

# Town of Boxborough



2018  
Annual Town Report

***DEDICATED TO***

***THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS***

***AND EMPLOYEES,***

***WHOSE DILIGENT EFFORTS***

***MAKE BOXBOROUGH'S TOWN GOVERNMENT***

***WORK FOR YOU***

Front Cover Art:

Image #1 – Solar Facility –Rear of 1414 Mass. Ave.

Image #2 – Renovations of Flerra Playground – CPA Improvement Project

Image #3 – New Department of Public Works Facility – 873 Mass. Ave.

Image #4 – Massachusetts Police Department Accreditation – October 24, 2018

**Town of Boxborough  
Annual Report**

**for the Year Ending December 31, 2018**

**Annual Town Meeting  
Monday, May 13, 2019  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Tuesday, May 21, 2019  
Town Hall  
7:00 a.m. – 8:00 p.m.**

## ***IN MEMORIAM***

### ***Dennis Kuipers***

*(1933-2018)*

*Finance Committee 1989-1991*

*School Committee 1975-1978*

### ***Karen Smolin***

*(1942-2018)*

*Council on Aging 2006-2010*

### ***Louis Colonna-Romano***

*(1947-2018)*

*Water Resources Committee 1992-1995*

### ***Paul Jaehnig***

*(1926-2018)*

*Historical District Commission 1975-1978*

### ***Donald Copeland***

*(1936-2018)*

*Dispatch 1990-1991*

***Thank you***

*to all who contributed to*

*the Town of Boxborough's*

*2018 Annual Report,*

*with special thanks to*

***Cassy Bosworth, Department Assistant,  
and Jennifer Barrett, Town Accountant***

*and volunteers Bradford Gray*

*and Becky Busby*

*for compiling, formatting,*

*and editing the submissions*

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## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,100
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	3,683
TAX RATE:	\$16.42 (FY19) \$16.44 (FY18) \$16.81 (FY17) \$16.36 (FY16) \$16.65 (FY15) \$17.69 (FY14) \$17.69 (FY13) \$17.87 (FY12) \$17.38 (FY11)
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

Lori Trahan  
<https://trahan.house.gov>

Washington Office 1616 Longworth House Office Building Washington, DC 20515 202-225-3411	Lowell Office 126 John Street, Suite 12 Lowell, MA 01852 978-459-0101
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## 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>	<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>	<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 (2019)

### **Town Clerk**

Elizabeth Markiewicz (2019)

### **Select Board**

Susan Bak, Chair (2020)

Maria Neyland, Clerk (2021)

Wes Fowlks (2019)

Leslie R. Fox (2020)

Robert Stemple (2021)

### **Board of Health**

Marie C. Cannon, Chair (2020)

Pamela Follet (2021)

Bryan Lynch (2019)

Jim Garreffa, *Nashoba Associated Boards of Health*

### **Commissioner of Trust Funds**

Select Board

### **Constables**

Kevin Mahoney (2019)

Owen Neville (2021)

### **Library Board of Trustees**

Jennifer Campbell, Chair (2021)

Mary Brolin (2021)

Janet Glidden (2019)

Robert Mcneece (2019)

Nancy Settle Murphy (2020)

Molly Wong (2020)

### **Planning Board**

John Markiewicz,\* Chair (2019)

Eduardo Pontoriero,\* Clerk (2020)

Than Stuntz\*\* (2019)

Owen Neville\*\* (2019)

Nancy Fillmore (2020)

Abigail Reip (2019)

Hongbing Tang (2021)

### **AB Regional School Committee**

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

Mary Brolin, Chair (2019)

Tessa McKinley (2020)

Michael Bo (2020)

Adam Klein (2021)

## APPOINTMENTS MADE BY SELECT BOARD

### **Town Administrator /**

### **Chief Procurement Officer**

Ryan Ferrara (2021)

Selina S. Shaw (2018)\*\*\*

### **Accountant**

Jennifer Barrett (2019)

### **Assessor**

Sanders Genna (2019)\*\*

Rena Sweeney, Interim Assessor (2018)\*\*

Rebecca Boucher (2018)\*

### **Building Inspector /**

### **Code Administration Officer**

Bentley Herget (2019)\*\*

Gerry Noel (2018)\*

### **Town Planner**

Adam Duchesneau (2019)

### **Treasurer/Collector**

Paul Redmond (2019)\*\*

Patrick McIntyre (2018)\*

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

Nancy Evans (2019)

Sharon Garde (2019)

Sheila Hanrahan (2021)

Ramika Shah (2020)

Amarna Ramasundar (2021)

### **Affordable Housing Trust**

Leslie Fox, Chair (2019)

R. Allen (Al) Murphy (2020)

Becky Neville (2019)

Ron Vogel (2019)

Channing Wagg (2019)

### **Agricultural Commission**

John Neyland, Chair (2019)

Kathie Becker (2020)

Bryon Clemence (2020)

Sarah Murphy (2021)

Owen Neville (2019)

Brian Morrison (2018)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Animal Control Officer / Field Driver**

Phyllis Tower (2019)

**Animal Inspector**

*Nominated by Board of Health, appointed by Commonwealth of MA*

Donald Morse (2019)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2019)

Nancy C. Brown (2020)

Simon Bunyard (2021)

Virginia Richardson (2019)

**Boxborough Building Committee (2019)**

David Follett

Leslie Fox

Ted Kail

Frank Powers\*

Abby Reip

Gary Kushner, Alternate

John Markiewicz, Alternate

Hoff Stuart, Alternate

**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

**Cemetery Commission**

William Sutcliffe, Chair (2020)

Mitzi Garcia-Weil, Clerk (2021)

Donald C. Morse (2019)

**Cemetery Superintendent**

Donald C. Morse (2019)

**Community Preservation Committee**

Dennis Reip, Chair (2020), *Conservation Commission*

Hugh Fortmiller, Vice Chair (2019), *at-large*

Rita Gibes Grossman, Clerk (2021), *at-large*

Thom Begin (2018), *Finance Committee*\*\*

Hilary Greven (2019), *Recreation Commission*

John Neyland (2021), *Agricultural Commission*

Abby Reip (2019), *Planning Board*

Alan Rohwer (2020), *Historical Commission*

Ron Vogel (2020), *Housing Board*

**Complete Streets Committee**

Abby Reip, Chair (2019)

Megan Connor (2019)

Lalita Ganesan (2019)

Alex Kerin (2019)

Brian Madge (2019)

Elizabeth Markiewicz (2019)

Than Stuntz (2019)

**Conservation Commission**

Dennis Reip, Chair (2021)

David Follett (2020)

Charlene Golden (2020)

Norm Hanover (2019)

David Koonce (2020)

Hoff Stuart (2019)

Stephen Schmitt (2021)

*Appointed by Conservation Commission*

Liz Markiewicz, Associate Member

**Council on Aging**

Francis J. Powers, Chair (2020)

Sonali Bhatia (2021)

Barbara Birt (2019)

Ann Canfield (2021)

Taryn Light (2019)

Barbara Wheeler (2019)

Karen Whitcomb (2021)

Frank Sibley (2018)

**Design Review Board**

Tim Rudolph, Chair (2020), *at-large, Economic Development Committee*

Robert Childs (2021)

Kevin Mahoney (2019), *Historical Commission*

Robert Stemple (2018), *Select Board*

Hongbing Tang (2019), *Planning Board*\*

**Election Wardens**

Allen Rohwer

Lisa St. Amand

Eileen Sutcliff

**Economic Development Committee**

Tim Rudolph, Chair (2019)

Rich Guzzardi, Clerk (2020)

Kristin Hilberg (2019)

John Markiewicz (2019)

Nate McKinley (2020)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

John Neyland (2021)  
Than Stuntz (2019)  
Dawn Willis (2019)

#### **Energy Committee**

Francie Nolde, Chair (2019)  
Abby Reip, Clerk (2021)  
Molly Biron (2021)  
Richard Garrison (2021)  
Larry Grossman (2021)  
Palmer Moore (2019)  
Barbara Salzman (2021)  
Keshava Srivastava (2020)  
Travis Gebhardt (2020)\*  
Raid Suleiman (2019)\*

#### **Fire Department**

**Fire Chief, Fire Warden, Emergency Management Director, Right to Know Coordinator, Roy Custance Scholarship Administrator**  
Randolph T. White (2019)

#### **Officers Full-Time (2019)**

Shawn Gray, Captain  
Jonathan Williams, Lieutenant

#### **Officers Per-Diem (2019)**

Jason Malinowski, Lieutenant  
Adam Nichols, Lieutenant

#### **Firefighter/EMTs Full-Time (2019)**

Zachery Broderick  
Zachary Clements  
Charles Colburn

#### **Firefighter/EMTs Per-Diem (2019)**

Michael Byrne  
Edmond Daigneault  
James Devogel  
David Dutton  
Christopher Fischer  
David Hillman  
Brendan Hurley  
Derek Jordan  
Sean Kennefick  
Matthew Nelson  
George M. Robinson  
Joshua Schrader  
Tyler Schwabe  
Ronald Sisco  
Taylor Soberg

Robert F. Sokolowski  
Robert T. Stemple  
Benjamin Wilmot  
Stephen Wright  
Eoin Bohnert\*

#### **Call Firefighters (2019)**

Juan Barrios  
Lawrence Roche

#### **Historical Commission**

Alan Rohwer, Chair (2021)  
Kevin Mahoney (2020)  
Brian Picca (2019)  
Shirley Warren (2018)

#### **Inspector of Gas & Plumbing**

Steve Bottazzi (2019)  
Adam Sahlberg, Assistant (2018)  
Norman Card, Jr., Assistant (2019)

#### **Inspector of Wires**

Charles Weeks (2019)  
Robert Norton, Assistant (Alternate)(2019)

#### **Personnel Board**

Sheila Bauer, Chair (2020)  
Anne Canfield (2021)  
Pat Flanagan (2021)  
Hugh Fortmiller (2020)  
Anne Mcneece (2019)  
Nancy Settle-Murphy (2021)

#### **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 (2019)**

Warren J. O'Brien, Lieutenant  
Nathan W. Bowlick, Sergeant  
Brett A. Pelley, Sergeant  
Robert Bielecki, Sergeant  
Robert Arakelian, Patrol Officer  
Robert Fagundes, Patrol Officer  
Philip Gath, Patrol Officer  
Jeffrey Landgren, Patrol Officer  
Robert Noone, Patrol Officer\*

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\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

Nicholas Storelli, Patrol Officer  
Tyler D. McElman, Patrol Officer\*\*  
Christopher D. Lowney, Patrol Officer\*\*  
Patrick R. Gaumond, Patrol Officer\*\*  
Jeffrey A. Dean, Patrol Officer\*  
Kevin Gordon, Patrol Officer\*

**Reserve Police Officers (2019)**

Gordon N. Clark  
Robert R. DaCosta  
Steven P. Duffy  
Frank W. Gordon  
Patrick E. Mortimer  
Katelyn E. Pfeifer

**Public Safety Dispatchers (2019)**

*Appointed by Fire Chief*  
Brenda Santucci, Supervisor  
Ashley Cartier  
Elaine DeLorme  
Katelyn Pfeifer  
Angela M. Alves\*\*  
Patrick Mortimer (part-time)  
Linda Yost\*

**Lock-Up Attendants (2019)**

Amy Waxman

**Public Celebrations & Ceremonies Committee**

Marissa Picca, Chair (2019)  
Susan Chavez (2020)  
Julia Hutton (2021)  
Trena Minudri (2018)  
Fran Moore (2021)  
Sunitha Paravasthu (2019)  
Nicole Sheehan (2021)

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

Ed Kukkula (2020)

**Recreation Commission**

Megan Connor, Chair (2021)  
Becca Edson (2019)  
Hilary Greven (2021)  
Kevin Lehner (2019)  
Claudine Lesk (2020)  
Stacey O'Connell (2020)  
Rick Barrett (2021)

**Steele Farm Advisory Committee**  
Bruce Hager, Chair (2019)  
Jeanne Steele Kangas (2021)  
Jim Moss (2020)  
Sarah Murphy (2020)  
Edward Whitcomb (2021)

**Town Counsel**

K|P Law (2019)

**Traffic Safety Committee**

Tonya Andersen  
Karen Agento  
Alex Kerin  
Owen Neville

Victor Tremblay

**Ex-Officio Members**

Warren Ryder, *Police Department*  
Randolph White, *Fire Department*  
Ed Kukkula, *Department of Public Works*  
Adam Duchesneau, *Planning Department*

**Veterans Agent**

Donald C. Morse (2019)

**Veterans Tribute Committee (2019)**

Kevin Mahoney, Co-Chair  
Ron Vogel, Co-Chair  
Karen Noriega-Baron, Clerk  
Frank Coolidge  
Garrett Green  
Scott Pierce  
Paul Scheidemantel  
Mitzi Garcia-Weil\*  
Trena Minudri\*

**Water Resources Committee (2018)**

Bryon Clemence (2021)  
Nancy Fillmore (2020)  
Les Fox (2020), *Select Board*  
Bryan Lynch (2021), *Board of Health*  
John Neyland (2019), *Agricultural Commission*  
Stephen Schmitt (2020), *Conservation Commission*

**Well-Being Committee**

Elizabeth Markiewicz, Chair (2019)  
Pam Follett (2019)  
R. Allen (Al) Murphy (2019)  
Mary Pavlik (2020)  
Channing Wagg (2019)  
Cindy Worthington-Berry (2019)\*

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\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Ex-Officio Members**

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

**Zoning Board of Appeals**

*Michael Toups, Chair (2020)  
Lonnie Weil, Clerk (2019)  
Tom Gorman (2019)  
Kristin Hilberg (2020)  
Mark White (2021)  
Stefano Caprara, Alternate (2019)  
Christian Habersaat, Alternate (2019)*

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

*Ted Kail, Chair (2020)  
Andrew Bernard (2019)  
Ling Chen (2021)  
Gary Kushner (2021)*

*Becky Neville (2019)  
Lixin "Larry" Sun (2020)  
Thom Begin (2019)  
Michael Bo (2020)\**

**APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES**

*Peishan Bartley, Library Director  
Maureen Strapko, Library Director\*\*\**

**APPOINTMENTS MADE BY BOARD OF HEALTH****Boxborough Emergency Reserve Corps**

*Ronald Sisco, Chair  
Diane Ford*

**TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED****Department of Public Works**

*Scott Doughty, Foreman  
Vicki Rzasa, Department Assistant  
Juan Barrios  
Steve Barter\*\*  
Francis Flynn\*\*  
Anthony Pappo\*\*  
Larry Roche  
Robert Sokolowski  
Edmond Daigneault, part-time  
Jeff Brown\*\*\*  
Gillis Soucy\*\*\*  
Richard Tower, part-time\**

**Council on Aging Van Drivers**

*Francis Powers  
Peter Tenneson*

**Library Staff**

*Maren Caulfield, Senior Library Assistant  
Joanne Lee, Senior Library Assistant  
Claudia Murphy, Senior Library Assistant  
Anne-Marie Mulligan, Technical Services Librarian  
Marion Powers, Senior Library Assistant  
Kathleen Taffel, Youth Services Librarian*

**Town Hall**

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

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

## SELECT BOARD

### Financial Position of the Town

Boxborough has continued to maintain its AAA bond rating and very healthy reserves. Free cash is certified at \$1,345,533 for FY 2018. The Stabilization Fund stands at \$1.58M. Our Other Post-Employment Benefits (OPEB) unfunded liability is \$2.9M and our trust balance of \$670K exceeds 14.5% of our liability.

Boxborough's FY 2019 tax rate of \$16.42/\$1,000 is the 6<sup>th</sup> reduction in the tax rate in the last 7 years. Assessed valuations of single-family homes have continued to increase, reflecting a healthy housing market in Boxborough. The addition of over \$61M in valuation has significantly contributed to the reduced tax rate, and the average tax bill for a single-family home increased by \$513/year. Our levy capacity has increased to \$2.5M.

### Town Operations

#### Personnel changes

This year the Town welcomed several new members to the Boxborough staff. We are thrilled to have recruited so many talented individuals to our town. We look forward to a successful and long-term relationship with all of our employees.

**Ryan Ferrara** was appointed the Town Administrator (TA) effective July 5, 2018. Ryan brings over 20 years of experience in municipal governance including 6 years as the Assistant TA in Middleton. He has a wealth of knowledge in human resource management, budget management, information technology, procurement and collective bargaining.

**Bentley Herget** was appointed the Building Inspector, Code Administration Officer, effective August 6<sup>th</sup>, 2018. Bentley has over 12 years of experience as a Building Commission/Inspector in central Massachusetts plus over 20 years of experience in the commercial and residential construction fields. Bentley is a certified Building Commissioner/Zoning Enforcement Officer/Building Inspector.

**Paul Redmond** was appointed the Treasurer/Tax Collector effective August 13, 2018. Prior to joining Boxborough, Paul worked as the Assistant Treasurer/Collector for the Town of Shrewsbury where he managed a staff of four full-time employees, responsible for compliance with federal and state laws and regulations governing municipal finance.

**Sanders (Sandy) Genna** was appointed the Town Assessor effective August 20, 2018. Sandy brings over 20 years of experience as an appraiser in central Massachusetts. Most recently, Sandy worked as the Assessor for the Town of Wrentham.

**Lauren Abraham** was appointed as the Council on Aging Coordinator, effective December 31, 2018. Lauren has worked for the Town for four years, providing advocacy, assistance and support to town residents. In conjunction with the Boxborough Housing Authority, Lauren administers the Boxborough Rental Assistance Program. She also supports the Well Being Committee, the Bettering Boxborough Together sub-committee and the Harvest Fair. Lauren will continue her work as the Community Services Coordinator, while taking on the COA responsibilities.

#### Retirements

After 20 years of continuous service to the Town, **Selina Shaw**, Town Administrator, moved on to retirement. Selina was instrumental in developing a relationship with Cross Town Connect, managing the contractual and procurement process for a number of major initiatives including the new DPW building and Steele Farm

renovations. We thank Selina for her contributions to the Town and wish her every success in the next chapter of her life.

**Laura Arsenault**, Council on Aging Coordinator for the last 10 years, retired in November 2018. Laura developed, coordinated and delivered a host of programs for Boxborough seniors, making senior lives a little easier and happier! We appreciate all she has done to support our seniors and wish her the best in her retirement.

#### Vocational Education

In February 2016, the Town voted to leave the Minuteman Vocational District and decided to send students to one of three preferred vocational schools. For the 2018/2019 school year, six students opted for Minuteman Vocational Technical High School, one student opted for Assabet Technical High School and one student opted for Nashoba Valley Technical High School for a total of 8 students. This is an increase of 160% over where we were when the Town voted to leave the Minuteman Vocational District in February 2016.

Annual transportation costs for the current school year (2018/2019) were: \$32,400 for Minuteman, \$27,000 for Assabet and \$27,000 for Nashoba. The state provides an annual reimbursement of 60-80% of those transportation costs in the following year's state aid allocation. As of this writing, no reimbursement has been received from the state.

#### Technology

General cross-department technology needs and strategy are developed by an ad hoc "Technology Steering Committee." With the restructuring of town government in 2018, the steering committee is comprised of the Town Administrator, the department heads, the Library Director, Guardian Information Technologies (our IT support provider), and a liaison from the Select Board. The steering committee has continued to develop plans with a five year horizon.

In general, our systems have been stable and functioned as expected without major incidents during the year. A number of planned and budgeted upgrades to town servers, networks and desktops proceeded unremarkably. Hardware upgrades have expanded our off-site storage for continuity of operation and increased local capacity of the back-up system, and overall system availability was improved with additional redundant domain controllers and core switches. Planning will begin in earnest in 2019 for the retirement of all Windows 7 systems and Microsoft Office 2010 by their announced end-of-life in early 2020.

With much appreciated contributions and assistance of the Littleton Electric Light Department, the new DPW building at 873 Mass Ave (formerly Kaizen) was integrated into the town's wide-area fiber network. Guardian Technologies installed new network switches and wireless networking in the new building. Desktop computers were added for the foreman's office and the crew breakroom.

With funds appropriated at the December 4, 2017 Special Town Meeting, the library phone system was replaced with a new system providing much improved ease of use for system management. The Library network was upgraded to improve connectivity for data and to support BXB-TV cable broadcasts from the Library. Planning continued for integration of the Library business systems into the town-wide network and centralized back-up service. A virtualized thin-client desktop architecture is being considered.

The implementation of a networked building Access Control system for all town buildings did not make progress in 2018 due to several factors, including the unexpected acquisition of the Kaizen building for a DPW facility, and evolving strategy for new police and fire department facilities.

A redesign of the town website was begun with the goal of improving the user experience and to improve the search function. However, our provider was acquired, delaying roll-out of the new site. We also began exploring the use of social media to increase service and information delivery, and provide residents additional means to engage with town government and processes. In support of this, we began investigating an appropriate social media policy.

#### Cable Operations

Boxborough continued with the fourth year of an inter-municipal agreement with Littleton Community Television (LCTV) for the management and oversight of BXB-TV cable television services and operations in Boxborough. We continued to provide high quality coverage of regular Select Board meetings held in the Grange, and town meetings held in the Blanchard Gymnasium.

A number of upgrades and enhancements were made this year:

- A new live streaming capability was added. This will allow viewing of broadcasts on 4G, enable mobile and desktop devices, and to more conveniently originate coverage from non-town locations. Live streaming from the Boxborough Regency was used to provide coverage of the September 5, 2018 Special Town Meeting. Select Board meetings are now being live-streamed, in addition to traditional cable broadcast on our Verizon and Comcast channels.
- New Castus playback equipment was added for improved Video-On-Demand (VOD) services.
- Upgrades were made to the Verizon broadcast equipment

A number of improvements are planned for the Grange. These will commence once the last phase of the major Grange renovations is completed in 2019. This will include permanent installation of three robotic cameras, ceiling PA speakers, a ceiling-mounted projector with motorized screen, a room PA system and a hearing-impaired base system and receivers. BXB-TV worked with the project architect to ensure AV requirements are provided for based on our design specifications.

The Town is aware that the nation-wide roll-out of so-called 5G technology under FCC rules and mandates will likely impact our ability to fund some aspects of cable operations through the historic use of cable franchise fees. It is too soon to say what the outcome will be but we will be watching the situation as it evolves.

#### Grange Hall

In May 2016, Annual Town Meeting (ATM) approved Community Preservation Act funds in the amount of \$106,775 for the cost of renovations to the Grange. This was in addition to a prior warrant article for the floor, in the amount of \$14,647 and cable money of \$62,000. Subsequently, the Select Board was told that the funds would not be sufficient to cover all three phases of the project. The Town voted additional funds of \$164,000 at the May 2018 ATM.

Phase I of the project was completed in December 2017. Phase II of the project went out to bid in mid-December 2018. Work is scheduled to begin in mid-February 2019. The floor for the Grange will be completed during the summer of 2019, when the Grange is used less frequently.

#### **Infrastructure**

The Massachusetts Department of Transportation completed the culvert project between the Library and the Fire Station during the spring of 2018 and paved and resurfaced that same section of Massachusetts Avenue (Route 111). The project was completed with the installation of the guard rails in October 2018.

In October 2017, 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. The design and plan for the sidewalks started during the summer of 2018. The actual work should begin in the Spring/Summer of 2019.

The Town completed a number of projects using both Chapter 90 money from the State and funding through the FY 2018 and FY 2019 budgets. The following roads were completed during the summer and fall of 2018: Burroughs Road (east end, from 111 to Stow Road), Hill Road including the culvert at Barteau Lane (2.3 miles from Littleton to Barteau Lane), School House Lane, and Summer Road. Special thanks to Ed Kukkula, DPW Director, and the entire DPW staff for moving these projects to completion.

### **Master Plan updates**

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

In October 2017, the Board appointed a Water Resources Working Group, consisting of Bryan Lynch, Board of Health, Bryon Clemence, at-large, Steve Schmitt, Conservation Committee, Grant Greven, at-large, and Les Fox, Select Board. The working group was charged with developing a proposed charter and mission statement that is consistent with the intent, strategies and actions of the Boxborough 2030 Master Plan for a Water Resource Committee. The working group's work was finalized in October 2018 and a permanent Water Resource Committee was appointed at that time.

#### 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 (8)-hour curriculum for all Boxborough town employees. Those trainings were completed in the Spring of 2017.

Going forward, the Select Board, 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 adopted a new resident "welcome" letter. Among other things, 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 appointed town boards and committees and is now available in Mandarin, Portuguese and Spanish.

#### 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 Tim Rudolph, Chair, Richard Guzzardi, Kristin Hilberg, Dawn Willis, Nate McKinley, John Neyland, Than Stuntz, Planning Board, and Adam Duschesneau, Town Planner and ex-officio. The committee's report can be found in the Annual Report.

### 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 the department heads, citizens, users and potential users; assessing needs; reviewing conceptual designs; acting in an advisory capacity; and making specific, detailed recommendations, including cost projections, with respect to any facility or building construction or renovation that the Committee deems necessary in order to meet the needs of the Town of Boxborough for public safety and public works. The Fire Department, Police Department, and Department of Public Works (DPW) are all involved in the process.

At the end of last year, the BBC identified a property suitable for the DPW. Town Meeting approved the purchase of the property in February 2018. The purchase was completed in March 2018.

### Identify and promote solutions to improve location transportation option

The Town continues to evaluate the effectiveness of the Cross Town Connect transportation system to determine if it is workable for Boxborough residents.

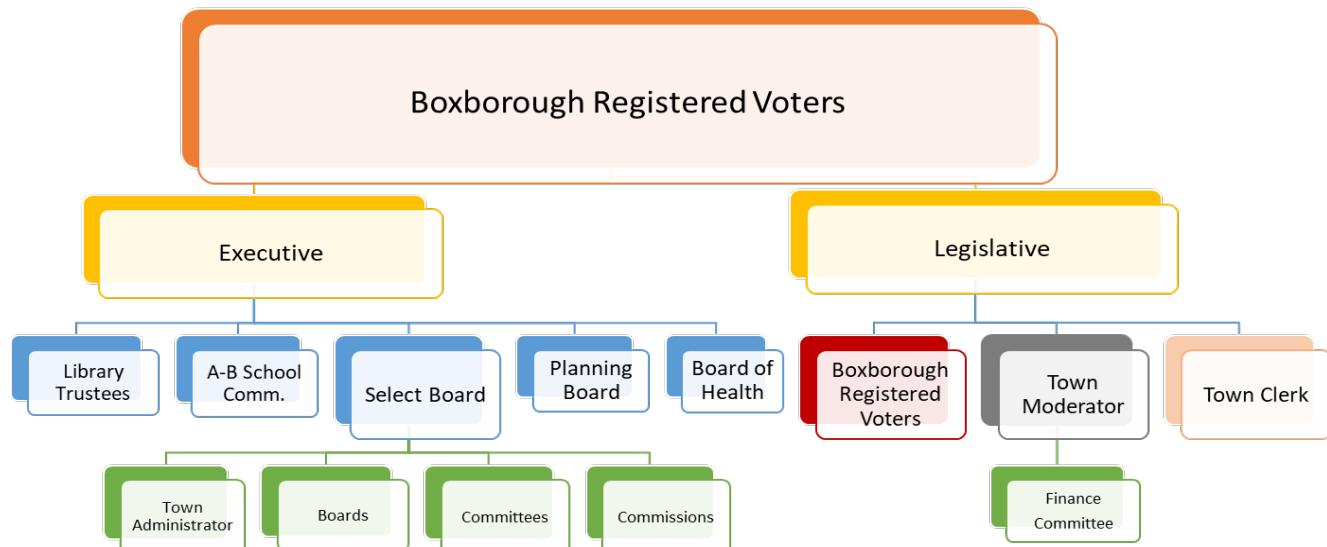
### Continue to engage in partnerships with surrounding towns and the region

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 the Regional Transportation Authorities and as a member of the Boston Region Metropolitan Planning Organization, Cross Town Connect and 495/MetroWest Partnership.

### **How does Boxborough Town Government work?**

The Town of Boxborough operates under the open Town Meeting process, with two branches of government: the Executive branch and the Legislative branch. Please note that the Town Moderator, Town Clerk, Select Board, Planning Board, Board of Health, Acton-Boxborough School Committee, and Library Trustees are all elected to their respective positions.

#### **Town Government Structure**



## **Legislative**

The Legislative body is made up of all Boxborough registered voters. This body of government approves budgets, votes on capital purchases, approves bylaws and determines land use at Town Meeting.

## **Town Moderator**

The Town Moderator is an elected official who presides over the legislative branch at Town Meeting and appoints the Finance Committee.

## **Town Clerk**

The Town Clerk is an elected official and the chief elections officer, responsible for all documents and events relating to any and all federal, state and town elections as well Town Meetings. The Town Clerk is responsible for the official minutes of Town Meeting.

The Town Clerk has a number of other responsibilities. Massachusetts General Law, Chapter 46 requires that the Town Clerk is responsible for registering, safeguarding and making available all vital records for all residents. Furthermore, the Town Clerk is responsible for posting all Town Board, Committee and Commission meetings and notices in compliance with the Open Meeting Law.

## **Executive**

The Executive branch is made of up of elected boards including the Select Board, the Acton-Boxborough School Committee, the Board of Health, the Planning Board and the Library Trustees.

## **Select Board**

The Select Board is a five-member elected board which derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and the bylaws of the Town of Boxborough. The Board oversees the spending of funds appropriated at Town Meeting. The Board may promulgate rules, regulations and procedures as necessary in order to carry out its duties.

The duties of the Select Board include, but are not limited to the following:

- Signs warrants for payment of town bills
- Makes appointments to specific town boards, committees and commissions
- Hires professional administrative staff and Town Counsel
- Calls Town Meeting and elections
- Prepares and issues the Town Meeting warrant
- Sets public policy and creates basic regulations
- Sets certain fees

The daily administrative tasks for running the Town and the delivery of services is handled by the Town Administrator who reports to the Select Board.

The Select Board does not have jurisdiction over other elected Boards such as the A-B School Committee, Board of Health, Planning Board or Library Trustees. Nor does the Select Board have jurisdiction over the Town Moderator or Town Clerk. That being said, all elected boards and individuals work collaboratively to ensure the efficient and effective execution of town policies and work toward the best interests of the Town.

## **Acton-Boxborough School Committee**

The A-B School Committee is an elected board of 11 members; 4 elected from Boxborough and 7 elected from Acton. The committee oversees the education of children in the Acton-Boxborough Regional School District, which includes the Blanchard Elementary School. The committee hires, supervises and evaluates the Superintendent of Schools, sets policy and develops and monitors the budget.

### Board of Health

The Board of Health is a three-member elected board that works to ensure, maintain and improve the health and well-being of the residents of Boxborough in accordance with applicable state and local laws and regulations.

The Board of Health provides oversight of health and human services, enforcement of regulations to protect drinking water, septic disposal, wastewater treatment, food services, recreational safety, mosquito control, storm water disposal, ground water protection and air quality.

### Planning Board

The Planning Board is a five-member elected board with overall responsibility for land use based on the Boxborough Zoning Bylaw. The Planning Board administers the rules and regulations governing the subdivision of lands and, in certain circumstances, has special permit-granting authority. The Planning Board proposes zoning amendments for consideration at Town Meeting.

The Planning Board is also charged with evaluating the impact of residential, commercial, and industrial projects on the community which meet the threshold for site plan approval. When appropriate, the Planning Board may require alterations to projects to mitigate impact to abutters and the community.

### Library Trustees

The Library Trustees is a six-member elected board with overall responsibility for the Library. The Trustees work with the Library Director to establish policies governing library activities and services. The Trustees engage in ongoing planning to assess the needs and the role of the library in the community.

## **PERSONNEL BOARD**

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

During 2018, the Personnel Board worked to finalize job descriptions that included Meeting Secretary, DPW Fleet Maintenance Mechanic, Recreation Commission Specialty Instructor, Veterans Agent, and others. To better support town departments, we created a job description template and Personnel Board job description process.

PB members sat on search committees, conducted exit interviews and were part of a Finance Committee working group. We worked extensively to update the Employee Handbook.

Finally, we thank Town Administrator Ryan Ferrara, Select Board Chair Susan Bak, and Finance Committee member Becky Neville for their ongoing assistance to the Personnel Board. Their knowledge and guidance are invaluable and appreciated by all members of the Board.

Respectfully submitted,  
Sheila Bauer, Chair

## 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 2018 fiscal year ended on June 30, 2018. Over the course of the year the Finance Committee approved \$169,267.75 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 Select Board, may approve End of Year Transfers, this year totaling \$22,662.50.

Throughout FY 2018, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of these activities during FY 2018 are documented below:

- Presentations at the STM and ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the Boxborough Capital plan.
- Discussion of warrant articles including, but not limited to the town budget and various capital purchases.
- Participation on the Boxborough Building Committee
- Participation on the AB Regional School Building Committee

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), the ABRS Building Committee, and the Boxborough Leadership Forum (BLF). The Finance Committee bylaw allows Finance Committee members to actively vote on building committees. The Finance Committee continues to provide feedback to the various committees in town.

### Actual Sources of Funds for FY 2018

Revenue Sources for ATM	Revenue, \$
Maximum Allowable Tax Levy (Prop. 2½)	21,029,177
State Aid	483,989
Local Receipts (Excise Tax, Permits)	1,610,000
Overlay Reserve Released to Fund Budget	0
<b>Total Revenue</b>	<b>23,123,166</b>
Free Cash	1,876,950
Stabilization Fund	1,327,006

### Summary of Fiscal Year 2018 Budget – Approved vs. Actual

Budget Category	FY 2018 \$		% Expended
	Budget	Actual	
General Government	999,372	1,032,598	103.3
Protection	2,631,533	2,556,113	97.1
AB Regional School	11,593,781	11,593,781	100.0
Minuteman Technical School	165,232	179,244	108.5
Nashoba Technical School	0	0	0.0
Assabet Technical School	48,864	30,657	62.7
Public Works	1,088,667	995,376	91.4
Cultural, Recreation, Library	427,495	422,042	98.7
Health	131,366	136,177	103.7
Reserve Fund	185,000	169,256	91.5
Debt Service	1,266,415	1,266,415	100.0
Employee Benefits*	1,699,926	1,611,964	94.8
<b>Total Operating Budget</b>	<b>20,327,971</b>	<b>19,899,794</b>	<b>97.9</b>

\* Includes town employees only.

The shortfall in individual budgets was covered by use of the Town's Reserve Fund and End of Year Transfers. Boxborough created a ten-year rolling Capital Plan. This plan was presented at ATM for the first time in 2010. The current five-year estimate for capital expenditure is shown in the following table.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	\$				
Cemeteries	--	10,000	10,000	10,000	--
Conservation	10,000	10,000	10,000	10,000	10,000
Fire Department	275,000	15,000	800,000	130,000	--
Historical Museum	--	--	18,000	20,000	24,000
Library	--	40,000	47,000	187,000	--
Planning	45,000	10,000	--	15,000	--
Police Department	183,500	336,000	95,000	74,500	49,000
Public Works	581,000	561,000	664,000	806,000	416,000
Recreation	26,800	500,000	--	10,000	--
Steele Farm	--	320,000	--	45,000	--
Town Hall	64,000	108,000	15,000	10,000	15,000
Town Hall-Town Clerk	16,000	10,000	10,000	10,000	--
Town-Wide	201,476	88,316	69,465	68,929	70,997
<b>Grand Total</b>	<b>1,402,776</b>	<b>2,008,316</b>	<b>1,738,465</b>	<b>1,396,429</b>	<b>584,997</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 (CPA), the budget, or other sources.

#### Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Median single-family house price was \$608,661
- Town Valuation was \$1,167,873,673

## 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 FY 2019.

FY 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 FY 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
Total Valuation, \$	1,106,645,400	1,053,976,024	1,018,102,406
Total Levy, \$	18,193,250	17,717,337	16,656,155
Tax Rate, \$/\$1,000	16.44	16.81	16.36

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 29 abatements granted on appeal in the total amount of \$154,795.70.

### 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 Select Board, Town Administrator, Town Hall staff, and the residents of Boxborough for their support for the past several months.

Respectfully submitted,  
Sanders (Sandy) J. Genna, MAA, Assessor

**TAX COLLECTOR – FISCAL YEAR 2018**

<b>Real Estate Tax</b>						
<b>Fiscal Year</b>	<b>Uncollected As of 7/1/17</b>	<b>Commitments</b>	<b>Exemptions, Abatements, Tax Title</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding As of 6/30/18</b>
2018	--	17,515,788.88	72,756.95	17,415,525.67	112,718.45	140,224.71
2018 Supp.	--	13,199.20	--	8,568.72	--	4,630.48
2017	75,620.40	--	1,417.08	39,122.44	--	35,080.88
2016	43,888.68	--	--	12,719.83	--	31,168.85
2015	14,671.39	--	--	13,974.65	--	696.74
<b>Total</b>	<b>134,180.47</b>	<b>17,528,988.08</b>	<b>74,174.03</b>	<b>17,489,911.31</b>	<b>112,718.45</b>	<b>211,801.66</b>
<b>Community Preservation Act</b>						
<b>Fiscal Year</b>	<b>Uncollected As of 7/1/17</b>	<b>Commitments</b>	<b>Exemptions, Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding As of 6/30/18</b>
2018	--	175,158.24	1,761.00	172,122.39	63.40	1,338.25
2018 Supp.	--	131.99	--	85.69	--	46.30
2017	373.40	--	14.17	359.49	--	(0.26)
2016	410.42	--	--	114.96	--	295.46
2015	201.96	--	--	188.54	--	13.42
<b>Total</b>	<b>985.78</b>	<b>175,290.23</b>	<b>1,775.17</b>	<b>172,871.07</b>	<b>63.40</b>	<b>1,693.17</b>
<b>Personal Property Tax</b>						
<b>Fiscal Year</b>	<b>Uncollected As of 7/1/17</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding As of 6/30/18</b>
2018	--	678,890.15	3,949.02	696,051.70	22,973.15	1,862.58
2017	2,297.62	--	--	156.49	--	2,141.13
2016	12,885.57	--	--	12,559.86	--	325.71
2015	754.22	--	--	215.64	--	538.58
<b>Total</b>	<b>15,937.41</b>	<b>678,890.15</b>	<b>3,949.02</b>	<b>708,983.69</b>	<b>22,973.15</b>	<b>4,868.00</b>
<b>Motor Vehicle Tax</b>						
<b>Fiscal Year</b>	<b>Uncollected As of 7/1/17</b>	<b>Commitments</b>	<b>Abatements</b>	<b>Collections</b>	<b>Refunds</b>	<b>Outstanding As of 6/30/18</b>
2018	--	779,946.82	12,929.00	686,242.76	5,984.29	86,759.35
2017	150,154.98	--	6,492.40	130,168.01	7,269.82	20,764.39
2016	23,711.33	--	385.73	13,604.86	949.62	10,670.36
2015	5,041.52	--	68.33	1,585.94	--	3,387.25
2014	2,688.57	--	--	225.00	--	2,463.57
<b>Total</b>	<b>181,596.40</b>	<b>779,946.82</b>	<b>19,875.46</b>	<b>831,826.57</b>	<b>14,203.73</b>	<b>124,044.92</b>

## TREASURER

Herewith is presented the Treasurer's FY 2018 report for the Town of Boxborough.

Recapitulation	\$
Treasurer's Cash Balance, 7/1/18	5,389,870.61
Treasurer's Trust Fund Balance, 7/1/18	2,483,309.63
<i>Subtotal</i>	7,873,180.24
FY 2018 Receipts	24,189,636.07
Less FY 2018 Approved Disbursements	(23,375,553.91)
Treasurer's Cash Balance, 6/30/18	8,687,262.40
<b>TOTAL DEBT JUNE 30, 2018</b>	<b>6,683,114.00</b>

Projected Long-Term Debt	Principal	Interest	Total
	\$		
<b>FY 2018</b>	1,112,000.00	154,414.00	1,266,414.00
<b>FY 2019</b>	740,000.00	129,407.00	869,407.00
<b>FY 2020</b>	690,000.00	111,457.00	801,457.00
<b>FY 2021</b>	555,000.00	92,832.00	647,832.00
<b>FY 2022</b>	530,000.00	76,557.00	606,557.00
<b>FY 2023</b>	460,000.00	61,257.00	521,257.00
<b>FY 2024</b>	445,000.00	47,607.00	492,607.00
<b>FY 2025</b>	300,000.00	35,982.00	335,982.00
<b>FY 2026</b>	210,000.00	27,132.00	237,132.00
<b>FY 2027</b>	130,000.00	22,382.00	152,382.00
<b>FY 2028</b>	130,000.00	18,832.00	148,832.00
<b>FY 2029</b>	130,000.00	15,282.00	145,282.00
<b>FY 2030</b>	100,000.00	11,763.00	111,763.00
<b>FY 2031-36</b>	320,000.00	26,219.00	346,219.00

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

FY18 Debt Service Budget	Principal	Interest	Total Debt Svc.	Breakdown, %	Year Retired
	\$				
Sewage Disposal Facility	32,000.00	6,920.00	38,920.00	3.07	2026
Water (Sewer/Water)	48,000.00	9,480.00	57,480.00	4.54	2026
Land Acquisition – Howe/Panek	32,800.00	3,328.00	36,128.00	2.85	2022
Affordable Housing	5,400.00	854.00	6,254.00	0.49	2024
Library	118,800.00	18,738.00	137,538.00	10.86	2024
Departmental Equipment	125,000.00	10,638.00	135,638.00	10.71	2020
School Debt	335,000.00	6,700.00	341,700.00	26.98	2018
Departmental Equipment	215,000.00	44,619.00	259,619.00	20.50	2030
Departmental Equipment/Paving/ Building Repairs	200,000.00	53,138.00	253,138.00	19.99	2035
<b>Total All Debt</b>	<b>1,112,000.00</b>	<b>154,415.00</b>	<b>1,266,415.00</b>	<b>100.00</b>	

### Treasurer's FY 18 Receipts

General Fund	\$
Other Taxes-Motel Hotel Room Occupancy	148,272.17
Cell Tower Rental Fee	47,980.85
Miscellaneous Revenue	44,389.17
Transfer from General Funds	-
Transfer from Special Rev	-
Transfer from Capital Funds	-
Transfers from Trust & Agency Funds	-
Town Hall - Rental Fees	150.00
Liquor Licenses	9,000.00
Business Licenses	1,100.00
Payment in Lieu of Taxes	65,928.37
Assessor - Sale of Copies	615.05
Assessor Misc Fees	6.00
Interest - Tax Liens	7,805.90
Deferred RE Taxes - McGowan	13,194.10
Earnings on Investments	11,629.85
Tailings Unclaimed Checks	683.61
Personal Property - 2015	215.64
Personal Property - 2016	12,559.86
Personal Property - 2017	156.49
Personal Property 2018	673,078.55
Real Estate - 2015	(23,589.42)
Real Estate - 2016	(23,577.32)
Real Estate - 2017	39,670.24
Real Estate 2018	17,299,597.97
Real Estate Supplemental Tax - 2015	86.64
RE Supplemental 2017	2,207.06
Real Estate Supplemental Tax 2018	8,568.72
Motor Vehicle Excise - Prior Years	26.25
Motor Vehicle Excise - 2012	4.61
Motor Vehicle Excise - 2013	382.72
Motor Vehicle Excise - 2014	225.00
Motor Vehicle Excise - 2015	1,585.94
Motor Vehicle Excise - 2016	12,712.74
Motor Vehicle Excise - 2017	129,643.21
Motor Vehicle Excise 2018	680,258.47
Interest - Property Taxes	34,009.36
Interest - Excise Taxes	6,983.74
Roll Back Taxes 2018	24,778.51
I&E Lien 2018	6,627.75
Municipal Lien Certificates	5,000.00
Demand Fees	9,505.21

Collector Misc Rev	1,458.00
MVE Clear Fees	290.00
Town Clerk Fees	2,340.27
Town Clerk - Sale of Copies	2,050.40
Dog License	6,185.00
Extended Polling Hours	411.64
Dog License Late Fee	775.00
Town Clerk Misc Rev	128.75
Planning Board Fees	2,561.96
Planning Board - Sale of Copies	90.00
Board of Appeals Fees	2,613.67
Police Outside Detail Admin Fee	10,668.80
Police - Misc Fees	282.00
Police - Permits	1,212.50
Police Court Fines	250.00
Police Misc Fines	33,836.91
Ambulance Receipts	143,755.17
Fire - Permits	4,595.00
Building Dept. - Admin.Use Fees	3,372.40
Building - Sales of Copies	8.00
Building Dept Other Permits	11,713.00
Building - Permits	58,159.68
DPW - Permits	980.00
DPW Misc Rev	6,941.18
Transfer Station Fees - Current Year	88,395.15
Cemetery Fees	5,700.00
Board of Health - Permits	770.00
Rec Com Summer Program	28,100.00
Rec Com Winter Programs	1,350.00
School Construction Reimbursement	284,091.00
State Owned Land	2,810.00
Exemptions to VetsBlindSurv	1,512.00
Chapter 70	14,937.00
Veterans Benefits	938.00
Unrestricted General Government Aid	251,995.00
<b>Insurance Claims</b>	
Insurance Claim	11,188.90
Insurance Claim	8,341.05
<b>Receipts Reserved for Appropriation</b>	
Sale of Cemetery Lots	4,200.00
<b>Planning/ZBA Consulting</b>	
Planning Dept Other Misc	185.00
Boxboro Properties	680.35

BC Trust Emanuel Woods	248.00
Town Center Consulting	12,016.13
Flagg Hill Subdivision Rev	5,687.62
881 Mass Ave Rev	395.35
100 Codman Hill Rev	1,586.25
1414 Mass Ave Rev	11,515.59
984 Mass Ave Rev	2,160.00
<b>Community Preservation</b>	
CPA Interest	303.82
CPA Revenue 2015	(186.23)
CPA Revenue 2016	(244.34)
CPA Revenue 2017	385.20
CPA Revenue 2018	172,078.30
CPA State Share	29,102.00
CPA Earnings on Investments	3,132.31
<b>Gifts</b>	
Planning - Sidewalk Fund	2,000.00
Fostering Racial Justice Gift	3,085.72
Littleton Electric Gift Rev	8,800.00
COA Gift	-
Veterans Tribute Committee	426.00
Collection Development Income	5,000.00
Collection Development Interest	40.77
Whitcomb House Interest	452.29
Steele Farm Fundraising Campaign	80,000.00
<b>Other Special Revenue</b>	
Fire Public Education	1,370.00
<b>Cable Accounts</b>	
ATT Comcast License	377.50
Verizon License	461.50
ATT Comcast Capital Cable Only	4,667.00
ATT Comcast Operations Salaries	44,699.03
Verizon PEG AccessCable Related	56,587.15
<b>Revolving 53E1/2</b>	
Cons Com - Town ByLaw Fee	4,108.75
GIS Assessor Maps	1,040.00
Community Gardens	771.81
Fire Alarm System Maintenance	5,550.00
Gas/Plumbing Inspection	17,239.50
Electrical Inspection	32,780.16
ACO Overtime Littleton	2,584.36
ACO Overtime Stow	2,553.85
ACO Services Littleton	28,937.98
ACO Services Stow	24,566.00
Kenneling Rev Boxborough	370.00

Kenneling Rev Littleton	1,040.00
Kenneling Rev Stow	560.00
COA Class Revenue	13,425.00
Senior Van Revenue	15,174.19
Library Copier Revenue	404.00
Library Fines	3,014.18
Recreation TKD	16,725.00
Recreation Special Programs Other	271.50
Field Permits	2,715.65
Farm Revenue	1,920.00
<b>Revolving Other</b>	
Cons Com - State WPA Fee	1,942.50
<b>State Grants - Police</b>	
911 Support	29,901.86
911 Training	681.00
<b>State Grants - Fire</b>	
EMPG	2,460.00
Fire Safe	71.81
Senior SAFE	2,115.00
<b>State Grants - Culture/Rec</b>	
ABCC Grant	9,300.00
ABCC Grant Interest	130.39
<b>State Grants - Library</b>	
Technology Capital Fund	9,698.25
<b>State Grants - COA</b>	
Elder Affairs	6,906.00
<b>State Grants - Other</b>	
TNC Surcharge	332.00
<b>Federal Grants - Fire</b>	
MDU	(1,788.66)
<b>Federal Grant - Other</b>	
Community Planning Grant	11,200.12
<b>Capital Buildings</b>	
Bond Proceeds	90,000.00
<b>Capital Vehicles</b>	
Bond Proceeds	210,000.00
Bond Proceeds	60,000.00
<b>Capital Land</b>	
Bond Proceeds	300,000.00
<b>Capital Infrastructure</b>	
Bond Proceeds	85,000.00
Bond Proceeds	90,000.00
STM18 Art1 Bond Proceeds	1,210,000.00
Bond Premium Reserved for Future Project	4,701.21

<b>Capital Other</b>	
Bond Proceeds	100,000.00
Bond Proceeds	50,000.00
Bond Proceeds	20,000.00
<b>OPEB Trust</b>	
OPEB Trust Fund Interest	22,593.43
<b>Trust Funds - Nonexpendable</b>	
Cemetery Perpetual Care Trust - NonExpendable	4,200.00
<b>Trust Funds - Expendable</b>	
Peter F Whitcomb Trust Interest	64.33
Hammonds Scholarship Trust Interest	236.79
Law Enforcement Trust Donations	3,750.00
Roy F Custance EMT Trust Interest	13.70
Cemetery Perpetual Care Interest	1,054.26
Grace Priest Cemetery Trust Interest	88.77
War Memorial Trust Interest	14.59
Reita I Bean Trust Interest	121.13
Siemens Trust Interest	121.63
Valerios Trust Interest	12.09
Henry H Brooks Trust Interest	36.49
A W Wetherbee Trust Interest	1.23
Betsey Krusen Library Trust Interest	117.12
Grace Priest Library Trust Interest	88.75
<b>Affordable Housing Trust</b>	
Affordable Housing Trust Interest	4,265.20
<b>Conservation Trust</b>	
Conservation Trust Interest	159.60
<b>Stabilization Trust</b>	
Stabilization Interest	15,498.36
<b>Guaranteed Deposits</b>	
Planning - GD Interest	17.30
Planning - GD	37,500.00
DPW Guaranteed Deposits	500.00
<b>Payroll Withholdings</b>	
Group Health Ins. WH	131,518.15
Life Insurance WH	639.60
<b>Off Duty Detail</b>	
Police Outside Detail	296,007.45
Fire Outside Details	4,950.00
<b>Other Agency</b>	
Deputy Collector Fees	6,057.50
Pistol Permit State Portion	3,437.50
GEO TMS Fees - Building Permits	5,984.86

### Treasurer Trust Fund Report FY 2018

Trust Fund	Beginning			Net Income	Realized Gain/Loss	Net Earnings	Transfers of	
	Market Value	Principal	Earnings				Principal	Earnings
<b>Cemetery Perpetual Care</b>	100,687.86	60,250.00	33,708.43	1,023.78	20.53	1,044.31	0.00	3,849.95
<b>Conservation</b>	15,864.70	0.00	14,804.39	168.53	(10.50)	158.03	0.00	7,991.57
<b>Library</b>								
Reita Bean	11,483.05	10,130.00	585.59	115.74	4.25	119.99	0.00	(584.45)
Siemen's	11,517.97	10,000.00	748.17	115.93	4.55	120.48	0.00	(747.02)
Valerio Family	1,151.65	1,000.00	74.68	11.66	0.32	11.98	0.00	0.11
Henry Brooks	3,454.51	3,000.00	223.63	34.77	1.37	36.14	0.00	(223.28)
A.W. Wetherbee	115.20	100.00	7.50	1.18	0.04	1.22	0.00	0.01
Betsey Krusen	11,116.42	10,000.00	373.46	112.27	3.75	116.02	0.00	(372.36)
Subtotal Library	38,838.80	34,230.00	2,013.03	391.55	14.28	405.83	0.00	(1,926.99)
<b>Stabilization</b>	1,412,088.67	266,862.33	1,122,246.12	15,002.46	556.17	15,558.63	0.00	(78,918.80)
<b>Town</b>								
Grace M. Priest	16,869.67	14,000.00	1,742.19	170.53	5.31	175.84	0.00	(355.21)
War Memorial	1,388.63	600.00	695.82	14.09	0.38	14.47	0.00	0.12
Peter Whitcomb	6,123.25	5,000.00	714.01	62.04	1.69	63.73	0.00	0.60
Roy F. Custance	1,302.80	1,075.00	140.73	13.21	0.36	13.57	0.00	0.13
John/Elise Hammond	22,543.00	20,000.00	1,036.35	228.38	6.19	234.57	0.00	2.22
Affordable Housing	406,996.27	351,410.24	28,384.62	4,133.89	91.17	4,225.06	0.00	11,162.64
Subtotal Town	455,223.62	392,085.24	32,713.72	4,622.14	105.10	4,727.24	0.00	10,810.50
Grand Totals	2,022,703.65	753,427.57	1,205,485.69	21,208.46	685.58	21,894.04	0.00	(58,193.77)
<b>OPEB</b>	498,965.74	437,500.00	37,126.77	19,103.28	3,490.15	22,593.43	62,500.00	0.00

Trust Fund	Ending			Change in Unrealized Gain/Loss	Unrealized Gain/Loss	Ending Market Value
	Principal	Earnings	Value			
<b>Cemetery Perpetual Care</b>	60,250.00	38,602.69	98,852.69	(1,740.47)	(65.53)	98,787.16
<b>Conservation</b>	0.00	22,953.99	22,953.99	(279.13)	(15.22)	22,938.77
<b>Library</b>						
Reita Bean	10,130.00	121.13	10,251.13	(197.82)	(6.80)	10,244.33
Siemen's	10,000.00	121.63	10,121.63	(198.31)	(6.71)	10,114.92
Valerio Family	1,000.00	86.77	1,086.77	(19.88)	(0.72)	1,086.05
Henry Brooks	3,000.00	36.49	3,036.49	(59.48)	(2.01)	3,034.48
A.W. Wetherbee	100.00	8.73	108.73	(1.99)	(0.07)	108.66
Betsey Krusen	10,000.00	117.12	10,117.12	(191.63)	(6.71)	10,110.41
Subtotal Library	34,230.00	491.87	34,721.87	(669.11)	(23.02)	34,698.85
<b>Stabilization</b>	266,862.33	1,058,885.95	1,325,748.28	(23,859.11)	(878.89)	1,324,869.39
<b>Town</b>						
Grace M. Priest	14,000.00	1,562.82	15,562.82	(290.95)	(10.32)	15,552.50
War Memorial	600.00	710.41	1,310.41	(23.97)	(0.87)	1,309.54
Peter Whitcomb	5,000.00	778.34	5,778.34	(105.69)	(3.83)	5,774.51
Roy F. Custance	1,075.00	154.43	1,229.43	(22.49)	(0.82)	1,228.61
John/Elise Hammond	20,000.00	1,273.14	21,273.14	(389.10)	(14.10)	21,259.04
Affordable Housing	351,410.24	43,772.32	395,182.56	(7,032.37)	(261.98)	394,920.58
Subtotal Town	392,085.24	48,251.46	440,336.70	(7,864.57)	(291.92)	440,044.78
Grand Totals	753,427.57	1,169,185.96	1,922,613.53	(34,412.39)	(1,274.58)	1,921,338.95
<b>OPEB</b>	500,000.00	59,720.20	559,720.20	2,727.71	27,066.68	586,786.88

<b>Current Accrual</b>	<b>\$5,873.11</b>	<b>Unrealized Gain/Loss</b>	<b>(\$1,274.58)</b>
<b>Transfer in Transit</b>	<b>\$0.00</b>	<b>June 30, 2018, Statement Value</b>	<b>\$1,921,338.95</b>

## ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2018. 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 2014–2018.

Complete Audited Statements are available upon request.

Respectfully Submitted,  
Jennifer Barrett, Town Accountant

**STATEMENT OF NET POSITION**

JUNE 30, 2018

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	<u>Governmental Activities</u>
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents .....	\$ 6,102,623
Investments .....	1,320,888
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes .....	232,366
Tax liens .....	5,941
Community preservation fund surtax .....	1,616
Motor vehicle excise taxes.....	114,052
Departmental and other .....	37,618
Intergovernmental.....	974,729
Foreclosures.....	320,925
<b>NONCURRENT:</b>	
Capital assets, net of accumulated depreciation:	
Nondepreciable.....	6,012,248
Depreciable.....	<u>11,736,860</u>
TOTAL ASSETS .....	<u>26,859,866</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to pensions .....	1,853,672
Deferred outflows related to other postemployment benefits. ....	<u>40,714</u>
DEFERRED OUTFLOWS OF RESOURCES.....	<u>1,894,386</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	150,166
Accrued payroll .....	211,356
Tax refunds payable .....	65,000
Accrued interest.....	34,586
Other liabilities.....	2,777
Compensated absences .....	25,300
Bonds payable.....	946,007
<b>NONCURRENT:</b>	
Compensated absences .....	227,900
Postemployment benefits.....	2,146,307
Net pension liability .....	10,225,882
Bonds payable.....	<u>5,942,600</u>
TOTAL LIABILITIES .....	<u>19,977,881</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to pensions.....	408,198
Deferred inflows related to other postemployment benefits.. ....	<u>695,627</u>
DEFERRED INFLOWS OF RESOURCES .....	<u>1,103,825</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	11,730,049
Restricted for:	
Permanent funds:	
Expendable .....	40,783
Nonexpendable.....	140,855
Gifts and grants.....	976,309
Unrestricted.....	<u>(5,215,450)</u>
TOTAL NET POSITION.....	<u>\$ 7,672,546</u>

**STATEMENT OF ACTIVITIES**  
FISCAL YEAR ENDED JUNE 30, 2018

<b>Functions/Programs</b>	<b>Program Revenues</b>				
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue</u>
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government .....	\$ 2,249,666	\$ 224,417	\$ -	\$ -	\$ (2,025,249)
Public safety .....	4,669,080	614,513	34,811	-	(4,019,756)
Education .....	11,803,682	-	299,028	-	(11,504,654)
Public works .....	1,404,199	212,274	-	225,862	(966,063)
Health and human services .....	230,272	31,715	-	-	(198,557)
Culture and recreation .....	814,590	54,096	30,904	-	(729,590)
Interest.....	<u>125,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(125,140)</u>
Total Governmental Activities.....	<u>\$ 21,296,629</u>	<u>\$ 1,137,015</u>	<u>\$ 364,743</u>	<u>\$ 225,862</u>	<u>\$ (19,569,009)</u>

		Governmental Activities
<b>Changes in net position:</b>		
Net (expense) revenue from Primary Government (Above) .....		<u>\$ (19,569,009)</u>
<i>General revenues:</i>		
Real estate and personal property taxes, net of tax refunds payable.....		18,063,749
Tax liens.....		1,740
Motor vehicle and other excise taxes .....		1,002,198
Community preservation tax.....		173,075
Penalties and interest on taxes .....		40,993
Payments in lieu of taxes .....		65,928
Grants and contributions not restricted to specific programs .....		6,084
Unrestricted investment income.....		37,059
Miscellaneous .....		<u>124,910</u>
Total general revenues.....		<u>19,515,736</u>
Change in net position .....		(53,273)
<i>Net Position:</i>		
Beginning of year (as revised) .....		<u>7,725,819</u>
End of year .....		<u>\$ 7,672,546</u>

**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
**JUNE 30, 2018**

	<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 .....	\$ 3,579,650	\$ 119,303	\$ -	\$ 887,162	\$ 1,516,508	\$ 6,102,623
Investments.....	937,718	274,539	-	-	108,631	1,320,888
Receivables, net of uncollectibles:						
Real estate and personal property taxes.....	232,366	-	-	-	-	232,366
Tax liens and foreclosures.....	5,941	-	-	-	-	5,941
Community preservation fund surtax .....	-	-	-	-	1,616	1,616
Motor vehicle excise taxes.....	114,052	-	-	-	-	114,052
Departmental and other .....	-	-	-	-	37,618	37,618
Intergovernmental .....	-	-	974,729	-	-	974,729
Tax foreclosures .....	<u>320,925</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>320,925</u>
<b>TOTAL ASSETS</b> .....	<b><u>\$ 5,190,652</u></b>	<b><u>\$ 393,842</u></b>	<b><u>\$ 974,729</u></b>	<b><u>\$ 887,162</u></b>	<b><u>\$ 1,664,373</u></b>	<b><u>\$ 9,110,758</u></b>
<b>LIABILITIES</b>						
Warrants payable.....	\$ 103,078	\$ 407	\$ -	\$ 17,614	\$ 29,067	\$ 150,166
Accrued payroll .....	196,255	-	-	-	15,101	211,356
Tax refunds payable .....	65,000	-	-	-	-	65,000
Other liabilities.....	<u>2,718</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59</u>	<u>2,777</u>
<b>TOTAL LIABILITIES</b> .....	<b><u>367,051</u></b>	<b><u>407</u></b>	<b><u>-</u></b>	<b><u>17,614</u></b>	<b><u>44,227</u></b>	<b><u>429,299</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenue .....	<u>640,018</u>	<u>-</u>	<u>974,729</u>	<u>-</u>	<u>39,234</u>	<u>1,653,981</u>
<b>FUND BALANCES</b>						
Nonspendable .....	-	-	-	-	140,855	140,855
Restricted .....	-	393,435	-	869,548	1,440,057	2,703,040
Committed .....	77,582	-	-	-	-	77,582
Assigned .....	211,657	-	-	-	-	211,657
Unassigned.....	<u>3,894,344</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,894,344</u>
<b>TOTAL FUND BALANCES</b> .....	<b><u>4,183,583</u></b>	<b><u>393,435</u></b>	<b><u>-</u></b>	<b><u>869,548</u></b>	<b><u>1,580,912</u></b>	<b><u>7,027,478</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....						
	<b><u>\$ 5,190,652</u></b>	<b><u>\$ 393,842</u></b>	<b><u>\$ 974,729</u></b>	<b><u>\$ 887,162</u></b>	<b><u>\$ 1,664,373</u></b>	<b><u>\$ 9,110,758</u></b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**FISCAL YEAR ENDED JUNE 30, 2018**

	Budgeted Amounts				Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Amounts Carried forward <u>From Prior Year</u>	Current Year <u>Initial Budget</u>	Original <u>Budget</u>	Final <u>Budget</u>			
<b>REVENUES:</b>							
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 17,963,882	\$ 17,963,882	\$ 17,963,882	\$ 18,039,867	\$ -	\$ 75,985
Motor vehicle and other excise taxes .....	-	940,000	940,000	940,000	973,111	-	33,111
Payments in lieu of taxes .....	-	65,000	65,000	65,000	65,928	-	928
Intergovernmental .....	-	556,058	556,058	556,058	556,283	-	225
Departmental and other .....	-	599,500	599,500	599,500	578,420	-	(21,080)
Investment income .....	-	5,500	5,500	5,500	11,630	-	6,130
<b>TOTAL REVENUES.....</b>	<b>-</b>	<b>20,129,940</b>	<b>20,129,940</b>	<b>20,129,940</b>	<b>20,225,239</b>	<b>-</b>	<b>95,299</b>
<b>EXPENDITURES:</b>							
Current:							
General government .....	39,191	1,184,372	1,223,563	1,268,693	1,137,213	75,766	55,714
Public safety .....	24,415	2,631,533	2,665,948	2,688,948	2,580,366	12,615	95,967
Education .....	-	11,807,877	11,807,877	11,807,889	11,803,682	-	4,207
Public works .....	8,991	1,088,667	1,097,658	1,118,389	1,000,910	5,106	112,373
Human services .....	723	131,366	132,089	155,118	145,131	1,912	8,075
Culture and recreation .....	6,985	427,495	434,480	440,650	424,289	4,293	12,068
Pension benefits .....	-	791,841	791,841	791,841	791,841	-	-
Property and liability insurance .....	-	90,320	90,320	90,320	75,428	-	14,892
Employee benefits.....	2,070	970,586	972,656	910,156	884,348	5,400	20,408
State and county charges.....	-	72,069	72,069	72,069	72,069	-	-
Debt service:							
Principal.....	-	1,112,000	1,112,000	1,112,000	1,112,000	-	-
Interest.....	-	154,414	154,414	154,414	154,414	-	-
<b>TOTAL EXPENDITURES.....</b>	<b>82,375</b>	<b>20,462,540</b>	<b>20,544,915</b>	<b>20,610,487</b>	<b>20,181,691</b>	<b>105,092</b>	<b>323,704</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES .....</b>							
<b>REVENUES OVER EXPENDITURES .....</b>	<b>(82,375)</b>	<b>(332,600)</b>	<b>(414,975)</b>	<b>(480,547)</b>	<b>43,548</b>	<b>(105,092)</b>	<b>419,003</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Transfers in.....	-	24,281	24,281	24,281	24,281	-	-
Transfers out .....	-	(472,666)	(472,666)	(472,666)	(472,666)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES) .....</b>	<b>-</b>	<b>(448,385)</b>	<b>(448,385)</b>	<b>(448,385)</b>	<b>(448,385)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(82,375)</b>	<b>(780,985)</b>	<b>(863,360)</b>	<b>(928,932)</b>	<b>(404,837)</b>	<b>(105,092)</b>	<b>419,003</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>3,293,147</b>	<b>3,293,147</b>	<b>3,293,147</b>	<b>3,293,147</b>	<b>3,293,147</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year .....</b>	<b>\$ 3,210,772</b>	<b>\$ 2,512,162</b>	<b>\$ 2,429,787</b>	<b>\$ 2,364,215</b>	<b>\$ 2,888,310</b>	<b>\$ (105,092)</b>	<b>\$ 419,003</b>

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2018**

	<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 .....	\$ 17,997,815	\$ -	\$ -	\$ -	\$ -	\$ 17,997,815
Tax Liens .....	14,434	-	-	-	-	14,434
Motor vehicle and other excise taxes .....	973,111	-	-	-	-	973,111
Penalties and interest on taxes .....	40,993	-	-	-	-	40,993
Payments in lieu of taxes .....	65,928	-	-	-	-	65,928
Intergovernmental .....	556,283	-	-	-	70,877	627,160
Departmental and other .....	529,383	-	-	-	620,444	1,149,827
Community preservation taxes .....	-	-	-	-	172,337	172,337
Community preservation state match .....	-	-	-	-	29,102	29,102
Contributions and donations .....	-	-	-	-	98,063	98,063
Investment income .....	27,128	4,265	-	-	5,666	37,059
Miscellaneous .....	<u>8,044</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>72,474</u>	<u>80,518</u>
<b>TOTAL REVENUES</b> .....	<b><u>20,213,119</u></b>	<b><u>4,265</u></b>	<b><u>—</u></b>	<b><u>—</u></b>	<b><u>1,068,963</u></b>	<b><u>21,286,347</u></b>
<b>EXPENDITURES:</b>						
Current:						
General government .....	1,137,213	2,517	-	156,500	319,904	1,616,134
Public safety .....	2,580,366	-	-	237,603	387,852	3,205,821
Education .....	11,803,682	-	-	-	-	11,803,682
Public works .....	1,000,910	-	-	1,854,171	360	2,855,441
Human services .....	145,131	-	-	-	34,141	179,272
Culture and recreation .....	424,289	-	-	94,774	92,044	611,107
Pension benefits .....	791,841	-	-	-	-	791,841
Property and liability insurance .....	75,428	-	-	-	-	75,428
Employee benefits .....	884,348	-	-	-	-	884,348
State and county charges .....	72,069	-	-	-	-	72,069
Debt service:						
Principal .....	1,112,000	-	-	-	-	1,112,000
Interest .....	<u>154,414</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>154,414</u>
<b>TOTAL EXPENDITURES</b> .....	<b><u>20,181,691</u></b>	<b><u>2,517</u></b>	<b><u>—</u></b>	<b><u>2,343,048</u></b>	<b><u>834,301</u></b>	<b><u>23,361,557</u></b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b> .....						
<b>31,428</b>	<b><u>1,748</u></b>	<b><u>—</u></b>	<b><u>(2,343,048)</u></b>	<b><u>234,662</u></b>	<b><u>(2,075,210)</u></b>	
<b>OTHER FINANCING SOURCES (USES):</b>						
Issuance of bonds and notes .....	-	-	-	2,005,000	-	2,005,000
Issuance of refunding bonds and notes .....	-	-	-	-	-	-
Premium from issuance of bonds .....	-	-	-	214,701	-	214,701
Premium from issuance of refunding bonds .....	-	-	-	-	-	-
Payments to refunded bond escrow agent .....	-	-	-	-	-	-
Transfers in .....	25,539	3,025	-	475,300	102,794	606,658
Transfers out .....	<u>(472,666)</u>	<u>—</u>	<u>—</u>	<u>(21,210)</u>	<u>(112,782)</u>	<u>(606,658)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b> .....	<b><u>(447,127)</u></b>	<b><u>3,025</u></b>	<b><u>—</u></b>	<b><u>2,673,791</u></b>	<b><u>(9,988)</u></b>	<b><u>2,219,701</u></b>
<b>NET CHANGE IN FUND BALANCES</b> .....	<b><u>(415,699)</u></b>	<b><u>4,773</u></b>	<b><u>—</u></b>	<b><u>330,743</u></b>	<b><u>224,674</u></b>	<b><u>144,491</u></b>
<b>FUND BALANCES AT BEGINNING OF YEAR</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>FUND BALANCES AT END OF YEAR</b> .....	<b><u>\$ 4,183,583</u></b>	<b><u>\$ 393,435</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 869,548</u></b>	<b><u>\$ 1,580,912</u></b>	<b><u>\$ 7,027,478</u></b>

**GOVERNMENTAL FUNDS**  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 ALL FUNDS - Adjusted  
 FISCAL YEARS ENDED JUNE 30, 2014-2018

	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>
<b>REVENUES:</b>					
Real estate and personal property taxes,					
net of tax refunds.....	\$ 17,997,815	\$ 17,745,050	\$ 16,444,692	\$ 16,215,500	\$ 16,624,591
Tax liens.....	14,434	10,400	5,350	36,453	26,601
Motor vehicle and other excise taxes .....	973,111	1,028,964	948,475	971,590	913,513
Penalties and interest on taxes .....	40,993	33,306	18,815	24,947	24,923
Payments in lieu of taxes .....	65,928	69,763	61,261	50,856	68,679
Intergovernmental .....	627,160	881,650	838,801	2,493,829	3,110,343
Departmental and other .....	1,149,827	1,294,590	1,272,882	881,514	1,609,270
Community preservation taxes .....	172,337	170,373	157,878	154,269	
Community preservation state match .....	29,102	32,719	46,149		
Contributions .....	98,063	47,155	164,478	29,008	4,052
Investment income .....	37,059	37,951	35,333	19,148	24,392
Miscellaneous .....	80,518	—	4,769	—	—
<b>TOTAL REVENUES</b> .....	<b>21,286,347</b>	<b>21,351,921</b>	<b>19,998,883</b>	<b>20,877,114</b>	<b>22,406,364</b>
<b>EXPENDITURES:</b>					
Current:					
General government .....	1,616,134	1,350,635	1,838,910	1,252,280	1,348,983
Public safety .....	3,205,821	3,411,992	3,541,642	2,954,293	2,953,146
Education .....	11,803,682	11,700,640	11,285,580	11,481,904	12,696,021
Public works .....	2,855,441	1,547,288	1,180,717	2,270,914	1,401,955
Human services .....	179,272	164,737	158,276	131,491	118,201
Culture and recreation .....	611,107	495,846	534,862	502,623	400,385
Pension benefits.....	791,841	671,055	629,903	1,327,520	1,311,159
Property and liability insurance .....	75,428	82,909	71,202	64,112	87,045
Employee benefits.....	884,348	849,930	817,098	781,073	1,321,120
State and county charges.....	72,069	70,307	66,372	68,387	66,218
Debt service:					
Principal.....	1,112,000	955,000	985,000	740,000	745,000
Interest.....	154,414	212,516	188,438	162,883	440,668
<b>TOTAL EXPENDITURES</b> .....	<b>23,361,557</b>	<b>21,512,855</b>	<b>21,298,000</b>	<b>21,737,480</b>	<b>22,889,901</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>					
<b>OVER (UNDER) EXPENDITURES</b> .....	<b>(2,075,210)</b>	<b>(160,934)</b>	<b>(1,299,117)</b>	<b>(860,366)</b>	<b>(483,537)</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Issuance of bonds and notes .....	2,005,000	2,000,000	—	2,020,000	—
Issuance of refunding bonds and notes .....	—	1,617,000	—	—	—
Premium from issuance of bonds .....	214,701	95,166	—	128,130	—
Premium from issuance of refunding bonds .....	—	19,385	—	—	—
Payments to refunded bond escrow agent.....	—	(1,636,385)	—	—	—
Transfers in .....	606,658	246,251	88,589	94,945	18,000
Transfers out .....	(606,658)	(246,251)	(88,589)	(94,945)	(18,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b> .....	<b>2,219,701</b>	<b>2,095,166</b>	<b>—</b>	<b>2,148,130</b>	<b>—</b>
<b>NET CHANGE IN FUND BALANCES</b> .....	<b>144,491</b>	<b>1,934,232</b>	<b>(1,299,117)</b>	<b>1,287,764</b>	<b>(483,537)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b> .....	<b>6,882,987</b>	<b>4,948,755</b>	<b>6,247,872</b>	<b>4,960,108</b>	<b>5,443,645</b>
<b>FUND BALANCES AT END OF YEAR</b> .....	<b>\$ 7,027,478</b>	<b>\$ 6,882,987</b>	<b>\$ 4,948,755</b>	<b>\$ 6,247,872</b>	<b>\$ 4,960,108</b>

## **TOWN CLERK – VITAL STATISTICS**

There were 41 births recorded for the year 2018. There were 20 marriages. The total number of deaths recorded was 32.

## **BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2018, which showed the population of Boxborough to be 5,100. Six voter registration sessions were held during the year. As of the last voter registration, there were 3,729 registered voters in town.

## **CONSTABLES**

Constables worked the Town Election, the State Primary, and the State Election. The following were posted:

Annual Town Meeting Warrants	1
Special Town Meeting Warrants	2
Notification of Zoning Bylaw Amendment	2
Notification of General Bylaw Amendment	2
<b>Total</b>	<b>7</b>

Respectfully submitted,  
Owen J. Neville, Constable

## **COMMUNITY PRESERVATION COMMITTEE**

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

- Open Space and Recreation
- Community Housing
- Historic Resources

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

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

The CPC recommended five CPA appropriations for 2018 Annual Town Meeting consideration.

- Two were in the category of Open Space and Recreation including improvements to the Flerra Meadows Playground and funding for the Conservation Trust Fund.
- One was in the category of Community Housing for funding the Boxborough Rental Assistance Program (BRAP).
- Two were in the category of Historic Resources: 1) the relocation of the historic World War I memorial, reconstruction of the historic World War II memorial, and construction of a veterans' monument at the

Sargent Memorial Library; and 2) funding for stabilization work to preserve the 1784 Levi Wetherbee/Steele Farm House.

All five 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

## **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 Select Board, who may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The Associate position was filled on November 19, 2018. The Planning Board is supported by the Town Planner who offers professional and administrative assistance, and guidance on the technical and theoretical aspects of planning.

### **Annual Town Meeting, May 2018**

The Planning Board proposed four articles for the May 2018 Annual Town Meeting. The articles involved adding a Solar Energy Systems Bylaw; amending Section 7700 Temporary Moratorium on Recreational Marijuana Establishments to extend the moratorium to December 31, 2018; adding a definition for Gross Floor Area; and amending Section 4203 to include wording for Gross Floor Area. All of these articles were passed by Town Meeting, except for the one regarding Solar Energy Systems which was passed over. For a complete explanation of these articles, please see the Warrant and Proceedings section of the Town Report.

### **Special Town Meeting, September 2018**

The Planning Board proposed one article for the September 2018 Special Town Meeting. The article involved amending Section 7700 Temporary Moratorium on Recreational Marijuana Establishments to extend the moratorium to June 30, 2019. This article was passed by Town Meeting. For a complete explanation of the article, please see the Warrant and Proceedings section of the Town Report.

### **Development Review and Special Permits**

The Planning Board reviewed the development plans listed below. There were no Special Permit applications.

- 700, 750, & 800 Massachusetts Avenue: The Board denied Site Plan Approval to construct 50 two-family dwellings (100 units of housing) reserved exclusively for elderly occupancy with an associated clubhouse with amenities, signage, private driveways, public water supply, wastewater treatment, drainage, and site grading.
- 100 Codman Hill Road: The Board granted Site Plan Approval and an Earth Removal Permit to create a landscape product material storage yard and to remove approximately 500 cubic yards of earth at the subject property.
- 1414 Massachusetts Avenue: The Board granted Site Plan Approval to construct an approximately 5,000 foot long roadway leading to an approximately 20 acre solar array project with associated wiring, transformers, and fencing.
- 1160 Liberty Square Road: The Board granted Site Plan Approval to establish a landscaping contractor use with an approximately 6,000 square foot building, parking, gravel drive, material storage areas, screening area, tree clearing, grading, and the construction of storm water systems on the property.

### **Approval Not Required Plans**

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 2018:

- 3 Old Harvard Road: The Board endorsed a plan which showed the division of one (1) lot into three (3) new buildable lots with frontage on Old Harvard and Burroughs Roads.
- 94 Chester Road & 79 Meadow Lane: The Board endorsed a plan which showed the creation of two (2) new parcels (unbuildable lots), one with frontage on Meadow Lane and the other being landlocked.
- 106 & 130 Taylor Farm Road: The Board endorsed a plan which showed a lot line adjustment between two parcels on Taylor Farm Road.
- Cunningham Road/1415 & 1425 Massachusetts Avenue: The Board endorsed a plan which showed the creation of two (2) new parcels which were formerly part of the western half of the Cunningham Road right-of-way.
- 700, 750, 800, & 864 Massachusetts Avenue: The Board endorsed a plan which showed the creation of two (2) new buildable lots with frontage on Massachusetts Avenue and two (2) new landlocked parcels.

### **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 the 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 2018, the Planning Board issued the following approvals:

- 700, 750, & 800 Massachusetts Avenue – Stone Wall Alteration: The Board denied a Stone Wall Alteration Permit to remove approximately 30 feet of existing stone wall to construct an emergency access roadway for approximately 50 two-family dwellings (100 units of housing) reserved exclusively for elderly occupancy with an associated clubhouse with amenities, signage, private driveways, public water supply, wastewater treatment, drainage, and site grading.
- 100 Codman Hill Road – Stone Wall Alteration: The Board granted a Stone Wall Alteration Permit to create two new 22 foot wide openings in the stone wall to create a landscape product material storage yard at the subject property.
- 3 Old Harvard 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 in two separate locations to allow for the construction of two new driveways to access two new single-family dwellings on two new lots.
- 97 Pine Hill Road – Scenic Road and Stone Wall Alteration: The Board denied a Scenic Road and Stone Wall Alteration Permit to remove approximately 18 feet of existing stone wall to allow the construction of a looped driveway to access an existing single-family dwelling on the subject property.
- 1195 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 on the subject property.

### **Long Range Planning and Other Projects**

In 2016, the Planning Board approved and the Select Board endorsed Boxborough2030 as the Town's new Master Plan. Substantial time and effort were 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 Action Items for the aspirations in Boxborough 2030, 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 2019, the Planning Board and Select Board will continue to meet jointly to discuss the short-term Action Items of the plan to ensure each responsible entity is actively pursuing the completion of each task.

The Board continued to press forward and worked with MassDOT officials to coordinate the necessary replacement and extension of culverts along Route 111 near the Fire Station and Library. The 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 \$574,683.00 to move forward with the design, permitting, and construction of the sidewalk. The project is currently in the early stages of permitting and construction of the sidewalk is expected to commence in the summer of 2019.

In preparation for the 2019 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering amending the Zoning Bylaw by amending the regulations for the Office Park Zoning District including permitted uses, associated definitions, dimensional requirements, parking requirements, permissible signage, and other associated regulatory items; and adding a Recreational Marijuana Establishments Bylaw including definitions, permitted uses, permitted Zoning Districts, development requirements, and other associated regulatory items.

The Town Planner continued the update to various town maps and provided maps for numerous town departments, the Select Board, the 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 p.m. in the Town Hall, 29 Middle Road. Meetings are posted on the town website ([www.boxborough-ma.gov](http://www.boxborough-ma.gov)) on the Town Calendar and in Town Hall.

Respectfully submitted on behalf of the Boxborough Planning Board

Adam L. Duchesneau, AICP, Town Planner

#### **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 2018 season. We procured the balance of the Right to Farm signs. We worked closely with the Conservation Commission and the Select Board, to assist local farmers through regulatory processes. It was recognized through the Massachusetts Municipal Association that the Commission can hold and oversee land for Agricultural use. As a result, the Commission signed a Memorandum of Understanding with the Conservation Commission to oversee the Agricultural restriction of Parcel "C" at Paddock Estates. We continued work on the 2030 goals, reporting results to the Select Board. We have a participating member on the Community Preservation Committee. The Commission held monthly meetings during 2018.

## BOXBOROUGH BUILDING COMMITTEE

The Boxborough Building Committee (BBC) was formed in 2016, chartered with seven voting members and jointly chaired by members from the Boxborough Select Board (BSB) and the Finance Committee (FinCom). The BBC is charged with evaluating needs for Police, Fire 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 work with the Town Planner to evaluate a number of siting options with the primary focus on fire station requirements.

Several potential sites were identified, and first level engineering feasibility assessments were performed on three locations. An evaluation of undeveloped land at 975 Mass Ave, including a construction cost estimation, was completed in time to present an article for possible 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.

Shortly after the conclusion of the December STM, the committee became aware that the Kaizen building at 873 Mass Ave was being sold. It appeared that it would be very well-suited for a DPW facility, having ample garage and office space with twice the inside floor area of the old DPW barn with additional covered outside space for equipment storage. It did not meet the requirements for a new fire station but, though unexpected, was an opportunity to be seized for the DPW. The BBC recommended unanimously the purchase of the Kaizen property for a new DPW facility. The Select Board concurred and called a Special Town Meeting for February 26, 2018, to purchase the property for \$1.25 M plus approximately \$50K for closing costs and minor American Disabilities Act (ADA) compliance upgrades. Town Meeting voted unanimously to approve the purchase and authorize borrowing. At the May 2018 Annual Town Meeting voters approved an additional \$102K for reconfiguration of the office, breakroom and kitchen spaces, and an additional high-bay door.

The committee continued to evaluate other sites that may be suitable for a fire station, and concluded that we should further investigate the options for a fire station site at 1320 Mass Avenue. This former Cisco property had been acquired by Lincoln Properties. During the prior year, the BBC had tasked the town's engineering firm to carry out a paper feasibility study on this site. A number of issues were identified but the BBC felt it would be worth further investigation. These BBC discussions regarding 1320 Mass Ave were conducted in executive sessions. In June, as authorized by the committee, the chair approached Lincoln Properties to begin exploring options for a fire station at 1320 Mass Ave and related areas of mutual benefit. The response was very positive, leading quickly to open and public discussions between Lincoln Properties, the Planning Board and the Economic Development Committee, as well as the BBC. These discussions addressed Lincoln's plans for their entire holdings in Boxborough as well as the Town's interest in a fire station.

As of late December 2018, the Planning Board expected to bring articles to the May 2019 Annual Town Meeting proposing certain changes to zoning for the Office Park district. The BBC expects the Town will be able to enter into a development agreement that will make available a site for a fire station or public safety facility.

## 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, Al Murphy, and Ron Vogel.

## **Boxborough Rental Assistance Program**

The Boxborough Rental Assistance Program (BRAP) 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 targets households that have low incomes and helps seniors, disabled adults, and families with minor children. The BRAP assists 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.

A subsidy of \$250/month 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.

This will be the fourth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to 12 households in 2017. To date, a total of 17 households have benefited from the program; 6 households have graduated, i.e., left the program early, primarily for improved/more affordable housing. The financial assistance provided by the BRAP 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.

All the eligible application households are current Boxborough residents. This year, 17 applications were received during the BRAP application period. 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.

The program grew out of a collaboration between the Well-Being Committee and the BHB. The BHB has formally adopted oversight of the BRAP to establish a clear management hierarchy. The guidelines and procedures of the BRAP are now in place; in the past year, the BHB reviewed and clarified application materials and worked on streamlining the application process. Any changes to the program are presented to the BHB for approval prior to implementation. Lauren Abraham, Community Services Coordinator, serves as a primary contact to the BHB and reports 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. It is assisted by Metro West Collaborative Development, Inc. (Metro West CD) through the Regional Housing Services (RHS) collaboration. 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 between Boxborough, Bolton, Devens, Littleton, Stow, and Hudson. The RHS collaboration helps Boxborough monitor affordable units and reduce the time that town staff spends on routine matters. The regional collaboration also enables ideas and experiences

to be shared by the member communities. The RHS collaboration has also held several Community Housing Fairs to help prospective affordable home buyers in the region.

In the past year, monitoring activities have included updating information about affordable-home owners, managing resale of affordable units, and reviewing refinancing and home-equity-loan requests. Also, the BHB is required to reach out to affordable-unit owners to verify that they still live in the affordable unit and to maintain contact with them, in case that they have concerns that require our attention. In the past year, the BHB continued this effort.

*Condominium Exchange Program.* Under the CEP, condominiums were converted from market-rate units to affordable units using subsidies provided by the Town of Boxborough and the Federal Home Loan Bank of Boston. Of the six affordable units that were created, two remain. Four CEP units have been resold as market-rate units and are no longer included in Boxborough's Subsidized Housing Inventory (SHI).

*Boxborough Meadows.* Boxborough Meadows is a 48-unit home-ownership condominium complex that is located off Route 111/Massachusetts Avenue. It contains 12 affordable units.

*Summerfields.* Summerfields is a 24-unit, age-restricted home-ownership condominium complex located on Summer Road. Six of the units are affordable. In the past year, the resale of two affordable units was initiated. Lotteries were held for both units. The resale of one unit has been successfully completed, and the resale of the other unit is underway.

### ***Affordable Housing Restrictions***

Affordable Housing Restrictions (AHRs) are riders that are attached to the deed (they are also commonly called "Deed Riders") of an affordable unit to ensure that the price of the unit remains affordable and that the unit remains occupied by a household that is within income limits. In the process of managing the several resales of affordable units in the past year, it was discovered that the AHRs of most units that the BHB monitors were not clear about some elements of the resale process. The BHB initiated an effort to clarify the resale process, an effort that is still ongoing.

### ***Other Chapter 40B Affordable Housing in 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, as shown in the table.

Craftsman Village at Elizabeth Brook is a 4-unit home-ownership community located off Codman Hill Road. It contains one affordable unit.

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.

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>

### **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. Although mid-range housing remains an important BHB objective, no progress has been made.

### ***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 Boxborough's Affordable Housing Trust. The objective of the development remains to develop a home-ownership project that incorporates housing of diverse types and is well suited to Boxborough's needs.

The housing density that is allowed by the present zoning of the tract is not high enough to enable an economically viable development. The required higher density could be achieved via a "friendly 40B" development or overlay zoning. In the past year, the BHB has explored means by which the density can be increased and has identified a consultant who can help with this effort. A contract with this consultant is in the process of being established.

Several buildings are located on the Stow Road Property. They are in poor repair and may constitute a hazard to unauthorized occupants. After considering several options, the BHB decided to board up and secure the buildings at the property. An outside organization was contracted to perform the job, and the work was completed in the fall of the past year.

### **Affordable Housing Trust**

This trust fund's market value at the end of FY 2018 was \$394,920.58.

### **Town Support**

The Boxborough Housing Board is grateful for the help and support of Town Hall staff, particularly Town Planner Adam Duchesneau. We have recently heard that Adam is leaving us. We wish him well and will miss the diligence, insight, and attention to detail that he consistently displayed. The guidance of Select Board Member Les Fox is also much appreciated.

Respectfully submitted,  
Al Murphy, Chair, for the Boxborough Housing Board

### **COMPLETE STREETS COMMITTEE**

The Complete Streets Committee's mission is to recommend short-term and long-term steps, planning, and policy adoption necessary to create a comprehensive and integrated transportation network serving the needs of all users in the town.

The Committee was appointed by the Select Board in May 2018 and is comprised of seven members: the Chair of the Traffic Safety Committee and six stakeholders representative of pedestrians, bicyclists, seniors, parents of young children, youth, and equestrian activities. Ex-officio non-voting members include the Town Planner, Department of Public Works Director, Chief of Police, and Fire Chief.

The Massachusetts Department of Transportation (MassDOT) Complete Streets Program consists of three different tiers. Tier 1 is the drafting and acceptance of a Complete Streets Policy by the Town, which was

conducted and approved by the Select Board in July 2018. The Town of Boxborough was then awarded a grant from MassDOT to develop a Tier 2 Complete Streets Prioritization Plan. Working with Green International Affiliates, Inc., a transportation engineering firm, the Committee developed a Complete Streets Prioritization Plan which involved assessing needs such as pedestrian connections, safe bicycle routes, safe pedestrian crossings, and roadway improvement aspects for all forms of transportation. In addition to professional assessment and observation, the Complete Streets Committee held a public forum on July 24, 2019 at Town Hall to gather public input on the Prioritization Plan.

Using the feedback from the public and the consultant's advice, the Committee prioritized projects and submitted its Prioritization Plan which was approved by MassDOT in September 2018, a requirement before applying for Tier 3 funding from the program. The Committee submitted a Tier 3 Funding application on October 1, 2018 and was notified in January 2019 that no funds were awarded to Boxborough for this round. The Committee will convene in the new year to consider reapplying for funding by the May 1, 2019 deadline and will potentially bring forth a Warrant Article to the 2019 Annual Town Meeting for engineering services to advance any projects the Town might receive funding for under its next Tier 3 application.

## **CONSERVATION COMMISSION**

### **Mission**

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Select Board. The Commission is responsible for managing the Town's conservation land and for administering the Massachusetts 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 state and town laws cited above. Routine activity includes the following:

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

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

### **Activity under the Wetlands Protection Act and Town Bylaw**

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100-foot adjacent land resource area commonly known as the "buffer zone." During calendar year 2018, the Commission reviewed 4 Notices of Intent (NOI) and 3 Requests for Determination of Applicability (RDA). The table below also lists the number of requests for Certificates of Compliance (COC).

Year	NOI	RDA	ANRAD	COC	Extensions
2015	6	2	1	5	--
2016	11	2	1	5	--
2017	8	2	1	7	1
2018	4	3	--	6	--

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

### **Conservation Land Stewardship**

The Conservation Commission, LanSCom, and Boxborough Conservation Trust (BCT) continue to collaborate on acquiring new conservation land and making improvements to existing conservation parcels. Trail maintenance and clearing remains an ongoing effort with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

The Commission 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.



*David Follett, Dennis Reip, Norm Hanover, and Les Fox honoring Charlene Golden, Massachusetts Association of Conservation Commissions (MACC) Conservation Commissioner of the Year*

### **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 Highway Crew for their assistance with land and trail maintenance, and the staff at Town Hall. We make a special thank you to Mary Nadwairski for all her help in keeping us organized and for interacting so positively with the public and other boards.

## **Citizen Interest**

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978-264-1722) at Town Hall. Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully Submitted,  
Dennis Reip, Chair

## **DESIGN REVIEW BOARD**

The Design Review Board (DRB) was created in May of 2000 through the adoption of zoning bylaw changes proposed by the Town Center Visioning Committee at Annual Town Meeting. The purpose of the DRB is to augment the typical planning process and provide a detailed review of design attributes in the Town Center Zoning District and other areas, if designated, to complement the design qualities of the Town and enhance the scenic, historic, and rural character of the town.

After several years of meeting sporadically, the DRB met eight times in 2018 and the Select Board appointed two new members to the Board. The current DRB is comprised of Chair Tim Rudolph (At-Large), Robert Childs (At-Large), Kevin Mahoney (Historical Commission), Robert Stemple (Select Board), and Hongbing Tang (Planning Board). The Town Planner provided substantive valuable support to the effective review process and subject matter expertise on projects and design.

The DRB went quickly to work accomplishing a rigorous and well-documented assessment of multiple projects against the existing initial Design Review Guidelines, including reviews of a proposed 100-unit senior housing project at 700, 750, & 800 Massachusetts Avenue and the church at 723 Massachusetts Avenue. These assessments were presented to the Planning Board and Zoning Board of Appeals, and accepted.

The year concluded with the approval of Version 2.0 of the Design Guidelines for use in assessing future projects not grandfathered under the original guidelines. The newest iteration includes minor changes and corrections. It was deemed that additional guidelines might change to reflect uses in other areas besides the Town Center Zoning District, such as for municipal building reviews or where the Planning Board or Zoning Board of Appeals may request DRB review.

## **ECONOMIC DEVELOPMENT COMMITTEE**

The Economic Development Committee (EDC) was reinstated by the Select Board in November of 2017 to work with the Planning Board, the Finance Committee, and other boards and commissions to achieve the goals as set out in the Boxborough2030 master plan. It was recognized that economic development was critical to achieve the overall success of the plan. The EDC held its first meeting on January 18, 2018, and elected Tim Rudolph as Chair and Richard Guzzardi as Clerk. Other current members include a cross-section of business owners and other community members including Dawn Willis, John Neyland, Kristin Hilberg, Nate McKinley, Than Stuntz (Planning Board representative), and Maria Neyland as the Select Board's liaison.

The EDC adopted the following mission statement: Improve Boxborough's economic viability and quality of life through thoughtful development in keeping with the Town's rural character and sense of community. The EDC addresses all businesses, large and small, fairly; addresses measures to support engagement with the Town more transparently and rapidly; and, reviews all geographic parts of the Town for zoning change recommendations. Important work was accomplished in engaging with local businesses to address experiences, difficulties faced, and limiting constraints that may or may not make sense in context (e.g., septic system requirements, parking minimums, etc.). In addition to addressing immediate and urgent needs, the EDC

is in the process of developing a comprehensive long-range plan for economic development and sustainability in Boxborough.

Initially, in addressing areas for consideration for regional planning, it became immediately obvious that commerce had changed since the advent of the suburban office park and this was reflected in the Office Park Zoning Districts. There existed a need for companies to have well defined planning requirements up front, critical to meet occupancy schedules driven by business objectives. It was realized that mixed-use development where offices, research, retail, restaurants, and other services combined would benefit employees in or near the Office Park Zoning Districts and the residents of our community. Through multi-use flexibility, the EDC contended that benefits could be realized for Boxborough residents and businesses, all in character with the Town. The approach was for fairness and consistency across all of the Office Park Zoning Districts.

The EDC made unanimous recommendations to the Planning Board to meet Boxborough2030 Goal 3.1. to "Guide and concentrate commercial growth in Business, Office Park, and Town Center districts," by identifying mixed-use innovative and balanced development possibilities consistent with Boxborough2030 strategies and actions. The recommendations included changes to the permitted uses in the Office Park Zoning District, adjustments to parking regulations, and adoption of the Design Review process for the most relevant parts of the districts related to frontage and commercial mixed-use. These recommendations were provided in anticipation of the creation of zoning bylaw amendment warrant articles for the 2019 Annual Town Meeting as the additional strategic objectives of the EDC were undertaken.

#### **ENERGY COMMITTEE**

The Boxborough Energy Committee met on November 3, 2018, and decided to change its name to the Boxborough Sustainability Committee (BSC). We plan to get approval from the Select Board on January 28, 2019 for the name change and proposed projects for 2019/2020.

**Vision:** Our vision is to create a culture of sustainability that will be fully integrated into our community for the benefit of present and future generations.

**Mission:** To help develop a culture of sustainability in our community through a partnership with residents, government, and businesses using innovation, education, communication, and comprehensive and strategic planning.

**Focus Areas:** The BSC will focus on the following key program areas of sustainability.

- Energy – Identify, investigate, prioritize, and advocate for initiatives to improve our energy efficiency, reduce our energy consumption, and increase our use of renewable energy sources.
- Waste – Manage our waste. Reduce the quantity of solid waste disposed at the Transfer Station by promoting programs and educating all our residents town-wide to reduce, recycle, and reuse.

**2030 Plan Priority 6:** Establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency.

#### **Fiscal Year 2018 Accomplishments**

1. **Recycling Education:** Held recycling presentation for townspeople, called Trash Talk, on December 12, 2018. We had two people present: Julia Green, Boxborough's DEP Coordinator and Consultant, who gave the major portion of the presentation; and Kathryn Larsen from Bay State Textiles, who explained how we could begin a program of collecting textiles to keep the material out of the waste stream. About 35 residents attended and gave feedback about recycling projects that interest them.

At Fifer's Day in June we used our booth to talk about and hand out information regarding recycling at the Transfer Station, recycling textiles, and composting. We had a raffle for a composting kitchen bucket, and sold a few large backyard composters.

We also worked with the DPW Director on signage for the Transfer Station, placed recycling Do's and Don'ts flyers in tax bills, and urged the DPW to get a mattress recycling grant that was successful.

2. Massachusetts Climate Action Network: Attended many workshops and meetings designed for towns that have municipal electric companies.
3. Attended early meetings, by invitation from Mary Brolin, AB School Committee Chair, on the proposed Net Zero Energy AB school building.
4. Created a list of goals for 2019 and 2020.

### **Fiscal Year 2020 Goals and Objectives**

Focus Areas: Educate the town about the meaning of sustainability and its relationship to the environment and climate change. Focus on the following key sustainability programs:

- Energy – Identify and implement initiatives to improve our energy efficiency and facilitate a fundamental shift to renewable, non-carbon emitting fuel sources.
- Waste – Reduce the quantity and toxicity of solid waste generated by Boxborough residents and businesses by promoting programs and educating our residents to *reduce, recycle, and reuse*. Continue recycling education with purpose to reduce household solid waste tonnage at the Transfer Station from 1,596 pounds per household to 1,496 pounds.
- Continue 2019/2020 projects:
  - Town-wide sustainability education
  - AB net zero energy school
  - Recycling education – residents and transfer station users
  - Signage at Transfer Station
  - Food waste – compost at Transfer Station and at home
  - Textiles, bulky plastic, mattresses.

### **LITTLETON ELECTRIC LIGHT DEPARTMENT**

The Board of Electric Light Commissioners is pleased to present the annual report of the Littleton Electric Light Department for the calendar year 2018. The department continues to advance its tradition as a progressive public utility committed to safety, reliability, sustainability, and quality service. As your local electric company, we consistently strive to provide our ratepayers with some of the lowest rates in the region, 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 continues to be one of the lowest in the state for 2018. For purposes of comparison, a Boxborough customer using 750 kWh per month has a monthly bill of \$95.26. The same usage in Ayer, served by National Grid, would cost \$178.91; while in Concord, served by Concord Municipal Light, would cost \$114.31. LELD continues to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Littleton Electric Light Department has 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.

Squirrels were the number one cause of power outages in 2017. In response, operation crews updated animal protection to transformers and riser poles in Boxborough. LELD has seen a 50% reduction in animal-caused outages in 2018. These updates are to enhance reliable electric service and prevent outages.

Applewood Condos received upgrades to their underground cable and infrastructure to give the development better reliability since the previous material was outdated and vulnerable to failing. These upgrades will improve reliability and prevent outages in the development.

Boxborough and LELD partnered with Green Street Power Partners to develop the 1414 Mass Ave Solar Project. This project developed a 5MW solar field which can produce 6.9M kWh annually for LELD customers. By the end of 2019, this project will make LELD 27% renewable, increasing from 25%. Over 2,000 residents opted into this program and more are encouraged to do so while there's still time.

LELD has continued its annual funding and contributions toward Boxborough's community development. In 2018, Boxborough's schools were given \$5,000 in technology grants and other contributions accrued to \$8,800 which supported town public services. Residents can take advantage of free home energy assessments, electric-vehicle incentives, energy-saving products and rebates through LELD's Green Rewards Program. In addition, as part of our Free Shade Tree Program, we planted 30 trees for Boxborough residents last year to lower cooling and heat costs for their homes over time. Green Rewards continues to develop to provide residents with the latest energy efficiency resources.



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.

Respectfully submitted,  
Board of Electric Light Commissioners

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

##### **Shaping a Better Region Together**

What a time to be working in policy and planning in Greater Boston! The economy is humming, new development sprouts at every corner, and our creative, competitive workforce is busy developing the next set of innovations that will change the way we relate, converse, commute and create. We have much to be proud of, and much to plan for.

Yet challenges abound, making the hard work of planning deliberately for the future all the more essential and relevant. Our housing affordability remains unresolved. Our economy, though robust, leaves many behind, and entrenched patterns of segregation, disinvestment and displacement make it difficult for many of the region's most vulnerable residents to get ahead. The threat of climate change looms large, and our transportation system groans under the weight of decades of deferred maintenance.

A region bursting with both talent and troubles is ripe for critical minds to apply analysis, modeling, and broad community engagement to the hunt for equitable, collaborative solutions. This is just what we hope to do with our forthcoming long-range regional plan, "Metro Common 2050: Shaping a Better Region Together." In what promises to be a challenging and rewarding two years, we hope to reach the vast diversity of people living,

working, and raising families in Metro Boston to get ideas about what our future should look like – and specific steps we can take to reach that vision.

To succeed, this work must include you! Want to get more involved with Metro Common right away? Sign up for the latest updates at [metrocommon.mapc.org](http://metrocommon.mapc.org), or visit our agency website to experience the full breadth of our work, at [www.mapc.org](http://www.mapc.org).

What's in a name? Well, when it comes to Metro Common 2050, each component is meaningful. It's called "Metro" because this is a metropolitan plan, envisioning a future for everyone in the metro region, not just any one town or neighborhood. "Common" indicates a search for shared solutions to common problems, and 2050 is the "out year," or our plan's horizon, and we are trying to envision what we'd like the region to be like in that timeline – with concrete steps to get us there.

We all have a lot in common, we all want to thrive, and we all want to be happy and healthy. There are many challenges: traffic congestion, a changing climate, the increasing cost of housing equity and health, the need to protect our communities, jobs and the economy, making sure local government works, and helping municipal neighbors to work together. We can't do it without your help! Read on to see what we've been up to this year, and then put on your thinking cap to let us know what YOU see as the future.

### **Highlights of Our Work**

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3.5 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, preservation, economic development, creative placemaking and more.

#### ***Mobility***

This year, we continued to build on our growing practice area around emerging technological innovation in transportation, while always providing core support services to our region around walkability, bike sharing and cycling infrastructure, trail planning, parking policy, complete streets, transportation demand management, regional transportation planning, sustainability, data, research, and more.

In June, MAPC, MassDOT, the Department of Conservation and Recreation (DCR), and 14 mayors from our Metro Mayors Coalition hosted a special event in the Seaport to announce a regional agreement to facilitate and expand autonomous vehicle (AV) testing in Massachusetts. We were joined by Governor Charlie Baker and Transportation Secretary Stephanie Pollack for this first-in-the-nation regional approach to planning for self-driving cars. The Memorandum of Understanding (MOU) establishes a common course for companies looking to test their self-driving vehicles in Massachusetts. With a single application, companies will be able to work with multiple communities to test their technologies in a range of environments, neighborhoods, and road types. In order to be eligible, companies need to have a human driver inside the vehicle at all times, demonstrate that their vehicle has passed a Registry of Motor Vehicles inspection, and prove that the car can be operated "without undue risk to public safety."

MAPC worked to help convene the many municipalities who signed onto the MOU, working with local staff, mayors, and city and town managers to help build a regional consensus on testing. After the signing, the mayors and attendees enjoyed an exhibition of several models of autonomous vehicles currently being tested in the area. The event was just one piece of our multi-faceted approach to helping the region plan for the advent of AV technology in Greater Boston. To read more about this work, visit our blog.

In February, MAPC released the report “Fare Choices: A Survey of Ride-Hailing Passengers in Metro Boston,” which gave unique insight into the characteristics of residents and visitors to the region who use ride-hailing services such as Uber and Lyft. This study, the first in the country to survey actual passengers inside their ride share vehicles, asked more than 1,000 riders about their trip – destination, frequency, cost, type of transportation mode replaced – and compiled it into usable data that showed some clear patterns. For example, we found that most survey respondents were young, non-car-owners, and used ride-hailing on a weekly basis. We also found that the type of trip it replaced was very likely to be a transit ride – at 42% of survey respondents – and we estimate that 15% of all ride-hailing trips are adding cars to the region’s roads during rush hours. This affects not only traffic but MBTA revenue, since each ride-hailing trip represents 35 cents in lost fares to the MBTA – far exceeding the 20-cent-per-ride surcharge fee on ride-hailing assessed by the state. The study, which gained widespread coverage nationwide, demonstrates that ride-hailing is a valuable option for many residents but one with negative effects that planners will need to carefully prepare for and plan around. Read the full report at [www.mapc.org/farechoices](http://www.mapc.org/farechoices).

MAPC has also begun organizing a coalition of commuter rail communities this year, in partnership with Transportation for Massachusetts (T4MA) and the MetroWest/495 Partnership. The goal of the group is to bring together officials from 25 communities where commuter rail runs to talk about ways to improve service, advocate for a system that meets the region’s needs, and add a focus on climate resiliency and sustainability to the network. The coalition will continue meeting in 2019 so stay tuned for more information on their important work. Learn more about our work in transportation planning at [www.mapc.org/transportation](http://www.mapc.org/transportation).

In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on the success of a 2017 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 and Roslindale projects were so popular with commuters across all modes that the model became permanent in 2018! MAPC has now begun working on two new pilots in Arlington and Cambridge/Watertown to test the use of dedicated bus lanes on Massachusetts Avenue and Mount Auburn Street, two extremely busy corridors, with the dual goals of alleviating traffic and encouraging more drivers to choose cycling or riding the (faster, more reliable) bus for getting around at rush hour.

This year, MAPC has also helped more than a dozen communities near Boston to launch no-cost, dockless bike share service. 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; in spring of 2018, a regional program procured by MAPC rolled 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’s effort helped to create a boundary-less, regional system that local governments could join at low or no cost, even offering e-bikes for greater ease of riding for inexperienced cyclists or riding on hilly terrain. Next, MAPC will be working with a small cluster of communities to develop model language for permitting of electric scooters, the next big thing to emerge in the field of mobility.

In late 2018, the Baker-Polito administration officially announced an exciting new program: MassTrails, which will provide funding and resources to expand and connect recreational trails and shared-use paths in Massachusetts. In addition to distributing about \$5 million in matching grants in Fiscal Year 2020, MassTrails will offer technical assistance and resources to help design, construct, and maintain the Commonwealth’s high-quality trails. Some of these resources are already available, including a shared-use path planning and design guide and a cost estimator tool.

MAPC has worked collaboratively with the MassTrails team to advocate for increased attention to trails in the Commonwealth and communicate our priorities for funding. The MassTrails program is particularly exciting for its potential to help realize MAPC's LandLine vision plan. Earlier this year, MAPC released a visionary plan to connect 1,400 miles of greenways and trails into a seamless network. The LandLine would include consistent and clear signage throughout the network and bring trail access within a mile of where 92 percent of the region's residents live. MassTrails places particular emphasis on expanding and connecting existing trails – exactly what LandLine is trying to achieve. Read more about LandLine at <https://www.mapc.org/resource-library/landline-vision-plan/>.

### ***Climate***

In late 2018, MAPC announced the launch of our Accelerating Climate Resiliency Mini Grant Program. Generously funded by the Barr Foundation, the \$15,000 to \$50,000 grants will advance strategies protecting people, places, and communities from the impact of climate change. The goal of the program is to fund smaller, low-cost projects, policies, and actions that will contribute to long-term resilience to climate change. While addressing the potential impact of climate change is daunting, MAPC hopes that the funded projects can begin to increase local preparedness.

Climate change is upon us and Metro Boston is already experiencing extreme weather – record-breaking snowfall in 2015, the worst drought in MA since the 1960s in 2016, the warmest year on record in 2017, and four Nor'easters in one month in 2018 (one similar to the Blizzard of '78 in terms of coastal flooding). MAPC recognizes the urgency in building community resilience today and seeks to leverage climate planning efforts into projects that enable communities to thrive in our time of climate change. These grants are a way to turn planning into implementation. Learn more at [www.mapc.org/resource-library/accelerating-resiliency](http://www.mapc.org/resource-library/accelerating-resiliency).

For much of 2018, MAPC administered a Massachusetts Department of Energy Resources (DOER) grant program to help cities and towns across the state retrofit their streetlights to LEDs and save significant amounts of energy and money. A lesser-known aspect of this project is that all new streetlights being installed are "control-ready." A control-ready streetlight has the internal wiring necessary to pair with smart control devices – such as emergency signal lights – which can be remotely controlled via a web-based system.

More common applications of these wireless control systems include setting regular schedules on lights, allowing them to brighten or dim at specified times of day. Control systems also provide the benefit of real-time maintenance information, such as whether a light is out or turned on during the wrong time of day. This allows for better-informed light maintenance, allowing the city or town to track things in a systematic, orderly way instead of waiting for resident complaints about lights, or losing money and time driving around to check the lights for outages.

In tomorrow's world, the new communications network enabled by these wireless controls could potentially enable numerous innovative "smart-city" applications. Other devices compatible with the systems could include motion sensors to monitor traffic, temperature sensors to inform winter weather planning, like salting on roadways, integration with water meters, trash pickup, and more. To learn more about adding smart controls to your city's LED streetlights, or for information about retrofits, visit [www.mapc.org/our-work/expertise/clean-energy/led-streetlight-retrofits/](http://www.mapc.org/our-work/expertise/clean-energy/led-streetlight-retrofits/).

### ***Data Services***

The Metro Boston DataCommon, an open data resource that MAPC first launched in 2006, returned better than ever in 2018 after an extensive user-focused restructuring and redesign. The DataCommon provides a trove of information about a wide array of topics – a resource for everyone seeking to understand their communities. It can help anyone – residents, stakeholders, planners, city and town officials, educators, journalists – explore data and make informed decisions. In 2006, MAPC launched the very first version of our

DataCommon in collaboration with the Boston Indicators Project at the Boston Foundation. Since then, it's gone through multiple iterations and updates. Most recently, the MetroBoston DataCommon allowed users to explore data, look at community snapshots, and create their own charts and maps.

This year, the MAPC Digital Services team took on the task rebuilding the DataCommon. The new, simplified browser makes it easy to grab a quick fact about any city or town in Massachusetts or to dig deep into any of the data. What most users won't see right away is the 'back end' work that connects the Data Common directly to MAPC's in-house database, so that as new data is added, it's available to external users with no delay or extra processing needed. Visit the new DataCommon at <https://datacommon.mapc.org/> and send feedback or ideas to us via [datacommon@mapc.org](mailto:datacommon@mapc.org).

Massachusetts has some of the oldest gas mains in the nation, with pipes averaging 60 years old. To replace this underground infrastructure, utilities must navigate a patchwork of paper permits to dig up roads across the state, and their plans aren't necessarily coordinated with local DPWs who pave and repair local roads. Fixing streets is necessary but expensive work, making it wasteful to dig them up twice by utilities and public works staff. MAPC wondered: what if utilities and DPWs could coordinate better? There are millions of dollars in potential savings if roads are torn up and repaved less often, as it costs about \$1 million per mile to replace gas mains.

The MAPC Digital Services team worked Ayer, Milton, North Reading, and Westborough to develop an online system to help coordinate infrastructure improvement plans. The project resulted in two separate parts: a common online permitting system for street openings, which reduces towns' and gas companies' administrative and time costs; and Roadworks, an online infrastructure coordination mapping tool that helps municipalities identify where permit requests overlap with planned gas line repairs and other projects.

The result? A streamlined digital platform for the four towns to manage, track, and standardize street openings. It helps public works departments coordinate internally across highway, water, and sewer divisions and externally, with gas companies, other utility providers, and local contractors. The first phase of this project was funded by a Commonwealth Efficiency and Regionalization Grant. If you'd like to learn more and see if your town could participate in the next phase of Roadworks, contact the MAPC Digital Services team at [digitalservices@mapc.org](mailto:digitalservices@mapc.org).

### ***Arts and Culture***

Our two-year-old Arts & Culture Division has grown by leaps and bounds, always staying at the forefront of creative placemaking, arts and culture planning, equity, and education, with a focus on helping and working with local officials while engaging local residents in the region in new ways.

This fall, staff from the Arts & Culture team led a cross-departmental, collaborative effort to kick off our Metro Common regional planning process with an installation at Hubweek on Boston's City Hall Plaza. Utilizing a shipping container and interactive materials, the event invited visitors to consider the region's history of segregation and patterns of housing disparity, as a way of forging new conversations on race, equity and land use as we plan for the future. The installation made use of informational flip boards and an illuminated data viewing table, both of which will be viewable at various points during the Metro Common planning process in 2019 and 2020. Data Services and Housing staff contributed to the effort, outlined in more detail on our blog at [www.mapc.org/planning101/shipping-container-to-interactive-exhibit-housing-at-hubweek](http://www.mapc.org/planning101/shipping-container-to-interactive-exhibit-housing-at-hubweek).

Over the summer, MAPC staff attended Rockland Day to help raise money and support for the town's creative placemaking project, Sole of Rockland. Sole of Rockland is an interactive, creative downtown revitalization effort. MAPC engaged Rockland Day attendees through a community art station in the REIMAGINE ROCKLAND tent. The art station invited visitors to make watercolor paintings of their shoe soles to kick-start conversation

about the project. The activity engaged everyone! The end result was a wide array of beautiful, shoe-themed artworks, displayed at the tent on a clothesline. At the same time, project team members led a discussion-based activity to capture stories and memories of special places and hidden gems of downtown Rockland, through the use of notecards and a custom-designed map. The stories were used to create a new creative map of downtown Rockland that allowed MAPC to identify sites and locate sidewalk art while incorporating the shoerprints made by Rockland residents from the day's event into the map.

In November, Natick saw an infusion of creative projects installed in three locations downtown thanks to a partnership with MAPC, including a musical bridge, a colorful hopscotch board, and new wayfinding decals designed to look like stained glass. The town was brought to life in a new way through "For the Love of Natick: A Creative Placemaking Weekend," the culminating event in a year-long creative placemaking process. Over a dozen artists were commissioned to contribute site-specific artwork throughout the town's center that embodied the values of the project: accessibility, engagement, boldness, respect, historical relevance and forward-thinking, and wayfinding. The art pieces and performances were selected and funded by the Town of Natick, MAPC, and the Natick Center Cultural District as part of a larger project to develop a creative placemaking strategy for Natick Center. "Creative placemaking" is a process that uses arts and culture to enhance community identity, improve social and cultural cohesion, and address challenges in a specific area. Developing a strategy for creative placemaking in Natick Center has involved engaging a diverse array of stakeholders in the town to identify improvements they wanted to see in their town center. The project will gather information about the area's arts and cultural assets and include recommendations for new processes, tools, and strategies to encourage creative engagement. Read more about the project on our blog at [www.mapc.org/planning101/weekend-long-celebration-of-art-in-natick](http://www.mapc.org/planning101/weekend-long-celebration-of-art-in-natick). Read more about the arts and culture team's ongoing work online at [www.mapc.org/our-work/expertise/arts-and-culture](http://www.mapc.org/our-work/expertise/arts-and-culture).

### ***Public Health***

Good food and good health go hand in hand. With a good food system comes environmental sustainability, social cohesion, and civic engagement. Technical assistance around our food system is a key component of our suite of planning services in the areas of public health, land use, culture and beyond. Though challenges abound, partnerships around food and planning can be fruitful places to make meaningful change in the lives of our region's most vulnerable and underrepresented groups.

Like many urban areas, the city of Everett faces challenges to providing equitable access to healthy, culturally appropriate foods. Recent demographic shifts and rapid development have posed their own challenges to the local food system, which is why MAPC, working with the city and Everett Community Growers, recently completed the Everett Community Food Assessment and Plan.

Residents, food business owners, and other stakeholders worked over the course of a year to figure out what's working and what's not in Everett's food system, learning in particular about school food, food businesses and their workers, community gardeners and urban agriculture, and food security. MAPC acted as the co-author and planning technical assistance provider for the plan, digging in on research, organizing meetings and events, collecting and making sense of data, and developing project materials. A variety of stakeholders weighed in on their experiences through surveys, focus groups, and even photography. Local photographer Katy Rogers invited residents to view their city as community photojournalists and take pictures that told the story of Everett's food system. These photos and stories were exhibited over the summer on the Northern Strand Community Trail, at "Everett Earthworks," the site of a newly installed public art installation and garden by MAPC artist-in-residence Carolyn Lewenberg.

In one of the most diverse cities in the Commonwealth, project partners worked to ensure that the changes called for in the food plan would celebrate Everett's many cultures and promote health equity and racial equity. As a result, the plan emphasizes inclusive decision-making, multilingual outreach, and improving

conditions for those most negatively impacted in the food system. Read more about this effort on our blog at [www.mapc.org/planning101/mapc-helps-city-of-everett-community-partners-launch-first-ever-food-plan](http://www.mapc.org/planning101/mapc-helps-city-of-everett-community-partners-launch-first-ever-food-plan).

### ***Municipal Collaboration***

The state's Executive Office of Public Safety and Security (EOPSS) 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.

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.

This year, our procurement services staff led 20 school food directors from Acton-Boxborough, Littleton, Ashland, Canton, Milton, Needham, Webster and Hopkinton on a tour of seafood vendors who are on contract with MAPC to provide healthy, locally-caught seafood to schools across Eastern and Central Massachusetts. This contract aims to support local fishermen who catch underutilized fish species, while diversifying the menu at local schools and helping more kids enjoy eating fish as part of lunchtime nutrition. More sessions are planned with additional school directors in the spring.

Our Municipal Collaboration team also works inter-departmentally, collaborating with Clean Energy and Transportation to develop an approach to group purchasing that filled gaps in the Massachusetts clean vehicle landscape this year. Adding electric, hybrid, and other alternative fuel vehicles to municipal fleets reduces carbon emissions while cutting spending on gasoline and diesel fuels – but the benefits and potential of these technologies aren't widely known. Municipal fleet managers and departments of public works are wary about buying battery electric or hybrid electric vehicles for their fleets without examples of cost savings, operations, and maintenance benefits. That's where MAPC and the Fleets for the Future Initiative have been trying to fill the gap.

In the spring of 2016, the Department of Energy selected MAPC as one of a handful of organizations nationwide to pilot a program helping fleets across our region procure fuel-efficient vehicles and related technology. Led by the National Association of Regional Councils (NARC), MAPC and four other regional councils, nine Clean Cities Coalitions, and five technical partners launched what would become Fleets for the Future. The MAPC team set out to make it easier for municipalities and state agencies to integrate clean vehicle technology into their fleets, while saving money by buying together at a discounted cost. Visit <https://www.mapc.org/our-work/expertise/clean-energy/clean-vehicle-projects> to learn more about our Clean Vehicle Projects and Green Mobility Group Purchasing Program.

### ***Policy***

On the government affairs front, our team worked intensively throughout the year on numerous legislative priorities, ranging in topic from affordable housing and zoning reform to driverless cars, regional ballot initiatives, short-term rentals, opioid investments, regionalization grants and more. In early October, the

Metro Mayors Coalition announced a goal of creating 185,000 new housing units between 2015 and 2030. This regionwide housing goal was among the first of its kind in the nation, and received a significant amount of press coverage. It represented a collaborative, months-long effort among staff from Government Affairs, Communications, Housing, and the Data Services Digital group, which build a highly informative website for the project at <https://housingtaskforce.mapc.org/>.

This landmark regional housing commitment includes a regional production goal, with a set of 10 principles and best practices to guide the commitment toward meaningful action. Work toward setting a regional goal began last year when these Metro Mayors Coalition communities banded together to establish a Task Force to address the region's worsening housing crisis. Since 2010, the 15 cities and towns of the Metro Mayors Coalition have added nearly 110,000 residents and 148,000 new jobs, while permitting only 32,500 new housing units. Intense competition for the limited available housing drives up prices, makes it difficult for people to find homes they can afford, and increases the potential for displacement. MAPC projects that Eastern Massachusetts will need 435,000 units of housing by 2040 to meet demand.

To help visualize development from both a regional perspective and a local perspective, MAPC also created MassBuilds, a visual database of development in the Greater Boston region, this year. It's fast becoming one of the most comprehensive databases of past, present, and future development in the area, and as it grows, it will only become more valuable. The site relies on users – that's right, the public – to tell us about proposed development or new construction that we missed. All of these data points will affect decisions made by MAPC, the state, and maybe even your town. To make sure your community is represented accurately, visit <https://www.massbuilds.com/map>.

### ***Equity***

In early 2018, MAPC took the next step to promoting a more equitable region with the release of a draft State of Equity in Metro Boston Policy Agenda. We hope that the plan serves as a tool to advance policy change in the Boston region and that it serves as a roadmap not only for MAPC, but for our coalition partners, legislators, state and municipal officials, policy experts, and anyone looking to reduce and eliminate inequities our region.

As an organization, MAPC has specifically tracked equity indicators since 2011, when we released the first State of Equity for Metro Boston Indicators report. The indicators track inequalities across sectors including housing, transportation, public health, and contaminated environments. We updated that report last year in the State of Equity 2017 Update, which delved into the data to show where the Metro Boston region had improved in five years – and where work was still needed. This 2018 report outlines policy goals and features a digital web component, <https://equityagenda.mapc.org/>, that features stunning visuals and interactive maps using MAPC's equity data to show disparities in the region, and information on each of MAPC's overarching policy goals. View photos from the standing-room-only State House event where the report was unveiled on Facebook.

We are confident that 2019 will be a year of inspiring engagement and visioning for the future of Greater Boston, and we hope you will join us. Visit our home on the web, [mapc.org](http://mapc.org), and don't forget we are always listening on Twitter @MAPCMetroBoston. We also have a refreshed presence on LinkedIn, and we'd love for you to check it out at [www.linkedin.com/company/metropolitan-area-planning-council](http://www.linkedin.com/company/metropolitan-area-planning-council). We look forward to shaping a better region – together!

## 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 annual elections at its September 6th meeting. MAGIC's three leadership positions are one Chair and two Co-Chair positions. Together, they work with the MAGIC Coordinator, to steer the ship and ensure MAGIC encourages regional collaboration and discussion of issues of regional interest and concern. Congratulations and thanks to **Adam Duchesneau**, Boxborough Town Planner, who is taking on the position of Chair; **Kristina Johnson**, Assistant Director of Planning and Community Development in Hudson, who will be continuing leading as MAGIC Co-Chair, and welcome and thanks to **Margot Fleischman**, Bedford Selectman, who newly joins us as Co-Chair as well this year. Thanks as well to **Jennifer Burney**, Director of Planning and Land Use in Lincoln, who has served for two years as MAGIC Chair. She has been a great advocate, collaborator and convener over the past years in her role as Chair.

We welcomed new MAGIC members and participants this year, Kate Reid, Select Board Member, Carlisle; Jonathan Stevens, Planning Board, Carlisle; Madeline Blake, Planning Board Alternate, Carlisle; Charles Hornig, Planning Board, Lexington; and Jill Hai, Select Board Member, Lexington.

MAGIC's towns also said goodbye to several town managers and town administrators. In turn, it welcomed several incoming town managers and town administrators:

Acton:	Steven Ledoux retired after serving as Acton's Town Manager for 10 years. John Mangiaratti started as Acton's new Town Manager
Bedford:	Rick Reed retired after serving as Bedford's Town Manager for 30 years Sarah Stanton joins Bedford as its new Town Manager
Boxborough:	Selina Shaw retired after serving as Boxborough's Town Administrator for 20 years. Ryan Ferrara began as the town's new Town Administrator.
Concord:	Chris Whelan announced he will be retiring in Summer 2019. He has served as the Town Manager for 16 years.
Lexington:	Carl Valente retired after serving as Lexington's Town Manager for 13 years. Jim Malloy began as Lexington's new Town Manager.
Littleton:	Keith Bergman retired after serving as Littleton's Town Administrator for 11 years. Andrew Ansaldi serves as the interim Town Administrator
Maynard:	Kevin Sweet left his 5-year position as Maynard's Town Administrator Andrew Scribner-MacLean served as the interim Town Administrator, and Greg Johnson started as the new permanent Town Administrator.

Heidi Stucker, Assistant Director of Public Health, served as the Subregional Coordinator to MAGIC.

### MAGIC Meetings

MAGIC held six regular business meetings in 2018. Highlight meeting topics included the following:

- MPO Transportation Planning & Projects discussion
- AARP Age-Friendly Applications
- Community Engagement Tools, best practices in use in MAGIC
- MetroCommon 2050, the update to the regional plan

- MAGIC FY 2018 Work Plan discussion
- MAGIC Special Assessment Funds to priority projects allocation
- MicroTransit Project discussions

### **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. FY 2018 MAGIC Special Assessment allocations to regional projects were MAGIC Regional Age-Friendly Planning, \$17,395.67, and MAGIC Climate Resilience Project, \$5,000.00; for FY 2019, the allocations were MAGIC Stormwater Partnership, \$10,000.00, and MAGIC MicroTransit Project, \$10,000.00.

### **Special Events**

MAGIC held three special events in 2018:

*Annual Legislative Breakfast.* Over 50 local officials, municipal staff, and other members of the MAGIC gathered at the Maynard Golf Course on Tuesday April 10 to hear from and ask questions of their state and Congressional representatives over a continental breakfast. Congresswoman Niki Tsongas, State Sen. Jamie Eldridge, and State Reps. Jennifer Benson and Kate Hogan attended to engage in a dialogue, explain their legislative priorities, and talk about local concerns. State Rep. Carmine Gentile also stopped by for a portion of the breakfast to connect with constituents. Congresswoman Tsongas kicked off the discussion after being presented with MAPC's Congressional Leadership Award for proudly representing the 3rd Congressional District of Massachusetts, exemplifying bipartisanship in the halls of the U.S. Congress, and her fierce advocacy on priorities benefitting Massachusetts and the nation. Congresswoman Tsongas reflected on her career, her legislative successes, and the political situation in Congress before fielding questions from participants. More on the breakfast and photos is available on the MAPC blog.

*Public Education and Support, Accessory Dwelling Units (ADUs).* On July 17, as part of MAGIC's membership in the AARP Network of Age-Friendly Communities, we hosted a webinar on ADUs, with a focus on strategies for educating and getting support from the public. This webinar was facilitated by members of Orange Splot, a Portland, Oregon-based housing development company and general contractor that specializes in new models of housing, including ADUs. The webinar recording is available at <https://www.youtube.com/watch?v=GnDAX-E-ad0&feature=youtu.be>.

*MetroCommon 2050.* MAGIC town representatives and community partners met on December 6 at the Battle Road Brew House in Maynard for a regional MetroCommon2050 breakfast and lunch. The breakfast brought together 40 municipal leaders, to discuss the biggest regional challenges and possible solutions. The lunch engaged municipal staff and community partners in similar discussion. Attendees also heard a presentation from Josh Fiala on MAPC's assessment of municipal comprehensive plan goals and priorities, research that will inform the development of MetroCommon. Discussions covered perennial issues common to MetroBoston's suburban communities, including transportation and housing. There was also significant buzz around regional solutions to the climate crisis, municipal solid waste, ensuring the region is meeting the needs of older and younger adults, and funding desired changes.

### **WATER RESOURCES COMMITTEE**

One of the six top priorities of Boxborough2030, the Town's current master plan, is to "Proactively plan for long-term water resource management and protection," and calls for the Select Board and Board of Health to reinstate a Water Resources Committee.

In October 2017, the Select Board appointed a Water Resources Working Group, charged with developing a proposed charter and mission statement for a new permanent Water Resources Committee (WRC) in keeping with the charge of Boxborough2030. The working group drafted a proposed charter outlining the mission and

goals and membership composition of the WRC and presented it to the Select Board on Oct 29, 2018. To afford broad community representation and minimize potential quorum issues, the WRC charter provides for a mix of voting and non-voting members as shown in the table below. Appointments are to be made by the Select Board.

The Select Board unanimously approved the charter and made initial appointments of four voting members from the Board of Health, Select Board, Conservation Commission and Agricultural Commission as recommended by the working group. Subsequently, on December 4, 2018 the Select Board appointed a voting member representing the Planning Board, plus a non-voting member from the Economic Development Committee.

#### **Water Resources Committee Membership**

<b>Voting Members</b>	<b>Non-Voting Members</b>
Board of Health	Town Administrator – ex officio
Select Board	Town Planner – ex officio
Conservation Commission	Director, DPW – ex officio
Planning Board	Fire Chief – ex officio
Agricultural Commission	Finance Committee designee
First voting Member-at-large	Economic Development Committee designee
Second voting Member-at-large	Non-voting Members-at-large

The charter encourages a scientific, data-driven approach to characterization, quantification and protection of Boxborough's water resources. The key purpose and goals are:

1. Identify the Town's strategic needs for protecting and enhancing existing water supplies, aquifers, and other surface water and groundwater resources.
2. Collect and analyze data on water quantity and water quality to support the Town's efforts to meet its water resource needs for potable water and fire protection.
3. Determine what steps are necessary to keep all water supply options open for the Town in the future.
4. Make recommendations to town officials regarding existing and future water supplies and other water resources in Boxborough, considering the Town as a whole as well as potential or suspected problem areas.

The Water Resources Committee will work with other town boards and town government to define, promote and help implement action plans in line with these goals.

By the end of December, the WRC had five appointed voting members representing town boards, and was soliciting appointments for at-large membership.

#### **ZONING BOARD OF APPEALS**

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

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws (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; hearing and deciding appeals or petitions for Variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10; hearing and deciding appeals from decisions of the Inspector of Buildings; and hearing and deciding 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 Select Board appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the ZBA as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are scheduled as may be necessary and posted. During 2018 the Board considered applications for fifteen Special Permits and three 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 web site for details about these meetings and hearings and call the Town Hall (978-264-1722) with any questions.

Respectfully Submitted,  
Michael Toups, Chair

#### **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 Inspector of Buildings 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.

Having been here since August 6th, 2018 there has been a lot of new growth, both commercial and residential. The Building Department issued over 500 permits in 2018. Five new single-family home permits were issued along with 2 new commercial building permits. Projects of note in the town were the solar farm which is nearing its completion, and the planning of Part 2 of the renovation of the Grange room in the Town Hall which will be starting in early spring. The Steele Farm house renovations started addressing the foundation and sills. The total amount in building permit fees certificates and fines collected for calendar year 2018 was \$91,640.70.

Looking forward, the Building Department will be adding electronic permitting next year to expedite the permitting process.

I want to thank Mr. Charlie Weeks, Electrical Inspector, Steve Bottazzi, Plumbing and Gas Inspector, and James Garreffa, Nashoba Board of Health. A special thanks to Julie Pratt, for inspectional services support and other duties as needed. I would like to personally thank the Town of Boxborough staff, committees, boards and residents who made my transition to Boxborough so pleasant.

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

**2017/2018 Building Permits Issued**

	<b>2018</b>	<b>2017</b>
<b>New Construction</b>		
Residential/Single-Family	5	3
Commercial	2	1
Telecommunications	2	2
Pools	0	1
Accessory Buildings	0	4
Solar	5	3
<b>Additions/Alterations</b>		
Residential	136	135
Commercial	12	16
Mechanical/Sheet Metal	12	24
Demolition	3	2
Sign	1	6
Woodstove	3	8
Tents	4	7
<b>Total Building Permits</b>	<b>185</b>	<b>212</b>
<b>Construction Cost, \$</b>	<b>8,205,847.84</b>	<b>6,053,275.20</b>
<b>Permit Fees, \$</b>	<b>89,980.20</b>	<b>66,596.29</b>

**2018 Electrical Permits Issued**

Total Electrical Permits	188
<b>Total Fees Collected</b>	<b>\$42,808.40</b>

**2018 Plumbing and Gas Permits Issued**

Total Plumbing Permits	80
<b>Total Fees Collected</b>	<b>\$18,655.00</b>
Total Gas Permits	64
<b>Total Fees Collected</b>	<b>\$17,600.00</b>

**2018 Total Permits Issued**

Building Permits	185
Electrical Permits	188
Plumbing Permits	80
Gas Permits	64
<b>Total Permits Issued</b>	<b>517</b>

Respectfully submitted,  
 Bentley Herget, C.B.O., Building Commissioner, Zoning Enforcement

## 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 funded roadway replacement, 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 part-time employee. Snow removal help is called in during storms. The past year has seen some struggles that dealt mainly with getting the department to full staff. We have had some challenges finding qualified candidates but I am happy to say that as of December 22<sup>nd</sup> our staffing became complete. Our new hires include Steven Barter, Francis Flynn and Anthony Pappo. They all have a great deal of experience and have fit in wonderfully.

Other great news to note in 2018 was the purchase of the Kaizen building that now houses the DPW facility, just up the street from the old highway garage. It was a much-needed upgrade and meets our needs. Some interior renovations will be coming soon to upgrade the offices and staff breakroom.

Two new pieces of equipment were purchased this year. We replaced our 1956 tractor and mower with a closed cab John Deere and Bo can't wait to use it. An asphalt hot box was also purchased which will give us the flexibility to do more pothole patching during the winter months.

MassDOT Chapter 90 funding and the Capital Plan provide funding for roadway work and paving. In FY 2018 the following roads were reclaimed and paved using both town and Chapter 90 funding:

- Burroughs Road (from Stow Road to Massachusetts Avenue)
- Hill Road (from the Littleton town line to Barteau Lane)
- Schoolhouse Lane
- Summer Road

The paving plan for the spring of FY 2019 includes:

- Hill Road - reclamation and paving (from Barteau Lane to Massachusetts Avenue)
- Fifers Lane – reclamation and paving
- Emanuel Drive – milling and resurfacing
- Joseph Road – reclamation and paving

Some of the work noted above will be dependent on remaining FY 2019 funding. Any roads not done in FY 2019 will be completed in FY 2020.

Scheduled paving work for FY 2020 (based on available funding):

- Littlefield Road
- Whitcomb Road
- Blanchard Road
- Inches Brook Lane

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
- 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 2018 the snowfall total was 77.5 inches, and the Highway Department was sent out a total of 30 times to treat/plow.

As I write this, I look back and it is hard to believe that 17 months have passed since I became the new DPW Director. Time sure does fly by. My transition has been smooth and extremely enjoyable, and I have met a lot of wonderful co-workers and residents. My staff continues to work hard and take pride in everything they do, which makes my job easier and enjoyable. I appreciate all they do, day in and day out. Thanks to everyone who has made my time here feel very rewarding.

Respectfully submitted,  
Edward Kukkula, Director of Public Works

#### **CEMETERY COMMISSION**

There were eleven burials in South Cemetery in 2018.

Restoration and preservation work was completed in sector one of North Cemetery of the most severely damaged and weather affected monuments. The Commission plans to continue further restoration work in sector two in 2019 with approval of additional funding at the May 2019 Annual Town Meeting.

Construction of a stone wall at South Cemetery was completed in the fall by Alan Cumming. Funds used were approved at the May 2017 Annual Town Meeting along with funds from the Perpetual Care Account.



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

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

## POLICE DEPARTMENT

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2018 Boxborough Police Annual Report. In this report, you will find Department statistics from the calendar year of 2018. We have also gathered our statistics from previous years to illustrate how categories of crime and enforcement activities have been increasing and/or decreasing from previous years.

From January 1st to December 31st 2018, the Police Department handled 18,047 calls for service. In 2018 the Dispatch Center welcomed Angela Alves and the Police Department greeted three new full-time officers: Tyler McElman, Christopher Lowney and Patrick Gaumond. Annual Town Meeting in 2017 authorized an additional full-time police officer position to start in 2018. This additional staff continues to reduce overtime expenses while maintaining appropriate staffing levels.

In October 2018, the Police Department was awarded full accreditation by the Massachusetts Police Accreditation Commission (MPAC). Accreditation is a process in which the department successfully underwent a self-assessment followed by external peer reviews by assessors from outside police agencies. The department reached compliance with the 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.

The Police Department provides 24/7 professional service with a complement of staff that includes a Chief, Lieutenant, three Sergeants and nine Patrol Officers. Our staff serves as law enforcement liaisons to several additional community resources such as Domestic Violence Service Network (DVSN), Communities for Restorative Justice (C4RJ), Northwest Middlesex Community Outreach Initiative (COIN), Middlesex District Attorneys’ opioid task force, and works closely with Boxborough’s Council on Aging and Social Worker. We continue to grow our relationship and involvement with the Acton Boxborough Regional Schools to provide i-SAFE, an internet safety education course and attend various events at the schools during the year.

Our Communications Department provides 24/7 coverage of all communications and E911 services to the Town and its emergency service providers. 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 ok resulted in thousands of daily calls to our enrolled seniors.

As always, I thank all of the staff of the Boxborough Police Department for their dedication and support. It is because of their tireless commitment and professionalism, that Boxborough remains a beautiful town in which to live, work and visit.

Respectfully submitted,  
Warren B. Ryder, Chief of Police

### Dispatch Calls Handled

Type of Call	2018	2017	2016	2015	2014
Walk-in service	592	232	512	539	588
911 calls	384	166	383	394	176
Telephone calls	3,366	857	3,403	3,593	3,833
Radio/alarm/box/other calls	13,705	16,264	12,632	13,189	10,989
<b>Total Inbound Calls</b>	<b>18,047</b>	<b>17,519</b>	<b>16,930</b>	<b>17,715</b>	<b>15,586</b>

### Case Activity Statistics

Total per year	2018	2017	2016	2015	2014
Offenses Committed	542	592	601	581	549
Felonies	55	101	74	89	87
Crime Related Incidents	84	96	101	101	107
Non-Crime Related Incidents	220	173	207	192	196
Arrests (on view)	64	88	86	83	68
Arrests (based on incident/warrants)	15	14	12	28	25
Summons	111	112	124	98	182
Arrests	190	104	222	199	193
P/Cs	2	3	4	3	4
Juvenile Arrests	3	5	2	2	4
Restraint Orders	21	17	22	18	7

### Police Department Selected Incidents

	2018	2017	2016	2015	2014
911 Hang-ups	61	23	87	91	77
Animal Complaints	221	203	48	39	245
Annoying Phone Calls	26	23	35	40	5
Arrests	190	104	224	199	193
Assist Citizens	533	642	449	305	670
Assist Fire/EMS	652	608	222	204	325
Aggravated Assaults	1	11	4	1	9
Breaking & Entering	1	7	5	5	8
Burglar Alarms	138	145	109	140	121
Bylaw Violation	10	6	20	15	19
Complaints (traffic problems)	345	326	480	487	263
Disturbances – General	108	79	73	60	36
Disturbance – Domestic	21	22	18	15	31
Disturbance – Mental Health	27	34	77	85	51
Follow-up investigations	110	125	206	147	132
Larcenies/Fraud	32	44	17	50	52
Motor Vehicle Accidents with Injury	49	68	62	55	41
Motor Vehicle Accidents with Property Damage	46	64	27	48	9
Motor Vehicle Theft	1	1	2	2	1
Missing Persons	6	4	6	9	4
Noise Complaints	14	22	29	20	21
Protective Custody	2	3	4	3	4
Rape/Sex Offense	4	4	3	2	2
Robbery	0	0	0	1	0
Shoplifting	0	0	6	2	1
Summoned to Court	111	112	124	98	182
Suspicious Activity	299	399	400	375	444
Vandalism	10	15	21	15	23
Simple Assaults	9	11	8	3	6

### Motor Vehicle Stops

	2018	2017	2016	2015	2014
<b>Total number</b>	2,344	2,181	1,945	1,436	1,662
<b>Percent of Total</b>					
Verbal warnings	59	74	68	77	74
Written warnings	23	11	7	4	7
Citations issued	12	8	13	9	5
Summoned to court	4	5	6	6	11
Arrested	2	2	6	4	3
<b>Avg. OVER speed limit, mph</b>	17	17	18	19	19

### ANIMAL CONTROL OFFICER / FIELD DRIVER

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

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

The Field Driver position is a town officer position that was developed in early New England times. The driver is authorized to round up and impound domestic farm animals roaming at large. There were 2 reports of loose livestock in 2018.

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

Dogs	Cats		
Barking	10	Missing	4
Loose	38	Loose	1
Found	20	Found	4
Reported missing	9	Struck	2
Concern for safety	12	Contact with other agencies	0
Vicious	6	Residence advice	2
Per Police – accident/arrest	2	<b>Total Cats</b>	<b>13</b>
Contact with other agencies	1	Wildlife	131
Struck by car	2	Livestock	2
<b>Total Dogs</b>	<b>100</b>	<b>Total Other</b>	<b>133</b>
<b>Total Boxborough Calls</b>			<b>246</b>
<b>Animal Control Calls in Littleton and Stow*</b>			<b>472</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 Select Board 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.

### **Animal Control (Wildlife)**

During the year 2018, Animal Control responded to numerous calls regarding injured or deceased animals and birds. These included –

<b>Animal</b>	<b>Number of Calls</b>	<b>Animal</b>	<b>Number of Calls</b>
Bear	3	Opossum	4
Beaver	1	Owl	3
Chipmunk	2	Porcupine	1
Crow	1	Raccoon	20
Deer	6	Robin	1
Duck	1	Skunk	4
Fisher	2	Squirrel	5
Fox	7	Turkey	4
Goose	1	Turtle	3
Hawk	1	Woodpecker	1

Respectfully submitted,  
Phyllis Tower, Animal Control Officer  
Warren B. Ryder, Chief of Police  
Donald C. Morse, Animal Control (Wildlife)

### **ANIMAL INSPECTOR**

The annual farm animal inspection and count was conducted for the year 2018. 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	198	Goats	17
Cows	21	Horses	43
Donkeys	4	Ponies	3
Ducks	4	Sheep	20

During 2018, 3 dogs were quarantined for possible exposure to rabies.

Respectfully submitted,  
Donald C. Morse, Animal Inspector

### **TRAFFIC SAFETY COMMITTEE**

The Traffic Safety Committee (TSC) is primarily responsible for studying traffic conditions and patterns in the Town, evaluating options for traffic safety improvements, and recommending to the Select Board approaches to provide for safer and more livable neighborhoods. Efforts to accomplish these goals include reducing speeding and unnecessary traffic on neighborhood roads. As well as five members of the community who make up the board, regular attendees include the Police Chief and Town Planner.

The Traffic Safety Committee met approximately once a month in 2018 and succeeded in a number of initiatives:

- Traffic Safety education via a Facebook Page ([www.facebook.com/BoxTSC/](http://www.facebook.com/BoxTSC/)) where posts inform the community about safer driving, cycling, and walking on our streets, as well as specific issues such as ice or road closures

- Improved sign placement (through the state of Massachusetts) for the pedestrian crosswalk at Middle Road and Route 111
- Youth road cycling class attended by 22 students where they learned the rules of the road and practiced safe riding, including hand signals



- Fifer's Day booth where we handed out over fifty reflective vests for road users and provided further education on traffic safety



- Reflective vests in police cars and for TSC board members to hand out to pedestrians who are at risk of not being seen at dusk or night
- Grant from Littleton Electric Light and Water Department to pay for half of the cost of a new driver safe driving course
- Warrant article submitted for the 2019 Annual Town Meeting to reduce speed on a number of side streets from 30 mph to 25 mph

We wish to thank the Boxborough Police Department for all their assistance during the year, from the Chief's presence at our meetings, to support from officers at our events.

#### **FIRE DEPARTMENT**

In review, in 2018 the Department responded to a total of 1,643 calls for service. A partial breakdown of these calls separated by incident type is contained at the end of this report. The Department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. During the 2018 Annual Town Meeting, the Department received funding for a new Command Vehicle.

In 2018, 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 6th grade science curriculum on the circulatory system. This lesson continues to be well received by the students and has empowered them with critical lifesaving skills. We continue to expand our programming in all grades with new programs each year. We would like to thank the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

In addition, the Department was awarded \$2,115 for its Senior S.A.F.E. program. This is the sixth 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 are complete with the online classroom program. This program has greatly increased the number of people that we were able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, First Aid, and Safety training they require.

The Department's website ([www.boxboroughfire.com](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 190 and ranged in areas from smoke and CO detectors, fire alarms and blasting, to oil burners and automatic sprinkler systems. 232 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 seconds count.

Massachusetts General Law 148 Section 26F and Section 26 ½ 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 2018**

Aircraft Incident	0	Medical Assist	153
Alarm Box Maintenance	195	Medical Emergency	379
Alarm Investigation	139	Motor Vehicle Accident	55
Detail/Fire Watch	8	Mutual Aid – Ambulance	73
Fire – Brush	6	Mutual Aid – Fire Apparatus	12
Fire – Vehicle	8	Outside Smoke Investigation	0
Fire – Chimney	0	Public Education –SAFE/CPR	135
Fire – Other	3	Public Education – Car Seat Install	102
Fire – Structure	3	Special Service – Suspicious Item	0
Hazardous Materials Incident	3	Special Service – Other Assistance	20
Inspection	232	Special Service – Water Problem	7
Investigation – Carbon Monoxide	11	Special Station Coverage	8
Investigation – Natural Gas	2	Training	37
Investigation – Odor	7	Water Rescue	0
Investigation – Other	45	<b>Total Responses</b>	<b>1,643</b>

#### **BOARD OF HEALTH**

During the past year, the Board of Health (BOH) was served by dedicated members Pam Follett (2021), Bryan Lynch (2019), and Marie Cannon, Chair (2020). We welcome Cassy Bosworth who transferred in February 2019 to replace Julie Pratt who has moved on to another town. Cassy is already a positive liaison with other 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 2018.

The other areas of public health that the Board was involved with during 2018 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.

## **Mosquito Control and Related Diseases**

Unfortunately, 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. A positive test event was reported for West Nile Virus in Boxborough in September 2018. In response, CMMCP conducted a localized mosquito spray application in the test area as well as other high access areas including the school and public field areas as a precaution.

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

### **Lyme Disease**

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

### **Water Quality**

The Board and Department of Environmental Protection (DEP) continue to monitor special water quality issues relating to the ground water contamination caused by Methyl tertiary-butyl ether (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. 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.

A new Water Resource Committee was convened in 2018 to renew its commitment to enhance study 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 2018, compliance remained consistent and all existing tobacco permits were renewed without issue.

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

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

We request input from residents about their public health concerns to help guide us in our efforts.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Boxborough Board of Health

Marie Cannon, Chair; Pamela Follett; and Bryan Lynch

#### **BOXBOROUGH EMERGENCY RESERVE CORPS**

The Boxborough Emergency Reserve Corps (BERC) is a subcommittee of the Board of Health and a member of the Massachusetts Region 4A Medical Reserve Corps (MRC), a group of volunteers from 33 communities around Boston (metro west). The general purpose of the MRC is to create volunteer capacity to supplement first responders in the event of local, regional, and national emergencies. The primary responsibilities of BERC 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, Council on Aging luncheons, and presentations to various community groups, and have been able to award some families with 72-hour emergency Go Bags.

Boxborough's emergency capability has been enhanced by –

- 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 the following web site:

[www.boxborough-ma.gov/boxborough-emergency-reserve-corps](http://www.boxborough-ma.gov/boxborough-emergency-reserve-corps)

Respectfully submitted,  
Ronald Sisco, Chair

#### **CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 42 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 Mosquito Management (IMM), 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. IMM 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 then 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 pre-determined 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 2018. Pre- and post-monitoring showed a 90.25% 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 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

#### **NASHOBA ASSOCIATED BOARDS OF HEALTH**

Nashoba Associated Boards of Health continues to serve the local Board of Health (BOH) 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 [www.nashoba.org](http://www.nashoba.org))
- Keeping the Boxborough BOH up-to-date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition
- Assisting in providing the Board with a school-located seasonal flu clinic at Blanchard Memorial School

We look forward to continuing our work with Boxborough's BOH. In the day-to-day work of Nashoba in 2018, we reviewed 41 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. Through 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.

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

Environmental Services in 2018	
Boxborough BOH office (days available)	49
Food service licenses and inspections	10
Housing and nuisance investigations	27
Pool inspections	5
Septic systems	
Test applications	12
Lot tests	36
Plan applications	17
Plan reviews	30
Permit applications	
New lots	9
Upgrades	23
Construction inspections	66
Well permits	9
Water quality/well consultations	29

### Nashoba Nursing Service and Hospice

Professionals provide the following services (see details below):

- Nashoba's 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.
- Nashoba 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.

Nursing Services (No. of Visits) in 2018	
Home health nursing	289
Rehabilitative therapy	76

### **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.
- 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).
- 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.
- We conduct regular public clinics and offer blood pressure screening, flu shots, and an opportunity to consult with a nurse to address questions.

<b>Community Health Services in 2018</b>	
Public clinics	12
Flu shots	289
Health promotion/well-being visits	29
Direct observation therapy visits	28
Communicable disease cases	
Investigated	87
Confirmed	61
Anaplasmosis	6
Babesiosis	1
Campylobacter	1
Group B Strep	2
Influenza	48
Pertussis	2
Salmonella	1

### **Dental Health Department**

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide dental health services to children whose parents have given written consent. The hygienists also provided 8 classroom instruction programs on cleaning and maintaining healthy teeth to all children in grades K, 1, and 5.

<b>Dental Services in 2018</b>	
Examination, cleaning, and fluoride (K, 2, and 4)	
Students eligible	184
Students participating	116
Referred to dentist	8

## **WELL-BEING COMMITTEE**

The Well-Being Committee was established in 2013 by the Select Board 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.

Based on the information gathered by the Bettering Boxborough Together “Needs Assessment” grant project in 2017, the Well-Being Committee and Community Services Coordinator applied for, and were awarded, a \$30,000 CHNA-15 Implementation Grant. The implementation grant is being used to fund a quarterly newsletter—the “Boxborough Bee”—that provides residents with information on upcoming events and what is happening in town. The grant funded a wellness fair in October, in conjunction with the Nashoba Boards of Health flu clinic. The grant will also fund four new community events during the 2018/2019 fiscal year. The first such event was an “Owl Prowl” held at the library in November, which attracted over 100 residents. Additionally, the grant will also be used to bolster existing events, such as Winterfest and Harvest Fair.

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

## **COMMUNITY SERVICES COORDINATOR**

A major 2018 focus for the Community Services Coordinator (CSC) is oversight of the Bettering Boxborough Together implementation grant, a healthy communities project funded through Community Health Network Area 15 Massachusetts Department of Public Health Determination of Need funds and from Lahey Hospital & Medical Center and Winchester Hospital.

The Bettering Boxborough Together team, in conjunction with the Well-Being Committee, enjoyed a great start toward a year of community events aimed at connecting Boxborough neighbors. First and foremost, the grant sponsors the pilot of a quarterly town newsletter known as the Boxborough Bee; we are excited to see so many residents enjoying the Bee and submitting content. The name will be familiar to longtime residents who remember the first Bee, a weekly newsletter organized and distributed by dedicated volunteers. The Boxborough Bee looks forward to continuing in the spirit of its namesake; we especially thank the daughters of Liz West—heart and soul of the original Bee—for supporting this new incarnation and original Bee contributor Alan Rohwer for the inspiration.

The grant increased capacity for the Community Services Coordinator to support the work done by Harvest Fair Committee members who expanded their annual festival. More than twice as many residents attended the September 2018 Harvest Fair compared to recent years and enjoyed more vendors and activities. Zucchini Car races were a wildly popular new event organized by resident and committee member Heather Fleming. The Bettering Boxborough team also put on a Wellness Fair during the October flu clinic at Blanchard Memorial School; nearly 300 residents attended the clinic to receive a flu shot and a range of wellness resources. November saw the first of several planned collaborations with the Sargent Memorial Library with the Owl Prowl, attended by more than 100 Boxborough residents of all ages. Stay tuned to the Bettering Boxborough Together Facebook page to learn about future fun events and collaborations with Town Boards & Committees.

The Community Services Coordinator continues to provide a range of social services to more than 100 Boxborough households. Twelve Boxborough households continue to benefit from rental assistance through the Boxborough Rental Assistance Program in collaboration with the Housing Board. Once again and 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, Boxborough Regency, and Blanchard Memorial School the Community Services Coordinator facilitated the delivery of Thanksgiving and holiday gifts to 15 families.

The Community Services Coordinator also collaborates with several interagency committees to secure resources for Boxborough. Of note this year is partnership with the AB Cares community suicide prevention coalition; through this membership the Community Services Coordinator became a certified Question-Persuade-Refer (QPR) trainer and facilitated two workshops for the community. QPR is an evidenced-based suicide prevention strategy that gives community members the tools to help a person in crisis.

The Community Services Coordinator looks forward to transitioning to the Council on Aging in the new year to provide programming and social services to Boxborough residents of all ages.

Respectfully submitted,  
Lauren Abraham, LICSW, Community Services Coordinator  
Phone: 978-264-1717, Email: [LAbraham@boxborough-ma.gov](mailto:LAbraham@boxborough-ma.gov)

#### **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 Select Board. Council 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, one van driver 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 2018, the COA van provided 457 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 weekdays, pending driver availability.

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

The successful Senior Tax Work Off program had seniors performing 1400 hours of work during 2018, resulting in a comparable wage value of \$26,543 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, 7 seniors received assistance in 2018 mostly involving moving heavy items within a home or to the transfer station.

### **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 Dance and Mahjong. In total there were 234 classes, 8 Luncheons and 6 Podiatry Clinics.

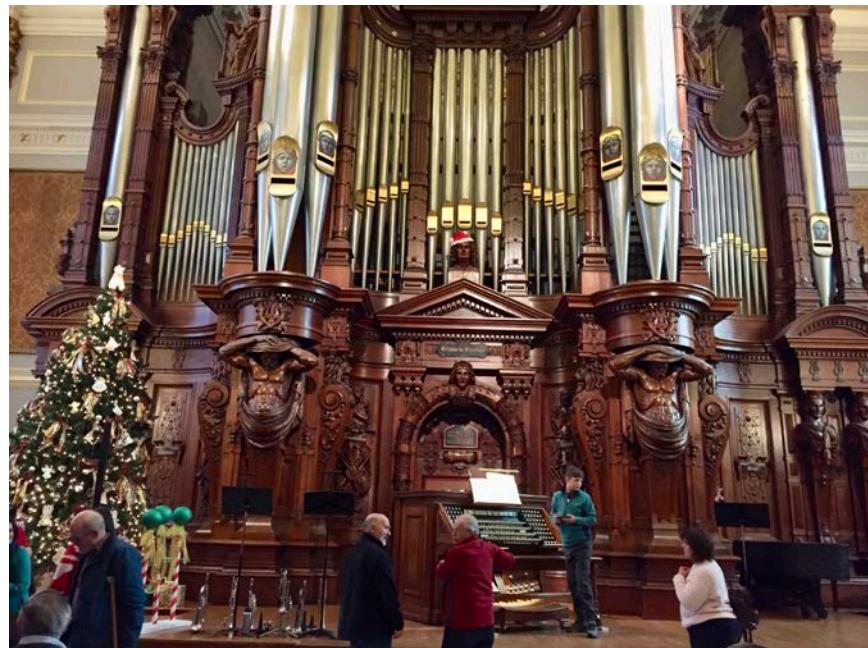
Monthly senior community luncheons were provided thanks to the generosity of various groups. In 2018, those were the Town Hall Employees, the Police and Fire Departments, the Boxborough Minutemen Company and the Friends of the COA who provided 3 luncheons. In addition, the Concord Park Management Company (Senior Living Residences) and Life Care Center of Acton sponsored lunches.

### **Miscellaneous Activities**

During 2018, the COA Board continued its regular publication of the senior newsletter (*The Buzz*), which provides helpful information to seniors on COA programs and activities. Also, we continued sending cards to seniors to commemorate milestone birthdays.

### **Day Trips in 2018**

- 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!
- In December, we arranged a visit to Methuen Music Hall for a Christmas Concert. The Methuen Music Hall is renowned for being home to the largest pipe organ in the world! This spectacular musical instrument is pictured below and was the centerpiece of a wonderful concert.
- We attempted to arrange a trip to Newport RI for a tour of the Breakers but were unable to enlist an adequate number to support the planned bus. However, we will try again in 2019 using a smaller bus.



### **Members**

We were sorry to lose our Council on Aging Coordinator, Laura Arsenault, who retired in December 2018. We wish her a happy and healthy retirement. Also, during 2018, member Frank Sibley resigned from the COA. Frank retired due to health concerns. We wish Frank well in his retirement.

On the positive side we welcomed two new members, Karen Whitcomb and Anne Canfield. Both are very knowledgeable about Boxborough and its seniors and very energetic. They are excellent additions to the COA Board! As of the end of 2018, COA members included: Tina Bhatia, Barbara Birt, Anne Canfield, Taryn Light, Frank Powers, Barbara Wheeler, and Karen Whitcomb.

## **Upgrade to the Community Center**

For several years, the Town of Boxborough has been leasing a hall from the Boxborough United Church of Christ (UCC) to use as a Community Center. The Community Center has been used for COA classes as well as lunches for a number of years. During 2018, the UCC embarked on a major upgrade to the facility (see photos below). These changes were much appreciated by Boxborough seniors and are making classes and lunches even more enjoyable than previously. The Boxborough COA is very pleased with the upgrades and is extremely grateful to the UCC for making the changes!



## **Assistance and Thanks**

The Friends of the Council on Aging work tirelessly to provide both financial support as well as sponsorship for senior programs, and this support helps to keep them at no or very low cost to seniors. The COA is ever so grateful for the wonderful support provided by the FCOA.

In 2018, there were two entertaining performances during lunches sponsored by the FCOA. The June luncheon featured a multimedia presentation by Bruce Hambro, a noted musicologist, on Cole Porter and Irving Berlin, including a sing-along. In December, Clyde Wheatley, a professional jazz musician, played oldies and holiday favorites for the listening and singing pleasure of Boxborough seniors.

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 Town Hall. We acknowledge and appreciate their dedication to Boxborough seniors.

## **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.

Flags were 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.

Respectfully submitted,  
Donald C. Morse, Veterans Agent

## VETERANS TRIBUTE COMMITTEE

The Veterans Tribute Committee was formed by the Select Board in January of 2017. Our charge was to recommend an appropriate tribute to foster a common understanding of the sacrifices given by veterans and their families. Armed with a comprehensive site evaluation and cost estimate provided by the designers from LWDA Inc., the committee selected the Sargent Memorial Library as the site for the Boxborough Veterans Tribute. The committee requested \$105,000 in funding from the Community Preservation Committee (CPC) who subsequently recommended the amount for approval at Town Meeting in May 2018. The residents of Boxborough approved the funding and the committee once again charged LWDA, Inc. with finalizing cost estimates and construction documents.



*Most recent design rendering of the Boxborough Veterans Tribute*

With the guidance of project manager Simon Bunyard, the project has been managed within budget and the timeline goal for completion is Summer 2019 with dedication on Veterans Day 2019. The following pictures represent the activity this year towards the progress of the tribute.



*WWI Memorial Moved from Town Hall to Sargent Memorial Library Site with donated services from Carl Robinson, Astro Crane, Fillmore Trucking, and Onyx Corporation.*

On Veterans Day, the committee sponsored an open house to commemorate the 100<sup>th</sup> Anniversary of the signing of the armistice that ended WWI. On a beautiful fall morning, at the 11<sup>th</sup> hour of the 11<sup>th</sup> day of the 11<sup>th</sup> month, Boxborough residents gathered at the new tribute site wearing poppies. The Boxborough Minutemen rendered a salute, taps was played and Veteran's Agent Don Morse laid a wreath in remembrance of Boxborough's WWI Veterans.



*Wreath laying to honor Boxborough WWI Veterans. Minutemen Salute and residents gather to pay tribute.*

#### STEELE FARM ADVISORY COMMITTEE

2018 was a busy year at Steele Farm, and certainly the most significant event was Phase I of the Levi Wetherbee Farm House Preservation Project, which includes stabilization of the fieldstone foundation, repair and reinforcement of the wood structural elements supporting the first floor, including the sills, corner posts, doors, bulkhead, floor repair, a new drainage system, and installation of an alarm system.

The project was made possible by funding from several sources: Annual Town Meeting approval of a Community Preservation Committee grant of \$190,000, \$90,000 raised by the Boxborough Historical Society, Inc. through a capital campaign that obtained grants from the Freedom's Way Historical Association (\$5,000), the National Trust for Historic Places (\$5,000), the Ruby W. and LaVon P. Linn Foundation (\$25,000), Middlesex Savings Bank (\$10,000), and donations from over 180 Boxborough families, and a \$50,000 grant to the Town from the Massachusetts Historical Commission.



The drainage work is complete and has eliminated the regular appearance of standing water in the cellar following rainstorms. Work is proceeding on the structural repair, and the contractor expects to finish the present phase in March. Once the work is complete, it is expected that the Historical Society will be able to periodically bring groups into the house for tours.

A public meeting was held on April 19 to hear suggestions from Boxborough citizens regarding possible future use of the farm house. In April, June, and October, committee members and members of the Friends of Steele Farm worked together on three Saturday mornings, weeding and trimming trees, planting new seedlings, and performing other maintenance jobs. Many thanks to the Friends and to member Jeanne Kangas, who recruits and communicates with them! On January 28 the Boxborough Recreation Commission hosted its annual Winterfest at Steele Farm. Snow was lacking, but there was food, drink, music, and fun activities for all.

A large group of employees from Crown Castle, a communications company with a Boxborough office, came to Steele Farm on May 9 and split up into several groups, spreading out over the whole property to remove invasive Oriental Bittersweet. Members of SFAC and Land Stewardship Committee enjoyed meeting and working with the Crown Castle people and we very much appreciate their efforts to improve Boxborough's public open space.



The Committee installed two new benches along Steele Farm trails and a new dog waste station near the barn and trail head.

Many thanks to Don Morse for haying our fields last summer, and our appreciation to the DPW for the work they do throughout the year maintaining the grounds around the farmhouse and barn and keeping the parking lot accessible in winter for all the regular daily visitors.

A new staircase to the barn loft and safety railings around the loft opening were constructed by Ed Whitcomb, Ken Whitcomb and Norm Hanover. Well done, and thanks!

And, to close out 2018, on December 1 the committee held a very successful tree sale with the invaluable assistance of a team of dedicated Friends of Steele Farm.



To all our friends and neighbors who hike the trails, walk their dogs, trail bike, or ride horses at Steele Farm, we look forward to seeing you throughout 2019!

Respectfully submitted,  
Bruce Hager, chair

## **HISTORICAL COMMISSION**

During 2018 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 in 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.

Community Preservation Act (CPA) historical resources projects: The Commission endorsed the continuation of preservation work on the Steele Farm farmhouse and the proposed Veteran Memorial, which is reaching an execution stage. Both of these projects were approved for funding at the Annual Town Meeting.

As a continuation of an existing program for many years, signs were replaced for Schoolhouses #1 & #4, and a sign designating the location of Boxboro Station was installed. Coordinating approvals from MassDOT and with work done by the Boxborough DPW, a sign memorializing WW1 Service Death Carl S. Swanson was installed. This sign had been in the possession of the Town for a long time but never installed. An installation ceremony was held on Veterans Day, in coordination with the dedication of the re-located WW1 Memorial Boulder at the new Veterans' Tribute site.

Commission members are participating in the work of other town committees including the Design Review Board, Veterans' Tribute Committee and the Community Preservation Committee.

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

The Commission acknowledges the contributions of Shirley Warren who decided to step down after decades of service on the Commission.

Respectfully submitted,  
The members of the Boxborough Historical Commission

## **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), Rick Barrett, Claudine Lesk and Stacey O'Connell.

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 so far with an amazing director, Cindy Ralls and two paid counselors and one unpaid volunteer from the Flerra summer program. This is Cindy's second year serving as leader of the program. She is currently attending Merrimack College for her master's degree in sports sciences and has been trained to work with youth. She also worked at the extended day program at Blanchard Memorial School. We currently have 42 students enrolled in the program ranging in grades K-6. The Commission constantly reviews any/all potential winter activities and will pursue any that fit the needs of the Town. This year, they may even plan to participate outside in the Blanchard school year, weather permitting thanks to the help of additional counselors. \$1,850 has been raised so far for the general fund as a result of this program.

### ***Summer Playground***

A summer playground program is available to children in Kindergarten 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 Jamie Rickenbach. There were approximately 90 registrants for each of last year's four one-week sessions.

Coordination efforts for post-playground activities are continuous, and the Commission will continue to support an afternoon baseball camp operated by At Bats of Boxborough. Talk is underway with the new owners of the Boxborough Gymnastics Center on Summer Road to offer afternoon programs at their center.

This past summer, Boxborough resident, Magda Lyons, of **FitDaze** offered a boot camp for adults during the morning hours at Flerra Field which coincided with the times that the Flerra playground was occurring. It was a wonderful opportunity for residents to connect with other members of the community in an outdoor environment and exercise with each other every morning at a low cost, in exchange for a field use fee, where a percentage of the money went back to the Town for additional programming options.

### ***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 roughly \$29,000 as of the end of the 2018 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.

For the past 5 years, the Recreation Commission has been offering traditional Tae Kwon Do class instruction under the guidance of Master Rick Barrett, 5th Degree Black Belt. Master Barrett, in addition to his study of the martial arts, is a career teacher and educational administrator who has developed this program as a way to support the overall wellness of the community. The study of the martial arts provides the foundation for the development of many social-emotional future-ready skills from which we all benefit. Boxborough Tae Kwon Do is focused on the holistic development of its students resulting in positive impacts in many areas of their lives. For new students who may have thought about martial arts training yet, for one reason or another, never pursued it, this is your opportunity. In a deeply supportive environment, you will have the opportunity to develop as a martial artist through the study of Tae Kwon Do. This development goes far beyond the physical attributes associated with traditional martial arts training as outlined below.

Through the study of the Tae Kwon Do, students have the opportunity to work individually and as part of a supportive team in pursuit of their own social and emotional learning by setting and achieving short- and long-term goals, developing and maintaining positive relationships and strengthening their positive decision-making skills. Tae Kwon Do cultivates both inner and outer strengths which support social, emotional, intrapersonal, and interpersonal, cognitive development in the areas of self-awareness, self-management, social awareness, and relationship building.

Martial arts have been proven to strengthen future-ready skills and values that are at the core of each of these competencies through our structured curriculum, positive relationships with instructors, and cultural values. Through Tae Kwon Do, students heighten their understanding of their strengths and how to improve upon their limitations through their study. Through direct support and instruction, students develop a deeper level of self-confidence in support of their own self-awareness. As the study of Tae Kwon Do is a rigorous undertaking, the process leads students towards a greater sense of self-management and self-discipline. As students focus on the development of their physical, mental and emotional strengths, they learn to overcome challenges they once thought were impossible, such as breaking boards with their hands, competing in tournaments or obtaining the rank of Black Belt. Students earn the physical representation of their accomplishments through the attainment of rank as outlined in our belt system. However, they are continuously reminded that the rank not only represents their accomplishments but also serves as a reminder to junior students that they too can one day obtain higher rank through their own efforts.

The Boxborough Tae Kwon Do Team operates as a team. Though the study of Tae Kwon Do is very much an individual endeavor, students recognize quickly that they must rely on each other in a supportive and safe manner. As advanced students train in the same setting as beginners, a strong sense of community and accountability to each other develops. As leaders emerge, so does mutual respect for each other's strengths and needs. This social awareness transcends from the training space to our students' lives at home and at school. As martial artists, they have the opportunity to be an active part of their martial arts community which can touch all aspects of their lives. This heightened social awareness is grounded in the development of healthy relationship skills. The rigors of training provide opportunities for students to be the leaders and to be led. Students develop an empathy for those who struggle with a technique and reach out to offer assistance. The relationships that result from this level of support ensures that students understand they have a teammate inside and outside of the training area. Through their study, they have developed relationships that are healthy and lasting.

Another aspect of our training is that of making healthy choices. Through the practice of respectful and appropriate behavior within the training area, students practice the art of responsible decision-making. They recognize that they have choices in their training in the areas of mutual respect, honesty and attention. Our class structure allows students to recognize where they are making responsible decisions that benefit themselves as well as others.

#### ***Other Adult Exercise Programs***

With the money from FitDaze and the former Fusion Fitness class offered by Holly Kouvo of Boxborough, the Recreation Commission is planning a community event program at **Modern Barre** in West Acton on a Saturday or Sunday morning in March. Any adult can participate and get out and exercise at this wonderful facility at very low cost thanks to the money raised from FitDaze and Fitness Fusion from field use fees waivers.

#### ***Running Club***

This winter, The Recreation Commission launched a running club program for students in grades K-6. All students, as well as parents and caregivers can participate. We currently have 52 students registered for this Friday morning program from 8-8:35 a.m. It will run from Friday, January 4<sup>th</sup>-June 21<sup>st</sup>. Four Boxborough

mothers and the present physical ed teacher at Blanchard are organizing this very successful program all unpaid. The class is \$10 for all 22 weeks. So far, \$500 has been raised from this program.

#### ***After-School Art Enrichment Program***

This winter, the Recreation Commission also launched an after-school art program currently being directed and lead by one of our Flerra directors and 3<sup>rd</sup> grade Blanchard teacher, Courtney Stevens. This class has a cap at 15 students with a wait list of 5 already for possible spring sign up. This class has been very successful so far where students are learning all different mediums of art. Yesterday's class was all about watercolors. This class is \$50 for a 6-week session running January 15<sup>th</sup>-February 26<sup>th</sup>. \$750 has been raised so far from this program.

All of these program registrations have been handled incredibly well and kept track of by Cassy Bosworth. She has been amazing at keeping in touch with parents about what paperwork they need, tracking the number of registrants, receiving checks, and has been in constant communication with the chair of the Recreation Commission which has helped make these programs run very smoothly this past year.

#### **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 2018 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 were several safety improvements to both equipment and grounds completed this fall. Members of the Recreation Commission put together a Community Preservation Act (CPA) application for renovating and adding more play structures to the Flerra Playground. This was approved at Town Meeting on 5/14/18 and renovations were completed this past fall. Present CPA articles are underway for renovating the ball field at Flerra Meadows and for renovating the fence area at the playground.

##### ***Winterfest***

Although not a program, the Recreation Commission organizes and operates the Town's annual Winterfest Celebration. Held annually on the beautiful grounds at Steele Farm, this event is usually held the last weekend of January 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. 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. We have plans to hire an ice sculptor and offer human foosball tournament from the Harvard Lyons Club. Other vendors this year include, Pony Shack Cider, True West, The Taylor School, The Acton Boxborough Family Network, Orange Door Kitchen, The Acton Open Door theater for face painting, Dunkin Donuts for hot cocoa and coffee and a Boxborough jam company, Stowaway Preserves. The land stewards in town are also going to offer a winter woods walk at 2:30 pm. that day. We began a Facebook page for this program and received several calls from different news reporters from as far

away as Fitchburg interested in this event. With this truly becoming a community day and our growing population in town, it is truly amazing what we do with our tiny budget that is given to us to run this entire day all for free. We will have to ask for donation support or hopefully attempt to ask for an increase in the budget for this for next year.

Lauren Abraham has been a big help with collaborating with other town committees for sign and marketing approvals and securing vendors this year. With our small budget and small committee, we certainly could not have taken this all on without her help.

#### ***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. We are working with the Acton Recreation Department to ensure that fees are consistent with both towns.

#### **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. The Boxborough Recreation Commission continues to engage with other town residents for ideas for programming in spaces that are not owned by the Town. We are also working with volunteers at Blanchard Memorial School on a "screen free" week which will be the week of May 20<sup>th</sup>. The Recreation Commission is working on ideas and collaborating with local businesses on incentives and programs for our kids in town. With our growing population, space is becoming very difficult to find and we need to be creative with continuing to offer programming and things to do for families and our elderly in town to maintain a happier and well-connected community. We currently are working with the director of the library, Peishan Bartley, on an improv/theater class for kids ages 15+ to adults up to age 90+ to be held at the library this winter. The Recreation Commission is also working on initiatives at Blanchard to connect our kids with the outdoors with nature programming from Hands on Nature out of Berlin and Art in Nature with an Acton teacher. Thoughts for the spring are already underway for offering an outdoor "Birding Club" program at Blanchard from May-June for students in grades K-6. Resident input is always welcome. Most recently residents asked about an ice skating rink. We will be looking into this as well.

#### **Collaborating with Local Businesses in Town**

The Commission is also collaborating with At Bats and the Boxborough Gymnastics Center, two Boxborough businesses, on creating an after summer playground program in the afternoons at both centers for children in town to participate. This will benefit working families tremendously since they may now be able to participate in Flerra Summer Playground, from 8:30-12 and then 12:30-4:30 at another facility close by for more summer enrichment programming in the fields of gymnastics, softball/baseball, and other crafts and play activities.

The Commission is moving forward with design plans through William Murray of Places Associates 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, an ice skating rink and green space for further play and recreational use in town.

## ACTON-BOXBOROUGH CULTURAL COUNCIL



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.

This Annual Report gives preliminary results of our FY19 Grant Cycle in which we plan to support 43 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 2018 thanks to the continued financial support from our Towns.

### ABCC Members (Calendar Year 2018)

Acton Voting Members	Dates	Boxborough Voting Members	Dates
Suman Adisesh	through June	Nancy Evans, Foreign Film Series Coordinator	throughout year
Vivian Birchall	starting July	Sharon Garde, Webmaster	through June
Palma Cicchetti	through June	Sharon Garde, Chair	starting July
Priya Eramath-Murali, Publicity Coordinator	starting July	Sheila Hanrahan, Secretary	through June
Linda Mayer	through June	Sheila Hanrahan, Treasurer	starting July
Karen Myers, Secretary	starting July	Aparna Ramasundar, Webmaster	starting July
Diana Nestorova	throughout year	Ramika Shah, Treasurer	through June
Judy Romatelli	starting November		
Sunanda Sahay, Chair	through June	<b>Non-Voting High School Youth</b>	
Dawn Wang	through June	Tal Dassau	
Jin Hong Yang	starting July	Natalie Dawn	



In March, our two high school members took part in a Massachusetts Cultural Council statewide meeting where they participated in a panel discussion, speaking about what they do, and answering questions (shown with Chair Sahay).

### Recruitment

We work closely with the Acton Board of Selectmen and Boxborough Select Board, town staff, and other town volunteers on our continued membership efforts. We

can currently accept one additional member from Acton. And we can always accept more members from Boxborough. 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 2019**

The ABCC is one of 329 Local Cultural Councils (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, creativity, planning, budget, and most importantly, community benefit, of each proposed project. In January 2019 the ABCC was allotted \$10,300.00 from the MCC.

It was another competitive grant season. We publicized the availability of grants through emails, fliers, bookmarks, Facebook, our website, the town websites, and press releases in *The Beacon* and *Action Unlimited*. We also provided telephone and email consultation to several applicants. We received 49 applications requesting a total of \$30,264 in funding. The number of applicants has been pleasantly consistent over the past few years. After very difficult and lengthy deliberations, the ABCC chose to fund 43 projects that give the greatest benefit to our communities including projects at the public libraries, Recreation Department, Acton-Boxborough High School, Acton-Boxborough Farmers' Market, Boxborough Harvest Fair, 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 Select Board members Susan Bak (through June) and Wes Fowlks (starting in June) and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2018. Here are some highlights:

*Tenth Annual "Our World in Film" International Film Series.* Each spring since 2009, we have offered an annual month-long series of acclaimed international films. All films are shown at Acton Town Hall and are free and open to the public. ABCC past members Greg Hutchins and Beth Davis (Acton), and Todd Davis (Boxborough) coordinated the series with current Boxborough member Nancy Evans. The first week is our Short Film Night, which includes short documentary films by local and Massachusetts-based filmmakers. The next three weeks are international films. This year's films included *Tampopo* (Japan), *Chocolat* (France/UK), and *Yellow Submarine* (UK). 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.

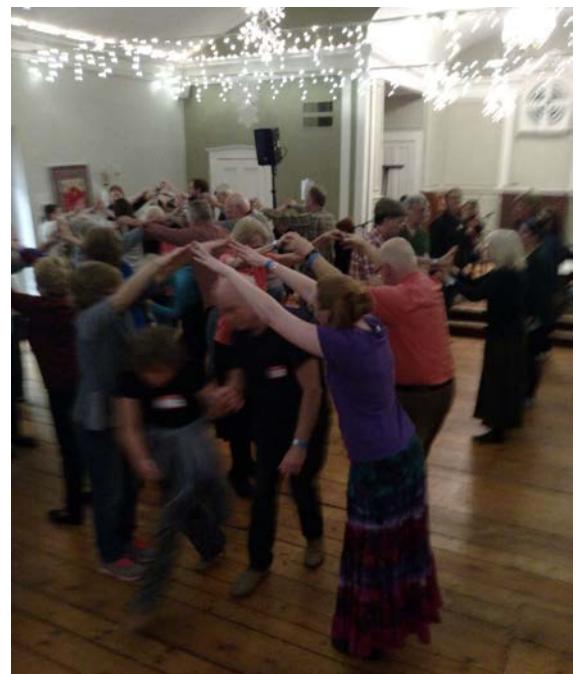
*Steele Farm Photography Contest and Exhibition.* We used money from our Boxborough funds to help sponsor the first Steele Farm Photography Contest. This was used to promote the Steele Farm, and had a large number of entrants. The photographs were on display in Town Hall after the contest.

*Free Friday Night Fun.* Every Friday night during the summer, the Acton Discovery Museums are open free of charge, partly because of our funding.

*Acton-Boxborough Community Contra Dance.* The first Dance was held on January 27, sponsored by money from our Boxborough funds. It was at the UCC Boxboro and was a huge success.

*ASL Interpretation for Cinderella.* In March, we gave some money to Open Door Theater for their production of Cinderella. They used it so one of their performances could be interpreted into American Sign Language.

*FY 2018 Grantee Reception.* The ABCC held its 13<sup>th</sup> 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 2018 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters, collaborating artists, and organizations and to highlight upcoming events. Senator Jamie Eldridge attended and presented citations to our retiring members, as well as to our high school student members, Tal Dassau and Natalie Dawn. Performances by 2018 grantees included a group of string students from Indian Hill Music, a group of musicians from the Nashoba Valley Concert Band playing Dixieland tunes, and two songs by the Greater Boston Philharmonic Singers. The performances were highly appreciated by all present.



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

*Nashoba Valley Concert Band Performance.* The Nashoba Valley Concert Band gave a well-received performance at the Boxborough Harvest Fair in September. This concert was supported solely by the Boxborough funds.

*Fifer's Day, Harvest Fair, and Farmers' Market.* This year ABCC set up display tables at Fifer's Day, the Boxborough Harvest Fair, and the Acton-Boxborough Farmers' Market. We spoke to many people, advertising the grant season and raising awareness about us and the events that we sponsor.

### **Promoting Diversity**

Some of the events that we have sponsored which promote diversity are: Essence of India, Chinese Music and Dance Night, Sensu Fan Painting Workshop, and Combating Hate and Prejudice.

## **Looking at the Future**

One exciting project that we are working on is a China Garden at the Acton Arboretum, complete with a red Chinese bridge. This has received partial funding already, and we will fund more as it progresses. We are working on this with the help of our local Chinese community and Community Preservation funds. The initial design work has been done, some land cleared, and fundraising is ongoing. We are looking forward to seeing this project take shape.

## **SARGENT MEMORIAL LIBRARY**

2018 was a year of change for Sargent Memorial Library. Maureen Strapko, our library director since 2001, retired at the end of June. Her contributions to the town and the library are numerous and invaluable. The library acquired its current building, its CWMARS library consortium membership, and the regular opening hours under her guidance and hard work. We also saw the retirement of long-time staff member Marion Powers, who has been helping patrons at the circulation desk since 2003. Both of them are missed. With retirements, new members were brought in to join the staff. The library welcomed Anne-Marie Mulligan as the new technical services librarian, and Patricia Ritcher as a circulation desk staff. They injected new energy to our group, and their expertise and skills greatly enhance library functions.

## **Building, Grounds, and Website**

The library building is regularly maintained to keep it at its pristine state. Even though there were no major construction projects in 2018, there is always general upkeep such as electrical work and exterior door fixing happening. More notable is the new exterior sign that was installed using funds appropriated at the 2018 Town Meeting, and the repainting of the meeting room by Juan Barrios of the DPW. These projects may be small in scale, but they have big impacts on the general appearance of the library.

A significant change has been made to our website. With the generous support of the Sargent Memorial Library Foundation, the library launched a new website in June 2018. The new website has a clean look and improved functions and features. The content of the website is reorganized in a way that makes information easy to find, and quick to access. The new site is responsive to the type of mobile devices used to access it, and adjusts its layout according to the screen size of the device. The new URL (<https://boxlib.org>) is shortened and much easier to remember. We encourage anyone to visit the website for library news and events, to renew books, and to reserve museum passes.

## **Collection**

The staffing change in the middle of the year did not slow the library down. As of the end of FY 2018, the library is circulating 46,800 items in print, 8,280 audiovisual items, over 103,000 ebooks, 22,000 downloadable audiovisual items, 32 museum passes, four hotspots, and a telescope. We had over 88,500 in total circulations.

With the generous support of the Friends of the Library, the library is able to offer 32 museum passes. The full list of the museum passes can be found on our website. We constantly review our museum pass subscriptions to ensure that we offer what our patrons would like to use. As a result, three new museum passes were added this year: Old Sturbridge Village, Symphony Pro Musica, and Zoo New England. Patrons are able to reserve



and borrow the passes for reduced admission fees at these museums or organizations. By the end of FY 2018, the museum passes circulated over 1,100 times.

The hotspots are another popular new offering, particularly during summer. The little mechanism connects users' mobile devices to the Internet anywhere within the United States. Together with the telescope and the currently in-library-use-only board games, these items make up the library's growing Library of Things.

With the support of the Sargent Memorial Library Foundation, the library is able to enhance our collection through the subscription of 18 electronic databases. Aside from standard reference resources, such as AtoZ USA, AtoZ World Travel, and Consumer Reports, the library also subscribes to the language learning database Mango Languages, the investment research database Morningstar, the music download service Freegal, the genealogy research databases Ancestry.com and Heritage.com, the read-along and kid's literature ebook provider TumbleBooks and the multi-media streaming service provider Hoopla.

This year, suggestions from patrons resulted in three new electronic database subscriptions: ScienceFlix and Teachables from Scholastics, and Kanopy.com. ScienceFlix offers units of study on the subjects of science, technology, engineering, and math. Teachables provides ready-to-go lessons and materials for pre-K to 8. Kanopy.com is a movie streaming service that works similarly to Hoopla but with a focus on independent films, art films, and educational materials. The new databases exemplify how we continuously build our collection to match our patrons' interests and needs.

### **Programs**

Programming is an important part of the library service. Regular programs such as Monday Movie for Seniors and the Wednesday knitting group continue with regular attendees and welcome new participants. Every week the Spanish group meets to practice or have lessons. The library sponsors five monthly book clubs, and supports the Fostering of Justice League book club by providing them the books and a space to gather.

With the donations from the Whitcomb House Trust, the library is able to offer many special events. We offered eight programs in 2018 on wide ranging topics from the pairing of tea and chocolate to the wild

weather on Mount Washington. Participants enjoyed conversations with Eleanor Roosevelt, did a virtual tour of local graveyards, and learned about edible plants in the local area. There was the lively music of North Sea Gas and Gloucester Hornpipe and Clog to delight and entertain. Finally, let us not forget the annual performance of the Madrigal Singers from the Acton-Boxborough Regional High School in December. Their beautiful singing made the holiday season all the more joyful.



The Owl Prowl was held at the library in November. It was the first, and hopefully not the last, collaboration between the Bettering Boxborough Together project, Boxborough Birders, and the library. The evening started with a presentation in the library meeting room. The instructor from Drumlin Farm brought three live owls to meet everyone. After the presentation, attendees were organized into groups and led on an owl prowl on the Hager trail. Upon their return from the prowl, there was hot cocoa, coffee, and cookies to warm everyone up. The event was a rousing success with over a hundred participants, many of whom came as families. We are working on hosting more collaborative programs with local and town organizations in the future.

The Children's Department bustled with activities all year long. There were weekly story and craft times on Mondays and Wednesdays, monthly Lego clubs, occasional early release movies, therapy dog visits, and special events and programs sprinkled throughout the year. Children watched magic shows and theatrical performances, met princesses and super heroes, encountered exotic animals, and listened to special story telling with Commonwealth Ballet dancers. Walk into the Children's area and you will see children playing with the train table or kitchen set while parents and care givers talk to each other, read, or simply rest. Our toys are often washed and disinfected by the Youth Services Librarian so that they are clean and always in good shape. We have also added a few sets of games that children and parents can take down and play with.



This year's Kindergarten Get Together was especially special. Incoming kindergarteners not only received their own library card, but also a book bag and an early reader book donated by the Sargent Memorial Library Foundation.

In addition to our regular programs, we implemented two "Food for Fines" months, during which late fees were waived for any patron who returned all books and brought in a donation for the Acton food pantry. We will be collaborating with different charitable organizations for similar events in the future.

### **Meeting Rooms and Student Visits**

The library enjoys a close relationship with schools and local organizations. Teachers and children from Boxborough Children's Center (BCC) often walk over from school for a visit. We loan out books to the Bright Horizons childcare center in Boxborough. Students from the Blanchard Memorial School make frequent use of the library for research, or to conduct outdoor learning. The Garabedian Trail is used often in these cases and widely enjoyed for its well-maintained and scenic path.

As for the general community, the library has three rooms that are used for meetings, activities, and programs. The Craft Room in the Children's Department is primarily for library use but also used by First Connection for its Baby Playgroup; the Local History room is for library- and town-related small-scale meetings; the main meeting room is for larger gatherings, non-profit group uses, and special events. Combined, the rooms were used over 500 times in 2018.

We have had wonderful artwork exhibited in the meeting room throughout the year of 2018. Pieces that were displayed include winners of the Steele Farm photography contest, photos taken by Tim Owen and Susan Page, nature as captured by the Boxborough Birders, paintings of local artist Susan Anzaha, delicate Indian art work by local high school student Anindita Lal, and the beautiful, whimsical works of Acton-Boxborough students. We are always on the lookout for new local artists to showcase. Please contact the library if you would like to put on an exhibit.

### **Special Recognition and Thanks**

The success of the library would not be possible without the support of the town and community. The donations to the Sargent Memorial Library Foundation made it possible for us to conduct special projects and enrich our collection. The tireless work of the Friends of the Library is the reason we are able to offer a rich collection of museum passes. In addition to the museum passes, the funds raised through the Friends'

membership drive and two book sales every year help finance many of the children's programs. We are thankful to the local businesses that donate to the Friends of the Library through the annual Business Membership Drive. A full list of participants can be found on our website and at the library.

The contributions of library volunteers are integral to the smooth running of the library. Our volunteers include Acton-Boxborough Regional High School students and local senior residents. Without their help, books would not be properly processed and shelved. Books that are not shelved correctly are easily lost and never found. These volunteers make sure our materials stay in good shape and at the right location. We are extremely grateful to the hours they put into the library.

Finally, it must be noted that the dedication and diligence of library staff members, Maren Caulfield, Joanne Lee, Anne-Marie Mulligan, Claudia Murphy, Patricia Ritcher, and Kathleen Taffel is instrumental to the library's successful 2018. We are not complacent, and continuously seek improvement by participating in regional library staff meetings and professional training programs. As a team, we strive to make the library a place for free and accessible information, to foster learning and the exchange of ideas, and to encourage community engagement and information literacy. It is our unchanging goal to provide an open, safe, and welcoming space for all ages, and resources and services to all members of the community.

Respectfully submitted,  
Peishan Bartley, 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 2017-2018 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 fourth 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 2017-2018 school year follows.

#### **Enrollment**

As of October 1, 2017, the elementary school enrollment decreased from the previous year by 12 students, from 2,715 to 2,703. There were twenty students who received special education services while attending "out-of-district" schools – with no change from the previous October 1. Kindergarten enrollment increased by twenty-two students, from 330 to 352. There were fourteen school choice students at the elementary level.

The junior high school enrollment for October 1 increased from 911 to 964. There was one school choice student.

The high school enrollment decreased from 1867 to 1827 students. There were thirteen school choice students at the high school – a decrease of four 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 2017-2018 school year were affected by the June 2017 retirements of six teachers, fourteen resignations and six leaves of absence granted to Acton-Boxborough School District teachers. The district hired 25.45 full-time equivalent teachers to fill these vacancies and additional openings. Increased enrollment required the district to add two kindergarten sections. However, the total number of elementary sections decreased by two; fewer third and fifth grade sections moving up resulted in the reduction of one fourth and one sixth grade section.

## **Teaching and Learning**

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

The summer 2017 Leadership Retreat provided time for the District Leadership Team to focus on three areas: instructional leadership, policy and operations, and shared professional learning. In the area of instructional leadership, cabinet members and building principals discussed the role of social emotional learning and its importance to student academic learning. They also participated in activities to further calibrate the educator evaluation system and improve feedback. In the area of policy and operations, the group focused on the implementation of the new homework policy, elementary before and after school funding, and school start times. Lastly, they engaged in learning how to enhance the effectiveness of meeting structures and committed to participate in a yearlong workshop from The National SEED (Seeking Educational Equity & Diversity) Project<sup>SM</sup>.

### ***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 2017, the R&Ds completed demonstrate the district's ongoing commitment to ensuring that our curriculum and instructional practices meet the needs of our students. At the elementary level the focus areas were science, mathematics and digital citizenship with these R&D projects: *Articulating Vertical Progression of Life Science Experiences in K-2; Developing Short Science Investigations; Developing Grade 3 Adaptation and Variation Investigation; Resources for Rich Mathematical Tasks, Growth Mindset Builders and Big Ideas; and Digital Citizenship for All: Grades 3-6*. At the junior high, projects focused on culturally responsive teaching, student engagement, and differentiation: *Instructional Materials for Differentiating Instruction in the Academic Support Center; Student Engagement and Differentiation through Grammar Materials; Infusing the Science Practices into the JH Science Curriculum*. Resilience, collaboration, and alternative assessments were common themes of the high school R&D projects: *Literature and Resilience; Co-Teaching in the High School; Alternative Assessment in AP Psychology; Alternative Common Assessments for Research Skills for Social Studies*. Two districtwide R&Ds focused on our students who are learning English as their second language: *Building Academic Language and Background Knowledge for English Language Learners and Beyond and Evaluation Protocol and Entrance/Exit Criteria for Evaluating Students who Are Dual Language Learners for Communication Disabilities*.

### **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, and enjoying lunch sponsored by the ABEA. In the afternoon, they worked with the Beginning Teachers Support Program Co-Coordinators, Carolyn Smiley and Maureen Lin, and their individual mentors.

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

The 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, had time to orient themselves to the buildings and also had a bit of fun learning together!

### **Elementary Early Release Thursdays**

During the 2017-2018 school year, the district implemented elementary early releases every Thursday for professional learning and parent- teacher conferences. The professional learning designated days were organized by the following structures: building-based grade level/collaborative teams; building-based professional learning; districtwide grade level/districtwide department team; and districtwide professional learning.

At the **districtwide grade level** meetings, all grades participated in the workshops *Executive Function Seminar*, facilitated by Sarah Ward, and *Reducing Anxiety in the Classroom*, facilitated by Jessica Minahan, along with elementary psychologists, counselors, Pre-K educators, speech and language pathologists, special education teachers, and reading specialists. Additionally, specific grades participated in a variety of discipline specific and instructional practice/resource workshops, including: *Calibrating and Refining the Kindergarten Literacy Assessment; Life Science Investigations; The Big Ideas in Mathematics; and Curriculum Mapping*.

All elementary educators engaged in learning of their choice to further their individual or collective professional practice or student learning goals during the **districtwide professional learning** early release Thursdays. Educators either chose one full-year workshop or one fall and one spring semester workshop. Please see below for a listing of the workshops.

#### Full-Year Workshops [6 sessions]

- Maximizing Resilience for You and Your Students – Rana Chudnofsky from the Benson Henry Institute Resilient Schools
- Mindfulness Matters – Pam Ressler, founder of Stress Resources and Clinical Assistant Professor at Tufts University
- Self-Regulated Strategy Development (SRSD) – Betsy Johnston, Special Education Teacher, Douglas; Ann Marie Pastor, Grade 3 Conant; Leslie Laud, SRSD Consultant
- Engaging All Learners in Mathematics – *Routines for Reasoning* [Book-Based Seminar Series] – Heather Haines, Elementary Mathematics Specialist/Coach; Grace Kelemanik and Amy Lucenta, Boston-Based Mathematics Consultants
- *Becoming the Math Teacher You Wish You'd Had* [Book-Based Seminar Series] – Tina Bloom, current Mathematics Assistant at Blanchard and retired AB Elementary Educator, and Tracy Johnston Zager, author of book

- Making the World Your Classroom – Leo Muellner, ABRSD Director of Visual Arts
- Classroom Music Techniques – Kerrie French

Fall Semester Workshops [3 sessions]

- How to Create Engaging Learning Opportunities for ALL Learners Using Universal Design for Learning (UDL) – Jennifer Dee from CAST
- Culturally Responsive Teaching – Kate Contini, Grade 6 Blanchard
- *No Such Thing as a Bad Kid* [Book-Based Seminar Series] – Karen Sonner, Grade K Merriam
- *Lost at School* [Book-Based Seminar Series] – Carolyn Imperato, Psychologist, Merriam
- *Reading Strategies* [Book-Based Seminar] – Sharon Ryan, Elementary Literacy and Social Studies Specialist/Coach
- Using iPads in Small Group Instruction for Literacy Learning – Peggy Harvey, PK-12 Instructional Technology Specialist
- Engaged Learning with Interactive Whiteboards – Megan Bowhers, K-6 Instructional Technology Specialist
- Using Technology to Differentiate Learning – Rose McQuillan from EdTech Teacher
- Developing a Culture of Curiosity in the Outdoors – Instructors from Drumlin Farm/Mass Audubon
- Making Life Science Come Alive – Instructors from Drumlin Farm/Mass Audubon
- Climate Science Workshop – Instructor from New England Aquarium Teacher Resource Center
- *Leading and Learning with the Habits of Mind* [Book-Based Seminar Series] – Liz Fitzpatrick, Grade K Blanchard
- Kripalu Yoga for Students – Christine Fox, Yoga Teacher, Beth Israel Deaconess Medical Center and Revolution Community Yoga

Spring Semester Workshops [3 sessions]

- Executive Function Seminar Series – Sarah Ward from Cognitive Connections
- Classroom Strategies to Support Student Behavior and Social Emotional Wellbeing – Greg Wadsworth, Psychologist, Gates; Jenn Burke, Counselor, Gates; Shawna Young, BCBA/SLP; Tammy Kucharski, Occupational Therapist
- *Grit* [Book Based Seminar Series] – Robyn Harding, Grade 6, Conant
- Strategies to Support Culturally and Linguistically Diverse Learners – Maryann Young, K-12 ELE Department Chair, and other ELE Department Teachers
- *Writing Strategies* [Book Based Seminar Series] – Sharon Ryan, Elementary Literacy and Social Studies Specialist/Coach
- Google Apps & Tools for your Diverse Classroom – Peggy Harvey, K-12 Instructional Technology Specialist
- Motivation – Dr. David Miele, Assistant Professor, Boston College
- Kripalu Yoga for Students – Christine Fox, Yoga Teacher, Beth Israel Deaconess Medical Center and Revolution Community Yoga
- Using iPads in Small Group Instruction for Mathematics – Megan Bowhers, K-6 Instructional Technology Specialist

In 2017-2018, RJ Grey utilized its three early-release professional days to continue a number of schoolwide and department-specific initiatives.

- The October early release was devoted to continuing the school's SEED-based work on issues related to diversity and equity. This included a deeper dive into shifting understandings about gender and gender identity.
- The February and April early releases were devoted to department-based meetings. For several departments, this involved discussions and plans for incorporating more "windows and mirrors" into the curriculum, where a broader range of perspectives and experiences are naturally included within the curriculum.

- For the Exploratory, Physical Education, and Health teachers, these release periods were used to prepare for the new Grey Block elective courses that would be offered to all students in 2018-2019.

The high school focused their three early release days on teaching and learning to begin the work of a possible pilot of and/or transition to a new bell schedule in 2019-2020:

- October 12, 2017 – What does teaching in the new schedule look like? How does alternative and authentic assessment fit in? Educators learned about current brain research and engaged in lesson planning and assessment for a longer block of time.
- February 8, 2018 – What does teaching in the new schedule look like in your department? Educators engaged in department-specific professional learning regarding student engagement, assessment and lesson planning in anticipation of the March schedule pilot.
- April 5, 2018 – What can we learn from the pilot? Educators debriefed the schedule pilot and discussed next steps, as well as department-specific curriculum enhancements.

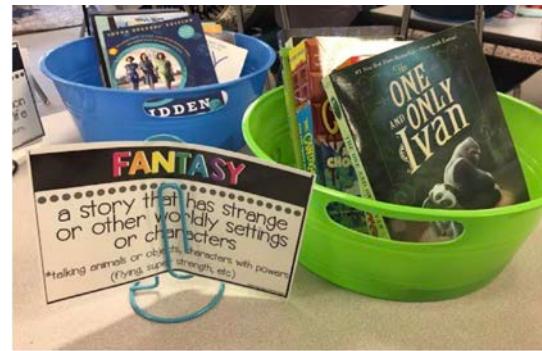
### **Professional Learning Day: November 7, 2017**

During the morning and early afternoon, the district engaged in learning according to specific grade level goals.

#### **PreK-6 Goals**

- To model and learn instructional practices that exemplify the District core values – wellness, equity and engagement
- To forge greater connections between colleagues
- To model and learn wellness strategies

Educators chose two equity or engagement sessions and one wellness session in which to participate. The choices ranged from *Using “Talk Tools” in Classroom Discourse*, *Math Discourse: More Than Just “Math Talk,”* and *Engaging Elementary Students in Science and Literacy through Classroom Talk Strategies to Igniting a Passion for Reading; Digital Tools for Encouraging Student Voice; Engagement, Equity and Wellness Through Outdoor Learning; Culturally Responsive Teaching Practices; and How the Language We Use Can Support Inclusionary Practices.*



#### **Junior High Goals**

- To learn strategies to support English Language Learners (ELL)
- To learn and implement classroom management strategies grounded in the use of positive reinforcement strategies based on Applied Behavior Analysis
- To learn how to apply social thinking principles to social situations and coaching
- To gain a greater understanding of depression, anxiety, and ADHD

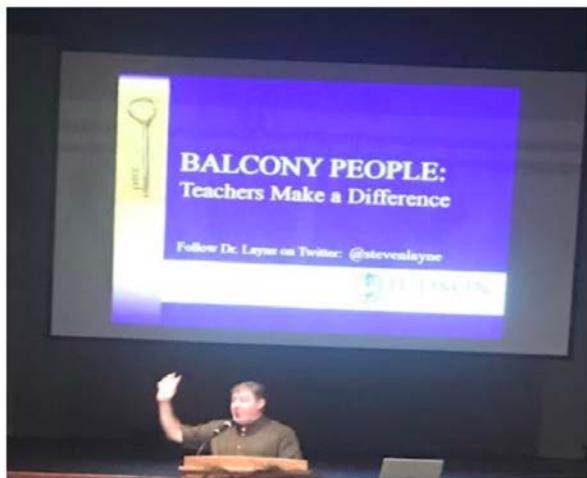
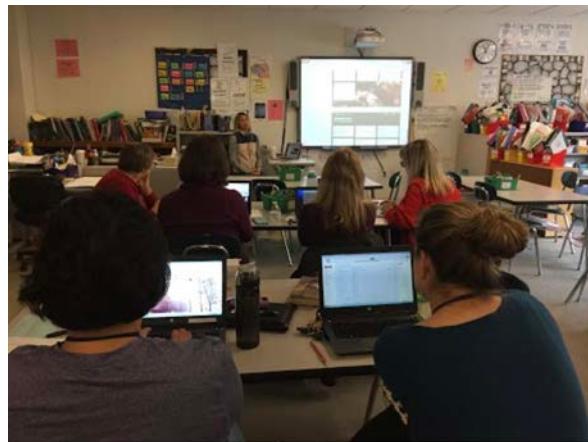


In the morning, all educators listened to a presentation by Ariel Nelson from Collaborative for Educational Services, on ELL. Afterwards and by team, educators engaged in two or more workshops focused on the goals outlined.

### High School Goals

- To hear how colleagues are implementing strategies related to assessment, engagement, and lesson planning.
- To engage in planning related to assessment, engagement, and lesson planning.
- To gather feedback from colleagues related to our planning.
- To focus on wellness and connections with colleagues from across the school.

Educators engaged in colleague-led workshops in which they had an opportunity to learn more about engagement, planning, assessment and feedback strategies that help promote students' deeper learning. Workshop topics were identified from a spring staff survey. During the third morning breakout session, educators engaged in activities that can positively contribute to wellness.



After lunch, the entire ABRSD staff gathered in the high school auditorium to hear Dr. Steven Layne present an address entitled, *Balcony People*, which focused on the importance of relationships in schools. Balcony people are those whose contributions to our life have altered our direction, smoothed the path ahead or guided us across rough ground. They are those who have helped us become all that we are.

### ***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*

- *Maximizing Resilience for You and Your Students* – Rana Chudnofsky
- *Mindfulness Fellowship Training* – Pam Katz Ressler
- *Stretch What Matters* – Elizabeth Goranson
- *Overloaded and Underprepared* – Lindsay Rosenman

#### *Literacy/Social Studies*

- *Effective Methods to Build Language & Literacy Skills in a Linguistically or Academically Diverse Classroom* – Sharon Ryan
- *Self-regulated Strategy Development: Cohort Three* – Ann Marie Pastor & Betsy Johnston
- *Disciplinary Literacy PLC* – Carolyn Smiley, Anna Secino and Susan Nugent

- *Best Friends Literature – Lester Laminack*
- *Cultivating a Lifetime of Reading Engagement, Motivation, and Joy in Our Students and Ourselves – Sharon Ryan*
- *“Disrupting Thinking” by Beers and Probst – Carolyn Smiley and Sara Wilcox*
- *I am Reading: Nurturing Young Children’s Meaning Making and Joyful Engagement with Any Book – Sharon Ryan*

#### *STEM*

- *Mathematical Mindsets: Unleashing Students’ Potential Through Creative Math, Inspiring Messages & Innovative Teaching – Heather Haines and Tara Matthews*
- *The Big Ideas in Mathematics – Deborah Schifter*
- *Analysis of the 2017 MA Mathematics Curriculum Frameworks – William Noeth*

#### *World Language*

- *Assessment on the Path to Proficiency – Sinikka Savukoski*
- *World Language Institute – Jean Diesso*

#### *EdTech*

- *Summer Tech Camp – Peggy Harvey, Megan Bowers, Tim Lundy and Robyn Harding*
- *Google Tools for All Learners – Peggy Harvey*

#### *Teaching All Learners*

- *Seeking Educational Equity and Diversity (SEED) Seminar, Part I – Maureen Lin and Val Glod*
- *Seeking Educational Equity and Diversity (SEED) Seminar, Part II – Maureen Lin and Val Glod*
- *SEI 101 Sessions A and B – Laurie Sullivan*
- *Supporting Students in the Classroom who Have a Mental Health Issue – Todd Chicko*
- *Teacher’s Toolbox Workshop – Laurie Sullivan*
- *“The Behavior Code” – Kathryn Contini and Patricia Harrison*
- *Working with High Needs Populations: SEI and LEAP Overview – Laurie Sullivan*
- *Early Learning Seminar Series, Part III – Sharon Ryan*

### **Long-Range Strategic Plan (LRSP) and 2017-2018 District Goals**

#### *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 District established strategic actions for the first two goals of the LRSP related to teaching and learning. Those strategic actions and outcomes are outlined below.

## **Goal #1: Understand and respond to our students' social-emotional needs**

**Strategic Action:** Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).

**Start Times and Single-Tier Busing:** The Start Time Committee reported to School Committee June 2017 with a recommendation to review start time options that would provide a later start for high school and junior high students that would begin in September 2018. The Administration reviewed options throughout the fall with a recommendation of options to the School Committee and the community in October ([Start Times Report, 10-2017](#)). After further review and input from the School Committee and the community, a final recommendation was made and adopted in January 2018. The recommendation moves the start of school for ABRHS from 7:23 am to 8:07 (44 minutes later). R. J. Grey Jr. High will move from a 7:30 am start to 8:00 am (30 minutes later). The elementary schools will move to a single-tier busing schedule. All elementary schools will start at 8:50 and end at 3:20. This provides the added benefit of avoiding elementary schedules that alternate from early to late or late to early each year. Altogether, later schedules for adolescents and a single schedule for elementary students will provide significant wellness benefits, better schedules for working families, and more opportunities across the district for shared professional learning. All schools have planned for implementation in September 2018. Each school will collect qualitative and quantitative data over the next three years related to attendance, tardiness, performance, and social emotional wellness.

**Homework Policy and Implementation:** Throughout the 2016-2017 school year, the principals and central office leaders worked through changes to the homework policy that would be consistent with recommendations from Challenge Success and current research. Updating ABRSD's homework policies and practices was one of three major recommendations based on the student data from the 2016 Challenge Success Survey. The School Committee Policy Subcommittee and the School Committee considered several policy updates during the Spring of 2017. The School Committee held a public feedback period, summarized the feedback, and reported it publicly during these meetings before voting to accept the policy in July 2017. Each principal provided school-specific information at a public homework information night on October 24, 2017). Throughout the 2017-2018 school year, each building implemented the new homework policy. In May 2018, each building leader provided a written update about their school's implementation.

**Family Education Program:** Parent and Community Engagement was the second of three major recommendations from Challenge Success, based on 2016 student survey data. The result was the [2017-2018 ABRSD Family Learning Series](#), offered eight evenings for families and community members to learn about Building Resilience with connections to mindset, mindfulness and movement. [See the section, "Family Learning Series," below for more specific information.] Six [Expanding Our Notion of Success newsletters](#) also focused on ways to build resilience, as well as other topics aligned with our mission, vision, and values. Newsletters were shared with the entire district community. The high school received a [Healthy Teen Initiative grant](#) from the Acton-Boxborough United Way that allowed the high school to create and provide each student with a customized Wellness Planner with tools, strategies, reflection questions, and quotes to encourage wellness and balance, along with a wellness bag that included items that can be used to encourage wellness and balance. Through this generous grant, the high school also facilitated two monthly wellness workshops, one on mindfulness and the second on life balance, and also provided four lesson plans to advisory teachers related to wellness.

**School Schedules:** The third and final significant recommendation from Challenge Success based on our 2016 student survey data was to examine the high school and the junior high schedules. Since 2016, R. J. Grey and ABRHS have had gone through extensive processes to review and consider updates to their schedules. The junior high and high school have also offered staff various professional learning opportunities in preparation for possible schedule changes; these opportunities will continue in 2018-2019. The high school piloted some components of a modified block schedule change for two weeks in March of 2018, followed with student and

staff surveys. The high school will review feedback and consider options going forward. The junior high has considered several small and large changes to the schedule within the context of their teaming model.

**Goal #2: Our students will have equitable opportunities and tools to learn.**

**Strategic Action:** Conduct an equity audit of the district, looking mindfully at equitable access for historically underserved populations; Lay groundwork to implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.

**Data Inquiry Work with Mid-Atlantic Equity Consortium (MAEC):** During the 2017-2018 school year, the District engaged in a partnership with MAEC to begin examining equity in the district. We are piloting WestEd's Data Inquiry Toolkit, entitled *Powerful Outcomes for All Students: A Toolkit for Exploring Equity Issues and Solutions*, as part of our process. The focus of this project will be to explore – with an equity lens – how practices or procedures starting from elementary school may lead to disparate outcomes for students in junior high or high school. Possible outcomes may include academic achievement, access to advanced courses, or participation in extracurricular activities, to name a few. For this work, the AB data inquiry team generated specific questions about the problem statement, identified data needed to answer the questions, and engaged in multiple data inquiry cycles. This will be a complex, multi-year project.

**DCAP Revision:** This year, a group of educators from every building across the district met to help revise our existing District-wide Curriculum Accommodation Plan (DCAP). A DCAP is intended to ensure that teachers make every effort to meet students' needs in general education by analyzing and accommodating diverse learning styles and needs.

**Senior Leadership Team Cultural Proficiency Workshop with SEED:** The National SEED (Seeking Educational Equity & Diversity) Project<sup>SM</sup> is professional learning that creates conversations to drive change toward greater equity and diversity. In July 2017, two teachers attended the weeklong SEED train-the-trainer seminar, which prepared them to return and facilitate ongoing SEED sessions within the District. Throughout the 2017-2018 school year, our two SEED trainers led 18 hours of professional learning with our School Leadership Team (SLT) and also at the junior high school that included personal reflection, listening to others' voices, and learning that supported SLT members in understanding and acknowledging systems of oppression, power, and privilege. With this collective knowledge, SLT began to examine structures within the district through an equity lens.

**Professional Learning:** During the 2017-2018 school year, all elementary schools had an early release each Thursday. On these Thursdays, elementary educators across the system held parent conferences and engaged in a variety of building-based learning opportunities, as well as districtwide elementary professional learning opportunities that aligned with the district's core values of wellness, equity and engagement.

**Strategic Action:** Review funding structures at each level.

**Centralize Before/After School Programs and Funding:** During the 2017-2018 school year, Principals and Central Office Administrators collaborated to implement plans to centralize before/after school programs under Community Education in an effort to provide more equity in staffing and instructional services across all elementary schools. Presentations and recommendations were made to the School Committee in June 2017 and December 2017. Beginning in September 2018, each elementary school will receive district-budgeted funding for 12 hours of classroom assistants in each classroom. All Extended Day programs will be folded under the central administration of Community Education, which will pay for utilities. Funds currently earmarked in the district budget for utilities will be moved to the district budget for classroom assistants,

which will provide a cost-neutral solution for equal funding of classroom assistants across all six elementary schools.

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

The 2017-2018 FLS focused on building resilience. It was supported by ABRSD, ABRSD PTOs, PTF, and PTSOs, AB Special Education Parent Advisory Council, Danny's Place Youth Services and AB United Way.

- *Rana Chudnofsky: Resilient Schools: Helping School Communities Manage Stress and Learn Lifelong Resiliency Skills*
- *Dr. Robert Evans: Raising Resilient Children in Challenging Times*
- *Dr. Steven Layne: What Parents and Caregivers Can Do to Nurture Lifetime Readers*
- *Chris Herren: REBOUND: The Chris Herren Story*
- *Tracy Johnston Zager: Mathematics and Mindset*
- *Heather Finn: Attunement and Somatic Regulation: A Body Based Approach Toward Increasing Understanding and Resilience*
- *Andrew Forsthoefel: The Missing Medicine: Listening as a Practice in Healing and Transformation*
- *Dr. Anthony Rao: Movement*

### **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. The Seal promotes the learning of languages in addition to English by encouraging enrollment in language learning opportunities and programs, shaping attitudes, informing students about language diversity, and preparing students with 21<sup>st</sup>-century skills that will benefit them in our global society.

In the spring of 2018, AB awarded the Seal of Bi-Literacy to 21 students: 6 Silver (Intermediate Mid) awards, 9 Gold (Intermediate High) award, and 6 Platinum (Advanced) awards.

### **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 systemwide 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.
- The end of 2017-2018 saw the retirement of Ed Kaufman, long-time teacher and then Principal of Merriam School.

### **R.J Grey Junior High School**

R. J. Grey welcomed a total of 964 students, 486 7<sup>th</sup> graders and 478 8<sup>th</sup> graders, based on October 1, 2017 enrollment numbers for the start of the 2017-2018 school year.

We were fortunate to welcome several new colleagues: David Lawrence (Administration), Sandra Carter (Information Specialist), Jake Bersin (Physical Education), Nicholas Champagne (Special Education), Mary Karamourtopoulos (English Language Learning), Tom Kamataris (Physical Education), and Sue Susman (Digital Literacy).

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. This year, we also added a third assistant principal whose primary role is to support our Special Education programs and resource rooms. This administrative shift was part of a larger re-organization of the Junior High leadership structure; the Building Department Leader model was replaced with a structure where all supervision and evaluation of certified professional staff would be the responsibility of the Administrative team. Departments would still have a member of its respective department serve as a Department Coordinator, who would continue to provide curricular leadership and serve as the voice of the department for school-wide discussions and initiatives. For the inaugural year of this model, the Department Coordinators are Kellie Carter (Social Studies), Lisa Nichols (Math), Jean Diesso (World Language), Elizabeth Broadwater (Science), and Christine Bryan (English).

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, String Ensemble, Engineer’s Workshop, or Sports & Fitness.

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 a second 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.

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. At the end of the year, it was announced that Silent Reading would be replaced by a Directed Study period that would be available schoolwide on a daily basis and that Grey Block would shift entirely to an elective model.

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

In October 2017, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home by leveraging our technology, using daily emails, monthly online articles, Grey Matters, Twitter (<https://twitter.com/RJGreyJHS>), and weekly communication notifications to keep our school community informed with up-to-date information. In 2017-2018, 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, teams were now expected to maintain 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 Parent Teacher Student Organization (PTSO) (for families in grades seven through twelve) planned, organized, and assisted with many events at RJ Grey. The PTSO also sponsored evening programs designed to provide information about the schools and made funding available so that we could equip all students with plan books free of charge.

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, Common Ground, Chess/Board Games Club, Math Counts, Technology and Engineering Club, Model UN and the Yearbook, continue to be well attended by our students.

We also saw substantial growth and expansion of our newly-created RJ Grey community garden, which is currently comprised of eight raised beds in one of our enclosed courtyards. We continue to think about different ways the garden can be incorporated into the curricular and extracurricular programs at our school and to be excited about involving a wider range of students in the care of the garden.

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, *“Singin’ in the Rain,”* was performed in late November and early December and included over 85 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. With the announcement that Ms. Cheryl Miller would be retiring at the end of the school year, this year’s performances were a bittersweet experience for students and staff.

In June we again 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, 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 four retiring staff members: Mary Fran Doiron, Lynne Bover, Margaret Gibbs and Cheryl Miller.

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

#### ***Overview***

ABRHS total student 2017-2018 enrollment, based on the October 1, 2017 report, was 1,827 students. This included 427 9th graders, 447 10th graders, 501 11th graders, and 452 12th graders.

We were pleased to welcome several new faculty and staff: Elisabeth Ryden, Erin Bengiovanni, Carol Chytil, and Charles Fidler – Science; Leo Muellner – Fine Arts; Alleana Brody – SS; Jacqueline Gottesman – WL; Allison Silver, Elizabeth Rooney, and Elyse Montoya – English; Hannah Rubio – Counseling; Pamela Bishop – Special Education; Amy Molchan – Faculty Support; Pamela Rogers – School Store.

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 AB.

Student Wellness continued to be on the forefront of the school goals for 2017-2018. In the Advisory program, students met in small groups with an advisory teacher for a 15-minute period each Tuesday. In addition, beginning this year, we held an extended 30-minute advisory once a month. This time was used not only 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 committee worked to support health and well-being within a rich learning environment and to provide opportunities for all students to experience success. They also helped plan extended advisory lessons related to community building and anti-bullying.

**Wellness Steering** This nine-person committee drew on the expertise of staff members and students, as well as such community partners as the 7-12 PTSO, Danny's Place Youth Services, and the MetroWest Medical Center, to raise awareness about topics, tools, and resources to support positive mental health and wellness. This group was awarded a generous grant from the Acton-Boxborough United Way (The Healthy Teens Initiative Grant), which allowed it to organize wellness activities for students throughout the year – all a part of the AB “Because You Matter” campaign. We began the year by giving each student a wellness swag bag including a wellness planner. Throughout the year, this steering committee helped plan monthly Wellness Thursday workshops with complimentary advisory lessons. In addition, Danny's Place Youth Services held monthly topic sessions for students who wanted to extend their work in these areas of wellness.

**Assessment, Instruction, and Workload** This 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, realize how this work promotes students' wellness and sense of success. In November, this committee organized a peer-led workshop on professional learning day in which teachers led sessions on things like alternative assessment, revision and redemption practices, and embedded formative assessment techniques into the curriculum. Student-based clubs and organizations working on wellness included the following: Ambassadors Club, Student Council, Peer Counselors, Peer Leaders, and the Wellness Club.

#### ***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. After several years of updating the World Languages curricula to meet the national ACTFL proficiency standards, the district awarded the Massachusetts SEAL of Biliteracy to 21 graduating seniors. Six students attained the Silver Seal, nine students attained the Gold Seal showing Intermediate High language proficiency, and six students attained the Platinum Seal showing Advanced second language proficiency. The Seal of Biliteracy recognizes and celebrates students who have attained language proficiency in two or more languages by high school graduation.

The high school **English Department** continued to revise course offerings and curriculum to best support our students' learning. Our topic-based, senior offerings transitioned from semester-long courses to three full-year courses: The Blurring of Fantasy and Reality: The Study of the Work Around us Through Science, Fiction, and Film; Chasing the Story: Journalism, Creative Writing, and the Art of Truth; The Thrill of Victory and the Agony of Defeat: Sports, Life, and the Human Condition. New texts were introduced in English I and English II, including works of contemporary realism, memoirs, and graphic novels.

The **Science Department** has worked on developing learning objectives for students. Earth science teachers have begun the process of incorporating more environmental science into the curriculum. Biology teachers have continued to explore ways to engage students through the scientific process. All teachers in the department have been working on increasing student engagement in the classroom. This work will continue in the 2018-2019 school year.

During the 2017-2018 school year, **Health and Physical Education** at the high school had three new additions to its curriculum. Biking/mountain biking was added, as well as table tennis. These activities were mainly in

grades 10-12. The Health and PE course for Grade 9, Fitness for Living, adjusted curriculum to address the topic of vaping.

The **Social Studies Department** was thrilled to welcome Alleana Brody to teach both United States and European history. The department continued to examine its practices in developing writing and research skills. The World History teacher cohort initiated a new curriculum on India, meant to introduce ninth-grade students to topics in Indian history and culture and also to better transition students to high school social studies. The department continues to examine its practices as they pertain to school and districtwide goals around wellness, looking at workload, assessment, and student communication.

This past year, the ABRHS **Counseling Department** continued its 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. For the 2017-2018 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 **library** remained a busy and vibrant space at the heart of the high school during the 2017-2018 school year. The beginning of the year marked the launch of a re-designed library website with an updated look and increased functionality to help staff and students access the many resources the library has to offer. The library continued to host events, with the addition of a Summer Reading Celebration. The library also introduced Gladys the Gratitude Monster around the holidays, where students and staff were welcomed to fill out slips of paper with the things for which they are grateful. Collages of a sampling of the community's gratitude slips were then displayed outside of the library during the new year. Local author Katie Bayerl joined the library for World Read Aloud Day, and she returned in the spring to work with AP English students at the beginning of a creative writing unit.

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, Scholarship Night, and World Language Week.

Our **School Council** for 2017-2018, consisting of two members of the administration, four staff members, four parent representatives, six student representatives, and one community member, continued to work on the School Improvement Plan, which centered on three main goals: 1) School and Student Wellness, 2) Classroom Instruction and Assessment, and 3) Social and Emotional Learning.

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 2017-2018 school year, we had approximately 65 clubs with over three-quarters of our students participating. Additional activities included a large student population in athletics, ABRHS Band, National Honor Society and Proscenium Circus.

The ABRSD **Athletic Department** had 1579 student athletes participating in athletics in 2017-2018. AB won many individual state competitions in girls and boys track and 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 one team to the state final.

At ABRHS, **Proscenium Circus (PC)** 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 2017-2018 mainstage season included the sold-out musical, “Beauty and the Beast,” and spring play, “Peter and the Starcatcher.” PC entered both the Massachusetts Educational Theatre Guild (METG) and MA Thespians festival with the original student-written play, “Son of Liberty.” MA Thespians awarded “Son of Liberty” the Chapter Select Production (state award for best production), and participants in the festival voted to give it The Audience Choice Award for Best Production, as well. Over 120 students participated in the 24-hour class play program, where students had to create an original play based on prompts given by the artistic staff. Proscenium Circus inducted 21 students into International Thespian Society, the honor society for theatre students.

The **ABRHS band, chorus, and newly expanded orchestra programs** continued to achieve at high levels performing in and around our community and abroad. The addition of a string program is reaching an entire new population of students from grades 5-12. Enrollment in orchestra is continuing to progress and is on track for long-term stability and excellence. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community. The marching band traveled to Orlando and played a spirited program for nearly 40,000 spectators in the annual Citrus Parade. The choral department put on an outstanding talent show, traditionally known as “Cabaret.” The AB Madrigal Singers produced an exceptional evening of renaissance dinner theater. The Chorus also built community at AB, performing “Singing Valentines” for students and teachers. Twelve students were accepted into MMEA Eastern Senior districts, and one student was accepted to MMEA All-State.

The school’s **“Accept the Challenge Program”** encourages and recognizes students for volunteering in the community. At our annual Community Service Awards Night on January 11, 2018, the community celebrated the students’ accomplishments and recognized that AB students volunteered over 76,000 hours during 2017.

On Friday, May 4, the Class of 2018 organized the 24th 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 430 students in matching T-shirts could be seen all over the community – raking leaves, clearing paths and planting gardens.

ABRHS continues with a strong focus on **energy and resource conservation**. Electricity consumption remains more than 30% down from the benchmark set in 2010, resulting in both cost savings and a reduced environmental footprint for the school.

The **Resource Force** student team managed the introduction of new compostable plates to the cafeteria, with an outreach campaign and several days of coaching at the sorting stations to help students get the compostable plates sorted correctly into the compostables bin.

In addition, **Resource Force** students were engaged in mapping natural gas leaks in Acton pipelines and building a website at [www.gasleaks.info](http://www.gasleaks.info). They also spoke at a town forum on gas leaks and addressed an Acton Board of Selectmen meeting.

The student **Recycling Club** managed a robust weekly pickup of recyclables from classrooms and offices throughout the building.

### ***Retirements***

At the end of 2017-2018 school year, ABRHS said goodbye to four members of the community who retired: Mark Hickey, Director of Performing Arts; Debbie Leavitt, World Language; Thomas Mutchler, Math; and Joan Fenster, Math.

### **Student Services**

During the 2017-2018 school year, the Student Services Department continued to create school environments that support student wellness, equity, and engagement – the district's three core values. Our specialized staff, which includes special educators, English Language Education teachers, and related service providers; such as speech-language pathologists and occupational therapists, counselors, school, social workers, and nurses, provided a wide range of services to students between the ages of three and 22 across the district.

### ***Early Childhood Services***

The Carol Huebner Early Childhood Program (CHECP) continued to provide an integrated learning environment for preschool-aged children. Children with and without disabilities are educated side-by-side, meeting required Individuals with Disabilities Education Act (IDEA) regulations for education in the least restrictive environment. We provided half- and full-day programs to children from ages three to five years. More than 130 students were enrolled in the program by the end of the 2017-2018 school year, including preschoolers receiving drive-in related services in speech-language therapy and physical and occupational therapy.

During the 2017-2018 school year, our CHECP engaged in various activities to support early literacy skill development for the district's youngest learners. Our teachers and speech-language pathologists created literacy extension units and kits to use in the classrooms and during therapy sessions to promote a deeper study of literature by focusing on one book for a longer period of time, using a multi-sensory approach and providing hands-on learning materials for children to recreate the story. These literacy kits are used during read-alouds, circle time activities, and free choice activities. Sharon Ryan, our district's PK-2 literacy curriculum coordinator, shared ideas and resources with staff throughout the unit development.

CHECP also partnered with Dr. Joan Kelley, Educational Researcher and Developer of the Parent Uptake Project (PUP), to support early literacy. PUP reading is a resource (<https://pupreading.com/>) designed to provide families the information and tools they need to learn about their child's (or children's) reading-related skills today and to monitor their progress moving forward. We invited families of our 4-year-olds to participate in the PUP program, which provided them with age-appropriate ideas to help develop their child's skills in code, meaning-making, and everyday learning.

Throughout the 2017-2018 school year, Early Childhood staff continued to work in collaboration with area preschool/daycare teachers and directors to provide consultation, visitations, and support to children 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 professionals address student needs in both general and special education settings. Our leadership team facilitates meetings and supervises special education in each building to support consistency and coherence across the district.

ABRSD offers a continuum of specialized services from preschool to age 22. Our staff provided support through learning center programs, specialized programs, and related services to meet the needs of individual learners.

Our services emphasize skill development and self-advocacy to ensure students gain greater independence and responsibility for learning.

Our psychological services team continues to place the highest value on creating an environment that is safe and nurturing for every student to learn and grow. Psychologists work with students to anticipate daily student stressors that might contribute to potential problems and crises.

At the elementary level, psychologists worked closely together to review the most current assessment practices and fine-tune their skills to respond to student stress and anxiety. Many psychologists continue to support mindfulness practices by teaching yoga and providing students time to use positive self talk. At the secondary level, school psychologists are also an essential part of the student support teams, where staff meet regularly to problem solve around students who are at-risk. During the 2017-2018 school year, our school psychologists at RJ Grey and ABRHS continued providing our annual Signs of Suicide (SOS) lessons and screeners in grades 7, 9 and 12 within small instructional groups to teach students the warning signs of depression and suicide.

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

The motor staff, which includes physical and occupational therapists, provided motor services throughout the district. Therapists continued incorporating collaborative strategies and movement opportunities for students. Staff have also increased their data collection measures for students in order to consistently document skill progression.

The special education department engaged regularly with parents to support open dialogue between families and school personnel. The Acton-Boxborough Special Education Parent Advisory Council ([abspedpac.org/](http://abspedpac.org/)) is an integral support for families, meeting regularly with the special education director to provide suggestions and parent input on a wide variety of issues. Monthly AB SEPAC meetings supported parents/guardians, offering learning, networking, resources, and other family supports.

### ***School Counseling Services***

Our counselors continue to place the highest value on creating school environments that support student wellness, equity, and engagement. Counselors work with students to anticipate daily student stressors that may contribute to potential problems and refer students and families to appropriate agencies and supports as needed for issues that include attendance, stress management, and a wide range of mental health issues. Our staff know from firsthand experience that the partnership between outside agencies, home, and school is paramount to each student's success.

Each school has a Child Study or Student Support Team that allows counselors, psychologists, general educators, special educators, and administrators to meet regularly to problem-solve around students who are at-risk and to promote a safe school culture. This year, the district was able to add another school social worker at the high school to support students and families.

This past year, our counselors learned more about 504 guidelines, trauma-informed practices, and social thinking, to name a few topics. To promote continued success after graduation, high school counselors assisted students in the college application process and other post-secondary planning activities to ensure they have a plan after graduation with coordinated personal goals. Additionally, our junior and senior high school counselors continued to annually train students in grades 7, 9 and 12 on the warning signs of depression and

suicide through the Signs of Suicide (SOS) curriculum and the screener in small instructional groups. Counselors also supported the administration of the 2018 Youth Risk Behavior Survey to students in grades 6, 8, and 9-12.

### ***Health and Nursing***

During the 2017-2018 school year, our nurses logged 47,112 student visits to the health offices and over 500 staff visits. The total number of students with at least one visit to the health offices over the year (excluding mandated screening visits) was 4,747. Our nurses continue to note an increasing trend in the need to assess and treat students with anxiety. They support these students in collaboration with our counseling colleagues, using a range of techniques and strategies.

Our Nursing Department continued administering funds from the Department of Public Health's Essential School Health Services grant, which has brought approximately \$320,000 to the district over time and has provided financial assistance for nursing staff, supplies, technology, and professional learning. The grant will continue through the 2018-2019 school year

The nurses updated the medication administration procedures in order to remain current with medical delegation guidance and Massachusetts laws. While the mandate for each public school building to have an automated external defibrillator (AED) in the case of cardiac emergencies became effective in July 2018, our district has had AEDs for the past ten years as a result of our own initiative, funded by the ESHS nursing grant and maintained by our nursing staff. Additionally, in light of the epidemic of tick-borne illness, the elementary nurses delivered live educational presentations at their schools and prepared reference materials on the topic. We also presented and were recognized at the statewide nurse leader meeting as having best practice on tick safety education.

One of the most important things our nursing department does to promote the field of school nursing is to serve as a mentor site for nursing students. Once again, ABRSD mentored a number of senior-level Northeastern University nursing students. These students contribute greatly to our school health program in ways that include lesson plan development, classroom teaching, and health education. This year, these future nurses worked with students to promote healthy eating and stress reduction, and they acquired a grant of water bottles for an entire elementary school to support lessons about the importance of staying hydrated while learning.

The high school and junior high school nurses were involved in collaborating with the athletic department to implement the new Family ID program. This program eliminates the need for paper athletic participation forms and streamlines the process for families and staff. In collaboration with the Town of Acton nurses, the high school nurses implemented the ImPACT test for ninth grade students. ImPACT is a computerized, neurocognitive assessment tool for healthcare providers to evaluate and manage a suspected concussion. In addition, school nurses provided support by organizing and staffing flu clinics for staff and community members, administering over 800 flu vaccines.

The nurses obtained free epinephrine autoinjectors for emergency treatment of those with life-threatening allergies through two grant programs, saving the district thousands of dollars. We store these in our schools in case of anaphylactic reaction in new onset cases. Through a pharmaceutical grant, we also obtained Narcan (naloxone), which is kept in each of our health offices for nurses to administer in the case of opioid overdose in students or community members.

### ***English Language Education Program***

The English Language Education Program (ELE) continued to address the ever-growing number of students requiring support from the ELE program (nearly 270).

In order to support general education teachers in meeting the DESE requirements for continuing licensure, the ELE team presented *Strategies for Culturally Diverse Learners* to elementary staff across three of the elementary professional learning Thursdays. This year, our ELE staff also continued to create an English language education curriculum, as mandated by DESE.

Because of our moderate incidence rate of English learners, ABRSD continued to receive federal grant funding under Title III. This grant supplements programming for students who are English learners and supports parent engagement and professional learning. Through this grant, we offered English as a Second Language (ESL) beginner and intermediate classes to approximately 30 parents at the Boxborough Library. This grant also provided summer programming for more than 55 students for the fifth summer in a row. Additionally, the ELE department hosted a Back-to-School-Night in October for our families. The Title III grant also partially funded ELlevation™ software to manage our ELE program compliance and notification requirements.

In the spring of 2018, the ELE team worked with general educators and administrators to conduct an ELE program review. Through this review process, we identified a few goals:

- Maintain our English learner growth percentile (89%) on the ACCESS assessment and continue to meet or exceed the state target (65%) by increasing opportunities for ELs to engage in academic and social conversations and providing more structured opportunities for ELs to practice and demonstrate listening skills.
- Maintain the percentage of ELs achieving English proficiency (35%) on the ACCESS assessment to meet/exceed the state target (14%) by focusing on meeting DESE-recommended service delivery times and providing more professional learning around the needs of ELs to general educators.
- Review when English learners are pulled out of general education classrooms for ELE services by encouraging ELE staff to participate in new math program pilots and considering a Research & Development proposal that focuses on math and science vocabulary.
- Review work around the over-identification of students who are ELs with an IEP, especially in the areas of Communication Disability, Developmental Delay, and Specific Learning Disability.
- Work to increase English learners' access to advanced-level courses at the junior and senior high schools.

### ***Conclusion***

During the 2017-2018 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 wellness, equity, and engagement 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. Biking was piloted to check its interest and manageability during a class period. 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 entire 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. A new highlight this year was cooking in the classroom. Classes made salsa, stir fry, and pancakes after researching recipes and planning ingredients.

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**

The Acton-Boxborough Regional High School band, chorus, and newly expanded orchestra programs continued to achieve at high levels performing in and around our community and abroad. The addition of a string program is reaching an entire new population of students from grades 5-12. Enrollment in orchestra is continuing to progress and is on track for long-term stability and excellence. 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 marching band traveled to Orlando and played a spirited program for nearly 40,000 spectators in the annual Citrus Parade. The choral department put on an outstanding talent show, traditionally known as “Cabaret”. The AB Madrigal Singers produced an exceptional evening of renaissance dinner theater. The Chorus also built community at AB by performing “Singing Valentines” for students and teachers. [See the High School entry for information about the many wonderful productions produced by Proscenium Circus.] Twelve students were accepted into MMEA Eastern Senior districts, and one student was accepted to MMEA All-State.

At R. J. Grey Junior High, the eighth-grade band, chorus and, for the first time, orchestra participated in the Great East Music Festival, held in Agawam, MA in May. They each earned a Platinum Medal for their outstanding performances (highest ratings). The seventh- and eighth-grade band marched in the Boxborough

Memorial Day Parade. Eighteen students from Acton-Boxborough were accepted into the Massachusetts Music Educators Association Eastern Junior Districts.

At the elementary schools, the Beginning and Advanced Bands performed very well in their Winter and Spring Concerts, as well as Memorial Day Ceremonies. 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. The Blanchard Band once again earned the highest marks at their performance at the MICCA Concert Festival earning a gold medal.

Elementary students also performed at the annual Douglas Veterans Day Program, and students from Gates and Conant performed with the Massachusetts All-State Treble Chorus. The Blanchard Chorus and Brass Ensemble performed at the annual tree lighting ceremony and also at a senior living facility.

The Performing Arts Department also bid farewell to retiring Director of Performing Arts, Mark Hickey. Department faculty, administration, parents, and students participated in a hiring and search committee, welcoming a new Director of Performing Arts, George Arsenault, as of July 1<sup>st</sup>.

## **Visual Arts**

2017-2018 was a year of continuity and change in AB's visual arts program. Our veteran teaching staff continued its strong work, and a number of new initiatives were launched.

### ***Exhibitions and Community Events***

As always, student artwork was exhibited throughout our eight schools and in the administration building conference room, and AB students participated in a number of exhibitions throughout the community and across the Commonwealth. New exhibition spaces were also created at the high school. Highlights included:

- The high school's Student Center South was converted into a professional gallery space, with shows of student work rotating on a monthly basis throughout the year.
- The Gates and Conant Elementary schools staged spring arts nights – schoolwide showcases involving all students in visual and performing arts exhibitions and performances.
- In September, elementary art teachers teamed up with Old Frog Pond Farm in Harvard, MA to offer a weekend family outdoor art experience, including a tour of their sculpture park and workshops on making art from nature.
- A public murals project was inaugurated at the high school. Two murals were installed in the East wing in 2017, and plans are in place to add 2-4 additional murals per year. Eventually we hope to extend the program to sites around the community.
- McCarthy-Towne School second graders exhibited their wooden sculptures of house facades at Gallery Seven in Maynard.
- Students from all grade levels across the district participated in Youth Art Month, exhibiting work at statewide shows at the Worcester Art Museum and the State Transportation Building in Boston.
- There were districtwide shows at the Acton Senior Center and the Sargent Memorial Library.
- For several years the seventh-grade art teacher at RJ Grey has organized an "Empty Bowls" project where grade 7 students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls is donated to the Acton Community Supper and Acton Food Pantry.
- In December the high school art students and teachers organized a sale of both student and faculty work. \$755 was raised for hurricane relief in Puerto Rico.

- 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.

### ***Professional Development***

Last year’s professional development program was focused on empowering teachers to learn from and inspire each other, revise and update their curricula and to reconnect with their own identity as artists. Here are some of the major initiatives:

- Teachers met over the course of the year in small “Critical Friends” groups to take turns presenting and receiving feedback on “problems of practice” in their curricula and pedagogy.
- Teachers went on a day-long retreat to visit contemporary art galleries in Boston. They also took turns presenting their own artwork to their colleagues.
- Elementary teachers participated in a couple of rounds of “Best Practice” sharing. This included lessons on art history integration, solar powered kinetic sculptures, and a visual arts and music collaborative project.
- The Gates and Conant visual arts teachers completed a Research and Development project focused on implementing TAB (Teaching for Artistic Behaviors) in their classrooms. This is a method of teaching that transitions from a curriculum based on a set of predetermined projects and experiences to one where student inspiration guides the projects – in essence turning the classroom into an art studio where the student is the artist.
- The high school art teachers spent a day on a Program of Study retreat. They examined programs of study from visual arts programs across the country, reflected on their own values and trends in contemporary art, and then completed a revision of the visual arts program of study. Four new classes were added – Art History, Sculpture, Illustration, and Advanced Projects in Visual Arts – and other classes were divided, combined, or renamed.

### ***Interdisciplinary Collaboration***

Interdisciplinary collaboration between visual arts teachers and core classroom teachers continued to varying degrees at every elementary school. In addition, the art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist.

Two interdisciplinary projects were completed at the high school. Advanced Drawing & Painting students once again collaborated with the ELA department on the *Broadsides* project – creating illustrations to accompany poems selected by the ELA students. A number of juniors and seniors also created dramaturgy for the PC productions. These took the form of graphic novel excerpts illustrating key scenes from the plays.

### ***Other News***

In other news, a new ceramics kiln was installed at Conant. Now only two of eight schools are without kilns, and we look forward to including these in any new school construction.

The Conant art teacher served on the Massachusetts Art Education Board as MAEA President-elect, conference committee chair and editor of the MAEA News.

### ***Educational Technology***

The Department of Educational Technology (EDTech) announced a new three-year technology plan at the end of the school year. The 2021 Technology Plan focuses on learning and provides strategies with guidance from the Office of Teaching and Learning, the district’s Long Range Strategic Plan, and data from our Challenge Success initiative. The plan supports the development of engaged, well-balanced learners through collaborative, caring relationships that speak to wellness, equity, and engagement. Further, the plan addresses the prevalent technology issues currently facing our students and our society: how to find balance in our own

use of technology, how to promote civility and respect in an online world, and how to protect our personal data from for profit, “big-data” companies.

### ***2017-2018 Digital Learning Highlights***

Highly effective learning environments begin with great teaching, and ABRSD is fortunate to have hard-working, dedicated educators who strive for continuous improvement in this area. Our schools today have learners who are more linguistically, culturally, economically, and cognitively diverse than ever before. Furthermore, our educational standards are increasingly more complex in what we expect our students to know and demonstrate. To address these challenges, educators need to shift their thinking away from what students *cannot* do, to a positive narrative that instead looks at what students *can* do. Building educator skills to support *ALL* students through a strength-based approach is the target of our instructional improvement efforts, and technology tools within the classroom support this goal.

Technological proficiency plays a key role in how likely teachers will utilize technology to support their instruction; survey data collected over the 2017-2018 school year showed extensive progress in the general and administrative use of technology by all of our educators. However, when using technology to directly support both teacher instruction and student learning, further work was needed to “ensure that *all* of our instructional staff is proficient in the integration of technology” into their teaching practices.

To that end, support of professional learning (PL) opportunities that incorporate technology into our teaching and learning continued throughout the year so that *all* students, regardless of learning differences and challenges, can achieve. New PL opportunities included “Universal Design for Learning (UDL)” workshops that taught teachers a new student-centered framework for providing multiple means of representation, action & expression, and engagement to meet the needs of all learners in their classroom, regardless of their learning differences. Access to technology in the classroom makes curriculum content more accessible for students because teachers can use technology to customize the display of information and provide more engaging options for students to personalize their learning and express their knowledge. Along with workshops geared towards curriculum alignment, instructional materials, teaching practices, and assessment methods, technology-based professional learning classes about specific technology tools and learning software with a focus on Google’s G-Suite for Education continued to be offered. The courses were designed in collaboration with curriculum coaches to continue efforts of integrating technology into specific learning goals and to model best practices with teachers.

Many foundational elements need to be in place in order to promote and expand digital learning throughout the district with the first being student access to technology devices. EDTech has worked hard to secure iPad learning centers in all K-2 classrooms and a 1-to-1 student-to-Chromebook ratio in all of our 3rd-6th grade classrooms. As a result, most of our elementary schools no longer have a need for designated computer labs as access from within the classroom provides students with real-time, on-demand technology learning tools under the direction and support of their teachers. Although progress has occurred within the Junior High and High School in regards to acquiring more digital learning tools over the 2017-2018 school year, these resources are shared throughout the school, and as a result, there are times when access to student learning devices is not so easily available. To address this issue, the high school changed their policy last year to allow students the option of bringing in their own computer and accessing the Guest network.

### ***2017-2018 Infrastructure & Technology Support Highlights***

At the core of any successful digital learning environment is a robust and secure technology infrastructure that supports computer hardware, data networks, information resources, and Internet capabilities and is supported by professionals responsible for its development, maintenance, and management. The EDTech 2017-2018 annual operational budget funded improvements to both digital learning and administrative technology resources necessary to run a medium to large school district.

In 2017, a network evaluation concluded that although the district has enabled a 10GB backbone to all locations, many of the network switches were in need of replacement due to age and bandwidth constraints (10/100Mb). In 2018, all of the network switches were replaced at the Gates, Conant, and Douglas elementary schools. Further upgrades will continue to take place over the course of the next few years. To strengthen data security and reduce risk of online cyber security threats, EDTech purchased SonicWall Capture Advanced Threat Protection. The cloud-based service discovers and stops unknown, zero-day attacks such as ransomware at the gateway with automated remediation.

Shifting focus to the “business of learning,” an evaluation of departmental technology needs in our administrative offices identified various data silos that inhibited innovative new ideas and approaches from occurring due to lack of data integration. In the 2017-2018 school year, EDTech worked to bring some of these silos together with the introduction of Power School Special Education and the Bright Arrow Messaging System, both of which work seamlessly with our existing PowerSchool Student Information System. More progress in this area is expected over the course of the next few school years.

## **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 2017-2018 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 2017-2018, almost 12,000 students enrolled in classes.

**Extended Day:** To meet the needs of working families in the Acton and Boxborough communities, Community Ed. offered 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 2017-2018, 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, funded entirely by the tuition and fees.

**Private Music Lessons:** Community Ed. offers private music lessons for both children and adults. During 2017-2018, fifteen professional music instructors provided lessons to approximately 200 students.

**Summer Day Program:** Now located at the RJ Grey Junior High, this program offered weeklong sessions to 80+ children ranging in age from 5 to 14. Activities included: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events. The program also offered a Leader-In-Training course for teens entering grades 7 & 8 and a Counselor-In-Training program for students entering grade 9 and up.

**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.

**Pool Programs:** Throughout the year, Community Ed. ran a wide variety of classes and activities at the ABRHS pool. These included year-round children’s swim lessons, winter and summer youth swim teams, master’s

competitive swimming, morning and evening lap swim, adult swim lessons, water walking and exercise classes, lifeguarding classes, and open swim. Instruction and lifeguarding were provided by a combination of adult instructors and 30+ students.

**Fitness Center:** Community Ed. sponsored public hours at the ABRHS Fitness Center. The program is staffed entirely by volunteers within the community. 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. In 2017-2018 the process moved to an online system.

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

### **Facilities and Transportation**

The Facilities Department spent much of the year engaged in supporting the proposed school building project targeting the C.T. Douglas Elementary School. Funding for a feasibility study was approved at Special Town Meetings for both Acton and Boxborough in December 2017 after an extensive planning and public outreach process. Feasibility study expenses will be reimbursed at 45.3% as the project was accepted into the Massachusetts School Building Authority's core building program. The School Building Committee moved directly into the feasibility study phase by selecting the Owners Project Management firm, Skanska, and the Architectural firm, Arrowstreet. Extensive information about the process to date and next steps is available on the district's website under the school building project.

Energy efficiency and conservation are high priorities for the district with robust results. Electricity use for FY 2017 was down 37% below the 2009 benchmark. Natural gas use for FY 2018 is down 24% below the 2009 benchmark (weather-normalized). These achievements yield significant cost savings, a reduced carbon footprint, and rich opportunities for student learning and engagement.

In addition, the district stipulates that 80% of our electricity supply via Eversource must be from renewable sources. As a result of shrinking our electricity use overall and this renewable commitment, the district has dramatically cut our use of fossil fuel-based electricity (an 85% reduction from the FY 2009 benchmark) and has also substantially cut energy costs.

The district was awarded \$173,000 in Green Communities grant funding for energy efficiency projects, accompanied by \$67,000 in utility incentives. More than \$1.3 million in total has been received by the district through this program over the past eight years (in both grant funding and utility incentives). The projects funded with this most recent round include LED lighting upgrades to the high school (20 classrooms, department center offices), Parker Damon Building (20 classrooms, administration offices), and the Administration Building (gym, hallways).

We continue to move forward as the host and off-taker for a solar PV array in Woburn that will generate virtual net metering credits as revenue for the district.

The district will be hosting a 2MW/4MWH battery storage array on the central campus, funded through a \$1,250,000 grant from the Commonwealth. This storage array will generate cost savings for the district by shaving peak demand in electricity use. Enel (formerly EnerNOC) is managing the project and is moving through the lengthy process of interconnection approvals from Eversource and the MA Department of Public Utilities.

Compostable plates have arrived at ABRSD! They are now in use for school lunches (instead of Styrofoam) in all of our schools where students sort their lunch stuff into compostables & recyclables. This has dramatically reduced the volume of trash generated in lunchrooms and helps to green the district's footprint.

RJ Grey Junior High, Blanchard and Douglas all began collecting compostables and recyclables in their cafeterias this year with the support of students coaching their peers at sorting stations. Nearly all of the district's schools have now adopted this practice, helping students learn the science of materials and how they can contribute to systems becoming more sustainable.

Single stream recycling is in place in all classrooms and offices 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 significant 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.

Peter Light, Superintendent of Schools, on Behalf of the School Committee

**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING  
FEBRUARY 26, 2018**

**LIST OF ARTICLES**

1. **ACQUISITION OF 873 MASSACHUSETTS AVENUE FOR DEPARTMENT OF PUBLIC WORKS FACILITY  
CONSENT AGENDA**
2. **BORROWING COSTS – ARTICLE 1 AND MAY 2017 BORROWING AUTHORIZATIONS\*\***
3. **PAYMENT OF PRIOR FISCAL YEAR BILL\*\***

**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, February 26, 2018 at 7:00 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

**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 (4-0) 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 1.**

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 all of the articles printed in this warrant.

John Fallon, Town Moderator, called the Special Town Meeting to order at 7:05pm. There were 155 registered voters in attendance. He introduced town officials and made some remarks about how the meeting would be run.

## **ARTICLE 1      ACQUISITION OF 873 MASSACHUSETTS AVENUE FOR DEPARTMENT OF PUBLIC WORKS FACILITY**

(Two-thirds vote required)

Les Fox, member of the Board of Selectmen, moved to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, a parcel of land with the buildings and improvements thereon, located at 873 Massachusetts Avenue, shown on Assessor's Map 14, Lot 21, and further described in the deed recorded at the Southern Middlesex District Registry of Deeds on page 84 of Book 58998 on April 30, 2012, said property to be held for general municipal purposes and for a new facility to house the Department of Public Works, as well as to acquire tools and equipment therein and to provide for upgrades to comply with handicapped accessibility requirements, including the payment of all other costs incidental or related thereto; and further that the sum of One Million Three Hundred Five Thousand Dollars (\$1,305,000) be and hereby is appropriated for said purpose, and that to meet this appropriation, the sum of Ninety-Five Thousand Dollars (\$95,000) shall be transferred from the Receipts Reserved for Appropriation for Capital Projects Account, and the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of One Million Two-Hundred and Ten Thousand Dollars (\$1,210,000) under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, 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.

Motion was seconded.

### **Summary**

This article seeks approval for funds to purchase the building and land located at 873 Massachusetts Avenue to be used for DPW facilities and equipment. The building, on a 2.08 acre parcel, is the current location of Kaizen Tuning. It is estimated that the purchase price will be approximately \$1,090,000 (actual is \$1,250,000) for the building, plus an estimated \$21,000 for work required to bring the building into ADA code compliance and \$34,000 for miscellaneous closing costs. The town is working to conclude a purchase and sale agreement that will be contingent on approval of this article.

### **The Board of Selectmen recommends unanimously (4-0).**

Mr. Fox made the presentation on behalf of the Board of Selectmen. He showed a short video depicting the existing DPW facility and the crowded conditions. The video also showed the proposed new site and how much more space would be available. Mr. Fox said that, even though the Town had prioritized the Fire Station over the DPW as needing a new building, the unexpected availability of the Kaizen property, its attractive price, and its suitability as a DPW facility made it worth pursuing. Purchasing the Kaizen property with existing building would be cheaper than buying land and building new. The Kaizen property was not suitable for conversion to a Fire Department.

In mid-December, the Building Committee first became aware that Kaizen Tuning was planning to move and approached the owner about purchasing the property for use by our DPW. It was immediately recognized this

unexpected opportunity should be pursued in the best interest of the town. Acquisition would address the DPW's pressing facility needs.

The building has been evaluated several times by the DPW Director and Inspector of Buildings. It is well-suited for use by the DPW and affords a very good value to the town. The garage space is twice that of our current DPW barn and there are adequate grounds for parking and outside work areas. On the north side, the property abuts town-owned municipal land known as the Picnic Street Trust, which could be used for future expansion, if needed.

After acquiring the new building, the DPW would continue to maintain the fuel depot and salt shed at the current site. The Director would have the option of garaging the large plow/salt trucks at the current site for winter operations.

The requested appropriation includes funds to correct two minor code compliance issues for occupancy that have been identified by the Boxborough Inspector of Buildings:

- Installation of ADA-compliant front door and ramp
- Upgrade one bathroom with grab-bars and high toilet for ADA compliance

The request also includes funds for purchase of selected shop tools and furnishings at significant savings.

The Kaizen building is provisioned with many amenities and has been well-maintained by the current owners. It is in excellent condition. Notable features include:

- 8,000 square feet of interior heated space: this is twice the area of the current DPW barn
- Adjoining 2,000 square feet of exterior covered space for equipment
- Ample space for work areas and storage
- Overhead air handling and vehicle exhaust system
- Offices for DPW Director, Assistant and Foreman
- Adequate break room space for DPW crews
- Rest space for plowing crews
- Existing well and septic system
- Emergency generator
- Two bathrooms
- Public reception area for visitors and vendors
- Security system and network wiring

The current DPW barn has many deficiencies for both personnel and equipment. These include:

- The aging building is severely overcrowded. There is no work area for vehicle maintenance without moving some trucks outside. It is not even possible to walk between trucks when the garage is full.
- Inadequate office space for the director and DPW personnel
- No rest space for plowing crews
- Inadequate storage space for tools and supplies
- Insufficient covered, protected space for valuable equipment
- Many building code compliance issues that should be corrected for continued personnel occupancy

Purchase of this property would provide immediate relief for a severe and ongoing space crunch at the DPW. It would allow the town to provide a proper working environment for employees and increase efficiency and safety of operations. We should seize the unexpected opportunity to purchase the Kaizen property.

The Selectmen enthusiastically and wholeheartedly support this article and urge you to vote YES.

**The Boxborough Building Committee recommends unanimously (6-0).**

At a meeting held on December 19, 2017, the Boxborough Building Committee discussed and evaluated this opportunity and voted unanimously to place an article on the STM warrant to purchase the property for DPW use.

**The Finance Committee recommends unanimously (5-0).**

The Finance Committee reviewed the proposal at multiple meetings. The replacement of the DPW facility was originally planned to be second in line to be replaced due to the plan to reuse the fire station to store the DPW trucks while the DPW site was moved. The option to purchase a site with an existing building that meets the current and future needs of the DPW came at an opportune time. This article will allow the Boxborough Building Committee (BBC) to continue to work on the plans for the fire station and resolve the DPW issues in parallel rather than serially. It would also allow the Town to continue to have the DPW site on route 111 with the added intangible benefit of eliminating the time and resources needed for development and construction of a DPW facility from scratch.

The total appropriation request of \$1,305,000, with \$1,210,000 bonded over 20 years, would add \$53.41 in the first year to the average tax bill, and decrease every year thereafter.

**Discussion:**

Frank Powers, Stonehedge Place, spoke in favor of the motion, as a former Selectman and current member of the Boxborough Building Committee. He said he was very familiar with the DPW facilities, and that the video made the current condition of the DPW facility look better than it actually is.

Francie Nolde, Sargent Rd., was in favor of the motion. She had concerns about the steepness of the driveway. She also wondered where the sand is going to be kept. Mr. Fox said that the sand is only for use by residents and is going to stay at the old location. She's concerned about a heavy truck coming down the incline and going into the traffic. Mr. Fox asked DPW Director Ed Kukkula to speak to the question. Ed said that going down the hill is no problem—the weight helps the truck slow down. He doesn't foresee a problem and plans to keep the driveway clear and passable at all times. He said that if there were issues with site lines onto Mass. Ave., Mass DOT would have addressed it with Kaizen.

Bill Stephenson, 567 Flagg Hill Rd., asked what would happen to the existing facility. Mr. Fox said that winter operations would continue there for the foreseeable future. May keep the fuel depot there long-term, but will be looking at that. Having the new space would allow town to look at many options for the old site.

John Markiewicz, Patch Hill Rd., spoke as a member of the Planning Board and former member of the Boxborough Building Committee and pointed out that trying to find properties suitable for town facilities was very difficult. He said that when Kaizen went in, they had to come before the Planning Board for approval. The grade of the roadway was signed off on by the Planning Board.

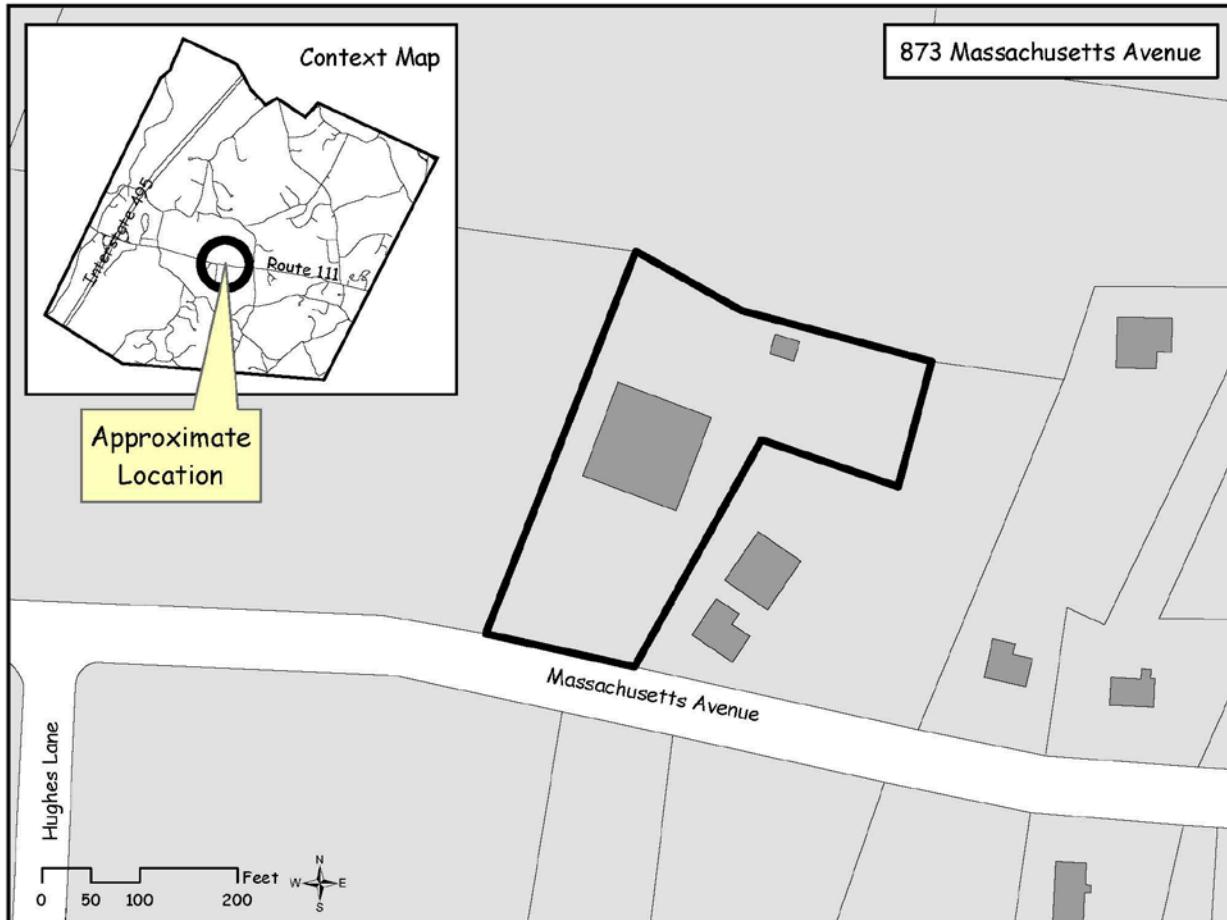
Fred Waugh, Hill Rd., wondered if it's the right facility. Does it have the right amount of space? Is the foundation strong enough? He asked if there was going to be a bidding war with the other potential buyer? Mr. Fox said that there would be no bidding war—the Town had a P&S with Kaizen contingent upon this vote of Town Meeting. He said the square footage was good, the foundation strong enough, with enough space for trucks, supplies, office areas.

Jim Moss, Bicentennial Way, asked about electrical—was it sufficient. Mr. Fox said that the electrical was adequate. What about the well—can it handle washing of the trucks in winter with all the salt? Mr. Fox said winter operations would continue at old location. Mr. Moss was also concerned about the steepness of the driveway.

Mr. Powers moved the question.

Motion to vote now carried unanimously.

Action on Article 1: Motion carried unanimously.



Susan Bak, chair of the Board of Selectmen, moved to approve the Consent Agenda, Articles 2 and 3, as printed in the February 26, 2018 Special Town Meeting warrant under Articles 2 through 3 inclusive, to be appropriated as printed in the "Town of Boxborough Special Town Meeting February 26, 2018 Motions" handout.

Action on Consent Agenda Articles 2 and 3: Consent Agenda motion carried unanimously.

## ARTICLE 2 BORROWING COSTS\*\*

(Majority vote required)

As part of the Consent Agenda, Ms. Bak moved to transfer the sum of Fifty Thousand Dollars (\$50,000) from Free Cash for the purpose of paying the cost of issuance for borrowing authorized by vote of Town Meeting in 2017 as well as for borrowing authorized in Article 1 of the February 26, 2018 Special Town Meeting.

## **Summary**

In May 2017, Town Meeting authorized borrowing in the amount of One Million Ten Thousand Dollars (\$1,010,000). This, coupled with the borrowing proposed to be authorized for the acquisition of the Kaizen facility to house our Department of Public Works, will provide a critical mass to seek a long-term bond issuance at favorable interest rates. Two interest payments on the bond issuance will be due in FY 19, and will be presented at May's annual town meeting in the operating budget for the year commencing July 1, 2018; however, the bonding must be finalized, and the issuance costs appropriated in order to complete the purchase.

### **The Board of Selectmen recommends unanimously (4-0).**

The appropriation requested under this article provides for monies necessary to pay the cost of issuance for borrowing authorized at the 2017 annual town meeting and at this special town meeting.

### **The Finance Committee recommends unanimously (5-0).**

These are costs associated with bonding that must be approved by the Town as a separate article.

## **ARTICLE 3 PAYMENT OF PRIOR FISCAL YEAR BILL\*\***

(Nine-tenths vote required)

As part of the Consent Agenda, Ms. Bak moved to transfer the sum of One Thousand Three Hundred Sixty-One Dollars and Forty-Eight Cents (1,361.48) from Free Cash, for the purpose of paying a fiscal 2017 bill related to Hager well maintenance.

## **Summary**

The invoice, payable to Whitewater, Inc. and dated April 17, 2017, was not received until after the close of the fiscal year ended June 30, 2017. The invoice was for routine testing at the Hager well, which services the Blanchard School, Sargent Memorial Library, and Police and Fire Departments. Had the bill been timely submitted, there were sufficient funds on hand in the departmental budget to pay the invoice. This situation only came to the attention of the DPW Director and Town Accountant in late October 2017, when notified by the vendor of the outstanding amount. The warrant for the December special town meeting had already closed. Had this February special town meeting not been called, this matter would be taken up in May.

### **The Board of Selectmen recommends unanimously (4-0).**

The vendor in question failed to provide a timely invoice for an expense incurred in FY 2017. This article will allow for the payment of that invoice.

### **The Finance Committee recommends unanimously (5-0).**

The Finance Committee recommends paying 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 December 2017 Special Town Meeting warrant.

**Rita Grossman, Depot Road, moved to dissolve the meeting. Motion carried unanimously.**

**The Special Town Meeting was dissolved at 7:53pm.**

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 February 9, 2016.

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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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Leslie R. Fox  
Board of Selectmen

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Maria E. Neyland  
Board of Selectmen

**TOWN OF BOXBOROUGH  
ANNUAL TOWN MEETING WARRANT & PROCEEDINGS  
MAY 14, 2018  
LIST OF ARTICLES**

1. CHOOSE TOWN OFFICERS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. AMEND FY 2019 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE
5. TOWN OPERATING BUDGET

**FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENTS**

6. COLLECTIVE BARGAINING AGREEMENTS
  - A. MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
  - B. MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH
  - C. BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601

**COMMUNITY PRESERVATION FUND – CONSENT AGENDA**

7. CPC REPORT AND ESTABLISH FY 2019 RESERVES\*\*
8. OPEN SPACE (INCLUDING RECREATION) - Flerra Meadows Playground\*\*
9. COMMUNITY HOUSING - Boxborough Rental Assistance Program (BRAP)\*\*

**COMMUNITY PRESERVATION FUND – NON-CONSENT**

10. OPEN SPACE (INCLUDING RECREATION) - Conservation Trust Fund
11. HISTORIC RESOURCES - Veterans Monument
12. HISTORIC RESOURCES - Preservation of Steele Farm House

**FINANCIAL CONSENT AGENDA**

13. CONSULTANTS TO PERFORM DUE DILIGENCE ON UNKNOWN PARCEL(S) FOR POTENTIAL FIRE & POLICE FACILITIES\*\*
14. POLICE DEPARTMENT - ADDITIONAL POLICE OFFICER\*\*
15. TRANSFER TO STABILIZATION FUND\*\*
16. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\*
17. CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND\*\*
18. FY 2019 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS\*\*
19. CABLE SERVICES AND EQUIPMENT\*\*
20. OPEB ACTUARIAL STUDY\*\*
21. ENERGY COMMITTEE - RECYCLING EDUCATION\*\*

**CAPITAL CONSENT AGENDA**

22. ELECTIONS - VOTING MACHINE\*\*
23. TOWN HALL - REPOINT FOUNDATION\*\*
24. POLICE DEPARTMENT - E-TICKETING HARDWARE/SOFTWARE\*\*

- 25. POLICE DEPARTMENT - SPEED AWARENESS TRAILER\*\*
- 26. DPW - CIRUS SALT SPREADER CONTROL SYSTEM\*\*
- 27. DPW – NEW FACILITY OFFICE FURNISHINGS\*\*
- 28. LIBRARY - EXTERIOR ANNOUNCEMENTS SIGN\*\*
- 29. INFORMATION TECHNOLOGY - HARDWARE UPGRADES\*\*
- 30. POLICE DEPARTMENT - ADMINISTRATIVE CRUISER\*\*
- 31. FIRE DEPARTMENT - COMMAND VEHICLE\*\*
- 32. DPW - ROAD PAVING\*\*
- 33. DPW EQUIPMENT\*\*
  - A. FARM TRACTOR WITH FIELD CUTTER AND ACCESSORIES
  - B. ASPHALT HOT BOX (TRAILER MOUNTED – DUMP STYLE)
- 34. DPW - FACILITY IMPROVEMENTS (NEW BUILDING)\*\*
  - A. INSTALLATION OF NEW HIGH BAY GARAGE DOOR
  - B. DESIGN SERVICES AND SITE PREPARATION FOR RECONSTRUCTION OF RECEPTION AREA AND BACK OFFICES – PHASE 1
  - C. MOBILE FOUR COLUMN VEHICLE LIFT (TRUCKS & AUTOS)
  - D. INFORMATION TECHNOLOGY SERVICES, NETWORKING, SECURITY, FIRE ALARM
- 35. LIBRARY- EXTERIOR PAINTING\*\*

**OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE**

- 36. TOWN HALL - GRANGE MEETING ROOM CAPITAL IMPROVEMENTS – SUPPLEMENTAL FUNDING
- 37. RECREATION COMMISSION - T.J. O'GRADY SKATE PARK EXPANSION

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

- 38. BOARD OF SELECTMEN - GENDER NEUTRAL LANGUAGE
- 39. BOARD OF SELECTMEN - BROADCASTING OF PUBLIC MEETINGS

**ZONING BYLAW AMENDMENTS (NON-CONSENT)**

- 40. ZONING BYLAW AMENDMENT - ADD SECTION 7800 SOLAR ENERGY SYSTEMS
- 41. ZONING BYLAW AMENDMENT - AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

**NON-MONETARY CONSENT AGENDA**

- 42. ZONING BYLAW AMENDMENT - AMEND SECTION 2100 DEFINITIONS\*\*
- 43. ZONING BYLAW AMENDMENT - AMEND SECTION 4203 REGARDING NONCONFORMING USES AND STRUCTURES\*\*
- 44. GENERAL BYLAW AMENDMENT - BID BYLAW\*\*
- 45. GENERAL BYLAW AMENDMENT - DISPOSITION OF TOWN PROPERTY\*\*
- 46. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*

**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 14, 2018 at 7:00pm to act on Articles 2 through 46 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 22nd day of May, 2018 at 7:00am for the Election of Town Officers. The polls will be open continuously until 8:00pm when they shall be closed.

Moderator John Fallon called the meeting to order at 7:04pm. There were 219 registered voters in attendance. He explained how the meeting would be run and made some announcements. Margie Callahan led the Blanchard Vocal Ensemble in singing the Star-Spangled Banner. Sixth-grader Wendy Barrett led the Pledge of Allegiance. Susan Bak, Chair of the Board of Selectmen, acknowledged the service of Rick Barrett, a former member of the Board of Selectmen, who resigned because of the time commitment. She then invited retiring Town Administrator Selina Shaw to come to the podium. Ms. Bak presented a bouquet and a plaque to Selina in honor of her 20 years of service to the town. She also presented Selina with citations from the State House and Senate. Selina thanked everyone, especially the volunteers and employees.

Jennifer Campbell, Chair of the Library Trustees, asked Maureen Strapko, retiring Library Director, to come to the podium to be recognized for her years of service to the town. Ms. Strapko expressed her appreciation for the people of Boxborough.

Brigid Bieber, Vice Chair of the School Committee, introduced the School Committee members present. Mary Brolin, member of the School Committee, recognized two Boxborough members of the school committee who were leaving the committee: Katie Neville and Brigid Bieber. Ms. Bieber introduced ABRSD staff members who were present.

Mr. Fallon introduced other town staff.

Ms. Bak moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 15th; Thursday, May 17th; Wednesday, May 23rd and Thursday, May 24<sup>th</sup>, and further, that no debate will begin on any new article after 10:30pm.

Becky Neville, Middle Rd., said that there's a band concert at the Junior High tomorrow and next Thursday is a Regional School Committee meeting. She expressed frustration at the lack of respect for Boxborough.

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

Ms. Bak moved that once final action has been taken on an Article, and the next order of business has been taken up, or the session of 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 vote.**

**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**One Planning Board** member, for a three-year term**One Acton-Boxborough Regional School Committee** member, to complete a two-year unexpired term**One Acton-Boxborough Regional School Committee** member, for a three-year term**One Constable**, for a three-year term**ANNUAL TOWN ELECTION RESULTS****BOXBOROUGH, MASSACHUSETTS****MAY 22, 2018**

Office	Term (yrs)	Name	Votes
Moderator	1	John G. Fallon Blank	389 54
Selectman	3	Maria E. Neyland Robert T. Stemple Keith Lyons* Blank	344 322 2 218
Selectman	1	Lakshmi Kaja Wesley I. Fowlks Keith Lyons* Blank	120 185 88 50
School Committee	3	Adam G. Klein Blank	347 96
School Committee	2	Carrie E. Weaver Zhiyu Bo Blank	163 267 13
Planning Board	3	Hongbing Tang Blank	386 57
Library Trustees	3	Mary F. Brolin Jennifer Campbell Blank	348 361 177
Board of Health	3	Pamela L. Follett Blank	378 65
Constable	3	Owen J. Neville Blank	385 58

\*Write-In Candidate

## **ARTICLE 2                    RECEIVE REPORTS**

### **(Majority vote required)**

Ms. Bak moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2017 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

**The Board of Selectmen recommends unanimously (4-0).**

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

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

Brigid Bieber, Vice-Chair of the Regional School Committee, gave the Regional School Committee report. She discussed the mission and goals of the school—wellness, equity and engagement. She said the budget increase for next year is 3.06%. However, the Boxborough assessment actually declined by 2%. Health insurance costs will decrease by 5%. High School and Junior High will have later start times. Enrollment is not expected to decline, as was forecast in the past. English Language Learners have increased district wide. The budget seeks to add 5 teachers and increase capital spending. She presented some projected assessments for Boxborough to FY 2022, which show an increase in the assessment based on an expected increase in Boxborough students over that time period. She thanked the town for supporting the schools.

Susan Bak, Chair of the Board of Selectmen, gave the BOS report. She welcomed Ed Kukkula, DPW Director, and Ryan Ferrara, the incoming Town Administrator. She said that the board had finalized 3 collective bargaining agreements. Town Government Study recommendations were accepted—BOS will be the policy-making entity, with the Town Administrator as the “Chief Operating Officer” with Police, Fire, and DPW reporting to the Town Administrator. She spoke of other board initiatives, including a new DPW facility, MassDOT funding for new sidewalks. She thanked AMD and Crown Castle for their community service on behalf of the town. She thanked the over 170 volunteers serving on boards and committees.

## **ARTICLE 3                    SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

### **(Majority vote required)**

Ms. Bak moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2018 as printed in the 2018 Annual Town Meeting warrant under Article 3:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$49,714.21/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

**The Board of Selectmen recommends unanimously (4-0).**

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

Katie Neville, Middle Rd, moved to amend Article 3 by adding the line: Boxborough Members of the AB School Committee: \$400 each member/year. She spoke of the time and effort involved.

**Action on amendment to motion: Motion to amend Article 3 passed by majority vote.**

Wes Fowlds, Stow Rd., asked that we amend the stipends to be a substantial amount or not have it at all. Why give tax dollars to the Federal Government. He moved that, with the exception of Town Clerk and Constable, to change all numbers to \$600 per person.

Michael Toups, Pine Hill Rd., pointed out that we have a lot of boards. He doesn't think anyone runs for these offices for the stipend. If we start increasing compensation willy-nilly seems like a poor way to spend money.

Mr. Fowlks motion to amend failed.

## Action on Article 3, as amended: Motion carried by majority vote.

**ARTICLE 4 AMEND FY 2019 PERSONNEL ADMINISTRATION PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**

**(Majority vote required)**

Sheila Bauer, Chair of the Personnel Board, moved to amend certain sections of the Personnel Administration Plan 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 2018" and also available on the Town's website, and further to amend the FY 2019 Classification and Compensation Schedule by adding: the position of Fleet Maintenance Mechanic to Grade 12 to the Regular Full-time, Reduced and Part-time Employees Schedule and the positions of Specialty Instructor Level I, Specialty Instructor Level II, and Lead Summer Recreation Director to the Temporary, Per Diem and Intermittent Employees Schedule, and by providing for wages and salaries as indicated in the FY 2019 Classification and Compensation Schedule as printed in the Annual Town Meeting warrant under Article 4 (and as displayed on the screen).

## Summary

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

## Article VII, §4

*Clarify definition of “hours worked” for purposes of paying overtime*

### *Article VIII, § 3*

*Modify section on tuition reimbursement to clarify conditions for the benefits*

## Article XI, § 2

*Increase the maximum number of days for bereavement leave from three to five days for the death of the spouse/partner, child, foster child, step-child, grandchild, father, mother, step-parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law of a regular, full-time employee*

### Article XI, §4

*Modify language on Military Leave. Section had referred to a statute, which was repealed by the Legislature. This section provides for paid leave for the purposes of military training for a period not to exceed 17 days in a calendar year.*

### *Housekeeping Changes*

There are also a number of housekeeping changes to: make language gender-neutral, correct grammar, change spouse to “spouse/partner”, ensure that terms are used consistently, and otherwise clarify ambiguities.

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

*All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated into the Personnel Plan. It is proposed to add the following positions:*

#### *Regular Full-time, Reduced and Part-time Employees Schedule*

<b>Position</b>	<b>Grade</b>
<i>Fleet Maintenance Mechanic</i>	<i>12</i>

#### *Temporary, Per Diem and Intermittent Employees*

<b>Position</b>
<i>Specialty Instructor Level I</i>
<i>Specialty Instructor Level II</i>
<i>Lead Summer Recreation Director</i>

#### *The Personnel Board voted to provide wage adjustments as follows:*

*Regular Full-Time, Reduced and Part-Time Employees: 1.4% wage adjustment and step as appropriate; for those already on top step move to MAX Step at 2% wage adjustment (no step)*

*Temporary, Per Diem and Intermittent Employees: 1.4% wage adjustment, generally, with the following exceptions:*

- i. *retain the 7/1/17 rates for the positions of CIT, Intern (Town Hall), Junior Library Page, and Library Page, as well as the positions listed under "Stipends (Annual)"*
- ii. *maintain the minimum wage for Counselor*
- iii. *increase the wages for Van Driver, to keep more in-line with the other communities in our regional transportation group, CrossTown Connect.*

**The Personnel Board recommends.** Ms. Bauer said that many of the changes were housekeeping and to change the pay schedule to reflect new salaries.

#### **The Board of Selectmen recommends unanimously (4-0).**

The Board of Selectmen and Personnel Board held a joint public hearing on March 19, 2018 at Town Hall on the proposed changes to the Personnel Plan including a 1.4% wage adjustment for all regular employees, a 2% wage adjustment for employees currently on step 9 and a 2.5% Step increase for all eligible employees. 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.

#### **The Finance Committee recommends (4-0).**

A working group of Finance Committee members, Selectmen, and Personnel Board members met throughout the year to figure out a formula for pay increases for employees covered by the Personnel Plan. The Finance Committee has reviewed all the changes made to the Personnel Plan and is pleased to see actual dollar amounts around tuition reimbursement. We believe it will make budgeting easier.

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

**FY 2019**  
**CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES												
GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAX Step
16	No Positions		75,374.02	77,258.37	79,189.83	81,169.57	83,198.81	85,278.78	87,410.75	89,596.02	91,835.92	92,379.32
15	Assistant Town Administrator	Exempt	68,525.93	70,239.08	71,995.05	73,794.93	75,639.80	77,530.80	79,469.07	81,455.79	83,492.19	83,986.23
	Human Resources Manager	Exempt										
	Inspector of Buildings	Exempt										
	Information Systems Coordinator	Exempt										
	Police Lieutenant	Exempt										
	Town Accountant	Exempt										
	Town Assessor	Exempt										
	Town Planner	Exempt										
	Town Treasurer/Collector	Exempt										
14	Town Clerk	Elected	58,884.20	60,356.30	61,865.21	63,411.84	64,997.14	66,622.06	68,287.62	69,994.81	71,744.68	72,169.20
13	Community Services Coordinator	Non-exempt	27.12	27.80	28.50	29.21	29.94	30.69	31.46	32.24	33.05	33.25
	Council on Aging Coordinator	Non-exempt										
	(DPW) Foreman	Non-exempt										
	(DPW) Business Administrator	Non-exempt										
	Youth Services Librarian	Exempt										
12	Conservation Agent	Non-exempt	23.79	24.38	24.99	25.62	26.26	26.91	27.59	28.28	28.98	29.15
	<b>Fleet Maintenance Mechanic</b>	Non-exempt										
11	Department Assistant	Non-exempt	21.04	21.57	22.11	22.66	23.22	23.81	24.40	25.01	25.64	25.79
	DPW Worker	Non-exempt										
	IT Support Technician	Non-exempt										
	Technical Services Librarian	Non-exempt										
10	Animal Control Officer	Non-exempt	20.36	20.87	21.39	21.93	22.47	23.04	23.61	24.20	24.81	24.96
	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	18.52	18.98	19.45	19.94	20.44	20.95	21.47	22.01	22.56	22.70
8	Van Dispatcher	Non-exempt	16.83	17.25	17.68	18.13	18.58	19.04	19.52	20.01	20.51	20.62

Temporary, Per Diem and Intermittent Employees		
Hourly (All Non-exempt)	FY19	Comment
CIT	10.00	No change
Intern (Town Hall)	10.00	No change
Junior Library Page	10.00	No change
Library Page	10.25	No change
Counselor	11.00	Minimum wage
Election Workers	11.15	
Asst. Animal Control Officer - Dogs & Cats	11.47	
Laborer - Cemetery	11.82	
Clerk of Elections	12.94	
Media Production Technician	13.32	
Seasonal Conservation Officer	13.45	
Lead Counselor	13.66	
Van Driver	15.90	
Seasonal Maintenance Worker	14.97	
Lock Up Attendant	16.13	
Part Time Dispatcher	18.19	
Fire Department Chaplain	18.52	
Firefighter/EMT	18.52	
Special Police Officer	18.52	
Substitute Librarian	18.52	
Gym Director	20.01	
Winter Recreation Director	20.01	
<b>Specialty Instructor Level I</b>	<b>20.01</b>	
Fire Lieutenant	20.36	
<b>Specialty Instructor Level II</b>	<b>20.50</b>	
Summer Recreation Director	20.50	
Animal Control Officer	20.36	
<b>Lead Summer Recreation Director</b>	<b>21.04</b>	
Fire Captain	21.04	
Veterans Services Officer	21.04	
Snow Plow Operator	23.62	
Deputy Fire Chief	23.79	
Cemetery Superintendent	23.79	
Asst. Building Inspector	28.19	
Call Building Inspector	32.81	
Call Fire Chief	45.70	
<hr/>		
<b>Stipends (Annual)</b>		
Fence Viewer	40.00	No change
Field Driver	45.00	No change
Registrar Member	270.12	No change
Registrar Chairperson	900.34	No change
Animal Inspector	987.74	No change
<hr/>		
<b>Fees-based</b>		
Wiring Inspector		
Plumbing & Gas Inspector		

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

			<b>FY 2019</b>			
<b>Personal Contracts</b>						
<b>Position</b>		<b>Contract Expiry Date</b>	<b>FY 2018</b>	<b>FY 2019</b>		
DPW Director		Contract expires 6/30/20	\$ 95,900.00	\$ 97,850.00		
Fire Chief		Contract expires 6/30/21	\$ 105,038.00	\$ 110,290.00		
Library Director		TBD	\$ 85,800.00	TBD		
Police Chief		Contract expires 6/30/20	\$ 126,524.00	\$ 131,585.00		
Town Administrator		TBD	\$ 117,600.00	TBD		
<b>Positions Governed by CBA's (in negotiations at time of printing)</b>						
<b>Position</b>						
Police Sergeant						
Police Officer						
Fire Captain						
Fire Lieutenant						
Firefighter/EMT						
Dispatch Supervisor						
Dispatcher						
<b>Elected Officials</b>						
<b>Position</b>		<b>FY 2018</b>		<b>FY 2019</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	\$ 48,759.03	(Grade 14-9)		\$ 49,714.21	(Grade 14-9)	

## ARTICLE 5 TOWN OPERATING BUDGET

### **(Majority vote required)**

Ted Kail, Chair of the Finance Committee, moved that the Town raise and appropriate the sum of Twenty Million Four Hundred Forty-Three Thousand Nine Hundred Ninety-Six Dollars (20,443,996) for the operations and expenses of the Town during the fiscal year beginning July 1, 2018, 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 Article 5 of the Annual Town Meeting warrant, under the heading FY19 Budget, except for:

Department #123, Total Salaries – Town Administrator, which has been increased to \$ 139,200,  
Department #123, Total Other, which has been increased to \$5,000, and  
Department # 300, Total Salaries – School Committee, increased to \$1600

**The Finance Committee recommends (7-0).**

**The Board of Selectmen unanimously recommends (4-0).**

Mr. Kail presented the Finance Committee report. He talked of the goals of the Finance Committee—level fund the operating budget & maintain service levels. He talked about the role of the FinCom and the process of coming up with a town budget and capital plan. Average single-family tax bill is projected to be \$9,730 for FY 2019. He showed a five-year capital expenditure projection and a 10-year projection for town debt. The budget presented shows increased contributions to OPEB, stabilization and reserve funds.

Mr. Fallon explained that he would go through the budget line item by line item. If anyone has a question, bring it up at that time.

Rosemary Sedgwick, Hill Rd., asked about #156, IT consultant services—why not add a staff member for that amount of money. Les Fox said that a previous town meeting had voted to outsource IT. BOS felt it was a good deal for the town, since it avoids adding head count and provides broader range of services.

Michael Toups had issues with lines #310, #311 and #312. Where are the projected savings that were promised when we withdrew from the Minuteman regional agreement? Ms. Bak said there were 7 students at Minuteman this year, next year will have 8. We have 2 at Assabet, will have 3 next year, and adding one at Nashoba. Jennifer Barrett, Town Accountant, said there would be more students next year and the budget includes tuition and transportation.

Mark White, Sara's Way, asked why it cost \$49,000 for one student at Nashoba. How much is transportation? Tuition is \$16,600 and the transportation is the rest. He said that seems excessive.

Leslie Garrison, Whitney Ln., asked about new DPW move. Is it budgeted in Line #422? Is decommissioning the old facility budgeted for? Mr. Fox said that the old facility would still be used for fuel and salt storage.

**Action on Article 5: Motion carried unanimously.**

	Department Totals	FY19 Budget	FY18 Budget	\$ Change FY18 v 19	% Change FY18 v 19	FY17 Budget
114	Total Salary	0	0	0	0.0%	0
114	Total Other	57	50	7	14.0%	50
114	Total Moderator	57	50	7	14.0%	50
119	Total Salary	0	0	0	0.0%	0
119	Total Other	150	150	0	0.0%	145
119	Total Town Constable	150	150	0	0.0%	145
122	Total Salary	2,000	2,000	0	0.0%	2,000
122	Total Other	2,865	3,265	(400)	-12.3%	2,818
122	Total Selectmen	4,865	5,265	(400)	-7.6%	4,818
123	Total Salary	139,200	117,600	21,600	18.4%	113,100
123	Total Other	5,000	2,700	2,300	85.2%	2,700
123	Total Town Administrator	144,200	120,300	23,900	19.9%	115,800
131	Total Salary	0	0	0	0.0%	0
131	Total Other	375	400	(25)	-6.3%	480
131	Total Town Finance Comm	375	400	(25)	-6.3%	480
135	Total Salary	75,640	72,777	2,863	3.9%	69,609
135	Total Other	39,585	37,180	2,405	6.5%	36,390
135	Total Accountant	115,225	109,957	5,268	4.8%	105,999
141	Total Salary	78,531	73,777	4,754	6.4%	70,609
141	Total Other	18,970	13,475	5,495	40.8%	14,990
141	Total Assessor	97,501	87,252	10,249	11.7%	85,599
145	Total Salary	78,531	75,596	2,935	3.9%	72,350
145	Total Other	19,690	19,140	550	2.9%	16,745
145	Total Treasurer/Collector	98,221	94,736	3,485	3.7%	89,095
151	Total Salary	0	0	0	0.0%	0
151	Total Other	87,600	67,600	20,000	29.6%	48,500
151	Total Legal	87,600	67,600	20,000	29.6%	48,500

114 Total Other - Moderator: FinCom increased to match actual costs supplemented out of pocket by Moderator

122 Total Other - Selectmen: Misc expenses reduced

123 Total Salary - Town Administrator: Includes 1 month current TA contract; plus new TA contract

123 Total Other - Town Administrator: Expenses directly related to TA contract re-allocated from Town Hall

141 Total Other - Assessor: Increased consulting for 5-year revaluation

151 Total Other - Legal: Increased Town Counsel services

152	Total Salary	0	0	0	0.0%	0
152	Total Other	320	320	0	0.0%	320
152	<u>Total Personnel Board</u>	<u>320</u>	<u>320</u>	<u>0</u>	<u>0.0%</u>	<u>320</u>
156	Total Salary	0	0	0	0.0%	0
156	Total Other	138,340	129,070	9,270	7.2%	123,312
156	<u>Total Technology</u>	<u>138,340</u>	<u>129,070</u>	<u>9,270</u>	<u>7.2%</u>	<u>123,312</u>
161	Total Salary	49,715	48,760	955	2.0%	47,823
161	Total Other	1,855	2,725	(870)	-31.9%	2,043
161	<u>Total Town Clerk</u>	<u>51,570</u>	<u>51,485</u>	<u>85</u>	<u>0.2%</u>	<u>49,866</u>
162	Total Salary	7,742	3,658	4,084	111.6%	6,400
162	Total Other	6,575	6,990	(415)	-5.9%	6,312
162	<u>Total Elect. &amp; Registr.</u>	<u>14,317</u>	<u>10,648</u>	<u>3,669</u>	<u>34.5%</u>	<u>12,712</u>
171	Total Salary	0	0	0	0.0%	0
171	Total Other	2,150	2,150	0	0.0%	2,150
171	<u>Total Conservation Comm</u>	<u>2,150</u>	<u>2,150</u>	<u>0</u>	<u>0.0%</u>	<u>2,150</u>
175	Total Salary	78,076	73,322	4,754	6.5%	70,154
175	Total Other	4,805	3,880	925	23.8%	6,445
175	<u>Total Planning Board</u>	<u>82,881</u>	<u>77,202</u>	<u>5,679</u>	<u>7.4%</u>	<u>76,599</u>
176	Total Salary	0	0	0	0.0%	0
176	Total Other	225	210	15	7.1%	135
176	<u>Total ZBA</u>	<u>225</u>	<u>210</u>	<u>15</u>	<u>7.1%</u>	<u>135</u>
179	Total Salary	0	0	0	0.0%	0
179	Total Other	200	1,300	(1,100)	-84.6%	200
179	<u>Total Ag Comm</u>	<u>200</u>	<u>1,300</u>	<u>(1,100)</u>	<u>-84.6%</u>	<u>200</u>
192	Total Salary	185,846	180,627	5,219	2.9%	174,444
192	Total Other	43,875	47,910	(4,035)	-8.4%	45,160
192	<u>Total Town Hall</u>	<u>229,721</u>	<u>228,537</u>	<u>1,184</u>	<u>0.5%</u>	<u>219,604</u>

156 Total Other - Technology: Increased IT consultant services to reduce in-house workload

161 Total Other - Town Clerk: Reduced conference budget

162 Total Other - Elections & Registrars: Additional major election

175 Total Other - Planning: Increased town engineer services

179 Total Other - Agricultural Commission: Signage purchased in FY18

192 Total Other - Town Hall: Re-allocated TA contract expenses

199	Total Salary	0	0	0	0.0%	0
199	Total Other	1,200	500	700	140.0%	300
199	Total Energy Comm	1,200	500	700	140.0%	300

Total Salaries - Town Government	695,281	648,117	47,164	7.3%	694,165
Total Other - Town Government	386,392	351,255	35,137	10.0%	332,516
Total Town Government	1,081,673	999,372	82,301	8.2%	1,026,681

199 Total Other - Energy Committee: Recycling program supplies

210	Total Salary	1,140,458	1,083,447	94,456	8.7%	1,063,333
210	Total Other	166,965	153,975	16,290	10.6%	144,740
210	Total Police	1,307,423	1,237,422	110,746	8.9%	1,208,073

215	Total Salary	291,517	295,608	12,648	4.3%	285,936
215	Total Other	48,380	35,405	12,975	36.6%	36,395
215	Total Dispatch	339,897	331,013	25,623	7.7%	322,331

220	Total Salary	845,806	838,429	16,182	1.9%	819,259
220	Total Other	111,065	109,400	1,665	1.5%	109,480
220	Total Fire	956,871	947,829	17,847	1.9%	928,739

241	Total Salary	78,478	72,777	5,701	7.8%	72,211
241	Total Other	15,155	21,585	(6,430)	-29.8%	11,215
241	Total Building Insp	93,633	94,362	(729)	-0.8%	83,426

291	Total Salary	2,445	1,660	785	47.3%	2,787
291	Total Other	645	550	95	17.3%	545
291	Total ACO	3,090	2,210	880	39.8%	3,332

292	Total Salary	15,588	14,997	591	3.9%	14,158
292	Total Other	4,385	3,635	750	20.6%	4,850
292	Total ACO Dog & Cat	19,973	18,632	1,341	7.2%	19,008

210 Total Salary - Police: Does not include CBA negotiated 1st year items

210 Total Other - Police: Annual vehicle purchase, anticipate new model

215 Total Salary - Dispatch: Does not include CBA negotiated 1st year items

215 Total Other - Dispatch: Contract services for new radio systems after year 2 warranty

220 Total Salary - Fire: Does not include CBA negotiated 1st year items

241 Total Other - Building Inspector: Reduced consulting services

291 Total Salary - Animal Control: Increased hours based on FY18 actuals to date

291 Total Other - Animal Control: Increased mileage based on FY18 actuals to date

292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only

292 Total Other - Animal Control Dogs & Cats: Increased routine vehicle maintenance

299	Total Salary	45	45	0	0.0%	45
299	Total Other	20	20	0	0.0%	20
299	Total Field Driver	65	65	0	0.0%	65
	Total Salaries - Protection	2,374,337	2,306,963	130,363	5.7%	2,257,729
	Total Other - Protection	346,615	324,570	25,345	7.8%	307,245
	Total Protection	2,720,952	2,631,533	155,708	5.9%	2,564,974
310	Total Salary	0	0	0	0.0%	0
310	Total Other	191,845	165,232	26,613	16.1%	197,492
310	Total Minuteman	191,845	165,232	26,613	16.1%	197,492
311	Total Salary	0	0	0	0.0%	0
311	Total Other	66,300	48,864	17,436	35.7%	0
311	Total Assabet	66,300	48,864	17,436	35.7%	0
312	Total Salary	0	0	0	0.0%	0
312	Total Other	49,000	0	49,000	100.0%	0
312	Total Nashoba	49,000	0	49,000	100.0%	0
320	Total Salary	0	0	0	0.0%	0
320	Total Other	11,351,355	11,593,781	(242,426)	-2.1%	11,503,148
320	Total ABRSD	11,351,355	11,593,781	(242,426)	-2.1%	11,503,148
	Total Salaries - Education	0	0	0	0.0%	0
	Total Other - Education	11,658,500	11,807,877	(149,377)	-1.3%	11,700,640
	Total Education	11,658,500	11,807,877	(149,377)	-1.3%	11,700,640

310 Total Other - Minuteman: 1 Additional student, increased SpEd costs, reduced costs for debt

311 Total Other - Assabet: 1 Additional student

312 Total Other - Nashoba: 1 New student

320 Total Other - ABRSD: Year 5 Regional Agreement 40% benefit, reduced health insurance costs

422	Total Salary	562,273	548,823	13,450	2.5%	537,008
422	Total Other	129,270	111,070	18,200	16.4%	94,150
422	Total DPW	691,543	659,893	31,650	4.8%	631,158
423	Total Salary	64,636	64,337	299	0.5%	62,881
423	Total Other	133,800	128,800	5,000	3.9%	105,875
423	Total Snow & Ice	198,436	193,137	5,299	2.7%	168,756

422 Total Other - DPW: Utilities added for new facility, street sweeping service (instead of purchase)

424	Total Salary	0	0	0	0.0%	0
424	Total Other	3,500	5,000	(1,500)	-30.0%	5,500
424	<u>Total Street Lighting</u>	<u>3,500</u>	<u>5,000</u>	<u>(1,500)</u>	<u>-30.0%</u>	<u>5,500</u>
425	Total Salary	0	0	0	0.0%	0
425	Total Other	23,500	23,500	0	0.0%	27,800
425	<u>Total Hager Well</u>	<u>23,500</u>	<u>23,500</u>	<u>0</u>	<u>0.0%</u>	<u>27,800</u>
429	Total Salary	0	0	0	0.0%	0
429	Total Other	77,500	76,175	1,325	1.7%	75,300
429	<u>Total Fuel</u>	<u>77,500</u>	<u>76,175</u>	<u>1,325</u>	<u>1.7%</u>	<u>75,300</u>
431	Total Salary	0	0	0	0.0%	0
431	Total Other	10,000	0	10,000	100.0%	10,000
431	<u>Total Hazardous Waste</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>100.0%</u>	<u>10,000</u>
433	Total Salary	0	0	0	0.0%	0
433	Total Other	122,570	124,800	(2,230)	-1.8%	133,350
433	<u>Total Transfer Station</u>	<u>122,570</u>	<u>124,800</u>	<u>(2,230)</u>	<u>-1.8%</u>	<u>133,350</u>
491	Total Salary	5,234	5,162	72	1.4%	9,085
491	Total Other	1,000	1,000	0	0.0%	1,000
491	<u>Total Cemetery</u>	<u>6,234</u>	<u>6,162</u>	<u>72</u>	<u>1.2%</u>	<u>10,085</u>
	Total Salaries - Public Works	632,143	618,322	13,821	2.2%	608,974
	Total Other - Public Works	501,140	470,345	30,795	6.5%	452,975
	<u>Total Public Works</u>	<u>1,133,283</u>	<u>1,088,667</u>	<u>44,616</u>	<u>4.1%</u>	<u>1,061,949</u>

424 Total Other - Street Lighting: Street lights updated to LED; agreement for reduced municipal invoicing

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

505	Total Salary	990	1,008	(18)	-1.8%	1,003
505	Total Other	200	200	0	0.0%	216
505	<u>Total Animal Inspector</u>	<u>1,190</u>	<u>1,208</u>	<u>(18)</u>	<u>-1.5%</u>	<u>1,219</u>
511	Total Salary	501	501	0	0.0%	501
511	Total Other	42,700	41,605	1,095	2.6%	40,467
511	<u>Total BoH</u>	<u>43,201</u>	<u>42,106</u>	<u>1,095</u>	<u>2.6%</u>	<u>40,968</u>
529	Total Salary	27,604	26,560	1,044	3.9%	25,302
529	Total Other	975	775	200	25.8%	545
529	<u>Total Community Services</u>	<u>28,579</u>	<u>27,335</u>	<u>1,244</u>	<u>4.6%</u>	<u>25,847</u>

529 Total Other - Community Services: Mileage reimbursement added to budget

541	Total Salary	60,748	51,052	9,696	19.0%	50,034
541	Total Other	11,675	5,675	6,000	105.7%	5,675
541	<u>Total COA</u>	<u>72,423</u>	<u>56,727</u>	<u>15,696</u>	<u>27.7%</u>	<u>55,709</u>
543	Total Salary	2,900	3,000	(100)	-3.3%	4,068
543	Total Other	990	990	0	0.0%	360
543	<u>Total Veterans</u>	<u>3,890</u>	<u>3,990</u>	<u>(100)</u>	<u>-2.5%</u>	<u>4,428</u>
	Total Salaries - Health Services	92,743	82,121	10,622	12.9%	80,908
	Total Other - Health Services	56,540	49,245	7,295	14.8%	47,263
	<u>Total Health Services</u>	<u>149,283</u>	<u>131,366</u>	<u>17,917</u>	<u>13.6%</u>	<u>128,171</u>

541 Total Salary - COA: No increased hours; re-allocation of expenses due to MART changes in reimbursement policy, see STM Dec 2017

541 Total Other - COA: No increased services; re-allocation of expenses due to MART changes in reimbursement policy, see STM Dec 2017

610	Total Salary	248,656	245,661	2,995	1.2%	243,191
610	Total Other	148,000	139,650	8,350	6.0%	134,700
610	<u>Total Library</u>	<u>396,656</u>	<u>385,311</u>	<u>11,345</u>	<u>2.9%</u>	<u>377,891</u>
630	Total Salary	29,621	26,204	3,417	13.0%	25,481
630	Total Other	8,430	8,030	400	5.0%	10,840
630	<u>Total Rec Comm</u>	<u>38,051</u>	<u>34,234</u>	<u>3,817</u>	<u>11.1%</u>	<u>36,321</u>
670	Total Salary	0	0	0	0.0%	0
670	Total Other	1,800	1,800	0	0.0%	1,500
670	<u>Total Steele Farm</u>	<u>1,800</u>	<u>1,800</u>	<u>0</u>	<u>0.0%</u>	<u>1,500</u>
691	Total Salary	0	0	0	0.0%	0
691	Total Other	3,450	3,550	(100)	-2.8%	4,045
691	<u>Total Hist Comm</u>	<u>3,450</u>	<u>3,550</u>	<u>(100)</u>	<u>-2.8%</u>	<u>4,045</u>
692	Total Salary	0	0	0	0.0%	0
692	Total Other	1,200	1,200	0	0.0%	965
692	<u>Total Public Celebr</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>0.0%</u>	<u>965</u>

610 Total Other - Library: Increased training/education

630 Total Salary - Recreation Commission: Summer Playground increased enrollment/preparation

699	Total Salary	0	0	0	0.0%	0
699	Total Other	1,400	1,400	0	0.0%	1,500
699	Total AB Cultural Council	1,400	1,400	0	0.0%	1,500

Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	268,672
Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	153,550
Total Culture & Rec	442,557	427,495	15,062	3.5%	422,222

710	Total Salary	0	0	0	0.0%	0
710	Total Other	930,000	1,112,000	(182,000)	-16.4%	955,000
710	Total Retirement of LT Debt	930,000	1,112,000	(182,000)	-16.4%	955,000

751	Total Salary	0	0	0	0.0%	0
751	Total Other	212,657	154,415	58,242	37.7%	167,858
751	Total Debt Interest	212,657	154,415	58,242	37.7%	167,858

710 Total Other - Debt: Retired school building debt authorized 1997; New Bonding May 2018 DPW Facility & ATM 2017 Articles

751 Total Other - Debt Interest: Current Debt schedule extends to 2036; New Bonding 2015, 2016 and 2018 variable interest 2.5%-3.75%

830	Total Salary	0	0	0	0.0%	0
830	Total Other	843,801	791,841	51,960	6.6%	671,055
830	Total County Retirement Assmt	843,801	791,841	51,960	6.6%	671,055

830 Total Other - County Retirement Assessment: 2nd of 2-year calculation

912	Total Salary	0	0	0	0.0%	0
912	Total Other	89,195	73,285	15,910	21.7%	72,637
912	Total Other Insurance	89,195	73,285	15,910	21.7%	72,637

915	Total Salary	0	0	0	0.0%	0
915	Total Other	888,250	834,800	53,450	6.4%	677,800
915	Total Employee Benefits	888,250	834,800	53,450	6.4%	677,800

912 Total Other - Other Insurance: Increased accident insurance premiums

915 Total Other - Employee Benefits: Insurance plans increased average 7.5%

945	Total Salary	0	0	0	0.0%	0
945	Total Other	92,245	90,320	1,925	2.1%	85,756
945	Total Liability Insurance	92,245	90,320	1,925	2.1%	85,756

Total Salaries - Administration	0	0	0	0.0%	0
Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106
Total Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106

132	Total Salary	0	0	0	0.0%	0
132	Total Other	200,000	185,000	15,000	8.1%	185,000
132	Total Reserve Fund	200,000	185,000	15,000	8.1%	185,000

132 Total Other - Reserve Fund: FinCom increased to 10% of current budget

Total Salaries - Town					
Government	695,281	648,117	47,164	7.3%	694,165
Total Salaries - Protection	2,374,337	2,306,963	130,363	5.7%	2,257,729
Total Salaries - Public Works	632,143	618,322	13,821	2.2%	608,974
Total Salaries - Health Services	92,743	82,121	10,622	12.9%	80,908
Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	268,672
<b>Total Salaries</b>	<b>4,072,781</b>	<b>3,927,388</b>	<b>208,382</b>	<b>5.3%</b>	<b>3,910,448</b>

Total Other - Town Government	386,392	351,255	35,137	10.0%	332,516
Total Other - Protection	346,615	324,570	25,345	7.8%	307,245
Total Other - Public Works	501,140	470,345	30,795	6.5%	452,975
Total Other - Health Services	56,540	49,245	7,295	14.8%	47,263
Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	153,550
<b>Total Town Other</b>	<b>1,454,967</b>	<b>1,351,045</b>	<b>107,222</b>	<b>7.9%</b>	<b>1,293,549</b>

Total Town Government	1,081,673	999,372	82,301	8.2%	1,026,681
Total Protection	2,720,952	2,631,533	155,708	5.9%	2,564,974
Total Public Works	1,133,283	1,088,667	44,616	4.1%	1,061,949
Total Health Services	149,283	131,366	17,917	13.6%	128,171
Total Culture & Rec	442,557	427,495	15,062	3.5%	422,222
<b>Total Town Expenses</b>	<b>5,527,748</b>	<b>5,278,433</b>	<b>315,604</b>	<b>6.0%</b>	<b>5,203,997</b>

Total Other - Education	11,658,500	11,807,877	(149,377)	-1.3%	11,700,640
Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106
Total Reserve Fund	200,000	185,000	15,000	8.1%	185,000
<b>Total Other Costs</b>	<b>14,914,648</b>	<b>15,049,538</b>	<b>(134,890)</b>	<b>-0.9%</b>	<b>14,515,746</b>

<b>Total Expenses</b>	<b>20,442,396</b>	<b>20,327,971</b>	<b>180,714</b>	<b>0.9%</b>	<b>19,719,743</b>
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**ARTICLE 6 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENTS**  
**(Majority vote required)**

<b>6A</b>	Massachusetts Coalition of Police, Local 200, Police
<b>6B</b>	Massachusetts Coalition of Police, Local 200A, Dispatch
<b>6C</b>	Boxborough Professional Firefighters, Local 4601

**Summary**

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for the funding of the collective bargaining agreements with the Town's three collective bargaining units for the term July 1, 2018 – June 30, 2021: Massachusetts Coalition of Police, Local 200, Police; Massachusetts Coalition of Police, Local 200A, Dispatch and Boxborough Professional Firefighters, Local 4601, Funding for years two and three will be included in the FY 2020 and FY 2021 budget requests under Article 5.

**Board of Selectmen recommends.**

Ms. Bak and Ms. Neyland spoke in favor of the motions and provided background on all the changes.

**The Finance Committee recommends.**

6A. Ms. Bak moved to raise and appropriate the sum of Forty Thousand Seven Hundred Forty-Five (\$40,745) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 210, Total Salary - Police: Increase by the sum of Thirty-Seven Thousand Four Hundred Forty-five Dollars (\$37,445).

Department 210, Total Other - Police: Increase by the sum of Three Thousand Three Hundred Dollars (\$3,300).

**Action on Article 6A: Motion carried by majority vote.**

6B. Ms. Neyland moved to raise and appropriate the sum of Sixteen Thousand Seven Hundred Thirty-Nine Dollars (\$16,739) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 215, Total Salary - Dispatch: Increase by the sum of Sixteen Thousand Seven Hundred Thirty-nine Dollars (\$16,739).

**Action on Article 6B: Motion carried by majority vote.**

6C. Ms. Neyland moved to raise and appropriate the sum of Nine Thousand Three Hundred Five Dollars (\$9,305) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 220, Total Salary - Fire: Increase by the sum of Nine Thousand Three Hundred Five Dollars (\$9,305).

**Action on Article 6C: Motion carried by majority vote.**

## **COMMUNITY PRESERVATION FUND-CONSENT AGENDA ARTICLES 7-9**

Mr. Fallon went through each article in the Consent Agenda. None were held.

Ms. Bak moved to approve the Community Preservation Fund Consent Agenda, articles 7 through 9, as printed in the 2018 Annual Town Meeting warrant under articles 7 through 9 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 14, 2018 Motions" handout.

**Action on Community Preservation Fund Consent Agenda Articles 7-9: Motion carried unanimously.**

### **ARTICLE 7                    COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH FY 2019 RESERVES\*\***

#### **(Majority vote required)**

As part of a consent agenda, it was moved that the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2019 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2019 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 2019; 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 Thirty-Two Thousand Dollars (\$132,000) for a FY 2019 Budgeted Reserve;  
all as recommended by the Community Preservation Committee.

### **Summary and Recommendations**

#### **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	open space, including land for recreation use
\$21,000	community housing purposes
\$21,000	historic resources
\$132,000	FY 2019 budgeted reserve

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

"Estimated annual revenue" is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2019, under the local surcharge and the November state matching funds for the prior fiscal year.

**The Community Preservation Committee recommends unanimously (9-0).**

**The Finance Committee recommends (6-0).**

**The Board of Selectmen recommends unanimously (4-0).**

**ARTICLE 8****COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – FLERRA MEADOWS PLAYGROUND\*\*****(Majority vote required)**

As part of a consent agenda, it was moved to appropriate from the Community Preservation Fund Open Space (Including Recreation) Reserve the sum of Sixty-Two Thousand Dollars (\$62,000) for the rehabilitation of the Flerra Meadows Playground, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$62,000	Flerra Meadows Playground Rehabilitation	Recreation Commission

**Summary and Recommendations****Summary**

The Recreation Commission proposes to rehabilitate and make capital improvements to the existing playground located at Flerra Field creating a more desirable spot for families and children of all ages and capabilities, with the goal of becoming a widely-used meeting place in town. The updates/improvements will include:

- Adding several play components to complement the existing main playground structure (one playhouse; one new springer toy for toddlers and younger children; three pieces of rotating play equipment for all ages; and one climbing/exercise structure for older children, teens, and adults)
- Building additional seating along a portion of the perimeter of the fenced-in playground area
- Paving a path from the parking lot to the playground making it accessible for those with disabilities
- Replacing the steep, narrow stairs to the tall slide with a safer access structure
- Lowering the collars on the platform leading to the bridge on the south side of the structure one inch to eliminate a head entrapment hazard
- Expanding the usable playground surface area to the fence, which encloses it, by leveling the area and adding more wood chips

**The Community Preservation Committee recommends unanimously (9-0)****The Recreation Commission recommends unanimously (6-0).**

As the only playground in Boxborough, the Flerra playground sees much use from children attending Summer Playground, Kindergarten meet-ups, families attending soccer and baseball games and practice, and parents/caregivers seeking outdoor activity for their children.

The Recreation Commission believes that improvements to the current playground area will correct some safety hazards, make it accessible to folks with disabilities, and create a more enjoyable space for children of all ages and their caregivers.

The playground was built in 1999 with the equipment purchased completely with private funds raised by the now defunct Boxborough Family Network. Other than a few repairs to broken items, the playground has not seen any updates since it was built. In October 2016, a playground inspection of Flerra was conducted by the Massachusetts Interlocal Insurance Association. Several deficiencies and areas for improvement were identified, some of which have been addressed by the funds appropriated at the Special Town Meeting in December 2016; others will be addressed with this request for funding.

**The Finance Committee recommends (6-0).**

The Finance Committee fully supports this article to appropriate \$62,000 for the rehabilitation of Flerra Playground and installation of additional play amenities. The Finance Committee believes this is a great project

and a suitable use of CPA funding. In addition, by utilizing CPA funds for this project, this removes the need to bond a necessary project through the capital budget, reducing the long-term financial impact of the project to residents.

**The Board of Selectmen recommends unanimously (4-0).**

This warrant article is in alignment with the Town's 2030 Master plan to ensure that the recreational needs of the community meet the current and future demand among all age groups and levels of ability, and to ensure that facilities are upgraded to provide a safe and pleasant recreational experience.

## ARTICLE 9 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP)\*\*

**(Majority vote required)**

As part of a consent agenda, it was moved to appropriate the sum of Twenty-Two Thousand Dollars (\$22,000) from the Community Preservation Fund Community Housing Reserve and the sum of Fifteen Thousand Six Hundred Fifty Dollars (\$15,650) from the Community Preservation Fund Balance for the implementation of the Boxborough Rental Assistance Program (BRAP), as recommended by the Community Preservation Committee.

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

## Summary and Recommendations

## Summary

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in the town of Boxborough. The goal of the program is to provide greater housing stability and housing opportunities to cost-burdened renters in Boxborough. 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 and helps households attain self-sufficiency. Although state and federal programs currently exist with much the same goals, such as the federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

A subsidy of \$250/month is provided by the program and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The financial assistance has allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. 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.

All 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.

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). Eligibility requirements, ranking methods, procedures to distribute assistance funds to landlords each month, and an objective and confidential application-review process were developed. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses. The Boxborough Housing Board and the Well-Being Committee provided help and guidance throughout this process. The guidelines and procedures of the BRAP are now in place; the program is now well past the pilot stage.

In the past year, the Boxborough Housing Board (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. Lauren Abraham, Community Services Coordinator, will serve as a primary contact to the Board and will report to the BHB as appropriate.

FY 2017 funding for the BRAP was initially approved by the 2016 Town Meeting. The 2017 Town Meeting continued funding for FY 2018 and expanded the program from six to twelve households. We are pleased with the response to this program and are proposing to continue the program at the same funding level as last year, which will enable us to assist twelve households. The proposed budget is shown below:

<b>BRAP Costs</b>	
<b>Cost Category</b>	<b>7/1/18 to 6/30/19</b>
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 2019 administrative expenses is the same as the funds requested for FY 2018 (\$1,650) and any unspent administrative funds will be returned to the CPA. We anticipate expending the full \$36,000 of direct rental assistance by September 2019.

**The Community Preservation Committee recommends unanimously (9-0).**

**The Well-Being Committee recommends.**

**The Housing Board recommends.**

The Boxborough Rental Assistance Program (BRAP) was approved by the 2015 and 2016 Town Meetings. 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 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.

One of the six participants in the first year of BRAP graduated, i.e., the household secured housing with reduced rent burden. The remaining five households remain in the program. Fifteen new applications were received for the present year. Of these, twelve were complete, and seven were screened as eligible by Metro West. Eleven households and landlords presently participate in the program. Two additional qualified applicants have been identified, but the landlord has declined in both cases. Application review continues.

The program received inquiries from households in surrounding towns, but all submitted applications were from current Boxborough households. 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. We unanimously recommend the continuation of this program at funding levels that will enable the assist assistance of twelve households.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The Boxborough Rental Assistance Program (BRAP) was able to assist 12 households during FY 2018 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intends on continuing this level of support during FY 2019 and their request of \$37,650 will allow this to proceed. In addition, 95.6% of these funds are expended on the actual rental assistance, with only 4.4% being spent on administrative costs.

**The Board of Selectmen recommends unanimously (4-0).**

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, now in its third 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.

## ARTICLE 10 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION) - CONSERVATION TRUST FUND

**(Majority vote required)**

Dennis Reip, Chair of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Open Space (Including Recreation) Reserve the sum of Ten Thousand Dollars (\$10,000), to be transferred to the Conservation Trust Fund, as recommended by the Community Preservation Committee.

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

## Summary

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past seven years, the CTF has been funded by an approval of an annual warrant article at Town Meeting wth funding for FY 2018 provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF.

The Community Preservation Committee recommends unanimously (9-0).

The Conservation Commission recommends unanimously (5-0).

Mr. Reip made a presentation in favor of the motion and talked about recent acquisitions made by using these funds. He justified the increase from \$5000 to \$10,000 because expenditures have been increasing. Need to keep a certain reserve to be able to respond quickly to new opportunities. 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". Approving this transfer of CPA funds to the CTF is essential to the accomplishing the vision of Boxborough2030.

**The Finance Committee recommends (3-3).**

Pro: Becky Neville provided the FinCom recommendation in favor of the motion. In the past, Town Meeting and the CPC has approved funding of an annual request for the Conservation Trust Fund (CTF) in the amount of \$5,000 in support of potential land purchases and the required services that go along with it (environmental testing, design, legal support, etc). This year's request is to transfer \$10,000 to the CTF. This increase is to replenish the CTF to a level that is consistent with past years.

Con: Gary Kushner provided the FinCom recommendation against the increase. This fund was set up to cover expenses that arose when land became available and funds were required prior to either Special or Annual Town Meeting. The agreement was to fund this at a level of \$5,000 per year. There was never a discussion regarding a minimum fund amount. Some members of the Finance Committee believe that the Town should stay with the agreed to funding of \$5,000 per year.

**Discussion:**

Beth Fetterman, Burroughs Rd., asked if this increase would be for every year. Dennis said it was just for this year at this point.

Rita Grossman, Depot Rd., spoke in support. Land becomes available at various times and town must be able to act quickly. Appraisal fees, legal fees are all increasing.

**Board of Selectman recommends unanimously (4-0).**

The Board of Selectmen supports the Conservation Commission in its request. The Conservation Trust Fund enables the Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

**Action on Article 10: Motion carried by majority vote.**

**ARTICLE 11 COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES - VETERANS MONUMENT**

**(Majority vote required)**

Alan Rohwer, Chair of the Historical Commission, moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eleven Thousand Dollars (\$11,000) for the relocation of the historic World War I memorial and reconstruction of the historic World War II memorial, and the sum of Ninety-Four Thousand Dollars (\$94,000) from the Community Preservation Fund Balance for the construction of a veterans monument, all to be located on a site at the Sargent Memorial Library, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$105,000	Veterans Monument	Veterans' Tribute Committee

**Summary**

The Veterans Tribute Committee recommends the construction of a new monument that will be a tribute to the service of all military veterans and their families. This will also include the relocation of the existing historic WWI memorial and the reconstruction of the current WWII memorial on a new site at the Sargent Memorial Library property. This project is intended to foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families, to convey to every individual that sees or enters the site a sense of the total dedication to the United States of America and its citizens by the men and women who served during war-time

and in peace, to honor selfless service, and to provide the opportunity for the public to reflect on their rights and freedoms enjoyed as citizens of the United States of America.

**The Veterans Tribute Committee recommends.**

Karen Noriega-Baron, Chair of the Veterans' Tribute Committee made the presentation on behalf of the Committee. The Committee wants to relocate the WWI and WWII memorials to new location for a fitting tribute to our veterans. The Committee looked at a number of potential sites. Sargent Memorial Library was selected as the most appropriate site, because it was prominent, visible and often visited. Construction would start this summer with a dedication date of Veterans' Day 2019.

**The Community Preservation Committee recommends (5 – 3 – 1).**

Alan Rohwer, Chair of the Historical Commission, said the majority of the Committee supports the proposed Veterans Monument as an eligible and worthy project. Members in favor of approval believe that the firm commitment of CPA funds would provide the foundation of public support needed for this project as the Veterans Tribute Committee pursues additional funding sources and a final plan for construction.

Mr. Reip presented the opposing view. Although all members are supportive of a Veterans Monument in Boxborough, three members of the Committee did not support moving the application forward for this Annual Town Meeting (ATM). The design lacks many details and needs clarification, especially for parking and handicap access which was not clearly addressed in the drawings or application. In addition, the projected donated funds and services to make up the project's budget have not been officially committed. There are no formal confirmations or pledged funds. This project is not urgent and, therefore, the dissenters would like to see the project refined from a financial and design standpoint (parking and access) prior to committing CPA funds. This is an important project that should not be rushed. An accurate budget and additional design considerations should be completed so that the project can be brought forth to ATM 2019.

**The Finance Committee recommends (5-1).**

Majority Opinion

The Finance Committee recommends this article. We reviewed the presentation and believe the design is well thought out and the issues raised by the CPC are addressed in a fiscal and appropriate manner.

Minority Opinion

While this is a great project and the members of the Veterans Tribute Committee have done a wonderful job, there are a few items that a portion of Finance Committee members feel need to be completed prior to project funding. This project has a heavy reliance on fundraising to help offset the costs. At the time Finance Committee reviewed this proposal, there was a lack of fundraising, which could negatively impact this project and ultimately require additional funding from Town Meeting. In addition, a number of important items have not been addressed (management of the US flag on a daily basis, no formal plan on how to go about fundraising). The project itself is a great project and in a perfect location but a some Finance Committee members believe the project is a little rushed and could use more time to iron out logistical items/fundraising/etc.

**The Board of Selectmen recommends unanimously (4-0).**

This Article will provide the funding necessary to establish a proper tribute and site to recognize the men and women of this town who have served their country in the armed forces, in order that the residents of this town can enjoy the rights and freedoms this country offers to them, as detailed above. The monument will also serve to honor families of the veterans

**The Historical Commission recommends unanimously (3-0).**

The Historical Commission endorses this project and its recognition of those veterans who have served Our Country.

The Historical Commission endorses the relocating and updating the WW1 & WW2 Memorials in conjunction with the overall Veterans Monument Project. These memorials are historic in their own right and deserve to be part of the new memorial.

The WW1 Memorial (boulder with plaque) is itself a historic item. The monument was erected shortly after WW1 and is one of the earliest memorials to The Great War in the Commonwealth. It is listed as a historic resource on the Town's historic resources survey on file with the Massachusetts Historical Commission. The boulder itself was relocated earlier in its life, from the church lawn to its present location in front of Town Hall. To relocate it again as part as a larger recognition to all veterans seems appropriate.

**Discussion:** Jim Moss, Bicentennial Way, asked about parking and handicapped parking. Ron Vogel said parking is an issue. There's plenty of room along the driveway.

A resident asked how they arrived at the amount of money they asked town meeting for, given the total cost is higher. Mr. Vogel said the DPW will do a lot of the site-work, the committee will apply for grants, and do fund-raising. What if the grants don't come through? Mr. Vogel said that the scope could be reduced.

Mitzi Garcia-Weil, Burroughs Rd., spoke as a member of the Veterans' Tribute Committee. She said that there are numerous opportunities for grants for veterans and for fund-raising, but they can't apply for any grants without a positive vote of town meeting. She said the Committee has soft commitments already.

Michael Toups, Flagg Hill Rd., expressed concern about the site. What about the Veterans' Day Parade? Mr. Vogel said that the committee would have liked a site along the parade route, but there were so many positives about the library—close to the school and the visibility that the library would provide the monument. Mr. Toups was also concerned about the parking.

Abby Reip, Old Harvard Rd., said that her concern was also about parking, especially handicapped parking. She had concerns about volunteer labor being relied on.

Jessica Eichelberg, Hill Rd., thought the location was dangerous. Why not move it somewhere else? Is septic field an issue—No, said Mr. Vogel. The only places with good parking were Museum and Flerra, but there were other negatives with those sites. Can you relocate somewhere else on the library property. Not really. Can't put it on the septic system.

Carolyn Gutierrez, Whitcomb Rd., said she couldn't tell from the drawings what it would look like. Mr. Vogel said that there's a large drawing in the back of the room. She would like a more contemplative place for reflection. She would like to wait on the vote.

Frank Coolidge, Hill Rd., a member of the Veterans' Tribute Committee, said that the committee was lucky to have a construction engineer on the committee. He disagreed with the previous speaker, and found the space conducive to contemplation.

A resident asked what happens if there's no grant funding—how much can you complete. Mr. Vogel said that they could move the WWI memorial and have a plaque for WWII and others.

Heather Fleming, what happens if there's a no vote? If there's no Town funding, can't apply for grants.

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

Mr. Fallon recused himself from presiding over Article 12 to avoid the appearance of conflict of interest.

Ms. Bak moved that Town Meeting elect Frank Powers as Temporary Moderator for the purpose of presiding over Article 12.

**Motion to elect Frank Powers as Temporary Moderator carried by majority vote.**

**ARTICLE 12****COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATION OF STEELE FARM HOUSE****(Majority vote required)**

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eleven Thousand Dollars (\$11,000), and the sum of One Hundred Seventy-Nine Thousand Dollars (\$179,000), from the Community Preservation Fund Balance for the preservation of the 1784 Levi Wetherbee/Steele Farm House, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$190,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

**Summary**

The Steele Farm Advisory Committee (SFAC) is seeking funds to stabilize the 1784 Levi Wetherbee/Steele Farmhouse. The Farmhouse was purchased by the Town in 1994. The Farmhouse is the gateway to the Farm and many families in Boxborough use the Farm and love the view. The house was built by the Wetherbees, a founding family of Boxborough who lived there in 1784. To date, only an average of \$220 per year has been spent to maintain the Farmhouse. Partial collapse of central chimney foundation alerted us to the dire needs of the house and the long overdue need to stabilize and restore the house. If we do not stabilize the house, we will lose an essential part of the history of the Farm and the Town.

**The Steele Farm Advisory Committee recommends.**

Ed Whitcomb, chair of the Steele Farm Advisory Committee, introduced Sarah Murphy to do the presentation in favor of the motion. She talked about where the money would be spent. The money will be used to stabilize the building and keep it from falling down. Foundation walls are crumbling. A stabilization plan was developed using funds appropriated at a previous TM. Phase I stabilize and Phase II is repair. Over 175 families have donated to the Historical Society's Capital Campaign.

**The Community Preservation Committee recommends (8-0-1).****The Finance Committee does NOT recommend (4-1-1).****Majority Opinion**

Andrew Bernard gave the majority report: A majority of the Finance Committee has a number of concerns regarding the article. The first major concern is a lack of a long-term plan for reuse of this historical facility. While the Steele Farm Advisory Committee (SFAC) has conducted preliminary research on what a facility like this could be reused as, at the present time there is no clear long range plan. This has led to the second main concern with this project and that is investing public funds into a facility that lacks a long-term plan. The indication that has been given to the Finance Committee by the SFAC is that this request will be the first for funding of this project. While a concrete number is lacking for future requests, the SFAC has indicated future requests either through CPA funds or bonded funding, which will exceed \$600K. It is the belief of a number of FinCom members that without a clear plan for reuse and what that project cost will be, expenditure of public funds at this time for this proposal would be an inappropriate use of tax-payer funding.

**Minority Opinion**

Ted Kail gave the minority report: The minority opinion of the Finance Committee is that the Steele Farmhouse has a tremendous amount of long-term potential for the Town of Boxborough. I encourage the Steele Farm Advisory Committee (SFAC) to develop and present multiple options regarding the long-term plan and vision, which would enable the town to reach the full potential of the facility.

Given the current condition of the Farmhouse, an investment is required to prevent the facility from collapsing, which would eliminate any hope for the future. I encourage you to support this investment to preserve a historic facility and maintain all possible options that could benefit the Town of Boxborough moving forward.

**Board of Selectmen recommends unanimously (4-0).**

Mr. Stemple said that as noted above, this Article will allow the Steele Farm Advisory Committee to continue its work to stabilize the farmhouse and will enable the preservation of the National Historic site, which is an integral part of this town's past enjoyed by our residents and visitors alike.

**The Historical Commission recommends unanimously (3-0).**

Mr. Rohwer said that the Historical Commission endorses this project as work to preserve a Town treasure. The farmhouse is a vital remembrance of our historical past as acknowledged by its inclusion on the National Register of Historic Places.

**Discussion:** Jeanne Kangas, Hill Rd., member of the Steele Farm Advisory Committee, spoke in favor. You can't save everything, but you can save things that are one of a kind. The farmhouse is one of a kind. Without the farmhouse, you don't have a farm.

Lisa St. Amand, Burroughs Rd., spoke as a member of the Historical Society Capital Campaign Committee. She said the results of the campaign so far show that there is community support for saving the farmhouse. A total of more than \$150K has been raised. It is clear that the community supports saving the farmhouse. Why save the house? By continuing to stand in its current location it reminds of us of our agricultural past.

Mr. Moss, member of Steele Farm Advisory Committee, said the house was occupied until 1995. Structural elements are original and need repair. Many questions can be answered as part of this renovation. Just because there is no plan for the building's use, doesn't mean the investment isn't worth it.

Owen Neville, Middle Rd., said that there is historic value in the existing building.

Nikki Veley, Depot Rd., was on the Capital Campaign. She said that Middlesex Savings Bank donated \$10,000, the Liam Foundation donated \$25,000, the state has appropriated \$50,000, and the Freedom's Way National Heritage Area pledged \$5,000. Owners of the house fought in the Revolutionary War and were founders of the town. In addition, it is an architecturally significant house.

Norm Hanover, Boxmill Rd., wondered if spending \$600K was worth it. What would we restore it to—an 18<sup>th</sup> century farmhouse or a more usable 20<sup>th</sup> century version? Not clear how we could use the space without making major alterations. He wants a plan before committing money.

Arden Veley, Depot Rd., knows the farmhouse well and is a former Steele Farm Advisory Committee member. The fireplaces are beautiful and are on two floors. There are hand-hewed rafters and a fieldstone foundation. But, there are so many structural problems, that no one can go in to see the unique architectural elements. If repairs aren't made, the building will likely need to be torn down.

Nancy Howe, Liberty Square Rd., said spending all that money for a building we don't have any use for is not right. Upkeep will also be expensive.

Bruce Hager, Hill Rd., said the town has owned the house for 25 years with minimal investment. Historic conservation requires that we do basic maintenance. The house is a historic treasure—and that is reason enough to preserve it. If we wait to stabilize the building, it will cost even more. We need to spend the money now—and the building could immediately be opened to the public for viewing. We can argue about future use later.

Mark White, Sara's Way, thanked the committee for all their work, but asked why there is no plan for the use of the building after 25 years? He thinks the total cost will be over \$1M and it still won't be usable. He won't vote in favor without a plan for use.

Katie Neville, Middle Rd., moved the question.

Motion to vote now carried by two-thirds, as declared by the moderator.

**Action on Article 12: Motion carried by majority vote.**

## **FINANCIAL CONSENT AGENDA: ARTICLES 13-21\*\***

Mr. Fallon went through each article to see if anyone wanted an article held. None were held.

Ms. Bak moved to approve the Financial Consent Agenda, articles 13 through 21, as printed in the 2018 Annual Town Meeting warrant under articles 13 through 21 inclusive, to be appropriated as printed in the “Town of Boxborough Annual Town Meeting May 14, 2018 Motions” handout.

**Action on Financial Consent Agenda Articles 13-21, inclusive: Motion carried unanimously.**

### **ARTICLE 13                    CONSULTANTS TO PERFORM DUE DILIGENCE ON UNKNOWN PARCEL(S) FOR POTENTIAL FIRE & POLICE FACILITIES\*\***

**(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to transfer from Free Cash the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of procuring the services of consultants to perform due diligence on unknown parcel(s) which may be considered for acquisition by the Town for potential fire & police facilities.

#### **Summary**

The Town must undertake due diligence when considering the acquisition of potential land/buildings suitable to house municipal facilities. This due diligence includes 21E evaluation, appraisal, site evaluation, engineering, conceptual cost estimating, etc. The funding requested under this article will enable the Building Committee to contract with consultants to provide the required services.

**The Board of Selectmen recommends unanimously (4-0).**

With the acquisition of 873 Mass Ave for a DPW building now complete, the Boxborough Building Committee (BBC) will again turn its attention to finding suitable sites for fire and police stations, with the first priority being fire. The BBC has expended all the funds appropriated at previous town meetings for site selection and feasibility studies. Based on their experience last year, the BBC expects to expend \$2,000 - \$5,000 just for paper feasibility studies on each site considered. Detailed engineering feasibility investigations that might require test borings, structural drawings and the like would require much more – perhaps \$10,000 - \$20,000 per site. Development of conceptual plans for a target site would likewise require significant sums.

The BBC has requested sufficient funds to continue site selection and perform feasibility studies to support bringing an article for acquisition to town meeting in 2019. The Selectmen support this request so that the town can continue to make progress on facilities for the Fire and Police Departments.

**The Finance Committee recommends (6-0).**

The Boxborough Building Committee (BBC) is actively working on potential sites for municipal facilities. The BBC will be working with engineering firms for site reviews, costing analysis, environmental reviews, water and septic designs and other costs related to this stage of development. The cost of these stages is currently not known, but we believe it is advantageous to provide sufficient funds without requiring an STM when the costs are known.

### **ARTICLE 14                    POLICE DEPARTMENT - ADDITIONAL POLICE OFFICER\*\***

**(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to support the hiring of an additional patrol officer for the Police Department.

## **Summary**

Originally brought forward in Fall 2016 in response to the directive to fully staff all shifts with two officers, the Police Chief proposed a phased approach to increase the head count at the Police Department in order to reduce the use of overtime for full-time officers to staff regular shifts. Phase 1, which was approved at Special Town Meeting in December 2016, added one officer. This addition was made possible by reducing the overtime budget by \$21,704 through the transfer of \$17,187 to FT Salaries and \$4,517 to Other Expenses (uniforms), and transferring \$9,000 from Free Cash for Employee Benefits.

This article proposes Phase 2 (of potentially three phases), which would add one more patrol officer, but with a net \$0 increase as follows:

Police Overtime (001-210-5134-0000)	(New line total: \$65,914)	\$<78,898>
Police Salary - FT Officer (001-210-5114-0000)	(New line total: \$745,842)	55,398
Police Total Other (includes cell phone, uniforms, equipment maintenance supply)	(New Total Other: \$174,965)	8,000
Town Other Benefits (health insurance)		15,500
<b>Net Cost</b>		<b>\$0</b>

### **The Board of Selectmen recommends unanimously (4-0).**

An additional police officer will provide the Police Chief the flexibility he needs in scheduling departmental personnel to maintain public safety in the town, while also ensuring the safety of his officers. Additional staffing will help prevent working too many shifts. Over-fatigue caused by working excessive hours can result in more injuries to our officers as well as lead to poor performance. As described in the table above, there will be no additional cost to the town; existing expenses will be re-allocated.

### **The Finance Committee recommends (6-0).**

This article has no financial impact to the taxpayer this year, but will be part of the operating budget next fiscal year. For the past few years a police staffing plan has been discussed and adding another officer was a key consideration. This additional officer will help decrease the challenges of scheduling shifts for the entire department and will be funded 100% out of the overtime budget. Therefore, the Finance Committee recommends your support for this article.

## **ARTICLE 15 TRANSFER TO STABILIZATION FUND\*\***

### **(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to transfer the sum of Two Hundred Fifty Thousand Dollars (\$250,000) from Free Cash to the Stabilization Fund.

### **The Finance Committee recommends (7-0).**

The Finance Committee reviewed the free cash and the Town budget and believes that this year is a good year to add additional funds to the stabilization fund as the long-term savings account for the Town. Funding for this article is from free cash.

### **The Board of Selectmen recommends unanimously (4-0).**

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

**ARTICLE 16****TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\*****(Majority vote required)**

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

This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees. To-date, the Town has authorized the transfer of \$500,000 to the Fund.

**The Board of Selectmen recommends unanimously (4-0).**

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 retirees' healthcare benefits. The Town's FY 2019 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844; however, the unfunded liability is currently estimated at \$2.9M. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY 2019 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).**

Finance Committee recommends this article. This will continue the Town's annual transfer into the OPEB (Other Post-Employment Benefits) trust fund to offset anticipated expenses related to providing post-retirement health and life insurance to retired Town employees. Funding for this article is from free cash.

**ARTICLE 17****CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND \*\*****(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to transfer the following unexpended balance of monies as voted by past Town Meetings, and as printed in the 2018 Annual Town Meeting warrant under Article 17:

Three Thousand Eight Hundred Twenty-Four Dollars and Thirty-Two Cents (\$3,824.32) to the General Fund;

One Thousand Two Hundred Fifty-Seven Dollars and Ninety-Five Cents (\$1,257.95) to the Stabilization Fund; and

Two Thousand Six Hundred Twenty-Eight Dollars and One Cent (\$2,628.01) to the Receipts Reserved for Appropriation for Capital Projects Account.

Article	Title	Amount	Source
ATM16, Art11	Fraud Risk Assessment	3,500.00	Free Cash
ATM16, Art17	Museum Dehumidifier & Shelving	215.33	Free Cash
ATM17, Art24	Fire Toughbook	108.99	Free Cash
	<b>Total to be transferred to the General Fund</b>	<b>\$3,824.32</b>	
ATM07, Art7	Fire Dept Capital Improvements	1,257.95	Stabilization
	<b>Total to be transferred to the Stabilization Fund</b>	<b>\$1,257.95</b>	
ATM13, Art15	Terrain Mower	4.29	Borrowed
ATM15, Art20D	DPW Pickup Truck	1.64	Borrowed
ATM16, Art14	TH HVAC	2,100.00	Borrowed
ATM16, Art16	Library A/V	9.80	Borrowed
ATM16, Art29	Fire Pickup Truck	406.03	Borrowed
ATM16, Art33	DPW Pickup Truck	106.25	Borrowed
	<b>Total to be transferred to Receipts Reserved for Appropriation for Capital Projects Account</b>	<b>\$2,628.01</b>	
	<b>GRAND TOTAL OF TRANSFERS</b>	<b>\$7,710.28</b>	

### Summary

The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source. Unexpended balances in articles that had been approved for borrowing will be transferred to the Receipts Reserved for Appropriation for Capital Projects Account and will be held to offset a future appropriation requiring borrowing for a term of 20 years or more. Town Meeting will be required to authorize future expenditure from the Account.

### The Board of Selectmen recommends unanimously (4-0).

This is a regular practice, used to release unexpended prior years' appropriations so they are available for future appropriations by vote of town meeting.

### The Finance Committee recommends (6-0).

The Finance Committee recommends this article. These projects have been completed and currently contain a remaining balance that is a surplus from the original appropriation. By approving this article, the Town will be able to return funds to the General Fund and Stabilization Fund. Future borrowing may be reduced by appropriating monies from the Receipts Reserved for Appropriation for Capital Projects Account.

## ARTICLE 18                    FY 2019 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS\*\*

### (Majority vote required)

As part of the Financial Consent Agenda, it was moved to set the FY 2019 spending limits for the Town's revolving funds pursuant to the provisions of G.L. c. 44 §53E1/2, as most recently amended and the Town's Revolving Fund Bylaw, as printed in the 2018 Annual Town Meeting warrant under Article 18.

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 (increased from \$5,000)	\$15,000
Steele Farm	\$10,000

## **Summary**

In 2016, the Municipal Modernization Act provided for the establishment of revolving funds by bylaw. In May 2017, Town Meeting approved a general bylaw, which established the various revolving funds for the Town, as well as specified the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend from each fund. Moving forward, instead of having to re-authorize the revolving funds each year, Town Meeting is required only to establish the spending limits for the various revolving funds. The proposed spending limits are noted in the table above.

### **The Board of Selectmen recommends (4-0).**

These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The revolving fund spending limits must be approved on an annual basis by Town Meeting. This year, the revolving account expenditure limit for Recreation Programs is proposed to increase to \$15,000. This will allow the Recreation Committee to continue to offset program operating costs through utilization of revolving account funds. In addition, this increase will allow for more opportunities to create additional recreational programs through the revolving fund.

### **The Library Board of Trustees recommends unanimously.**

This article will permit the library to use fees and fines that are collected up to \$10,000 per year for the acquisition or replacement of materials and services provided by the library.

This article will also permit the library to use fees and fines that are collected up to \$2,500 per year for the acquisition of materials for public use of the library copier/printer.

## **ARTICLE 19                    CABLE SERVICES AND EQUIPMENT\*\***

### **(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to appropriate the sum of Eighty-Two Thousand Dollars (\$82,000), 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 2019 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**

The majority of the funding request is being sought to pay for the services provided by Littleton Community Television (LCTV) to manage Boxborough's cable operations. Through an intermunicipal agreement with the Town of Littleton, LCTV has been providing services to Boxborough since 2015.

Additional funding is being sought for the acquisition of equipment:

### **The modulator is 10+ years past its life expectancy.**

A modulator takes the audio-video output signal from our broadcast gear and combines it together into a frequency/channel that Comcast recognizes as ours and then feeds it through their head-end and out for broadcast. This is a critical path item in getting our channel out to Comcast only. The Verizon signal is output differently.

### **The Leightronix Nexus is at the end of its useful life, and out of service warranty early April 2018.**

The Leightronix Nexus playback server is the repository of videos and a weekly scheduler of the playback of those videos on the government (GOV) channel. The Nexus also transcodes and sends our videos up to the Leighronix On-Demand site for storage and playback in standard definition (SD), not high definition (HD).

The proposal is to replace the complete Leightronix Nexus with a Castus One-Channel playback server and a Castus transcoder. Both pieces are required. The One-Channel playback server provides video storage and a video playback scheduler. It also initiates the upload to the Castus Transcoder box and then on to their on-demand site. This equipment will enable the live HD viewing of BoS meetings on web-enabled devices and computers that don't have Comcast or Verizon. The new camera system and video switcher are already HD; therefore, those on-demand live views and playbacks will be in high definition (HD) as well.

The first year's video on demand (VOD) subscription service is included in the price of the Castus hardware; therefore, there will be no additional VOD fees in FY 2019. However, in year two (FY 2020), \$2,000 should be included in the budget to provide for the VOD services.

The appropriations requested for operations and purchase of new equipment are summarized below.

LCTV Services	\$60,500
Contract Videographers (~150 hours @ \$13.14/hr.)	2,000
<b>Equipment</b>	
Frequency Agile Analog Modulator	900
Castus Single Channel Playback Server	9,995
Castus VOD/Streaming Server	8,250
<b>TOTAL</b>	<b>\$81,645</b>

In 2016, Town Meeting authorized the establishment of a 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. Although Town Meeting must approve these appropriations, they do not affect anyone's tax bill. No tax revenues are involved.

**The Board of Selectmen recommends unanimously (4-0).**

The bulk of this appropriation will fund the next year of contracted services with Littleton Cable Television (LCTV). It will also fund replacement of existing video recording and playback equipment that is out of warranty or well past its life expectancy. The new equipment will expand our Video-on-Demand service to include streaming to mobile devices and computers, thereby increasing public access to government process via modern media.

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

The Finance Committee recommends this article.

**ARTICLE 20                    OPEB ACTUARIAL STUDY \*\***

**(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to transfer from Free Cash the sum of Eleven Thousand Dollars (\$11,000) to provide for the hiring of a consultant to prepare an actuarial study to ensure that the Town is in compliance with the requirements of GASB 74 and 75.

**Summary**

To ensure that the Town is in compliance with the requirements of GASB 74 and 75 for the FY 2018 Audit, which will be completed in November 2018, the Town must hire a consultant to complete an updated actuarial study based on our status at June 30, 2017. We have not had a full OPEB revaluation since 2014, which at that time was based on our 6/30/2014 employees which included the Blanchard School.

**The Board of Selectmen recommends unanimously (4-0).**

The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 75 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the study every three years. An actuarial study was last completed in 2014.

**The Finance Committee recommends (6-0).**

OPEB or Other Post-Employment Benefits is a long-term fund for covering our employee's post-retirement benefits in future years. This study will help guide the Town on the expected amounts to be required by benefits in the future. It should be noted that currently the Town is covering benefits in the operating budget. Funding for this article is from free cash.

**ARTICLE 21                    ENERGY COMMITTEE - RECYCLING EDUCATION\*\***

**(Majority vote required)**

As part of the Financial Consent Agenda, it was moved to transfer from Free Cash the sum of One Thousand Five Hundred Dollars (\$1,500), to the Boxborough Energy Committee for the purpose of administering a recycling education program in partnership with the Boxborough Department of Public Works and the Massachusetts Department of Environmental Protection (MassDEP).

## **Summary**

The appropriation is intended to fund the implementation of a recycling education program in Boxborough. This program will provide Boxborough residents with a greater awareness about recycling and hopefully lead to an increase in the quantity of materials they reuse, recycle, and compost, which will ultimately save the Town money.

### **Background Information**

The cost to the Town to dispose of trash (solid waste) is far greater than that of recyclables. Every ton of recyclable material that can be removed from the solid waste stream and placed in the recycling or reuse containers or composted will produce both environmental and economic benefits.

MassDEP statistics show that Boxborough residents dispose of approximately one ton of trash per household per year which is substantially higher than many surrounding towns. In an effort to address this issue, the Boxborough Energy Committee (EnCom) considered a Pay-As-You-Throw system which has been demonstrated to reduce solid waste through increased recycling and composting. However, given the unique circumstances in Boxborough, the Board of Selectman and EnCom recommend first implementing a robust education program to stimulate increased reuse, recycling, and composting in the Town.

### **Program objectives**

1. Provide updated and accurate information about the range of materials that can be reused, recycled, and composted and methods to accomplish these activities either at the Town Transfer Station or elsewhere.
2. Educate residents on the value of participation.
3. Eliminate contaminants and problem materials from the recycling stream that degrade the value of collected recyclables and cause operational difficulties at the Materials Recycling Facility (MRF) that processes our single-stream materials.

The proposed program will be based in large part on the proven success of MassDEP's Recycling IQ Kit and Backyard Composting educational materials. The EnCom intends to use relevant collateral materials and best practices offered by these programs.

### **Expenditures**

Funds will be used for promotional materials that include printed materials and transfer station signage.

### **The Energy Committee recommends 5-0.**

### **The Finance Committee recommends (7-0).**

We applaud the Energy Committee's goal of recycling education. We believe that signage at the transfer station will help guide the Town in their recycling effort. Funding for this article is from free cash.

### **The Board of Selectmen recommends unanimously (4-0).**

The Board supports the efforts of the Energy Committee in educating the town residents about the benefits of recycling.

Mr. Fallon announced that Articles 22-35 were part of the Capital Consent Agenda and would be voted on as a whole unless there was a request to hold an article.

Lori Crowley, Massachusetts Ave., requested that Article 22 be held.

Ms. Bak moved to approve the Capital Consent Agenda, articles 23 through 35, as printed in the 2018 Annual Town Meeting warrant under articles 23 through 35 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 14, 2018 Motions" handout.

**Action on Capital Consent Agenda Articles 23-35: Motion carried unanimously**

**ARTICLE 22                    ELECTIONS - VOTING MACHINE**

**(Majority vote required)**

Ms. Bak moved to transfer from free cash the sum of \$5,000 for the purpose of acquiring a new voting machine.

**Summary**

The funding requested under this article will provide for the acquisition of a new voting machine (tabulator) to replace the existing AccuVote machine. The AccuVote tabulator is over 15 years old and is based on technology developed in the 1990's. LHS, the vendor, is no longer manufacturing the AccuVote machine and at some point, will run out of parts for refurbishing the older machines. The Town Clerk has recommended that the new technology should be in place and field-tested well in advance of the February 2020 Presidential Primary in order to ensure that the machine runs smoothly and the election workers have ample time to be trained in the new technology.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The current voting machine is over 15 years old and currently functioning on outdated technology. With this purchase, the Town would update a necessary piece of technology while giving the Town Clerk's office an opportunity to field test and train election staff on the machine prior to the 2020 Presidential Primary. Funding for this article is from free cash.

**The Board of Selectmen recommends unanimously (4-0).**

The Board of Selectmen recommends unanimously for the reasons stated in the summary.

Lori Crowley, Massachusetts Ave., asked how the machine worked.

Ms. Guttierrez, Whitcomb Road, asked if the voting machine could be hacked.

The Town Clerk responded that the voting machine scans the ballots and tabulates results. It is not at any time connected to the internet.

**Action on Article 22: Motion carried unanimously.**

**ARTICLE 23                    TOWN HALL - REPOINT FOUNDATION\*\***

**(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of repointing the foundation of Town Hall.

**Summary**

The Inspector of Buildings has completed an assessment of the exterior of the Town Hall and has noted a number of cracks in the foundation of the structure. Funding is being sought to repair the cracks ("re-point") in the foundation.

**The Board of Selectmen recommends unanimously (4-0).**

The foundation at Town Hall is suffering from problems due to age. Repointing of the foundation, which will include power washing and repair where needed will help prevent further deterioration that would lead to more serious repair/replacement requirements in the future.

**The Finance Committee recommends (6-0).**

This is a necessary maintenance to keep the mortar between the rocks in the Town Hall foundation from crumbling and falling apart. Funding for this article is from free cash.

**ARTICLE 24 POLICE DEPARTMENT - E-TICKETING HARDWARE/SOFTWARE \*\***

**(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Seven Thousand Dollars (\$7,000) to provide for the upgrade of four Mobile Data Terminals (MDTs) in the four marked patrol vehicles with license bar code scanners and thermal printers.

**Summary**

The Motor Vehicle Automated Citation and Crash System (MACCS) was developed by the Executive Office of Public Safety and Security (EOPSS) through partnerships with the Massachusetts Department of Transportation (MassDOT), Executive Office of the Trial Courts (Courts), Registry of Motor Vehicles (RMV), Merit Rating Board (MRB), Massachusetts State Police (MSP) and municipal police agencies. The goals of the MACCS program are to:

- Improve officer safety
- Streamline data collection
- Improve data quality
- Eliminate redundant data entry processes across agencies
- Improve timeliness of reporting to state and federal entities
- Make data available to law enforcement agencies

The MACCS Application is a browser-based module within the Criminal Justice Information System (CJIS) web portal and provides a crash and citation data collection and reporting tool, which is used frequently by law enforcement agencies across the Commonwealth. Legislation allowing for the issuance of electronically generated citations and the use of officers' electronic signatures was enacted in the Commonwealth in November 2016.

4 units	@ \$1,600	\$6,400
Miscellaneous (mounts, cables, etc.).		600
<b>Total Requested</b>		<b>\$7,000</b>

**The Board of Selectmen recommends unanimously (4-0).**

This Article will provide for the acquisition of a system that not only will minimize officers' exposure to risk at the roadside but it will provide for greater efficiencies by automating the collection and dissemination of motor vehicle incident data, which in turn will improve the accuracy and timeliness of reporting.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article since it will improve officer safety, streamline data collection and improve data quality. This is a significant improvement to the ongoing operations of the police department.

**ARTICLE 25 POLICE DEPARTMENT - SPEED AWARENESS TRAILER\*\*****(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Nine Thousand Nine Hundred Seventy-Five Dollars (\$9,975) to provide for the acquisition of a speed awareness trailer for the Police Department.

**Summary**

Funding requested under this article will enable the placement of a speed-awareness trailer on neighborhood roadways, as deemed necessary by the Police Chief to examine speeding concerns. The solar-powered trailers are equipped with a radar unit that tracks and displays motorists' speeds. By simply raising awareness of their speeds, most motorists will take heed and reduce their speeds, providing a safer traffic environment for neighborhoods.

The speed awareness trailer will collect traffic data from each deployment that can be used for further analysis and review by the Police Department and Traffic Safety Committee.

Unit cost	\$9,500
1 Trailer Hitch	325
Miscellaneous	150
<b>Total Requested</b>	<b>\$9,975</b>

**The Board of Selectmen recommends unanimously (4-0).**

The speed awareness trailer will serve as an educational tool and improve motorists' awareness about the speeds they are traveling. As speed awareness increases, motorists' driving habits will improve; they will tend to slow down. The speed awareness trailer will provide a traffic calming solution, which will lead to improved road safety for all of our residents.

The trailer will also provide for much better use of the patrol officer's time. With fewer speed-related incidents, the officer can concentrate his/her efforts in other areas.

**The Finance Committee recommends (6-0).**

This article has been on the capital plan for a few years and the Finance Committee recommends. In previous years, the costs associated with a speed trailer was in excess of \$20,000 so we believe this is a good investment and will hopefully result in safer traffic conditions throughout Town. Funding for this article is from free cash.

**ARTICLE 26 DPW - CIRUS SALT SPREADER CONTROL SYSTEM\*\*****(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Twelve Thousand Dollars (\$12,000) for the purpose of acquiring one Cirus Salt Spreader Control System for the Department of Public Works.

**Summary**

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

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

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

There are many benefits to using such a system:

- It's environmentally responsible to know what you're putting out for materials and where.
- It provides a measure of safety. Without the system, the driver has to think about driving, plowing and working the controls to deliver the proper amount of salt to the road. Now all the driver has to think about now is driving while plowing snow. The system delivers the material without operator input.
- It will also provide general cost accountability. Knowing how much material is going out on the routes and how much material is being used overall is essential. Because of the spreader controllers and the maintenance management system's data and reports we're able to see how much salt was used, and how many hours the trucks are in operation.

Salt is expensive and we can't manage what we can't measure accurately.

**The Board of Selectmen recommends unanimously (4-0).**

Review and analysis of our DPW winter operations beginning in 2010 indicated that the town should discontinue the previous practice of treating roads with a sand-salt mix and begin moving to all salt, primarily to save money on cost of materials and sand clean-up. After ten years of experience we know this was a good decision. We reduced operational costs. Now it is time to take another step for further economy by controlling how much salt we put down during operations. As described, the spreader control system will regulate the rate of salt application according to vehicle speed ensuring the right amount is put down uniformly. Our newest truck, received in February, came equipped with a salt control system. Experience with it to date through several heavy snow storms has been very good. The salt savings we have observed so far on one truck indicates that the payback period for the control system is 2-3 years. This is consistent with experience in other municipalities. Salt spreader control systems are used by MassDOT for state roads, and by a number of municipalities throughout the Commonwealth.

This article would fund installation of a control system on the "next newest" 2009 truck. As the remaining older 2005 and 2009 trucks are replaced during FY 2020, FY 2021 per the capital plan, we will specify they be equipped with salt control systems.

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

The Finance Committee favors using new technology to improve the safety and cost-efficiency of town operations. In this regard, purchasing a second salt spreader control system is a sensible investment. The funding for this article is via free cash.

**ARTICLE 27 DPW - NEW FACILITY OFFICE FURNISHINGS\*\*****(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of acquiring office furnishings for the new Public Works facility located at 873 Massachusetts Avenue.

**Summary**

This will fund purchase of office equipment and furniture for the staff offices, lobby/reception area and breakroom.

The new facility currently has two offices behind a large reception area. We plan to convert this combined space into a small reception area with breakroom and locker area for the staff and office for the DPW Director.

The existing DPW garage did not have a proper breakroom and all of the old furnishings came from either the Transfer Station or Cisco Systems and are in generally fair to poor condition. The 873 Mass Ave building will be reconfigured to have a proper breakroom and training area, which will need the following items: cabinets, countertop, sink with faucet, stove, refrigerator, conference table and chairs, microwave over stove and countertop microwave.

The renovated space will require some new furnishings as well, including: vendor and visitor reception area chairs and table, new desk and chair for DPW Director, four (4) drawer lateral filing cabinets, four (4) drawer vertical filing cabinets, and lockers. The current (old) building does not have a proper desk for the Director. The existing desk for the Department Assistant will be moved to the new building.

This is a rough estimate of total furnishings costs. We may be able to reduce this by:

1. Use of surplus office furniture from Lincoln Properties (former Cisco inventory); and,
2. Use of some Kaizen furnishings that we will acquire with the building.

**The Board of Selectmen recommends unanimously (4-0).**

These items are required to properly equip the new building for use in the reception, office and breakroom areas. We hope to minimize our costs by using existing or surplus items where possible. Most of the furniture in the old building is quite worn and was already slated for replacement prior to acquisition of 873 Mass Ave.

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

The old DPW furnishings need to be updated and additional, new furniture is needed. The Finance Committee supports the effort to lower the cost by acquiring surplus furniture from Lincoln Properties and some Kaizen furnishings. The funding for this article is via free cash.

**ARTICLE 28 LIBRARY - EXTERIOR ANNOUNCEMENTS SIGN\*\*****(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) to provide for the removal and replacement of the existing exterior sign of the Sargent Memorial Library.

**The Library Board of Trustees recommends unanimously.**

The library exterior sign located by the library door is now 12 years old. The sign has deteriorated over time with weather conditions. The original wood has rotted and will not hold paint. Direct exposure to the sun melts the plastic lettering. Changing messages is difficult and inefficient.

Replacing the old sign with an electronic message sign, which can be remotely programmed using LED lighting, is energy efficient and timely.

The amount requested will include the removal of existing sign, labor, materials and installation of the new sign. The Library Trustees unanimously recommend this expenditure to maintain our investment in this important resource in our community. This replacement is part of the town's long term capital plan.

**The Finance Committee recommends (6-0).**

Many schools and municipal departments in the area are moving to electronic signs.

The Sargent Memorial Library is host to numerous educational, cultural, town government, and community service meetings and events. Collectively, Boxborough residents and non-residents visit the library approximately 90,000 times per year. An electric sign will allow library staff to more easily keep the sign messages up-to-date and to display multiple messages more easily. The funding source is via free cash.

**ARTICLE 29                    INFORMATION TECHNOLOGY - HARDWARE UPGRADES\*\***

**(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Fifty-Five Thousand Dollars (\$55,000) to provide for the upgrade of information technology equipment.

**Summary**

The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes replacement of 12 desktops, five laptops, the back-up domain controller at Town Hall, five uninterruptible power supplies (UPS's) and one switch at the Police Station.

**The Board of Selectmen recommends unanimously (4-0).**

These IT hardware upgrades are part of our regular, scheduled maintenance and are on the capital plan.

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

The Finance Committee reviewed the article with the department heads. The article covers the appropriate replacement schedule. This technology investment is identified in the capital plan. Funding is via free cash.

**ARTICLE 30                    POLICE DEPARTMENT - ADMINISTRATIVE CRUISER\*\***

**(Two-thirds vote required)**

As part of the Capital Consent Agenda, it was moved that the sum of Forty-Six Thousand Dollars (\$46,000) be and hereby is appropriated for the purpose of providing for the acquisition of an administrative cruiser 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**

The Capital Plan included two police vehicles scheduled for replacement in FY 2018; however, after due consideration was given to the age and mileage of the police fleet, a unified decision was made to replace only one and defer the second vehicle to this upcoming year (FY 2019). Collectively, the police fleet travelled 167,000 miles in the last year.

Looking forward to FY 2020, there will be two vehicles scheduled for replacement, as overall age and mileage of the fleet will continue to be high.

Vehicle Cost	\$37,381
Emergency Lighting	5,819
Communications	2,800
<b>Total Requested</b>	<b>\$46,000</b>

### **The Board of Selectmen recommends unanimously (4-0).**

It is vital that the Department has safe and reliable vehicles on the road, as well as fuel efficient vehicles. The fleet must be kept up-to-date and provide a dependable means of transport for our officers to respond to residents' concerns.

### **The Finance Committee recommends (5-0-1).**

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

## **ARTICLE 31 FIRE DEPARTMENT – COMMAND VEHICLE\*\***

### **(Two-thirds vote required)**

As part of the Capital Consent Agenda, it was moved that the sum of Fifty-Two Thousand Nine Hundred Dollars (\$52,900) be and hereby is appropriated for the purpose of providing for the acquisition of a command vehicle 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.

## **Summary**

The primary reason for this acquisition is to facilitate a frontline emergency command vehicle for the Fire Chief. This vehicle is a direct replacement of the existing five (5) year old Chevy Tahoe, which is scheduled for replacement on the FY 2019 Capital Plan. The intention is to repurpose the existing command vehicle with its equipment within the department to be used by the second-in-command (the Captain). This vehicle would provide command supervision when the Fire Chief is unavailable.

This is an instrumental part of the succession plan that was implemented in FY 2017. The Fire Chief recommends moving forward with this scheduled replacement per the FY 2019 Capital Plan. FY 2020 is already expected to include replacement of the ambulance; deferring the purchase of the command vehicle would increase the burden on the taxpayers in FY 2020.

**The Board of Selectmen recommends unanimously (3-0-1).**

This article will provide funds to purchase and equip a new command vehicle for the Fire Department. The Fire Chief is the primary user of this vehicle to fulfill his responsibility as Fire Chief and Emergency Management Director for the town of Boxborough.

This vehicle is a direct replacement of the existing five (5) year old SUV, which is scheduled for replacement on the FY 2019 Capital Plan. The new vehicle will be equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, ICS vests, medical equipment, gas meter, and a defibrillator. The current command vehicle would be reassigned within the department to provide command supervision nights, weekends and other related department business.

**The Finance Committee recommends (6-0).**

The Finance Committee supports this article to replace the Fire Department command vehicle. The command vehicle is in the capital plan. Funding is via borrowing.

**ARTICLE 32 DPW – ROAD PAVING\*\***

**(Two-thirds vote required)**

As part of the Capital Consent Agenda, it was 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.

**Summary**

This article continues the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The expected level of Chapter 90 funding in recent years has been insufficient to repave even one 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. It is anticipated that the funding of this article, if approved, will enable repaving of Joseph Road and Emanuel Drive.

**The Board of Selectmen recommends unanimously (4-0).**

For each of several years now we have supplemented state Chapter 90 funding with \$300,000 of town appropriations to ensure our roadways are in acceptable condition. We would fall behind relying only on Chapter 90 funding (\$214,412 for FY 2019). These large sums are used for contracted complete road replacement projects: grinding, new catch basins, curbing, and new asphalt. The DPW carries out local small-scale patching where and as needed.

**The Finance Committee recommends (6-0).**

There is a significant backlog outstanding for road paving, which heightens the need for supplemental funding at this time. The funding source is by borrowing.

**ARTICLE 33 DPW – EQUIPMENT\*\*****(Two-thirds vote required)**

As part of the Capital Consent Agenda, it was moved that the sum of One Hundred Ten Thousand Dollars (\$110,000) be and hereby is appropriated for the purpose of providing for a Farm Tractor with Field Cutter and Accessories and an Asphalt Hot Box (Trailer mounted – dump style) for 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.

	<b>Purpose</b>	<b>Amount</b>
33A	Farm Tractor with Field Cutter and Accessories	\$60,000
33B	Asphalt Hot Box (Trailer mounted – dump style)	\$50,000
<b>TOTAL:</b>		<b>\$110,000</b>

**Summaries and Recommendations****33A - Farm Tractor with Field Cutter and Accessories**

There are numerous fields in town that are mowed constantly during the grass growing season. The tractor is 58 years old, becoming unreliable and parts are obsolete. Last year the automatic leveling pin used to keep the cutter level while the tractor is moving over uneven land got bent. No replacement part could be found and it was taken to a local repair shop where it was straightened out so the mowing could be completed for the remainder of the year.

Also, of great concern, the existing tractor has no safety features to protect the operator. No seatbelt is provided and it never came equipped with a rollover bar. A new tractor will come equipped with these safety features.

**The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, it is time to replace this 58-year old tractor. The new tractor will come with a roll-over bar for operator safety. It is on the FY 2019 capital plan.

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

The town likely realized a return on its investment in a tractor many years ago. A new tractor will be safer and more energy efficient. The funding source is via borrowing.

**33B - Asphalt Hot Box (Trailer Mounted – Dump Style)**

This trailer-mounted asphalt hot box would replace the DPW's current truck-bed unit that is too small for their needs. In 2014, the DPW purchased the existing truck-mounted hot box for \$7,500 using limited winter storm-recovery funds from the state. The DPW has used it, but it is too small to serve well. Although the DPW will be continuing with a regular program to resurface town roads over the coming years, they will always need to regularly patch and repair the roads. The proposed replacement unit is insulated and thermostatically controlled

which means that it will be able to maintain a constant temperature of fresh hot mix and patch material over an extended period of time. The DPW will be able to work more efficiently and reduce wastage of unused asphalt. The unit can be used year-round for patching during the winter months. This trailer mounted hot box will permit the DPW to load larger amounts of material at the asphalt plant, keep it hot longer, and apply it more efficiently than with their current equipment.

The trailer mounted unit will also be better for the DPW crews. When repairing small patches or patching potholes using the existing unit, the employee must raise his arms just over shoulder height and attempt to push a shovel into the asphalt then slide it back. Doing this numerous times during the course of a day causes stress on the shoulders and arms. As the temperature of the mix drops, it becomes more difficult to push the shovel in. The trailer mounted unit will allow the worker to open a small door on the rear of the unit that is approximately waist high, and will enable easy access to the asphalt or will lift the body to allow a small amount to spill out. The mix is constantly kept warm to make it easier to shovel and allows the mix to be spread out on the road more easily and compacted more efficiently.

**The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, the trailer-mounted hot-box will permit the DPW to repair and patch roads more efficiently, and reduce wasted asphalt. It is on the FY 2019 capital plan. The old truck-mounted hot box will be sold as surplus.

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

A trailer-mounted hot-box will reduce waste, increase efficiency, facilitate year-round use, and reduce the risk of employee injury. The funding source is via borrowing.

**ARTICLE 34 DPW - FACILITY IMPROVEMENTS (NEW BUILDING)\*\***

**(Two-thirds vote required)**

As part of the Capital Consent Agenda, it was moved that the sum of One Hundred Twenty-Four Thousand Dollars (\$124,000) be and hereby is appropriated for the purpose of providing for the following facility improvements for the newly acquired Department of Public Works building at 873 Massachusetts Avenue: A) Installation of New High Bay Garage Door; B) Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1; C) Mobile Four Column Vehicle Lift (Trucks & Autos); and D) Information Technology Services, Networking, Security, Fire Alarm; including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the sum of Sixty-Two Thousand Dollars (\$62,000) be transferred from Free Cash, and the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of Sixty-Two Thousand Dollars (\$62,000) under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, 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.

	<b>Purpose</b>	<b>Amount</b>
34A	Installation of New High Bay Garage Door	\$22,000
34B	Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1	\$40,000
34C	Mobile Four Column Vehicle Lift (Trucks & Autos)	\$40,000
34D	Information Technology Services, Networking, Security, Fire Alarm	\$22,000
<b>TOTAL:</b>		<b>\$124,000</b>

## **Summaries and Recommendations**

### **34A - Installation of New High Bay Door**

The main garage area currently has only one high-bay door for vehicle and equipment access. There is also a high door in the adjoining dynamometer room which is currently closed off from the main garage. In the near future, the dynamometer room will be repurposed and reconfigured to permit vehicle access to the main garage.

A second high-bay door opening directly into the main garage space will improve utilization of the area for storage and maneuvering of vehicles. Without an additional door, wasteful maneuvering of vehicles would be required to make efficient use of the space, and to get equipment in and out.

#### **The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, the additional door will increase the utilization of the main garage area. The cost is based on a quote we have obtained for materials and installation, including electrical work, at prevailing wage.

#### **The Finance Committee recommends (4-0).**

The town saved a significant amount of money by purchasing the Kaizen building. This improvement is a worthwhile investment to improve the building's functionality. The funding source is borrowing.

### **34B - Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1**

The new facility currently has two offices behind a large lobby and reception area that is approximately 24 ft. x 28 ft. This article will fund a design study and interior preparation to reconfigure the total space into a smaller lobby area with reception, a break-room, and office areas for the DPW Director and Department Assistant.

The break-room will provide a comfortable space for the staff to eat meals together and relax. This kind of socialization is known to boost morale, improve productivity, promote teamwork, and urge conversation that helps lead to improvements in the work environment. The break-room will also be used for group meetings and training sessions.

These spaces will require design, electrical, plumbing and construction work at prevailing wage.

In the first phase, we will look at the best and most cost-effective way to utilize the combined spaces for administration functions and staff needs. We believe a substantial portion of the work can be carried out with the funds requested in this article, but recognize that supplemental funds might be required, depending on what is learned during the first phase.

**The Board of Selectmen recommends unanimously (4-0).**

This work is needed to provide adequate and appropriately configured space for the DPW staff, administration, and training.

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

The town saved a significant amount of money by purchasing the Kaizen building. This first phase to improve the reception area and back offices is supported by the finance committee. The funding source is via free cash.

**34C - Mobile Four Column Vehicle Lift (Trucks & Autos)**

Four post mobile automotive lifts are capable of raising all types of public works vehicles including pick-ups, one-ton, snow plow trucks, loaders, and all regular type passenger vehicles.

Mobile columns will add flexibility to the DPW's space. Both the plug-in and hybrid powered option can be moved out to the shop floor as needed and then stored in a small area when not in use. They can even be used outside, further expanding the available work area and truck parking. Mobile options allow for a truly open floor plan. They are versatile and easy to use. The columns can be configured for use on a wide range of vehicles, and are easy to move in and out of place.

Another benefit of vehicle lifts is improved vehicle maintenance. By being able to walk under a vehicle and better see underneath, the mechanic can more easily spot any "trouble" signs such as leaks, wear or missing or broken parts, which helps to prevent a more expensive breakdown.

Safety is another major benefit of a lift. In the old facility, our DPW employees work on their backs and on creepers in a somewhat dark environment. These conditions can expose them to knee issues, neck aches, back strains, hand pinches and knuckle busting as they work in awkward positions or are constantly transitioning from prone to standing. It can also be difficult to get up and down or even to slide under the trucks. Vehicle lifts can address all of these issues by simply lifting the vehicle to an ergonomic position. Staff will be able to work in a more comfortable standing position and work more efficiently. The lift will also provide more lighting under the vehicle and reduce the chance of materials dropping in employees' eyes.

**The Board of Selectmen recommends unanimously (4-0).**

Any well-equipped mechanic's garage should have vehicle lifts. Due to space constraints, it was not feasible to install them in the old facility. Lifts will permit the DPW to service their own vehicles more efficiently and safely, and enable it to perform some maintenance on other town vehicles.

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

It is expected that the four-column vehicle lift will improve vehicle maintenance practices, employee productivity, and employee safety. It will also support all other town vehicles except for the large fire trucks. The funding source is via borrowing.

**34D - Information Technology Services, Networking, Security, Fire Alarm**

This article will fund installation of equipment needed to put the building at 873 Mass Ave on the town networks and fire alarm system. The funds will be used to:

1. Purchase and install a radio box for the building fire alarm system. This will send fire alarm signals directly to Boxborough Dispatch, rather than rely solely on a dial-up line. The Fire Chief and Captain are advising on equipment selection. **Rough estimate \$6,000**
2. Put the new building on the town's network. This will entail running fiber from Town Hall to 873 Mass Ave, plus a gateway and switch. These will support data and voice for the town's new IP phone system.

The Kaizen building already has network cabling throughout but will need to be integrated with the town LAN. Additional network drops will need to be installed in the redesigned office/lobby and breakroom areas. LEED may be able to run the fiber but we will have to pay for splicings and any Police details. **Rough estimate \$8,000**

3. The 873 Mass Ave building will also need to be integrated into the town access and control system. The May 2017 ATM appropriated \$60,000 for a town-wide system, but this estimate did not include the new site. We hope to be able to integrate the existing Kaizen security system with the Town, and use a portion of the funding previously allocated to Access and Control for the old DPW facility. **Rough estimate \$5,000**
4. Integration of existing Kaizen video surveillance system with town's system. **Rough estimate \$2,000**
5. Breakroom shared computer and monitor, two to three inkjet network printers. **Rough estimate \$1,000**

**The Board of Selectmen recommends unanimously (4-0).**

This work is required to incorporate the Kaizen building at 873 Mass Ave into Boxborough's existing local area (town) network for data and voice, and support the implementation of the Access and Control system at this site. We need to have a fire alarm radio box for this building just as have at all our buildings.

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

The town saved a significant amount of money by purchasing the Kaizen building. The finance committee supports the funding of these IT-related expenditures. The funding source is free cash.

**ARTICLE 35 LIBRARY - EXTERIOR PAINTING\*\***

**(Majority vote required)**

As part of the Capital Consent Agenda, it was moved to transfer from Free Cash the sum of Twenty-Five Thousand Dollars (\$25,000) to provide for painting the exterior of the Sargent Memorial Library and costs incidental and related thereto.

**Summary**

The building was last painted in the summer of 2012. The paint has peeled in many areas; it has mildew and is in need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

**The Library Board of Trustees recommends unanimously.**

The Library Trustees unanimously recommend this expenditure. The building was last painted in the summer of 2012. The paint has peeled in many areas; it has mildew and is in need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

**The Finance Committee recommends (6-0).**

It is important for Boxborough to regularly and properly maintain its buildings. Neglecting to perform preventative maintenance could lead to more significant issues in the future. This has been budgeted in the capital plan. The funding source is free cash.

**ARTICLE 36****GRANGE MEETING ROOM CAPITAL IMPROVEMENTS – SUPPLEMENTAL FUNDING****(Two-thirds vote required)**

Ms. Neyland moved that the sum of One Hundred Seventy-Nine Thousand Dollars (\$179,000) be and hereby is appropriated for the purpose of providing for the continued rehabilitation of the Grange Meeting Room, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the sum of Fourteen Thousand Six Hundred Forty-Seven Dollars and Twenty-Three Cents (\$14,647.23) be transferred from Article 12 of the 2010 Annual Town Meeting (Capital Improvements – Town Hall and Police Station), the sum of Three Hundred Fifty-Two Dollars and Seventy-Seven cents (\$352.77) be transferred from Free Cash, and the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of One Hundred Sixty-Four Thousand Dollars (\$164,000) under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, 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 appropriation sought under this article seeks to complete the rehabilitation of the Grange Meeting Room, which was started last year with funding made possible through the Community Preservation Fund. In the first phase the stage was removed, two offices/small meeting rooms and a lobby area for the Grange Meeting Room were constructed, HVAC work was completed and some electrical and data work were done. We were also able to hire an architect to develop plans for the completion of the rehabilitation project, for which we are now seeking a supplemental appropriation from Town Meeting.

The remaining work to be done includes: replacement of the wainscoting and chair rail, encapsulation and painting of the walls, installation of new ceiling tiles and lighting, installation of flooring and improvements to the cable infrastructure, the latter of which will be paid from the town's cable fund. All of this work must be done at prevailing wage, which adds a significant premium to the cost of the construction. The work is expected to be completed in roughly six months.

**The Board of Selectmen recommends unanimously (4-0).**

The May 2016 Town Meeting approved an article for \$106,775 that was graciously funded through CPA monies. At the time, the project was presented as a complete renovation of the Grange Meeting Room. Unfortunately, the cost of the project was under-estimated. Once it became clear that the project was significantly over-budget, a project manager was hired to provide more detailed drawings, secure an accurate cost estimation and provide a timeline for completion.

The high usage and traffic of the Grange Hall Meeting Room by boards, committees, commissions and other groups for meetings and functions on a regular basis has taken a toll on the space. The original plaster ceiling was replaced by a suspended ceiling with inefficient fluorescent lighting. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked and damaged and the room needs to be repainted or encapsulated to deal with lead paint in some areas.

This article and a previously funded article for the flooring will provide for new flooring, replacement of ceiling tiles with a more period accurate tile, more energy efficient lighting and fresh paint or encapsulation of the walls and wood. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or others. Data, communication and CATV cables will be run under the floors for enhanced broadcast of meetings on cable TV.

Architectural elements such as the two wood columns from the stage have been preserved and will be re-installed, to maintain the original spirit of the 1901 building. This project will improve the functionality of a one-hundred-year-old building and attempt to adapt to the demands of the 21st century. Funding for the CATV infrastructure will be from the proceeds granted under licensing agreements with Verizon and Comcast.

**The Finance Committee recommends (7-0).**

The Finance Committee unanimously supports this article. This proposal will finally allow for completion of the needed improvements to the Grange Meeting Room, as identified in the warrant. Funding is primarily from borrowing.

**Discussion:** Ms. Weil asked if this number is real—the first estimate was so far off and insufficient. Ms. Neyland said that yes it has been costed out by a professional estimator.

Mr. Toups also questioned the estimate provided at last town meeting that was so off base. He asked if we knew that we would get so little when the contract was awarded. Ms. Neyland said that we knew that the money was insufficient, but we went forward anyway to get the stage removed and two offices created. Mr. Toups wondered whether we should have expended the money knowing that it was insufficient. The process sounded wrong.

Dennis Reip, Old Harvard Rd., said the project is long overdue.

Mr. Neville asked about window treatments. There are new shades in all windows—but they are flimsy.

Becca Edson, resident and architect for the project, said that there is some money for unknown costs.

**Action on Article 36: Motion carried unanimously.**

**Ms. Bak moved to adjourn the meeting to 7pm Tuesday, May 15, in the Blanchard gym.  
Motion to adjourn carried unanimously.**

**May 15, 2018**

**Moderator John Fallon called the adjourned session to order at 7:02pm. There were 114 registered voters in attendance.**

**ARTICLE 37 RECREATION COMMISSION - T.J. O'GRADY SKATE PARK EXPANSION**

**(Majority vote required)**

Becca Edson, member of the Recreation Commission, moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) to provide for the expansion of T.J. O'Grady Skate Park.

Ms. Edson made a presentation in favor of the motion.

**Summary**

The T.J. O'Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O'Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically lost his life while skateboarding on a street in Boxborough. T.J. had a passion for history, friends and skateboarding. He co-founded the Grey JHS Skateboard Club.

Phase two of the two-part expansion of the T.J. O'Grady Skate Park consists of a triangular Skate Plaza, designed by Stantec and converts the barren 100' x 100' area remaining after the original Skate Park parking lot was

removed to support the Lower Fields' synthetic turf field complex installation. This project will provide an attractive formal entrance and viewing area for onlookers, and handicap accessible park amenities. It features a world-class triangular skating course around a bio-retention area.

The funding requested from Boxborough will supplement Acton Community Preservation Committee's recommended appropriation of \$76,000, an Acton 2016 CPA grant of \$135,000 and a contribution from the Acton Recreation Department of \$14,000.

**The Recreation Commission recommends unanimously (6-0).**

The appropriation of \$20,000 will supplement Town of Acton CPA appropriations: a proposed 2018 appropriation, which is subject to appropriation by the Acton Town Meeting (\$76,000), and a 2016 appropriation (\$135,000) and will enable the completion of the multi-phased T.J. O'Grady Skate Park at 66 Hayward Road. The Commission believes the Skate Park offers a unique outdoor space helping to meet the unfulfilled need of recreational activities (outside of organized sports) for teens in Boxborough. Furthermore, this plan is in keeping with Acton Police Department School Resource Officer recommendation to provide more seating at the park creating a family-friendly setting.

As cited in the Town of Boxborough's Open Space and Recreation Plan, per The National Recreation and Parks Association (NRPA), Boxborough's total dedicated acreage for public active and passive recreation falls well below the national standards. To account for limited recreation space, Boxborough residents frequently visit recreation space and facilities in neighboring towns such as Acton, the T.J. O'Grady Skate Park being one of them. Approving these funds would support the following goals and objectives of the Town of Boxborough's Open Space and Recreation Plan:

**Goal/Objective 3**

To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.

To increase recreational programs for teens and seniors.

**Goal/Objective 8**

To pursue regional approaches, where possible, to achieving the goals of this Open Space and Recreation Plan.

To continue to pursue a regional approach to providing recreational opportunities.

While this is considered a shared recreation space honoring a deceased Boxborough resident, to date, the Town of Boxborough has not contributed any funds to support the skate park, leaving the Town of Acton to carry the entire project. Previous Town of Acton CPA spending and appropriations for this project total \$401,500; the total cost for completion of phase two of the Skate Park is \$240,000. The contribution of \$20,000 from the Town of Boxborough would constitute only 8% of the completion cost. The Recreation Commission believes that it is due time that the Town of Boxborough demonstrate its commitment to support a shared Town of Acton recreation resource by voting in favor of this Article.

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

Thomas Begin spoke on behalf of the Finance Committee: The Finance Committee strongly opposes funding of this project. This park is located in Acton and is not part of the school district. The Finance Committee believes this is not the proper use of Boxborough funds. In addition, a similar request for project funding was previously brought before Town Meeting and voted down by residents for similar reasons. Capital investment in this park

and future maintenance/upkeep is the responsibility of Acton as its location is within that Town's borders and therefore not the financial responsibility of Boxborough residents. The funding source is free cash.

**Board of Selectmen recommends unanimously (4-0).**

Boxborough's 2030 Master plan promotes/encourages the enhancement of the "quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability".

The skate park serves a segment of the teen population that may not be served by other sports programs. Please consider that funding for the park in Acton is far less expensive than building a new facility in Boxborough.

**Discussion:** Becky Neville, Middle Rd., spoke against the motion. The Town has voted this down before. It is unreasonable to use Boxborough funds to support an Acton facility. We don't ask them to pay for a playground at Flerra.

Hilary Greven, Hill Rd., a member of the RecCom, spoke in favor. She said that the space is unique and used extensively by Boxborough residents. Further, it is in memory of a deceased Boxborough resident. Shared recreational facilities expand our recreational opportunities. Pursuing a regional approach is a recommendation of our own Open Space & Recreation Plan.

Jeanne Kangas, Hill Rd., spoke against the article. There are plenty of better places to spend the money.

Alex Kerin, Prescott Rd., spoke in favor of the motion. He talked of the reasons that it was originally voted down. Should we spend \$20,000 on a shared skate park or spend \$500K to build our own.

Maria Neyland, Picnic St., said she originally voted against it. After that vote, many parents spoke to her that she was judging the types of kids who used the skate park. She is now in favor of spending some funds to provide increased variety of recreational options to our kids.

Frank Powers moved the question.

Motion to vote now carried by two-thirds as declared by the moderator.

**Action on Article 37: Motion carried by majority vote. Yes: 61 No: 43**

**ARTICLE 38 SENSE OF THE MEETING - BOARD OF SELECTMEN - GENDER NEUTRAL LANGUAGE**

**(Majority vote required; non-binding)**

Ms. Bak moved that it be the sense of this meeting that the Board of Selectmen should change the name of the Board to reflect more gender-neutral language; and further, that said name shall be determined by vote of the Board of Selectmen no later than December 31, 2018, it being understood that, regardless of the name change, the Board of Selectmen shall retain all authority and responsibility of a board of selectmen under the General Laws and the bylaws of the Town.

**Summary**

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

If this sense of the meeting is supported by the voters at Town Meeting, the Board would encourage feedback from the public regarding the appropriate gender-neutral nomenclature by which to identify the chief elected officials of the Town. Boxborough would join the growing number of towns (32 and counting) that have changed the name of the Town's executive to a gender-neutral name.

**The Board of Selectmen has no recommendation on this article.**

While the Board of Selectmen can change the name of the board without town approval, that would mean, that at any time, the Board of Selectmen could vote on what they want to be called. One year we could be the Board of Selectmen, the next year we could be the Select Board or the Town Council or some entirely different name. So before endeavoring to make any change, the Board of Selectmen wants input from town residents. First the Board is seeking Town Meeting's input on whether the Board should adopt gender-neutral nomenclature. If a majority of the voters decide in favor, then within the next several months after Town Meeting, the Board of Selectmen will seek further input from the residents on what that name should be.

Amy Burke, Sargent Rd., made a presentation in favor of the motion. She said that the term Selectmen was defined at a time when women didn't have a vote, let alone hold public office. Words matter.

Costs of change would be minimal. Over 40 towns have adopted Select Board or other gender neutral term, as has the MMA. This vote is a first step. A bylaw change would be necessary.

**The Finance Committee recommends (5-2).**

Majority Opinion

The majority opinion of the Finance Committee is that this change has no fiscal impact on the Town. If we use the term Congressman and Congresswoman why is that logic not applied to local government. Furthermore, this change would align with the direction of other Town's adopting new language that is more gender neutral. The Finance Committee encourages you to support this article enabling the Town and volunteers to identify a reasonable solution.

Minority Opinion

The dissenting opinion believes that this proposed change is not necessary as "Board of Selectmen" is in line with an overwhelming majority of other communities within the Commonwealth. In addition, Massachusetts General Law utilizes the name "Board of Selectmen" and is a good guide as to what the Board should be referred. We believe that this should be brought as a bylaw to provide guidance to the Town rather than leave decision outside of the ATM.

**Discussion:** Mary Brolin, Guggins Ln., said it's a simple change and reflects the fact that we have women as well as men on the Board.

Cheryl Mahoney, Liberty Square Rd., asked if there was an estimate for staff time to implement change.

Carolyn Gutierrez, Whitcomb Rd., thinks it's really unfortunate that we have to ask for this small change. For her, it's a very important change. Language is important. What if the name of the Board was Board of Selectwomen, how would men feel about that? We have a long way to go on gender equality.

Jennifer Campbell, Patch Hill Rd., said that when you use outdated language you are sending the wrong message.

Alex Kerin, Prescott Rd., thinks it's time to change.

Becky Neville just objects to the actual sense of the meeting motion. She said the Board should have gone right for a bylaw change.

Richard Hilton, Littlefield Rd., says that the term Selectmen is not descriptive anymore. It's not just politically correct. It is just correct.

Paula Grieco, Depot Rd., said there's a lot of research on the negative impact of gender specific language on equality.

Beth Fetterman, Burroughs Rd., has no problem with changing the name. She objects to asking the Board of Selectmen to come up with a name.

Rita Grossman, Depot Rd., spoke in favor in favor of the motion.

Jeanne Kangas, Hill Rd., said that she was the first woman Selectman in the early '70's. She is in favor of using gender-neutral terms and will vote in favor of the article as a first pass.

**Action on Article 38: Motion carried by majority vote.**

## ARTICLE 39

## **SENSE OF THE MEETING - BOARD OF SELECTMEN - BROADCASTING OF PUBLIC MEETINGS**

**(Majority vote required; non-binding)**

Ms. Bak moved that it be the sense of this meeting that meetings of boards, committees and commissions other than the Board of Selectmen should be broadcast and/or made available for viewing on demand.

## Summary

Transparency in government is a primary goal of the Board of Selectmen. The Town has over twenty volunteer committees who provide countless hours of service to town government. These committees hold open meetings and provide minutes of their meeting. The public is encouraged to attend meetings; however, the meetings are not broadcast for public viewing on the cable stations or on-demand through the Town's website.

Currently only Board of Selectmen meetings are broadcast or made available on-demand. The Board is seeking Town Meeting's input on broadcasting and/or making available on-demand meetings of other town committees. A further question is which of these committees' meetings would the voters like to see.

The Town has equipment available to record the meetings. Resources would have to be allotted to operate the equipment and for post-production. The cost per meeting would be approximately \$54 (this assumes a 2-hour meeting, an hour total for set-up/take-down and an hour for post-production).

**The Board of Selectmen has no recommendation on this article.**

The Board has no recommendation on this article and seeks input from town residents. Please keep in mind that not all boards, committees and commissions are appointed by the Board of Selectmen. The Board of Selectmen cannot require any elected board (Planning Board, Board of Health, Library Trustees) or the Finance Committee, who is appointed by the Town Moderator, to record their meetings for public broadcast. That being said, the Board would like your opinion on videotaping all boards, committees and commissions, appointed or elected.

## **The Finance Committee recommends (4-1-1).**

## Majority Opinion

The Finance Committee recommends this article as it provides more transparency and engagement of the community. There is a financial impact to the Town for the camera management.

### Minority Opinion

The minority view of the Finance Committee is as follows:

1. Boxborough currently has more than 30 committees/boards. With the current limited equipment and resources, it would significantly increase the difficulties for each committee/board to schedule their regular meetings, given that each committee/board tries to have residents attend the meetings.
2. Unlike the elected committees/boards, in-front-of-the-camera may have an impact to the willingness of the people who consider serving in the appointed committees/boards. The impact analysis is yet to be done.

**Discussion:** Alan Rohwer, Chair of the Historical Commission, expressed concern about the logistics of accommodating all the meetings seems unrealistic and unnecessary. Private citizens can live-stream any meeting they attend. He urged a no vote.

Mitzi Weil, Burroughs Rd., asked if equipment is not available would meetings have to be cancelled? No, said Susan. She said that maybe not all boards would be filmed, but maybe a few.

Ms. Kangas spoke against the motion. She expressed concern about the potential cost.

Diana Lipari, Littlefield Rd., said the cost is a concern, but she thinks meetings should be taped. Leaving it to a participant to live stream is not the answer.

Mr. Kerin said he was on two committees and said that the filming seemed impractical and expensive.

Michael Fetterman, Burroughs Rd., said that he serves on the Housing Board. He spoke against the motion. He doesn't want an additional barrier to people volunteering for a board.

John Markiewicz, chair of the Planning Board, said that all meetings can be live-streamed or videotaped. He thinks managing the process would be cumbersome. It's not about transparency—the public can always read the minutes.

Les Fox, member of the Board of Selectmen, gave some background on the rationale behind the article. He said that the Grange and the library are the only places in town that can live broadcast. Cable funds can be used to make other rooms broadcast-capable. Should the BOS try to reach more people by making more meetings available?

A resident said as a parent of young children she commends the BOS for attempting to make town board meetings more accessible.

Mr. Toups asked about legal liability in regards to filming. Jonathan Eichman, legal counsel, said that it can work both ways. Sometimes you want more evidence in the form of a verbatim record.

Cheryl Mahoney, Liberty Square Rd., pointed out that this town meeting is being recorded. She said that many people watch the BOS meeting at home while doing other things and find it useful.

Anne Canfield, Stow Rd., said that live broadcasting was not necessary for all boards. She recommends improving the current system that broadcasts the BOS meetings—the sound is terrible.

Wes Fowlks, Stow Rd., said that he was the one recording all the Planning Board meetings and said people found it helpful. He thinks broadcasting some meetings on more than cable is a good idea.

### Action on Article 39: Motion was defeated.

John Markiewicz, Chair of the Planning Board, read a statement that the proposed Zoning Bylaw Amendments were presented to the town at duly noticed public hearings.

## **ARTICLE 40 ZONING BYLAW AMENDMENT – ADD SECTION 7800 SOLAR ENERGY SYSTEMS**

**(Two-thirds vote required)**

Mr. Markiewicz moved to pass-over Article 40, "Zoning Bylaw Amendment - Add Section 7800 Solar Energy Systems".

Mr. Markiewicz said the board had second thoughts about the article and wants more time to come up with a more comprehensive article.

## Action on Article 40: Motion to pass-over carried by majority vote.

## **7800 Solar Energy Systems**

***In the Agricultural-Residential and Residential-1 Zoning Districts, solar collectors or panels for Solar Energy Systems as defined in M.G.L. Chapter 40A, Section 1A shall only be allowed on the roof tops of buildings. In all other zoning districts, solar collectors or panels for Solar Energy Systems shall only be allowed on the roof tops of buildings or over parking areas. Solar collectors shall be noiseless and motionless.***

## Summary

*The proposed amendment would restrict the permissible locations of solar collectors or panels on properties.*

## **The Planning Board Recommends (4 - 1).**

### Majority Opinion

With the recent approval of an approximately 20-acre Solar Energy System on the property at 1414 Massachusetts Avenue, the Planning Board is seeking to take steps to regulate the implementation of future Solar Energy Systems. Ultimately, the Planning Board intends to propose a robust amendment to the Zoning Bylaw regulating these systems, but this item is still a work in progress. Until a more detailed amendment can be proposed, the Planning Board seeks to amend the Zoning Bylaw to protect the community from offensive installations of solar collectors and panels. The Planning Board feels the proposed amendment would provide some protection to residential properties in particular until a more detailed bylaw can be implemented. Therefore, the Planning Board recommends.

### Minority Opinion

This proposed bylaw was hastily written and recommended by the majority of the Planning Board in reaction to the Site Plan Approval granted for the 4MW solar installation on the land behind 1414 Massachusetts Avenue. The argument to restrict solar installations defies the effort to reduce our dependence on fossil fuels in accordance with Massachusetts' Global Warming Solutions Act of 2008 (GWSA) and the Commonwealth's Clean Energy and Climate Plan for 2020.

The proponents' recommendations state that this is a "work in progress" which further bolsters the argument that the bylaw, as written, is impetuous, ill-advised, and incomplete. If passed, this bylaw is permanent, as there is no sunset clause.

Many surrounding communities have adopted solar bylaws that are comprehensive, well-structured, and sensible. As demonstrated by the brevity of the proposed bylaw, the complex considerations of a solar bylaw were not considered or addressed.

This matter deserves in-depth examination and considerable public input. With help from voters, the Planning Board needs to put considerable time and effort into creating a responsible solar bylaw. This Article gives us license to avoid that responsibility.

## **The Finance Committee does not recommend (3-0-1).**

This bylaw affects individual homeowners and would only allow solar panels on a roof. If a homeowner wanted to put solar panels in their yard the Finance Committee feels they should not be prohibited from doing so. There is no financial impact to the town.

## **The Energy Committee unanimously does not recommend (5-0).**

We believe in our Town's ability to reduce energy costs, improve the environment, and maintain the charm of Boxborough, through collaborative and thoughtful bylaws. The proposed Article directly opposes that notion. It permanently restricts the solar energy options the town can consider – for residents and businesses. We should be encouraging creative solar energy solutions and environmental stewardship, not discouraging it.

This bylaw specifically blocks any size of ground-mounted solar arrays, which are common throughout Massachusetts and the country. Ground-mounted solar panels, in particular, allow residents and businesses to install solar panels when they cannot be placed on rooftops.

The Energy Committee looks forward to following the lead of the Planning Board to help voters, and other Town committees and boards, create a comprehensive, well-researched, forward-looking bylaw governing solar use in Boxborough. But, let us be clear, the current Article is not that.

This Article, disguised as a temporary solution that is good for the town, should be defeated, and unfettered work on a comprehensive bylaw should begin.

## ARTICLE 41

## **ZONING BYLAW AMENDMENT – AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

**(Two-thirds vote required)**

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2018 Annual Town Meeting warrant under Article 41 (and as displayed on the screen).

## 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 on March 23, 2018**, 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~~**December 31, 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**

The existing temporary moratorium on Recreational Marijuana Establishments is 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. This proposed amendment would extend the temporary moratorium for six months to December 31, 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 Cannabis Control Commission issued regulations regarding the licensing of commercial activities for Recreational Marijuana Establishments on March 23, 2018. The Town needs time to review and analyze the effect of these regulations in order to consider and adopt such effective and consistent local regulation as may be required to address Town concerns regarding Recreational Marijuana Establishments. Therefore, the Planning Board recommends the Town hereby extend the temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana until a detailed analysis of the Cannabis Control Commission regulations can be completed. The proposed six-month extension of the moratorium shall be in effect through December 31, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. The Planning Board recommends.

Mr. Markiewicz said the current moratorium expires in June. The Planning Board wants to extend the moratorium to give more time to develop a marijuana bylaw. The Attorney General has just recently issued regulations.

### **The Finance Committee does not recommend (4-1-1).**

In November 2016, the town of Boxborough voted in favor of legalizing marijuana. The Finance Committee would like the bylaw developed so the town can take advantage of potential tax revenue. The town may assess a "community impact fee" that can amount up to 3% of gross sales for up to five years. The town may also vote to impose a local sales tax of up to 3% of total sales.

Minority of FinCom supports moratorium.

**Discussion:** Maria Neyland, Picnic St, supports the moratorium. Wants to make sure we have a plan before we have to respond to requests for marijuana establishments.

### **Action on Article 41: Motion carried by two-thirds, as declared by the Moderator.**

Mr. Fallon went through the Non-Monetary Consent Agenda in case someone wanted to hold.

Mr. Toups asked about vote quantum. Mr. Fallon said that the motion would have to pass by two-thirds.

### **NON-MONETARY CONSENT AGENDA: Articles 42 through 46**

Ms. Bak moved to approve the Non-Monetary Consent Agenda, articles 42 through 46, as printed in the 2018 Annual Town Meeting warrant under articles 42 through 46 inclusive.

### **Action on Non-Monetary Consent Agenda: Motion carried unanimously.**

## **ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS\*\***

### **(Two-thirds vote required)**

As part of a consent agenda, it was moved to amend Boxborough Zoning Bylaw Section 2100 Definitions, to insert a definition for “Gross Floor Area”, as follows, and to renumber the subsections in Section 2100 accordingly and references thereto throughout the Zoning Bylaw:

#### **2100 Definitions**

***2136 Gross Floor Area shall mean the sum of all horizontal areas of the floors of a building measured from the exterior face of exterior walls. Gross Floor Area shall also include garages, porches, basements, storage rooms, and attic rooms, all with ceiling heights greater than 5'-0" for residential uses or 7'-0" for all other uses. Gross Floor Area shall exclude unroofed porches, decks, balconies, unroofed exterior stairs, and bay windows or similar projections of less than two feet beyond the main walls.***

#### **Summary**

*The proposed amendment would establish a definition for “Gross Floor Area”.*

#### **The Planning Board Recommends (5 - 0).**

The term “Gross Floor Area” is used 23 times in the Zoning Bylaw but there is currently no definition for the term. This is problematic for property owners, applicants, and others seeking to perform calculations to ensure compliance with the Zoning Bylaw which involve this term, as well as for Town staff seeking to provide interpretations of the Zoning Bylaw where the term is used. This proposed change will make zoning enforcement and analysis of these types of issues easier for both constituents and Town staff. It should also be noted the implementation of this definition would have absolutely no impact on the assessment of properties or tax amounts. The Town Assessor uses their own, completely separate methodology to generate property tax assessments. Therefore, the Planning Board recommends.

#### **The Finance Committee recommends (6-0).**

This bylaw defines what gross floor area is and should make it easier for applicants when building or making modifications to an existing or new building.

## **ARTICLE 43 ZONING BYLAW AMENDMENT – AMEND SECTION 4203 REGARDING NONCONFORMING USES AND STRUCTURES\*\***

### **(Two-thirds vote required)**

As part of a consent agenda, it was moved to amend Boxborough Zoning Bylaw Section 4203 by adding the following language in bold italics:

**4203 No change, alteration, or extension of any nonconforming use or structure shall result in an extension of the structure or an increase in the use to more than one hundred percent in excess *of the gross floor area* of the structure or *of the total area of the* use existing or begun when this Bylaw was adopted.**

#### **Summary**

*The proposed amendment to Section 4203 would make clear the unit of measurement to be used when calculating “one hundred percent” of the nonconforming use or structure shall be the gross floor area of that particular use or structure.*

**The Planning Board Recommends (5 - 0).**

Within the last year, the Zoning Board of Appeals dealt with an application where it was unclear as to what unit of measurement should be used when determining one hundred percent of the nonconforming use or structure. The Planning Board finds the proposed amendment will provide residents, property owners, businesses, and other constituents, as well as Town staff, clarity as to how much an applicant can seek to change, alter, or extend their nonconforming use or structure with only the need for a Special Permit, as opposed to a Variance. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article.

**ARTICLE 44                    GENERAL BYLAW AMENDMENT - BID BYLAW\*\***

**(Majority vote required)**

As part of a consent agenda, it was moved to amend the Bid Bylaw as indicated below by deleting the language indicated by strikethroughs and adding the following language in bold italics, or take any other action relative thereto.

Unless otherwise provided by a vote of Town Meeting, the Board of Selectmen or Town Administrator is authorized to enter into any contract for the exercise of the Town's corporate powers for matters involving General Government, ~~and the School Committee for school matters~~, on such terms and conditions as are deemed appropriate. Unless authorized by the General Laws or town meeting, any Town officer or board so authorized may solicit and award contracts for the procurement of goods and services for terms exceeding three years, but not to exceed five (5) years, including any renewal, extension or option, provided in each instance that the longer term is determined to be in the best interest of the Town. Notwithstanding the foregoing, the Board of Selectmen, ~~or~~ Town Administrator, ~~or School Committee~~, shall not contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

**Summary**

*The proposed amendment is simply housekeeping and will remove references to the School Committee because Boxborough no longer has a local school committee.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee Recommends (6-0).**

The Finance Committee recommends this article.

**ARTICLE 45                    GENERAL BYLAW AMENDMENT - DISPOSITION OF TOWN PROPERTY BYLAW  
AMENDMENT\*\***

**(Majority vote required)**

As part of a consent agenda, it was moved to amend the Disposition of Town Property Bylaw as indicated below by deleting the language indicated by strikethroughs and adding the following language in bold italics, or take any other action relative thereto.

Whenever a board or officer having charge of personal property or materials belonging to the Town shall determine that such property has become obsolete or is no longer needed, said board or officer may sell, or

otherwise dispose of said property or material if the fair market value of said property or materials does not, in the opinion of the Selectmen, exceed **four ten** thousand (\$4,000) dollars **(\$10,000)**.

### **Summary**

*In its current form, the Disposition of Town Property bylaw allows a board or officer having charge of personal property or materials belonging to the Town with a value less than \$4,000 to dispose of said property, applying best practices for disposition or disposal. The Town's bylaw is more stringent than G.L. c. 30B, §15. The proposed amendment will increase the threshold for requiring Board of Selectmen approval for disposition of Town property from \$4,000 to \$10,000, bringing the bylaw in line with Massachusetts general laws.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article.

## **ARTICLE 46 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

### **(Majority vote required)**

As part of a consent agenda, it was moved 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, or take any other action relative thereto.

### **Summary**

*This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining town roads. The FY 2019 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee Recommends (4-0).**

The Finance Committee recommends this article which allows the Town to accept and spend funds provided by the State for necessary paving projects in the Town.

**Becky Neville moved to dissolve Annual Town Meeting.**

**Motion carried.**

**Annual Town Meeting was dissolved at 8:15pm.**

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2018.

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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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Leslie R. Fox  
Board of Selectmen

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Maria E. Neyland  
Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

**WARRANT & PROCEEDINGS FOR 2018 STATE PRIMARY**

SS.

To the Constables of the City/Town of BOXBOROUGH

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

BOXBOROUGH TOWN HALL  
29 MIDDLE ROAD, BOXBOROUGH

on **TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS .....	FOR THIS COMMONWEALTH
GOVERNOR.....	FOR THIS COMMONWEALTH
LIEUTENANT GOVERNOR .....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL .....	FOR THIS COMMONWEALTH
SECRETARY OF STATE .....	FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR .....	THIRD DISTRICT
SENATOR IN GENERAL COURT .....	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	THIRTY-SEVENTH MIDDLESEX DISTRICT
DISTRICT ATTORNEY.....	NORTHERN DISTRICT
CLERK OF COURTS .....	MIDDLESEX COUNTY
REGISTER OF DEEDS .....	MIDDLESEX SOUTHERN DISTRICT

Pursuant to the Selectmen's warrant of August 27, 2018, the state primary election was held at Boxborough Town Hall, 29 Middle Rd., Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00am. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00pm. Out of 3,776 registered voters, 1,078 ballots were cast: 821 Democratic ballots, 255 Republican ballots, and 2 Libertarian ballots. The results are as follows:

**SEPTEMBER 4, 2018 STATE PRIMARY ELECTION**  
**Democratic Party**

<b>Senator in Congress</b>	<b>Votes</b>
Elizabeth Warren	760
Write ins/Blank	61
<b>Governor</b>	
Jay Gonzalez	497
Bob Massie	200
Write-ins/Blank	124
<b>Lt. Governor</b>	
Quentin Palfrey	458
Jimmy Tingle	220
Write-ins/Blank	143
<b>Attorney General</b>	
Maura Healey	755
Write-ins/Blank	66
<b>Sec'y of State</b>	
William Galvin	524
Josh Zakim	246
Write-ins/Blank	51
<b>Treasurer</b>	
Deborah Goldberg	692
Write-ins/Blank	129
<b>Auditor</b>	
Suzanne Bump	683
Write-ins/Blank	138
<b>Representative in Congress</b>	
Jeffrey Ballinger	8
Alexandra Chandler	116
Beej Das	11

Rufus Gifford	144
Leonard Golder	10
Dan Koh	172
Barbara L'Italien	163
Bopha Malone	2
Juana Matias	54
Lori Trahan	126
Write-ins/Blank	15
<b>Councillor</b>	
Marilyn Devaney	456
Nick Carter	221
Write-ins/Blank	144
<b>State Senator</b>	
James Eldridge	739
Write-ins/Blank	82
<b>State Representative</b>	
Jennifer Benson	733
Write-ins/Blank	88
<b>District Attorney</b>	
Marian Ryan	431
Donna Patalano	277
Write-ins/Blank	113
<b>Clerk of Courts</b>	
Michael Sullivan	673
Write-ins/Blank	148
<b>Register of Deeds</b>	
Maria Curtatone	677
Write-ins/Blank	144

**SEPTEMBER 4, 2018 STATE PRIMARY ELECTION RESULTS**

**Republican Party**

<b>Senator in Congress</b>	<b>Votes</b>	
Geoff Diehl	115	
John Kingston	49	
Beth Lindstrom	71	
Write-ins/Blank	20	
<b>Governor</b>		
Charles Baker	182	
Scott Lively	72	
Write-ins/Blank	1	
<b>Lt. Governor</b>		
Karyn Polito	188	
Write-ins/Blank	67	
<b>Attorney General</b>		
James McMahon	109	
Daniel Shores	78	
Write-ins/Blank	68	
<b>Sec'y of State</b>		
Anthony Amore	172	
Write-ins/Blank	83	
<b>Treasurer</b>		
Keiko Orrall	168	
<b>Write-ins/Blank</b>	<b>87</b>	
<b>Auditor</b>		
Helen Brady	170	
Write-ins/Blank	85	
<b>Representative in Congress</b>		
Rick Green	174	
Write-ins/Blank	81	
<b>Councillor</b>		
Write In: Aaron Hutchins	5	
Blank	250	
<b>State Senator</b>		
Margaret Busse	177	
Write-ins/Blank	78	
<b>State Representative</b>		
Write-ins/Blank	255	
<b>District Attorney</b>		
Write-ins/Blank	255	
<b>Clerk of Courts</b>		
Write-ins/Blank	255	
<b>Register of Deeds</b>		
Write-ins/Blank	255	

**SEPTEMBER 4, 2018 STATE PRIMARY ELECTION RESULTS**

**Libertarian Party**

<b>Auditor</b>	
Daniel Fishman	2
Write-in/Blanks	0

**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING MINUTES  
SEPTEMBER 5, 2018**

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 Boxboro Regency Hotel, 242 Adams Place, Boxborough, MA on Wednesday, September 5, 2018 at 7:00pm to act on Articles 1 through 2 of this Special Town Meeting Warrant.

**LIST OF ARTICLES**

- 1. ZONING BYLAW AMENDMENT - AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**
  
- 2. CITIZEN PETITION - GENERAL BYLAW AMENDMENT – TO PROHIBIT ALL TYPES OF NON-MEDICAL MARIJUANA ESTABLISHMENTS AS DEFINED IN MGL C. 94G, § 1**

Moderator John Fallon called the meeting to order at 7:15pm. There were 271 registered voters in attendance. He thanked the Boxboro Regency for providing the space and setting it up free of charge. He introduced the Town Clerk, Town Counsel, the Board of Selectmen and the Finance Committee. He spoke briefly about how he would run the meeting and described the process for participation. He described the new method of raising a voting card in order to vote.

**ARTICLE 1                    ZONING BYLAW AMENDMENT – AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

(Two-thirds vote required)

John Markiewicz, Chair of the Planning Board, moved that the Town vote to amend Boxborough Zoning Bylaw Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, by adding the following language in ***bold italics*** and deleting the language indicated by ~~strikethroughs~~ as printed in the warrant. Motion was seconded.

**7730 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 ~~December 31, 2018~~ ***June 30, 2019*** 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.

**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 promulgated by the Cannabis Control Commission on March 23, 2018, 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 ~~December 31, 2018~~ **June 30, 2019** 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 provided by Planning Board:**

*The existing temporary moratorium on Recreational Marijuana Establishments is in effect through December 31, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. This proposed amendment would extend the temporary moratorium for six months through June 30, 2019 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.*

#### **The Planning Board Recommends (3-1)**

John Markiewicz provided the Planning Board recommendation as follows:

The Planning Board held a duly advertised public hearing on the proposed Zoning Bylaw amendment as printed in Article 1 of the September 5, 2018 Special Town Meeting Warrant on August 20, 2018 and voted to recommend it.

The Cannabis Control Commission issued regulations regarding the licensing of commercial activities for Recreational Marijuana Establishments on March 23, 2018. The Planning Board has been working on a zoning approach to address Recreational Marijuana Establishments, but will benefit from an additional extension to June 30, 2019 recently made available to all towns by the Massachusetts Attorney General. This will provide

the Planning Board with an opportunity to make a better assessment of Town's needs and to conduct public hearings to ensure the best possible outcome on the matter. Therefore, the Planning Board recommends.

*Planning Board Dissenting Opinion:*

It is the responsibility of the Planning Board to author and propose zoning by-laws regulating recreational marijuana that are sensible and appropriate for Boxborough.

Voting "no" on both articles (temporary and permanent ban) will force a deadline for the Planning Board to propose zoning by-laws regulating recreational marijuana rather than continuing to procrastinate on the issue. Zoning by-laws can include appropriate controls and limitations on recreational marijuana similar to other by-laws that regulate business activity and location in Boxborough.

Let the Planning Board do its work to bring a thoughtful and comprehensive zoning by-law to Town Meeting.

**The Board of Selectmen Statement of Support: Susan Bak**

The Board of Selectmen traditionally refrains from making recommendations on Planning Board zoning articles. In this case, the article, if passed, will not change any language in the current Zoning Bylaws, but simply extend the temporary moratorium on regulation of recreational marijuana establishments from December 31, 2018 until June 30, 2019. For the reasons set forth by the Planning Board, we believe the best interests of the town will be served by approving this article. Extending this temporary moratorium to June 30, 2019 will allow the Planning Board sufficient time to develop new regulatory language for consideration by voters at the May 2019 Annual Town Meeting.

A General Bylaw amendment to completely prohibit non-medical marijuana establishments is proposed in a citizen petition under Article 2 of this Special Town Meeting. Should Article 2 be approved, adoption of the General Bylaw also requires an affirmative vote at an election which will be scheduled by the Selectmen.

Extension of the moratorium under Article 1 will permit voters to weigh both approaches fairly in order to make a well informed decision in May 2019.

**The Finance Committee Recommends (4-0): Thom Begin**

The Finance Committee recommends extending the moratorium until June 30, 2019 so the Planning Board has time to research and write zoning bylaws to present at Annual Town Meeting in May 2019.

**Discussion:**

Alex Kerin, Prescott Rd., asked what the impact of two no votes would be. Mr. Fallon explained that the Planning Board would have to come up with zoning and have it passed at a special town meeting by Dec. 31.

**Action on Article 1: Motion carried by two-thirds as declared by the moderator.**

**ARTICLE 2 CITIZENS' PETITION: GENERAL BYLAW AMENDMENT – TO PROHIBIT ALL TYPES OF NON-MEDICAL MARIJUANA ESTABLISHMENTS AS DEFINED IN MGL C. 94G, § 1**

(Majority vote required)

Sean (Shaoqing) Peng moved that the Town amend the Boxborough General Bylaws by adding the following section: provided, however, that this section shall only be adopted if approved by a vote of the voters at a town election.

**MARIJUANA ESTABLISHMENTS**

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

Motion was seconded.

**Summary provided by Petitioner:**

*In November 2016, Boxborough voters approved Massachusetts Ballot Question 4 to legalize marijuana by a margin of 43 votes, or 1.4% of the 3,023 votes cast. Towns that approved Question 4 can “opt-out” of non-medical marijuana establishments by both a Town Meeting bylaw vote AND a ballot referendum at a Town Election.*

*The following will be prohibited under the bylaw amendment: Retail sale of marijuana products, cultivation of marijuana for commercial sale, marijuana product manufacturers, independent testing labs and any other types of licensed, non-medical marijuana-related businesses.*

*Residents’ ability to possess, grow, and use either medical or recreational marijuana will NOT be prohibited as this is allowed by state law. Each adult can grow up to 6 marijuana plants at their primary residence, up to a total of 12 plants per household, for personal consumption.*

*We believe having non-medical marijuana establishments in Boxborough presents the following serious issues and risks: Public health, public safety, harmful environmental impacts and negative impact on Boxborough’s rural character.*

- *Significant public health concerns:*

*The American Medical Association “believes that cannabis (scientific name of marijuana) is a dangerous drug and as such is a public health concern” ([assets.ama-assn.org](http://assets.ama-assn.org)). Impacts on mental and physical health, especially on youth, and unintentional pediatric exposures are great concerns to many parents.*

- *Public safety concerns:*

*Data from jurisdictions that have legalized cannabis demonstrate concerns of an increase in traffic deaths due to cannabis related impaired driving ([assets.ama-assn.org](http://assets.ama-assn.org)). There may be a potential increase in traffic congestion, accidents, crime and law enforcement costs associated with recreational marijuana establishments in town.*

- *Severe effects on natural resources:*

*Marijuana cultivation consumes a lot of water. Extensive water usage in recreational marijuana establishments can have dire consequences in Boxborough, where groundwater accessed by private wells is our only water resource. This impact on our water supply should be seriously considered since it may increase the risk of water scarcity which affects every resident. Cannabis grown indoors requires extensive electricity usage for lighting, heating, and ventilation, consuming about 8 times the amount of energy per square foot as a normal commercial building (<https://grist.org>). Indoor growth sites are responsible for massive electricity drains (The Washington Post, 2018).*

- *Harmful impacts on the environment:*

*Cannabis grown outdoors can have severe effects on land and wildlife. A recent study by Stanford Center on Food Security & the Environment links marijuana cultivation to widespread environmental damage in California*

(<https://fse.fsi.stanford.edu/>). Marijuana farming results in deforestation, soil erosion, habitat destruction and food poisoning in wildlife.

- *Impairment to the Town's Rural Character:*

*Marijuana is illegal under the federal law. It is not classified as an agricultural product by our state law. In Washington State neighbors to marijuana farms have filed complaints to county commissioners about increased traffic, nighttime security lights, and the dank smell of pot harvesting. Allowing recreational marijuana establishments in Boxborough will impair the town's quaint rural character, which makes the town a great place to live to many residents.*

*In conclusion, it is good for the town and its people to adopt the general bylaw amendment in order to protect public health, especially for our children; to keep Boxborough a safe community to live in; to safeguard the environment and to protect the town's image and social norm. The warrant article is in alignment with Boxborough 2030 Master plan to preserve the Town's rural character, protect water resource, and promote energy conservation.*

Mr. Peng, a member of the Boxborough Cares Ballot Question Committee that petitioned for this Special Town Meeting, made the presentation in favor of the motion. He presented slides highlighting research on the negative impacts of marijuana on adolescent brain development and on thinking and concentration skills. He presented data from the states of Washington and Colorado on the increased number of marijuana impaired fatalities after legalization. He spoke of the fire danger associated with manufacturing cannabis concentrates. He also talked about the high rate of water use for marijuana cultivation and the effects that could have on Boxborough ground water. Marijuana cultivation consumes a lot of electricity, elevates carbon emissions, and could result in deforestation.

**The Planning Board Recommendation (4-0):**

The Planning Board has no comment.

**The Finance Committee Recommendation – Split Vote (2-2):**

Larry Sun presented the Pro-ban opinion: A portion of the Finance Committee recommends the ban on marijuana establishments. The proposed 3% impact fee is only available for 5 years, while 3% sales tax is only applicable to retail stores, not growing establishments or research or testing facilities.

Thom Begin presented the Anti-Ban opinion: A portion of the Finance Committee does not recommend the ban on marijuana establishments in Town. In 2016 a majority of the 3,069 voters voted in favor of legalizing recreational marijuana. The Planning Board has indicated by a 4-1 vote that they would like to move forward and establish bylaws. Members of the Finance Committee believe the Town would benefit from reviewing the proposed bylaws at Annual Town Meeting. Members of the Finance Committee also see the potential for revenue, a 3% local sales tax and up to a 3% local impact fee if a retail establishment comes to Town.

Mr. Fallon announced that he had been asked by the Board of Selectmen and Planning Board to announce that they had no recommendation on this article.

Point of order: Fred Dushin, Littlefield Road, questioned the recommendation of the Planning Board, as printed in the warrant. Mr. Fallon responded that it was not relevant.

**Discussion:** Jim Moss, Bicentennial Way, is a medical marijuana user and spoke against the ban. He is concerned about fertilizer use even though most cultivation would probably be indoors. He wonders about the water usage and what happens with the water after it's used.

Marie Cannon, Chair of the Board of Health, said that a commercial discharge permit would have to be issued. Water would have to be treated to a certain standard –including removal of nitrogen and other contaminants-- and discharged to permitted septic system.

Jeanne Kangas, Hill Rd., spoke in favor of the ban. Any type of smoking is bad for your health. Legalizing it will make it more available and in more forms that could appeal to children and pets. Advertising will promote its use and make it look fun. She doesn't believe that marijuana use is benign. She said that marijuana addiction is becoming more of a problem.

Amy Burke, Sargent Rd., reminded people that Boxborough voted in favor of legalization. She thinks the ban is really a case of "not in my backyard". She complained about the way the Ballot Question Committee misused parent contact info to advocate for a ban and thought the data had some credibility issues.

Norm Hanover, Boxmill Rd., asked about the presentation's claim that marijuana would increase CO2--green plants usually consume CO2. Norm also had concerns about groundwater.

Alex Kerin, Prescott Rd., asked the Finance Committee if we ban locally would we get any money from marijuana. A member of Fincom responded that local taxes are the only source of revenue for towns. He asked if there were financial reasons for supporting the ban. The FinCom said the hosting community only gets up to 3% and a hosting fee, but not clear how much that would be. He also asked about cannabis research, since we have free office space. Would a pharmaceutical company be banned from doing research? Hongbing Tang, member of Ballot Question Committee, said if the use is not medical, it would be banned. Mr. Kerin said he was not in favor of the ban. He also didn't agree with the conclusions on fatal crashes presented by Ballot Question Committee.

Jennifer Campbell, Patch Hill Rd., asked that the police be allowed to speak to the issue of marijuana effects. Lt. Warren O'Brien said the concern is that allowing marijuana establishments would increase its availability and the likelihood of underage access. He pointed out that there are currently no field sobriety tests for marijuana consumption.

Chris Mahoney, Liberty Square Rd., asked a question talked about advertising marijuana. What is allowed and how does it compare to medical? Mr. Fallon asked Adam Duchesneau, Town Planner, to address sign issues. Mr. Duchesneau said that no off-premises signage is allowed—so no billboards. On-site signs have numerous regulations on size and location.

George Krusen, Depot Rd., spoke in favor of the ban. There is no good sobriety test for marijuana. Worries about people operating machinery or cars.

Mary Nadwairski, Stonehedge Place, spoke against the ban. She suggested letting the Planning Board develop zoning regulations that would make it safer.

A Colonial Ridge Drive resident said there was a lot of data on the dangers of marijuana and shared some data on the rate of addiction of those who regularly use marijuana. Doesn't think that we should do anything that would increase the number of people using marijuana.

Mark White, Sara's Way, spoke against the ban. He said it's not a referendum on the use of marijuana in general, just it's availability in Boxborough. He took issue with the sensationalism of some of the photos in the presentation. He said bans don't work. He would like to see marijuana regulated as opposed to banned. He said that we could set rules that would keep marijuana businesses in appropriate locations.

Arden Veley, Depot Rd., did some research on marijuana and its dangers and the potency of many of the types. He compared it to alcohol. Can we put warnings on packaging of marijuana products?

Bonnie Thompson, Chester Rd., voted no on legalization but since the state has legalized it, she thinks a ban isn't the way to regulate it. Let town officials work it out.

Dave Follett, Cobleigh Rd., spoke in favor of the ban. He asked about what we're voting on. Mr. Fallon said it was a two-step process—that this Special Town Meeting is not voting to put the question on the ballot, we are voting on the ban itself. Mr. Follett wants to make marijuana harder to get.

Susan Ervais-Bohmiller, Liberty Square Rd., asked if there was any data on in-community marijuana dispensaries and adolescents. No one was aware of such data.

Robin Lazarow, Hill Rd., supports the ban. Dispensaries have been connected to an increase in property crime and a decrease in property values. More than half of Massachusetts communities have already banned it.

Brigit Bieber, Emanuel Dr., has confidence in Planning Board to regulate pot.

Robert Childs, Burroughs Rd., spoke in favor of the ban. He had water quality concerns. He also talked about the potential for losing woodland and forest to marijuana cultivation. He was also concerned about increased drug use among town residents.

Becky Neville, Middle Rd., said that cultivation is typically indoors. Her concern is that the Planning Board was planning to develop zoning but the ban group hijacked the process with their petition. She asked the police for a view on cultivation. Lt. O'Brien said that the police's concern is on retail establishments in town.

Jeff Glidden, Sargent Rd., moved the question.

Motion to vote now carried by two-thirds, as declared by the Moderator.

**Action on Article 2: Motion carried by majority vote. Yes: 156 No: 94**

**Ms. Bak moved to dissolve the meeting. The motion carried.**

**Special Town Meeting was dissolved at 8:32pm.**

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 August 22, 2018.

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Susan M. Bak, Chair  
Board of Selectmen

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Maria E. Neyland, Clerk  
Board of Selectmen

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Wesley I. Fowlks  
Board of Selectmen

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Leslie R. Fox  
Board of Selectmen

---

Robert T. Stemple  
Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

**WARRANT & PROCEEDINGS FOR THE STATE ELECTION**

SS.

To the Constables of the City/Town of **BOXBOROUGH**

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

**Ward 0/Precinct 1  
Boxborough Town Hall  
29 Middle Road, Boxborough**

on **TUESDAY, THE SIXTH DAY OF NOVEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

SENATOR IN CONGRESS .....	FOR THIS COMMONWEALTH
GOVERNOR and LIEUTENANT GOVERNOR.....	FORTHIS COMMONWEALTH
ATTORNEY GENERAL .....	FOR THIS COMMONWEALTH
SECRETARY OF STATE .....	FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR .....	THIRD DISTRICT
SENATOR IN GENERAL COURT .....	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	THIRTY-SEVENTH MIDDLESEX DISTRICT
DISTRICT ATTORNEY.....	NORTHERN DISTRICT
CLERK OF COURTS .....	MIDDLESEX COUNTY
REGISTER OF DEEDS .....	MIDDLESEX SOUTHERN DISTRICT

**QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

**SUMMARY**

This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities. The maximum number of patients per registered nurse would vary by type of unit and level of care, as follows:

- In units with step-down/intermediate care patients: 3 patients per nurse;
- In units with post-anesthesia care or operating room patients: 1 patient under anesthesia per nurse; 2 patients post-anesthesia per nurse;

- In the emergency services department: 1 critical or intensive care patient per nurse (or 2 if the nurse has assessed each patient's condition as stable); 2 urgent non-stable patients per nurse; 3 urgent stable patients per nurse; or 5 non-urgent stable patients per nurse;
- In units with maternity patients: (a) active labor patients: 1 patient per nurse; (b) during birth and for up to two hours immediately postpartum: 1 mother per nurse and 1 baby per nurse; (c) when the condition of the mother and baby are determined to be stable: 1 mother and her baby or babies per nurse; (d) postpartum: 6 patients per nurse; (e) intermediate care or continuing care babies: 2 babies per nurse; (f) well-babies: 6 babies per nurse;
- In units with pediatric, medical, surgical, telemetry, or observational/outpatient treatment patients, or any other unit: 4 patients per nurse; and
- In units with psychiatric or rehabilitation patients: 5 patients per nurse.

The proposed law would require a covered facility to comply with the patient assignment limits without reducing its level of nursing, service, maintenance, clerical, professional, and other staff.

The proposed law would also require every covered facility to develop a written patient acuity tool for each unit to evaluate the condition of each patient. This tool would be used by nurses in deciding whether patient limits should be lower than the limits of the proposed law at any given time.

The proposed law would not override any contract in effect on January 1, 2019 that set higher patient limits. The proposed law's limits would take effect after any such contract expired.

The state Health Policy Commission would be required to promulgate regulations to implement the proposed law. The Commission could conduct inspections to ensure compliance with the law. Any facility receiving written notice from the Commission of a complaint or a violation would be required to submit a written compliance plan to the Commission. The Commission could report violations to the state Attorney General, who could file suit to obtain a civil penalty of up to \$25,000 per violation as well as up to \$25,000 for each day a violation continued after the Commission notified the covered facility of the violation. The Health Policy Commission would be required to establish a toll-free telephone number for complaints and a website where complaints, compliance plans, and violations would appear.

The proposed law would prohibit discipline or retaliation against any employee for complying with the patient assignment limits of the law. The proposed law would require every covered facility to post within each unit, patient room, and waiting area a notice explaining the patient limits and how to report violations. Each day of a facility's non-compliance with the posting requirement would be punishable by a civil penalty between \$250 and \$2,500.

The proposed law's requirements would be suspended during a state or nationally declared public health emergency.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

**A YES VOTE** would limit the number of patients that could be assigned to one registered nurse in hospitals and certain other health care facilities.

**A NO VOTE** would make no change in current laws relative to patient-to-nurse limits.

## **QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

### **SUMMARY**

This proposed law would create a citizens commission to consider and recommend potential amendments to the United States Constitution to establish that corporations do not have the same Constitutional rights as human beings and that campaign contributions and expenditures may be regulated.

Any resident of Massachusetts who is a United States citizen would be able to apply for appointment to the 15-member commission, and members would serve without compensation. The Governor, the Secretary of the Commonwealth, the state Attorney General, the Speaker of the state House of Representatives, and the President of the state Senate would each appoint three members of the commission and, in making these appointments, would seek to ensure that the commission reflects a range of geographic, political, and demographic backgrounds.

The commission would be required to research and take testimony, and then issue a report regarding (1) the impact of political spending in Massachusetts; (2) any limitations on the state's ability to regulate corporations and other entities in light of Supreme Court decisions that allow corporations to assert certain constitutional rights; (3) recommendations for constitutional amendments; (4) an analysis of constitutional amendments introduced to Congress; and (5) recommendations for advancing proposed amendments to the United States Constitution.

The commission would be subject to the state Open Meeting Law and Public Records Law. The commission's first report would be due December 31, 2019, and the Secretary of the Commonwealth would be required to deliver the commission's report to the state Legislature, the United States Congress, and the President of the United States.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

**A YES VOTE** would create a citizens commission to advance an amendment to the United States Constitution to limit the influence of money in elections and establish that corporations do not have the same rights as human beings.

**A NO VOTE** would not create this commission.

## **QUESTION 3: REFERENDUM ON AN EXISTING LAW**

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on July 7, 2016?

### **SUMMARY**

This law adds gender identity to the list of prohibited grounds for discrimination in places of public accommodation, resort, or amusement. Such grounds also include race, color, religious creed, national origin, sex, disability, and ancestry. A "place of public accommodation, resort or amusement" is defined in existing law as any place that is open to and accepts or solicits the patronage of the general public, such as hotels, stores, restaurants, theaters, sports facilities, and hospitals. "Gender identity" is defined as a person's sincerely

held gender-related identity, appearance, or behavior, whether or not it is different from that traditionally associated with the person's physiology or assigned sex at birth.

This law prohibits discrimination based on gender identity in a person's admission to or treatment in any place of public accommodation. The law requires any such place that has separate areas for males and females (such as restrooms) to allow access to and full use of those areas consistent with a person's gender identity. The law also prohibits the owner or manager of a place of public accommodation from using advertising or signage that discriminates on the basis of gender identity.

This law directs the state Commission Against Discrimination to adopt rules or policies and make recommendations to carry out this law. The law also directs the state Attorney General to issue regulations or guidance on referring for legal action any person who asserts gender identity for an improper purpose.

The provisions of this law governing access to places of public accommodation are effective as of October 1, 2016. The remaining provisions are effective as of July 8, 2016.

**A YES VOTE** would keep in place the current law, which prohibits discrimination on the basis of gender identity in places of public accommodation.

**A NO VOTE** would repeal this provision of the public accommodation law.

Pursuant to the Selectmen's warrant of October 16, 2018, the state election was held at Boxborough Town Hall, 29 Middle Rd., Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00AM. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00PM. Out of 3,861 registered voters, 2,751 ballots were cast. The results are as follows:

**NOVEMBER 6, 2018 STATE ELECTION RESULTS**

<b>Office</b>	<b>Votes</b>		
SENATOR IN CONGRESS		Write-ins	0
Elizabeth Warren	1,790	Blanks	71
Geoff Diehl	818	COUNCILLOR	
Shiva Ayyadurai	93	Marilyn Devaney	2,060
Write-ins	0	Write-ins	0
Blanks	50	Blanks	691
GOVERNOR		SENATOR IN GEN'L COURT	
Baker/Polito	1,758	Jamie Eldridge	1,839
Gonzalez/Palfrey	917	Margaret Busse	797
Write-ins	0	Terra Friedrichs	37
Blanks	76	Write-ins	0
Blanks		Blanks	78
ATTORNEY GENERAL		REPRESENTATIE IN GEN'L COURT	
Maura Healey	1,996	Jennifer Benson	2,146
James McMahon	696	Write-ins	0
Write-ins	0	Blanks	605
Blanks	59	DISTRICT ATTORNEY	
SECRETARY OF STATE		Marian Ryan	2,093
William Galvin	1,983	Write-ins	0
Anthony Amore	601	Blanks	68
Juan Sanchez, Jr.	71	CLERK OF COURTS	
Write-ins	0	Michael Sullivan	2,082
Blanks	96	Write-ins	0
TREASURER		Blanks	669
Deborah Goldberg	1,833	REGISTER OF DEEDS	
Keiko Orrall	705	Maria Curtatone	2,072
Jamie Guerin	76	Write-ins	0
Write-ins	0	Blanks	679
Blanks	137	<b>Question 1</b>	
AUDITOR		Yes	628
Suzanne Bump	1,640	No	2,019
Helen Brady	770	Blank	104
Daniel Fishman	125	<b>Question 2</b>	
Edward Stamas	69	Yes	2052
Write-ins	0	No	611
Blanks	147	Blank	88
REPRESENTATIVE IN CONGRESS		<b>Question 3</b>	
Rick Green	749	Yes	1,998
Lori Trahan	1,819	No	675
Michael Mullen	112	Blank	78



## **RESIDENT INTEREST FORM**

The Select Board 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.

## 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
Affordable Housing Trust	As posted	Town Hall
Agricultural Commission	2 <sup>nd</sup> Tuesday, 7:30 p.m.	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
Board of Health	Wednesdays as posted, 7:00 p.m.	Town Hall
Boxborough Building Committee	As posted	Town Hall
Boxborough Emergency Reserve Corps	As posted	Town Hall
Boxborough Housing Board	2 <sup>nd</sup> Thursday as posted	Town Hall
Cemetery Commission	As posted	Town Hall
Community Preservation Committee	1 <sup>st</sup> Thursday, 7:30 p.m.	Town Hall
Complete Streets Committee	As posted	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
Historical Commission	As posted	Town Hall
Library Board of Trustees	As posted	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	2 <sup>nd</sup> Tuesday, 7:30 p.m.	Town Hall
School Committee	1 <sup>st</sup> Thursday, 7:00 p.m.	RJ Grey Jr. High School
Select Board	Mondays as posted, 7:00 p.m.	Town Hall
Steele Farm Advisory Committee	As posted	Town Hall
Traffic Safety Committee	1 <sup>st</sup> Tuesday as posted, 7:00 p.m.	Town Hall
Veterans Tribute Committee	As posted	Town Hall
Water Resources Committee	3 <sup>rd</sup> Tuesday as posted, 7:30 p.m.	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

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"/> Boxborough Building Committee	<input type="checkbox"/> Planning Board*
<input type="checkbox"/> Boxborough Emergency Reserve Corps	<input type="checkbox"/> Public Celebrations & Ceremonies Committee
<input type="checkbox"/> Boxborough Housing Board	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> School Committee*
<input type="checkbox"/> Community Preservation Committee	<input type="checkbox"/> Select Board*
<input type="checkbox"/> Complete Streets Committee	<input type="checkbox"/> Steele Farm Advisory Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Traffic Safety Committee
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Veterans Tribute Committee
<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Water Resources Committee
<input type="checkbox"/> Economic Development Committee	<input type="checkbox"/> Well-Being Committee
<input type="checkbox"/> Energy Committee	<input type="checkbox"/> Zoning Board of Appeals

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: **Cheryl Mahoney, Town Hall, 29 Middle Road, Boxborough, MA 01719 or email a scanned copy to [cmahoney@boxborough-ma.gov](mailto:cmahoney@boxborough-ma.gov)**

\*Indicates an elected board



## 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	Sandy Genna
Assessor Support	978-264-1721	Erin Twomey
Board of Health	978-264-1726	Cassy Bosworth
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging/ Community Services Coordinator	978-264-1717	Lauren Abraham
Inspector of Buildings	978-264-1725	Bentley Herget
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Cassy Bosworth
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	Erin Twomey
Town Administrator	978-264-1712	Ryan Ferrara
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	
Town Treasurer/Tax Collector	978-264-1715	Paul Redmond
Town Treasurer/Tax Collector Support	978-264-1724	Karen Guzzardi
Veterans' Agent Support	978-264-1726	Cassy Bosworth
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, Assessor Sandy Genna's email address is [sgenna@boxborough-ma.gov](mailto:sgenna@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	Peter Light, Superintendent
Blanchard Memorial School	978-263-4569	Dana Labb, Principal
Sargent Memorial Library	978-263-4680	Peishan Bartley, Library Director
Animal Control Officer	978-264-1750	Phyllis Tower

**For all Emergency Services, Call 9-1-1**

## 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–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
<b>Building Department</b>	Monday–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
<b>Conservation/ZBA</b>	Monday–Wednesday	8:00 a.m.–4:00 p.m.
	Thursday	Noon–4:00 p.m.
<b>Community Services/ Council on Aging Coordinator</b>	Monday–Thursday	8:00 a.m.–3:00 p.m.
	Friday	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–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
<b>Veterans' Agent</b>	Call for an Appointment	
<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><b>Other hours by appointment</b></i>		
<b>Main Phone Number: 978-264-1700</b>		
<b>Website: <a href="http://www.boxborough-ma.gov">www.boxborough-ma.gov</a></b>		

## 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

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