



Boxborough Annual Town Report 2019



DEDICATED TO

THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS

AND EMPLOYEES,

WHOSE DILIGENT EFFORTS

MAKE BOXBOROUGH'S TOWN GOVERNMENT

WORK FOR YOU

Front Cover Photos:

Image #1 – Ribbon Cutting for Renovated Grange Room at Town Hall, May 23, 2019

Image #2 – Boxborough Minutemen Company, Memorial Day 2019

Image #3 – A Walk in the Woods with Henry David Thoreau, May 18, 2019

Image #4 – Boxborough Tree Lighting, December 7, 2019

Town of Boxborough Annual Report

for the Year Ending December 31, 2019

**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.**

Thank you

to all who contributed to

the Town of Boxborough's

2019 Annual Report,

with special thanks to

***Cassy Bosworth & Erin Twomey, Department Assistants,
and Jennifer Barrett, Town Accountant***

and volunteer Bradford Gray

for compiling, formatting,

and editing the submissions

IN MEMORIAM

Robert (Robin) Carlson

(1940-2019)

Personnel Board 1993-1996

Patricia Flanagan

(1947-2019)

Personnel Board 2009-2019

Claire Kuipers

(1934-2019)

Town Hall Staff 2001-2012

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,118
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	3,820 (as of Dec 2019)
TAX RATE:	\$16.72 (FY20) \$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:	EMERGENCY: 911 Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

FEDERAL OFFICIALS

President of the United States

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

United States Senators

Elizabeth Warren
www.warren.senate.gov

Boston Office:

2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
617-565-3170

Washington Office

2 Russell Senate Office Building
Washington, DC 20510
202-224-4543

Edward Markey

www.markey.senate.gov

Boston Office:

975 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
617-565-8519

Washington Office

255 Dirksen Senate Office Building
Washington, DC 20510
202-224-2742

Representative in Congress

Lori Trahan

www.trahan.house.gov

Washington Office

1616 Longworth House Office Building
Washington, DC 20515
202-225-3411

Acton Office: Acton Town Hall

472 Main Street, Room 121
Acton, MA 01720
978-459-0101

OFFICIALS OF THE COMMONWEALTH

Governor

Charlie Baker

mass.gov/orgs/office-of-the-governor

Lt. Governor

Karyn Polito

mass.gov/orgs/office-of-the-governor

Secretary

William F. Galvin

sec.state.ma.us

Treasurer

Deborah Goldberg

Auditor

Suzanne Bump

mass.gov/orgs/office-of-state-auditor-suzanne-m-bump

Attorney General

Maura Healey

mass.gov/orgs/office-of-attorney-general-maura-healey

State Senator

James Eldridge

senatoreldridge.com

James.Eldridge@MASenate.gov

State House, Room 320
Boston, MA 02133
617-722-1120

District Office-Walker Building
255 Main St., Room 106
Marlborough, MA 01752
978-460-8564

State Representative

Jennifer Benson

jenbenson.org

Jennifer.Benson@MAHouse.gov

State House, Room 42
Boston, MA 02133
617-722-2014

District Office- Ritter Memorial Building
960 Massachusetts Avenue
Lunenburg, MA 01462
978-582-4146 ext 4

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2020)

Town Clerk

Elizabeth Markiewicz (2022)

Select Board

Maria Neyland, Chair (2021)

Wes Fowlks, Clerk (2022)

Susan Bak (2020)

Leslie R. Fox (2020)

Robert Stemple (2021)

Commissioner of Trust Funds

Select Board

Constables

Kevin Mahoney (2022)

Owen Neville (2021)

Library Board of Trustees

Jennifer Campbell, Chair (2021)

Mary Brolin (2021)

Janet Glidden (2022)

Robert McNeece (2022)

Nancy Settle Murphy (2020)

Molly Wong (2020)

Board of Health

Marie C. Cannon, Chair (2020)

Pamela Follet (2021)

Bryan Lynch (2022)

Jim Garreffa, *Nashoba Associated Boards of Health*

Planning Board

Cindy Markowitz, Chair (2020)

Than Stuntz** (2019)

Owen Neville** (2019)

Nancy Fillmore (2020)

Abigail Reip (2022)

Hongbing Tang* (2021)

Rebecca Verner (2021)

Mark White (2022)

Joe Ferguson (Appointed, Assoc. Member (2021))

AB Regional School Committee (Boxborough Members)

Mary Brolin, Chair (2019)

Tessa McKinley, Chair (2020)

Michael Bo (2020)

Adam Klein (2021)

Nora Shine (2022)

APPOINTMENTS MADE BY SELECT BOARD

Town Administrator / Chief Procurement Officer

Ryan Ferrara (2021)

Assistant Town Administrator

Sean Donahue (2020)

Accountant

Jennifer Barrett (2020)

Assessor

Sanders Genna (2020)

Building Inspector / Code Administration Officer

Bentley Herget (2020)

Craig Martin, Call Inspector (2020)

Council on Aging/Community Services Director

Lauren Abraham (2020)

Director of Public Works, Tree Warden & Moth Superintendent

Ed Kukkula (2020)

Town Planner

Adam Duchesneau (2019)*

Simon Corson (2020)**

Treasurer/Collector

Paul Redmond (2019)*

Nick Federico (2020)**

* Resigned

** Appointed to fill vacancy

*** Retired

Fire Department

Fire Chief, Fire Warden, Emergency Management

Director, Right to Know Coordinator, Roy

Custance Scholarship Administrator

Randolph T. White (2019)***

Paul Fillebrown, Jr. (2022)**

Officers Full-Time (2020)

Shawn Gray, Captain

Jonathan Williams, Lieutenant

Officers Per-Diem (2020)

Jason Malinowski, Lieutenant

Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2020)

Zachery Broderick

Zachary Clements*

Charles Colburn

Derek Dirubbo **

Firefighter/EMTs Per-Diem (2020)

Robert Barrett*

Michael Byrne

Zachary Clements

Edmond Daigneault

James Devogel

David Dutton

Christopher Fischer

David Hillman

Brendan Hurley

Derek Jordan

Sean Kennefick*

Matthew Nelson

Courtney Panaro**

Sean Parlon**

George M. Robinson

Joshua Schrader

Tyler Schwabe

Ronald Sisco

Taylor Soberg*

Robert F. Sokolowski*

Robert T. Stemple

Mitchell Taylor**

Benjamin Wilmot

Stephen Wright

Call Firefighters (2020)

Juan Barrios

Lawrence Roche

Robert F. Sokolowski

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 (2020)

Warren J. O'Brien, Lieutenant

Nathan W. Bowolick, Sergeant

Brett A. Pelley, Sergeant

Robert Bielecki, Sergeant

Robert Arakelian, Patrol Officer

Maxwell Bressi, Patrol Officer**

Robert Fagundes, Patrol Officer

Philip Gath, Patrol Officer

Patrick R. Gaumond, Patrol Officer*

Jeffrey Landgren, Patrol Officer

Christopher D. Lowney, Patrol Officer

Tyler D. McElman, Patrol Officer

Steven Patriarca, Patrol Officer**

Timothy Schaeffer, Patrol Officer**

Nicholas Storelli, Patrol Officer*

Reserve Police Officers (2020)

Gordon N. Clark*

Robert R. DaCosta

Steven P. Duffy

Frank W. Gordon

Philip Kearns**

Patrick E. Mortimer

Katelyn E. Pfeifer*

Public Safety Dispatchers (2020)

Appointed by Fire Chief

Brenda Santucci, Supervisor

Ashley Cartier

Elaine DeLorme

Katelyn Pfeifer

Angela M. Alves

Lock-Up Attendants (2020)

Amy Waxman

* Resigned

** Appointed to fill vacancy

*** Retired

Acton-Boxborough Cultural Council

Nancy Evans (2019)
Sharon Garde (2022)
Sheila Hanrahan (2021)
Ramika Shah (2020)
Aparna Ramasundar (2021)

Agricultural Commission

Owen Neville, Chair (2022)
John Neyland, Vice Chair (2022)
Sarah Murphy, Clerk (2021)
Kathie Becker (2020)
Bryon Clemence (2020)

Animal Control Officer

Phyllis Tower (2020)

Animal Control Officer – Other

Donald C. Morse (2019)

Board of Registrars

Elizabeth Markiewicz, Chair (2022)
Nancy C. Brown (2020)
Simon Bunyard (2021)
Virginia Richardson (2019)
Christine Casebolt (2021)

Boxborough Affordable Housing Trust

Leslie Fox, Chair (2022)
R. Allen (Al) Murphy (2020)
Becky Neville (2020)
Ron Vogel (2020)
Channing Wagg (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 (Al) Murphy, Chair (2020)
Michael Fetterman (2019)
Diane Friedman (2022)

Ron Vogel (2022)
Channing Wagg (2021)

Ex-Officio Members

Leslie Fox
Dave Koonce

Cemetery Commission

William Sutcliffe, Chair (2020)
Mitzi Garcia-Weil, Clerk (2021)*
Donald C. Morse (2019)
Jim Moss (2022)
Owen Neville (2021)

Cemetery Superintendent

Donald C. Morse (2019)
Ed Kukkula, Co-Superintendent (2020)
Vicki Rzasa, Co-Superintendent (2020)

Community Preservation Committee

Dennis Reip, Chair (2020), *Conservation Commission*
Hugh Fortmiller, Vice Chair (2022), *at-large*
Rita Gibes Grossman, Clerk (2021), *at-large*
Keith Lyons (2020), *Finance Committee***
Hilary Greven (2022), *Recreation Commission*
John Neyland (2021), *Agricultural Commission*
Abby Reip (2022), *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 (2022)
David Koonce (2020)
Hoff Stuart (2022)
Stephen Schmitt (2021)
Appointed by Conservation Commission
Liz Markiewicz, Associate Member

* Resigned

** Appointed to fill vacancy

*** Retired

Council on Aging

Francis J. Powers, Chair (2020)*
 Karen Whitcomb, Chair (2021)
 Sonali Bhatia (2021)
 Barbara Birt (2022)
 Ann Canfield (2021)
 Taryn Light (2022)
 Bill Litant (2020)**
 Barbara Wheeler (2022)

Design Review Board

Tim Rudolph, Chair (2020), *Economic Development Committee*
 Robert Childs (2021)
 Kevin Mahoney (2019), *Historical Commission*
 Robert Stemple (2021), *Select Board*
 Rebecca Verner (2021), *Planning Board***

Election Wardens

Allen Rohwer
 Lisa St. Amand
 Eileen Sutcliff

Economic Development Committee

Tim Rudolph, Chair (2019)
 Rich Guzzardi, Clerk/Chair (2020)
 Joe Ferguson (2022)**
 Kristin Hilberg (2021)
 Nate McKinley (2020)
 John Neyland (2021)
 Than Stuntz (2019)
 Mark White (2022)
 Dawn Willis (2019)

Field Driver

Phyllis Tower (2020)

Historical Commission

Alan Rohwer, Chair (2021)
 Kevin Mahoney (2020)
 Brian Picca (2022)

Inspector of Animals

Nominated by Board of Health, appointed by Commonwealth of MA
 Donald Morse (2019)
 Phyllis Tower (2020)**

Inspector of Gas & Plumbing

Steve Bottazzi (2020)
 Norman Card, Jr., Assistant (2020)

Inspector of Wires

Charles Weeks (2020)
 Bill Morehouse, Assistant (Alternate)(2020)

Personnel Board

Sheila Bauer, Chair (2020)
 Anne Canfield (2021)
 Pat Flanagan (2021) (deceased)
 Hugh Fortmiller (2020)
 Anne McNeece (2022)
 Abby Reip (2021)**
 Nancy Settle-Murphy (2021)

Public Celebrations & Ceremonies Committee

Marissa Picca, Chair (2022)
 Susan Chavez (2020)*
 Julia Hutton (2021)
 Fran Moore (2021)
 Sunitha Paravasthu (2022)
 Nicole Sheehan (2021)

Recreation Commission

Megan Connor, Chair (2021)
 Becca Edson (2022)
 Hilary Greven (2021)
 Kevin Lehner (2019)
 Claudine Lesk (2020)
 Stacey O'Connell (2020)
 Rick Barrett (2021)

Steele Farm Advisory Committee

Bruce Hager, Chair (2022)
 Jeanne Steele Kangas (2021)
 Jim Moss (2020)
 Sarah Murphy (2020)
 Edward Whitcomb (2021)

Sustainability Committee fka Energy Committee

Francie Nolde, Chair (2022)
 Abby Reip, Clerk (2021)*
 Brandon Boucher (2020)
 Molly Biron (2021)
 Richard Garrison (2021)

* Resigned

** Appointed to fill vacancy

*** Retired

Larry Grossman (2021)
Palmer Moore (2022)
Barbara Salzman (2021)
Keshava Srivastava (2020)
Connor Reardon, LELD (*Ex-officio*)

Town Counsel

K|P Law (2020)

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 Services Officer

Donald C. Morse (2019)
James MacRae, District Veterans' Services Officer
(2020)

Veterans Tribute Committee (2020)

Kevin Mahoney, Co-Chair
Ron Vogel, Co-Chair
Karen Noriega-Baron, Clerk
Frank Coolidge
Garrett Green
Scott Pierce
Paul Scheidemantel

Water Resources Committee

Bryon Clemence (2021)
Nancy Fillmore (2020)
Les Fox (2020), *Select Board*
Bryan Lynch (2021), *Board of Health*
John Neyland (2022), *Agricultural Commission*
Stephen Schmitt (2020), *Conservation Commission*

Well-Being Committee

Elizabeth Markiewicz, Chair (2022)
Pam Follett (2021)
R. Allen (Al) Murphy (2022)
Mary Pavlik (2020)
Channing Wagg (2021)

Ex-Officio Members

Lauren Abraham, *Community Services Coordinator*
Tamara Berard, *Nashoba Associated Boards of Health*
Ryan Ferrara, *Town Administrator*
Warren Ryder, *Police Chief*
Randolph White, *Fire Chief****
Paul Fillebrown, Jr., *Fire Chief***
Cindy Worthington-Berry (*Boxborough UCC*)

Zoning Board of Appeals

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

APPOINTMENTS MADE BY MODERATOR

Finance Committee

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

Becky Neville (2022)
Lixin "Larry" Sun (2020)*
Thom Begin (2019)*
Sachin Mathur (2022)

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Peishan Bartley, Library Director

APPOINTMENTS MADE BY BOARD OF HEALTH

Boxborough Emergency Reserve Corps

Ronald Sisco, Chair
Diane Ford

* Resigned
** Appointed to fill vacancy
*** Retired

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
Alexander Luther, part-time**

Council on Aging Van Drivers

Cathy Birch
Scott Dinsmore**
Dolan Geneau**
Francis Powers*
Peter Tenneson*

Library Staff

Jennifer Bauder, Substitute Library Assistant**
Barbara Breese, Senior Library Assistant**
Maren Caulfield, Senior Library Assistant*
Rebecca Crockett, Information Services Librarian**/*
Joanne Lee, Senior Library Assistant*
Claudia Murphy, Senior Library Assistant***
Anne-Marie Mulligan, Technical Services Librarian
Marion Powers, Senior Library Assistant***
Patricia Ritcher, Senior Library Assistant**
Daniel Yoshio Shartin, Senior Library Assistant**
Kathleen Taffel, Youth Services Librarian***
Heather Waddell, Youth Services Librarian**
Daphne Wong, Substitute Library Assistant**

Town Hall

Cassy Bosworth, Department Assistant
Karen Guzzardi, Department Assistant, part-time
Cheryl Mahoney, Department Assistant
Mary Nadwairski, Department Assistant, part-time
Julie Pratt, Department Assistant*
Cindy Regan, Department Assistant/CoA Van Dispatch, part-time
Erin Twomey, Department Assistant, part-time**

* 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 \$1,324,141 for FY 2019. The Stabilization Fund stands at \$1.74M. Our Other Post-Employment Benefits (OPEB) unfunded liability is \$2.1M and our trust balance of \$828K exceeds 24.9% of our liability.

Boxborough's FY 2020 tax rate of 16.72/\$1,000 is a slight increase following significant decreases over several years. Assessed valuations of single-family homes did not significantly increase in 2019; however, condominium values increased across the board, reflecting a healthy housing market in Boxborough. The addition of over \$14M in valuation has leveled the increases, and the average tax bill for a single-family home increased by \$183 this year. Our levy capacity has increased to \$2.66M.

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.

Fire Chief Paul Fillebrown came to Boxborough from the Town of Ayer Fire Department. He served for a total of 34 years, completing his tenure as a captain. Chief Fillebrown is credited as one of the original publishers of the Massachusetts State Public Education Guidebook for the well-known Student Awareness of Fire Education (SAFE) program. He looks forward serving the community by both equipping and training the department to meet the ever-changing needs of the fire service.

Nick Federico, Treasurer/Collector Nick came to Boxborough from the Town of Uxbridge, where he worked as the Treasurer/Collector. He worked in Uxbridge for ten years. Prior to his municipal career, Nick worked in corporate finance on State Street. He specializes in payroll and cash management.

Simon Corson, Town Planner Simon came to Boxborough from the Town of Amherst, New Hampshire. He worked in Amherst for three years before joining our team. He enjoys interacting with residents, as well as supporting local regulatory boards and advisory committees. Simon has a particular interest in public engagement.

Sean Donahue, Assistant Town Administrator Sean came to Boxborough from the Town of Reading, and prior to that, the City of Lowell. Sean has spent his professional career in municipal government, focusing in human resources. He is currently working on his master's degree in Public Administration at Suffolk University.

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 2019/2020 school year, six students opted for Minuteman Vocational Technical High School, one student opted for Assabet Technical High School and two students opted for Nashoba Valley Technical High School for a total of 9 students. This is still an increased total enrollment over the 2016 numbers.

Annual transportation costs for the school year (2018/2019) were: \$31,500 for Minuteman, \$27,450 for Assabet and \$25,950 for Nashoba. The state provides an annual reimbursement of those transportation costs in the following year's state aid allocation. As of this writing, \$2,358 has been received from the state.

Technology

A redesign of the town website was begun fall 2019 and is expected to be brought online in Spring 2020 with the goal of improving the user experience and the search function. We have also begun using social media to increase service and information delivery, and provide residents with additional means to engage with town government and processes. We are planning to roll out an email newsletter in late spring or early summer.

Grange Hall

In May 2016, Annual Town Meeting (ATM) approved Community Preservation Committee funding 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 was completed June 2019, on time and underbudget.

Infrastructure

MassDOT 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 2020.

Respectfully submitted,
Maria Neyland, Select Board Chair

POLICY ADVISORY COMMITTEE

The Policy Advisory Committee was appointed by the Select Board July 8, 2019 as an ad-hoc committee charged with reviewing existing policies and developing new policies as needed, with the goal of creating consistency.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort and in fairness to all concerned, the committee engaged subject matter experts and stakeholders to weigh-in on new and revised policies as needed.

The committee met 23 times. We reviewed 63 existing documents, some of which were duplicates, while others were deemed procedures and not subject to a policy review. We made suggested revisions to 33 policies, developed 12 new policies and deferred 3 policies for further review after ATM 2020.

The committee met with the Select Board 12 times. As of this writing, 44 policies were approved.

The committee appreciates the engagement and support of the Town Administrator, the Town Clerk, Cheryl Mahoney, Karen Guzzardi, the Personnel Board, the Chief of Police, the DPW Director, the Library Trustees and all the boards, committees and commissions involved in this process.

Respectfully submitted,
Susan Bak, Select Board member
Jennifer Campbell, Member at Large
John Fallon, Town Moderator

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 2019, the Personnel Board worked to bring the Employee Handbook up to date and expand and clarify a number of policies, including the Alcohol and Drug-Free policy, Cell phone use and safety policy, CORI policy, Email and Telecommunications policy, and Hiring policy. We finalized a job descriptions and rating for the Council on Aging and Community Services Director.

In May, we brought to the Annual Town Meeting to request funds to conduct a Salary Survey. Funds were approved and the services of GovHR were engaged. In November, we received the report from GovHR and the review of that report and implementation of their recommendations constituted the focus of our work for the remainder of 2019.

In July, we lost a beloved, wise and long-serving member of the Personnel Board when Pat Flanagan passed away. We continue to mourn the loss of her insights and enviable minute taking skills at every meeting.

Finally, we thank Town Administrator Ryan Ferrara, Assistant Town Administrator Sean Donohue, our Select Board liaison Susan Bak, and our Finance Committee liaison 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, Personnel Board Chair

FINANCE COMMITTEE

Boxborough's Finance Committee (FinCom) is comprised of up 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 as 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-looking view of potential capital expenditures.

The 2019 fiscal year ended on June 30, 2019. Over the course of the year the Finance Committee approved \$128,555 in reserve fund transfers. These reserve fund transfers are proposed by department heads and approved or not approved by the Finance Committee. Reserve fund transfers are used to offset unforeseen expenses and emergencies. Additionally, FinCom, along with the Select Board, approved End of Year Transfers, this year totaling \$1,000.

Throughout FY 2019, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of these activities during FY 2019 are documented below:

- Presentations at the ATM on the current financial status including revenues and abatements 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 leading up to the December STM to approve the new Douglas/Gates twin school.

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.

Summary of FY2019 Budget –Approved vs. Actual

Budget Category	FY 2019 ATM Budget (\$)	FY 2019 Actual (\$)	% Expended
General Government	\$1,081,673	\$1,004,318	92%
Protection	\$2,772,241	\$2,680,264	97%
A/B Regional School	\$11,351,355	\$11,351,353	100%
Minuteman Technical School	\$191,845	\$163,641	85%
Nashoba Technical School	\$49,000	\$42,553	87%
Assabet Technical School	\$66,300	\$35,686	54%
Public Works	\$1,133,283	\$1,016,736	90%
Cultural, Recreation, Library	\$442,557	\$393,317	89%
Health	\$149,283	\$144,023	96%
Reserve Fund	\$200,000	\$128,555	64%
Debt Service	\$1,142,657	\$1,135,061	99%
Employee Benefits*	\$903,750	\$836,934	93%
Total Operating Budget	\$20,510,785	\$19,794,215	97%

* Includes town employees only.

The shortfall in individual budgets was covered by use of the Town's Reserve Fund and End of Year Transfers.

The actual sources of funds for FY 2019 are listed below:

Revenue Sources for ATM	Revenue (\$)
Maximum Allowable Tax Levy (Prop. 2 1/2)	21,677,708
State Aid	213,170
Local Receipts (Excise tax, permits)	1,446,000
Overlay Reserve released to fund budget	
Total Revenue	23,336,878
Free Cash	1,345,533
Stabilization Fund	1,327,006

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 below.

	FY2020	FY2021	FY2022	FY2023	FY2024
Cemeteries	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Conservation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fire	\$ 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	\$ 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 IT	\$ 201,476	\$ 88,316	\$ 69,465	\$ 68,929	\$ 70,997
Grand Total	\$ 1,402,776	\$ 2,008,316	\$ 1,738,465	\$ 1,396,429	\$ 584,997

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).

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

Respectfully submitted,
Gary Kushner, Finance Committee Chair

TOWN ASSESSOR

General Scope and Function

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

Other duties of the Assessor include administration of 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 2019 – Town Valuation and Tax Rate Summary

Fiscal Year 2019 was an Interim adjustment year, meaning that all assessments were reviewed, analyzed and adjusted as needed according to market trends for year 2018. After a thorough review of the analyses used by the Assessor, the Department of Revenue certified on December 13, 2019 that all assessments in Boxborough represented the full and fair cash value of properties as of the assessment date of January 1, 2018. The next Quinquennial Certification for Boxborough will be Fiscal Year 2024.

Fiscal Year 2019 showed signs of leveling of pricing in the Boxborough real estate market. Overall values improved by 2.148%, and changes to assessed values from Fiscal 2019 to 2020 are broken down as follows:

- Single families up 0.003%
- Two-families up 0.001%
- Condominiums up 14.32%
- Apartments (4+ units) 0.0%
- Commercial & Industrial -9.0%
- Personal Property -0.093%

**Based on adjusted values from the Interim Certification.

Parcel counts decreased by 1 parcel from FY2019 to FY2020. New growth was from single family homes under construction, permitted improvements and utility and commercial improvements.

The total amount to be raised through taxation each year is called the tax levy, and is calculated after all other sources of revenue and total expenses for the Town are known. The levy for FY2020 was \$19,176,486. At a public hearing on November 18, 2019, the Select Board voted to tax all classes of property at the same rate. Based on the levy and the valuation breakdown listed below, a FY2020 tax rate of \$16.72/\$1,000 was approved by the Department of Revenue on December 13, 2018.

<u>CLASSIFICATION</u>	<u>VALUATION</u>	<u>TAX DOLLARS</u>	<u>PERCENT OF LEVY</u>
CLASS 1 - Residential	\$923,693,300	\$15,444,152	79.4%
CLASS 2 - Open Space	\$0	\$0	0.00%
CLASS 3 - Commercial	\$75,538,513	\$1,263,004	6.4%
CLASS 4 - Industrial	\$130,019,915	\$2,173,933	11%
CLASS 5 - Personal Property	\$37,892,524	\$633,563	3.2%
TOTAL	\$1,167,873,673	\$19,176,485	100.00%

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 \$2,501,222 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:

	PRIOR YEAR COMPARISON			
	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>
TOTAL VALUATION	\$1,181,679,592	\$1,167,873,673	\$1,106,645,400	\$1,053,976,400
TOTAL LEVY	\$19,758,359	\$19,176,485	\$18,193,250	\$17,717,377
TAX RATE	\$16.72	\$16.42	\$16.44	\$16.81

The increase in the total levy results in an increase to the average single family tax bill of 1.85%, or \$185. 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
2020	\$10,178	0.18%	\$608,780
2019	\$9,994	5.46%	\$608,664
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

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 2019, there were 35 Statutory Exemptions granted in the amount of \$10,442.52 and 28 Senior Tax Work-off Abatements in the amount of \$19,680.22. There were also 41 abatements granted on appeal in the total amount of \$103,552.22.

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, Town Assessor

TAX COLLECTOR – FISCAL YEAR 2019

Real Estate Tax						
Fiscal Year	Uncollected As of 7/1/18	Commitments	Exemptions, Abatements, Tax Title	Collections	Refunds	Outstanding As of 6/30/19
2019	\$ -	\$ 18,466,030.87	\$ 54,159.71	\$ 18,252,941.78	\$ 42,485.48	\$ 201,414.86
2018	\$ 144,855.19	\$ -	\$ 24,232.56	\$ 71,783.28	\$ 28,194.67	\$ 81,664.50
2017	\$ 35,080.88	\$ -	\$ 26,652.26	\$ 27,397.83	\$ 35,481.60	\$ 16,512.39
2016	\$ 13,168.85	\$ -	\$ -	\$ 12,308.13	\$ 11.42	\$ 872.14
2015	\$ 696.74	\$ -	\$ -	\$ -	\$ 23.94	\$ 720.68
Total	\$ 193,801.66	\$ 18,466,030.87	\$ 105,044.53	\$ 18,364,431.02	\$ 106,197.11	\$ 301,184.57
Community Preservation Act						
Fiscal Year	Uncollected As of 7/1/18	Commitments	Exemptions, Abatements	Collections	Refunds	Outstanding As of 6/30/19
2019	\$ -	\$ 184,660.29	\$ 751.70	\$ 181,692.92	\$ 66.33	\$ 2,282.00
2018	\$ 1,384.55	\$ -	\$ 242.33	\$ 685.16	\$ 242.33	\$ 699.39
2017	\$ (0.26)	\$ -	\$ 266.52	\$ 290.10	\$ 718.97	\$ 162.09
2016	\$ 295.46	\$ -	\$ -	\$ 107.77	\$ -	\$ 187.69
2015	\$ 13.42	\$ -	\$ -	\$ 188.54	\$ -	\$ (175.12)
Total	\$ 1,693.17	\$ 184,660.29	\$ 1,260.55	\$ 182,964.49	\$ 1,027.63	\$ 3,156.05
Personal Property Tax						
Fiscal Year	Uncollected As of 7/1/18	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/19
2019		\$ 686,251.75	\$ 489.55	\$ 667,610.70	\$ 5,926.91	\$ 24,078.41
2018	\$ 1,862.58		\$ 385.97	\$ 323.48	\$ 229.82	\$ 1,382.95
2017	\$ 2,141.13	\$ -	\$ -	\$ 542.14	\$ -	\$ 1,598.99
2016	\$ 325.71	\$ -	\$ -	\$ 110.15	\$ 41.48	\$ 257.04
2015	\$ 538.58	\$ -	\$ -	\$ 248.96	\$ -	\$ 289.62
Total	\$ 4,868.00	\$ 686,251.75	\$ 875.52	\$ 668,835.43	\$ 6,198.21	\$ 27,607.01
Motor Vehicle Tax						
Fiscal Year	Uncollected As of 7/1/18	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/19
2019	\$ -	\$ 912,112.55	\$ 8,480.03	\$ 682,660.89	\$ 4,203.68	\$ 225,175.31
2018	\$ 86,759.35	\$ 97,176.51	\$ 10,614.75	\$ 158,137.84	\$ 8,628.90	\$ 23,812.17
2017	\$ 20,764.39	\$ -	\$ 1,219.59	\$ 9,928.01	\$ 367.09	\$ 9,983.88
2016	\$ 10,670.36	\$ -	\$ 703.24	\$ 3,172.81	\$ 698.12	\$ 7,492.43
2015	\$ 3,387.25	\$ -		\$ 750.31	\$ 68.33	\$ 2,705.27
2014	\$ 2,463.57	\$ -	\$ -	\$ 104.38	\$ -	\$ 2,359.19
Total	\$ 124,044.92	\$ 1,009,289.06	\$ 21,017.61	\$ 854,754.24	\$ 13,966.12	\$ 271,528.25

TREASURER

Herewith is presented the Treasurer's FY 2019 report for the Town of Boxborough.

Recapitulation	\$
Treasurer's Cash Balance, 7/1/18	5,389,871.11
Treasurer's Trust Fund Balance, 7/1/18	2,483,309.63
<i>Subtotal</i>	7,873,180.74
FY 2019 Receipts	23,794,054.24
Less FY 2018 Approved Disbursements	(23,413,158.55)
Treasurer's Cash Balance, 6/30/19	8,254,076.43
TOTAL DEBT JUNE 30, 2019	6,862,044.05

Current	Principal	Interest	Total
Long-Term Debt	\$		
FY 2020	\$ 870,000.00	\$ 195,056.28	\$ 1,065,056.28
FY 2021	\$ 735,000.00	\$ 167,431.28	\$ 902,431.28
FY 2022	\$ 705,000.00	\$ 142,156.28	\$ 847,156.28
FY 2023	\$ 630,000.00	\$ 118,106.28	\$ 748,106.28
FY 2024	\$ 595,000.00	\$ 95,956.28	\$ 690,956.28
FY 2025	\$ 440,000.00	\$ 76,831.28	\$ 516,831.28
FY 2026	\$ 350,000.00	\$ 60,981.28	\$ 410,981.28
FY 2027	\$ 265,000.00	\$ 49,231.28	\$ 314,231.28
FY 2028	\$ 260,000.00	\$ 38,931.28	\$ 298,931.28
FY 2029	\$ 215,000.00	\$ 28,881.28	\$ 243,881.28
FY 2030	\$ 185,000.00	\$ 21,962.50	\$ 206,962.50
FY 2031-36	\$ 575,000.00	\$ 41,518.75	\$ 616,518.75
Total	\$ 5,825,000.00	\$ 1,037,044.05	\$ 6,862,044.05

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

FY19 Debt Service Budget	Principal	Interest	Total Debt Svc.	Breakdown, %	Year Retired
	\$				
Sewage Disposal Facility	30,000.00	6,300.00	36,300.00	3.20	2026
Water (Sewer/Water)	45,000.00	8,550.00	53,550.00	4.72	2026
Land Acquisition – Howe/Panek	30,000.00	2,700.00	32,700.00	2.88	2022
Affordable Housing	5,000.00	750.00	5,750.00	0.51	2024
Library	115,000.00	16,400.00	131,400.00	11.58	2024
Departmental Equipment	125,000.00	7,200.00	132,200.00	11.65	2020
Departmental Equipment	210,000.00	38,169.00	248,169.00	21.86	2030
Dept Equipment/Paving/ Building Repairs	180,000.00	49,338.00	229,338.00	20.20	2036
Dept Equipment/Paving/ DPW Building	180,000.00	85,655.00	265,655.00	23.40	2033
Total All Debt	920,000.00	215,062.00	1,135,062.00	100.00	

Treasurer's FY19 Receipts

General Fund	\$
Other Taxes-Motel Hotel Room Occupancy	169,548.70
Cell Tower Rental Fee	49,420.26
Federal Aid	24,219.17
Miscellaneous Revenue	33,058.45
Transfer From General Funds	-
Transfer From Special Rev	-
Transfer From Capital Funds	-
Transfers from Trust & Agency Funds	-
Liquor Licenses	9,000.00
Business Licenses	1,100.00
Payment in Lieu of Taxes	-
Assessor - Sale of Copies	473.00
Interest - Tax Liens	6,372.34
Deferred RE Taxes - McGowan	21,383.39
Deferred RE Taxes - Zamaret	3,024.37
Earnings on Investments	32,581.49
Personal Property - 2015	248.96
Personal Property - 2016	110.15
Personal Property - 2017	542.14
Personal Property 2018	323.48
Personal Property 2019	667,610.70
Real Estate - 2015	-
Real Estate - 2016	12,314.82
Real Estate - 2017	27,360.63
Real Estate 2018	70,437.53
Real Estate 2019	18,244,298.89
Real Estate Supplemental Tax 2018	4,630.48
Motor Vehicle Excise - Prior Years	613.04
Motor Vehicle Excise - 2010	-
Motor Vehicle Excise - 2011	-
Motor Vehicle Excise - 2013	-
Motor Vehicle Excise - 2014	-
Motor Vehicle Excise - 2015	750.31
Motor Vehicle Excise - 2016	3,172.81
Motor Vehicle Excise - 2017	9,928.01
Motor Vehicle Excise 2018	158,137.84
Motor Vehicle Excise 2019	682,660.89
Interest - Property Taxes	32,068.00
Interest - Excise Taxes	9,012.64
I&E Lien 2019	-
Municipal Lien Certificates	4,575.00

Demand Fees	8,565.22
MVE Clear Fees	2,300.88
Town Clerk Fees	1,690.00
Town Clerk - Sale of Copies	2,520.74
Dog License	6,995.00
Dog License Late Fee	500.00
Town Clerk Misc Rev	1,532.16
Planning Board Fees	2,635.01
Planning Board - Sale of Copies	174.00
Board of Appeals Fees	1,820.38
ZBA By Laws - Sale of Copies	6.15
Police Outside Detail Admin Fee	19,603.50
Police - Misc Fees	199.00
Police - Permits	1,400.00
Police Court Fines	1,003.89
Police Misc Fines	24,876.25
Ambulance Receipts	129,275.38
Fire - Permits	5,350.00
Building Dept. - Admin.Use Fees	9,505.70
Building - Sales of Copies	24.50
Building Dept Other Permits	1,250.50
Building - Permits	92,489.48
Dog Control Bylaw -Violations	1,260.00
DPW - Permits	1,400.00
DPW Misc Rev	1,614.07
Transfer Station Fees - Current Year	70,194.50
Cemetery Fees	1,150.00
Board of Health - Permits	560.00
Rec Com Summer Program	40,060.00
Rec Com Winter Programs	1,850.00
State Owned Land	3,182.00
Exemptions to VetsBlindSurv	1,514.00
Chapter 70	19,141.00
Unrestricted General Government Aid	260,815.00
Insurance Claims	
Insurance Claim	3,137.07
Fire Insurance 111F	33,642.86
Receipts Reserved for Appropriation	
Sale of Cemetery Lots	2,200.00
Planning/ZBA Consulting	
Flagg Hill Subdivision Rev	744.54
1414 Mass Ave Rev	5,201.91

984 Mass Ave Rev	4,623.75
1160 Liberty Square Rd Rev	2,463.77
1195 Hill Rd Rev	1,069.25
Community Preservation	
CPA Interest	275.99
CPA Revenue 2016	112.50
CPA Revenue 2017	289.73
CPA Revenue 2018	717.95
CPA Revenue 2019	181,614.39
CPA State Share	32,928.00
CPA Earnings on Investments	3,904.71
Gifts	
Littleton Electric Gift Rev	12,500.00
Hager Bridge Match Rev	4,000.00
COA Gift	1,000.00
Veterans Tribute Committee	16,951.18
Collection Development Income	11,144.00
Collection Development Interest	88.36
Whitcomb House Interest	607.73
Steele Farm Fundraising Campaign	10,000.00
Other Special Revenue	
Fire Public Education	5,835.00
Cable Accounts	
ATT Comcast License	416.50
Verizon License	420.50
ATT Comcast Capital Cable Only	4,667.00
ATT Comcast Operations Salaries	49,215.12
Verizon PEG Access Cable Related	51,458.75
Revolving 53E1/2	
Cons Com - Town ByLaw Fee	7,840.75
GIS Assessor Maps	500.00
Community Gardens	200.00
Fire Alarm System Maintenance	6,300.00
Gas/Plumbing Inspection	54,522.00
Electrical Inspection	31,066.30
ACO Overtime Littleton	2,989.80
ACO Overtime Stow	3,473.08
ACO Services Littleton	25,603.00
ACO Services Stow	27,813.00
Kenneling Rev Boxborough	220.00
Kenneling Rev Littleton	1,160.00
Kenneling Rev Stow	520.00
COA Class Revenue	11,859.00

Senior Van Revenue	10,474.26
Library Copier Revenue	280.00
Library Fines	3,686.20
Recreation TKD	16,250.00
Recreation Birding Class	950.00
Recreation Art Class	1,650.00
Recreation Running Club	670.00
Recreation Special Programs Other	345.50
Field Permits	3,344.00
Farm Revenue	2,241.00
Revolving Other	
Cons Com - State WPA Fee	2,037.50
State Grants - Police	
911 Support	27,683.92
911 Training	3,687.36
State Grants - Fire	
Fire SAFE	2,854.00
Senior SAFE	2,100.00
State Grants	
Compete Streets PP Rev	35,488.19
State Grants - Culture/Rec	
ABCC Grant	10,300.00
ABCC Grant Interest	200.76
State Grants - Library	
Technology Capital Fund	8,620.30
State Grants - COA	
Elder Affairs	8,544.00
State Grants - Other	
TNC Surcharge	573.20
SMRP Grant Revenue	750.00
Steele Farm -House (Mass Historical Comm)	45,000.00
Federal Grant - Other	
Community Planning Grant	11,200.12
Misapplied School Grant-Peabody	3,348.00
Chapter 90	
Chapter 90	639,793.96
Capital Buildings	
BAN Proceeds	226,000.00
Capital Vehicles	
BAN Proceeds	98,900.00
Capital Land	
BAN Proceeds	300,000.00

Capital Other	
BAN Proceeds	110,000.00
OPEB Trust	
OPEB Trust Fund Interest	68,527.41
Trust Funds - Nonexpendable	
Cemetery Perpetual Care Trust - NonExpendable	2,200.00
Trust Funds - Expendable	
Peter F Whitcomb Trust Interest	233.97
Hammonds Scholarship Trust Interest	861.33
Law Enforcement Trust Donations	3,300.00
Roy F Custance EMT Trust Interest	49.75
Cemetery Perpetual Care Interest	(1,022.27)
Grace Priest Cemetery Trust Interest	424.85
War Memorial Trust Interest	53.05
Reita I Bean Trust Interest	415.06
Siemens Trust Interest	409.83
Valerios Trust Interest	43.99
Henry H Brooks Trust Interest	122.95

A W Wetherbee Trust Interest	4.41
Betsey Krusen Library Trust Interest	409.62
Grace Priest Library Trust Interest	205.27
Affordable Housing Trust	
BAHT Interest	1,146.60
Conservation Trust	
Conservation Trust Interest	21.37
Stabilization Trust	
Stabilization Interest	61,338.40
Payroll Withholdings	
Group Health Ins. WH	128,751.22
Life Insurance WH	604.60
Off Duty Detail	
Police Outside Detail	389,223.00
Fire Outside Details	4,186.00
Other Agency	
Deputy Collector Fees	6,852.50
Pistol Permit State Portion	4,150.00
GEO TMS Fees - Building Permits	39.90

Respectfully submitted,
Nick Federico, Treasurer/Collector

Trust Fund	Beginning			Transfers of		Ending			Unrealized Gain/Loss	Ending Market Value
	Market Value	Principal	Earnings	Principal		Principal	Earnings	Cash Value		
Cemetery Perpetual Care	98,787.16	60,250.00	38,537.16	-		60,250.00	40,352.05	100,602.05	2,253.12	102,855.17
Conservation	22,938.77	-	22,938.77	-		-	23,360.18	23,360.18	523.18	23,883.36
Library										
Reita Bean	10,244.33	10,130.00	114.33	-		10,130.00	302.54	10,432.54	233.65	10,666.19
Siemen's	10,114.92	10,000.00	114.92	-		10,000.00	300.76	10,300.76	230.70	10,531.46
Valerio Family	1,086.05	1,000.00	86.05	-		1,000.00	105.99	1,105.99	24.77	1,130.76
Henry Brooks	3,034.48	3,000.00	34.48	-		3,000.00	90.23	3,090.23	69.21	3,159.44
A.W. Wetherbee	108.66	100.00	8.66	-		100.00	10.66	110.66	2.48	113.14
Betsey Krusen	10,110.41	10,000.00	110.41	-		10,000.00	296.14	10,296.14	230.60	10,526.74
Subtotal Library	34,698.85	34,230.00	468.85	-		34,230.00	1,106.32	35,336.32	791.41	36,127.73
Stabilization	1,324,869.39	266,862.33	1,058,007.06	-		266,862.33	1,085,593.20	1,602,455.53	35,889.10	1,638,344.63
Town										
Grace M. Priest	15,552.50	14,000.00	1,552.50	-		14,000.00	1,838.22	15,838.22	354.72	15,192.94
War Memorial	1,309.54	600.00	709.54	-		600.00	733.59	1,333.59	29.87	1,363.46
Peter Whitcomb	5,774.51	5,000.00	774.51	-		5,000.00	880.61	5,880.61	131.70	6,012.31
Roy F. Custance	1,228.61	1,075.00	153.61	-		1,075.00	176.16	1,251.16	28.02	1,279.18
John/Elise Hammond	21,259.04	20,000.00	1,259.04	-		20,000.00	1,649.60	21,649.60	484.87	22,134.47
Affordable Housing	394,920.58	351,410.24	43,510.34	-		351,410.24	50,765.67	402,175.91	9,007.25	411,183.16
Subtotal Town	440,044.78	392,085.24	47,959.54	-		392,085.24	56,043.85	448,129.09	10,036.43	458,165.52
Grand Totals	1,921,338.95	753,427.57	1,167,911.38	-		753,427.57	1,206,455.60	2,209,883.17	49,493.24	2,259,376.41
OPEB	586,786.88	500,000.00	86,786.88	100,000.00		600,000.00	88,609.83	688,609.83	39,637.78	728,247.61

ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2019. 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)*.

Complete Audited Statements are available upon request. FY2019 records were audited by Roselli, Clark & Associates. As such, the enclosed reports are organized in a slightly different manner, though all information is true and accurate as of the completed audited records.

The Finance Department would like to thank Powers & Sullivan for many decades of excellent service to the Town of Boxborough.

Respectfully submitted,
Jennifer Barrett, Town Accountant

STATEMENT OF NET POSITION
JUNE 30, 2019

	Governmental Activities
ASSETS:	
Cash and cash equivalents	\$ 6,238,144
Investments	1,546,958
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	335,566
Excise taxes	130,455
Departmental and other	41,258
Foreclosures.....	320,925
Capital assets not being depreciated	5,373,672
Capital assets net of depreciation.....	<u>14,220,167</u>
TOTAL ASSETS	<u>28,207,145</u>
DEFERRED OUTFLOWS OF RESOURCES:	
Related to net pension liability	1,814,454
Related to net other postemployment benefit liabilities.....	<u>9,178</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>1,823,632</u>
LIABILITIES	
Warrants and accounts payable	331,381
Other liabilities.....	2,718
Accrued interest expense	27,780
Tax refunds payable	400,000
Bond anticipation notes payable	734,900
Noncurrent liabilities:	
Due in one year or less.....	920,245
Due in more than one year	<u>18,493,307</u>
TOTAL LIABILITIES	<u>20,910,330</u>
DEFERRED INFLOWS OF RESOURCES	
Related to net pension liability	113,834
Related to net other postemployment benefit liabilities.....	<u>521,721</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>635,555</u>
NET POSITION	
Net investment in capital assets	13,623,437
Restricted:	
Nonexpendable permanent funds	122,755
Community Preservation	302,087
Other purposes	1,423,710
Unrestricted	<u>(6,987,097)</u>
TOTAL NET POSITION.....	<u>\$ 8,484,892</u>

STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2019

		Program Revenues			Net (Expense) Revenues and Changes in Net Position
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General government	\$ 1,808,869	\$ 237,326	\$ 18,348	\$ -	\$ (1,553,195)
Public safety	5,012,275	870,066	48,732	-	(4,093,477)
Education	11,594,433	-	19,141	-	(11,575,292)
Public works	2,190,575	80,109	27,4442	675,282	(1,407,742)
Health and human services	223,624	22,858	28,009	-	(172,757)
Culture and recreation	860,291	71,613	40,064	77,928	(670,686)
Interest expense.....	<u>208,255</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(208,255)</u>
Total Governmental Activities.....	<u>\$ 21,898,322</u>	<u>\$ 1,281,972</u>	<u>\$ 181,736</u>	<u>\$ 753,210</u>	<u>\$ (19,681,404)</u>
General revenues:					
Real estate and personal property taxes.....					19,108,245
Grants and contributions not restricted to specific programs					263,997
Motor vehicle and other excise taxes					1,027,249
Penalties and interest on taxes					47,467
Unrestricted investment income.....					<u>100,765</u>
Total general revenues.....					<u>20,547,723</u>
Change in net position					866,319
Net Position:					
Beginning of year (as restated)					<u>7,618,573</u>
End of year					<u>\$ 8,484,892</u>

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2019

	<u>General</u>	<u>Town Capital Projects</u>	<u>Community Preservation</u>	<u>Affordable Housing Trust</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents	\$ 4,151,816	\$ 688,107	\$ 302,087	\$ 25,597	\$ 1,069,371	\$ 6,236,978
Investments.....	1,045,057	-	-	351,410	151,657	1,548,124
Receivables, net of allowance:						
Property taxes	332,193	-	3,373	-	-	335,566
Excise taxes	130,455	-	-	-	-	130,455
Department and other	7,921	-	-	-	33,337	41,258
Tax foreclosures	<u>320,925</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>320,925</u>
TOTAL ASSETS	<u>\$ 5,988,367</u>	<u>\$ 688,107</u>	<u>\$ 305,460</u>	<u>\$ 377,007</u>	<u>\$ 1,254,365</u>	<u>\$ 8,613,306</u>
LIABILITIES						
Warrants and accounts payable.....	\$ 293,436	\$ 950	\$ -	\$ -	\$ 36,995	\$ 331,381
Tax refunds payable	400,000	-	-	-	-	400,000
Other liabilities.....	2,718	-	-	-	-	2,718
Bond anticipation notes payable.....	<u>-</u>	<u>734,900</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>734,900</u>
TOTAL LIABILITIES.....	<u>696,154</u>	<u>735,850</u>	<u>-</u>	<u>-</u>	<u>36,995</u>	<u>1,468,999</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue – property taxes	275,893	-	3,373	-	-	279,266
Unavailable revenue – excise taxes.....	130,455	-	-	-	-	130,455
Unavailable revenue – other	<u>328,846</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>169</u>	<u>329,015</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>735,194</u>	<u>-</u>	<u>3,373</u>	<u>-</u>	<u>169</u>	<u>738,736</u>
FUND BALANCES						
Nonspendable	-	-	-	-	122,755	122,755
Restricted	-	323,655	302,087	377,007	1,094,446	2,097,196
Committed	683,788	-	-	-	-	683,788
Assigned	299,942	-	-	-	-	299,942
Unassigned	<u>3,573,289</u>	<u>(371,399)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,201,890</u>
TOTAL FUND BALANCES	<u>4,557,019</u>	<u>(47,743)</u>	<u>302,087</u>	<u>377,007</u>	<u>1,217,201</u>	<u>6,405,571</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 5,988,367</u>	<u>\$ 688,107</u>	<u>\$ 305,460</u>	<u>\$ 377,007</u>	<u>\$ 1,254,365</u>	<u>\$ 8,613,306</u>

GENERAL FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2019**

	Budgeted Amounts		Actual Budgetary Amounts	Encumbrances	Actual Budgetary Adjusted	Variance Positive (Negative)
	Original Budget	Final Budget				
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 18,855,854	\$ 18,855,854	\$ 18,946,359	\$ -	\$ 18,946,359	\$ 90,505
Intergovernmental	285,590	285,590	308,871	-	308,871	23,281
Motor vehicle and other excise taxes	927,500	927,500	1,010,846	-	1,010,846	83,346
License and permits	86,800	86,800	128,565	-	128,565	41,765
Departmental and other revenue	355,200	355,200	372,359	-	372,359	17,159
Penalties and interest on taxes	40,000	40,000	47,467	-	47,467	7,467
Fines and forfeitures	28,500	28,500	27,640	-	27,640	(860)
Investment income	8,000	8,000	32,581	-	32,581	24,581
TOTAL REVENUES.....	20,587,444	20,587,444	20,874,688	-	20,874,688	287,244
EXPENDITURES:						
Current:						
General government	1,562,184	1,445,826	1,151,120	131,770	1,282,890	162,936
Public safety	2,784,856	2,838,348	2,693,351	31,769	2,725,120	113,228
Education	11,660,100	11,660,100	11,594,433	2,640	11,597,073	63,027
Public works	1,138,389	1,172,389	1,018,831	21,966	1,040,797	131,592
Health and human services.....	151,195	178,495	145,936	678	146,614	31,881
Culture and recreation	466,851	466,951	397,611	25,598	423,209	43,742
State and county tax assessments	72,420	72,420	72,420	-	72,420	-
Pension and other fringe benefits	1,842,146	1,842,146	1,744,610	6,409	1,751,019	91,127
Debt service	1,142,657	1,145,062	1,135,061	-	1,135,061	10,001
TOTAL EXPENDITURES.....	20,820,798	20,821,737	19,953,373	220,830	20,174,203	647,534
OTHER FINANCING SOURCES (USES):						
Transfers in.....	-	-	-	-	-	-
Transfers out	(571,267)	(571,267)	(571,267)	-	(571,267)	-
TOTAL OTHER FINANCING SOURCES (USES)	(571,267)	(571,267)	(571,267)	-	(571,267)	-
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES/USE OF PRIOR YEAR						
BUDGETARY FUND BALANCE	(804,621)	(805,560)	350,048		129,218	934,778

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2019

	General	Town Capital Projects	Community Preservation	Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds	\$ 18,844,392	\$ -	\$ 181,707	\$ -	\$ -	\$ 19,026,099
Intergovernmental	308,871	639,794	32,928	-	160,555	1,142,148
Motor vehicle and other excise taxes	1,010,846	-	-	-	-	1,010,846
Licenses and permits	128,565	-	-	-	-	128,565
Departmental and other revenue	375,529	-	-	2,721	786,306	1,164,832
Penalties and interest on taxes	47,467	-	276	-	-	47,467
Fines and forfeitures	27,640	-	-	-	-	27,640
Investment income	93,920	-	3,905	(1,574)	4,514	100,765
Contributions and donations	-	-	-	-	56,795	56,795
TOTAL REVENUES	20,837,230	639,794	218,816	1,147	1,008,170	22,705,157
EXPENDITURES:						
Current:						
General government	1,151,120	197,464	-	17,575	172,471	1,538,630
Public safety	2,693,351	281,852	-	-	590,155	3,565,358
Education	11,594,433	-	-	-	-	11,594,433
Public works	1,018,831	1,271,389	-	-	56,179	2,346,399
Human services	145,836	-	-	-	25,071	171,007
Culture and recreation	397,611	6,400	309,460	-	135,675	849,146
Pension and other fringes	1,844,610	-	-	-	-	1,844,610
State and county charges	72,420	-	-	-	-	72,420
Debt service:						
Principal	920,000	-	-	-	-	920,000
Interest	215,061	-	-	-	-	215,061
TOTAL EXPENDITURES	20,053,373	1,757,105	309,460	17,575	979,551	23,117,064
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	783,857	(1,117,311)	(90,644)	(16,248)	28,619	(411,907)
OTHER FINANCING SOURCES (USES):						
Transfers in	20,846	217,360	-	-	17,400	255,606
Transfers out	(221,267)	(17,340)	(10,000)	-	(6,999)	(255,606)
TOTAL OTHER FINANCING SOURCES (USES)	(200,421)	200,020	(10,000)	-	10,401	-
NET CHANGE IN FUND BALANCES	583,736	(917,291)	(100,644)	(16,428)	39,020	(411,907)
FUND BALANCES AT BEGINNING OF YEAR	4,183,583	869,548	-	393,435	1,580,912	7,027,478
Prior Period Adjustment	(210,000)	-	402,731	-	(402,731)	(210,000)
FUND BALANCES AT END OF YEAR	\$ 4,557,019	\$ (47,743)	\$ 302,087	\$ 377,007	\$ 1,217,201	\$ 6,405,571

TOWN CLERK – VITAL STATISTICS

There were 36 births recorded for the year 2019. There were 12 marriages. The total number of deaths recorded was 29.

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census as of January 1, 2019, which showed the population of Boxborough to be 5,118. There were four voter registration sessions held during the year. As of the last voter registration session, there were 3,820 registered voters in Boxborough.

Respectfully submitted,
Elizabeth Markiewicz, Town Clerk

CONSTABLES

Constables worked the Town Election in May and the Special Town Election in December. 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
Total	7

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 four CPA appropriations for 2019 Annual Town Meeting consideration.

- Three were in the category of Open Space and Recreation including funding for a new fence at the Flerra Meadows Playground, rehabilitation of the Baseball Field at Flerra Meadows, and funding for the Conservation Trust Fund.
- One was in the category of Community Housing for funding the Boxborough Rental Assistance Program (BRAP).

All four 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. Three new Planning Board members were elected, (due to several vacancies) and one member re-elected in the May 2019 town election. The associate position was filled on July 8, 2019. 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. A new Town Planner, Simon Corson, was hired in October, 2019.

Annual Town Meeting, May 2019

The Planning Board proposed eleven articles for a Special Town meeting that preceded the May 2019 Annual Town Meeting. The articles involved:

- 1) Amend Section 2100 Definitions to add ten (10) definitions from the State Cannabis Control Commission;
- 2) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Craft Marijuana Cultivator Cooperatives" to be permitted;
- 3) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Cultivators" to be permitted;
- 4) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Microbusinesses" to be permitted;
- 5) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Product Manufacturers" to be permitted;
- 6) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Research Facilities" to be permitted;
- 7) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Retailers" to be permitted;
- 8) Amend Section 7700 Recreational Marijuana Establishment to allow establishments considered, "Marijuana Testing Facilities" to be permitted;
- 9) Vote to accept MGL Chapter 64N, Section 3, Recreational Marijuana Establishments Local Tax Option;
- 10) Amend Section 7700 Recreational Marijuana Establishments, Location of Permitted Uses; and
- 11) Amend Section 7700 Prohibition of Marijuana Establishments.

Town meeting voted to approve Articles 1, 9, 10 and 11 and rejected Articles 2 through 8.

During Annual Town Meeting, two Citizens Petitions regarding zoning bylaw amendments were presented. The articles involved:

- 1) Article 47: Amend Section 5002, Dimensional Schedule to amend the setback requirements for lots in the Industrial-Commercial District.
- 2) Article 48: Amend Zoning Map to adjust the Zoning of the property located at 145 Stow Road to the Agricultural-Residential Zone.

Town Meeting voted to approve Article 48 and rejected Article 47.

For a complete explanation of these articles, please see the Warrant and Proceedings section of the Town Report.

Special Town Meeting, December 2019

The Planning Board proposed one article for the December 2019 Special Town Meeting. The article involved conducting a zoning audit to review Boxborough's Zoning Bylaws. The sum of Ten Thousand Dollars (\$10,000) was sought to pay for a zoning audit. 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 & Special Permits

The Planning Board reviewed the development plans listed below:

- 700, 750, & 800 Massachusetts Avenue – Boxborough Town Center, LLC: The Board granted Site Plan Approval with Conditions to construct a 50-unit residential development reserved exclusively for elderly occupancy, with an associated clubhouse with amenities, signage, private driveways, public water supply, wastewater treatment, drainage, and site grading.
- 493 Massachusetts Avenue - Acton-Boxborough Regional School District: The Board granted Site Plan Approval with Conditions for construction of an expanded parking area with approximately 28 parking spaces and to relocate an existing sidewalk with associated grading and stormwater management systems.
- 984 and 996 Massachusetts Avenue and 38 Sara's Way - Special Permits and Site Plan Approval: The Board received an application for Site Plan Approval and several Special Permits for construction of six two-family dwellings (12 units of housing) with associated parking, landscaping, signage, water supplies, wastewater systems, drainage, and site grading.

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 2019.

- 1195 Hill Road: The Board endorsed a plan which shows the creation of two buildable lots with frontage along Hill Road.
- 984 Massachusetts Avenue: The Board endorsed a plan which shows the creation of two lots.
- 115 Middle Road and 9 Cobleigh Road: The Board endorsed a plan that shows a division of the tract of land, changing the size and shape of the lots in such a manner the frontage is not affected.
- 700, 750, 800 Massachusetts Avenue: The Board endorsed a plan which showed the division of three lots, changing the size and the shape of the lots.
- 1120 Massachusetts Avenue: The Board endorsed a plan that shows a division of the tract of land, changing the size and shape of the lot in such a manner the frontage is not affected.

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 2019, there were no approvals issued by the Planning Board.

Long-Range Planning & Other Projects

In 2016, the Planning Board approved and the Board of Selectmen endorsed Boxborough2030 as the Town's new Master Plan. A substantial amount of time and effort was invested into the Master Plan Update process by the Master Plan Update Committee (MPUC), the Town Planner and other Town staff, and the Town's project consultant, the Metropolitan Area Planning Council. Boxborough2030 is a website (<http://www.boxborough-ma.gov/boxborough2030>) with extensive information detailing over a year of research about Boxborough's existing conditions, a critical community engagement process, and in-depth recommendations with implementation steps looking forward to the year 2030. The Master Plan Update process helped create supporting Goals, Strategies, and Actions Items for the aspirations in Boxborough2030, all of which are summarized in a Recommendations & Implementation Plan, which can be found at the following link: http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/boxborough2030_recommendations_and_implementation_plan_january2016.pdf.



During 2019, the Planning Board worked to address many of the Master Plan Goals related to land use, water supply, stormwater, and economic development. Throughout the course of 2020, the Planning Board and Select Board will continue to meet jointly to discuss the Action Items of the plan to ensure that each responsible entity is actively pursuing the completion of each task.

The Board, in conjunction with the Town Planner, continued to work 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 was awarded a MassWorks Infrastructure Program grant in the amount of \$574,683.00 to move forward with the design, permitting, and construction of the sidewalk. At the December 10, 2019 Special Town Meeting, the Town voted to approve a transfer of funds of \$35,000 from Free Cash to acquire necessary easements at 329 and 211 Massachusetts Avenue. The project is currently in the early stages of permitting and construction of the sidewalk is expected to commence in the spring of 2020.

In preparation for the 2020 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering amending the Zoning Bylaw by revising the regulations for common parking areas, lighting, permissible signage, and adding a definition and use table for specialty food shops. The Board is also discussing the addition of a General Bylaw to address construction and post-construction stormwater regulations.

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 7:00 PM in the Town Hall, 29 Middle Road. Meetings are posted on the town website (www.boxborough-ma.gov) on the Town Calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Town Planner Simon Corson at 978-264-1723 or scorson@boxborough-ma.gov.

Respectfully submitted on behalf of the Boxborough Planning Board
Simon Corson, Town Planner

AGRICULTURAL COMMISSION

Your Agricultural Commission is comprised of five members appointed by the Select Board. Our mission is to represent, enhance and sustain agriculture, farming and related activities within the Town.

To that end, we meet at least monthly and strive to become aware of any and all activities that are within our bailiwick.

During the year we hosted a training session for area officials who interact with farmers in their duties and clarified town policies regarding agriculture.

We oversaw the community garden fund. We worked with a property owner to ensure compliance with an agricultural restriction. And we had discussions with the Conservation Commission with the goal of, where appropriate, reestablishing agricultural activities.

Respectfully submitted,
Owen Neville, Agricultural Commission Chair

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 (SB) and the Finance Committee (FinCom). The BBC was 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.

On recommendation of the building committee, the February 2018 Special Town Meeting approved purchase of the former Kaizen property for a DPW facility. This year, the DPW completed some modest renovations to improve the office and common areas and is now productively enjoying their new home.

Early in 2019 we pursued acquiring a site for a public safety facility at 1320 Mass Avenue. This former Cisco property had been acquired by Lincoln Properties. During the prior year, the BBC had the town's engineering firm carry out a paper feasibility study for this site. Several issues had been identified but the committee believed these could be addressed in the context of Lincoln's overall plans for their Boxborough holdings, in view of certain changes to the Office Park zoning that were being considered by the Planning Board. However, the Select Board was not able to conclude a satisfactory development agreement with Lincoln Property that

would lead to mutual success consistent with town objectives. The BBC ceased all further investigation of 1320 Mass Avenue after the May Annual Town Meeting.

For the remainder of the year the BBC continued to evaluate potential sites for public safety facilities, with preference for locations along or near Mass Avenue. The committee next evaluated the property at 1300 Mass Avenue. This property has an office building with about 60,000 square feet on two floors, with ample parking. Despite the high assessed value, the committee felt it was worth considering, and wanted to understand the issues and costs for repurposing for public safety. HKT Architects was contracted to carry out a feasibility study for adaptation of the site for public safety facilities. HKT analyzed the costs and pros/cons of three different approaches, including demolition. The results of the feasibility study were presented to the BBC in November 2019. None of these approaches appeared desirable or compelling: 1) the renovation expenses would be very high due to the need to meet stringent Level 3 building codes for public safety, 2) there would still be significant remaining uncertainty about risks around wetlands and the aging septic system, and 3) about \$70,000 per year would be removed from the tax rolls.

As a companion to this feasibility study, HKT also presented a very high-level cost estimate for new public safety facilities on the town-owned land on Stow Road that is currently in the custody of the Housing Board. Previous civil engineering studies that had been carried out by the Housing Board were reviewed. The Fire and Police Chiefs walked the site and were favorably disposed. The Building Committee concluded the Stow Road site is presently the best viable option, and that future efforts should focus on it. The Stow Road parcel is large enough to accommodate more than public safety facilities. Therefore, the BBC recommended an expanded building committee be established to consider the bigger picture. The new building committee will have a priority focus on public safety facilities but have an expanded scope to consider other beneficial municipal needs.

Respectfully submitted,
Les Fox, Boxborough Building Committee Co-Chair

BOXBOROUGH HOUSING BOARD

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.

During the past year, Michael Fetterman left the BHB. We will miss Michael's insightful input. Last year, Dolores Fromer joined the BHB, and early this year, Channing Wagg returned to the board. The current members of the BHB are Diane Friedman, Dolores Fromer, Al Murphy, and Ron Vogel.

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

Boxborough Rental Assistance Program

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to eligible households who are renting qualifying housing units in the Town of Boxborough. It uses funding from the Community Preservation Act (CPA). 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. The BRAP is being used as a model to explore in other local towns including Littleton and Lincoln.

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 and does not function as a landlord in any capacity or intervene in landlord-tenant disputes

This will be the fifth 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 21 households have benefited from the program; 9 households have graduated, i.e., left the program early, primarily for improved/more affordable housing. Over the life of the program 8 households with children have also been connected to support programs for school supplies, holiday gifts, and food resources. The financial assistance provided by the BRAP 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.

All the eligible application households are current Boxborough residents. About half of the households are single-parent families with children in the Acton-Boxborough 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.

In the past year, the BHB reviewed and clarified application materials, streamlined the application process, and expanded its outreach for applicants. BRAP flyers are now available in English, Portuguese, and Spanish. The Council on Aging & Community Services department remains in contact with the households that are being assisted via social service outreach 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, Harvard, 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. 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. The BHB serves as the Monitoring Agent for:

Condominium Exchange Program (CEP): 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. During the past year, an affordable unit in Summerfields was resold.

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. After some discussion, the resolution of these ambiguities proved nearly impossible. However, the BHB has developed workarounds and strategies to avoid the pitfalls of the present AHRs.

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
Total SHI Units	266

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.

Summary

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.

Additional Affordable Housing

Mid-Range Housing

Both *Boxborough2030* and the BHB’s Housing Production Plan noted there isn’t enough mid-range priced housing, e.g., housing that is affordable to downsizing seniors and young families, in Boxborough. Presently, 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 remains 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. In the opinion of the BHB, the adoption of some form of cluster zoning would expedite the creation of more mid-range housing.

Stow Road Project

The Stow Road property was purchased by the BHB in 2010. It consists of approximately 13.5 acres and is located on 70-72 Stow Road. The property was acquired with funds from the Boxborough Affordable Housing Trust (BAHT). 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. Planning housing that fills Boxborough's several gaps in housing availability, is attractive to contractors, and satisfies the legal requirements has proved exceedingly difficult.

In the past year, the Boxborough Building Committee has recommended that the property be considered by the Town as a location for the Fire and Police Departments. Many details need to be worked out, not the least of which is how the BAHT should be reimbursed for the property. Hopefully, these matters will be resolved in the present year and will be the subject of a future vote by the Annual Town Meeting.

Respectfully submitted,
Al Murphy, Boxborough Housing Board Chair

CONSERVATION COMMISSION

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 State Wetlands Protection Act and Town of Boxborough Wetlands Protection Bylaw.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. Routine activity includes the following:

- Issuing Orders of Conditions, Certificates of Compliance, Extensions and Determinations of Applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and Commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

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

Activity under the Wetlands Protection Act and Town Bylaw:

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100' adjacent land resource area commonly known as the "buffer zone." During calendar year 2019, the Commission reviewed 4 Notices of Intent (NOI), 1 Request for Determination of Applicability (RDA), and 1 Abbreviated Notice of Resource Delineation (ANRAD). The Commission issued 1 Certificate of Compliance (CoC) and 1 Amended Order of Conditions.

Year	NOI	RDA	ANRAD	COC	Extensions
2016	11	2	1	5	--
2017	8	2	1	7	1
2018	4	3	--	6	--
2019	4	1	1	1	1

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

Conservation Land Stewardship:

The Conservation Commission, Land Stewardship Committee (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 on-going 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.

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, Conservation Commission 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, as designated, to complement the design qualities of the Town and enhance the scenic, historic, and rural character of the town.

The DRB met six times in 2019 and the Select Board appointed two new members to the Board. Over the 2019 calendar year, Tim Rudolph (At-Large) represented the DRB as both Chair and Clerk through the month of August, Robert Childs (At-Large), Robert Stemple (Select Board), Rebecca Verner (Planning Board) and Brian

Picca (Historical Commission). Following Mr. Rudolph's resignation, the DRB reconvened in November, at which point the DRB voted to make Rebecca Verner Chair and Robert Stemple Clerk.

The DRB documented assessments of multiple projects against the Design Review Guidelines, including reviews of a proposed 50-unit senior housing project at 700, 750, & 800 Massachusetts Avenue and a proposed 12 unit multi-family project at 984 and 996 Massachusetts Avenue and 38 Sara's Way. These assessments were presented to the Planning Board and Zoning Board of Appeals.

Respectfully submitted,
Rebecca Verner, Design Review Board Chair

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 with respect to economic development. In keeping with the intent of the master plan, 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.

At the end of the year, the members of the EDC are as follows: Rich Guzzardi (Chair), Dawn Willis, Mark White, Nate McKinley, Joe Ferguson, John Neyland, Kristin Hilberg, Becky Neville (Ex Officio - Finance Committee), Susan Bak (Ex Officio - Select Board).

The EDC has focused its efforts on the study of the economic environment in Boxborough, outreach to the Boxborough business community and residents, assessment of the regulatory environment, exploration of potential zoning changes, and engagement within the region through the 495/Metrowest Partnership. Specific results during FY 2019 include:

- Completed a \$2,000 Phase 1 Study with UMASS Amherst, Center for Economic Development
- Developed and executed a community engagement plan as part of EDC study to solicit interest of residents and businesses
- Held first Boxborough Business Breakfast attended by many large and small Boxborough businesses
- Secured Special Town Meeting approval and contracted with UMASS for \$25,000 Phase 2 Study
- Developed recommended Zoning Bylaw changes to allow "Specialty Food Shops" (i.e. cafes) and amendments to parking requirements to be presented for approval at Annual Town Meeting 2020

Boxborough is fortunate to have a blend of both large and small businesses resident in town. The trend of the last decade has been urbanization, moving many companies into the Boston Metropolitan area, putting strain on the office park environment in the 495/Metrowest Region. The EDC is focused on this particular challenge, along with strategies to encourage development of small businesses and service shops desirable to residents in or near the Town Center district. Recent development initiatives by property owners identified the need for the town to take a more proactive approach in identifying a desired Economic Development Plan. As such, UMASS was engaged to help the town evaluate desired development from a market, infrastructure and investment perspective.

The EDC is optimistic that the work with UMASS along with engagement with other town boards and the community at-large will result in a desired, comprehensive long-range plan for economic development in Boxborough, consistent with the objectives of the Boxborough2030 Master Plan.

Respectfully submitted,
Rich Guzzardi, Economic Development Committee Chair

SUSTAINABILITY COMMITTEE (FORMERLY KNOWN AS ENERGY COMMITTEE)

Why Focus on Sustainability?

When the Select Board recently approved our new name, “Sustainability Committee,” our expanded Vision became: *To promote a culture of sustainability that will be fully integrated into our Boxborough community for the benefit of present and future generations.* And our Mission was refined: *To develop a culture of sustainability in our community through a partnership with residents, town government, and businesses using innovation, education, communications, and comprehensive and strategic planning.* Simply put: **The Boxborough Sustainability Committee’s vision is to promote a culture of sustainability that will be fully integrated into our community for the benefit of present and future generations. To have a happy, healthy community, we have to pay attention to how we live and recognize the interplay between human behavior and environmental outcomes.**

Sustainability calls on our generation to manage resources **in order to sustain a quality of life the next generation can share.** To do so, we must preserve natural resources and protect the environment to create long-term ecological balance.

Recycling: “reuse, recycle, reduce”

A few years ago, the Select Board asked the Energy Committee, now Sustainability Committee, to educate citizens on how to recycle more efficiently for the purpose of reducing the tonnage of trash, which would be a cost savings.

In 2019, we had a booth at both Fifer’s Day and the Harvest Fair. We illustrated graphically the steps in composting, gave out flyers addressing composting, and auctioned off a total of three composting bins, gratis. Residents signed up to be on a list for information related to energy efficiency issues and sustainability topics.

Two members spent time helping out at “Recycle Your Reusables,” an annual event organized by the Ayer Energy Committee. Ayer helped us to get a good price for our composting bins.

The Committee is now working with DPW Director Ed Kukula to enter a Massachusetts Department of Environmental Protection (DEP) initiative to implement a reuse, recycling, and waste reduction program, mostly at the Transfer Station, to qualify for payments under the Recycling Dividends Program (RDP). This involves textile recycling, food waste recycling, and a long list of items for recycling. Julia Green, DEP consultant for this program, is working with us closely.

Net-Zero Energy Construction

Recently, the Committee recognized the careful work of architects and consultants, guided by Acton-Boxborough committees, to replace the Douglas and Gates schools with a highly efficient, net-zero energy building that uses advanced heating and cooling, lighting, insulation, and other features that offset energy use with on-site renewable energy. Therefore, energy consumption becomes “net zero.” Up-front costs associated

with a net-zero energy building are offset by savings over time, with long-term costs significantly less than costs in standard building design.

One member attended the AB School Committee Building Committee to follow and contribute to, where possible, the discussion. At Annual Town Meeting, one member spoke for our committee in favor of building this school.

Solar Bylaw

The Planning Board is assessing the need for a town solar bylaw. The Committee has formally recommended that the town have a solar bylaw and made specific recommendations about permitting. We anticipate working with the Planning Board on writing the bylaw in 2020.

Town Data on Energy Usage

One member looked at the accumulated data from the last 3 years on municipal energy usage. Department of Energy Resources MassEnergyInsight (MEI) has a database a former committee member uses to enter data periodically. While the initial findings suggest relatively stable usage over time, from 2016 to the present, the Police Station and Library present the greatest potential opportunity for energy reduction. IN 2020 we will look more carefully at the accuracy of the data.

We also are conferring with our Littleton Electric Light Department (LELD) representative to answer questions about town-wide energy usage and ways to work together on our 2030 Master Plan action items involving LELD input.

Communication and Presentations

We set up a Facebook page to increase interest in our work and to attract possible new members. We also posted information on the town website. We use the Boxborough Bee, Tax Bill inserts, Boxborough Neighbors, and Boxborough NextDoor to advertise our events, projects we're working on, and ways to get involved. The Select Board approved the addition of two alternates. Our intent is to attract high school students to become interns to help with projects, especially to advocate for energy efficiency and sustainability. We also have become active members of Massachusetts Climate Action Network (MCAN) attending webinars and meetings.

The Chair gave a 20-minute presentation to the Acton Boxborough Rotary Club to explain what the Sustainability Committee does, which was well received.

Looking Ahead

As part of the Committee's contribution to Boxborough's 2030 Master Plan, we continue to work on ways to reduce waste, conserve energy, preserve our community's precious resources, and put Boxborough on a "sustainable" path for a better tomorrow.

Respectfully submitted,
Francie Nolde, Sustainability Committee Chair

LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2019.

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 rate payers 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 2019. For purposes of comparison, a Boxborough customer using 750 kWh per month has a monthly bill of \$96.14. The same usage in Ayer, served by National Grid, would cost \$184.54; while in Concord, served by Concord Municipal Light, would cost \$117.89. 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 Smart Energy 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 energy efficiency and distributed energy resources, environmental and sustainability programs, communication/education, and smart energy information. LELD also continues to be recognized as a Reliable Public Power Provider, based on reliability, safety, workforce development, and system improvement.

The number one cause for power outages in 2018 was trees, which made up of 39 incidents or 41% of all outages. As a result, LELD conducts critical tree assessments and installs tree wire where necessary. In 2019, power outages caused by trees dropped by 56% (17 incidents or 29% of all outages). These efforts are to enhance reliable electric service and prevent outages.

With the launch of LELWD Drives Electric, customers can take advantage of off-peak charging incentives, charging equipment rebates, education, and an EV specialist. Residential customers who install a smart level 2 charger can receive a \$300 rebate and get an \$8 per month bill credit for charging off-peak (between the hours of 10pm—7am).



LELWD Drives Electric

LELD has continued its annual funding and contributions toward Boxborough's community development. In 2019, the Boxborough Police Department was given \$12,500 for motorcycle and community safety programs and a school grant for \$5,000 supported the Blanchard Memorial School. Residents can take advantage of free home energy assessments, free shade trees, electric-vehicle incentives, and energy-saving products and rebates through the Green Rewards Program. 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: lelwd.com

Respectfully submitted,
Board of Electric Light Commissioners

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 November 7th 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 all three MAGIC leaders, who were re-elected: **Adam Duchesneau**, Chair, Director of Planning & Community Development in Sudbury; **Kristina Johnson**, Assistant Director of Planning and Community Development in Hudson, Co-Chair, and **Margot Fleischman**, Bedford Selectman, Co-Chair.

All of MAGIC's 2018 representatives continued their service into 2019.

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

- Concord:** Steven Crane was selected as Town Manager and started in August 2019; Kate Hodges served as Interim Town Manager prior to his selection.
- Littleton:** Keith Bergman retired from his position as Town Manager of Littleton on January 21, 2019, after 11 years of service. Nina Nazarian was selected as Town Manager and started in May 2019; Andrew Ansaldi served as Interim Town Manager prior to her selection.

MAGIC was coordinated by three MAPC staff over the year. A huge thanks goes to Heidi Stucker, Assistant Director of Public Health, who served as the Subregional Coordinator to MAGIC for three years. Alex Koppelman, Regional Housing & Land Use Planner II, served as the Interim Coordinator from June – September, and Lizzie Grobbel, Regional Planner II, took over as MAGIC Coordinator in September.

MAGIC Meetings

MAGIC held six regular business meetings in 2019. Highlight meeting topics included the following:

- MPO Transportation Planning & Projects discussion
- MPO UPWP & TIP discussion
- MAGIC Age-Friendly Plan and Aging in Bedford (UMass)
- MetroCommon 2050, the update to the regional plan
- MAGIC FY2020 Work Plan discussion
- MAGIC Special Assessment Funds to priority projects allocation
- Making the Connections Micro-transit Project discussions
- Living Little – smaller housing options presentation

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. FY2018 and FY2019 MAGIC Special Assessment allocations to regional projects are as follow:

Fiscal Year 2019:

- MAGIC Stormwater Partnership: \$10,000.00
- MAGIC Micro-transit Project: \$10,000.00

Fiscal Year 2020:

- MAGIC Age-Friendly Plan: \$10,562.27
- MAGIC Micro-transit Project: \$10,000.00
- Climate Change & Transportation Forum: \$3,000.00

Special Events

MAGIC held two special events in 2019.

2019 MAGIC Legislative Breakfast: Local officials, municipal staff, and other members of MAGIC gathered at the Lexington Community Center on Friday, May 3rd to hear from and ask questions of their state and congressional representatives over coffee and quiche. Rep. Ciccolo, MAPC's former president, who was elected to her seat in November, highlighted her Master Plan bill (H.180) and her transit improvement legislation (H.2983), which would generate operating funds for transit improvement programs. Rep. Gouveia, also elected in November, spoke about healthcare access, climate change, the importance of funding public transit, and her legislation establishing a net zero energy code. Rep. Benson emphasized carbon pricing, reducing healthcare costs, education, and the environmental budget as key areas she's addressing. Her carbon pricing bill (H.1726) allocates money to transportation, green housing, and affordable housing for gateway cities and other communities in need. Sen. Barrett spoke about the importance of reducing emissions in the transportation, building, and heating sectors. Read more about the Legislative Breakfast and see photos on the MAPC blog.

Boxborough Agricultural Forum: On January 29, MAGIC held an Agricultural Forum in Boxborough from 7-9pm to discuss the MAGIC Agricultural Plan and discuss other agricultural topics of interest. Presenters included Brad Mitchell, Massachusetts Farm Bureau, and Cheryl Sbarra, Massachusetts Association of Health Boards.

Topics included:

- Boards of Health and Agriculture
- Agricultural Exemptions for Planning
- Zoning and Building Permits
- Explaining Zoning Agricultural Provisions, and
- Farm Bureau Legislative Priorities.

Respectfully submitted,
MAGIC Board of Directors

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." The Master Plan calls for reinstatement of a Water Resources Committee (WRC). On Oct 29, 2018 the Select Board approved a new charter for the WRC and has appointed the following members and liaisons:

Board representation – voting	Current member/liaison
Select Board	Les Fox, Chair
Agricultural Commission	Bryon Clemence, Clerk
Board of Health	Bryan Lynch
Conservation Commission	Stephen Schmitt
Planning Board	Nancy Fillmore
First voting Member-at-large	Unfilled
Second voting Member-at-large	Unfilled
Liaison – non-voting	
Economic Development Committee	John Neyland

Groundwater monitoring and mapping

May 2019 ATM approved an article allocating \$15,000 for the WRC to conduct a small-scale pilot project to monitor water levels and selected water quality indicators in a few wells. The idea is to begin building a database for long-term tracking of ground water levels and quality. We would like to have a scientific view of long-term trends in the depth to the local water table. We would also like to monitor a few key indicators of interest such as salinity and nitrates. The committee has assembled data on locations of existing wells that may be suitable for monitoring and has conducted very preliminary investigation of likely costs for transducers and data logging.

The WRC was successful in applying for and receiving a Metropolitan Area Planning Council (MAPC) Technical Assistance Program (TAP) grant to help Boxborough develop a GIS-based groundwater mapping tool. This tool would interface with the groundwater database that is being developed to generate visual representations or maps of ground water characteristics. The goal is to be able to plot trends of depth and quality metrics over time and help the town understand whether there are areas of concern. We plan for the tool to be integrated into the town's current GIS system and accessible to anyone. The MAPC resources have expertise in both water quality metrics and GIS mapping. The Town Planner is working with both MAPC staff and the WRC to advance the project. We received a demonstration of some mapping capabilities in December and expect to see a working prototype in Spring 2020.

Western water monitoring and supply

For several years Mass DEP has been noting increasing salt levels in selected public water supplies in Boxborough. These are mostly in the western area near I-495. DEP has been communicating regularly with the WRC on this. They have been providing educational materials to the affected well owners and encouraging them to consider cooperative approaches to address this issue. For example, they sponsored a student undergraduate project at Worcester Polytechnic Institute (WPI) to research the issues and produce a report and public presentation. The WRC hosted the student presentation at Town Hall. The WRC also worked with DEP to sponsor a presentation at Sargent Library by RCAP Solutions on financial assistance that might be available to help residents bear the cost of a community-based solution. The WRC and Littleton Water Department have discussed various approaches to bringing in new sources of water for the western part of town. No definite plans have been proposed as of this writing, but the WRC expects growing awareness and attention on this topic in the coming year.

Respectfully submitted,
Les Fox, Water Resources Committee Chair

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, 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 non-profit 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 Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are scheduled as may be necessary and posted. During 2019 the Board considered two applications for Special Permits and two applications to Amend Special Permits.

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

Respectfully Submitted,
Michael Toups, Chair

BUILDING DEPARTMENT

The Building Department consists of the Building Commissioner, Electrical Inspector, Plumbing and Gas Inspector and a Department Assistant. The electrical, and plumbing and gas inspectors work part-time on Tuesdays and Thursdays. The general tasks include receiving and reviewing plans, issuing permits, and conducting inspections. The department works closely with the Planning Department on zoning enforcement issues.

2019 Accomplishments

- Created a better work area for the department, adding a new work station and new file cabinets. Worked with the HVAC system to improve service to the building.
- Revised permit fees for Building and Gas and Plumbing.
- Assisted all departments and boards in the absence of the Town Planner.
- Worked with departments and employees to bring the Town Center Project on Board.

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

2018/2019 Building Permits Issued

	2019	2018
New Construction		
Residential/Single Family	5	5
Commercial	0	2
Telecommunications	0	2
Pools	0	0
Accessory Buildings	0	0
Solar	2	5
Additions/Alterations		
Residential	127	136
Commercial	20	12
Mechanical/Sheet Metal	13	12
Demolition	1	3
Sign	3	1
Solid Fuel	7	3
Telecommunications	2	0
Tents	10	4
Total Building Permits	190	185
Construction Cost, \$	5,056,177.00	8,205,847.84
Permit Fees, \$	67,059.38	89,980.20

2019 Electrical Permits Issued

Total Electrical Permits	180
Total Fees Collected	\$28,600.00

2019 Plumbing and Gas Permits Issued

Total Plumbing Permits	112
Total Fees Collected	\$26,589.00
Total Gas Permits	109
Total Fees Collected	\$28,110.00

The entire Building Department for calendar year 2019 issued a total of 591 permits, with a breakdown as follows:

2019 Total Permits Issued

	Total Permits
Building Permits	190
Electrical Permits	180
Plumbing Permits	112
Gas Permits	109
Total Permits Issued	591

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 roadway replacement funding, storm water maintenance, vehicle and equipment maintenance, water supply and distribution, wastewater management, preservation and maintenance of public parks, athletic fields, conservation land, open space and cemeteries, tree removal and pruning, operation and upkeep of a solid waste and recycling transfer station, general maintenance of town-owned buildings and snow and ice operations.

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

The past year has again seen some struggles with getting the department to full staff. We are having some issues with finding qualified candidates. It has been over a year that our two new staff members were hired, Steven Barter and Francis Flynn, and I am happy to say that they have fit in perfectly.

In 2018 the Kaizen building was purchased as the new headquarters for the DPW and needed some renovations for offices and a breakroom. The renovations are just about complete and the space is working perfectly for our operation.

New equipment purchased this fiscal year:

- John Deere tractor with attachments was purchased to replace the 1956 tractor.
- Two electronic message boards were purchased and will be able to be used by all departments notifying residents of upcoming events and construction.
- A roll-off container truck was purchased allowing the DPW to haul solid waste, recyclables and metal dumpsters ourselves which will save on hauling costs.
- Two additional Cirrus Control Spreaders were purchased to regulate the amount of salt that is being spread on the roads during the winter months.

MassDOT Chapter 90 funding and the Capital Plan provide funding for roadway work and paving that occurred in 2019. The following roads were reclaimed and paved using both town and Chapter 90 funding:

- Joseph Road
- Emanuel Drive
- Fifer's Lane
- Hill Road (from Barteau Lane to Massachusetts Avenue)
- Whitcomb Road (East)
- Blanchard Road
- Inches Brook Lane
- Avebury Circle

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: All basins and manholes were cleaned to the bottom to prepare for the new MassDEP, MS4 permitting regulations.

- 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: approximately 35 tons of asphalt were used to patch potholes and patch rough areas throughout town.
- Tree work: Trees were trimmed on Littlefield Road, Stow Road, Hill Road, and Old Harvard 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 2019 the snow fall total was 51" inches and the Highway Department was sent out a total of 35 times to treat/plow.

I have a great staff at the DPW and I value all they do, day in and day out. They always work hard, take pride in everything they do, and enjoy working as a team.

Respectfully submitted,
Edward Kukkula, Director of Public Works

CEMETERY COMMISSION

There were five burials in South Cemetery in 2019.

Restoration and preservation work was approved for sector two of North Cemetery. The Commission plans to continue further restoration in sector three in 2020 with approval of additional funding at the May 2020 Annual Town Meeting.

All paths in South Cemetery were refreshed and rebuilt by the DPW in fall of 2019.

Copies of the cemetery rules and regulations can be obtained from the Town Clerk and on the town website.

Respectfully submitted,
William Sutcliffe, Cemetery Commission Chair

POLICE DEPARTMENT & EMERGENCY COMMUNICATIONS CENTER

I am pleased to present the 2019 Boxborough Police Annual Report. In this report, you will find Department statistics from the calendar year of 2019. 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 2019, the Police Department handled 15,904 calls for service. In 2019 the Dispatch Center welcomed Susan Kennedy and the Police Department greeted new full-time officers: Steven Patriarca, Timothy Schaeffer and Maxwell Bressi. Annual Town Meeting in 2019 authorized an additional fulltime dispatch position that started in August of 2019; this additional position continues to reduce overtime expenses while maintaining appropriate staffing levels.

The Boxborough Police Department is a professional State accredited agency. 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 Massachusetts Police Accreditation 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 compliment of staff that includes a Chief, Lieutenant, 3 Sergeants and 9 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 numerous 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 the beautiful town it is to live in, work in, and visit.

Respectfully submitted,
Warren B. Ryder, Chief of Police

Dispatch Calls Handled

Type of Call	2019	2018	2017	2016	2015	2014
Walk-in service	546	592	232	512	539	588
911 calls	435	384	166	383	394	176
Telephone calls	2,452	3,366	857	3,403	3,593	3,833
Radio/alarm/box/other calls	12,471	13,705	16,264	12,632	13,189	10,989
Total Inbound Calls	15,904	18,047	17,519	16,930	17,715	15,586

Case Activity Statistics

Total per year	2019	2018	2017	2016	2015	2014
Offenses Committed	478	542	592	601	581	549
Felonies	47	55	101	74	89	87
Crime Related Incidents	94	84	96	101	101	107
Non-Crime Related Incidents	243	220	173	207	192	196
Arrests (on view)	37	64	88	86	83	68
Arrests (based on incident/warrants)	7	15	14	12	28	25
Summons	124	111	112	124	98	182
Arrests	168	190	104	222	199	193
P/Cs	0	2	3	4	3	4
Juvenile Arrests	3	3	5	2	2	4
Restraint Orders	26	21	17	22	18	7

Police Department Selected Incidents

	2019	2018	2017	2016	2015	2014
911 Hang-ups	75	61	23	87	91	77
Animal Complaints	193	221	203	48	39	245
Annoying Phone Calls	16	26	23	35	40	5
Arrests	190	190	104	224	199	193
Assist Citizens	652	533	642	449	305	670
Assist Fire/EMS	543	652	608	222	204	325
Aggravated Assaults	1	1	11	4	1	9
Breaking & Entering	2	1	7	5	5	8
Burglar Alarms	128	138	145	109	140	121
Bylaw Violation	6	10	6	20	15	19
Complaints (traffic problems)	311	345	326	480	487	263
Disturbances – General	84	108	79	73	60	36
Disturbance – Domestic	18	21	22	18	15	31
Disturbance – Mental Health	27	27	34	77	85	51
Follow-up investigations	82	110	125	206	147	132
Larcenies/Fraud	41	32	44	17	50	52
Motor Vehicle Accidents with Injury	53	49	68	62	55	41
Motor Vehicle Accidents with Property Damage	70	46	64	27	48	9
Motor Vehicle Theft	1	1	1	2	2	1
Missing Persons	4	6	4	6	9	4
Noise Complaints	16	14	22	29	20	21
Protective Custody	2	2	3	4	3	4
Rape/Sex Offense	3	4	4	3	2	2
Robbery	0	0	0	0	1	0
Shoplifting	0	0	0	6	2	1
Summoned to Court	111	111	112	124	98	182
Suspicious Activity	267	299	399	400	375	444
Vandalism	6	10	15	21	15	23
Simple Assaults	9	9	11	8	3	6

Motor Vehicle Stops

	2019	2018	2017	2016	2015	2014
Total number	1,973	2,344	2,181	1,945	1,436	1,662
Percent of Total						
Verbal warnings	60	59	74	68	77	74
Written warnings	19	23	11	7	4	7
Citations issued	11	12	8	13	9	5
Summoned to court	6	4	5	6	6	11
Arrested	4	2	2	6	4	3
Avg. OVER speed limit, mph	17	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 injured or aggressive animals.

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

The Field Driver position is a town officer position that was developed in early New England times. The driver is authorized to round up and impound domestic farm animals roaming at large. There were 2 reports of loose livestock in 2019.

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	5	Missing	4
Loose	30	Loose	0
Found	13	Found	0
Strays surrendered to shelter	5	Strays surrendered to shelter	5
Reported missing	5	Struck	2
Concern for safety	6	Contact with other agencies	0
Vicious	0	Resident advice	0
Per Police – accident/arrest	0	Total Cats	11
Contact with other agencies	3	Total Other	46
Struck by car	1		
Total Dogs	68	Total Boxborough Calls	125
Animal Control Calls in Littleton and Stow*			285

* 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.

In 2019 ACO Tower responded to 410 animal related calls in the Towns of Boxborough, Littleton and Stow, along with providing follow-up and animal patrol services.

Respectfully submitted,
Phyllis Tower, Animal Control Officer
Warren B. Ryder, Chief of Police

ANIMAL INSPECTOR

The annual livestock inspection and count was conducted for the year 2019. Anyone owning farm animals who was not contacted, please notify the Boxborough Board of Health.

Animal	Count	Animal	Count
Chickens	215	Goats	32
Cows	25	Horses	55
Sheep	29	Pigs	2

During 2019, Nine dogs and one cat were quarantined for possible exposure to rabies.

Respectfully submitted,
Phyllis Tower, Animal Inspector

FIRE DEPARTMENT

On behalf of the Boxborough Fire Department, it is my pleasure to present the 2019 Boxborough Fire Department Annual Report. There will be statistics and accomplishments from the past year, as well as, the mission and goals for the future of the department.

The Boxborough Fire Department's mission is to prevent and minimize the loss of life and property from fire; provide Emergency Medical Services; mitigate the consequences that natural and manmade disasters would have on life, property and the environment; and provide fire prevention services and public education programs through non-emergency support activities.

The Boxborough Fire Department operates out of one fire station to protect the Town of Boxborough, MA, by providing both fire and emergency medical services to the residents in a 10 square-mile area. In addition to this, the department is also responsible for covering seven miles of Route 495 North and South.

The Fire Department consists of a full time chief, a full-time captain, a full-time lieutenant, 2 call lieutenants, 3 full-time firefighters, 23 per diem firefighter/EMTs, and 3 call firefighters.

Using a mixed staffing structure, the department provides coverage 24 hours a day, 7 days a week. The station is staffed by a full-time captain, a full-time firefighter/EMT, and 2 per diem firefighter/EMTs, plus the chief, between the hours of 7 a.m. and 5 p.m. from Monday through Friday. For each night and on weekend days, the station is staffed by a full-time firefighter/EMT and a per diem firefighter/EMT.



The Department has 3 Class A pumpers, a BLS (Basic Life Support) ambulance, a 3,000-gallon Tender, a hose wagon, a brush truck, a support vehicle, 2 command vehicles, a Hazardous Materials trailer, and houses the Emergency Management Shelter trailer. The department is a member of Fire District 14, and stores the regional hazmat decontamination trailer.

The Fire Department hired full-time firefighter/EMT Derek Dirubbo who replaced Zachary Clements. The department also added 4 new per diem firefighter/EMT's Mitchell Taylor, Robert Barrett, Courtney Panaro & Sean Parlon to help supplement shift coverage.



FF Colburn & FF Panaro visit 3rd grade Brownie Troop 62918

Some of the programs and services the Boxborough Fire Department offers are listed below:

- S.A.F.E. Program (Student Awareness of Fire Education): The state grant that allows firefighters to educate children of the dangers of fire and smoking. This program is presented in both the Blanchard School and daycares within the community, to ensure the vital education for the youth of Boxborough. The department continues to offer sixth-grade CPR training in collaboration with the science curriculum at the Blanchard School.
- Senior S.A.F.E. Program: The state grant program that allows the department to assist the needs of seniors within the community, as it relates to fire safety and detection. Firefighters conduct testing of smoke and carbon dioxide detectors, and assist with replacement of batteries and detectors as needed.
- Both S.A.F.E. programs are valuable tools that allow for interaction between Fire Department members and the public. This also allows firefighters to gain knowledge of the Towns demographics and needs.
- Child Passenger Safety Program: This program assists parents and guardians by inspecting and installing car seats for youth. This free service is administered by Captain Shawn Gray and Lieutenant Jason Malinowski, in approximately 100 different vehicles per year.
- "Heart Safe Community" and CPR: The state of Massachusetts designates Boxborough as a "Heart Safe Community" that provides CPR, First Aid, and Safety training for the residents, local businesses, and local sports leagues. An online training system is used to streamline the process.
- Working with local businesses upon request to assist in fire drills and evacuation planning
- Offering fire extinguisher training for local business upon request

- Fire prevention: The department provides various inspectional services per requirements of Massachusetts General Law chapter 148, 527 CMR 1.00, NFPA, as well as other Code enforcement activities.
 - o Building walkthroughs and pre-planning with property owners
 - o Plan review for both residential and commercial construction and site walkthroughs
 - o Residential and business inspections for new construction and various types of remodeling depending on the extent of the remodeling and code requirements

Additional information about these programs can be found on the department's page on the town website (www.boxborough-ma.gov).

During the 2019 calendar year, the Fire Department handled a total of 1617 calls.

Fire Department Statistics – Calendar Year 2019

Aircraft Incident	0	Medical Assist	120
Alarm Box Maintenance	221	Medical Emergency	428
Alarm Investigation	115	Motor Vehicle Accident	57
Detail/Fire Watch	10	Mutual Aid – Ambulance	77
Fire – Brush	112	Mutual Aid – Fire Apparatus	13
Fire – Vehicle	11	Outside Smoke Investigation	1
Fire – Chimney	0	Public Education –SAFE/CPR	128
Fire – Other	4	Public Education – Car Seat Install	51
Fire – Structure	6	Special Service – Suspicious Item	0
Hazardous Materials Incident	1	Special Service – Other Assistance	1
Inspection	243	Special Service – Water Problem	6
Investigation – Carbon Monoxide	12	Special Station Coverage	15
Investigation – Natural Gas	4	Training	36
Investigation – Odor	4	Water Rescue	0
Investigation – Other	32	Total Responses	1,617

Fiscal Year 2019 Accomplishments

- Worked with the Boxborough Building Committee (BBC) to evaluate minimum basic site requirements and possible locations for a new fire station
- Received a new Class-1 Ambulance from FY20 Capital Plan
- Replaced 1 full-time firefighter
- Hired 4 new per diem firefighters to supplement staffing shortages and ensure coverage
- Initiated new training applications for EMS/fire personnel
- Automated vehicle and equipment checks
- Applied for state and federal grants to supplement department needs

I would like to recognize and express my deepest appreciation to former Fire Chief, Randolph T. White for his guidance and assistance. Additionally, I would like to thank Captain Shawn Gray for serving as interim chief prior to my arrival to the department and for making this a smooth transition. I also appreciate all the work of my administrative assistant, Vicki Rzasa. I want to thank all of the officers and members of the Boxborough Fire Department for welcoming me and for constantly putting forth their best effort for this community. The dedicated members of this department help this community prosper and thrive.

Respectfully submitted,
Paul B. Fillebrown Jr., Fire Chief

BOARD OF HEALTH

During the past year, the Board of Health (BOH) was served by dedicated members Pam Follett, Bryan Lynch, and Marie Cannon, Chair. 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. The Board also appreciates our longtime agent, Jim Garreff, 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.

Respectfully submitted,
Marie Cannon, Board of Health Chair

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 - A generator is now in-place at the Blanchard Memorial School
 - Supplies – many shelter supplies including cots, sleeping bags, blankets, 1st aid kits, and personal care kits have been obtained, including pet sheltering supplies
- Communication –
 - Two-way radios have been purchased using emergency preparedness funds for use by BERC volunteers and the Fire Department
 - Police and Fire Department radio systems have been upgraded to enhance radio coverage
 - 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:
<http://www.boxborough-ma.gov/boxborough-emergency-reserve-corps>

Respectfully submitted,
Ronald Sisco, Boxborough Emergency Reserve Corps 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. We now have a tire collection program that removes these larval habitats from the environment and then brings them to a facility for recycling. Residents are informed about basic mosquito biology, and the need to eliminate these man-made larval habitats.

Bacterial larval control with Bti (*Bacillus thuringiensis* var. *israelensis*) 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 850 acres of wetland by helicopter with funding from the Board of Health in 2019. Pre- and post-monitoring showed a 90.3% 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 which has extensive information on our program, products we use, and mosquito control procedures. Requests for service and Pesticide exclusion can be made through the website.

Respectfully submitted,
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 nashoba.org***)
- Assist 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 Board of Health. In the day-to-day work of Nashoba in 2019, we reviewed **60** Title 5 state-mandated private septic system inspections for the Boxborough Board of Health; received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections; corresponded with inspectors regarding deficiencies; and referred deficient inspections to the Boxborough Board of Health 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 & occupational therapists, licensed social workers, certified home health aides, and registered dental hygienists.

Through the Boxborough Board of Health'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 2019	
Boxborough BOH office (days available)	60
Food service licenses and inspections	12
Housing and nuisance investigations	6
Pool inspections	6
Septic systems	
Test applications	8
Lot tests	16
Plan applications	7
Plan reviews	7
Permit applications	
New lots	3
Upgrades	1
Construction inspections	30
Well permits	4
Water quality/well consultations	30

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 2019	
Home health nursing	132
Rehabilitative therapy	65

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.

Community Health Services in 2019	
Public clinics	10
Flu shots	355
Health promotion/well-being visits	20
Direct observation therapy visits	49
Communicable disease cases	
Investigated	75
Confirmed	44
Anaplasmosis	3
Babesiosis	1
Campylobacter	1
Giardia	1
Group B Strep	1
Hepatitis C	2
Influenza	33
Yersiniosis	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 11 classroom instruction programs on cleaning and maintaining healthy teeth to all children in grades K, 1, and 5.

Dental Services in 2018	
Examination, cleaning, and fluoride (K, 2, and 4)	
Students eligible	193
Students participating	115
Referred to dentist	9

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. The Council on Aging/Community Services Director is a major support to the Committee, providing data on her office's contact with residents in need, as well as providing information on available services. Staying connected is one of the ways to promote health and well-being. To that end, the Well-Being Committee gained agreement from Annual Town Meeting to continue funding for the "Boxborough Bee", the quarterly newsletter that was originally funded through a CHNA-15 grant. The newsletter provides updates on town issues from the Select Board chair, a column on health topics, a listing of upcoming activities, and articles of general interest to town residents. The Committee collaborated with the Historical Commission to sponsor a "Walk in the Woods" with a Henry David Thoreau impersonator and with the COA to hold an accessible walk for seniors at the Cisco property. The Committee continues to look for ways to have a positive impact on the health and well-being of Town residents.

Respectfully submitted,
Elizabeth Markiewicz, Well-Being Committee Chair

COMMUNITY SERVICES

In 2019, Community Services merged with the Council on Aging to coordinate town social services for all ages under one umbrella. The new Council on Aging & Community Services department brought on part-time staff to support the return of in-house COA van dispatch and some administrative tasks. The department was also pleased to pilot an intern program which brought on a Masters in Social Work intern to conduct social service assessments and ongoing case management during the academic year.

Community Services continues to collaborate with the Well Being Committee to produce quarterly editions of the Boxborough Bee newsletter, which is delivered to all households. The department also works closely with the Police and Fire Departments, Housing Board, and local agencies to follow up on referrals, assess resident social service needs, and make connections to formal assistance programs. Nearly 200 residents were referred to Community Services support in 2019 and 11 households participated in the Boxborough Rental Assistance Program.

The Council on Aging & Community Services department is grateful for the support and collaboration of many town boards, committees, and departments. We look forward to further collaborations in service to meet the psychosocial needs of all Boxborough residents.

Respectfully submitted,
Lauren Abraham, LICSW, Council on Aging & Community Services Director



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. The 2019 COA board members are: Karen Whitcomb, Chair, Anne Canfield, Vice Chair, Barbara Wheeler, Secretary, Tina Bhatia, Barbara Birt, Taryn Light, and Bill Litant. The board works closely with the COA Director to identify senior concerns, develop programs and implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. Additional COA staff include a part-time transportation and event coordinator, 2 part-time van drivers, 1 substitute/on-call van driver, and a Masters in Social Work intern. Many resident volunteers also support the work of the COA.

Core services coordinated by the COA include: information relating to healthcare, insurance, fuel assistance, tax information and in-home care, health screenings and clinics, and social activities. The COA, in partnership with the Friends of the Council on Aging (FCOA), also subsidizes a range of affordable exercise and wellness classes. Providing information and referral to residents age 60-and-over continues to be one of the most important services delivered by the Council on Aging.



2019 Activities

Buzz Newsletter: The COA published 10 Buzz newsletters and periodic email updates with important information about services and activities. The newsletter is mailed to all households with a resident age 60 or older on file; it is also available for download on the town website.

Van Transportation: The COA re-launched the local van service in April going from zero hours of service in January to capacity for 24 hours of weekly service by the end of the year. The van provided over 500 rides to seniors and residents with disabilities in just 9 months of active service.

Senior Tax Work Off: The successful Senior Tax Work Off program saw 30 seniors perform over 1600 hours of work during 2019, resulting in a comparable wage value of over \$36,000 to the Town.

Classes, Programs & Luncheons: Senior exercise classes, health topic talks, entertainment programs, and luncheons at the Boxborough Community Center continue to flourish and attract new participants. We added an additional yoga class in 2019 to increase the weekly offerings up to 6 class options. The COA also collaborated with local and state agencies to arrange 10 free talks on a range of health topics,



hosted 6 podiatry clinics, and collaborated with the Department of Health to offer free Well Adult nurse clinics each month. Boxborough seniors also had the opportunity to participate in 3 day-trips. A new "Out to Lunch" tradition of using the van to sample local restaurant offerings each month was launched. We thank our community partners for hosting luncheons and talks, our instructors for providing high quality exercise classes, and all our residents for offering input on new programming.

Thank you to the FCOA and Other Town Organizations

The Friends of the Council on Aging work tirelessly to provide both financial support as well as sponsorship for senior programs; this support helps to keep programming at no or very low cost to seniors. We congratulate the FCOA for being a 2019 recipient of a \$15,000 grant from Middlesex Savings Bank. The COA is ever so grateful for the wonderful support provided by the FCOA.

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

Respectfully submitted,
Karen Whitcomb, Council on Aging Chair

VETERANS' SERVICES



The Veterans' Service Officer's job is to help veterans learn about, apply for, and in some cases, receive benefits. Veterans' Agents are knowledgeable about an array of federal, state and local benefits to which you may be entitled. These services include assistance submitting service connected injury claims and veteran pension claims to the Department of Veterans Affairs. The primary duty of a Veteran's Agent is to help administer Massachusetts State Chapter 115 Veterans' Benefits to eligible Acton residents. Chapter 115 provides a needs-based means tested program of financial and medical assistance for indigent veterans and their dependents, including un-remarried surviving spouses.

Qualifying veterans and their dependents receive financial assistance for food, shelter, clothing, housing supplies and medical care.

Veterans Day Annual Breakfast

2019 marked the 7th Annual Veterans Day breakfast for Acton and Boxborough veterans. This was a collaborative effort of the Acton- Boxborough Rotary Club and the Acton-Boxborough Regional High School. There were roughly 250 Veterans in attendance and over 100 high school students greeting people and serving breakfast.



Respectfully submitted,
James MacRae, Acton-Boxborough District Veterans' Services Director

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, 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.

Update for work done in 2019: The preliminary site work was completed which includes rough grading the site, installing a deep drain, and running an underground electrical line to the site from the library. We have set the base for the large flagpole and moved the WWI Memorial boulder which serves as the anchor for our design. To reduce project costs, we developed a plan that allows much of the work to be done by volunteers, rather than hiring contractors. Given the seasonal nature of the work, and the strict time constraints on the bidding process, the exact timing of completion cannot be determined at this time. The bidding process takes place in late January 2020 and after the bidding process has been completed an update will be provided to the town via the town website and flyers at the library. Grant request have also been submitted with decisions expected in late February 2020.

We thank you again for your support of this project to honor Boxborough veterans and their families.

Respectfully submitted,
Karen Noriega-Baron, Veterans Tribute Committee Clerk

STEELE FARM ADVISORY COMMITTEE

The most important event of 2019 was the completion in August of Phase I of the Farmhouse Preservation Project, which repaired and reinforced structural elements of the building, repaired the doors, provided a fire alarm system, and installed an extensive and very effective drainage system around the historic structure. Due to the presence of interior lead paint contamination, the Town has decided that the building must remain closed to the public until such time as the condition has been remedied.

Member Jim Moss prepared a completion report for the Massachusetts Historical Commission and a project documentation report for the Town.



Phase II of the project will repair the windows and siding, paint the exterior and replace the roof. The Committee expects to move forward with this in FY21-22.

Other noteworthy events include: the DPW arranged permanent placement of a portable toilet next to the barn along with a new recycling container; the Committee ordered construction and installation of a new information kiosk near the trail head; in March, Troop 1, Boxborough BSA held a camp out in the

Steel Farm camping area and in June the Troop held a flag retirement ceremony.

Through the efforts of clerk Jeanne Kangas, representatives of SuAsCo/CISMA (Sudbury/Assabet/Concord Watershed Cooperative Invasive Species Management Area) performed an invasive species survey at Steele Farm in April. Earlier in April a group of 10th-graders from Philips Andover Academy removed invasive plants as a Community Service Project. Another memorable event in April was the planting of new seedlings in our tree farm. This happened on the day following a heavy rainfall and poor ground conditions caused the planting to extend to a second day; nevertheless, the wet conditions seem to have helped a very high percentage of the seedlings to survive the summer.

On Fifer's Day, Committee members manned a Steele Farm booth, which attracted many visitors. In late June, members and volunteers spent a Saturday morning weeding our Christmas trees.

Another day of trimming and weeding brought a good group of volunteers on October 19. The committee extends its gratitude to Friend of Steele Farm Ken Whitcomb, who



faithfully mows the Christmas trees throughout the growing season.

The Policy Advisory Committee reviewed and updated the Steele Farm Camping Policy and the SFAC approved this, with revisions.

Our thanks to Don Morse and his helpers for harvesting our annual crop of hay in late July. This delayed harvest protects the ground nesting birds who return to Steele Farm annually.

A heavy, wet snowfall forced the cancellation of our scheduled Tree Sale on December 7. The Committee has voted to hold a sale in December 2020. The 2020 Tree Sale will likely be the last



for several years, as there are many immature trees which will require a few more years to reach harvestable size.

The Committee extends its sincere thanks to the Boxborough DPW, whose workers mow the lawn, the trails, clean the rain gutters and empty the doggy waste station.

Respectfully submitted,
Bruce Hager, Steele Farm Committee
Chair



HISTORICAL COMMISSION

During 2019 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. 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.

Commission members are participating in the work of other town committees including the Design Review Committee, Veterans' Tribute Committee and the Community Preservation Committee. The Commission also participated in monitoring restoration work on the Steele Farm farmhouse.

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

As a continuation of a program that has existed for many years, signs were installed for Abolitionist Polly Hayward, and a replacement sign was installed for the Nathan Patch House. The Commission worked with the land stewards on an information kiosk at the Library commemorating Henry Thoreau's Town visits. The Commission also supplied historical information, coordinated a re-enactor-led walking tour, and helped with funding the kiosk.

On November 19, 2019, the Commission prepared and hosted a program on Luther Blanchard held at the Library to an attentive audience. This is part of our mission to increase awareness of our town's history. Further presentations of this material are being planned.

Respectfully submitted,
Alan Rowher, Boxborough Historical Commission Chair

PUBLIC CELEBRATION AND CEREMONIES COMMITTEE

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

Memorial Day was observed with our annual town parade. Active military and veterans marched along with the Blanchard School band, the RJ Gray Band, town leaders, Girl Scouts, Brownies and Daisies, Cub Scouts and Boy Scouts, the Boxborough Minutemen and other dignitaries. Alpha Cars graciously drove veterans in the parade as well. Rabbi Michael Rothbaum, State Senator Jamie Eldridge, Representative Jen Benson and Reverend Cindy Wothington-Berry graciously spoke about Memorial Day and its meaning. Continuing our Memorial Day tradition, 6th-grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the PCCC. The three winners, 6th graders Jill DuVamey, Eve Dallimore and Margaux LeHouch, wrote touching essays that were read throughout the parade stops. Boxborough veteran Rick Barrett read the names of the Veterans buried in the North Cemetery and the South Cemetery. Taps and Echo were played by Alex Hua and Shree Jayakrishna and by Anjali Paravasthu and Jill DeVarney.

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission. The day began with the morning road race followed by the parade from the Blanchard School to Flerra Field. This year our Grand Marshall was Chief Randolph White, who was retiring and was being recognized for his many years of service to the Town. Portraying Luther Blanchard and Lucy Hager in the parade were Anjali Paravasthu and Jacob Paul who were sixth graders at that time. At the parade conclusion, Robert "Bo" Sokolowski and Lawrence "Larry" Roche received Boxborough's highest honor, the 2019 Golden Fife Award. Bo and Larry's unflappable support of town events, their kindness and friendship to everyone in town and their service to the town as volunteer firefighters are just a few of their wonderful attributes. Bo told us how honored he was to receive the Golden Fife Award and we, the PCCC, were honored that we could recognize these kind, caring, and dedicated town residents and employees.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). The retiring Blanchard teachers and Boxborough residents Eileen Barnett and Lauren Grady were selected as the recipients of the annual Spirit of Giving Award. Even though there was snow on the ground and a chill in the air, lots of town folks came out to sing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed and food pantry donations were collected. Thanks to the Boxborough Fire and Police Departments for bringing Santa safely to our tree lighting! Also, thanks the Historical Commission and Historical Society.

We are deeply grateful for the help from Town Hall staff, the DPW, Police and Fire, the Library and the schools. Without their help, we could not continue to bring these wonderful traditions to life.

Respectfully submitted,
Marissa Picca, Public Celebrations and Ceremonies Committee Chair

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 and often times at Blanchard Memorial School. Current members of the Commission are Megan Connor (Chair), 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. Soon, residents will be able to register for all our recreation commission programs online. Erin Twomey is working hard to make this happen.

Programs

Winter Recreation Sports Program

The Recreation Commission conducted a ten-session youth sports-oriented program held on Saturday mornings last January 12th-March 23rd. 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 was well received with an amazing director, Cindy Ralls, two paid counselors, and one unpaid volunteer from the Flerra summer program. This was Cindy's third year serving as leader of the program. We had 52 students enrolled in the program ranging from Kindergarten to grade 6. The Commission constantly reviewed any/all potential winter activities.

Summer Playground

A summer playground program is available to children in grades K through 6th grade. The program provides well-supervised games, sports and creative activities. The Summer Playground is held each July and now consists of four one-week sessions while utilizing the active recreation space at Flerra Field. The Recreation Commission hired 4 adult playground directors, including a lead director, Brian Picca, and approximately 24 teenage playground counselors. In addition, the playground had a strong volunteer program consisting of 7th and 8th grade students working for community service hours. There were approximately 150 registrants for each of last year's four one-week sessions.

Coordination efforts for post-playground activities are ongoing, and the Commission will continue to offer an afternoon baseball camp operated by At Bats of Boxborough. We also collaborated with the Boxborough Gymnastics Center to enhance our summer playground program by offering afternoon child care coverage for working families, in which children attended Flerra and went to the Boxborough Gymnastics Center in the afternoon.

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 \$16,250 as of the end of the 2019 calendar year for a total of approximately \$37,000 since the Program's inception. This highly successful program is constantly expanding in its outreach within the community. Tae Kwon Do ended the year with 44 youth and 7 adults enrolled in the program. Six of these students successfully met the training requirements resulting in earning the rank of 1st Degree Black Belt under Master Barrett's guidance and certified through Kukkiwon, Seoul Korea, World Tae Kwon Do Headquarters. Proceeds from Boxborough Tae Kwon Do continue to be earmarked specifically for the development and future expansion of youth programming within the Town.

For the past 6 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, 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 the social emotional intrapersonal and interpersonal cognitive development in the areas of self-awareness, self-management, social awareness, and relationship building.

As the result of one of the programs annual goals, the Tae Kwon Do Leadership Team successfully earned certification in CPR and first aid. Additionally, the Winter Sports Program Counselors were invited to participate in this course of study. Not only does this enhance our youth's professional credentials, it further ensures for the safety for those served by the two programs. All fees associated with this certification were paid for by the Tae Kwon Do program.

Adult Exercise Programs

With the money from FitDaze and the former Fusion Fitness class offered by Holly Kouvo of Boxborough, the Recreation Commission planned a community event program at **Modern Barre** in West Acton last March. We had a wonderful turnout of roughly 15 Boxborough residents. It was a great way to meet other adults in town 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 fee waivers.

Running Club

This past 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. This past fall we had 82 students registered and adult volunteers helped run this incredible program at Blanchard Memorial School at the cost of \$10 per 15-week session.

After School Art Enrichment Program

This past winter, The Recreation Commission also launched an after-school art program, currently being directed and led by one of our Flerra directors and 3rd grade Blanchard teacher, Courtney Stevens. This class had a cap at 15 students with a wait list of 5. The class has been successful so far and students learned many different mediums of art. This class is \$50 for a 6-week session running January 15th-February 26th.

Birding Club

Last spring and this fall, we launched a birding club for students and adults in Boxborough. It was taught by Boxborough resident and former director of Mass Audubon's coastal waterbird program, Dr. Becky Harris. It was incredibly successful and students were given a bird charm for attending every class over a five week session. They were provided with binoculars borrowed by Dr. Harris, notebooks, and a "birds of Boxborough" laminated sheet that showed all the birds that could be found in the area at Blanchard Memorial School. The class was held every Wednesday morning at 8 a.m. in the spring and this past fall.

Winterfest

The Recreation Commission organized and operated the Town's annual Winterfest Celebration. Held annually on the beautiful grounds at Steele Farm, this event was held on January 26th from 1-4 p.m. The event itself was 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 hired a human foosball tournament from the Harvard Lions Club thanks to a grant from the Bettering Boxborough wellness committee. Other vendors this year included 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 truly was amazing what we did 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 event 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. We had about 250 residents attend this community event.

Looking Ahead

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 February 10th. 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 improve/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. Residents’ 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 and town organizations

The Commission is also collaborating with At Bats and the Boxborough Gymnastics Center for enhancing our Flerra summer playground. We also collaborated with Danny’s Place this year for programming opportunities for the youth in our community. Another goal this year is to collaborate with “Daring Dog Yoga” dance studio for teen and tweens yoga opportunities. Also, to involve Title IX, a boxing gym in Littleton in a possible adult community activity as well at a low cost to our residents.

We are working to collaborate with the Sargent Memorial Library and the AB Cultural Commission to bring a Shakespeare Play to our town with shared funds from these organizations at Flerra Field under the tent in late August. This would be a great way to bring the community together for a night under the stars.

Enhance Liberty Square Field

The Commission is moving forward with design plans through William Murray of Places Associates for basketball and tennis courts and a walking path to be added to the field space at Liberty Fields with a Community Preservation Committee (CPC) article. We hope these enhancements to the only municipal land in town, Liberty Square Field, will benefit the entire community, young and old alike.

Respectfully submitted,

Megan Connor, Recreation Commission Chair

ACTON-BOXBOROUGH CULTURAL COUNCIL



About the Council

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

entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations; and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature;

- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations, encourage diverse culture and more;
- Advocacy for the arts through community outreach and publicity.

This Annual Report gives preliminary results of our FY2020 Grant Cycle in which we plan to support 44 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 2019 thanks to the continued financial support from our Towns.

ABCC Members (Calendar Year 2018)

Acton Voting Members	Dates	Boxborough Voting Members	Dates
Vivian Birchall		Nancy Evans, Foreign Film Series Coordinator	through May
Priya Eramath-Murali, Publicity Coordinator		Sharon Garde, Chair	
Ryanne Flynn	Starting November	Sheila Hanrahan, Treasurer	
Karen Myers, Secretary		Aparna Ramasundar, Webmaster	
Diana Nestorova	through May		
Judy Romatelli			
Joan Rubin-Deutsch	Starting December	Non-Voting High School Youth	
Dawn Wang	through June	Tal Dassau	
Jin Hong Yang, Foreign Film Series Coordinator	starting June	Natalie Dawn	



Council members and Senator James Eldridge at the 2019 Grantee Reception

Recruitment

We work closely with the Acton and Boxborough Select Boards, 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

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 August 2019 the ABCC was allotted \$12,500.00 from the MCC to give out during our grant season. And it was a very 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 51 applications requesting a total of \$33,915 in funding. The number of applicants has been inching slightly higher over the past few years. After very difficult and lengthy deliberations, the ABCC chose to fund 44 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 Festival, 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. Once again, 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 member Wes Fowlks and Acton Selectmen Janet Adachi and Dean Charter.

The ABCC sponsored and collaborated on several exciting events in 2019. Here are some highlights:

Eleventh 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 Boxborough members Nancy Evans and Jin Hong Yang. 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 *A Man Called Ove* (Sweden), *Your Name* (Japan), and *The Insult* (Lebanon).

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.

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

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

Dancing Through the Decades with Dance Caliente In June, we helped sponsor this program at the Acton Senior Center. It was an interactive dance show, showcasing many different types of dance, all in full costume. People of all physical abilities were able to participate. It looked like everyone was having a great time.

Mom's WWII letters In May, we sponsored a program at the Boxborough library called "Reconstructing History and Genealogy: Mom's WWII Letters". It was a 90-minute talk and slide show describing a stash of more than 100 letters from 16 servicemen whom she communicated with during WWII.

FY 2019 Grantee Reception The ABCC held its 14th 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 2019 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 past members Sunanda Sahay, Dawn Wang, and Linda Mayer

Performances by 2019 grantees included Liquean Luo performing on a Bawu Chinese Flute, a violin performance by a member of the Concord Orchestra, and ABCC member Vivian Birchall performing a traditional Ugandan Dance.

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 Festival in September. This concert was supported solely by the Boxborough Fund.

School Events

We sponsored several events at the schools, including the Massachusetts Thespian Festival, bringing in a guest artist to direct a production of *Rosie the Riveter*, 2019 Project Graduation, a program called "Combating Hate and Prejudice," and a performance of Brazilian Beats as part of World Language Week.

Fifer's Day, Harvest Festival, and Farmers' Market

This year ABCC set up display tables at Boxborough's Fifer's Day, the Boxborough Harvest Festival, 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.



Liquan Luo at Chinese New Year Celebration with Acton Housing Authority

Promoting Diversity

Some of the events that we have sponsored which promote diversity are Oriental Lantern Art Workshop at both the Acton and Boxboro libraries, Stories of India, Chinese New Year Celebration at the Acton Housing Authority, and the Chinese Music and Dance Night.

Respectfully Submitted,
Sharon Garde, Acton Boxborough Cultural Council Chair

SARGENT MEMORIAL LIBRARY

Sargent Memorial Library strives to be an indispensable, active participant of the community. Working independently or with local organizations, the library provides free information resources and relevant programs to educate, entertain, and inspire community members; promotes health and wellbeing of our patrons; fosters fellowship, life-long learning, creativity, curiosity, and civil involvement among community members; and creates an open, safe, and welcoming environment that encourages learning, exchanges of ideas, and community engagement.

As always, the library staff works tirelessly to fulfill the visions and missions of the library stated above. We hosted programs big and small, made additions and improvements to our collections, and continue to provide patrons services that would enrich their life and enhance their experience in the library.

Building and Grounds

The library building is regularly maintained to keep it at its pristine state. Even though there were no major construction projects in 2019, there is always general upkeep happening. If you pay attention, you will see small rearrangements and additions here and there to optimize our space and improve visitors' experiences. For example, with the grant from Bettering Boxborough Together, the library added two picnic tables outside,



New picnic tables at the library

so on fair weather days, people would be able to enjoy the beautiful natural surroundings of the library.

We have also begun the process of renovating the brick patio that is located on the south side of the library. The project was started with a generous donation by Middlesex Savings Bank to the Friends of the Library. With the donation, we were able to hire a landscape architect, Kim Ahren, and draw up a design. Pending fund approval at the Annual Town Meeting of 2020, the construction will begin in the summer of 2020.

Staffing

Since April 2019, there has been a wave of staffing changes: Maren Caulfield and

Joanne Lee moved upwards and on to managerial positions in other libraries, and long-time staff members, Kathleen Taffel and Claudia Murphy, retired after years of services. We have since welcomed new staff members Barbara Breese and Daniel Yoshio Shartin as the circulation staff, and Heather Waddell as the new Youth Services Librarian. We are currently in the process of hiring a new Information Services Librarian to fill the vacancy Joanne left. Even with the personnel changes, the library continues to maintain its welcoming atmosphere and friendly and attentive services to our visitors.

Collection and Circulation Policy

In 2019, the library added 4,300 items to our collection, maintaining a collection size of around 35,000 items, including 32 museum passes and some non-traditional items, such as a ukulele.

We are always building our collection to meet the needs and demands of the patrons, and to add items that expand patrons' experiences. In 2019, we added items of two new categories to our collection: adult graphic



Children's Department new item display

novels, and children's playaways. Graphic novels are an old format that is seeing a surge in popularity and publication. In addition to super heroes and science fictions, you will also find memoirs and other non-fictions in graphic form. For those who are not familiar with playaways, it is a self-contained audiobook player. Users need only provide the headphone to start listening to an audiobook. It is easily portable and does not require additional device or software to work. It is perfect for road trips and for waiting at a sibling's sports practices.

Another important development to note is that the library abolished its late fee policy in July of 2019 so that none of the items owned by Sargent Memorial Library accrues financial penalties if they are returned late. The purpose of eliminating late fees is to remove any barriers that might prevent patrons from using library resources, and to take the pressure of having to finish a book before a certain day away. The library is a champion of free information access, and we work to remove as many obstacles as possible between our users and our resources.

Aside from housing physical items, the library subscribes to an assortment of digital databases, including Consumer Reports, Mango Languages, and MyHeritage. The library newly added music streaming service from Freegal, and video streaming and online learning courses from RBDigital. We are constantly looking for new databases that would provide patrons with resources that would suit their interests and needs.

Programs

Programming is an important part of the library service. We have regular weekly programs, such as Monday Movies, monthly programs, such as the newly installed cookbook club, and many special programs throughout the year.

Sargent Memorial Library's cookbook club was started in April of 2019. Each month, a cookbook is selected and a number of copies made available to any interested patrons. On the day of the meeting, participants share a dish they made following one of the recipes in the cookbook, discuss their experience with and thoughts about the cookbook, and connect with each other through a joint passion for good food.

In response to the events happening in the world, the library hosted a series of special programs that aim to help people navigate hostility, introduce neighbors to neighbors, and bridge communities with communities. Such programs include: Korean Culture Presentation, Active Bystander Training, Conversation with a Muslim, Indian dance and art performance, and Chinese Autumn Festival Celebration. Our effort on community building is supplemented by a diverse collection of books and materials on topics of immigration, neurodiversity, gender identification, and much more.

In the summer of 2019, the library collaborated with Bettering Boxborough Together and Ivy Child LLC to bring a 6-week outdoor yoga series to the town. The series invited people of all ages and capabilities to join us on the wide expanse of green lawn outside the library for some mindful movements, and drew people from far and wide.



Mindful Yoga at the library

There are also several music-related programs that entertain and educate the community. North Sea Gas made a return visit, as did Gloucester Hornpipe and Clog Society; musician Julie Stepanek brought her ukuleles and taught participants ukulele basics; and ABRHS Madrigals made their annual Christmas time visit.

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, and special events and programs sprinkled throughout the year. Children watched magic shows and theatrical performances, came face to face with 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.



Popup Art Class for kids grades 4 and up

Library Use and Student Visits

The library enjoys close relationships with local schools and organizations. Teachers and children from Boxborough Children's Center (BCC) walk over regularly from school for visits. The train of children marching down the sidewalk of 111 is always a delightful sight. We loan out books to the Bright Horizons childcare center in

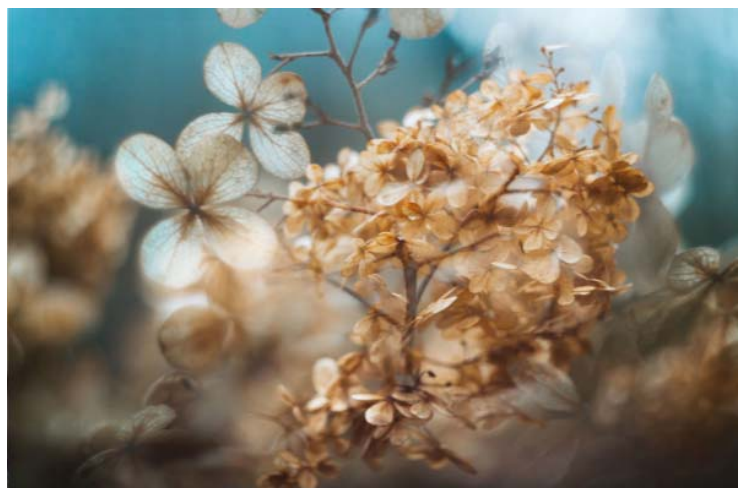
Boxborough to support early literacy education. Students from Blanchard Memorial School make frequent use of the library for research or to conduct outdoor learning. We are more than happy to share our resources with teachers, students, and schools.

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 600 times in 2019, exemplifying the central role the library plays within the community.

We have had wonderful artworks exhibited in the meeting room throughout the year of 2019, including the beautiful works of award winning artist and Boxborough resident Hongbing Tang and her students; the serene and atmospheric photographs of photographer Ceri Herd; the colorful and imaginative works of Keith Becker, the intricate and elegant works of Sunanda Sahay, and the unique photographs taken by Boxborough resident Bryon Clemence. The library is always on the lookout for local talents to showcase. We encourage any artists or art lovers to contact us for art exhibit opportunities!

Special Recognition and Thanks

The success of the library would not be possible without the support of the town and surrounding communities. The donations to the Sargent Memorial Library Foundation made special projects and additional enrichments to our collection possible. The tireless work of the Friends of the Library raising funds through book sales and membership drives is the reason we are able to offer a rich collection of museum passes and host children's special programs. We are thankful to every businesses and every resident who donated to the Foundation and/or to the Friends.



Photograph by Ceri Herd

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. These volunteers make sure our materials stay in good shape and at the right location. We are extremely grateful to the hours they put in at the library.

Finally, it must be noted that the dedication and diligence of library staff members, including Maren Caufield, Joanne Lee, Anne-Marie Mulligan, Claudia Murphy, Patricia Ritcher, Daniel Yoshio Shartin, and Kathleen Taffel are instrumental to the library's success in 2019. Without them, the library would not be the welcoming place that it is.

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 2018-2019 school year, AB served the learning needs of nearly 5600 students in grades PreK-12 and employed approximately 1,000 full- and part-time staff. The district completed its fifth year of full regionalization.

AB is comprised of eight schools; Acton-Boxborough Regional High School, RJ Grey Junior High School, Blanchard Memorial 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, 2018, the elementary school enrollment increased from the previous year by three students, from 2,703 to 2,706. There were nineteen students who received special education services while attending "out-of-district" schools – one student less than the previous October 1. Kindergarten enrollment decreased by twenty-two students, from 352 to 330. There were four school choice students at the elementary level.

The junior high school enrollment for October 1 decreased from 964 to 923. There were eight school choice students.

The high school enrollment increased from 1827 to 1837 students. There were six school choice students at the high school – a decrease of seven students from the previous year. There were 64 students who received special education services in grades 7–12 while attending "out-of-district" schools.

Personnel

Staffing changes for the 2018-19 school year were affected by the June 2018 retirements of eighteen teachers, twenty-two resignations, and five leaves of absence granted to Acton-Boxborough School District teachers. The district hired 59.7 full-time equivalent teachers to fill these vacancies and additional openings. The total number of sections from kindergarten through sixth grade increased by two, due to additional students in fourth and fifth grade.

Teaching and Learning

Summer Leadership Retreat and Institute

The summer 2018 Leadership Retreat provided time for the District Leadership Teams to hear from Peter Light, our new superintendent, engage in activities to reconnect and build team camaraderie, learn about the components of the Data Inquiry Cycle as it relates to the new MCAS lowest quartile data, and begin to develop actionable items related to the Long-Range Strategic Plan and district goals.

Wellness and Equity

ABRSD's core values are wellness, equity, and engagement. Below is an overview of some of the ways that the District has continued to support these values.

The district is in its third year of its partnership with Stanford University's Challenge Success team and its focus on three high-leverage areas:

- 1. Homework/Workload: In 2018, the district approved a new homework policy that identified developmentally appropriate amounts of homework per grade, as well as homework-free weekends, holidays, and breaks.*
- 2. Family engagement: Over the last several years, the district has co-sponsored a variety of family learning events, along with Acton-Boxborough United Way, Acton-Boxborough Special Education Parent Advisory Council, AB PTSO/PTO/PTF, and Danny's Place Youth Services.*
- 3. Schedule: This year marked the first year that we began junior high and high school a half hour later than ever before. Starting in 2019, the high school will implement a new bell schedule that has a rotating schedule with fewer courses meeting per day.*

In spring 2019, 79% of high school students and 71% of 6th – 8th graders report having a trusted adult in school.

In 2017, the AB Cares coalition was formed as a community-based collaborative effort that seeks to prevent suicide across the life span and support all who are impacted by suicide. In 2018, ten individuals from various community agencies, including three from ABRSD and two school resource officers, became trainers for QPR (Question, Persuade, Refer) and provide training to community members.

In 2018-19, the School Wellness Advisory Committee (SWAC) studied healthy device usage/screen time and sleep and start time and presented its findings to the School Committee.

Seeking Educational Equity & Diversity (SEED) is peer-led professional learning for staff that focuses on change through individual self-reflection and dialogue to build capacity for more equitable schools. As of June 2019, 36% of certified staff, including administrators and School Committee members, were trained.

We continue to ensure that our hiring practices result in increased educator diversity. During the 2018 and 2019 hiring seasons, we have been successful in adding several teachers of color to our schools.

Through our FY2020 budgeting process, the district earmarked funds for each building to offset the cost of parental contributions, such as field trips. Starting in September 2019, the district will also provide school supplies for all elementary students.

Through generous donations by a few anonymous members of our community, ABRSD has established a fund to provide resources to assist students living in the district who are homeless or disadvantaged.

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 2018, the R&Ds completed demonstrate the district's ongoing commitment to ensuring that our curriculum and instructional practices meet the needs of our students.

- In the Carol Huebner Early Childhood Program, speech and language pathologists investigated alternative methods of direct and indirect service delivery.
- At the elementary level the focus areas were again science and mathematics, along with visual arts and literacy, with R&D projects: *Teaching Artistic Behavior (TAB) Philosophy; Articulating Vertical Progression of Matter and Energy in Grades 3-5; Articulating Vertical Progression of Physical Science in Grades 1-2; Rich Mathematical Tasks – Grade 6; and Interactive Reader's Notebooks.*
- In anticipation of the new MA History and Social Science Framework, educators at the junior high participated in an R&D entitled *Expanding the Civics Portion of Seventh-Grade Social Studies. Integrating Science Skills Into the Curriculum and Teaching Spanish Through Poetry* rounded out the junior high R&Ds.
- Quite a few of the high school R&Ds created new courses and units to continue to offer to students a broad and varied range of course offerings. These included: An Introductory Performing Arts Improvisational Course: *Integrating Theatre Sports in Theatrical Curriculum*; Visual Arts: *Illustration Curriculum Development and Sculpture and Advanced Project in Visual Arts Curricula Development*; English: *Senior Course Development and Topics-Based Redesign*; Social Studies: *Transitioning from Grade 8 to Grade 9 Social Studies: A New Unit on India*; and Science: *Creating "I Can" Statements and Overarching Concepts for the Physical Science Curriculum*; World Language: *The Path to Proficiency.*

Mentor Workshop

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

Beginning Teacher Support Program (BTSP)

ABRSD Teacher Orientation, Day 1

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

New ABRSD Teacher Orientation, Day 2

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

Elementary Early Release Thursdays

During the 2018-2019 school year, the district continued to implement 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, district-wide grade level/district-wide department teams, and district-wide professional learning.

At the district-wide grade level meetings, all grades participated in a variety of discipline specific and instructional practice/resource workshops, including:

- How to Incorporate Play into Mathematics – Kindergarten
- Engaging with STEAM at the Discovery Museum
- Curriculum Mapping: Writing & Vertical Alignment
- Strength-based and Inclusive Practices
- Play and Choice Time – Kindergarten
- Using the Big Ideas and Student Work to Engage All Learners in Mathematics
- Using Digital Tools for Social Studies Learning: Children’s Identity as American Citizens
- Getting to Know Your Students with Digital Tools
- Engaging with Science Essential Questions
- Literacy Across the Content Areas
- Engaging with Science Essential Questions, with guest Dr. Ethan Baxter – gr. 4
- Engaging with STEAM
- TERC Focus on Energy follow-up session
- Looking at Student Work and Curriculum Mapping Resources for Mathematics
- Media Literacy
- Revisiting Essential Questions

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

Full-Year Workshops and Facilitators

- Mindfulness Matters – Pam Ressler, Founder of Stress Resources and Clinical Assistant Professor, Tufts University
- Maximizing Resilience for You and Your Students – Rana Chudnofsky from the Benson Henry Institute Resilient Schools
- Media Literacy: Cultivating Engaged, Mindful, Critical-Thinking Learners in a Multimedia World – Peggy Harvey, PK-12 Digital Literacy Curriculum Coordinator, and Megan Bowhers, Merriam and McCarthy-Towne Instructional Technology Specialist
- Adapting the Principles of Music Therapy to the Classroom – Kim Ward, Gates Music Educator
- Orchestrating Mathematics Conversations – Heather Haines, PK-6 Mathematics Curriculum Coordinator
- The Smorgasbord Series – Instructors from Middlesex Partnership for Youth

Fall/Spring Workshops and Facilitators

- SRSD, Grades 1-3 – Renee Hill, Merriam Special Educator and Patty Harrison, Blanchard Special Educator
- SRSD, Grades 4- 6 – Lindsay Hussey, Gates English Language Educator, and Erika Cormier, Gates Grade 5
- Exploring Social Justice Through Children’s Literature – Kate Contini, Blanchard Grade 6, and Sydney Chaffee, 2017-2018 National Teacher of the Year
- Better Understanding the Physical Science and Engineering You Teach, Part 1: Forces and Motion, Waves, and Energy – Instructors from the Museum Institute for Teaching Science (MITS)

- Executive Function: Strategies to Enhance Elementary Classroom and Programs [offered twice] – Gail Kessler-Walsh, Blanchard Counselor, and Sarah Ward, Co-Director of Cognitive Connections
- Using Mentor Texts and Quickwrites to Develop Our Own Writing Lives and Impact Student Writing – Sharon Ryan, PK-2 Literacy/SS Curriculum Coordinator, and Dora Sanchez, 3-6 Literacy/SS Curriculum Coordinator
- Investigating Inclusion Practices for STEAM – Jean Oviatt-Rothman, PK-6 STE Curriculum Coordinator, and Betsy Johnston, Douglas Special Educator
- Book-Based Seminar Series: *Lost at School* – Carolyn Imperato, Merriam Psychologist
- Strategies to Support Culturally and Linguistically Diverse Learners – Mary Ann Young, K-12 ELE Department Chair
- Putting the Ideas of *Becoming the Math Teacher You Wish You'd Had* into Action – Tina Bloom, Blanchard Math Assistant, and Tracy Zager, Author and Mathematics Consultant
- Book-Based Seminar Series: *The Joyful Classroom* – Elizabeth Fitzpatrick, Blanchard Kindergarten
- Book-Based Seminar Series: *The Power of Agency: How to Gain Confidence, Make Effective Decisions, and Create a Life on Your Own Terms* (Rao & Napper, 2018) – Dr. Anthony Rao, Psychologist, Behavioral Solutions
- Motivational and Instructional Strategies for Reading in the Middle-Grade Classroom – Sara Wilcox, Conant Grade 6
- Using the WIDA Collaboration Tool to Support All Students – Maryann Young, K-12 ELE Department Chair; Kate Contini, Blanchard Grade 6; and Danielle Fredericks, Blanchard Grade 6
- Student Engagement: Supporting Reluctant, Resistant, and Hesitant Readers – Kathy Collins, Author and Literacy Consultant, and Sharon Ryan, PK-2 Literacy and SS Curriculum Coordinator
- Book Based Seminar Series: *Learning Together About Difficult Conversations* – Ed Kaufman, Retired Merriam School Principal
- What's Next in Guided Reading – Kerry Cusick, Blanchard Reading Specialist
- Visiting Artist Master Classes – Visiting Artists coordinated by Leo Muellner, Director for Visual Arts

Professional Learning Day – November 6, 2018

This year, Professional Learning Day was planned and organized by individual schools and/or departments to support the learning and work of their goals. Below are the Professional Day summaries submitted by the respective Principals.

Blanchard School [submitted by Dana Labb]

Our day began with a morning in the woods behind campus. Staff were greeted with coffee, hot chocolate and a make-your-own trail mix bar. Fourth grade teacher Erin Whyte kicked things off with a read-aloud of a new staff favorite, *The Day You Begin* by Jacqueline Woodson. The agenda that followed was an all-staff conversation about Positive Behavior Interventions and Supports (PBIS). This framed our big themes for the day's work around equity, wellness and engagement. The staff participated in the "What's in a Name" activity, which I first encountered during my training with Seeking Educational Equity and Diversity (SEED). During the activity, staff members shared their names and the stories associated with them and explored the ways in which we construct our identities. This work connects with our efforts to get to know our students and see them beyond a "single story," approaching all students with a strength-based lens.

Additionally, Leigh and I shared a few articles with staff that related well to our school improvement goals of Culture and Climate and Social Emotional Learning. The articles prompted a great deal of reflection and discussion. We rounded out the day with time and attention spent on practical application of our academic programs. Included in the curriculum portion of the day were workshops on phonics instruction and conferring with readers led by Reading Specialist Kerry Cusick, time for Math curriculum mapping with math assistants Tina Bloom and Regina Fitek, and opportunities for grade level lesson planning and collaboration. Rob Guilmette had us all laughing hysterically as we ended with a team-building activity, "Peek-a-Who?".

Conant School [submitted by Damian Sugrue]

Conant's PL day involved day-long meetings to finalize standards for a new online report card. Teachers met in grade level teams and then in vertical teams to ensure proper alignment of standards. We also had a crock pot cook-off for lunch, which was a great way to reconnect the staff after a long start to the school year.

Douglas School [submitted by Chris Whitbeck]

The Douglas School staff worked on two goals during Professional Learning Day in November: Teaching Tolerance and Making Learning Visible. We collected data from students on their own views of tolerance at Douglas, using a survey based on Teaching Tolerances Standards for elementary schools. At a staff meeting, we identified two standards we would work on that reflected need in our student data. We also identified activities and practices that could be used at morning meetings to engage students in improving tolerance.

Our second goal continued from the work we have done on the research and writing of Visible Learning by John Hattie. We completed our study of his book and spent time analyzing his recommendations for the most effective teaching practices to improve student learning. We studied his work on teacher collaborative efficacy and helped teachers understand what that meant and what work we have to do to build teacher collaborative capacity.

Gates School [submitted by Lynne Newman]

At the Gates School we are focusing on the implementation of the *Responsive School Discipline* to ensure that positive behavior and productive learning take place throughout the school. We reviewed the Responsive Classroom time-out, which is a valuable strategy for helping students learn how to regulate their own emotions and behaviors by taking a positive break in the classroom. We also discussed how to expand time-out with the support of Buddy Classrooms.

McCarthy-Towne School [submitted by David Krane]

Guided Reading. Data. All Things GRL to Support Readers' Independence.

Our time together began with a quick return to analyzing running records to use to move deeper into Guided Reading as a structure and tool. We explored the flow of a guided reading session alongside the strategy lesson work we had already laid out together. This time included an exploration of text characteristics and ways of planning out along with delivering guided reading experiences. We then transferred into time for grade levels and individual teachers to choose how best to carry forward conference note data and reading assessment data by planning for the upcoming weeks of instruction, including guided reading sessions or strategy lessons. Our Reading Specialist helped grade level teams explore the book room in rotation. Each session included thinking, practice, and planning to support upcoming reading workshop days.

Merriam School [submitted by Juliana Schneider]

We had conversations based on the book, *Becoming the Math Teacher You Wish You Had*, which included thinking about being precise when so often we're moving children toward a process. We worked out math problems ourselves; we were then able to talk about small strategies that push children to a higher level of thinking and the importance of rigor and high expectations.

RJ Grey JH School [submitted by Andrew Shen]

For Professional Day, the entire Junior High staff (including paraprofessionals) participated in a 3-hour morning workshop led by Think Kids, an organization based at the Massachusetts General Hospital. The focus of this presentation was on exploring ideas that can help our staff continue thinking about and considering different approaches to working successfully with students who demonstrate chronically challenging behaviors. One goal for this presentation was to provide an opportunity to reflect on that work and be presented with ideas for us to consider in the future.

In the afternoon, the staff participated in a brief discussion led by Andrew Shen regarding a possible instructional technology plan for the school, and then the remainder of the afternoon was devoted to department-based trainings and meetings.

ABRHS [submitted by Larry Dorey]

The high school day was scheduled around workshop-based peer-led sessions. During the first two sessions, educators had the opportunity to learn more about what colleagues are doing in the classroom related to equity and diversity, wellness and balance, and instruction and assessment. During the third morning breakout session, they had the opportunity to focus on activities that positively contribute to their own well-being

The goals of the day were:

- To hear how colleagues are implementing strategies related to equity and diversity, wellness and balance, and instruction and assessment.
- To do some planning related to equity and diversity, wellness and balance, and instruction and assessment.
- To get some feedback from colleagues related to our planning and classroom instruction.
- To have the opportunity to do an activity that fuels our personal well-being with colleagues from across the school.

A sampling of session topics at the high school included:

- Helping Students Build a Resiliency Toolbox
- Discussing Identity in the Classroom
- Supporting Equity and Diversity in the Classroom
- Collaborating with Classroom Assistants
- Focusing on Academic and Tiered Vocabulary to Support Content Learning
- Games as Formative Assessment
- Revision and Redemption
- Using “Can Do” Statements and Learning Objectives
- Mindfulness and Resiliency Techniques in the Classroom
- Culturally Responsive Teaching
- Tools to Have Conversations Related to Equity and Diversity in the Classroom
- Design Thinking in Action
- Discussion Techniques
- Engagement Strategies
- Data Related to and Support for Students Who Have Been Hospitalized for Mental Health Reasons
- Strategies for Supporting Students with Anxiety in the Classroom

The day concluded with a presentation by Peter Light as part of his entry process to the district.

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

Wellness

- Mindfulness Fellowship
- Nurturing Joyful Learning in PK-2 Educational Settings
- Reducing Anxiety in the Classroom [with Jessica Minahan]
- Fostering Resilient Learners

Literacy/Social Studies

- Elementary Writing Curriculum
- Self-Regulated Strategy Development (SRSD) for Grades 1-3
- Self-Regulated Strategy Development (SRSD) for Grades 4-6
- The Role of Grammar

- Promoting Ownership of Reading and Literacy: Student Choice, Engagement, and Empowerment
- *Reader Come Home*, a Book-Based Seminar

STEM

- Effective Practices for Advancing the Teaching and Learning of Mathematics
- Engaging All Learners with 3-Act Tasks

EDTech

- Digital Learning Leaders
- Fostering School-to-Home Communications with Digital Tools
- Google Apps 2.0 for RJ Grey Educators
- Summer Tech Camp

Teaching All Learners

- SEED Seminars (3 sessions): Creating More Equitable and Globally Informed Classrooms and Communities
- SEED Seminar for the District Leadership Team
- Skillful Facilitation – Research for Better Teaching
- Responsive Classroom: The Joyful Classroom and the Power of Our Words
- Being the Change (offered twice)
- Learning About Autism: Considering New Ways to Practice (2 sessions)
- Learning About Autism: Skills Needed for a Successful Life
- Student-Centered Coaching Cycles

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. These strategic actions and outcomes are outlined below.

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

Strategic Actions:

- Gather data to monitor the impact of changed start times at each level.
- Solicit feedback from stakeholders to inform continued implementation of the homework policy and consider homework through an equity lens.
- Review practices around homework policy implementation.
- Support families in helping children develop healthy habits around device use, screen time and social media.

The district accomplished a significant amount of work over the last few years in understanding and responding to students' social and emotional needs. This year was focused on supporting the implementation

of prior years, planning and gathering data to inform adjustments to implementation. The district conducted an analysis of the transportation changes this fall and presented the conclusions and recommendations to the school committee as part of the budget process. This analysis informed the decision to add two additional busses to our routes. The homework policy implementation was monitored in the following ways:

- Fall 2018: Collaborated with Challenge Success and WestEd to develop HW survey questions for Grades 3-12.
- April 2019: Administered HW survey to teachers, Grades 3-12.
- April 2019: Administered Challenge Success survey to Grades 6-12 students and families.
- April 2019: Administered HW survey to students and families in Grades 3-5.
- Completed Administration of Challenge Success and HW Surveys in April 2019.
- Planned June 2019: DIT Data Dialogue to identify root causes and develop recommendations.
- Planned for Fall 2019: Update school committee with key findings of CS and HW surveys.

To support families in helping students develop healthy media habits, the district, along with SWAC, developed parent materials and recommendations. Peggy Harvey, PK-12 Digital Literacy Curriculum Coordinator, planned an evening event (11/5/18) with Dr. Sharon Maxwell: “Who’s Raising Our Kids – Nurturing Human Values on a Digital World” and coordinated meetings with counselors and school psychologists. Elementary assistant principals and high school students also coordinated family evenings.

While not an action step originally outlined in our goals, the Budget Proposal requested additional staffing to address identified needs related to social and emotional learning. In addition, information was presented during Budget Saturday that reflected an ongoing analysis of our students’ social emotional needs that supported our budgetary requests. We will have an opportunity to learn more about the impact of these changes when survey data are analyzed later this spring and shared with the school committee next fall.

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

Strategic Actions

- Increase the diversity of our educator workforce.
- Continue to build educator capacity to reach and teach all students.
- Train new hires, administrators, and educators throughout the district using the Seeking Educational Equity and Diversity (SEED) professional learning. Continue to build capacity to provide this training in-house using the Train-the-Trainer model.
- Through an equity lens, review existing practices in each building around family contributions.

The district conducted a hiring workshop focused on increasing the diversity of our workforce, attended diversity job fairs, and conducted outreach with higher education institutions focused on training educators of color. We also communicated with all staff about our goals in the hiring process and provided them with sample interview questions as a resource to support this work. This was a first step in increasing the diversity of our workforce, and we will be able to provide data about our success in Fall 2019. We also spent considerable time focused on educator evaluation calibration activities that included a workshop for district leaders, ongoing observation calibration during SLT meetings this spring, and the formation of a Steering Committee to lead future work in this area. The SEED workshops resulted in 96 certified staff (18%) trained as of 2/1/19. The target to train two more trainers in the summer of 2019 will bring the number of district trainers to seven. The School Committee and Superintendent will also participate in training in the summer of 2019.

We reviewed our existing family contributions by:

- Gathering and reviewing data on existing practices around ways that families are asked to financially contribute to their child’s school, through ‘suggested’ and ‘required’ school supplies and annual field trips.

- Completing a data dialogue process with the District Data Inquiry Team.
- Presenting findings to the school committee on Budget Saturday.
- Making recommendations for the FY2020 budget.

In the future we will consider expanding this goal to include work related to Diversity, Equity and Inclusivity (DEI). Additionally, we will consider expanding our district's definition of equity to include outcomes for students. This will be further discussed with the leadership team as we use the feedback gained from the school committee workshop to continue the development of our district's strategy for improvement.

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 and informing students about language diversity, and prepares students with 21st century skills that will benefit them in our global society. In the spring of 2019, eight students attained the Bi-Literacy Achievement Award, twelve students attained the Massachusetts Seal of Bi-Literacy showing Intermediate High language proficiency, and eleven students attained the Massachusetts Seal of Bi-Literacy with Distinction showing advanced second language proficiency.

Elementary Schools

Blanchard's STARR values:

- Support
- Teamwork
- Attitude
- Respect
- Responsibility

The families, staff, and students at Blanchard Memorial School feel our STARR values help to create a nurturing, inclusive environment in which everyone feels welcome. We reinforce these values through our school events, monthly community meetings, and cross-grade buddy times. They are also reflected in our school-wide and classroom expectations for behavior.

Some of the highlights from the year at Blanchard have been:

- Learning experiences rooted in real-world contexts emphasized academic discourse and allowed students to take an active role in leading their own learning.
- Literacy Week events and activities included a hygge (coziness) day and class book-themed door decorating.
- Building-based professional learning focused on social emotional learning, equity, literacy instruction, math instruction, academic discourse, and technology integration.
- Two school-wide outdoor days, one outdoor professional learning day, and increased use of campus learning spaces helped staff build their knowledge base about outdoor teaching.
- Families participated in a book group focused on race, culture, and equity.
- Blanchard's Grade 5 Destination Imagination Team won the State Championships and 3rd place at Globals in Kansas City, MO.
- The Blanchard Band won its 13th MICCA Gold Medal in a row.
- Over 70 children participated in the before-school running club.
- Seven Blanchard students placed in the Mathematical Olympiads for Elementary and Middle Schools.

Dana Labb, Principal

Leigh Whiting-Jones, Assistant Principal

Conant School believes:

- Each person should feel valued and respected as an individual in order for learning, teaching, and risk-taking to take place.
- Because every individual is part of a community, each person should take responsibility for himself/herself and the group in order to contribute to its success.
- Lifelong learning is essential. A stimulating and nurturing environment should be provided so that students experience success and feel the challenges and joy associated with learning.

The Conant School learning community values effort and respect, creating an environment where students are able to learn from mistakes and move on with a deep understanding of our rich curriculum and the ability to persevere.

As a staff, we worked together to plan monthly activities around the themes of growth mindset and resilience. Students are becoming more focused on their learning journey than the end products they create. Our students and staff continue to shine.

Highlights of the year included:

- Students and staff worked to give back to the community through service learning activities like supporting the Action Food Pantry, Toys for Tots, and sending Valentines to Senior Citizens.
- Our Conant Green Team led the way with presentations at All School Meetings to educate everyone about conserving energy, recycling and supporting the environment.
- Special visitors, like author Nora Dooley and the Tanglewood Marionettes, came to enrich our students' experiences here at school.
- Our Student Council worked hard to bring an exciting All School Meeting to us all every month showcasing a different grade each time and mixing in solo performances with informative videos and messages.
- The Conant PTO continues to support our community and student learning by offering activities and bringing in enrichment programs. They sponsored many events like our Movie Nights, Breakfast with Families, The Ice Cream Social, and our new Conant Celebrates evening.

Damian Sugrue, Principal

Abigail Dressler, Assistant Principal

Douglas School believes every student should:

- Experience joy and wonder.
- Have the opportunity to be brave.
- Feel valued.
- Be proud of the work they do.

The Douglas School is a project-based school organized around two fundamental principles:

- Studying real-world problems that require the flexible application of knowledge and skills.
- Identifying and developing kids' passions, academic abilities, growth mindset and creativity.

Douglas students learn to ask big questions, collaborate and create, and work to change the world. Douglas teachers seek out student passions in order to design rich learning experiences, combining structure and discovery. Student learning is in service to solving complex problems and sharing solutions with a global audience.

This year Douglas students produced two very exciting exhibitions of learning. In addition, we celebrated our diverse population with a festival of cultures featuring booths from many different countries, food, music and dancing.

The following are some examples of the exhibitions and other interactive community events at Douglas this year.

- First graders displayed the Emotions of Music, Colors, and Shapes.
- Second graders asked 'What Did Children Do for Fun in 1919?'
- Third graders demonstrated Perseverance Through Self-Talk.
- Fourth graders learned about Community and showed how to 'Leave Your Neighborhood School a Little Better Than You Found It.'
- Fifth graders shared their answers to the questions: 'Why Do People Go West?' and 'What Is the Power of Food?'
- Sixth graders performed several plays, including *Aladdin*, *Aesop's Fables*, *Peter Pan*, *A Year with Frog and Toad*.

Chris Whitbeck, Principal

Jenna Larrenaga, Assistant Principal

Gates School's Core Values are:

- Generosity
- Acceptance
- Trust & Respect
- Enthusiasm
- Scholarship

In 2018-2019 the Gates School celebrated its 50th anniversary!

We are a community of learners that value high expectations for all, respect individual differences, and celebrate the diversity of our school population. At the Gates School we believe that it is important to grow a caring community through civility, respect and kindness. We gather together at monthly All School Meetings, sharing songs, performances, stories and plays. We also take pride in giving back to the larger community through our Student Council-sponsored community service projects.

Highlights of the year included:

- For our 50th Anniversary, every class placed special items into the Gates 50th time capsule, which will be opened in 2068!
- The Gates Green Team won a National Award from the National Energy Education Development (NEED) Project for their Gates School composting initiative.
- Visiting author Andrea Davis Pinkney spoke with students in all grades about writing, illustration, research, family, and storytelling.
- At the annual Celebrate the Arts Night, there were over 2,000 pieces of student artwork on display and a performance of the Gates School chorus.
- Kindergarten students performed *Stone Soup* at the Kindergarten Medieval Feast, which also included performances from the High School Madrigal Singers.
- Storyteller Valerie Tutson shared tales from African traditions with students in Grades K-2.
- Students in Grades 3-6 had the special opportunity to meet civil rights icon Ruby Bridges.
- Students in Grades 4-6 performed in the annual Gates Talent Show.
- Two students were selected to participate in the All-State Treble Chorus.

- The Student Council sponsored a variety of community service projects this year, collecting donations in support of the Household Goods Recycling Ministry, the Acton Food Pantry, and the Sterling Animal Shelter, as well as books for the Acton Memorial Library's Used Book Sale.

Lynne Newman, Principal

Priscilla Kotyk, Assistant Principal

McCarthy-Towne values:

- Risk taking
- Collaboration
- Persistence
- Flexibility
- Trust

Everyone at McCarthy-Towne is considered both a student and a teacher. Integrated curricula and thematic approaches stress cooperation, active participation, and experimentation. Asking questions is considered as important as giving answers; teachers and students value the process of learning. Children are given the responsibility for learning independently, solving problems, and making decisions. They are encouraged to take risks and are acknowledged for their unique talents, skills and ideas. Students' individual needs, personal strengths and learning styles are always supported.

Maintaining a learning community that is mindful of the needs of families, students, and staff requires the participation of all; teachers and families are expected to be part of the decision-making process for running the school and exploring new possibilities.

Here are some highlights of our past year:

- Fifth grade went to Merrowvista for a three-day, two-night adventure in teamwork, leadership, and risk-taking.
- Almost three hundred of our family members attended an experiential Family Forum Evening where they participated in the inner workings of the Workshop model in Reading, Writing, and Mathematics, Art Integration, and the application of the philosophy and working structure of the Responsive Classroom.
- The second-grade team worked with state naturalists to raise an endangered species of turtles in the classroom with the intent of releasing them into the wild in the spring. The kids had the opportunity to observe the growing process of the turtles before the release.
- The entire school community came together at monthly Community Assemblies to share achievements and learning and to join in song together.

David Krane, Principal

Matt McDowell, Assistant Principal

Merriam Core Values:

- Risk taking
- Persistence in One's Own Learning
- Respect

At Merriam School, experiential, hands-on, project-based learning provides opportunities for students to develop skills, self-confidence, a sense of responsibility, and enthusiasm for learning. Math, science, language arts, social studies and the arts are integrated into interesting, challenging projects. Merriam emphasizes community building, supported by activities like our weekly All School Meetings, as well as special activities

with our multi-age 'family groups' such as Community Day, Theme Day and Field Day. Students stay with the same family groups throughout their time at Merriam, gradually assuming leadership roles as they progress through the grades.

Highlights of the year:

- This was Merriam School's first year with new principal, Juliana Schneider, at our helm.
- Our theme for the year was water, which was incorporated into projects and activities, including a 'Family Theme Night' in February where families explored water through engineering, poetry, painting, math games and storytelling.
- Second graders completed projects about islands.
- Fifth and sixth graders worked on a Green City Design project.
- We added a new technology lab/maker space to support our Technology Integration Specialist.
- Professional learning emphasized four social competencies: social self-awareness, perspective taking, self-regulation and social-emotional understanding.
- At a parent workshop, parents learned about the social competencies and how they apply to the home setting, allowing families to bridge the language and approach between home and school.

Juliana Schneider, Principal

Bryant Armitrano, Assistant Principal

R. J. Grey Junior High School

The vision at R. J. Grey Junior High School is to create a community of thinkers, learners, and responsible citizens.

This year, RJ Grey Junior High School inaugurated a new rotation of electives, offering students a choice of 12 different electives for their 'Grey block' schedule. We also began our transition to having 1:1 Chromebooks by the fall of 2019. Our focus on the district goals of wellness, equity and engagement included classroom discussions about racism, discrimination and substance use and abuse. Speakers addressed our students on issues such as the Holocaust and anti-semitism, Islam, and the difficult topic of suicide awareness and prevention. Professional learning for staff focused on teaching with a growth mindset.

Here are some of the highlights and achievements of the year:

- This year's annual Junior High school musical, **Annie**, included over 75 students on the cast and crew.
- 8th-grade student Daniel Mai was named the 2019 Raytheon National MathCounts Champion in May.
- Students in our STEP program participated in the MetroWest Unified Games on May 3rd at Bowditch Field in Framingham. Hundreds of participants arrived at the field, representing schools from all over the MetroWest area of Massachusetts.
- 8th-grade students Biz Brooks and Marion Stuntz served as our Ambassadors for the statewide **Project 351** service program.
- This May students in our ELL program took a field trip to the State House where they watched an informal voting session on the floor of the House of Representatives.
- Three RJ Grey students were part of the team that won this year's Hurvitz Cup Chess Championship. Congratulations to Raaga Pulva, Prachi Dayal, and Curtis Ying.
- This past winter twelve members of our RJ Grey **Cooking Club** hosted an Italian Family Dinner event for friends and family in the RJ Grey cafeteria. The club and its members were profiled in a nice story written by the **Acton Beacon**.
- Student community service activities ranged from Acton Pantry food drives and the Cradles to Crayons program to increasing recycling and composting practices.

Andrew Shen, Principal

Allison Warren, Assistant Principal
James Marcotte, Assistant Principal
David Lawrence, Assistant Principal

Acton-Boxborough Regional High School

In addition to the strong academic programs and many extracurricular opportunities at Acton-Boxborough Regional High School, much of this year's work focused on student wellness, equity and diversity. Staff examined student workloads and assessment and many of the student advisory topics revolved around wellness strategies and resiliency. A new bell schedule will begin next year, supporting the goal of student wellness. New programs were initiated to increase equity, diversity and inclusion, including a partnership with the ADL World of Difference Program that trains students to lead group discussions on identity-based bias, staff professional training using the Seeking Education Equity and Diversity (SEED) program, and bringing in Holocaust survivor Rena Finder to speak to students and community members.

Here are a few of the year's achievements and highlights:

- World Language Week offered students and others a variety of opportunities to celebrate different cultures and languages.
- The "Artification" of A-B was an effort led by the Fine Arts Department to display our artists' talents in common areas throughout the high school.
- In need of a kidney, a young teacher's best match turned out to be another A-B teacher. The surgeries took place in October and both are doing fine!
- The Academic Decathlon team won their 19th consecutive state championship and represented Massachusetts at the national competition in Bloomfield, MN.
- The Speech & Debate group garnered individual and group awards and sent fifteen students to the Catholic Forensic League's Grand National Championships in Milwaukee, WI in May. Three seniors received the National Speech & Debate Association's Academic All-American Award for their competition and service in Speech and Debate events.
- The A-B Science Team again won the Massachusetts Science Olympiad and participated in the national competition in Ithaca, NY.
- The Quiz Bowl Team placed second in the WGBH High School Quiz Show. New student groups this year included HOSA – Future Health Professionals, whose members have already earned awards at the state level – as well as groups to support interests from gardening to cooking to fashion to podcasting.
- Under the direction of George Arseneau, the district's new Performing Arts Department Chairperson, the band, chorus, and orchestra at ABRHS performed dozens of live performances in and around our community. The chorus performed in Austin, TX. The band performed at parades, civic events, and as special guests of the MIT wind ensemble in Cambridge. The jazz band performed as the opening act at the Middlesex County Jazz Festival in Concord, and the orchestra program continued to grow in number and strength.
- Proscenium Circus put on its usual impressive array of theatrical performances this year: ***The Hunchback of Notre Dame***, ***The Book of Everything*** (took first place in the Massachusetts Educational Theatre Guild one-act festival), ***Rosie the Riveter*** (best show at the Massachusetts Thespian competition), and ***A Midsummer Night's Dream***.
- At the 19th annual Community Service Awards Night in January, 760 students were recognized for completing 25 or more hours of volunteering – over 76,000 hours in all.
- In May, a record 144 seniors spent three weeks at internships as part of their Senior Seminar. Many of these students will continue at their sites in summer jobs or internships.
- The Rotary Club-sponsored interactive Reality Fair introduced the whole sophomore class to some basics of income and expenses they will face as they approach adulthood.
- The PACE Special Education Program ran a weekly coffee shop for faculty in which students gained hands-on experience in food service, money-handling, and customer relations.

- The high school's DAR Citizenship Award winner this year went on to win the Massachusetts DAR Citizenship Scholarship. The same student also placed as writer of one of the ten best high school essays in the Gilder Lehrman Civil War Essay Contest.
- Two students from the Science Team were named to the list of top 300 young scientists in the 78th Regeneron Science Talent Search.
- At the Massachusetts Science and Engineering Fair in May, two A-B students placed first and second.
- Over 800 student-athletes participated this year on 59 teams in 31 sports. Nine teams won league championships, with several teams and individuals advancing to state and national championships.
- The girls tennis team won the state championship.

Larry Dorey, Principal

Beth Baker, Associate Principal

Maurin O'Grady, Associate Principal

Michael Csorba, Dean

Fred Horn, Dean

Student Services

During the 2018-19 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 Program

The Carol Huebner Early Childhood Program (CHECP) continued to provide an integrated learning environment for preschool-aged children. Children with identified special education needs and those who without special needs learn and play together, meeting required Individuals with Disabilities Education Act (IDEA) regulations to educate children in the least restrictive environment. One hundred and eleven students were enrolled in the program by the end of the school year. Additionally, the program supported 19 preschoolers with drive-in related services that included speech-language therapy, physical therapy and occupational therapy.

Throughout the 2018-2019 school year, CHECP staff worked in collaboration with parents and area preschool/daycare teachers and directors to provide evaluations, observations, screenings, consultation, visitations and support to students in the community.

During the 2018-2019 school year CHECP worked to support early literacy development for the district's youngest learners. Little Free Libraries were established this year at both of the CHECP sites. The goal of each of these Little Free Libraries is to build community, spark creativity, and inspire the love of literacy through increased access to high-quality, developmentally-appropriate books. CHECP also continued its collaboration with Dr. Joan Kelley, Educational Researcher and Developer of the Parent Uptake Project (PUP), to support our students' early literacy skills. We invited all families to participate in the PUP program, which provides families with age-appropriate ideas to help their child's early literacy skills and social emotional learning skills.

CHECP also encouraged a celebration of diversity by inviting parents to come into the classroom to read a story or share a hobby or family tradition. Some classes also scheduled family potlucks to build community and share a wide variety of favorite meals/foods.

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 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 on 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 (<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 A-B SEPAC meetings supported parents/guardians, offering learning, networking, resources, and other family supports.

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, school social workers, 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 2018-19 school year, our nurses logged **44,092** student visits to the health offices and over **571** staff visits. The total number of students with at least one visit to the health offices over the year (excluding mandated screening visits) was **4,621**. Our nurses continue to note a 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.

Other nursing initiatives included updates to the Life-Threatening Allergy Procedures, the creation of a comprehensive on-line School Nursing Resource Tool kit for use by anticipated new nursing staff.

In collaboration with our elementary schools' registrar, we developed an immunization/ medical requirement letter with resources for non-English speaking families. It was translated into many languages so that the registrar could give it to families as they presented to register their children.

Among the classroom lessons that the nurses developed and taught at the elementary level were: Celiac disease sensitivity, food allergy sensitivity, smoking/vaping awareness, tick precautions, dental and hygiene lessons, a Grade 5 review of infectious disease, diabetes lesson for peers of a student with type 1 diabetes.

At the junior and high school level, the nurses were instrumental in developing a plan for implementation of SBIRT for 7th and 9th grade students. Screening, Brief Intervention, and Referral to Treatment (SBIRT) is a health approach to early identification and intervention looking at alcohol and drug use. They collaborated with administration, counseling and the PE department.

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 coaches. In collaboration with the Acton town nursing services, the high school nurses again implemented the ImPACT test for ninth grade students, as well as ran the flu clinic for staff and the community.

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.

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 parents of English learners. This grant also provided summer

programming for many students for the sixth summer in a row. Additionally, the ELE department hosted its annual Back-to-School-Night in October for our families.

Conclusion

During the 2018-19 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, Stress Management, Teen Dating, LGBTQIA, Birth Control, STIs, Relationship 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 2nd-grade students are tracked on their ability to self-turn a jump rope throughout the year. In addition, all 4th-grade students are assessed on their skill of

overhand throwing. All six elementary schools hosted “Back to School Physical Education Nights.” These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing alongside students.

Performing Arts

The ABRHS band, chorus, and orchestra programs had an excellent year of music and community making. The string program is continuing to reach an entire new population of students from Grades 4-12. Enrollment in orchestra is continuing to progress with our high school orchestra reaching 30 students for the first time. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community and also collaborated with the M.I.T. wind ensemble at Kresge Auditorium in Cambridge. The band also welcomed a number of professional clinicians to the school for masterclasses with our woodwind, brass and percussion artists. The jazz band traveled and performed at the Endicott College Jazz Festival in April. The choral department continued the tradition of their talent-show style “Cabaret” in November, and the AB Madrigal Singers produced a sold-out and exceptional evening of authentic renaissance dinner theater at Indian Hill Arts in Littleton. The Chorus also built community at AB, performing “Singing Valentines” for students and teachers. The string program put on an end-of-the-year string performance with students from all grades in attendance.

At R. J. Grey Junior High, the eighth-grade band, chorus, and orchestra put on two concerts per group that were well attended and professionally presented. All three groups also participated in the Great East Music Festival, held at Springfield Central High School, MA in May. Each group performed very well and received positive critique from their panel of professional judges. The seventh-and eighth-grade band marched in the Boxborough Memorial Day Parade. The band, chorus, and orchestra also performed for their peers and teachers at both the Thanksgiving and Blue & Gold Day assemblies at R.J. Grey.

At the elementary schools, the 5th and 6th grade bands performed very well for their peers and teachers at the Winter and Spring Concerts, as well as Memorial Day Ceremonies. The choruses performed at the 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 for their performance at the MICCA Concert Festival, earning a gold medal.

In collaboration with building administrators, members from the Performing Arts department formed a hiring committee and welcomed a new band teacher to teach at the Acton elementary schools, RJ Grey JHS, and assist at ABRHS. Finally, for the first time, the Acton-Boxborough Regional School District was recognized as one of the “Best Communities for Music Education” by the NAMM foundation. This recognition is reserved for communities that have a proven track record of outstanding support for music education. AB was one of 14 communities in Massachusetts recognized in 2019.

Visual Arts

2018-19 saw a deepening of visual arts integration throughout the community. We also began a major new initiative to promote student choice and empowerment across the K-12 curriculum.

Exhibitions and Community Events

As always, student artwork was exhibited throughout our eight schools, and AB students participated in a number of exhibitions throughout the community and across the Commonwealth.

Highlights included:

- The waiting room outside the superintendent’s office at the Administration Building was converted into a gallery space. Student artwork will be rotated on a bi-monthly basis.

- The Gates and Conant Elementary schools staged spring arts nights – school-wide showcases involving all students in visual and performing arts exhibitions and performances.
- The public murals project continued at the high school. Four new murals were installed, including a 100-foot spray painted mural in the school’s garden.
- 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 district-wide 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 are 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. The proceeds were donated, by student choice, to the National Immigration Law Center’s Justice Fund.

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 focused largely on student choice and empowerment. Particular time and attention was devoted to learning about and piloting the TAB (Teaching for Artistic Behavior) curriculum. This is a method of teaching that transitions from a curriculum based on a set of teacher-determined 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 and the teacher is in much more of a coaching role. To this end the following initiatives and activities were undertaken:

- In July two teachers attended the TAB Summer Institute at MassArt. The TAB curriculum was fully implemented at the Conant and Gates schools and, in part, at Douglas.
- Elementary teachers participated in six two-hour sessions devoted to learning about and planning for the transition to a TAB curriculum. This professional development was co-led by the visual arts director and the Conant and Gates visual arts teachers.
- The high school art teachers went on a day-long Program of Study retreat. In preparation for the addition of the Industrial Arts program to the Visual Arts Department, woodworking and design engineering classes were revised and new courses were introduced, including Design Engineering in Wood and Woodworking III.
- All teachers visited classrooms in Oxford, Reading, Newton, and Chelmsford to see TAB and other choice-based teaching models in action. In addition, teachers visited the two TAB classes at Gates and Conant.
- In March, all Visual Arts teachers attended the NAEA Conference in Boston.

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.

Three interdisciplinary projects were completed at the high school. Advanced Drawing & Painting students once again collaborated with the ELA department on the *Broadside* project – creating illustrations to

accompany poems selected by the ELA students. In a Proscenium Circus – Visual Arts collaboration, actors from the cast of *The Hunchback of Notre Dame* posed in costume while Studio Art Portfolio students drew them with ink, paint, and charcoal. The resulting work was displayed outside the theater. 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. The visual arts director also worked with the English department to integrate graphic novel making into the 9th-grade ELA curriculum.

Educational Technology

“When carefully designed and thoughtfully applied, technology can accelerate, amplify, and expand the impact of effective teaching practices. However, to be transformative, educators need to have the knowledge and skills to take full advantage of technology-rich learning environments.”

“Learning principles transcend specific technologies. However, when carefully designed and thoughtfully applied, technology has the potential to accelerate, amplify, and expand the impact of powerful principles of learning.”

National Education Technology Plan

The District’s “2021 Technology Plan” was implemented in the 2018-2019 school year, and subsequently, the Department of Educational Technology (EDTech) has much to share with the residents of Acton and Boxborough. As a three-year district-wide digital literacy blueprint, the technology plan provides a collaborative approach to digital teaching and learning and supports the vision and goals of our schools, departments, and the District. To provide an overview of accomplishments in the 2018-2019 school year, this report will outline the prominent highlights from throughout the year. To read the complete plan, please visit the Acton-Boxborough Regional School website at www.abschools.org

In order for digital learning to be most effective in the classroom, it is important that our educators, staff, and students have ubiquitous access to up-to-date hardware/software that can provide quick assessments of student learning and differentiate instructional practices, while allowing students to demonstrate their various learning methods. Over the course of the 2018-2019 school year, EDETech deployed new computers to educators in the elementary schools to replace their devices that were over seven years old and no longer working properly. That project enabled teachers to begin utilizing new technology tools in the classroom and enabled new professional learning (PL) opportunities to take place that focused on one essential question: *“How can we revise our curriculum to be more engaging?”* Realizing that technology makes learning engaging for our students, this guiding question helped curriculum leaders develop and offer new PL opportunities that were directly aligned with the District’s core values: Wellness, Equity, and Engagement.

One example of our supporting the District’s goal of increasing student engagement was EDETech’s Summer Technology Camp. This one-day event was densely packed with 24 technology-based workshops taught by teachers and staff throughout the District. Each participant was able to choose four workshops that included innovative use of applications and highlighted techniques to accommodate Universal Design for Learning strategies for all grade levels. Feedback from the event was overwhelmingly positive based on completed evaluation forms. With almost 60 participants in attendance, teachers noted that the workshops specifically helped provide strategies to assess student learning, increase communication with parents, increase engagement, and more with tools such as Google Forms, Pear Deck, Padlet, and Flippity.

Alongside professional learning opportunities, teachers continued to need on-demand support for the use of technology in the classroom. In the 2018-2019 school year, collaboration with the office of Teaching and Learning yielded the “Digital Learning Leaders” initiative. This initiative fostered the effective integration of digital learning tools into the classroom by having specific digital learning leaders (DLLs) be available to model best practices, communicate current educational technology trends, identify resources, and collaborate with

teachers in their building. The teachers encouraged innovative teaching based on the SAMR model¹ by serving as a liaison between classroom teachers, the Digital Learning Coordinator & Curriculum Specialists, and building-based Instructional Technology staff. They provided guidance to colleagues to identify and integrate tools to meet specific student learning goals and shared these ideas at staff meetings, grade level/team meetings, and other common planning times.

The range of diverse learners in our classrooms continues to grow, and in 2018-2019, the District focused on shifting the mindset of our educators to a strength-based approach honoring this diversity. To support this mindset, EDTech provided educators with technology tools focused on creating learning environments to better support the students' individual learning aptitudes. Students learn differently, most notably in how they process and comprehend information. If a student is an auditory learner, they learn by hearing and listening. Another student may be a visual learner, who learns by reading or seeing pictures. Technology can assist students' learning preferences by providing multiple means of access to academic content, therefore offering more opportunities for our students to engage deeply in their understanding of complex topics, while thinking critically and reflectively on their work. Providing access to the technology tools that support student learning continued in 2018-2019 with chromebook carts in all of our 3rd-6th grade classrooms. However, as indicated in the 2021 Technology Plan, the need for more access to technology in the upper grade levels continued to be a struggle for educators, as well as the need for more hands-on STEAM-based learning opportunities. The 2018-2019 school year provided EDTech the opportunity to collaborate with education leaders at the junior and senior high schools to prepare to expand the District's "1-to-1" initiative to the upper grade levels. At RJ Grey, the 2019-2020 school year will introduce a chromebook for each student to be used throughout the day to support their learning. The high school will begin their "1-to-1" initiative in the 2020-2021 school year.

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. Our infrastructure is deftly supported by professionals responsible for its development, maintenance, security, and management. With cybersecurity continuing to be on the forefront of technology headlines, EDTech presented on this topic to the School Committee in March. The presentation addressed three overarching safeguards that the District implemented to help reduce risk. Administrative safeguards included focusing on end-user training, updating policies and procedures, and engaging with vendors to learn their cybersecurity incident plans. Technical safeguards included shoring up on-site security of our network resources based on third party network penetration assessments, while our physical safeguards were assessed by making sure only designated staff have access to the datacenter and various network closets.

The 2018-2019 school year was completed with network upgrades at both the Parker-Damon Building and Junior High School. Through the Schools and Libraries program, also known as the federally funded E-rate program, EDTech updated Cisco network switches throughout both buildings at a 40% savings. These upgrades provided for a faster and more reliable network and Internet connection for all of our students and staff members.

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 2018-2019 school year Community Ed. offered 1291 classes and activities for children, teens and adults 12,000 participants enrolled in classes. Info about all our programs can be found

¹ PuenteDura, R. (2016). *SAMR Model*. Retrieved from <https://sites.google.com/a/msad60.org/technology-is-learning/samr-model>

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.

Extended Day: During the 2018-2019 school year, all before- and after-school programs merged under Community Ed. The program now operates at six sites: the Administration Building, Blanchard School, Conant School, Douglas School, Gates School and the Parker Damon Building. Community Ed. provided high-quality childcare to more than 600 children in Grades K-6. The program offers them the opportunity to play, explore, create, and make friends in a safe, stimulating environment. We also provide enrichment activities through mini-classes and special events, including field trips. 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 2018-2019, fifteen professional music instructors provided lessons to approximately 165 students.

Summer Day Program: Located at the RJ Grey Junior High, this program served 80+ children entering Grades K-6 each week. Activities included Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events. The Summer Day Program also offered a Leader-In-Training course for teens entering Grades 7 and 8 and a Counselor-In-Training program for students entering Grades 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. We have also added "early" and "late" summer dates to provide an option for families needing childcare at the beginning and end of the summer.

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. In 2018-2019, approximately 300 students participated in it.

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, and lifeguard certification classes. More than 30 students and approximately 10 adults work for Community Ed. as lifeguards and swim instructors.

Fitness Center: Community Ed. sponsors 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 Facilities: The use of all school facilities outside of school hours is scheduled through Community Ed. The buildings and fields are heavily used by the community, with hundreds of reservations booked each year. Requests are submitted via 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 support 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

Facilities and Transportation

The Facilities Department spent much of the year developing a schematic design and feasibility study for the proposed Douglas-Gates school building project. The current design is based on Zero Net Energy goals, as well as exploration about zero net water and zero net waste options. This process is supported via funding 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 in part by the Massachusetts School Building Authority, as the project has been accepted into the MSBA core building program. This work is supported by Skanska (Owners Project Management firm) and Arrowstreet (architectural firm). 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 2018 was down 36% below the 2009 benchmark. Natural gas use for FY 2018 is down 22% below the 2009 benchmark (weather-normalized). These achievements yield significant cost savings, a reduced carbon footprint, and rich opportunities for student learning and engagement.

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 \$85,000 in Green Communities grant funding for energy efficiency projects, accompanied by \$15,000 in utility incentives. More than \$1.46 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 project funded with this most recent round includes LED lighting upgrades to 20 classrooms and office spaces at the high school.

AB is now the host and off-taker for a solar photovoltaic array in Woburn that will generate ongoing revenue for the District thru virtual net metering credits; approximately \$50,000 per year is anticipated in annual revenue.

The District anticipates 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.

Gates initiated collecting compostables and recyclables at school lunch this year with robust enthusiasm and support from the Gates Green Team. As a result, students in all of AB schools are now sorting their compostables and recyclables at lunch. The **Boston Globe** featured this achievement with their article "**Composting becomes commonplace in Acton-Boxborough schools**" which helps describe a pathway for other districts to move forward with a similar initiative.

All of our AB schools now use compostable plates at lunchtime (instead of Styrofoam), and these compostable plates are added to the compostable collection. This has dramatically reduced the volume of trash generated in lunchrooms and helps to green the District's footprint.

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.

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

**WARRANT AND PROCEEDINGS
SPECIAL/ANNUAL TOWN MEETING
May 13, 2019**

LIST OF ARTICLES

SPECIAL TOWN MEETING

MARIJUANA ZONING BYLAWS

1. AMEND SECTION 2100 DEFINITIONS
2. AMEND SECTION 7700 CRAFT MARIJUANA CULTIVATOR COOPERATIVES
3. AMEND SECTION 7700 MARIJUANA CULTIVATORS
4. AMEND SECTION 7700 MARIJUANA MICROBUSINESS
5. AMEND SECTION 7700 MARIJUANA PRODUCT MANUFACTURERS
6. AMEND SECTION 7700 MARIJUANA RESEARCH FACILITIES
7. AMEND SECTION 7700 MARIJUANA RETAILERS
8. AMEND SECTION 7700 MARIJUANA TESTING FACILITIES
9. RECREATIONAL MARIJUANA ESTABLISHMENTS LOCAL TAX OPTION
10. AMEND SECTION 7700 LOCATION OF PERMITTED USES
11. AMEND SECTION 7700 PROHIBITION OF MARIJUANA ESTABLISHMENTS
12. PAYMENT OF PRIOR FISCAL YEAR BILLS

ANNUAL TOWN MEETING

1. CHOOSE TOWN OFFICERS & BALLOT QUESTIONS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. AMEND FY2020 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE
5. TOWN OPERATING BUDGET

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD)

6. ABRSD DEBT
7. ABRSD STABILIZATION

FINANCIAL ITEMS (NON-CONSENT)

8. COMPENSATION AND CLASSIFICATION AND BENEFITS STUDY FOR NON-UNION STAFF
9. TOWN HALL: ADDITIONS TO STAFF, INCLUDING BENEFITS AND OUTSOURCING OF SERVICES
10. DISPATCH: ADDITION TO STAFF, INCLUDING BENEFITS
11. DPW: ADDITION TO STAFF AND OUTSOURCING OF SERVICES
12. DPW: 2 PORTABLE MESSAGE BOARDS
13. TOWN CLERK: SECOND VOTING MACHINE AND POLL PADS
14. TOWN HALL: FURNITURE AND SIGNAGE
15. POLICE ACADEMY TRAINING & COVERAGE CONTINGENCY
16. POLICE STATION FIRE SUPPRESSION SYSTEM ENGINEERING

FINANCIAL CONSENT AGENDA 1 (*)

17. WATER RESOURCES COMMITTEE: GIS DATABASE FOR WELL MAPPING
18. WATER RESOURCES COMMITTEE: MONITORING WELL AND DATA LOGGER
19. PLANNING: MS4 STORMWATER PHASE 2
20. POLICE STATION GARAGE DOORS
21. POLICE DEPARTMENT: BULLETPROOF VESTS REPLACEMENT

- 22. POLICE DEPARTMENT: TASER REPLACEMENT
- 23. POLICE/FIRE INJURY COVERAGE TRANSFER
- 24. DPW: 2 CIRUS SALT SPREADER CONTROL SYSTEMS
- 25. TRANSFER TO OPEB TRUST FUND
- 26. TRANSFER TO STABILIZATION FUND

CAPITAL CONSENT AGENDA 2 ()**

- 27. POLICE DEPARTMENT: MARKED CRUISER
- 28. FIRE DEPARTMENT: AMBULANCE
- 29. INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES
- 30. DPW: ROAD PAVING
- 31. TRANSFER STATION: ROLL-OFF TRUCK

AUTHORIZATIONS CONSENT AGENDA 3 (*)**

- 32. CABLE SERVICES AND EQUIPMENT
- 33. CEMETERY COMMISSION: RESTORATION PROJECT
- 34. CLOSE COMPLETED ARTICLES
- 35. DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS
- 36. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM
- 37. TRAFFIC STUDY COMMITTEE: ACCEPT MGL C. 90, §17 LIMITING TRAFFIC SPEED

COMMUNITY PRESERVATION FUND CONSENT AGENDA 4 (**)**

- 38. CPC REPORT AND ESTABLISH FY20 RESERVES
- 39. BOXBOROUGH RENTAL ASSISTANCE PROGRAM
- 40. REHABILITATION OF BASEBALL FIELD AND PRACTICE AREA AT FLERRA MEADOWS
- 41. FLERRA PLAYGROUND NEW FENCE

ADDITIONAL NON-CONSENT ITEMS

- 42. COMMUNITY PRESERVATION FUND – CONSERVATION TRUST FUND
- 43. AMBULANCE/EQUIPMENT FUND
- 44. LOCAL TAX OPTIONS ACCEPTANCE: MEALS TAX

GENERAL BYLAW AMENDMENTS

- 45. GENERAL BYLAW AMENDMENTS: GENDER NEUTRAL NOMENCLATURE – SELECT BOARD
- 46. GENERAL BYLAW AMENDMENT: REVOCATION OR SUSPENSION OF LOCAL LICENSES

SUBMITTED BY PETITION

- 47. SUBMITTED BY PETITION: AMEND ZONING BYLAW – SETBACKS IN INDUSTRIAL-COMMERCIAL DISTRICT
- 48. SUBMITTED BY PETITION: AMEND ZONING MAP – 145 STOW ROAD
- 49. SUBMITTED BY PETITION: HAZARD LANE – DISCONTINUE USE AS A PUBLIC WAY

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

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

Action on the motion: Motion carried unanimously.

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

Action on the motion: Motion carried by majority vote.

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

Action on the motion: Motion carried by majority vote.

SPECIAL TOWN MEETING May 13, 2019

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

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

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

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

Action on the motion: Motion carried by majority vote.

Recreational Marijuana Establishments

Summary:

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

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

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

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

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

ARTICLE 1 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 2100 Definitions, by adding the language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw all as printed in the 2019 Special Town Meeting Warrant.

2100 Definitions

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

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

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

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

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

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

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

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

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

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

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

Summary:

Recreational Marijuana Establishments (RME's) include more than just retail "pot shops." RME's, per Massachusetts law, include the following businesses: marijuana cultivator, marijuana testing facility, marijuana research facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business which is not a Registered Marijuana Dispensary.

In order to impose regulations on any recreational marijuana establishment, we must first accept the definitions as part of our zoning bylaw. These definitions were established by the Cannabis Control Commission of Massachusetts.

The Planning Board recommends (4-0).

The Finance Committee recommends unanimously (7-0).

These definitions come from the State Cannabis Control Commission and codify the terms used in the following articles.

Action on Article 1: Motion carried unanimously.

ARTICLE 2 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (CRAFT MARIJUANA CULTIVATOR COOPERATIVES)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments, by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(1) Craft Marijuana Cultivator Cooperatives

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

The Finance Committee does not recommend (3-4).

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

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

Discussion:

Jeanne Kangas, Hill Rd., spoke against the motion. She said that the term "Cooperative" allows for multiple locations and other issues.

Alex Kerin, Prescott Rd., asked about economic impact. Have there been negative impacts on towns. Ling Chen said they don't have the numbers but they have concerns.

John Markiewicz, Patch Hill Rd., asked what happens if the General Bylaw passes and zoning did not. He advocates prohibiting.

Brian Morrison, Hill Rd. lives near the Littleton facility. You can smell it all the time. The neighbors are concerned. He urged Town Meeting to vote to ban.

Jim Moss, Bicentennial Way, said that the zoning bylaw changes are only in regards to establishments.

Jonathan Shuster, Paddock Lane, thinks having new businesses in town is a good thing. He thinks craft establishments are good for small businesses.

James Cooley, Hill Rd., works next door to the grow facility in Littleton. Only smells it occasionally. He is in support of allowing.

Barbara Salzman, Cobleigh Rd., has a friend who lives next door to a facility and the smell is terrible.

Molly Biron, Burroughs Rd., said that the smell is an issue, but is not too concerning. She thinks it's a great opportunity for new businesses.

Patrick Martin, Old Harvard Rd., works for a company in Colorado Springs near a grow facility—smell is an issue.

Jennifer Campbell, Patch Hill Rd., thinks the word craft is misleading.

James Houhoulis, Steele Lane, is worried about experimenting with the property values in town. He was against the motion.

Mike Gayowski, Eldridge Rd., said the problem is we have a lot of vacant buildings.

A Swanson Rd. resident said Colorado has some of the highest property values in the country.

Dennis Reip, Old Harvard Rd., said that even if the article passes. The business would have to go through site plan review. Ms. Reip said they would also have to have a host agreement with the Town.

Yolanda Liu, 1095 Burroughs Rd., moved the question. Motion to vote now carried by two-thirds majority, as declared by the moderator.

Action on Article 2: Motion failed.

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

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments, by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(2) Marijuana Cultivators

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

The Finance Committee does not recommend (3-4).

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

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

Discussion:

Jeanne Kangas, Hill Rd., spoke against the motion. Boxborough voters voted to allow recreational marijuana in the state not next door. She didn't think it was worth it for the amount of revenue they would generate.

Zhenqian Cui had environmental concerns—especially water since we are dependent on wells. He pointed out that other towns have banned it

Ms. Feng had some data that suggested that homeowners had difficulty selling their homes near marijuana facility.

Brian Morrison said that the cultivators have closed system in terms of water use so not concerned about water. He's more concerned about traffic.

Anne Canfield, Stow Rd., asked what a yes vote means and what a no vote means.

Susan Ervais-Bohmiller, Liberty Square Rd., said that Colorado State University found that home values increased near a facility.

Carlton Smith, Joseph Rd., asked about the max space allowed for cultivation. No maximum, but limited by all the things that limit the size of developments. We do sell alcohol, so why not marijuana.

James Houhoulis, Steele Ln., dismissed the property value increase info. There is a test for alcohol intoxication but none for marijuana.

John Markiewicz, Patch Hill Rd., asked anything allowed would only be in the overlay district. Doesn't seem to fit with the overlay district.

Eric Vroom, Liberty Square Rd., asked about the size allowed. The state site said that 100,000 sq. ft. is allowed by the state definition.

Al Murphy also searched the internet and found that the impact was not much based on info from Mass Association of Realtors. He spoke in favor in order to increase tax base.

Keshava Srivastava, Flagg Hill Rd., said property values are because of the AB schools.

Frank Powers, Stonehedge Place, moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

Action on Article 3: Motion failed.

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

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(3) Marijuana Microbusinesses

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

The Finance Committee does not recommend (2-5).

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

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

Discussion:

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

Action on Article 4: Motion failed.

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

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(4) Marijuana Product Manufacturers

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

The Finance Committee does not recommend (3-4).

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

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

Discussion:

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

James Houhoulis, Steele Ln., felt that manufacturing use would require additional expenses for public safety.

Hongbing Tang said that a marijuana manufacturing facility was shut down for safety violations that were determined to pose a serious risk to public health and safety.

Eric Vroom, 140 Liberty Square Rd., said that it should be looked at like any other manufacturing concern. No consumer issues.

Jeanne Kangas, Hill Rd., said “not in our Town” is a valid argument.

Heather Fleming, Stow Rd., said that because it’s legal statewide unless we ban it correctly it we are at risk from big companies suing us. She supports the Planning Board process.

Jeff Miller, Liberty Square Rd., said there are risks to everything. Product manufacturers bring in jobs and revenue.

John Markiewicz, Patch Hill Rd., the more they looked into the potential benefits there were also risks to water supply.

AgCom person was confused about the difference between hemp and marijuana. Ms. Reip asked Town Counsel to explain. Hemp is exempted from marijuana regulation, but is regulated separately.

Action on Article 5: Motion failed.

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

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(5) Marijuana Research Facilities

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

The Finance Committee recommends (4-3).

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

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

Discussion:

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

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

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

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

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

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

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

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

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

Action on Article 6: Motion failed.

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

(Two-thirds vote required)

Ms. Reip to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(6) Marijuana Retailers

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

The Finance Committee does not recommend (1-6).

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

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

Discussion:

A Middle Road resident said it's already in Littleton. Littleton is making money and so could Boxborough.

Mary Brolin, Guggins Ln., said that she studies treatment programs for alcohol dependence at Brandeis and said that marijuana dependence is also a problem for youth. She is against retail marijuana. Limiting access is important to preventing the problem.

Jim Moss, Bicentennial Way, said he is a medical marijuana user and goes to Littleton. He thinks that having recreational marijuana retailers in nearby towns is fine.

Action on Article 7: Motion failed.

ARTICLE 8 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (MARIJUANA TESTING FACILITIES)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7701 Permitted Recreational Marijuana Establishments

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

(7) Marijuana Testing Facilities

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

The Finance Committee does not recommend (3-4).

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

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

Discussion:

Barbara Lang, Swanson Rd., asked if there are any vacant buildings in the overlay district. Yes—60 and 70 Codman Hill Rd.

Shen Peng, Cedarwood Rd., does medical research. There are no national standards for marijuana testing procedures. What are they testing? Will this bring revenue to the town? The response was that there is no local tax option available for this use. He urged town meeting to vote no.

Jeanne Kangas, Hill Rd., said in order to test a facility has to grow their own marijuana. So has all the same problems of other uses that town meeting has voted to not allow. Makes sense to ban this use as well.

Action on Article 8: Motion failed.

ARTICLE 9 RECREATIONAL MARIJUANA ESTABLISHMENTS LOCAL TAX OPTION

(Majority vote required)

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

Summary:

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

The Planning Board recommends (4-0).

The Finance Committee recommends (7-0).

If the town allows recreational marijuana retail sales this bylaw will enable the town to assess up to a 3% local tax.

Discussion:

Nancy Evans, Swanson Rd., said it would be helpful to the town to be able to collect revenue from these uses.

John Markiewicz, Patch Hill Rd., wondered why we're voting yes when it only pertains to retail sales. Abby reminded about the two-step process—in case the ban doesn't pass at the ballot.

James Houhoulis, Steele Ln., said that this article seemed like a no-brainer. Does this somehow incentivize people to vote in favor of retail marijuana establishments?

Action on Article 9: Motion carried by majority vote.

ARTICLE 10 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (LOCATION OF PERMITTED USES)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw by:

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

(11) Recreational Marijuana Establishments Overlay District.

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

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

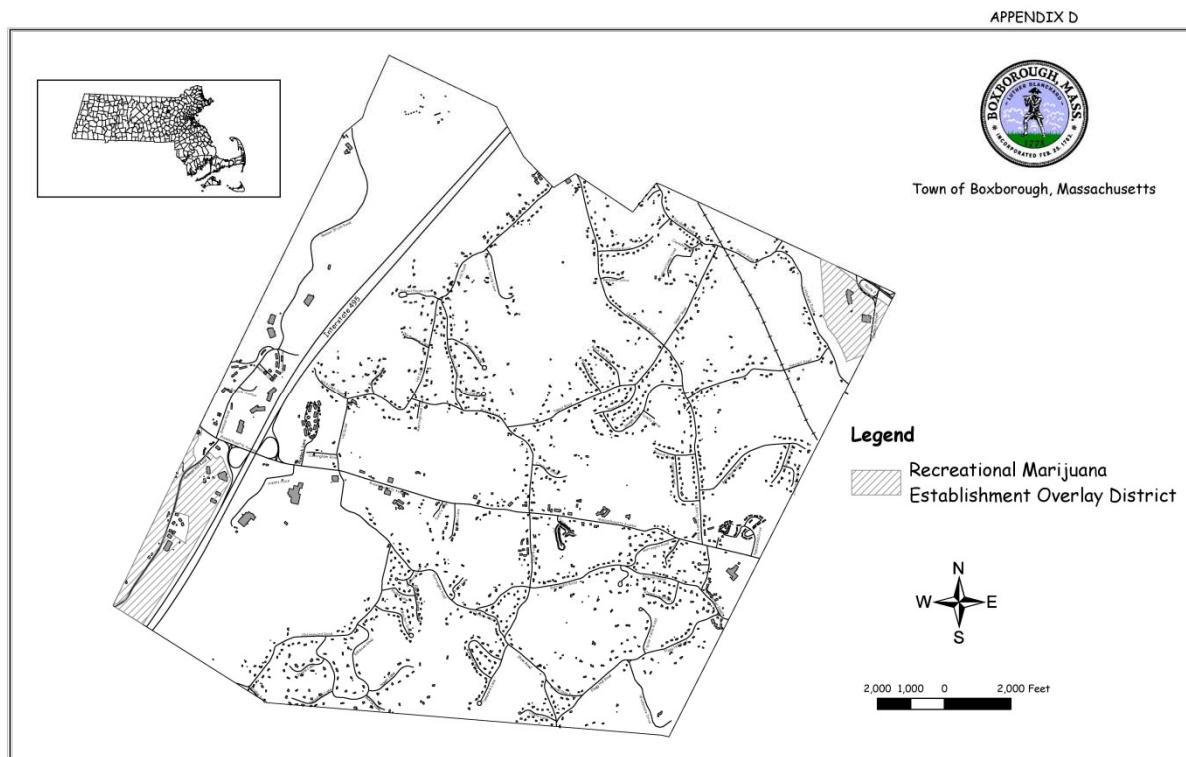
4. Adding a new Section 7702, **as follows;**

7702 Location

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

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

and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any action relative thereto.



Summary:

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

The Planning Board recommends (4-0).

The Select Board endorses this article (5-0).

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

The Finance Committee recommends (6-1).

This bylaw will restrict where recreational marijuana businesses may locate. Without the overlay district any allowed uses could locate anywhere in town that is allowed by the current use table.

Discussion:

A resident asked if we could make the overlay smaller. Yes, can make it smaller, but you'd have to specify how.

Mr. Markiewicz asked how the parcels were selected. Ms. Reip said they wanted to pick areas near to highways. RME's would be restricted to the overlay district. Do companies in the overlay district know this is happening? No. He wanted to see RME's allowed by Special Permit rather than by right.

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

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

Rita Grossman asked about the northeast portion of the overlay district. All the land surrounding the buildings has a conservation restriction on it. Ms. Reip said the overlay is where the Office Park district is.

Question for Counsel –resident thought we were voting on the overlay only if 7703 is not voted at the ballot. Town Counsel said the amendment is "belt and suspenders" in the event voters do not approve the ban at the ballot. It would regulate where Recreational Marijuana Establishments are permitted.

Nancy Evans, Swanson Rd., spoke in favor of the motion.

Liz Fowlks, Stow Rd., moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

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

ARTICLE 11 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 RECREATIONAL MARIJUANA ESTABLISHMENTS (PROHIBITIONS)

(Two-thirds vote required)

Ms. Reip moved to amend Boxborough Zoning Bylaw Section 7700 Recreational Marijuana Establishments by adding the following language in bold italics; and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

7703 Prohibited Recreational Marijuana Establishments

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

Summary:

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

The Planning Board recommends (4-0).

The Finance Committee recommends (7-0).

Discussion:

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

Ms. Liu moved the question. Motion to vote now passed by two-thirds.

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

ARTICLE 12 PAYMENT OF A PRIOR FISCAL YEAR BILL

(Four-fifths vote required)

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

Finance Committee Recommendation: Becky Neville Fincom recommends unanimously.

Summary:

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

- *The original Pro-EMS invoice was routed to an employee on leave and was overlooked by the vendor in reconciling the accounts after fiscal year end.*
- *The Global Equipment recently contacted Town seeking to reconcile this account, the invoice was not sent to the correct department.*

There were sufficient funds available to cover the invoices when the expenses were incurred, and the invoices could have been timely paid had they been discovered on time.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0).

Action on Article 12: Motion carried unanimously.

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

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

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

Susan M. Bak, Chair
Select Board

Maria E. Neyland, Clerk
Select Board

Wesley I. Fowlks
Select Board

Leslie R. Fox
Select Board

Robert T. Stemple
Select Board

**ANNUAL TOWN MEETING
May 13, 2019**

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

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

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

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

Moderator, for a one-year term

Town Clerk, for a three-year term

Constable, for a three-year term

Select Board member, for a three-year term

Board of Health member, for a three-year term

Library Trustees, Two seats each for a three-year term

Planning Board member, **Two seats** each for a three-year term

Planning Board member, for a two-year term

Planning Board member, for a one-year term

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

QUESTION 1 ADULT USE (RECREATIONAL) MARIJUANA ESTABLISHMENT PROHIBITION

(Majority vote required)

Shall the Town of Boxborough adopt the following General Bylaw?

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

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

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

MARIJUANA ESTABLISHMENTS

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

Yes ___ No ___

QUESTION 2 ADULT USE (RECREATIONAL) MARIJUANA ESTABLISHMENT PROHIBITION

(Majority vote required)

Shall the Town of Boxborough approve the following Zoning Bylaw?

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

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

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

7703 Prohibited Recreational Marijuana Establishments

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

Yes ___ No ___

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

Town Election Results

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

ARTICLE 2 RECEIVE REPORTS
(Majority vote required)

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

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Action on Article 2: Motion carried unanimously.

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

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

Annual Town Meeting: May 14, 2019

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

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

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

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

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

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

The Select Board recommends (3-2).

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

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

The Finance Committee recommends (3-1).

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

Action on Article 3: Motion carried by majority vote.

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

(Majority vote required)

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

Administrative changes to the plan
Article VI §1 b.

Modify language as indicated below by deleting the language indicated by strikethroughs and adding the following language in bold italics:

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

Classification and Compensation Schedule

All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated into the Personnel Plan. It is proposed to add the following positions:

Regular Full-time, Reduced and Part-time Employees Schedule

Position: Council on Aging and Community Services Director Grade 15

Temporary, Per Diem and Intermittent Employees

Position: Meeting Secretaries \$125/meeting

The Personnel Board voted to provide wage adjustments as follows:

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

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

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

Summary:

Tables included for reference

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

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

The Select Board and Personnel Board held a joint public hearing on March 4, 2019 at the Sargent Memorial Library on the proposed changes to the Personnel Plan including a 1.9% wage adjustment for all regular employees, a 2% wage adjustment for employees currently on MAX step and a 2.5% Step increase for all eligible employees. The Select Board supports the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.

The Select Board also supports the proposed changes in the language of the Personnel Plan as described above.

The Finance Committee recommends unanimously (5-0).

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

Action on Article 4: Motion carried by majority vote.

FY 2020 Classification and Compensation Schedule
Regular Full-Time, Reduced and Part-Time Employees

GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Max Step
16	No Positions		76,806.13	78,726.28	80,694.44	82,711.79	84,779.59	86,899.08	89,071.55	91,298.34	93,580.80	94,226.91
15	Assistant Town Administrator CoA and Comm Svc Director Human Resources Manager Information Systems Coordinator Inspector of Buildings Police Lieutenant Town Accountant Town Assessor Town Planner Town Treasurer/Collector	Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt	69,827.92	71,573.62	73,362.96	75,197.03	77,076.96	79,003.89	80,978.98	83,003.45	85,078.54	85,665.95
14	Town Clerk	Elected	60,003.00	61,503.07	63,040.65	64,616.66	66,232.09	67,887.88	69,585.08	71,324.71	73,107.83	73,612.58
13	Community Services Coordinator (DPW) Foreman (DPW) Business Administrator Council on Aging Coordinator Youth Services Librarian	Non-exempt Non-exempt Non-exempt Exempt Exempt	27.64 57,712.04	28.33 59,154.84	29.04 60,633.71	29.76 62,149.55	30.51 63,703.29	31.27 65,295.88	32.06 66,928.28	32.85 68,601.47	33.68 70,316.51	33.92 70,802.00
12	Conservation Agent Fleet Maintenance Mechanic	Non-exempt Non-exempt	24.24	24.84	25.46	26.11	26.76	27.42	28.11	28.82	29.53	29.73
11	Department Assistant DPW Worker IT Support Technician Technical Services Librarian	Non-exempt Non-exempt Non-exempt Non-exempt	21.44	21.98	22.53	23.09	23.66	24.26	24.86	25.49	26.13	26.31
10	Animal Control Officer Bldgs/Gnds Maint Worker DPW Semi-Skilled Senior Library Assistant Transfer Station Operator	Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt	20.75	21.27	21.80	22.35	22.90	23.48	24.06	24.66	25.28	25.46
9	Library Assistant	Non-exempt	18.87	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.15
8	Van Dispatcher	Non-exempt	17.15	17.58	18.02	18.47	18.93	19.40	19.89	20.39	20.90	21.03

**FY 2020 Classification and Compensation Schedule
Per Diem and Intermittent Employees**

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

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

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

Positions Governed by Collective Bargaining Agreements (CBA's) -expire 6/30/2021									
Position	Step A	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Police Sergeant		\$33.85	\$34.46	\$35.07					
Police Officer	\$24.56	\$26.53	\$27.22	\$27.93	\$28.66	\$29.40	\$30.50		
Fire Captain	\$34.18								
Fire Lieutenant	\$32.75								
Firefighter/EMT		\$24.09	\$24.69	\$25.30	\$25.94	\$26.59	\$28.03	\$27.93	\$28.64
Dispatch Supervisor		\$24.04	\$24.63	\$25.22	\$25.84	\$26.48	\$27.12		
Dispatcher		\$21.57	\$22.11	\$22.65	\$23.20	\$23.76	\$24.33		

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

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

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

And further that

Department 310, Total Other – Minuteman: Decrease by \$18,500, and

Department 312, Total Other – Nashoba: Increase by \$18,500.

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

The Finance Committee recommends unanimously (6-0).

The Select Board recommends unanimously (4-0).

Discussion:

Mr. Fallon went through the budget line by line.

Michael Toups, Flagg Hill Rd., asked about Line 310-312. Mr. Toups is concerned that our students may be locked out of Minuteman because we aren't in any district. He still has concerns that the Town voted to leave Minuteman. He foresees member town attendance increasing so that our kids can't get in.

Anne Canfield, Stow Rd., had question on line 529 Total Community Service. She said there was a footnote that the Boxborough Bee was grant funded and is now line funded. Thinks the Town should be warned that they will be paying for something originally paid for by grant. She felt it should have been a warrant article.

In response to Ms. Canfield, Becky Neville, FinCom member, said it's not a new initiative and it was felt that it was successful. Could have done a warrant article, but thought it was okay to put it in the budget. Ms. Canfield said there ought to be a method to do this rather than a footnote.

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

Action on Article 5: Motion carried by majority vote.

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

114 Total Other - Moderator: FinCom increased to match actual costs supplemented out of pocket by Moderator

119 Total Other - Constable: 3rd Election and Special Town Meeting planned

123 Total Salary - Town Administrator: PY Included 1 month prior TA contract plus new TA contract

141 Total Other - Assessor: PY Included increased consulting for 5-year revaluation

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

156 Total Other - Technology: Stipend for IT liaison

156 Total Other - Technology: Increased # devices on network

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

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

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

210 Total Other - Police: Maintenance contract for detention area per accreditation standards

215 Total Other - Dispatch: Contract services for new radio systems after year 2 warranty

241 Total Other - Building Inspector: Reduced consulting services

292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only

299 Total Other - Field Driver: Using ACO vehicle for mileage expense

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

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

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

311 Total Other - Assabet: 1 student

312 Total Other - Nashoba: 1 student

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

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

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

425 Total Other - Hager Well: DEP mandated upgrades due

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

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

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

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

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

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

610 Total Salary - Library: New Library Director FY19

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

670 Total Other - Steele Farm: Increased electrical costs

691 Total Other - Historical Commission: Building maintenance

692 Total Other - Public Celebrations: Additional supplies

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

751 Total Other - Debt Interest: Includes short-term borrowing interest

830 Total Other - County Retirement Assessment: 1st of 2-year calculation

912 Total Other - Other Insurance: Increased accident insurance premiums

915 Total Other - Employee Benefits: Insurance plans increased average 7%

132 Total Other - Reserve Fund: FinCom decreased to 1.5% of current budget (minus school assmt)

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

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

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

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

Summary:

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

The Acton-Boxborough Regional School Committee recommends unanimously (10-0).

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

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

The Select Board recommends unanimously (5-0).

As explained above, the Regional School District has developed a Capital Improvement Plan which includes short term high priority capital projects. This borrowing would allow the district to complete a large number of high priority capital projects over the next 3 years.

The Finance Committee recommends unanimously (4-0).

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

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

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

Mr. Klein moved that the Town approve the establishment of a Capital Stabilization Fund by the Acton-Boxborough Regional School District in accordance with the provisions of Chapter 71, Section 16G½ of the

Massachusetts General Laws, as amended, for the purpose of providing funding for the District's future capital needs in conjunction with its Capital Improvement Plan.

Summary:

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

For more information refer to the Superintendent's Budget Message at the end of this Warrant.

The Acton-Boxborough Regional School Committee recommends unanimously (10-0).

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

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

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

Discussion:

Becky Neville, Middle Rd., asked about the weighting of the vote. Mary Brolin, School Committee member, said that the vote would be a weighted vote.

Anand Patel, 83 Barteau Ln., said his son is 4 ½ and will enter the lottery. Is there a way to get home preference back in? Mr. Fallon said to take it up with the AB School Committee.

Jeanne Kangas, Hill Rd., wanted clarification on the Monday, May 20, design update meeting. She said we're spending a lot on design. The fancier the design the more expensive the building.

Brian Morrison, Hill Rd., asked what if the Stabilization Fund was voted down. Adam asked Superintendent Light to answer question. Mr. Light said that without the Stabilization Fund, can't fund some things like roof replacement from the operating budget. It would save future borrowings.

Carol Gutierrez, Whitcomb Rd., wanted to compliment the School Committee on thinking ahead. She is happy to pay for schools for the future.

Cheryl Mahoney, Liberty Square Rd., said she was former Minuteman School Committee Representative. Minuteman had a catastrophic roof failure that had to be paid for. They had no Stabilization Fund so the money came out of the educational funds. She wouldn't want that to happen to A-B.

Action on Article 7: Motion carried by majority vote.

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

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

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

The Select Board recommends unanimously (5-0).

A classification and compensation plan is an essential and vital component of a comprehensive municipal personnel system. Its validity is critical to the effectiveness of municipal personnel policies, to employee morale and ultimately to the delivery of municipal services.

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

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

The Finance Committee does not recommend (0-5).

The Finance Committee would like to wait a year to fund this study. The town is proposing to hire an Assistant Town Administrator, who may have some human resources background. We would like to wait and let an ATA be involved in any decision the town makes around the compensation plan study.

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

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

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

Motion 9A:

Ms. Bak moved to raise and appropriate \$81,135 to support the hiring of an Assistant Town Administrator, and further that the following adjustments be made to the FY2020 budget:

Department 123, Total Salary – Town Administrator: Increase by the sum of \$64,230,

Department 915, Total Other – Employee Benefits: Increase by the sum of \$17,905,
including all costs incidental and related thereto.

Summary:

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

The Select Board recommends unanimously (5-0).

Last year, the Town Government Study Committee completed their work and recommendations for a new Town government structure. The committee recommended that all major department heads (police, fire and DPW) report to the Select Board through the Town Administrator. The committee also recognized the need for additional expertise in human resource management and support in other areas as well. The new Town Administrator concurs with those recommendations.

A Human Resource professional can ensure that FLSA related matters are enforced, manage Americans with Disability Act (ADA) related interactive discussions, ensure that annual training for sexual harassment as mandated by MGL is completed, provide direction and guidance to department heads on employee relations matters, prepare and/or update job descriptions, oversee the administration of the compensation and classification plan and annual performance reviews.

Additionally, there are a variety of tasks, projects and events that cannot get done with current staffing. For example, at the May 2016 Annual Town Meeting, the town voted for a keyless access control system for Town Hall, Police and Fire. That project was completed for police and fire, but remains outstanding for Town Hall because of insufficient resources to undertake this project.

The Finance Committee recommends unanimously (7-0).

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

Discussion:

Frank Powers, Stonehedge Pl., said that Bolton does not have that position, Stow does not. Lancaster does not. Harvard does. If the primary need is for someone to handle Human Resources, what about contracting with a Human Resources Consulting firm on an as needed basis? Ms. Bak said they did look at that, but that procurement is also a need, as well as information technology.

Jennifer Campbell, Patch Hill Rd., spoke as a member of the Town Government Study Committee and said that there were so many needs in addition to human resources.

Megan Connor, Mayfair Drive, asked if this person could help support all the programs that RecCom has going. Other towns have paid recreation staff. Ms. Bak said there is a part-time administrative support for RecCom. Town Administrator Ryan Ferrara said that the ATA would be supportive of RecCom.

Michael Toups, Pine Hill Rd., asked if we still operating under strong chief. Yes, but now chiefs report directly to the Town Administrator. He thought part of the vision was that they self-manage. Mr. Ferrara said that they still need to communicate with someone.

Dennis Reip, Old Harvard Rd., thinks the staff is spread thin. More help is needed. Volunteers are asked to do too much.

Anne Canfield, Stow Rd., asked about the full-year salary. The position is a Grade 15 on the compensation plan so depends what step the person is hired at.

Tim Rudolph, Patch Hill Rd., believes that town hall staff and volunteers need more help.

Sheila Bauer, Hill Rd., said that it would professionalize some of the support available to volunteer boards. Personnel Board would definitely benefit from having an ATA position. Additionally, other towns may have other structures but have a position with a different title.

Channing Wagg, Hill Rd., said he's served as a volunteer for a number of years. His impression is that we are still in transition from one TA to a new TA. Perhaps we need to wait and see how things evolve as new Town Administrator settles in.

Hugh Fortmiller, Sargent Rd., said that the role of the TA is changing. Also, a new ATA would enable the Select Board to focus on policy setting.

Liz Fowlks, Stow Rd., moved the question. Action on motion to vote now: Motion carried by two-thirds, as declared by the Moderator.

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

Motion 9B:

Maria Neyland moved to raise and appropriate \$10,905 to support the hiring of a Department Assistant for Town Hall for support for the Council on Aging, and further that the following adjustments be made to the FY2020 budget:

Department 192, Total Salary – Town Hall: Increase by the sum of \$17,905,
Department 541, Total Other – COA: Decrease by the sum of \$7,000,
including all costs incidental and related thereto.

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

Summary:

The new Part-Time Department Assistant will be responsible for administrative support to the Council on Aging and Community Services Director, managing the dispatch process for the van which was formerly the responsibility of Cross-Town Connect and covering the front-desk at Town Hall on Fridays from 8am to 12pm where there is currently no set coverage to direct residents.

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (7-0).

The FinCom supports this position; part of the salary will be offset by no longer outsourcing the dispatch services for the van. Two positions have been combined into one and there needs to be support for the new position.

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

Motion 9C:

Ms. Bak moved to raise and appropriate \$11,000 to support the hiring of Recording Secretaries for various Committees/Boards, and further that the following adjustments be made to the FY2020 budget:

Department 192, Total Salary – Town Hall: Increase by the sum of \$2,000,
Department 131, Total Salary – Finance Committee: Increase by the sum of \$3,000,
Department 175, Total Salary – Planning Board: Increase by the sum of \$3,000,
Department 176, Total Salary - ZBA: Increase by the sum of \$3,000,
Including all costs incidental and related thereto.

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

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends (6-1).

Pro: Meeting agendas and minutes have become increasingly onerous for boards and staff. The Attorney Generals' office has put many more requirements on what's included and the turnaround time on minutes. This has resulted in several open meeting law violations, which then take staff time and legal fees to resolve. Legal fees to deal with questions about OML and OML complaints from March of 2018 through November of 2018 totaled \$4,128. The passage of this article would also let the Town Planner focus on the job of planning and not the clerical task of taking notes at Planning Board and ZBA meetings. The FinCom relies on volunteers which often presents a struggle.

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

Discussion:

Mr. Follett said why not record the meeting and then have them transcribed. Town Counsel requires that accurate written minutes be taken. Tapes can be converted to hard copy. Ms. Bak said that we don't have the capacity for transcribing tapes. Mr. Follett said you can hire someone to transcribe the taped meetings –don't have to use staff. Town Counsel also said that the requirement for written minutes is immediate. Draft minutes must be produced if requested.

Brian Morrison asked how much of the OML fines were for the boards expected to be supported by the new position—none. Spoke against the motion—won't offset any fines.

Walter VanRoggen said you need some discretion. Is that possible with a hired person?

Abby Reip said that Planning Board meetings are longer than 2 hours. The clerk can't fully participate and taking accurate notes is important. She supports recording secretaries.

Than Stuntz, Hill Rd., said that the Planning Board could really use a recording secretary.

Tim Rudolph, Patch Hill Rd., said that it would be money well spent. Board members can focus on the issues.

Michael Toups, Pine Hill Rd., is chair of Zoning Board of Appeals. He's against a flat stipend. ZBA meetings tend to be short.

Mr. Reip moved the question. Motion to vote now carried by two-thirds, as declared by the Moderator.

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

Motion 9D:

Ms. Neyland moved to raise and appropriate \$6,000 to support the outsourcing of payment processing and related costs, and further that the following adjustments be made to the FY2020 budget:

Department 145, Total Other – Treasurer/Collector: Increase by the sum of \$6,000, including all costs incidental and related thereto.

Summary:

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

The Select Board recommends unanimously (4-0).

For the reasons stated above the Select Board recommends unanimously.

The Finance Committee recommends (5-1).

Pro: A majority of the FinCom recommends this article. Processing tax bills takes a huge amount of the treasurer/collector's time that could be better used on other responsibilities. Since this is an item totaling more than \$5,000 it is being presented as a warrant article this year and will be rolled into the budget next year.

Con: This was a late submission and one member is not sure there is enough time to think through all the aspects of the issue.

Discussion:

Bruce Hager, Hill Rd., said that we are paying \$6000 more for the same job. Ms. Neyland said he would be free to do other things.

Walter VanRoggen, Patch Hill Rd., asked what percent of people pay online. Paul Redmond, Treasurer/Collector, said that 30-35% are online payments.

Action on Article 9D: Motion carried by majority vote**ARTICLE 10 DISPATCH: ADDITION TO STAFF, INCLUDING BENEFITS**

(Majority vote required)

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

Bob Stemple, Select Board member, moved to raise and appropriate \$21,595 to support the hiring of a 5th Dispatcher for the Public Safety Departments, and further that the following adjustments be made to the FY2020 budget:

Department 215, Total Salary – Dispatch: Increase by the sum of \$100,

Department 915, Total Other – Employee Benefits: Increase by the sum of \$21,485. including all costs incidental and related thereto.

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

Action on Article 10: Motion carried by majority vote.

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

(Majority vote required)

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

Motion 11A:

Les Fox moved to raise and appropriate \$5,370 to support the hiring of a Part-Time DPW Mechanic, and further that the following adjustments be made to the FY2020 budget:

Department 422, Total Salary – DPW: Increase by the sum of \$12,370,

Department 422, Total Other – DPW: Decrease by the sum of \$7,000,

including all costs incidental and related thereto.

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

The FinCom supports the mechanic on a 1 day a week plan with a majority of the funding coming from the repair budget.

Discussion:

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

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

Mr. Fox moved to raise and appropriate \$15,000 to support the outsourcing of seasonal (Spring/Fall) landscaping services, and further that the following adjustments be made to the FY2020 budget:
Department 196, Total Other – Facilities: Increase by the sum of \$15,000,
including all costs incidental and related thereto.

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

The Select Board recommends unanimously (4-0).

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

The Finance Committee voted (3-3).

Pro: Those FinCom members who support this expenditure want these services outsourced and they recognize that the \$15,000 is ceiling estimate.

Con: Those not in favor also want to see these services outsourced. However, they consider the \$15,000 ceiling estimate to be too high. Some members also question whether the library could reduce the amount of landscaping work needed to maintain the library's grounds.

The Library Board of Trustees recommends unanimously (5-0).

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

Discussion:

Ed Kukkula, DPW Director, said he couldn't believe how much mowing the DPW does. Mr. Kukkula said we need more work done on the roads on a preventive basis. To do that the DPW needs to do less mowing and less landscaping. The library alone needs a lot more maintenance than the DPW has time to do.

Alex Kerin, Prescott Rd., asked whether the outsourcing would include addressing the invasives—Japanese knotweed, garlic mustard, oriental bittersweet. Mr. Kukkula said that DPW won't be doing anything about the poison ivy. As for other invasives, DPW doesn't have licenses for spraying along roadways for invasives.

Jeanne Kangas, Hill Rd., thought it was a good idea and a reasonable sum. She wondered how \$15,000 figure was arrived at. Mr. Fox said they had received three quotes. Does it include reseeding the Town Hall? No—just fall and spring clean-up.

Brian Morrison moved the question. Motion to vote now carried by two-thirds, as declared by the Moderator.

Action on 11B: Motion carried by majority vote.

Motion 11C:

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

Summary:

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

The Select Board recommends unanimously (4-0).

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

The Finance Committee recommends unanimously (4-0).

The Finance Committee supports the hiring of cleaning services.

The Library Board of Trustees recommends unanimously (5-0).

The library is a heavily-used building, with an estimated 100,000 visits and over 500 meetings in the meeting room annually. Because of the volume of visitors, we have long felt a need to contract additional cleaning beyond the capabilities of the DPW. This article will not only ensure reliable cleaning of the facility multiple times per week, but additional occasional services such as deep cleaning of floors and bathrooms. We support

this article to maintain the investment in the building, and make it usable and comfortable for the residents who use it.

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

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

(Majority vote required)

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

Summary:

Mini-Matrix Message Board Sign and Trailer, Full Graphic Display, Solar and Battery Powered: \$20,000 per unit (2 units)

Self-contained onboard computer, no laptop required; easily programmed; preprogrammed text messages, symbols and graphics

Top 4 reasons to purchase: They are always available at a moment's notice, Available for any and all town departments/boards/committees, Helps in providing a safer construction zone for workers, Saves on rental fees (approximately \$1,000 per month per unit for older outdated equipment)

The Select Board recommends unanimously (5-0).

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

The Finance Committee does not recommend (0-4).

The FinCom believes that the Town would be better suited to go with one message board this year and if successful then look to next year's ATM to purchase a second message board.

Discussion:

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

Alex Kerin, Prescott Rd., asked if we always rent two at a time. Mr. Kukkula said yes, since need one at each end of a road closure.

Action on Article 12: Motion carried by majority vote.

ARTICLE 13 TOWN CLERK: SECOND VOTING MACHINE AND POLL PADS

(Majority vote required)

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

Motion on Article 13A:

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

Summary:

The funding requested under this article would provide for the acquisition of a second voting machine (tabulator) to be used in conjunction with the voting machine acquired in FY19. The second machine would provide two purposes:

- *To serve as the primary machine for the processing of early voted and absentee ballots*
- *To serve as a backup if the primary voting machine broke down on Election Day*

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (7-0).

The Finance Committee supports the Town Clerk's request. With the increase in early and absentee voting a second machine will make processing the ballots easier.

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

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

Summary:

The funding requested under this article would also provide for the acquisition of six iPad-based electronic Poll Pads and one sticker printer for use in checking in voters at town meetings and elections. The benefits of using the Poll Pads are as follows:

- *Eliminates need for preparation of paper lists*
- *Speeds up check-in process for town meetings and elections*
- *Improves accuracy and streamlines processing of Early Voted ballots*
- *Saves hours of time spent updating voting records after each meeting/election*

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends (6-1).

Pro: The Poll Pads will make check-in process for town meeting and elections more efficient.

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

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

ARTICLE 14 TOWN HALL: FURNITURE AND SIGNAGE

(Majority vote required)

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

Summary:

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

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends (6-1).

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

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

Discussion:

Owen Neville, Middle Rd., said he often sees people trying to enter the front door. There should be signage there.

Brian Morrison, Hill Rd., asked about local businesses' excess furniture. Ms. Bak said that that's what we've been doing.

Action on Article 14: Motion carried by majority vote.

ARTICLE 15 POLICE ACADEMY TRAINING & COVERAGE CONTINGENCY

(Majority vote required)

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

Summary:

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

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

The Select Board recommends unanimously (4-0).

Vacancies due to turnover and injuries in the Police Department in the last few years have put a strain on the overtime budget. This contingency will be available in the event that a replacement officer needs to be trained at Academy and coverage during training.

The Finance Committee does not recommend (3-4).

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

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

Pro: The Police Department exceeded their operational budget FY14-18. The greatest concern of continued overruns is a reoccurring issue in staffing turnover and lack of available talent that could require academy training and other expenses. We believe planning ahead provides the Police Department with the ability to better cover this scenario and would reduce the need for future Reserve Fund Transfers.

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

ARTICLE 16 POLICE STATION FIRE SUPPRESSION SYSTEM ENGINEERING

\$ 15,000 Free Cash

(Majority vote required)

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

Summary:

It has been recently discovered that the Police Station fire suppression system is a residential rated plastic piped system that does not meet required standards and codes. An adequate system will require extensive engineering and overhaul including items such as in ground water storage (cistern), inert gas system for the data center, pressure monitoring and testing valves, flow outlet points for testing and certification.

Since we are also a detention facility there is great concern that we would be exposed to liability in avoidable injury, loss of life for inadequate life/safety protection. It should be noted that the potential project cost for a properly engineered fire protection system could be in excess of \$200,000 with extended disruption to our facility.

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends (6-1).

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

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

Discussion:

Owen Neville, Middle Rd., thought we should wait for a total solution to the police station.

Michael Toups, Pine Hill Rd., asked why this wasn't addressed before.

Chief Warren Ryder said it was built 30 years ago and has no idea why it is the way it is. It was discovered that the sprinkler system is a residential system, which is not adequate. The Chief feels once the issue was identified it needed to be addressed.

Walter vanRoggen, Patch Hill Rd., asked what the risk is. The Chief said liability in case of injury.

Dennis Reip, Old Harvard Rd., asked how many fires have we had in Boxborough in public buildings. Chief White said that we have had 1 fire in Blanchard in 30 years and the school was not sprinklered.

Brian Morrison asked about the design –first need to have a design so could get a price. The sprinkler system will probably cost around \$200K. Mr. Morrison would like to see the money go toward the more complete solution of a new station.

Dave Follett said the building is lacking in a lot of different respects.

A resident of Burroughs Road asked for more detail about the police station sprinkler system.

Kathy Vorce, Liberty Square Rd., said fire suppression system is not expected to put out the fire. Since fire station so close to Police, believes we should wait.

A resident of Whitcomb Rd. said we should take care of the problem.

Tim Rudolph, Patch Hill Rd., asks about pulling apart a system and finding issues—are you opening a can of worms? Chief Ryder said that one thing led to another on the fire suppression system—the whole thing needs to be replaced.

Peggy Carter, Avebury Circle, said she was not comfortable waiting to address a safety issue. Since a new police station is not in the foreseeable future, thinks we should move ahead.

Frank Powers moved the question. The motion to vote now carried unanimously.

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

FINANCIAL CONSENT AGENDA (*)

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

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

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

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

Summary:

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

The Water Resources Committee Recommends (5-0).

This project will support the committee's work to organize and analyze quantitative data on Boxborough's groundwater.

The Select Board recommends unanimously (5-0).

As noted, this article is a contingency in the event the Water Resources Committee (WRC) application to MAPC's Technical Assistance Program is not funded. The mapping project will permit the WRC to begin to organize, present and analyze data on the state of groundwater resources in Boxborough, in accordance with the committee's charter.

The Finance Committee recommends unanimously (4-0).

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

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

ARTICLE 18 WATER RESOURCES COMMITTEE: MONITORING WELL AND DATA LOGGER *

(Majority vote required)

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

Summary:

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

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

The Water Resources Committee recommends (5-0).

This will be a cost-effective way to begin monitoring of Boxborough ground water by leveraging investments we have already made.

The Select Board recommends unanimously (5-0).

This will be an important first step in long-term monitoring of the state of ground water resources in Boxborough.

The Finance Committee recommends unanimously (4-0).

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

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

ARTICLE 19 PLANNING: MS4 STORMWATER PHASE 2 *

(Majority vote required)

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

Summary:

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

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

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (5-0).

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

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

ARTICLE 20 POLICE STATION GARAGE DOORS *

(Majority vote required)

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

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

The garage doors have been on the capital plan for a few years and are in need of replacement.

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

ARTICLE 21 POLICE DEPARTMENT: BULLETPROOF VESTS REPLACEMENT *

(Majority vote required)

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

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

The bulletproof vests have been on the capital plan and are beyond their useful life and need to be replaced.

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

ARTICLE 22 POLICE DEPARTMENT: TASER REPLACEMENT *

(Majority vote required)

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

Summary:

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

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

would be to add the subsequent years (\$11,520/year) to the Police Department budget beginning in FY21.

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

Moving to a managed services agreement provides the most economical approach while also providing training, certification and all new hardware. Most of the tasers are either beyond or approaching the end of their useful life.

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

ARTICLE 23 POLICE/FIRE INJURY COVERAGE TRANSFER *

(Majority vote required)

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

Summary:

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

The Select Board recommends (4-0-1).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).

This fund will help track injury coverage transfers along with helping fund the initial costs associated with injury claims, which will be recouped once a payment is received from the insurance company.

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

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

(Majority vote required)

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

Summary:

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

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

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

There are many benefits to using such a system:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

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

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

ARTICLE 25 TRANSFER TO OPEB TRUST FUND *

(Majority vote required)

Wes Fowlks, Select Board member, moved to transfer the sum of One Hundred Thousand Dollars (\$100,000) from Free Cash to the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by MGL Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

Summary:

This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees. To-date, the Town has authorized the transfer of \$600,000 to the Fund with current balance of approximately \$690,000.

The Select Board recommends unanimously (5-0).

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY2020 unfunded liability, as reported in the June 30, 2014 actuarial study amounts to \$2,651,844. As of this writing, we do not have the information from the June 30, 2018 actuarial study. However, the unfunded liability is currently estimated at \$2.9M. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY2020 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (4-0).

This will continue the Town's annual transfer into the OPEB (Other Post-Employment Benefits) Trust Fund to offset anticipated expenses related to providing post-retirement health and life insurance to retired Town employees.

Discussion:

Channing Wagg, Hill Rd., said he was in favor of the transfer. His concerns are about the transaction costs. He urged the FinCom to look into how these funds are invested and managed.

A resident of Stow Rd. asked whether pension contributions are included. No. That is covered in Line 830, which is the town's contribution to pensions.

Action on Article 25: Motion carried by majority vote.**ARTICLE 26 TRANSFER TO STABILIZATION FUND ***

(Majority vote required)

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

The Select Board recommends unanimously (4-0).

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

The Finance Committee recommends unanimously (6-0).

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

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

CAPITAL CONSENT AGENDA ()**

(Two-thirds vote required)

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

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

ARTICLE 27 POLICE DEPARTMENT: MARKED CRUISER **

(Majority vote required)

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

Summary:

The Capital Plan included two police vehicles scheduled for replacement in FY20. One vehicle in the budget each year replaces one marked patrol unit. Occasionally, a second vehicle comes due in a fiscal year; this year is an additional marked patrol unit. The oldest currently marked patrol unit will be replaced and another will be removed to reserve unit status when the second marked unit replaces the oldest unmarked reserve unit.

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

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

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

ARTICLE 28 FIRE DEPARTMENT: AMBULANCE **

(Two-thirds vote required)

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

Summary:

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

The Select Board recommends (4-0-1).

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

The Finance Committee recommends unanimously (4-0).

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

Action on Article 28: Motion carried unanimously, as part of the Capital Consent Agenda.**ARTICLE 29 INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES ****

(Majority vote required)

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

Summary:

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

The Select Board recommends unanimously (4-0).**The Finance Committee recommends unanimously (6-0).****Action on Article 29: Motion carried unanimously, as part of the Capital Consent Agenda.****ARTICLE 30 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD PAVING ****

(Two-thirds vote required)

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

Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary:

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

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

There is a significant backlog outstanding for road paving, which heightens the need for supplemental funding at this time. Transportation Network Company (Uber tax) provides \$0.10 per trip if from Boxborough.

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

ARTICLE 31 TRANSFER STATION: ROLL-OFF TRUCK **

(Two-thirds vote required)

As part of the Capital Consent Agenda, it was moved to appropriate the sum of Two Hundred Ten Thousand Dollars (\$210,000) to provide for the acquisition of a Roll-Off Truck and any other costs related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to amend the FY2020 budget by reducing Department 433 Total Other – Transfer Station by \$37,000.

Summary:

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

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

The Select Board recommends unanimously (5-0).

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

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

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

The Finance Committee recommends unanimously (4-0).

The Finance Committee recommends for the reasons stated above.

Action on Article 31: Motion carried unanimously, as part of the Capital Consent Agenda.**ARTICLE 32 CABLE SERVICES AND EQUIPMENT**

(Majority vote required)

Les Fox moved to appropriate the sum of Seventy-Seven Thousand Five Hundred Dollars (\$77,500) from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2020 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage, including all costs incidental and related thereto.

Summary:

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

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

The Select Board recommends unanimously (5-0).

This appropriation will pay for the fifth year of cable recording and broadcast services from Littleton Community Television, and use of contract videographers. A new on-demand offering was added last year, which requires annual renewal. The hardware upgrades will provide for remote broadcast and recording operations outside the Grange Room, as well as improvements to audio/visual capabilities in the refurbished Grange Room. The source of funds is cable subscription fees that, under law, must be appropriated each year by vote of town meeting. This appropriation will not affect taxes.

The Finance Committee recommends unanimously (4-0).

The Finance Committee recommends this article to utilize the existing cable funds.

Discussion:

Brian Morrison asked how much viewership goes into this. How many people use the on-demand service? Anyone who subscribes to cable pays into this. Money had to be used to provide viewing services. Mix varies year-to-year.

Michael Toups said this fee gets passed through to consumers. Contract re-negotiated every 10 years. Contract up in 2020—may be a new ballgame given all the changes in technology and viewing habits.

Action on Article 32: Motion carried unanimously.

AUTHORIZATIONS CONSENT AGENDA 3 (*)**

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

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

ARTICLE 33 CEMETERY COMMISSION: RESTORATION PROJECT ***

(Majority vote required)

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

Summary:

The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to divide the cemetery into sections and focus on one section

per year. In the first phase the Cemetery Commission restored the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones the next section.

The Cemetery Commission recommends.

The Select Board recommends unanimously (5-0).

The purpose of this article is to allow the Cemetery Commission to use funds raised from the sale of lots to perform restoration rather than having to draw funds from other sources in town.

The Finance Committee recommends unanimously (4-0).

With no financial impact to the town, the Finance Committee supports.

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

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

As part of the Authorizations Consent Agenda, it was moved to transfer the unexpended balance of monies, as voted by past Town Meetings, and as indicated in the table below:

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

Summary:

The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source. Unexpended balances in articles that had been approved for borrowing will be transferred to the Receipts Reserved for Appropriation for Capital Projects Account and will be held to offset a future appropriation requiring borrowing for a term of 20 years or more. Town Meeting will be required to authorize future expenditure from the Account.

The Select Board recommends unanimously (4-0).

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

The Finance Committee recommends unanimously (6-0).

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

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

ARTICLE 35 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS ***

(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved pursuant to the provisions of G.L. c. 44 §53E½, as most recently amended, and the Town's Revolving Fund Bylaw, to set the FY 2020 spending limits for the Town's revolving funds as follows:

GIS Assessor Maps	\$ 5,000
Conservation Commission	\$ 20,000
Community Gardens	\$ 2,000
Fire Alarm System Maintenance	\$ 10,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$ 75,000
Council on Aging Programs	\$ 25,000
Senior Van	\$ 32,000
Library Fines	\$ 10,000
Library Photocopier	\$ 2,500
Field Permitting	\$ 10,000
Recreation Programs	\$ 15,000
Steele Farm	\$ 10,000

Summary:

In 2016, the Municipal Modernization Act provided for the establishment of revolving funds by bylaw. In May 2017, Town Meeting approved a general bylaw, which established the various revolving funds for the Town, as well as specified the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend from each fund. Moving forward, instead of having to re-authorize the revolving funds each year, Town Meeting is required only to establish the spending limits for the various revolving funds. The proposed spending limits are noted in the table above.

The Select Board recommends unanimously (5-0).

These revolving fund spending limits were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Finance Committee recommends unanimously (7-0).

The revolving fund spending limits must be approved on an annual basis by Town Meeting.

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

ARTICLE 36 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ***

(Majority vote required)

As part of the Authorizations Consent Agenda, it was moved to authorize the Select Board to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

Summary:

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining town roads. The FY 2020 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town.

The Select Board recommends unanimously (5-0).

This authorization is required every year in order to receive Ch. 90 state highway reimbursement funds.

The Finance Committee recommends unanimously (4-0).

The Finance Committee recommends this article which allows the Town to accept and spend funds provided by the State for necessary paving projects in the Town.

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

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

Annual Town Meeting: May 16, 2019

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

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

(Majority vote required)

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

Summary:

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

The Traffic Safety Committee recommends.

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (7-0).

The FinCom recommends as there is no financial impact to the Town. There is a grant to cover the cost of 12 signs.

Action on Article 37: Motion carried by majority vote.

COMMUNITY PRESERVATION FUND CONSENT AGENDA (**)**

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

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

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

(Majority vote required)

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

Twenty-two Thousand Dollars (\$22,000) for open space, including land for recreational use,

Twenty-two Thousand Dollars (\$22,000) for community housing,

Twenty-two Thousand Dollars (\$22,000) for historic resources, and

One Hundred Fifty Thousand Dollars (\$150,000) for a FY 2020 Budgeted Reserve;

all as recommended by the Community Preservation Committee.

Summary:

Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$22,000 open space, including land for recreation use
 \$22,000 community housing purposes
 \$22,000 historic resources
 \$150,000 FY 20 budgeted reserve

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2020, under the local surcharge and the November state matching funds for the prior fiscal year.

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

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

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (4-0).

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

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

(Majority vote required)

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

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

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in the Town of Boxborough. It uses funding from the Community Preservation Act (CPA). The goal of the program is to provide greater housing stability and housing opportunities to cost-burdened renters in Boxborough. It targets households that have low incomes; assists seniors, disabled adults, and families with minor children; and helps households attain self-sufficiency. Although State and Federal programs currently exist with much the same goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

A subsidy of \$250/month is provided by the program and is paid directly to the participating household’s landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The financial assistance allows participating households to maintain stable housing while

redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. One family was able to save enough funds to move to a more appropriately sized unit in Acton and graduated from the program. Participating landlords have expressed appreciation for the program and a desire to help their tenants.

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

This will be the fourth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to 12 households in 2017. To date, a total of 17 households have benefited from the program; 6 households have graduated, i.e., left the program early, primarily for improved/more affordable housing. It was developed by a team made up of Town employees, Adam Duchesneau (Town Planner) and Lauren Abraham (Community Services Coordinator), together with volunteers, Al Murphy (Housing Board) and Channing Wagg (Well-Being Committee). Eligibility requirements, ranking methods, procedures to distribute assistance funds to landlords each month, and an objective and confidential application review process were developed. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.

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

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

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

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

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

The Well-Being Committee recommends.

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

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

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

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

(Majority vote required)

As part of the Community Preservation Fund Consent Agenda, it was moved to appropriate the sum of Eight Thousand Dollars (\$8,000) from the Community Preservation Fund Open Space, including Recreation, Reserve for the rehabilitation of the Baseball Field and Practice Area at Flerra Meadows including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

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

Summary:

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

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

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

- Strategy 3.4.4. Coordinate with the Community Preservation Committee and identify opportunities to use CPA funding for local historic preservation, open space, recreation, and housing production projects.*
- Goal 4.1. Ensure conservation and recreation attractions are well maintained, safe and easy to access.*

- *Goal 4.3. Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.*
- *Strategy 4.3.1. Enhance quality and variety of recreational programs and facilities to meet current and future demands among all age groups and levels of ability.*

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

The Recreation Commission recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).

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

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

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

(Majority vote required)

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

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

Summary:

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

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

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

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

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

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

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

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

The Recreation Commission recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons stated in the summary.

The Finance Committee recommends unanimously (4-0).

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

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

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

(Majority vote required)

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

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

Summary:

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 8 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last two years provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provides an immediate and dedicated source of money to pay for anticipated land management needs.

Approving CPA funds for the CTF is consistent with Boxborough2030 and the Town's Open Space and Recreation Plan:

- *Action 1.3.1.5. Include a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition.*

The Community Preservation Committee recommends (7-0-1).

The Conservation Commission recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

The Select Board supports the Conservation Commission in its request. The Conservation Trust Fund enables the Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee recommends (4-1).

Pro: In the past, Town Meeting and the CPC has approved funding of an annual request from the Conservation Trust Fund (CTF) for \$5,000 in support of potential land purchases and the required services that go along with it (environmental testing, design, legal support, etc.). This year's request from CTF is for \$10,000. This increase is to replenish the CTF to a level that is consistent with past years. The current fund is at \$22,378.

Con: The minority believes that this fund was set up to cover expenses that arose when land became available and funds were required prior to either Special or Annual Town meeting. The original agreement was to fund this at a level of \$5,000 per year. There was never a discussion regarding a minimum fund amount. One member of the Finance Committee believes that the Town should stay with the original agreement to the funding of \$5,000 per year.

Discussion:

Alex Kerin, Prescott Rd., member of BCT thanked the ConsCom for their support in acquiring Elizabeth Brook Knoll. Fund was useful in responding quickly.

Jim Moss, Bicentennial Way, asked about the 7-0-1. The one person abstained because they weren't there for the discussion.

Action on Article 42: Motion carried by majority vote.

ARTICLE 43 AMBULANCE/EQUIPMENT FUND

(Majority vote required)

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

Summary:

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

The Select Board recommends (4-0-1).

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

The Finance Committee recommends unanimously (4-0).

The ambulance generates revenue for the Town each year based on the number of patients each year. Currently the reimbursement funds flow into the Town's free cash. The plan is to utilize 50% of the revenues from the ambulance into a special fund for the purpose of funding a future ambulance and/or associated lifesaving equipment. Spending from this fund must be appropriated at ATM. If this article passes then there would be enough in the fund to purchase our next ambulance in 5 years.

Action on Article 43: Motion carried by majority vote.

ARTICLE 44 LOCAL TAX OPTIONS ACCEPTANCE: MEALS TAX

(Majority vote required)

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

Summary:

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

The Select Board recommends unanimously (5-0).

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

The Finance Committee recommends unanimously (4-0).

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

Action on Article 44: Motion carried by majority vote.

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

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

The Select Board recommends unanimously (5-0).

This started as a sense of the meeting article at last year’s Town Meeting and has evolved into an unofficial name change from “Board of Selectmen” to Select Board. This article seeks to change the General Bylaw to make the nomenclature “Select Board” permanent.

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

The Finance Committee recommends unanimously (4-0).

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

Discussion:

Becky Neville, Middle Road, said that it did not go far enough. She thinks there’s a need to legislate civility.

Jim Moss asked about the cost. Ms. Bak said that it will be minimal, mostly staff time. Mr. Moss doesn’t want to change the past. It’s reasonable to make changes going forward but not to go back.

Abby Reip, Old Harvard Rd., asked why not use “their” instead of his/her.

Amy Burke, Sargent Rd., said you can’t put a price tag on inclusivity. It’s the right thing to do.

Michael Fetterman, Burroughs Rd., asked Counsel about changing bylaw retroactively. Is this a legal procedure? Town Counsel said there is no mechanism to go back through history and change all the language. The amendment will take effect going forward. Mr. Fetterman asked if the BSB had that understanding. Town Counsel said that the Board is free at any time to change the wording of policies. And this bylaw change will impact all current bylaws.

Mr. Follett made a **motion to strike the letter “s” in words, strike “his/her” and substituted “their”**.

Hugh Fortmiller was not happy at the ungrammatical usage.

Sandy Bennet, Sargent Rd., if something is ungrammatical is it not legal? Town Counsel said that a grammatical error would render a bylaw illegal.

Walter vanRoggen, Patch Hill Rd., wondered about “he” and “she”.

Mary Brolin said that “their” is commonly accepted as a singular pronoun.

Sheila Bauer said that “their” is generally accepted as gender neutral.

Ms. Burke moved the question.

Motion to vote now on the amendment passed by two-thirds, as declared by the moderator.

Motion to amend carried by majority vote.

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

Amy Burke **moved to amend the motion to read “Further that the word “their” is substituted for the words his, her, or his/her in each and every place where they appear.”**

Mr. vanRoggen concerned that it won’t catch everything. And there may be gender references we want to keep.

Mark Barbadoro was against the motion.

Kathy Luce, Emanuel Dr., said the intent is to promote gender inclusivity. She encourages Town Meeting to vote yes.

Lori Crowley, Mass Ave., asked if there was a cost to this. She thought “their” was fine.

John Markiewicz asked what other towns do. Susan said other towns have done this. Town Counsel said there’s no right answer—other towns have done it. Mr. Markiewicz was in favor of the amendment.

Anne Canfield moved the question.

Motion to vote now on amendment: Carried by two-thirds, as declared by the moderator.

Action on amendment—motion to amend carried.

Amended motion reads as follows:

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

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

ARTICLE 46 AMEND GENERAL BYLAW: REVOCATION OR SUSPENSION OF LOCAL LICENSES

(Majority vote required)

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

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

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

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

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

(e) This section shall not apply to the following licenses and permits granted under the General Laws of the Commonwealth of Massachusetts: Open burning; section 13 of chapter 48; bicycle permits; section 11-A of chapter 85; sales of articles for charitable purposes; section 33 of chapter 101; children work permits; section 69 of chapter 149; clubs, associations dispensing food or beverages license; section 21-E of chapter 140; dog licenses; section 137 of chapter 140; fishing, hunting, trapping license; section twelve of chapter one hundred and thirty-one; marriage licenses; section 28 of chapter 207; and theatrical events, public exhibition permits; section 181 of chapter 140.

Summary:

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

The Select Board recommends unanimously (5-0).

The Select Board recommends for the reasons explained in the summary.

The Finance Committee recommends unanimously (4-0).

This bylaw gives the town the right to withhold permits or licenses if there are outstanding taxes, fees, or municipal charges until they have been paid.

Action on Article 46: Motion carried by majority vote.

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

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

(Two-thirds vote required)

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

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

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

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

The Finance Committee is concerned that many businesses already in Industrial Commercial would find themselves out of compliance with the zoning bylaws and would then need a special permit to make improvements to their buildings. The current setback is 50 feet from lot lines and this seems reasonable to the FinCom. The town's commercial tax base is important to the town and we believe this may impact local businesses.

Discussion:

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

Tim Blankenship, Liberty Square Rd., asked about compliance. He was concerned about loam and gravel next to residences and playing fields.

Phil Konkle, Liberty Square Rd., said that the loam and gravel business that is planned to go in on Liberty Square Rd. will negatively impact the residents. Changing the zoning will help mitigate that.

Michael Fetterman asked if an IC lot abuts along one border will set back apply to all property lines—yes.

Dennis Reip, Old Harvard Rd., said he was familiar with the project because they came to the ConsCom. The town has a 100' buffer already to protect wetlands. Doesn't need this zoning change to protect them further. Has some concerns about unintended consequences.

Jim Moss, Bicentennial Way, said that the noise from stone and gravel screening can be loud and very annoying. He is in favor of the motion, except wondered about small properties –would they have any land left? It takes a large property to absorb the change in the setback. Urges petitioner to make some tweaks.

Deb Konkle, Liberty Square Rd., said that the zoning amendment would protect recreational, conservation and residential properties.

Todd Stout, 411 Whitcomb Rd., owns Perfection Landscaping. Went to the Planning Board got approval for his business. Can't afford to lose 100' for a buffer. Would negatively impact the value of his business. He said the Town was already losing businesses—this would accelerate that problem. Can't change the rules now. He urged Town Meeting to vote no.

Mark Barbadoro, Old Harvard Rd., is supportive of making it easier for A/R to coexist with IC. He **moved to strike the words “every” and “said” be substituted.**

The intention is to only impact the lot line that abuts Ag/Res.

Alex Kerin, Prescott Rd., said that Acton's setback is more detailed to accommodate various abutters.

Maria Neyland, Picnic St., said that 100' is not going to make the landscaper go away. This will hurt a lot of businesses—with or without the amendment.

Mark White, Sara's Way, has a business in town that won't be affected, but doesn't think that this would be a problem. Thinks businesses should strive to be good neighbors. Special permit allows conditions on businesses that accommodate needs of abutting residents.

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

Action on amendment: Motion to amend carried.

Dana Perry, Liberty Square Rd., admits it's not a perfect fix. He thinks loam and gravel screening businesses are inappropriate in a residential area. More likely that homeowners will lose property value than businesses will.

Tara Zantow, Liberty Square Rd., worries about the noise and the impact on wildlife and quality of life. If the business was located in a more secluded area, there would be no problem. Incompatible next to residential.

Becky Neville, Middle Rd., asked about the wording about the lot line--can you get a driveway in there now?

Than Stuntz, Hill Rd., said that what was probably needed was a revision of the uses in the IC rather than take a chunk of land away from property owners, which doesn't fix the problem. He urged the petitioners to work with the Planning Board.

Mr. Barbadoro said they did bring the bylaw change to the Planning Board on March 11. There was no mention of changing the use tables. They were told to figure out how many properties were affected.

Bruce Hager, Hill Rd., agreed that having a rock crushing facility next to residences is not a good idea. Thinks this change should be made in conjunction with the Planning Board.

A resident of Waite Road said that the original motion protected more than just Ag/Res, but also the ball fields. Doesn't like the new wording.

Mr. Reip moved the question. Motion to vote now carried by two-thirds, as declared by the moderator.

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

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

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

PROPOSED ZONING DISTRICT BOUNDARIES:



The Planning Board recommends unanimously (4-0).

The Finance Committee recommends unanimously (4-0).

There will be no financial impact to the town.

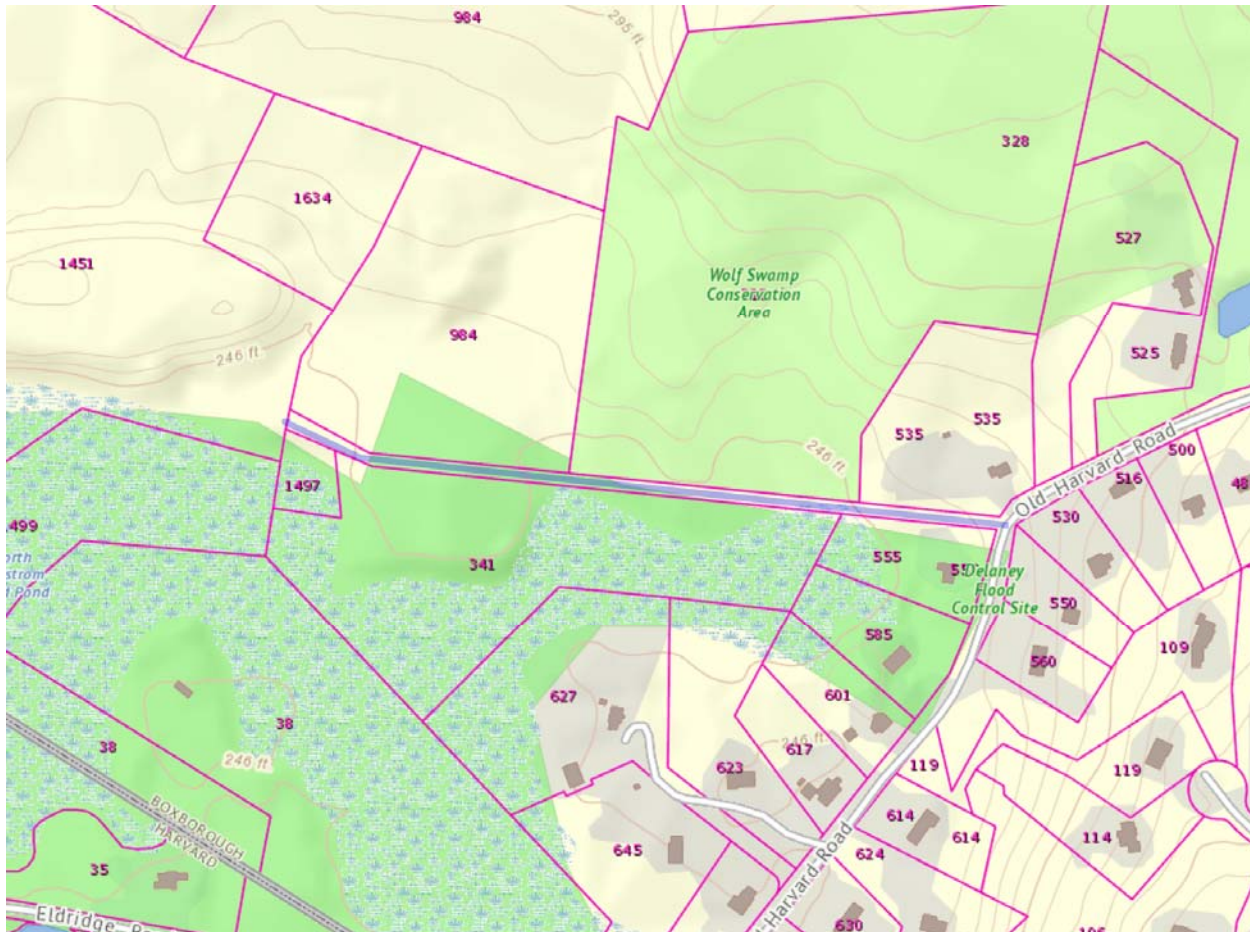
Mr. Patrick said that the property record card said that the property was zoned as Ag/Res but the property is actually part of Town Center zoning.

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

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

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

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



The Finance Committee does not recommend (0-5).

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

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

Discussion:

Mr. Barbadoro asked about the discontinuance of a public way. In accepting a public way, does a town accept liability and the obligation to maintain it? Town Counsel said yes. When a town discontinues a public way, doesn't have to maintain it, but could retain liability. Ways can become public ways if they have been used

that way in the past, not just through vote of town meeting. If Hazard Lane has the status of public way by prescription, Town would have to be concerned about liability of discontinuing it if that affects access to private property.

Brad Gray, Eldridge Rd., is concerned about the road being developed and paved. Urges a yes vote.

Dennis Reip, Old Harvard Rd., agreed that the road should not be paved and used as a public way. Who owns it? Town Counsel replied that, as a general rule, if you live on a private way, you need to look at your deed. If not specified, all abutters own to the center of that way. Abettors all have rights to use the way to access their property. Mr. Reip was in favor of the motion.

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

Action on Article 49: Motion carried by majority vote.

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

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

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

Susan M. Bak, Chair
Select Board

Maria E. Neyland, Clerk
Select Board

Wesley I. Fowlks
Select Board

Leslie R. Fox
Select Board

Robert T. Stemple
Select Board

**WARRANT AND PROCEEDINGS
SPECIAL TOWN MEETING
December 10, 2019**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Tuesday, December 10, 2019 at 7:00 p.m. to act on Articles 1 through 6 of this Special Town Meeting Warrant.

LIST OF ARTICLES

1. CONSOLIDATED DOUGLAS/GATES AND CAROL HUEBNER EARLY CHILDHOOD PROGRAM ELEMENTARY SCHOOL BUILDING PROJECT
2. UMASS AMHERST: ECONOMIC DEVELOPMENT PLAN
3. POLICE ACADEMY TRAINING & COVERAGE
4. ACQUISITION OF EASEMENTS FOR ROUTE 111 SIDEWALKS
5. PAYMENT OF PRIOR FISCAL YEAR BILLS
6. ZONING BYLAW AUDIT

Moderator John Fallon called the Special Town Meeting to order at 7:02 p.m. There were 168 voters in attendance.

Mr. Fallon made some announcements and reminded everyone that there was a Special Town Election Tuesday, December 17, with only one question on the ballot. Article 1 on the school debt has to pass at both town meeting and the town election. The Select Board and FinCom members were introduced, as well as the new Town employees. He described the Town Meeting process.

Maria Neyland, Select Board Chair, moved that any adjourned sessions of the Special Town Meeting be held on Wednesday, December 11th; and further, that no debate will begin on any new article after 10:30 p.m.

Action on the motion: Motion carried unanimously.

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

Action on the motion: Motion carried by majority vote.

Members of the School Building Committee and the Acton-Boxborough Regional School Committee and staff were introduced.

ARTICLE 1 CAPITAL BUDGET – DOUGLAS/GATES ELEMENTARY SCHOOL BUILDING PROJECT
(Two-thirds vote required)

Tessa McKinley, Chair of the Acton-Boxborough Regional School Committee, moved that the Town hereby

approves the \$116,028,519.00 borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs for the design and construction of a new CT Douglas/Paul Gates Elementary School and Carol Huebner Early Childhood Program into a single facility on the Gates School Site located at 75 Spruce St, Acton, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty nine point seven percent (49.7%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2-1/2); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Summary:

This Article requests voters to approve funds to construct a new "twin" elementary school to replace the existing Douglas and Gates elementary schools and provide additional classrooms for the Carol Huebner Early Childhood Program. This vote is subject to a $\frac{2}{3}$ vote at the December 10, 2019 Special Town Meeting as well as a majority vote at a subsequent ballot on December 17, 2019 to request a proposition 2 $\frac{1}{2}$ debt exclusion for these funds.

The C.T. Douglas Elementary School, opened in 1965, and the Paul P. Gates Elementary School, opened in 1967, are both at or are near the end of their useful lives and in need of replacement. Additionally, the Carol Huebner Early Childhood Program is operated out of the District's Administration Building (the former Merriam School), in a location that is over 60 years old and not accessible to children with disabilities.

Community planning for the projects began in 2015 when the District undertook a comprehensive master planning initiative which engaged Dore and Whittier Architects to study all of the District's facilities in order to develop a comprehensive capital plan. Through the master planning process, the District identified several schools in need of major repair or renovation. The highest priority needs were identified at the C.T. Douglas Elementary School as there were concerns for indoor air quality, lack of accessibility, hazardous materials, and significant overcrowding.

In April 2016, using information from the master planning process, the District applied to the Massachusetts School Building Authority (MSBA) for acceptance into their CORE program for a potential renovation or replacement of the C.T. Douglas Elementary School. In February 2017, MSBA accepted the ABRSD into their CORE program and invited the District into an eligibility period for a possible new or renovated school. In June 2017, the District established a Regional School Building Committee comprised of citizens from both Acton and Boxborough. In December 2017, both towns approved \$1.3 million for a feasibility study. The MSBA paid \$600,000 of these costs. In 2018, an architect and owner's project manager were hired to begin a feasibility study to determine the best possible solution for the community.

From August 2018 through September 2019, the School Building Committee oversaw the completion of a feasibility study conducted by Arrowstreet Architects. The feasibility study examined sixteen possible solutions for either repair or replacement of the C.T. Douglas Elementary School. The feasibility study considered

renovating or replacing the Douglas School individually, but also considered co-locating this school with either the Gates or Conant schools.

Through the feasibility study, the School Building Committee determined that the most cost-effective solution for the District was to build a “twin” elementary school. The Building Committee considered multiple sites for the new school including the current Douglas, Gates and Conant sites. Through extensive study of the sites, traffic, and wetlands, as well as considerable input from the community which expressed a desire to keep the Douglas Elementary School in West Acton, it was determined that the current Gates site would be the most suitable location for the new Douglas-Gates Elementary School. It was further determined that it would be most cost effective to include nine additional classrooms for the preschool program. This solution will allow the District to address three of its most significant needs in one project, while receiving reimbursement from the MSBA.

The proposed “twin” school has multiple benefits for students and for the citizens of Acton and Boxborough including:

- The school will increase the number of classrooms available to the District and will help the District meet predicted future enrollment needs
- The school will be fully accessible for persons with disabilities and provides:
 - Two elevators
 - Sound amplification in all learning spaces
- The school will feature state-of-the-art educational opportunities for students including:
 - Two dedicated Science, Technology, Engineering, Arts and Mathematics (STEAM) labs
 - A large gymnasium and a second smaller gymnasium that will provide age appropriate access for students of all ages through adult community members
 - A two-story library/media center that can be accessed directly from either of the schools
 - Specialized breakout spaces designed to support students in special education and English Learners
 - A first-floor wing devoted to the preschool, with fully accessible spaces and access to art, music and physical education classes
 - Specially designed, age-appropriate play areas and outdoor learning spaces
 - Dedicated art and music classrooms for each school
- The school is designed to meet “Net Zero” standards for energy efficiency, water use, and construction waste. To achieve this level of sustainability, school design features include:
 - The use of photovoltaic arrays (solar panels) on the roof and over the parking lot designed to produce sufficient energy to offset the building’s energy needs for heating, cooling and electricity
 - The primary heating system for the building uses geothermal wells supplemented by two electric boilers, allowing the school to be both combustion and fossil fuel free
 - A rainwater collection system that will gather rainwater from the roof to be stored in underground tanks for reuse in flushing toilets
 - Building materials from the demolition of the existing schools will be sorted on-site and recycled to the greatest extent possible

The new school is designed to meet the educational needs of students for the next fifty years. Further, the school building committee and District believe that the proposed school is of high value and cost-effective to the citizens of Acton and Boxborough. The building committee, comprised of citizens from each town, prioritized bringing forward a project that was cost-effective, and carefully studied a variety of factors including strategies to shorten the project timeline (thus reducing costs), and opportunities for value engineering aspects of the building to reduce costs while maintaining a strong educational program. Due to the timing of the project in relation to the overall performance of the economy, the District has the opportunity to take advantage of historically low borrowing rates which will in turn keep the costs to taxpayers as low as possible.

The total project cost is \$117,328,519. This includes the \$1.3M feasibility study funding that was already approved and reimbursed from the state. Of the remaining \$116 million, the MSBA will reimburse \$38 million, and the District will be responsible for \$78 million. The Acton share of these costs will be \$66.3 million and the Boxborough share will be \$11.7 million. The tax impact on an average single family home is estimated to be \$452 - \$509 per year in Acton, and \$314 - \$354 per year in Boxborough.

This project solves multiple problems with one cost-effective solution that will provide students of Acton and Boxborough with continued access to high quality facilities and safe learning environments for the next fifty years.

Acton-Boxborough Regional School Committee recommends (10-0):

Mary Brolin, Chair of the Acton-Boxborough Regional School District Building Committee, made a presentation in favor of the motion. The Acton-Boxborough Regional School Committee recognizes the need for this project and supports the work that the School Building Committee has done to date in partnership with MSBA. This project will allow over 1,000 students to move to an appropriate facility that will meet their educational needs well into the future. The Douglas and Gates elementary schools were built in 1965 and 1967, respectively. In the intervening 50 years our population has grown and education and building codes have changed. These schools were originally built for 270 to 300 students but currently enroll almost 400 students each. The new building would allow us to support the educational program, and address space concerns, accessibility, efficiency and environmental quality. The Carol Huebner Early Childhood Program, is housed partially in the administration building on Charter Road. This building was built over 60 years ago in 1957 and, like Douglas and Gates, lacks adequate accessibility and appropriate educational and outdoor play spaces. We recognize that a single building is a fiscally responsible choice. Consolidating these three separate educational programs, has the added benefit of increasing operational efficiency with shared common spaces. The new building will be fully accessible and ADA compliant and prioritizes energy efficiency and renewable energy sources. We believe this project will benefit Acton and Boxborough by allowing students to be educated in a school that will meet their educational needs well into the future.

Acton-Boxborough Regional School Building Committee recommends (17-0):

The Acton-Boxborough School Building Committee unanimously supports this project. During the feasibility study, we explored 16 renovation/addition and new build options, including a renovation/addition to the current Douglas building, building a single school building to replace Douglas, and siting a twin school on the Douglas, Conant or Gates properties. Ultimately, the site characteristics, in combination with significant community support for a location in West Acton, resulted in our recommendation for a new twin school building on the Gates property that will house the CT Douglas and Paul P. Gates elementary schools, as well as the Carol Huebner Early Childhood Program. The building is designed to meet the educational needs of 990 elementary and 130 preschool students, and will be fully accessible and ADA compliant.

We have partnered with the Massachusetts School Building Authority (MSBA) to ensure a comprehensive design. Further, MSBA will reimburse approximately \$38 million for the project, reducing the cost to taxpayers. By building a twin school, we address the needs of more students with a shorter overall construction time, which simultaneously supports students and brings financial efficiencies to the taxpayers. We have designed a net zero energy building that uses a hybrid system of geothermal wells and two electric boilers for heating, resulting in zero hydrocarbon emissions. Electric use will be offset with electricity generated through photovoltaics (solar panels) over the parking lot and on the roof of the building. Rainwater will be collected to use in flushing of the toilets to work toward net zero water use and the construction process builds in net zero waste standards. Overall, the project will allow us to bring a higher quality education to our students and result in an energy efficient building that is designed to serve our community for the next fifty years.

Select Board recommends (4-0):

For the reasons stated above the Select Board recommends unanimously.

Finance Committee recommends (4-0):

Gary Kushner, Chair of the Finance Committee, gave the FinCom recommendation. The replacement of the old Douglas elementary school is long overdue and in badly need of replacement. The benefit to Boxborough is the support to the AB Regional school district and for the Boxborough students attending the Douglas school (children in K-3 and future students). The proposed project is to replace two aging schools with a twin school. By replacing the two schools with a twin school we speed up the replacement of the Gates school by at least 5 years and this lowers the financial impact to the two towns due to inflation of building expenses and the sharing of infrastructure. Boxborough's ~15% student assessment means that in the first year Boxborough's share will be between \$314 and \$354 (30-year bond vs. 25-year bond) at a conservative 3% interest rate for a median priced house of \$610,000 or \$0.58 per \$1,000 for a 25-year bond and \$0.52 per \$1000 for a 30-year bond. The total cost of the project cannot exceed \$117,328,519 with \$1,300,000 already appropriated and spent on the initial design. The Massachusetts School Building Authority (MSBA) on October 30th approved an estimated maximum facilities grant of \$36,728,824 not including any funds for potentially eligible owner's or construction contingency expenditures. If the MSBA determines additional reimbursement for eligible owner's or construction contingency, then the total could increase to \$38,018,861. The region would then fund the remaining approximately \$78,009,658 at approximately an 85% Acton and 15% Boxborough. The actual split between the two towns is based on a 3-year rolling average of Boxborough vs. Acton students in the school system as defined in the AB Regional agreement. It should be noted that in 5 years there will be a reduction of \$92 per median priced house for the RJ Grey school project as it completes its 25-year bond life. The actual bonding timeframe (25 vs. 30 years) decision is made by the Region's Treasurer when the bond paperwork submittal occurs in the February-March 2020 timeframe.

The Town should note that the FinCom cannot provide a final number due to the number of approximations including the Boxborough school population, interest rates in February/March 2020, the MSBA final funding level and the term of the bond.

There are costs to the two towns for building a twin school including the non-reimbursed second office and the nine (9) integrated pre-school classrooms. Along with the education plan which drove many aspects of the design there were also decisions regarding sustainability of the building. The Building committee went with a slightly more expensive HVAC system using geothermal with two electric boilers at an additional cost of \$3.2M, but this leads to zero hydrocarbon emissions and does have a payback period. It should be noted that the actual cost of the geothermal system will not be known until the Regions starts to dig the first wells. Once the first wells are dug then we know how many wells will actually be needed. The building is planned to be net-zero energy with photovoltaics on the roof and above the parking lot and net-zero water by capturing rainwater and storing in a 20,000-gallon tank where gray water can be used (e.g. bathroom flushing).

Sustainability Committee Recommends. Larry Grossman, member of the Sustainability Committee, spoke on behalf of the Committee in favor of the school project. They strongly support the carbon neutrality goal of the project. Mr. Grossman stressed that there were very few buildings that met this standard for water, heat, and energy. He also commended the use of net zero construction standards.

Discussion:

Jackson Royal, Old Harvard Rd., was in favor of the school but had a couple of questions. Why have two separate administrations? Will Boxborough students be going to that school? Why should we pay for a school in Acton? Marie Altieri, Deputy Superintendent, responded to the question. She said that 450-500 is ideal maximum for one principal and that 68 Boxborough students attend Acton schools now.

Heather Fleming, Stow Rd, said she had not made up her mind yet. She noted that the League of Women Voters recommended a yes vote and she read their statement in favor.

Kurt Marden, Old Harvard Rd., said there are a lot of costs to be borne by residents. Taxes are already increasing. The commercial tax base is eroding. The town needs a new fire station in the near future. He noted that the school has a year to come up with a cheaper solution and Boxborough could know more the cost.

Jeanne Kangas, Hill Rd., was in support of the article but didn't like how the funding was set up. Doesn't like that it's a Prop 2 ½ override, which will allow more spending by raising the levy limit. She pointed out that Boxborough could fund this without an override.

George Elenbaas, Middle Road, voted against regionalization. Not happy that the school is in Acton. He asked what happens if Boxborough says "no" and Acton said "yes". Mary Brolin said we would have a year to bring it back to Boxborough. Could call a district wide vote but that is discretionary. She said that the region is paying \$2.4M on Blanchard capital items.

George Krusen, Depot Rd., asked about the population graph. The graph indicated we are in a low point and it's all growth from here. How was that calculated? Ms. Altieri said school populations are cyclical and they are already seeing signs of increase.

Jennifer Campbell, Patch Hill Rd., spoke in favor. The study has taken 4 years of planning. The Douglas School is in dire straits. We are a region and Boxborough will benefit from this new school.

Ling Chen, 1155 Burroughs Rd., asked if the \$38M is tied to any conditions. No.

Andrew Gruskay, Daniel's Way, asked about the sewer project in West Acton—what is the impact? Mary said the school building project members were neutral on the sewers. School has a septic system design in case sewer article fails.

Becky Neville, Middle Rd., moved the question.

Motion to vote now passed by 2/3 majority.

Mr. Fallon called for a standing vote and tellers, who had previously been sworn, conducted the count.

Action on Article 1: Motion passed by 2/3 majority. 145 yes 9 no

ARTICLE 2 ECONOMIC DEVELOPMENT STUDY
(Majority vote required)

Richard Guzzardi, Chair of the Economic Development Committee, moved that the Town vote to appropriate the sum of Twenty Five Thousand Dollars (\$25,000) from Free Cash for the purpose of continued study of the economic environment in Boxborough, including detailed analysis, market feasibility and community feedback, resulting in the delivery of study reports outlining pertinent real estate and business trends and analysis of potential redevelopment/development scenarios for consideration by the Town, including all costs incidental and related thereto.

Summary:

The Boxborough 2030 Master Plan was written in part to identify how residents believe the town should be best developed in the years to come, including building on our existing assets. One of the most consistent themes to

emerge was the need to encourage economic development while preserving our local character. A number of goals, strategies and actions were determined, including the creation of a long-term vision for the town's commercial areas, prioritizing enhanced quality of life over an expanded commercial tax base, the formation of an Economic Development Committee (EDC), and developing a 10-15 year Economic Development Plan under the guidance of the EDC.

In order to help the town determine a clear path forward, the EDC engaged with the University of Massachusetts Amherst's Center for Economic Development, Department of Landscape Architecture and Regional Planning (LARP) for assistance. UMASS proposed an Economic Development Study to be held over a period of twelve (12) months from September 2019 - August 2020 with a total anticipated cost of \$25,000.

The EDC wasn't able to finalize the UMASS proposal prior to the May 2019 Annual Town Meeting, however UMASS was able to structure the study into two phases understanding that full funding wouldn't come until the study received approval at Special Town Meeting. The town was able to fund expenses for Phase I with \$2,000 from available funds, and the study was launched in September 2019. The \$25,000 requested in this warrant article includes \$23,000 to be paid to UMASS Amherst, Center for Economic Development for Phase II of the study, and \$2,000 in expenses incurred by the town in carrying out and supporting the study work. By moving forward with Phase I utilizing available funds, the Town was able to take advantage of the UMASS LARP 2nd Year Student Studio Class, which is only run during the Fall semester from September - December. This was important, as there is no cost assessed to the town for the students' or professor's time spent as part of the studio program.

As such, the study was proposed in two phases, as follows:

Phase I performed by the LARP 2nd year graduate students from September - December 2019 will result in the delivery of an Existing Conditions Report and presentation to the town in December 2019. The Existing Conditions Report will supplement the work already begun through the Boxborough 2030 Master Plan, and will focus specifically on present economic development conditions and needs. The following tasks were performed under Phase I:

- Reviewed recent town and regional plans, reports, survey results, and related documents including data and notes from past meetings and charrettes.*
- Conducted site visits and in-person interviews with key town personnel and stakeholders.*
- Collected and analyzed the data relevant for understanding the potential market and demand for office, retail and other commercial space in the region.*
- Conducted a commercial/industrial build-out analysis.*
- Reviewed zoning codes and other regulations as they pertain specifically to economic development.*
- Prepared and summarized several 'best-practice' case studies to profile revitalized suburban office parks and town center/commons-style developments in similar communities.*

The final results of Phase I will be included in a presentation to the town in December, along with delivery of an Existing Conditions Report with potential development scenarios for the town to consider.

Phase II of the UMASS study will be conducted from January - August 2020 by paid staff, faculty and graduate students at the UMASS Center for Economic Development and will build on the Existing Conditions Report. This will include an in-depth market feasibility and long-term trends study relative to the economic potential and what is viable for Boxborough. Phase II will focus on an in-depth assessment of the potential scenarios, along with recommendations addressing current regulations, potential locations, physical site conditions and other factors. Phase II will involve the following tasks:

- Provide a detailed analysis of long-term trends for the suburban office and non-office commercial real estate market, including factors underlying changing business and household location preferences with*

assessment of the likelihood that these trends will continue. This portion of the study will result in a stand-alone “white paper” that will help inform the remainder of the study.

- *Conduct an in-depth market feasibility study to collect and analyze data on the market potential and shopping practices of area residents using primary and secondary data sources.*
- *Interview public officials, business leaders, community group representatives and other stakeholders to gain their thoughts and perspectives on the alternate development scenarios.*
- *Conduct a community charrette focused on evaluating the scenarios for the reimagined office park and/or town center.*
- *Produce preliminary designs/sketches of the Town Center and 21st Century office park development scenarios.*
- *Analyze current town regulations to determine if they are consistent with the preferred scenarios and identify other potential impediments to growth.*
- *Provide a thorough assessment and evaluation of physical conditions at prospective sites, including transportation access, infrastructure needs, title and ownership, etc.*
- *Develop a concrete action plan building upon the above and detailing the necessary steps.*

At the conclusion of Phase II, Boxborough will receive a white paper reporting the findings from the analysis, as well as a full report of findings providing a detailed comparative analysis of four different scenarios, including their relative strengths, weaknesses, opportunities and threats.

Economic Development Committee (EDC) recommends (6-0):

The EDC believes these funds are necessary and well-spent to help the community identify the specific actions and changes necessary to implement the goals of the Boxborough 2030 Master Plan. UMASS will provide professional research and analysis, including input from residents and businesses, to help determine what will succeed and what is desired for Boxborough. The EDC believes that a thorough review of our current environment, engagement of the broader community in the process and a deeper understanding of the market conditions is critical for the town to develop plans and make the decisions necessary to carry out the economic development objectives described in the Boxborough 2030 Master Plan.

Mr. Guzzardi made the EDC presentation. Master Plan showed people wanted thoughtful economic development. People want amenities: coffee shops, fitness centers. Office Park usage is declining, with 50% vacancy. The Town has significant water, septic, and land constraints.

UMASS has completed Phase 1 of the project and this article would fund the development of an action plan after exploring a number of scenarios, assessing physical and infrastructure constraints and getting input from residents and stakeholders.

Urged town meeting to vote yes to establish a community dialog and answer questions about where we want to go from here.

Select Board recommends (4-0):

For the reasons stated above the Select Board recommends unanimously.

Finance Committee recommends (4-0):

The Finance Committee recommends 4-0 . The graduate students and professors will help the town assess what may or may not work to revitalize our under utilized commercial properties in town. They will gather feedback from residents, study current trends, and provide the town with a report that will provide different scenarios for potential development and redevelopment consideration. This will provide the town with a service which if we were using a professional company would be much more expensive and the students are looking at this with a fresh perspective.

Planning Board recommends (4-0)

Discussion:

John Markiewicz, Patch Hill Rd., commended the EDC and Rich Guzzardi personally for all the work they did. Thinks it's a great opportunity for the town and a bargain. He urged that there be a lot of community involvement.

Jeff Glidden, Sargent Rd., said water quality is the main issue facing us. 1000 people in town don't have drinkable water. We should solve that first. Salt is the biggest problem. No development without good water.

Trina Touns, Pine Hill Rd., thought it looked economical. She said that retail establishments are all well and good but don't supply the types of jobs that are needed in town. What about small manufacturing? Mr. Guzzardi said that small business is also a focus of this study-whether biotech, or something else.

Mr. Glidden asked if there is a plan to pursue the report of WPI on the dire water issues. Les Fox, member of the Water Resources Committee, said the Water Resources Committee is working on these issues and looking at options to solve the salt issues and the septic issues. He said to be patient and stay tuned. Mr. Glidden said would like to be updated on the progress of the Water Resources Committee.

Action on motion: Motion carried unanimously.

ARTICLE 3 POLICE ACADEMY TRAINING & COVERAGE CONTINGENCY (Majority vote required)

Ms. Neyland moved that the Town transfer the sum of One Hundred and Five Thousand, Five Hundred Dollars (\$105,500) from Free Cash to pay for affiliated expenses associated with the labor replacement costs for three full-time, police academy trained, police officers, including all cost incidental and related thereto.

Summary:

This fund would be used to cover the costs related to the replacement of officers who have retired, transferred or otherwise left employment with the Town. The Boxborough Police Department is in the process of hiring new replacement officers for three employees, two of whom have accepted positions with the State Police and another who has accepted a position in another municipality. Relevant expenditures include:

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

Select Board recommends (4-0):

For the reasons stated above the Select Board recommends unanimously.

Ms. Neyland asked Police Chief Warren Ryder to present the case for the article.

Chief Ryder said that recruiting qualified officers is difficult. The pool of candidates is limited both locally and nationally. Turnover in Boxborough is high and there is a cost to replacement, primarily driven by the cost of filling open shifts during recruitment and training of new officers.

Finance Committee recommends (3-1):

Pro: The May 2019 Annual Town Meeting appropriated \$50,000 to be used for Police Department staff replacements in a special fund. The estimated cost to replace an officer with a full-time academy trained officer is \$41,224 each (\$123,672 for three). This cost covers the initial multiple weeks local training of an academy trained officer. If we must send three recruits to the police academy the cost will be \$105,212 each (\$315,636 for three). The projections are over and above the normal salaries within the Police Department budget. The town finds itself in a position of losing three officers by year end with no alternatives other than to backfill. The majority of FinCom recommends increasing FY20 ARTICLE 15 - Staff Replacement by \$266,000 fully funding to \$316,000 for a worst-case scenario. The unused funds will remain in the special fund for future requirements. There is a potential that if the Chief is able to hire prior to STM that the amount in this warrant article could be reduced on Town Meeting floor. We will continue to explore options and alternatives to present to the town for future consideration.

Con: Mr. Kushner said that he understands that the Town has endorsed the strategy of 2 officers per shift for 365 days per year and 24 hours per day. The concern of a minority of the FinCom is the Town funding police officers at the Academy and then the officers leaving. The Police union contract does state that they must reimburse a percentage of the cost (~\$3,000) to the Town if they leave early. On the other hand the Town is paying for the officers while they are at the academy. This would be money well spent if the officers were to stay in the Town for extended stays. We understand the Chief's needs along with the Town's needs and requirements, but believe that we need to pursue the Town's staffing in other directions in future hiring and budgeting processes.

Discussion:

Mr. Markiewicz asked what happens if it doesn't get approved. Chief Ryder said reserve fund transfers. Mr. Markiewicz asked if the chief was concerned about the turnover. The Chief said that the State Police takes a lot of officers and offers higher pay. Nationally, law enforcement careers are not attracting people. Do officers that we train have to stay in Boxborough for any period of time? The biggest expense is overtime to fill the open shifts. Tuition is only \$5000.

Action on Article 3: Motion carried by majority vote.

ARTICLE 4 ACQUISITION OF EASEMENTS FOR ROUTE 111 SIDEWALKS

(Two-Thirds vote required)

Les Fox, Select Board member, moved that the Town vote to authorize the Select Board to acquire, by purchase, gift, or eminent domain, and upon such terms and for such consideration as the Select Board deems appropriate, permanent and temporary interests in lands abutting Massachusetts Avenue/Route 111 in the locations approximately depicted on the plan entitled: "Abutter Impacts, Location: Massachusetts Ave/Route 111," revised October 3, 2019, prepared by Places Associates, Inc., a copy of which has been placed on file with the Town Clerk, for public way and public way construction purposes, which purposes shall include, without limitation, the construction of public sidewalks, guardrails and wall, sloping, and drainage improvements, within and along Massachusetts Avenue/Route 111, a public way in the Town, and further to transfer from Free Cash \$35,000 for the purpose of such acquisition and construction and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out such acquisition and construction.

Summary:

In October 2017, the Town was awarded a \$574,683 MassWorks Infrastructure Program Grant to construct a sidewalk from the Sargent Memorial Library east to Liberty Square Road. The Town's grant application was rejected for three consecutive years prior. During the course of the design of the sidewalk this past spring, it was determined by the Town's engineering firm, Places Associates, Inc., that additional property would be needed to construct the sidewalk. Additional land is needed, as outlined in the renderings on the following page, at 329 and 211 Massachusetts Avenue. The Town is requesting \$35,000 for appraisals, fee takings and preparation of legal documents to execute the conveyance. This article authorizes the Select Board to obtain the required permanent interests in the identified parcels. The Town has initiated conversations with the impacted property owners and anticipates having firm costs associated with the purchase of these parcels by the December 10th Special Town Meeting. With the land necessary to execute the project, the Town intends to proceed with construction of the sidewalk in spring 2020, with an anticipated completion date of summer 2020.

Select Board recommends (4-0):

For the reasons stated above the Select Board recommends unanimously.

Ryan Ferrara made the presentation in favor of the motion. The sidewalk would extend from the library to Liberty Square Road. Two sections of the sidewalk would require that the town take a piece of property from two properties along Massachusetts Ave. It would require a permanent easement on these properties. 88% of the sidewalk project is grant-funded. The Town is working with the homeowners to make this happen.

Finance Committee recommends (4-0):

The town was awarded a grant to pay for a section of sidewalks on Rt. 111. In order to begin construction of these sidewalks the town must first take two slivers of land along Rt. 111. The Finance Committee recommends payment and associated costs (e.g. legal fees) for the two pieces of property that need to be taken to complete the sidewalk.

Discussion:

Norm Hanover, Boxmill Rd., was disturbed by the number of people who walk or ride a bike along Route 111. It's very dangerous. He thought the town was working on a sidewalk from Harvard to Acton. What's the status of that? Mr. Ferrara said he was only discussing what was in the warrant. Mr. Fox, Select Board member, said that it still is a long-range plan.

Mike Gayowski, Eldridge Rd., said when the Minutemen clean up along Rte. 111 –know how dangerous it is. He was in support of the article.

Mr. Markiewicz said that this has been a goal for a long time and happy to see that it's going forward. He asked about culverts and if MassDOT had signed off. He noted that between school and library is a gap. Mr. Ferrara said eventually sidewalk will be extended all the way to the school. Mr. Markiewicz asked how much is in the sidewalk fund. Mr. Ferrara said that the Town is paying design costs out of that fund.

Carrie Weaver, Pine Hill Rd., asked about a crosswalk to Summer from Liberty Square Rd. Mr. Ferrara replied that it was not in the scope of this project, but will be looked at.

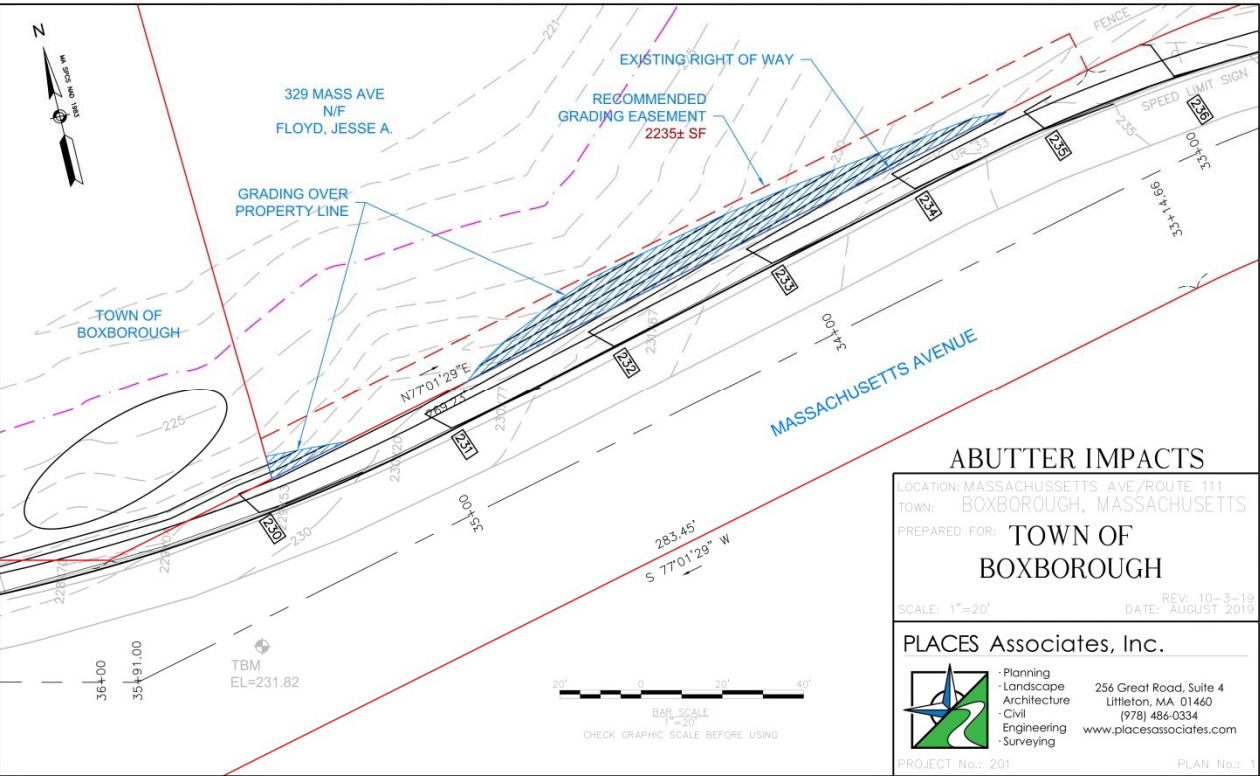
Justin Holzer, Liberty Square Rd., said you can't see cars coming west at end of Liberty Square Rd. Mr. Ferrara said that is why the sidewalk is designed the way it is to keep pedestrians away from the cars.

Carolyn Gutierrez, Whitcomb Rd., moved the question.

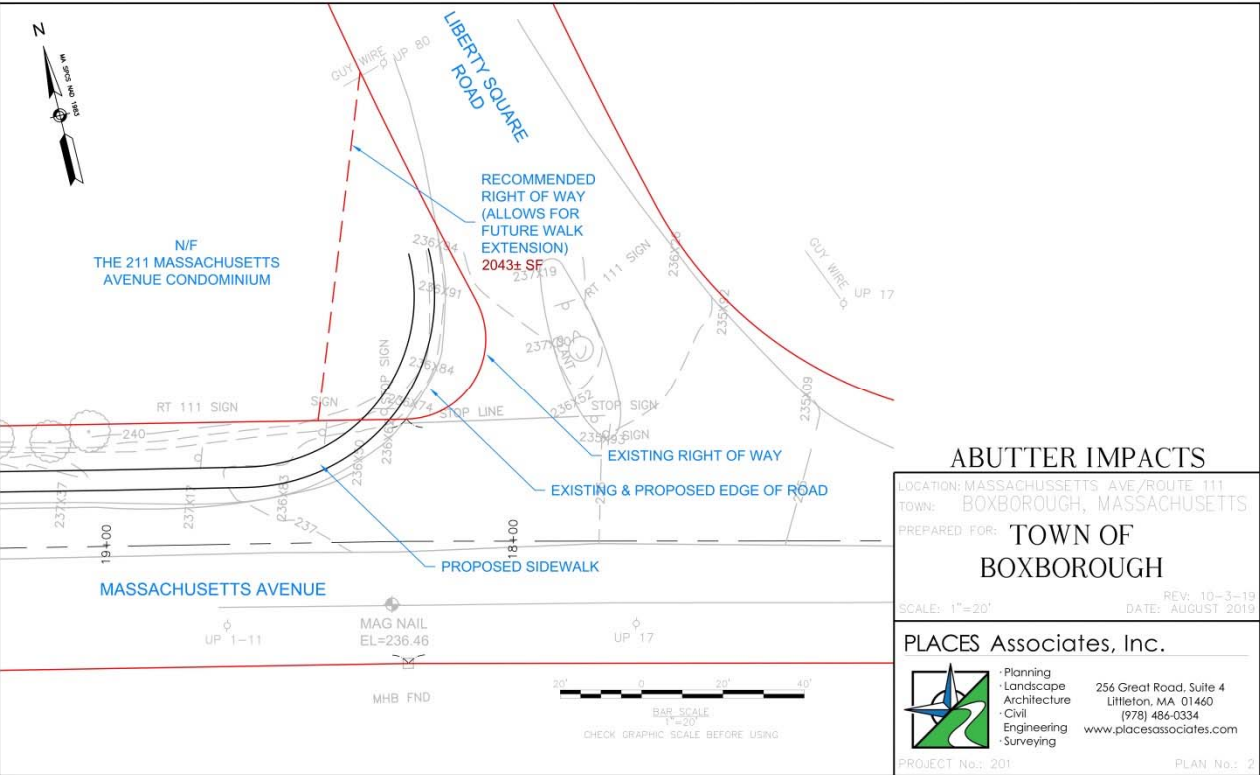
Motion to vote now carried by 2/3 majority, as declared by the moderator.

Action on Article 4: Motion carried unanimously.

Parcel One: 329 Massachusetts Avenue



Parcel Two: 211 Massachusetts Avenue at the corner of Massachusetts Avenue and Liberty Square Road



ARTICLE 5 PAYMENT OF PRIOR FISCAL YEAR BILLS

(Nine-tenths vote required)

Ms. Neyland moved to appropriate the sum of Seven Hundred Eighty Six Dollars and Nine Cents (\$786.09) from Free Cash for the purpose of paying invoices from a prior fiscal year.

Summary:

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

- *The original Nashoba Valley Medical Center invoice was delayed by the vendor. It was finally sent over one year later, \$711.09.*
- *The Sign Logic invoice was presented for payment when the vendor was reconciling their accounts after our fiscal year end. It was never sent upon work completed in the spring of 2019, \$75.00.*
- *ePay completed standard year-end reporting and the charges for services were noted during year end reconciling after the last warrants were recorded, \$2,855.50.*
- *Additional checks on supplemental accounts were processed without a warrant signature and though funds were available and the charges legitimate, they need to be processed correctly at this time, \$9,417.85.*

Select Board recommends (4-0):

For the reasons stated above the Select Board recommends unanimously.

Finance Committee recommends (4-0):

The Finance Committee recommends paying these bills using free cash and reserved funds. The Town is required to pay the bills when they are received. In this case, the bills came in after the close of the fiscal year.

Action on Article 5: Motion carried unanimously.

ARTICLE 6 ZONING BYLAW AUDIT

(Majority vote required)

Cindy Markowitz, Chair of the Planning Board, moved that the Town appropriate Ten Thousand Dollars (\$10,000) from Free Cash to pay for a zoning audit, including all costs incidental and related thereto.

Summary:

Boxborough's Zoning Bylaws (ZBL) are periodically amended and updated to address zoning changes desired by the Town. Boxborough's last recodification of its Zoning Bylaws was done in 1991. Over the years, the addition of zoning bylaw amendments and changes in language and definitions may have resulted in inconsistencies and insufficiencies in the zoning bylaws. A Zoning Audit, also known as a Zoning Diagnostic, would allow for a review of the current zoning bylaws and identify structural issues and potential minor "clean up" items. A Zoning Audit can reveal some easy-to-fix issues and some more complicated ones that may require policy decisions before developing zoning bylaw amendments or a more comprehensive zoning revision effort. The reason to do a Zoning Audit before embarking on more extensive revision effort is that it helps to sort out what the scope and sequence of a rewrite, if necessary, should be.

Ms. Markowitz made the Planning Board presentation in favor of the motion. She said that a zoning audit would help with future planning. The audit would identify structural issues, clarify ambiguous language and identify outdated or conflicting bylaws.

Planning Board recommends (5-0):

The Planning Board recommends a Zoning Bylaw Audit be conducted to clean up inconsistencies and

insufficiencies in the current zoning bylaws and make the bylaws easier to understand and to administer. A zoning audit may identify the need for a larger, more comprehensive overhaul and could make it easier to adopt zoning bylaw amendments in the future.

The anticipated work product will be a Zoning Diagnostic Report that incorporates the findings from the audit. The findings may be used to develop future revisions or additions to the zoning bylaws.

Finance Committee recommends (4-0):

The Finance Committee recommends. It has been 28 years since the last independent review took place. Going forward, the Finance Committee recommends adding this service to the Capital Plan at 10-year increments.

Action on Article 6: Motion carried unanimously.

It was moved and seconded to dissolve the December 10, 2019 Special Town Meeting. Meeting was dissolved at 8:55pm.

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

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

Maria E. Neyland, Chair
Select Board

Wesley I. Fowlks, Clerk
Select Board

Susan M. Bak
Select Board

Leslie R. Fox
Select Board

Robert T. Stemple
Select Board

**WARRANT AND PROCEEDINGS
SPECIAL TOWN ELECTION
December 17, 2019**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of G.L. chapter 51, to come to the polls at the Boxborough Town Hall, 29 Middle Road, Boxborough, MA, on Tuesday, December 17, 2019, at 7:00 a.m. The polls will be open continuously until they are closed at 8:00pm.

To vote on the following question:

QUESTION 1 CAPITAL BUDGET - DOUGLAS & GATES ELEMENTARY SCHOOL BUILDING PROJECT
(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Acton-Boxborough Regional School District for the purpose of paying costs for the design and construction of a new CT Douglas/Paul Gates Elementary School and Carol Huebner Early Childhood Program into a single facility on the Gates School Site located at 75 Spruce St, Acton including the payment of all costs incidental or related thereto?

YES 233 NO 60 BLANKS 0

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, and the keys were held by the Constable. The election officials were all duly sworn in before beginning their duties. Town Clerk Elizabeth Markiewicz declared the polls open at 7:00 a.m. and closed the polls at 8:00 p.m. Both checklists indicated that 293 persons had voted and 293 ballots (including 7 Absentee Ballots) were taken from the Ballot Box. There were 3,820 registered voters. The count was completed at 8:45 p.m.

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	
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging/ Community Services Director	978-264-1717	Lauren Abraham
Inspector of Buildings	978-264-1725	Bentley Herget
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	
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	Simon Corson
Town Treasurer/Tax Collector	978-264-1715	Nick Federico
Town Treasurer/Tax Collector Support	978-264-1724	Karen Guzzardi
Veterans' Agent Support	978-264-1726	
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

TOWN WEBSITE AND EMAIL ADDRESSES

The Town website, which includes email addresses for Town employees, is www.boxborough-ma.gov. Town Hall employees may also be contacted by email, using the person's first initial and last name as follows: initiallastname@boxborough-ma.gov. For example, Assessor Sandy Genna's email address is sgenna@boxborough-ma.gov

OTHER TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-264-1770	Paul Fillebrown, Jr, 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

General Hours	Monday–Thursday	8:00 a.m.–4:00 p.m.
	Friday	8:00 a.m.–Noon
Assessor	Monday–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
Building Department	Monday–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
Conservation/ZBA	Monday–Wednesday	8:00 a.m.–4:00 p.m.
	Thursday	Noon–4:00 p.m.
Community Services/ Council on Aging Coordinator	Monday–Thursday	8:00 a.m.–3:00 p.m.
	Friday	General Hours
Town Clerk	Monday	9:00 a.m.–2:00 p.m. 6:00 p.m.–8:00 p.m.
	Tuesday–Thursday	9:00 a.m.–2:00 p.m.
	Friday	9:00 a.m.–Noon
Tax Collector/Treasurer	Monday–Friday	General Hours
	Thursday Evenings	4:00 p.m.–7:00 p.m.
Veterans' Agent	Call for an Appointment	
Nashoba Board of Health Agent	Tuesday	1:30 p.m.–3:30 p.m.
Nashoba Board of Health Nurse	4th Tuesdays	10:00 a.m.–11:00 a.m.
<i>Other hours by appointment</i> Main Phone Number: 978-264-1700 Website: www.boxborough-ma.gov		

LIBRARY HOURS

Sargent Memorial Library 978-263-4680	Monday–Thursday	10:00 a.m.–8:00 p.m.
	Saturday (September–June)	10:00 a.m.–3:00 p.m.

“NO SCHOOL” ANNOUNCEMENTS

WCVB-TV Channel 5, WBZ-TV Channel 4, and WRKO-TV Channel 7

MEETINGS SCHEDULE

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website, www.boxborough-ma.gov. If interested, please call ahead to request an appointment to be placed on the agenda.

MEETINGS	DAY AND TIME	LOCATION
AB Cultural Council	As posted	Acton Town Hall
Affordable Housing Trust	As posted	Town Hall
Agricultural Commission	2 nd Tuesday, 7:30 p.m.	Town Hall
Annual Town Meeting	2 nd Monday in May	Blanchard School
Annual Town Election	Tuesday after 3 rd Monday 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 nd Thursday as posted	Town Hall
Cemetery Commission	As posted	Town Hall
Community Preservation Committee	1 st Thursday, 7:30 p.m.	Town Hall
Conservation Commission	1 st & 3 rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Economic Development Committee	3 rd Thursday, 7:00 p.m.	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 nd Tuesday, 7:30 p.m.	Town Hall
School Committee	1 st 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
Sustainability Committee	As posted	Town Hall
Veterans Tribute Committee	As posted	Town Hall
Water Resources Committee	3 rd Tuesday as posted, 7:30 p.m.	Town Hall
Well-Being Committee	As posted	Town Hall
Zoning Board of Appeals	1 st & 3 rd Tuesday, 7:15 p.m.	Town Hall

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.

Resident Interest Form

Name: _____ Phone: _____

Address: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: _____ E-mail Address: _____

- | | |
|---|---|
| ☐ Acton-Boxborough Cultural Council | ☐ Land Stewards |
| ☐ Affordable Housing Trust | ☐ Library Board of Trustees* |
| ☐ Agricultural Commission | ☐ Personnel Board |
| ☐ Board of Health* | ☐ Planning Board* |
| ☐ Board of Registrars | ☐ Public Celebrations & Ceremonies Committee |
| ☐ Boxborough Building Committee | ☐ Recreation Commission |
| ☐ Boxborough Emergency Reserve Corps | ☐ School Committee* |
| ☐ Boxborough Housing Board | ☐ Select Board* |
| ☐ Cemetery Commission | ☐ Steele Farm Advisory Committee |
| ☐ Community Preservation Committee | ☐ Sustainability Committee |
| ☐ Conservation Commission | ☐ Veterans Tribute Committee |
| ☐ Council on Aging | ☐ Water Resources Committee |
| ☐ Design Review Board | ☐ Well-Being Committee |
| ☐ Economic Development Committee | ☐ Zoning Board of Appeals |
| ☐ Finance Committee | |
| ☐ Historical Commission | |

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

*Indicates an elected board

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