



# TOWN OF BOXBOROUGH

## 2017 ANNUAL TOWN REPORT

*Cover Photography by Liz West (1943-2017)*

**Town of Boxborough  
Annual Report**

**for the Year Ending December 31, 2017**

**Annual Town Meeting  
Monday, May 14, 2018  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Tuesday, May 22, 2018  
Town Hall  
7:00 a.m. – 8:00 p.m.**



## ***IN MEMORIAM***

### ***Ernest Fournier***

*(1956-2017)*

*Recreation Commission 1998-2001*

### ***Marguerite Hugel***

*(1919-2017)*

*Council on Aging 1990-1993*

*Public Celebrations 1993-1996*

### ***Mary Larson***

*(1928-2017)*

*Town Clerk 1961-1965*

*Town Accountant 1965-1973*

*Council on Aging 2001-2006*

*Historical Commission 2001-2016*

### ***Frances McGowan***

*(1935-2017)*

*Board of Registrars 1972-1974*

### ***Elizabeth West***

*(1943-2017)*

*Finance Committee 1986-1989*

*Acton-Boxborough Regional Arts Council 1990-1992*

*Council on Aging 2012-2017*



***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*

*2017 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:	4,974
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,683
TAX RATE:	\$16.44 (FY18) \$16.81 (FY17) \$16.36 (FY16) \$16.65 (FY15) \$17.69 (FY14) \$17.69 (FY13) \$17.87 (FY12) \$17.38 (FY11) \$16.53 (FY10)
SCHOOLS:	Acton-Boxborough Regional School District
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

## FEDERAL OFFICIALS

### President of the United States

Donald J. Trump  
[whitehouse.gov](http://whitehouse.gov)  
[president@whitehouse.gov](mailto:president@whitehouse.gov)  
The White House  
1600 Pennsylvania Avenue NW  
Washington, DC 20500  
202-456-1414

### United States Senators

Elizabeth Warren <a href="http://warren.senate.gov">warren.senate.gov</a>	Edward Markey <a href="http://markey.senate.gov">markey.senate.gov</a>
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 2 Russell 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 <a href="http://tsongas.house.gov">tsongas.house.gov</a>	
Washington Office 1607 Longworth House Office Building Washington, DC 20515-2105 202-225-3411	Lowell Office 126 John Street, Suite 12 Lowell, MA 01852 978-459-0101

## OFFICIALS OF THE COMMONWEALTH

<b>Governor</b>	Charlie Baker	<a href="http://mass.gov/orgs/office-of-the-governor">mass.gov/orgs/office-of-the-governor</a>
<b>Lt. Governor</b>	Karyn Polito	<a href="http://mass.gov/orgs/office-of-the-governor">mass.gov/orgs/office-of-the-governor</a>
<b>Secretary</b>	William F. Galvin	<a href="http://sec.state.ma.us">sec.state.ma.us</a>
<b>Auditor</b>	Suzanne Bump	<a href="http://mass.gov/orgs/office-of-state-auditor-suzanne-m-bump">mass.gov/orgs/office-of-state-auditor-suzanne-m-bump</a>
<b>Attorney Gen.</b>	Maura Healey	<a href="http://mass.gov/orgs/office-of-attorney-general-maura-healey">mass.gov/orgs/office-of-attorney-general-maura-healey</a>
<b>State Senator</b>	James Eldridge <a href="mailto:James.Eldridge@MASenate.gov">James.Eldridge@MASenate.gov</a> State House, Room 320 Boston, MA 02133 617-722-1120	<a href="http://senatoreldridge.com">senatoreldridge.com</a> District Office-Walker Building 255 Main St., Room 106 Marlborough, MA 01752 978-460-8564
<b>State Representative</b>	Jennifer Benson <a href="mailto:Jennifer.Benson@MAHouse.gov">Jennifer.Benson@MAHouse.gov</a> State House, Room 42 Boston, MA 02133 617-722-2014	<a href="http://jenbenson.org">jenbenson.org</a> District Office- Ritter Memorial Building 960 Massachusetts Ave. Lunenburg, MA 01462 978-582-4146 ext.4

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2018)

### **Town Clerk**

Elizabeth Markiewicz (2019)

### **Board of Selectmen**

Susan Bak, Chair (2020)

Robert Stemple, Clerk (2018)

Richard Barrett (2019)

Leslie Fox (2020)

Maria Neyland (2018)\*\*

Vincent Amoroso (2018)\*

### **Board of Health**

Marie Cannon, Chair (2020)

Pamela Follet (2018)

Bryan Lynch (2019)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

Kevin Mahoney (2019)

Owen Neville (2018)

### **Library Board of Trustees**

Jennifer Campbell, Chair (2018)

Mary Brolin (2018)

Janet Glidden (2019)

Kathleen Luce (2017)

Megan McCullough (2017)

Robert McNeece (2019)

Nancy Settle-Murphy (2020)

Molly Wong (2020)

### **Planning Board**

John Markiewicz, Chair (2019)

Eduardo Pontoriero, Clerk (2020)

Nancy Fillmore (2020)

Abigail Reip (2019)

Hongbing Tang (2018)

### **AB Regional School Committee**

#### **(Boxborough Members)**

Mary Brolin, Chair (2019)

Brigid Bieber (2018)

Tessa McKinley (2020)

Kathleen Neville (2019)

Maria Neyland (2017)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator /**

#### **Chief Procurement Officer**

Selina Shaw (2018)

### **Accountant**

Jennifer Barrett (2018)

### **Assessor**

Rebecca Boucher (2018)\*\*

Ruth Anderson (2018)\*

### **Inspector of Buildings /**

#### **Code Administration Officer**

Gerry Noel (2018)

### **Town Planner**

Adam Duchesneau (2018)

### **Treasurer/Collector**

Patrick McIntyre (2018)

### **Acton-Boxborough Cultural Council**

#### **(Boxborough Members)**

Nancy Evans (2019)

Sharon Garde (2019)

Sheila Hanrahan (2018)

Ramika Shah (2020)

### **Agricultural Commission**

John Neyland, Chair (2019)

Owen Neville, Clerk (2019)

Kathie Becker (2020)

Bryon Clemence (2020)

Brian Morrison (2018)

### **Animal Control Officer – Dogs & Cats**

Phyllis Tower (2018)

### **Animal Control Officer – Other**

Donald Morse (2018)

---

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Zoning Board of Appeals**

Tom Gorman, Chair (2019)  
Kristin Hilberg, Clerk (2020)  
Michael Toups (2020)  
Lonnie Weil (2019)  
Mark White (2018)  
Stefano Caprara, Alternate (2018)  
Christian Habersaat, Alternate (2018)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2019)  
Nancy Brown (2020)  
Simon Bunyard (2018)  
Virginia Richardson (2019)

**Boxborough Affordable Housing Trust**

Leslie Fox, Chair (2019)  
R. Allen Murphy (2018)  
Ron Vogel (2019)  
Channing Wagg (2019)  
Steven Ballard (2018)\*

**Boxborough Building Committee (2019)**

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

**Boxborough Housing Board**

R. Allen Murphy, Chair (2020)  
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 (2019)  
R. Allen Murphy (2019)  
Mary Pavlik (2020)

Channing Wagg (2019)

Cindy Worthington-Berry (2019)

**Ex-Officio Members**

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

**Cemetery Commission**

William Sutcliffe, Chair (2020)  
Mitzi Garcia-Weil, Clerk (2018)\*\*  
Donald C. Morse (2019)  
Rebecca Neville (2018)\*

**Cemetery Superintendent**

Donald Morse (2018)

**Community Preservation Committee**

Dennis Reip, Chair (2020), *Conservation Commission*  
Hugh Fortmiller, Vice Chair (2019), *member at large*  
Rita Gibes Grossman, Clerk (2018), *member at large*  
Thomas Begin (2018), *Finance Committee\*\**  
Hilary Greven (2019), *Recreation Commission*  
John Neyland (2018), *Agricultural Commission*  
Abby Reip (2019), *Planning Board*  
Alan Rohwer (2020), *Historical Commission*  
Ron Vogel (2020), *Housing Board*  
John Rosamond (2018), *Finance Committee\**

**Conservation Commission**

Dennis Reip, Chair (2018)  
David Follett (2020)  
Charlene Golden (2020)  
Norm Hanover (2019)  
David Koonce (2020)  
Stephen Schmitt (2018)  
Hoff Stuart (2019)  
*Appointed by Conservation Commission*  
Liz Markiewicz, Associate Member

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Council on Aging**

Francis Powers, Chair (2020)  
Sonali Bhatia (2018)  
Barbara Birt (2019)  
Taryn Light (2019)  
Frank Sibley (2018)  
Barbara Wheeler (2019)  
Elizabeth West (2018), *passed away 7/22/17*

**Design Review Board**

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

**Election Wardens**

Allen Rohwer  
Lisa St. Amand  
Eileen Sutcliff

**Energy Committee**

Francie Nolde, Chair (2019)  
Molly Biron (2019)  
Richard Garrison (2018)  
Travis Gebhardt (2020)  
Larry Grossman (2018)  
Abigail Reip (2018)  
Keshava Srivastava (2020)  
Raid Suleiman (2019)  
Santiago Tapia-Perez (2017)

**Field Driver**

Phyllis Tower (2018)

**Fire Department****Fire Chief, Fire Warden, Emergency Management**

**Director, Right to Know Coordinator, Roy  
Custance Scholarship Administrator**

Randolph T. White (2018)

**Officers Full-Time (2018)**

Shawn Gray, Captain  
Jonathan Williams, Lieutenant

**Officers Per-Diem (2018)**

Jason Malinowski, Lieutenant  
Adam Nichols, Lieutenant

**Firefighter/EMTs Full-Time (2018)**

David Dutton  
Zachery Broderick  
Sean Kennefick\*

**Firefighter/EMTs Per-Diem (2018)**

Eoin Bohnert  
Michael Byrne  
Zachary Clements  
Charles Colburn  
Edmond Daigneault  
James Devogel  
David Hillman  
Brendan Hurley  
Derek Jordan  
Matthew Nelson  
George Robinson  
Tyler Schwabe  
Ronald Sisco  
Taylor Soberg  
Robert Sokolowski  
Robert Stemple  
Benjamin Wilmot  
Stephen Wright

**Call Firefighters (2018)**

Juan Barrios  
Lawrence Roche

**Historical Commission**

Alan Rohwer, Chair (2018)  
Kevin Mahoney (2020)  
Brian Picca (2019)  
Shirley Warren (2018)

**Inspector of Animals**

*Nominated by Board of Health, appointed by  
Commonwealth of MA*  
Donald Morse (2018)

**Inspector of Gas & Plumbing**

Steve Bottazzi (2018)\*\*  
Adam Sahlberg, Assistant (2018)\*\*  
Gary Corey (2017)  
Norman Card, Jr., Assistant (2017)

**Inspector of Wires**

Charles Weeks (2018)  
William Morehouse, Assistant (2018)  
Robert Norton, Alternate Assistant (2018)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Personnel Board**

Anne Canfield, Chair (2018)  
Sheila Bauer (2020)  
Pat Flanagan (2018)  
Hugh Fortmiller (2020)  
Anne McNeece (2019)

**Police Department**

**Police Chief, Keeper of Lock-up, Dispatch Center Co-Director, Deputy Emergency Management Director**  
Warren B. Ryder (2020)

**Department Assistant**

Andrea Veros

**Police Officers (2018)**

Warren O'Brien, Lieutenant  
Nathan Bowlick, Sergeant  
Brett Pelley, Sergeant  
Robert Bielecki, Detective  
Robert Arakelian, Patrol Officer  
Robert Fagundes, Patrol Officer  
Philip Gath, Patrol Officer  
Kevin Gordon, Patrol Officer  
Jeffrey Landgren, Patrol Officer  
Robert Noone, Patrol Officer\*\*  
Nicholas Storelli, Patrol Officer

**Reserve Police Officers (2018)**

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

**Public Safety Dispatchers (2018)**

*Appointed by Fire Chief*  
Brenda Santucci, Supervisor  
Ashley Cartier  
Elaine DeLorme  
Katelyn Pfeifer  
Linda Yost\*\*  
Patrick Mortimer (part-time)  
Marcie Furlong (part-time)\*  
Elizabeth Goldsmith (part-time)\*  
Elizabeth Poulin (part-time)\*

**Lock-Up Attendant (2018)**

Amy Waxman

**Public Celebrations & Ceremonies Committee**

Trena Minudri, Chair (2018)  
Susan Chavez (2020)  
Owen Neville (2017)  
Nicole Sheehan (2018)

**Director of Public Works, Tree Warden & Moth Superintendent**

Tom Garmon (2017)  
Ed Kukkula (2018)\*\*

**Recreation Commission**

Megan Connor, Chair (2018)  
Becca Edson (2019)  
Hilary Greven (2018)  
Kevin Lehner (2019)  
Claudine Lesk (2020)

**Steele Farm Advisory Committee**

Edward Whitcomb, Chair (2018)  
Bruce Hager (2019)  
Jeanne Steele Kangas (2018)  
Jim Moss (2020)  
Sarah Murphy (2020)

**Town Counsel**

KP Law, P.C. (2018)

**Town Government Study Committee (2017)**

Susan Bak, Chair, *Board of Selectmen*  
John Fallon, Clerk, *Town Moderator*  
Sheila Bauer, *Personnel Board*  
Thomas Begin, *Finance Committee*  
Jennifer Campbell, *Library Trustee*  
Hugh Fortmiller, *Personnel Board (alternate)*  
Nancy Settle-Murphy, *member at large*  
Robert Stemple, *Board of Selectmen*  
Selina Shaw, *Town Administrator (ex-officio, non-voting)*

**Town Meeting Study Committee (2017)**

Susan Bak, Chair  
John Fallon, Clerk  
Jennifer Campbell  
Jeanne Steele Kangas  
Abby Reip

**Veterans Agent**

Donald C. Morse (2018)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Veterans Memorial Committee (2019)**

Kevin Mahoney, Co-Chair  
Ron Vogel, Co-Chair  
Karen Noriega-Baron, Clerk  
Frank Coolidge  
Mitzi Garcia-Weil  
Trena Minudri  
Scott Pierce  
Owen Neville\*  
Rebecca Neville\*

**Water Resources Working Group (2018)**

Bryon Clemence, member at large  
Leslie Fox, *Board of Selectmen*  
Grant Greven, member at large  
Bryan Lynch, *Board of Health*  
Stephen Schmitt, *Conservation Commission*

**APPOINTMENTS MADE BY MODERATOR****Finance Committee**

Ted Kail, Chair (2020)  
Amy Burke, Vice Chair (2017)  
Thomas Begin (2019)  
Andrew Bernard (2019)  
Michael Bo (2020)  
Gary Kushner (2018)  
Becky Neville (2019)

Lixin (Larry) Sun (2020)  
Steve Ballard, Clerk (2018)\*  
John Rosamond (2019)\*  
Dilip Subramanyam (2017)

**Minuteman Regional School**

Vince Amoroso (2018)\*

**APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Library 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)  
Raymond Slack\*

**Library Staff**

Peishan Bartley, Technical Services Librarian  
Maren Caulfield, Senior Library Assistant  
Joanne Lee, Technical Services Librarian  
Claudia Murphy, Senior Library Assistant  
Marion Powers, Senior Library Assistant  
Kathleen Taffel, Youth Services Librarian

**Council on Aging Van Drivers**

Francis Powers  
Peter Tenneson

**Town Hall**

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

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

## BOARD OF SELECTMEN

### Financial Position of the Town

Boxborough has continued to maintain its AAA bond rating and very healthy reserves. Free cash is certified at \$1,876,950, with an end-of-year balance of \$1,667,768 after the Special Town Meeting on December 4, 2017. Our Stabilization Fund stands at \$1.3M. Our unfunded liability for Other Post-Employment Benefits (OPEB) is \$2.9M, and our trust balance of \$540K exceeds 14.5% of our liability. (OPEB does not include pension benefits paid to retired employees.)

Boxborough's FY 2018 tax rate of \$16.44/\$1,000 is the fifth reduction in the tax rate in the last six years. Assessed valuations of single-family homes have continued to increase, reflecting a healthy housing market in Boxborough. The addition of almost \$52M in valuation has significantly contributed to the reduced tax rate. The average tax bill for a single-family home increased \$15 in FY 2018. The Town's excess levy capacity, the amount a community could levy before needing an override, increased to \$2.4M.

### Town Operations

#### Personnel Changes

This year the Town welcomed Ed Kukkula as the new DPW Director. Ed has over 24 years of experience in the public sector; he has managed a highway department and overseen construction and maintenance projects. He recently served as the Highway Superintendent for the Town of Townsend. We are thrilled that Ed is a part of the Boxborough team!

The Town also welcomed Becky Boucher as the new Town Assessor. Becky comes to the Town with a great deal of experience, having served as the Principal Assessor for the Town of Shirley for 12 years and most recently as the Associate Regional Assessor for a number of area communities. We are delighted to welcome Becky to the Boxborough Town Hall team!

#### Town Government Study Committee

With the announcement of the Town Administrator's (TA) retirement effective on July 1, 2018, the Board appointed a Town Government Study Committee to review current and alternative town government reporting structures.

Committee members included: Susan Bak, BoS; Sheila Bauer, Personnel Board; Thom Begin, Finance Committee; Jennifer Campbell, Library Trustee; John Fallon, Town Moderator; Hugh Fortmiller, Personnel Board alternate; Nancy Settle-Murphy, member at large; Selina Shaw, TA (ex officio); and Bob Stemple, BoS.

The Committee made the following recommendations:

- The Board of Selectmen continues to act as a policy-making Board.
- The TA becomes the Chief Operating Officer with Police, Fire, and DPW department heads reporting directly to the TA. Both the Police and Fire Chiefs remain "strong chiefs" as defined by Massachusetts General Law.
- The Board maintains liaison roles with town departments, committees, and boards for communication and guidance rather than for management and direct oversight.
- The position and associated budget for an Assistant Town Administrator (ATA), which was eliminated in 2006, should be reinstated. Either the TA or the ATA must have strong human resource experience.

The Board of Selectmen voted unanimously to approve and move forward with the Committee's recommendations.

The Board thanks the Committee members for their work.

#### Recruitment of Town Administrator

With the imminent retirement of the Town Administrator, the Board retained the services of Community Paradigm Associates, LLC, to assist and support the Board in recruiting the best talent available for this vital and critical position. The consultant will help to ensure an objective and transparent process and provide a higher level of expertise in recruiting and staffing.

The Board also appointed the TA Search Committee comprised of: Simon Bunyard, former Selectman; Anne Canfield, Personnel Board; Nancy Settle-Murphy, Town Government Study Committee; Becky Neville, Finance Committee; and Mitzi Garcia-Weil, member at large. The Search Committee will present a short list of candidates to the BoS; the BoS will then hold final interviews and select a new TA. The Board thanks all members of the Committee for their support in this vital endeavor.

#### Vocational Education

After the Town voted to leave the Minuteman Vocational District, the Town provided Boxborough students with three choices for vocational education. For the 2017/2018 school year, six students opted for Minuteman Regional Vocational Technical High School, and one student opted for Assabet Valley Regional Technical High School. Annual transportation costs are \$36,000 for Minuteman and \$6,000 for Assabet.

#### Technology

General cross-department technology needs and strategy are developed by an ad hoc Technology Steering Committee comprised of the Town Administrator, the department heads, the Board of Selectmen, and our IT support provider. The Steering Committee has continued to develop plans with a two- to three-year horizon.

Replacement of the Sargent Library phone system was originally scheduled on the capital plan for FY 2019. However, the Committee learned that end-of-life depreciation placed the Town's existing Cisco IP phone system at risk. Service and support for this system had become increasingly difficult and expensive. To mitigate risk, the Committee recommended replacement of the entire town phone system, including the Library system, with a system our IT provider selected. This new system will be easier to manage ourselves for directory changes, addition or removal of users, etc.; it will also be cost-efficient to operate. At the Dec. 4, 2017, Special Town Meeting (STM), voters approved \$93,500 for a new townwide phone system. This system will include providing the Library with a town LAN network switch for Voice Over IP (VOIP) traffic (phones) that will also be configured to permit BXB-TV broadcasts of meetings held at the Library. The new LAN switch will eventually be used to add the Library to the town data network. Meanwhile, the Committee continues to review the requirements for full inclusion of the Sargent Library into the Town's IT system.

With the \$5,600 appropriated at the May Annual Town Meeting (ATM), the Town installed new secure wireless access points throughout town to provide more secure use of WiFi services in town buildings.

At the May ATM, voters appropriated \$31,400 for planned server and desktop systems hardware and software upgrades.

Town Meeting also appropriated \$60,000 for implementation of a networked building Access Control system for all town buildings. This system will use Radio Frequency ID (RFID) cards, eventually eliminating metal keys. Planning work continued during the year, with the expectation that implementation will start in early 2018.

### Cable Operations

Boxborough entered into the third year of an intermunicipal agreement with Littleton Community Television (LCTV) for the management and oversight of cable television services and operations in Boxborough.

Town Meeting appropriated \$96,000 for cable operations and infrastructure, using so-called "cable funds" derived from our license franchise fees with Verizon and Comcast. Most of these funds pay for the contracted services of LCTV, with a remaining portion dedicated to improving infrastructure.

Video on demand (VOD) continues to be available from the Boxborough website for BoS meetings as well as for Annual and Special Town Meetings.

LCTV personnel worked with the Town Administrator and Building Inspector on further planning for equipping the Grange Room for televised meetings. The goal is to ensure that broadcast and cable operations requirements are addressed in the general Grange Room improvements that started taking shape this year and continue into 2018.

### Hager Well

In November 2016, the Massachusetts Department of Environmental Protection (DEP) approved our plans for upgrading the Hager Well water treatment system to increase the capability and efficiency for removal of manganese and uranium. The implementation work was completed during January and early February 2017. In February, Mass DEP issued an Activation Permit for operating Hager Well as a certified public water supply, allowing the system to be put on line for public use. Since then, the system has been operating as specified.

The large, 30,000-gallon, underground, finished potable water-holding tank (or cistern) was cleaned and inspected in July. No major issues were found. In August, the asphalt-shingled roof of the pump house was inspected by the Boxborough Building Inspector and found to be beyond useful life. The DPW crew subsequently installed a new metal roof with a lifetime service rating of 50 years.

### Grange Hall

In May 2016, ATM approved Community Preservation Committee (CPC) funding in the amount of \$106,775 for renovations to the Grange. Further funds came from a prior warrant article for the floor in the amount of \$14,647 and cable money of \$62,000. In December 2016, the Building Inspector informed the Board that the funds would not be sufficient to cover all three phases of the project.

In June 2017, Phase I of the project went out to bid. At the time, construction business was booming, and very few contractors were interested in the project. Only one contractor submitted a bid. Excluding pro-bono design work contributed by members of this community, the bid for Phase I came in at \$99,000. Phase I of the project was completed in December 2017.

### **Infrastructure**

The Massachusetts Department of Transportation (MassDOT) paved and resurfaced a section of Massachusetts Avenue (Route 111) from West Acton up to the "S" curve. One section of the road was left unpaved so that the culverts between the Library and Fire Station could be replaced.

Work on the culverts began in late November through December but could not be completed because of unexpected frigid temperatures. In the spring of 2018, after everything dries out, MassDOT will resume work on the two culverts already installed. A third culvert, just east of the Library, will be extended on the north side, and the shoulder area will be widened to accommodate an upcoming sidewalk project.

Special thanks go to Adam Duchesneau, Town Planner, and our state legislators for keeping the pressure on MassDOT to get the culvert work started.

In October, the Town received notice of a MassWorks Grant in the amount of \$574,683 for a sidewalk on the northbound side of Massachusetts Avenue, from the Library to Liberty Square Road. That work will start after the culverts are completed.

### **Master Plan Updates**

In January 2016, when the Town updated its Master Plan, called “Boxborough2030,” the Board has used the plan as a guide for town policy. During 2017, the Board has continued to make good progress in pursuing “Boxborough 2030” goals and strategies:

#### Proactively plan for water resource management and protection

In October 2017, the Board appointed a Water Resources Working Group, consisting of Brian Lynch, Board of Health; Bryon Clemence, at large; Steve Schmitt, Conservation Committee; Grant Greven, at large; and Les Fox, BoS. The Working Group was charged with developing a proposed charter and mission statement that is consistent with the intent, strategies, and actions of the “Boxborough2030” Master Plan for a Water Resource Committee.

#### Support diversity and anti-bias training for employees

In July 2016, the Fostering Racial Justice Group (FRJG), a local community-based organization, applied for a grant to support, among other things, the Town’s efforts in diversity and anti-bias training for town employees. The Town of Boxborough was one of several towns to collaborate in this initiative. The funds were used, in part, to hire a consultant to develop, design, and deliver an eight-hour curriculum for all Boxborough town employees. Those trainings were completed in the spring of 2017.

Going forward, the Board of Selectmen has designated the Community Services Coordinator as the point person in the continuing development, design, and delivery of facilitated conversations around this important work.

#### Increase resident participation in Town Government

The Town has adopted a letter welcoming new residents to Boxborough. Developed by the Town Meeting Study Committee, the letter offers new residents an opportunity to get involved in town government. Additionally, a newsletter for new residents can be found on the town website under the tab labeled “About Us.” The newsletter includes a guide to town boards, committees, and commissions; the guide is now available in Mandarin, Portuguese, and Spanish.

This year, the Town Administrator and Board of Selectmen hosted a Fifer’s Day booth where residents had an opportunity to ask questions about boards, committees, and commissions.

#### Create a long-term vision for the Town’s commercial areas, prioritizing enhanced quality of life over expanding the commercial tax base

In November 2016, the Board established an Economic Development Committee. Committee members include: Richard Guzzardi, Kristin Hilberg, Tim Rudolph, and Dawn Willis; John Markiewicz, Planning Board; and Adam Duchesneau, Town Planner (ex officio). A FinCom designee and one additional member have yet to be appointed.

#### Maintain excellent municipal facilities and services

Department heads regularly review the capital needs of their individual departments and continue to plan for maintenance, in concert with the Town’s annual capital plan and Town Meeting.

The Town also relies on the Boxborough Building Committee (BBC), which is responsible for gathering input from department heads, citizens, users, and potential users. The BBC assesses needs, reviews conceptual designs, and makes detailed recommendations (including cost projections) for construction or renovation of the Town's public safety and public works facilities. The Fire, Police, and Public Works Departments are all involved in the process.

At the end of last year, the BBC identified a property suitable for the DPW. The Board of Selectmen called a STM on February 26, 2018, to get approval from the Town to purchase this property.

Identify and promote solutions to improve transportation options

The Town continues to work with our partners in surrounding towns to explore transportation options to serve residents' commuting needs.

The Town continues to participate in the Metropolitan Area Planning Council and MAGIC (Minutemen Advisory Group on Interlocal Coordination) to advocate for regional transportation solutions.

The Town also participates with regional transportation authorities as a member of the Boston Region Metropolitan Planning Organization, Cross Town Connect, and 495/MetroWest partnership.

**PERSONNEL BOARD**

The Personnel Board (PB) consists of five residents appointed by the Board of Selectmen (BoS) to assist and advise the BoS and Town Administrator in matters that pertain to Boxborough's non-union personnel. As such, it is the PB's responsibility to review the Personnel Plan and recommend changes to its language, as necessary.

During 2017, the PB worked to finalize job descriptions for positions that included Assistant Town Administrator, Human Resource Manager, DPW Business Manager, Lead Summer Playground Director, and others. Using these finalized job descriptions, the PB then evaluated and recommended Grade placement on the Compensation and Classification Plan.

PB members sat on search committee interviews for new employees, and using a standard set of questions, conducted exit interviews with individuals leaving the Town's employment. Additionally, PB members have worked closely with the Recreation Commission and participated in a Finance Committee working group set up by the BoS. The Board also continued its work to update the Employee Handbook.

Finally, we thank Town Administrator Shaw and Selectman Bak for their continued assistance to the PB. Their knowledge and guidance is invaluable and appreciated by all members of our Board!

Respectfully submitted,  
Anne Canfield, Chair

**TOWN GOVERNMENT STUDY COMMITTEE**

The current Town Administrator (TA) is retiring July 31, 2018. Before seeking a replacement, the Board of Selectmen (BoS) established the 2017 Town Government Study Committee (TGSC) to review current and alternative town government structures for positions and departments reporting to the BoS.

**History**

From 1999 to 2006, Boxborough had a TA who acted as a Chief Operating Officer (COO). All Town Hall departments and employees, as well as the Police Chief, Fire Chief, and Director of Public Works (DPW),

reported to the BoS through the TA. The TA also had the support of an Assistant Town Administrator (ATA). Many surrounding towns currently use this model.

Beginning in 2006, the Town changed the role of the TA to that of a Chief Administrative Officer (CAO). All Town Hall department heads and employees continue to report to the TA, but the heads of Police, Fire, and DPW reported directly to the BoS. The TA became “first among equals.” Also in 2006, the ATA position was eliminated, as was the related budget.

### **Current Study**

The TGSC saw its task as recommending a structure that would serve the Town’s long-term needs, rather than focusing primarily on the implications for current department heads, employees, or BoS incumbents.

The TGSC first reviewed a number of documents, including earlier town government studies, sections of Massachusetts General Law (MGL), and the job descriptions for TAs of similar towns. The TGSC then initiated interviews with members of Boxborough’s government and with officials in other towns; the interviews helped the Committee identify the strengths and weaknesses of the current structure and how changes might improve the way town government works in the future.

### **Recommendations**

The Committee unanimously recommends:

- a) The BoS continues to act as a policy-making Board.
- b) The TA becomes a COO. Police, Fire, and DPW heads report directly to the TA. Police and Fire Chiefs remain “strong chiefs” as defined by Massachusetts General Law (MGL).
- c) The BoS maintains liaison roles for communication and guidance rather than for management and direct oversight.
- d) The position and budget of an ATA that was eliminated in 2006 should be re-instated. Hiring should be done so either the TA or ATA would have strong human resources (HR) experience.

The TGSC realizes that making these changes will not be easy or comfortable for some; however, the Committee urges the Board of Selectmen to carefully consider our recommendations, bearing in mind the long-term future of the Town.

### **Committee Background and Charge**

After learning that the current TA would be retiring July 31, 2018, the BoS appointed the ad hoc TGSC in February 2017. The BoS charged the TGSC with “Studying, reviewing, and exploring alternative town government structures including reporting relationships, responsibilities, authority, and communication between and among the Board of Selectmen, departments, and the public to ensure the best structure for the Town.”

- a) The study was limited to departments, committees, and boards reporting to the BoS; for example, the Library, Finance Committee, and Town Meeting were not included.
- b) As they have for some time, the Police and Fire Chiefs would remain “strong chiefs” as defined by MGL.

The TGSC met 14 times between February and September 2017. All meetings were posted and open to the public.

### Committee Members

Susan Bak, Chair	Board of Selectmen
John Fallon, Clerk	Town Moderator
Sheila Bauer	Personnel Board
Thomas Begin	Finance Committee
Jennifer Campbell	Library Trustee
Hugh Fortmiller	Personnel Board alternate
Nancy Settle-Murphy	Member at large
Selina Shaw	Town Administrator (ex officio, non-voting)
Bob Stemple	Board of Selectmen

### Boxborough TA History and Earlier Town Government Studies

Prior to 1990, many local towns, including Boxborough, had a BoS supported by an Executive Secretary. In the 1990s, many of these towns moved to a TA model. Most TAs acted as a COO, with all heads of departments – including Police, Fire, and DPW – reporting to the TA.

A Sense of Meeting vote at the 1997 Town Meeting prompted the formation of the ***Town Government Study Committee of 1998***. In 1999, the Town adopted the Committee's recommendation to follow the lead of other towns in creating a COO TA position, with the heads of Police, Fire, and DPW reporting to the BoS through the TA. The Town also agreed with the recommendation to establish and fund a position that became an ATA.

In response to a 2001 request from the TA, BoS, and Tax Collector, the Massachusetts Department of Revenue Division of Local Services prepared a ***Town of Boxborough Financial Management Review***. The Review prompted the Town to follow a number of strategies for improving financial management and to establish the Boxborough Leadership Forum. The Review suggested no changes in the TA's responsibilities.

In 2006, the then current TA resigned to take a position in another town, and the BoS formed the ***Town Government Structure Study Committee***. The task of this committee was to review and validate reorganization directions proposed by the BoS. In 2006, the BoS implemented the current structure, changing the TA's role from COO to CAO; Police, Fire, and DPW heads no longer reported to the BoS through TA, instead reporting directly to the BoS, with primary communication through formal BoS liaisons. The BoS also eliminated the ATA position and the related budget. The TA became "first among equals" with no supervisory responsibility over the Police, Fire, or DPW.

### Data Gathering

The Committee gathered both internal and external data:

- a) Internal interviews with past and current members of the BoS, the TA, Police and Fire Chiefs, Finance Committee members, and the Town Clerk.
- b) Job descriptions and duties and responsibilities for TAs of selected towns.
- c) Interviews with the TAs of selected towns similar to Boxborough: Bolton, Harvard, and Stow.

### Consideration of Findings

The first major decision was to define the mission of the Committee. After considerable discussion, the TGSC saw its task as recommending a structure that would serve **the long-term needs of the Town rather than focusing primarily on the implications for current department heads, employees, and members of the BoS**. Boxborough has always had many outstanding employees and dedicated and talented members of the BoS. However, the Committee tried to focus on the structure that would best serve the Town for 5, 10, or 15 years.

The internal interviews revealed a general feeling that the relationship between the BoS and the heads of Police, Fire, and DPW “works,” and the current liaison structure has led to productive relationships. The Town is well-managed, there is a good budget process, and the independence of the heads of Police, Fire, and DPW directors has advantages.

**However, there is a cost.** The current structure requires that the BoS be involved in the day-to-day operations of the Police, Fire, and DPW. Being directly responsible for these three major departments requires a larger commitment of time and effort from the BoS than most members anticipated and considerably more than if these departments reported directly to the TA. The resulting workload on the BoS limits the pool of available candidates and may discourage townspeople from becoming BoS candidates. The work of BoS members seems particularly difficult for those who already hold full-time jobs. The Town may not always be as fortunate as it has been to attract BoS members who can spend the time required.

Because the heads of Police, Fire, and DPW now report directly to the BoS, when these department heads need immediate decisions, they must wait for a BoS meeting. Therefore, delays may make performance issues increasingly difficult to resolve. The Open Meeting Law makes performance reviews more difficult. Since the TA has no supervisory role over Police, Fire, and DPW, a leadership vacancy in one of these major departments often burdens the BoS with responsibility for the department.

Boxborough is extremely fortunate that the current TA and current heads of Police, Fire, and DPW have a close working relationship. However, as personalities and relationships change over time, without a centralized, professional management team, the independence of the Police, Fire, DPW and TA could create coordination problems in the future.

Town government has become more complex over the years, with an ever-increasing number of regulations that need attention, especially in HR and procurement. After a 15-year period of stability, the Town is starting to grow in size, with a 10% increase in population possible in the next few years.

Nearly everyone interviewed said that Boxborough could use additional support in HR, procurement, and IT areas. While the Town can continue to purchase outside IT services, the reestablishment of the ATA position would allow for HR expertise to be added in-house and create more time for procurement support and IT oversight.

### **The Committee’s Unanimous Recommendations**

The Town Administrator:

- a) The TA becomes the COO of the Town. The heads of Police, Fire, and DPW report directly to the TA. The Police and Fire Chiefs remain “strong chiefs” as defined by Massachusetts General Law.
- b) The TA becomes responsible for negotiating union and department head contracts under parameters set by the BoS.
- c) The TA becomes responsible for the development of the budget that goes to the Finance Committee for the areas under the purview of the BoS, following priorities set by the BoS.
- d) The TA becomes responsible for performance review and monitoring of all department heads, including Police, Fire, and DPW.

The Board of Selectmen:

- a) The BoS maintains liaison roles, for communication and guidance rather than management and direct oversight.

- b) The BoS continues as a policy-making board. The BoS will set priorities, guidelines, and goals for town departments. The BoS will evaluate the work of the departments, but the BoS will not become involved in the work itself or management of employees.
- c) The BoS sets budget priorities and reviews the bottom-line budget developed by the TA for the areas reporting to the BoS.

The Assistant Town Administrator:

- a) Reestablish the position of ATA and budget that was eliminated in 2006.
- b) The ATA or the TA must have strong HR experience.

#### **Rationale for Changes**

The Committee believes that these recommendations provide a model that will work well for the future growth and improvement of the Town. The TA will become the one point of contact for the heads of Police, Fire, and DPW, and all other department heads. Rather than having to postpone many decisions for the next BoS meeting, the TA will be able to give immediate attention to difficult issues, performance-related matters, and under-performing departments.

The changes will allow the BoS to spend more time considering policy-related issues and less time on operational and HR-related matters. The changes will also give the BoS a more reasonable and manageable scope of work, leaving much of the highly technical and complex regulatory matters to the attention of professionals. These changes are important given the variability of the expertise, interests, and time availability found among the changing members of the BoS.

The TGSC realizes that making these changes may not be easy or comfortable for some; however, the Committee urges the Board of Selectmen to carefully consider our recommendations, bearing in mind the long-term future of the Town.

With help from the current and future TA, the BoS will need to oversee a thoughtful transition process to implement these changes. The TA and the BoS must communicate intensely and frequently with the Town's staff, to discuss the rationale and implications for change and to create a cooperative and smooth transition.

Respectfully submitted,  
Susan Bak, TGSC Chair

#### **TOWN MEETING STUDY COMMITTEE**

The Boxborough Town Meeting Study Committee is an ad hoc committee comprised of five members of the community and appointed by the Board of Selectmen on August 8, 2016. The Committee's mission was to research, evaluate, and recommend the best options for increasing attendance, awareness, and participation in town government and Annual Town Meeting (ATM). Members of the committee include: Susan Bak (Chair), John Fallon (Clerk), Jennifer Campbell, Jeanne Kangas, and Abby Reip.

#### **First Steps**

The Committee started out by reviewing several documents including the Town Meeting (TM) survey conducted in 2005, the Report of the Boxborough Town Meeting Study Committee of 2006, population demographics from 2000 through the present and TM attendance history between 1990 and 2016. We were not surprised to learn that Boxborough's population is getting older and that attendance at TM was higher when there were controversial articles in the warrant.

## **Survey**

The committee undertook a new survey. The results essentially verified what we already knew:

- Survey respondents attended TM because of their –
  - Interest and commitment to the Town
  - Desire to voice their opinions
  - Need to understand what was going on in town
- Reasons for not attending TM: lack of time or lack of interest
- Survey respondents favored a shorter Town Meeting
- 75% of respondents were opposed to moving TM to a Saturday or Sunday

Survey respondents made several suggestions:

- Move the date of TM
- Stop the live broadcast
- Implement off-site/at-home electronic voting
- Schedule two Town Meetings per year: ATM in the Spring and Special Town Meeting (STM) in the Fall
- Limit TM to one night
- Increase signage on southeast side of Boxborough
- Provide transportation
- Provide childcare
- Control long-winded speakers

## **Initiatives implemented**

- Established a Facebook page to preview the warrant and provide additional information about TM
- Short videos on Facebook and the town website featuring local residents explaining why they go to TM
- Robocall and automated email to remind voters about TM
- Welcome letter to new residents explaining TM
- Notice to parents via the –
  - “Weekly Chatter” (electronic newsletter serving ABRHS and RJ Grey)
  - “Paw Print” (electronic newsletter serving Blanchard)
- Town Administrator and Town Moderator taped a “TM Preview” show for cable TV
- Relocated signage to reach a broader group of residents
- Lawn signs strategically placed throughout the Town reminding residents about Town Meeting
- Other marketing initiatives including –
  - Bookmarks distributed at the Library
  - Notices in the *Beacon* and *Action Unlimited*

## **Actions and Recommendations**

### ***Move the date of TM***

In 1974, Town Meeting was moved from March to May because of the unpredictability of the weather, fluctuations in state aid, and the need to wait on Acton’s Town Meeting to vote the Regional School budget. Towns saw large fluctuations in state aid, making budgeting difficult. If state aid were considerably less than budgeted, the Town would have to schedule a STM to vote a new budget. Over the years, state aid has become more predictable, with far smaller fluctuations. Some survey respondents felt that we could increase attendance if TM were moved from May, which tends to be a busy month for end of the school year activities, graduations, and weddings, to April.

Action: *The Committee and Board of Selectmen have placed a sense of the meeting article in this year's warrant to get a perspective from a wider group of residents.*

#### **Stop the Live Broadcast**

Some survey respondents believe that stopping the live broadcast will force residents to attend TM. However, residents who cannot attend feel they are a part of TM when they can watch the process unfold live, from their homes.

Recommendation: *The Committee does not plan to recommend that the live broadcast be discontinued. We believe that the live broadcast allows those who are unable to attend to feel as if they were a part of the process.*

#### **Off-site Electronic Voting**

There is currently no legal mechanism for off-site/at-home electronic voting. MGL Chapter 39 Section 10 requires that anyone who votes must be present and able to participate in the proceedings. Taking questions electronically from voters off-site/at home is currently being tested in a few towns across the Commonwealth.

#### **On-site Electronic Voting**

Over the last 5 years many towns in Massachusetts have adopted on-site electronic voting to speed up the process of counting written ballots/standing votes. Given that Boxborough has had only one written ballot in the last decade and that standing votes go very quickly, this does not appear to have value for the Town.

Recommendation: *The Committee does not recommend exploring electronic voting.*

#### **Two Town Meetings Every Year**

Some survey respondents suggested two Town Meetings every year; one in the spring and one in the fall. While a good idea, there are generally not enough issues that need to be addressed for a STM in the fall. Moreover, a STM in the fall would not necessarily increase attendance.

Recommendation: *The Committee recommends that the Town hold STMs on an as-needed basis.*

#### **One-Night Town Meeting**

While a one-night TM is certainly possible, it would be a dramatic change in the way Boxborough conducts Town Meetings. However, the Committee has recommended the implementation of the following initiatives:

- Shorten announcements and introductions at the beginning of TM
- More articles on the consent agenda
- Continue to limit the number of town reports/presentations
- Continue a time limit on speakers
- Schedule debate and vote on controversial articles for a specific time
- Board of Selectmen and Finance Committee present on motions only if the recommendations of the Board and Committee are different
- Improve quality of presentations

#### **Transportation**

The Council on Aging (COA) currently provides transportation to and from TM. Information can be found in the Boxborough Buzz or by contacting Laura Arsenault, COA Coordinator, at 978 264-1717 or [larsenault@boxborough-ma.gov](mailto:larsenault@boxborough-ma.gov).

#### **Childcare**

Very few towns offer childcare services. To do so would require a great deal of coordination and effort to identify childcare service providers, ensure that the individuals are trained in first aid and are CORI-certified, and set up a process and system for providing the service. There is also the risk of liability to the Town.

**Recommendation:** *The Committee found that childcare services do not necessarily increase participation in Town Meeting. Under the circumstances, the Committee has identified the A/B family network at the following link: [www.abfamily.org](http://www.abfamily.org) as a resource for childcare.*

### **Conclusion**

With this report and the activities implemented leading up to this Town Meeting, the Committee's work has come to an end, and the Committee is dissolved. We would like to thank the Town Administrator, Town Clerk, and Town Librarian for their support and cooperation.

There are always opportunities to improve the process and to increase awareness and participation in town government and attendance at Town Meeting. If you have any other suggestions, please contact the Town Moderator, Town Administrator, or the Town Clerk. Thank you!

### **TOWN COUNSEL**

During 2017, 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. We have also advised the Board of Selectmen on a number of labor and employment matters. There are currently four active litigation cases involving the Town.

We have also 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, and we have assisted the Conservation Commission and Board of Selectmen with acquisitions of land and easements for conservation and municipal improvement projects.

In 2017, Town Counsel began to assist the Town in the negotiation of successor collective bargaining agreements for town employees.

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,  
KP Law, 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 "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 2018 – Town Valuation and Tax Rate Summary

Fiscal Year 2018 was an Interim Certification year, meaning that the assessments were adjusted as needed according to market trends during calendar year 2016. After a thorough review of the analyses used by the Assessor, the Department of Revenue certified on September 23, 2017, that all assessments in Boxborough represented the full and fair cash value of properties as of the assessment date of January 1, 2017. The next Quinquennial Certification for Boxborough will be Fiscal 2019.

Fiscal 2018 showed signs of continued improvement in pricing in the Boxborough real estate market. Overall values improved by 4.997%, and changes to assessed values from Fiscal 2017 to 2018 are broken down as follows:

- Single-families up 2.404%
- Two-families up 3.332%
- Condominiums up 5.837%
- Apartments (4+ units) up 342.772%
- Commercial & Industrial down 0.84%
- Personal Property up 7.63%

Parcel counts remained constant from FY 2017 to FY 2018 except for the addition of 11 parcels of vacant land that will be developed on the newly subdivided Taylor Farm Road. This is compared to the addition of seven single-family homes in Fiscal Year 2017. New growth was from 14 single-family homes under construction and one apartment complex currently under construction.

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 2018 was \$18,193,250. At a public hearing on October 2, 2017, 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 2018 tax rate of \$16.44/\$1,000 was approved by the Department of Revenue on October 20, 2017.

Classification	Valuation, \$	Tax Dollars	Levy, %
Class 1 – Residential	861,353,271	14,160,647	77.83
Class 2 – Open Space	0	0	0.00
Class 3 – Commercial	74,158,028	1,219,158	6.70
Class 4 – Industrial	129,839,080	2,134,554	11.73
Class 5 – Personal Property	41,295,021	678,890	3.73
<b>Total</b>	<b>1,106,645,400</b>	<b>18,193,250</b>	<b>100.00</b>

The levy is the amount of money a community can raise through taxation. Due to the fiscally conservative approach of the residents and administration of the Town of Boxborough, the Town has not raised the full amount allowed by law, leaving an excess levy capacity of over \$2,000,000 that could be added to the levy amount before requiring an override of Proposition 2 ½. Below is a comparative chart detailing the last four years:

	FY 2018	Prior Year Comparison		
		FY 2017	FY 2016	FY 2015
Total Valuation, \$	1,106,645,400	1,053,976,024	1,018,102,406	976,999,303
Total Levy, \$	18,193,250	17,717,337	16,656,155	16,267,038
Tax Rate, \$/\$1,000	16.44	16.81	16.36	16.65

The increase in the total levy results in an increase to the average single tax bill of 0.14%, or \$13. 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, \$
2018	9,477	0.14	576,600
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

### 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 2018, there were 17 Statutory Exemptions granted in the amount of \$18,571.67 and 25 Senior Tax Work-off Abatements in the amount of \$11,570.05. There were also 26 abatements granted on appeal in the total amount of \$13,824.33.

### 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 support this year. I would also like to thank Ruth Anderson for her years of service as Town Assessor.

Respectfully submitted,  
Rebecca A. Boucher, MAA, Town Assessor

### TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2017. 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. Beginning in 2015, GASB45 added net pension liability to the financial statements, halving the Town's Total Net Position.
- *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 2013–2017.

Complete Audited Statements are available upon request.

Respectfully Submitted,  
Jennifer Barrett, Town Accountant

## STATEMENT OF NET POSITION

JUNE 30, 2017

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Governmental  
Activities

### **ASSETS**

#### CURRENT:

Cash and cash equivalents .....	\$ 5,941,279
Investments.....	1,379,109
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes .....	179,244
Tax liens and foreclosures.....	326,366
Motor vehicle excise taxes.....	84,969
Departmental and other .....	94,244
Intergovernmental .....	1,045,037
NONCURRENT:	
Capital assets, net of accumulated depreciation:	
Nondepreciable.....	6,012,248
Depreciable .....	<u>10,476,830</u>
TOTAL ASSETS.....	<u>25,539,326</u>

### **DEFERRED OUTFLOWS OF RESOURCES**

Deferred charges on refunding .....	18,170
Deferred outflows of resources related to pensions ....	<u>1,908,470</u>
DEFERRED OUTFLOWS OF RESOURCES .....	<u>1,926,640</u>

### **LIABILITIES**

#### CURRENT:

Warrants payable .....	210,687
Accrued payroll.....	171,177
Tax refunds payable .....	37,000
Accrued interest.....	35,578
Other liabilities .....	51,425
Compensated absences.....	22,000
Bonds payable .....	1,141,454

#### NONCURRENT:

Compensated absences.....	198,200
Postemployment benefits .....	3,337,274
Net pension liability.....	9,977,149
Bonds payable .....	<u>4,883,605</u>
TOTAL LIABILITIES .....	<u>20,065,549</u>

### **DEFERRED INFLOWS OF RESOURCES**

Deferred inflows of resources related to pensions .....	<u>64,434</u>
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### **NET POSITION**

Net investment in capital assets.....	11,286,916
Restricted for:	
Permanent funds:	
Expendable.....	40,664
Nonexpendable.....	116,655
Gifts and grants .....	747,934
Unrestricted.....	<u>(4,856,186)</u>
TOTAL NET POSITION .....	<u>\$ 7,335,983</u>

**STATEMENT OF ACTIVITIES**  
**FISCAL YEAR ENDED JUNE 30, 2017**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>				
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue</u>	
<b>Primary Government:</b>						
<i>Governmental Activities:</i>						
General government .....	\$ 2,101,540	\$ 264,098	\$ 204,334	\$ -	\$ (1,633,108)	
Public safety .....	4,540,167	521,934	28,678	-	(3,989,555)	
Education .....	11,700,640	-	-	-	(11,700,640)	
Public works .....	1,695,431	270,986	1,500	308,068	(1,114,877)	
Human services .....	202,456	43,454	-	-	(159,002)	
Culture and recreation .....	765,674	56,762	90,139	-	(618,773)	
Interest.....	<u>149,302</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(149,302)</u>	
Total Governmental Activities.....	<u>\$ 21,155,210</u>	<u>\$ 1,157,234</u>	<u>\$ 324,651</u>	<u>\$ 308,068</u>	<u>\$ (19,365,257)</u>	
<u>Governmental Activities</u>						
<b>Changes in net position:</b>						
Net (expense) revenue from Primary Government (Above) .....					<u>\$ (19,365,257)</u>	
<i>General revenues:</i>						
Real estate and personal property taxes, net of tax refunds payable.....					18,037,289	
Tax liens.....					4,321	
Motor vehicle and other excise taxes .....					862,621	
Hotel/motel tax.....					189,792	
Penalties and interest on taxes .....					33,306	
Payments in lieu of taxes .....					69,763	
Grants and contributions not restricted to specific programs .....					248,702	
Unrestricted investment income .....					14,821	
Miscellaneous .....					<u>109,210</u>	
Total general revenues.....					<u>19,569,825</u>	
Change in net position .....					204,568	
<i>Net Position:</i>						
Beginning of year (as revised) .....					<u>7,131,415</u>	
End of year .....					<u>\$ 7,335,983</u>	

**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
**JUNE 30, 2017**

	<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>
<b>ASSETS</b>						
Cash and cash equivalents .....	\$ 3,919,074	\$ 103,671	\$ -	\$ 551,791	\$ 1,366,743	\$ 5,941,279
Investments.....	979,238	284,991	-	-	114,880	1,379,109
Receivables, net of uncollectibles:						
Real estate and personal property taxes.....	179,244	-	-	-	-	179,244
Tax liens and foreclosures.....	326,366	-	-	-	-	326,366
Motor vehicle excise taxes.....	84,969	-	-	-	-	84,969
Departmental and other .....	-	-	-	-	94,244	94,244
Intergovernmental .....	<u>284,092</u>	<u>-</u>	<u>760,067</u>	<u>-</u>	<u>878</u>	<u>1,045,037</u>
<b>TOTAL ASSETS</b> .....	<b><u>\$ 5,772,983</u></b>	<b><u>\$ 388,662</u></b>	<b><u>\$ 760,067</u></b>	<b><u>\$ 551,791</u></b>	<b><u>\$ 1,576,745</u></b>	<b><u>\$ 9,050,248</u></b>
<b>LIABILITIES</b>						
Warrants payable.....	\$ 147,577	\$ -	\$ -	\$ 12,986	\$ 50,124	\$ 210,687
Accrued payroll .....	145,309	-	-	-	25,868	171,177
Tax refunds payable .....	37,000	-	-	-	-	37,000
Other liabilities.....	<u>2,032</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,393</u>	<u>51,425</u>
<b>TOTAL LIABILITIES</b> .....	<b><u>331,918</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>12,986</u></b>	<b><u>125,385</u></b>	<b><u>470,289</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenue .....	<u>841,783</u>	<u>-</u>	<u>760,067</u>	<u>-</u>	<u>95,122</u>	<u>1,696,972</u>
<b>FUND BALANCES</b>						
Nonspendable .....	-	-	-	-	116,655	116,655
Restricted .....	-	388,662	-	538,805	1,239,583	2,167,050
Committed .....	36,598	-	-	-	-	36,598
Assigned .....	390,065	-	-	-	-	390,065
Unassigned.....	<u>4,172,619</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,172,619</u>
<b>TOTAL FUND BALANCES</b> .....	<b><u>4,599,282</u></b>	<b><u>388,662</u></b>	<b><u>-</u></b>	<b><u>538,805</u></b>	<b><u>1,356,238</u></b>	<b><u>6,882,987</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....						
	<b><u>\$ 5,772,983</u></b>	<b><u>\$ 388,662</u></b>	<b><u>\$ 760,067</u></b>	<b><u>\$ 551,791</u></b>	<b><u>\$ 1,576,745</u></b>	<b><u>\$ 9,050,248</u></b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL**  
**FISCAL YEAR ENDED JUNE 30, 2017**

	Budgeted Amounts				Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget			
	Amounts Carried forward From Prior Year	Current Year		Final Budget						
		Initial Budget	Original Budget							
<b>REVENUES:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 17,490,395	\$ 17,490,395	\$ 17,490,395	\$ 17,950,276	\$ -	\$ 459,881			
Motor vehicle and other excise taxes .....	-	815,000	815,000	815,000	1,028,964	-	213,964			
Payments in lieu of taxes .....	-	45,000	45,000	45,000	69,763	-	24,763			
Intergovernmental .....	-	546,393	546,393	546,393	532,793	-	(13,600)			
Departmental and other .....	-	461,000	461,000	461,000	649,089	-	188,089			
Investment income .....	-	4,000	4,000	4,000	7,550	-	3,550			
<b>TOTAL REVENUES.....</b>	<b>-</b>	<b>19,361,788</b>	<b>19,361,788</b>	<b>19,361,788</b>	<b>20,238,435</b>	<b>-</b>	<b>876,647</b>			
<b>EXPENDITURES:</b>										
Current:										
General government .....	12,787	1,132,699	1,145,486	1,228,487	1,010,352	39,191	178,944			
Public safety .....	35,770	2,564,974	2,600,744	2,600,744	2,505,977	24,415	70,352			
Education .....	-	11,700,640	11,700,640	11,700,640	11,700,640	-	-			
Public works .....	16,106	1,061,949	1,078,055	1,078,055	1,117,701	8,991	(48,637)			
Human services .....	13,516	128,171	141,687	141,687	118,622	723	22,342			
Culture and recreation .....	1,996	422,222	424,218	434,366	418,104	6,985	9,278			
Pension benefits.....	-	671,055	671,055	671,055	671,055	-	-			
Property and liability insurance .....	-	85,756	85,756	85,756	82,909	-	2,847			
Employee benefits.....	-	812,937	812,937	759,437	787,430	2,070	(30,063)			
State and county charges.....	-	71,027	71,027	71,027	70,307	-	720			
Debt service:										
Principal.....	-	955,000	955,000	955,000	955,000	-	-			
Interest.....	-	167,858	167,858	167,858	212,516	-	(44,658)			
<b>TOTAL EXPENDITURES.....</b>	<b>80,175</b>	<b>19,774,288</b>	<b>19,854,463</b>	<b>19,894,112</b>	<b>19,650,613</b>	<b>82,374</b>	<b>161,125</b>			
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES .....</b>	<b>(80,175)</b>	<b>(412,500)</b>	<b>(492,675)</b>	<b>(532,324)</b>	<b>587,822</b>	<b>(82,374)</b>	<b>1,037,772</b>			
<b>OTHER FINANCING SOURCES (USES):</b>										
Premium from issuance of bonds .....	-	-	-	-	95,166	-	95,166			
Transfers in.....	-	-	-	-	71,303	-	71,303			
Transfers out .....	-	-	-	-	(163,483)	-	(163,483)			
<b>TOTAL OTHER FINANCING SOURCES (USES) .....</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,986</b>	<b>-</b>	<b>2,986</b>			
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(80,175)</b>	<b>(412,500)</b>	<b>(492,675)</b>	<b>(532,324)</b>	<b>590,808</b>	<b>(82,374)</b>	<b>1,040,758</b>			
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>2,702,339</b>	<b>2,702,339</b>	<b>2,702,339</b>	<b>2,702,339</b>	<b>2,702,339</b>	<b>-</b>	<b>-</b>			
<b>BUDGETARY FUND BALANCE, End of year .....</b>	<b>\$ 2,622,164</b>	<b>\$ 2,289,839</b>	<b>\$ 2,209,664</b>	<b>\$ 2,170,015</b>	<b>\$ 3,293,147</b>	<b>\$ (82,374)</b>	<b>\$ 1,040,758</b>			

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2017**

	<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>
<b>REVENUES:</b>						
Real estate and personal property taxes, net of tax refunds.....	\$ 17,981,448	\$ -	\$ -	\$ -	\$ -	\$ 17,981,448
Motor vehicle and other excise taxes.....	1,028,964	-	-	-	-	1,028,964
Payments in lieu of taxes.....	69,763	-	-	-	-	69,763
Intergovernmental.....	532,793	-	73,674	-	275,183	881,650
Departmental and other.....	649,089	-	-	-	701,556	1,350,645
Contributions.....	-	-	-	-	1,500	1,500
Investment income.....	28,259	5,968	-	-	3,724	37,951
<b>TOTAL REVENUES.....</b>	<b>20,290,316</b>	<b>5,968</b>	<b>73,674</b>	<b>-</b>	<b>981,963</b>	<b>21,351,921</b>
<b>EXPENDITURES:</b>						
<b>Current:</b>						
General government.....	1,010,352	2,463	-	111,194	226,626	1,350,635
Public safety.....	2,505,977	-	-	568,493	337,522	3,411,992
Education.....	11,700,640	-	-	-	-	11,700,640
Public works.....	1,117,701	-	73,674	215,715	140,198	1,547,288
Human services.....	118,622	-	-	-	46,115	164,737
Culture and recreation.....	418,104	-	-	13,801	63,941	495,846
Pension benefits.....	671,055	-	-	-	-	671,055
Property and liability insurance.....	82,909	-	-	-	-	82,909
Employee benefits.....	849,930	-	-	-	-	849,930
State and county charges.....	70,307	-	-	-	-	70,307
Debt service:						
Principal.....	955,000	-	-	-	-	955,000
Interest.....	212,516	-	-	-	-	212,516
<b>TOTAL EXPENDITURES.....</b>	<b>19,713,113</b>	<b>2,463</b>	<b>73,674</b>	<b>909,203</b>	<b>814,402</b>	<b>21,512,855</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES .....</b>						
<b>577,203</b>	<b>3,505</b>	<b>-</b>	<b>(909,203)</b>	<b>167,561</b>	<b>(160,934)</b>	
<b>OTHER FINANCING SOURCES (USES):</b>						
Issuance of bonds and notes.....	-	-	-	2,000,000	-	2,000,000
Issuance of refunding bonds and notes.....	1,617,000	-	-	-	-	1,617,000
Premium from issuance of bonds.....	95,166	-	-	-	-	95,166
Premium from issuance of refunding bonds.....	19,385	-	-	-	-	19,385
Payments to refunded bond escrow agent.....	(1,636,385)	-	-	-	-	(1,636,385)
Transfers in.....	71,303	11,465	-	158,483	5,000	246,251
Transfers out.....	(163,483)	-	-	-	(82,768)	(246,251)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>2,986</b>	<b>11,465</b>	<b>-</b>	<b>2,158,483</b>	<b>(77,768)</b>	<b>2,095,166</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>580,189</b>	<b>14,970</b>	<b>-</b>	<b>1,249,280</b>	<b>89,793</b>	<b>1,934,232</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>4,019,093</b>	<b>373,692</b>	<b>-</b>	<b>(710,475)</b>	<b>1,266,445</b>	<b>4,948,755</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 4,599,282</b>	<b>\$ 388,662</b>	<b>\$ -</b>	<b>\$ 538,805</b>	<b>\$ 1,356,238</b>	<b>\$ 6,882,987</b>

**GOVERNMENTAL FUNDS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES – ALL FUNDS**  
**FISCAL YEARS ENDED JUNE 30, 2013–2017**

	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>	<u>FY 2013</u>
<b><u>REVENUES:</u></b>					
Real estate and personal property taxes,					
net of tax refunds .....	\$ 17,981,448	\$ 16,463,369	\$ 16,229,226	\$ 16,624,591	\$ 16,559,666
Tax liens .....	-	5,900	-	-	-
Motor vehicle and other excise taxes .....	1,028,964	948,475	971,590	913,513	844,892
Payments in lieu of taxes .....	69,763	61,261	50,856	68,679	39,919
Intergovernmental .....	881,650	838,801	2,493,829	3,110,343	3,105,512
Departmental and other .....	1,350,645	1,651,644	1,077,557	1,660,794	1,376,083
Contributions .....	1,500	-	29,008	4,052	4,267
Investment income .....	<u>37,951</u>	<u>35,333</u>	<u>19,148</u>	<u>24,392</u>	<u>20,717</u>
<b>TOTAL REVENUES .....</b>	<b><u>21,351,921</u></b>	<b><u>19,998,883</u></b>	<b><u>22,877,114</u></b>	<b><u>22,406,364</u></b>	<b><u>21,951,056</u></b>
<b><u>EXPENDITURES:</u></b>					
Current:					
General government .....	1,350,635	1,838,910	1,252,280	1,348,983	935,535
Public safety .....	3,411,992	3,541,642	2,954,293	2,953,146	2,614,441
Education .....	11,700,640	11,285,580	11,481,904	12,696,021	12,505,819
Public works .....	1,547,288	1,180,717	2,270,914	1,401,955	1,061,733
Human services .....	164,737	158,276	131,491	118,201	124,966
Culture and recreation .....	495,846	534,862	502,623	400,385	398,430
Pension benefits .....	671,055	629,903	1,327,520	1,311,159	1,194,899
Property and liability insurance .....	82,909	71,202	64,112	87,045	79,534
Employee benefits .....	849,930	817,098	781,073	1,321,120	1,493,321
State and county charges .....	70,307	66,372	68,387	66,218	81,342
Debt service:					
Principal .....	955,000	985,000	740,000	745,000	750,000
Interest .....	<u>212,516</u>	<u>188,438</u>	<u>162,883</u>	<u>440,668</u>	<u>483,546</u>
<b>TOTAL EXPENDITURES .....</b>	<b><u>21,512,855</u></b>	<b><u>21,298,000</u></b>	<b><u>21,737,480</u></b>	<b><u>22,889,901</u></b>	<b><u>21,723,566</u></b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>					
<b>OVER (UNDER) EXPENDITURES .....</b>	<b><u>(160,934)</u></b>	<b><u>(1,299,117)</u></b>	<b><u>(860,366)</u></b>	<b><u>(483,537)</u></b>	<b><u>227,490</u></b>
<b><u>OTHER FINANCING SOURCES (USES):</u></b>					
Issuance of bonds and notes .....	2,000,000	-	2,020,000	-	-
Issuance of refunding bonds and notes .....	1,617,000	-	-	-	-
Premium from issuance of bonds .....	95,166	-	128,130	-	-
Premium from issuance of refunding bonds .....	19,385	-	-	-	-
Payments to refunded bond escrow agent .....	(1,636,385)	-	-	-	-
Transfers in .....	246,251	88,589	94,945	18,000	80,000
Transfers out .....	<u>(246,251)</u>	<u>(88,589)</u>	<u>(94,945)</u>	<u>(18,000)</u>	<u>(80,000)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES) .....</b>	<b><u>2,095,166</u></b>	<b><u>-</u></b>	<b><u>2,148,130</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>NET CHANGE IN FUND BALANCES .....</b>	<b><u>1,934,232</u></b>	<b><u>(1,299,117)</u></b>	<b><u>1,287,764</u></b>	<b><u>(483,537)</u></b>	<b><u>227,490</u></b>
<b>FUND BALANCES AT BEGINNING OF YEAR .....</b>	<b><u>4,948,755</u></b>	<b><u>6,247,872</u></b>	<b><u>4,960,108</u></b>	<b><u>5,443,645</u></b>	<b><u>5,216,155</u></b>
<b>FUND BALANCES AT END OF YEAR .....</b>	<b><u>\$ 6,882,987</u></b>	<b><u>\$ 4,948,755</u></b>	<b><u>\$ 6,247,872</u></b>	<b><u>\$ 4,960,108</u></b>	<b><u>\$ 5,443,645</u></b>

**TAX COLLECTOR**  
**FISCAL YEAR 2017**

<b>Real Estate Tax</b>						
<b>Fiscal Year</b>	<b>Uncollected</b>	<b>Commitments</b>	<b>Exemptions, Abatements,</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding</b>
	<b>As of 7/1/16</b>		<b>Tax Title</b>			<b>As of 6/30/17</b>
2017	\$ -	\$ 17,072,377.93	\$ 43,934.06	\$ 16,970,022.41	\$ 17,198.94	\$ 75,620.40
2016	\$ 184,392.32	\$ -	\$ -	\$ 140,503.64	\$ -	\$ 43,888.68
2016 Supp	\$ -	\$ 4,004.93	\$ -	\$ 4,004.93	\$ -	\$ -
2015	\$ 23,979.08	\$ -	\$ -	\$ 9,225.91	\$ -	\$ 14,753.17
RollBack	\$ -	\$ 13,101.40	\$ -	\$ 13,101.40	\$ -	\$ -
	<b>\$ 208,371.40</b>	<b>\$ 17,089,484.26</b>	<b>\$ 43,934.06</b>	<b>\$ 17,136,858.29</b>	<b>\$ 17,198.94</b>	<b>\$ 134,262.25</b>
<b>Fiscal Year</b>	<b>Uncollected</b>	<b>Commitments</b>	<b>Exemptions, Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding</b>
	<b>As of 7/1/16</b>					<b>As of 6/30/17</b>
2017	\$ -	\$ 170,723.88	\$ 1,550.89	\$ 168,850.66	\$ 51.07	\$ 373.40
2016	\$ 1,788.58	\$ -	\$ -	\$ 1,378.16	\$ -	\$ 410.42
2016 Supp	\$ -	\$ 40.05	\$ -	\$ 40.05	\$ -	\$ -
2015	\$ 307.49	\$ -	\$ -	\$ 104.66	\$ -	\$ 202.83
	<b>\$ 2,096.07</b>	<b>\$ 170,763.93</b>	<b>\$ 1,550.89</b>	<b>\$ 170,373.53</b>	<b>\$ 51.07</b>	<b>\$ 986.65</b>
<b>Fiscal Year</b>	<b>Uncollected</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding</b>
Fiscal Year	<b>As of 7/1/16</b>					<b>As of 6/30/17</b>
Uncollected	Commitments	Abatements	Collections	Refunds	Refunds	Outstanding
As of 7/1/16						As of 6/30/17
2017	\$ -	\$ 644,960.26	\$ 31.99	\$ 642,757.00	\$ 126.35	\$ 2,297.62
2016	\$ 13,650.83	\$ -	\$ -	\$ 765.26	\$ -	\$ 12,885.57
2015	\$ 754.22	\$ -	\$ -	\$ -	\$ -	\$ 754.22
Prior Years	\$ -	\$ 14,095.63	\$ -	\$ 14,095.63	\$ -	\$ -
	<b>\$ 14,405.05</b>	<b>\$ 659,055.89</b>	<b>\$ 31.99</b>	<b>\$ 657,617.89</b>	<b>\$ 126.35</b>	<b>\$ 15,937.41</b>
<b>Fiscal Year</b>	<b>Uncollected</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding</b>
	<b>As of 7/1/16</b>					<b>As of 6/30/17</b>
						Outstanding
						As of 6/30/17
2017	\$ -	\$ 741,681.05	\$ 10,288.64	\$ 678,964.71	\$ 2,631.05	\$ 55,058.75
2016	\$ 48,138.32	\$ 147,612.46	\$ 14,770.42	\$ 163,610.91	\$ 6,399.38	\$ 23,768.83
2015	\$ 9,991.11	\$ -	\$ 447.50	\$ 5,327.83	\$ 825.74	\$ 5,041.52
2014	\$ 3,804.82	\$ -	\$ 605.31	\$ 510.94	\$ -	\$ 2,688.57
2013	\$ 2,099.40	\$ -	\$ -	\$ 46.67	\$ -	\$ 2,052.73
Prior Years	\$ 1,860.02	\$ 461.15	\$ -	\$ 565.21	\$ -	\$ 1,755.96
	<b>\$ 65,893.67</b>	<b>\$ 889,754.66</b>	<b>\$ 26,111.87</b>	<b>\$ 849,026.27</b>	<b>\$ 9,856.17</b>	<b>\$ 90,366.36</b>

**Additional Revenues Collected During FY17**

Interest	\$ 34,389.50
Income & Expense Liens	\$ 10,400.00
Municipal Lien Certificates	\$ 5,350.00
Demand Fees	\$ 8,832.19
Deputy Fees	\$ 5,955.00
MVE Registry Clear Fees	\$ 930.00
<b>Total</b>	<b>\$ 65,856.69</b>

## TOWN TREASURER

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

RECAPITULATION	\$
Treasurer's Cash Balance, 7/1/17	5,228,017.39
Treasurer's Trust Fund Balance, 7/1/17	2,434,515.93
<i>Subtotal</i>	7,662,533.32
FY2017 Receipts	25,095,241.13
Less FY2017 Approved Disbursements	(24,430,885.74)
Treasurer's Cash Balance, 6/30/17	<b>8,326,888.71</b>
General Ledger Cash Balance, 6/30/17	5,813,560.37
General Ledger Trust Fund Balance, 6/30/17	1,060,639.14
Total	<b>6,874,199.51</b>
<b>TOTAL DEBT JUNE 30, 2016</b>	<b>5,991,000.00</b>

PROJECTED LONG-TERM DEBT	Principal	Interest	Total
	\$		
<b>FY 2017</b>	955,000.00	155,847.50	1,110,847.50
<b>FY 2018</b>	895,000.00	122,722.50	1,017,722.50
<b>FY 2019</b>	555,000.00	97,335.00	652,335.00
<b>FY 2020</b>	525,000.00	78,485.00	603,485.00
<b>FY 2021</b>	395,000.00	60,635.00	455,635.00
<b>FY 2022</b>	395,000.00	46,527.50	441,527.50
<b>FY 2023</b>	335,000.00	32,904.38	367,904.38
<b>FY 2024</b>	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.*

FY17 DEBT SERVICE BUDGET	Principal	Interest	Total Debt Svc.	Breakdown, %	Year Retired
	\$				
Sewage Disposal Facility	30,000.00	11,677.50	41,677.50	3.75	2026
Water (Sewer/Water)	45,000.00	16,270.00	61,270.00	5.52	2026
Land Acquisition – Howe/Panek	30,000.00	6,630.00	36,630.00	3.30	2022
Affordable Housing	5,000.00	1,521.25	6,521.25	0.59	2024
Library	115,000.00	33,567.50	148,567.50	13.37	2024
Recreation Facility	35,000.00	700.00	35,700.00	3.21	2017
Fire Dept./DPW Equipment	125,000.00	13,762.50	138,762.50	12.49	2020
School Debt	340,000.00	20,200.00	360,200.00	32.43	2018
Building Remodeling (Police/ Town/School)	31,000.00	7,936.25	38,936.25	3.51	Various
Public Way	25,000.00	5,550.00	30,550.00	2.75	2019
NEW Fire/DPW Equipment	129,000.00	25,582.50	154,582.50	13.92	Various
NEW School Equipment	5,000.00	1,050.00	6,050.00	0.54	2023
Police Communications	40,000.00	11,400.00	51,400.00	4.63	2025
<b>Total All Debt</b>	<b>955,000.00</b>	<b>155,847.50</b>	<b>1,110,847.50</b>	<b>100</b>	

<b>SHORT-TERM DEBT:</b>		<b>\$</b>
<b>Authorized NOT Borrowed Long-Term - May 8, 2017 ATM</b>		
Library Carpeting		95,000.00
Repave Parking Lot - Police		75,000.00
Landscaping Police Grounds		10,000.00
Repaving Parking Lot - Fire		90,000.00
Public Safety Radio Upgrade		100,000.00
DPW Radios		50,000.00
DPW Dump Truck		210,000.00
Pickup Truck		60,000.00
DPW Ladder		20,000.00
Road Pavings		300,000.00
<b>Total Short-Term Debt</b>		<b>1,010,000.00</b>

**TOWN TREASURER FY 17 RECEIPTS**

Account Name	Rec't Amt, \$	Police Outside Detail Admin Fee	13,035.55
Other Taxes-Motel Hotel Room Occupancy	189,784.87	Police - Misc Fees	241.00
Cell Tower Rental Fee	46,583.39	Police - Permits	1,512.50
Miscellaneous Permits	15.00	Police Court Fines	1,081.00
Miscellaneous Revenue	93,098.45	Police Misc Fines	28,123.00
Premium on Bonds	95,165.76	Ambulance Receipts	140,482.75
Sale of Vehicles/Fixed Asset	13,108.13	Fire - Misc Fees	50.00
Liquor Licenses	9,000.00	Fire - Permits	5,090.00
Business Licenses	1,040.00	Building - Sales of Copies	291.98
Payment in Lieu of Taxes	69,763.14	Building - Permits	86,763.14
Assessor - Sale of Copies	454.00	DPW - Permits	980.00
Assessor Misc Fees	40.99	DPW Misc Rev	2,028.89
Deferred RE Taxes - McGowan	4,321.24	Transfer Station Fees - Current Year	103,857.50
Earnings on Investments	7,549.82	DPW Bulk Item Fees	40.00
Tailings Unclaimed Checks	2,034.13	Cemetery Fees	3,675.00
Personal Property - 2016	765.26	Board of Health - Permits	525.00
Personal Property - 2017	642,757.00	Rec Com Summer Program	33,760.00
Real Estate - 2015	8,956.03	Rec Com Winter Programs	650.00
Real Estate - 2016	141,417.38	School Construction Reimbursement	284,091.00
Real Estate - 2017	16,969,474.61	State Owned Land	2,813.00
Real Estate Supplemental Tax - 2016	4,004.93	Exemptions to VetsBlindSurv	2,734.00
Motor Vehicle Excise - Prior Years	448.65	Veterans Benefits	619.00
Motor Vehicle Excise - 2011	11.56	Unrestricted General Government Aid	242,536.00
Motor Vehicle Excise - 2012	105.00	Insurance Claim	5,897.58
Motor Vehicle Excise - 2013	46.67	Insurance Claim	13,465.58
Motor Vehicle Excise - 2014	510.94	Insurance Claim	30,599.92
Motor Vehicle Excise - 2015	5,327.83	Sale of Cemetery Lots	8,700.00
Motor Vehicle Excise - 2016	163,610.91	Boxboro Properties	926.25
Motor Vehicle Excise - 2017	678,964.71	BC Trust Emanuel Woods	500.00
Interest - Property Taxes	27,126.33	Town Center Consulting	7,562.99
Interest - Excise Taxes	6,179.74	Flagg Hill Subdivision Rev	4,985.79
Roll Back Taxes 2017	13,101.40	Burroughs Rd Common Dr	450.00
Real Estate Supplemental Tax - 2015	2,742.68	Lawn Barber Rev	1,450.00
I&E Lien 2016	250.00	Papalia Plumbing Rev	727.53
I&E Lien 2017	10,150.00	881 Mass Ave Rev	2,070.00
Municipal Lien Certificates	5,350.00	100 Codman Hill Rev	500.00
Demand Fees	6,462.19	CPA Interest	232.04
Collector Misc Rev	2,370.00	CPA Revenue 2015	153.24
MVE Clear Fees	930.00	CPA Revenue 2016	1,423.68
Town Clerk Fees	1,510.00	CPA Revenue 2017	168,847.02
Town Clerk - Sale of Copies	1,816.60	CPA State Share	32,719.00
Dog License	(50.00)	CPA Earnings on Investments	1,070.58
Extended Polling Hours	908.00	BCT Gift	27,000.00
Town Clerk Misc Rev	1,259.32	Central Mass Law Enforcement Council Grant/Gift	5,000.00
Planning Board Fees	2,874.94	Littletton Electric Gift Rev	20,055.00
Planning Board - Sale of Copies	144.00	COA Gift	2,000.00
Board of Appeals Fees	1,968.10	<b>Account Name</b>	<b>Rec't Amt, \$</b>

Collection Development Income	10,000.00	Bond Proceeds	20,000.00
Collection Development Interest	33.90	Bond Proceeds	82,000.00
Whitcomb House Interest	196.17	Bond Proceeds	10,000.00
Steele Farm Fundraising Campaign	7,000.00	Bond Proceeds	637,500.00
Fire Public Education	1,370.00	Bond Proceeds	44,500.00
ATT Comcast License	328.00	Bond Proceeds	40,000.00
Verizon License	492.00	Bond Proceeds	40,000.00
ATT Comcast Capital Cable Only	4,667.00	Bond Proceeds	40,000.00
ATT Comcast Operations Salaries	41,313.66	Bond Proceeds	300,000.00
Verizon PEG AccessCable Related	60,713.98	Bond Proceeds	300,000.00
Dog License Bylaw - Licenses	6,094.00	ReFunding Debt Revenue	1,617,000.00
Dog License Bylaw - Fines	640.00	Bond Proceeds	68,500.00
Cons Com - Town ByLaw Fee	5,532.00	Bond Proceeds	111,000.00
GIS Assessor Maps	320.00	Bond Proceeds	40,000.00
Community Gardens	240.00	Bond Proceeds	60,000.00
Fire Alarm System Maintenance	5,625.00	Bond Proceeds	196,000.00
Gas/Plumbing Inspection	31,589.00	Bond Proceeds	10,500.00
Electrical Inspection	70,401.30	OPEB Trust Fund Interest	16,186.99
ACO Overtime Littleton	1,662.50	Cemetery Perpetual Care Trust - NonExpendable	1,500.00
ACO Overtime Stow	1,148.36	Peter F Whitcomb Trust Interest	89.77
Animal Control	187.50	Hammonds Scholarship Trust Interest	330.56
ACO Services Littleton	22,610.78	Law Enforcement Trust Donations	175.00
ACO Services Stow	24,641.76	Roy F Custance EMT Trust Interest	19.10
Kenneling Rev Boxborough	940.00	Cemetery Perpetual Care Interest	1,476.40
Kenneling Rev Littleton	800.00	Grace Priest Cemetery Trust Interest	123.68
Kenneling Rev Stow	680.00	War Memorial Trust Interest	20.39
COA Class Revenue	20,542.00	Reita I Bean Trust Interest	168.37
Senior Van Revenue	19,652.76	Siemens Trust Interest	168.89
Library Copier Revenue	715.00	Valerios Trust Interest	16.87
Library Fines	4,717.94	Henry H Brooks Trust Interest	50.64
Recreation Special Programs	12,100.00	A W Wetherbee Trust Interest	1.66
Recreation Special Programs Other	277.50	Betsey Krusen Library Trust Interest	163.00
Field Permits	2,660.50	Grace Priest Library Trust Interest	123.67
Farm Revenue	2,595.00	BAHT Interest	5,967.96
Cons Com - State WPA Fee	2,018.50	Conservation Trust Interest	232.62
911 Support	16,250.18	Stabilization Interest	20,708.63
911 Training	1,196.00	Planning - GD	25,200.00
EMPG	2,460.00	DPW Guaranteed Deposits	1,105.00
Fire Safe	3,088.00	Group Health Ins. WH	123,355.46
Senior SAFE	2,295.00	Life Insurance WH	639.60
ABCC Grant	9,300.00	Police Outside Detail	223,881.50
ABCC Grant Interest	61.07	Fire Outside Details	3,760.00
Technology Capital Fund	8,431.94	Deputy Collector Fees	5,955.00
Elder Affairs	7,120.00	Pistol Permit State Portion	4,412.50
MDU	2,000.00	GEO TMS Fees - Building Permits	7,199.11
Community Planning Grant	19,890.00	<b>Total Receipt Amount, \$</b>	<b>25,095,241.13</b>
Chapter 90	73,840.25		
<b>Account Name</b>	<b>Rec't Amt, \$</b>		

## **TOWN TREASURER TRUST FUND REPORT FY 2017**

### **Affordable Housing Trust Fund**

The Affordable Housing Trust Fund balance at June 30, 2017, was \$373,692. Interest of \$5,968 was earned on the fund in FY 2017. \$11,465 was transferred to it from CPA, and \$2,463 was expended. The balance at the end of the fiscal year was \$388,662.36.

### **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 2017 was \$168.37. No expenditures were made from the fund this year. The balance at fiscal year's end was \$10,715.59.

### **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 2017 was \$50.64. No expenditures were made from the fund. The fund balance at year-end was \$3,223.63.

### **Cemetery Perpetual Care Fund**

The Cemetery Perpetual Care Fund balance on June 30, 2017, was \$95,458.43. Interest earned on the Fund in FY 2017 was \$1,476.40. No expenditures were made from the fund, leaving a balance in the expendable portion of the fund of \$33,708.43.

### **Conservation Fund**

The Conservation Fund balance was \$14,471.77 at June 30, 2017. Interest earned on this fund in FY2017 was \$232.62. \$810 was expended, and \$5,000 was transferred in from CPA. The balance as of June 30, 2017, was \$18,994.39.

### **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 2017 was \$19.10, leaving a fund balance of \$1,215.73. \$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. \$356.87 was spent within FY 2017. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2017 was \$24.35. The fund balance is \$15,385.30.

### **Siemen's Library Fund**

The sum of \$10,000 was a gift to the Library, and interest earned in FY 2017 was \$168.89. 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 \$10,748.19

### **Stabilization Fund**

Interest earned on the Stabilization Fund during FY 2017 totaled \$20,708.63. The Stabilization Fund balance is currently \$1,310,249.92. Expenditures from the fund require a 2/3 approval of Town Meeting and may not be used for wage and salary expenses. \$62,500 was transferred out to the Other Post-Employment Benefits (OPEB) Trust Fund in FY 2017.

### **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 2017 was \$16.87. No expenditures were made from the fund this year. The Fund balance at year-end was \$1,074.68.

### **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 2017 was \$20.39, and the Fund balance is \$1,295.82.

### **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 2017 was \$1.66. No expenditures were made from the fund this year. The fund balance at year end was \$107.50.

### **Peter F. Whitcomb Fund**

\$5,000 was given for Highway uses. Interest in FY 2017 totaled \$89.77. The Fund balance at the end of the year was \$5,714.01.

## **FINANCE COMMITTEE**

Boxborough's Finance Committee (FinCom) is comprised of five to 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 Fall 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 to develop informed debate at town meetings and other forums. As part of this, the Finance Committee maintains and updates the Town Capital Plan, which provides a forward view of potential capital expenditures.

The 2017 fiscal year ended on June 30, 2017. Over the course of the year, the Finance Committee approved \$168,294.04 in reserve fund transfers. 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. Additionally FinCom, along with the Board of Selectmen, may approve End of Year Transfers, this year totaling \$56,000.

Throughout FY 2017, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of these activities during FY 2017 are documented below:

- Presentations at the Special Town Meeting (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 and various capital purchases.

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 Committee.

Members have also served on the Boxborough Building Committee (BBC) and the Boxborough Leadership Forum (BLF). The Finance Committee bylaw allows 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 2017 Budget – Approved vs. Actual**

<b>Budget Category</b>	<b>FY 2017 Budget, \$</b>		<b>% Expended</b>
	<b>ATM</b>	<b>Actual</b>	
General Government	947,699	935,509	98.7
Protection	2,564,974	2,478,393	96.6
AB Regional School	11,503,148	11,503,148	100.0
Minuteman Technical School	197,492	197,492	100.0
Public Works	1,061,949	1,106,698	104.2
Cultural, Recreation, Library	422,222	410,109	97.1
Health	128,171	118,479	92.4
Reserve Fund	185,000	168,294	90.9
Debt Service	1,122,858	1,167,515	103.9
Employee Benefits*	677,800	707,187	104.3
<b>Total Operating Budget</b>	<b>19,640,761</b>	<b>19,458,737</b>	<b>99.1</b>

\* Includes town employees only.

#### **Actual Sources of Funds for FY 2017**

<b>Revenue Sources for ATM</b>	<b>Revenue, \$</b>
Maximum Allowable Tax Levy (Prop. 2½)	19,292,650
State Aid	475,366
Local Receipts (Excise Tax, Permits)	1,325,000
Overlay Reserve Released to Fund Budget	0
<b>Total Revenue</b>	<b>21,093,016</b>
Free Cash	1,730,203
Stabilization Fund	1,310,250

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.

	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
	\$	\$	\$	\$	\$
Townwide	67,865	30,030	60,330	1,325	3,585
Town Hall	31,000	109,000	51,000	30,000	14,000
Steele Farm	387,500	5,000	--	--	--
Public Works	539,000	611,000	566,000	663,000	491,000
Police Department	120,500	103,000	148,000	50,000	57,500
Library	100,000	62,500	--	--	15,000
Historical Museum	--	--	--	18,000	20,000
Fire Department	120,000	275,000	70,000	828,000	249,000
Conservation	0	0	0	0	5,000
<b>Grand Total</b>	<b>1,365,865</b>	<b>1,195,530</b>	<b>895,330</b>	<b>1,590,325</b>	<b>855,085</b>

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 Community Preservation Act.

#### **Pertinent information**

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Median single-family house price was \$576,600
- Town valuation was \$1,106,645,400.

#### **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 injured or aggressive animals.

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 7 reports of loose livestock in 2017.

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.

<b>Dogs</b>		<b>Cats</b>	
Barking	19	Missing	7
Loose	35	Loose	6
Found	11	Found	5
Strays surrendered to shelter	0	Struck	2
Reported missing	18	Contact with other agencies	0
Concern for safety	7	Strays surrendered to shelter	0
Vicious	0	Stuck	0
Per Police – accident/arrest	3	Residence advice	1
Dog waste	0	<b>Total Cats</b>	<b>21</b>
Contact with other agencies	0		
Struck by car	0	<b>Other Calls</b>	<b>6</b>
Donate items	19	<b>Other Towns</b>	<b>467*</b>
Class/course	35		
<b>Total Dogs</b>	<b>93</b>	<b>TOTAL CALLS</b>	<b>587</b>

\* 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 2017 ACO Tower responded to 467 animal-related calls in the Towns of Littleton and Stow, along with providing follow-up and animal patrol services.

Respectfully submitted,  
Phyllis Tower, Animal Control Officer – Dogs and Cats  
Warren B. Ryder, Chief of Police

#### **ANIMAL CONTROL OFFICER – OTHER**

During the year 2017, I responded to numerous calls regarding injured or deceased animal and birds. These included –

<b>Animal</b>	<b>Number of Calls</b>	<b>Animal</b>	<b>Number of Calls</b>
Bat	3	Turtle	1
Chicken	1	Woodchuck	2
Deer	4	Snake	1
Goose	4	Turkey	2
Rabbit	1	Duck	1
Raccoon	4	Hawk	1
Squirrel	3	Baby bird	1

Respectfully submitted,  
Donald C. Morse, Animal Control Officer – Other

#### **ANIMAL INSPECTOR**

The annual farm animal inspection and count was conducted for the year 2017. Anyone owning farm animals who was not contacted, please notify the Boxborough Board of Health.

<b>Animal</b>	<b>Count</b>	<b>Animal</b>	<b>Count</b>
Chickens	196	Horses	50
Cows	23	Peahen	1
Ducks	6	Pigs	2
Goats	29	Sheep	33

During 2017, 3 dogs were quarantined for possible exposure to rabies.

Respectfully submitted,  
Donald C. Morse, Animal Inspector

#### **BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2017, which showed the population of Boxborough to be 4,974. Two voter registration sessions were held during the year in preparation for the Annual Town Meeting/Election and for the December 4 Special Town Meeting. As of the last voter registration, there were 3,683 registered voters in town.

#### **OFFICE OF THE TOWN CLERK – VITAL STATISTICS**

There were 39 births recorded for the year 2017. There were 11 marriages. The total number of deaths recorded was 23.

## BUILDING DEPARTMENT

The Building Department consists of the Inspector of Buildings/Code Administration Officer, Electrical Inspector, and Plumbing and Gas Inspector, along with one Department Assistant to support all of the Department's functions. The Building Department serves the Town of Boxborough to ensure a quality of life for those who live, work, or just pass through the Town by promoting safety in construction, use, and occupancy of all structures throughout the Town. The Building Inspector also serves as Zoning Enforcement Officer and works closely with the Town Planner to ensure clarification of the zoning bylaws and be certain the zoning bylaws within the Town are met.

Our total number of inspections continued to rise at a consistent pace during 2017 due to new single-family homes, additions, remodeling projects, commercial retrofits, and the Paddock Estates project. Collectively, the Building Department performed a total of 921 inspections. Some key highlights for 2017 were as follows:

- The construction of Paddock Estates. This is a 244-unit apartment complex that is made up of eleven residential buildings, one clubhouse, sixteen garages, a pump house, and its own wastewater treatment facility, along with a potable water treatment plant. The project was completed in December of 2017.
- Taylor Farm Road Development, which is an eleven-house subdivision being developed by Glen Kaufmann of Meridian Homes. In 2017 the company secured two construction building permits and is expected to have these two homes completed in the spring of 2018.
- A complete renovation of the second floor of 85 Swanson Road, which is expected to draw new businesses to the Town.
- Emanuel Drive, which has four new homes being developed by Roger Kanniard, who has three Occupancy Permits for four of these homes. The last house is expected to be sold in the spring of 2018.
- Grange Meeting Room at Town Hall, which began its facelift this past fall. The stage was removed, with new offices installed on the left and right side in this space and a lobby area between the two offices that will help serve as the internal entrance to Grange. This lobby area will give people a place to gather prior to meetings and help with standing room prior to entering the Hall for polling, elections, and other functions.

The Inspector of Buildings has been working with the Steele Farm Committee to help steer them in the proper direction for compliance with the Massachusetts State Building Codes relative to the historic building known as Levi Wetherbee Farmhouse on Middle Road.

As of August 2017, plumbing inspections have been anchored by our new Inspector of Plumbing & Gas, Steve Bottazzi. I would like to take this time to thank the previous plumbing inspector of 24 years, Gary Corey, for his service. Additionally, I would like to thank Colleen Whitcomb of the senior tax work-off program, who has helped organize our department files and continues to contribute.

At this time I would also like to thank the Town's Inspectional Services for their continued professionalism in addressing the various concerns and questions that are submitted throughout the day, along with their unselfish dedication. First I would like to give my sincere thanks to Department Assistant Julie Pratt, who has been dedicated to the operation of the Building Department and has delivered her input to all aspects of the Department's function. Additionally, thanks to our Electrical Inspector, Charlie Weeks, who, when called upon, has never wavered from his duties. And once again, our Plumbing & Gas Inspector Steve Bottazzi, thanks for stepping in with no disruption to our performance.

I would be remiss if I didn't give a special thanks to Building Commissioner Robert Camacho, who assisted this department with inspections for Paddock Estates, and for the dedication of our Health Department Inspector James Garreffa and his continued support for all aspects relative to this position. Along with these, I add thanks to our Assistant Plumbing Inspector, Norman Card, and Assistant Electrical Inspector, Robert Norton.

The Building Department's mission is to protect the lives and safety of the residents and businesses in Boxborough with implementation of proper construction methods relative to Massachusetts State Building Codes for all disciplines. Remember, Life Safety is a Joint Responsibility.

Please find below the summary of building permits issued along with breakdown of individual disciplines:

**2016/2017 BUILDING PERMITS ISSUED**

	<b>2017</b>	<b>2016</b>
<b>New Construction</b>		
Residential/Single-Family	3	14*
Commercial	1	2
Telecommunications	2	0
Pools	1	3
Accessory Buildings	4	17
Solar	3	2
<b>Additions/Alterations</b>		
Residential	135	151
Commercial	16	4
Mechanical/Sheet Metal	24	19
Demolition	2	6
Sign	6	3
Woodstove	8	1
Tents	7	2
<b>Total Building Permits</b>	<b>212</b>	<b>224</b>
<b>Construction Cost, \$</b>	<b>6,486,467.38</b>	<b>6,053,275.20</b>
<b>Permit Fees, \$</b>	<b>69,338.76</b>	<b>66,596.29</b>

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

**2017 ELECTRICAL PERMITS ISSUED**

Total Electrical Permits	203
<b>Total Fees Collected</b>	<b>\$23,601</b>

**2017 PLUMBING AND GAS PERMITS ISSUED**

Total Plumbing Permits	114
<b>Total Fees Collected</b>	<b>\$14,600</b>
Total Gas Permits	67
<b>Total Fees Collected</b>	<b>\$6,370</b>

The entire Building Department for calendar year 2017 issued a total of 596 permits:

	<b>Total Permits</b>	<b>Inspections</b>
Building Permits	212	453
Site Visits		72
Electrical Permits	203	207
Plumbing Permits	114	116
Gas Permits	67	73
<b>Total Permits Issued</b>	<b>596</b>	
<b>Total Inspections Performed</b>		<b>921</b>

Including permit fees, certificates of occupancy, and fines, the Building Department brought in \$79,898 during calendar year 2017.

Respectfully submitted,  
Gerry Noel, CBO, Inspector of Buildings/Code Administration Officer

#### **BOXBOROUGH FIRE DEPARTMENT**

In review, in 2017 the Department responded to a total of 1,802 calls for service. A partial breakdown of these calls, separated by incident type, appears 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 2017 Annual Town Meeting, the Department received funding for several warrant articles. The first was for an integrated communications network for the Fire Department. This included upgrading the existing towers (Swanson and Hager) with new UHF radio simulcasting transmitter/repeaters to improve coverage and provide fail-safe redundancy. The second article was for the replacement of two laptops. These in-vehicle laptops have become an important tool to help emergency responders mitigate any problems during emergency situations. The third article was to replace existing outdated mobile and portable radios.

In 2017, the Department was awarded \$2,808 for its S.A.F.E. (Student Awareness of Fire Education) grant 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 6<sup>th</sup>-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 \$2,115 for its Senior S.A.F.E. program. This is the fifth 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 over 100 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. Residents can now start taking a course the same day on their computer and then schedule an appointment for skills check-off, once they have completed the online classroom program. This program has greatly increased the number of people who 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](http://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 215 and ranged in areas from smoke and CO detectors, fire alarms, and blasting, to oil burners and automatic sprinkler systems. 365 inspections were performed for items ranging from code compliance to occupancy. These inspections had a significant increase, due to the large 244-unit residential apartment complex on Paddock Lane.

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 every second counts.

Massachusetts General Law 148 Section 26F and Section 26F1/2 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 2017**

Aircraft Incident	0	Medical Assist	114
Alarm Box Maintenance	360	Medical Emergency	236
Alarm Investigation	153	Motor vehicle Accident	71
Detail/Fire Watch	14	Mutual Aid – Ambulance	83
Fire – Brush	4	Mutual Aid – Fire Apparatus	23
Fire – Vehicle	12	Outside Smoke Investigation	4
Fire – Chimney	2	Public Education –SAFE/CPR	140
Fire – Other	4	Public Education – Car Seat Install	98
Fire – Structure	2	Special Service – Suspicious Item	0
Hazardous Materials Incident	2	Special Service – Other Assistance	36
Inspection	325	Special Service – Water Problem	8
Investigation – Carbon Monoxide	15	Special Station Coverage	29
Investigation – Natural Gas	2	Training	38
Investigation – Odor	10	Water Rescue	0
Investigation – Other	17	<b>Total Responses</b>	<b>1,802</b>

### **BOXBOROUGH POLICE DEPARTMENT**

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2017 Boxborough Police Annual Report. In this report, you will find Department statistics from the calendar year of 2017. We have also gathered our statistics from previous years to illustrate how categories of crime and enforcement activities have been increasing or decreasing from previous years.

From January 1st to December 31st 2017, the Police Department handled 17,519 calls for service. In 2017 the Dispatch Center welcomed Lina Yost, and the Police Department greeted a new full-time officer; Jeffrey Dean. Both filled vacant positions. A Special Town Meeting in 2016 authorized an additional full-time police officer to start in 2017, which has helped reduce the growing overtime expenses.

In October 2017, the Police Department was awarded Law Enforcement Certification by the Massachusetts Police Accreditation Commission (MPAC). Certification is a voluntary process in which the Department successfully underwent a self-assessment followed by an external peer review by assessors from outside police agencies. The Department reached compliance with 159 program standards established by the Commission. The standards are considered “best practices,” administratively and operationally. These carefully selected standards impact officer and public safety, address high liability/risk management issues, and generally promote operational efficiency throughout the Department.

Currently the department is in the self-assessment process for full accreditation, which requires compliance with at least 167 additional standards. We hope to have attained full accreditation in the fall of 2018. For more information on police accreditation, visit our Town of Boxborough webpage.

As always, 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

### Case Activity Statistics

Total per year	2017	2016	2015	2014
Offenses Committed	592	601	581	549
Felonies	101	74	89	87
Crime Related Incidents	96	101	101	107
Non-Crime Related Incidents	173	207	192	196
Arrests (on view)	88	86	83	68
Arrests (based on incident/warrants)	14	12	28	25
Summons	112	124	98	182
Arrests	104	222	199	193
P/Cs	3	4	3	4
Juvenile Arrests	5	2	2	4
Restraint Orders	17	22	18	7

### Police Department Selected Incidents

	2017	2016	2015	2014
911 Hang-ups	23	87	91	77
Animal Complaints	203	48	39	245
Annoying Phone Calls	23	35	40	5
Arrests	104	224	199	193
Assist Citizens	642	449	305	670
Assist Fire/EMS	608	222	204	325
Aggravated Assaults	11	4	1	9
Breaking & Entering	7	5	5	8
Burglar Alarms	145	109	140	121
Bylaw Violation	6	20	15	19
Complaints (traffic problems)	326	480	487	263
Disturbances – General	79	73	60	36
Disturbance – Domestic	22	18	15	31
Disturbance – Mental Health	34	77	85	51
Follow-up investigations	125	206	147	132
Larcenies/Fraud	44	17	50	52
Motor Vehicle Accidents with Injury	68	62	55	41
Motor Vehicle Accidents with Property Damage	64	27	48	9
Motor Vehicle Theft	1	2	2	1
Missing Persons	4	6	9	4
Noise Complaints	22	29	20	21
Protective Custody	3	4	3	4
Rape/Sex Offense	4	3	2	2
Robbery	0	0	1	0
Shoplifting	0	6	2	1
Summoned to Court	112	124	98	182
Suspicious Activity	399	400	375	444
Vandalism	15	21	15	23
Simple Assaults	11	8	3	6

### Motor Vehicle Stops

	2017	2016	2015	2014
<b>Total number</b>	2,181	1,945	1,436	1,662
<b>Percent of total</b>				
Verbal warnings	74	68	77	74
Written warnings	11	7	4	7
Citations issued	8	13	9	5
Summoned to court	5	6	6	11
Arrested	2	6	4	3
<b>Avg. OVER speed limit, mph</b>	17	18	19	19

### DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio, and E911 services to the Town and its emergency service providers. In 2017 dispatch handled 17,519 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	2017	2016	2015	2014
Walk-in service	232	512	539	588
911 calls	166	383	394	176
Telephone calls	857	3,403	3,593	3,833
Radio/alarm/box/other calls	16,264	12,632	13,189	10,989
<b>Total Inbound Calls</b>	<b>17,519</b>	<b>16,930</b>	<b>17,715</b>	<b>15,586</b>

### CONSTABLES

Constables worked the Town Election. The following were posted:

Annual Town Meeting Warrants	2
Special Town Meeting Warrants	2
Notification of Zoning Bylaw Amendment	2
<b>Total</b>	<b>6</b>

Respectfully submitted,  
Owen J. Neville, Constable

### BOXBOROUGH BUILDING COMMITTEE

The Boxborough Building Committee (BBC) was formed in 2016, chartered with seven voting members and jointly chaired by members from the Board of Selectman (BoS) and the Finance Committee (FinCom). The BBC is charged with evaluating needs for the Police and Fire Departments and the Department of Public Works (DPW) and recommending a comprehensive plan to address the facility needs of all three departments. This year, the committee continued to evaluate a number of options and reviewed prior work on a joint public safety facility. Noting that both Fire and DPW facilities have significant deficiencies, and recognizing the importance of continuity of public safety operations, together with the costs for temporary relocation of apparatus, the committee concluded that the best approach would be a three-phase strategy:

- Acquire a suitable parcel of land on Massachusetts Avenue for a new fire station
- Subsequently, use the old fire station temporarily for DPW operations
- Finally, renovate and expand the police station and dispatch center.

The committee worked with the fire chief to refine space needs requirements for a fire station and gathered input from nearby towns. This information was used to define a fire station building and site footprint. The committee worked with the town planner to review a number of parcels along or near Massachusetts Avenue suitable for a fire station. Several potential sites were identified, and first-level engineering feasibility assessments were performed on three locations. Subsequently, the committee voted to conduct a more detailed due-diligence evaluation on one site. This included a Ch. 21E environmental assessment, an appraisal of value, and a professional construction cost estimate for site preparation. This work was completed in time to present an article for site acquisition at the December 4 Special Town Meeting (STM). However, the BBC voted to pass over the article due to the high cost of site preparation, largely due to the presence of significant ledge. The committee continued to evaluate other sites that may be suitable for a fire station.

Shortly after the conclusion of the December STM, the committee became aware of the possibility of acquiring an existing building that is very well-suited to the DPW's needs. Although not comprehended in the initial strategy, the BBC recognized that this presented an excellent opportunity. The building has ample garage and office space and has twice the inside floor area of the current DPW barn, with additional covered outdoor space for equipment storage. The building is complete with well, septic system, and emergency generator. The DPW Director evaluated the building and premises and determined that it is well-suited for the department's needs. The committee unanimously supported the acquisition of this facility. We presented the facts to the Selectmen who concurred and called a Special Town Meeting for February 26, 2018, to purchase the property.

## 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 regularly 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 Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. 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 land trail system in Boxborough
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission continues to review the Boxborough Wetland 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-foot adjacent land resource area commonly known as the "buffer zone." During calendar 2017, the Commission reviewed 8 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
2014	3	2	1	9	*
2015	6	2	1	5	*
2016	11	2	1	5	*
2017	8	2	1	7	1

\* 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. This involves the services 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 the Inches Woods land (approximately 25 acres). The Commission also negotiated a gift of land from an abutter that provides for a trail connection from Inches Woods to the Cobleigh Conservation land and Hager municipal parcels.

The Commission also coordinates with other town boards and commissions with land-use interests and provides representatives to serve on the Boxborough Building Committee, Community Preservation Committee, and the Water Resources 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 Ed Kukkula and the DPW 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 Law (MGL), 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 the Inspector/Officer's decisions may be appealed to the ZBA as provided for in MGL 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 2017 the Board considered applications for eight Special Permits and four Variances.

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,  
Michael Toups, Chair

## BOXBOROUGH HOUSING BOARD

### Background

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at a Special Town Meeting on October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. The members of the BHB are Michael Fetterman, Diane Friedman, Joan Meyer, Al Murphy, and Ron Vogel.

### Master Plan

The BHB participated in the development of an updated Master Plan, Boxborough2030, in 2016. Action items from this plan, together with the BHB's progress in 2017, are summarized below:

- Monitor units on the Town's Subsidized Housing Inventory to ensure compliance with affordability restrictions.

*This is conducted on an ongoing basis with the support of Metro West Collaborative Development (Metro West) of the Regional Housing Services (RHS) collaboration.*

- Support the development of rental housing through the Comprehensive Permit process. *The BHB has been supportive of the development of Paddock Estates at Boxborough. Developing rental affordable housing is one of the key recommendations of our Housing Production Plan.*
- Identify strategies that would allow extremely low-income and very low-income households to access rental housing through tenant-based rental assistance programs. *We have developed the Boxborough Rental Assistance Program (BRAP), which assists Boxborough households in paying their rent. The BRAP uses a preference-point system that favors households with extremely low and very low incomes.*
- Identify ways to develop housing in Boxborough that is affordable to households with moderate incomes. *We are investigating this difficult problem, as discussed below.*
- Identify privately owned parcels of land that could be acquired by the Town for affordable housing development. *We remain interested in developing a Habitat-for-Humanity home but have yet to find a suitable property. Aside from increasing the affordable housing in Boxborough, the BHB believes that such a project would have widespread benefits for the Town.*

## Affordable Housing in Boxborough

### ***Boxborough Rental Assistance Program***

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

A subsidy of \$250/month is provided by the program and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The BRAP provides financial assistance only; the program does not function as a landlord in any capacity nor does it intervene in landlord-tenant disputes.

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 Experience. The financial assistance allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. One family was able to save enough funds to move to a more appropriately sized unit in Acton and graduated from the program. Participating landlords have expressed appreciation for the program and a desire to help their tenants. Town Meeting unanimously approved CPA funds to expand the program to assist 12 households in FY 2018. All five of the remaining households from the first year applied for support in the past year and were recertified. Six new households were added to the program, so there are now 11 households and landlords participating in the program. An effort to identify a 12th household has succeeded, and assistance for this household is expected to begin on March 1, 2018.

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.

We are pleased with the response to this program and are proposing a continuation of the program at funding levels that will enable us to assist 12 households.

**Program Governance.** The BRAP was developed by a team made up of town employees Adam Duchesneau (Town Planner) and Lauren Abraham (Community Services Coordinator), together with volunteers Al Murphy (Housing Board) and Channing Wagg (Well-Being Committee). The guidelines and procedures of the BRAP are now in place; we are well past the pilot stage.

In the past year, the BHB formally adopted oversight of the BRAP to establish a clear management hierarchy and to ensure that it continues to serve town interests. The BRAP team will continue to be responsible for the administrative elements of the program. Any changes to the program will be presented to the Housing Board for approval prior to implementation. The Community Services Coordinator will serve as a primary contact to the Board and will report to the BHB as appropriate.

### ***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 RHS collaboration described below. Boxborough Meadows is a 48-unit condominium complex located off Route 111/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.

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, two remain. Four CEP units have been resold as market-rate units and are no longer included in Boxborough's Subsidized Housing Inventory (SHI).

Project Name	Units
Boxborough Meadows	12
Summerfields at Boxborough	6
Condo Exchange Program	2
Paddock Estates at Boxborough	244
Codman Hill Road	1
Craftsman Village at Elizabeth Brook	1
<b>Total SHI Units</b>	<b>266</b>

### ***Paddock Estates at Boxborough***

Paddock Estates at Boxborough is a 244-unit apartment community located near the intersection of Route 111/Massachusetts Avenue and Interstate 495. All 244 rental units (61 affordable units) were added to Boxborough's SHI (see table). The resulting total number of SHI units, 266, comprises 12.9% of Boxborough's 2010 Census year-round units, 2,062, well above the mandated 10% goal. For Boxborough this means that developers cannot override our zoning provisions through Chapter 40B developments.

### ***Regional Housing Services***

The RHS collaboration provides services related to the monitoring, maintenance, and creation of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement among Boxborough, Bolton, Devens, 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 of a repository of project legal documents, helped maintain proper procedures, and assisted with refinancing, resales, and assessments.

## **Additional Affordable Housing**

### ***Mid-Range Housing***

Both *Boxborough2030* and the BHB's Housing Production Plan have identified a gap in the housing options in Boxborough, noting there is not enough mid-range priced housing, e.g., housing that is affordable to downsizing seniors and young families. Currently, Boxborough offers numerous low-cost housing options in the \$100,000 to \$200,000 range, while most single-family homes are priced at \$600,000 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 \$300,000, which sets a very high lower limit on the combined price of a house and lot. This past year, the BHB and Planning Board convened a joint meeting to discuss the matter. We did not solve the problem.

One possible solution is Cluster Zoning, which would allow higher localized density provided that the average density for the entire lot is below zoning limits. This could allow a developer to purchase land at a more modest cost per acre (because, for example, the tract contains unbuildable wetlands) and achieve a lower land cost per dwelling. The Planning Board has attempted to pass Cluster Zoning at several Town Meetings and has failed. Major reasons for these rejections seemed to be that Town Meeting members were skeptical that such developments would be assets to Boxborough and that additional school-aged children would increase property taxes. It was noted that the Boards need to understand which parcels would be impacted by a zoning change that would encourage some type of cluster development.

Other possible solutions were discussed. One was that the Boxborough Affordable Housing Trust (BAHT) purchase available single-family homes, place deed restrictions on the properties, and resell the dwellings to households in need. With currently available BAHT funds, only several such transactions could be financed. However, the funding available from the BAHT could be substantially increased, depending primarily on the outcome of the effort to develop the property at Stow Road (see below).

There appears to be a market for smaller homes. Another suggestion was that the Town purchase existing (smaller) homes in which seniors are presently living and then let them stay in their current dwellings, paying rent to the Town. When it became impractical for the senior to remain in the home, the Town would sell the home at a mid-range price.

### ***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 BAHT. The objective of the development remains to develop a home-ownership project that incorporates housing of diverse types. The Request for Proposal (RFP) to develop the property has been in the works for several years. It has been reviewed by several lawyers, town officials, and local developers, but still has not been released. The RFP has the following general features.

1. It describes our broad requirements, without overly specifying the design details
2. It requires agreeable aesthetics
3. It provides a path for a non-standard Chapter 40B development. A prospective developer will be required to purchase the land for \$900,000 unless the development incorporates additional features that are desirable to the Town, which would reduce the purchase price. Examples of such features are greater proportions of affordable housing, reductions in the prices of the market-rate housing, or more housing for seniors or the disabled.

Feature 3 above is very important. When the RFP was drafted years ago, it was quite clear that Boxborough residents did not want just another Chapter 40B complex to be built at Stow Road. Currently, with the achievement of our 10% SHI goal and a proposed development nearby (Enclave at Boxborough), this feeling is likely even stronger. On the other hand, Feature 3 is the primary reason that the RFP release has been delayed so long. It has proven very difficult to keep the RFP simple enough to be appealing to developers, while maintaining the openness and fairness demanded by the State's procurement laws.

In addition, several new factors could affect the best use of the property. One is the proposed Enclave at Boxborough, a 100-unit, senior housing project. Another factor is whether a non-housing use might make sense in the future. The BHB voted to suspend efforts on the Stow Road RFP until the various factors play out.

### **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 2017. 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 2017**

The Planning Board proposed five articles for the May 2017 Annual Town Meeting. The articles involved amendments to Section 9004 Penalty regarding fines; adding a Building Trade use category including a definition, permitted Zoning Districts, and parking requirements; amending the permitted Zoning Districts for the Landscape Services and Landscape Contractors use categories; amending Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts to allow for accessory signage; and adding a temporary moratorium on Recreational Marijuana Establishments. 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 2017:

- 881 Massachusetts Avenue: The Board granted Site Plan Approval to construct a two-story building consisting of approximately 6,500 square feet with associated parking, sewage disposal, drainage, and grading for landscape services, building trade, and professional/business office uses.
- 1220 Liberty Square Road: The Board granted Site Plan Approval to expand the gross floor area of an existing commercial building by approximately 4,580 square feet for landscape contractor/trade shop uses.
- 369 Codman Hill Road: The Board granted a Site Plan Approval Minor Modification to allow for the addition of a centralized floor drain and holding tank, and to adjust the location of the proposed addition's three garage bay openings on the west side of the building.

- 593 Massachusetts Avenue: The Board granted a Site Plan Approval Minor Modification to remove the grass strips on the east and west sides of the building, remove the post lighting along the rear parking area, and implement three (3) residential lamp posts in front of the building.
- 1102 Massachusetts Avenue: The Board granted a Site Plan Approval Waiver to allow the implementation of a new gravel parking area adjacent to donation bins and a new portion of a gravel fire access roadway.
- 593 Massachusetts Avenue: The Board granted an Earth Removal Permit to excavate and remove approximately 775 cubic yards of material in conjunction with the installation of the drainage system for the construction of an 8,712 square foot building for landscape contractors and trade shop uses.
- 881 Massachusetts Avenue: The Board granted an Earth Removal Permit to remove approximately 3,000 cubic yards of surplus processed blasted ledge in conjunction with the construction of a two-story building consisting of approximately 6,500 square feet with associated parking, sewage disposal, drainage, and grading for landscape services, building trade, and professional/business office uses.

#### **Subdivision Road Inspections, Performance Guarantees, & Lot Releases**

- Silas Taylor Farm Road (Taylor Farm Road) Subdivision: The Board granted a reduction of \$97,646.36 in the Performance Guarantee being held for the Definitive Subdivision Plan for work which had been completed.

#### **Subdivisions and Approval Not Required Plans**

The Board reviewed the following Preliminary and Definitive Subdivision Plans:

- Silas Taylor Farm Road (Taylor Farm Road) Subdivision: The Board granted a Minor Modification of the Definitive Subdivision Plan to adjust some of the engineering specifications for the infiltration basins, alter some of the final slopes, and eliminate a portion of the grass strip between the sidewalk and the roadway.

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 2017:

- 120 Cobleigh Road: The Board endorsed a plan which showed the reconfiguration of one (1) existing lot to create one (1) new lot with frontage on Cobleigh Road and one (1) additional parcel.
- 1190 Liberty Square Road: The Board endorsed a plan which showed the division of one (1) existing lot into two (2) new lots, both with frontage on Liberty Square Road.
- 462 Hill Road: The Board endorsed a plan which showed the division of an existing lot to create one (1) new buildable lot and retain one (1) conforming lot with an existing single-family dwelling, both with frontage on Hill Road.
- 1178 Hill Road: The Board endorsed a plan which showed the division of an existing lot to retain one (1) conforming lot with an existing single-family dwelling with frontage on Hill Road and one (1) new parcel.

#### **Scenic Road, Public Shade Tree Removal, and Stone Wall Alteration 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 2017, the Planning Board issued the following approvals:

- 20, 64, 106, 228, & 260 Burroughs Road, and 10 Cedarwood Road - Scenic Road and Public Shade Tree Removal: The Board granted a Scenic Road and Public Shade Tree Removal Permit to remove trees and leaders to create room for fiber installation on Burroughs Road along the subject properties.

- 462 Hill Road - Scenic Road and Stone Wall Alteration: The Board granted a Scenic Road and Stone Wall Alteration Permit to remove approximately 18 feet of existing stone wall to allow the construction of a new driveway to access a new single-family dwelling at the subject property.

### Long Range Planning and Other Projects

In 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](http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/boxborough2030_recommendations_and_implementation_plan_january2016.pdf). Throughout the course of 2018, the Planning Board and Board of Selectmen will continue to meet 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 also 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 and the Town was awarded \$574,683 to move forward with the project in 2018. The Planning 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. Two of these culverts were replaced in November/December of 2017 and a third culvert east of the Library will be extended in 2018 prior to work commencing on the sidewalk project.

In preparation for the 2018 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering amending the Zoning Bylaw by adding a Solar Energy Bylaw including a definition, permitted Zoning Districts, development requirements, and other associated regulatory items; adding a definition for Gross Floor Area; amending Section 4203 to include wording for Gross Floor Area; and amending Section 7700 Temporary Moratorium on Recreational Marijuana Establishments to extend the moratorium to June 30, 2019.

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 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 PM in the Town Hall, 29 Middle Road. Meetings are posted on the Town's website ([www.boxborough-ma.gov](http://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](mailto:ADuchesneau@Boxborough-MA.gov).

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

### **METROPOLITAN AREA PLANNING COUNCIL (MAPC)**

#### **Planning Today for a Better Tomorrow**

Ten years ago when we adopted our new regional plan, *MetroFuture*, we knew Greater Boston was a region on the move, but we couldn't have known how far-reaching the effects of a changing economy, housing market and political landscape would be on our region and state. With instability at the federal level, a growing affordability crisis locally, and an ever-more-pressing need to confront the effects of climate change, the challenges facing our region are very real and evolving day to day. We at MAPC choose to view this through a lens of opportunity and we know that we have passionate, committed and engaged residents who are eager to make their voices heard and collaborate on building a better region together.

As dedicated as ever to our four strategic goals – advancing equity, climate change preparedness, municipal collaboration and efficiency, and smart growth – MAPC is about to embark upon an update to our visionary regional plan, and we want all of you to be part of the process. The update to *MetroFuture* will include topics that reflect MAPC's own growth during the past decade, incorporating five new disciplines: clean energy, public health, community engagement, digital services, and arts and culture. It will also reflect the breadth and interconnectedness of our region and our region's residents, capitalizing on some of our greatest assets, such as our strong educational and health sectors, a spirit of innovation, and a commitment to collaborating across the artificial lines of politics and party. Most importantly, our planning process will place particular emphasis on dissolving and combating the patterns of racism, segregation by race, ethnicity and income, and inequitable access to opportunity that have held us back from achieving our goals in the past.

We hope you will join us on our mission to create a more just, equitable and future-focused region. Visit our redesigned, newly accessible website at [mapc.org](http://mapc.org), and be a part of the conversation on Twitter [@MapcMetroBoston](https://twitter.com/MapcMetroBoston). Join us!

#### **Highlights of Our Work**

##### ***Smart Growth***

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3 million residents living and working in 101 cities and towns across Eastern Massachusetts. Guided by our regional plan, *MetroFuture*, and in concert with our own strategic goals, we strive to be a nimble and innovative public agency that provides core planning support to our member communities while also staying abreast of new trends in housing, transportation, public health, safety, clean energy and more. This year, we've placed special emphasis on examining the effects of new technologies and public policy on inequality in our region, and on providing research, digital tools, and recommendations for ensuring equitable access to jobs, housing and a healthy environment for all residents of our region.

##### ***Transportation***

In that vein, we have a new practice area looking at the implications of emerging vehicle technologies, such as self-driving cars, on the region. At our fall Council Meeting in Quincy, we offered a speaking panel on innovative mobility, including electric and autonomous vehicles, and attendees were even able to test-drive **all-electric and hybrid vehicles** from several manufacturers, as well as a selection of e-bikes. More than 50 people participated in the "ride and drive" event, and a post-event survey showed 88% who test drove a

vehicle said they would consider purchasing electric. At least one member of our staff, as well as her mother, actually did so!

Working with Transportation for Massachusetts (T4MA), we are also working to develop principles around data-sharing for **autonomous vehicles** to ensure policy goals are met, privacy is protected, and the state's transportation network can be safely improved. MAPC recognizes the transformative benefits that autonomous vehicles can have for our state's economy, environment, and quality of life, as well as the challenges that could result from disruption to existing forms of mobility. Autonomous vehicles will affect not only our transportation system, but also our economy, safety, workforce, environment, land use, and energy use. Learn more about our work in this arena at [mapc.org/transportation](http://mapc.org/transportation).

In 2017, we launched a special study of the ridership habits of **Uber and Lyft** customers, and at year end we are crunching that data to determine what effects these companies are having (if any) on transit use — with the goal of helping both the MBTA and area communities to plan better for the transit and transportation needs of local residents and commuters. Look for more information on that research soon at [mapc.org](http://mapc.org).

Parking planning remains an issue of critical importance to our communities. In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on an earlier pilot project that utilized **dedicated bus lanes** on Broadway in Everett to alleviate traffic and speed up bus times. Both projects used an MAPC parking analysis to convert car spaces into a devoted bus lane. The Everett project was so popular with commuters across all modes that the model became permanent! At year end, Boston and the MBTA are considering starting a second, longer pilot in Roslindale with ongoing support from MAPC, to determine whether it's feasible to make this dedicated bus lane a permanent change to ease congestion and commute times along the Washington Street corridor.

This year, MAPC has also begun working with several communities near Boston to explore no-cost, **dockless bike share** services. Several cities in our Inner Core, including Chelsea, Malden and Revere, underwent pilot programs to try these dock-free bike share systems in the fall of 2017; come spring of 2018, a regional program procured by MAPC will be rolling out across Greater Boston, giving more people in more communities access to low-cost bicycling opportunities. Dockless bike share systems offer bicycles with self-locking mechanisms that unlock with a mobile app. Rather than relying on docking stations, these bikes can be parked on the sidewalk, at bike racks, or in almost any publicly-accessible place, where the next user can pick it up, typically paying about one dollar per ride. MAPC, through a regional RFP being offered at the end of 2017, will help to create a boundary-less, regional system with multiple bike share companies that local governments can join at low or no cost, launching just in time for warmer weather.

In partnership with DHCD and Massachusetts APA, MAPC has offered a series of workshops on **parking benefit districts**, or PBDs, this year. A PBD is a specific geography in which parking revenue is raised then invested back into that same district, for transportation improvements. We are formulating case studies and best practices now with the goal of helping more communities adopt these districts in the years ahead.

### ***Land Use***

Equitable Transit-Oriented Development, or **ETOD**, is another growth area for our agency. In 2017, we worked with Rockport to develop an ETOD plan for their commuter rail station area. With a visioning process that took into account the community's ideas for the area, the town and MAPC were able to develop a plan to create a mixed-use, walkable cluster that would be attractive to new families and young adults. Transportation and Land use staff performed a similar assessment of the Anderson commuter rail station in Woburn this year, with aims to develop a mixed-use, mixed-income vision for the area, guided by community input and grounded in market potential. Similar work is underway into 2018 in Milton Village near the Mattapan Trolley line, Lincoln, South Salem, and in Medford Square, in conjunction with zoning and master planning efforts in those

communities. Our Government Affairs and Strategic Initiatives teams are continuing to work toward comprehensive zoning reform legislation at the state level – now called the “Great Neighborhoods campaign” – throughout this past year and into the future, in collaboration with our partners at the Massachusetts Smart Growth Alliance (MSGA). Learn more about Great Neighborhoods and how you can get involved at [ma-smartgrowth.org/issues/placemaking-zoning/policy-agenda](http://ma-smartgrowth.org/issues/placemaking-zoning/policy-agenda).

MAPC also worked on **master plans** in Cohasset and Duxbury this year, economic development plans in Bellingham, Brookline, an arts and culture district in Upham’s Corner, East Dedham and Nobscot in Framingham, and **housing production plans** for Gloucester, Stoneham and Winchester, with Malden starting in 2018. We also launched a “small housing study” with the SWAP and TRIC subregions, crafting case studies on small housing nationally as a way of reducing barriers to their development locally. Acton, Bedford, Concord and Lexington are all working with MAPC to examine their inclusionary housing policies and recommend improvements. Finally, continuing our expertise in parks and recreation planning, we created **open space and recreation plans** for Chelsea, Everett, Hanover, Malden, Revere, Rockland, and Saugus this year, with many more to come in 2018, all of them paying special mind to issues of equity, accessibility and environmental justice.

Our **Public Health** Department is working alongside our Land Use team to integrate a health lens to the planning process this year, in particular on open space plans to reflect the growing research that demonstrates the many health benefits provided by access to green spaces. The team is also entering its fourth year working with the state Department of Public Health to estimate physical activity in neighborhoods through a new methodology that evaluates how much investments in Complete Streets and Wayfinding signage entice more people to walk and bike. By project end, we will be able to estimate by neighborhood how many biking and walking trips have been taken, which in turn we hope will lead to greater physical activity habits and health care savings.

In the **housing** arena, we are especially proud to have partnered with the Mayors and Managers of our Metropolitan Mayors Coalition (MMC) as well as Governor Baker and a host of affordable housing advocacy groups to begin to address the severe affordability issues facing Greater Boston. With production goals, timeframes and a collaborative, cross-municipal focus, we hope to see real progress on breaking down barriers to accessing affordable housing and reducing segregation, discrimination, and homelessness, so that all residents of Metro Boston have the ability find safe, affordable housing near jobs, family, and transportation.

#### ***Data Services***

The Research working group in our Data Services Department this year released a major study on housing, examining the effect that new permits have on subsequent **school enrollment**. The full report, available at [mapc.org/enrollment](http://mapc.org/enrollment), shows concerns about new housing overburdening public schools are largely unfounded. Most school districts in Massachusetts have seen a steady decline in student enrollment over the last 15 years, according to the report, and rates of housing production are having no significant effect on public school enrollment growth. MAPC examined housing permit and enrollment trends across 234 public school districts over the past six years, from 2010 through 2016; we found that, while high rates of growth have become more common in urban communities, most suburbs saw declines in enrollment, and the dozen fastest-growing areas in terms of housing production saw enrollment growth of only 1% on average. Even in communities where substantial housing production took place, the growth in households and children was not sufficient to offset the over-arching, natural demographic decline in school-age residents, as Baby Boomers age and younger generations have fewer children, later in life.

Other new areas of research this year included an update to our **Regional Indicators** program, a set of measures that quantify our progress as a region toward achieving the goals of MetroFuture. MetroFuture, MAPC’s long-range vision for a more sustainable and equitable Metro Boston in the year 2030, includes goals

that were established through community input and a collaborative stakeholder engagement process. By measuring our progress, we can identify where action or intervention are needed, and find opportunities for collaboration. Visit the full Indicators website at [regionalindicators.org/](http://regionalindicators.org/) to explore and crunch our findings.

Our new, and growing, Digital Services shop is the first in-house digital team housed within a regional planning agency in the nation. This innovative working group supports MAPC departments and municipal partners by designing and building digital tools to conduct more effective, efficient, and equitable planning and governance, with an open, equitable, and data-driven approach and a focus on products that can have direct application in decision-making processes. This year, the team launched a **youth jobs platform** in partnership with the City of Boston that aimed to design a more accessible youth employment system for the city. The result, an open source Youth Jobs Platform, has already had measurable impact on Boston's youth employment experience, connecting more students to summer jobs and contributing to better lifelong outcomes for each youth involved.

The team also launched a Local Energy Action Dashboard, LEAD, that allows communities to download local energy data and compare to neighbors with the goal of reducing emissions and increasing efficiency. Visit the tool at <https://lead.mapc.org>. Digital Services will also be working to update several tools in 2018, including the MassBuilds site which explores real estate development across Massachusetts at [www.massbuilds.com](http://www.massbuilds.com), our TrailMap resource, <https://trailmap.mapc.org>, and the "Keep Cool" app which connects users to free, publicly-accessible cooling spots during the hottest parts of the year. Learn more and download for summer 2018 at [keepcool.mapc.org](http://keepcool.mapc.org)!

### **Arts & Culture**

In this, our first full year with an **Arts & Culture** Division, we are seeing many successful projects launch, and our arts and culture staff have embedded into a variety of planning projects. We have hired an artist-in-residence as well as a regional planner focused on arts, joining a team focused on creative placemaking, cultural planning, community development, arts and culture data collection, and cultural policy, while working to integrate art work and public art into our plans and projects. Some of the team's first initiatives this year included a series of creative placemaking workshops in partnership with MACDC and MASSCreative; an Arts and Culture Plan for Arlington; an arts and culture discussion series with the New England Foundation for the Arts (NEFA), bringing artists and planners together; and a community conversation on the arts economy at Greater Boston Stage Company in Stoneham with Sen. Jason Lewis. Our Artist in Residence also worked with the MetroWest Subregion and our Bicycle & Pedestrian Planning staff to devise a special creative placemaking art installation for the kickoff of the "Landline" trails project in Ashland State Park, engaging more than 50 advocates, elected officials and local residents in the launch of a major new trail project across the communities west of Boston.

The team offers a web toolkit at [www.artsandplanning.org](http://www.artsandplanning.org) to give local planners a framework for engaging the creative community in growth and livability goals, including case studies and grounded strategies. Read more about the arts and culture team's ongoing work online at [mapc.org/our-work/expertise/arts-and-culture](http://mapc.org/our-work/expertise/arts-and-culture).

### **Climate**

The disciplines of clean energy and environmental planning are evolving every day as we as a region work to adapt to a changing climate, and aim to help our cities and towns plan for and mitigate those effects. This year, we performed **climate vulnerability assessments** and action plans for Braintree, Brookline and Newton, and we provided technical assistance and outreach through our Neponset and MAGIC subregion stormwater partnerships, which work to promote climate resiliency and to educate communities about new water regulations. Through a new grant awarded by the New England Aquarium and funded by NOAA, our Communications and Community Engagement divisions are working with Chelsea, Lynn and Hull to develop education programming for youth around climate change. This exciting project hopes to develop a new model

of youth-focused partnerships to enhance climate literacy and community involvement in these issues, especially in areas that are racially diverse and have historically been underserved. To learn more about our climate work, visit [mapc.org/our-work/expertise/climate](http://mapc.org/our-work/expertise/climate).

With guidance from MAPC, seven communities in our region – Chelsea, Melrose, Cambridge, Boston, Winthrop, Natick, and Somerville – received an enhanced level of “**solar readiness**” this year that merited them the distinction of being “Solsmart communities.” This national designation aims to reduce solar’s soft costs by providing technical assistance to communities; to achieve it, cities and towns must complete best practice in several areas, such as zoning, inspections, permitting and community outreach. We are also participating in the Mass Clean Energy Center’s Solar Thermal Challenge, which will explore ways to bring solar hot water systems to Massachusetts residents; look for a pilot program for MAPC-region communities starting in 2018.

Our Energy, Transportation and Municipal Services departments have teamed to offer a Green Mobility Purchasing Program this year, allowing advanced vehicle and hybrid conversion technology on the statewide procurement contract. This contract will help municipalities to green their fleet of municipal vehicles and reduce greenhouse gas emissions across the region.

Staff from Digital Services worked with students from Harvard’s Graduate School of Design and staff from NOAH, and the Neighborhood of Affordable Housing, to create a multimedia public outreach campaign on climate resilience in East Boston this year. Combining traditional print media and an interactive website, the project helped the area’s residents prepare for and cope with major storms, intense flooding and hot summers.

In November 2017, we hosted the “Let’s Get Climate Smart” event with the Trust for Public Land (TPL) in Cambridge. This event publicly launched and demonstrated a new online green infrastructure decision-support tool for the 14 cities and towns of the Metro Mayors Coalition, developed in a two-year partnership among MAPC and TPL staff. The tool allows users to identify optimal locations for nature-based solutions such as trees and rain gardens for mitigating heat and flooding.

In Boston, the City Council voted in late 2017 to make the city the newest and largest community in Massachusetts to authorize **green municipal aggregation**, which intentionally incorporates more renewable energy within a community’s electricity supply, generally at levels above 40 percent more than required by state law. More than 18 cities and towns in the MAPC region have authorized such programs or are actively implementing them with help from our energy staff! Learn more about municipal aggregation and our other clean energy work at [mapc.org/our-work/expertise/clean-energy/community-choice-aggregation](http://mapc.org/our-work/expertise/clean-energy/community-choice-aggregation).

### ***Municipal Collaboration***

The state’s Executive Office of Public Safety 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 EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

This year, our staff have been working with the U.S. Attorney’s Office to coordinate our **Homeland Security regions** into four regional forums highlighting public safety resources for houses of worship in the wake of several shootings involving communities of faith this year. Participants have received information on bomb

threats, vandalism, arson, internet scams, hate crimes, and how to build an emergency response plan, and the workshops will be continuing into early 2018. **NERAC** has also offered trainings in disaster management for water and wastewater utilities this year, discussing both man-made and natural disasters and giving participants tools to maintain and restore water resources in the face of severe weather and other threats. 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**, and we continue to work with law enforcement and prevention partners in eight Inner Core communities – Cambridge, Chelsea, Everett, Malden, Revere, Quincy, Somerville and Winthrop -- to manage the Shannon Community Safety Initiative, a grant program designed to address **youth and gang violence**. 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.

On the **policy and legislative affairs** front, our team worked intensively throughout the year on several priorities for the Metro Mayors Coalition, including work on a regional approach to housing and a regional approach to autonomous vehicle testing.

At the advent of 2018 we are focused on continuing work toward all our strategic goals, and about to embark on a large-scale update to our visionary regional plan, MetroFuture: Making a Greater Boston Region. While much has changed in the region since we drafted our last plan, our commitment to equity, inclusion and top-of-the-line community engagement has not – and we are more excited than ever to begin putting our staff expertise to work at involving the public in our next iteration of Greater Boston’s regional plan.

We hope you will join us at our brand new, fully accessible and responsive web home, [www.mapc.org](http://www.mapc.org), to find how you can contribute and develop a shared vision for our region in 2018 and beyond. Welcome!

### **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**

MAGIC held its annual elections on June 1 in Acton’s Town Hall. MAGIC representatives voted unanimously in favor of Jennifer Burney (*Director of Planning & Land Use, Lincoln*) remaining for a second term as Chair, Kristina Johnson (*Assistant Director of Planning and Community Development, Hudson*) as 1<sup>st</sup> Vice Chair, and Adam Duchesneau (*Town Planner, Boxborough*) as 2<sup>nd</sup> Vice Chair. Franny Osman (Acton) and Les Fox (Boxborough) have served for several years as Vice-Chairs, and have been great advisors and collaborators. We are thankful for their commitment to MAGIC and look forward to their continued participation!

We welcomed new MAGIC members and participants this year, James Craig, Chair, Board of Selectmen, Lincoln; Bill Risso, Board of Selectmen, Carlisle; Joan Gardner, Board of Selectmen, Acton; Amy Lloyd, Planning Board, Bedford; Margot Fleischman, Selectmen Chair, Bedford; Jane Hotchkiss, Chair, Board of Selectmen, Concord; Franny Osman, Planning Board Representative, Acton; Aaron Henry, Board of Selectmen, Lexington; Madeleine Blake, Planning Board, Carlisle; and Debbie Bentley, Planning Board Alternate, Carlisle.

Heidi Stucker, MAPC Regional Planner, served as the Subregional Coordinator to MAGIC in 2017. On September 7, 2017, MAGIC decided to apply to join the AARP/WHO Age Friendly Network as the initial step in beginning regional age friendly planning initiatives. On November 2, 2017, MAGIC voted to amend its bylaws.

## **MAGIC Meetings**

MAGIC held six regular business meetings in 2017. Highlight meeting topics included the following:

- MPO Transportation Planning & Projects discussion
- Kelley's Corner, Acton presentation
- MAGIC Regional IT Services project presentation
- MAGIC FY 2017 Work Plan discussion
- MAGIC Special Assessment Funds to priority projects allocation
- AARP Age Friendly presentation

## **Special Events**

MAGIC held five special events in 2017:

*Mill and Main Tour.* Partnering with Maynard's Bill Nemser, Kevin Sweet, and Chris DiSilva, MAGIC organized a tour of [Mill and Main](#) on April 13, 2017, ending at [Battle Road Brewery](#). On the tour we were told about the history of the mill and the incredible undertaking of redeveloping the 1 million square feet of space into commercial space, now housing several large and growing companies.

*Annual Legislative Breakfast.* MAGIC had a well-attended Legislative Breakfast on May 5, 2017, with Senators Eldridge and Barrett and Representatives Hogan and Kaufman in attendance. MAPC staff presented on agency legislative priorities. Legislators spoke on a range of state and federal policy topics, including health care, affordable and older adult housing needs, transportation & regional transit, renewable energy, and funding for the Community Preservation Act. MAGIC participants raised questions and discussed concerns about the state budget, taxes, older adult health and housing, and challenges municipalities face with developing housing.

*Regional Age Friendly Forum.* How can green spaces, streets, sidewalks, outdoor areas and buildings be used and enjoyed by people of all ages? How can bus, train, shuttle, ride services, bikes, and other modes support the mobility and activity of people of all ages? How can housing be designed or modified to support aging in community, affordability, and social engagement? How can health care and support systems ensure accessible, affordable care and services for older adults? These were some of the questions posed at our Age Friendly Community and Regional Planning Forum in MAGIC on Thursday July 27th. Over 50 participants from all MAGIC towns and Westford generated ideas for bolstering efforts in the region for thoughtful, proactive and inclusive community and regional planning for people of all ages.

*Benfield Farms Tour.* In October, CPTC trainer Pam Brown, FAICP, Attorney facilitated the training "Introduction to Subdivision Control Law and ANR" in Boxborough. The fifteen participants included planners, and planning and zoning board members, and they 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.

*Memorial Forest Reservation.* Sudbury Valley Trustees partnered with MAGIC to host a hike through Memorial Forest Reservation, during which SVT staff, Laura Mattei, Christa Collins, and Tempe Staples shared the organization's efforts to restore a portion of the pitch pine-scrub oak habitat. They also discussed the broader efforts of SVT and how these efforts support regional resiliency in the face of climate change.

## **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 FY 2017 and FY 2018 MAGIC allocated its special funds to support three regional projects: MAGIC Climate Resiliency Project; MAGIC Stormwater Partnership; and MAGIC Regional IT Services project.

***Climate Planning (Special Assessment Allocation: \$25,000, FY 2017/FY 2018)***

The MAGIC Climate Resilience Plan was completed and disseminated to MAGIC representatives; the MAGIC Climate Action Network; and through the e-newsletter. The Plan is comprised of two parts: The **MAGIC Vulnerability Assessment**, evaluates the degree to which the region is resilient to anticipated climate change impacts. The **Climate Change Response Strategies** present mitigation strategies which seek to minimize or eliminate the impacts of climate change; and adaptation strategies that will strengthen the region's ability to adjust to new conditions that climate changes will create. The document highlights regional strengths that poise MAGIC to act collaboratively to become more resilient; presents priority areas identified by the Climate Resiliency working group and stakeholders; and proposes four regional actions for MAGIC to advance. A public forum in January (date TBD) will engage a broad audience in discussion opportunities for regional action to address climate change vulnerabilities.

***MAGIC Stormwater Partnership (Special Assessment Allocation: \$13,000, FY 2018)***

This project established 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) Municipal Separate Storm Sewer Systems (MS4) permit (from here forward, MS4 Permit). Over the course of the project, the Partnership has met four times on topics including Outreach and Education; Stormwater Bylaws; Stormwater Utility Structures; Illicit Discharge Detection and Elimination (IDDE) and Retrofit Analysis and Mapping. This project is supported by \$13,000 of MAGIC's special assessment funds, \$50,000 from the Efficiency and Regionalization Grant, and \$40,000 from MAPC's Technical Assistance Program.

***Regional Information Technology (Special Assessment Allocation: \$10,000)***

The Regional IT Services seeks to support joint procurement of information technology services across participating municipalities in MAGIC.

#### **HISTORICAL COMMISSION**

During 2017 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 continued work inventorying its collection and enhancing both displays and artifact storage.

Maintenance items on the building included work to make the building of greater use to the Town. 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. The upstairs furnace failed late in the year and required replacement, which was completed. The Commission wishes to acknowledge Building Inspector Gerry Noel for his diligence in executing the contract work for building maintenance and seeing that such work is completed properly.

Community Preservation Act (CPA) historical resources projects: The Town Document restoration and preservation (a multi-year project) was completed. Town Hall front steps repair was completed along with restoration work at North Cemetery and planning for Steele Farm farmhouse preservation. The Commission endorsed the continuation of preservation work on the Steele Farm farmhouse and the proposed Veteran Memorial, which is reaching an execution stage.

Commission members are participating in the work of other town committees including the Design Review Committee, Veteran's Memorial Committee, and the Community Preservation Committee. The Commission responded to requests for information on various aspects of town history. The Commission welcomes Brian Picca, who was appointed to the Commission this year.

A sign commemorating the death of Lance Corporal Paul Hughes, who died in service in Viet Nam, was dedicated over the Memorial Day weekend. Members of his family were in attendance at the dedication.



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, and 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 six CPA appropriations for 2017 Annual Town Meeting consideration.

- One was in the category of Open Space and Recreation for the Conservation Trust Fund.
- Two were in the category of Community Housing including funding of the Affordable Housing Trust for regional housing monitoring services for the second half of Year 4 (Fiscal Year 2018) and funding for the Boxborough Rental Assistance Program.

- Three were in the category of Historic Resources including conservation of historic town records, restoration of the North Cemetery, and funding for the design and planning for the preservation of the Steele Farm farmhouse.

All six recommendations passed at Town Meeting.

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 2017. The department continues to advance its tradition as a progressive public utility committed to quality, reliability, 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 LELD's rates are consistently and significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2017. For purposes of comparison, a Boxborough customer using 750 kWh per month has a monthly bill of \$87.64. The same usage in Ayer, served by National Grid, would cost \$164.93, while in Concord, served by Concord Municipal Light, it would cost \$108.70. LELD continues to keep rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Littleton Electric Light Department (LELD) has been recognized as a Reliable Public Power Provider by 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 LELD. This recognition is based on reliability, safety, workforce development, and system improvement.

Operation crews updated underground electrical infrastructure on Cobleigh Road to prevent future outages and disruptions. Crews installed new cable and conduit, replaced riser pole and installed fiberglass transformer pads to each new transformer. These updates are to enhance reliable electric service to Cobleigh Road.

The Department of Energy Resources (DOER) awarded LELD a \$3,000 grant for Boxborough's street light conversion plan. Thirty-one town-owned street lights have been converted to LED- replacing inefficient metal halide bulbs. With this conversion, Boxborough is expected to save 12,365 kWh per year.

LELD has continued its annual funding and contributions toward Boxborough's community development. In 2017 contributions accrued to \$12,555, which supported town public services and a school technology grant. Boxborough residents are offered free home energy audits and energy-saving products and rebates through LELD's Green Rewards Program. Our Free Shade Tree Program is designed to lower home cooling and heating costs over time, benefiting residents. We planted 20 trees for Boxborough residents last year and hope to plant more the following year.

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.

For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

Board of Electric Light Commissioners  
Tom Rauker, Chair (2020)  
Dick Taylor, Vice-Chair (2018)

James Karr, Secretary (2019)  
Ivan Pagacik (2019)  
Bruce Trumbull (2018)

#### **BOARD OF HEALTH**

During the past year, the Board of Health was served by dedicated members Pam Follett (2018), Bryan Lynch (2019), and Marie Cannon, Chair (2020). Julie Pratt provides capable support to the Board of Health and is a positive liaison to Town Hall staff. Donald Morse is the Inspector of Animals. The Board also appreciates our longtime agent, Jim Garreffa, 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.

Pam also served as a liaison to the Boxborough Emergency Reserve Corp (BERC). Ronald Sisco, of the Boxborough Fire Department is chair for BERC and 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 2017.

The other areas of public health that the Board was involved with during 2017 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 2017. 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 web site.

### **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 on the basis stated in each systems individual permit 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 continue 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.

The Town is working to form a new Water Resource Committee. This new committee will enhance study of water supplies and recommend additional protections as well as further advance the acquisition of lands suitable for a future municipal water supply source.

### **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 2017, 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; 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 Harvest 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, upgrades to Police and Fire radio systems that enhance 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 environmental and public health needs in Boxborough. 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 for the public (see [nashoba.org](http://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 2017, we reviewed 48 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, future local public health programs and the benefits of quality service can be shared 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.

<b>Environmental Services in 2017</b>	
Boxborough BOH office (days available)	47
Food service licenses and inspections	13
Housing and nuisance investigations	24
Pool inspections	6
Septic systems	
Test applications	8
Lot tests	21
Plan applications	24
Plan reviews	24
Permit applications	
New lots	17
Upgrades	8
Construction inspections	45
Consultations	10
Well permits	10
Water quality/well consultations	23

### **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 a 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.
- 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.
- Nashoba's volunteers and clergy provide patients with emotional and spiritual support, companionship, and guidance.

<b>Nursing Services (No. of Visits) in 2017</b>	
Home health nursing	354
Rehabilitative therapy	73
Hospice volunteer and spiritual care	4

### **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 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 make well-being visits to assess needs, coordinate appropriate care and services, and provide case management as needed (health promotion).
- 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.

<b>Community Health Services in 2017</b>	
Public clinics	12
Flu shots	264
Well-being visits	39
Communicable disease cases	
Investigated	60
Confirmed	22
Anaplasmosis	13
Arbovirus (other)	1
Campylobacter	3
Group A Strep	1
Group B Strep	1
Hepatitis C	2
Influenza	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.

<b>Dental Services in 2017</b>	
Examination, cleaning, and fluoride (K, 2, and 4)	
Students eligible	169
Students participating	107
Referred to dentist	17
Instruction programs (K, 1, and 5)	10

## 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 non-chemical 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 (i.e. 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 (*Bacillus thuringiensis*) 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 840 acres of wetland by helicopter with funding from the Board of Health in 2017. Pre- and post-monitoring showed a 77.99% 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 (EEE) 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 which checks for efficacy of our products and techniques, and conducts research in new or different areas of mosquito control. A Graphic Information

System (GIS) has been added to our operations to allow better data collection and analysis. The Project has a website at [www.cmmcp.org](http://www.cmmcp.org) which 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 Department of Public Works (DPW) strives to support and enhance Boxborough's quality of life through sound management practices, vision and teamwork with a dedication to excellence. The DPW provides municipal services to the Town in a cost-effective, dependable, responsive, efficient and safe manner. These services include; roadway and sidewalk maintenance and preservation, MassDOT Chapter 90 and town roadway replacement funding, storm water maintenance, vehicle and equipment maintenance, water supply and distribution, wastewater management, preservation and maintenance of public parks, athletic fields, conservation land, open space and cemeteries, tree removal and pruning, operation and upkeep of a solid waste and recycling transfer station, general maintenance of town-owned buildings and snow and ice operations.

The DPW consists of nine full-time employees (DPW Director, Department Assistant, Foreman, four Equipment Operators/Workers, and two Semi-skilled workers/truck drivers) and one seasonal employee. Snow removal help is called in during storms.

MassDOT Chapter 90 funding and the Capital Plan provide funding for roadway work and paving. In FY 2017 town funding provided \$238,796 to reclaim, pave, repair catch basins, repair lawn sprinklers, install berms as necessary, and loam and seed selected areas on Robinson Road.

The Highway Department's paving plan for FY 2018 includes reclaiming and paving Hill Road (estimated at \$500,000), milling and resurfacing one mile of Burroughs Road (from Stow Rd. to Rte. 111) (estimated at \$150,000) and constructing a retaining wall in the vicinity of 214 Hill Road (\$150,000). If funds are available, Summer Street will be reclaimed and resurfaced.

The Highway Department provides maintenance and repair of approximately 42 miles of town roads, sidewalks, storm water utilities, catch basins, and public shade trees.

- Catch basin and drop inlet cleaning: 558 were cleaned of debris
- Street sweeping: all town roads were swept
- Line striping: The parking lots at Town Hall, museum and library were completed and stop lines were painted at all stop signs in town.
- Patching and pothole repair: 43 tons of asphalt were used to patch potholes and patch rough areas throughout town
- Tree work: Trees were trimmed on Flagg Hill Road and Richardson Road. Trees were removed on Fifers Lane, Priest Lane, Stow Road, Burroughs Road, Pine Hill Road, Depot Road, Steele Farm, Middle Road, Old Harvard Road, Liberty Square Road, Reed Farm Road, Joseph Road, Sheriff's Meadow, Flagg Hill Road and the Police Station.

During FY 2017 the snow fall total was 73 inches and the Highway Department was sent out a total 37 times to treat/plow.

In August I embarked on my career as Boxborough's DPW Director and during the past few months I have noticed how dedicated the entire staff is. They work hard and take pride in everything they do to make

Boxborough a better place to live and work. I would also like to take this time to thank all those who have made my transition into the position go smooth and feel effortless. I look forward to making a difference in the community and thank everyone involved for this exciting opportunity to enrich my professional career.

Respectfully submitted,  
Edward Kukkula, Director of Public Works

#### **CEMETERY COMMISSION**

There were seven burials in South Cemetery in 2017.

At the May 2017 Annual Town Meeting, Community Preservation Funds were approved in the amount of \$9,025 for the restoration and preservation of thirty-eight headstones in North Cemetery on Hill Road. Restoration work will commence in late spring 2018.

Additionally, at the May 2017 Annual Town Meeting, Article 27 approved \$15,000 towards the construction of a stone wall delineating the South Cemetery's south border. In November 2017, the South Cemetery property line was surveyed and flagged for future stone wall construction. Requests for quotes on construction will go out in the spring of 2018.

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,  
William Sutcliffe, Chair; Donald Morse, Cemetery Superintendent; Mitzi Garcia-Weil, Clerk

#### **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.

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 the Town Hall and make an appointment to speak with me. I am in the office at the Town Hall, Wednesdays from 9:00 to 11:00 a.m.

Respectfully submitted,  
Donald C. Morse, Veterans Agent

#### **VETERANS MEMORIAL COMMITTEE**

The Veterans Memorial Committee was formed by the Selectmen in January of 2017. Our charge was to recommend an appropriate memorial to foster a common understanding of the sacrifices given by veterans and their families.

In May 2017, the Town voted to spend up to \$10,000 to hire a Landscape Architect to help design and locate this Memorial. Starting in July, we selected and hired the firm of Levi and Wong Design Associates to advise us on this project. With their help, we selected four sites to consider in town: North Cemetery, Boxborough Historical Museum, Sargent Memorial Library, and Flerra Meadows. After holding several public meetings and considering the input we received, we selected the library site as the best choice.

We have received cost estimates for implementing the design and have requested Community Preservation Act funds of \$104,000 for the project. The CPC approved this request, which will be presented at Town Meeting in May 2018. If the CPC funds requested are approved, construction of the new Veterans Memorial will start in July 2018.



*Design rendering of the proposed Memorial*

## **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 healthcare 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**

#### ***Transportation***

In 2017, the COA van provided 651 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 Mondays through Fridays.

### ***Senior Tax Work Off***

The successful Senior Tax Work Off program had seniors performing 1500 hours of work during 2017, resulting in a comparable wage value of \$28,314 to the Town.

### ***Wellness Checks***

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.

### ***Lending a Hand***

Under our “Lending a Hand” program with the Boxborough Minutemen, 8 seniors received assistance in 2017 mostly involving moving heavy items or furniture.

### ***Classes, Programs & Luncheons***

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, Yoga, Line Dancing, Brains & Balance and Mahjong. In total there were 246 classes, 8 Luncheons and 5 Podiatry Clinics.

Monthly senior community luncheons were provided thanks to the generosity of various groups. In 2017, those were the Town Hall Employees, the Boxborough Conservation Trust, the new Boxborough Regency Hotel, the Police and Fire Departments, the Boxborough Minutemen Company and the Friends of the COA who provided 3 luncheons.

### ***Day Trips***

Day trip social events in 2017 were:

- A combined trip with the Harvard COA to experience the visit of the Tall Ships to Boston in June. The weather was perfect and the harbor cruise enabled us to get a spectacular view of many of the ships. Following the visit to Boston harbor, we enjoyed lunch at the Chateau in Waltham.
- In September we took a bus trip to Fenway Park to see the Red Sox pursue their quest for the American League East championship. After the game, Big Papi pulled me aside and thanked all the Boxborough seniors for their cheering which enabled the Red Sox to defeat the Oakland Athletics on their way to the AL East crown!
- As the leaves turned, a group of Boxborough seniors took a boat ride down the Concord River in October. The day was gorgeous and the scenery was superb. Furthermore, we are happy to report that no seniors fell overboard and required rescuing!





### **Members**

During 2017, we unfortunately had to say goodbye to a very dear friend, Liz West. Liz had been a stalwart for many years in planning and organizing activities for Boxborough residents, and most recently for Boxborough seniors. Her selfless devotion to Boxborough was truly outstanding. The photo below captures Liz's vitality and her interest and proficiency at photography. Liz will be missed greatly by the Town and most especially by the members of the COA.

### **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. One special event funded by the FCOA in 2017 was an appearance

of the Greater Worcester Opera group in June. Their performance at the Boxborough Community Center included Boxborough's own Alan Rohwer! In addition to the Greater Worcester Opera, the FCOA also arranged for entertainment by Holly's exercise "flash mob" in October, and piano player Steve Staines in December.

### **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 and the Whitcomb House Trust Fund, the Police Department, and the Town Hall. We acknowledge and appreciate their dedication to Boxborough seniors.

### **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.

In 2017, the Well-Being Committee has been involved in the oversight of the CHNA 15 Community Needs Assessment Grant awarded in 2016. The "Bettering Boxborough Together" steering committee was formed to oversee the project. The BBT committee reviewed and analyzed data from sources, including the 2030 Master Plan, and reached out to town residents in multiple ways to gather information on what would make Boxborough a better, healthier place to live. The results indicated that residents are interested in 1) strengthening a sense of community, with more opportunities for social contact, and 2) creating connections through improved transportation options, sidewalks, bike and hiking trails. There is also concern about reaching isolated populations, such as the elderly and residents with mental health issues.

In conjunction with the Bettering Boxborough Together Steering Committee, the Community Services Coordinator is putting together a grant proposal for a follow-up implementation grant to offer programming in 2018 to address some of the needs identified that have been identified.

The Well-Being Committee welcomes the interest of Boxborough residents and cordially invites their presence at regular meetings.

### **COMMUNITY SERVICES COORDINATOR**

Over the past year the Community Services Coordinator has conducted home visits with vulnerable residents and facilitated more than 250 referrals on behalf of households in need of economic and psychosocial assistance. The Community Services Coordinator is grateful for ongoing collaboration with the Council on

Aging, Blanchard Memorial School, and Police & Fire Departments to identify residents in need of social work services.

Eleven Boxborough households benefit from rental assistance and case management through the Boxborough Rental Assistance Program in collaboration with the Housing Board. Coordination with the Well-Being Committee to complete a grant-funded community needs assessment will now move on to an implementation phase to benefit the health and well-being of all Boxborough residents.



With great appreciation to private citizens, the Acton-Boxborough Family Network, A Friend In Need, the United Church of Christ Boxborough, Danny's Place, the St. Vincent de Paul Society, and the Boxborough Regency, the Community Services Coordinator facilitated the delivery of holiday gifts to 14 families and emergency financial assistance to many more over the course of the year. Boxborough residents are encouraged to call, email, or take advantage of drop-in hours on Tuesdays and Thursdays for information, a range of referrals, assistance with state and federal benefits programs, and ongoing emotional support.

Communication with the Community Services Coordinator is free and confidential.

Respectfully submitted,  
Lauren Abraham, LICSW, Community Services Coordinator  
Phone: 781-264-1730, Email: [LAbraham@boxborough-ma.gov](mailto:LAbraham@boxborough-ma.gov)

#### 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 to 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 MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature;
- 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, encourage diverse culture and more;

- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September-June; calendar year 2017 encompasses the second half of FY 2017 (September-December) and the first half of FY 2018 (January-June). This Annual Report gives preliminary results of our FY 2017 Grant Cycle in which we plan to support 40 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2017 thanks to the continued financial support from our towns.

#### ABCC Members (Calendar Year 2017)

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			
Suman Adisesh		<b>High School Youth</b>	
Diana Nestorova		Natalie Dawn	
Karen Myers*		Tal Dassau	

\* Appointed in September 2017

We work closely with the Acton and Boxborough Boards of Selectman, town staff and other town volunteers on our continued membership efforts. Our Acton membership is currently at full capacity. We are proud to have high school youth members in our council who are actively and energetically participating in our activities.

#### MCC Funding for FY 2018

The ABCC is one of 329 LCCs funded by the Massachusetts Cultural Council (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; planning, budget, and most importantly, community benefit of each proposed project.

At the beginning of Fiscal Year 2017-2018 the ABCC was allotted \$9,300 from the MCC.

It was another competitive grant season. We publicized the availability of grants through emails, posted fliers, and published press releases in The Beacon and Action Unlimited. We also provided telephone and email consultation to several applicants. We received 46 applications requesting a total of \$30,080 in funding. The number of applicants has been pleasantly consistent since last year and surpassed the last few years. After very difficult and lengthy deliberations, the ABCC chose to fund 40 projects that give the greatest benefit to our communities including projects at the public libraries, Recreation Department, high school magazines, the Hip Swayers Band at Farmers Market and the Nashoba Valley Concert Band Harvest Festival, high school plays supporting history, cultural festivals and many other activities.

#### 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 \$2000 through a Warrant Article, while Boxborough provided

\$1,400 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 two towns provide: meeting spaces, access to town equipment (screens, projectors, etc). We are also thankful for the continued support and active involvement of our liaisons, Boxborough Selectman Susan Bak and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2017. Details are below.

*Art in Nature.* ABCC funded this community art project, which was proposed and initiated by A-B school art teachers at Old Frog Pond Sculpture Park, Harvard. The event, held on Sept. 24, 2017, involved all six Acton-Boxborough elementary schools. Art teachers, parents, and kids worked side-by-side with the artist Linda Hoffman to create sculptures from recycled materials. Over 125 people attended this event and enjoyed working outdoors. Three guided tours were conducted, along with three collaborative art stations – mobile-making, weaving, and printmaking. Everything was made with natural materials collected onsite. It was a good fusion of collaborative science and arts.

*Oriental Rock Painting.* ABCC funded Boxborough artist Ms. Hong Bing Tang to conduct an Oriental Rock Painting workshop at the Sargent Memorial Library. This event was well received and, due to heavy demand, several applications had to be wait-listed.



*Ninth Annual "Our World in Film" International Film Series.* Following 2009's year-long "Our World" festival of cultures, we have offered an annual international series of acclaimed films for adult audiences. ABCC past members Greg Hutchins and Beth Davis (both from Acton), and Todd Davis (Boxborough) coordinated the series with current Boxborough member Nancy Evans, which included Short Documentary films by Mass Filmmakers on April 28th. The films included "Pan's Labyrinth" (Budapest), "Broken Circle Breakdown" (Denmark) and "Incendies" (India). Introductions to each film were provided by various committee members, and talks by visiting directors and discussions were led by local residents familiar with the culture shown in the film. The films shown have been donated to both towns' libraries for their collections.

*FY 2017 Grantee Reception.* 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 2017 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. Senator Jamie Eldridge, Rep Jennifer Benson, Acton Selectman Janet Adachi, and Boxborough Selectmen Les Fox and Susan Bak and MCC representative Charlotte Cutter attended.

Performances by 2017 grantees included a group called The Hip Swayers that performs regularly at the Acton Farmers Market, students of ABRHS Proscenium Circus and Acton Community Chorus Chamber Singers. 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 House of Representatives courtesy Sen. Eldridge and Rep. Benson. Todd Davis and Greg Hutchins were presented with special citations from the Senate.

*High School Magazine and Newsletter.* To support and encourage writing and journalism among high school students, ABCC has fully funded the high school literary magazine, *Window Seat*, and the newsletter, *The Spectrum*. ABCC is also proud to support The Robert Creeley Poetry Recital.

*Nashoba Valley Concert.* The Nashoba Valley Concert was supported by the Boxborough Fund and was well-received at the Harvest Festival.

*Fifer's Day, Harvest Festival, and Farmers' Market.* This year ABCC partially funded and participated for the first time at Fifer's Day and the Boxborough Harvest Festival, making its presence felt and recruiting some new members.

*Pumpernickel Puppet.* ABCC funded the Pumpernickel Puppet show in the summer of 2017 at the Sargent Memorial Library. This event, led by John McDonough, was well-attended and a great hit.



### Promoting Diversity



One of our grantee cultural festivals, the "Essence Of India," has received the prestigious annual Gold Star Award from MCC in the past 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. Our council is also proud to fund the Conant/Douglas Festivals of Cultures which is growing each year with the diverse population in Acton-Boxborough, the booths and performances presented include more and more countries each year.

### Looking at the Future

While we are exploring various avenues, including supporting Project Graduation and Open Art Studio throughout both the towns, we have approved partial funding to create China Garden at the Acton Arboretum with the help of our local Chinese community, and CPA.

### 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, Fifers Day parade and award ceremony in June, and the town tree lighting in December.

Memorial Day was observed with an 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 sixth year in a row, 5<sup>th</sup> and 6<sup>th</sup>-grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the PCCC. The three winners, 6<sup>th</sup>-graders Moira Hashem, Adonai Haile, and Katherine Lee, read their essays with town veterans and active servicemen and servicewomen observing 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. The day began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Mr. Hugh Fortmiller and Mrs. Frances Dean Nolde were selected as the Parade Marshals for their many years of service to the Town. Portraying Luther Blanchard and Lucy Hager in the parade were Lily McKinley and Rafael Chavez who were sixth graders at the time. At the parade conclusion, Elizabeth West received Boxborough's highest honor, the 2017 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 Fire Department was selected as the seventh recipient of the annual Spirit of Giving Award. A great crowd of over 400 people 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 Megan Connor (Chair), Kevin Lehner, Hilary Greven (CPC representative), Becca Edson (Clerk), and Claudine Lesk. The commission is currently seeking 2 more members.

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. We recently hired a wonderful new director, Cindy Ralls, with a sports and education

background. She is currently attending Merrimack College for her masters in sports sciences and has been trained to work with youth. She also worked at the extended day program at Blanchard Memorial School. The Board of Selectman recently approved her hire. The Recreation Commission recently observed this past weekend's first session and it was a huge hit with 27 students registered in the program ranging in grades K-6. It was incredibly well organized, but it was a little difficult to manage with only one director in charge especially with most of the students being in the younger grades. We are working on hiring a counselor or a CIT to assist in the 9 a.m.-12 p.m. time frame on Saturday mornings. In the meantime, the Recreation Commission Members are taking turns trying to cover additional help for the director.

### ***Summer Playground***

A summer playground program is available to children in grades 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. Kathryn (MacMillan) Contini directed this past year's program with assistance from Courtney Stevens, Brian Picca and Audra Maria. Audra was our first nurse hire which came in handy quite a bit with handling such issues as bee stings, falls and scratches from sporting activities, epi pen storage, etc... There were approximately 90 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 four nights a week and is directed by Master Rick Barrett. The Tae Kwon Do Program has raised \$20,770.17 as of the end of the 2017 calendar year. This highly successful program is constantly expanding and now offers adult and family classes on Wednesday afternoons in addition to the youth programming. Tae Kwon Do ended the year with 33 youth and 11 adults enrolled and interest for enrollment continues to be on the rise in town among our families in the community. 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. This was on hold this year. \$1,350 has been raised from the program.

### **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 2017 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. Members of the Recreation Commission has put together a CPC application for renovating and adding more play structures to the Flerra Playground. This will go to Town Meeting for town approval on May 14th.

### ***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 will be held on January 28th from 1-4 p.m. 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. It is another way for local businesses to showcase their wares and programs for the community as well. Steele Farm Advisory Committee and Bettering Boxborough Together have offered to attend to help get the word out about the great work that they are doing for the Town as well. This year we have expanded our vendor list to include several more local businesses in town to participate and join in the festivities while also helping to market and boost the economy for these local vendors. Such vendors this year include, Pony Shack Cider, True West, The Taylor School, Craftnites, The Acton Open Door theater and a Boxborough jam company. We began a Facebook page for this program and received several calls from different news reporters from as far as Fitchburg interested in this event.

### ***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 both improvements in existing program content as well as new program offerings.

We are currently looking into ways to offer more programming using the money from the Tae Kwon Do Program. We are currently collaborating with the staff at the Sargent Memorial Library to offer a coding club for our youth which will get off of the ground this spring and will be held at the library or at Blanchard Memorial School. The Commission also is working with Marcus Lewis and collaborating on offering recreation tennis lessons. A resident has come to us to discuss a "youth running club" at Blanchard school in the mornings, a national company is interested in working with the Town to offer a science program in town as well. All of these ideas are currently being discussed. The Commission is also looking into the possibility of community outings such as a trip to see a Lowell Spinners baseball game this summer or a bus trip to Tanglewood in Lenox, MA. These are all ways to continue to engage our community both, young and old.

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**

Winterfest was held in January again and a good time was had by all. Over the winter, the barn was cleaned out and reorganized, making it neater and more user friendly. Special thanks to Norm Hanover and Ken Whitcomb for their help.

The SFAC has been very busy planning for the stabilization of the 1784 Levi Wetherbee farmhouse. At Town Meeting in May \$30,000 was approved for the design and specifications to stabilize the farmhouse. In October CBI Consulting was hired to access the house and recommend actions to stabilize its structure and envelope. By December we were back asking the Community Preservation Committee to approve money for phase one of a two-phase project to stabilize the house. The Boxborough Historical Society's Capital Campaign has been very successful at raising money by getting donations and grants to lower the cost of this work to the taxpayers.

The Bobolinks nested in the hayfields again. Thanks to Donnie Morse and family for haying the fields. Another excellent job. In the spring, the committee with the help of the Friends of Steele Farm planted 100 more Frasier fir trees. Special thanks to Ken Whitcomb for mowing around them and mowing the trails when the Town couldn't.

The Christmas tree sale on December 3rd was a big success. The weather was beautiful and with help from friends we sold 63 trees. All receipts from the tree sales go into our revolving fund and are available to be spent on the needs of the property.



## 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.

### **2017 Activity**

The Energy Committee continued to monitor and track municipal energy usage in town buildings and at the Transfer Station.

A primary focus of the Energy Committee has been to focus 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 \$80,000.

Data obtained through the Mass DEP (from 2012) shows that Boxborough residents dispose 1 ton of solid waste per household. 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 by increasing recycling.

In early 2017, we decided to pursue a Pay-As-You-Throw (PAYT) policy for Boxborough. Knowing that we would need the support of the Select Board and, ultimately, Town Meeting, we began gathering updated data on our waste disposal numbers and patterns. We used our booth at Fifer's Day and the Harvest Fair to speak to the townspeople about our current conditions and to learn their opinions on the topic of recycling and PAYT. We met with the new DPW Director, Ed Kukkula and Selectperson Fox to further discuss how we could move forward with PAYT. We gathered additional historical data on disposal quantities; however the statistics were inconclusive and unconvincing for pursuing the PAYT policy. We agreed to pursue an education plan to increase recycling (thereby reducing our solid waste which is the costliest element in the cycle). Our MassDEP Municipal Assistance Coordinator, Carolyn Dann, continues to advise us in our efforts moving forward.

We visited both Wheelabrator (where Boxborough's solid waste is transferred) and Waste Management (where Boxborough's recycling is processed). Both visits were extremely informative and provided a greater perspective on the direction we should pursue. At Wheelabrator in North Andover, we learned that Boxborough's solid waste is turned into energy by combusting the material, creating high-pressure steam which is used to drive turbine generators that produce electricity for powering the plant and selling to local utilities. Waste volumes are reduced by 90 percent, thereby conserving valuable landfill space and reducing greenhouse gases. Ferrous (iron and steel) and non-ferrous (copper and aluminum) metals are removed and sent to recycling facilities. The remaining 10 percent is ash residue which is transported off-site to a landfill.

During our visit to the Waste Management facility in Billerica, we saw how the recycling material we send to their facility is processed. Boxborough's recycling is single stream which means we do not separate plastic, glass, paper, and metal. We learned that the market for the various materials varies considerably from year to year and, unfortunately, some of the material is not actually recycled at all. Glass, in particular, ends up being crushed by our compactor and is not a viable product for WM. And, while most of us thought that the paper we bring to the transfer station would end up as a recycled product, it is difficult for WM to capture when it is mixed with the other recyclables because it is so light that it falls off of the conveyor, lands on the floor, and doesn't make it to the bales that are bound and sold. As we make progress with increased recycling in Boxborough, we may need to look at separating some components from the stream in order to increase efficiency on the receiving end.

#### **Other Business**

1. Committee members attended webcasts and conferences on clean energy, climate resiliency, and recycling sponsored by Massachusetts Climate Action Network (MCAN), Metro Area Planning Council (MAPC), and MassDEP.
2. Committee members publicly supported applications before the Boxborough Planning Board: a solar carport at the office building at 1300 Mass Ave and a 5MW solar farm at 1414 Mass Ave.
3. Committee membership changed slightly with the departure of one member and the leave of absence of another. We continue to recruit and welcome new members who share our concern and interest in helping Boxborough develop a clean energy strategy and reduce our carbon footprint.

#### **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 2017 season. We coordinated with Department of Public Works, and installed the first three Right to Farm signs on Route 111. We worked closely with the Conservation Commission and the Board of Selectmen to assist local farmers through regulatory processes. We attended town open meeting law training. 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 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 2017.

#### **SARGENT MEMORIAL LIBRARY**

The Sargent Memorial Library is a vibrant community center for residents of all ages in Boxborough. Funded at just under 2% of the Town budget, the library is pleased to provide superior return on investment of your tax dollars. 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.

The Sargent Memorial Library's FY 2017 statistics show attendance, circulation of library materials, and program participation maintaining the high standards of past years. Each year shows increases of digital collections. During 2017, there were 119,322 items (books, magazines, music CDs, DVDs and audiobooks) checked out. An additional 26,384 digital items (eBooks, eAudio and eMagazines) were downloaded and articles accessed through electronic databases. 81% of Boxborough residents have a Sargent Memorial Library card. We have joined with other members of the C/WMARS Library Network to offer e-titles of interest to everyone. Advancements in technology have only added to the value of Boxborough's public library in the

community. A tabletop Orion StarBlast 4.5" Astro Reflector telescope is now available to Boxborough residents over 18 to check out for 2-week loan periods. Early 2018 will see the addition of 3 mobile wireless hotspot devices available to be checked out to Boxborough residents for internet connection wherever they go.

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, eAudibooks, 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. Hoopla, a new digital streaming service for movies, TV, music, audiobooks and eBooks, was added during 2017. These resources can be accessed both remotely and from the library. We also subscribe to the genealogy database Ancestry and APS Physics, 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. The Foundation is funding the redesigned library website which will go live in 2018.

Donations from the Whitcomb House Trust funded several well attended programs this year. Dave Downs presented his timely de-cluttering program in the winter; we "Celebrated St. Patrick's Day" with the traditional Irish music of the Gloucester Clog and Hornpipe Society; the Warchols of Stockbridge Farm returned with a delicious and informational program, "The Herbs of the Mediterranean"; Barbara Lynch informed a large group on "Understanding Your Medicare Options"; we enjoyed another wonderful evening of Celtic music with the musicians of "North Sea Gas" and 2017 ended with our 13<sup>th</sup> annual holiday concert by the talented ABRHS Madrigal Singers.

Technology and genealogy researching workshops were scheduled and continue to be popular with Boxborough residents. The Tuesday morning adult book group has been meeting monthly at the library for over 16 years. Due to popular demand, in 2017 we added a monthly evening book group. Monday afternoon movies; Spanish language workshops, the handcraft/knitting group, First Connections Baby Playgroup, and ABRS parent ESL classes are all held weekly as part of the library's ongoing programs.

Youth Services Librarian, Kathleen Taffel, holds weekly pre-school 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. Magicians, Bonaparte and Scott Jameson, Richard Roth's Creature Teachers, Tommy Jones' Spooky Fall Magic show, and Wingmaster's North American Birds of Prey all had great 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 2017, 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.



528 community meetings were held in the library meeting room in 2017. The meeting room's rotating art exhibits add to the value of this wonderful space. The work of local artists Nancy Molvig, Rob Houghton, Cynthia Rodday, Pam Weber-Holden, Neil Tischler, works from The Art Studio of Boxborough and the annual student art classes in all 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. 1,151 museum passes were borrowed by library patrons in 2017. A complete list of the 29 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 1,501 hours at the library in 2017. We are extremely grateful to these talented, hardworking volunteers for their loyalty to Boxborough's library.

The dedication and diligence of library staff members, Peishan Bartley, Maren Caulfield, Joanne Lee, Claudia Murphy, Marion Powers, and Kathleen Taffel are responsible for the successful year the library experienced in 2017. All staff members take advantage of free training opportunities provided by the Massachusetts Library System and C/WMARS Library Network.

The library interior had several improvements in 2017. Carpeting was replaced due to age and wear with carpet squares after funding was approved at the May 2017 Annual Town Meeting. In the future we will be able to make repairs to individual areas as needed, rather than replace the carpet throughout the entire

building. A new granite counter top was also added to the circulation desk and new signage was installed in the stacks. Boxborough's library is a beautiful place to work in or to visit.



The programs, services and events highlighted in this report represent just a fraction of the many activities that took place at the library during 2017. 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, Rob Mcneece, and new members Nancy Settle-Murphy and Molly Wong for their commitment and leadership. Thank you also to Kathy Luce and Megan McCullough, who retired in 2017, for their years of service as members 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.

This is my final report to the Boxborough community as Library Director. Thank you for your many years of support and encouragement. It has been an honor to serve in this wonderful community as Library Director since 2001.

Respectfully submitted,  
Maureen Strapko, Library Director

#### **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD)**

##### **Introduction**

The Acton-Boxborough Regional School District (AB) is governed by an eleven-member School Committee with representatives from Acton and Boxborough. During the 2016-2017 school year, AB served the learning needs of over 5600 students in grades PreK-12 and employed approximately 1,000 full- and part-time staff. The district completed its third year of full regionalization.

AB is comprised of eight schools; Acton-Boxborough Regional High School, RJ Grey Junior High School, Blanchard Elementary School, Conant Elementary School, Douglas Elementary School, Gates Elementary School, McCarthy-Towne Elementary School, and Merriam Elementary School. In addition, the Carol Huebner Pre-K School Program is housed in the Administration Building located on the main campus. A more detailed account of the highlights, activities and accomplishments for the 2016-2017 school year follows.

## **Enrollment**

As of October 1, 2016 the elementary school enrollment decreased from the previous year by 32 students, from 2,747 to 2,715. Of the total number enrolled, twenty were students who received special education services while attending “out-of-district” schools – a decrease of five students from the previous October 1. Kindergarten enrollment increased by thirty-one students, from 299 to 330. There were fifteen school choice students at the elementary level.

The junior high school enrollment for October 1 increased from 888 to 911. There were two school choice students.

The high school enrollment decreased from 1909 to 1867. There were seventeen school choice students at the high school – a decrease of two students from the previous year. There were 72 students who received special education services in grades 7–12 while attending out-of-district schools.

## **Personnel**

Staffing changes for the 2016-17 school year were affected by the June 2016 retirements of thirteen teachers and five leaves of absence granted to Acton-Boxborough School District teachers. The district hired 31.95 full-time equivalent 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; fewer second grade sections moving up resulted in the reduction of one third-grade section.

## **Teaching and Learning**

### ***Summer Leadership Retreat and Institute***

The summer 2016 Leadership Retreat and Institute provided time for the District Leadership Teams to begin to solidify a Long Range Strategic Plan (LRSP). During the July two-day retreat, cabinet members and building principals reviewed the Challenge Success (CS) student quantitative survey data. Supported by a two-hour Skype conference with Dr. Denise Pope, they identified three high-leverage areas on which to focus the district’s time and resources: homework and workload; scheduling; and family engagement and communication. The group also set goals for working together and, with the larger District Leadership Team, drew connections between the draft LRSP, Superintendent goals, CS priorities, and outcomes from the School Committee workshop.

In August, 56 district leaders spent two days in a District Leadership Team Institute, where they welcomed Dr. Dawn Bentley, Assistant Superintendent for Student Services, and Pam Smith, Director of Special Education, to the ABRSD. The Team focused on:

- Social-emotional learning by –
  - Understanding data from Challenge Success survey (Grades 6-12) through dialogue, discussion, and processing activities.
  - Learning about existing district initiatives that support the three focus areas identified through the CS survey.
  - Utilizing CS data to formulate level-specific plans in each of the three identified focus areas to move the work forward.
- The new draft Long Range Strategic Plan by –
  - Analyzing staff/community survey data.
  - Evaluating present strategic actions.

- Educator Evaluation by –
  - Reviewing timelines and learning about changes to the Educator Evaluation System.
  - Furthering understanding of the use of student feedback in the Evaluation System.
  - Improving calibration of ratings across schools.

### ***Professional Learning***

*"To learn with passionate intensity, . . . children need models.*

*They need teachers who are avid learners." - Ellin Keene*

The Acton-Boxborough Regional School District's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice.

### ***Research and Development (R&D)***

In the summer of 2016, the R&Ds completed demonstrate the district's ongoing commitment to ensuring that our curriculum and instructional practices meet the needs of our students. These projects included *Update of Junior Curriculum: Adding Diverse Literature; Integrating Authentic Audio into the Spanish I Unleveled Curriculum; Curriculum Planning for 8<sup>th</sup>-Grade Digital Literacy; Self-Determination: Building Self-Advocacy Skills and Strategies; Incorporating More Play in the Day*, and many more.

### ***Summer Professional Learning Workshops: Technology Workshops (Google Boot Camp)***

- Hands-on Google Drive Basics
- Intermediate Google Drive (Docs, Slides, Forms, Draw, Extensions, & Apps)
- YouTube for Educators
- Google Sites for Teachers & Students
- Blended Learning with Google Classroom

### ***Incorporating Play***

Erin Akers from the Gesell Institute worked with a group of AB PreK teachers, kindergarten teachers, and private PreK educators to identify best practices for incorporating more guided play into their instruction. They also looked at ways of addressing the curriculum standards through play activities.

### ***Emergent Bilingual/English Learner Theatre Workshop***

This professional development course was designed to help teachers in diverse educational settings engage Emergent Bilinguals/English Learners (EBs/ELs) across every level of English Language development/proficiency through theater games and dramatic play. Using the Can-do philosophy of WIDA as the academic framework for the dramatic activities and theater game techniques presented, educators learned valuable approaches and practical experiences to foster engagement, learning and growth in the five English Language Development Standards [Social & Instructional, Language Arts, Mathematics, Science, and Social Studies].

### ***Meaningful Mathematics Instruction: Strategies for Reaching ALL Learners***

Offered for K-6 Teachers, Elementary Special Education Teachers, Classroom and Special Education Assistants, and Administrators, this two-day workshop focused on chapters from David Allsopp's book, *Teaching Mathematics Meaningfully: Solutions for Reaching Struggling Learners*. During each session, facilitated by Renee Hill, Elementary Special Education Teacher, and Heather Haines, Elementary Mathematics Curriculum Specialist/Coach, participants used one in a series of five protocols created by DESE and EDC (Education Development Center). These protocols allowed the group to have a discussion about developing a shared vision, common language and shared understanding of what rigorous mathematics instruction looks like, and the instructional needs of students with disabilities.

### ***Fostering Mathematical Practices Level I, PreK-12***

Taught by Heather Haines, Elementary Mathematics Curriculum Specialist/Coach, and Jessica Janus, ABRHS Mathematics Teacher, 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. Consultants Grace Kelemanik and Amy Lucenta facilitated this workshop.

### ***Assessment for Learning and Mindset in Mathematics***

This workshop was offered for Elementary Principals, Assistant Principals and members of the School-based Child Support Teams to look at the mathematical big ideas assessed in the AMC assessment and how students normally progress through their understanding of these concepts. Participants then learned how to use the data from the AMC assessments to determine a student's current edge of understanding and also learned how to use that data to guide instruction. After the work with the AMC assessments, which are used mostly with students in K-3, they continued their work with assessment for learning by reading and discussing Jo Boaler's book, *Mathematical Mindsets*.

### ***Projecting Writing Units of Study***

Matt Glover, writing consultant and coauthor (with Kathy Collins) of *I Am Reading: Nurturing Young Children's Meaning Making and Joyful Engagement with Any Book*, spent two days this summer working with some of our kindergarten and first grade teachers and our Elementary Literacy Curriculum Specialist/Coach, Sharon Ryan. Together, they unpacked the Units of Writing to best meet the needs of the students in their classrooms.

### ***Mentor Workshop***

For new mentors, a workshop was held in anticipation of meeting and working with their protégés. The workshop focused on peer observations, feedback, protocols, classroom management, and district policies and procedures.

### ***Beginning Teacher Support Program (BTSP)***

#### **ABRSD Teacher Orientation, Day 1**

All new educators to the ABRSD spent a day together getting to know one another, hearing from the District Leadership Team, touring the towns of Acton and Boxborough, enjoying lunch sponsored by the ABEA, and working in the afternoon with the Beginning Teachers Support Program Co-Coordinators, Carolyn Smiley and Maureen Lin, and their individual mentors.

#### **New ABRSD Teacher Orientation, Day 2**

On the second day, all new ABRSD educators spent a second orientation day either at their respective school (for JH and HS educators) or together as an elementary cohort. There they learned specific information about the schools, technology tools, and also had a bit of fun learning together!

### ***Opening Day/PL Day ALICE Training***

As part of the district's ongoing work on school safety and on recommendation of the District Safety Task Force, all schools engaged in ALICE training before the start of the 2016-2017 school year. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. The training began with a slideshow and then staff worked in groups for scenario training.

### ***Professional Learning Day: November 8, 2016***

During the morning, Principals, Assistant Principals, and Deans worked with building staff to unpack and discuss the data summary provided by Challenge Success, highlight AB's three high leverage focus areas, and make connections to school-based work. Three specific questions for each high leverage focus area were posed to staff:

- What challenged or changed what you know about Homework/Workload, Scheduling, and Family Education/Communication?
- What confirmed what you know about Homework/Workload, Scheduling, and Family Education/Communication?
- Within your specific role, what can you do in your work with students to support work around Homework/Workload, Scheduling, and Family Education/Communication?

After lunch, the entire ABRSD staff gathered in the high school auditorium. Principals presented what they've done to date as a school or what they would be doing during the year in any/all of the three high leverage areas. Then, Dr. Denise Pope from Challenge Success, presented two workshops:

- *The Well-Balanced Student* focused on the latest research on health, engagement, school reform practices, and strategies to work with students to focus less on performance without sacrificing rigor and engagement.
- *Homework* examined the critical questions: What is the purpose of homework? How much homework is appropriate? What kinds of homework and policies are most effective? Staff learned the latest trends and research on homework, discussed best practices in creating effective homework assignments, and examined the tensions and concerns about homework.

### ***Early Release Professional Learning***

The early release professional learning days were planned as either school-based or district-wide. The elementary schools focused on technology workshops that supported and enhanced teaching and learning and mathematics workshops that focused on challenging activities for all students, mindset and engagement, and connections between mathematics and other disciplines. The junior high staff used their time to further explore homework practices and begin to examine their school culture with regard to cultural diversity. The high school worked in departments and as a whole faculty to examine, research and discuss assessment practices and to review and make modifications to the midyear assessment week.

### ***Sheltered English Immersion (SEI)***

The MA Department of Elementary and Secondary Education requires most educators who have taught or who presently teach a student who is learning English to complete a course entitled, Sheltered English Immersion, in which they learn practices and strategies that support the learning and acquisition of English. The district offered the 3-graduate-credit course on campus, once in the fall and once in the spring.

### ***In-district Professional Learning Workshops (taught by outside consultants and ABRSD staff)***

#### **Wellness**

- Cultivating Resilience with Pam Katz Ressler
- Stretch What Matters with Elizabeth Goranson

- Let's Play! Ways To Get Students Out of Their Seats with Marc Lewis
- Mindfulness for You and Your Students with Dr. Priscilla Kotyk

#### Literacy/Social Studies

- Effective Methods to Build Language & Literacy Skills in a Linguistically or Academically Diverse Classroom with Sharon Ryan
- Self-regulated Strategy Development: Cohort Two with Christy Nealon and Betsy Johnston
- Reading Nonfiction: Notice & Note Stances, Signposts, and Strategies with Kylene Beers and Robert Probst
- Utilizing Primary Sources Through the Library of Congress to Support the Teaching of Historical Fiction with Sharon Ryan
- Disciplinary Literacy PLC with Maureen Lin

#### STEM

- How to Learn Mathematics for Teachers with Heather Haines and Tina Bloom
- Science for All Learners with Jean Oviatt-Rothman
- Mathematical Mindsets: Unleashing Students' Potential Through Creative Math, Inspiring Messages & Innovative Teaching with Heather Haines and Tara Matthews
- Assessing Math Concepts: Formative Mathematics Assessment with Heather Haines

#### EdTech

- Get Organized with Google with Peggy Harvey
- Google Apps for Educators with Peggy Harvey
- Deliver, Differentiate & Document Learning with Google Classroom with Peggy Harvey

#### Teaching All Learners

- Protocol Training with David Krane and Dianne Telicki
- Learning About PLCs with Heather Haines
- Habits of Mind with Diana Woodruff
- Principles and Practices of Second Language Acquisition with Roberto Soto-Garcia
- Early Learning Seminar Series with Sharon Ryan

#### Teaching and Learning Work

In the continued work of transitioning to the new MA Science, Technology, and Engineering (STE) Framework, new investigations were created during the summer R&Ds for implementation and feedback during the 2016-2017 school year. This is the third year of a four-year implementation process with vertical alignment to grades 7 and 8. The new MA STE Framework is based on the Next Generation Science Standards, which emphasize systems thinking and modeling, discussion, multiple investigations and problem-solving, student writing, and evidence-based arguments and reasoning. Science workshops were held for educators to further understanding of science concepts and to review the new investigations.

The district also continued its work of focusing on literacy in all grades, PreK-12. The second cohort of grades 7-12 educators worked with consultants from AdLit to refine their teaching of disciplinary literacy. The district was also fortunate to have Kylene Beers and Bob Probst, authors of *Notice and Note: Strategies for Close Reading; Reading Non-fiction: Notice and Note Stances, Signposts and Strategies*; and *Disrupting Thinking: Why How We Read Matters*, visit to observe classrooms at the junior high, conduct a debrief of their observations, and conduct a workshop for educators PreK-12.

World Language educators in grades 7-12 continued their work to move toward a proficiency-based framework. Within this framework, students learn and practice reading, writing, speaking and listening in order to communicate effectively in real life situations. Instruction builds on what students already know, and educators incorporate both achievement and proficiency-oriented tasks, which are also used for assessment purposes.

### **Long-Range Strategic Plan (LRSP)**

The new Long-Range Strategic Plan was voted and approved by the School Committee on December 1, 2016.

#### ***Vision***

*To provide high-quality educational opportunities that inspire a community of learners*

#### ***Values***

- Wellness – We partner with families to prioritize social/emotional wellness, which is necessary for learning and developing resilience.
- Equity – We ensure all students have equitable access to programs and curricula to reach their potential.
- Engagement – We provide engaging educational opportunities where students develop passion and joy for learning.

#### ***Mission***

*To develop engaged, well-balanced learners through collaborative, caring relationships*

The LRSP established three goals around which the district will focus its strategic actions each year. The three goals and specific strategic actions taken for each goal in the 2016-2017 school year are outlined below.

#### *Understand and respond to our students' social and emotional needs.*

- Final start-time report, including sleep research, considerations of alternative start-time options, and recommendations presented to School Committee
- Review of homework practices and research, draft of new policy, community feedback survey and presentation to School Committee
- Family Learning Series (FLS) promoting wellness and balance (please see below for more information). Additionally, a new website, [AB Wellness](http://abschoolswellness.weebly.com/), <http://abschoolswellness.weebly.com/> and monthly newsletters, [Expanding Our Notion of Success](http://abschoolswellness.weebly.com/newsletter-archives.html), <http://abschoolswellness.weebly.com/newsletter-archives.html> were created and shared to promote the health and well-being of the entire school community.

#### *Our students will have equitable opportunities and tools to learn.*

- Self-assessment to identify areas to build capacity for a Multi-tiered System of Support was completed and presented to the School Committee.
- Funding structures and mechanisms at each level were completed and shared with School Committee.

#### *Our students will have access to safe and effective learning environments.*

- Short and medium capital prioritization lists were completed.
- District Master Plan Review Committee report identifying building options was completed and presented to School Committee. Additionally, the MA School Building Authority (MSBA) invited the district to participate in its grant program for the building of a new elementary building.

## **Family Learning Series (FLS)**

The 2016-2017 FLS, which focused on wellness and balance, was supported by ABRSD, ABRSD PTOs, PTF, and PTSOs, AB Special Education Parent Advisory Council, Danny's Place Youth Services and AB United Way.

Dr. Kirsty Kerin	The Science of Sleep
Maria Trozzi	When Adolescents Face Losses . . . Words, Strategies and Wisdom That Promote Resilience
Janell Burley Hoffman	Early Childhood and Technology
Rob Evans	Keeping Our Kids Safe
Dr. Denise Pope	The Well-Balanced Student
Maria Trozzi	5 to Thrive: A Conversation About the Stresses of Parenting
Michelle Icard	Middle School Makeover: Improving the Way You and Your Child Experience the Middle School Years
Jessica Minahan	Reducing Anxiety in Students
Pam Katz Ressler	Mindfulness
Dr. Josephine Kim	Let's Talk! Bridging the Cultural Gap Between You and Your Child
Sarah Ward	Executive Functioning and Resilience
Dr. David Miele	Academic Mindsets: Their Role in Learning, Parenting, and Teaching
Dr. Anthony Rao	Getting to Manhood: Raising Boys to Succeed

The presentations that we were able to videotape as part of the 2016-2017 series can be accessed here: <http://www.abschools.org/families/family-learning/archives>.

## **Seal of Bi-Literacy**

The Seal of Bi-Literacy is an award given by a school or district in recognition of students who have studied and attained proficiency in speaking, reading, and writing in two or more languages by high school graduation. In the spring of 2017, AB piloted the Seal to promote the learning of languages in addition to English; to encourage enrollment in language learning opportunities and programs; to shape initial attitudes and inform students about language diversity; and to prepare students with 21<sup>st</sup>-century skills that will benefit them in our global society.

## **Nature 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 substantial funding of the project. On September 23, 2016 the Elementary Nature Play Spaces were officially opened!

## **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; and sponsor school newsletters and other activities. At some schools, parents staff the "Safe Arrival" hotlines.
- 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, and to provide our students with the opportunity to learn important digital literacy and digital citizenship skills.
- 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 911 students, 460 7<sup>th</sup> graders and 450 8<sup>th</sup> graders, based on October 1, 2016, enrollment numbers for the start of the 2016-2017 school year.

We were fortunate to welcome several new colleagues: Margaret Kelley (English), Kimberly Montilli (Special Education), Jill Cannon (Special Education), Melissa Przygoda (World Language), Brenna Sacra (Physical Education), Jocelyn Charpentier (Library/Media), Katherine Green (Strings/Performing Arts), and Alex Paul (Social Studies).

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 develop engaged, well-balanced learners through collaborative, caring relationships.

We continue to utilize a grade-level 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 Digital Literacy, 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 one-half of 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. This was also the first year that our district added String Ensemble as a performing arts elective that would complete our other options.

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 to enhance and supplement the various activities and instructional strategies being implemented in the classroom. Given the increased use and

incorporation of Chromebooks, we added four carts that are available to teams and teachers for classroom use and plan to add another four for the following year.

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 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 2016, 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. This year, RJ Grey was named a 2016 Massachusetts Commendation School for narrowing proficiency gaps, which offered additional validation of the continued work and effort of our staff and students.

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. In 2016-17, 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. Along with individual teacher websites, several teams also piloted the maintenance of a shared online homework calendar that students and families could use as a single-stop resource for upcoming assignments.

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 planbooks free of charge.

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, volleyball 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 also added new clubs, such as Common Ground, our first gender and sexuality student alliance group, as well as a Model UN program.

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, *“Once Upon a Mattress,”* was performed in December and included over 80 students in the cast, crew and student production, as well as the volunteer work of many parents. The Spring plays had students participating in a series of One Act Scenes.

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 hand-crafted in art classes by 7<sup>th</sup>-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.

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 the school year, we said goodbye to three retiring staff members: Bill Maver, Scott Biron, and Vanessa Banyas.

### **Acton-Boxborough Regional High School**

#### ***Overview***

ABRHS total student 2016-17 enrollment based on the October 1, 2016 report was 1,855 students. This included 447 9th graders, 490 10th graders, 464 11th graders, and 452 12th graders.

We were pleased to welcome several new faculty and staff: Lauren Dosher – English, Kelly Antonuccio – Science, So Hyun Kong – Fine Arts, David Brusie – English, Katherine Greene – Music, Alice Greer – Library, Elizabeth Lough – Counseling, Jennifer Cohn – General Education Support Services, and Anne Marie Gaebel – Mathematics.

The administrative structure at the high school continued to support students with an assigned Counselor, Dean of Students, and Associate Principal team for each student entering the high school. This ultimately allowed for students to have a three-tier support system that does not change throughout their time at A-B.

#### ***Student Wellness***

Student Wellness continued to be on the forefront of the school goals for 2016-2017. In the Advisory program, students met in small groups with an advisory teacher for a 15-minute period each Tuesday. This time was used to update students on information but also, most importantly, provided an opportunity to take a short time to reflect on how everyone was doing and practice some mindfulness techniques to support health and well-being. The regular Advisory meetings and contact between students and Advisory teachers represent another part of the student support system. Three committees that provided support to the wellness program included:

*Wellness and Advisory.* This twenty-person committee worked to support health and well-being within a rich learning environment to provide opportunities for all students to experience success.

**Wellness Steering**. This nine-person committee drew on the expertise of staff members and students, as well as community partners, including the 7-12 PTSO, Acton-Boxborough United Way, Danny's Place Youth Services, and the Metro West Medical Center to raise awareness about topics, tools, and resources for positive mental health and wellness. The student swag bags, planners, and monthly Wellness Thursday workshops were all part of the AB "Because You Matter" Campaign, directed by this committee and made possible by the Healthy Teens Initiative Grant sponsored by the Acton-Boxborough United Way.

#### ***Assessment, Instruction, and Workload***

This thirteen-person committee worked to plan professional learning around assessment, instruction, and workload. Their goal was to help teachers promote students' deeper learning, engagement, and ownership and, in turn, to realize how this work promotes students' wellness and sense of success.

Student-based clubs and organizations working on wellness included the following: Ambassadors Club, Student Council, Peer Counselors, Peer Leaders, and the Wellness Club, which started in 2016-2017.

#### ***Department Information***

The ***World Language Department*** continued the tradition of World Language Week in March with celebrations and events for the participation of all students and staff. The Chinese classes also celebrated the Chinese New Year with help from the Acton Chinese Language School.

For the 2016-2017 year, the ***Mathematics Department*** added an elective class called Exploring Computer Science. It was offered to students in all grades to provide a gentle introduction to coding, robotics, applications of technology in their lives, and a host of other technology related topics.

The high school ***English Department*** continued to revise the curriculum to best meet the needs of students. The Project English class, a senior course, initiated a new requirement for the students to create and implement a community service learning project. At the junior level, the department added new works to the English III curriculum to expose students to more diverse voices and cultures. This work will continue at all grade levels in 2017-2018. The department also revised the writing and grammar curriculums for grades 9-12, so they align with the Massachusetts ELA Frameworks while reflecting the department's learning outcomes.

During the 2016-2017 school year, David James, K-12 Health and Physical Education Department Chair, moved from McCarthy-Towne to teach ***Health and Physical Education*** at the high school. Basic Health and PE courses included Grade 9 Fitness for Living and Grade 10-12 instruction in a variety of physical education and movement activities. The department added archery to the curriculum after some training from the Department of Fisheries and Wildlife; it was well received by students and staff.

This past year, the ABRHS ***Counseling Department*** continued their ongoing work on mental health and wellness. Specifically, all freshmen were trained in the Signs of Suicide Prevention Program (SOS), and all seniors participated in the SOS Booster Program. Both trainings are designed to increase student knowledge and attitudes about depression, while also training students on what to do when they are concerned about themselves or a friend. New for the 2016-2017 school year, the Counseling Department paired the SOS Program with a screening tool for students who might be struggling with depression or thoughts of suicide.

The 2016-2017 school year marked a redesign of the ***Library*** space at the High School, used by hundreds of students every day for independent study in the silent section and for group study in a designated area. These two sections were swapped geographically in the library, so that students and staff enter the group study section, which made the library a more vibrant and welcoming space at the heart of the school. The library also continued to house the school's Writing Center, where students can access help with any stage of the writing process. The library has an overall goal not only to support the study needs of ABRHS students but also to

promote literacy and a love of reading for pleasure. In 2016-17, students and staff enjoyed events such as Blind Date With A Book and World Read Aloud Day. The librarian also coordinated two young-adult author visits. *New York Times* bestseller Michelle Knudsen gave a presentation to a large group of students in the fall and also lead a smaller writing workshop; in the spring, award-winning author Julie Berry visited a senior English class.

Monthly meetings with the **PTSO Co-Chairs** provided for a continued flow of information and updates between the high school and the PTSO. The PTSO helped to sponsor events at the high school including: Leadership Workshops, Career Speaker Program, Community Service Awards Night, The Robert Creeley Poetry Event, and World Language Week.

Our **School Council** for 2016-2017, consisting of six staff members, six parent representatives, six student representatives, and one community member, continued to work on the School Improvement Plan, which centered on four main goals: 1) Social and Emotional Learning, 2) Classroom Instruction and Assessment, 3) Mental Health, Wellness and Learning, and 4) School and Community Awareness of Administration Team Structure.

The **ABRHS student government** consisted of Class Leaders from each grade level, the Student Council, Student School Committee Representatives, and a regional state Student Advisory Council Representative. Elections for student government positions were held in the spring, except for the freshman class, which was held in the fall.

#### **Extracurricular Activities**

Extracurricular clubs continue to be very popular at ABRHS. For the 2016-2017 school year, we had approximately 58 clubs with 1560 students participating. Additional activities included a large student population in athletics, ABRHS Band, National Honor Society and Proscenium Circus.

The ABRSD **Athletic Department** had 1774 student athletes participating in athletics in 2016-17. A-B won state championships in Track and Field and in both boys and girls swimming. Eighty percent of the varsity teams made it to the postseason, with three teams making it all the way to the sectional finals and two teams to the state semi-finals.

At ABRHS, **Proscenium Circus** continues to be an educational theatre community for and by students to open and question the world, functioning as a teaching and working theater. The 2016-2017 mainstage season included the sold-out musical, "Mary Poppins," and spring play, "The Three Musketeers." PC entered both the Massachusetts Educational Theatre Guild (METG) and International Thespian Society (ITS) festival with "Fire in the Hole." Awarded the best production in the state by ITS, "Fire in the Hole" was one of 14 school productions to make it to the state level of METG and received over 12 individual awards from best ensemble to best lighting. Over 120 students participated in the 24-hour class play program, where students had to create an original play based on their grade's history curriculum. Proscenium Circus inducted 35 students into the International Thespian Society, the honor society for theatre students.

The ABRHS **Music Department** continued to offer students many exciting and rewarding experiences. Here are a few highlights of the 2016-2017 school year:

- A new String Orchestra program was introduced, enabling the schools to support a whole new group of students in our community.
- The A-B Chamber Choir was selected to perform at the Massachusetts Music Educators Association state conference in March. Each year the MMEA invites a handful of our state's finest student ensembles to perform for state music educators.

- The Concert Band had an opportunity to work with a conductor in residence for a week. Daniel Lutz, Director of Bands at UMass Lowell and a composer, worked with our band and conducted at our annual March concert. The band performed one of Mr. Lutz's compositions and gained a rare insight into how a composition comes to life – from the composer himself.

The school's ***“Accept the Challenge Program”*** encouraged every student to become involved in some way in volunteer activities. During the school's twenty-first annual Community Service Awards Night on January 11, 2017, the community celebrated the students' accomplishments and recognized that A-B students volunteered over 77,000 hours during 2016.

On Friday, April 28, the Class of 2017 organized the 23rd 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 450 students in matching T-shirts could be seen all over the community – raking leaves, clearing paths and planting gardens.

ABRHS focused again in 2016-17 on ***energy and resource conservation***. Electricity consumption has decreased by more than 30% over the benchmark set in 2010, resulting in both cost savings and a reduced environmental footprint for the school. This reduction is due to a strong commitment to energy conservation by faculty, staff and students, as well as efficiency projects in both lighting and mechanical equipment.

The high school continued a strong commitment to recycling and composting. The student ***Recycling Club*** managed a robust weekly pickup of recyclables from classrooms and offices throughout the building. In the cafeteria, students sorted out compostables and recyclables from their lunch stuff, and plans are underway to introduce compostable trays in place of styrofoam trays. Compostables and recyclables make up 75% of the stream from the cafeteria, a dramatic reduction in solid waste.

The ***Resource Force*** student team also promoted energy conservation by working on mapping natural gas leaks in Acton's pipelines as part of a townwide effort to identify and solve the very high number of gas leaks.

### ***Retirements***

At the end of 2016, ABRHS said goodbye to two members of the community who retired, Diana Woodruff (Visual Arts Regional Dept. Leader) and Charlene Golden (Science Lab Technician).

### ***Student Services***

During the 2016-17 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, and 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 ages three to five years, across nine sessions (three full-day and six half-day, meeting four days per week). One hundred seventeen students were enrolled in the program by the end of the 2016-2017 school year. Additionally, we supported seventeen preschoolers with drive-in related services that included speech-language therapy, physical therapy and occupational therapy.

During the summer, a combination of private early childhood educators, district early childhood staff, district kindergarten teachers and administrators came together for research and development on incorporating more play into the curriculum. This research focused on addressing children's social/emotional development and cognitive development.

Outcomes included creating mapping templates to demonstrate how play can be implemented in various curriculum standards and compiling suggested activities to meet curriculum standards.

Throughout the 2016-2017 school year, Early Childhood staff worked in collaboration with area preschool/daycare teachers and directors to provide consultation, visitations and support to students in the community.

### ***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, along with our trained assistants, address student needs in both the general education and special education settings. Our Directors, Coordinators and Educational Team Leaders oversaw meetings, services and programming in each building to ensure consistency.

The Acton-Boxborough Regional School District continues to offer a continuum of specialized services from preschool to the age of 22. Learning Center programs, specialized programs, and related services were provided to meet the needs of individual learners. All of our services 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 are essential and on-going.

Our speech-language pathologists (SLPs) engaged in professional learning opportunities that focused on evaluation and eligibility for students who are also English learners. Districtwide, the SLPs continued to work collaboratively to reflect on evaluation procedures and to share professional resources.

The motor staff, which includes Physical Therapists, Occupational Therapists, and a Certified Occupational Therapy Assistant, provide 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.

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, 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 2016-17 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 and screener to students in grades 7, 9 and 12 within small instructional groups.

At the elementary level, 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. 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 medical delegation rules and nurse practice.

Nurse leaders updated the district e-learning modules for life-threatening allergies and blood-borne 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.

The school nurses continued to mentor Northeastern University nursing students through the school year. These senior level students are able to assist and contribute much to school health. Some of their contributions include curriculum development, classroom teaching, and health education pamphlets and bulletin boards.

The high school nurses, in collaboration with the Acton town nurses, were able to bring the Impact (computerized neurocognitive assessment tool) test to AB; testing was provided for well over four hundred

and twenty 9<sup>th</sup>-grade students. Impact is a tool to help healthcare providers evaluate and manage a suspected concussion.

**Statistics:** During the 2016-17 school year, our nurses logged just over 50,000 visits to the health offices, identifying and supporting 1,355 students with special health care needs. The number of students with at least one visit to the health offices (excluding mandated screenings) was 4,641. Overall, our registered nurses are noting an increasing trend in assessing and treating students with anxiety, depression, ADHD and autism. In addition, school nurses provided support by organizing and staffing flu clinics for staff and community members and obtained free Epipens through a grant program (kept on-hand in our schools and administered in the case of anaphylactic reaction). Our nurse leaders co-chaired the Superintendent's Wellness Committee, which resulted in a report on the topic of School Culture and Climate and updates to the district's School Wellness Policy and Procedures.

### ***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 270).

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. ABRSD hosted two Sheltered English Instruction (SEI) courses for teachers; as a result, we trained approximately fifty teachers in strategies to support English learners. Our ELE team 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 hosted a Community Resource Fair in March for our families, with support from our PTOs and other community participants. The Title III grant also funded data management software, ELLevation™, to help manage our ELE program compliance and notification requirements.

### ***Conclusion***

During the 2016-17 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. They 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, which is dedicated to encouraging more physical fitness and involves the whole high school community. Students and staff members “get up and move” by walking around the track, Zumba, and playing 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. The RJ Grey Junior High welcomed a new Physical Education staff member this year.

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, who 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. Following state mandates, two assessments were added to the curriculum. All 2<sup>nd</sup>-grade students are tracked on their ability to self-turn a jump rope throughout the year. In addition, all 4<sup>th</sup>-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, chorus and (*new in 2016-2017*) orchestra programs continued to flourish as they performed in and around our community, and elsewhere. It was so exciting to see the rebirth of a string program in our school. The orchestra has gotten off to an excellent start and numbers are showing strong growth across the board. 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 1<sup>st</sup> place). The band performed with a guest conductor and composer, Mr. Daniel Lutz, Director of University Bands at University of Massachusetts at Lowell, at their spring concert. Our Chamber Choir was selected to perform at the MMEA Music Educators All-State Convention. The choral department put on an outstanding talent show, traditionally known as “Cabaret.” Twelve of our student musicians from band, chorus, and orchestra were selected to perform at the MMEA Eastern District Festival held in January; seven 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.]

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, “Once Upon A Mattress,” had a terrific run of

performances with a huge cast of approximately eighty students involved. Fifteen 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 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 four Gold Key awards, 13 Silver Key awards, and 13 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 "Elections" 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 seventh 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 2017 Creeley Foundation Award Winning Poet Marie Howe'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.

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 are 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.

In December, ABRHS students held an art sale to benefit the Acton Food Pantry and raised \$270. In May 11 student photographers created work for the exhibit, *Still Standing: The Barn of Acton*. The exhibit was a collaborative project with the Acton Historical Society. The show was installed at the Hosmer House throughout the month of May.

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 February. The work of 42 students was included in this K-12 exhibit. The K-12 exhibit, "Places," was held at the Sargent Memorial Library and included the artwork of 47 students, representing all eight schools in the district.

The art and music teachers at McCarthy-Towne continued to work collaboratively to offer a 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 Old Frog Pond Farm sculpture park. The K-12 art teachers worked collaboratively to create sculptural installations and took the first steps towards developing an event for students at the farm.

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 President-elect, conference committee chair, and editor of the MAEA News. She also put together and hosted her first schoolwide art show in collaboration with the Conant music teacher in June. The Conant Arts Night is now an annual event.

The Visual Arts Director served on the Massachusetts Art Education Board as Administration and Supervision Director. She also served 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.

Diana Woodruff, K-12 Visual Arts Director, retired at the end of the 2016-17 school year.

### **Educational Technology**

It is important to recognize the completion of the district's current technology plan and to begin the process toward the creation of a new one. With the district's recent launch of the new Long Range Strategic Plan (<http://www.abschools.org/district/mission-and-values>), the timing has never been better to move forward with the creation of a brand new three-year technology plan.

Previous Educational Technology Plans for Acton-Boxborough and Acton Public Schools focused on building the foundation and infrastructure needed to support a teaching and learning environment in which all students could use technology to enhance their learning in meaningful ways. Over the course of the last five years, much work has been done to add reliable, service-driven technology to our infrastructure and to support the growing needs of education in the 21st century. In order to meet the technology needs of all members of our learning community, the Educational Technology (EdTech) team must combine their support in infrastructure, data management, multimedia and desktop support services with on-site technology integration and instruction.

Over the course of the 2016-17 school year, much work was done to begin the process of creating a new technology plan (to be completed 2017-2018) that will act as the blueprint for identifying the strategies needed to support our schools and administrative offices and provide the vision to help shape the district's success in education for the future. The district established the *Technology Planning Committee*, which was comprised of constituents from across the learning community, including teachers, administrators, parents, students, and staff members. The larger group was also divided into the five following subcommittees.

### ***Learning Subcommittee***

The charge of this subcommittee was to set a vision and plan for learning enabled by technology through building on the work of leading education researchers, higher education leaders, nonprofit educational organizations, and ABRSD staff. This group focused on using technology to transform learning experiences with the goal of providing greater equity and accessibility for all students. Areas addressed through the work of this subcommittee included:

- Evaluate and propose emerging technology trends that engage and empower learning for both general and special education classrooms PreK-12.
- Evaluate, propose, and identify common learning spaces that promote collaborative exploration, creativity, critical thinking skills, and student-centered experiences for all students.
- Identify technology-enabled learning opportunities that build upon or expand our current curriculum programs, supports, and interventions.
- Modify the existing AB digital literacy standards to align with the new MA Digital Literacy and Computer Science Frameworks, Common Sense Media digital citizenship standards, and ISTE standards. Define building-based strategies for outreach and communication.

### ***Teaching & Professional Learning Subcommittee***

The charge of this subcommittee was to examine our current instructional technology-learning environment and begin planning for the future. The group looked to identify emerging learning technologies that provide more access to curriculum content and explore how these tools impact teacher instruction. This group also looked at the current technology skills of our teachers to determine what is needed by educators to succeed in the 21<sup>st</sup>-century classroom. The group identified professional learning opportunities that meet these needs. Other areas addressed through the work of this subcommittee included:

- Identify professional learning needs that support technology integration and are based on the current International Society for Technology in Education and National Educational Technology Standards for Teachers.
- Distinguish instructional strategies that help to promote personalized, student-centered learning.

### ***Leadership/Culture Subcommittee***

The charge of this subcommittee was to examine our learning community's current relationship with technology and to develop an action plan for creating a culture that accepts and embraces technology. This group worked with building leadership to better understand how technology can support the unique educational philosophies of our six elementary schools and meet the unique needs of our secondary school students. Other areas addressed through the work of this subcommittee included:

- Create a shared vision for how technology can best meet the needs of all members of our learning community and develop a plan that translates the vision into action.
- Align technology plan with district's new Long Range Strategic Plan.
- Define methods for annual evaluation of technology plan.

### ***Productivity Subcommittee***

This subcommittee was charged to focus on "the business of learning" and operational technology. Namely, this group evaluated how technology currently impacts our administrative and service-driven departments (HR, Finance, Food Services, Facilities, Transportation, Community Education) and will continue to provide recommendations for new technologies that can improve productivity and provide cost-savings. Embedded in this category:

- Identify data silos within current departments and create an action plan that merges databases together.
- Identify and reduce inter-departmental redundancies that impact efficiency and accuracy.

### ***Infrastructure Subcommittee***

This subcommittee focused on the service-driven aspects of the Educational Technology Department. It was charged with building a long-term maintenance plan for our current infrastructure and on staffing to support both administrative and instructional needs.

- Provide a comparable study of nearby school districts' technology staffing levels in operational and instructional technology and identify areas of need.
- Provide a five-year purchasing plan that maintains a robust, reliable, scalable, and flexible infrastructure.
- Clarify technology purchasing across all schools and departments.

The work completed by the committee over the course of the 2016-17 school year and the data that was collected from surveys, staff meetings, and student advisory councils are being used to complete the new technology plan that will be unveiled in the 2017-2018 school year. The district looks forward to sharing it with the public upon its completion.

### **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:** During the 2016-2017 school year Community Ed. offered approximately 1,500 classes and activities for children, teens and adults. Info about all our programs can be found on the Community Ed. website: <http://abce.abschools.org> and in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. During 2016-2017, over 13,000 students enrolled in classes.

**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 to children in grades K-6 at three sites: the Administration Building, the Conant School, and the Gates School. In 2016-2017, over 250 children attended Extended Day. Our programs offer them 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, and funded entirely by the tuition and fees.

**Private Music Lessons:** Community Ed. offers private music lessons for both children and adults. During 2016-2017, fifteen professional music instructors provided lessons to close to 200 students.

**Summer Day Program:** Located at the Administration Building, this program offered week-long 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 February and April school vacations and on some of the district's "no school" days (e.g. Election Day, Veterans Day), Community Ed. ran childcare programs that provided unique enrichment activities, free swim at the high school pool, and all sorts of fun and games.

**Youth Winter Basketball League:** Over a 12-week period, more than 700 boys and girls in grades 3-12 participated 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. Our program partners with the RMV to offer weekend license tests.

Pool Programs: Throughout each year, 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 year-round, master's competitive swimming, morning and evening lap swim, adult swim lessons, water walking and exercise classes, lifeguarding classes, and open swim. Staffing is provided by a combination of adult instructors and 30+ students.

Fitness Center: Community Ed. sponsors public hours at the ABRHS Fitness Center that are led by a team of volunteers. During the school year, community hours are open on Monday, Wednesday and Thursday evenings, as well as Saturday mornings. During the summer, hours shift to weeknights only.

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. The buildings are heavily used by the community, with hundreds of reservations booked each year.

Snack Shack at Lower Fields: Community Ed. operates the snack shack at the bathrooms/concessions facility at the Lower Fields. It provides a great first job opportunity for about 12-15 high school students each year.

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, [www.abce/abschools.org](http://www.abce/abschools.org).

### **Facilities and Transportation**

The School District Master Plan and the development of a potential building project continued as a major focus for the Facilities Department in FY 2017. The District Master Plan Review Committee (DMPRC) was formed to solicit feedback about seven possible options for a Master Plan going forward. Twelve public forums (and an online forum via Acton TV) were held to share information and gather community opinion about the pros and cons of each option. Feedback consistently identified 2-3 preferred options with some suggestions for modifications.

In February, 2017, the Massachusetts School Building Authority (MSBA) approved the district's application for state reimbursement support for a potential building project. Only 17 projects were accepted out of 87 proposals, and this approval will result in a significant reduction in costs for the Acton and Boxborough communities.

In June, 2017, the DMPRC made a recommendation to the School Committee for a twin school with two possible grade configuration options. A study by Dore & Whittier Management Partners identified the Gates property as the most feasible location. A Building Committee was formed in line with the MSBA requirements and began to review funding options for the feasibility phase of the project in preparation for the Special Town Meeting anticipated in December 2017.

Energy efficiency and conservation continue as high priorities for the district with excellent results. Electricity use for FY 2017 is down 37% below the 2009 benchmark. Natural gas use for FY 2017 is down 27% below the 2009 benchmark (weather-normalized). These efficiencies yield significant cost savings, a reduced carbon footprint, and excellent opportunities for student learning and engagement.

The district was awarded \$245,000 for energy efficiency projects via Green Communities grant funding in June, 2017, and has received more than \$1 million in total through this program via grant funding and utility incentives over the past seven years. The projects funded with this most recent round include LED lighting upgrades in several areas (library and cafeteria at the high school, twenty classrooms in the Parker Damon Building, and hallways at the junior high school).

The district has been awarded \$1,250,000 from the Commonwealth (in partnership with EnerNOC) for a 2-MW/4-MWhr energy storage battery array to be installed on the central campus. This storage array will generate cost savings for the district by shaving peak demand in electricity use.

The district has deepened its commitment to renewable energy, including stipulating 80% renewable sourcing in its electricity contract. The district has also contracted to receive net metering credit payments for a 400 kW solar parking lot canopy under construction in a nearby town. The three solar arrays on school roofs (totaling 280 kW) generate 6% of the district's electricity use.

As a result of conservation, efficiency and renewable sourcing, the district has eliminated most of its use of fossil fuel-based electricity (an 85% reduction from the FY 2009 benchmark) while also cutting energy costs substantially.

A Sustainability Policy was approved by the School Committee in June, 2017 (available via the ABRSD website). In alignment with this policy, the district will move forward with introducing compostable trays for school lunches in place of styrofoam.

Compostables and recyclables are captured in several school cafeterias (and all kitchens) with the support of students coaching their peers on how to sort their stuff. This shift generates cost savings and a dramatic reduction in solid waste as compostables and recyclables make up 80% of the waste stream from the cafeterias and kitchens. In addition, single stream recycling is in place in all offices and classrooms with support from student recycling teams.

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

### **In Conclusion**

Educating the children of Acton and Boxborough is a responsibility that the School Committee, administration, faculty and staff of the AB schools take very seriously. We thank the community for its continued strong support of our students, both financially and otherwise, in the endeavor of providing them with the best education possible. The School Committee also recognizes the significant contribution of our parents and guardians in many different ways that make our district special and unique.

Finally, we recognize that our staff is the backbone of our school district. AB is fortunate to have dedicated administrators, faculty and staff who work hard every day on behalf of the children they serve. Thank you all.

William H. McAlduff, Jr., Interim Superintendent of Schools

On Behalf of the School Committee

January 2018



**TOWN OF BOXBOROUGH**  
**ANNUAL TOWN MEETING WARRANT & PROCEEDINGS**  
**MAY 8, 9 & 11, 2017**  
**LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2018 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

**SENSE OF THE MEETING (NON-BINDING)**

- 6. SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**
- 7. SENSE OF THE MEETING - THAT BOXBOROUGH IS "A RURAL ENGAGED COMMUNITY FOR ALL" AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

**COMMUNITY PRESERVATION FUND**

- 8. CPC REPORT AND ESTABLISH FY 2018 RESERVES**
- 9. OPEN SPACE (INCLUDING RECREATION)**
  - Transfer to Conservation Trust
- 10. COMMUNITY HOUSING**
  - A. Transfer to the Affordable Housing Trust - Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)
  - B. Boxborough Rental Assistance Program (BRAP)
- 11. HISTORIC RESOURCES**
  - A. Conservation of Historic Town Records
  - B. North Cemetery Restoration
- 12. HISTORIC RESOURCES**
  - Preservation of Steele Farm House

**FINANCIAL CONSENT AGENDA**

- 13. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\***
- 14. CLOSE COMPLETED ARTICLES TO GENERAL FUND\*\***
- 15. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER\*\***
- 16. CABLE INFRASTRUCTURE\*\***

17. PAYMENT OF A PRIOR FISCAL YEAR BILL\*\*
18. VETERANS MEMORIAL DESIGN STUDY\*\*
19. SNOW AND ICE DEFICIT\*\*

**CAPITAL CONSENT AGENDA (individual items do not exceed \$15,000)**

20. CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL\*\*
  - A. Replacement of Voting Booths
  - B. Replace Hot Water Heater
21. INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW AND LIBRARY\*\*
22. POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE\*\*
  - A. Carpeting
  - B. Interior Lighting
  - C. Interior Paint
  - D. Duct Cleaning
  - E. Server Room HVAC
23. POLICE DEPARTMENT - EQUIPMENT\*\*
  - A. Office Furniture
  - B. Photocopier
24. FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET\*\*
25. DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)\*\*

**OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE (most individual items in excess of \$15,000)**

26. TOWN HALL - EXTERIOR PAINT TOUCH-UP
27. SOUTH CEMETERY - STONE WALL
28. LIBRARY - REPLACE CARPETING
29. INFORMATION TECHNOLOGY
  - A. Hardware and Software Upgrades
  - B. Town Facilities Access Control System
30. POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND MAINTENANCE
  - A. Repave Parking Lot
  - B. Landscaping
31. FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT
32. FIRE DEPARTMENT EQUIPMENT
  - A. Mobile and Portable Radios
  - B. Public Safety Radio Upgrade - Continuation
33. DPW EQUIPMENT
  - A. Update Radio Equipment
  - B. Six-Wheel Combination Dump Truck/Spreader
  - C. One-Ton F550 Truck
  - D. Re-Furbish 1996 Loader

34. DPW - ROAD PAVING
35. DPW - REPLACE GARAGE ROOF (OLD SIDE)
36. MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES
37. RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND

**ZONING BYLAW AMENDMENTS**

38. ZONING BYLAW AMENDMENT - AMEND SECTION 9004 PENALTY
39. ZONING BYLAW AMENDMENT - AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING SCHEDULE
40. ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES
41. ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:
42. ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

**NON-MONETARY CONSENT AGENDA**

43. TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION\*\*
44. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
45. GENERAL BYLAW - REVOLVING FUNDS (AND EXPENSE LIMITS)\*\*

**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 8, 2017 at 7:00 p.m. to act on Articles 2 through 45 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 16th day of May, 2017 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.

## 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, or 4-0-1, reflecting a couple of situations in which a member had to abstain) to recommend all those articles on each of the Consent Agendas.

This year, there will be three Consent Agendas. The **Financial Consent** (Article #13 through #19, inclusive) includes transfers, closing out of completed articles and some appropriation articles considered to be non-controversial. The **Capital Consent** (Article #20 through 25, inclusive) includes smaller capital items, which individually cost less than \$15,000. The **Non-Monetary Consent** (Article #43 through #45 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 12 AND 42, 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.

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### COMMUNITY PRESERVATION FUND (Articles 8 - 12)

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 2018, 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 8 – 12.

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**Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov) or phone, 978-264-1712, with any questions regarding the articles or procedures.**

John Fallon, Town Moderator, called the meeting to order at 7:20pm. There were 293 registered voters in attendance. He made some remarks about the conduct of the meeting and some announcements of upcoming events. Under the direction of Marge Callahan, the Blanchard Vocal Ensemble sang the Star Spangled Banner. Wendy Barrett, a student at Blanchard, led the meeting in the Pledge of Allegiance. Mr. Fallon introduced town and school officials who were in attendance.

Les Fox, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 9th; Thursday, May 11th; Wednesday, May 17th and Thursday, May 18<sup>th</sup>, and further, that no debate will begin on any new article after 10:30pm.

**Action on the motion: Motion carried by majority.**

Mr. Fox 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.

**Action on the motion: Motion carried by majority.**

Mr. Fox moved that Article 32B, Fire Department Equipment - Public Safety Radio Upgrade – Continuation, Article 33A, DPW Equipment – Update Radio Equipment and Article 7, Sense of the Meeting - That Boxborough is “A Rural Engaged Community for All” and a Constitutional Community Committed to Preserving the Protections Afforded by the Bill of Rights, be taken out of order and be considered as the first three items of business in the order read at the adjourned session of the annual town meeting on Tuesday, May 9.

Jeanne Kangas, Hill Rd., moved to amend the motion by taking out Article 7 so that it can be taken up tonight after the reports of the town officers (Article 2). Motion was seconded.

Ms. Kangas said that the first night of town meeting was usually the most well-attended. She said that there has been a lot of discussion in town about Article 7 and that it was best to have it voted when the most people were there.

Maria Neyland, Picnic St., spoke against the amendment. She would like it either tomorrow or in its proper place.

Cheryl Mahoney, Liberty Square Rd., pointed out that many community members were advised that the article would be taken up on Tuesday.

Ms. Kangas said she believes that many people here tonight came for Article 7. They could find it hard to come back tomorrow.

Katie Neville, Middle Rd., spoke against the motion. She pointed out that School officials were here and that the Article 5 (budget article) was important to discuss tonight.

Carolyn Gutierrez, Whitcomb Rd., said she was unaware of the changes and wanted to vote tonight on Article 7.

**Action on motion to amend: Motion to amend carried Yes: 136 vs. No: 108**

Owen Neville, Middle Rd., urged defeat of the amended motion – wants to leave warrant articles in order as sent to the voters.

Eric Michnovez, Flagg Hill Rd., asked what the purpose was to push articles until Tuesday. Les Fox explained that the vendor would be on hand to address any questions on 32B and 33A.

Ms. Kangas asked a point of information. What would happen if you vote no on the motion? Articles would be taken in order printed in warrant.

Becky Neville, Middle Rd., urged defeat of the motion. She said we should take articles in order. Wants to make sure the budget is taken up tonight.

Ms. Mahoney urged defeat agreeing with Ms. Neville's point.

**Action on the amended motion to take Articles 32B and 33A out of order: Motion failed.**

**ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

**One Moderator**, for a one-year term

**One Board of Selectmen member**, to complete a one-year unexpired term

**Two Board of Selectmen members**, each 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

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

**ANNUAL TOWN ELECTION RESULTS  
BOXBOROUGH, MASSACHUSETTS  
MAY 16, 2017**

Office	Term (yrs)	Vote for...	Name	Votes
Moderator	1	One	JOHN G. FALLON* Write-ins Blanks	128 1 12
Selectman	3	Not more than Two	LESLIE FOX* SUSAN M. BAK* Write-ins Blanks	128 120 3 32
Selectman To fill unexpired seat	1	One	MARIA E. NEYLAND Blanks	123 18
School Committee	3	Not more than Two	KATHLEEN M. NEVILLE* TESSA L. MCKINLEY Write-ins Blanks	118 111 2 51
Planning Board	3	Not more than Two	NANCY E. FILLMORE* EDUARDO PONTORIERO* Write-ins Blanks	118 121 2 41
Library Trustee	3	Not more than Two	NANCY M. SETTLE-MURPHY MOLLY H. WONG Blanks	124 124 34
Board of Health	3	One	MARIE C. CANNON* Blanks	119 32

## **ARTICLE 2                    RECEIVE REPORTS**

(Majority vote required)

Mr. Fox moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2016 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 (5-0).**

**Action on Article 2: Motion carried unanimously.**

Les Fox, Chair of the Board of Selectmen, made a presentation on behalf of the Boxborough Building Committee (BBC). Came away from last town meeting that town was not in favor of a combined Public Safety building. The BBC is taking a 20-year time horizon and is looking at Police, Fire, and DPW. They have determined that the first priority is the Fire Department due to public safety concerns. The second priority is DPW. Preliminary recommendation is to identify and acquire a parcel of land (4 acres) on Mass. Ave. and build a new fire station. Then demolish old DPW barn and construct a new facility on same site. Finally, demolish old fire department and renovate and expand Police station.

Mary Brolin, Chair of the Acton-Boxborough Regional School Committee, made a presentation on the schools. She first acknowledged the service of Maria Neyland who has served on the School Committee for 12 years. She said that Blanchard per pupil costs have gone down as a result of regionalization. She presented some highlights of ABRSD student activities and achievements. She talked about the drivers behind the 3.8% increase in the school budget. The increase in the assessment for Boxborough is .8% vs. last year. Salaries account for 63% of the budget. Employee benefits are 16%. Decline in enrollment has been slower than expected. There has been an increase in economically disadvantaged students and students in need of special education services. Significant renovation/building will be required for Acton elementary schools in the near future.

Mr. Fox made a presentation on behalf of the Board of Selectmen. He acknowledged the service of Vince Amoroso, who is moving out of town and resigning from the Board of Selectmen after living in Boxborough for over 40 years. He said that Tom Garmon, the DPW director, will be moving on to other opportunities. He also said that Selina Shaw would be retiring in July, 2018. A search committee will be formed. He said that Boxborough has identified Minuteman, Assabet, and Nashoba as the Vocational Schools that Boxborough will provide transportation to. He acknowledged the work of the Town Meeting Study Committee, the Veterans' Memorial Committee and the Town Government Study Committee. He provided updates on various projects, such as town hall improvements and road paving. He spoke of support for the wage adjustment of 2% recommended by the Personnel Board for town employees not covered by collective bargaining units.

Ted Kail made a presentation on behalf of the Finance Committee. Ted thanked John Rosamund for his service on the finance committee. He also thanked Dilip Subramanyam for his 9 years of service. He explained the role of the Finance Committee. He spoke of the need to start with a level-funded operating budget, while maintaining services at an acceptable level. He provided an overview of the finances of the town. The operations budget is increasing is 3.5%.

Mr. Fallon, using his authority as moderator, said that Town Meeting would take Article 4 out of order.

ARTICLE 4 amend FY 2018 personnel administration plan, including the classification and compensation schedule  
(Majority vote required)

## **Summary**

### ***Administrative changes to the plan***

#### **Article VI. The Pay Plan, section 1 b. and c.: Add the Board of Library Trustees to the approval process**

*It was noticed that the approval process for new appointees had previously excluded the Library Board of Trustees (LBoT). Library employees fall under the purview of the LBoT, not the Board of Selectmen. The proposed amendment to Article VI is a housekeeping item, which will remedy that issue.*

#### **Article IX. Holidays, section 3: Modify the manner in which holiday pay is calculated for regular non-exempt reduced-hours employees**

*Currently, holiday pay for non-exempt reduced-hours employees is calculated based upon a pro-rata formula of total hours worked in a normal week by forty. It seems illogical to pay an employee for a holiday that occurs on a day not normally worked by the employee, or for a number of holiday hours that does not correspond to the employee's regular work schedule. This proposed modification would provide for such employees to be compensated for holidays for the number of hours the employee would have normally worked that day had it not been a holiday.*

#### **Article XI. Paid Leaves of Absences, section 1 q: Correct a typo**

*The proposed amendment is a housekeeping item to delete the superfluous "Amended:" which was inserted in error.*

#### **Article XVII. Performance Reviews, section 3: Replace the table of descriptive ratings**

*The final proposed amendment would replace the existing ratings and descriptions to provide for ratings that are better illustrative of an employee's performance. The following articles of the Plan, which reference the rating "meets requirements" (which is proposed to be replaced by "proficient") will also require amending: Article VI. The Pay Plan, Section 7. Merit Salary Adjustments; Article XVI. Compensation for Positions, Section 1; Article XVII, Section 2. Administrative Procedures; and Article XVIII. Management Rights, Section 2.*

## ***Classification and Compensation Schedule***

*All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated in the Personnel Plan. It is proposed to add the positions of (DPW) Business Administrator to Grade 13 and Animal Control Officer to Grade 10 in the schedule of Regular Full-time, Reduced and Part-time Employees.*

*The (DPW) Business Administrator position will replace the Department Assistant position in the Public Works Department to more properly and accurately encompass the additional duties and responsibilities associated with support of business administration and departmental operations. Key areas of additional responsibility for this position include Hager Well and shared septic system operations and reporting to DEP, transfer station reporting and tracking to DEP and EPA, managing DPW procurement, managing Ch. 90 submissions process, and preparation of bid documents. The Personnel Board evaluated the job description and based upon a number of factors, including physical environment, capabilities, job characteristics and responsibility, determined that the position should be classified as grade 13.*

*The Regional Animal Control Officer (ACO) is a regular full time position and had not been previously classified as such under the Town's Personnel Plan. The Personnel Board evaluated the job description and based upon a number of factors listed above determined that the position should be classified as grade 10.*

*The inclusion of FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees was added to the Classification and Compensation Schedule because it is a significant factor when looking at how positions are considered with respect to the applicability of the Personnel Plan.*

*In providing a recommendation for wage adjustments, the Personnel Board reviews not only the CPI-U for the area, but in order to attract and retain a highly-qualified workforce, it also considers the wage adjustments provided by neighboring and comparable communities. The Personnel Board voted to provide for a wage adjustment factor of 2% over FY 2017 for the majority of positions with the following exceptions:*

- i. *retain the 7/1/16 rates for the per diem and intermittent positions of CIT, Intern (Town Hall), Junior Library Page, Library Page, Counselor and Animal Control Officer as well as the positions listed under "Stipends (Annual)"*
- ii. *maintain the minimum wage for the Election Workers and increase the rate for the Clerk of Elections by 3.73%*

*The Town Clerk asked the Personnel Board to consider increasing the pay of Clerk of Elections to a level that was commensurate with the responsibilities of the position and noted that the position covers the wardens and the constables who help oversee the smooth conduct of elections, troubleshoot issues and maintain order. The positions require more training in order to be able to perform these jobs, which are more complex than those of the election workers. The Personnel Board is recommending an increase of just over 3.7%, which maintains the differential between the Election Worker and Clerk of Elections positions at the same level as last year (approx 16%).*

*Finally, the Municipal Modernization Act, which took effect this past year, eliminated the caps on revolving funds; therefore, the caps that had been previously listed under the Wiring Inspector and Plumbing & Gas Inspector Fees have been removed.*

**The Personnel Board recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectman and Personnel Board held a joint public hearing on March 13, 2017 at Town Hall on the proposed changes to the Personnel Plan including a 2% wage adjustment for all regular employees. In addition, all employees who have not yet reached their maximum step would be eligible for a 2.5% step increase provided that they met the performance requirements of the position. The Selectmen support the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.

The Selectmen also support the proposed changes in the language of the Personnel Plan as described in the summary.

**FY 2018**  
**CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES											
GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	Inspector of Buildings	Exempt	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
14	Town Treasurer/Collector	Exempt									
	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt									
	<i>(DPW) Business Administrator</i>	Non-exempt									
12	Youth Services Librarian	Exempt	55,854.00	57,250.35	58,681.61	60,148.65	61,652.37	63,193.67	64,773.52	66,392.85	68,052.68
	Conservation Agent	Non-exempt									
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	<i>Animal Control Officer</i>	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

**PER DIEM AND INTERMITTENT EMPLOYEES**

<b>Hourly (All Non-exempt)</b>	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Control Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07
<b>Stipends (Annual)</b>	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
<b>Fees-based</b>	
Wiring Inspector	
Plumbing & Gas Inspector	

**FOR INFORMATIONAL PURPOSES  
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS**

<b>FY 2018</b>										
<b>Personal Contracts</b>										
<b>Position</b>	<b>Contract Expiry Date</b>			<b>FY 2017</b>	<b>FY 2018</b>					
DPW Director	Contract expires 6/30/17			\$ 84,055.00	\$ 84,055.00					
Fire Chief	Contract expires 8/31/18			\$ 100,998.00	\$ 105,038.00					
Library Director	Contract expires 6/30/19			\$ 82,476.00	\$ 85,800.00					
Police Chief	Contract expires 6/30/17			\$ 120,499.00	TBD					
Town Administrator	Contract expires 12/31/18			\$ 113,100.00	\$ 117,600.00					
<b>Positions Governed by CBA's (terms end on 6/30/18)</b>										
<b>Position</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>		
Police Sergeant (Steps 1-3)	\$ 32.23	\$ 32.81	\$ 33.39							
Police Officer (Steps A1/A2-F)	\$ 23.61	\$ 24.43	\$ 25.30	\$ 26.17	\$ 27.11	\$ 28.03	\$ 29.03			
hired after 7/1/15	\$ 23.61	\$ 24.23	\$ 24.86	\$ 25.50	\$ 26.16	\$ 26.85	\$ 27.55	\$ 28.26		
Fire Captain	\$ 32.56									
Fire Lieutenant (Step A)	\$ 31.19									
Firefighter/EMT (Steps A-F)	\$ 23.04	\$ 23.84	\$ 24.67	\$ 25.54	\$ 26.44	\$ 27.36				
hired after 1/1/16	\$ 23.04	\$ 23.62	\$ 24.20	\$ 24.81	\$ 25.43	\$ 26.06	\$ 26.71	\$ 27.39		
Dispatch Supervisor (Steps A-F)	\$ 21.51	\$ 22.26	\$ 23.06	\$ 23.86	\$ 24.69	\$ 25.54				
hired after 7/1/15	\$ 21.51	\$ 22.05	\$ 22.61	\$ 23.17	\$ 23.74	\$ 24.34	\$ 24.95	\$ 25.57		
Dispatcher (Steps A-F)	\$ 19.27	\$ 19.94	\$ 20.64	\$ 21.37	\$ 22.11	\$ 22.88				
hired after 7/1/15	\$ 19.27	\$ 19.74	\$ 20.23	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.34	\$ 22.89		
<b>Elected Officials</b>										
<b>Position</b>	<b>FY 2017</b>			<b>FY 2018</b>						
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	\$ 47,822.58	(Grade 14-9)		\$ 48,759.03	(Grade 14-9)					

**Article 4, Motion 1:**

Anne Canfield, Chair of the Personnel Board, moved to amend certain sections of the Personnel Administration Plan:

*Article VI. The Pay Plan, Section 1 b. and c. and Section 7. Merit Salary Adjustments*

*Article IX Holidays, Section 3*

*Article XI. Paid Leaves of Absences, Section 1 g*

*Article XVI. Compensation for Positions, Section 1*

*Article XVII. Performance Reviews, Section 2. Administrative Procedures and Section 3*

*and*

*Article XVIII. Management Rights, Section 2*

to provide for administrative changes to the Plan in the manner that is set forth in the document on file with the Town Clerk entitled "Proposed Changes to Personnel Administration Plan – May 2017" and also available on the Town's website, and further,

to add the FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees to the Classification and Compensation Schedule.

**Action on Article 4, Motion 1: Motion carried unanimously.**

**Article 4, Motion 2:**

Ms. Canfield moved to amend the FY 2018 Classification and Compensation Schedule by adding the position of Animal Control Officer to Grade 10, and the position of DPW Business Administrator to Grade 13.

Ms. Bak provided rationale for the motion.

**Finance Committee recommends.**

Ms. Neyland asked if the new position was replacing a position or is it in addition to the Department Assistant. Ms. Bak said there would be no addition to head count. Maria was concerned about changing a position before the new director is hired. In private industry you allow the department head to figure out what they need. If this position is something that will be filled by the new director, she's in favor. Les Fox said that the BOS will fill the position.

Eric Michnovez, Flagg Hill Rd., asked if the BOS was planning to fill the position before the director is hired. Not clear.

Cheryl Mahoney said that if the position is not added now, the new director will not have the ability to add duties to the Department Assistant.

Simon Bunyard, Hill Rd., said that all this is doing is creating a role.

Frank Powers, Stonehedge Pl., spoke in favor of the new director making the decision.

Rita Grossman agreed with Maria about allowing the director to make a decision, but more efficient to have position in place.

Molly Wong, Stonehedge Pl, spoke in favor of the motion. If we don't create the option for this position, will lose flexibility.

Roy Gustafson, Old Orchard Ln., asked if it was an additional head count. Ms. Bak said no, that the position would be merged with the current Assistant position. He found the language ambiguous.

Jennifer Barrett, Town Accountant, pointed out that there are other positions on the compensation schedule that are unfilled. Having the position available provides maximum flexibility.

**Action on Article 4, Motion 2: Motion carried by majority vote.****Article 4, Motion 3:**

Ms. Canfield moved to amend the FY 2018 Classification and Compensation Schedule by providing for wages and salaries as indicated in the Schedule as printed in the Annual Town Meeting warrant under Article 4.

Ms. Bak presented the rationale for the wage and salary schedule. BOS consider CPIU as a guideline and points out that it is retrospective. Take into consideration other factors as well, such as comparable town comparisons in order to stay at the average of wages. The objective is to remain competitive. She pointed out that a 2% wage adjustment has just been voted by these towns.

**The Finance Committee does not recommend (6-0).**

Ted Kail spoke against the motion as chair of the Fin Com. The FinCom is opposed to the proposed 2% Cost of Living Adjustment (COLA) as it is inconsistent with the CPI-U (Consumer Price Index -Urban) as reported in December. The CPI-U was reported at 1.3%, yet the compensation plan calls for a higher rate of 2%. 57% of employees also receive a step increase of 2.5%, as well as a COLA increase. After many meetings with the Personnel Board and Board of Selectmen, we fail to see the supporting data for calculating the 2% COLA. The FinCom believes a 1.5% COLA is a fair compromise as it is still higher than the 1.3% figure we should use.

Mr. Kail moved to substitute the FY 2018 Classification and Compensation Schedule at 1.5%-Finance Committee Amendment to Article 4: handout in place of the FY 2018 Classification and Compensation that was

printed in the Annual Town Meeting Warrant under Article 4 except for the hourly rates of CIT and Counselor on the list of Per Diem and Intermittent Employees, which should read CIT at \$10, and Counselor at \$10.50.

Becky Neville spoke against the motion. She pointed out that the union employees are getting 2.5% and 2.75% increases. She said that insurance costs are increasing on those employees too.

Ms. Bak said that at the end of the day it's about people. 43% are at top step.

Ms. Neyland spoke against the motion. She said there's a hidden cost to losing employees and retraining. Only applies to 30 employees.

Mr. Kail asked that everyone reflect on how much raise they are getting.

Simon Bunyard, Hill Rd., said it was a question of fairness.

Vince Amoroso, Liberty Square Rd., spoke against the motion. He explained the CPIU and isn't the same as the rate of inflation which was 2.5%. Have to look at purchasing power.

Hugh Fortmiller, Sargent Rd., moved the question.

Motion to vote now carried by majority vote.

**Action on the motion to amend to 1.5%: Motion failed. Yes: 61 No: 175**

Kevin Lehner said that the current pay of counselors is below minimum wage and less than last year. Amy Burke objected to Kevin's speaking to the motion citing conflict of interest. Mr. Lehner said that the town has typically paid more than minimum wage for the counselors for summer camp. He said that NARA camp counselors are a comparable comparison. Ms. Burke disagreed because the counselors for NARA have certification requirements.

**Action on Article 4, Motion 3: Motion carried by majority vote.**

**ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

Mr. Fox moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2017 as printed in the 2017 Annual Town Meeting warrant under Article 3.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$48,759.03/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 (5-0).**

**Action on Article 3: Motion carried unanimously.**

## ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Mr. Kail I move that the Town appropriate the sum of

**Twenty Million Three Hundred Twelve Thousand Six Hundred Thirty-One Dollars (\$20,312,631)**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2017, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers under the heading FY18 Budget, as printed in the “FY 2018 Town Operating Budget at 2%” handout,

And to meet this appropriation, that an amount of Two Hundred Fifty Thousand Dollars (\$250,000) be transferred from Free Cash; that the sum of Seventeen Thousand Dollars (\$17,000) be transferred from Special Revenue Account “Refunding Debt Revenue”; and that the balance be raised by taxation.

**The Finance Committee recommends (5-0).**

The Finance Committee thoroughly reviewed the budget proposal for FY2018 and discussed each of the proposed department budgets. We are proposing \$250,000 in Free Cash to help offset the tax increase. Even after using free cash for warrant articles we are in a good financial position both in Free Cash and in our Stabilization Fund, both of which remain at levels that are above the Finance Committee guidelines.

Mr. Fallon moved through the budget line item by line item. He said that anyone with a question should speak up.

John Neyland, chair of the Agricultural Commission moved that the Town increase **Department 179, Total Other – Ag Comm**, to **One Thousand Three Hundred Dollars (\$1,300)**, and to meet this appropriation, that an additional amount of **One Thousand One Hundred Dollars (\$1,100)** be transferred from Free Cash.

Mr. Neyland explained that the money would be used to erect 15 “Right to Farm Community” signs at town entrances, per the “Right to Farm Bylaw”. It would be a one-time cost.

**Motion to amend Article 5, line item 179 carried unanimously.**

Richard Barrett, member of Board of Selectmen, moved that the Town increase **Department 210, Total Other – Police**, to **One Hundred Fifty-Three Thousand Nine Hundred Seventy-Five Dollars (\$153,975)**, and to meet this appropriation, that an additional amount of **Two Thousand Dollars (\$2,000)** be transferred from Free Cash.

Mr. Barrett said the money was to restore funding for dues and memberships that was cut by FinCom. John Rosamund said that FinCom did not recommend. He said that the police budget has plenty of money that could be allocated for that purpose.

Ms. Neyland asked that the Chief explain what the accreditation process entails. Chief Ryder provided the explanation. He said without the memberships, the department would not get accreditation.

Ms. Kangas urged support of the Finance Committee. She thinks the chief can find the money for this from the proposed budget.

Steve Ballard, FinCom member, said that given the amount of money in the Police budget and the historic spending on training, dues, and membership, there is plenty of money for accreditation.

Mr. Amoroso asked how much did we previously budget for Mass. state accreditation, is there savings? If no membership, can't get accreditation. Get a 1% credit on police liability payment for accreditation. With accreditation liability for lawsuits is greatly reduced. Mr. Amoroso thought it was a good deal.

Jennifer Campbell had a point of order about letting town residents speak before boards.

Molly Biron, Burroughs Rd., spoke in favor of the motion.

Mr. Wagman, Leonard Rd., asked if the amendment would add \$2000 to the budget. Yes.

Will Neville, Middle Rd., moved the question.

Motion to vote now carried by two-thirds as declared by the moderator.

**Motion to amend Article 5, line item 210, carried by majority vote. Yes: 135 No: 91**

Mr. Toups had a question on the footnote on line 310. Ms. Brolin and Mr. Amoroso supplied answers. He asked the question if FinCom knew the cost of transportation for vocational education students in the future. They did not.

Kevin Lehner, chair of the Recreation Commission, moved that the Town increase Department 630, Total Salaries – RecComm, to **Twenty-Seven Thousand Seven Hundred Eight Dollars (\$27,708)** and to meet this appropriation, that an additional amount of **One Thousand Five Hundred Four Dollars (\$1,504)** be transferred from Free Cash.

And that the Town increase Department 630, Total Other – RecComm, to **Nine Thousand Thirty Dollars (\$9,030)**,

and to meet this appropriation, that an additional amount of **One Thousand Dollars (\$1,000)** be transferred from Free Cash.

Mr. Lehner explained that the submitted budget did not accurately reflect the number of hours required.

FinCom did not recommend. Amy Burke, FinCom member, explained how the budget should be based on actual. She showed salary data that said the additional hours were already accounted for.

Ms. Kangas urged the support of the Finance Committee. Their focus is cost-effective government for Boxborough.

**Action motion to amend lines 630 Total Salaries and Total Other: Motion failed.**

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
114	Total Salary	0	0	0	0.0%	0
114	Total Other	50	50	0	0.0%	50
114	Total Moderator	50	50	0	0.0%	50
119	Total Salary	0	0	0	0.0%	0
119	Total Other	150	145	5	3.4%	175
119	Total Town Constable	150	145	5	3.4%	175
122	Total Salary	2,000	2,000	0	0.0%	2,000
122	Total Other	3,265	2,818	447	15.9%	2,119
122	Total Selectmen	5,265	4,818	447	9.3%	4,119
123	Total Salary	117,600	113,100	4,500	4.0%	108,750
123	Total Other	2,700	2,700	0	0.0%	2,875
123	Total Town Administrator	120,300	115,800	4,500	3.9%	111,625
131	Total Salary	0	0	0	0.0%	0
131	Total Other	400	480	(80)	-16.7%	480
131	Total Town Finance Comm	400	480	(80)	-16.7%	480
135	Total Salary	72,777	69,609	3,168	4.6%	66,908
135	Total Other	37,180	36,390	790	2.2%	36,708
135	Total Accountant	109,957	105,999	3,958	3.7%	103,616
141	Total Salary	73,777	70,609	3,168	4.5%	67,908
141	Total Other	13,475	14,990	(1,515)	-10.1%	17,964
141	Total Assessor	87,252	85,599	1,653	1.9%	85,872
145	Total Salary	75,596	72,350	3,246	4.5%	67,908
145	Total Other	19,140	16,745	2,395	14.3%	8,350
145	Total Treasurer/Collector	94,736	89,095	5,641	6.3%	76,258
151	Total Salary	0	0	0	0.0%	0
151	Total Other	67,600	48,500	19,100	39.4%	53,500
151	Total Legal	67,600	48,500	19,100	39.4%	53,500
152	Total Salary	0	0	0	0.0%	0
152	Total Other	320	320	0	0.0%	320
152	Total Personnel Board	320	320	0	0.0%	320
122 Total Other - Additional office and appreciation event supplies 131 Total Other - Lower conference attendance 141 Total Other - Decrease in consulting services 145 Total Other - Payroll Service rates increased due to add'l reporting requirements 151 Total Other - Successor agreements for 3 unions to be negotiated						

	Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
156	Total Salary	0	0	0	0.0%	0
156	Total Other	129,070	123,312	5,758	4.7%	95,319
156	Total Technology	129,070	123,312	5,758	4.7%	95,319
161	Total Salary	48,760	47,823	937	2.0%	46,006
161	Total Other	2,725	2,043	682	33.4%	2,120
161	Total Town Clerk	51,485	49,866	1,619	3.2%	48,126
162	Total Salary	3,658	6,400	(2,742)	-42.8%	4,028
162	Total Other	6,990	6,312	678	10.7%	5,632
162	Total Elect. & Registr.	10,648	12,712	(2,064)	-16.2%	9,660
171	Total Salary	0	0	0	0.0%	0
171	Total Other	2,150	2,150	0	0.0%	2,150
171	Total Conservation Comm	2,150	2,150	0	0.0%	2,150
175	Total Salary	73,322	70,154	3,168	4.5%	67,453
175	Total Other	3,880	6,445	(2,565)	-39.8%	7,330
175	Total Planning Board	77,202	76,599	603	0.8%	74,783
176	Total Salary	0	0	0	0.0%	0
176	Total Other	210	210	0	0.0%	210
176	Total ZBA	210	210	0	0.0%	210
179	Total Salary	0	0	0	0.0%	0
179	Total Other	1,300	200	1,100	550.0%	100
179	Total Ag Comm	1,300	200	1,100	550.0%	100
192	Total Salary	180,627	174,444	6,183	3.5%	172,420
192	Total Other	47,910	45,160	2,750	6.1%	43,723
192	Total Town Hall	228,537	219,604	8,933	4.1%	216,143
196	Total Salary	0	0	0	0.0%	0
196	Total Other	0	11,940	(11,940)	-100.0%	11,700
196	Total Facilities Leases	0	11,940	(11,940)	-100.0%	11,700
199	Total Salary	0	0	0	0.0%	0
199	Total Other	500	300	200	66.7%	150
199	Total Energy Comm	500	300	200	66.7%	150
	Total Salaries - Town Government	648,117	626,489	21,628	3.5%	671,057
	Total Other - Town Government	339,015	321,210	17,805	5.5%	302,356
	Total Town Government	987,132	947,699	39,433	4.2%	973,413
161 Total Other - Increase in conference attendance 162 Total Salary & Total Other - No federal/state elections; possibly 2 local elections 175 Total Other - Decrease in consulting services 192 Total Other - Increase in bldgs. & grounds maint.; Replenish postage reserves 196 Total Other - New Lease: See Warrant Article 199 Total Other - Outreach for new program						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
210	Total Salary	1,083,447	1,063,333	20,114	1.9%	1,053,802
210	Total Other	153,975	144,740	9,235	6.4%	104,140
210	Total Police	1,237,422	1,208,073	29,349	2.4%	1,157,942
215	Total Salary	295,608	285,936	9,672	3.4%	279,984
215	Total Other	35,405	36,395	(990)	-2.7%	36,420
215	Total Dispatch	331,013	322,331	8,682	2.7%	316,404
220	Total Salary	838,429	819,259	19,170	2.3%	804,221
220	Total Other	109,400	109,480	(80)	-0.1%	107,980
220	Total Fire	947,829	928,739	19,090	2.1%	912,201
241	Total Salary	72,777	72,211	566	0.8%	69,863
241	Total Other	21,585	11,215	10,370	92.5%	9,775
241	Total Building Insp	94,362	83,426	10,936	13.1%	79,638
291	Total Salary	1,660	2,787	(1,127)	-40.4%	2,746
291	Total Other	550	545	5	0.9%	450
291	Total ACO	2,210	3,332	(1,122)	-33.7%	3,196
292	Total Salary	14,997	14,158	839	5.9%	11,507
292	Total Other	3,635	4,850	(1,215)	-25.1%	2,850
292	Total ACO Dog & Cat	18,632	19,008	(376)	-2.0%	14,357
299	Total Salary	45	45	0	0.0%	45
299	Total Other	20	20	0	0.0%	25
299	Total Field Driver	65	65	0	0.0%	70
	Total Salaries - Protection	2,306,963	2,257,729	49,234	2.2%	2,222,168
	Total Other - Protection	324,570	307,245	17,325	5.6%	261,640
	Total Protection	2,631,533	2,564,974	66,559	2.6%	2,483,808
210 Total Other - Vehicles & service increased pricing 241 Total Other - Increased inspection consulting 291 Total Salary - Reduced hours per historic average 292 Total Salary - Placement on Compensation Schedule 292 Total Other - Reduced vehicle/mileage expenses						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
310	Total Salary	0	0	0	0.0%	0
310	Total Other	165,232	197,492	(32,260)	-16.3%	165,340
310	Total Minuteman	165,232	197,492	(32,260)	-16.3%	165,340
311	Total Salary	0	0	0	0.0%	0
311	Total Other	48,864	0	48,864		0
311	Total Assabet	48,864	0	48,864		0
312	Total Salary	0	0	0	0.0%	0
312	Total Other	0	0	0	0.0%	0
312	Total Nashoba	0	0	0	0.0%	0
320	Total Salary	0	0	0	0.0%	0
320	Total Other	11,593,781	11,503,148	90,633	0.8%	11,120,240
320	Total ABRSD	11,593,781	11,503,148	90,633	0.8%	11,120,240
	Total Salaries - Education	0	0	0	0.0%	0
	Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
	Total Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
310 Total Other - Out-of-district tuition & transportation (6 students) 311 Total Other - Out of district tuition & transportation (1 student) 320 Total Other - Includes RJGrey Minuteman program formerly in Minuteman assessment						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
422	Total Salary	548,823	537,008	11,815	2.2%	521,287
422	Total Other	111,070	94,150	16,920	18.0%	89,500
422	Total DPW	659,893	631,158	28,735	4.6%	610,787
423	Total Salary	64,337	62,881	1,456	2.3%	60,739
423	Total Other	128,800	105,875	22,925	21.7%	106,610
423	Total Snow & Ice	193,137	168,756	24,381	14.4%	167,349
424	Total Salary	0	0	0	0.0%	0
424	Total Other	5,000	5,500	(500)	-9.1%	3,000
424	Total Street Lighting	5,000	5,500	(500)	-9.1%	3,000
425	Total Salary	0	0	0	0.0%	0
425	Total Other	23,500	27,800	(4,300)	-15.5%	22,400
425	Total Hager Well	23,500	27,800	(4,300)	-15.5%	22,400
429	Total Salary	0	0	0	0.0%	0
429	Total Other	76,175	75,300	875	1.2%	72,075
429	Total Fuel	76,175	75,300	875	1.2%	72,075
431	Total Salary	0	0	0	0.0%	0
431	Total Other	0	10,000	(10,000)	-100.0%	0
431	Total Hazardous Waste	0	10,000	(10,000)	-100.0%	0
433	Total Salary	0	0	0	0.0%	0
433	Total Other	124,800	133,350	(8,550)	-6.4%	130,100
433	Total Transfer Station	124,800	133,350	(8,550)	-6.4%	130,100
491	Total Salary	5,162	9,085	(3,923)	-43.2%	8,953
491	Total Other	1,000	1,000	0	0.0%	1,000
491	Total Cemetery	6,162	10,085	(3,923)	-38.9%	9,953
	Total Salaries - Public Works	618,322	608,974	9,348	1.5%	590,979
	Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
	Total Public Works	1,088,667	1,061,949	26,718	2.5%	1,015,664
422 Total Other - Includes playing fields maintenance 423 Total Other - New plow, increased road treatment materials 424 Total Other - Reduced per historic average 425 Total Other - Cyclical cleaning every 5 years (completed FY17) 431 Total Other - Hazardous Waste collection every other year 433 Total Other - Reduced tonnage 491 Total Salary - Reduced hours per historic average						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
505	Total Salary	1,008	1,003	5	0.5%	988
505	Total Other	200	216	(16)	-7.4%	98
505	Total Animal Inspector	1,208	1,219	(11)	-0.9%	1,086
511	Total Salary	501	501	0	0.0%	500
511	Total Other	41,605	40,467	1,138	2.8%	39,290
511	Total BoH	42,106	40,968	1,138	2.8%	39,790
529	Total Salary	26,560	25,302	1,258	5.0%	24,320
529	Total Other	775	545	230	42.2%	680
529	Total Community Services	27,335	25,847	1,488	5.8%	25,000
541	Total Salary	51,052	50,034	1,018	2.0%	47,908
541	Total Other	5,675	5,675	0	0.0%	5,100
541	Total COA	56,727	55,709	1,018	1.8%	53,008
543	Total Salary	3,000	4,068	(1,068)	-26.3%	4,008
543	Total Other	990	360	630	175.0%	355
543	Total Veterans	3,990	4,428	(438)	-9.9%	4,363
	Total Salaries - Health Services	82,121	80,908	1,213	1.5%	77,724
	Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
	Total Health Services	131,366	128,171	3,195	2.5%	123,247
505 Total Other - Reduced mileage per historic average 529 Total Other - New membership dues 543 Total Salary - Reduced hours per historic average 543 Total Other - Includes Veterans Memorial Committee supplies						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
610	Total Salary	245,661	243,191	2,470	1.0%	234,065
610	Total Other	139,650	134,700	4,950	3.7%	129,329
610	Total Library	385,311	377,891	7,420	2.0%	363,394
630	Total Salary	26,204	25,481	723	2.8%	26,722
630	Total Other	8,030	10,840	(2,810)	-25.9%	9,800
630	Total Rec Comm	34,234	36,321	(2,087)	-5.7%	36,522
670	Total Salary	0	0	0	0.0%	0
670	Total Other	1,800	1,500	300	20.0%	1,500
670	Total Steele Farm	1,800	1,500	300	20.0%	1,500
691	Total Salary	0	0	0	0.0%	0
691	Total Other	3,550	4,045	(495)	-12.2%	4,045
691	Total Historical Commission	3,550	4,045	(495)	-12.2%	4,045
692	Total Salary	0	0	0	0.0%	0
692	Total Other	1,200	965	235	24.4%	965
692	Total Public Celebrations	1,200	965	235	24.4%	965
699	Total Salary	0	0	0	0.0%	0
699	Total Other	1,400	1,500	(100)	-6.7%	1,500
699	Total AB Cultural Council	1,400	1,500	(100)	-6.7%	1,500
	Total Salaries - Culture & Rec	271,865	268,672	3,193	1.2%	260,787
	Total Other - Culture & Rec	155,630	153,550	2,080	1.4%	147,139
	Total Culture & Rec	427,495	422,222	5,273	1.2%	407,926
630 Total Other - Decreased due to fields maintenance moved to DPW 670 Total Other - Increased bldg. & grounds routine maintenance 691 Total Other - Reduced heating costs per historic average 692 Total Other - Replacement of non-consumable supplies 699 Total Other - Reduced per historic average						

	<b>Department Totals</b>	<b>FY18 Budget</b>	<b>FY17 Budget</b>	<b>\$ Change FY17 v 18</b>	<b>% Change FY17 v 18</b>	<b>FY16 Budget</b>
710	Total Salary	0	0	0	0.0%	0
710	Total Other	1,112,000	955,000	157,000	16.4%	985,000
710	Total Retirement of LT Debt	1,112,000	955,000	157,000	16.4%	985,000
751	Total Salary	0	0	0	0.0%	0
751	Total Other	154,415	167,858	(13,443)	-8.0%	188,438
751	Total Debt Interest	154,415	167,858	(13,443)	-8.0%	188,438
830	Total Salary	0	0	0	0.0%	0
830	Total Other	791,841	671,055	120,786	18.0%	629,903
830	Total County Retirement Assmt	791,841	671,055	120,786	18.0%	629,903
912	Total Salary	0	0	0	0.0%	0
912	Total Other	73,285	72,637	648	0.9%	62,600
912	Total Other Insurance	73,285	72,637	648	0.9%	62,600
915	Total Salary	0	0	0	0.0%	0
915	Total Other	834,800	677,800	157,000	23.2%	632,750
915	Total Employee Benefits	834,800	677,800	157,000	23.2%	632,750
945	Total Salary	0	0	0	0.0%	0
945	Total Other	90,320	85,756	4,564	5.3%	81,391
945	Total Liability Insurance	90,320	85,756	4,564	5.3%	81,391
	Total Salaries - Administration	0	0	0	0.0%	0
	Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
	Total Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
132	Total Salary	0	0	0	0.0%	0
132	Total Other	185,000	185,000	0	0.0%	185,000
132	Total Reserve Fund	185,000	185,000	0	0.0%	185,000
710 Total Other - New bond issue for ATM 15 & ATM 16 authorizations 751 Total Other - Re-funding of previous debt resulted in lower interest rates 830 Total Other - Increased assessment result of recent actuarial study 915 Total Other - Increased health insurance premiums; 5 new enrollees 945 Total Other - Premiums for additional assets						

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
Total Salaries - Town Government	648,117	626,489	21,628	3.5%	671,057
Total Salaries - Protection	2,306,963	2,257,729	49,234	2.2%	2,222,168
Total Salaries - Public Works	618,322	608,974	9,348	1.5%	590,979
Total Salaries - Health Services	82,121	80,908	1,213	1.5%	77,724
Total Salaries - Culture & Rec	271,865	268,672	3,193	1.2%	260,787
Total Salaries	3,927,388	3,842,772	84,616	2.2%	3,822,715
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Total Other - Town Government	339,015	321,210	17,805	5.5%	302,356
Total Other - Protection	324,570	307,245	17,325	5.6%	261,640
Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
Total Other - Culture & Rec	155,630	153,550	2,080	1.4%	147,139
Total Town Other	1,338,805	1,282,243	56,562	4.4%	1,181,343
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Total Town Government	987,132	947,699	39,433	4.2%	973,413
Total Protection	2,631,533	2,564,974	66,559	2.6%	2,483,808
Total Public Works	1,088,667	1,061,949	26,718	2.5%	1,015,664
Total Health Services	131,366	128,171	3,195	2.5%	123,247
Total Culture & Rec	427,495	422,222	5,273	1.2%	407,926
Total Town Expenses	5,266,193	5,125,015	141,178	2.8%	5,004,058
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Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
Total Reserve Fund	185,000	185,000	0	0.0%	185,000
Total Other Costs	15,049,538	14,515,746	533,792	3.7%	14,050,662
<hr/>					
Total Expenses	20,315,731	19,640,761	674,970	3.4%	19,054,720

Mr. Kail moved that the Town raise and appropriate the sum of:

**Twenty Million Three Hundred Fifteen Thousand Seven Hundred Thirty-One Dollars (\$20,315,731)**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2017, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in the “FY2018 Town Operating Budget at 2%” handout, except for:

Department #179, Agricultural Commission, Total Other, is increased to **One Thousand Three Hundred Dollars (\$1,300)**,

Department #210, Police, Total Other, is increased to **One Hundred Fifty-Three Thousand Nine Hundred Seventy-Five Dollars (\$153,975)**

And to meet this appropriation, that an amount of Two Hundred Fifty-Three Thousand One Hundred Dollars (\$253,100) be transferred from Free Cash; that the sum of Seventeen Thousand Dollars (\$17,000) be transferred from Special Revenue Account “Refunding Debt Revenue”; and that the balance be raised by taxation.

**Action on Article 5 motion, with amendments, carried by majority vote.**

Moved and seconded to adjourn meeting to Tuesday, May 9, at 7pm.

**May 9, 2017**

Mr. Fallon called the adjourned session of Annual Town Meeting to order at 7:08pm.

Mr. Fox moved that articles 32B and 33A be taken out of order and be considered as the first two articles taken up.

The town has asked that a consultant be available to answer questions on these two articles.

**Motion to take Article 32B and 33A out of order carried by majority vote.**

**ARTICLE 6 SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**

(Majority vote required; non-binding)

Susan Bak, Chair of the Town Government Study Committee, moved that it be the sense of this meeting that the first session of the Boxborough Annual Town Meeting be moved from the second Monday in May to the second Monday in April.

**Summary**

The Town Meeting Study Committee is presenting this article but is taking no position on it.

*In March of 1974 the Boxborough Town Meeting voted to move the date of the Annual Town Meeting from the second Monday in March to the second Monday in May. The best guess is that there were four main reasons behind this:*

- a) Weather is better in May than March*
- b) Gave more time for Town boards, committees, and staff to prepare for Town Meeting*
- c) Better estimate of state aid available in May rather than March*
- d) More accurate/final Regional School budget in May than March.*

*In the past 40+ years the Regional School budget has become final in March. In addition, state aid has become a smaller percentage of Boxborough revenues and is more predictable. May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation. It has been suggested that moving the start of Town Meeting back a month might make it easier for voters to attend. Such a move would obviously narrow the time to prepare for Town Meeting.*

*If the Town Meeting passes this Sense of the Meeting article, the expectation is that the Board of Selectmen would bring an article to the May 2018 Boxborough Town Meeting to change the date of the Annual Town Meeting and also the Annual Town Election.*

**The Board of Selectmen does not have a recommendation on this article.**

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. The Town Meeting Study Committee conducted a survey where a number of respondents indicated that, given the end of the year school activities, college graduations and weddings, May is not an ideal month for ATM. However, that being said, both the BoS and the TMSC would like feedback from a broader group of residents.

## **The Finance Committee recommends (4-2).**

The majority on the Finance Committee recommends this article as a potential way to improve attendance at the Annual Town Meeting. By the April date we would have the ABRSD budget as the Acton Town meeting is in April along with the State budget. The only change from a Finance Committee standpoint is starting the entire budget process a month earlier in September rather than in October.

A minority on the Finance Committee does not recommend as the Town does not have enough data to make this change. The survey conducted by the Town Meeting Study did not provide a statistically significant number of responses to inform such a change. And the statement "May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation" is largely subjective and anecdotal. The decision to change the Annual Meeting of the Town's legislative body is of critical importance to the ideals of democracy and should be made with reliable and valid data.

## Discussion:

Becky Neville pointed out that there were 291 people here last night—if there's something interesting on the warrant people will come. She also pointed out that the budget timeline would be affected.

Christine Marlowe, Depot Rd. said that mid-April is tax season, school vacation, and there's a lot of religious holidays then. She was against the motion.

John Markiewicz echoed the sentiments of Christine.

Mr. Wagman said we shouldn't be asking this group about May vs. April since they could make it in May.

Jeff Miller said he would vote no. He distrusts small sample statistics. He also pointed out that tax season would impact attendance.

Tim Lundy Boxmill Rd. said that May is better for the students since they can play outside.

Cheryl Mahoney asked Ms. Bak what the data said. 228 surveys were received and a certain number mentioned the May timing as a problem.

### Action on Article 6: Motion failed.

## ARTICLE 7

**SENSE OF THE MEETING - THAT BOXBOROUGH IS "A RURAL ENGAGED COMMUNITY FOR ALL" AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

(Majority vote required; non-binding)

Vince Amoroso, member of the Board of Selectmen, moved that it be the sense of this meeting to adopt a non-binding resolution that Boxborough is "A Rural Engaged Community for All" and a Constitutional Community Committed to Preserving the Protections Afforded by the Bill of Rights and that it be resolved that:

1. None of Boxborough's public servants should use moneys, equipment, or personnel to assist in or facilitate the creation of a registry the purpose of which is to identify members of a religious group, except as required by federal or state law.
2. None of Boxborough's public servants should voluntarily comply with ICE immigration detainer requests except pursuant to a Judicial Warrant issued by a neutral magistrate on a finding of probable cause and/or an order of a court of competent jurisdiction.
3. None of Boxborough's public servants should use moneys, equipment, or personnel for the purpose of detecting or apprehending persons whose only violation of law is that they are persons of foreign citizenship present in the United States in violation of federal immigration laws, except as required by federal or state law.

4. This resolution is intended to be consistent with Boxborough's obligations under the United States Constitution, federal and state law, including 8 U.S.C. §§ 1373 and 1644; accordingly, this resolution shall be interpreted as to not violate any requirement of federal or state law. Should federal or state law change so as to give rise to a conflict with any provision of this resolution, such provision shall be of no further effect.

5. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the town of Boxborough, its officers, employees, or agents, or any other person.

6. Boxborough should continue to be **A RURAL, ENGAGED COMMUNITY FOR ALL**, and an inclusive jurisdiction that embraces, celebrates, and welcomes its immigrant and refugee residents and recognizes their contributions to the collective well-being of Boxborough.

### **Summary**

*Mr. Amoroso said that voluntary detention without Judicial Warrant by the Town of Boxborough of persons targeted by ICE detainer requests violates the rights guaranteed by the Constitution and the Bill of Rights. It could expose Boxborough to liability to persons wrongly detained, and cause some Boxborough residents and visitors to fear that they are no longer safe or welcome here. It is the current practice of the Boxborough Police Department NOT to voluntarily comply with ICE detainer requests absent a Judicial Warrant. The purpose of this Resolution is to make people aware of that practice, to show our support for the practice, and to express our intention that the practice should continue.*

### **The Board of Selectmen makes no recommendation on this article.**

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. A Town resident petitioned the Board to put this article on the Town Meeting Warrant. That request was posted in advance and resulted in the most well attended meeting we have had in years. Many Town residents expressed great interest in this matter at the meeting and in subsequent correspondence to the Board. As a result, the Board determined that it would be appropriate to place the Article on the Warrant in order to allow voters to fully discuss the matter at Town Meeting. In addition, the Board concluded that it could best foster open and honest discussion, and result in the most accurate sense of the meeting, if the Board refrained from making a recommendation.

### **The Finance Committee abstains (5-0).**

The Finance Committee abstains from taking a position on this article. The Board of Selectmen have chosen not to take a position and to permit Town Meeting to decide this issue, while the Finance Committee similarly believes it best to remain neutral, especially as there would likely be little or no financial impact to the Town.

Katie Neville moved to amend Article 7 by striking the words "except as required by federal or state law" from points 1 and 3 and to strike all the words after "Constitution" on point 4.

Ms. Kangas spoke against the amendment. She said that towns must accept state and federal law.

Diana Lipari spoke in favor. Need to stand up to tyranny.

Town Counsel said it was not clear that this wording would put Boxborough in violation of federal law.

A number of residents felt it was time for people to speak up against federal laws that are not right.

What are implications for town if passes this?

Moderator reminded meeting that this is a non-binding resolution.

Town Counsel said that he can't tell how this will play out – could be construed as against the president's order.

Could Boxborough lose funding? Possibly, but that portion of the law is stayed for the time being.

Peter Rock, Picnic Street, moved the question. Motion to vote now on the amendment passed by two-thirds, as declared by the moderator.

**Action on amended motion: Motion failed yes: 73 no: 160**

Discussion on main motion:

Becky thanked the Selectmen for putting the article on the warrant. There was much discussion for and against the motion. Those that were against said that Boxborough already is a welcoming community and the police do not go after undocumented immigrants. Many said that they were immigrants who came to America legally and they think others should too. Wrong to use our town as a tool of the "Resistance". They spoke that the United States is a nation of laws and immigration laws should be enforced.

Those in favor of the motion spoke about the many undocumented workers that do work that Americans won't do. Principle of America is equal treatment –undocumented not treated equally. They said many undocumented immigrants have been here most of their lives. Wrong to break up families.

Mr. VanRoggen moved the question. Motion to end debate carried by two-thirds, as declared by the moderator.

**Action on Article 7: Motion carried. Yes: 131 No: 114**

**ARTICLE 8 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH  
FY 2018 RESERVES**

(Majority vote required)

Dennis Reip, Chair of the Community Preservation Committee, moved to hear and act on the report of the Community Preservation Committee on the FY 2018 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2018 estimated annual revenues the sum of Five Thousand Dollars (\$5,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2018; and further, to reserve for appropriation from said estimated annual revenue:

Twenty-One Thousand Dollars (\$21,000) for open space, including land for recreational use,  
Twenty-One Thousand Dollars (\$21,000) for community housing purposes  
Twenty-One Thousand Dollars (\$21,000) for historic resources, and  
One Hundred Twelve Thousand Dollars (\$112,000) for a FY 2018 Budgeted Reserve;

all as recommended by the Community Preservation Committee.

**Summary**

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

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

\$21,000	<i>open space, including land for recreation use</i>
\$21,000	<i>community housing purposes</i>
\$21,000	<i>historic resources</i>
\$112,000	<i>FY 2018 budgeted reserve</i>

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

*“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.*

Mr. Reip made a presentation explaining what the Community Preservation Fund and the Community Preservation Committee were established, how a surcharge on real estate flows to the Fund and how money going into the fund must be allocated.

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen support the establishment of the reserves and the funds set aside for administrative expenses as proposed by the Community Preservation Committee.

**The Finance Committee recommends (5-0).**

This is a housekeeping article to establish the required reserves and the set aside for administrative purposes.

**Action on Article 8: Motion carried unanimously.**

**ARTICLE 9 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)**

(Majority vote required)

Mr. Reip moved to appropriate from the Community Preservation Fund Open Space Reserve the sum of Five Thousand Dollars (\$5,000) to be transferred to the Conservation Trust Fund, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$5,000	Transfer to the Conservation Trust Fund	Conservation Commission

**Summary and Recommendations**

**Summary**

*The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town’s Conservation Land. For the past 6 years, the CTF has been funded by an approval of an annual warrant article at Town Meeting with the money transferred from available free cash. This request for CPA funds is intended to continue the annual funding of the CTF with CPA funds instead of the previously requested non-CPA funds.*

**The Community Preservation Committee recommends.**

**The Conservation Commission recommends unanimously.**

Assigning CPA Funds to the Conservation Trust Fund (CTF) provides an immediate and dedicated source of money to pay for important Land Conservation activities when the need arises. Funding of the CTF is included in Boxborough2030 under Goal 1.3: Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors with Action

Item 1.3.1.5. calling for “a line item in the Town Meeting Warrant each year for the Town’s Conservation Trust Fund, to provide funding for land acquisition”.

A review of CTF expenditures over the past 5 years finds that all of the previous CTF expenditures would qualify as CPA-eligible. The transfer of CPA funds to Town Conservation Trust Funds is a common practice for towns with CPA. Examples of CPA towns making similar trust fund transfers include Acton, Ashland, Norwell, Harvard, Groton, Lincoln, Maynard, Stow, Hingham, and Northampton.

**The Board of Selectmen recommends unanimously (5-0).**

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 Town has approved this \$5,000 request each of the last six years, including Article 23 in the 2016 Warrant. At last year's Town Meeting, the Finance Committee recommended that future funding of these requests come from the Community Preservation Act monies. This year the Conservation Commission and the Community Preservation Committee have followed the recommendation of the Finance Committee. The Board of Selectmen supports the Commission in its request. It is consistent with the intent behind acceptance of the Community Preservation Act and will save the Town money by taking advantage of additional state monies that we receive each year in the Community Preservation Act fund.

**The Finance Committee recommends (5-0).**

This article provides funds for the Conservation Commission to pursue a number of activities and follows a recommendation by the Finance Committee last year that these should be funded by CPA monies.

**Action on Article 9: Motion carried unanimously.**

**ARTICLE 10 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING**

(Majority vote required)

Article	Amount	Purpose	Applicant
<b>10A</b>	\$3,025	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)	Boxborough Housing Board
<b>10B</b>	\$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board
<b>TOTAL:</b>		<b>\$40,675</b>	

**Motion on 10A - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)**

Ron Vogel, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Three Thousand Twenty-Five Dollars (\$3,025) to be transferred to the Affordable Housing Trust, for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018), as recommended by the Community Preservation Committee.

Mr. Vogel asked that Adam Duchesneau, Town Planner, speak to the article as follows:

*Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement among Boxborough, Bolton, Littleton, Stow, and Hudson. During calendar years 2014, 2015, and 2016, the services were provided by Metro West Collaborative Development, Inc. of Watertown, MA. Calendar year 2016 was the final year of a three-year Intermunicipal Agreement and RHS contract. All towns involved in the Intermunicipal Agreement are now temporarily operating under six-month independent contracts with Metro West Collaborative Development, Inc. until a new Intermunicipal Agreement and contract can be developed which aligns the contract years with future fiscal years.*

*The RHS collaboration helps Boxborough monitor affordable units, assess affordable ownership units, and resolve compliance violations. The services provided by the collaboration reduce the time that Town staff spends on routine matters. Also, a repository of project legal documents, which helps maintain proper procedures, was created, and assistance with refinancing, resales, and assessments is provided.*

*At the 2016 Annual Town Meeting, funding was appropriated for calendar year 2017 of the RHS collaboration. However, the new Intermunicipal Agreement and contract being compiled will align the consulting services for this program with the fiscal year cycle. A Request for Proposals (RFP) for the consulting agency that will provide these services beginning July 1, 2017 is being prepared. To reduce confusion, the new RHS contract and Intermunicipal Agreement will be aligned with the fiscal year cycle. In order to also align Boxborough's funding of the RHS with the fiscal year cycle, Community Preservation Act funding in the amount of \$3,025 is requested in this 2017 Town Meeting for the continuation of this collaboration in a new contract, more specifically for the second half of Year 4 (fiscal year 2018). Funding for the period July 1, 2017 through December 31, 2017 was provided via Article 8B approved at the 2016 ATM.*

**The Community Preservation Committee recommends.**

**The Housing Board recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

The Housing Board is responsible for monitoring and managing the town's affordable housing stock, whether ownership or rental. For the past three years, the Housing Board has used MetroWest Collaborative Development to do this work under a multi-town agreement, lowering our costs. This article will provide the balance of funds needed for a fourth year of contracted housing services. The remainder of funds will be provided from Article 8B approved at 2016 ATM. Due to differences in fiscal year timing between Boxborough and the regional provider, the Housing Board has used the Housing Trust as a pass-through for the mechanics of payment. This is complication we would like to eliminate by aligning the contract cycle with Boxborough's fiscal calendar. Approval of this article will provide the balance of funds needed for a full fourth year of services, and align the fiscal calendars for payment. Approval of this article will support the Housing Board's services needs for a fourth year and eliminate the need in future to use the Affordable Housing Trust pass-through mechanism.

**The Finance Committee recommends (5-0).**

This article provides continuing funds for the administration of the town's affordable housing, which is managed as part of a multi-town agreement.

**Action on Article 10, Motion 10A: Motion carried unanimously.**

### **Motion on 10B - Boxborough Rental Assistance Program (BRAP)**

Mr. Vogel moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Six Hundred Fifty Dollars (\$37,650) for the implementation of the Boxborough Rental Assistance Program (BRAP), as recommended by the Community Preservation Committee.

Mr. Vogel asked that Lauren Abraham, Community Services Coordinator, to speak to the motion.

*The Boxborough Rental Assistance Program (BRAP) was approved by the 2016 Town Meeting. It uses CPA funds to help seniors, disabled adults, and families with minor children reduce their rental burden. It targets households that have low incomes—175 households have incomes in the extremely low-income category (less than \$24,000/year)-- and helps households attain self-sufficiency. Although state and federal programs exist with much the same goals, such as the federal Section-8 Program or the Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.*

*In the past year, representatives from the Housing Board and Well-Being Committee developed eligibility requirements and ranking methods, established procedures to distribute assistance funds to landlords each month, and created an application review process that is objective and maintains applicant confidentiality. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.*

*In all, 22 applications were received. Eligible applicants were ranked and the six households with the highest ranking were assisted. 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 Acton-Boxborough Regional School System. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior citizen (age 60+) with limited income who will now be able to remain in their current homes. The Boxborough Community Services Coordinator remains in contact with the households that are being assisted.*

*We are pleased with the response to this program and are proposing an expansion of the program to funding levels that will enable us to assist 12 households with assistance of \$250 per month. The proposed budget is shown below:*

#### **FY 2018 BRAP BUDGET**

Cost Category	FY 2018
Direct Program Cost	\$36,000
Administrative Costs	\$1,650
Total	\$37,650

*The administrative costs represent only 4.4% of the total cost of the program, i.e., 95.6% of the program budget will be spent on actual rental assistance. The funding requested for FY 2018 administrative expenses is considerably less than that requested for FY 2017 (\$8,280). Thus far, the BRAP has spent only \$2,256 on non-rent expenses; the unspent administrative funds will be returned to the CPA. We anticipate expending the full*

*\$18,000 of direct rental assistance by September 2017. The reduction of administrative costs is primarily because much program development and all assistance-payment disbursement were done in-house. The reduced FY 2018 administrative costs are a result of the absence of program-development costs and a reassessment of the consultant's role.*

## **The Community Preservation Committee recommends.**

**The Well-Being Committee recommends unanimously.**

The Well-Being Committee unanimously supports expansion of the Boxborough Rental Assistance Program. Based on the number of applicants in the first year of the program, the committee is convinced that there is significant need for this type of transitional rental assistance in the community.

## **The Housing Board recommends.**

The modest assistance that has been provided to BRAP recipients has enabled unsafe automobiles to be repaired, courses to be taken, and healthcare to be afforded. The Housing Board believes that the BRAP is giving a helping hand to Boxborough residents who otherwise would not have been helped. The BRAP is entirely consistent with Boxborough2030, our new Master Plan.

**The Board of Selectmen recommends unanimously (5-0).**

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, initiated last year, has been an outstanding success. The Selectmen applaud the Housing Board's creativity and initiative to increase access to affordable housing through use of Community Preservation funds to support their rental assistance program.

### **The Finance Committee recommends (5-0).**

The Boxborough Rental Assistance Program was established with CPA monies last year, to provide temporary assistance to needy individuals and families in Boxborough. Given the impact of this program, the Finance Committee fully supports expanding the program this year, and is pleased to note the efforts in reducing the administrative overhead of the program.

## Discussion:

Walter VanRoggen asked whether any of the landlords would be raising rents. Ms. Abraham said that so far no rents have been raised.

Ted Kail asked what the two or three plan is—are there plans to go over 12 households. Lauren said that there are no plans to increase beyond 12.

### Action on Article 10. Motion 10B: Motion carried unanimously.

ARTICLE 11 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

<b>Article</b>	<b>Amount</b>	<b>Purpose</b>	<b>Applicant</b>
<b>11A</b>	\$10,000	Conservation of Historic Town Records	Town Clerk
<b>11B</b>	\$9,025	North Cemetery Restoration	Cemetery Commission
<b>TOTAL:</b>		<b>\$19,025</b>	

## **Motion on 11A - Conservation of Historic Town Records**

Alan Rohwer, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Ten Thousand Dollars (\$10,000), for the Conservation of Historic Town Records, as recommended by the Community Preservation Committee.

### **Summary**

*Preserving historic records is an obligation of all towns and cities in the Commonwealth. This request funds the third phase of a three-year project to preserve historic records of the Town. The first phase was completed in October of 2015 and the second phase is in process. The third phase includes deacidification, mending and reinforcement of paper as necessary, resewing, and rebinding. Additionally, each page will be photographed before rebinding and made into a CD for web access.*

**The Community Preservation Committee recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

This article represents year three of a three-year project to repair, rebound and renovate to ensure the preservation of public records as required under MGL Chapter 66, section 9. As explained in prior years, many of the Town's historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated. In some cases, the writing has become illegible. This initiative continues to ensure that vital information is preserved for future generations.

**The Finance Committee recommends (5-0).**

This is the third year of the project to preserve Town records as required by state law.

**The Historical Commission recommends.**

This is the concluding part of a multi-year project that has been very expertly and efficiently executed. It is a fine example of how historic preservation work should be done and we fully endorse its conclusion here.

**Action on Article 11, Motion 11A: Motion carried unanimously.**

## **Motion on 11B - North Cemetery Restoration**

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Twenty-Five Dollars (\$9,025), for the first phase of the North Cemetery Restoration, as recommended by the Community Preservation Committee.

### **Summary**

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

Becky Neville, member of the Cemetery Commission, made a presentation to show the area that would be included in the first phase.

**The Community Preservation Committee recommends.**

**The Cemetery Commission recommends (3-0).**

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

This is the first part of a multi-year project to restore the North Cemetery. The project is well-planned and will preserve and restore a significant historical feature of the town.

**The Historical Commission recommends.**

This is a worthy multi-stage project and in the best spirit of historical preservation. The project, as presented, appears to be well-defined and scoped. We hope this project is funded, along with future work to restore North Cemetery to the condition it deserves.

**Discussion:**

Walter Van Roggen asked if the work could be photographed before and after. Becky said that photographic documentation is planned.

Diana Lipari said that the cemetery had a fire and Jacob Littlefield's stone has the wrong date. Ms. Neville said they want to tackle the worst area first.

Jim Moss asked about the process of cleaning. Ms. Neville said that the contractor is working with stone specialists that know how to treat old stone.

Gary Kushner asked about the plan going forward. Becky said the first job is to clean them and reset them.

**Action on Article 11, Motion 11B: Motion carried unanimously.**

Mr. Fox moved that Town Meeting elect Vincent Amoroso as Temporary Moderator for the purpose of presiding over Article 12.

**Action on the motion: Motion carried.**

## **ARTICLE 12 COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES**

(Majority vote required)

Mr. Rohwer moved to appropriate from the Community Preservation Undesignated Fund Balance the sum of Thirty Thousand Dollars (\$30,000), to provide for design services for the preservation of the Steele Farm House as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$30,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

### **Summary**

*The Steele Farm Advisory Committee (SFAC) is seeking the sum of \$30,000 to contract the design and specifications for stabilizing the Steele Farm house and chimney foundations with fill in the basement, repair of the first-floor framing and sills, and preservation of the exterior of the farmhouse.*

*Last year an assessment of the house was conducted by Red Hawk Studio Architects. This study provided the SFAC with recommendations and estimates of what work is necessary, and the costs of that work to preserve the farmhouse. The largest cost identified was the work required to jack up the house and install a new concrete foundation under the building and chimney. The SFAC believes filling the basement with a suitable*

*material and leaving a crawl space under the first floor is the lowest cost, least disturbing solution. Reinforcing what is there and preserving the history of the house at a lower cost is a win-win situation.*

*The design work will provide the SFAC with the necessary drawings and specifications to obtain bids to complete this long overdue work to maintain and preserve the farmhouse.*

**The Community Preservation Committee recommends.**

**The Steele Farm Advisory Committee recommends.**

This appropriation will begin the process of preserving one of Boxborough's historical treasures, a living legacy of the Town's early days. Only a few buildings from this era remain standing, and this is the only one owned by the Town. Action is needed before the farmhouse suffers irreparable deterioration.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen recommend that the sum of \$30,000 be used from CPA funds for the design work associated with stabilizing the Steele Farm house and chimney foundations.

**The Finance Committee recommends (5-0).**

These funds will allow the Steele Farm Advisory Committee to plan the first stages for the preservation of the Steele Farmhouse. The plan to fill-in the basement will provide a significantly cheaper alternative to the previous study and assessment as a first step in this process.

**The Historical Commission recommends.**

The Commission supports the initial phase of plans for preservation of the farmhouse.

Ed Whitcomb, chair of the Steele Farm Advisory Committee, made a presentation to explain in detail what the money would be used for and why it was needed.

**Discussion:**

Diana Lipari asked if the building was original to the site. Yes. Has the basement been explored for historical artifacts. Mr. Whitcomb said that the area will be covered over in such a way as to be able to be excavated in the future.

Mr. Powers asked what the long term plan for the farm house is—both for use and costs. Ed said that this is just a first step is to keep the house from falling down while we figure out what to do. House is listed on the National Historic Register. He said the Historical Society is raising money and looking for grants.

Jim Moss said that he was a professional conservator and on the Steele Farm Advisory Committee. He said his first priority is "do no harm". Many suggestions on how to stabilize the farm were intrusive and not historical and not reversible. Filling in the basement is the best way.

Francie Nolde asked what year—1784. She would love to see the Steele Farm group come up with a vision of how to use the building. She'd like to see events.

Woman offered contra dancing as future event.

Jeanne Kangas, member of the Historical Society grants committee says that they are looking for grants that also would like to know the expected use of the building. Future use is up to the town and needs a thoughtful process.

Michael Toups asked about the other structures on the property. How are they? Ed said the barn is in good shape and the ice house could use some work.

**Action on Article 12: Motion carried by majority vote.**

## **ARTICLE 13 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**

(Majority vote required)

Ms. Bak moved to transfer from Free Cash 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 and last year we transferred \$62,500. We reduced the contribution rate to reflect the decreased direct liability that occurred 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 2018 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844. 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 2018 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 (6-0).**

The Finance Committee recommends this article to improve our position in the OPEB (Other Post-Employment Benefits) Trust fund. We are currently funding employee retirement through the operating budget, but over time this trust fund will help to cover the costs of these retirement packages for Town employees. There is a separate OPEB trust fund for ABRSD employees.

### **Discussion:**

Katie Neville asked why this is not in the operating budget? Mr. Kail said he would discuss with BOS. Mr. Fox asked Town Counsel if it had to be a warrant article. Counsel was not sure.

### **Action on Article 13: Motion carried unanimously.**

Mr. Fox moved to approve the fiscal consent agenda, articles 14 through 19, as printed in the 2017 Annual Town Meeting warrant under articles 14 through 19 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 8, 2017 Motions" handout.

### **Action on Articles 14 through 19: Motion carried unanimously.**

**ARTICLE 14 CLOSE COMPLETED ARTICLES TO GENERAL FUND\*\***

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Fifteen Thousand Five Hundred Sixty-Nine Dollars and Twenty-Five Cents (\$15,569.25) as voted by past Town Meetings, and indicated in the table printed in the 2017 Annual Town Meeting warrant under Article 14.

<b>Town Meeting/ Article #</b>	<i>Description</i>	<b>Amount</b>
ATM 2014, Article 21	Expanded Veterans Services	\$2,026.48
ATM 2014, Article 32	Community Services Coordinator	11,344.68
ATM 2016, Article 12	Soil Testing, 405 Middle Road	1,899.95
ATM 2016, Article 13	Borrowing Funds	298.14
		<b>TOTAL: \$15,569.25</b>

**The Board of Selectmen recommends unanimously (5-0).**

This is a regular practice, used to release unexpended prior years' appropriations to the General Fund so they are available for future appropriations by vote of town meeting.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends as this returns unexpended funds to the general fund for subsequent re-appropriation.

**ARTICLE 15 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2017, for the lease of the Fellowship Hall, to be used as a community center, and further to raise and appropriate the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240) for the purpose of funding the first year of the renewed lease for the period July 1, 2017 through June 30, 2020; and further that the FY 2018 budget for Department 196, Total Other – Facilities/Leases be increased by the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240).

**Summary**

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

**The Council on Aging recommends.**

**The Board of Selectmen recommends (4-0-1).**

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

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article for the reasons stated by the Board of Selectmen.

**ARTICLE 16 CABLE INFRASTRUCTURE\*\***

(Majority vote required)

To see if the Town will vote to appropriate the sum of Ninety-Six Thousand Dollars (\$96,000), 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 2018 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**

*Last year, Town Meeting authorized the establishment of a new Special Revenue Account for Appropriation for cable-related purposes. Appropriations from this account 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.*

*This article will be used to upgrade our cable infrastructure for televised and recorded meetings in the Grange Room together with related networking upgrades. These upgrades will continue a planned series of improvements to provide higher quality access to public meetings through televised and recorded proceedings.*

*The appropriations requested for operations and purchase of new equipment are summarized below.*

<i>LCTV Services</i>	<i>63,250</i>
<i>Contract Videographers</i>	<i>1,600</i>
<i>On-demand service</i>	<i>3,000</i>
<i>One UPS</i>	<i>4,850</i>
<i>One switch</i>	<i>1,300</i>
<i>Electrical infrastructure for Grange meeting room related to the cable improvements</i>	<i>\$22,000</i>
	<b><i>TOTAL: \$96,000</i></b>

**The Board of Selectmen recommends unanimously (5-0).**

This appropriation from the Cable Special Revenue Account will provide for ongoing video services contracted through Littleton Community Television for BXB-TV. These services support broadcasts and recordings of Selectmen's meetings, Town Meetings and selected special events. A portion of the funds will be used to upgrade the infrastructure. Because the funds come from the Cable Special Revenue Account, which must be used only for cable-related purposes, there will be no impact on tax bills.

**The Finance Committee recommends (5-0).**

Revenue from PEG Access and Cable Related Fund receipts help support the operations, recording and broadcasting of Selectmen meetings, selected special community events, and Town Meetings. To ensure continued coverage of these events, it is imperative to continue the funding of this operation. In addition, it is a great way to offer the Town these services while not tapping into tax funds, further alleviating the financial burden to tax payers.

**ARTICLE 17 PAYMENT OF A PRIOR FISCAL YEAR BILL\*\***

(Four-fifths vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirty-Nine Dollars and Seventy-Eight Cents (\$39.78) for the purpose of a paying an invoice from Quill and Press for a prior fiscal year.

**Summary**

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

*Stationery had been purchased from Quill and Press in 2015. There were sufficient funds available to cover the invoice when the expenses were incurred, and the invoice could have been timely paid had it been submitted promptly. A statement of account had mistakenly been sent to the Blanchard School administration office and the matter was only uncovered this past December.*

**The Board of Selectmen recommends unanimously (5-0).**

The vendor in question failed to provide a timely invoice for an expense incurred in FY 2016. This article will allow for the payment of that invoice.

**The Finance Committee recommends (6-0).**

The above-mentioned vendor failed to submit an invoice prior to the conclusion of FY 2016 for services rendered during that fiscal year. As a result, payment of the \$39.78 invoice must be approved by Town Meeting. Approval of this article will allow for that payment.

**ARTICLE 18 VETERANS MEMORIAL DESIGN STUDY\*\***

(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 procuring engineering/design services for a Veteran's Memorial.

**Summary**

*The Selectmen charged the Veterans Memorial Committee to provide them with a recommendation for the creation of appropriate memorials in town, which would foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; 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; honor selfless service; and provide the opportunity for the public to reflect on their rights and freedoms that they enjoy as citizens of the United States of America.*

*In the fall of 2016 the Committee began these efforts to develop recommendations that will determine whether multiple locations or one locale will be appropriate; 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).*

*This article would provide initial funding for engineering/design services to provide for construction plans for a veterans memorial park area(s). The amount sought is based on input provided by several Boxborough residents who are landscape design professionals and a consultant who specializes in engineering/design services for Veterans Memorials.*

**The Veterans Memorial Committee recommends.**

The Veterans Memorial Committee (VMC) strongly recommends this article. As stated in the summary, this fall the Board of Selectmen recognized the need to re-commit to honoring the sacrifices made by those who served in the defense of our freedoms and their families. Through the Veterans Memorial Committee's diligent efforts and with Town Meeting's support, we will be able to take this first step to move forward with the charge given to the VMC by the Town.

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen recommends based on due diligence the Committee has undertaken as reflected in the summary above.

**The Finance Committee recommends (5-0).**

The Veterans Memorial Committee has gathered information and advice from local design professionals and has narrowed its focus to a handful of possible sites where a memorial or memorials might be constructed. The initial engineering and design services provided for by this article's funding should give the Town the best information about its options for both design and placement.

**The Cemetery Commission recommends (3-0).**

**ARTICLE 19            SNOW AND ICE DEFICIT\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Fifty-Five Thousand Dollars (\$55,000) for the purpose of funding the Snow and Ice Deficit for the year ending June 30, 2017, and further that the FY 2017 budget for Department 423, Total Other, Snow & Ice be increased by the sum of Fifty-Five Thousand Dollars (\$55,000).

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

This article will provide the necessary funds to cover the deficit in the Snow & Ice account for the winter of 2016-17.

Mr. Fox moved to approve the fiscal consent agenda, articles 20 through 25, as printed in the 2017 Annual Town Meeting warrant under articles 20 through 25 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 8, 2017 Motions" handout.

**Action on Articles 20 through 25 Consent Agenda: Motion carried unanimously.**

**ARTICLE 20                    CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum the sum of Fifteen Thousand Dollars (\$15,000), to provide for the following capital equipment at the Town Hall.

	<b>Purpose</b>	<b>Amount</b>
<b>20A</b>	Replacement of Voting Booths	\$8,000
<b>20B</b>	Replace Hot Water Heater	\$7,000
<b>TOTAL:</b>		<b>\$15,000</b>

**Summaries and Recommendations****20A – Voting Booths****Summary**

*We currently have 32 voting booths that are mounted on 8-foot long plywood. Our voting booths were donated to the Town by the Boxborough Minutemen decades ago and are bulky and extremely heavy. The DPW Director has expressed his concerns about injury to the DPW workers setting up for elections due to the booths' unwieldy construction and weight. During the setup for the September state primary, the hinges of one of the partitions let go. A large piece of plywood fell to the ground, narrowly missing one of the worker's hands. In addition, the booths are not stand-alone. They must sit on top of 6-8' tables, which are dragged into place for every election. With the planned renovation of the Grange Hall and the refinishing/replacement of the hardwood floor, continuing to use these booths for voting would cause major wear-and-tear on the new floor. The new booths would be lighter, free-standing, accessible, easier to set up, and easier to store.*

**The Board of Selectmen recommends unanimously (5-0).**

This is an effort to modernize the current voting booths built and donated by the Boxborough Minutemen decades ago. The booths are difficult to handle due to size and weight and have served their useful life.

**The Finance Committee recommends (5-0).**

The current voting booths were originally donated to the Town by Boxborough Minutemen a few decades ago and have since outlasted their functionality and usefulness. Due to the size, weight, and deteriorating structures, it has come time to fully replace the 32 voting booths currently in Town inventory. As such, we support the proposed replacement of these voting booths.

**20B - Replace Water Heater****Summary**

*The Town Hall water heater was installed in 1990, and is well beyond its estimated twenty-year useful life. The Inspector of Buildings is recommending replacement of the water heater with four on-demand "tankless" energy efficient units to be placed in each of the three Town Hall washrooms and the "kitchen."*

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

The current water heater at Town Hall was installed in 1990 and has a life expectancy of roughly 20 years. Due to the age of this water heater and changes in the industry, the Town has identified a cost-efficient and energy efficient replacement that will be a great replacement for the current water heater. As such, we support the proposed replacement of the Town Hall water heater.

**ARTICLE 21                    INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW AND LIBRARY\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Five Thousand Six Hundred Dollars (\$5,600) to provide for the installation of secure wireless access points at the Fire Department, Department of Public Works and the Sargent Memorial Library.

**Summary**

*During the past several months, secure wireless access has been provided at the Town Hall and Police Department. Funding for this article will provide for the installation of a secure mesh (wireless) network which will enhance Boxborough's commitment to providing efficient and effective services under an open and transparent form of government. The wireless network will provide access to Town information resources and transmission of data to the public as well as provide secure high-speed access to the Internet for committee members and volunteers. Mobile access (phone, tablet, laptop, etc) to information from any municipal facility in Town will be made possible through a secure network. All consumer grade wireless access points dispersed across the network will be systematically removed (eliminating the current security risk they represent).*

*In addition to the benefits to the public, committee members and volunteers, town staff will be able to connect seamlessly and securely from any municipal facility in town.*

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

The purchase of the wireless access ports will provide the employees and residents of the Town easier access to the Internet including Fire, DPW and the Library. Access at Town Hall is greatly increasing productivity and we believe this will continue with the addition of these secure access points.

**ARTICLE 22                    POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE\*\***

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to transfer from Free Cash the sum of Forty-Nine Thousand Five Hundred Dollars (\$49,500) to provide for the following building repairs and maintenance at the Police station:

	Purpose	Amount	Comment
<b>22A</b>	Carpeting	\$10,500	Was last replaced in 2008 and was on the capital plan for scheduled replacement in FY 2017 (passed over). The carpets have been regularly maintained and cleaned; however, intense 24/7 traffic has worn them down past the state of repair. Replacing hallways, locker room, conference room and offices.
<b>22B</b>	Interior Lighting	\$15,000	Many of lights have failed beyond bulb replacement and several inoperative switches need replacement. We are seeking to replace fixtures with energy efficient LED lighting, which will likely provide for savings in our utility bills over time.
<b>22C</b>	Interior Painting	\$10,000	The interior paint is faded, stained or damaged in many places. Also, minor wallboard repairs are needed from years of constant (24/7) use.
<b>22D</b>	Duct Cleaning	\$6,000	Air Duct Cleaning refers to the removal of dust and contaminants within the ductwork. This includes the supply and return air ducts as well as the registers and diffusers in each room. Powerful vacuums are used to remove all dust and debris, preventing it from recirculating throughout the PD. This will create a cleaner and healthier working environment. By reducing allergens and irritants, it helps everyone breathe easier, improves air flow and provides for energy efficiency.
<b>22E</b>	Server/IT Room HVAC	\$8,000	The unit is located in the 911 data room that houses public safety servers, town-wide LAN and internet services. The server room AC runs 24/7 and requires continuous operation and full function at subzero temperatures. Since the HVAC unit was first installed in FY 2007, the amount of equipment in the data room has tripled. The equipment runs constantly, generates heat and must stay at a reasonable temperature to operate correctly. It is imperative to keep the equipment running smoothly in a temperate facility to ensure that we can continuously provide for the public safety needs of the community.
<b>TOTAL:</b>		<b>\$49,500</b>	

### 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. As noted above the duct cleaning will provide for a cleaner, healthier environment. The server room must be maintained in a temperate environment to ensure the continuous operations of the 911 and IT*

equipment. 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).**

The Board of Selectmen support these improvements for the reasons outlined in the summary above.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends these capital improvements for the police department. These capital improvements have been on the capital plan and it is recommended that these items be addressed immediately.

**ARTICLE 23 POLICE DEPARTMENT EQUIPMENT\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirteen Thousand Five Hundred Dollars (\$13,500) to acquire the following equipment for the Police Department:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>23A</b>	Office Furniture	\$5,000	To replace aged desks, chairs and conference table. We have been getting by with used office furniture awaiting this funding.
<b>23B</b>	Photocopier	\$8,500	Has become less reliable and parts are no longer readily available. It is beyond the DOR useful lifespan and was on the FY 2017 capital plan.
<b>TOTAL: \$13,500</b>			

Or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen support the replacement of this equipment for the Police Department.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends both these capital acquisitions for the police department. These items have been on the capital plan and it is recommended that these items be acquired as soon as possible.

**ARTICLE 24 FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Six Thousand Dollars (\$6,000) for the purpose of acquiring one replacement ruggedized tablet for the Fire Department.

**Summary**

*This proposed article is to replace one (1) 2010 ruggedized tablet for the Pumper (E-63). This was purchased as a refurbished unit, and is becoming less reliable as it approaches its suggested lifespan. In-vehicle computer technology has become an important tool to help firefighters and EMT's mitigate any problems they may*

encounter. This ruggedized tablet connects to Dispatch and has access to our Computer Aided Dispatch (CAD) site information database. It also provides an on-line chemical database for emergency personnel. The funding will also provide for miscellaneous bracketry and installation.

**The Board of Selectmen recommends (4-0-1).**

As noted in the summary, this article seeks to replace one, seven-year-old refurbished tablet which has reached its useful life. The tablet is currently used in the pumper truck. It connects to Dispatch and has access to a site information database. It also provides an on-line chemical database for emergency personnel. The tablet is an essential tool for emergency management personnel.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends this article to purchase one ruggedized tablet for the Pumper truck. The current unit is becoming unreliable and was originally purchased as a refurbished unit.

**ARTICLE 25 DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Ten Thousand Four Hundred Dollars (\$10,400) for the purpose of acquiring two new dumpsters, one for metal, the other for wood (non-metal).

**Summary**

*This article will fund two new open-top dumpsters that are used for bulk metal and wood/other recycling. The current dumpsters are quite old and have been repaired numerous times. It would be a waste of money and not feasible to continue repairing them. It is time for them to be recycled and replaced!*

**The Board of Selectmen recommends unanimously (5-0).**

This expense is on the capital plan.

**The Finance Committee recommends (5-0).**

This article will provide funds for the purchase of two dumpsters for the transfer station, replacing the current dumpsters that are beyond further repair. This is on the capital plan.

**ARTICLE 26 TOWN HALL EXTERIOR PAINT TOUCH-UP**

(Majority vote required)

Ms. Bak moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) to provide for touching up the exterior paint work at the Town Hall.

**Summary**

*Town Hall exterior paintwork is cracking and peeling. The requested appropriation will provide for necessary routine maintenance and touch-up of the paintwork. The newer section of town hall was painted in 2012; the older section was last painted in 2013.*

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (4-1).**

The majority on the Finance Committee recommends. The proposed project will cover both routine maintenance and touch-up needs to the exterior of Town Hall. By completing this work, we hope it will extend the life of the current paint job completed in 2012 & 2013.

The minority view of the Finance Committee is that the cost of \$10,000 for a touch-up is excessive for a building which was painted 4-5 years ago.

**Action on Article 26: Motion carried by majority vote.**

**ARTICLE 27                    SOUTH CEMETERY - STONE WALL**

(Majority vote required)

Becky Neville, Chair of the Cemetery Commission, moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of constructing a farmer's stone wall between the South Cemetery and the residential lot next door.

**The Cemetery Commission recommends (2-1).**

The Cemetery Commission is requesting the funding in order to build a stone wall between the South Cemetery and the residential house lot next door. The wall will be a farmer's stone wall (which will look like the existing stone wall around the rest of the cemetery) and will be between 350-400' long. The Commission believes it is necessary to define the cemetery boundaries because plots are now being sold in the eastern part of the cemetery.

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen recommend support of this article in order to ensure that the cemetery boundaries are clearly identified as plots are now being sold in the eastern portion of the cemetery.

**The Finance Committee recommends (5-0).**

This article will provide funds for the construction of a stone wall to demarcate the boundary of the South cemetery, adjacent to a residential lot. This will be in keeping with existing walls around the cemetery.

Katie Neville asked if Becky could give the minority opinion. Don Morse was the minority opinion and voted against because he was worried that it would be vandalized.

**Action on Article 27: Motion carried unanimously.**

**ARTICLE 28                    LIBRARY - REPLACE CARPETING**

(Two-thirds vote required)

Jennifer Campbell, chair of the Library Board of Trustees, moved that the sum of Ninety-Five Thousand Dollars (\$95,000) be and hereby is appropriated for the purpose of removing and replacing the existing carpet at the Sargent Memorial Library, 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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium

received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**The Library Board of Trustees recommends unanimously.**

The library carpeting is now 12 years old. The carpet, which is cleaned regularly, is now worn, permanently soiled, and frayed. Parts of the carpet edges are coming up, creating a tripping hazard.

By replacing the old carpet with carpet squares, we will be able to make future repairs to individual areas as needed, rather than replace the carpet throughout the entire building at once.

The amount requested will include the removal of existing carpeting, labor and materials for replacing the carpet, as well as costs associated with moving and storing library materials and furniture, including picking up the stacks and books, during the process.

The Library Trustees unanimously recommend this expenditure to maintain our investment in this important resource in our community. This replacement has been a part of the town's long term capital plan.

**The Finance Committee recommends (5-1).**

The majority on the Finance Committee recommends this article. Replacement has been on the Capital Plan since 2012 per the DOR seven-year replacement recommendation. And it has been moved ahead for the last 5 years. This is the original carpet and is many years overdue in being replaced.

The minority view is that even though replacement has been in the capital plan for several years, the carpet seems to be in good condition overall. The carpet, in its current condition, does not appear to negatively impact patrons' experience in the library (aesthetics), nor does it impede their use of library services.

Becky asked if they looked at rubber tile? Jennifer thought the aesthetics would argue against rubber tile. How long will the library be closed? The estimate is 2 weeks.

Jim Moss asked about change over 12 years—will squares be replaceable? That was discussed with vendors. He asked if they would stock up on extra squares.

Molly Wong said that changing the carpeting it would allow the layout of the library to be changed over time.

Carol Gutierrez asked if they had seen this carpeting in other libraries. They plan to see libraries with the squares.

**Action on Article 28: Motion carried by two-thirds majority, as declared by the moderator.**

**ARTICLE 29                    INFORMATION TECHNOLOGY**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Ninety-One Thousand Four Hundred Dollars (\$91,400) to provide for the following information technology upgrades and equipment:

<b>29A</b>	Hardware Upgrades	\$31,400
<b>29B</b>	Town Facilities Access Control System	\$60,000

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>29A</b>	Hardware Upgrades	\$31,400	This will provide for the replacement of seven desktop computers, one switch and one Town Hall server.
<b>29B</b>	Town Facilities Access Control System	\$60,000	This will provide automated access to all town buildings, excluding the Police department, which is currently operating under this system. The system will ensure that only <u>current</u> employees and chairs of committees, boards or commissions have access to the building during non-business hours.
<b>TOTAL: \$91,400</b>			

### **Summary**

*The Capital Plan has been updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our equipment. We are seeking to replace PC's that were placed in service in 2010 and 2011 as well as a network switch at Town Hall and the server that houses the Assessing system that was placed in service in 2007.*

*This article will also fund the deployment of a town-wide monitoring and access control system for all town buildings, except the Police department: Town Hall, Fire Station, 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.*

*An 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 most card-reader equipped doors.*

### **The Board of Selectmen recommends unanimously (5-0).**

The proposed hardware upgrades are part of the town's normal and regular IT equipment refresh cycle and have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen, the department heads, and Guardian Information Technologies, our IT consultant and services provider.

The access control system will improve the town's ability to provide a safe and secure environment for employees, volunteers and visitors to town facilities, as well as equipment. The basement of the museum now houses a portion of the new public safety radio system, and additionally is being utilized to store town records and archives. These assets should also be protected with an access control and monitoring system especially since the museum is not normally staffed.

A previous version of this article was brought to Town Meeting in May 2016, asking for \$45K to fund an initial phase of deployment at only town hall and the public safety facilities. The discussion at Town Meeting in May 2016 indicated support for such a system but that it should be deployed across all town buildings. This was also the recommendation of the Finance Committee. The increased funding to \$60K under this article will permit deployment at all buildings including the library and museum.

**The Finance Committee recommends (6-0).**

A. Hardware and Software Upgrades

These hardware upgrades will replace various PC's utilized by Town staff that were originally purchased in 2010 & 2011. In addition, this article will purchase a network switch at Town Hall and server that supports the Town's Assessing system that has been in usage since 2007. We feel this is an appropriate investment in the Town's IT infrastructure and hardware systems.

B. Town Facilities Access Control System

Currently, Town Hall, Fire Station, DPW, Library and Museum are all accessed by physical keys to authorized individuals under a master key system. This has led to challenges in keeping an accurate inventory of keys issued to various Board's, Committees, and staff members. To avoid this liability, this article proposes replacing the current system with an IP-enabled access control system that will utilize RFID cards for access. Access to the previously mentioned Town facilities will be given by card readers that query the card presented and ensure access authorization has been given to the individual using their card. This will eliminate current concerns with key inventory and allow the Town more control of person to person access.

Dave Follett, Cobleigh Rd., asked how this is a cost savings? Mr. Fox said that the cost is more administrative time keeping track of keys. Police are already doing it. Mr. Follett wondered if there had been unauthorized access in town buildings? No. He felt it was very expensive. What problem is being solved. Mr. Fox thought it would be more convenient.

John Markiewicz, Patch Hill Rd., spoke against the motion. Keys and locks are cheap.

Michael Toups asked if PIN's would be required. No. What does the new system buy you?

Dick Wagman says that if we have one disgruntled person leave, we can just devalidate the key.

Mary Brolin said that the cards can be programmed for times –it would be helpful for the library. Right now trusting people to return the key.

**Mr. Markiewicz moved to divide the question. Motion passed.**

**Action on Motion 29A, Article 29: Motion to transfer from Free Cash the sum of Thirty-One Thousand Four Hundred Dollars (\$31,400) to provide for hardware upgrades carried.**

Discussion on 29B:

Tom Horsky Depot Rd. asked if the card was tied into a security monitoring system. Mr. Fox asked the chief to address the issue. The chief said that it was monitored at the police station. Dispatch opens the door.

Heather Fleming, Depot Rd., there's more things that can go wrong with a card. Nothing can go wrong with a key.

Carolyn Gutierrez was in support.

Michael Toups asked how the key would work after hours. Card keys can be issued temporarily to board members. Dispatch can make sure it's locked. System can be programmed to keep door open for a certain amount of time.

Will Neville moved the question. Motion to vote now carried unanimously.

**Action on Motion B, Article 29: Motion carried. Yes: 62 No: 32**

Moved and seconded to adjourn Annual Town Meeting to 7pm Thursday, May 11.

**May 11, 2017**

Moderator John Fallon called the meeting to order at 7:00pm.

**ARTICLE 30 POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND MAINTENANCE**

(Two-thirds vote required)

Mr. Barrett moved that the sum of Eighty-Five Thousand Dollars (\$85,000), be and hereby is appropriated for the purpose of repaving the parking lot and providing for landscaping improvements at the Police Station, 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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Summary**

*The pavement is failing and is original to the building. This work was passed over in 2012 when other town facilities were done. Additionally, the area around the generator needs regrading as snow melt causes an ice hazard all winter. This project is expected to cost \$75,000.*

*This article also requests funding for landscaping improvements, which have been estimated at \$10,000. The shrubs in front of the PD and along the visitor parking lot are original to the building (1989). Overgrowth, ice and snow damage, along with incorrect pruning have contributed to disease and general unattractiveness of our shrubs. The benefits of well-placed trees and shrubs can reduce energy consumption during the hot summer months as well as reduce storm water runoff, erosion and flooding.*

*The grass/lawn areas around the building are extremely poor. Lack of regular maintenance has left poor and compacted soil that is infested with weeds and insects. In many places the soil won't even support weed growth. Aside from aesthetics, lawns act as natural filters taking up dust, pollutants, and particulate matter from the air and water. A healthy lawn will help with drainage, prevent erosion and insect infestation.*

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen support this article for the reasons outlined in the summary above.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends both these building and grounds capital improvements. The parking lot repaving has been on the capital plan since 2012 and is in need of repair given the level of deterioration. Therefore, the Finance Committee recommends this capital investment.

Becky Neville asked about the grounds maintenance. Mr. Ryder provided a response.

Walter VanRoggen asked how it fits in with the new building project. Mr. Ryder said the police department is the lowest priority and it may be a number of years—5 or more-- before a new or renovated building. Have to maintain what we have till then.

Owen Neville asked about the landscaping costing \$10,000 because things have been maintained poorly. Maybe it's a terrible area for a lawn. He's against spending that for landscaping. And questioned why it wasn't combined with Fire.

**Action on Article 30: Motion carried by two-thirds as declared by the moderator.**

**ARTICLE 31 FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT**

(Two-thirds vote required)

Ms. Bak moved that the sum of Ninety Thousand Dollars (\$90,000), be and hereby is appropriated for the purpose of repaving the parking lot at the Fire station, 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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Summary**

*The requested appropriation will provide for repairs to and repaving of the Fire station parking lot, including associated regrading and drainage work. The paving at the Fire station is in very poor condition, rendering travel and maintenance difficult. More importantly, the sunken ruts in front of the apparatus bays cause poor drainage and safety risks. This project would enable us to regrade the driveway and parking lot to allow for better management of storm water, keeping it away from the building, while also providing for a smooth and sound driveway / parking area.*

**The Board of Selectmen recommends (4-0-1).**

The surface of the parking lot is in poor condition. The ruts in front of the apparatus bays cause poor drainage, safety risks and potential damage to equipment. While the Boxborough Building Committee is currently studying various sites for a new Fire Department, their recommendations, proposals and a vote on those recommendations at ATM, in all likelihood is years away from fruition. Under the circumstances, we need to make the necessary repairs to the parking lot. The Board of Selectmen asks that you support this article.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article to repave the fire department parking lot including some reshaping of the slope and to provide berms where required. The parking lot has not been repaved in many years and is past due. While we understand that long term there could be changes in the usage of the facility, the parking lot is at the point where the Town needs to make the investment. The parking lot is also used as overflow for the Blanchard school and safety is always something to be monitored and acted upon.

**Action on Article 31: Motion carried by two-thirds, as declared by the moderator.**

**ARTICLE 32 FIRE DEPARTMENT EQUIPMENT**

(Majority vote required)

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>32A</b>	Mobile and Portable Radios	\$26,000	The Fire Department needs to replace its current outdated/discontinued two way radios: 5 mobile units and 14 portable radios. These radios are unreasonable to repair and are beyond their suggested lifespan and are becoming less reliable. The requested funding would also provide for miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the radios.
<b>32B</b>	Public Safety Radio Upgrade - Continuation	\$100,000	The funding would enable the continuation of an integrated communications network for the Fire Department. The recently installed Fire Department radio system still experiences a lack of coverage throughout the town. The project includes upgrading the existing towers at Swanson Road & Hager site with new UHF radio simulcasting transmitter/repeaters to improve coverage and provide failsafe redundancy.
<b>TOTAL: \$126,000</b>			

**Motion on Article 32A: Mobile and Portable Radios**

(Majority vote required)

Ms. Bak moved to transfer from Free Cash the sum of Twenty-Six Thousand Dollars (\$26,000) to provide for the replacement of mobile and portable radios at the Fire Department.

This article seeks to replace five (5) mobile and fourteen (14) portable two-way radios. The radios are 10-15 years old, obsolete and beyond their useful life. The replacement cost includes, batteries, clips and chargers.

**The Board of Selectmen recommends (4-0-1).****Action on Article 32A, May 11, 2017: Motion carried unanimously.**

Article 32B was taken out of order and voted on May 9.

**Motion on Article 32B - Public Safety Radio Upgrade – Continuation**

(Two-thirds vote required)

Ms. Bak moved that the sum of One Hundred Thousand Dollars (\$100,000), be and hereby is appropriated for the purpose of providing for the continuation of an integrated communications network for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of

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

In May 2014, the Town voted funding in the amount of \$415,194 to upgrade existing radio towers on Swanson Road and at the Hager site with new UHF/VHF radio transmitter/repeaters and to install a transmitter/repeater unit at Middle Road. The upgrade and installation solved most problems associated with communications by the Police Department. However, because of the forty-five (45) foot zoning bylaw height restriction, the transmitter/repeater unit on Middle Road did not provide adequate coverage for the northeast area of the town including Liberty Square Road, Depot Road, Sargent Road, upper Hill Road and Central Street. Currently there is limited transmission coverage to this area of town.

This article seeks funding to correct the existing problems of inadequate coverage and dead zones so that the Fire Department can safely communicate with dispatch, police and mutual responders. The plan is to replace/upgrade the Hager cell site UHF antenna and transmission cable, swap out the current single transmitter/repeater equipment at Swanson and Hager and replace it with an upgraded simulcasting transmitter/repeater, so that both sites will be "talking and listening" sites. Currently, Swanson and Hager are only "listening" sites. The Middle Road site will be changed to a "listening" only site. The vendor we're working with has agreed to give us a partial credit for the equipment swap. This new equipment also includes a backup system (fail safe redundancy) in the event of a power outage, lightning strike or some other unforeseen event.

For the safety of residents and first responders, the Board of Selectmen asks that you support this article. Ms. Bak asked that Fire Chief Randy White speak to the motion. Mr. White provided a summary of what has been done so far on radio improvements and what is planned assuming a positive vote of town meeting. He described coverage issues and how they would be addressed.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article to greatly improve the Town coverage by the Fire department. The original design of the communications system depended on an 85-foot antenna at the corner of

Middle and Hill Road (close to the highest point in Town if not the highest point). Through a series of meetings, the tower height was reduced to 45 feet or the maximum height allowed by Town bylaw. The communications budget was approved and the installation occurred. We have now found that the outer 4 corners of Town are not being covered. Computer simulation is showing that by changing the design from one talk/listen station at middle road to a simulcast system between Swanson and the Hager property that the Town coverage will be just about fully covered. The mobile and portable radios are reaching their end of useful working life and need to be replaced.

Discussion:

John Treacy, Depot Rd. asked if there was a possibility of interference. No.

Frank Hubley, Old Harvard Rd., had a number of technical questions. He said he was in support of improved coverage, but questioned the need for simulcast technology. He thought it was too expensive. Mr. White asked the consultant to speak to the questions.

Maria Neyland, Picnic St., asked if the system would do what you need it to do? Yes.

**Action on Article 32B, May 9, 2017: Motion carried by two-thirds majority, as declared by the moderator.**

	Purpose	Amount
<b>33A</b>	Update Radio Equipment	\$50,000
<b>33B</b>	Six-Wheel Combination Dump Truck/Spreader	\$210,000
<b>33C</b>	One-Ton F550 Truck	\$60,000
<b>33D</b>	Re-Furbish 1996 Loader	\$20,000
<b>TOTAL:</b>		<b>\$340,000</b>

**Article 33A was taken out of order and voted on May 9.**

**Motion on 33A - Update Radio Equipment**

(Two-thirds vote required)

Mr. Fox moved that the sum of Fifty Thousand Dollars (\$50,000), be and hereby is appropriated for the purpose of providing for updated radio equipment at the Department of Public Works, 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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Summary**

*This article will fund the upgrade of the DPW radio system substantially as described in Article 34 May 2016 ATM except that only one transmitter will be located at the Hager Well site, reducing the complexity and cost of the previously proposed so-called "simulcast" design employing multiple transmitter/repeaters. The estimate of \$50,000 is based on a vendor quote. Compared to last year's request of \$95,000 this article represents a savings of \$45,000. The repurposing of former Police Department repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the current estimate.*

*The DPW currently operates a 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 will fund replacement of the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and DPW 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. The new system will include a VHF transmitter at the Hager site, 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 Board of Selectmen recommends unanimously (5-0).**

The DPW radio system is 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 where coordination among Police, Fire and DPW is essential to safe and efficient operations.

**The Finance Committee recommends (5-0).**

This article will provide funds to replace what is effectively an obsolete system used by the DPW. The plan represents a significant saving on the proposal that was rejected by ATM in May 2016.

Discussion:

Dick Wagman, Leonard Rd., asked why the needs of DPW were different from Fire. Mr. Fox said that communication for Public Safety purposes is more critical.

Action on Article 33A, May 9, 2011: Motion carried unanimously.

**Motion on 33B - Six-Wheel Combination Dump Truck/Spreader & 33C - One-Ton F550 Truck:**

(Two-thirds vote required)

Mr. Fox moved that the sum of Two Hundred Seventy Thousand Dollars (\$270,000), be and hereby is appropriated for the purpose of providing for the following equipment at the Department of Public Works:

<b>33B</b>	Six-Wheel Combination Dump Truck/Spreader	\$210,000
<b>33C</b>	One-Ton F550 Truck	\$60,000

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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Summary on 33B**

*This will replace a 2001 Chevrolet 10-ton dump truck with salt spreader that has 40,000 miles on it and is badly corroded. We have been experiencing increasing mechanical problems with the current truck. The proposed new truck will have a stainless-steel body with deicing tanks.*

**The Board of Selectmen recommends unanimously (5-0).**

This procurement is on the capital plan and is necessary to ensure we can operate reliably next plowing and salting season. We expect the new truck with stainless steel body will last longer than previous painted steel models.

**The Finance Committee recommends (5-0).**

This will provide funds for a replacement truck for salting and plowing to replace the current truck that is unreliable. This purchase is in the capital plan.

### **Summary on 33C**

*This article will fund purchase of a one-ton truck with the normal accessories including radios. This purchase is on the capital plan for FY 2018.*

*The one-ton trucks are the workhorses of the DPW. They are each fitted with a plow and a dump body and a rear hitch to pull the equipment trailers. Each road crew on mowing, brush or tree detail uses one of these trucks. We normally operate with three trucks after the oldest truck has been sold at surplus auction. After new trucks are purchased, the two newest of the fleet are in active use with the oldest of the three kept as a spare. We need three one-tons to operate with full crews plus a spare.*

*This purchase will replace the truck that was sold at surplus auction. Following our normal practice a 2007 truck would have become our third and oldest one-ton after this new purchase. In February, due to a freak mechanical failure, the 2007 caught fire and burned, resulting in a total loss. Together with the insurance settlement and use of the reserve fund, we have replaced the burned truck, but are still short one truck. With purchase of a new truck with this article, we will have a full fleet of three one-tons. Since the burned truck replacement will also be new, we will be able to push out the capital plan schedule for replacement of the next one-ton.*

### **The Board of Selectmen recommends unanimously (5-0).**

This truck purchase is necessary to maintain our one-ton truck fleet strength. It is on the capital plan.

### **The Finance Committee recommends (5-0).**

This purchase is on the capital plan and will allow the DPW to maintain their full strength of trucks for everyday use.

### **Action on Articles 33B & C: Motion carried unanimously.**

### **Motion on 33D - Re-Furbish 1996 Loader**

(Two-thirds vote required)

Mr. Fox moved that the sum of Twenty Thousand Dollars (\$20,000), be and hereby is appropriated for the purpose of re-furbishing the 1996 loader at the Department of Public Works, 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 sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

### **Summary**

*This article will fund work to refurbish the 1996 John Deere Model 344G loader. Although it is a 1996 model, this loader has relatively low hours and is in excellent mechanical condition. We expect at least 10 more years of useful life provided we keep up with regular maintenance. The next scheduled maintenance on the capital plan is in FY 2022. This article will fund maintenance and repairs on the cab and doors, seats, bucket and*

*booms, and various other items including sandblasting and painting. This expenditure is on the capital plan with a cost based on a vendor estimate.*

**The Board of Selectmen recommends unanimously (5-0).**

This is the older of two DPW loaders. The \$20,000 cost to refurbish it is necessary equipment maintenance required to protect a valuable DPW resource. For comparison, the newer DPW loader was purchased in 2016 for about \$180,000. This article expenditure is a sensible investment in protecting capital equipment.

**The Finance Committee does not recommend (5-0).**

The Finance Committee believes we should await a new DPW Director to put in place a strategy for replacement or refurbishment of the loader. This could be further reviewed at a subsequent Town Meeting.

**Discussion:**

Nancy Fillmore asked about the loader. She said if the loader was necessary for next winter how would we get the roads sanded.

Dave Follett said that a 30 or 40-year lifespans is not unreasonable for this equipment if properly maintained.

Cheryl Mahoney asked whether it was on the capital plan. Yes, it is, but the FinCom wanted to delay the maintenance so the new director could make the decision.

Vince Amoroso said the new DPW director doesn't own the asset, the town does and needs to maintain it.

Peggy Carver, Avebury Circle asked about the details of the equipment—are there safety concerns? Mr. Fox asked that the foreman of the DPW Scott Dowdy speak. He said there were some safety concerns.

Frank Powers said that the Building Committee said that from an equipment perspective, DPW is the number one priority.

Anne Canfield moved the question. Motion carried unanimously.

**Action on Article 33D: Motion carried by two-thirds, as declared by the moderator.**

**ARTICLE 34 DEPARTMENT OF PUBLIC WORKS - ROAD PAVING**

(Two-thirds vote required)

Mr. Fox moved that the sum of Three Hundred Thousand Dollars (\$300,000), be and hereby is appropriated for the purpose of paving roadways in Boxborough, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**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 town roads. 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.

The road projects the DPW would like to address in FY 2018 are:

Road	Estimated cost
Robinson Road	\$300,000
Burroughs Road (eastern portion from Mass. Ave. to Stow Road)	\$300,000
Hill Road paving and guard rail	\$870,000
Joseph Road	\$210,000
Emanuel Road	\$90,000
<b>Total cost estimate</b>	<b>\$1,770,000</b>

The estimated cost of these projects is about \$1,770,000. We have on hand \$1,082,500 available from prior appropriations and balance of prior year's Chapter 90 monies. We estimate we will receive about \$200,000 in FY 2018 Chapter 90 funds, giving us about \$1,282,500 for FY 2018 projects. The additional \$300,000 requested in this article would make available total funds of \$1,582,000. This would enable completion of a substantial portion of the current priority projects. The DPW will work with the contractor to plan the most advantageous and maximum use of these funds. We would like to complete whole road sections where possible and minimize the amount carried forward for FY 2019 projects. We intend to use a multi-year bid process for Chapter 90 funds to get more favorable pricing, greatly reduce the Ch90 administrative overhead, and allow the work to proceed more efficiently.

Road paving requests are 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 (6-0).**

There is a significant backlog of road paving work outstanding, and despite concerns about the administrative load in handling a large number of projects, the Finance Committee believes that approving this article will allow most of the priority repaving projects to be completed before next winter.

Dick Wagman asked about the paving plan and why we had to pay so much.

Rita Grossman asked how the roads were picked—judgment of DPW director.

Katie Neville asked to have it built into the budget.

Marjorie Kamp Old Orchard Lane asked about coordination with utilities so that newly paved roads don't get immediately torn up.

Hugh Fortmiller asked if repair and rebuilding of shoulders is included. Hugh asked to add white lines to the edges of the roads. Make them easier to navigate at night.

**Action on Article 34: Motion carried unanimously.**

**ARTICLE 35 DEPARTMENT OF PUBLIC WORKS - REPLACE GARAGE ROOF (OLD SIDE)**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of replacing the roof on the "old" side of the DPW garage.

**Summary**

*This article will fund replacement of the oldest half of the DPW garage roof which is original dating from 1970. At 47 years, it is well past expected life and is leaking. This expenditure is on the capital plan with a cost based on a vendor estimate. This work will be put out to bid.*

**The Board of Selectmen recommends unanimously (5-0).**

This is necessary building maintenance work and is on the capital plan.

**The Finance Committee recommends (6-0).**

The Finance Committee recognizes the need to replace this original section of the roof on the DPW building, and the project is on the capital plan. There is concern at what seems to be a relatively high cost for something that has a potentially short life, but we believe that due diligence during the bidding process could significantly reduce this cost of this project.

**Action on Article 35: Motion carried unanimously.**

**ARTICLE 36 MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit.

**Summary**

*The United States Environmental Protection Agency (EPA) has promulgated regulations to protect the waters of the United States from pollutants introduced by runoff from roads and construction sites. In Massachusetts, this will be implemented via the issuance of municipal permits under authority delegated to the Massachusetts Department of Environmental Protection (Mass DEP). The new permit rules become effective July 1, 2017, and there is limited time to begin the permit filing process. All municipalities are impacted and all are required to comply by obtaining permits. The permitting process is complex and beyond the capabilities of our town boards and staff. It amounts to an unfunded mandate. This article will fund the work we are required to do in FY 2018.*

*Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), and then often discharged, untreated, into local water bodies. An MS4 is a conveyance or system of conveyances that is:*

- *Owned by a state, city, town, village, or other public entity that discharges to waters of the United States,*
- *Designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),*
- *Not a combined sewer, and*
- *Not part of a sewage treatment plant, or publicly owned treatment works (POTW).*

*On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 Small MS4 Permit) that covers "traditional" (i.e., cities and towns) and "non-traditional" (i.e., federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remains in effect for authorized operators until operators are authorized under the 2016 MS4 General Permit. The 2016 Massachusetts Small MS4 General Permit was signed April 4, 2016 and will become effective on July 1, 2017. The final Massachusetts Small MS4 General Permit establishes Notice of Intent (NOI) requirements, prohibitions, and management practices for stormwater discharges from Small MS4s in Massachusetts. The final Massachusetts Small MS4 General Permit reflects modifications to the draft Small MS4 General Permit released for comment on September 30, 2014 and replaces the 2003 Small MS4 General Permit for MS4 operators within the Commonwealth of Massachusetts.*

*There are a number of requirements to be met to achieve and maintain compliance with the Small MS4 General Permit including the submission of a Notice of Intent (NOI) by September 29, 2017; development of a Stormwater Management Program Plan; public outreach, education, involvement, and participation; illicit discharge detection and elimination; construction site runoff control; post-construction site control; pollution prevention; and annual reporting. Town staff does not have the expertise or capacity to handle all aspects of the requirements for this mandatory permit to achieve and maintain compliance, and therefore an outside consultant is needed to assist with this task.*

**The Board of Selectmen recommends unanimously (5-0).**

The US Environmental Protection Agency has issued regulations governing municipal systems for management of stormwater and sewerage. The intent is to protect drinking water and the waters of the United States by insuring that sewerage and stormwater are handled in separate systems, not comingled. Implementation is via master permits issued by the EPA to the states. In Massachusetts, the responsible permitting authority is the Mass Department of Environmental Protection. The net result is that all municipalities in the Commonwealth must apply to the DEP for Permits for their "Municipal Separate Storm Sewer System", hence "MS4 Permit".

Mr. Fox asked Adam Duchesneau, Town Planner, to provide an overview of the MS4 Permit. He presented a number of slides with a definition of MS4 and the purpose and details of the permit. He explained that it was an unfunded mandate from the state with which we must comply. There are civil penalties for not complying. He said that he believed that Boxborough's financial and administrative burden would be light.

**The Finance Committee recommends (5-0).**

The Finance Committee originally did not recommend this article primarily due to the dollar amount identified. After learning more about the program and realizing the unlikelihood of getting a waiver, the FinCom re-voted the Article in favor of recommending.

George Krusen, Depot Road, gave some history on water pollution control in the state. Massachusetts was a leader. He was pleased to see runoff from town roads is being tackled.

Dick Wagman asked what are the goals of the program? Mr. Duchesneau said the goal is to improve water quality in streams, rivers, wells, etc.

**Action on Article 36: Motion carried unanimously.**

**ARTICLE 37                    RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND**

(Two-thirds vote required)

Mr. Reip moved to authorize the Board of Selectmen to release, upon such terms and for such consideration as the Board of Selectmen shall determine, that certain access easement held by the Town in the property known as 120 Cobleigh Road in the location depicted as "50 Ft. Wide Right of Way" on that plan recorded with the Southern Middlesex Registry of Deeds as Plan 609 of 1974, and conveyed to the Town pursuant to that deed recorded with said Registry in Book 12938, Page 145; and further to authorize the Board of Selectmen to acquire, for conservation and passive recreation purposes by gift, purchase, or eminent domain, and upon such terms and for such consideration as the Board of Selectmen shall determine, a portion of the property at 120 Cobleigh Road of approximate area and location as depicted on a plan entitled "Plan of Land, 120 Cobleigh Road, Boxborough, MA; prepared for: The Town of Boxborough & David R. and Pamela L. Follett;" scale: 1"=40', dated: March, 2017, a copy of which is on file with the Town Clerk, such land to be held in the care, custody and control of the Conservation Commission pursuant to G.L. c.40, §8C.

## **Summary**

*The Conservation Commission proposes that the Town release an existing and unused easement in exchange for a gift of land on the same property. The new gift of land is located such that it will provide a direct connection between the existing Town-owned Hager Land and the nearby recently conserved Inches Woods Land. Inches Woods is owned by the Boxborough Conservation Trust with the Town holding a permanent Conservation Restriction. The intent of acquiring the gifted land is to connect and extend the trail network from the Hager Land to the new (and future) trails on the Inches Woods Land. The existing easement to be released was established circa 1974 as part of the original Cobleigh Road subdivision and serves no practical purpose today. Conserving the proposed gift of land and extending the trail network is consistent with the goals and objectives of the Town's Open Space and Recreation Plan and Boxborough2030.*

### **The Conservation Commission recommends.**

The proposed release of easement is in exchange for a new gift of land to the Town that allows for connectivity and the extension of the existing trail network on the Hager Land over to and through the newly acquired Inches Woods conservation parcel (owned by the Boxborough Conservation Trust). This is a beneficial deal for the Town that permanently conserves land and is a great example of cooperation between the Town, a private land trust (the BCT), and land owner.

### **The Board of Selectmen recommends unanimously (5-0).**

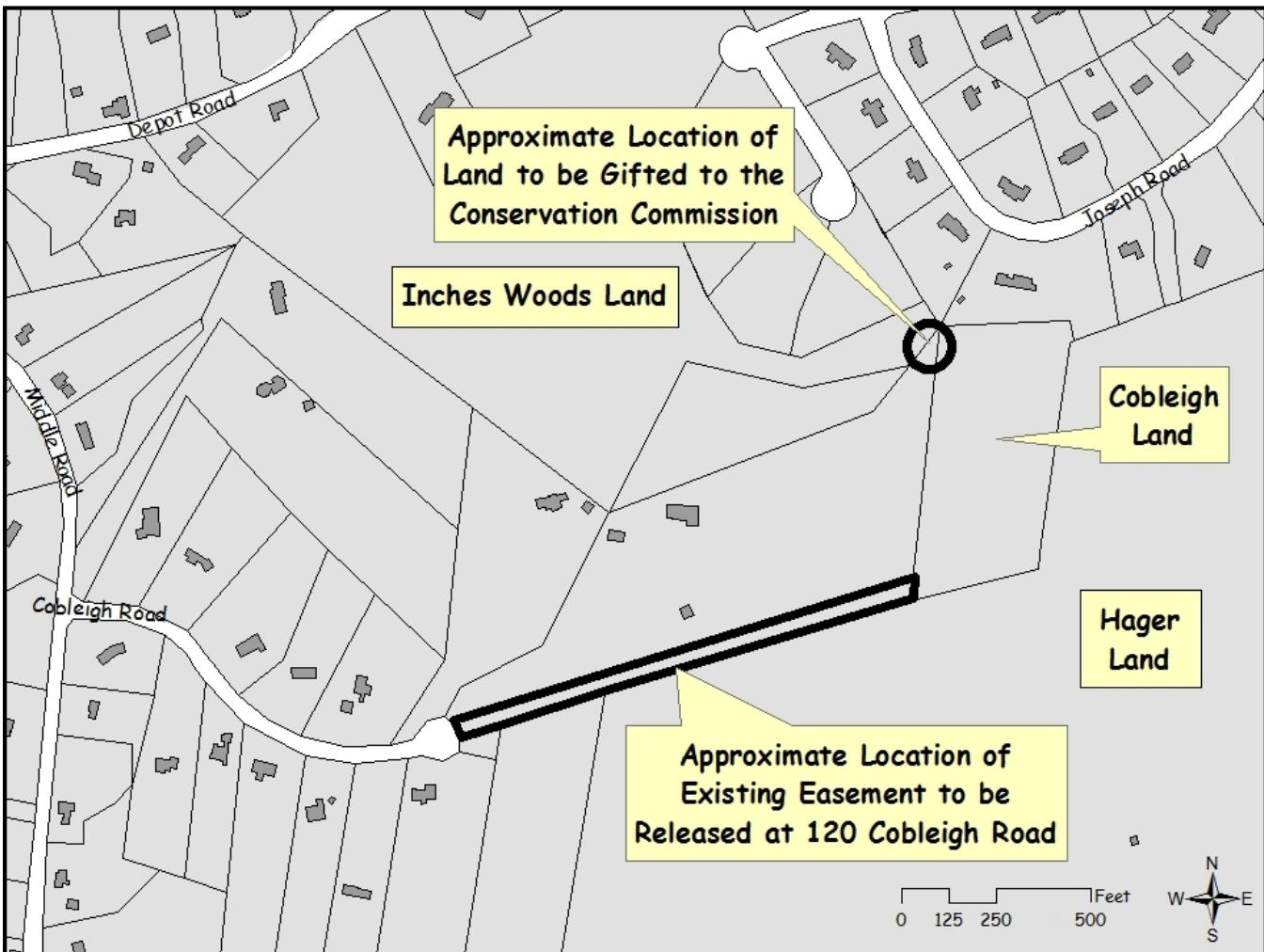
### **The Finance Committee recommends (5-1).**

The majority of the Finance Committee recommends as the easement to be released is now unused and of no current practical purpose to the town. The gifted land the Town will receive in exchange, on the other hand, would be valuable for Town conservation efforts as it would permit the Town to connect and extend the trail network from the Hager Parcel to the new, future trails on the Inches Woods Parcel.

The minority view is that we should be concerned about a potential conflict of interest. This article would release an easement affecting the property of a current voting member of the Conservation Committee, who has sponsored this article. Therefore, the homeowner could financially benefit from this change upon the sale of their property.

The Finance Committee recommends these capital improvements for the police department. These capital improvements have been on the capital plan and it is recommended that these items be addressed immediately.

## RELEASE OF EXISTING EASEMENT AT 120 COBLEIGH ROAD



Mr. Reip said that the vote to recommend 6-0 with 1 abstention. Mr. Follett abstained due to conflict of interest as he was the owner of the property in question. He explained the advantages that the town would get by doing this.

### Discussion:

Owen Neville spoke in favor of the concept of the deal. He didn't think it's structured correctly. He doesn't think it's explicit what we get for releasing an easement. Dennis said that easements were often added to developments—this easement ends in a wetland and has no value.

Owen said that the gift is not defined—wants the definitive plan.

Rita Grossman thanked the Follett family for the gift. We are now able to link the trails on Inches Woods with the trails on Hager.

Gary Kushner doesn't understand giving up the easement. Dennis said that the town is releasing the easement in order to trade it for the land. We have done it before. Gary asked if that impacted the taxes on the property. No.

Mr. Follett, the land owner, said that the mortgage company doesn't like easements so this would be helpful.

Dick Wagman if we get a guarantee that we aren't going to give up the easement until we have the property? Dennis said that would be the case. Counsel will be involved in the transaction.

Becky Neville asked about the size of the land—the size of a parked car. Would giving away the easement give the Folletts more frontage for potential subdivision. No, based on the wetlands on the property.

Vince Amoroso said he has a storm drain easement under his driveway. He said the easement has no impact on frontage. We are giving away something with no value to get something of great value. The BOS will be sure to look after the interests of the town.

Beth Fetterman moved the question. Motion carried unanimously.

**Action on Article 37: Motion carried by two-thirds, as declared by the moderator.**

John Markiewicz, Chair of the Planning Board, read the following statement:

The Planning Board held a duly advertised public hearing on the proposed Zoning Bylaw amendments as printed in the 2017 Annual Town Meeting Warrant under Articles 38 through 42 inclusive on Monday, February 6, 2017, and voted to recommend each of them.

**ARTICLE 38 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 and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 38.

**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 one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense, three hundred dollars (\$300) for the third offense, and three hundred dollars (\$300) for each succeeding offense~~ ~~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. ***Each day that a violation continues shall constitute a separate offense.***

**Summary**

*The current language of Section 9004 of the Boxborough Zoning Bylaw only allows for the issuance of fines up to one hundred dollars (\$100) per day for violations. The proposed amendment would implement a tiered system for fines and also allow for the maximum fine amount (\$300) to be issued each day to those violators who do not comply. The proposed amendment also makes clear that each day a violation continues it will constitute a separate offense, which will make this section of the Zoning Bylaw clearly consistent with existing zoning enforcement practices.*

**The Planning Board recommends (5-0).**

The Planning Board finds a tiered system for zoning violation fines will provide an opportunity for violators to achieve compliance prior to maximum fines being implemented. Additionally, the Planning Board sees no reason why the Town of Boxborough should not be charging the maximum amount for fines allowed by the state (\$300) for continued violators. The current maximum fine amount in the Boxborough Zoning Bylaw is only \$100 per day and this amount does not appear to be a great deterrent to a perpetual violator. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

The Finance Committee believes that with the increase in fines and with each day defining a separate violation will help to persuade those in non-compliance to move in to compliance at a rapid pace.

## Discussion:

Mr. Follett said that the ConsCom had similar fine structure and had difficulty collecting. John said that the Planning Board can make the fine structure and it will be up to the Building Inspector to enforce.

Ms. Weil agreed with the importance of enforcement.

## Action on Article 38: Motion carried by two-thirds, as declared by the moderator.

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 2100 Definitions, Section 4003(4) Business/Industrial Uses, and Section 6006 Parking Schedule, to implement a “Building Trade” use category, to add the language in bold italics and to renumber various sections accordingly throughout the Zoning Bylaw, all as printed in the 2017 Annual Town Meeting warrant under Article 39.

## 2100 Definitions

**2117 Building Trade** shall mean an establishment for use by tradesmen such as a carpenter, welder, plumber, electrician, roofer, builder, mason, building cleaning service, painter, contractor, or similar occupation.

## 4003(4) BUSINESS/INDUSTRIAL USES

## DISTRICTS

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

(Continued on next page)

**4003(4) BUSINESS/INDUSTRIAL USES**

**DISTRICTS**

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y <sup>9</sup>
Wholesale operations	N	N	Y <sup>9</sup>	Y <sup>9</sup>	SP <sup>9</sup>	N	Y <sup>9</sup>
Light Manufacturing	N	SP <sup>10</sup>	Y <sup>11,12</sup>	Y <sup>11,12</sup>	Y <sup>12</sup>	N	Y <sup>12</sup>
Manufacturing	N	N	N	Y <sup>11,12</sup>	N	N	Y <sup>12</sup>
<b><i>Building Trade</i></b>	<b><i>N</i></b>	<b><i>N</i></b>	<b><i>SP</i></b>	<b><i>SP</i></b>	<b><i>N</i></b>	<b><i>N</i></b>	<b><i>Y</i></b>
Landscaping Services	Y <sup>19</sup>	N	Y	Y	SP	Y <sup>19</sup>	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

**FOOTNOTES**

- <sup>1</sup> See Section 5004.
- <sup>2</sup> In accordance with Boxborough Earth Removal Bylaw.
- <sup>3</sup> Provided that hazardous materials are not a primary part of the business.
- <sup>4</sup> Drive-through windows or drive-through ATMs are prohibited.
- <sup>5</sup> Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.
- <sup>6</sup> No dry cleaning shall be done on the premises.
- <sup>7</sup> Hours of operation 6:00 a.m. to 10:00 p.m. only.
- <sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).
- <sup>9</sup> Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

<sup>10</sup> Provided that five or fewer persons are employed therein.

<sup>11</sup> Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

<sup>12</sup> Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

<sup>13</sup> Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

<sup>14</sup> The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

<sup>15</sup> Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

<sup>16</sup> See Section 5005.

<sup>17</sup> See Section 7200 Wireless Communication Facilities.

<sup>18</sup> Except retail stores customarily incidental and subordinate to the principal use of the premises.

<sup>19</sup> Allowed only as a Home Occupation pursuant to Section 4102 & 4103.

#### *6006 Parking Schedule*

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

#### **OFF-STREET PARKING REQUIREMENTS**

<b>Use</b>	<b>Minimum Off-Street Parking Ratios</b>
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area

### OFF-STREET PARKING REQUIREMENTS

<b>Use</b>	<b>Minimum Off-Street Parking Ratios</b>
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per 100 square feet of area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 square feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per 150 feet of gross floor area with a minimum of four spaces per establishment
Craft Shop or Art Studio	One space per 150 feet of gross floor area of the sales space
Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium

## OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Automobile Service Station, Repair or Storage Garage	Three spaces for each service bay plus one space for each employee on the largest shift
Car Sales	One space per 1,500 square feet of gross floor area of indoor and outdoor display area
<b><i>Building Trade</i></b>	<b><i>One space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater</i></b>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees
Any other use; or any use involving a combination of functions similar to or listed herein	A number of spaces as determined by the Inspector of Buildings by application of the ratios above or most nearly similar to the above

### **Summary**

*The proposed amendment would establish a definition for "Building Trade" and create a new "Building Trade" use category which would be allowed as-of-right in the Industrial-Commercial Zoning Districts and by Special Permit in the Business and Business-1 Zoning Districts. The proposed amendment would also establish parking requirements for the "Building Trade" use category of one space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater.*

### **The Planning Board recommends (5-0).**

The use categories in Section 4003 of the current Zoning Bylaw do not specifically allow for tradesmen type uses such as carpenters, welders, plumbers, electricians, roofers, painters, etc. However, these are uses which make sense in some of the designated Zoning Districts in town. As such, when these types of businesses seek to occupy an existing space or property, the Building Inspector is forced to combine two or more use categories to classify the proposed use accordingly. The current process is not streamlined, it is confusing, and often times creates parking requirements which are extremely onerous for the prospective business. The proposed amendment would create a use category specifically for tradesmen type uses including a specific definition for this type of use and associated reasonable parking requirements. This proposed change will make zoning enforcement and analysis of these types of businesses much easier for Town staff. Therefore, the Planning Board recommends.

### **The Finance Committee recommends (5-0).**

The Finance Committee supports the creation of a definition of Building Trade and the creation of a Building Trade use category with the associated parking and space usage.

**Action on Article 39: Motion carried by two-thirds, as declared by the moderator.**

## **ARTICLE 40 ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES**

(Two-thirds vote required)

Abby Reip, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 4003(4) Business/Industrial Uses, to adjust the permitted zoning districts for the “Landscaping Services” and “Landscaping Contractors” use categories, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 40.

4003(4) BUSINESS/INDUSTRIAL USES		DISTRICTS						
		AR	R1	B	B1	OP	TC	IC
Convalescent, nursing, or rest home		SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility		N	N	Y	Y	SP	N	SP
Day care center		Y	Y	Y	Y	Y	Y	Y
Animal Shelter		N	N	N	N	N	N	SP <sup>13</sup>
Hospital, sanatorium, funeral home		N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course		N	N	Y	Y	SP	N	SP
Club		N	N	Y	Y	SP	N	SP
Professional or business office		N	N	Y	Y	Y	Y	Y
Kennel		N	N	SP	SP	SP	SP	SP
Veterinary		N	N	Y	Y	Y	Y	SP
Research & Development		N	N	Y	Y	Y <sup>3</sup>	N	SP <sup>3</sup>
Bank		N	N	Y	Y	Y	Y <sup>4</sup>	Y
Hotel, motel, inn		N	N	Y	Y	Y	N	SP
Conference center		N	N	N	N	Y	N	SP
Restaurant		N	N	SP <sup>5</sup>	SP <sup>5</sup>	SP	SP <sup>5</sup>	SP
Fast-food restaurant		N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)		N	N	Y	Y	SP	Y <sup>6</sup>	SP
Craft shop or art studio		N	N	Y	Y	SP	Y <sup>7</sup>	SP

(Continued on next page)

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Printing shop/Copy Shop/ Word Processing center	N	N	Y <sup>12</sup>	Y <sup>12</sup>	Y <sup>12</sup>	N	Y <sup>12</sup>
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N <sup>18</sup>	Y <sup>8</sup>	N <sup>18</sup>
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y <sup>9</sup>
Wholesale operations	N	N	Y <sup>9</sup>	Y <sup>9</sup>	SP <sup>9</sup>	N	Y <sup>9</sup>
Light Manufacturing	N	SP <sup>10</sup>	Y <sup>11,12</sup>	Y <sup>11,12</sup>	Y <sup>12</sup>	N	Y <sup>12</sup>
Manufacturing	N	N	N	Y <sup>11,12</sup>	N	N	Y <sup>12</sup>
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	Y <sup>19</sup> N	N	Y	Y	SPN	Y <sup>19</sup> N	Y
Landscaping Contractors	N	N	SP	SP	SPN	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

## FOOTNOTES

- <sup>1</sup> See Section 5004.
- <sup>2</sup> In accordance with Boxborough Earth Removal Bylaw.
- <sup>3</sup> Provided that hazardous materials are not a primary part of the business.
- <sup>4</sup> Drive-through windows or drive-through ATMs are prohibited.
- <sup>5</sup> Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.
- <sup>6</sup> No dry cleaning shall be done on the premises.
- <sup>7</sup> Hours of operation 6:00 a.m. to 10:00 p.m. only.

<sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

<sup>9</sup> Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

<sup>10</sup> Provided that five or fewer persons are employed therein.

<sup>11</sup> Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

<sup>12</sup> Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

<sup>13</sup> Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

<sup>14</sup> The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

<sup>15</sup> Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

<sup>16</sup> See Section 5005.

<sup>17</sup> See Section 7200 Wireless Communication Facilities.

<sup>18</sup> Except retail stores customarily incidental and subordinate to the principal use of the premises.

<sup>19</sup> Allowed only as a Home Occupation pursuant to Section 4102 & 4103.

## **Summary**

*The proposed amendment would change the “Landscaping Services” and “Landscaping Contractors” use categories from being allowed only by Special Permit to not being allowed in the Office Park Zoning District. The proposed amendment also changes the “Landscaping Services” use category designation from a “Y” to an “N” in the Agricultural-Residential and Town Center Zoning Districts, and removes footnote 19 in its entirety from Section 4003 of the Zoning Bylaw. These administrative changes would make clear that the “Landscaping Services” use category is only allowed as a Home Occupation in these Zoning Districts. Sections 4102 and 4103 regarding Home Occupations would remain unchanged.*

## **The Planning Board recommends (5-0).**

In reviewing the potential implementation of the “Building Trade” use category, the Planning Board felt the Zoning Districts where the “Landscaping Services” and “Landscaping Contractors” use categories were permitted should be fairly consistent with the “Building Trade” use category. As such, the Planning Board found it appropriate to prohibit “Landscaping Services” and “Landscaping Contractors” uses in the Office Park Zoning District. To further clarify, the “Landscaping Services” use category is also allowed as a Home Occupation. The proposed amendment removes a redundant footnote, and makes Section 4003 of the Zoning Bylaw more clear and consistent with existing zoning enforcement practices. Therefore, the Planning Board recommends.

### **The Finance Committee recommends (6-0).**

The Finance Committee supports the creation of a definition of Landscaping services and Landscaping Contractors to tie in with the Building Trade category.

## Discussion:

Rita Grossman verified that landscaping business would be a home occupation. Employees and owners must live on premises. She asked about pesticide and insecticides. Ms. Reip said that storage of chemicals would be permitted as it would be for any homeowner.

**Action on Article 40: Motion carried by two-thirds, as declared by the moderator.**

**ARTICLE 41 ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:**

(Two-thirds vote required)

Abby Reip, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 41.

*6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:*

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area per side and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet per side advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area per side nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.

- (6) *Accessory signs on the premises not greater than six (6) square feet in size may be permitted by special permit by the Board of Appeals.*
- (67) Historical markers erected or placed by a bonafide historical association or a governmental agency.

### **Summary**

*The current language in Section 6307 of the Boxborough Zoning Bylaw does not allow for accessory signage for wayfinding, deliveries, or other identification at properties within the Business, Business-1, Office Park, or Industrial-Commercial Zoning Districts. "Accessory Signs" are designated as a separate category in the Zoning Bylaw by definition, but only for the purposes of grandfathering, and are not otherwise referenced in the Zoning Bylaw. The proposed amendment would allow Applicants to apply for a discretionary Special Permit from the Zoning Board of Appeals to implement wayfinding, delivery, identification, and other accessory signage, no greater than six (6) square feet in size, at properties in the Business, Business-1, Office Park, and Industrial-Commercial Zoning Districts. The definition of "Accessory Sign" would not be adjusted and will continue to read as follows:*

**2102 Accessory Sign shall mean any sign that advertises or identifies the person or persons occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, or which gives directions or announcements with respect to the property or the use of the property, and contains no other matter.**

### **The Planning Board recommends (5-0).**

The Planning Board finds the proposed amendment will provide property owners and businesses with the opportunity to potentially implement accessory signage at businesses and office properties for wayfinding, delivery, identification, and other similar purposes. This issue arose in dealing with accessory signage requests at properties where there are multiple delivery doors for a variety of businesses. The Planning Board finds the proposed amendment provides an opportunity to businesses and property owners to avoid confusion, and the Special Permit requirement allows the Town to maintain a significant amount of control over the size, number, and location of signage on a property. Therefore, the Planning Board recommends.

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends the change to the zoning bylaw to allow accessory signage. This will allow the businesses in Town to provide clear directions when required.

### **Action on Article 41: Motion carried unanimously.**

## **ARTICLE 42                    ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY MORATORIUM ON     RECREATIONAL MARIJUANA ESTABLISHMENTS**

(Two-thirds vote required)

Nancy Fillmore, member of the Planning Board, moved to amend the Boxborough Zoning Bylaw by adding the new Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, that would provide as printed in the 2017 Annual Town Meeting warrant under Article 42, and further to amend the Table of Contents to add Section 7700 Temporary Moratorium on Recreational Marijuana Establishments.

## **7700 Temporary Moratorium on Recreational Marijuana Establishments**

### **7701 Purpose**

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c.94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting application for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

### **7702 Definition**

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

### **7703 Temporary Moratorium**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

### **Summary**

*Please see proposed Section 7701 Purpose above which is part of the proposed Temporary Moratorium on Recreational Marijuana Establishments Zoning Bylaw amendment. The moratorium would be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.*

### **The Planning Board recommends (5-0).**

The Planning Board recommends the Town hereby adopt a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

While the Finance Committee understands that there are potential short-term revenue impacts we support the moratorium at this time.

Mr. Follett asked about June 30, 2018. Nancy said that we are waiting for state government to come up with guidelines. Adam Duchesneau said that moratoriums with long horizons are deemed unacceptable. June 30, 2018 was recommended by town counsel.

**Action on Article 42: Motion carried by two-thirds, as declared by the moderator.**

Mr. Fox moved to approve the consent agenda, Articles 43 through 45, inclusive, as printed in the 2017 Annual Town Meeting warrant under Articles 43 through 45 inclusive.

**Action on Article 43 through 45, inclusive: Motion carried unanimously.**

**ARTICLE 43 TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION\*\***

(Two-thirds vote required)

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation and passive recreation purposes, the care, custody and control of that Town-owned parcel of land described in a deed recorded with the Southern Middlesex Registry of Deeds in Book 12938, Page 1.

**Summary:**

*The Conservation Commission proposes that the Town transfer the existing Town-owned Cobleigh municipal land to the care, custody and control of the Conservation Commission such that this parcel is permanently protected as Conservation Land. The Cobleigh Land is almost entirely wetlands and cannot be developed for any practical use beyond that of conserved open space. The Commission intends to extend the existing trail network from the abutting Hager Land across the Cobleigh Land to connect to the nearby recently conserved Inches Woods Land. Designating the Cobleigh Land as "Conservation Land" is consistent with the intended use for recreation trails, the goals and objectives of the Town's Open Space and Recreation Plan, and Boxborough2030.*

**The Conservation Commission recommends.**

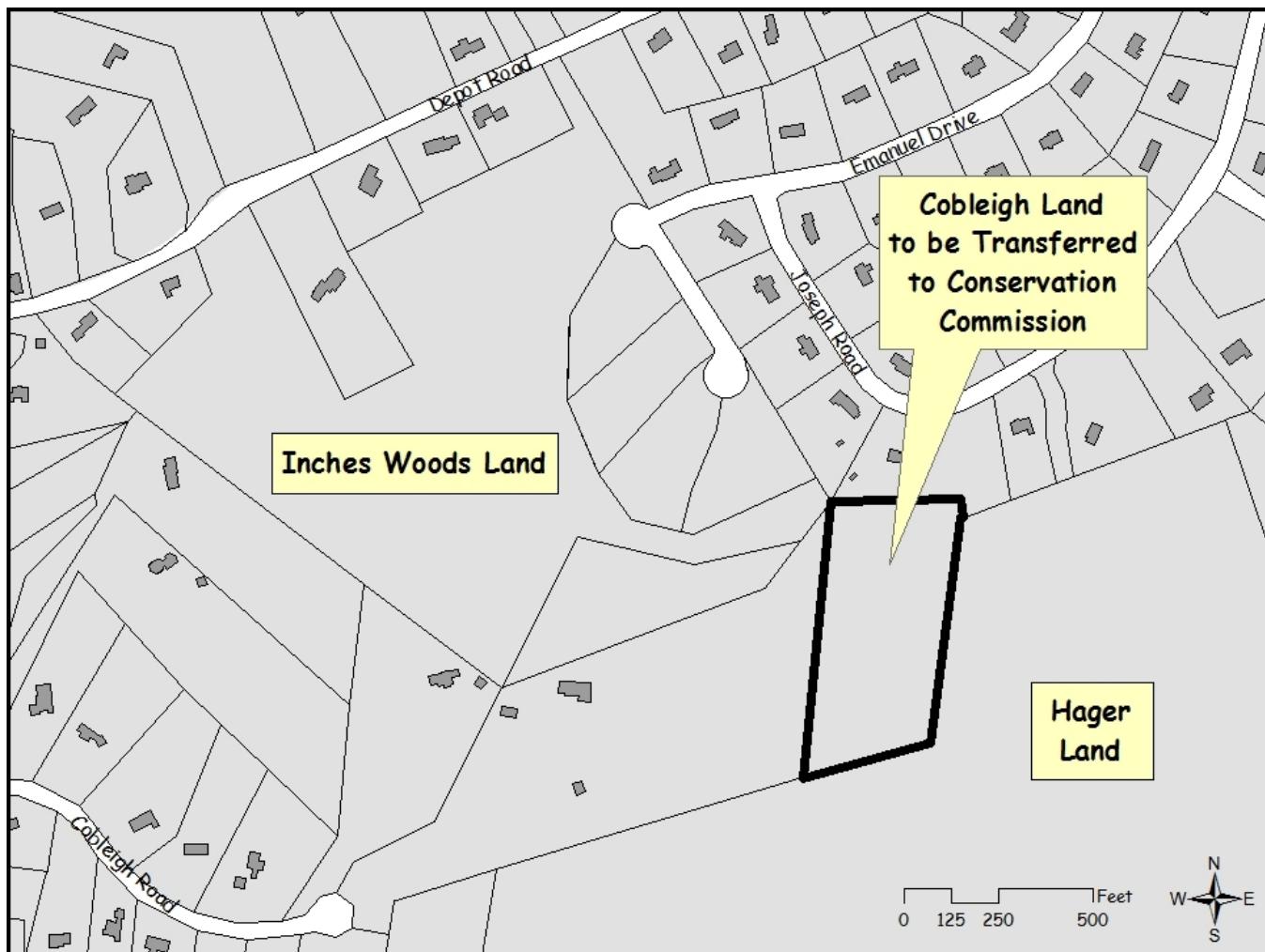
The proposed transfer to Conservation is consistent with the best use for this parcel.

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article as there is no foreseeable municipal usage for this land.

TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH LAND



## **ARTICLE 44 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

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 18 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

### **The Finance Committee recommends (6-0).**

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

## **ARTICLE 45 GENERAL BYLAW – REVOLVING FUNDS (AND EXPENSE LIMITS) \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, as printed in the 2017 Annual Town Meeting warrant under Article 45.

And further, to set FY 2018 spending limits for such revolving funds, also as printed in the 2017 Annual Town Meeting warrant under Article 45.

### **Departmental Revolving Funds**

Section 1. There are hereby established in the Town of Boxborough pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<b>Revolving Fund</b>	<b>Use of Fund</b>	<b>Authority to Spend Fund</b>	<b>Revenue Source</b>
GIS Assessor Maps	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	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

Revolving Fund	Use of Fund	Authority to Spend Fund	Revenue Source
Conservation Commission	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	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
Community Gardens	Management & care of Community Gardens	Agricultural Commission, by majority vote	Rental of plots
Fire Alarm System Maintenance	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	Fire Chief	Annual fire alarm service fees
Plumbing & Gas Inspection	To pay the Plumbing/Gas Inspector for inspections conducted by him	Building Inspector	Plumbing/gas inspection fees
Electrical Inspection	To pay Electrical Inspector for inspections conducted by him	Building Inspector	Electrical inspection fees
Animal Control	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services; report to receiving towns on services provided per IMA	Police Chief	Receipts for animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)
Council on Aging Programs	To pay expenses attributable to general programs sponsored by the Council on Aging	Council on Aging & Coordinator	Council on Aging general programs fees
Senior Van	To defray expenses associated with the operations of the senior van; reported to Council on Aging via CoA Coordinator	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)
Library Fines	To defray costs of library material acquisitions/ services; reported to Library Trustees	Library Director	Library fees, fines & penalties
Library Photocopier	To pay expenses attributable to the copy machine (e.g., copier supplies and maintenance)	Library Director	Fees from Sargent Memorial Library copy machine use
Field Permitting	Management and care of fields and permit administration	Town Administrator	Field permitting fees
Recreation Programs	To pay expenses attributable to general programs sponsored by the Recreation Committee	Town Administrator	Recreation program fees
Steele Farm	To defray related expenses of the Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees

Section 2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And further, to set FY 2018 spending limits for such revolving funds as follows:

<b>Revolving Fund</b>	<b>FY 2018 Spending Limit</b>
GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$10,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$60,000
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Field Permitting	\$10,000
Recreation Programs	\$5,000
Steele Farm	\$10,000

### **Summary**

*Revolving funds must now be established by bylaw or ordinance, and the expenditure limits must be established annually and prior to July 1. The Municipal Modernization Act eliminates the per board and total limitations on the size of such funds.*

*No new revolving funds are being sought.*

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article which will enable the Town to correctly maintain and manage its revolving funds. Recently modified Massachusetts law, specifically M.G.L. c.44, §53E½, as amended effective November 7, 2016, now specifically requires the Town to enact either a bylaw or ordinance for its revolving funds, and requires expenditure limits for funds to be set annually prior to the start of each fiscal year. This article will not create any new revolving funds but will allow the Town to continue the lawful operation of its existing funds, which have proved to be useful financial tools.

**Motion to dissolve Annual Town Meeting carried unanimously at 8:40pm.**



**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING MINUTES  
DECEMBER 4, 2017**

**LIST OF ARTICLES**

1. ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT BUILDING PROJECT: FEASIBILITY STUDY, PRELIMINARY DESIGN AND OWNER'S PROJECT MANAGER FUNDS
2. AMEND FY2018 BUDGET
  - A. BOARD OF SELECTMEN (DEPT. 122)
  - B. COUNCIL ON AGING (DEPT. 541)
3. LAND PURCHASE FOR MUNICIPAL FACILITY
4. PAYMENT-IN-LIEU-OF-TAXES (PILOT) AGREEMENT FOR SOLAR PHOTOVOLTAIC FACILITY
5. AMEND PERSONNEL ADMINISTRATION PLAN CLASSIFICATION AND COMPENSATION SCHEDULE
6. REPLACE TOWN-WIDE PHONE SYSTEM (INCLUDING LIBRARY)

**CONSENT AGENDA**

7. AMEND BORROWING AUTHORIZATION UNDER ATM 2017 ARTICLE #32B TO INCLUDE POLICE COMMUNICATIONS EQUIPMENT\*\*
8. PAYMENT OF PRIOR FISCAL YEAR BILL\*\*
9. GENERAL BYLAW AMENDMENT – AMEND ANNUAL TOWN MEETING BYLAW\*\*
10. ROAD LAYOUT ALTERATION - EMANUEL DRIVE\*\*
11. TRANSFER FROM FREE CASH TO RECEIPTS RESERVED FOR APPROPRIATION FOR CAPITAL PROJECTS ACCOUNT\*\*

**LEGEND**

\*\* CONSENT AGENDA

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 4, 2017 at 7:00 p.m. to act on Articles 1 through 11 of this Special Town Meeting Warrant.

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### **CONSENT AGENDA**

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 the Consent Agenda.

All of the articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

### **THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 6.**

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

John Fallon, Town Moderator, thanked people for their contributions to the Food Pantry. He called the Special Town Meeting to order at 7:10pm. There were 245 registered voters in attendance. He made some introductions of staff members and others, and went over the process used for participating in this town meeting.

Susan Bak, chair of the BOS, 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.

**Action on the motion on reconsideration: Motion carried by majority vote.**

**ARTICLE 1****ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT BUILDING PROJECT: FEASIBILITY STUDY, PRELIMINARY DESIGN AND OWNER'S PROJECT MANAGER FUNDS**

(Majority vote required)

Mary Brolin, Chair of the ABRSD Building Committee, moved that the Town hereby approves the appropriation of \$1,300,000 from Certified Excess and Deficiency funds of the Acton-Boxborough Regional School District for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including the payment of all costs incidental or related thereto (the "Study"), 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 District's School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study 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 for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and MSBA.

**Summary**

On February 15, 2017, the Acton-Boxborough Regional School District was approved by the Massachusetts School Building Authority (MSBA) for invitation into the "Eligibility Period" for a possible elementary school building project. The proposed plan is to build a twin elementary school to replace the Douglas and Gates elementary schools, which are 50+ years old and have never been renovated. Space in the new twin school will also be built for the district preschool, which is currently located in the district 60 year old Administration Building.

The preferred location of the new twin school would be on the Gates property with Conant as a possible alternative site. It will be built next to the existing school which will continue operating during construction. If it is built on the Gates site, Douglas and Gates will be torn down to make room for parking and playgrounds. The Douglas and Gates property will be treated as a single campus with a walkway between them.

The warrant article at the December 4, 2017 Special Town Meeting is to ask voters to approve funds to conduct a Feasibility Study for the new school. The cost for the study will be \$1.3 million. The state MSBA will reimburse 45.3%, or \$590,000. If the Town Meetings approve the design funds, the remaining \$710,000 will be paid through the use of the school district reserve fund. The warrant article requests the appropriation of the full \$1.3 million, but MSBA will provide reimbursement throughout the process. The result will be a use of \$710,000 from school district reserves. This will not increase current taxes or assessments to the two towns.

**Background**

The district underwent a two-year Master Planning process which identified capital needs for all eight schools. Five of the schools have been renovated or built new in the last 15-20 years. Gates, Conant, and Douglas are still housed in the original facilities. These three buildings were determined to be the schools most in need of repair and the most overcrowded. The district submitted a request to the MSBA, and was one of only 17 districts in the state approved for reimbursement out of 87 that applied. The MSBA agreed that the schools are significantly overcrowded and that the facilities must be updated.

While enrollment for the district has decreased by 400 students from the peak in 2010, enrollment has started to increase again at the lower grades, and it is expected to continue to increase in the next few years. Examples of overcrowding include three special education programs sharing a temporary modular classroom which can only be accessed through the cafeteria and student services (English language learning, occupational

therapy, physical therapy, reading support, etc.) being provided in hallways and former storage areas or closets. The needs of our students have changed in ways that require more space. We have 280 English learners, 10% of our students are economically disadvantaged, and we have added in-district special education programs to serve our most vulnerable students.

The feasibility study is expected to last 18 months. The result will be a design for the twin school and a solid cost estimate to bring to the two communities for approval. Current broad cost estimates for the complete project are between \$100 million and \$120 million. The state reimbursement is estimated at 40% - 45%. The state would pay \$40 million - \$54 million. Based on our Regional Agreement, the Town of Acton would be responsible for \$45 million - \$60 million and the Town of Boxborough would be responsible for \$10 million - \$12 million. Without approval, the two towns would be left to fully fund repairs and renovations over the next several years.

**The Acton-Boxborough School Committee recommends unanimously.**

The Acton-Boxborough Regional School Committee (the "District") unanimously approved to appropriate the amount of \$1,300,000 for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including all costs incidental or related thereto (the "Study"), said amount to be expended at the direction of the District's School Building Committee. To meet this appropriation, the District is authorized to utilize Certified Excess and Deficiency funds pursuant to Massachusetts General Laws and the Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts (Revised July 1, 2014). 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 costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that the amount of the use of Excess and Deficiency Funds pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and MSBA.

**The Board of Selectmen recommends unanimously (5-0).**

The Acton-Boxborough Regional School District has engaged in a comprehensive capital study and master planning process. The study identified capital needs across the District, with the greatest needs at the Douglas, Gates and Conant elementary schools. The District was proactive in seeking and getting support from the Massachusetts School Building Authority (MSBA), and was 1 of only 17 districts in the state approved for reimbursement out of 87 that applied. The MSBA agreed that the schools are significantly overcrowded and that the facilities must be updated. In February 2017, the Acton-Boxborough Regional School District was approved by the Massachusetts School Building Authority (MSBA) Board of Directors for invitation into the "Eligibility Period" for an elementary school building project involving the Douglas School.

The \$1.3 million requested in this article will be used for a feasibility study that requires a comprehensive review of building new versus renovations/additions and confirmation of the new alternative(s) for the identified preferred option. Included in the Feasibility Study will be: detailed site survey(s); assessment of wetlands and boundaries and other civil engineering aspects such as site suitability and buildability; traffic study; architectural fees for a schematic design of the new school and site that will provide a detailed cost estimate to use for the final project agreement with the Towns and MSBA for reimbursement; and an Owner's Project Manager who will represent the District throughout the process. MSBA will reimburse 45.3% of the cost at \$590,000, leaving the District responsible for the remaining \$710,000, which will be paid for from the District's Reserve Fund.

We recognize the need for this project and support the work the Acton-Boxborough Regional School District has done to date and the partnership with MSBA, as well as the use of reserves to cover this cost. We believe this project will benefit Boxborough as we are a partner in the Region and some of our children will likely

attend school at the new building. We also recognize that Boxborough has benefitted from capital work done at Blanchard since regionalization and will continue to benefit as new capital work is done over the years, all while paying only our proportional share of about 15%.

**The Finance Committee recommends (5-0).**

The AB regional elementary schools of Douglas, Conant and Gates are in need of major repairs. The AB regional school committee, along with the MSBA (Massachusetts School Building Authority), is supporting the replacement of the Douglas School with a twin school. This article approves the feasibility study at a proposed cost of \$1.3M of which the MSBA will fund \$590,000 and the AB region will fund \$710,000. There is **NO** cost to the Town for the feasibility study in this article. The feasibility study will deliver to Boxborough and Acton the best location for the school and schematics for the new school. The Town should then expect a warrant article within two years for the full cost of the project which will be funded by the MSBA (~40-45%), the Town of Acton and the Town of Boxborough.

**Discussion:** Ms. Brolin made a slide presentation, including a video tour of the Douglas School, to support the motion, pointing out the lack of handicap-accessible facilities and over-crowded conditions. The school was built in the 60's with only minor renovations since then. More classrooms and special education spaces are needed. Student population estimates show increasing elementary school enrollments over the next several years, so over-crowded conditions will worsen if no action is taken. The money will fund an Owner's Property Manager, cover the cost of architectural fees for preliminary designs, and a feasibility study including a detailed site analysis. Unused funds will be rolled into the building project. A town school for two preK-6 elementary schools is the preferred option at the current Douglas-Gates campus. MSBA cover 40-45% of the cost.

Without a positive vote, likely we would lose MSBA matching funds for many years and would have to make major renovations to address deficiencies and fund 100% of the cost. Likely that improvements in current capital plan for Blanchard, high school and junior high would have to be put off to a later date.

Gary Kushner presented the Finance Committee recommendation.

Maria Neyland presented the Board of Selectmen recommendation.

**Discussion:**

Fred Waugh, Hill Rd., asked where the E & D money comes from. At the end of the school year, any excess of income over expenses gets deposited into the E & D fund. Used for one-time projects

Bob Meinhold, Emanuel Dr., asked about the softball fields at Douglas. He was concerned about losing the softball fields. Interim Superintendent responded that there would be opportunities for public to be updated and to provide feedback. The intent is to at least maintain existing fields. Mr. Meinhold asked about what happens during construction to the softball fields - concerned that girls sports will be impacted. May have to be creative over use of fields during construction.

Kathleen Gegner, Paddock Ln., asked about sustainable building. The Interim Super said sustainability (LEDE cert) would be a major factor in design.

Tom Horsky, Depot Rd., asked about the \$10-12 million—did FinCom calculate how it will affect the tax burden. Gary said the FinCom had no projection yet—it will be bonded over 30 years. Mary Brolin said that the School Committee estimated the impact as \$355/year for the average homeowner.

Andrew Gruskay, Daniel's Way, asked if Conant would be on the horizon next. Yes, said Mary. Statement of interest has already been filed for Conant.

**Action on Article 1, December 4, 2017: Carried by majority vote.**

## ARTICLE 2 AMEND FY2018 BUDGET

(Majority vote required)

Susan Bak, Chair of the Board of Selectmen, moved to transfer from Free Cash the sum of Twenty-Three Thousand Thirty Dollars (\$23,030), for the purpose of amending the operating budget for the fiscal year beginning July 1, 2017 as printed in the December 4, 2017 Special Town Meeting warrant under Article 2.

Article	Line Item	Account Name	Appropriated at ATM 5/8/17	Proposed Increase	Total FY 18 Allocation
2A	122	Total Other – Selectmen	\$3,265	\$10,000	\$13,265
		Total Salary– COA	\$50,802	\$8,530	\$59,332
2B	541	Total Other - COA	\$5,675	\$4,500	\$10,175
		Total COA	\$56,477	\$13,030	\$69,507
		Total amount required to transfer from free cash		\$23,030	

### 2A. BOARD OF SELECTMEN (DEPT. 122)

#### Summary

The proposed increase of \$10,000 in the Board of Selectmen's budget would provide funding for advertising and procuring the services of a consultant to assist in the recruitment of a new Town Administrator (TA) to succeed the current TA, who will be retiring in July 2018.

#### The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen recommends hiring a professional recruiting consultant with experience in municipal government to help the town recruit the best viable candidates for the Town Administrator position. The Board can choose among several service options including the development of professional qualifications, recommended compensation package, advertising and recruitment, screening of resumes, referral of qualified applicants to the Town interview committee, reference and background checks, and referral of finalists to the BoS.

#### The Finance Committee recommends (5-0).

With the upcoming retirement of Boxborough's Town Administrator, it is imperative for the Town to secure services of a professional consultant to aid in the recruitment of a replacement. This is a similar service other communities procure to support Town Administrator searches. As such, the Finance Committee voted 5-0 in support of this article.

### 2B. COUNCIL ON AGING (DEPT. 541)

Frank Powers, chair of the Council on Aging, presented a slide show in favor of Article 2B.

#### Summary

This article has two parts: 1) Increase the Council on Aging FY18 budget line item "Salary" by \$8,530 to \$59,332; and 2) Increase the Council on Aging FY18 budget line item "Total Other Expenses" by \$4,500 to \$10,175, for a total budget increase of \$13,030. These budget supplements are required in order to compensate for a shortfall in reimbursable expenses, to maintain level services.

We operate the COA van in conjunction with the Montachusett Regional Transit Authority (MART) which since inception has been reimbursing a portion of the town's cost using "Cherry Sheet" credits from our mandatory MBTA assessment. Previously the increased amounts requested in this article were "off budget", being charged to the COA Van Revolving Fund which was then reimbursed. However, MART has recently changed its policy on allowable reimbursable expenses, resulting in an FY18 shortfall of \$13,030.

In order to maintain our existing level of COA van services, the town is forced to make up the difference through an increase in budget appropriations.

1. Previously, five of the COA Coordinator's thirty-five hours per week had been charged to the Van Revolving Fund and reimbursed to Boxborough. MART will no longer reimburse five hours of COA Coordinator salary expense. The COA salary is not being increased – this article will make up for the non-reimbursable portion.
2. Similarly, our van uses a shared dispatch service through Cross-Town Connect serving multiple towns. Due to change in its policy, MART will no longer reimburse dispatch at 100%.

The common thread is that MART is now limiting the amount of reimbursement for what they deem an indirect expense of van operations to no more than one-third of the direct expense of the operation. MART considers the COA Coordinator salary and the shared dispatch service to be indirect expenses.

The town does not agree with MART's position but despite our efforts, have been unable to prevail. We will continue to review the matter for the future.

**The Council on Aging (CoA) recommends unanimously.**

The CoA supports this article for the following reasons:

1. This article is the result of an accounting change by Montachusett Area Regional Transit Authority, a change that is outside the control of the town of Boxborough. Details concerning the specific allocations of what are referred to as direct costs and indirect costs related to the senior/disabled citizen van service are covered in the description of this article. The bottom line is that 5 hours of the COA Coordinator's time, previously paid from our transportation assessment, are now required to be paid directly by the town.
2. Approval of this article will NOT result in an increase in hours for the COA Coordinator. This additional funding will enable the COA Coordinator to maintain her current 35 hour per week work schedule.
3. Approval of this article will NOT increase the salary for the COA Coordinator. Her hourly rate will stay exactly the same as it is now.
4. Failure of this article will have serious detrimental effects on services to Boxborough seniors. The COA Coordinator hours would have to be substantially cut in order to meet the funding constraints imposed if this article is not approved.
5. The town is conducting an evaluation of the situation to determine if we can make alternative arrangements to avoid this accounting limitation in the future.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen recommend this article to compensate for the decrease in MART support for van funding so that we may maintain the valuable transportation services provided by the COA van for our seniors and disabled residents.

**The Finance Committee recommends (5-0).**

Due to Montachusett Regional Transit Authority (MART) limiting reimbursements to the Town for what they consider indirect expenses of the van operation, these increases are necessary for both housekeeping purposes and to ensure there are no disruptions in service. As such, the Finance Committee voted 5-0 in support of this article.

**Action on Article 2: Motion carried unanimously.**

**ARTICLE 3            LAND PURCHASE FOR MUNICIPAL FACILITY**

(Majority vote required)

Les Fox, BOS member, moved to pass over Article 3, Land Purchase for Municipal Facility.

Mr. Fox made a short presentation on why it was moved to pass over. The purpose of the article was to purchase land for a new fire station, as recommended by the Boxborough Building Committee at ATM 2017. The plan was to build a new fire station, and have the DPW move to the old Fire Station site, while the DPW was being renovated. Several parcels along Rte. 111 were looked at and a consultant asked to provide feasibility studies on three parcels. Focused on a parcel across from Sara's Way/ Hughes Lane. Knew the parcel had some issues-but parcel abutted town land (Picnic Trust/Steele Farm) which was favorable. Stream, slope, ledge were all issues committee was aware of. Asked for a detailed assessment of that property. Closer analysis showed that site prep costs would be very high due to ledge. Will come back to future town meeting.

**Summary**

This article seeks approval for funds to acquire a parcel of land on Mass. Avenue suitable for a municipal building, in line with the strategy presented at the May 2017 annual town meeting. Due to the sensitive nature of the acquisition process, a full description of the site could not be printed in the Warrant but will be available at or before town meeting.

**The Boxborough Building Committee recommends unanimously (6-0).**

Since ATM, the Boxborough Building Committee has further investigated three candidate sites, all located on Mass. Avenue. A preliminary evaluation of each site has been conducted by Places Associates, the town's consulting engineers. The committee has identified one of these sites that it recommends the town acquire, pending completion of further ongoing site development cost estimates and obtaining a satisfactory report under MGL Ch. 21E.

The selected site is the most attractive among the several that have been considered. The acquisition cost is low and the site, comprising more than 5 acres, can accommodate a new municipal building with room for parking, well, fire suppression, and septic system. A detailed report and description of the site will be presented at town meeting.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen recommend, subject to satisfactory site evaluation and MGL 21E report.

**The Finance Committee recommends unanimously (6-0).**

For the reasons stated in the warrant by the Boxborough Building Committee, the Finance Committee recommends.

**Action on the motion to pass over Article 3: Motion carried unanimously.**

**ARTICLE 4****PAYMENT-IN-LIEU-OF-TAXES (PILOT) AGREEMENT FOR SOLAR PHOTOVOLTAIC FACILITY**

(Majority vote required)

Bob Stemple, BOS member, 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 and real property taxes attributable to a solar photovoltaic energy facility to be installed on certain property located in the Town of Boxborough, as shown on Assessor's Map 12, Lot 030 and Map 17, Lots 005, 009, 010, 024, 025, and any parcels appurtenant thereto, 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**

The former Cisco property (1414 Mass Ave. and environs) has been sold to Lincoln Properties. They will be leasing approximately 25 acres toward the rear of the parcel to Green Street Solar, who is seeking to install a solar array and will sell all the energy generated (5 MW) to Littleton Electric Light Department (LELD). Green Street Solar has executed a letter of intent with LELD. In order to take advantage of solar renewable energy credits (SRECS), the project must be substantially complete by March 31. Green Street Solar is seeking to enter into a Payment-in-Lieu-of-Taxes (PILOT) agreement with the Town. This article merely provides the authorization for the Board of Selectmen to negotiate such an agreement.

Although the Dept. of Revenue holds that such property is taxable because it is generating energy for re-sale, the Appellate Tax Board has upheld two appeals by solar developers that claimed they were exempt from taxation. In addition, there is a bill moving through the state legislature that will require PILOT agreements for solar projects. The purpose of entering into a PILOT is to provide the town with a sure and certain stream of revenue for the term of the agreement, which could not be challenged either on the basis of the property's taxability (the owner could not claim an exemption from taxation), or on the basis of the value (the owner could not seek an abatement). The basis for taxation would be established in the PILOT agreement.

The benefit of a PILOT to the Town is a definite source of revenue without the possibility of appeal or lawsuit, while the benefit to Green Street Solar is surety of expenses through the life of the project which can aid in obtaining financing.

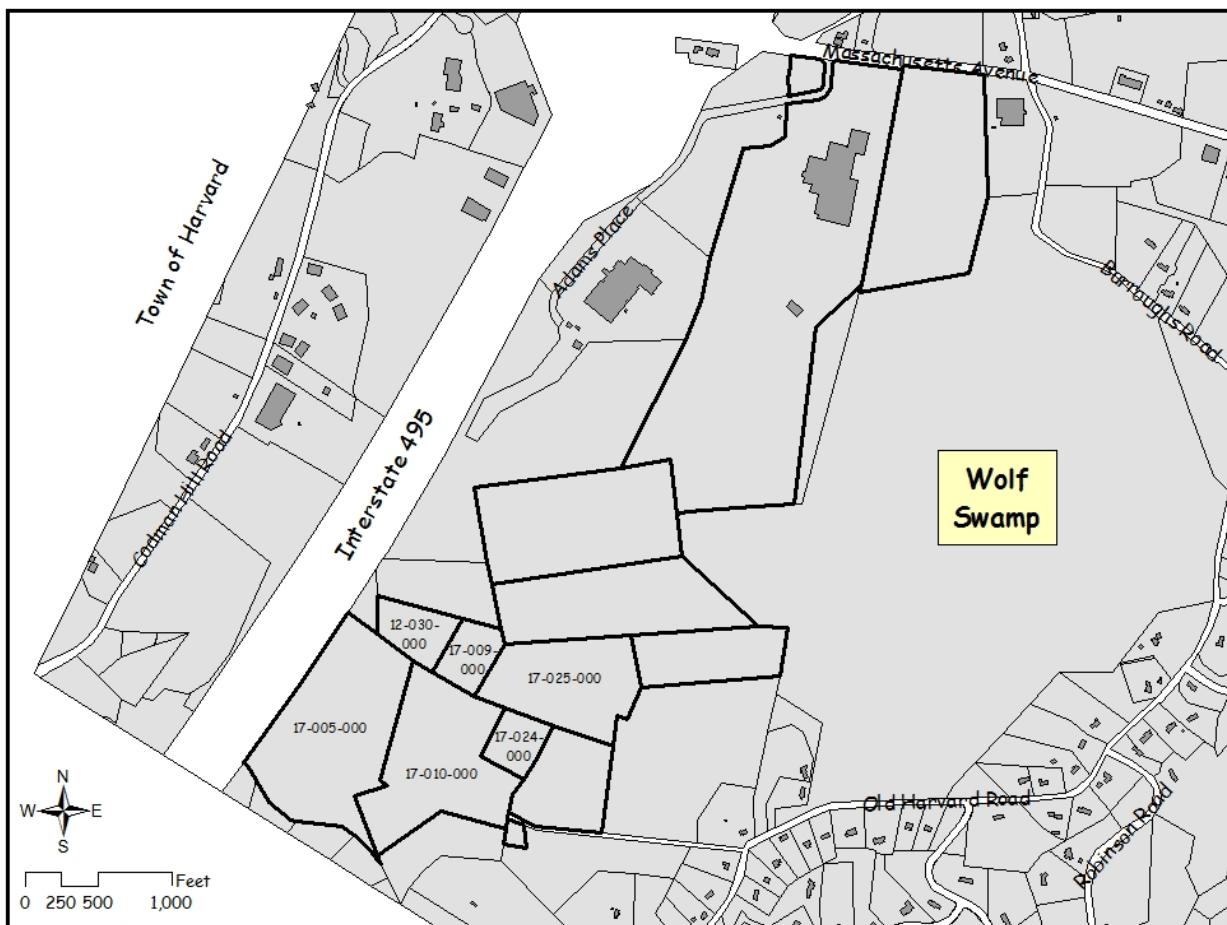
**The Board of Selectmen recommends unanimously (5-0).**

This article will authorize the Board of Selectmen to enter into negotiations for a payment-in-lieu-of-taxes agreement with Green Street Solar, which as noted in the summary above, would provide for a sure and certain stream of revenue for the term of the agreement, which could not be challenged either on the basis of the property's taxability (the owner could not claim an exemption from taxation), or on the basis of the value (the owner could not seek an abatement).

**The Finance Committee recommends (5-0).**

There is no cost to the town and it may provide a financial benefit.

## PROPOSED PARCELS TO BE INCLUDED IN PAYMENT-IN-LIEU-OF TAXES (PILOT) AGREEMENT



### ARTICLE 5 AMEND PERSONNEL ADMINISTRATION PLAN CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Sheila Bauer, Personnel Board member, moved to amend the Personnel Administration Plan's Classification and Compensation Schedule to add the positions of Assistant Town Administrator and Human Resources Manager to Grade 15 on the Schedule of Regular Full-time, Reduced and Part-time Employees.

#### Summary

This article proposes to add the positions of Assistant Town Administrator and Human Resources Manager to the Classification and Compensation Schedule. The intent is not to increase the Town's head count by two; at most the increase **may** be one. The positions are proposed to be added only to provide a mechanism that will enable the new Town Administrator to have some flexibility in hiring a position that he/she deems necessary for the operation of the town that will best serve the needs of the town.

The Personnel Board has reviewed draft job descriptions that define the substance of the positions and has rated them at Grade 15 on the Classification and Compensation Schedule.

A joint public hearing was held by the Board of Selectmen and Personnel Board on October 16, 2017. No public comment was provided.

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

All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated in the Personnel Plan. It is proposed to add two positions – that of Assistant Town Administrator and Human Resources Manager to Grade 15 in the schedule of Regular Full-time, Reduced and Part-time Employees. Based on the recommendation of the Town Government Study Committee, it was determined that the Town may have need for one of these positions in 2018, given the reporting changes that will commence after the new Town Administrator is in place. It is not the intention that both positions be filled, rather that the Town have flexibility to hire for the position where the greatest need is identified. The Personnel Board evaluated the job descriptions and based upon a number of factors, including required education, capabilities, job characteristics and responsibility, determined that both positions should be classified as grade 15.

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen and Personnel Board held a joint public hearing on October 16, 2017 at Town Hall on the proposed changes to the Classification and Compensation Schedule. The proposed changes add two positions to the schedule to provide the new Town Administrator some flexibility in re-structuring Town Hall. The Board is not seeking an additional head count at this time. We are simply asking that both positions be placed on the schedule in the event the new Town Administrator finds the need for one of those positions.

## **The Finance Committee recommends (4-1).**

There is no financial impact to the town. It will take a vote of another town meeting to fund the positions.

## Action on Article 5: Motion carried by majority.

## **ARTICLE 6 REPLACE TOWN-WIDE PHONE SYSTEM (INCLUDING LIBRARY)**

(Majority vote required)

Les Fox moved to appropriate the sum of Ninety-Three Thousand Five Hundred Dollars, by transferring the sum of Ninety Thousand Seven Hundred Dollars (\$90,700) from free cash and the sum of Two Thousand Eight Hundred Dollars (\$2,800) from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of replacing the phone system for all town facilities.

## Summary

The Library phone system is original to the new building (2004), is past end-of-life and is no longer under warranty. The components for the phone system in the remainder of the town were purchased in 2012-2013 and installed in 2013. Many of the components purchased were refurbished, and are not supported by Cisco. The software system that supports the phones will be end-of-life as of February 2018. Without support or security updates/patches, the system is vulnerable. Additionally, the current system is not user-friendly. In order to make even the simplest modifications (add/delete user), we need to utilize the services of a consultant.

The new proposed town-wide phone system will serve all town facilities, including the library. The associated network upgrades will also be the first step in bringing the library onto the Town's wide area network.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen recommend this article to improve the maintainability and availability of our phone service through deployment of an integrated town-wide phone system. As a bonus, the necessary network improvement will at the same time extend BXB TV broadcast coverage to the library and support the installation of the Library's access and control system that was approved at the May 2017 ATM.

The ad-hoc IT Steering Group [1] has been reviewing the town's phone systems for several years. The town currently has two independent phone systems: one for the Sargent Library and one for the rest of town [2]. Due to the age of both systems and the increasing difficulties of supporting them, the Steering Group had planned to recommend deployment of a new town-wide system beginning with the Library in FY19. The Steering Group recently learned of new support issues for the town system, making replacement more urgent. The Steering Group has therefore recommended requesting the necessary funds at this Special Town Meeting rather than waiting until May 2018. A new Library phone system and related network upgrades are reflected in the current capital plan. The appropriation of \$93,500 requested in this article includes all hardware, software, licenses and installation and configuration services. Both Town and Library phones are so-called Internet Protocol (IP) phone systems from Cisco Systems. Currently they are separate systems, based on different generations of desktop phones and network switches and software. Besides both being end-of life, they are incompatible and cannot be merged. The older Library phone system has been unsupported by Cisco for many years and remains alive on borrowed time. In August 2017, Cisco declared the newer town system will soon go end-of-life, and will not be supported beyond February 2018, putting the town at increased risk. The current systems have required support by third-party specialists that have become increasingly difficult to find.

The Steering Group reviewed and evaluated a new integrated replacement system for town and Library recommended by our information technology consultant. It will be much simpler to maintain and configure. With the new system, simple but essential tasks such as adding or removing users can be done by town staff via an intuitive desktop application. Further, a single town-wide system will provide improved services and redundancy for increased availability.

To deploy the new phone system, the Library will be incorporated into our wide-area network so that phone services inter-operate across the town. This requires installation and configuration of a network switch at the library. The cost of doing this is included in the funds requested in this article. A portion of the appropriation for network enhancements will come from the off-budget PEG Access and Cable Related funds. Putting the Library on the town network will have the added benefit of providing support for the access control system approved at the May 2017 annual town meeting, as well as finally enabling live BXB TV cable coverage of meetings and events at the Sargent Library.

[1] The IT steering group is comprised of the Town Administrator, a Selectman, the Police and Fire Chiefs, the DPW Director, Library Director, and the town's information technology consultant.

[2] The Blanchard School has a separate phone system owned and managed by the Acton-Boxborough Regional School District.

**The Finance Committee recommends unanimously (6-0).**

The current phone system is outdated, difficult to manage and maintain, and is past its end of life. Prior expenditures for the phone system were insufficient as a long-term solution. While an increasing proportion of town business is now conducted via email, telephone communication remains a necessity. A new phone system is an important modernization of the town's communication infrastructure. Ongoing maintenance costs are expected to be similar to currently budgeted phone systems maintenance costs.

## Discussion:

Nancy Fillmore, Burroughs Rd., felt we recently updated the phones. Mr. Fox said the phones at the library have never been updated. This is an opportunity to bring all the departments into the same network. And Cisco will not support the system in place at Town Hall starting in February 2018. Town doesn't have a choice in that.

Owen Neville, Middle Rd., asked about life-span of system like this. Mr. Fox said 12-15 years.

John Markiewicz, Patch Hill Rd., asked about the track record of the system to be purchased. ShoreTel is the company and has good reputation with other towns. Who will maintain? Mr. Fox said that town needs an employee in charge of IT. System appears to be so simple, current employees should be able to handle.

A resident of Depot Rd. asked about the purchase of the Cisco system and why it was done. Warren Ryder spoke to the question. System was purchased 8 years ago and some of the equipment was used. System dependent on software, so town had to buy SmartNet to protect the network. Would have to pay to upgrade software and really needs professional management.

Becky Neville, Middle Rd, verified that we will have a service contract on phone system. Will system be able to grow with new Fire, DPW and Police? Mr. Fox responded that it would.

Christine Marlow, Depot Rd., asked if security is built in? The Police Chief said there's a firewall and spyware for our computers. Phone system will have parallel system.

### Action on Article 6: Motion carried by majority vote.

## CONSENT AGENDA

Susan Bak moved to approve the consent agenda, articles 7 through 11, as printed in the December 4, 2017 Special Town Meeting warrant under articles 7 through 11 inclusive, to be appropriated as printed in the "Town of Boxborough Special Town Meeting December 4, 2017 Motions" handout.

Action on Articles 7-11, inclusive: Motion carried unanimously.

At 8:28pm, Owen Neville made a motion to dissolve Special Town Meeting. Motion carried.

**ARTICLE 7 AMEND BORROWING AUTHORIZATION UNDER ATM 2017 ARTICLE #32B TO INCLUDE POLICE COMMUNICATIONS EQUIPMENT\*\***

(Two-thirds vote required)

As part of the Consent Agenda, it was moved to amend the vote taken on May 9, 2017 under Annual Town Meeting article # 32B, which appropriated the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of providing for the continuation of an integrated communications network for the Fire Department, by expanding the purpose of the appropriation to include an antenna replacement, simulcast addition and FCC licenses for the Police Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

## **Summary**

This article seeks to amend the May 2017 Town Meeting vote under Article 32B to expand the purpose of the borrowing authorization to include improvements to radio communications for the Police Department. There is sufficient borrowing authorization under the May 2017 article and no need for an additional appropriation.

### **The Board of Selectmen recommends unanimously (5-0).**

In May 2014, the Town appropriated \$415,194 to upgrade existing radio towers on Swanson Road and at the Hager site with new radio transmitters/repeaters and to install a new transmitter/repeater unit at Middle Road. The upgrades solved most problems associated with communications by the Police Department; however, the Police Radio Network has recently experienced catastrophic interference from another licensed network in Maine, which has caused unexpected outages and garbled communications. At one point, the Police Department lost contact with an officer for over 30 minutes.

Working with their vendor and FCC coordinator, the department has been allocated a new set of frequencies from which to operate. However, in order to prevent broadcast spill over to other licensed locations, the FCC coordinator has called for an antenna replacement on one of the transmitter sites. This antenna replacement will further reduce the coverage area as the Middle Road antenna was installed with a 45' height by-law restriction. To overcome this obstacle and provide adequate coverage, the department will need to simultaneously transmit from the main site as well as the backup site.

In May 2017 under article 32B, Annual Town Meeting authorized borrowing in the amount of \$100,000 for the Fire Dept. to deploy simulcast radio equipment to improve coverage and provide failsafe redundancy. The reallocation of a portion of the borrowing authorization would enable the Police Department to utilize equipment purchased and installed by the Fire Dept. in their continuation of their integrated communications network using simulcast transmitters. The Fire Chief is confident that the Fire Department project will be completed under the amount authorized in May, leaving surplus borrowing authority available to meet the cost of the Police Department's request. The project includes licensing to utilize existing simulcast equipment, purchase and installation of a new antenna at the Swanson Road site, and engineering and testing of the radio system.

For the safety of residents and first responders, the Board of Selectmen unanimously supports this article.

### **The Finance Committee recommends (5-0).**

For the reasons stated in the warrant, the Finance Committee recommends.

## **ARTICLE 8 PAYMENT OF PRIOR FISCAL YEAR BILL\*\***

(Nine-tenths vote required)

As part of the Consent Agenda, it was moved to transfer from Free Cash the sum of Two Hundred Eighty-Six Dollars (\$286) for the purpose of providing reimbursement to a DPW Worker for training.

## **Summary**

In April 2015, one of the DPW workers took an approved course on Hoisting, which provides training on proper and safe use of hydraulic equipment. Such training is important for employee safety and is required by policy. The employee paid for the course out-of-pocket but due to an oversight, was not reimbursed for his registration fee, despite sufficient departmental funds being available at the time. This situation came to the attention of the DPW Director and Town Accountant in May, 2017. The total amount of the reimbursement is \$286.00.

**The Board of Selectmen recommends unanimously (5-0).**

The employee was never reimbursed. He should be made whole for the registration fee.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends to pay the bill. The Town is required to pay the bills when they are received. In this case, the bill came in after the close of the FY16 books.

**ARTICLE 9                    GENERAL BYLAW AMENDMENT – AMEND ANNUAL TOWN MEETING BYLAW\*\***

(Majority vote required)

As part of the Consent Agenda, it was moved to amend the Annual Town Meeting Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

The Annual Town Meeting for the election of town officers shall take place on the ~~third Tuesday following the third Monday~~ 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.

**Summary**

When the bylaw was amended just over a year ago to change the day of the municipal election from Monday to Tuesday, it had never been considered that the election might immediately follow the first night of town meeting. Such would be the case in 2018, if the date for the annual election is not moved. Moving the election to the Tuesday following the third Monday will remedy this issue in 2018 and moving forward.

The Board of Selectmen held a public hearing on the proposed amendment on October 16, 2017. No public comment was provided.

**The Board of Selectmen recommends unanimously (5-0).**

If we leave the bylaw as is, municipal elections could occur the day after the start of ATM. Under the current bylaw, this would occur once every seven years. To circumvent this problem, the bylaw change provides that municipal elections occur on the Tuesday following the third Monday.

**The Finance Committee recommends (5-0).**

There are no foreseen financial impacts.

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <b>SECOND MONDAY</b>  ANNUAL TOWN MEETING BEGINS	15 <b>THIRD TUESDAY</b>  MUNICIPAL ELECTION PER CURRENT BYLAW	16	17	18	19
20	21 <b>THIRD MONDAY</b>	22 <b>TUESDAY FOLLOWING THE THIRD MONDAY</b>  MUNICIPAL ELECTION PER PROPOSED BYLAW	23	24	25	26
27	28	29	30	31		

(Majority vote required)

As part of the Consent Agenda, it was moved to alter and extend the layout of Emanuel Drive, a public way in the Town, as ordered by the Board of Selectmen and depicted on a plan entitled "Emanuel Woods, Definitive Subdivision of land in Boxborough, Mass. owned by Boxborough Conservation Trust, Inc." dated September 2013, prepared by David E. Ross Associates, Inc., and recorded with the Middlesex South District Registry of Deeds as Plan No.8 of 2014, a copy of which has been placed on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire, by purchase, gift or eminent domain, the fee or lesser interests in said extended layout for all purposes for which public ways are used in the Town of Boxborough, together with easements for drainage, access, and utility purposes incidental to such use as shown on said plan.

## **Summary**

In December of 2013 the Planning Board issued a decision for the Emanuel Woods Definitive Subdivision Plan & Stone Wall Permit which approved the construction of four house lots and one remaining undeveloped lot with subsequent waivers to allow the construction of a cul-de-sac, a private roadway meeting the private common driveway standards, and the removal of approximately 55 feet of stone wall. This decision required the construction of a cul-de-sac right-of-way at the end of Emanuel Drive which fully complies with the Rules & Regulations Governing the Subdivision of Land to accommodate the turning movements of the Town's emergency vehicles and plow trucks.

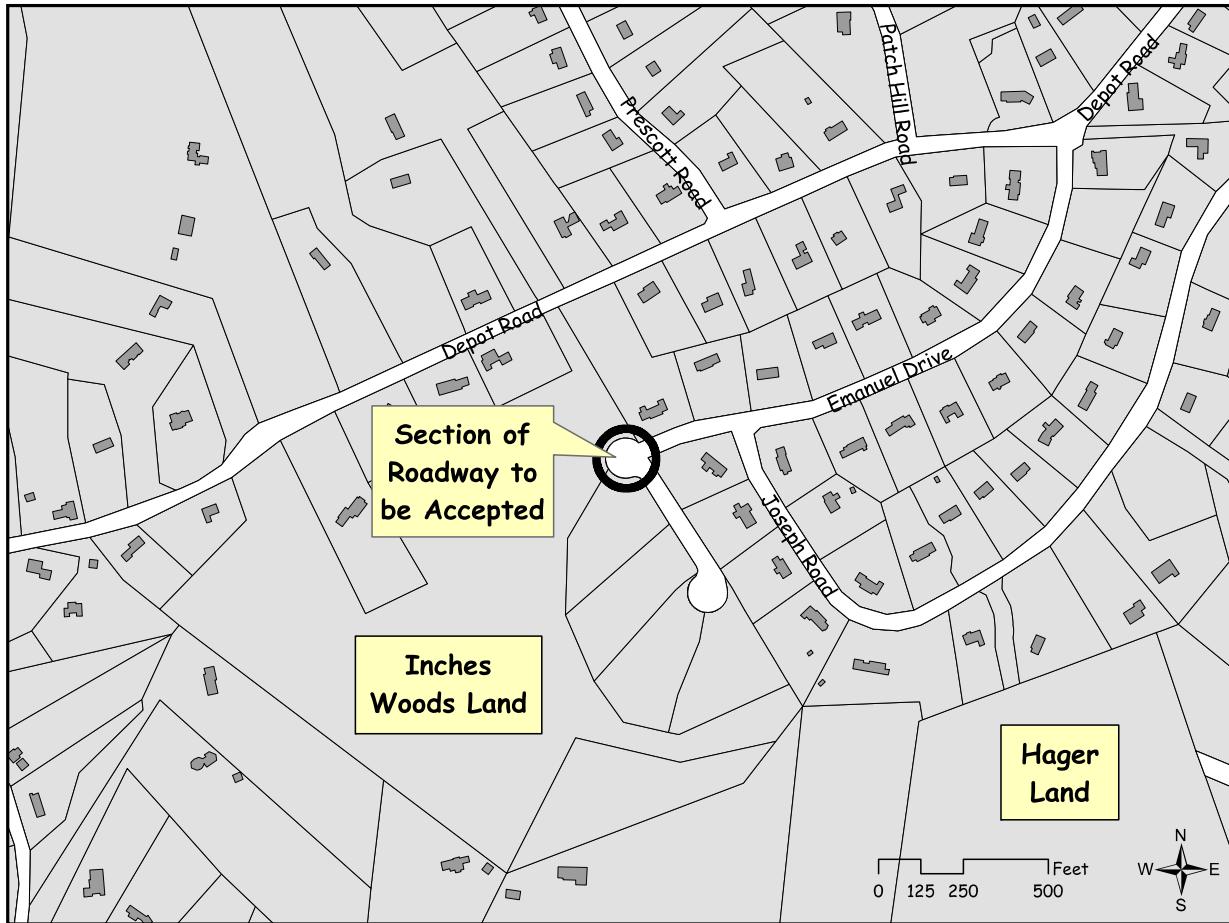
This newly constructed cul-de-sac was designed to be part of an extension of the public way for Emanuel Drive. Off of that cul-de-sac to the southeast is a private road right-of-way extension (Emanuel Drive Extension) which serves the four developable house lots. The developer has constructed the cul-de-sac at the end of Emanuel Drive in conformance with the requirements set forth in the Emanuel Woods Definitive Subdivision Plan & Stone Wall Permit decision and is now seeking the Town to formally accept the cul-de-sac as a public way.

Petitioning the Town for acceptance of the cul-de-sac as part of an extension of Emanuel Drive was a requirement of the Definitive Subdivision Plan decision prior to a full release of the Performance Guarantee for the project. It should be noted here the Definitive Subdivision Plan decision specifically indicates the Emanuel Drive Extension private roadway shall remain a private way now and in the future with no obligation placed upon the Town in terms of maintenance, repairs, and plowing.

### **The Finance Committee recommends (5-0).**

There are no foreseen financial impacts.

Mr. Fallon read the Planning Board recommendation on Article 10.



## ARTICLE 11

### TRANSFER FROM FREE CASH TO RECEIPTS RESERVED FOR APPROPRIATION FOR CAPITAL PROJECTS ACCOUNT\*\*

(Majority vote required)

As part of the Consent Agenda, it was moved to transfer the sum of Ninety-Five Thousand One Hundred Sixty-Five Dollars and Seventy-Six Cents (\$95,165.76) from Free Cash to Receipts Reserved for Appropriation for Capital Projects Account.

#### Summary

It came to the Town's attention that bond premium proceeds in the amount of \$95,165.76 had been incorrectly reported as "Miscellaneous Revenue" in FY 2017. Pursuant to Massachusetts General Law Chapter 44 §20, as revised by the Municipal Modernization Act, which went into effect last year, the bond premium should have been reserved for appropriation for future capital projects for which the Town can borrow for the same or longer period than the original project. This article will remedy the error.

**The Board of Selectmen recommends unanimously (5-0).**

Funds from the bond premium proceeds were incorrectly reported as "Miscellaneous Revenue" in FY 2017. Ultimately, those funds ended up in Free Cash. This article transfers the funds from Free Cash to the Receipts Reserved for Appropriation for Capital Projects Account to be used for a future project.

**The Finance Committee recommends unanimously (6-0).**

The Finance Committee unanimously recommends that the town transfer from free cash to receipts reserved for appropriation for capital projects due to new regulations by the Department of Revenue.

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 17, 2017.

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Susan M. Bak, Chair  
Board of Selectmen

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Robert T. Stemple, Clerk  
Board of Selectmen

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Richard M. Barrett  
Board of Selectmen

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Leslie R. Fox  
Board of Selectmen

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Maria E. Neyland  
Board of Selectmen

## 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](http://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 <sup>nd</sup> Monday in May	Blanchard School
Annual Town Election	3 <sup>rd</sup> Tuesday in May	Town Hall
Boxborough Building Committee	As posted	Town Hall
Boxborough Housing Board	2 <sup>nd</sup> Thursday as posted	Town Hall
Boxborough Emergency Reserve Corps	As posted	Town Hall
Cemetery Commission	As posted	Town Hall
Community Preservation Committee	1 <sup>st</sup> Thursday, 7:30 p.m.	Town Hall
Conservation Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Economic Development Committee	3 <sup>rd</sup> Thursday, 7:00 p.m.	Town Hall
Energy Committee	As posted	Town Hall
Finance Committee	Mondays as posted, 7:30 p.m.	Town Hall
Fire Department	2 <sup>nd</sup> & 4 <sup>th</sup> 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 <sup>nd</sup> 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 <sup>st</sup> 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
Zoning Board of Appeals	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday, 7:15 p.m.	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"/> Affordable Housing Trust	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Agricultural Commission	<input type="checkbox"/> Land Stewards
<input type="checkbox"/> Board of Health*	<input type="checkbox"/> Library Board of Trustees*
<input type="checkbox"/> Board of Registrars	<input type="checkbox"/> Personnel Board
<input type="checkbox"/> Board of Selectmen*	<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"/> Traffic Safety Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Veterans Memorial Committee
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Well-Being Committee
<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Economic Development Committee	
<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](mailto:sshaw@boxborough-ma.gov)**

**\*Indicates an elected board**

## TOWN HALL BUSINESS HOURS

<b>General Hours</b>	Monday–Thursday	8:00 a.m.–4:00 p.m.
	Friday	8:00 a.m.–Noon
<b>Assessor</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Building Department</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Community Services Coordinator</b>	Tuesday & Thursday	8:00 a.m.–4:00 p.m.
<b>Conservation/ZBA</b>	Monday–Wednesday	8:30 a.m.–4:30 p.m.
	Thursday	Noon–4:00 p.m.
<b>Council on Aging Coordinator</b>	Monday–Thursday Friday	8:00 a.m.–3:00 p.m. General Hours
<b>Town Clerk</b>	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
<b>Tax Collector/Treasurer</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Veterans Agent</b>	Wednesday	7:30 a.m.–9:00 a.m.
<b>Nashoba Board of Health Agent</b>	Tuesday	1:30 p.m.–3:30 p.m.
<b>Nashoba Board of Health Nurse</b>	4th Tuesdays	10:00 a.m.–11:00 a.m.
<i>Other hours by appointment</i>		
Main Phone Number: 978-264-1700		
Website: <a href="http://www.boxborough-ma.gov">www.boxborough-ma.gov</a>		

## LIBRARY HOURS

<b>Sargent Memorial Library</b> 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

**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	Rebecca Boucher
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
Inspection Services Support (Building, Electrical, and 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](http://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](mailto:initiallastname@boxborough-ma.gov). For example, Tax Collector Patrick McIntyre's email address is [pmcintyre@boxborough-ma.gov](mailto:pmcintyre@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	Ed Kukkula, DPW Director
A-B Regional School District	978-264-4700	William McAlduff, Interim 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**

