404		5,927	2%	220,700	286,322	299,926
220	Total Salary	819,259	804,221		15,038	2%	499,038	765,214	708,462
220	Total Other	109,480	107,980		1,500	1%	54,264	103,498	93,156
220	Total Fire	928,739	912,201		16,538	2%	553,303	868,712	801,617
241	Total Salary	72,211	69,863		2,348	3%	46,312	68,383	65,919
241	Total Other	11,215	9,775		1,440	15%	3,407	2,250	2,556
241	Total Building Insp	83,426	79,638		3,788	5%	49,720	70,633	68,475
245	Total Salary	0	0		0	0%	0	0	270
245	Total Other	0	0		0	0%	0	0	0
245	Total Electrical Insp	0	0		0	0%	0	0	270
291	Total Salary	2,787	2,746		41	1%	1,162	2,705	1,352
291	Total Other	545	450		95	21%	304	400	505
291	Total ACO	3,332	3,196		136	4%	1,466	3,105	1,857
292	Total Salary	14,158	11,507		2,651	23%	8,407	11,292	11,260
292	Total Other	4,850	2,850		2,000	70%	3,408	1,625	2,375
292	Total ACO Dog & Cat	19,008	14,357		4,651	32%	11,815	12,917	13,635
299	Total Salary	45	45		0	0%	45	45	45
299	Total Other	20	25		(5)	-20%	0	50	9
299	Total Field Driver	65	70		(5)	-7%	45	95	54
Total Salaries - Protection		2,257,729	2,222,168		35,561	2%	1,570,234	2,106,141	2,100,154
Total Other - Protection		307,245	261,640		45,605	17%	177,409	281,133	283,902
Total Protection		2,564,974	2,483,808		81,166	3%	1,747,643	2,387,274	2,384,056
210 Total Other - Police: Vehicle purchase - not included in FY 16									
241 Total Other - Building Inspector: Additional code books & trainings									
291 Total Other - Animal Control: Increased mileage due to improvements in recording									
292 Total Salary - Animal Control Dogs & Cats: Increased hours for on-call services									
292 Total Other - Animal Control Dogs & Cats: Increased mileage due to improvements in recording									
299 Total Other - Field Drive: Decreased mileage due to improvements in recording									

		FY17				FY16		
		Submitted	FY16	FY17	FY17	FY16	FY15	FY15
		Budget	Budget	vs FY16	vs FY16	YTD 3/31	Budget	Actual
310	Total Salary	0	0	0	0%	0	0	0
310	Total Other	197,492	165,340	32,152	19%	124,007	147,254	147,254
310	Total Minuteman	197,492	165,340	32,152	19%	124,007	147,254	147,254
320	Total Salary	0	0	0	0%	0	0	0
320	Total Other	11,503,148	11,120,240	382,908	3%	8,340,180	10,594,577	10,594,577
320	Total ABRSD	11,503,148	11,120,240	382,908	3%	8,340,180	10,594,577	10,594,577
Total Salaries - Education		0	0	0	0%	0	0	0
Total Other - Education		11,700,640	11,285,580	415,060	4%	8,464,187	10,741,831	10,741,831
Total Education		11,700,640	11,285,580	415,060	4%	8,464,187	10,741,831	10,741,831
310 Total Other - Minuteman: 2 additional students, reduced costs for debt; calculations reflect new Regional Agreement								

		FY17						
		Submitted	FY16	FY17	FY17	FY16	FY15	FY15
		Budget	Budget	vs FY16	vs FY16	YTD 3/31	Budget	Actual
422	Total Salary	537,008	521,287	15,721	3%	363,217	505,987	486,001
422	Total Other	94,150	89,500	4,650	5%	75,769	87,590	90,388
422	Total DPW	631,158	610,787	20,371	3%	438,986	593,577	576,389
423	Total Salary	62,881	60,739	2,142	4%	32,722	53,121	81,110
423	Total Other	105,875	106,610	(735)	-1%	101,959	107,765	166,832
423	Total Snow & Ice	168,756	167,349	1,407	1%	134,681	160,886	247,942
424	Total Salary	0	0	0	0%	0	0	0
424	Total Other	5,500	3,000	2,500	83%	2,890	3,000	3,000
424	Total Street Lighting	5,500	3,000	2,500	83%	2,890	3,000	3,000
425	Total Salary	0	0	0	0%	0	0	0
425	Total Other	27,800	22,400	5,400	24%	13,345	22,400	30,006
425	Total Hager Well	27,800	22,400	5,400	24%	13,345	22,400	30,006
429	Total Salary	0	0	0	0%	0	0	0
429	Total Other	75,300	72,075	3,225	4%	45,518	97,250	90,321
429	Total Fuel	75,300	72,075	3,225	4%	45,518	97,250	90,321
431	Total Salary	0	0	0	0%	0	0	0
431	Total Other	10,000	0	10,000		0	10,000	9,275
431	Total Hazardous Waste	10,000	0	10,000		0	10,000	9,275
433	Total Salary	0	0	0	0%	0	0	0
433	Total Other	133,350	130,100	3,250	2%	79,022	140,850	122,378
433	Total Transfer Station	133,350	130,100	3,250	2%	79,022	140,850	122,378
491	Total Salary	9,085	8,953	132	1%	3,807	8,821	8,820
491	Total Other	1,000	1,000	0	0%	11,800	1,000	455
491	Total Cemetery	10,085	9,953	132	1%	15,607	9,821	9,275
Total Salaries - Public Works		608,974	590,979	17,995	3%	399,746	567,929	575,931
Total Other - Public Works		452,975	424,685	28,290	7%	330,303	469,855	512,654
Total Public Works		1,061,949	1,015,664	46,285	5%	730,049	1,037,784	1,088,586
424 Total Other - Street Lighting: Increased rates for street lights & parking lot lighting								
425 Total Other - Hager Well: 5-year cleaning								
431 Total Other - Hazardous Waste: Hazardous Waste Day every other year								

		FY17				FY16 YTD 3/31	FY15 Budget	FY15 Actual
		Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16			
505	Total Salary	1,003	988	15	2%	494	988	494
505	Total Other	216	98	118	120%	144	100	100
505	Total Animal Inspector	1,219	1,086	133	12%	638	1,088	594
511	Total Salary	501	500	1	0%	250	500	500
511	Total Other	40,467	39,290	1,177	3%	19,193	36,390	38,939
511	Total BoH	40,968	39,790	1,178	3%	19,443	36,890	39,439
529	Total Salary	25,302	24,320	982	4%	16,120	0	8,163
529	Total Other	545	680	-135	-20%	0	25,000	3,397
529	Total Community Services	25,847	25,000	847	3%	16,120	25,000	11,560
541	Total Salary	50,034	47,908	2,126	4%	33,175	46,051	46,051
541	Total Other	5,675	5,100	575	11%	3,275	4,700	4,700
541	Total COA	55,709	53,008	2,701	5%	36,450	50,751	50,751
543	Total Salary	4,068	4,008	60	1%	2,164	1,027	39
543	Total Other	360	355	5	1%	88	355	33
543	Total Veterans	4,428	4,363	65	1%	2,252	1,382	73
Total Salaries - Health Services		80,908	77,724	3,184	4%	52,203	48,566	47,084
Total Other - Health Services		47,263	45,523	1,740	4%	22,700	41,545	43,773
Total Health Services		128,171	123,247	4,924	4%	74,903	90,111	90,857
505 Total Other - Animal Inspector: Increased mileage due to improvements in recording								
529 Total Salary - Community Services: Hours may be temporarily increased, but add'l hours would be funded by grant and would not affect salary budget								
529 Total Other - Community Services: Decreased mileage costs due to fewer scheduled off-site meetings								
541 Total Other - COA: Increased printing and postage due to increased circulation								

		FY17						
		Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD 3/31	FY15 Budget	FY15 Actual
610	Total Salary	243,191	234,065	9,126	4%	165,110	214,309	214,068
610	Total Other	134,700	129,329	5,371	4%	75,222	119,012	125,593
610	Total Library	377,891	363,394	14,497	4%	240,332	333,321	339,660
630	Total Salary	25,481	26,722	(1,241)	-5%	23,851	26,471	21,712
630	Total Other	10,840	9,800	1,040	11%	7,170	9,400	10,336
630	Total Rec Comm	36,321	36,522	(201)	-1%	31,021	35,871	32,048
670	Total Salary	0	0	0	0%	0	0	0
670	Total Other	1,500	1,500	0	0%	18,321	1,000	2,672
670	Total Steele Farm	1,500	1,500	0	0%	18,321	1,000	2,672
691	Total Salary	0	0	0	0%	0	0	0
691	Total Other	4,045	4,045	0	0%	1,284	3,174	9,478
691	Total Hist Comm	4,045	4,045	0	0%	1,284	3,174	9,478
692	Total Salary	0	0	0	0%	0	0	0
692	Total Other	965	965	0	0%	395	965	510
692	Total Public Celebr	965	965	0	0%	395	965	510
699	Total Salary	0	0	0	0%	0	0	0
699	Total Other	1,500	1,500	0	0%	0	1,500	1,192
699	Total AB Cultural Council	1,500	1,500	0	0%	0	1,500	1,192
Total Salaries - Culture & Rec		268,672	260,787	7,885	3%	188,961	240,780	235,780
Total Other - Culture & Rec		153,550	147,139	6,411	4%	102,391	135,051	149,780
Total Culture & Rec		422,222	407,926	14,296	4%	291,352	375,831	385,560
630 Total Other - Recreation Commission: Playground repairs								

		FY17		FY17		FY17 vs FY16	FY16 YTD 3/31	FY15		FY15 Actual
		Submitted	FY16	Budget	Budget			FY16	Budget	
		Budget	Budget	vs FY16	vs FY16			YTD 3/31	Actual	
710	Total Salary	0	0	0	0%		0	0	0	0
710	Total Other	955,000	985,000	(30,000)	-3%		860,000	740,000	740,000	
710	Total Retirement of LT Debt	955,000	985,000	(30,000)	-3%		860,000	740,000	740,000	
751	Total Salary	0	0	0	0%		0	0	0	0
751	Total Other	167,858	188,438	(20,580)	-11%		180,150	162,897	162,883	
751	Total Debt Interest	167,858	188,438	(20,580)	-11%		180,150	162,897	162,883	
830	Total Salary	0	0	0	0%		0	0	0	0
830	Total Other	671,055	629,903	41,152	7%		629,903	612,822	612,822	
830	Total County Retirement Assmt	671,055	629,903	41,152	7%		629,903	612,822	612,822	
912	Total Salary	0	0	0	0%		0	0	0	0
912	Total Other	72,637	62,600	10,037	16%		45,111	60,279	60,759	
912	Total Other Insurance	72,637	62,600	10,037	16%		45,111	60,279	60,759	
915	Total Salary	0	0	0	0%		0	0	0	0
915	Total Other	677,800	632,750	45,050	7%		554,324	583,303	615,998	
915	Total Employee Benefits	677,800	632,750	45,050	7%		554,324	583,303	615,998	
945	Total Salary	0	0	0	0%		0	0	0	0
945	Total Other	85,756	81,391	4,365	5%		71,117	78,640	64,112	
945	Total Liability Insurance	85,756	81,391	4,365	5%		71,117	78,640	64,112	
	Total Salaries - Administration	0	0	0	0%		0	0	0	0
	Total Other - Administration	2,630,106	2,580,082	50,024	2%		2,340,605	2,237,941	2,256,574	
	Total Administration	2,630,106	2,580,082	50,024	2%		2,340,605	2,237,941	2,256,574	
		2,630,106	2,580,082	50,024	2%		2,340,605	2,237,941	2,256,574	
132	Total Salary	0	0	0	0%		0	0	0	0
132	Total Other	185,000	185,000	0	0%		99,954	185,000	168,078	
132	Total Reserve Fund	185,000	185,000	0	0%		99,954	185,000	168,078	
	751 Total Other - Debt Interest: No new borrowing issued in FY2016									
	830 Total Other - County Retirement Assessment: Actuarial adjustment									
	912 Total Other - Other Insurance: Increased accident insurance premium (higher claims)									
	915 Total Other - Employee Benefits: 2 of 3 health insurance plans each increased by 8.3%									
	May include coverage for Community Services Coordinator for additional (grant) hours									

		FY17				FY16 YTD 3/31	FY15 Budget	FY15 Actual
		Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16			
Total Salaries - Town Government	626,489	671,057	(44,568)	-7%	432,723	648,013	629,550	
Total Salaries - Protection	2,257,729	2,222,168	35,561	2%	1,570,234	2,106,141	2,100,154	
Total Salaries - Public Works	608,974	590,979	17,995	3%	399,746	567,929	575,931	
Total Salaries - Health Services	80,908	77,724	3,184	4%	52,203	48,566	47,084	
Total Salaries - Culture & Rec	268,672	260,787	7,885	3%	188,961	240,780	235,780	
Total Salaries	3,842,772	3,822,715	20,057	1%	2,643,867	3,611,429	3,588,499	
Total Other - Town Government	321,210	302,356	18,854	6%	258,064	219,007	242,661	
Total Other - Protection	307,245	261,640	45,605	17%	177,409	281,133	283,902	
Total Other - Public Works	452,975	424,685	28,290	7%	330,303	469,855	512,654	
Total Other - Health Services	47,263	45,523	1,740	4%	22,700	41,545	43,773	
Total Other - Culture & Rec	153,550	147,139	6,411	4%	102,391	135,051	149,780	
Total Town Other	1,282,243	1,181,343	100,900	9%	890,868	1,146,591	1,232,771	
Total Town Government	947,699	973,413	(25,714)	-3%	690,787	867,020	872,211	
Total Protection	2,564,974	2,483,808	81,166	3%	1,747,643	2,387,274	2,384,056	
Total Public Works	1,061,949	1,015,664	46,285	5%	730,049	1,037,784	1,088,586	
Total Health Services	128,171	123,247	4,924	4%	74,903	90,111	90,857	
Total Culture & Rec	422,222	407,926	14,296	4%	291,352	375,831	385,560	
Total Town Expenses	5,125,015	5,004,058	120,957	2%	3,534,735	4,758,020	4,821,270	
Total Other - Education	11,700,640	11,285,580	415,060	4%	8,464,187	10,741,831	10,741,831	
Total Other - Administration	2,630,106	2,580,082	50,024	2%	2,340,605	2,237,941	2,256,574	
Total Reserve Fund	185,000	185,000	0	0%	99,954	185,000	168,078	
Total Other Costs	14,515,746	14,050,662	465,084	3%	10,904,746	13,164,772	13,166,483	
Total Expenses	19,640,761	19,054,720	586,041	3%	14,339,527	17,922,792	17,819,675	

Mr. Fallon went through budget line item by line item. There was no discussion.

Action on Article 5: Motion carried unanimously.

ARTICLE 6 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH FY 17 RESERVES

(Majority vote required)

Owen Neville, chair of the Community Preservation Committee, moved to hear and act on the report of the Community Preservation Committee on the FY 2017 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2017 estimated annual revenues the sum of Eight Thousand Dollars (\$8,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2017; and further, to reserve for appropriation from said estimated annual revenue:

Twenty-Three Thousand Dollars (\$23,000) for open space, including land for recreational use,
 Twenty-Three Thousand Dollars (\$23,000) for historic resources,
 Twenty-Three Thousand Dollars (\$23,000) for community housing purposes, and
 One Hundred Fifteen Thousand (\$115,000) for a FY 2017 Budgeted Reserve;

and further, to transfer from the Community Preservation Fund Balance the sum of Seven Hundred Dollars (\$700) to the Open Space Reserve, and the sum of Seven Hundred Dollars (\$700) to the Community Housing Reserve to meet the 10% set asides for 2016 as required by Massachusetts General Law Chapter 44B.

Summary

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

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

\$23,000	<i>open space, including land for recreation use</i>
23,000	<i>historic resources</i>
23,000	<i>community housing purposes</i>
115,000	<i>FY 17 budgeted reserve</i>

Additionally, the CPC is recommending that an amount of \$8,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.

The state’s match was greater than estimated when the May 2015 Town Meeting voted to approve the 2016 reservations and appropriations. This article seeks to remedy that shortfall.

The Board of Selectmen recommends unanimously (5-0).

The Selectmen support the establishment of the reserves and the set aside for administrative expenses as proposed by the Community Preservation Committee.

The Finance Committee recommends unanimously (5-0).

The Town passed the Community Preservation Act (CPA) in May 2014, which was also supported at the ballot in November 2014. Pursuant to the CPA, the Town levies a surcharge of 1.0% on Boxborough real estate bills. These local CPA revenues will be matched by the state from a dedicated fund. This is a bookkeeping exercise to allow appropriation of FY17 revenues. The following chart highlights the actual/projected flow of funds since inception:

Community Preservation Fund Balance (6/30/14)	\$0
Add: 1% surcharge collected	\$154,530
FY15 CP Fund Balance (6/30/15)	\$154,530
Add: 1% surcharge collected (estimate)	\$159,202
Add: State Match (29%, based on FY15)	\$46,149
Less: Appropriations (Approved May 2015)	(\$112,000)
Less: Administrative costs (Approved May 2015)	(\$8,000)
Estimated CP Fund Balance (6/30/16)	\$239,881
Add: 1% surcharge collected (estimate)	\$175,000
Add: State Match (30% estimate)	\$47,761
Less: Appropriations (Proposed May 2016)	(\$236,020)
Less: Administrative Costs (Proposed May 2016)	(\$8,000)
Estimated CP Fund Balance (6/30/17)	\$218,622

Mr. Neville provided an overview of how the Community Preservation Fund works and said that the town had received \$46k from the state in matching funds last year. He talked about the role of the Community Preservation Committee.

Action on Article 6: Motion carried unanimously.

ARTICLE 7 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)

(Majority vote required)

7A

Mitzi Weil, member of the Recreation Commission and Community Preservation Committee, moved to appropriate from the Community Preservation Fund Open Space Reserve the sum of Five Thousand Five Hundred Dollars (\$5,500) for the preparation of a Site Plan for Basketball and Tennis Courts at Liberty Fields, as recommended by the Community Preservation Committee.

7A	\$5,500	Site Plan for Basketball and Tennis Courts at Liberty Fields	Recreation Commission
7B	\$40,000	T.J. O'Grady Skate Park Expansion	Recreation Commission
TOTAL	\$45,500		

Summaries and Recommendations

7A - Site Plan for Basketball and Tennis Courts at Liberty Fields

The Community Preservation Committee recommends.

The Recreation Commission recommends unanimously.

Kevin Lehner, chair of the recreation Commission, presented the rationale for the recommendation. He said it was based on input from town residents from the Open Space survey on what they wanted to see for recreational options for the town.

The Board of Selectmen recommends unanimously (5-0).

Open space parks are critical to the quality of life in a community and provide a wide range of benefits. The Boxborough Open Space and Recreation survey completed in 2015 found that Boxborough residents were most interested in a Town pool, tennis courts and basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough. Based on land use maps, the Recreation Commission believes there is sufficient room at Liberty Fields to accommodate one basketball court and one tennis court.

Funding this article through the CPA will provide for surveying of the land, designing an initial layout and developing a construction document and cost estimates, which will enable the Recreation Commission to come back to a future Town Meeting to seek funding for the construction of a basketball court and tennis court at Liberty Fields.

The Finance Committee recommends unanimously (5-0).

This is consistent with the Recreation Commission plan and will generate plans for the creation of a facility that will support a broad community in town. A concern is that it might lead to overuse of the grass soccer fields by preventing their rotation.

Action on 7A: Motion carried unanimously.

7B - CPC – TJ O’Grady Skate Park Expansion

Ms. Weil moved to appropriate from the Community Preservation Fund Open Space Reserve the sum of Forty Thousand Dollars (\$40,000) to be transferred to the Town of Acton, pursuant to an Inter-Municipal Agreement, for the T.J. O’Grady Skate Park Expansion, as recommended by the Community Preservation Committee.

Summary

The T.J. O’Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O’Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically passed away while skateboarding on a street in Boxborough. The park was originally funded by the taxpayers of Acton, corporate and personal donations, as well as in-kind volunteer hours.

As the use of the Skate Park by Boxborough and Acton residents continues to grow, funding is now being sought for the construction of a skate bowl and a plaza, which will provide a formal entrance to the skate park complex, a viewing area for onlookers and handicap accessible park amenities for Skate Park and Lower Field amenities. The majority of the funding for the \$265,000 project is being sought from the Town of Acton.

The Community Preservation Committee recommends.

The Recreation Commission recommends unanimously.

Mr. Lehner gave a brief history of the T.J. O’Grady Skate Park. He pointed out that it was established to honor a Boxborough teen who died while skate-boarding on a town roadway.

In 2005, the Recreation Commission came before the Town to request \$40,000 to aid in the initial construction of the Skate Park. That request was voted down, and the original design was not constructed. The Recreation Commission strongly supports this current endeavor to improve and expand the facility, which will benefit the communities of Boxborough and Acton.

He showed the current skate park and where the expansion is planned. There are two phases—phase 1 is being funded by Acton; phase 2 needs help from the Town of Boxborough.

Mr. Lehner said that the state now encourages regional cooperation on using CPA funds. He highlighted several examples of successful collaboration between towns for recreational projects.

The Board of Selectmen does not recommend (3-2).

Majority Opinion: Mr. Stemple

The Selectmen voted not to support the use of Boxborough CPA monies to fund the expansion of the T.J. O’Grady Skate Park primarily because the skate park is located in Acton. It goes against a key argument advanced for adoption of CPA at the 2014 ATM. At that time the Selectmen noted it would be smart financial planning to leverage state matching funds for town preservation expenditures that we would likely make anyway, absent CPA. Funding expansion of the skate park in Acton would be inconsistent with that intent.

Minority Opinion: Mr. Amoroso

We recommend that the Town adopt the recommendations of the Community Preservation Committee and the Recreation Committee and use \$40,000 of Boxborough CPA monies to fund 15% of the cost of improving the T.J. O’Grady Skate Park. Although the park is located in Acton, it is adjacent to the playing fields of the Acton Boxborough Regional High School, where it has been and will continue to be a benefit to Boxborough’s students and residents. Acton will pay 85% of the cost, in keeping with our towns’ respective enrollment at ABRHS.

In 1955, Boxborough decided to regionalize grades 7-12 with Acton. We have sent generations of Boxborough students to the ABRHS campus next to this skate park. In 2013, by a vote of 439-175, Boxborough recommitted itself to jointly educate our students with Acton by extending the Regional School District to include the elementary schools. Fully 60% of our town budget supports the AB Regional School District. About half of Boxborough's education budget is spent in Acton because it benefits Boxborough's students to do so. This skate park expansion will do so, too.

As the summary above notes, this skate park celebrates the life of T.J. O'Grady, a Boxborough resident and student at the R.J. Grey Junior High School, who tragically passed away while skateboarding on a street in Boxborough. The fact it is named for a Boxborough student who never had the benefit of a skate park is not the reason to fund it: it is the reason we need it.

Vince Amoroso

Susan Bak

The Finance Committee unanimously does NOT recommend (5-0).

The Finance Committee would like to see Community Preservation Open Space monies used to support activities in Boxborough that would benefit a broader segment of the population. In addition, the Committee has serious concerns about reported inappropriate use of the Skate Park.

Discussion:

Becky Neville, Middle Rd., said it is not Regional property; it is strictly an Acton property.

Maria Neyland, Picnic St., agreed with Becky that it is not the same as if it were a regional property. She has seen smoking and other negative behaviors.

Norm Hanover, Boxmill Rd., spoke in favor of encouraging fitness among town youth, but thinks we'd be better off funding facilities for activities that person can participate in throughout life.

Trina Toups, Flagg Hill Rd., said that a lot of opportunities for sports are elitist and expensive. Skate boarding is accessible.

Amy Burke, Sargent Rd., said she is not against skate-boarding. She spends a lot of time in Lower fields and has personally seen drug activity at the skate park.

Malin Goodwin, Littlefield Rd., mentioned the inadequate parking at lower fields, would this make it worse? Mr. Lehner asked to recognize Cathy Fochtman, Acton Recreation Director. She said that expansion of the skate park will not add or take away from existing parking.

Walter vanRoggen, Patch Hill Rd., asked how many Boxborough residents use the facility. Mr. Lehner said there is no way to know. The skate park is open to all.

Vince Amoroso, Liberty Square Rd., addressed the issue of drug activity. According to the Acton Chief of Police there were 2 or 3 times that kids were there after hours in 2015. There were no reports or arrests for drugs or alcohol in 2015, or 2016 to date. Surveillance cameras and increased police presence have made a difference.

Frank Powers, Stonehedge Pl., moved the question.

The motion to vote now carried by 2/3, as declared by the moderator.

Action on Article 7B: Motion failed.

ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING
(Majority vote required)

8A	\$5,465	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 3 (Calendar Year 2016) Services	Boxborough Housing Board
8B	\$6,000	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 4 (Calendar Year 2017) Services	Boxborough Housing Board
8C	\$26,280	Boxborough Rental Voucher Program (BRVP)	Well-Being Committee and Boxborough Housing Board
TOTAL	\$37,745		

8A and 8B

Ron Vogel, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Eleven Thousand Four Hundred Sixty-Five Dollars (\$11,465) to be transferred to the Affordable Housing Trust, pursuant to a grant agreement, for Regional Housing Monitoring Services for Years 3 and 4 (Calendar Years 2016 and 2017) Services, as recommended by the Community Preservation Committee.

Al Murphy provided the Housing Board presentation and spoke to the activities of the RHS.

Summaries and Recommendations

8A and 8B - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Years 3 and 4 (2016 & 2017)

Summary

For the past two years, Boxborough has been a part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The RHS has also prepared Boxborough's Housing Production Plan. The services are provided by Metro West Collaborative Development, Inc. of Watertown, MA and will also include assistance with handling the Town's responsibilities for the new Chapter 40B development, Jefferson at Beaver Brook.

Article 8A requests \$5,465 for the Town's portion of Year 3 (Calendar Year 2016) of the RHS. Article 8B requests \$6,000 for the anticipated Year 4 (Calendar Year 2017) of the RHS. In both cases, funds will be transferred to Boxborough's Affordable Housing Trust (AHT) to avoid difficulties related to differences in the funding cycles of the RHS and the Town, calendar year versus fiscal year, respectively. A Grant Agreement will legally constrain the AHT to use the funds only for the RHS.

The Community Preservation Committee recommends.

The Housing Board recommends.

The RHS has worked well and has significantly unburdened both Housing Board members and Administrative Staff.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

For the past two years, the town has been part of a Regional Housing Services collaboration that administers services associated with the monitoring and maintenance of affordable housing and supports residents seeking affordable housing services. This appropriation will fund the third year of this service arrangement.

The Finance Committee also unanimously recommends (5-0) funding the fourth year of the Regional Housing Service collaboration.

Action on Articles 8A and 8B: Motion carried unanimously.

8C - Boxborough Rental Voucher Program (BRVP)

Mr. Vogel moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Twenty-Six Thousand Two Hundred Eighty Dollars (\$26,280) for the establishment and implementation of the Boxborough Rental Voucher Program (BRVP), as recommended by the Community Preservation Committee.

Mr. Murphy made the presentation on the Rental Voucher Program and described how it would operate. He said that it is intended as a short-term solution for housing issues experienced by certain financially stressed residents.

Summary

The Boxborough Rental Voucher Program (BRVP) will help very-low to moderately-low income residents with their rental-housing expenses. The Well-Being Committee and the Housing Board jointly support this program. A number of low-income Boxborough households are faced with financial stress due to high rent and the inability to obtain federal and state rental-assistance. The BRVP will target households that have incomes that are lower than the incomes of those typically helped by a Chapter 40B development. In some cases, their circumstances have already brought them to the attention of our Community Services Coordinator. Similar programs, the Federal Section 8 Program or the Massachusetts Rental Voucher Program, are oversubscribed and have long waiting lists.

An outside organization will be used to help administer the program. Details such as eligibility rules, payment mechanics, and providing financial counseling to recipients are being finalized. An important objective of the BRVP will be to work with households to attain self-sufficiency; case management and other counseling as needed will be a requirement for participation.

The Community Preservation Committee recommends.

The Well-Being Committee recommends.

The Committee is convinced that there is significant need for rental assistance in the community and urges Town Meeting to support the Boxborough Rental Voucher Program as proposed.

The Housing Board recommends.

The BRVP addresses a need that has been identified by a recent Housing Needs Assessment and the Housing Production Plan. The BRVP will help low-income members of our community with their housing expenses, help that is otherwise not readily available.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Pro: This program uses CPA funds to reduce the rental costs for some of the neediest households in town, specifically those with incomes below the Very-Low-Income level which are lower than those typically helped by a 40-B development. The program would provide rental assistance up to \$250/month to qualifying households. The program would be comparable to existing programs in other towns, and would be administered by an outside organization.

Con: The administrative costs of \$8,280 are high relative to the amount expended on rental support (\$18,000); in order to achieve its objectives, this needs to be part of a broader support program that has not been defined or costed out; we need to be prepared to continue this for the foreseeable future as once it is implemented it could be difficult to stop.

Discussion:

Jeanne Kangas, Hill Rd., had a question for Al. How do you determine if it works? He said there were concerns—the program needs landlords to continue to participate, and the families will get ongoing case management. She is concerned that there are no metrics for success.

Mary Brolin, Guggins Ln., says there is research that says if you help people short-term they have good outcomes. She offered to help with developing the metrics.

Channing Wagg, member of the Well-Being Committee, said that conceptually the program works—he cited two communities that have had success in helping people become self-sufficient.

Michael Fetterman, Burroughs Rd., asked whether the people need to be from Boxborough to participate. Al said those details are being worked out.

Walter Van Roggen asked about the budget. Al said that the Housing Board wanted to be conservative.

Zhiyo Bo, Guggins Ln., wanted to clarify about Boxborough residency.

Dave Follett, Cobleigh Rd., said the concept is great. He wondered about implementation. Al said the point of contact for participants would be Lauren Abraham, Community Services Coordinator. Dave was uncomfortable with committees being so familiar with the issues faced by struggling families. Al asked for Lauren Abraham to address the privacy concerns expressed by Mr. Follett. She described the application process—it would strictly be the financials that indicate whether they qualify, no personal or family issues would be shared. She admitted that committee members would know the families that are applying. She said Metrowest could also be used to do the selection. Mr. Follett said he was concerned about taking support away. Lauren said that ending programs is always difficult. Mr. Follett said he was going to vote against the motion. He thought there were details that still needed to be worked out.

Mr. Toups asked about the numbers. What is startup cost vs yearly. Al estimated that the cost would be \$4k/year. Mr. Toups noted how few families would be helped. Al said you can't help everyone and they wanted to start small.

Ms. Neville moved the question. That motion carried by 2/3, as declared by the Moderator.

Action on Article 8: Motion carried by majority vote.

ARTICLE 9 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES
(Majority vote required)

9A	\$11,000	Conservation of Historic Town Records	Town Clerk
9B	\$106,775	REHABILITATION OF GRANGE MEETING ROOM	Inspector of Buildings
9C	\$35,000	Rehabilitation of Historic Town Hall exterior steps	Inspector of Buildings
TOTAL	\$152,775		

Summaries and Recommendations

9A - Conservation of Historic Town Records

Alan Rohwer, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Undesignated Fund Balance the sum of Eleven Thousand Dollars (\$11,000) for the Conservation of Historic Town Records, as recommended by the Community Preservation Committee.

Summary

The requested appropriation will fund the second phase of a three-year project to preserve historic records of the town. The process includes deacidification, mending and reinforcement of paper as necessary, resewing and rebinding, as well as photographing each page and preparing a CD for web access.

Phase one of the project, which was funded by an appropriation from CPA funds at last year's Town Meeting, was completed in October 2015 and preserved Town Records for 1835-1866, 1866-1896, 1896-1918, 1918-1933 and 1932-1947.

The second phase of the project will include Town Records for 1947-1955, 1955-1961, 1961-1969, 1970-1975, Town Order Book for 1853-1876, Selectmen's Orders for 1876-1911, Town Order Book for 1820-1833 and Board of School from 1881-1898.

The Community Preservation Committee recommends.

The Board of Selectmen recommends unanimously (5-0).

This is year two of a three-year project to repair, rebound and renovate the preservation of public records as required under MGL Chapter 66, §9. Many of the town's historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated and the writing is becoming illegible. Without prompt attention, we are in danger of losing vital information from the town's past.

The Finance Committee recommends unanimously (5-0).

This will support the second year of a three-year project to preserve and digitize historic records of the town. This is an obligation under state law.

Action on Article 9A: Motion carried unanimously.

9B – Rehabilitation of Grange Meeting Room

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Twenty-Four Thousand Dollars (\$24,000) and the sum of Eighty-Two Thousand Seven Hundred and Seventy-Five Dollars (\$82,775) from the Community Preservation Undesignated Fund Balance **FOR THE REHABILITATION OF GRANGE MEETING ROOM**, as recommended by the Community Preservation Committee. Gerry Noel, Building Inspector, was recognized to make the presentation. He pointed out the changes that would be made: removal of the stage, creation of two office areas and a foyer leading into the meeting room. He spoke about all the improvements that would be made to the lighting, communications technology, flooring and ceiling.

Summary

The appropriation will enable the rehabilitation of the Grange Meeting Room, while also providing for the increased efficiency of Town Hall space. The project will include necessary improvements to the room's lighting, ceiling, walls and floor as well as the construction of a lobby/reception area at the east end of the meeting room. Additionally, through a dedicated cable funding source, improvements will be made to the Town's cable and presentation infrastructure.

The upstairs Town Hall space will be enhanced by creating a lobby area, which will provide a place for those waiting to enter the Grange Meeting Room for a meeting or event and will enable them to congregate without distracting those in the meeting room. The capital improvements will also increase the efficiency with which the townspeople are able to vote, as it will allow the Town Clerk to develop a queue that makes better use of the space and does not extend down the stairs.

The Community Preservation Committee recommends.

The Board of Selectmen recommends unanimously (5-0).

The original Town Hall was constructed in 1901. The high usage and traffic of the Grange Hall Meeting Room by boards, committees, commissions and other groups for meetings and functions on a regular basis has taken a toll on the space. The original plaster ceiling was replaced by a suspended ceiling with inefficient fluorescent lighting. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked and damaged and the room needs to be repainted.

This article and a previously funded article for the flooring will allow for new flooring, plastered ceiling with energy efficient period lighting and fresh paint on the walls. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or others. Data, communication and CATV cables will be run under the floors for enhanced broadcast of meetings on cable TV.

Architectural elements such as the two wood columns from the stage will be retained to maintain the original spirit of their 1901 installation.

This project will improve the functionality of a one-hundred-year-old building and is an attempt to adapt to the demands of the 21st century.

Funding for the CATV infrastructure will be from the proceeds granted under licensing agreements with Verizon and Comcast.

The Finance Committee recommends unanimously (5-0).

This project will renovate the Grange Meeting Room in the Town Hall, a heavily used room, and provide better AV facilities for meetings that are held there.

Discussion:

Malin Goodwin, Littlefield Rd., asked about the need for storage. Gerry said that storage would be moved to space in the museum.

Becky Neville asked about the previous warrant articles that funded this. Gerry said there was \$10K appropriated in a previous article.

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

9C - Rehabilitation of Historic Town Hall Exterior Steps

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Thirty-Five Thousand Dollars (\$35,000) for the Rehabilitation of Historic Town Hall exterior steps, as recommended by the Community Preservation Committee.

Mr. Noel made the presentation showing the need to fix the exterior steps.

The Community Preservation Committee recommends.

The Board of Selectmen recommends unanimously (5-0).

Last year, Town Meeting voted to fund the repair of the exterior steps to Town Hall with an appropriation of \$10,000. Unfortunately, the funding was not adequate.

The existing stairs are made of brick and mortar. This material does not hold up well in New England winters. Under the circumstances, the Inspector of Buildings has recommended a two-inch-thick veneer granite slab for the stairs with fieldstone risers. Granite won't chip or crack from the freezing or thawing process, nor does it degrade over time like wood, brick or concrete and is unaffected by ice melting chemicals.

The fieldstone risers and the sides of the stairs will match the foundation of the existing building and restore it to its historical condition. The only maintenance required in the future will be to repair or replace the mortar used to install the fieldstone.

This article will also provide for four hand railings, two of which will align with the pillars at the front of the Town Hall.

The Finance Committee recommends (3-2).

This article adds to the funds that were allocated to this project at the ATM in May 2015, to repair the main steps at the front of the Town Hall. A significant concern is that this is a large expense for an access route that is rarely used.

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

Fiscal Consent Agenda: Articles 10,11,13-22

(Two-thirds majority required)

Mr. Amoroso moved to approve the fiscal consent agenda, articles 10 through 22, except for 12, as printed in the 2016 Annual Town Meeting warrant under articles 10 through 22 inclusive, except for 12, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 9, 2016 Motions" handout.

Action on Articles 10, 11, and 13-22, inclusive: Motion carried unanimously.

ARTICLE 10 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
(Two-thirds vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to transfer from the stabilization fund the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500) for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund.

This year's proposed appropriation would enable the town to continue to fund the liability, but at a reduced rate to take into consideration the reduced liability due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).

The Board of Selectmen recommends unanimously (5-0).

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The

Town's FY 2017 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$2,635,795. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY 2017 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (5-0).

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010 and the current balance is ~ \$375,000. In addition to pension benefits, the Town provides retired employees with health care and life insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to set aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability.

Our last actuarial study was completed as of June 30, 2014 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$2,578,000. This amount represented a decrease of \$6,305,000 from \$8,883,000 as shown in the previous June 30, 2011 actuarial study. The decrease is due to the transfer of Blanchard School employees into the Acton-Boxborough Regional School District.

Boxborough OPEB History

Year	OPEB Trust Fund Contribution
FY13	\$75,000
FY14	\$100,000
FY15	\$100,000
FY16	\$100,000
FY17	\$62,500 (proposed)

Unfunded liability is approximately \$2,578,000 (as of 6/30/14).

OPEB Trust Fund Balance, assuming that FY 17 is funded as proposed, will be approximately 437,500.

Funded Ratio = 17%

ARTICLE 11 FRAUD RISK ASSESSMENT**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to transfer from free cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of hiring a consultant to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation.

Summary

The Town's independent financial auditor has recommended that Town management develop and implement a fraud risk assessment program to mitigate the risks associated with potential asset misappropriation. The consultant will assess areas determined to have an element of risk and will document potential fraud risks, controls already in place to mitigate the risks, and recommend areas and actions for preventing, detecting, and mitigating fraud.

The Board of Selectmen recommends unanimously (5-0).

The Town's independent auditor has recommended that the Town undertakes a fraud risk assessment. Such a study is the prudent and responsible course of action in order to mitigate potential risk associated with fraud. The assessment will proactively identify and address the Town's vulnerabilities to internal and external fraud and enable management to develop plans to mitigate fraud risk, develop techniques to determine if fraud has occurred in high-risk areas, and assess internal controls.

The Finance Committee recommends unanimously (5-0).

Approval of this article will enable the development and implementation of a long-overdue fraud risk assessment program.

ARTICLE 12 SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD

(Majority vote required)

Mr. Amoroso moved to transfer from free cash the sum of Three Thousand Dollars (\$3,000) for the purpose of hiring a consultant to perform soil and percolation testing at 405 Middle Road.

Summary

The property located at 405 Middle Road was acquired by the Town in the 1990's through the tax title/foreclosure process and is part of the Picnic Street Trust, which is under the care, custody and control of the Board of Selectmen. The testing will provide information necessary to be able to assess the viability of constructing a single-family dwelling on the property.



The Board of Selectmen recommends unanimously (5-0).

The property at 405 Middle Road is in a desirable location just steps away from the Steele Farm land. It could have substantial value to the town depending on the results of the soil and percolation testing. The Board believes that \$3,000 is a reasonable expenditure that will allow us to determine the market value of the property. This will allow the Town to make an informed decision when determining how it can best serve the interests of the Town.

The Finance Committee recommends unanimously (5-0).

This work is a necessary precursor to understanding how best the town can utilize this property.

Discussion:

Jessica Eichelburg, Hill Rd., wants to know what “value” means? Mr. Amoroso said the property could have financial value. Is there a precedent for town property being developed and sold for profit for the benefit of the town?

Mr. Gustafson, Old Orchard Lane, said that the lot was part of the Old Orchard Lane development but was not sold as a lot originally because it didn’t perk.

Jeanne Kangas said that she is not aware of any property that the town has done this with.

Mr. Fox said that one of the Codman Hill condos was taken in a tax-taking and then converted to a deed-restricted affordable unit and sold.

Mr. Bunyard asked whether the town was building a house or selling a lot? Mr. Amoroso said there is no plan yet on whether to sell it as a lot or build a house on it and sell it that way. Need to know what the property is worth. before can determine options.

Al Murphy said that the Housing Board is interested in the property. Habitech for Humanity has looked at the property and is very interested in developing it. Need to know if it perks.

Ms. Eichelburg asked who decides how the property is used. It sounds to her as if the decision has been made to develop it. Mr. Amoroso said any expenditure of funds would be voted by town meeting.

Mr. Fox said this property is a tax-taking and the town can recover the taxes.

Mr. Follett, member of ConsCom, said it was not of interest in terms of conservation and open space.

Owen Neville said that drainage from Old Orchard Lane comes through the lot. Is it a legal lot? He asked to have Town Planner address the issue. Adam Duchesneau, Town Planner, said that according to General Law, if a lot conformed at one time to the zoning bylaw it would be grandfathered if had 50 feet of frontage, which it does.

Action on Article 12: Motion carried by majority vote.

ARTICLE 13 COST OF BORROWING AND FIRST YEAR’S INTEREST**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of paying the first year’s interest and the cost of issuance for borrowing authorized by vote of Town Meeting in 2015 as well as for borrowing authorized at Town Meeting in 2016.

The Board of Selectmen recommends unanimously (5-0).

The appropriation requested under this article provides for monies necessary to pay the first year’s interest and cost of issuance for borrowing authorized at the 2015 and 2016 town meetings.

The Finance Committee recommends unanimously (6-0).

The proposed bond issue will be used to finance a combination of warrant articles approved at the 2015 Annual Town Meeting (~ \$1.2 million) as well as selected warrant articles at this ATM. The estimated bonding cost has been provided by Eastern Bank. The timing and terms of the bond issue are TBD.

ARTICLE 14 REPLACEMENT OF 3 TOWN HALL HVAC UNITS**

(Two-thirds vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved that the sum of Twenty Thousand Dollars (\$20,000) be and hereby is appropriated for the purpose of paying costs of replacing one furnace and two air conditioning systems in the Town Hall, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

The Town Hall HVAC units are outdated and inefficient; close to thirty years old, they have exceeded their useful life. Just after the start of the fiscal year, two of the gas-fired furnaces/air conditioning units in the west side of Town Hall failed and were replaced. Four months later, one of the two remaining furnaces in the east end of Town Hall, which had been converted from an oil-fired furnace from the original part of Town Hall, failed and was replaced. This article will provide for the replacement of the one furnace and two air conditioning units remaining on the east side of Town Hall with more energy efficient units, as well as balance the air flow in this section of Town Hall.

The Board of Selectmen recommends unanimously (5-0).

The Town Hall has suffered for many years with inefficient, poorly balanced, and most recently unreliable HVAC equipment. As indicated in the Summary, a substantial portion of the HVAC system has been replaced in the past year due to equipment failures. This article completes the renovation of the Town Hall HVAC system, and should provide many years of trouble-free service.

The Finance Committee recommends unanimously (6-0).

In FY 16, the Finance Committee approved reserve fund transfer requests to replace three furnace/AC units which failed at Town Hall. Approval of this article will provide for the replacement of the remaining furnace and two HVAC units remaining on the east side of Town Hall with more energy efficient units. The Town Hall HVAC units are 30 years old and beyond their useful life. The result is an inefficient and unreliable HVAC system that is in need of replacement. These items were added to the Capital Plan in 2016 due to the increased likelihood of their failure.

ARTICLE 15 REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF**

(Two-thirds vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved that the sum of Ten Thousand Dollars (\$10,000), be and hereby is appropriated for the purpose of paying costs of repairing the Town Hall chimney and the Boxborough Museum roof, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

The chimneys on the Town Hall suffer a number of problems, including: damaged flashing, cracked bricks, loose or missing mortar and cracked or spalled top covers. Repair of these conditions is needed to forestall further deterioration that would lead to more serious repair/replacement requirements in the not-too-distant future. The Museum roof has a persistent if elusive leak that has led to flooring and interior wall damage. As noted for the chimney repairs, a modest investment now will save a much larger damage remediation requirement in the future. The approximate split in cost between the two elements is: Town Hall chimney ~ \$1,800 and Museum roof ~ \$8,200.

The Finance Committee recommends unanimously (6-0).

Based upon inspections performed by the Town's Inspector of Buildings, there is a need for repointing the Town Hall chimneys. In addition to this the Town Museum roof is in need of repair. It was reroofed in 2001 and it's expected to last another 8-10 years. However, there is a need to fix a section of the roof that is currently leaking a small amount of water. Both of these projects were added to the Capital Plan in 2016 after an evaluation by the Town's Inspector of Buildings.

ARTICLE 16 UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY**
(Two-thirds vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved that the sum of Ten Thousand Five Hundred Dollars (\$10,500), be and hereby is appropriated for the purpose of paying costs of upgrading the existing library meeting room A/V system, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Library Board of Trustees recommends unanimously.

The Library Trustees unanimously recommend this necessary expenditure. Due to the age of the equipment of the existing A/V system as well as the audio visual standard moving from analog to digital, it is our recommendation to upgrade the projector to an HD resolution projector which is standard today. In addition, the standard video output on most laptop computers is HDMI which does not exist on the ceiling mounted projector. Replacement parts and regular service, which ensure reliable operation, are no longer available on the current equipment. With this upgrade of the Library Audio Visual system we will maintain our investment in this heavily used and important resource in our community.

The Board of Selectmen recommends unanimously (5-0).

Meetings are held in the Library's meeting room five times a week on average. The availability of a functioning, up-to-date audio-visual system is essential for providing presentations to meeting attendees. Those include government meetings that are also held in the room. The proposed upgrade includes removal of the older VHS components and projection systems and the installation of HDMI versus VGA laptop display support and newer Blue-ray video technology. The turn-key presentation system upgrade will integrate with the Town's new video studio in a box system allowing for delayed broadcast of events and meetings from the Library. The Board of Selectmen supports the request of the Library Trustees.

The Finance Committee recommends unanimously (5-0).

The current A/V system at the Library is out of date and incompatible with most modern laptop computers. This has been part of the Capital Plan for several years.

ARTICLE 17 CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT (DEHUMIDIFIER AND STORAGE SHELVING UNITS)**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to transfer from free cash the sum of Five Thousand One Hundred Dollars (\$5,100) including all costs incidental and relating thereto, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Boxborough Museum.

Summary

To make the museum basement a useful space for off-site storage of various Town Hall records and materials, the humidity needs to be controlled and shelving installed. The space allocated for Town Hall record storage is approximately 22' x 11' and would accommodate eleven 48" x 24" shelving units. We plan to use the same type

of shelving currently in the Town Hall vault since it has lasted well. Eleven shelving units are estimated to cost \$3,100; a commercial dehumidifier has been estimated at \$2,000.

The Board of Selectmen recommends unanimously (5-0).

When the former Town Library was transferred to the Historical Commission for use as a Museum, a portion of the enabling agreement provided for the storage of Town Records in the basement of the Museum, in addition to the artifacts that the Commission might wish to store. The intention of storing documents and artifacts in the Museum basement has been frustrated by excessive moisture and humidity levels in the basement, rendering the safety of materials stored there problematical. Drainage work by the DPW has improved, but not eliminated this situation, and active de-humidification is required to achieve the objective of safe document and artifact storage in the Museum basement. The importance of a solution to the basement moisture/humidity problem has been increased recently by the need to place public safety communications equipment also in the Museum. The recommended funds will provide for a commercial dehumidifier and storage shelving to finally achieve the objective of safe storage in the Museum basement.

The Finance Committee recommends unanimously (5-0).

The basement of the Historic Museum continues to be used for storage for the Town. The dehumidifier needs to be replaced and storage shelving needs to be added.

ARTICLE 18 CLOSE COMPLETED ARTICLES**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-Eight Thousand Two Hundred Fifteen Dollars and Forty-One Cents (\$28,215.41) as voted by past Town Meetings, and indicated in the table printed in the 2016 Annual Town Meeting warrant under Article 18 and further, to transfer from free cash the sum of One Hundred Fifty-Seven Dollars (\$157) to pay off short term borrowing notes issued under the authorization granted under Article 9 of the May 2013 Annual Town Meeting (Town Hall Windows).

	<i>Description</i>	Amount
May 2010 (ATM) Article 11	Fire Dept – Mobile Networks	\$40.14
May 2011 (ATM) Article 14	Police Station – Capital Improvements – Painting, Gutters & Fascia Board	87.11
May 2011 (ATM) Article 21	Blanchard Memorial School – Fire Safety Engineering Consultant	313.00
May 2012 (ATM) Article 24	Repair and Replace Blanchard Memorial School's Exterior Mortar and Masonry	9,213.99
May 2013 (ATM) Article 10	Replacement Vehicle – Inspector of Buildings	667.00
May 2013 (ATM) Article 14	Replacement of Air-Paks – Fire Department	10,861.00
May 2013 (ATM) Article 20	Replacement of Windows – Blanchard Memorial School	2,952.77
May 2014 (STM) Article 2	Fund First Two Years of Collective Bargaining Agreement - Massachusetts Coalition of Police, Local 200, Police	2,081.08
May 2014 (ATM) Article 20	Cost of Bond Issuance	416.33
May 2014 (ATM) Article 22B	Town Hall Carpet Replacement	0.50
May 2014 (ATM) Article 22E	Library – HVAC Control System Upgrade	80.79
May 2014 (ATM) Article 23C	Public Safety - Space Needs Analysis	1.70
May 2015 (ATM) Article 16	Town Museum Basement Re-painting	1500.00
	Total:	\$28,215.41

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (6-0).

The purposes of these articles have been achieved – no more expenditures are required against the original town meeting authorizations. The unexpended funds will be transferred to the General Fund, producing a positive effect on our free cash position in FY 17.

ARTICLE 19 DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the 2016 Annual Town Meeting warrant under Article 19 and further, to increase the cap on the Electrical Inspection Revolving Fund from \$50,000 to \$150,000, increase the cap on the Plumbing and Gas Inspection Revolving Fund from \$15,000 to \$100,000 and change the spending authority for the Plumbing & Gas Inspection Revolving Fund from the Building Inspector to the Town Administrator.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000 \$150,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector Town Administrator	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000 \$100,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2018 to pay for expenses not yet completed
Library Photocopying Machine Fees	Library Director	Fees from the use of the copier at the Sargent Memorial Library	To defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance	\$1,500	Carryover to FY 2018 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2018 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2018 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$32,000	Carryover to FY 2018 to pay for expenses not yet completed
GENERAL COUNCIL ON AGING PROGRAMS	CoA Coordinator, in consultation with the Council on Aging	GENERAL FEES FROM COA SPONSORED PROGRAMS	To pay expenses directly attributed to CoA programs	\$15,000	Carry over to FY 2018 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed
COMMUNITY GARDENS	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2018 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2018 to pay for expenses not yet completed
FIELD PERMITTING FEES	Town Administrator	Athletic field permitting fees	Management and care of athletic fields and permit administration	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed
RECREATION PROGRAM FEES	Town Administrator	RECREATION PROGRAM FEES	To pay expenses attributable to general programs sponsored by the Recreation Commission	\$5,000	Carryover to FY 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
ANIMAL CONTROL	Police Chief	ANIMAL CONTROL SERVICES PERFORMED BY THE ANIMAL CONTROL OFFICER – DOGS AND CATS, PURSUANT TO INTER-MUNICIPAL AGREEMENT(S)	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services	\$60,000	Carry over to FY 2018 to pay for expenses not yet completed

The Board of Selectmen recommends unanimously (5-0).

The electrical inspection and plumbing & gas inspection revolving funds collect permit fees from electrical inspections and plumbing & gas inspections, respectively. Due to the increased number of inspections associated with the 244-unit Jefferson at Beaver Brook development, as well as with several planned smaller developments in town, it is necessary to temporarily increase the caps on these revolving funds. Because Massachusetts General Laws, Chapter 44, Section 53E½ restricts the spending limit under the direct control of any one board, department or officer to 1% of the prior year's levy (i.e., \$166,561), it is necessary to transfer the spending authority for the plumbing & gas inspection revolving fund from the Building Inspector to the Town Administrator. The monies collected in these revolving funds are used to pay the inspectors. There is no direct budgetary impact of increasing the caps.

Aside from the increased caps for the electrical inspection and plumbing & gas inspection revolving funds, and the change in authority for the latter, this article simply renews the authority of the named departments to collect fees and disburse funds up to the indicated limit. These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Library Board of Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library. Additionally, this article will permit the library to use up to \$1,500 in photocopying fees per year to defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance.

The Finance Committee recommends unanimously (6-0).

ARTICLE 20 ACCEPT MGL CH 44 § 53F^{3/4} - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to accept MGL Ch 44 § 53F^{3/4} which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for FY 2017, which begins on July 1, 2016; further, to transfer the balances in the existing cable special revenue accounts as of June 30, 2016 to the PEG Access and Cable Related Fund.

Summary

Under the terms of the cable television licenses granted by the Town, through the Board of Selectmen (the Issuing Authority), to Comcast (12/18/11 – 12/17/21) and Verizon (9/18/06 – 9/17/21), the Licensees provide the Town with: quarterly annual payments to support the ongoing operations of providing cable access, an annual licensing fee, as well as capital funding to be used for PEG Access equipment and/or facilities, including PEG Access video return. These monies have been held in a special revenue account under the control of the Issuing Authority, the Boxborough Board of Selectmen.

New legislation provides that the Town, upon acceptance of MGL c.44 S 53F3/4, establishes a special revenue account in which the Town would reserve for appropriation the aforementioned cable related revenues to be expended for the purposes noted above. The legislation provides for transparency on the expenditure of the cable funds. Whereas such expenditure was previously under the control of the Board of Selectmen pursuant to the cable licensing agreements, it would now be subject to authorization by Town Meeting.

This article also provides for the transfer of the balances remaining in the previously established special revenue accounts to a new special revenue fund for receipts reserved for appropriation. As noted above, expenditures from that fund will require an affirmative vote of Town Meeting. The fund can be used for no purpose other than supporting the PEG Access and cable-related activities. Article 21 seeks town meeting approval of such expenditure.

The Board of Selectmen recommends unanimously (5-0).

Acceptance of this article will bring the town into compliance with recent Massachusetts Department of Revenue directives on the use and appropriation of funds received from our licensed cable television franchisees (Verizon and Comcast). Our previous method and process was working just fine but DOR has issued new rules on accountability for collection and appropriation of revenues obtained from our licensed cable operators.

The Finance Committee recommends unanimously (6-0).

ARTICLE 21 CABLE INFRASTRUCTURE**

(Majority vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to appropriate the sum of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500), said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 17 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage.

Summary

This article is a companion to Article 20. Town meeting approval of Article 20 established a new Special Revenue Account for Appropriation for cable-related purposes. Article 20 also transferred all funds remaining in the old special revenue account under the Board of Selectmen to the newly established Special Revenue Account for Appropriation. Appropriations from this new account must be authorized by town meeting. As

before, appropriations must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town meeting must approve these appropriations, they do not affect anyone's tax bill.

The appropriations requested for operations and purchase of new equipment is summarized below.

<i>LCTV Services</i>	<i>\$57,700</i>
<i>Contract Videographers</i>	<i>2,000</i>
<i>On-demand service</i>	<i>3,000</i>
<i>Grange Meeting Room infrastructure improvements</i>	<i>40,000</i>
<i>Additional camera heads</i>	<i>7,500</i>
 <i>For videographing of concurrent meetings, while BoS is being broadcast in Grange Meeting Room</i>	
<i>2 camera kits</i>	<i>5,000</i>
<i>2 tripod kits w/bags</i>	<i>700</i>
<i>2 wireless mike kits</i>	<i>1,600</i>
 Total	\$117,500

The Board of Selectmen recommends unanimously (5-0).

The Selectmen have long planned to upgrade and expand our cable television capabilities to improve the quality of recordings and broadcasts from the Grange meeting room. This article will fund significant audio/visual recording enhancements for the Grange room infrastructure. It will also provide for broadcasts from the Sargent Library for committee meetings and public events that may be held there. We will be able to record committee meetings taking place in Town Hall concurrently with broadcasts from the Grange room.

In addition to planned improvements and expansions, funds must be appropriated for continued video services contracted through Littleton Community Television (LCTV), and the video-on-demand (VOD) service we introduced in 2015. The VOD service permits residents on-line access to previously recorded meetings.

The appropriations in this article will fund a number of enhancements to the town's cable television offerings and capabilities. This will not only improve the quality of what we have long been doing, it will make it more convenient for citizens to view and appreciate the workings of their town government.

The Finance Committee recommends unanimously (5-0).

This is an appropriate use of cable franchise funds and will allow two concurrent meetings to be recorded at the same time. The wiring of Grange Hall will be a much safer environment without cables on the floor.

ARTICLE 22 ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**
(Two-thirds vote required)

As part of the Fiscal Consent Agenda, Mr. Amoroso moved to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, and upon such terms and for such consideration as the Selectmen deem appropriate, such permanent and temporary interests in those lands located at 187, 214 and 222 Hill Road in the locations approximately depicted on the plan entitled: "Easement Plan, Location: Hill Road, Town: Boxborough, Massachusetts, Prepared for: Town of Boxborough" dated May 2, 2016, prepared by Places Associates, Inc., a copy of which has been placed on file with the Town Clerk, for roadway and roadway construction purposes, which purposes shall include, without limitation, the construction of guardrails and walls, sloping, and drainage improvements serving Hill Road, a public way in the Town, and further to transfer from

free cash the sum of Five Thousand Dollars (\$5,000) for the purpose of such acquisition and construction and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out such acquisition and construction.

Summary

The short stretch of Hill Road immediately to the north and east of the Whitcomb Road intersection is presently supported on its lateral edges by old stone walls whose condition and conformation preclude the installation of effective guardrails and cause concern about the stability of the roadway margins under modern heavy traffic. During the present fiscal year (FY 16) engineering studies have been completed and have concluded that a sloped heavy stone riprap supporting grade should be installed to both support the roadway margins and allow installation of effective guardrails. A plan view of the proposed grading is shown on the following layout by Places Associates, Inc. In order to accommodate the grading and riprap, the Town must permanently acquire a small amount of property (either via deed or permanent easement) from the abutters, and also obtain temporary easement for use of equipment and personnel during the actual construction project. This article authorizes the Board of Selectmen to obtain the required permanent and temporary interests in the abutting parcels. The only funds required are those needed to reimburse the abutting landowners for the preparation of such legal documents of conveyance as may be required. The required funding for legal documentation is not to exceed \$5,000.

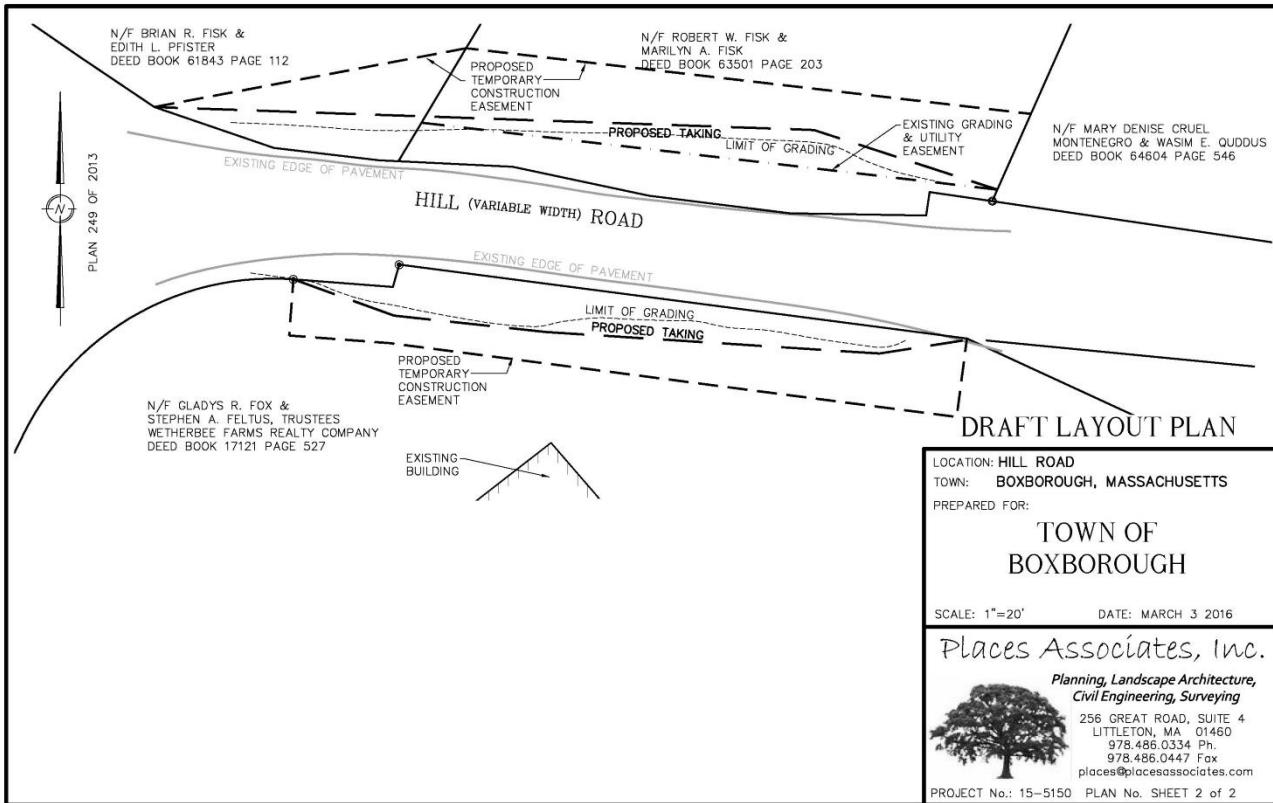
The Board of Selectmen recommends (4-0-1).

As indicated in the summary, the grading construction project required to stabilize the described portion of Hill Road and to install effective guardrails demands that the Town acquire both temporary and permanent interest in small amounts of abutters' property. This article authorizes the Board of Selectmen to obtain the necessary easements and also authorizes the expenditure of funds to complete the necessary legal documentation for any required conveyance.

[N.B. Selectman Les Fox is one of the abutters and has recused himself from discussion on the matter; he abstained from voting.]

The Finance Committee recommends unanimously (6-0).

This article allows for the Town to spend up to \$5,000 in legal fees in the taking of a small amount of land on either side of Hill Road that in the long run will provide a much safer road for motorists.



ARTICLE 23 CONSERVATION TRUST FUND

(Majority vote required)

Dennis Reip, chair of the Conservation Commission, moved to transfer from free cash the sum of Five Thousand Dollars (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

Summary

The appropriation is intended to fund anticipated capital needs related to the conservation of land in Boxborough.

Justification and Need

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*
 - *Purchase of Land*
 - *Capital Improvement of Land*
 - *Expenses related to land purchase such as appraisals, title searches etc.*
 - *Improvement of conservation land.*
 - *Monitoring of Conservation restrictions.*
 - *Cost of preparing open space plans and maps.*
2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$15,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.*

3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2016:*

Approximately \$9,000 for the purchase of 10 acres of land for conservation in partnership with and generous support from the Boxborough Conservation Trust.

Approximately \$2,000 for legal services associated with acquiring a Conservation Restriction on approximately 25 acres of land for conservation in cooperation with the Boxborough Conservation Trust.

Approximately \$5,800 for the cutting and treatment of invasive plants at Rolling Meadows.

4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*

- *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.*
- *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
- *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of \$15,000 to “replenish” the fund in 2000.*
3. *The last 5 years (2011 through 2015), ATM approved an appropriation of \$5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:

1. *Providing this appropriation to the Conservation Trust Fund is consistent with the Town’s current Capital Planning efforts and objectives.*
2. *The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out of the town’s annual operating budget.*

Arguments Against a \$5,000 appropriation to the Conservation Trust Fund:

1. *The anticipated expenses are uncertain, and should be considered and paid as the needs arise.*

The Conservation Commission recommends (6-0).

The Board of Selectmen recommends unanimously (5-0).

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

The Finance Committee unanimously does NOT recommend (5-0).

While the Finance Committee applauds the work of the Conservation Commission and has recommended funding of this article in the past, we believe the passage of the Community Preservation Act now provides a sufficient funding source for conservation-related activities. In addition to the current Conservation Trust Fund balance of ~ \$15,000 and funding in the Town operating budget, the Conservation Commission can now submit funding requests to the CPC to use Community Preservation Act monies.

Discussion:

Michael Fetterman, Burroughs Rd., said that working with CPC is a long process. Applauds the idea of going for CPC funds in future.

Rita Grossman, Depot Rd., spoke in support of the motion. Also likes the idea of going for CPC funds, but doesn't think that all uses would be covered by CPC.

Cheryl Mahoney, Liberty Square Rd., has an issue with this fund. She thought that when it started it was only going to be a one year request. That was 5 years ago. She wants them to seek CPC funding.

Mr. Reip said the town has been funding the trust for at least 17 years.

Simon Bunyard, Hill Rd., spoke in favor of the motion. He said that some projects required that the ConsCom act quickly.

Amy Burke, Fincom member, said that ConsCom can always request an RFT through the BOS—a reserve fund transfer—to meet an unexpected need.

Mr. Bunyard felt it was unnecessarily bureaucratic. ConsCom should be free to make these decisions.

Ms. Grossman agreed with Mr. Bunyard that ConsCom should be free to spend the money on the projects that they see fit.

Dave Follett, ConsCom member, said that the ConsCom went through a planning process as part of the master plan process (Boxborough 2030) He said that moving quickly on land acquisition was recognized as being important.

There were more questions about how the CPC process would work.

Action on Article 23: Motion carried by majority vote.

ARTICLE 24 INFORMATION TECHNOLOGY HARDWARE UPGRADES

(Majority vote required)

Les Fox, member of the Board of Selectmen, moved to transfer from free cash the sum of Sixty-Seven Thousand Dollars (\$67,000) to provide for replacement of: uninterruptible power supplies (UPS's), switches, one police department server, one desktop computer, one laptop computer, three printers and a portion of the aging town hall cable.

Summary

This article provides for a phased approach to upgrading our network with a more robust, secure infrastructure. The Town's network infrastructure is comprised of CISCO network switches, which were donated to the Town by CISCO 5-7 years ago (at the time, the products were deemed "end of life" / obsolete by the local CISCO facility). The Town's existing core network is currently functioning but aging. Unsupported

edge switches render it extremely vulnerable. Unfortunately, CISCO SmartNet (support) is not available for these switches, and thus they cannot be upgraded, or supported, and represent a serious exposure in terms of the Town's ability to deliver services. In the event of a hardware failure, ALL voice and data communication would abruptly cease, which would gravely impact our delivery of Public Safety services. Our environment needs to be upgraded with the addition of modern PoE (Power over Ethernet), edge switches.

The Capital Plan is currently being updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our aging switches, UPS's, computers, peripheral equipment and cabling. In addition to the network switches noted above, we are seeking an appropriation to replace two of twelve uninterruptible power supplies, one well past its end of life and the other soon to be reached. Other hardware to be replaced includes the Police Department server that was placed in service in 2004, a laptop for the Council on Aging Coordinator's office, and three printers (Town Hall and Dispatch). Funding is also requested for the first phase of replacing cabling for the Town Hall's local area network, which was installed in 2001.

In February, the Town applied for a Community Compact IT grant to architect, configure, set up, and deploy a new robust network infrastructure. The grant would provide funding to upgrade the existing core network, and as well as to replace all of the town's switches, uninterruptible power supplies and a portion of cabling. If the Town is successful in its application, \$41,000 of the requested \$67,000 (approximately sixty percent of the appropriation sought in this article) will be funded by the grant. Awards are not expected to be announced until late spring, which likely would be after Annual Town Meeting. If we are successful and an award is announced prior to Town Meeting, a reduced appropriation would be sought; otherwise monies would be returned to the Town at next year's Town Meeting.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen recommends this article. Its purpose is to ensure reliable operation of our core IT infrastructure for delivery of essential information services for town operations. A portion of the funds requested will replace obsolete and unsupported network switches gifted to the town by CISCO approximately seven years ago. The additional items are part of the normal and regular IT equipment refresh cycle. All items have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen and the department heads, and Guardian Information Technologies, our IT consultant and services provider.

The Finance Committee unanimously recommends (6-0).

Although there are some concerns about the apparent high labor costs, this equipment is needed to maintain the appropriate IT environment to support town operations. It will replace several old components that were originally gifted to the town, as well as replacing other items as part of a regular equipment refresh program.

Action on Article 24: Motion carried unanimously.

ARTICLE 25 TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE

(Two-thirds vote required if transferred from Stabilization Fund or Borrowed)

Susan Bak, member of the Board of Selectmen, moved to pass over Article 25 "Town Hall Front (Middle Road) Walkway & Signage."

Ms. Bak wants to wait until next year and apply for CPC funds for the walkway and signage.

Action on Article 25: Motion to pass over carried unanimously.

Summary

This article seeks an appropriation to replace the walkway/patio at the base of the Middle Road entrance steps and will restore the 1901 Town Hall landscape appearance to complement the proposed new granite steps. This will also restore compliance with the building code as the bricks at the base of the stairs, along with the riser

heights, are uneven and pose a tripping hazard. The existing brick throughout this patio area is worn, decayed, and continues to break and heave. This will only continue to deteriorate and possibly become a liability for the Town in the coming years.

From a construction standpoint, due to the use of heavy equipment, the revitalization of the granite steps will unintentionally cause additional disturbance to the existing patio and walkway area.

Additionally, the current state of the landscaping in front of Town Hall greatly detracts from the building's appearance. In its current condition, the front landscaping makes the Town Hall look unkempt, neglected, and ultimately, uninviting. Both sides of the walkway will be flanked by grassy areas, shrubbery, trees and other vegetative growth. The Public Works Department will assist with some of the preparatory demolition work and plantings, which will help manage the cost of the project.

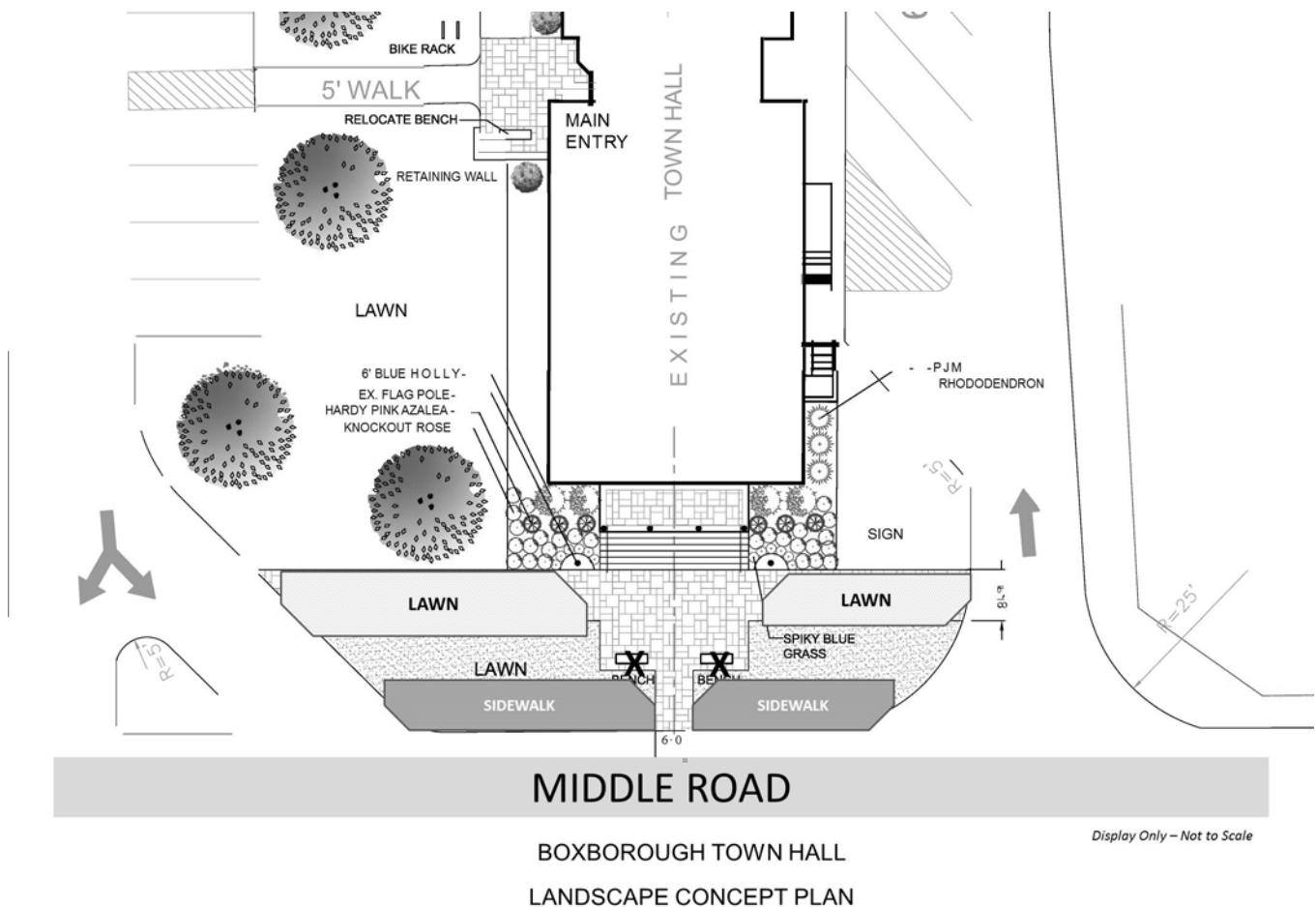
This project will not only restore the continuity of the patio area at the front of the stairs, but will additionally accent the gateway to the historic Town Hall structure and improve street presence. The residents of Boxborough need not only be proud of their homes, but should also have pride in their hometown, which begins with the appearance of Town Hall and the property on which it sits.

The Board of Selectmen does not recommend (3-2).

This article provides funding to rehabilitate the walkway, apron and landscaping at ground level in front of the Town Hall. The project complements and completes the renovation of the Town Hall front stairs, separately funded by a Community Preservation Act project. The majority of the Board believes that it would be appropriate to pass over the article at this year's ATM and submit a funding request for the walkway project to CPC next year with the hope that the project would be recommended for CPA funding at the May 2017 Town Meeting.

The Finance Committee unanimously does NOT recommend (0-5).

The work proposed under this article is not in the Capital Plan and seems more of a "nice to have" than an urgent requirement. While some work will be necessary in this area as a result of repairing the TH front steps, the Finance Committee would prefer a temporary fix while this project is considered for possible CPA funding. Additionally, the Finance Committee would like to see that a complete landscaping plan be developed, which would include how best to incorporate the Town's WWI monument, currently located outside of the Town Hall. This is the State's oldest WWI memorial and deserves a thoughtful planning process.



ARTICLE 26 ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE

(Two-thirds vote required)

Mr. Fox moved that the sum of Forty-Five Thousand Dollars (\$45,000), be and hereby is appropriated for the purpose of paying costs of providing for an IP enabled secure card access control system for the Town Hall, and the Police and Fire stations, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

This article will fund the first of two phases to deploy a town-wide monitoring and access control system for all town buildings. The Town Hall and public safety facilities will be prioritized and will be covered in the first phase of the project. Sensitive data and equipment are located at these buildings, and controlling access to these facilities is imperative. The second phase of the project, for which we will seek an appropriation next year, will add the DPW, Library and Museum.

Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.

The IP enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at all card-reader equipped doors.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen recommends this article to improve the town's ability to provide a safe and secure environment for employees and volunteers.

The Finance Committee unanimously does NOT recommend (0-6).

The Finance Committee is in favor of adding such a system to key buildings in town. The amount requested covers Town Hall and the Fire Department but does not include other buildings like the Library and the Museum. In addition to the safe keeping of historical items, the town intends to store critical town records now that the basement of the Museum has been fixed. It is therefore recommended that this item be added to the Capital Plan after investigating the cost for all key buildings. This item was not in the Capital Plan previously.

Mr. Toups asked about the life expectancy of the equipment. Chief Ryder said the lifespan would be 10-12 years similar to other technology items. The chief said we already have the equipment to make the ID card.

Action on Article 26: Motion carried failed: Yes: 40 No: 27

Mr. Amoroso moved to adjourn Annual Town Meeting to 7pm Tuesday night.

May 10, 2016

The Moderator called the meeting to order at 7:05pm. Article 36 was taken out-of-order.

ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA
(Two-thirds vote required)

Mr. Gorman moved to transfer from the stabilization fund the sum of Eighty Thousand Dollars (\$80,000) for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities.

Mr. Gorman made a brief presentation describing the work that has been done thus far. He said that the May 2014 town meeting approved money to study the space needs of the police and fire departments. May 2015 town meeting approved monies for developing designs and cost estimates for a Public Safety facility. After looking at the options, the best one seemed to be to build a combined facility on the current site. He showed a proposed schematic of the conceptual design of the combined facility. \$600-700/sq.ft. construction costs. 28% of cost is contingency because of the uncertainties. The BOS wanted to study the design further to try to reduce the uncertainties.

Summary

The ongoing Public Safety Facilities Needs Assessment has identified space and facilities needs for the Police, Dispatch and Fire departments, through joint efforts of the Space Needs Committee and HKT Architects, Inc., and formulated several conceptual designs aimed at meeting those needs. A conceptual floor plan for the combined Public Safety Facility has furthermore been developed, reviewed and reduced. It is presently being

costed by professional construction estimators. This conceptual design and associated cost estimate will provide a firm basis for updating the facility concept design subject to specific site conditions that may be found as well as revised design, construction sequencing and cost constraints that may be determined by the Town. Additional study is needed at the conceptual design and costing level to solidify Town needs and priorities, before proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:

<i>Site Survey</i>	\$10,000
<i>Geotechnical Testing (borings)</i>	15,000
<i>HazMat Determination</i>	8,000
<i>Wetlands Scientist/Flagging</i>	8,000
<i>Additional Engineering/ Design</i>	39,000
<i>Total</i>	\$80,000

The Finance Committee unanimously does NOT recommend (6-0).

Given the considerable disagreement about the specific needs and priorities, the Finance Committee believes that any further expenditure on this project, particularly any expense related to specific site assessment, is premature.

Ted Kail presented the Finance Committee recommendation. He also went over the timeline of the space needs study. He thought there should have been some upper and lower bound cost estimates coming out of the FY16 study. What are we getting in this article vs what we got from last year's article. He questioned the need to flag the wetlands. Surely the town knows the wetland boundaries. What are the deliverables? Not specific enough. FinCom has analyzed the cost of other towns' facilities—cost should be \$500-\$600/sq.ft. Wants to know what are “must haves”.

Discussion:

Becky Neville, Hill Rd., noted the Space Needs Committee doesn't have a recommendation in the warrant. BOS recommends 5-0. Jim said the Space Needs Committee voted that the combined facility was the best bet and that more information was needed to resolve uncertainties with cost.

Jeff Glidden, Sargent Rd., liked the benchmarking done by the FinCom for costs, what about for size needed? Would be good to know. Ted Kail said the FinCom did look at size of facility in some comparable towns. Looked at square footage for police and fire. Boxborough is smallest. Doubling the space is a rule of thumb based on his conversations with other towns.

Mr. Gorman said that the facility will be useful for 20-30 years. Boxborough is expected to grow during that time.

Frank Powers spoke as a member of the Space Needs Committee and said some members thought some more thought needed to go into square footage. His conversations with seniors indicate they won't support it. He feels there's a lot more to do. We need to keep studying the issues—he urged support of the motion.

Jim Moss, Bicentennial Way, appreciated the benchmarking. Wanted to know if anyone looked at Acton and their facility. Ted Kail provided some information on the Acton Public Safety building.

Maria Neyland, Picnic St., said she thinks we should go forward with the study. She wondered where Ted's square footage numbers came from—were they completed projects? Yes. She points out that the \$797/sq. ft. number for Boxborough includes the 28% contingency. She said they are only looking for \$80k to answer some questions to get more realistic cost estimates. There is no question that we need new facilities. Why not keep moving forward by voting yes on this motion. Doing nothing will only cost more down the road.

Gary Kushner, Flagg Hill Rd., FinCom member, believe we need a fire station but not a police station. Doesn't seem that efforts have been made to reduce duplication. Doesn't feel that we have the “must haves” design.

Mr. Gorman responded to Mr. Kushner. The \$80k is to re-evaluate the design and look at alternatives with an effort to reduce costs.

Michael Fetterman, Burroughs Rd., have we spent all the monies in the two previous warrant articles. Mr. Gorman said approximately all the money has been spent.

Dilip Subramanyam, spoke as a member of the Space Needs Committee. He was not happy with the square footage cost. He pointed out that the committee was only advisory.

Diane Lipari, Littlefield Rd., wanted a specific answer on how much was left in warrant articles. Balance in the account is obligated but not spent yet--\$40k is left. Surprised that there were concerns about hazardous materials. Can we cut the amount and still make progress? Mr. Gorman said that would have to be discussed whether we could spend less. What would happen to the project if this is voted down? Mr. Gorman pointed out that once momentum is lost, it's hard to get back on track. Will lose time.

Dave Follett, Cobleigh Rd., was on Boxborough2030 Master Plan Committee. They found public land availability very constrained. One of the conclusions was to solve the land problem first rather than force police, fire and DPW into suboptimal space. There's a lot of money invested in the particular site—would rather evaluate other sites with the money.

Rita Grossman, Depot Rd., said we definitely need a fire department. She asked what the square footage cost was based on. Mr. Gorman said it was based on keeping combined facility on current site while also having to find a place for the police and fire are temporarily re-located. Ms. Grossman noted that half of the \$80K asked for is to evaluate the current site. Mr. Gorman said it is not a bad site—very centrally located. The other "half" would be spent looking at alternative designs and sites. Rita would like less money spent on looking at current site. Mr. Gorman said that we could end up splitting the fire and police stations and repurposing the fire department as a DPW site.

Mr. Subramanyam said that FinCom does not want to stop progress and proposed coming back at a Special Town meeting with a better proposal.

Dave Follett asked of the \$25M—how much is for relocating fire and police temporarily? Jim Gorman said that a significant portion –15%-20%. How big a lot is needed for the facility? Mr. Subramanyam said that 5 acres should do it. Could we buy land for that amount? Mr. Gorman said that it is not so easy to find land but agreed that it is an option.

Hugh Fortmiller, Sargent Rd., said that his experience is that form follows function. Are there basic services that the town must provide? Did that factor into the design? Mr. Gorman said that extensive efforts were made by the chiefs and the consultants about the needs and the functions that must be supported.

Mr. Moss, Bicentennial Way, moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 36: Motion failed. Yes: 40 No: 51

ARTICLE 27 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE (Two-thirds vote required)

Mr. Fox moved that the sum of Eighty-Two Thousand Dollars (\$82,000), be and hereby is appropriated for the purpose of paying costs to provide for building repairs and maintenance at the Police station as printed in the 2016 Annual Town Meeting warrant under Article 27, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

	Purpose	Amount	Comment
A.	Exterior Doors	\$20,000	Exterior doors are original to the building. They are failing as they are rusting and the hinges, shock absorbers and mechanisms are worn. The frames are out of square and jam when humid.
B.	Detention Cell	\$15,000	Detention Cell walls: The Dept. of Public Health has failed our inspection, citing porous walls and rusted fixtures.
C.	Evidence Room	\$12,000	Improvements are needed to secure evidence room.
D.	Clapboards and Trim Replacement	\$12,000	Clapboards and trim replacement (rot); caulking is needed around all exterior gaps to prevent insect infestation.
E.	Exterior Lighting	\$15,000	Light poles original to building and rebuilt in 2008; many not working and rotted beyond repair. The far rear of property is not covered by illumination.
F.	Walkway	\$8,000	The Building Inspector recommends replacement of the walkway in front of the Police Station from the driveway to the front door only (not along the parking lot side of the building). Walkway is original to the building (1989) and is cracked and dipped. There is a 1 ½ inch lip, which causes a trip hazard as you enter the front door of the building.

Summary

This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. A security deficiency must be corrected in the case of the Evidence/Property Room. The detention cells have failed inspection by the Department of Public Health due to unsanitary condition of the walls and integrated metal sink/toilet fixture. This must be corrected so that the detention cell can be used legally. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.

The Board of Selectmen recommends unanimously (5-0).

These are necessary maintenance and repair items for the police department facilities.

The Finance Committee recommends unanimously (5-0).

The Finance Committee agrees that these repairs to the Police station are necessary maintenance items that are required to keep the building in good operating condition.

Chief Ryder said that the repairs needed were to address health code violations, safety issues, and address physical issues such as rusted exterior doors. Worked with the FinCom to identify the most critical items.

Action on Article 27: Motion carried unanimously.

ARTICLE 28 POLICE DEPARTMENT – EQUIPMENT

(Two-thirds vote required)

	Purpose	Amount	Comment
A.	Tasers	\$7,300	To equip and certify five part-time police officers with electronic control devices, commonly referred to by their brand name, Taser®.
B.	Ruggedized tablet	\$5,500	To replace one existing PatrolPC® ruggedized tablet in a police car. The current unit is running with an older processor, has become problematic, and is past due for replacement (EOL'13). This type of device is optimized for use in police vehicles. The police patrol environment is unique and challenging, calling for a computer that is designed for continuous use 24/7, under intense and dangerous circumstances, where the performance and ruggedness of the MDT is critical to public safety. Through our own trial and errors we have learned that traditional laptops cannot withstand the extreme temperatures, vibration, intense use and dusty environments. Additionally, as vehicles and passenger compartments are getting smaller we need to separate the keyboard from the monitor to accommodate for all of the auxiliary police related equipment in the cabin.
C.	Security Camera & Video Server	\$40,000	Existing equipment is over 10 years old and is past end of life (EOL '13), low resolution/ poor quality and unable to record; should be tied to access control; additional cameras needed for coverage and plan to include Fire Dept doors and bays.
D.	Defibrillators (4)	\$12,000	4 units. One is out of service (10 years old, expected life is 5 to 7 years); they are out of warranty and not serviceable; FD/EMS recommends replacement as we are a Heart Safe Community
E.	Firearms	\$4,800	Firearms are end of life and worn; convert from .40 Cal to 9MM
F.	AFIS Fingerprinting	\$28,500	Current method (ink) is antiquated and problematic. This will provide instant, modern method for criminal identification and forensic analysis, Firearms Licensing, Sex Offender Registrations, Staff Security checks and audits and citizen requests for finger print authentication.
G.	Office Furniture	\$1,000	Replace two aged desks and update report writing area with usable furniture.

Motion on 28-(B-G)

(Two-thirds vote required)

Mr. Fox moved to transfer from free cash the sum of Twenty-Three Thousand Three Hundred Dollars (\$23,300), and that the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500), be and hereby is appropriated for the purpose of paying costs to provide for equipment for the Police Department as printed in the 2016 Annual Town Meeting warrant under Article 28, parts B, C, D, E, F & G, including the payment of all

other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500) under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Mr. Fox asked Chief Ryder to explain the need for the items. Chief Ryder did so.

Mr. Subramanyam said the Finance Committee recommends unanimously.

Discussion:

Ms. Neyland asked about the tablets-weren't they on the Police IT budget? Yes, the tablets were in the police budget.

Ms. Neville said that fingerprinting was mandated at the school. Had to go to Leominster. Could it be done here. The Chief said yes.

Action on Motion 28 B-G: Motion carried unanimously.

Motion 28-A

(Majority vote required)

Mr. Fox moved to transfer from free cash the sum of Seven Thousand Three Hundred Dollars (\$7,300) for the purpose of equipping and certifying five part-time Boxborough police officers with electronic control devices, commonly referred to by their brand name, Taser®.

Summary

This article addresses certain needs of the Police Department for equipment used in police operations, as summarized in the table. The Police Department has been equipping full-time officers with Electronic Control Devices (ECD -Tasers) since 2014. Additional ECD's are required to equip the part-time police officers who will be trained and qualified for their use. The existing security cameras have poor quality and the video server for recording has insufficient capacity. It cannot keep up with the current volume of recording, and cannot accept that which will be generated by the additional surveillance cameras planned as enhancements to a town-wide access control and monitoring system. The present .40 Cal firearms are at end life and should be replaced in any event, and the Chief will take this opportunity to change over to the 9 MM standard firearms. The current use of ink-pad fingerprinting generates poor-quality prints and does not integrate well with modern digital finger printing data systems widely used by law enforcement at the local, state and national level

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen supports these upgrades and replacements of equipment essential to police operations.

The Finance Committee were evenly split in their recommendation (3-3).

The Finance Committee recognizes that upgrades and replacement of much of this equipment is needed for police operations. However, some members of the committee disagree with the provision incorporated in this request for training in the use of the tasers. The Police operating budget contains a line item for training/conferences of \$12,500 which they believe is the appropriate source for funding any and all police training requirements.

Mr. Subramanyam moved to amend the motion by striking the word "seven" and substituting the word "six" so the motion would now read: "transfer from free cash the sum of six thousand three hundred dollars (\$6,300) for the purpose of equipping and certifying five part-time Boxborough police officers with electronic control devices, commonly referred to by their brand name, Taser®.

He said that Fincom doesn't want to pay for training through a warrant article—it should come from the police budget.

Mr. Fox asked the chief to speak to this. Salary expenses and expense items pay for training. \$6300 pays for the tasers, \$1000 pays for the training of officers on the tasers.

Discussion:

Maria Neyland asked about who would be trained? Chief Ryder said that the only people who need the training are the part-time officers who are getting the tasers.

Eric Michnovez, Flagg Hill Rd., asked if they voted for the amendment would they be denying the officers training? No, the chief would cut another training from his training budget. Mr. Subramanyam pointed out that the police can always do a reserve fund transfer. Mr. Michnovez thought that we should train the officers on the tasers and urged town meeting to vote no on amendment.

Ms. Neyland also recommended voting against the amendment.

Mr. Toups was against using reserve fund transfers in this way. Should be for unforeseen or emergencies.

Frank Powers said that with everything in the news, to make chief cut back on officer training is the wrong thing to do. Urged defeat of the motion.

Keshava Srivastava, former FinCom member, said reserve fund transfers are routine.

Owen Neville urged defeat of the amendment. He spoke against the use of reserve fund transfers.

Action on amendment: Motion to amend failed.

Francie Nolde asked the chief about tasers—has concerns. Wondered how often they have been used. The Chief has seen a rise in violent behavior. He said there were two uses of tasers and 5 displays of tasers in past two years. No injuries.

Action on Article 28-A: Motion carried by majority vote.

ARTICLE 29 FIRE DEPARTMENT – REPLACE UTILITY TRUCK

(Two-thirds vote required)

Jim Gorman, member of the Board of Selectmen, moved that the sum of Forty-Four Thousand Five Hundred Dollars (\$44,500), be and hereby is appropriated for the purpose of paying costs to provide for replacing the Fire Department's current utility vehicle with a $\frac{3}{4}$ ton pickup truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

This article would fund a $\frac{3}{4}$ ton pickup truck, replacing the current utility vehicle. This pickup truck will be equipped with a hydraulic lift gate to assist in loading and unloading heavy equipment items, including a snowblower for clearing hydrants, portable generators, portable pumps, and off-road rescues. The truck will be set up for a plow to allow clearing of dry hydrants after snowfall, without waiting for DPW vehicle/personnel availability. The truck will also be used to transport the department's trailers and light tower to incidents and/or Town events. The primary reason for purchasing a four-wheel drive, lift gate equipped pickup truck is to facilitate off road rescues along the 25(+) miles of trails accessing the Town's conservation and municipal lands. The vehicle will also be used to transport department personnel to required building inspections, Fire Academy classes, and prolonged incidents as required. The ability to transport pumps and generators to assist residents during/after severe weather and flooding events as well as transporting a snowblower for hydrant

clearing activities after winter storms will reduce the need to deploy larger apparatus for these purposes, which are secondary to their primary function of responding to emergencies.

The Board of Selectmen recommends unanimously (5-0).

This multi-purpose vehicle will not only greatly facilitate off road rescues on the Town's extensive trail network but also provide necessary personnel and equipment transport that does not require the capabilities of the department's heavy apparatus. Fulfilling these less demanding needs with a relatively low cost vehicle represents sound management of our Fire Department fleet assets.

The Finance Committee recommends unanimously (5-0).

The Finance Committee believes there is a compelling case for the pickup as an additional vehicle. This vehicle would provide access to areas of the town where the rest of the vehicles would not fit. The vehicle's lift gate option would aid in snow removal of cisterns and other fire suppression systems earlier than when the DPW could get to that work.

Discussion:

Rita Grossman asked if the vehicle energy efficient or hybrid? No

Action on Article 29: Motion carried unanimously.

ARTICLE 30 ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK

(Two-thirds vote required)

Mr. Fox moved that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition and equipping of a pickup truck to be used for the provision of animal control services in the town of Boxborough and in the towns of Littleton and Stow as provided for in the respective Inter-Municipal Agreements between the town of Boxborough and the towns of Littleton and Stow, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

As of July 1, 2016, Boxborough's ACO will be providing services to Boxborough, Littleton and Stow. The ACO has been using her personal vehicle, with mileage reimbursement. Both Town Counsel and MIIA, the town's insurance carrier, have advised against use of personal vehicles to conduct town business because of the risks presented both to the ACO as well as to the town. The amount of \$40,000 requested in this article is based on a quote from an authorized dealer on the state's bid list. The quote includes the base vehicle (pickup truck) plus a Leer Cap/Cab transport kennel insert. With a five-year refresh cycle, the cost of borrowing for the proposed vehicle plus annual insurance and operating expenses will be covered by fees collected and disbursed through the ACO revolving fund. In steady-state, the vehicle will not be a net cost to the town.

In 2014, we began negotiations with the Town of Littleton for the provision of animal control services under an Intermunicipal Agreement (IMA) between the two towns. Consequently, at the May 2014 town meeting we requested the establishment of a revolving fund to receive fees collected, and pay for expenses of ACO operations. The relationship with Littleton has gone very well. The IMA was renewed for the current fiscal year and we will renew for the upcoming fiscal year beginning July 1. Meanwhile, we have also negotiated acceptable terms for ACO services to be provided to Stow, beginning on July 1.

We are now at the point we anticipated in May 2014 where Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. The town accountant has carefully reviewed the financial data to date and concluded that the ACO fees will cover the amortization of borrowing for a new vehicle for the ACO.

The Board of Selectmen recommends (4-1).

The Board of Selectmen supports the purchase of a dedicated vehicle for use of the ACO. We considered whether we could re-purpose a used truck from the DPW that is scheduled for replacement, but were advised that the vehicle is past useful life and would require some refitting expenses in any event. The condition of the vehicle provides too great a risk to utilize it in rendering ACO services for three towns. We now have a proven business model for delivery of ACO services that will shield the town from cost of expanded operations. Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. With the proposed new ACO vehicle not only can we follow best practices and lower our risk, we can pay for it out of ACO fees.

The Finance Committee unanimously does NOT recommend (6-0).

The ACO position has without incident, never been issued a town funded vehicle. There is currently a new police cruiser at \$40,000 in the budget, and purchasing an ACO pickup truck would provide for **two** new vehicles for public safety. This would contradict the town's informal rule of adding one vehicle for public safety every year. The Finance Committee is also of the opinion that \$40K is too expensive for a vehicle, which includes custom molding and heated mirrors. This was also not in the Capital Plan.

Chief Ryder made the presentation in favor of the motion since Animal Control is a Public Safety function. Territory covers 46 square miles. Proper equipment minimizes the risks to employee and individual. Town Counsel and the insurer strongly advise against the use of personal vehicles for public purpose. It is not a police vehicle.

Discussion:

Francie Nolde said that one of the goals of the Energy Committee is to buy energy efficient vehicles and trucks are not usually energy efficient. The Chief said he did not know the mileage. Energy efficient vehicles are typically more expensive.

Hoff Stuart, Burroughs Rd., thought the price was high. The Chief said the vehicle itself is \$23K, then you add a cab for the animals, a lift for picking up large animals (deer), etc.

Eric Michnovez asked if the vehicle would finance itself from revenue from the two other towns. Anything after 5 years is gravy. Why wouldn't we do this? The revenues from other towns would pay for ACO salary. Mr. Fox said that revenue comes from Boxborough, Stow and Littleton. Pays for salary and benefits for the ACO and debt service on vehicle if it is purchased.

Jeanne Kangas, Hill Rd., said the motion sounds reasonable. Asked the Fincom what cost would they have considered reasonable? Mr. Subramanyam said no.

Selina Shaw explained the costs of the ACO: mileage reimbursement is \$8,000/year which would offset the cost of the vehicle within 5 years.

Walter van Roggen asked how often large animals were involved. How busy is the ACO--207 calls in Boxborough for service in 2015.

Richard Tower, Hill Rd., pointed out that the job was now full-time and should have the proper equipment.

Maria Neyland asked about the cost and said \$23K is very reasonable for a truck. Customizing is expensive. Asked about the costs. Questioned the insurance issues. Chief Ryder asked the insurance provider how to cover the ACO using her own car. Insurer said it is not advisable and employee would have to register as a commercial vehicle. Liability and cost argue that we support the purchase of the vehicle.

Amy Burke, FinCom member, asked questions about the insurance. The town's insurance policy covers the TA using her vehicle on the way to a meeting. If there was an accident TA's own insurance covers first then the town would cover.

Richard Hilton, Littlefield Rd., described experience with ACO. He's seen the vehicle she drives and feels it is not adequate. She should not be driving her own vehicle.

Becky Neville moved the question. Motion carried unanimously.

Action on Article 30: Motion carried by 2/3 as declared by the Moderator.

ARTICLE 31 DPW – ROAD PAVING

(Two-thirds vote required)

Mr. Gorman moved that the sum of Three Hundred Thousand Dollars (\$300,000), be and hereby is appropriated for the purpose of paying costs to provide for paving roadways in Boxborough, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

This article continues the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town's approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents. With the funds appropriated in May 2015, the Town is repaving Picnic Street and Patch Hill Road, supplementing the construction work to be funded on Hill Road, as well as Swanson Road repaving, funded by Chapter 90 monies. The funding of this article, if approved, will enable repaving of Robinson Road, the eastern end of Burroughs Road, and possibly additional stretches of road, depending upon available Chapter 90 resources and the cost estimates developed for each paving project. This road paving request is likely to be continuing from year to year until such time as we have "caught up" with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

The Finance Committee recommends unanimously (6-0).

As most residents are aware, many roads in Boxborough are in deplorable condition. The Town receives between \$200,000-\$250,000 annually from the Commonwealth under the Chapter 90 program, which monies are to be spent on repair and upkeep of roadways. Boxborough contains approximately 30 miles of roadways, and the average cost of repaving is approximately \$300,000 per mile. If we rely on Chapter 90 money alone to resurface roads in Town, it will take approximately 30 years to cycle through all the roads, which timespan exceeds the typical life cycle of a roadway by a wide margin. The DPW has in effect been forced into a policy of triaging roads, in which the average condition of Boxborough's roadways continues to deteriorate. This article proposes to augment Chapter 90 funds to the extent that on average we could resurface approximately 2 miles per year, instead of the 1 mile per year at steady state enabled by Chapter 90 funds. This level of overall repaving should allow the Town to catch-up with the deteriorating road conditions in concert with sealing and spot repairs of the worst roads in Town. We anticipate that this will be an ongoing request until such time that the general condition of roadways improves, or Chapter 90 funding allocations increase, to the point that we may be able to diminish the Town's investment in repaving.

Action on Article 31: Motion carried unanimously.

ARTICLE 32 DPW – REPLACE FRONT END (BUCKET) LOADER

(Two-thirds vote required)

Mr. Gorman moved to:

transfer the unexpended bond proceeds in the amount One Thousand Six Hundred Eighty Dollars and eleven cents (\$1,680.11) from Article 13 of the May 2008 Annual Town Meeting (*Capital Equipment Acquisition – Fire and Public Works Departments*),

transfer the unexpended bond proceeds in the amount of One Thousand Five Hundred Thirty-Seven Dollars (\$1,537) from Article 9 of the May 2013 Annual Town Meeting (*Capital Improvements – Town Hall Replacement Windows (Original Section)*),

transfer from free cash the sum of Seven Hundred Eighty-Two Dollars and eighty-nine cents (\$782.89),

and that the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), be and hereby is appropriated for the purpose of replacing the DPW's vintage 1978 front end (bucket) loader with a new one, including the payment of all other costs incidental and related thereto, and

that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

The Town DPW operates two front end (bucket) loaders, the newer being a 1996 model and the older being a 1978 model. The 37-year-old loader has transmission and hydraulic system problems and is at present only useful for loading trucks with sand and salt in the DPW yard during snowstorms, as it is too unreliable for general use. The replacement loader proposed is a mid-level model with pricing from the state contract bid list. The DPW employs its front end (bucket) loaders for a wide variety of purposes, ranging from construction to earthmoving to snow removal. If approved, the replacement loader will move to the front line tasks and the 20 year old model will move to a supporting role. Failure to replace the loader will materially diminish the DPW's ability to clear snow in winter and will slow construction and earthmoving projects in other seasons.

The Finance Committee unanimously recommends (6-0).

The replacement of the current loader has been on the Capital Plan for the past two years and is in need of immediate replacement. The loader was purchased in 1978, which means it is 38 years old and well beyond its useful life. High-cost maintenance repairs are common and the vehicle is unreliable, which is a major concern for the DPW.

Action on Article 32: Motion carried unanimously.

ARTICLE 33 DPW - REPLACE PICKUP TRUCK

(Two-thirds vote required)

Mr. Gorman moved that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for replacing the DPW Director's aging 1-ton pickup truck with a new ¾-ton pick-up truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

The current vehicle, a one-ton 2008 F-350 pickup truck, has 145,000 miles on it; the vehicle is becoming less reliable, the body is corroding, and costs to repair are becoming excessive. The vehicle is used for plowing and daily operations. The DPW is seeking to replace the aging vehicle with a more energy efficient, comparable three-quarter ton pick-up truck.

The Board of Selectmen recommends unanimously (5-0).

This article seeks to replace the DPW Director's pickup truck, which is eight years old and has 145,000 miles on the odometer. It should be noted that many of these miles are extremely hard plowing experience and, though the vehicle is well maintained, the truck has significant body rust and damage. The truck is due for new tires and brakes, which, along with increasing incidence of repairs, makes it more cost effective to replace the truck than invest additional money in a vehicle near the end of its useful life.

The Finance Committee recommends (5-1)

The current vehicle has 145,000 miles and is becoming less reliable. The body is corroding and the ongoing maintenance costs are increasing. The new vehicle will be used for plowing snow in the winter and supporting other DPW projects throughout the year. This was added to the Capital Plan in 2016.

Action on Article 33: Motion carried unanimously.

ARTICLE 34 DPW - VHF RADIOS AND RELATED EQUIPMENT

(Two-thirds vote required)

Mr. Gorman moved that the sum of Ninety-Five Thousand Dollars (\$95,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition of eighteen new mobile VHF radios and related equipment for the DPW, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary

The DPW currently operates an unlicensed Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article proposes to replace the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. This system will include VHF repeaters at the Swanson Road and Hager sites, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel. The approximate cost breakdown for the proposed DPW radio system is as follows:

<i>Engineering</i>	<i>\$16,000</i>
<i>Licensing</i>	<i>5,000</i>
<i>Swanson Road Equipment and Sitework</i>	<i>19,500</i>
<i>Hager Equipment and Sitework</i>	<i>20,000</i>
<i>Police Station Equipment</i>	<i>14,700</i>
<i>DPW Barn Equipment</i>	<i>4,200</i>
<i>Reprogramming Police (Portable) Radios</i>	<i>500</i>
<i>New Mobile (Vehicle) Radios</i>	<i>11,000</i>
<i>Contingency</i>	<i>4,100</i>
<i>Total</i>	<i>\$95,000</i>

The repurposing of former BPD repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the \$95,000 estimate.

The Board of Selectmen recommends unanimously (5-0).

The DPW radio system is both unlicensed and beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies.

The Finance Committee recommends (4-2).

The replacement of DPW radios was initially part of a Public Safety communication system article but was removed prior to approval of that article at the ATM in May 2014. This item had been in the Capital Plan in 2014 as part of that larger project but was removed prior to the approval of the Public Safety Communication article, and was not reinstated subsequently in the Capital Plan. The majority view was that this project should be funded as it would add to the overall efficiency of DPW personnel and the safety of residents. The minority view was that for this project to be approved, it should have been included in the current Capital Plan.

Diane Lipari, Littlefield Rd., wondered why we spend so much time on \$1000 and no time on the bigger numbers. How do the warrant articles impact the increase in taxes? Mr. Fallon said the 3% increase in taxes assumes all warrant articles pass.

Frank Hubley, Old Harvard Rd., wondered where the cost breakdown comes from. Chief Ryder said that the vendor and consultant developed the numbers. Mr. Hubley asked about the functionality. The idea behind giving the DPW radio communications is that they would operate off the Hager and Swanson Rd. transmitters. That keeps the costs down. Mr. Hubley has designed many systems for towns—never seen this type of system for a DPW. Doesn't see the need. Too expensive. A single station would work. The chief said the topography of Boxborough is difficult. Felt that adding DPW to existing system was best.

Mr. Hubley moved to amend the motion to reduce the amount to \$25,000. Mr. Gorman said that he had no idea if a single station would be sufficient. He urged defeat of the amendment.

Mr. Neville spoke in support of the amendment.

Finance Committee said that they supported the amendment.

Mr. VanRoggen asked how the original quote was arrived at. Mr. Gorman explained. Mr. Amoroso provided some background. A few years ago, when upgrading the radio system for police, fire and DPW, they decided not to include the DPW in the first round. The DPW used the old VHS equipment which now needs replacing.

Mr. Gorman said that if we accept the amendment for \$25,000, we won't know what we'll get. Mr. Van Roggen asked how urgent was it.

Mr. Michnovez said that he didn't know how the reduced budget would work. Would you go back to the consultant and the vendor and see what we could get and what performance we would get. If acceptable, okay, but if not would have to come back to town meeting.

Ms. Neyland spoke against the amendment. Best number is the number that has been researched. Would rather people voted down original number.

Mr. Toups asked about radio coverage. Mr. Gorman did not know about the VHF band. Chief Ryder explained how the portable radios would work.

Mr. Hubley said that repeaterized systems are not common practice in a public works context.

Rick Barrett, Whitcomb Rd., said greatest area of weakness is communication in disaster situations. Spoke against the motion.

Cheryl Mahoney reminded the meeting about the ice storm. How difficult communication was and how vital the DPW was in dealing with the crisis.

Mr. Hubley re-iterated that a simple simplex system is all that's needed for the DPW.

A resident moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Motion on the amendment to lower the amount to \$25K: Motion defeated. Yes: 33 No: 50

Tess Summers said that the motion doesn't relate to the article. In order to create a system that the DPW could use, equipment needs to be installed at other locations.

Eric Michnovez urged a vote against the article-too much uncertainty.

Action on Article 34: Motion failed. Yes: 37 No: 51

ARTICLE 35 HAGER WELL - SYSTEM UPGRADES

(Majority vote required)

Mr. Gorman moved to transfer from free cash the sum of Fifty-Five Thousand Dollars (\$55,000) for the purpose of providing system upgrades to the Hager Well infrastructure.

Summary

The Hager Well is a public water supply, owned and managed by the Town under DEP rules and oversight, providing water to the Blanchard School, Sargent Memorial Library, Police Station and Fire Station. The Town contracts for monthly and quarterly water sampling to identify levels of various contaminants, which results are reported to DEP and validate the continuing safety of the water supply for human consumption. Over the past year the levels of some contaminants have increased to levels indicating problems with the water filtration system, though not exceeding DEP guidelines. A preliminary engineering study indicated that the filtration system at the Hager Well pumphouse contained some design deficiencies and filter elements nearing the end of their useful lives. The ROM cost of \$50,000 was developed by a competent water system engineering firm with extensive experience in water system design and DEP permitting. Of this total approximately \$12,000 is for filtration system design engineering and permitting, and the balance is for purchase of components, plumbing and installation.

The Board of Selectmen recommends unanimously (5-0).

This article is about as close to a "no-brainer" as we are likely to see, since the maintenance of a safe public water supply for the Blanchard School, Library and Public Safety facilities is at or near the highest priority for the Town.

The Finance Committee recommends unanimously (6-0).

These upgrades will allow the Blanchard School, Police and Fire Departments and the Library to go back to drinking the well water instead of having to use bottled water.

Discussion:

Becky Neville asked if there was reimbursement from the region. Mary Brolin said that the maintenance fee does not transfer to the region. Boxborough maintains the system. The region pays for what they use.

Action on Article 35: Motion carried unanimously.

Nancy Fillmore, member of the Planning Board, said the Planning Board held a duly advertised public hearing on the proposed zoning bylaw amendments as printed in the 2016 Annual Town Meeting warrant under Articles 37-43 inclusive on February 22, 2016, and voted to recommend each of them.

ARTICLE 37 ZONING BYLAW AMENDMENT – AMEND ZONING MAP

(Two-thirds vote required)

Nancy Fillmore, member of the Planning Board, moved to amend the Zoning Map, as such map is provided for in Section 3002 of the Boxborough Zoning Bylaw, to adjust the boundaries of zoning districts in the manner set forth and displayed in the images of the Zoning Map as printed in the 2016 Annual Town Meeting warrant

under Article 37, and further to amend said Section 3002 to add the language in bold italics and to delete the language indicated by strikethrough, as printed in the 2016 Annual Town Meeting warrant under Article 37.

Said Districts, with the exceptions of the Aquifer Protection, Wetlands and Watershed Protection, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled “Zoning Map of Boxborough, Massachusetts” ~~dated May 2008 and consisting of 12 sheets with an index sheet, as it may be amended.~~

Area 1: Moving the Agricultural-Residential zoning district further to the north and west on the north and west sides of 1150 Burroughs Road (Wolf Swamp) as well as the area northwest of Old Harvard Road.

EXISTING ZONING DISTRICT BOUNDARIES:



Zoning District

White	Agricultural-Residential
Vertical lines	Business
Horizontal lines	Business-1
Solid grey	Industrial-Commercial
Diagonal lines	Office Park
Dotted	Residential-1
Cross-hatch	Town Center

PROPOSED ZONING DISTRICT BOUNDARIES:



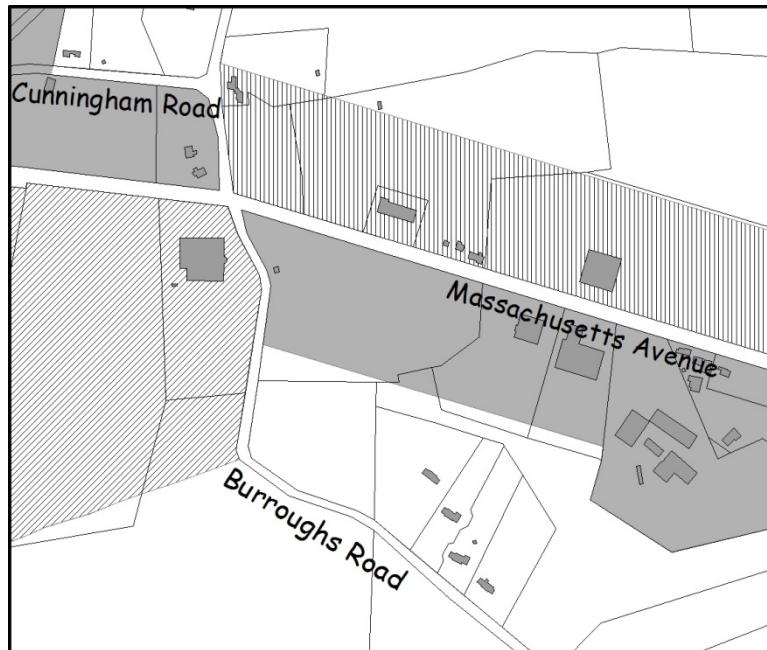
Zoning District

White	Agricultural-Residential
Vertical lines	Business
Horizontal lines	Business-1
Solid grey	Industrial-Commercial
Diagonal lines	Office Park
Dotted	Residential-1
Cross-hatch	Town Center

The affected lots are identified on the map above by Assessor's Map and Parcel Number, and include the following: 13-022-000, 13-023-000, 13-024-000, 17-015-000, 17-019-000, 17-020-000, 18-003-000, 18-004-000, 18-005-000, 18-006-000, 18-007-000, 18-008-000, 18-009-000, and 18-010-000.

Area 2: Moving the Industrial-Commercial zoning district along the southern sides of 1223, 1170, and 1146 Massachusetts Avenue further south to their rear property boundaries. Additionally, this change involves moving the Agricultural-Residential zoning district further north to the northern boundary of 1103 Burroughs Road.

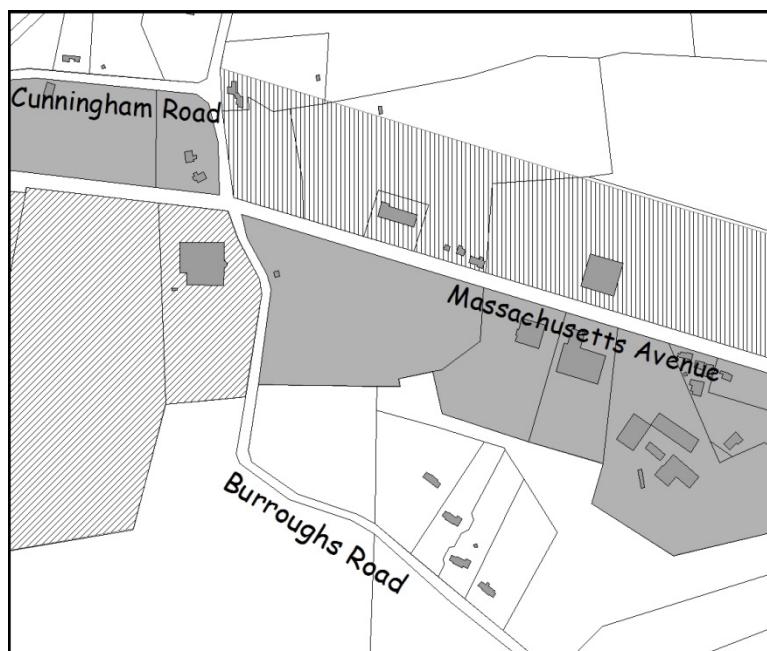
EXISTING ZONING DISTRICT BOUNDARIES:



Zoning District

■	Agricultural-Residential
	Business
=====	Business-1
■■■■■	Industrial-Commercial
\\\\\\\\	Office Park
.....	Residential-1
\\\\\\\\\\\\\\\\	Town Center

PROPOSED ZONING DISTRICT BOUNDARIES:



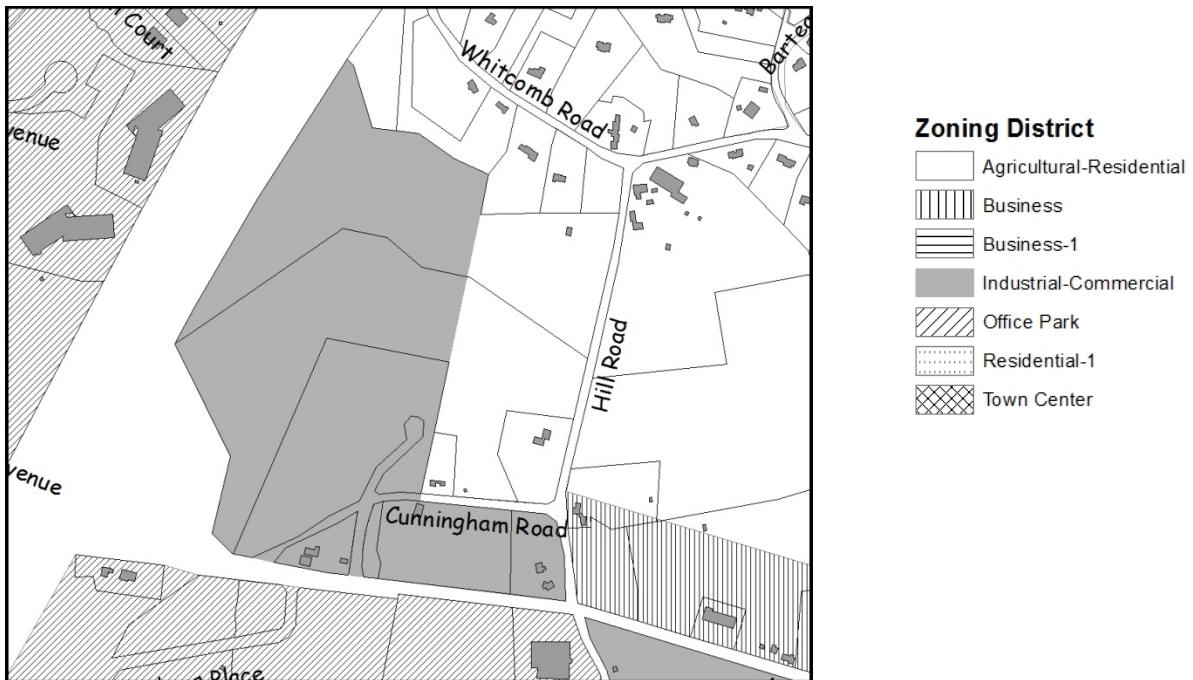
Zoning District

■	Agricultural-Residential
	Business
=====	Business-1
■■■■■	Industrial-Commercial
\\\\\\\\	Office Park
.....	Residential-1
\\\\\\\\\\\\\\\\	Town Center

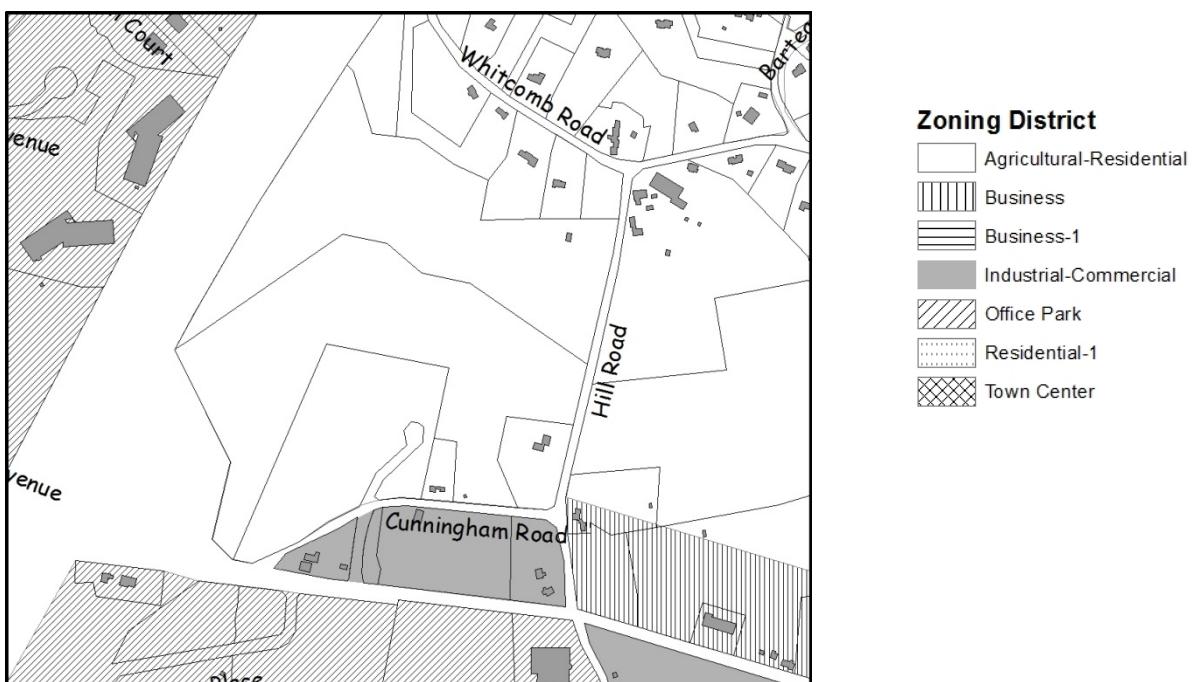
The affected lots are identified on the map above by Assessor's Map and Parcel Number, and include the following: 13-018-000, 13-019-000, 13-020-000, and 13-030-000.

Area 3: Moving the Agricultural-Residential zoning district west of Hill Road and north of Cunningham Road, further west to Interstate 495.

EXISTING ZONING DISTRICT BOUNDARIES:



PROPOSED ZONING DISTRICT BOUNDARIES:



The affected lots are identified on the map above by Assessor's Map and Parcel Number, and include the following: 08-012-000, 08-013-000, and 08-014-000.

Area 4: Changing the Industrial-Commercial zoning district areas at 1165 Rear, 1175, and 1195 Hill Road to Agricultural-Residential.

EXISTING ZONING DISTRICT BOUNDARIES:



PROPOSED ZONING DISTRICT BOUNDARIES:



The affected lots are identified on the map above by Assessor's Map and Parcel Number, and include the following: 04-067-000, 04-068-000, and 04-069-000.

The Planning Board recommends (3-0).

In many places in town parcels are split by Zoning District boundaries. In most of these instances, the vast majority of the parcel is in one Zoning District and the significantly smaller, remaining portion of the parcel, is in another Zoning District. By slightly adjusting Zoning District boundaries, it will make it easier for Town Staff to provide clear Zoning Bylaw interpretations and provide a sounder basis for the Town Assessor when determining appropriate assessed values for properties. To this end, the Planning Board has begun this process by looking at parcels in the western portion of town, which does not address all of these instances in the community. As for the parcel on Hill Road near the Town of Littleton, the Planning Board feels changing this parcel from an Industrial-Commercial Zoning District to an Agricultural-Residential Zoning District would allow the property to be developed as a use, at a scale, and at an intensity, which is more aligned with the existing properties in the surrounding area.

The Finance Committee unanimously recommends (5-0).

This article will simplify processes for the Assessor, and overall will have minimal fiscal impact on the town budget.

Discussion:

Mr. Follett asked about area on page 75 moving from Industrial to Agricultural-Residential. It was identified as the Coutts property. A builder wanted to build a residence there but couldn't because of the zoning and requested the change.

Mr. Neville expanded on the thinking behind the change—wanted to keep all of Hill Road residential.

A resident of Burroughs Road had question on p. 73, area 2, on extending industrial-commercial toward Burroughs Road. Already noise—concern there will be more. The idea was to “clean up” the lots so a lot would not be in two zones. Nancy asked that Adam Duchesneau, the Town Planner, be recognized.

Mr. Duchesneau said that if industrial use would expand would have to come to a hearing. He pointed out that the areas actually have a lot of wetlands so impact will be inconsequential. The actual amount of land that is changing is less than 100 feet.

Mitzi Weil, Burroughs Rd., asked about the map on Page 75. Are we spot zoning for developers? No—we are preventing a potential industrial or commercial activity. How large is the property—4 acres.

Larry Sun, Burroughs Road, how did the zoning come about. Adam said that in the 50's a swath of land on either side of 111 was designated industrial—did not look at lots. Mr. Sun asked if there was another way to deal with issue. Adam said no. Uses are regulated. A boundary change will not change the usage.

Mr. Neville said that boundary lines are as old as the town. Zoning evolves over time.

Charlie Summers, Hill Rd., asked about page 73 asked about the easternmost section. He said that there is a lot of noise from some of these businesses.

Michael Toups asked about page 75. Concerned about the change from industrial to residential. He asked about the property to the east and south. Part is Liberty Field and the other is the Coutts property. Struggling with why we would change one parcel. Adam said only 2 single family homes could be built on it. If it stayed industrial commercial, could put a gas station or many other things.

Mark White, Sara's Way, thinks rezoning this property opens a can of worms. Mr. Duchesneau explained the rationale for the recommended changes.

Mr. Follett said is it the developer that drove the change or the concern about the character of Hill Rd. Adam said that the developer approached the Planning Board. There may be other developers or land owners who want to rezone a property. Mr. Follett doesn't think it feels right. Adam said the Planning Board could have chosen not to pursue it.

Mr. Neville said that across the street are the 4 apartment buildings. Doesn't make sense to change to Ag-Res since they'd be non-conforming.

Ms. Neville moved the question. Motion carried.

Action on Article 37: Motion carried by 2/3 as declared by the moderator.

Mr. Amoroso made a motion to adjourn to Thursday. Motion carried unanimously.

May 12, 2016

After some preliminary announcements, Mr. Fallon called the meeting to order at 7:05pm. There were 61 registered voters in attendance.

ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD

(Two-thirds vote required)

John Markiewicz, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 8102 Design Review Board, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 38.

8102 Design Review Board

The Design Review Board shall be composed of five residents of the town who shall be appointed by the Board of Selectmen for three-year terms as designated by the respective organizations as follows:

- (1) One member of the Planning Board or their designee;
- (2) One member of the Board of Selectmen or their designee;
- (3) One member of the Historical Commission or their designee; ***and***
- ~~(4) One member of the Permanent Building Committee or their designee; and~~**
- ~~(54) One~~*Two* members representing the community at-large, who shall be elected by the ~~four~~*three* designees as listed above and brought forward to the Board of Selectmen for appointment.**

Partial terms shall be designated by the respective board/commission, or elected in the case of the at-large member, and duly appointed by the Board of Selectmen.

The Planning Board recommends (3-0).

The Permanent Building Committee has not been active in a number of years and this proposed amendment would give the Design Review Board the flexibility to have two (2) at-large members from the community instead of just one (1). This amendment would not preclude a member of the Permanent Building Committee from being a part of the Design Review Board, but would simply provide the Board of Selectmen the ability to appoint up to two (2) at-large members instead of only one (1). The Planning Board feels this will make it easier for the Design Review Board to have a full complement of members as there are currently two (2) vacancies on the Board at this time.

The Finance Committee unanimously recommends (5-0).

This article has no significant financial impact.

Action on Article 38: Motion carried unanimously.

ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Sections 5002 Dimensional Schedule and 5003 Reduced Frontage Lots, to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 39.

5002 Dimensional Schedule

Maximum building height (ft. to top of plate)	45	45	45	30	45	45	45
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5003 Reduced Frontage Lots

The Board of Appeals may permit construction on a reduced frontage lot pursuant to a special permit in accordance with Section 9200 of this Bylaw in accord with the intensity regulations and requirements set forth below. It is the intent of this section that the intensity regulations, set forth below, be used only at the discretion of the Board of Appeals in those cases where the use of the intensity regulations of Section 5000 will not serve the best interests of the Town. Such lots shall only be permitted in the Agricultural-Residential District.

- (1) The lot shall have a minimum of 120,000 sq. ft.
- (2) Where the lot has an area of at least 120,000 sq. ft., but not more than 200,000 sq. ft., the frontage requirement shall be 75 feet. Lots greater than 200,000 sq. ft. may have frontage of not less than 50 feet.
- (3) The building line shall be at least 150 ft.
- (4) Setbacks shall be 40 ft. for front yards, 30 ft. for side yards, and 40 ft. for rear yards.
- (5) No building shall exceed 3 stories or 45 ft. in height ~~to the top of the plate~~.
- (6) The minimum lot width from the street frontage to the building line shall at no point be less than the minimum frontage required.

The Planning Board recommends (3-0).

The Zoning Bylaw defines “Building Height” with the definition below and this definition is how the Building Inspector has been enforcing the maximum allowable height of buildings when reviewing Building Permit applications. The words “to top of plate” in Sections 5002 and 5003 actually allow for taller buildings to be constructed than what is intended to be permitted in the Zoning Bylaw as defined in the term “Building Height” and by the designated heights in Section 5002 Dimensional Schedule. The words “to top of plate” indicate the height of a building should be measured from the ground to the point where the roofline meets the side walls of the building and does not take into account the additional height of the actual roofline which extends above the plate to the peak of the roof. This proposed amendment will make these sections of the Zoning Bylaw consistent with how building height should be measured as laid out in the definition of “Building Height” and with existing zoning enforcement practices.

2113 Building Height shall mean the vertical distance measured from the average finished grade at its point of intersection with the front wall of the building to the point specified below for the particular roof type; provided, however, that no measurement to said point below, taken vertically from any point at finished grade along the foundation wall, shall exceed the building height by greater than ten (10) feet. Building height shall be measured to the:

- (1) Highest point of the roof of a flat roof;

- (2) Point one-half way between the junction of the top of the roof and the extension of the exterior wall, and the top of the ridge line of a gable or hip roof; provided that when the roof slope is greater than a ratio of one (1) foot vertical to one (1) foot horizontal, the measurement shall be taken at a point two-thirds ($\frac{2}{3}$) of the way up;
- (3) Point one-half ($\frac{1}{2}$) way between the intersection of the lower slope with the upper slope and the ridge line or top of a mansard or gambrel roof; or
- (4) Point two-thirds ($\frac{2}{3}$) of the distance up from the sill, plate or exterior wall extended to the top of the roof at that point, and the top of the ridge of a French roof or an A-frame roof.

The Finance Committee unanimously recommends (5-0).

This article has a minimal financial impact for the town.

Action on Article 39: Motion carried unanimously.

ARTICLE 40 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 9004 Penalty, to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 40.

9004 *Penalty*

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals ***and Planning Board*** of the Town of Boxborough ***made under the provisions of said Bylaw***, shall be punished by a fine of not exceeding one hundred dollars for each offense or for each day of a continued offense, in the absence of an express provision for another penalty.

The Planning Board recommends (3-0).

The Planning Board, as well as the Zoning Board of Appeals, issues decisions under the provisions of the Boxborough Zoning Bylaw. This is simply an administrative amendment to make it clear that any breaches or violations of decisions rendered by either the Zoning Board of Appeals or the Planning Board under the provisions of the Zoning Bylaw are enforceable by fine. Additionally, this amendment will make this section of the Zoning Bylaw consistent with existing zoning enforcement practices.

The Finance Committee unanimously recommends (5-0).

This is a housekeeping article for the Planning Board and has no significant financial impact for the town.

Mark White asked why we had the article? Mr. Markiewicz said it was so that ZBA and Planning Board decisions are both considered when enforcing the Zoning Bylaw. He asked if the Town were obligated to fine – Adam said that enforcement was at the discretion of the Town. Town Counsel says bylaw would allow fine instead of going to court to seek injunctive relief, which is always available for serious violations.

Lonnie Weil was confused about when to use the bylaw and who decides. Town Counsel said it's like any other fineable offense not just those in Zoning Bylaw. All enforcement is at the discretion of town staff. Want to maintain ability of enforcement officers to use discretion. To enforce a fine, enforcement officers have to go to district court. Both parties can then try to convince judge to either get the fine paid or dismissed.

Michal Toups, Pine Hill Rd., are enforcement actions appealable to the ZBA. Adam said yes.

Larry White, Sara's Way, asked about the fine structure.

Action on Article 40: Motion carried unanimously.

ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 2181 Structure, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 41.

2181 Structure shall mean anything constructed or erected, the use of which requires fixed location on or under the ground. Structure shall not include landscape features such as fences no greater than ~~six~~seven (67) feet in height, stone walls or retaining walls no greater than four (4) feet in height, bird baths, driveways, detached stiles, open terraces, ornamental pools, outdoor fireplaces, planting boxes, shelters for household pets, tool houses having not more than 125 square feet of floor area, sculpture, residential lamp posts, mailboxes, fire suppression equipment and their appurtenances, and dry hydrants.

The Planning Board recommends (3-0).

The State Building Code indicates that fences up to seven (7) feet in height may be constructed without a Building Permit. This proposed change brings our local Zoning Bylaw into compliance with the State Building Code for ease of understanding and enforcement.

The Finance Committee unanimously recommends (5-0).

This is a housekeeping article for the Planning Board to ensure compliance with the State Building Code and has no significant financial impact for the town.

Action on Article 41: Motion carried unanimously.

ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS

(Two-thirds vote required)

Ms. Fillmore moved to amend Boxborough Zoning Bylaw Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, and Section 8003 Exemptions, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 42.

2130 Farm shall mean agricultural, silvicultural, horticultural, viticultural, or floricultural activity on a parcel of land of less than five (5) acres, including necessary accessory ***buildings***, ~~structures~~, storage, and equipment, but excluding slaughterhouses, rendering plants, fur farms, or piggeries. Dwellings shall be permitted as accessory ~~structures~~***buildings*** only in the Agricultural/Residential, Residence 1, or Town Center Districts.

4003 Use Regulation Schedule

¹⁵ Dwellings shall be permitted as accessory ~~structures~~***buildings*** only in the Agricultural-Residential, Residential 1, and Town Center Districts.

4107 Accessory Apartment

As provided herein, the Building Inspector may grant a total of 5 permits each calendar year for accessory apartments. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the

appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By Building Permit and Certificate of Use and Occupancy*

The Building Inspector may grant a building permit and a Certificate of Use and Occupancy for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory ~~structure~~**building** in existence on or before March 8, 2007 and

8003 Exemptions

The following shall not require site plan approval:

- (1) In an Industrial-Commercial or Office Park District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.
- (2) In a Business District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.
- (3) In all zones, normal maintenance or repair of any building, ~~or~~-accessory **building, or** structure.

The Planning Board recommends (3-0).

At the 2015 Annual Town Meeting, the town voted to change the definition of “Accessory Structure” to “Accessory Building”. As part of that Warrant Article in 2015, other amendments were made to the Zoning Bylaw to make it consistent with this wording change. This new proposed amendment is simply an administrative amendment to capture additional changes which should have been made to the Zoning Bylaw at the 2015 Annual Town Meeting, but were overlooked.

The Finance Committee recommends unanimously (6-0).

This is an administrative amendment for the Planning Board and has no significant financial impact for the town.

Action on Article 42: Motion carried unanimously.

ARTICLE 43 ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP

(Two-thirds vote required)

Owen Neville, chair of the Planning Board, moved to amend the Boxborough Zoning Bylaw by deleting in their entirety Section 7100 Wetlands and Watershed Protection District (W-District) and Section 7200 Lands Bordering the W-District from the Zoning Bylaw, deleting all references to Sections 7100 and 7200 the Zoning Bylaw, deleting in its entirety the Wetland & Watershed Overlay District from the Zoning Map, deleting in its entirety Zoning Bylaw Appendix C, amending sections of the Zoning Bylaw to add the language in bold italics

and to delete the language indicated by strikethroughs, and renumbering various sections accordingly throughout the Zoning Bylaw, all as printed in the 2016 Annual Town Meeting warrant under Article 43.

~~2185 Upland Lot Area shall mean the contiguous area of the lot exclusive of (1) all wetlands as defined by the Wetlands Protection Act (MGL ~~eh~~*Chp.* 131, §-40) and the Boxborough Wetlands Bylaw; **and** (2) the 100 foot wetlands buffer zone as defined in the Boxborough Wetlands Bylaw.; (3) ~~land in the W District as defined in this Bylaw; and (4) land within 100 feet of the W District boundary.~~~~

3001 Types of Districts

For the purpose of this Bylaw, the Town of Boxborough is hereby divided into the following types of districts:

- (1) Agricultural-Residential (AR)
- (2) Residential-1 (R1)
- (3) Business (B)
- (4) Business-1 (B1)
- (5) Office Park (OP)
- (6) Town Center (TC)
- (7) Industrial-Commercial (IC)
- (8) Aquifer Protection Overlay
- ~~(9) Wetlands and Watershed Protection Overlay~~
- ~~(10) Flood Plain Overlay~~
- ~~(11) Wireless Communication Facilities Overlay~~

3002 Location of Districts

Said Districts, with the exceptions of the Aquifer Protection, ~~Wetlands and Watershed Protection~~, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled "Zoning Map of Boxborough, Massachusetts" dated May 2008 and consisting of 12 sheets with an index sheet.

7100 Wetlands and Watershed Protection District (W District)

7101 Purpose

~~The W District is intended to preserve and maintain the groundwater table and water recharge areas for water supply purposes; to protect against pollution and contamination of the water supply; to protect persons and property against hazards of floodwater inundation by assuring the continuation of the natural flow patterns of streams and other watercourses within the Town and by preserving natural floodwater storage areas and other areas subject to seasonal or periodic flooding or which may provide safe floodwater storage capacity; to protect the community against the costs which may be incurred by the detrimental or unsuitable use or development of lands in or adjoining wetlands such as streams and other watercourses, swamps, marshes, bogs, ponds or areas subject to flooding; to conserve natural conditions, wildlife, open space and generally the amenities of the Town; and otherwise to preserve, protect, and promote the health, safety and welfare of the inhabitants of the Town and the public.~~

7102 Overlay District

~~The W District is an overlay district and shall be superimposed on the other Districts established by this Bylaw. Any land lying within the W District shall also be subject to the development and use regulations of the underlying District in which such land is situated but only to the extent not inconsistent with the regulations for the W District.~~

7103 Location of W District

~~Said District is located, bounded, and defined as all areas encircled and designated on a Map entitled "W District Map", a series of twelve maps numbered 1 through 12 inclusive, prepared by the Planning~~

~~Board of the Town of Boxborough, dated May 4, 1974, the original, or a true copy certified as such by the Town Clerk, to be kept permanently on file at the Office of the Town Clerk with and hereby made a part of the Official Town of Boxborough Zoning Map, said W District Map.~~

7104 Use Regulations

Symbols employed below shall mean the following:

Y—a permitted use, provided such use does not affect the natural flow patterns of any watercourse.

N—an excluded or prohibited use.

SP—a use authorized under special permit as provided under Section 9200 and herein.

a. Outdoor non-commercial recreation, including play and sporting areas, nature study, non-commercial boating, fishing and hunting where otherwise legally permitted	Y
b. Flower or vegetable gardens, lawns, pastures, forestry, grazing and farming, including nurseries, truck gardening, and harvesting of crops	Y
c. Duck walks, landings, foot, bicycle and/or horse paths and bridges, and small structures for non-commercial recreational uses	Y
d. Conservation of soil, water, plants, and wildlife	Y
e. Buildings and structures accessory to the aforementioned uses permitted in this section provided that such buildings and structures shall occupy no greater than 125 square feet of ground floor area and that such building shall not be designed, intended, or used for sustained human occupancy	Y
f. Uses accessory to the aforementioned permitted uses provided that exterior, uncovered storage of leachable material including fertilizer, manure, humus, road salt, and other organic and chemical materials and any storage of hazardous materials is not permitted	Y
g. Any use permitted in the underlying District in which the land is situated subject to the same use and development restrictions as may otherwise apply thereto and subject to the requirements of Section 7107 and provided that all necessary permits, orders, and approvals required by local, state, or federal law shall have been obtained	SP
h. Any use permitted in the underlying District in which the land is situated subject to the same use and development restrictions as may otherwise apply thereto provided that the land designated as being within the W District is found by the Board of Appeals, after the matter has been referred to and reported on in writing by the Conservation Commission, not in fact to be a significant groundwater or water recharge area, not an area subject to seasonal or periodic flooding, and otherwise not an area which is important for water supply purposes.	SP

7105 Special Permits

The Special Permit Granting Authority shall be the Board of Appeals. The Board of Appeals may grant a special permit if it determines that the applicant has met the requirements set forth in Section 7107.

7106 Submittals

Applications for special permits shall be prepared and submitted to the Board of Appeals in accordance with the provisions of Section 9200 of this Bylaw.

7107 Design Requirements

For those uses which require a special permit, the Board of Appeals shall find that:

(1) The proposed use will not endanger any occupants thereof or the public;

(2) The floor levels of any areas used for human occupancy, including working space, shall be at a safe elevation;

- (3) ~~Furnaces, utility pipes, sewer pipes, sewer treatment sites, pedestrian ways, and access drives are safe from the effects of flooding;~~
- (4) ~~Structures will withstand the effects of flooding;~~
- (5) ~~Uses involving human occupancy will not be isolated in the event of flooding, and that all possible measures will be taken to insure that animals will not be isolated in the event of flooding;~~
- (6) ~~No materials, including chemicals, oils, acids, leachable salts, refuse, junk or other hazardous leachable or floatable metals will be used or stored on the premises so as to endanger human or animal life or property from either intermittent or continuous contact with moisture from any source;~~
- (7) ~~The proposed use, building, or structure will not obstruct or divert flow of flood waters, reduce natural ground or surface water storage, or increase storm water runoff so that water levels on adjacent lands are raised or substantially endangered from increased flooding;~~
- (8) ~~The proposed use will not otherwise be significantly in conflict with the purposes set forth in Section 7101, above and Article I of this Bylaw; and~~
- (9) ~~The portion of any lot which is in the W District may be used to meet the development regulations for the District in which the land is located.~~

7108 Procedures

Prior to submitting an application to the Board of Appeals for a special permit hereunder, the applicant seeking such a permit shall consult with the Conservation Commission and shall submit written notice to the Commission of his intention to do any or all of the activities described in the first paragraph of MGL c. 131, § 40, if such notice is required by law, all in the manner requested by said Commission. Each application to the Board of Appeals for a special permit hereunder (copies of which shall also be delivered to the Planning Board, Conservation Commission and Board of Health) shall be accompanied by a copy of the Notice of Intent referred to above in the form approved by the Conservation Commission and by a statement setting forth in detail the reasons why the proposed use will not be significantly in conflict with the purposes set forth in Section 7101. Prior to or at the public hearing before the Board of Appeals, the Conservation Commission, after consulting with the Planning Board and the Board of Health and with others as appropriate, shall submit its written recommendations and report to the Board of Appeals within 45 days of its receipt of the Notice of Intent which shall include but not necessarily be limited to the following:

- (1) An evaluation and opinion of the Notice of Intent accompanying the application to the Board of Appeals; and
- (2) An evaluation of the proposed use, including its probable effect or impact on the Town's water supply, the quality of water in the neighborhood, on the natural flow patterns of watercourses, on any nearby or pertinent floodwater storage areas or other areas subject to seasonal or periodic flooding, and on the general health, safety, and welfare of the neighbors and other inhabitants of the Town; and
- (3) A recommendation as to the advisability of granting the special permit and as to any restrictions which should be imposed upon the proposed use as a condition of such permit.

7109 Decision

The application for a special permit may be approved where, in the opinion of the Board of Appeals, the proposal meets the design standards of Section 7107. The Board of Appeals shall give due consideration to the report of the Conservation Commission submitted to it pursuant to Section 7108, above, and where its decision differs from the recommendations of said Commission, shall state the reasons therefore in writing.

7110 Existing Uses in the W District

~~The lawful use of any structure or land existing within the W District on April 18, 1974, or for which a building permit had been issued on or before April 18, 1974 which does not conform to the regulations herein, shall not be subject to the provisions of Section 7100, inclusive; but no extension or enlargement of such a building, structure or use shall be permitted to occur.~~

7200 Lands Bordering the W District

~~No buildings, structures, roads, parking areas or other paved surfaces, drainage facilities, sewage treatment plants, septic systems, leaching fields, refuse dumps, land fills, earth removal or similar works, storage of leachable material, or any other construction or site work other than in connection with uses allowed in Section 7104 shall be permitted in any District within one hundred feet (100') of the boundary of the W District without first obtaining a special permit for exception by the Board of Appeals. In issuing such permit, the board shall find that the applicant has demonstrated to the Board's satisfaction that there is no feasible location on the site for the proposed use, building or structure outside the W District buffer and that all measures have been taken to mitigate any adverse impacts to the W District buffer and the wetlands. In establishing that no other feasible location exists, an applicant may rely only on engineering and watershed considerations. The Board of Appeals shall also find that the proposed use, building or structure shall not endanger the health and safety of occupants or of the public, and is consistent with the general purposes of the W District as stated in Section 7101 of this Bylaw, and is not otherwise prohibited by this Bylaw.~~

9203 Application

- (7) In the case of a special permit authorizing a use within an aquifer protection district ~~or a wetlands and watershed protection district~~, evidence that all approvals required from local boards or commissions, including, but not limited to, the Board of Health, Planning Board, Conservation Commission and/or Board of Selectmen, have been obtained prior to the issuance, if any, of a special permit.

Appendix C Wetland & Watershed Overlay District Map

The Planning Board recommends (3-0).

The Wetlands and Watershed Protection District (W-District) was implemented at the 1974 Annual Town Meeting to help preserve, protect, and maintain a number of items related to groundwater, wetlands, and flooding through a fixed Zoning Overlay District. The Zoning Board of Appeals is charged with enforcing this district and the 100 foot buffer to the areas around it. In October of 1982, the Town's local Wetland Bylaw was adopted with the intent to preserve and protect the wetlands in town, as indicated in its purpose statement, as well as the 100 foot buffer areas around the wetlands. The Wetland Bylaw is administered by the Conservation Commission. Since 1982, these two bylaws have been operating together in a parallel and redundant process to regulate ground disturbances and development in and around the wetlands and waterways of the town. Applicants requesting to create a ground disturbance in or adjacent to a wetland area are first required to appear before the Conservation Commission to receive some type of approval such as a Notice of Intent (NOI) or an Abbreviated Notice of Resource Area Delineation (ANRAD). As part of this process, Applicants are subject to a number of application processing costs including an application fee, legal advertisement, abutter mailing list fee, abutter notice mailing fee, multiple copies of plans, a fee to record the decision at the Registry of Deeds, and, most significantly, the cost to hire a certified wetlands agent or engineer to map and delineate the wetland area in the field.

Once approval is received from the Conservation Commission, Applicants are typically required to then go before the Zoning Board of Appeals to seek virtually an identical approval and are subject to the same costs as associated with Conservation Commission's approval process. In all instances researched by the Town Planner, there has not been one case where the Zoning Board of Appeals has added additional conditions to ensure a project remains in compliance or does not harm the subject resource area. In fact, when issuing a decision, the

Zoning Board of Appeals simply references the conditions laid out by the Conservation Commission in their decision for the project. This is primarily due to the fact that the Zoning Board of Appeals is a Town board with no technical expertise in wetland or waterway regulatory matters. This redundant process places an undue financial burden on Applicants, who are many times residents, and subjects a proposed project to significant delays by having to appear before two different boards for the same approval. Additionally, the process is also confusing for Applicants as many times they have difficulty understanding why they need approvals from two different Town entities for the same aspects of the same project. In further examining the purpose of the W-District as described in Section 7101 of the existing Zoning Bylaw, all the resources which the W-District is intended to safeguard are already protected by the Wetland Bylaw, the Aquifer Protection District (adopted in 1984), the Federal Emergency Management Agency (FEMA) Flood Maps, and various other aspects of the Zoning Bylaw. Since the town's wetlands, waterways, water recharge areas, floodplains, and other water related resources are protected by other existing bylaws or regulations, and due to the duplicative nature with the Conservation Commission's permitting process, the Planning Board recommends removal of the W-District and its associated elements in their entirety from the Zoning Bylaw.

The Finance Committee recommends unanimously (6-0).

This streamlines what is currently a redundant process and has no significant financial impact to the town.

Norm Hanover, member of the Conservation Commission, made the recommendation for the Commission. He said the Conservation Commission was in favor of the amendment (6-0.)

Action on Article 43: Motion carried unanimously.

ARTICLE 44 GENERAL BYLAW AMENDMENT – STONE WALLS

(Majority vote required)

Mr. Neville moved to amend the Stone Walls General Bylaw by:

adding the following paragraph at the end of **Section 4: Applicability**:

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in stone walls as defined above, are permitted upon written approval of the Town Planner which may be granted upon provision of a photograph of the portion of stone wall to be impacted, a written statement that the wall will be returned to its original state, and the posting of a \$1,000.00 bond with the Town. The bond so posted will be released upon inspection and approval by the Town Planner that the stone wall has been substantially returned to its initial state.

and by revising Section 7: Enforcement to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 44.

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, *excepting only temporary openings as outlined in Section 4*. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

The complete bylaw will then read as follows:

Section 1: AUTHORITY

This Bylaw is adopted pursuant to the Town's Home Rule authority under Section 8 of Article 89 of the Amendments to the Massachusetts Constitution and the Town's general powers under G.L. c. 40, §21(1).

Section 2: PURPOSE

The purpose of this Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

Section 3: DEFINITIONS

The following terms contained in this Bylaw shall mean and be construed as follows:

3.1 Town Way

Shall mean the entire right-of-way of any way in the Town of Boxborough which has been either laid out and accepted as a public way by statutory process, or has been used by the general public and maintained by the Town as a public way, but shall not include State highways. When the boundary of the Town Way is uncertain, so that a dispute arises as to whether or not certain stone walls or portions thereof are within or on the boundary of the way, the stone walls shall be presumed to be within or on the boundary of the way unless the contrary is shown by survey.

3.2 Stone Wall

Shall mean a man-made continuous grouping of stones forming a straight or curved line.

3.3 Removal, Tearing Down, or Destruction of Stone Walls

Shall mean any act to remove stones; to move stones except for the purposes of repair or maintenance; to cover over stones with non-stone materials or paint; to bury stones; or any other act by which a stone wall or portion thereof is removed, broken down, relocated, or obscured with other materials.

3.4 Preservation

Shall mean the act or process of applying measures necessary to sustain the historic form, integrity and material of an existing stone wall.

3.5 Construction

Shall mean the act or process of creating, by means of new construction, a stone wall.

Section 4: APPLICABILITY

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.

4.2. The construction of a new stone wall within or on the boundary of any Town Way.

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in stone walls as defined above, are permitted upon written approval of the Town Planner which may be granted upon provision of a photograph of the portion of stone wall to be impacted, a written statement that the wall will be returned to its original state, and the posting of a \$1,000.00 bond with the Town. The bond so posted will be released upon inspection and approval by the Town Planner that the stone wall has been substantially returned to its initial state.

Section 5: PROCEDURES

5.1 Application

Any person, organization, municipal agency, utility or other entity intending to undertake any of the activities described in Section 4 of this Bylaw shall, prior to proceeding with such activity, file a written application for approval with the Board, providing details about the proposed activity and its location.

5.2 Public Meeting and Notice

Upon receiving an application under this Bylaw, the Board shall promptly schedule a public meeting with a notice of the meeting sent to abutters within 300 feet and posted in the Town Hall at least fourteen days prior to the meeting. The meeting notice shall specify the time, date, place and purpose of the meeting, and shall include a brief description of the action proposed and its location. Copies of the meeting notice shall also be sent to the Board of Selectmen, the Public Works Director/Tree Warden, and the Building Inspector.

Conformance with the requirements of this Bylaw will not relieve the Applicant from the necessity of complying with all other applicable Town and State laws including, but not limited to, the Boxborough Driveway Approach Bylaw, the Public Shade Tree law, G.L. c. 87, §1, et seq. and the Scenic Roads law, G.L. c. 40, §15C; provided, however, that the Board may consolidate its meeting under this Bylaw with any hearing required under the Scenic Roads law.

Section 6: COMPENSATORY ACTIONS

Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways, the Board may require, as conditions of approval, measures to avoid or reduce visual impacts resulting from alteration of existing stone walls. Such measures may include, but are not limited to, requirements for the redesign or relocation of a proposed driveway entrance, the relocation or reconstruction of portions of stone walls which are proposed to be removed or torn down, or the repair or restoration of portions of stone walls which, although not proposed under the application to be removed or torn down, have fallen into disrepair or have been previously torn down, removed or destroyed.

Section 7: ENFORCEMENT

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, excepting only temporary openings as outlined in Section 4. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

Summary

The proposed amendments would allow for the temporary removal and replacement of sections of stone walls under the conditions listed in the proposed text and Applicants would not be required to go through a formal public hearing process before the Planning Board.

The Planning Board recommends.

Recent experience has caused the Planning Board to recommend the above changes. Instances where stone wall disturbances are both small and temporary requiring residents to comply with the bylaw as it currently exists, is, in the opinion of the Board, an unnecessary burden. Staff oversight and the required bond will ensure that the stone walls are returned to their pre-disturbance condition.

The Board of Selectmen recommends unanimously (5-0).

This article provides a sensible streamlined approval procedure for temporary openings of a stone wall that may be required for an applicant to complete an otherwise approved project (deck, addition, swimming pool,

equipment delivery, etc.). Under present bylaw provisions, an applicant requires Planning Board approval in writing for any alteration of a stone wall within or on the boundary of a Town way. This process may subject applicants to undue delay for projects, being subject to the Planning Board's meeting and hearing schedule. The proposed bylaw change allows the Town Planner to approve limited scope temporary openings that may be required for access to the property, subject to reasonable provisions for restoration of the stone wall to its original condition.

The Finance Committee recommends (4-2).

PRO: This bylaw will ensure the preservation of the Town's historic stonewalls along its roads. CON: The posting of a \$1,000 bond by home owners is an unfair, costly and unnecessary burden to the tax payer.

Action on Article 44: Motion carried unanimously.

ARTICLE 45 GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING
(Majority vote required)

Mr. Amoroso moved to amend the Annual Town Meeting General Bylaw by changing the day of the election of town officers from the third Monday in May to the third Tuesday in May, as printed in the 2016 Annual Town Meeting warrant under Article 45.

The Annual Town Meeting for the election of town officers shall take place on the third **Tuesday** in May of each year and that the Annual Meeting for the transaction of other business shall take place on the second Monday in May of each year.

The Board of Selectmen recommends unanimously (5-0).

The Board supports this amendment because it will eliminate possible confusion in the minds of voters who are accustomed to federal and state elections being held on Tuesdays.

The Finance Committee recommends unanimously (6-0).

This article has no significant financial impact on the town.

Discussion:

Ms. Fillmore questioned the need to change the bylaw. Aren't we going to confuse people? Mr. Amoroso said that many towns have Tuesday elections.

Ling Chen, 1155 Burroughs Road, said if we made the change we need to advertise so that people are aware. Becky Neville said the reason people don't come out to vote is the lack of competitive races.

Action on Article 45: Motion carried by majority vote.

ARTICLE 46 GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE
(Majority vote required)

Mr. Amoroso moved to adopt a new general bylaw entitled "Reconsideration of Vote", as printed in the 2016 Annual Town Meeting warrant under Article 46.

Any voter shall be permitted to move reconsideration of a vote taken at town meeting, subject to the limitation or exceptions set forth in succeeding subsections of this bylaw.

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

The Board of Selectmen recommends unanimously (5-0).

At the last two Annual Town Meetings the Town experimented with this procedure. Its purpose is to encourage discussion, consideration and resolution of an article by the maximum number of voters interested in or affected by it. It recognizes and seeks to eliminate the possibility that the will of the majority of voters present for the discussion and vote can be thwarted by a handful of voters who move for reconsideration after the majority of voters have left Town Meeting. At each of the past two Annual Town Meetings voters approved this procedure for those meetings. The Board believes the procedure worked well in those two Town Meetings and supports adopting it as a bylaw.

The Finance Committee does NOT recommend (5-1).

Although this article has no significant financial impact on the town, the Finance Committee prefers to continue the current practice of allowing Town Meeting to decide whether to adopt this procedure at the start of each Meeting rather than incorporate the adoption of the process as a bylaw.

Discussion:

Mr. Neville spoke against the motion. He said that if we allowed reconsideration at each town meeting, more people would come and stay to the end to make sure that an article is not reconsidered. Conversely, if an article fails one night it can always be reconsidered.

Mr. Van Roggen spoke in favor of having regular rules for every town meeting. He points out how hard it is to attend more than one night of town meeting.

Mr. Amoroso said that the bylaw would give the Moderator discretion over reconsideration.

Becky Neville said town meeting is a marathon not a sprint. People need to come to the whole meeting. Feels reconsideration would motivate attendance.

Mr. Toups spoke against the motion. He feels lack of reconsideration decreases participation. He doesn't want to give more discretion to Moderator. Town meeting is the legislative body.

Jeanne Kangas spoke against the motion. She also did not want to give the Moderator more discretion on reconsideration. Town Meeting Time vs Robert's Rules. We use TMT.

Trina Toups spoke against the motion. She feels that sometimes the question is moved too quickly and then there is no recourse without reconsideration.

Steve Jeffries, Sargent Rd., said he was new to town meeting and asked about the definition of reconsideration. Mr. Fallon explained that there is no town bylaw on reconsideration. Our tradition is that reconsideration is in order. For the last three years, the BOS has made a motion for each meeting disallowing reconsideration.

Jennifer Campbell, Patch Hill Rd., said each town meeting is different and doesn't think we need bylaw change.

Jim Moss, Bicentennial Way, said that he has been involved with a contentious article. It was passed on the first night of town meeting only to have it up for reconsideration on the third night. He thought it was unfair to have that happen. Urged support of the motion.

Charlene Golden, Hill Rd., reminded town meeting that reconsideration brought us Flerra Field.

Diane Lipari said she is new to Boxborough. Three days is a lot to ask. She thinks many people have articles they're interested in. If we are a legislature—not every congressman is there for every vote. What about quorums? She doesn't think 10 people should be able to overturn the votes of 300 people.

Ms. Neville said you can always do a special within the annual to get around reconsideration.

Cheryl Mahoney spoke against the motion. She said that if we vote the bylaw, if wanted to repeal, you could have an article to repeal at the next annual or special town meeting.

John Markiewicz, Patch Hill Rd., likes the way we've been dealing with the issue of reconsideration.

Trina Toups asked how often articles were brought up for reconsideration. Not often.

Mr. Giorgio shared some information: Boxborough is unusual in not having a bylaw on reconsideration. 3 variables—most say a motion for reconsideration must take place during that session; once article voted on, article can't be voted on again; 2/3

Katie Neville moved the question. Motion to vote now, carried by 2/3, as declared by the Moderator.

Action on Article 46: Motion failed. Yes: 24 No: 38

ARTICLE 47 GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

(Majority vote required)

Mr. Amoroso moved to adopt a new general bylaw entitled “Vote Counts by Moderator”, as printed in the 2016 Annual Town Meeting warrant under Article 47.

On Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws).

The Board of Selectmen recommends unanimously (5-0).

The Board supports this bylaw because it will allow the Moderator to streamline the voting process in cases where a two-thirds vote is required and the result is readily apparent. At the same time, the bylaw provides a reasonable safeguard in the event that seven or more registered voters challenge the Moderator's determination.

The Board notes that the Town's voters have expressed a long-standing preference for this procedure by approving it at town meetings over the last fifteen or so years. The Board believes it has served the Town well in those town meetings, and that it makes sense to adopt it as a regular procedure by approving this bylaw

The Finance Committee recommends unanimously (6-0).

This has no significant financial impact on the town.

Discussion:

Michael Toups has a problem with 7 people being required to challenge.

Action on Article 47: Motion carried. Yes: 34 No: 22

ARTICLE 48 A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH

(Majority vote required; non-binding)

Francie Nolde, chair of the Energy Committee, moved to pass over Article 48, “A Sense of the Meeting Motion to Create a Greener Boxborough.”

Action on Article 48: Motion to pass over carried unanimously.

Boxborough cannot become a designated “Green Community” because a municipal light plant supplies the town with electricity. Green communities can receive large grants for energy-saving projects, which benefit all townspeople by lowering energy costs. However, as a town and as residents there are many things we can do to reduce our energy consumption and lower our environmental impact, which will benefit our children and grandchildren.

We ask the sense of the meeting to agree to the following:

Recommend the town:

1. Use the established energy-use baseline for municipal buildings to develop a plan to reduce energy by fifteen percent (15%) within five years. In the past two years, we began savings and estimate a 5% reduction already.
2. Purchase fuel-efficient vehicles where possible.
3. Enforce the 2012 building code that goes into effect in 2016.
4. Consider Pay As You Throw and other methods to reduce solid waste to save the town money.

Encourage residents to:

1. Adopt a five-year plan to reduce their personal energy consumption by twenty percent (20%).
2. Take steps for “Green Living” which means buying green or recycled materials, conserving water and energy, driving and commuting green, and adopting green building designs.
3. Recycle and compost as a way to lower greenhouse emissions.

The Finance Committee unanimously does NOT recommend (6-0).

While conservation was generally supported, some of the recommendations in this article are unclear, none are costed out, so the financial impact on town or residents is uncertain, and one recommended action was recently rejected by the town.

NON-MONETARY CONSENT AGENDA – Articles 49-51

Mr. Amoroso moved to approve the consent agenda, articles 49 through 51, inclusive, as printed in the 2016 Annual Town Meeting warrant under articles 49 through 51 inclusive.

Action on Consent Agenda Articles 49-51, inclusive: Motion carried unanimously.

ARTICLE 49 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

As part of the Consent Agenda, Mr. Amoroso moved to see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws.

The Board of Selectmen recommends unanimously (5-0).

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY 17 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

The Finance Committee recommends unanimously (6-0).

This article allows for the town to accept and spend funds provided by the state for necessary paving projects in the town.

ARTICLE 50 DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)**

(Two-thirds vote required)

As part of the Consent Agenda, Mr. Amoroso moved to see if the Town will vote to discontinue as a public way the westerly portion of Cunningham Road from its intersection with Massachusetts Avenue to the near eastermost edge of its intersection with Ward Road, and to transfer the care, custody, management and control of said discontinued portion of Cunningham Road from the Board of Selectmen for public way purposes to the Board of Selectmen for general municipal purposes, including the purpose of conveyance; and further to authorize the Board of Selectmen to convey all or a portion of the Town's right, title and interest in said discontinued portion, if any, on such terms and conditions, and for such consideration, as the Board of Selectmen deems appropriate, or take any other action relative thereto.

Summary

One of the provisions in the comprehensive permit for the Jefferson at Beaver Brook development to the north side of Massachusetts Avenue near Rte. 495 is that Cunningham Road be discontinued as far as through traffic from Massachusetts Avenue or the development to Hill Road is concerned. The westerly end of Cunningham Road has already been discontinued for practical purposes, since the construction of Ward Road as entrance to Jefferson at Beaver Brook has imposed a barrier to vehicular traffic. The easterly end of Cunningham Road services a single residence in addition to several lots that might support residential or commercial development. If the easterly end of Cunningham Road is to continue as a town way, provision must be made to provide turnaround at the cut-off end adjacent to Ward Road for DPW and Fire Department vehicles. In addition to remaining as a cut-off or cul-de-sac public way on its easterly end, proposals have been made to use the Cunningham Road track for pedestrian or bicycle trails. Several possibilities exist for use of the Cunningham Road track, which can be resolved by collaboration among the stakeholders. The one salient fact is that the terms of the Comprehensive Permit must be honored at some point in time prior to the opening of Jefferson at Beaver Brook. The essence of this provision is that no through traffic be allowed from Massachusetts Avenue and/or the Jefferson at Beaver Brook to Hill Road. This objective can be achieved while maintaining the easterly end of Cunningham Road as a town way, as long as a barrier to vehicular traffic is installed at the crossing with Ward Road.

The Planning Board recommends.

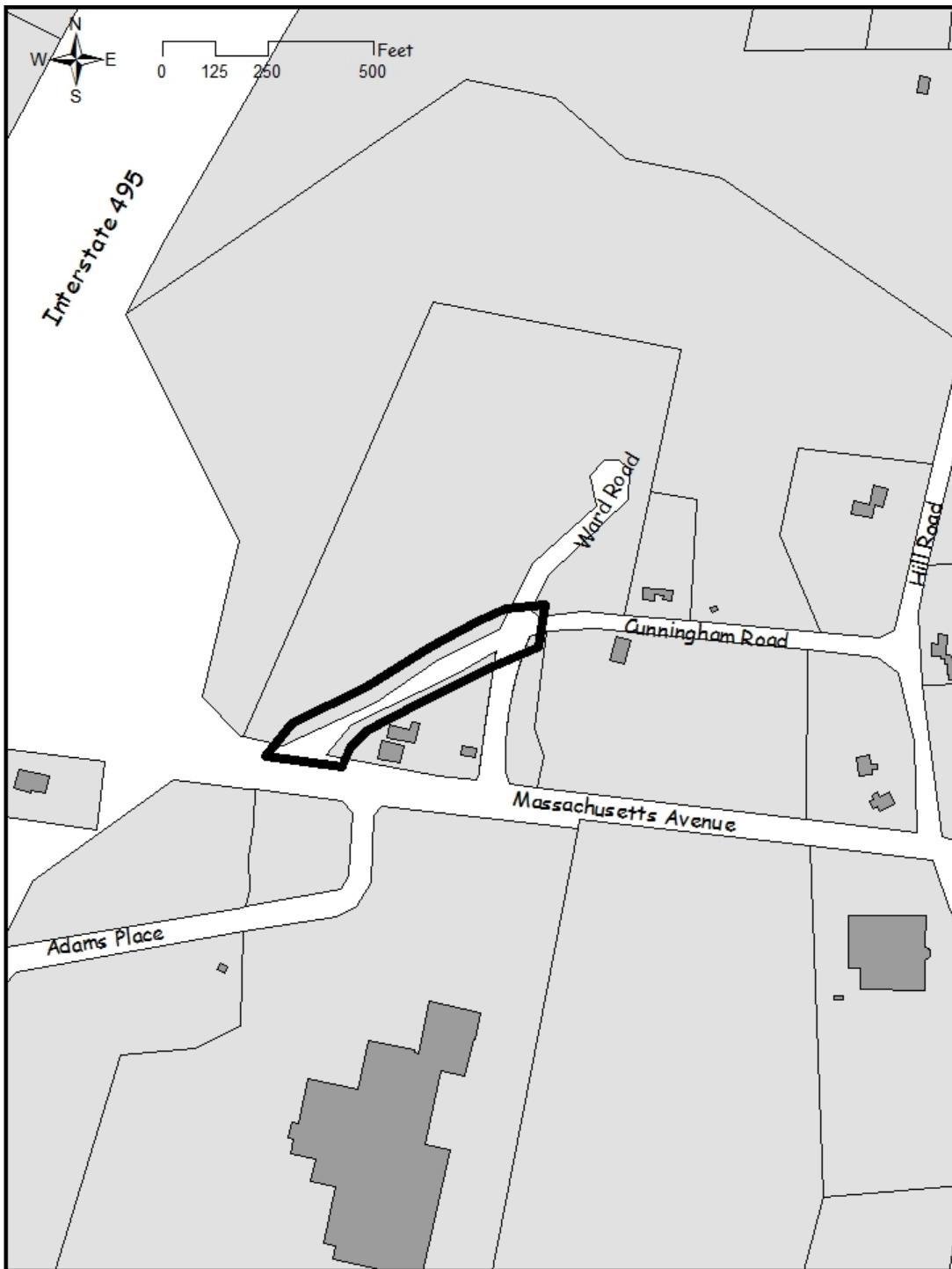
The approved site plan for the 244-unit Chapter 40B project known as Jefferson at Beaver Brook calls for the discontinuance and removal of the western portion of Cunningham Road. Additionally, the site plan also calls for the elimination of any roadway connection between the project access roadway (Ward Road) and Hill Road. The project's site plan was adjusted and approved after several hearings during the application process where substantial input from the public was provided regarding traffic patterns for the area. This action would allow for the project's site plan design to be compliant with the Comprehensive Permit which was issued for the project.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen believes that the Town and developer must honor the commitment made in the Comprehensive Permit to preclude through traffic onto Hill Road from Cunningham Road. This will be achieved by the proposed method of discontinuing the westerly end of Cunningham Road as described in the summary and shown on the accompanying map. The developer of the project will provide for the erection of a barrier to vehicular traffic at the eastern edge of Ward Road where it intersects Cunningham Road. The town will be free to seek the best eventual disposition of the eastern portion of Cunningham Road, which is not the subject of this article, in view of the interests and rights of abutters, the Town of Boxborough and its residents.

The Finance Committee recommends unanimously (6-0).

While this may have a slight negative impact on our Chapter 90 reimbursement, this could be more than offset by the potential development of one or two new parcels.



ARTICLE 51 ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**
 (Majority vote required)

As part of the Consent Agenda, Mr. Amoroso moved to see if the Town will vote to accept the provisions of MGL Ch 41 § 110A, which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office.

Summary

This provision of Mass General Laws, which requires local acceptance, will change any voter registration deadline that falls on a Saturday to the preceding Friday. Under Mass General Laws, the Town Clerk's office must be open from 9:00am to 8:00pm for all voter registration deadlines, or make other arrangements. Acceptance of this section will allow the voter registration deadline to fall on the preceding Friday, when there is staffing.

Chapter 41, Section 110A: *"Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.*

The Board of Selectmen recommends unanimously (5-0).

The Selectmen support the Town Clerk's request to accept this chapter of the general laws. In instances when a voter registration deadline falls on a Saturday, registration will take place on the preceding Friday, when staffing is available.

The Finance Committee recommends unanimously (6-0).

This has no significant financial impact for the town.

Ms. Kangas was concerned about the lack of participation at Annual Town Meeting. She said that new residents don't understand town meeting and their responsibilities. Wants to propose a sense of the meeting motion to ask BOS to form a special committee on town meeting and doing outreach to residents and perhaps considering ATM on a Saturday.

John Markiewicz asked the town to recognize Owen Neville for 15 years of service on PB. Town meeting gave round of applause.

Mr. Bo, Burroughs Rd. said we should have an agenda for each day of town meeting on the town website.

Ms. Kangas moved that it be the sense of this meeting that the BOS form a special committee to study and report

to them on the ways and means of enlarging citizen participation in our town government of the timing and scheduling of Annual Town Meeting.

Discussion:

Mr. Fox said things are changing and we are having trouble filling boards and getting candidates to run for office. Attendance at town meeting is low. He urged people to come forward to the BOS if interested in being on a committee to look at this.

Action on Sense of the Meeting Motion: Motion carried unanimously.

Rita Grossman, Depot Rd., moved to dissolve town meeting.

Motion to dissolve Annual Town Meeting carried.

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2016 STATE PRIMARY
SEPTEMBER 8, 2016

SS.

To the Constables of the Town of BOXBOROUGH

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

WARD 0/PRECINCT 1

BOXBOROUGH TOWN HALL
29 MIDDLE ROAD, BOXBOROUGH, MA 01719

On **THURSDAY, THE EIGHTH DAY OF SEPTEMBER, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

REPRESENTATIVE IN CONGRESS	THIRD DISTRICT
COUNCILLOR	THIRD DISTRICT
SENATOR IN GENERAL COURT	MIDDLESEX & WORCESTER
DISTRICT	
REPRESENTATIVE IN GENERAL COURT	THIRTY-SEVENTH MIDDLESEX
DISTRICT	
SHERIFF	MIDDLESEX COUNTY

Pursuant to the Selectmen's warrant of August 8, 2016, the state primary election was held at Boxborough Town Hall, 29 Middle Rd., Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00AM. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00PM. Out of 3,153 registered voters, 201 ballots were cast: 154 Democratic ballots and 47 Republican ballots. The results are as follows:

Democratic Ballot

Office	Candidate	Total Votes
Representative in Congress	Nicola Tsongas	142
Councillor	Marilyn Devaney	76
	Peter Georgiou	38
	William Humphrey	27
State Senator	James Eldridge	148
State Representative	Jennifer Benson	148
Sheriff	Peter Koutoujian	108
	Barry Kelleher	26

Republican Ballot

Office	Candidate	Total Votes
Representative in Congress	Ann Wofford	42
Councillor		
State Senator	Ted Busiek	38
State Representative		
Sheriff—Write-In	Angelo LaCivita	8

ELECTION WARRANT
The Commonwealth of Massachusetts

SEPTEMBER 20, 2016

**MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL SCHOOL DISTRICT**

Middlesex, ss.

To the registered voters of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston,

GREETINGS:

You are hereby notified and warned that the inhabitants of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston, registered to vote in any of said Towns, said Towns being the member Towns of the Minuteman Regional Vocational Technical School District, are to meet at their respective polling places, to wit, in the Towns of:

ACTON at the RJ Grey Jr. High School, located at 12 Charter Rd., in said Town,

ARLINGTON at the customary 10 polling locations, in said Town,

BELMONT at the customary 7 polling locations, in said Town,

BOLTON at the Nashoba Regional High School Auditorium, located at 12 Green Rd., in said Town,

BOXBOROUGH at the Town Hall, in the Grange Meeting Room, located at 29 Middle Rd., in said Town,

CARLISLE at the Town Hall, in the Clark Room, located at 66 Westford St., in said Town,

CONCORD at the Harvey Wheeler Community Center, located at 1276 Main St., in said Town,

DOVER at the Dover Town House, in the Great Hall, located at 5 Springdale Ave., in said Town,

LANCASTER at the Town Hall Auditorium, located at 695 Main St., in said Town,

LEXINGTON at the Lexington Community Center, located at 39 Marrett Rd., in said Town,

LINCOLN at the Smith School Gym, located at 6 Ballfield Rd., in said Town,

NEEDHAM at The Center at the Heights, located at 300 Hillside Ave., in said Town,

STOW at The Center School, located at 403 Great Rd., in said Town,

SUDBURY at the Town Hall, 322 Concord Rd., in said Town,

WAYLAND at the Town Building, located at 41 Cochituate Rd., in said Town, and

WESTON at the Town Hall, in the Lower Level Meeting Room, located at 11 Town House Rd., in said Town,

on TUESDAY SEPTEMBER 20, 2016 from 12 NOON – 8:00 PM to vote by BALLOT on the following question:

“Do you approve of the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District taken on June 27, 2016, to authorize the borrowing of \$144,922,478 to pay costs of constructing a new district school?”

The vote of the Regional District School Committee reads in relevant part as follows:

VOTED: That the Minuteman Regional Vocational Technical School District (the “District”) hereby appropriates the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(n) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty-four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, and (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

The debt authorized by this vote shall be submitted to the registered voters of the District’s member towns for approval at a District-wide election in accordance with the provisions of Chapter 71, Section 14D and Chapter 71, Section 16(n) of the General Laws and the District Agreement. The date of such District-wide election shall be **Tuesday September 20, 2016, from Noon-8 PM.**

Pursuant to the Minuteman School Committee warrant of August 8, 2016, the Minuteman election was held at Boxborough Town Hall, 29 Middle Rd., Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 12:00PM. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00PM. Out of 3,613 registered voters, 344 ballots were cast. The results are as follows:

YES: 308 NO: 36

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR THE STATE ELECTION
PRESIDENTIAL ELECTION
NOVEMBER 8, 2016

SS.

To the Constables of the City/Town of **BOXBOROUGH**

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

WARD 0 / PRECINCT 1

BOXBOROUGH TOWN HALL, 29 MIDDLE ROAD

on **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2016**, from 8:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	THIRD DISTRICT
COUNCILLOR	THIRD DISTRICT
SENATOR IN GENERAL COURT	MIDDLESEX & WORCESTER
DISTRICT	
REPRESENTATIVE IN GENERAL COURT	THIRTY-SEVENTH MIDDLESEX
DISTRICT	
SHERIFF	MIDDLESEX COUNTY

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines. The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot-machine gaming establishment at a location that meets certain conditions specified in the law.

A NO VOTE would make no change in current laws regarding gaming.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A NO VOTE would make no change in current laws relative to charter schools.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.

The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.

The proposed law would create a civil penalty of up to \$1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.

The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.

The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A NO VOTE would make no change in current laws relative to the keeping of farm animals.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.

The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.

The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records. The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.

The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law.

Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.

The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.

The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A NO VOTE would make no change in current laws relative to marijuana.

Pursuant to the Selectmen's warrant of October 3, 2016, the state election was held at Boxborough Town Hall, 29 Middle Rd., Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00 a.m. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00 p.m. Out of 3,718 registered voters, 3,068 ballots were cast, including 1,107 Early Voted ballots and 229 Absentee ballots.

President/VP	Votes	Questions	Votes
Clinton/Kaine	1987		
Johnson/Weld	159	Question 1	
Stein/Baraka	36	Yes	812
Trump/Pence	756	No	2172
WRITE INS	88	Blanks	85
Blanks	43	Question 2	
		Yes	1279
Rep in Congress		No	1724
Tsongas	2124	Blanks	66
Wofford	842	Question 3	
Write-ins	5	Yes	2313
Blanks	98	No	695
		Blanks	61
Councillor		Question 4	
Devaney	2232	Yes	1533
Write-ins	33	No	1490
Blanks	804	Blanks	46
State Senator			
Eldridge	1983		
Busiek	728		
Friedrichs	103		
Write-ins	4		
Blanks	251		
State Rep			
Benson	2322		
Write-ins	35		
Blanks	712		
Sheriff			
Koutoujian	2247		
Write-ins	29		
Blanks	793		



**TOWN OF BOXBOROUGH
SPECIAL TOWN MEETING
DECEMBER 12, 2016
LIST OF ARTICLES**

- 1. LAND PURCHASE FOR CONSERVATION PURPOSES**
- 2. GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW**
- 3. PAYMENT OF PRIOR FISCAL YEAR BILLS**
- 4. AMEND PERSONNEL ADMINISTRATION PLAN**
- 5. AMEND FY2017 BUDGET – POLICE DEPARTMENT AND EMPLOYEE BENEFITS**
- 6. REPAIRS TO FLERRA FIELD PLAYGROUND**
- 7. PILOT AGREEMENT FOR SOLAR PHOTOVOLTAIC FACILITY**
- 8. ACCEPT PROVISIONS OF SECTION 60 OF THE ACTS OF 2016 TO ESTABLISH
AN INJURED ON DUTY (IOD) FUND FOR POLICE AND FIRE**
- 9. MUNICIPAL FACILITIES SPACE NEEDS CONSULTANT**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, December 12, 2016 at 7:00 p.m. to act on Articles 1 through 9 of this Special Town Meeting Warrant.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before November 28, 2016.

Board of Selectmen
Leslie R. Fox, Chairman
Susan M. Bak, Clerk
Vincent M. Amoroso
Richard M. Barrett
Robert T. Stemple

John Fallon, Town Moderator, called the Special Town Meeting to order at 7:08.

Dennis Reip, Chair of the Conservation Commission, moved to pass over Article 1 of the December 12, 2016 Special Town Meeting, *Land Purchase for Conservation Purposes*.

ARTICLE 1 LAND PURCHASE FOR CONSERVATION PURPOSES

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum for the total cost of the purchase not to exceed \$510,000 to be expended by the Conservation Commission of Boxborough, in accordance with the authority granted to it under Massachusetts General Laws, Chapter 40, Section 8C, by and on behalf of the Town, for the acquisition of that certain tract of land totaling 15.67 acres, more or less, located at 311 Whitcomb Road in Boxborough, identified as 08-001-000 on the Boxborough Assessor's Maps, being a portion of that land described in a deed recorded with the Middlesex South Registry of Deeds in Book 11391 at Page 514, including costs incidental and related thereto, for conservation and passive recreation purposes, said land to be held in the care, custody, management and control of the Conservation Commission of Boxborough thereafter, and to authorize the Treasurer with the approval of the Selectmen to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8C, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to authorize the Conservation Commission or its designees to apply for, accept and expend on behalf of the Town of Boxborough such other funds as may be provided to pay for all or a portion of the costs of acquiring these properties, including but not limited to grants and/or reimbursement from the Commonwealth of Massachusetts under the Local Acquisitions for Natural Diversity (LAND) grant program (Massachusetts General Laws Chapter 132A, Section 11), which grants and/or funds shall be used to repay all or a portion of the borrowed funds, provided, however, that said acquisition is conditional upon the Town of Boxborough receiving a LAND grant for said acquisition in the amount of 56% of the total cost of the purchase; and to authorize the Conservation Commission and Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxborough to effect said acquisition; or take any other action relative thereto.

Summary

The Conservation Commission proposes to purchase 15.67 acres of land (Elizabeth Brook Knoll) on the western side of Boxborough bordering Harvard on West Whitcomb Rd., next to the Cisco property. This is a collaborative effort with the Boxborough Conservation Trust (BCTrust), the Town of Harvard and the Harvard Conservation Trust. The Town of Harvard and the Harvard Conservation Trust are similarly pursuing an abutting 50 acre parcel in Harvard known as Horse Meadows Knoll on Sherry Road. Together, these two acquisitions will net approximately 64 acres of prime upland habitat, aquifer recharge area and public hiking trails. Boxborough and Harvard have each submitted LAND grant applications for their respective parcels. The LAND grant is expected to cover more than half of the total cost of the proposed purchase for Boxborough.

Purchasing Elizabeth Brook Knoll as Conservation Land directly aligns a number of the goals and objectives identified in Boxborough 2030 and Boxborough's Open Space and Recreation Plan (OSRP) 2015-2022 as follows:

Boxborough 2030 Goal 1.3 and OSRP Goal No. 1: To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

OSRP Goal No. 2: To protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features, both natural and historical.

OSRP Goal No.7: To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.

The added value of this purchase includes:

DISCOUNTED PRICE: The Seller's interest in conservation has resulted in an agreed price that is below the appraised value. In addition to the attractive price, more than half of the total purchase cost is expected to be covered by the LAND grant and a contribution by the BCT.

Appraised Value	\$625,000
Estimated Total Cost (includes purchase price, survey, title, and contingency)	\$510,000
LAND Grant Award (56% match of total cost)	- \$285,600
Contribution from BCT(paid deposit)	-\$27,000
Net Cost to Town(maximum not to exceed)	\$197,400

PROTECTION OF WATER RESOURCES: The property's mixed deciduous-coniferous upland forest captures, conserves, and filters rainwater runoff prior to recharging a major surficial aquifer, thereby reducing the threat of pollution not only to the aquifer itself, but also to area wetlands and nearby Elizabeth Brook and Beaver Brook in the SuAsCo and Merrimack River watersheds. About 25% of the northern portion of the property is in a Zone 2 well-head protection area, and about 30% of the southern border of the property is an interim well head protection zone.

PROTECTION OF PRIORITY HABITAT: The entire Boxborough parcel, and abutting Harvard parcel, is identified by NHESP as a "Priority Habitat" for rare and endangered species, and connect with other Priority Habitat parcels under conservation restrictions (abutting CISCO properties).

PASSIVE RECREATION: Provides opportunity for prime hiking trails in an invasive-free mature forest setting with nearly 200 feet of vertical rise.

LINKAGE: Provides trail and hiking opportunity in Boxborough into Harvard.

EQUITY: Creates prime hiking trails in walking distance to multi-family housing on Boxborough's west side.

REMOVAL OF DEVELOPMENT THREATS: Preserves natural habitat and water resources.

The Conservation Commission recommends (6-0).

Purchasing Elizabeth Brook Knoll as Conservation Land will contribute toward the Town's goals and objectives for protecting and/or acquiring additional lands for conservation, water resource protection, wildlife habitat, recreation, trails, and wildlife corridors. The combination of the negotiated purchase price, available LAND Grant funding, and BCT contribution, also provides the Town with the immediate opportunity to purchase valuable conservation land at a relatively low price.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen supports the acquisition of this parcel and will provide further commentary at Town Meeting.

The Finance Committee does not recommend (5-0).

The Finance Committee recognizes and appreciates the efforts of the Boxborough Conservation Trust, the Conservation Commission and others in bringing this opportunity to the Town in such an expeditious manner. This is a joint venture with the Town of Harvard, who are planning to purchase an adjoining lot, so providing a greater contiguous area of conserved land across the town border. The land will provide access to conservation land hiking trails to the west of Interstate 495 which are lacking at this time. However, the Finance Committee considers several other factors to be of importance in support of their recommendation.

In addition to the costs associated with the purchase of the property, the Town will lose the tax income from a lot that is currently assessed at \$709,800. This, along with the actual cost of purchase, will add to the property tax rate by an amount that will depend on the funding mechanism, but which will be at least \$0.04.

In 2014, the Town adopted the Community Preservation Act, with a surcharge of 1% on property tax that is supplemented by a variable state match, which was 29% of the FY15 tax surcharge. One of the main purposes of these funds is for open space and recreation, including the purchase of land for conservation. The Finance Committee is both surprised and concerned that this proposed purchase has not been reviewed or considered by the Town's Community Preservation Committee for potential funding with CPA monies, since the state match effectively represents a further discount on the purchase price.

There are currently several large capital projects being considered within the Town, some of which are likely to require the purchase of land in the immediate or near future. These include improvements for the Fire Department, the DPW facilities and the Police Department. The Recreation Commission is considering how best to provide new recreational facilities for the Town, identified as a priority in their plan, and which may also require purchase of land. The Regional School District is well advanced in the development of a comprehensive capital plan, which will require the Town to make a significant financial commitment. These should all be priorities for the Town. For conservation and open space, the priorities are listed in Table 29 of the Open Space and Recreation Plan – 2015-2022, which identifies land that is currently privately owned but which would be a priority for the Town to purchase, were it to become available. This table lists 26 parcels comprising a total of 61 lots identified by an Assessor ID number. These parcels were identified as the priorities by the Conservation Commission, Planning Board, Board of Health and Agriculture Commission amongst others. The parcel at 311 Whitcomb Road is not one of those priority parcels. As such, the Finance Committee believes that at this time, with significant capital expenditure ahead, the Town should focus its resources on its obligatory needs (the “must-haves”) rather than discretionary items (the “nice-to-haves”) and so does not recommend this article.

Discussion:

Mr. Reip said that the article was being passed over because the purchase was contingent upon receiving a state LAND grant for 58% of the purchase price of the land. The town did not receive the grant.

George Krusen, Depot Rd., asked if the ConsCom would take some action in future to obtain the land.

Mr. Reip said that the ConsCom was not currently considering any action.

Action on Article 1: Motion to pass over carried.

Mr. Fallon explained that Articles 2, 3, 5, 6, 7, and 8, were going to be voted together as part of a consent agenda. He said that, if anyone wanted an agenda item pulled from the consent agenda, they should speak out. Town Meeting asked to hold Articles 7 and 8.

Les Fox, chair of the Board of Selectmen, moved to approve the consent agenda, Articles 2, 3, 5, and 6, as printed in the December 12, 2016 Special Town Meeting warrant, and further, that Articles 3, 5 and 6 be appropriated as printed in the *Town of Boxborough December 12, 2016 Special Town Meeting Motions* handout.

Action on consent agenda Articles 2, 3, 5, and 6: Motion carried unanimously.

ARTICLE 2 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

Section 1. All dogs six months or older in the Town of Boxborough shall be licensed by the Town Clerk annually beginning January 1st and not later than ~~March 10~~ ***April 1*** of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its owners or keeper's property. The License Period shall be January 1 to December 31 of each calendar year.

Section 2. Fees for dog licenses are:

Spayed/Neutered	\$10.00
Intact	\$15.00
Up to 4 dogs	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by ~~the March 10 deadline~~ ***April 1*** in any year, shall be subject to a penalty of ~~forty dollars (\$50.00)~~ ***twenty-five dollars (\$25.00)*** per dog to be payable to the Town Clerk upon demand by the Animal Control Officer – Dogs and Cats, in addition to the license fee. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation~~.

Section 4. Any person who by ~~March 20~~ ***May 1*** fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~seventy-five dollars (\$75.00)~~ ***fifty dollars (\$50.00)*** per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats, in addition to the license fee. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation~~.

Section 5. Any person who by ~~March 30~~ ***June 1*** fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the Animal Control Officer – Dogs and Cats by certified and regular mail for immediate payment of the license fee, one hundred dollars (\$100.00) fine per dog and the cost of the postage. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation~~. Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Summary

The proposed amendment provides for a more reasonable schedule of deadlines; the April 1 licensing deadline would enable dog owners to participate in annual rabies clinics offered in area communities by the Nashoba Associated Boards of Health. It is proposed to extend the late fee deadlines in order to provide for more sufficient time between the dates. The late fee structure would be reduced to provide for a less onerous incentive for owners to license their dogs. The final proposed change would eliminate payment of late fees to the Dog Officer – Dogs and Cats. When the bylaw was initially adopted, penalties were paid to the Dog Officer to help compensate the position for being underpaid. The position is now fairly compensated; additionally, it is the Town Clerk's office that collects the fines and responds to citizens' concerns.

The Board of Selectmen recommends unanimously (5-0).

The Selectmen are in support of the proposed amendment to the Dog Licensing Bylaw as outlined in the summary. Additionally, as the Animal Control Officer serves as a fully compensated town employee providing regional animal control services to three towns, it is appropriate for all fines and fees be collected by the Town Clerk.

The Finance Committee recommends unanimously (7-0).

The Finance Committee believes the recommended changes to the fine structure in the dog licensing bylaw are reasonable and appropriate, as recommended by the Board of Selectmen, and for the reasons the Board has stated. There should be no significant financial impact on the Town should the amendment pass.

Action on Article 2: Motion carried unanimously as part of consent agenda.

ARTICLE 3 PAYMENT OF PRIOR FISCAL YEAR BILLS

(Nine-tenths vote required)

To see if the Town will vote to transfer from Free Cash the sum of Five Hundred Forty-eight Dollars (\$548) for the purpose of paying prior fiscal year bills: 1) \$148 to United Site Services and 2) \$400 to Meenmore Condominium Trust c/o Evergreen Management, Inc.

Summary

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

United Site Services provided portapotties at Flerra Fields and Steele Farm for activities sponsored by the Recreation Commission and had not previously submitted two bills, totaling \$148, for payment. There were sufficient funds available to cover both bills when the expenses were incurred, and the bills could have been timely paid had they been submitted promptly. The bills, for FY 2014 and 2015 respectively, were finally submitted to the Town in August 2016.

In May 2016, Meenmore Condominium Trust paid in advance for the use of Town Hall meeting rooms. In September, the Town was notified that the rooms would not be needed for various dates during the period October 2016 – May 2017. The payment of \$400 provides a refund of the payment in advance for those unused dates.

The Board of Selectmen recommends unanimously (5-0).

As noted in the summary, this is a housekeeping item, which must be approved by Town Meeting.

The Finance Committee recommends unanimously (7-0).

This article is a result of one vendor reconciling its books after year end close. A second expense is a reimbursement for an advance deposit by a group using town facilities.

Action on Article 3: Motion carried unanimously as part of the consent agenda.

ARTICLE 4 AMEND PERSONNEL ADMINISTRATION PLAN

(Majority vote required)

Anne Canfield, chair of the Personnel Board, moved to amend the Personnel Administration Plan, Article VII Hours of Work and Overtime sections 4 and 5 to add the highlighted language in bold italics and to delete the highlighted language indicated by strikethroughs, as printed in the December 12, 2016 Special Town Meeting warrant under Article 4.

Section 4

- a.** A non-exempt employee, ***EXCLUDING a Per Diem FF/EMT***, shall be paid at one and one-half (1.5) ***times*** his/her regular rate for work:

 - 1. in excess of forty (40) hours ***worked***, or in the case of a Per Diem Firefighter/EMT, fifty (50) hours in one (1) week, ***and/or***
 - 2. in excess of eight (8) hours in one (1) day, ***or in the case of a Per Diem Firefighter/EMT, in excess of his/her shift hours***, when required in an emergency or safety threatening situation, ***and/or***
 - 3. all work performed on Saturday and Sunday when NOT part of the regularly scheduled workweek.
- b.** A Per Diem Firefighter/EMT shall be paid at one and one-half (1.5) ***times*** his/her regular rate for work:

 - 1. in excess of fifty (50) hours ***worked*** in one (1) week, ***and/or***
 - 2. in excess of his/her shift hours, when required in an emergency or safety threatening situation, ***and/or***
 - 3. all work performed on Saturday and Sunday when NOT part of the regularly scheduled workweek.
- c.** ***An emergency shall be defined as “a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.”***
- d.** ***An emergency is deemed to occur when so declared by the Employee’s Department Head or governing board, or a designee of the aforementioned individual/board.***

Incidental overtime, such as incurred helping a citizen who asked for service late in the day, should be compensated with an equal amount of time arriving late or leaving early another day during the same week.

All overtime must be pre-approved by the Department Head or designee.

Overtime shall be equitably distributed among personnel in each department who ordinarily perform such related work in the normal course of their work week. Employees who are offered overtime work and refuse will be credited with having had their turn.

Section 5

In lieu of the overtime compensation provided in Section 4, a regular full-time employee may receive paid time off at the rate of 1.5 times each ~~overtime hour worked in excess of forty hours during any pay week,~~ provided that:

- a. The employee secured the approval thereof of the employee's Department Head.
- b. In the event that an employee gives the Department Head notice, at least four weeks in advance, of the time that the employee wishes to take, the Department Head shall approve such request, unless at the Department Head's sole discretion, an emergency exists. In the event said notice shall be given less than four weeks in advance, the Department Head may deny such request so long as the Department Head's decision is not unreasonable.

No employee may take more than five days off in lieu of compensation during any fiscal year.

Summary

The amendment to Article VII, section 4 and 5 of the Town's Personnel Plan is a housekeeping item, which is intended to clarify an ambiguity that was created in 2009 when language concerning Per Diem Firefighters/EMTs was added. Because Per Diem Firefighters/EMTs work shifts of varying hours (generally 10/14 hours) and not eight hours in a day, it had been recommended to and was approved by Town Meeting in 2009 to amend the second item in section 4. The modifying clause, "when required in an emergency or safety threatening situation" was meant to apply to **all** non-exempt employees. However, the manner in which the voted amendment was transcribed into the Personnel Plan provided for an ambiguous interpretation. Separating Section 4 into parts a. and b. as proposed above will provide for clarity. Parts c. and d. are being proposed to define the term "emergency" as well as to state whose responsibility it is to so declare.

The proposed revision to section 5 will provide for consistency between the payment of overtime compensation described in section 4 with paid time off in lieu of such payment further described in section 5.

The Board of Selectmen recommends (4-0-1).

[Selectman Stemple recused himself from the discussion and abstained from voting because he also serves as a Per Diem Firefighter/EMT].

The Selectmen support the proposed amendment to the Personnel Plan because it clarifies language that could be ambiguously interpreted.

The Finance Committee recommended

The Finance Committee was unable to schedule a meeting to discuss this late addition to the warrant prior to the warrant going to press.

Discussion:

Becky Neville, Middle Rd., thought the process was wrong—should have come through personnel board first. She noted that there was no Personnel Board recommendation in the warrant. She also thought that Personnel Plan changes should be done as part of Annual Town Meeting.

Action on Article 4: Motion carried by majority vote.

ARTICLE 5 AMEND FY2017 BUDGET – POLICE DEPARTMENT AND EMPLOYEE BENEFITS (Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Nine Thousand Dollars (\$9,000), for the purpose of funding the expenses and employee benefits associated with the hiring of a full-time police officer, as well as to transfer the sum of Four Thousand Five Hundred Seventeen Dollars (\$4,517) from Total Salaries – Police to Total Other – Police.

Line Item	Account Name	Appropriated at ATM 5/9/16	Proposed Increase/Decrease	Total FY 17 Allocation
210	Total Salaries – Police	\$1,063,333	<\$4,517>	\$1,058,816
210	Total Other – Police	\$144,740	\$4,517	\$149,257
210	Total Police	1,208,073	0	1,208,073
915	Total Other Employee Benefits	\$677,800	\$9,000	\$686,800
Net amount required to transfer from free cash			\$9,000	

The Board of Selectmen recommends unanimously (5-0).

The Selectmen support this article for the reasons noted in the Finance Committee's recommendation below.

The Finance Committee recommends (5-0).

The Finance Committee believes this article will significantly reduce the police overtime budget, alleviate staff fatigue, and decrease the likelihood of future Reserve Fund Transfers (RFT's) pertaining to overtime. Over the past three years, the overtime budget has been on average 42% over budget. This is due to staff shortages and major investigations, which resulted in forced overtime. In order to more effectively manage the overtime budget and staffing, the Finance Committee recommends you vote in favor of this article.

Action on Article 5: Motion carried unanimously as part of the consent agenda.

ARTICLE 6 REPAIRS TO FLERRA FIELD PLAYGROUND

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of replacing two slides, installing wood chips and placing a sign at Flerra Field playground.

Summary

The playground equipment at the Flerra Field playground has been in the state of disrepair. On October 12, the playground was inspected by the Town's insurer in accordance with U.S. Consumer Product Safety Commission and American Society for Testing and Materials. The inspector noted several areas of concern and among the actions recommended were: 1) the replacement of two cracked sliding boards that could quickly splinter causing more serious safety hazards, 2) the installation of an additional six inches of wood chips (engineered wood fiber) to ensure appropriate impact attenuation and 3) the posting of a sign listing rules and age appropriateness of the playground (2 yrs to 12 yrs).

This article would provide the funding necessary to remedy the existing hazards and bring the playground into compliance.

The Recreation Commission recommends unanimously.

The Recreation Commission unanimously supports this warrant article to bring the structure and surrounding area of the playground up to proper safety code. As an asset to the community and the only play structure owned by the Town, it is imperative that we maintain it for the youth and families of our community.

The Board of Selectmen recommends unanimously (5-0).

The playground equipment at Flerra Field was donated to the Town approximately 16 years ago by a group of parents known as the Boxborough Family Network. It is the only playground in town under the care, custody and control of the Town. (There is a small playground located at the Blanchard School). Over the years, the equipment at Flerra Field has seen heavy use and as a result requires some critical maintenance. The Board of Selectmen supports the maintenance of the playground equipment to ensure the safety and wellbeing of the children in the community who use the playground.

The Finance Committee recommends (5-0).

The play structures at the Flerra Field playground are in desperate need of repair, imposing safety hazards for the users of the structure. This warrant article will not only fix the damaged parts of the play structure; it will also bring the playground into accordance with standard safety regulations as established by the U.S. Consumer Product Safety Commission.

Action on Article 6: Motion carried unanimously as part of the consent agenda.

ARTICLE 7 PILOT AGREEMENT FOR SOLAR PHOTOVOLTAIC FACILITY (Majority vote required)

Mr. Stemple, member of the Board of Selectmen, moved to authorize the Board of Selectmen: (i) to enter into an agreement for “payments in lieu of taxes” pursuant to M.G.L. c. 59, s. 38H(b), or any other enabling authority, for personal property taxes attributable to a solar photovoltaic energy facility to be installed on certain property located in the Town of Boxborough and shown on Assessor’s Map 13 as Lot 021, for a term of years and on such terms and conditions as the Board of Selectmen deems in the best interests of the Town, and (ii) to take all actions necessary or appropriate to administer and implement such agreement.

Summary

This article will enable the Board of Selectmen to enter into a payment in lieu of taxes (PILOT) agreement with the developer of a solar photovoltaic facility – a carport – at 1300 Massachusetts Avenue. The agreement will provide both the company and the Town with tax stability over the term of the agreement.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0).

The Finance Committee believes this article is a great opportunity to generate revenue for the Town. By authorizing the Board of Selectmen to enter into a PILOT (payment in lieu of taxes) agreement with the developer of the solar facility at 1300 Mass Ave, the Town will be creating an additional stream of revenue that was not previously available. In addition, approval of this article will also set a precedent for future like developments, further giving the Town an opportunity to expand revenue streams. As a result, FinCom supports this article.

Discussion:

Eric Michnovez, Flagg Hill Rd., asked why this was necessary. Wasn’t a building there already paying taxes? Mr. Stemple said a company was going to rent the parking area behind the building and put solar panels over it.

Town Counsel, John Giorgio was recognized. He said the PILOT agreement only applies to personal property taxes, not real estate taxes of the property owner. Solar panel installations are considered personal property and, further, that DOR regulations exempt solar panel installations from taxation.

Nancy Fillmore, Burroughs Rd., was still confused. She said company came to planning board for permission to build panels on parking lot. Who benefits from this PILOT program?

Jessica Eichelburg, Hill Rd., asked what the numbers are. Mr. Stemple said there were no numbers yet. Everything is to be negotiated.

Mr. Giorgio said that solar facilities are permitted as of right and that the company has already received the permit from planning board.

Owen Neville, Middle Rd., urged an affirmative vote and said this is revenue we are not currently getting.

Eric Tornstrom, Hill Rd., asked if the town would get to vote on what the tax break would be. Mr. Stemple said no that it would be the BOS.

Mr. Giorgio reiterated that the company is not required to pay personal property taxes on the solar panels. Company agreed to PILOT program as a good-will gesture. Town could in future change the agreement if regulations change.

Mr. Fox said that the company thinks it has a viable business plan to sell electricity to utilities. The owners think it would be more attractive to their investors if their costs are known.

Mary Brolin, Guggins Ln., spoke in support of the motion.

Molly Biron, Burroughs Rd., said she would be happy to see more solar panels. It’s the future of energy.

Dick Wagman, Leonard Rd., said he supported the motion.

Dennis Reip moved the question. That motion was seconded.

Motion to vote now carried by two-thirds as declared by the moderator.

Action on Article 7: Motion carried by majority vote.

ARTICLE 8 ACCEPT PROVISIONS OF SECTION 60 OF THE ACTS OF 2016 TO ESTABLISH AN INJURED ON DUTY (IOD) FUND FOR POLICE AND FIRE

(Majority vote required)

Mr. Amoroso moved to accept Section 60 of the Acts of 2016, *An Act Modernizing Municipal Finance and Government*, to establish an Injured on Duty (IOD) Fund for Police and Fire.

Summary

Acceptance of this section, which amends Section 111F of Chapter 41 of Massachusetts General Laws would allow the Town to establish, appropriate money to and expend from a special injury leave indemnity fund for payment of police officer and firefighter injury leave compensation or medical bills, as well as provide for replacement staff for those injured employees. Previously, insurance proceeds were not available to be expended; therefore, if the departmental budget was insufficient to meet the additional costs attributable to injured on duty leave, a transfer from the reserve fund was required.

The Board of Selectmen recommends (4-0-1).

[Selectman Stemple recused himself from the discussion and abstained from voting because he also serves as a Per Diem Firefighter/EMT].

When Police Officers or Firefighters are injured on duty the Town is obligated to continue their salaries and pay certain medical expenses until they return to active duty. In addition, their shifts must be covered through the use of regular personnel at overtime rates, or through per diem firefighters or special police officers. The net result is an unexpected and potentially significant increase in the salary budget(s), typically necessitating a Reserve Fund transfer to supplement the salary budgets. The Town's indemnity insurance coverage can often provide substantial reimbursement for salary and medical expenses, but in the past, insurance proceeds had to be deposited to the General Fund before being appropriated to salaries or expenses. This normally could not take place before the next Town Meeting. By adopting this section of the General Laws, the town will have immediate access to insurance proceeds, streamlining and simplifying operations, and reducing reliance on the reserve fund.

The Finance Committee recommends unanimously (7-0).

The Finance Committee believes that the change to MGL is a benefit to Boxborough though we believe it doesn't go far enough. This article allows the Town to create a fund that will cover the police and fire departments when personnel are out for extended periods of time. In the past the departments' budgets were hit for double charges to cover the injured personnel and for temporary replacements. The Town is now able to create a fund that rolls over from year to year. This fund will allow the Town to cover unforeseen expenses due to injury to firefighters or police personnel. Monies can be appropriated to and insurance proceeds can be deposited into the fund; over time unused funds no longer deemed to meet the purpose of the fund or required for expenses in the foreseeable future may be released to the general fund.

Action on Article 8: Motion carried unanimously.

ARTICLE 9 MUNICIPAL FACILITIES SPACE NEEDS CONSULTANT

(Majority vote required)

Mr. Amoroso, moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000), and further to transfer the unexpended balance of monies in Article 21A of the 2015 Annual Town Meeting in the amount of

Seven Thousand Six Hundred Forty-eight Dollars and Ninety Cents (\$7,648.90), for the purpose of procuring the services of a consultant to assist in adapting the previous analysis and to advise the Boxborough Building Committee (BBC) on space needs and site/building options.

The Board of Selectmen recommends (5-0).

The Board of Selectmen has approved a charter for the Boxborough Building Committee (BBC); members have been appointed. The BBC will examine the facilities needs for the Police, Fire and Public Works departments. Funds from this article will be used to hire consultants to help the committee gather and analyze information, and advise on the possibilities for use of existing facilities. The requirements for any potential land acquisition will be quantified.

Although a great deal has been accomplished through study of the needs for Police and Fire, much remains to be done to develop a comprehensive plan that will enjoy broad community support. The goal of the BBC is to bring a recommendation to annual town meeting in May 2017 on a plan to move forward balancing and prioritizing the needs of all three departments. The BBC will need to move quickly. The Selectmen ask you to support this Article to provide them the expert help and consultation they need.

The Boxborough Building Committee (BBC) recommends unanimously (7-0).

The Finance Committee recommends (5-0-1)

Gary Kushner, member of the FinCom, said there is a lot of material already known that needs to be consolidated and that a consultant would help.

Discussion:

Ms. Neville asked why a new committee was formed. There was an old committee (SNAG). Mr. Amoroso said the new committee (BBC) was not starting from zero. Some of the old committee members are still involved. In addition, the two chiefs, while not voting members of the new committee, are part of the discussions.

Ms. Eichelburg asked about the numbers. The costs so far are \$94,500. Mr. Amoroso said that with the additional money the cost would go to \$110,000.

Ms. Eichelburg said that that seemed like a lot of money. Mr. Amoroso said it was not unreasonable to spend \$110K before committing to spending millions.

Ms. Fillmore said that she was a member of SNAG. She asked if new committee members received all information from SNAG. Mr. Fox said that last ATM showed not much support for the combined facility on current site. He said the BOS thought it would be a good idea to take a fresh look with a new committee. Will \$110K be enough? Mr. Fox said the money would enable BBC to bring concepts and costs and a timetable to next town meeting for renovating/reconstructing police, fire, and DPW facilities. The BOS wants the consultant to look at everything already done and also look at the DPW.

Frank Powers, Stonehedge Place, said he was on SNAG and is on BBC. He said money already spent has not been wasted, even though the resulting design was too expensive. The BBC can take the analysis already done on the current facilities and move forward from there. The intent would be to come to the town with a realistic affordable plan. He said the BBC needed a consultant to help.

Action on Article 9: Motion carried unanimously.

Moved and seconded to dissolve Special Town Meeting. Motion carried.

Meeting adjourned at 8:15 p.m.

MEETINGS SCHEDULE

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website, www.boxborough-ma.gov. If interested, please call ahead to request an appointment to be placed on the agenda.

MEETINGS	DAY AND TIME	LOCATION
AB Cultural Council	As posted	Acton Town Hall
Agricultural Commission	As posted	Town Hall
Annual Town Meeting	2 nd Monday in May	Blanchard School
Annual Town Election	3 rd Tuesday in May	Town Hall
Appeals, Zoning Board of	1 st & 3 rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Building Committee	As posted	Town Hall
Boxborough Housing Board	2 nd Thursday as posted	Town Hall
Boxborough Emergency Reserve Corps	As posted	Town Hall
Cemetery Commission	As posted	Town Hall
Community Preservation Committee	1 st Thursday, 7:30 p.m.	Town Hall
Conservation Commission	1 st & 3 rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Energy Committee	As posted	Town Hall
Finance Committee	Mondays as posted, 7:30 p.m.	Town Hall
Fire Department	2 nd & 4 th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:00 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2 nd Tuesday, 7:30 p.m.	Sargent Mem. Library
Personnel Board	As posted	Town Hall
Planning Board	Mondays as posted, 7:30 p.m.	Town Hall
Public Celebrations & Ceremonies Comm.	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Regional	1 st Thursday, 7:30 p.m.	RJ Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:00 p.m.	Town Hall
Steele Farm Advisory Committee	As posted	Town Hall
Town Government Study Committee	As posted	Town Hall
Well-Being Committee	As posted	Town Hall

RESIDENT INTEREST FORM

The Board of Selectmen continues to seek volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative, and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

Resident Interest Form

Name: _____ Phone: _____

Address: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: _____ E-mail Address: _____

<input type="checkbox"/> Acton-Boxborough Cultural Council	<input type="checkbox"/> Finance Committee
<input type="checkbox"/> Agricultural Commission	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Board of Health*	<input type="checkbox"/> Land Stewards
<input type="checkbox"/> Board of Registrars	<input type="checkbox"/> Library Board of Trustees*
<input type="checkbox"/> Board of Selectmen*	<input type="checkbox"/> Personnel Board
<input type="checkbox"/> Boxborough Affordable Housing Trust	<input type="checkbox"/> Planning Board*
<input type="checkbox"/> Boxborough Building Committee	<input type="checkbox"/> Public Celebrations & Ceremonies Committee
<input type="checkbox"/> Boxborough Emergency Reserve Corps	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Boxborough Housing Board	<input type="checkbox"/> School Committee*
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Steele Farm Advisory Committee
<input type="checkbox"/> Community Preservation Committee	<input type="checkbox"/> Veterans Memorial Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Well-Being Committee
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Design Review Board	
<input type="checkbox"/> Energy Committee	

Filling out this form does not ensure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee, please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719** or email a scanned copy to sshaw@boxborough-ma.gov

***Indicates an elected board**

TOWN HALL BUSINESS HOURS

General Hours	Monday–Thursday	8:00 a.m.–4:00 p.m.
	Friday	8:00 a.m.–Noon
Assessor	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
Building Department	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
Community Services Coordinator	Tuesday & Thursday	8:00 a.m.–4:00 p.m.
Conservation/ZBA	Monday–Wednesday	8:30 a.m.–4:30 p.m.
	Thursday	Noon–4:00 p.m.
Town Clerk	Monday	9:00 a.m.–2:00 p.m. 6:00 p.m.–8:00 p.m.
	Tuesday–Thursday	9:00 a.m.–2:00 p.m.
	Friday	9:00 a.m.–Noon
Tax Collector/Treasurer	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
Veterans Agent	Wednesday	9:00 a.m.–11:00 a.m.
Nashoba Board of Health Agent	Tuesday	1:30 p.m.–3:30 p.m.
Nashoba Board of Health Nurse	4th Tuesdays	10:00 a.m.–Noon
<i>Other hours by appointment</i> Main Phone Number: 978-264-1700 Website: www.boxborough-ma.gov		

LIBRARY HOURS

Sargent Memorial Library 978-263-4680	Monday–Thursday	10:00 a.m.–8:00 p.m.
	Saturday (September–June)	10:00 a.m.–3:00 p.m.

“NO SCHOOL” ANNOUNCEMENTS
WCVB-TV Channel 5, WBZ-TV Channel 4, and WRKO-TV Channel 7

TOWN PHONE DIRECTORY

In order to serve you more efficiently, you may now dial Town Hall staff directly, using the numbers listed below. Phone numbers for other town departments are also listed.

The main number for Town Hall is 978-264-1700

For personal assistance, dial "0" after main number

TOWN STAFF DEPARTMENT DIRECT-DIAL NUMBERS

Assessor	978-264-1720	Ruth Anderson
Assessor Support	978-264-1721	Cassy Bosworth
Board of Health	978-264-1726	Julie Pratt
Community Services Coordinator	978-264-1730	Lauren Abraham
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging	978-264-1717	Laura Arsenault
Inspector of Buildings	978-264-1725	Gerry Noel
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Julie Pratt
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	Cassy Bosworth
Town Administrator	978-264-1712	Selina Shaw
Town Administrator Support	978-264-1714	Cheryl Mahoney
Town Clerk	978-264-1727	Elizabeth Markiewicz
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	Adam Duchesneau
Town Treasurer/Tax Collector	978-264-1715	Patrick McIntyre
Town Treasurer/Tax Collector Support	978-264-1724	Karen Guzzardi
Veterans' Agent Support	978-264-1726	Julie Pratt
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

TOWN WEBSITE AND EMAIL ADDRESSES

The Town website, which includes email addresses for Town employees, is www.boxborough-ma.gov. Town Hall employees may also be contacted by email, using the person's first initial and last name as follows: initiallastname@boxborough-ma.gov. For example, Assessor Ruth Anderson's email address is randerson@boxborough-ma.gov

OTHER TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-264-1770	Randolph T. White, Fire Chief
Police	978-264-1750	Warren B. Ryder, Police Chief
Public Works	978-264-1790	Tom Garmon, DPW Director
A-B Regional School District	978-264-4700	Dr. Glenn Brand, Superintendent
Blanchard Memorial School	978-263-4569	Dana Labb, Principal
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director
Animal Control Officer (Public Safety Dispatch)	978-264-1750	Dogs and Cats – Phyllis Tower Other Animals – Donnie Morse

For all Emergency Services, Call 9-1-1