



Boxborough Annual Town Report 2020



DEDICATED TO

THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS

AND EMPLOYEES,

WHOSE DILIGENT EFFORT

MAKE BOXBOROUGH'S TOWN GOVERNMENT

WORK FOR YOU

SPECIAL THANKS TO THE PUBLIC SAFETY, PUBLIC HEALTH, AND

FRONTLINE ESSENTIAL WORKERS FOR YOUR SERVICE AND

SACRIFICE DURING THE COVID-19 PANDEMIC

Front Cover Photos:

Image #1 – Screen Capture from Boxborough Select Board Virtual Meeting

Image #2 – 2020 Boxborough Annual Town Meeting

Town of Boxborough Annual Report

for the Year Ending December 31, 2020

**Annual Town Meeting
Monday, June 29, 2020
Boxborough Regency Hotel & Conference Center
7:00 p.m.**

**Town Election
Tuesday, June 2, 2020
Town Hall
7:00 a.m. – 8:00 p.m.**

Thank you

to all who contributed to

the Town of Boxborough's

2020 Annual Report,

with special thanks to

Cheryl Mahoney, Department Assistant,

Erin Twomey, Administrative Assistant,

Jennifer Barrett, Town Accountant,

Rajon Hudson, Assistant Town Administrator,

and Lauren Grady, Volunteer

for compiling, formatting,

and editing the submissions

IN MEMORIAM

ROBERT (Bo) SOKOLOWSKI
(1960-2020)

DPW AND FIRE STAFF: 1988-2020

DIANE DEMENT
(1945-2020)

FINANCE COMMITTEE: 1985-1988

WES WESTLIN
(1959-2020)

LAND STEWART: 2005-2015

BARRY HARSIP
(1951-2020)

ELECTION WORKER: 2000-2019

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,275
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	4,083 (as of Dec. 2020)
TAX RATE:	\$17.17 (FY21) \$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)
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 Trump (2017-2021)
Joseph R. Biden, Jr. (2021-2025)
president@whitehouse.gov
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
Tel: 202-456-1414

UNITED STATES SENATOR

Elizabeth Warren

www.warren.senate.gov
Boston Office:
2400 JFK Building
15 New Sudbury Street
Boston, MA 02203
617-565-3170
Washington Office:
2 Russell Senate Office Building
Washington, D.C. 20510
Tel: 202-224-4543

Edward J. 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

REPRESENTATIVES IN CONGRESS

Lori Trahan

www.trahan.house.gov

Acton Office

Acton Town Hall, Room 121
472 Main St., Acton, MA 01720
Tel: 978-459-0101
1st and 3rd Wednesdays, 8:30am-Noon

Washington Office

1616 Longworth HOB
Washington, DC 20515
202-225-3411

OFFICIALS OF THE COMMONWEALTH

Governor

Charlie Baker

Lt. Governor

Karyn Polito

Secretary

William Francis Galvin

Treasurer

Deborah Goldberg

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

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

sec.state.ma.us

mass.gov/orgs/office-of-state-treasurer-and-receiver-general-deborah-b-goldberg

mass.gov/orgs/office-of-the-state-auditor

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

james.eldridge@masenate.gov

Tel: 617-722-1120

Fax: 617-722-1089

Danillo.Sena@mahouse.gov

Tel: 617-722-2014

Auditor

Suzanne M. Bump

Attorney General

Maureen Healey

Senator, Middlesex &

James B. Eldridge

Worcester District

State House, Room 320

Boston, MA 02133

Representative in General

Danillo Sena

Court, 37th Middlesex

24 Beacon Street, Room 39

Boston, MA 02133

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2021)

Town Clerk

Elizabeth Markiewicz (2022)

Select Board

Wes Fowlks, Chair (2022)
John Markiewicz, Clerk (2023)
Leslie R. Fox (2023)
Maria Neyland (2021)
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 (2023)
Molly Wong (2023)

Board of Health

Marie C. Cannon, Chair (2023)
Pamela Follet (2021)
Bryan Lynch (2022)
Jim Garreffa, *Nashoba Associated Boards of Health*

Planning Board

Cindy Markowitz, Chair (2023)
Robin Lazarow (2022)
Mark Barbadoro (2023)
Nancy Fillmore (2020)**
Abigail Reip (2022)**
Rebecca Verner (2021)
Mark White (2022)
Joe Ferguson (Assoc. Member (2022))

AB Regional School Committee

(Boxborough Members)
Tessa McKinley, Chair (2023)
Adam Klein, Vice Chair (2021)
Nora Shine (2022)
Evelyn Abayaah-Issah (2023)

Town Administrator /

Chief Procurement Officer
Ryan Ferrara (2021)

Assistant Town Administrator

Sean Donahue (2020)*
Rajon Hudson (2021)**

Accountant

Jennifer Barrett (2021)

Assessor

Sanders Genna (2020)***
Jonathan Greeno (2021)**

Building Inspector / **Code Administration Officer**

Bentley Herget (2021)

Craig Martin, Call Inspector (2021)

Council on Aging/Community Services Director / **Council on Aging Coordinator**

Lauren Abraham (2020)*
Kimberley Dee (2021)**

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

Ed Kukkula (2021)

Town Planner

Simon Corson (2021)

Treasurer/Collector

Nick Federico (2021)

* Resigned

** Appointed to fill vacancy

*** Retired

****Passed

FIRE DEPARTMENT

Fire Chief, Fire Warden, Emergency Management

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

Paul Fillebrown, Jr. (2022)

Officers Full-Time (2021)

Shawn Gray, Captain
Jonathan Williams, Lieutenant

Officers Per-Diem (2021)

Jason Malinowski, Lieutenant
Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2021)

Zachery Broderick
Derek Dirubbo
Courtney Panero**
Stephen Wright**

Firefighter/EMTs Per-Diem (2021)

Robert Barrett
Michael Byrne
Zachary Clements
Charles Colburn
Edmond Daigneault
James Devogel
David Dutton
Christopher Fischer
David Hillman
Raymond Hobin**
Brendan Hurley
Ronald Hyatt**
Derek Jordan
Courtney Panaro

Sean Parlon
George M. Robinson
Joshua Schrader
Tyler Schwabe
Brian Smith**

Ronald Sisco
Robert T. Temple
Mitchell Taylor
Benjamin Wilmot
Stephen Wright
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 (2021)

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 (2021)

Department Assistant

Andrea Veros***
Ashley Carter**

Police Officers (2021)

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
Jeffrey Landgren, Patrol Officer
Christopher D. Lowney, Patrol Officer
Tyler D. McElman, Patrol Officer

* Resigned

** Appointed to fill vacancy

*** Retired

****Passed

Steven Patriarca, Patrol Officer
Timothy Schaeffer, Patrol Officer

Reserve Police Officers (2021)

Robert R. DaCosta

Steven P. Duffy

Frank W. Gordon

Philip Kearns

Patrick E. Mortimer

Katelyn E. Pfeifer*

Public Safety Dispatchers (2021)

Appointed by Fire Chief

Angela Alves, Supervisor

Elaine DeLorme*

Katelyn Pfeifer*

Morgan Taylor

Danielle Priest

Susan Kennedy**

Lock-Up Attendants (2021)

Amy Waxman

* Resigned

** Appointed to fill vacancy

*** Retired

****Passed

BOARDS AND COMMITTEES

Acton-Boxborough Cultural Council

Sharon Garde (2022)
Sheila Hanrahan (2021)
Aparna Ramasundar (2021)
Hong Bing Tang (2023)

Leslie Fox

Dave Koonce

Agricultural Commission

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

Cemetery Commission

William Sutcliffe, Chair (2023)
Jim Moss (2022)
Owen Neville (2021)

Cemetery Superintendent

Ed Kukkula, Co-Superintendent (2021)
Vicki Rzasa, Co-Superintendent (2020)***
Linda Collins, Co-Superintendent (2021)**

Animal Control Officer

Phyllis Tower (2021)

Community Preservation Committee

Dennis Reip, Chair (2021), *Conservation Commission*
Rita Gibes Grossman, Vice-Chair (2021), at-large
Hugh Fortmiller, Clerk (2022), *at-large*
Keith Lyons (2020), *Finance Committee**
John Neyland (2021), *Agricultural Commission*
Alan Rohwer (2023), *Historical Commission*
Ron Vogel (2023), *Housing Board*

Ex-Officio Members

Maria Neyland, Select Board
Simon Corson, Town Planner

Boxborough Affordable Housing Trust

Leslie Fox, Chair (2022)
R. Allen (Al) Murphy (2023)
Becky Neville (2023)
Ron Vogel (2022)

Complete Streets Committee

Abby Reip, Chair (2022)
Megan Connor (2022)
Lalita Ganesan (2022)
Alex Kerin (2022)
Brian Madge (2022)
Elizabeth Markiewicz (2022)
Than Stuntz (2022)

Boxborough Building Committee (2021)

Leslie Fox, Chair
Gary Kushner, Vice Chair
Ling Chen
Becca Edson
Hugh Fortmiller
Larry Grossman
Bill Litant
R. Allen (Al) Murphy
Maria Neyland
Than Stuntz

Conservation Commission

Dennis Reip, Chair (2021)
David Follett (2023)
Norm Hanover (2022)
David Koonce (2023)
Hoff Stuart (2022)
Stephen Schmitt (2021)
Appointed by Conservation Commission
Liz Markiewicz, Associate Member

Boxborough Housing Board

Al Murphy, Chair (2020)
Channing Wagg, Vice-Chair (2021)
Diane Friedman (2022)
Dolores Fromer (2021)
Ron Vogel (2022)

Council on Aging

Bill Litant, Chair (2023)
Anne Canfield, Vice-Chair (2021)

* Resigned

** Appointed to fill vacancy

*** Retired

****Passed

Barbara Wheeler, Secretary (2022)
Sonali Bhatia (2021)
Barbara Birt (2022)
Taryn Light (2022)
Karen Whitcomb (2021)

Design Review Board

Rebecca Verner, Chair (2021)
Robert Stemple, Clerk (2021)
Robert Childs (2023)
Brian Picca (2022)
Kimberly Musto (2023)

Election Wardens

Allen Rohwer
Lisa St. Amand
Eileen Sutcliff

Economic Development Committee

Rich Guzzardi, Chair (2023)
Joe Ferguson (2022)
Kristin Hilberg (2021)
Nate McKinley (2023)
John Neyland (2021)
Mark White (2022)
Dawn Willis (2022)

Ex-Officio Members

John Markiewicz
Becky Neville

Field Driver

Phyllis Tower (2021)

Historical Commission

Alan Rohwer, Chair (2021)
Kevin Mahoney (2023)
Brian Picca (2022)

Inspector of Animals

*Nominated by Board of Health, appointed by
Commonwealth of MA*
Phyllis Tower (2021)

Inspector of Gas & Plumbing

Steve Bottazzi (2021)
Norman Card, Jr., Assistant (2021)

Inspector of Wires

Charles Weeks (2021)
Bill Morehouse, Assistant (Alternate)(2021)

Personnel Board

Susan Bak, Chair (2023)
Sheila Bauer (2023)
Anne Canfield (2021)*
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)**
Marissa Picca, Chair (2022)*
Becca Edson (2022)
Hilary Greven (2021)
Claudine Lesk (2023)
Stacey O'Connell (2023)Rick Barrett (2021)

Steele Farm Advisory Committee

Edward Whitcomb, Chair (2021)
Bruce Hager, Chair (2022)*
Jeanne Steele Kangas (2021)
John Skinner (2022)

Sustainability Committee fka Energy Committee

Francie Nolde, Chair (2022)
Molly Biron (2021)*
Suresh Jasrasaria (2023)
Richard Garrison (2021)
Larry Grossman (2021)
Palmer Moore (2022)
Barbara Salzman (2021)
Connor Reardon, LEED (*Ex-officio*)

Town Counsel

K|P Law (2021)

* Resigned

** Appointed to fill vacancy

*** Retired

****Passed

Traffic Safety Committee

Alex Kerin (2022)
Victor Tremblay, Clerk (2023)

Tonya Andersen (2021)

Owen Neville (2023)

Ex-Officio Members

Warren Ryder, Police Department

Paul Fillebrown Jr., Fire Department

Ed Kukkula, Department of Public Works

Simon Corson, Planning Department

Veterans Services Officer

James MacRae, District Veterans' Services Officer (2021)

Veterans Tribute Committee (2020)

Kevin Mahoney, Co-Chair (2021)
Ron Vogel, Co-Chair (2021)
Karen Noriega-Baron, Clerk (2021)
Rick Barrett (2023)
Garrett Green (2021)
Paul Scheidemantel (2021)

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 (2023)

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

Mark White, Chair (2021)
Michael Toups (2023)
Mark Barbadoro (2021)
Stefano Caprara (2022)
Kristin Hilberg (2023)
Christian Habersaat, Alternate (2021)
Shawn McCormack, Alternate (2023)

APPOINTMENTS MADE BY MODERATOR**Finance Committee**

Gary Kushner, Chair (2021)
Keith Lyons (2020)*
Ling Chen (2021)

Diana Lipari (2023)**

Becky Neville (2022)

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

****Passed

TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED

Department of Public Works

Scott Doughty, Foreman
Vicki Rzasa, Department Assistant***
Linda Collins, Department Assistant**
Juan Barrios
Steve Barter
Francis Flynn
Larry Roche
Robert Sokolowski****
Edmond Daigneault, part-time
Alexander Luther, part-time

Council on Aging Van Drivers

Cathy Birch
Scott Dinsmore
Dolan Geneau

Library Staff

Jennifer Bauder, Substitute Library Assistant
Barbara Breese, Senior Library Assistant
Meghan Bouffard, Information Services Librarian
Anne-Marie Mulligan, Technical Services Librarian
Patricia Ritcher, Senior Library Assistant
Daniel Yoshio Shartin, Senior Library Assistant
Heather Waddell, Youth Services Librarian
Daphne Wong, Substitute Library Assistant

Town Hall

Karen Guzzardi, Department Assistant, part-time
Cheryl Mahoney, Department Assistant
Mary Nadwairski, Department Assistant, part-time
Kim Pelser, Department Assistant
Cindy Regan, Department Assistant/CoA Van Dispatch, part-time
Erin Twomey, Department Assistant, part-time

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

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 \$1,325,366 for FY2020. The Stabilization Fund stands at \$1.53M. Our Other Post-Employment Benefits (OPEB) unfunded liability is \$3.1M and our trust balance of \$850K exceeds 21% of our liability.

Boxborough's FY2021 tax rate of 17.17/\$1,000 is a slight increase due to the ABRSD Regional Building project. Assessed valuations of single-family homes did not significantly increase in 2020; however, condominium values increased across the board, reflecting a healthy housing market in Boxborough. The addition of over \$12M in valuation has leveled the increases, and the average tax bill for a single-family home increased by \$428 this year. Our levy capacity has increased to \$2.9M.

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.

Kim Dee, Council on Aging Coordinator: Kim came to Boxborough from Ayer, MA, where she worked as an activity director for an assisted living facility. She also worked as an activity assistant for the Town of Groton's Cooperative Elder Services and administrative assistant for their Council on Aging. She brings a wealth of experience in senior services.

Kim Pelser, Department Assistant to the Building Inspector and Board of Health: Kim came to Boxborough from the private sector with Verizon. She worked with Verizon for 30 years before joining our team. She has experience in the telecommunications and engineering.

Linda Collins, Administrative Assistant to the DPW Director and Fire Chief: Linda came to Boxborough from Littleton, MA. She worked as General Manager in Littleton before joining our team. She enjoys interacting with residents, as well as interior design and landscaping.

Jonathan Greeno, Town Assessor: Jonathan came to Boxborough from the Town of Groton, where he worked as an Assessor. He worked in Groton for eight years. He is also a Certified Residential Appraiser in both Massachusetts and New Hampshire.

Rajon Hudson, Assistant Town Administrator: Rajon came to Boxborough from the Town of North Attleborough, and prior to that, the Town of Lexington. Rajon has spent his professional career in municipal government, with his first role as a management fellow for the International City/County Management Association (ICMA).

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 2020/2021 school year, four students opted for Minuteman Vocational Technical High School, one student opted for Assabet Technical High School, and four 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 (2019/2020) were: \$30,500 for Minuteman, \$24,800 for Assabet, and \$24,960 for Nashoba. The transportation costs were reduced due to the COVID-19 pandemic. The state provides an annual reimbursement of those transportation costs in the following year's state aid allocation. As of this writing, \$5,256 has been received from the state.

Technology

A redesign of the town website was brought online in Spring 2020 to fulfill the goal of improving the user experience. We are also actively using social media to increase service and information delivery, and provide residents with additional means to engage with town government and processes. We have developed and submitted a Resident Communication Survey to residents during late 2020 to obtain feedback and direction to improve our ongoing communication efforts.

PERSONNEL BOARD

The Personnel Board is made up of 5 non-employee Boxborough residents appointed by the Select Board to provide guidance and advice to the Select Board and Town Administrator in matters that pertain to Boxborough's non-union personnel. The Board derives its authority from the Personnel Plan authorized at Town Meeting.

At the 2020 Annual Town Meeting, the Board obtained approval of a new Classification and Compensation Schedule developed by GovHR, a third-party consultant. The new salary schedule puts Boxborough non-union employees in the 75th percentile as compared to other comparable communities.

Board members sat on interview committees for the Assessor, the Council on Aging Coordinator and the Assistant Town Administrator. The Board also conducted exit interviews and coordinated the working group to review the wage adjustment factor for the FY2022 budget.

Additionally, the Board developed a new format for job descriptions. The Board worked and voted on 9 job descriptions. That work will continue through 2021.

Finally, the Board thanks Ryan Ferrara, Town Administrator; Wes Fowlks, Select Board Chair and Becky Neville, Finance Committee member for their on-going support and assistance.

On behalf of the Personnel Board,
Susan Bak, 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 to develop informed debate at town meetings and other forums. As part of this, the Finance Committee, along with the Town

Accountant, maintains and updates the Town capital plan, which provides a forward-looking view of potential capital expenditures.

The 2020 fiscal year ended on June 30, 2020. Over the course of the year the Finance Committee approved \$149,370 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 \$66,000.

Throughout FY2020, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town during this first year of the Pandemic. Some of these activities during FY2020 are documented below:

- Presentations at the ATM on the current financial status including revenues and abatements, near term budget projections and the work we did to reduce the budget due to the economic conditions (Pandemic) in the Town.
- Presentation to the ATM on the Boxborough Capital plan.
- Discussion of warrant articles including, but not limited to the town budget and various capital purchases.
- Participation on the Boxborough Building Committee
- Participation on the AB Regional School Building Committee

The Finance Committee continues to have active liaisons to most boards, committees, and departments in town. FinCom liaisons review both the committee budgets and the warrant articles. The Finance Committee also has as 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 FY20 Budget –Approved vs. Actual

Budget Category	FY 2020 ATM Budget (\$)	FY 2020 Actual (\$)	% Expended
General Government	\$1,234,830	\$1,116,149	90.6%
Protection	\$2,889,560	\$2,863,474	99.1%
A/B Regional School	\$11,522,285	\$11,522,285	100%
Minuteman Technical School	\$252,005	\$206,429	81.9%
Nashoba Technical School	\$64,895	\$60,892	93.8%
Assabet Technical School	\$46,250	\$41,656	90.1%
Public Works	\$1,182,790	\$1,074,701	90.9%
Cultural, Recreation, Library	\$448,780	\$407,188	90.7%
Health	\$167,380	\$154,768	92.5%
Reserve Fund	\$150,000	\$149,370	99.6%
Debt Service	\$1,087,110	\$1,080,798	99.4%
Employee Benefits*	\$2,192,965	\$1,935,110	88.2%
Total Operating Budget	\$21,238,850	\$20,466,450	96.4%

* 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 2020 are listed below:

Revenue Sources for ATM	Revenue (\$)
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$22,423,181
State Aid	\$220,491
Local Receipts (Excise tax, permits)	\$1,580,000
Overlay Reserve released to fund budget	\$0
Total Revenue	24,223,672
Free Cash	\$1,147,855
Stabilization Fund	\$1,766,748

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.

	FY2021	FY2022	FY2023	FY2024	FY2025
Cemeteries	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -
Conservation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fire	\$ 62,500	\$ 825,000	\$ 155,000	\$ 40,000	\$ -
Historical					
Museum	\$ -	\$ 10,000	\$ 20,000	\$ 24,000	\$ 6,000
Library	\$ 70,000	\$ 40,000	\$ 202,000	\$ -	\$ 140,000
Planning	\$ -	\$ 10,000	\$ 15,000	\$ -	\$ -
Police	\$ 247,600	\$ 208,000	\$ 78,500	\$ 92,000	\$ 65,500
Public Works	\$ 250,000	\$ 618,000	\$ 868,000	\$ 437,500	\$ 427,000
Recreation	\$ -	\$ 1,500,000	\$ 10,000	\$ -	\$ -
Steele Farm	\$ -	\$ -	\$ 45,000	\$ 320,000	\$ -
Town Hall	\$ -	\$ 139,000	\$ 25,000	\$ 15,000	\$ -
Town Clerk	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -
Town Wide	\$ 65,000	\$ 61,000	\$ 63,000	\$ 64,000	\$ -
Grand Total	\$ 725,100	\$ 3,441,000	\$ 1,511,500	\$ 1,002,500	\$ 648,500

The Capital plan is an evolving program, reviewed by the Finance Committee on a regular basis and will change from year to year. It makes no assumptions about sources of funding for any items and so may include items that could be considered for funding through the CPA.

Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Median single-family house price was \$608,780
- Town Valuation was \$1,181,679,592

Respectfully submitted,
Gary Kushner, Finance Committee Chair

TOWN ASSESSOR

The Board of Assessors (BOA) is responsible for establishing the value of property for tax purposes. The Assessor is responsible for the valuation of all taxable property, Real and Personal. The Assessor grants all statutory exceptions and all applications for the town's Senior Work off Program. The Assessor acts on all abatement applications, and is also responsible for defending all appeals made to the Appellate Tax Board (ATB). The Assessor administers all special assessments qualifying as classified, within the farm and forest management programs (also known as Chapter 61/61A/61B). Assessments in Massachusetts are based upon full and fair cash value as of January 1st.

The Assessor's office completed its interim year certification for FY2021. The Town of Boxborough's next certification, as directed by the Massachusetts Department of Revenue, will be FY2024. Until FY2024, interim year certifications will be completed by the Assessor's office.

Each property in town has a property record card (PRC) on file with all components that make up the valuation of the parcel, such as: land size, building characteristics, condition, quality, etc. The BOA recommends that each taxpayer obtain a copy of their individual PRC to ensure all information is accurate. The PRCs are available for no charge during regular business hours, can be requested by email (jgreeno@boxborough-ma.gov) and are also available online www.boxborough-ma.gov. However, these PRC's are from a static database that is only updated once per year. For the most up to date record please obtain a PRC directly from the Assessor's office.

The tax rate for FY2021 is \$17.17 per \$1000 of value.

The Assessor's office will start cyclical inspections for all Real Estate and Commercial/Industrial Parcels and for Personal Property within Commercial/Industrial parcels in the Spring of 2021. This practice is required by the Massachusetts Department of Revenue and ensures fair and equitable assessments.

Class Values

FISCAL YEAR	CLASS 1 RESIDENTIAL	CLASSES 3, 4 &5 COMMERCIAL, INDUSTRY, PERSONAL PROPERTY	TOTAL
2021	\$16,333,709 (78.79%)	\$4,396,346 (21.21%)	100.00%
2020	\$15,687,183 (79.40%)	\$4,070,500 (20.60%)	100.00%
2019	\$15,081,713 (78.65%)	\$4,094,773 (21.35%)	100.00%
2018	\$14,160,648 (77.83%)	\$4,032,602 (22.17%)	100.00%
2017	\$13,612,985 (76.83%)	\$4,104,352 (23.17%)	100.00%
2016	\$12,673,667 (76.09%)	\$3,982,479 (23.91%)	100.00%

Historic Assessed Values by Class

FISCAL YEAR	RESIDENTIAL LEVY	COMMERCIAL LEVY	INDUSTRIAL LEVY	PERSONAL PROPERTY LEVY	TOTAL LEVY	TAX RATE
2021	\$16,333,709	\$1,292,933	\$2,262,540	\$840,873	\$20,730,057	\$17.17
2020	\$15,687,183	\$1,263,004	\$2,173,933	\$633,563	\$19,757,682	\$16.72
2019	\$15,081,713	\$1,245,286	\$2,163,235	\$686,252	\$19,176,486	\$16.42
2018	\$14,160,648	\$1,219,158	\$2,134,554	\$678,890	\$18,193,250	\$16.44
2017	\$13,612,985	\$1,364,900	\$2,094,492	\$644,960	\$17,173,377	\$16.81
2016	\$12,673,677	\$1,363,145	\$2,035,145	\$583,967	\$16,656,155	\$16.36
2015	\$12,308,846	\$1,248,465	\$2,162,694	\$547,034	\$16,267,038	\$16.64
2014	\$12,477,025	\$1,335,489	\$2,293,630	\$535,417	\$16,641,560	\$17.69
2013	\$12,579,998	\$1,370,878	\$2,246,194	\$519,085	\$16,716,155	\$17.69
2012	\$12,714,855	\$1,353,725	\$2,288,621	\$517,731	\$16,874,931	\$17.87
2011	\$12,457,699	\$1,291,852	\$2,257,935	\$392,039	\$16,399,526	\$17.38

Historic Levies and Tax Rate

Fiscal Year	Average Single-Family Home Tax Bill	% Change From Previous Year	Average Single-Family Assessment	Total Value All Property	Tax Levy	Tax Rate
2021	\$10,607	4.1%	\$617,781	\$1,207,341,692	\$20,730,057	\$17.17
2020	\$10,179	1.85%	\$608,780	\$1,181,679,592	\$19,758,359	\$16.72
2019	\$9,994	5.46%	\$608,661	\$1,167,873,673	\$19,176,486	\$16.42
2018	\$9,476	0.14%	\$576,400	\$1,106,645,400	\$18,193,250	\$16.44
2017	\$9,464	5.38%	\$563,020	\$1,053,976,024	\$17,715,395	\$16.81
2016	\$8,981	1.50%	\$548,990	\$1,018,102,406	\$16,648,839	\$16.36
2015	\$8,848	-1.02%	\$531,400	\$976,999,303	\$16,253,518	\$16.65
2014	\$8,939	-0.92%	\$505,250	\$940,732,633	\$16,641,560	\$17.69
2013	\$9,022	-0.64%	\$510,000	\$944,949,427	\$16,719,808	\$17.69
2012	\$9,080	2.96%	\$508,136	\$944,316,252	\$16,875,732	\$17.87
2011	\$8,819	5.38%	\$507,184	\$943,586,088	\$16,403,457	\$17.38

LA-4 Comparison

USE CODE	DESCRIPTION	PARCEL COUNT	PARCEL COUNT	ASSESSED VALUE	ASSESSED VALUE	% CHANGE VALUE
101	Single Family	1,203	1,208	\$732,362,600	\$746,279,700	1.9%
102	Condominium	812	812	\$130,204,600	\$130,915,300	0.5%
104	Two Family	12	12	\$6,082,200	\$6,262,000	3.0%
105	Three Family	0	0	\$0	\$0	
109	2 Or More Residences/1 Lot	2	2	\$1,117,100	\$1,076,600	-3.6%
111-125	Apartments 4+ Units	6	6	\$44,765,600	\$44,765,600	0.0%
130-132, 106	Vacant Residential Land	135	132	\$9,161,200	\$7,575,900	-17.0%
300-393	Commercial	75	74	\$52,761,100	\$52,512,200	-0.5%
400-452	Industrial	44	44	\$127,062,500	\$128,785,100	1.4%
012-043	Mixed Use	18	18	\$14,535,340	\$14,418,550	-0.8%
016-018, 601-899	Chapter Land / Mixed Use Chapter Land	70	69	\$805,668	\$811,220	1.0%
501-508	Personal Property	57	64	\$37,892,524	\$48,973,272	29.0%
Total Real & Personal Property Value (Taxable)		2,445	2,445	\$1,181,679,592	\$1,207,341,692	2.2%
900-990	Exempt Real Estate	174	174	\$123,241,300	\$122,994,300	-0.2%

TAX COLLECTOR – FISCAL YEAR 2020

Real Estate Tax						
Fiscal Year	Uncollected As of 7/1/19	Commitments	Exemptions, Abatements, Tax Title	Collections	Refunds	Outstanding As of 6/30/20
2020	\$ -	\$ 19,124,119.62	\$ 65,274.01	\$ 18,867,429.46	\$ 51,103.73	\$ 242,519.88
2019	\$ 201,040.72	\$ -	\$ -	\$ 125,620.70	\$ 5,216.52	\$ 80,636.54
2018	\$ 76,899.17	\$ -	\$ -	\$ 50,800.00	\$ 1,078.63	\$ 27,177.80
2017	\$ 16,512.39	\$ -	\$ -	\$ 8,424.44	\$ -	\$ 8,087.95
2016	\$ 18,860.72	\$ -	\$ -	\$ 143.74	\$ -	\$ 18,716.98
2015	\$ 720.68	\$ -	\$ -	\$ 0.01	\$ -	\$ 720.67
Total	\$ 314,033.68	\$ 19,124,119.62	\$ 65,274.01	\$ 19,052,418.35	\$ 57,398.88	\$ 377,859.82
Community Preservation Act						
Fiscal Year	Uncollected As of 7/1/19	Commitments	Exemptions, Abatements	Collections	Refunds	Outstanding As of 6/30/20
2020	\$ -	\$ 191,241.04	\$ 823.13	\$ 188,236.69	\$ 79.19	\$ 2,260.41
2019	\$ 2,185.81	\$ -	\$ -	\$ 1,167.27	\$ 10.41	\$ 1,028.95
2018	\$ 792.35		\$ -	\$ 432.68	\$ -	\$ 359.67
2017	\$ 162.09	\$ -	\$ -	\$ 63.06	\$ -	\$ 99.03
2016	\$ 187.69	\$ -	\$ -	\$ -	\$ -	\$ 187.69
2015	\$ 13.42	\$ -	\$ -	\$ -	\$ -	\$ 13.42
Total	\$ 3,341.36	\$ 191,241.04	\$ 823.13	\$ 189,899.70	\$ 89.60	\$ 3,949.17
Personal Property Tax						
Fiscal Year	Uncollected As of 7/1/19	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/20
2020	\$ -	\$ 633,324.57	\$ 47,800.28	\$ 645,534.56	\$ 788.88	\$ (59,221.39)
2019	\$ 24,078.41	\$ -	\$ -	\$ -	\$ 6.72	\$ 24,085.13
2018	\$ 1,385.92		\$ -	\$ -	\$ -	\$ 1,385.92
2017	\$ 1,598.99	\$ -	\$ -	\$ -	\$ -	\$ 1,598.99
2016	\$ 257.04	\$ -	\$ -	\$ -	\$ -	\$ 257.04
2015	\$ 289.62	\$ -	\$ -	\$ -	\$ -	\$ 289.62
Total	\$ 27,609.98	\$ 633,324.57	\$ 47,800.28	\$ 645,534.56	\$ 795.60	\$ (31,604.69)
Motor Vehicle Tax						
Fiscal Year	Uncollected As of 7/1/19	Commitments	Abatements	Collections	Refunds	Outstanding As of 6/30/20
2020	\$ -	\$ 805,593.46	\$ 13,215.06	\$ 714,051.43	\$ 5,641.11	\$ 83,968.08
2019	\$ 86,684.70	\$ 146,979.33	\$ 13,123.13	\$ 198,187.29	\$ 9,193.26	\$ 31,546.87
2018	\$ 23,835.35	\$ -	\$ 2,223.96	\$ 8,542.31	\$ 982.50	\$ 14,051.58
2017	\$ 9,983.88	\$ -	\$ 70.00	\$ 1,123.30	\$ 70.00	\$ 8,860.58
2016	\$ 7,492.43	\$ -	\$ -	\$ 275.21	\$ -	\$ 7,217.22
2015	\$ 2,705.27	\$ -	\$ -	\$ 48.75	\$ -	\$ 2,656.52
Total	\$ 130,701.63	\$ 952,572.79	\$ 28,632.15	\$ 922,228.29	\$ 15,886.87	\$ 148,300.85

TREASURER

Herewith is presented the Treasurer's FY2020 report for the Town of Boxborough.

RECAPITULATION		\$
Treasurer's Cash Balance, 7/1/19		\$ 5,270,653.40
Treasurer's Trust Fund Balance, 7/1/19		\$ 2,987,624.02
<i>Subtotal</i>		\$ 8,258,277.42
FY2020 Receipts		\$ 24,717,364.61
Less FY2020 Approved Disbursements		(\$24,205,086.93)
Treasurer's Cash Balance, 6/30/20		\$ 8,770,555.10
TOTAL DEBT JUNE 30, 2020		\$ 5,796,987.77

CURRENT LONG-TERM DEBT:	PRINCIPAL	INTEREST	TOTAL
	\$		
FY2021	\$ 735,000.00	\$ 167,431.28	\$ 902,431.28
FY2022	\$ 705,000.00	\$ 142,156.28	\$ 847,156.28
FY2023	\$ 630,000.00	\$ 118,106.28	\$ 748,106.28
FY2024	\$ 595,000.00	\$ 95,956.28	\$ 690,956.28
FY2025	\$ 440,000.00	\$ 76,831.28	\$ 516,831.28
FY2026	\$ 350,000.00	\$ 60,981.28	\$ 410,981.28
FY2027	\$ 265,000.00	\$ 49,231.28	\$ 314,231.28
FY2028	\$ 260,000.00	\$ 38,931.28	\$ 298,931.28
FY2029	\$ 215,000.00	\$ 28,881.28	\$ 243,881.28
FY2030	\$ 185,000.00	\$ 21,962.50	\$ 206,962.50
FY2031-2036	\$ 575,000.00	\$ 41,518.75	\$ 616,518.75
TOTAL	\$ 4,955,000.00	\$ 841,987.77	\$ 5,796,987.77

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

FY20 DEBT SERVICE BUDGET	PRINCIPAL	INTEREST	TOTAL DEBT SVC.	BREAKDOWN, %	YEAR RETIRED
	\$				
Sewage Disposal Facility	\$ 30,000.00	\$ 4,950.00	\$ 34,950.00	3.87	2026
Water (Sewer/Water)	\$ 40,000.00	\$ 6,600.00	\$ 46,600.00	5.16	2026
Land Acquisition - Howe/Panek	\$ 30,000.00	\$ 1,350.00	\$ 31,350.00	3.47	2022
Affordable Housing	\$ 5,000.00	\$ 525.00	\$ 5,525.00	0.61	2024
Library	\$ 110,000.00	\$ 11,400.00	\$ 121,400.00	13.45	2024
Departmental Equipment	\$ 180,000.00	\$ 26,169.00	\$ 206,169.00	22.85	2030
Departmental Equipment	\$ 160,000.00	\$ 41,838.00	\$ 201,838.00	22.37	2036
Departmental Equipment/Paving/Building Repairs	\$ 180,000.00	\$ 74,600.00	\$ 254,600.00	28.21	2033
Total All Debt	\$ 735,000.00	\$ 167,432.00	\$ 902,432.00	100.00	

TREASURER'S FY20 RECEIPTS

General Fund	\$	Demand Fees	9,257.73
Other Taxes-Motel Hotel Room Occupancy	128,882.88	MVE Clear Fees	2,240.80
Other Taxes-Local Meals Option	23,881.91	Town Clerk Fees	2,185.00
Cell Tower Rental Fee	50,902.89	Town Clerk - Sale of Copies	1,558.10
Federal Aid	863.41	Extended Polling Hours	442.62
Veterans/Blind/Surviving Exemptions	3,538.00	Dog License	6,110.00
Veterans Benefits Reimbursement	16,215.00	Dog License Late Fee	90.00
Miscellaneous Revenue	32,905.10	Town Clerk Misc Rev	129.63
Sale of Assets	250.00	Planning Board Fees	1,300.00
Transfer From General Funds	9,482.23	Planning Board - Sale of Copies	-
Transfer From Special Rev	6,666.67	Board of Appeals Fees	665.00
Transfer From Capital Funds	98,567.65	ZBA By Laws - Sale of Copies	-
Transfers from Trust & Agency Funds	-	Police Outside Detail Admin Fee	8,840.00
Town Hall Rental Fees	100.00	Police - Misc Fees	190.04
Liquor Licenses	9,500.00	Police - Permits	1,250.00
Business Licenses	3,100.00	Police Court Fines	908.61
Assessor - Sale of Copies	246.00	Police Misc Fines	22,879.18
Interest - Tax Liens	-	Ambulance Receipts	60,301.93
Earnings on Investments	15,035.73	Fire - Permits	4,678.00
Treasurer Misc Rev	7.00	Building Dept. - Admin.Use Fees	6,751.60
Personal Property - 2015	-	Building - Sales of Copies	5.00
Personal Property - 2016	-	Building Dept Other Permits	-
Personal Property - 2017	-	Building - Permits	61,142.11
Personal Property 2018	(229.82)	Dog Control Bylaw -Violations	-
Personal Property 2019	(5,933.63)	DPW - Permits	315.00
Personal Property 2020	642,827.05	DPW Misc Rev	1,446.91
Real Estate - 2015	0.01	Transfer Station Fees - Current Year	91,212.50
Real Estate - 2016	143.74	Cemetery Fees	4,050.00
Real Estate - 2017	8,461.64	Board of Health - Permits	260.00
Real Estate 2018	49,721.37	Rec Com Summer Program	7,410.00
Real Estate 2019	129,108.93	Rec Com Winter Programs	1,650.00
Real Estate 2020	18,816,325.73	State Owned Land	3,474.00
Real Estate Supplemental Tax 2018	-	Exemptions to VetsBlindSurv	1,510.00
Motor Vehicle Excise - Prior Years	298.76	Chapter 71 School Transportation Reimb	2,358.00
Motor Vehicle Excise - 2015	48.75	Chapter 70	22,674.00
Motor Vehicle Excise - 2016	275.21	Unrestricted General Government Aid	267,857.00
Motor Vehicle Excise - 2017	1,053.30	Insurance Claims	
Motor Vehicle Excise 2018	7,559.81	Insurance Claim	8,394.76
Motor Vehicle Excise 2019	188,994.03	Insurance 111F	285.71
Motor Vehicle Excise 2020	708,410.32	Receipts Reserved for Appropriation	
Interest - Property Taxes	36,016.94	Ambulance Revenue	60,301.58
Interest - Excise Taxes	9,260.40	Sale of Cemetery Lots	4,200.00
I&E Lien 2019	-	Planning/ZBA Consulting	
Municipal Lien Certificates	6,075.00	Town Center Consulting	14,598.55
		Flagg Hill Subdivision Rev	1,111.80
		1414 Mass Ave Rev	3,871.75

984 Mass Ave Rev	7,654.10
1160 Liberty Square Rd Rev	337.50
1195 Hill Rd Rev	-
Community Preservation	
CPA Interest	326.65
CPA Revenue 2016	-
CPA Revenue 2017	63.43
CPA Revenue 2018	432.68
CPA Revenue 2019	1,331.58
CPA Revenue 2020	188,157.50
CPA State Share	43,882.00
CPA Earnings on Investments	4,462.37
Gifts	
Planning-Sidewalk Fund	7,500.00
Littleton Electric Gift Rev	23,500.00
Fire Dept Gift Rev	11,050.00
Fields Maintenance Gift	3,700.00
Community Services Gift	13.37
COA Gift	1,000.00
Veterans Tribute Committee	250.00
Collection Development Income	10,009.18
Collection Development Interest	54.14
Whitcomb House Interest	629.65
Eagle Scout Project	1,146.00
Other Special Revenue	
Fire Public Education	1,050.00
Cable Accounts	
ATT Comcast License	394.00
Verizon License	380.00
ATT Comcast Capital Cable Only	4,667.00
ATT Comcast Operations Salaries	47,750.34
Verizon PEG Access Cable Related	49,000.27
Revolving 53E1/2	
Cons Com - Town ByLaw Fee	1,775.00
GIS Assessor Maps	-
Community Gardens	330.00
Fire Alarm System Maintenance	6,150.00
Gas/Plumbing Inspection	46,579.50
Electrical Inspection	17,494.90
ACO Overtime Littleton	1,260.37
ACO Overtime Stow	2,569.55
ACO Overtime Other	134.84
ACO Services Littleton	28,728.00
ACO Services Stow	21,592.00
Kenneling Rev Boxborough	370.00
Kenneling Rev Littleton	880.00
Kenneling Rev Stow	400.00

COA Class Revenue	8,435.92
Senior Van Revenue	21,647.91
Library Copier Revenue	205.00
Library Fines	1,188.02
Recreation TKD	14,392.00
Recreation Birding Class	550.00
Recreation Art Class	-
Recreation Running Club	1,320.00
Recreation Special Programs Other	214.50
Field Permits	2,820.00
Farm Revenue	225.00
Revolving Other	
Cons Com - State WPA Fee	1,780.00
State Grants - Police	
911 Support	28,979.04
911 Training	2,253.40
State Grants - Fire	
Dept Fire Services Grant	3,520.00
Fire Safe	3,055.00
Senior SAFE	2,055.00
State Grants	
Municipal Vulnerability Prep Grant	15,000.00
State Grants - Culture/Rec	
ABCC Grant	12,504.99
ABCC Grant Interest	105.66
State Grants - Library	
Technology Capital Fund	8,440.45
State Grants - COA	
CHNA Grant	3,000.00
Elder Affairs	8,544.00
State Grants - Other	
TNC Surcharge	897.70
SMRP Grant Revenue	4,840.00
Veterans Tribute Historical	15,000.00
Steele Farm -House (Mass Historical Comm)	5,000.00
Federal Grant - Other	
Federal ARRA Grant - Revenue	(3,348.00)
Chapter 90	
Chapter 90	430,475.14
Capital Buildings	
BAN Proceeds	40,000.00
BAN Proceeds	164,000.00
Capital Vehicles	
BAN Proceeds	46,000.00
BAN Proceeds	52,900.00
BAN Proceeds	290,000.00
BAN Proceeds	210,000.00

Capital Land	
Bond Proceeds	300,000.00
Bond Proceeds	300,000.00
Capital Other	
BAN Premium	1,726.00
BAN Proceeds	110,000.00
OPEB Trust	
OPEB Trust Fund Interest	20,916.70
Transfer from GF	100,000.00
Trust Funds - Nonexpendable	
Cemetery Perpetual Care Trust - NonExpendable	4,200.00
Trust Funds - Expendable	
Peter F Whitcomb Trust Interest	123.25
Hammonds Scholarship Trust Interest	453.66
Law Enforcement Trust Donations	3,764.00
Roy F Custance EMT Trust Interest	26.22
Cemetery Perpetual Care Interest	2,108.16
Grace Priest Cemetery Trust Interest	165.95
War Memorial Trust Interest	27.93
Reita I Bean Trust Interest	218.61
Siemens Trust Interest	215.86
Valerios Trust Interest	23.16
Henry H Brooks Trust Interest	64.73

A W Wetherbee Trust Interest	2.31
Betsey Krusen Library Trust Interest	215.75
Grace Priest Library Trust Interest	165.97
Affordable Housing Trust	
BAHT Interest	8,427.85
Conservation Trust	
Conservation Trust Interest	489.52
Transfer from CPA	10,000.00
Stabilization Trust	
Stabilization Interest	36,002.84
Transfer from GF	10,0000.00
Payroll Withholdings	
Group Health Ins. WH	163,353.35
Life Insurance WH	643.7
Off Duty Detail	
Police Outside Detail	221,052.50
Fire Outside Details	9,568
Other Agency	
Deputy Collector Fees	5840
Pistol Permit State Portion	3750

Respectfully submitted,
Nick Federico, Treasurer/Collector

TREASURER TRUST FUND REPORT 2020

Trust Fund	Beginning		Transfers of		Ending		Unrealized Gain/Loss	Ending Market Value
	Market Value	Principal	Earnings	Principal	Earnings	Cash Value		
Cemetery Perpetual Care	102,855.17	60,250.00	40,352.05	-	60,250.00	42,268.66	102,518.66	2,444.67
Conservation	23,883.36	-	23,360.18	-	-	23,805.22	23,805.22	567.66
Library								
Reita Bean	10,666.19	10,130.00	302.54	-	10,130.00	501.29	10,631.29	253.51
Siemen's	10,531.46	10,000.00	300.76	-	10,000.00	497.01	10,497.01	250.31
Valerio Family	1,130.76	1,000.00	105.99	-	1,000.00	127.04	1,127.04	26.88
Henry Brooks	3,159.44	3,000.00	90.23	-	3,000.00	149.08	3,149.08	75.09
A.W. Wetherbee	113.14	100.00	10.66	-	100.00	12.76	112.76	2.69
Betsey Krusen	10,526.74	10,000.00	296.14	-	10,000.00	492.29	10,492.29	250.20
Subtotal Library	36,127.73	34,230.00	1,106.32	-	34,230.00	1,779.47	36,009.47	858.68
Stabilization	1,638,344.63	516,862.33	1,085,593.20	100,000.00	616,862.33	1,116,159.36	1,733,021.69	41,325.78
Town								
Grace M. Priest	16,192.94	14,000.00	1,838.22	-	14,000.00	2,139.98	16,139.98	384.88
War Memorial	1,363.46	600.00	733.59	-	600.00	758.98	1,358.98	32.41
Peter Whitcomb	6,012.31	5,000.00	880.61	-	5,000.00	992.66	5,992.66	142.90
Roy F. Custance	1,279.18	1,075.00	176.16	-	1,075.00	200.00	1,275.00	30.40
John/Elise Hammond	22,134.47	20,000.00	1,649.60	-	20,000.00	2,062.04	22,062.04	526.09
Affordable Housing	411,183.16	351,410.24	50,765.67	-	351,410.24	58,427.73	409,837.97	9,773.04
Subtotal Town	458,165.52	392,085.24	56,043.85	-	392,085.24	64,581.39	456,666.63	10,889.72
Grand Totals	2,259,376.41	1,003,427.57	1,206,455.60	100,000.00	1,103,427.57	1,248,594.10	2,352,021.67	56,086.51
OPEB	728,247.61	600,000.00	88,609.83	-	600,000.00	108,800.30	708,800.30	40,364.01
								749,164.31

TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2020. 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. FY2020 records were audited by Roselli, Clark & Associates.

Respectfully Submitted,
Jennifer Barrett, Finance Director/Town Accountant

STATEMENT OF NET POSITION

JUNE 30, 2020

	<u>Governmental Activities</u>
ASSETS:	
Cash and cash equivalents	\$ 6,013,925
Investments	2,265,635
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	340,055
Excise taxes	148,801
Departmental and other	31,744
Foreclosures.....	306,967
Capital assets not being depreciated	5,373,672
Capital assets net of depreciation.....	<u>14,567,008</u>
TOTAL ASSETS.....	<u>29,047,807</u>
DEFERRED OUTFLOWS OF RESOURCES:	
Related to net pension liability	2,169,383
Related to net other postemployment benefit liabilities.....	<u>928,736</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>3,098,119</u>
LIABILITIES	
Warrants and accounts payable	299,813
Other liabilities.....	2,718
Accrued interest expense	23,870
Tax refunds payable	696,334
Bond anticipation notes payable	1,512,900
Due to other postemployment benefit liability trust.....	100,000
Noncurrent liabilities:	
Due in one year or less.....	790,042
Due in more than one year	<u>20,074,427</u>
TOTAL LIABILITIES	<u>23,500,104</u>
DEFERRED INFLOWS OF RESOURCES	
Related to net pension liability	456,820
Related to net other postemployment benefit liabilities.....	<u>363,834</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>820,654</u>
NET POSITION	
Net investment in capital assets	13,853,026
Restricted:	
Nonexpendable permanent funds	126,955
Community Preservation	467,690
Affordable Housing	382,425
Other purposes	1,206,081
Unrestricted.....	<u>(8,211,009)</u>
TOTAL NET POSITION.....	<u>\$ 7,825,168</u>

STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2020

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenues and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<i>Governmental Activities:</i>					
General government	\$ 2,097,600	\$ 259,647	\$ 444	\$ -	\$ (1,837,509)
Public safety	5,958,300	586,725	71,064	-	(5,300,511)
Education	11,835,502	-	25,032	-	(11,810,470)
Public works	2,090,542	108,725	27,302	430,475	(1,526,041)
Health and human services	260,849	30,344	32,855	-	(197,650)
Culture and recreation	901,500	31,777	38,918	48,882	(781,923)
Interest expense.....	<u>206,888</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(206,888)</u>
Total Governmental Activities.....	<u>\$ 23,351,181</u>	<u>\$ 1,017,218</u>	<u>\$ 193,614</u>	<u>\$ 479,357</u>	<u>\$ (21,660,992)</u>
<i>General revenues:</i>					
Real estate and personal property taxes.....				19,522,127	
Grants and contributions not restricted to specific programs				287,548	
Motor vehicle and other excise taxes				1,077,751	
Penalties and interest on taxes				45,277	
Unrestricted investment income.....				<u>68,565</u>	
Total general revenues.....					<u>21,001,268</u>
Change in net position					(659,724)
<i>Net Position:</i>					
Beginning of year					<u>8,484,892</u>
End of year					<u>\$ 7,825,168</u>

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2020

	<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	\$ 3,843,688	\$ 477,021	\$ 467,690	\$ 19,469	\$ 1,206,057	\$ 6,013,925
Investments.....	1,684,015	-	-	400,142	181,478	2,265,635
Receivables, net of allowance:						
Property taxes	336,250	-	3,805	-	-	340,055
Excise taxes	148,801	-	-	-	-	148,801
Department and other	5,411	-	-	-	26,303	31,744
Tax foreclosures	306,967	-	-	-	-	306,967
Due from other funds.....	<u>37,186</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,513</u>	<u>43,699</u>
TOTAL ASSETS	<u>\$ 6,362,348</u>	<u>\$ 477,021</u>	<u>\$ 471,495</u>	<u>\$ 419,611</u>	<u>\$ 1,420,351</u>	<u>\$ 9,150,826</u>
LIABILITIES						
Warrants and accounts payable.....	\$ 282,105	\$ 1,830	\$ -	\$ -	\$ 15,878	\$ 299,813
Tax refunds payable	696,334	-	-	-	-	696,334
Other liabilities.....	2,718	-	-	-	-	2,718
Due to other funds.....	106,513	-	-	37,186	-	143,699
Bond anticipation notes payable.....	<u>-</u>	<u>1,512,900</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,512,900</u>
TOTAL LIABILITIES	<u>1,087,670</u>	<u>1,514,730</u>	<u>-</u>	<u>37,186</u>	<u>15,878</u>	<u>2,655,464</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue – property taxes	279,950	-	3,805	-	-	283,755
Unavailable revenue – excise taxes.....	148,801	-	-	-	-	148,801
Unavailable revenue – other	<u>312,408</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>317</u>	<u>312,725</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>741,159</u>	<u>-</u>	<u>3,805</u>	<u>-</u>	<u>317</u>	<u>745,281</u>
FUND BALANCES						
Nonspendable	-	-	-	-	126,955	126,955
Restricted	-	197,179	467,690	382,425	1,277,201	2,324,495
Committed	525,899	-	-	-	-	525,899
Assigned	371,000	-	-	-	-	371,000
Unassigned.....	<u>3,636,620</u>	<u>(1,234,888)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,401,732</u>
TOTAL FUND BALANCES	<u>4,533,519</u>	<u>(1,037,709)</u>	<u>467,690</u>	<u>382,425</u>	<u>1,404,156</u>	<u>5,750,081</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 6,362,348</u>	<u>\$ 477,021</u>	<u>\$ 471,495</u>	<u>\$ 419,611</u>	<u>\$ 1,420,351</u>	<u>\$ 9,150,826</u>

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Amounts	Actual	Actual	Variance	
	Original Budget	Final Budget	Budgetary Amounts	Budgetary Adjusted	Positive (Negative)
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 19,438,359	\$ 19,438,359	\$ 19,640,425	\$ 19,640,425	\$ 202,066
Intergovernmental	296,516	296,516	318,932	-	22,416
Motor vehicle and other excise taxes	1,021,000	1,021,000	1,059,405	-	1,059,405
License and permits	130,300	130,300	94,395	-	94,395
Departmental and other revenue	355,200	355,200	281,346	-	281,346
Penalties and interest on taxes	40,000	40,000	45,277	-	45,277
Fines and forfeitures	28,500	28,500	23,878	-	23,878
Investment income	25,000	25,000	15,036	-	(4,622)
TOTAL REVENUES.....	21,314,875	21,314,875	21,478,694	-	(9,964)
EXPENDITURES:					
Current:					
General government	1,708,860	1,667,265	1,327,591	187,174	1,514,765
Public safety	3,076,829	3,152,480	2,998,616	121,541	3,120,157
Education	11,889,675	11,889,675	11,835,502	-	11,835,502
Public works	1,204,756	1,234,486	1,093,362	10,037	1,103,399
Health and human services	168,058	168,058	155,446	1,508	156,954
Culture and recreation	474,378	481,378	412,667	24,039	436,706
State and county tax assessments	76,025	76,025	75,858	-	75,858
Pension and other fringe benefits.....	2,107,514	2,107,514	1,856,357	-	1,856,357
Debt service	1,087,110	1,087,110	1,080,798	-	1,080,798
TOTAL EXPENDITURES.....	21,793,205	21,863,991	20,836,197	-	344,299
OTHER FINANCING SOURCES (USES):					
Transfers in.....	-	-	-	-	-
Transfers out	(505,400)	(610,900)	(610,900)	(610,900)	(610,900)
TOTAL OTHER FINANCING SOURCES (USES)	(505,400)	(610,900)	(610,900)	(610,900)	(610,900)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES/USE OF PRIOR YEAR					
BUDGETARY FUND BALANCE	(983,730)	(1,160,016)	31,597	(312,702)	847,314

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2020

	<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>
<u>REVENUES:</u>						
Real estate and personal property taxes, net of tax refunds	\$ 19,344,091	\$ -	\$ 189,985	\$ -	\$ -	\$ 19,534,076
Intergovernmental.....	318,932	430,476	43,882	-	109,742	903,032
Motor vehicle and other excise taxes	1,059,405	-	-	-	-	1,059,405
Licenses and permits.....	281,346	-	-	-	-	281,346
Departmental and other revenue	94,395	-	327	-	617,124	711,846
Penalties and interest on taxes.....	45,277	-	-	-	-	45,277
Fines and forfeitures.....	23,878	-	-	-	-	23,878
Investment income.....	51,038	-	4,461	8,428	4,638	68,565
Contributions and donations	-	-	-	-	57,487	57,487
TOTAL REVENUES	21,218,362	430,476	238,655	8,428	788,991	22,684,912
<u>EXPENDITURES:</u>						
Current:						
General government	1,327,591	190,789	1,013	3,010	109,641	1,632,044
Public safety	2,998,616	406,184	-	-	402,118	3,806,918
Education.....	11,835,502	-	-	-	-	11,835,502
Public works	1,093,362	1,110,077	-	-	26,055	2,229,494
Human services	155,446	-	33,200	-	36,734	225,380
Culture and recreation	412,667	-	28,839	-	56,545	498,051
Pension and other fringes.....	1,956,357	-	-	-	-	1,956,357
State and county charges.....	75,858	-	-	-	-	75,858
Debt service:						
Principal.....	870,000	-	-	-	-	870,000
Interest	210,798	-	-	-	-	210,798
TOTAL EXPENDITURES	20,936,197	1,707,050	63,052	3,010	631,093	23,340,402
EXCESS (DEFICIENCY) OF REVENUES						
OVER (UNDER) EXPENDITURES.....	<u>282,165</u>	<u>(1,276,574)</u>	<u>175,603</u>	<u>5,418</u>	<u>157,898</u>	<u>(655,490)</u>
<u>OTHER FINANCING SOURCES (USES):</u>						
Transfers in.....	105,235	391,473	-	-	36,297	533,005
Transfers out	<u>(410,900)</u>	<u>(104,865)</u>	<u>(10,000)</u>	<u>-</u>	<u>(7,240)</u>	<u>(533,005)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(305,665)</u>	<u>286,608</u>	<u>(10,000)</u>	<u>-</u>	<u>29,057</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	(23,500)	(989,966)	165,603	5,418	186,955	(655,490)
FUND BALANCES AT BEGINNING OF YEAR	4,557,019	(47,743)	302,087	377,007	1,217,201	6,405,571
FUND BALANCES AT END OF YEAR	\$ 4,533,519	\$ (1,037,709)	\$ 467,690	\$ 382,425	\$ 1,404,156	\$ 5,750,081

TOWN CLERK - VITAL STATISTICS

There were 46 births recorded for the year 2020. There were 22 marriage intentions filed and 19 marriage certificates issued. The total number of deaths recorded was 26.

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census as of January 1, 2020, which showed the population of Boxborough to be 5,275. There were four voter registration sessions held during the year. As of the last voter registration session, there were 4,083 registered voters in Boxborough.

Respectfully submitted,
Elizabeth Markiewicz, Town Clerk

CONSTABLES

The Constables worked the Special State Primary, the Special State Election, the Town Election, the State Primary, and the State Election.

Notification of the above were posted as well as on the Annual Town Meeting Warrant and Zoning and General Bylaw Amendments.

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 eight CPA appropriations for 2020 Annual Town Meeting consideration.

- Four were in the category of Open Space and Recreation for funding the Sargent Library Patio Renovation and Expansion, the Hager Land Connection (Footbridge), the Flerra Community Garden Well, and the Conservation Trust Fund.
- Two were in the category of Community Housing for funding the Boxborough Rental Assistance Program (BRAP), and Regional Housing Services.
- Two were in the category of Historic Resources for funding the North Cemetery Restoration, and the Preservation of Historical Records.

All eight recommendations passed as Warrant Articles 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. Two new Planning Board members were elected, and one member re-elected in the June 2020 Town Election. The Planning Board currently has an Associate member, appointed jointly by the Board and the Select Board. The Associate member may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The Planning Board is supported by the Town Planner who offers professional and administrative assistance, and guidance on the technical and theoretical aspects of planning.

Annual Town Meeting, June 2020

The Planning Board proposed four articles for the June 2020 Annual Town Meeting. The articles involved:

- 1) Amend Section 2100 Definitions to add the definition of "Specialty Food Shop", and amend 4000 Use Regulations to allow establishments considered, "Specialty Food Shops" to be permitted in certain zoning districts;
- 2) Amend Section 3002 Location of Districts to change approximately 3.65 acres of property located at 700 Massachusetts Avenue from the Town Center zoning district to the Agricultural-Residential zoning district.
- 3) Amend Section 6003 Common Parking Areas to allow common parking facilities when it can be reasonable demonstrated that the parking need for the uses occurs at different times, and amend 6006 Off Street Parking Requirements to better reflect the amount of parking needed for the various types of uses described in the parking schedule.
- 4) Amend Section 6204 Lighting to provide additional clarity and examples, and amend Section 6300 Signs to provide additional clarity in the event that an internally lit sign is permitted in the Industrial-Commercial, Business, Business-1, and Office Park zoning districts.

Town meeting voted to approve all four Articles.

For a complete explanation of these articles, 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 - Site Plan Modifications: The Board approved four requests for Site Plan Modifications for the Enclave, a 50-unit, age-restricted, residential development approved in 2019. Modifications to the Site Plan Approval included: 1) increase the potential maximum total building footprint to 5,704 square feet per duplex, 2) adopt changes to the layout and landscaping plans for the clubhouse area resulting in a reduction of 3,400 square feet of impervious area, 3) accept payment of \$35,000.00 to the Town of Boxborough in lieu of constructing a sidewalk from the Project Site along Stow Road to Massachusetts Avenue, and, 4) accept revisions to landscape plans to provide an improved screening buffer to abutters and adding two supplemental internal signs within the Tisbury Meadows and Sheriff's Meadows communities.
- 984 and 996 Massachusetts Avenue and 38 Sara's Way - Special Permits and Site Plan Approval: The Board denied 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

Plans that do not require approval under the Massachusetts Subdivision Control Law, but which are to be recorded in the Registry of Deeds or filed with the Land Court, may be submitted to the Board for review and endorsement. 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 2020.

- 566 Middle Road: The Board endorsed a plan which showed the division of one lot into two building lots with frontage on Middle Road.
- 700, 750, 800 Massachusetts Avenue: The Board endorsed a plan which showed lot line adjustments that do not create any new frontage.

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 2020, the Planning Board issued the following approval:

- 1 Paddock Lane: The Board issued an approval to remove 42 to 48 inches of existing stone wall to allow for access to a recreational trail.
- 1172 Hill Road: The Board issued an approval to remove a maximum of 18 feet of existing stone wall to allow for the construction of a new 14-foot-wide driveway to access a new single-family dwelling.

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. Substantial time and effort were invested into the Master Plan Update process by the Master Plan Update Committee (MPUC), the Town Planner and



other Town staff, and the Town's project consultant, the Metropolitan Area Planning Council. [Boxborough2030](#) is a website 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](#). During 2020, the Select Board and the Planning Board jointly conducted progress updates with each Board and Committee and compiled that information into a [Master Plan Action Item Status](#) document. Throughout the course of 2021, the Planning Board and Select Board will continue obtain input from Boards and Committees to ensure each responsible entity is actively pursuing the completion of each task.

In 2020, the Planning Board engaged the Barrett Planning Group to undertake a diagnostic of the Town's Zoning Bylaw to identify technical deficiencies and make recommendations for areas of improvement, including structure and format, clarity, consistency and navigability. This effort was funded through a warrant article from 2019 Special Town Meeting. The Planning Board is continuing its work toward a re-codification of the Bylaws to address these issues and make other improvements for all those who rely on the Zoning Bylaw.

In preparation for the 2021 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering amending the Zoning Bylaw by adding regulations for solar photovoltaic installations, and small wireless facilities.

The Town Planner 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 2021.

The Town Planner continued to update 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, CAI Technologies, 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 via Zoom. 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

The 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.

Working with the Conservation and Recreation Commissions and the Community Preservation Committee, we applied for, and Town Meeting approved, funds for a reliable water source at the Flerra Community Garden. This will be in place by the coming growing season.

The Flerra and Middle Road Community Gardens are overseen by this commission. We worked with the owners of Paddock Estates on the development of the Town's trail easement and the formalization of an agricultural use on a parcel so designated in their permit. The "Paddock Trail" runs between Hill Road near Whitcomb Road and Massachusetts Avenue at Paddock Lane. Many thanks to a local horse operation for taking up the lease on this important parcel.

We have attempted to assist residents with issues regarding the keeping of livestock and the restoration of areas to agricultural use. We encourage area farmers and landowners (private and public) to develop agreements so that agriculture continues as a part of our community. We work to fulfill our obligations as part of the Boxborough 2030 Master Plan and offered an opinion to the Select Board on whether the Town should exercise right of first refusal on a parcel.

Finally, a note of thanks to the Department of Public Works for installing our Right to Farm signs around town. The signs were designed by Blanchard Memorial School students a few years ago and convey a great message.

Respectfully submitted,
Owen Neville, Agricultural Commission Chair

BOXBOROUGH BUILDING COMMITTEE

The Boxborough Building Committee (BBC) was appointed by the Select Board in 2016, shortly after the adoption of the Boxborough 2030 Master Plan, in accordance with a key goal and implementation action. 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 the recommendation of the Building Committee, the February 2018 Special Town Meeting approved purchase of the former Kaizen property for a DPW facility. With that major accomplishment, the committee resumed its search for suitable sites for fire, police, and dispatch. Since the current fire station is so severely deficient, we continued to give priority to finding a site for a new fire station. The preference was for a location along Mass Ave. From 2016 through the end of 2019, the committee evaluated thirteen sites along Mass Ave, but found none that were both suitable and available for either fire or police facilities.

In November 2019, the committee concluded the most viable option for the town would be to use the town-owned parcel at 72 Stow Road for development of public safety facilities, and that future efforts should focus on it. Since it is town property, the committee noted that feasibility studies and development could proceed expeditiously. Further, site studies had previously been conducted by the Housing Board and revealed no

showstoppers. Although not on Mass Ave, the location is nearby on a main town crossroad. At 13.4 acres, this property should be able to accommodate public safety facilities for fire, police and dispatch, and possibly other municipal uses.

During 2020, the Building Committee continued the efforts reported in the 2019 Town Report, but under a revised charge. At their Jan 9, 2020 meeting, the (old) BBC voted to recommend to the Select Board development of the Stow Road property, and appointment of a new BBC with new charge.

At their Jan 21, 2020 meeting, the Select Board voted to appoint a new Building Committee with a charge to "... pursue development of the Stow Road property for public safety and potentially other town facilities... ." A new building committee was appointed with a revised charge, and membership expanded to represent community interests in additional uses of the property.

With the COVID-19 pandemic well underway, the committee began meeting by remote participation in accordance with the Governor's executive order of March 12, 2020. Our progress was slowed. On May 28th, we elected Les Fox as chair, and approved a detailed charter for consideration by the Select Board and recommended the Town Administrator be directed to prepare an RFQ for a feasibility study on 72 Stow Road. We also approved a presentation on a proposed feasibility study for annual town meeting, which was delayed to June 29 due to COVID-19. Due to the desire for more community outreach and more time to bring new BBC members up to speed on all the past work, the Board moved to pass over the feasibility study article at ATM.

On June 15, 2020, the Board approved a slightly revised charge, clarifying that the BBC chair be elected from a Select Board member and the vice-chair be elected from a Finance Committee member. The priority focus remains public safety facilities. At our Sept 29, 2020 meeting, Gary Kushner was elected vice-chair.

In November, the committee authorized the town administrator to engage HKT Architects and Pare Corporation Civil Engineers to carry out a site constraints study on the Stow Road site. The site soil and subsurface characteristics will be examined with test pits and/or borings. This will inform decisions and options for placement of a site septic system, and whether ledge is present. The constraints study will tell us what is possible on the site considering the location of lot lines, setbacks, and nearby private wells and septic systems. A high-level site utilization study will be performed using current estimates of functional space needs, parking requirements, apparatus movements, sizing of a public water supply well, septic system, storm water management, and so on. The site constraints study will help us determine what additional uses might be possible with the site in addition to the public safety primary use. Contracts with HKT and Pare were executed in late December 2019. We expect the site work to begin by mid-January 2021. It is our intention to present the results of the site constraints study at the 2021 annual town meeting.

During the latter part of 2020, the committee worked on education and outreach – developing materials to help familiarize new members with all the past work, as well as to inform residents. We developed a narrative in the form of an FAQ (frequently asked questions) on a number of topics related to public safety operations and facilities. We established a communications sub-team to develop and publish information for residents via the town website, print media (e.g., Bee and Buzz), social media (Facebook, etc.), and video forums – BXB-TV government channel cable broadcasts and video-on-demand. The senior community was kept abreast of developments by the COA member of the BBC. The police and fire chiefs prepared video tours of both police and fire facilities to show how the buildings are used on a daily basis, and where and how they are deficient. All of the electronic media streams will be published live in early 2021.

Committee meetings have been attended regularly by a number of residents during the year. In 2021, we will include a "citizens' concerns" section on the regular agenda and plan to hold a number of community forums – virtually while we must, but with the hope that we can soon return to in-person meetings.

Respectfully submitted,
Les Fox, Boxborough Building Committee 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 Channing Wagg returned to the board, and has agreed to be the Vice Chairman of the Housing Board. The current members of the BHB are Diane Friedman, Dolores Fromer, Al Murphy, Ron Vogel, and Channing Wagg.

Boxborough Rental Assistance Program

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to eligible households that are renting in 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. 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.

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 for other local towns to explore, including Littleton and Lincoln.

This was the fifth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to 12 households in 2017. Over the life of the program several 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 participants must be 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. BRAP flyers are now available in English, Portuguese, and Spanish.

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 a regional collaboration group, the *Assabet Regional Housing Collaboration* (ARHC). 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 ARHC collaboration helps Boxborough monitor affordable units and reduces the time that Town staff spends on routine matters. The collaboration also enables the sharing of ideas and experiences by the member communities. It has also held periodic affordable housing events to educate and inform both the users of affordable housing and governmental bodies that administer affordable housing programs. The most recent such event was a seminar on inclusionary zoning.

In the past year, monitoring activities have included updating information about affordable-home owners, 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. 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.

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.

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

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 purchase was to develop a home-ownership project that incorporates housing of

diverse types and is well suited to Boxborough's needs. However, the housing density that is allowed by the present zoning of the tract is not high enough to enable an economically viable development. Achieving housing that fills Boxborough's several gaps in housing availability, is attractive to contractors, and satisfies the legal requirements has proved exceedingly difficult.

The Boxborough Building Committee (BBC) is considering whether the property can serve as a location for the Fire and Police Departments. The BBC has initiated a preliminary study to evaluate the suitability of the site. Among the issues investigated will be whether the ledge will inhibit building, if the soil is suitable for leaching fields, and appropriate runoff management is possible. This study will contribute to recommendations that will be presented to a future Annual Town Meeting.

Town Support

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.

We also wish to thank Jennifer Barrett and Cindy Regan, town employees who stepped up to help the Boxborough Rental Assistance Program after the departure of Lauren Abraham. They have been quick learners and industrious; without their efforts, BRAP could have not gone forward.

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 2020, the Commission reviewed 4 Notices of Intent (NOI), 4 Requests for Determination of Applicability (RDA), and 1 Abbreviated Notice of Resource Delineation (ANRAD). The Commission issued 8 Certificates of Compliance (CoC) and 1 Extended Order of Conditions.

Year	NOI	RDA	ANRAD	COC	Extensions
2017	8	2	1	7	1
2018	4	3		6	
2019	4	1	1	1	1
2020	4	4	1	8	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 managing 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 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

The Commission currently has one open seat. 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 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 role of the Design Review Board is to support the Planning Board and Board of Appeals by providing detailed review of site plan approval or special permit applications for new construction, exterior alteration, or expansion of buildings in the Town Center and Business Districts, and for new or modified signs within the Town Center District.

The Design Review Board augments the planning process by assessing specific design attributes in the Town Center and Business Districts to enhance the natural and aesthetic qualities of the Town; to preserve the value of land and buildings; and to protect and preserve the scenic, historic, cultural aspects, heritage and rural character of the Town.

Over the 2020 calendar year, the Design Review Board was initially comprised of four members, Rebecca Verner (Planning Board) represented the Board as Chair, Robert Stemple (Select Board) represented the Board as Clerk, Robert Childs (At-Large), and Brian Picca (Historical Commission). During the month of June, the Design Review Board welcomed a newly appointed fifth member Kim Musto (At-Large) to the Board.

The Design Review Board met five times in 2020. The Design Review Board documented assessments of multiple projects utilizing the Board's Design Review Guidelines, including multiple reviews for the Planning Board of a proposed 50-unit senior housing project at 700, 750, & 800 Massachusetts Avenue within the Town Center District. During these reviews, the Board assessed proposed home designs, project landscape plans and designs for a private Community Clubhouse with associated landscape for the project. The Board also provided a design review for the Board of Appeals for a proposed signage installation at 25A Stow Road within the Town Center District. These five assessments were each presented to the Planning Board and Zoning Board of Appeals accordingly.

Respectfully submitted,
Rebecca Verner, Design Review Board Chair

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) had a busy and productive 2020, despite the impacts of COVID-19 and the State of Emergency declared in the Commonwealth of Massachusetts, requiring that all public meetings be conducted remotely. The EDC continued to work toward achieving the goals as set out in the Boxborough2030 Master Plan with respect to economic development, with its continuing mission being: *Improve Boxborough's economic viability and quality of life through thoughtful development in keeping with the Town's rural character and sense of community.*

The members of the EDC, as of the end of 2020, are: Rich Guzzardi (Chair), Dawn Willis, Mark White, Nate McKinley, Joe Ferguson, John Neyland, Kristin Hilberg, Becky Neville (Ex Officio - Finance Committee), John Markiewicz (Ex Officio - Select Board).

The EDC focused its efforts in 2020 on completing Phase 2 of the Economic Development Study contracted with UMASS Amherst, School of Landscape Architecture and Regional Planning (LARP), and its Center for Economic Development. This included two UMASS-led community engagement sessions conducted virtually, the completion of a market analysis for two sites in Boxborough (Adams Place/1414 Mass Ave and Beaver Brook Road/Cisco Campus), and the completion of the final report and other deliverables. The EDC also, in collaboration with the Planning Board, recommended two zoning articles, both of which were approved at Annual Town Meeting in May 2020, enabling better utilization of existing commercial properties for uses desired by the community.



Specific EDC results and accomplishments during 2020 include the following:

- Completed Phase 2 of the UMASS Economic Development Study

- Recommended and advocated for the successful approval of two Zoning Bylaw changes
 - Included provision to allow Specialty Food Stores (e.g. cafe, bakery) by-right or by Special Permit in Town Center, Business and Office Park districts.
 - Relaxation of commercial parking requirements, including expanded use of common parking, better aligning with surrounding communities and the desired uses for existing commercial properties.
- Secured Regional Community Development Block Grant through Massachusetts Department of Housing and Community Development (DHCD) in partnership with Acton, Maynard, Littleton and Westford.
 - \$200,000 for up to 20 forgivable Micro-enterprise loans to qualified micro-enterprises in Boxborough to help them recover from the impact of COVID-19.
 - \$40,000 for 10 child care subsidies.
 - \$40,000 for local food bank (donated to Acton Food Pantry along with \$40,000 from Acton).
- Continued business engagement with Boxborough businesses and land owners.

The economic environment in Boxborough continues to experience pressures and evolve with broader market forces. Specifically, the office buildings at 60 and 70 Codman Hill Road were foreclosed on by UniBank in Worcester, MA. Cisco Systems announced the intention to sell its Beaver Brook Road campus in August of 2020, and lease back Building 300 for a three-year period. As of March of 2021, a potential buyer has been identified and due-diligence is underway, with a closing expected in the second quarter of 2021. Additionally, Vibalogics GmbH announced plans to establish a US operation in Boxborough, at 1414 Mass Ave, and applied for Site Plan Approval in February 2020. This represents a potential investment of \$45M, with ongoing investments over the next four years of up to \$150M, on a facility that could employ up to 200 people in the research and manufacture of oncological vaccines. Also, expansion of Middlesex Bank at 629 Mass Ave is underway, after several years of space at that commercial building remaining vacant.

Based on the study work completed by UMASS, the following are the EDC's recommendations to the Town, which the EDC presented to the Select Board in January 2021. These recommendations will guide the EDC's work going forward:

- EDC to lead focused effort with cross-board & committee participation to realize a village center (Boxborough 2030 Action 3.1.3.1)
- Augment work with office park land owners to identify re-development opportunities (Boxborough 2030 Action 3.1.5.3)
- Implement administrative changes to drive process simplicity & transparency for land owners and businesses (Boxborough 2030 Strategy 3.2.1)
- Implement zoning changes necessary to enable a village center and office park re-development (Boxborough 2030 Action 3.1.3.2)
- Pursue opportunities for rural/civic village in current/expanded Town Center District (Boxborough 2030 Strategy 1.1.2)

Respectfully submitted,
Rich Guzzardi, Economic Development Committee Chair

SUSTAINABILITY COMMITTEE

The Sustainability Committee (f/k/a Energy Committee) was formed in 2009, and rebranded in 2019, to expand its mission and focus on a broad range of topics that directly impact the future of our community. The Committee is comprised of eight members, including seven residents and one representative from Littleton Electric Light Department (LELD). Its mission is to help develop a culture of sustainability in our community

through a partnership with residents, town government, and businesses, while using innovation, education, communication, and comprehensive and strategic planning.

Although 2020 posed unique challenges to that mission, the Committee was able to come through it all with a noteworthy list of actions and endeavors, including:

- **Supported the adoption of the building Stretch Energy Code** which will result in cost-effective, energy efficient construction as our community continues to grow. The requirements under the Stretch Energy Code are expected to result in new buildings that are 20% more efficient than their base code counterparts.
- **Supported the amendment of the Town's lighting bylaw** to reduce light pollution and promote dark sky compliant lighting fixtures. Sustainability is about much more than just energy savings, and the lighting bylaw represents an important effort to preserve the star-filled skies over our rural community, while also minimizing documented environmental and health impacts of light pollution.
- **Brought together stakeholders in support of becoming a Green Community** under the Massachusetts Department of Energy Resources (DOER) Green Communities Designation & Grant Program. The Committee worked extensively with stakeholders including DOER, LEED, local political figures, Town officials, concerned citizens and others to establish a pathway forward for becoming a designated Green Community, which would give the Town access to grants for studying and implementing important energy efficiency, clean energy and other measures to strengthen our community for a more resilient future. The work continues, and the Committee looks forward to finding a collaborative solution in the year ahead.
- **Implemented a textile recycling program** in cooperation with Bay State Textiles. Recycling bins are now located at both the Sargent Memorial Library and Transfer Station. This important addition to our community allows the diversion of a significant amount of solid waste from our Transfer Station. On average, over 40% of the donated goods can be reused for clothing, and the remainder is recycled to be used in a broad range of post-consumer products. In addition to reduced costs at our Transfer Station, Bay State Textiles pays the Town for the textiles it collects – a win/win for all!
- **Launched a community-wide climate change survey** to give everyone the opportunity to add their voice as we build toward a more sustainable future. By the end of the year, the survey had already resulted in a response rate of around 15% of the Town's households and will remain open through mid-February 2021. The results of the survey will help inform the Committee's focus on additional sustainability measures, educational topics and advisory support to other Town boards and committees.



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 2020.



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. Throughout the pandemic, the department remained 100% operational to ensure the power stayed on for 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 2020. For purposes of comparison, a Boxborough customer using 750 kWh per month has a monthly bill of \$96.68. The same usage in Acton, served by Eversource, would cost \$175.26; while in Concord, served by Concord Municipal Light, would cost \$118.62. 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 continued to be 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.

During the course of the year, the department installed 212 squirrel guards for wildlife protection on distribution equipment to limit the number of service interruptions. This is a multi-year project that has already made a positive impact to our reliability.



LELWD Drives Electric allows electric vehicle owners to 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).

LELD partnered with the Department of Energy Resources (DOER) to make solar technology more affordable for residents to adopt in renewable energy. LELD pledged a total of \$80,000, which the DOER matched, for a potential total of \$160,000 in program funds. The MLP Solar Program awards \$1.20 per watt for approved projects, by LELD and the DOER both providing a matching contribution of \$0.60 per watt.

MyEnergyXpert, a new software introduced to residents for an online free home energy assessment to allow virtual ways for residents to continue to learn and save energy in their homes. Free shade trees, electric-vehicle incentives, and energy-saving products and rebates through the Green Rewards Program were still offered. Green Rewards continues to develop to provide residents with the latest energy efficiency resources. LELD has continued its annual funding and contributions toward Boxborough's community development. In 2020, a Boxborough school grant for \$2,800 supported hybrid and remote learning for Blanchard Memorial School. LELD also supported the Police Department through the community grant for motorcycle and safety programs.



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: lewd.com

Respectfully submitted,
Board of Electric Light Commissioners

WATER RESOURCES COMMITTEE

Boxborough 2030 context

Boxborough2030, the Town's current master plan, lists several Strategies and Actions to promote long-term water resource management and protection:

- Proactively plan for water resource management and protection.
- Reinstate Water Resources Committee.
- Plan for long-term water supply and wastewater management to support private and municipal goals.
- Continue to assess the need for and feasibility of implementing public water supply in key areas.

The Select Board reinstated the Water Resources Committee (WRC) in 2018, appointed members, and approved a detailed charter developed by the water resources working group. The WRC has been meeting monthly since 2018. The detailed charter outlines a number of areas of work for the WRC and is available on the WRC web page. The WRC page provides links to a number of resources and studies related to water quality.

2020 Accomplishments

The WRC efforts in 2020 fell into three main areas:

- Developing tools and methods for assessing water quality in public wells, private wells and in ground water.
- Public education on water, private wells, and testing.
- Investigating the feasibility of providing a new source of drinking water into the western part of town.

Boxborough Water Portal and Story Map

This year we completed the Boxborough Water Portal and Story Map. These can now be found on the WRC web page. Last year, the WRC received a Metropolitan Area Planning Council (MAPC) Technical Assistance Program (TAP) grant to help Boxborough develop a GIS-based water quality mapping and visualization tool. We call this tool the Boxborough Water Portal. The work was completed this year. We are working to integrate the portal into the town's current Web GIS system to make it conveniently accessible to anyone.

This Portal interfaces with the main Mass DEP database for public drinking water supplies and ground water discharge permits (wastewater). It presents a visual representation, or spatial map, of drinking water and ground water data over time. The goal is to be able to assess trends of key quality metrics over time, and help the town understand whether there are areas of concern.

A Story Map was also created with the TAP grant. This is a graphical, pictorial narrative that provides an educational overview of where our water comes from, how and where it flows, and how private and public water systems access and use our shared water resource. It should provide a useful orientation to new homeowners who may have previously been served by a municipal water and/or sewer system.

Private well water quality

We began working with the Board of Health, Nashoba Boards of Health, and RCAP Solutions to encourage private well owners to have their wells tested regularly. We hope to eventually incorporate private well data into our Portal database to provide a more complete picture of water quality throughout town.

Groundwater quality monitoring and mapping

In May 2019, ATM approved funding for a small-scale pilot project to monitor ground 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. The WRC would like to have a scientific view of long-term trends. This will be a complement to tracking of drinking water quality in public water supplies. After some investigation, the committee concluded the most cost-effective way to gather data would be to re-instate the ground water monitoring well testing that is required under permits issued in conjunction with Planning Board site plan approvals. Such monitoring is incumbent on the site owner, and must be carried out at their expense. Previous monitoring activities were allowed to lapse, but can be restarted. We are working to make that happen. We have begun reviewing the Planning Board files and records to identify the most appropriate monitoring wells to target, and work with owners to resume a regular program of testing. The monitoring well data will populate a database that can be accessed by the Portal tool for plotting, analysis, and visualization.

Western water quality and supply

For several years, Mass DEP has been noting increasing salt levels in selected public water supplies in Boxborough. There are also concerns about ground water discharges from some septic systems. These are mostly in the area of town West of I-495. DEP has been communicating with the WRC on this. The WRC and Littleton Water Department have discussed various approaches to bringing in new sources of water for the western part of town, and what land might need to be acquired for that purpose. We prepared maps and related information and initiated preliminary appraisals. We also continued to research a number of complex legal and procedural issues.

No definite plans have been proposed as of this writing.

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 Board of Selectmen appoints members to three-year staggered terms.

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

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

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be

appealed to the Zoning Board of Appeals, as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are scheduled as may be necessary, and posted. During 2020, the Board considered seven applications for Special Permits, one application for a Variance, and one application for an Appeal of the Building Inspector's decision.

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

Respectfully submitted,
Mark White, Zoning Board of Appeals Chair

BUILDING DEPARTMENT

The Building department consists of the Building Commissioner, Electrical Inspector, a Plumbing and Gas Inspector, and a Department Assistant. The Electrical, Plumbing and Gas Inspectors work on a part time basis, Tuesday and Thursday afternoons.

The general tasks of the Building Department include receiving and reviewing building plans, issuing permits, and conducting inspections, as well as working closely with all other departments.

I would like to congratulate our long time Electrical Inspector, Charlie Weeks, on his retirement. Thank you, Charlie, for your many years of dedicated service to the Town of Boxborough.

I would like to welcome our new Electrical Inspector, William Morehouse, to the Building Department as he takes on the electrical inspections in Charlie's stead.

2020 Accomplishments

- The Building Department worked closely with other departments on the Town Center Project, and the Enclave project has gone from ideas on paper to roads and buildings.
- We have also had many large commercial projects this year such as: 80 and 90 Central Street.
- In early 2021, we will be launching a new telephone line for inspections, allowing contractors to schedule inspections directly with the inspectors.
- The building department has been working toward electronic permitting and we expect to be issuing permits online beginning in early 2021.

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

2020/2019 Building Permits Issued

	2020	2019
New Construction		
Residential/Single Family	8	5
Commercial	0	0
Telecommunications	0	0
Pools	4	0
Accessory Buildings	2	0
Solar	4	2
Additions/Alterations		
Residential	123	127
Commercial	18	20
Mechanical/Sheet Metal	13	13
Demolition	2	1
Sign	1	3
Solid Fuel	4	7
Telecommunications	0	2
Tents	3	10
Total Building Permits	182	190
Construction Cost, \$	14,751,647.75	5,056,177.00
Permit Fees, \$	173,528.27	67,059.38

2020 Electrical Permits Issued

Total Electrical Permits	143
Total Fees Collected	\$27,428.90

2020 Plumbing and Gas Permits Issued

Total Plumbing Permits	89
Total Fees Collected	\$12,465.00
Total Gas Permits	77
Total Fees Collected	\$17,700.00

The entire Building Department for calendar year 2020 issued a total of 491 permits, with a breakdown as follows:

2020 Total Permits Issued

	Total Permits
Building Permits	182
Electrical Permits	143
Plumbing Permits	89
Gas Permits	77
Total Permits Issued	491

Including Building Permit fees, Certificates of Occupancy, and fines, the Building Department brought in for calendar year 2020 **\$174,715.27**.

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

DEPARTMENT OF PUBLIC WORKS 2020

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: the DPW Director, Administrative Assistant, Foreman, and both DPW-Skilled and Semi-skilled employees. There is also one part-time employee. This past year the Semi-skilled workers were given the opportunity to receive their CDL licenses. I am happy to say they all passed and are now considered DPW-Skilled employees.

In January of last year, one of the DPW's beloved employee, Robert, (Bo) Sokolowski passed away unexpectedly. Bo was an awesome employee and was well respected throughout the community. His shoes can never be filled and he is missed greatly, especially at the Transfer Station. But one good thing did come out of it. Travis Woelfle (Bo's nephew) was hired to fill his position. Travis is just like Bo, in that he loves working and always wants to stay busy. He has been a great fit at the DPW.

A long time DPW employee, Vicki Rzasa, retired this past October. Her presence is missed at both the DPW and Fire Department, where she served as the Department Assistant at each. A new Administrative Assistant, Linda Collins, was hired and is fitting in nicely at both departments. Chris Martinez was hired in February to fill the place of an employee who decided to move on.

The past year has seen some struggles in dealing with the pandemic, but the department has remained up and running throughout. The DPW will continue to do what is necessary as we move forward in the New Year.

On a very positive note, the new DPW facility has been completely renovated. Two new offices were constructed in front and a new breakroom was built in the rear. It was a much-needed upgrade and meets our needs. I would personally like to thank the residents for allowing the Town to make the purchase and all the necessary upgrades.

Two new pieces of equipment were purchased this year. A fifteen-year-old Sterling dump truck is being replaced and a four-post vehicle lift was purchased to make working on vehicles and equipment much easier.

The DPW was not able to perform any paving during the year, but hopes to get back on track as the construction season begins in May.

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 were cleaned this year.
- Patching and pothole repair: 38 tons of asphalt were used to patch potholes and patch rough areas throughout town
- Continuing tree work: Trees were trimmed on Hill Road, Stow Road, Burroughs Road, Pine Hill Road, Depot Road, Steele Farm, Middle Road, Old Harvard Road, Liberty Square Road, Reed Farm Road, Joseph Road and Littlefield Road.

During FY2019, the snow fall total was 51" inches and the Highway Department was sent out a total of 28 times to treat/plow.

My staff continues to work hard and they take pride in everything they do - day in and day out - and appreciate all they do.

Respectfully submitted,
Edward Kukkula, Director of Public Works

CEMETERY COMMISSION

There were eight burials in South Cemetery in 2020.

Restoration and preservation work which was approved for sector three in North Cemetery has been on hold due to the COVID 19 pandemic. The Commission plans to continue restoration in the spring. Sector two was completed in 2019.

The entrance way to North Cemetery sustained damage from an automobile that crashed into the flagpole and Boxborough Bell. All repairs were recently completed.

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 2020 Boxborough Police Annual Report. In this report, you will find Department statistics from the calendar year of 2020. 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 2020, the Police Department handled 13,591 calls for service. In 2020 the Dispatch Center welcomed Daniele Priest and Morgan Taylor to replace two long time Emergency Communications employees who retired. This year has posed extreme difficulties with staff recruitment as the demand for trained qualified staff has increased in this field. Our Communications Department provides 24/7 coverage of all communications and our certified E911 services to the Town and its emergency service providers. The "Are you OK" program in which pre-registered individuals receive a daily phone call, originating from the dispatch center to inquire if they are Ok resulted in thousands of daily calls to our enrolled seniors.

The Boxborough Police Department is a professional State accredited agency. The department continues its 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 both officer and public safety, address high liability/risk management issues, and generally promote operational efficiency throughout the department. The department is in its third year of accreditation and is preparing for our renewal assessment in 2021.

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.

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 to live, work and visit.

Respectfully Submitted,

Warren B. Ryder, Chief of Police



BOXBOROUGH POLICE DEPARTMENT
 520 Massachusetts Avenue, Boxborough, Massachusetts 01719
 Phone: (978) 264-1750 · Fax: (978) 268-5123



	2015	2016	2017	2018	2019	2020		2015	2016	2017	2018	2019	2020	
911 Hang-ups	91	87	23	61	75	186		Total Offenses Committed:	581	601	592	542	478	446
Animal Complaints	39	48	203	221	193	156		Total Felonies:	89	74	101	55	47	45
Annoying Phone Calls	40	35	23	26	16	15		Total Crime Related Incidents:	101	101	96	84	94	227
Arrests	199	224	214	190	190	51		Total Non-Crime Related Incidents:	192	207	173	220	243	235
Assist Citizens	305	449	642	533	652	563		Total Arrests (On View):	83	86	88	64	37	24
Assist Fire/EMS	204	222	608	652	543	582		Total Arrests (Incident/Warrants):	28	12	14	15	7	10
Aggravated Assaults	1	4	11	1	1	3		Total Summons:	98	124	112	111	124	99
Breaking & Entering	5	5	7	1	2	1		Total Arrests:	199	222	214	190	168	51
Burglar Alarms	140	109	145	138	128	93		Total P/C's:	3	4	3	2	0	0
By-Law Violation	15	20	6	10	6	1		Total Juvenile Arrests:	2	2	5	3	3	0
Complaints (traffic problems)	487	480	326	345	311	294		Total Restraint Orders:	18	22	17	21	26	24
Disturbances - General	60	73	79	108	84	112								
Disturbance - Domestic	15	18	22	21	18	32								
Disturbance - Mental Health	85	77	34	27	27	55								
Follow-up investigations	147	206	125	110	82	88		Motor Vehicle Stops	1,436	1,945	2,181	2,344	1,973	1,271
Larcenies/Fraud	50	17	44	32	51	87		- Verbal Warnings	77%	68%	74%	59%	60%	47%
M.V. Accidents w/Injury	55	62	68	49	53	52		- Written Warnings	4%	7%	11%	23%	19%	13%
M.V. A. /Property damage	48	27	64	46	70	40		- Citations Issued	9%	13%	8%	12%	11%	30%
M.V. Theft	2	2	1	1	1	1		- Summoned to Court	6%	6%	5%	4%	6%	9%
Missing Persons	9	6	4	6	4	8		- Arrested	4%	6%	2%	2%	4%	1%
Noise Complaints	20	29	22	14	16	24		<i>- Avg. OVER Speed</i>						
Protective Custody	3	4	3	2	2	0								
Rape/Sex Offenses	2	2	3	4	4	5								
Robbery	1	0	0	0	0	0								
Shoplifting	2	6	0	0	0	1		Walk In Service	539	512	531	592	546	297
Summoned to Court	98	124	112	111	11	99		911 Calls	394	383	368	384	435	559
Suspicious Activity	375	400	399	299	313			Telephone Calls	3,593	3,403	3,094	3,366	2,452	2,134
Vandalism	15	21	15	10	10	11		Radio/Alarm Box and Other Sources	17,715	16,930	16,264	13,705	12,471	10,601
Simple Assaults	3	8	11	9	9	7		TOTAL INBOUND CALLS	22,241	21,228	20,257	18,047	15,904	13,591

ANIMAL CONTROL/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. Regularly 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 3 reports of loose livestock in 2020.

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 be vaccinated for rabies.

<u>Dog Calls</u>		<u>Cat Calls</u>	
Barking	4	Missing	4
At-Large/Loose	31	At-Large/Loose	2
Found	11	Found	1
Strays surrendered to shelter	1	Struck	1
Reported missing	8	Contact with other agencies	0
Concern for safety	5	Strays surrendered to a shelter	0
Vicious	2	Stuck	0
Per police accident/arrest	0	Residence advice	4
Dog waste	1		
Contact with other agencies	0	Other Calls	76
Struck by car	1		
TOTAL BOXBOROUGH CALLS	152	Other Towns	311 **
TOTAL CALLS	463		

** Boxborough also provides Animal Control services to the Town of Littleton and Stow. This is pursuant to the 2006 Town Meeting authorization and Chapter 40 Section 4A of the General Laws, which authorized the Board of Selectmen to enter into Inter-municipal 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 2020 ACO Tower responded to 311 animal related calls in the Town of Littleton and Stow, along with providing follow-up and animal patrol services.

ANIMAL INSPECTOR

The annual livestock inspection and count was not conducted for the year 2020 per State guidelines on managing the COVID-19 pandemic.

8 dogs and 1 cat were quarantined for possible exposure to rabies.

Respectfully submitted,
Phyllis Tower

FIRE DEPARTMENT

On behalf of the Boxborough Fire Department, it is my pleasure to present the 2020 Boxborough Fire Department Annual Report. This will include the mission and goals for the department, in addition to statistics and accomplishments from the past year.

The responsibilities of a firefighter go beyond simply fighting fires, and takes on an all-hazards approach. The Fire Department is responsible for an ever-expanding range of emergencies, including but not limited to: medical, fires, natural disasters, hazardous spills, motor vehicle accidents, pandemic response, and other daily emergencies. While these emergencies are unpredictable, our department is trained and equipped to handle multi-faceted incidents with professionalism, courtesy, and promptness.

The mission of the Boxborough Fire Department 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 has adapted to the current conditions of COVID-19 in department Standard Operating Guidelines (SOG). The Department safely responds to the COVID-19 Pandemic by updating our policies to follow current State and Federal guidelines.

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 radius. In addition to this, the department is also responsible for covering 7 miles of Route 495 North and South.

The Fire Department is a combination department that consists of:

Full Time Chief
2 Full time Officers (Captain & Lieutenant)
2 Call Officers (Lieutenants)
4 Full time EMT/Firefighters
23 Per Diem EMT/Firefighters
4 Call Firefighters

Using a mixed staffing structure, the department provides coverage 24 hours a day, 7 days a week. There are four full-time groups that rotate to provide coverage of the fire station. Three of these four groups

consist of 1 Full Time Firefighter/EMT and 1 Per-Diem Firefighter/EMT. This year, the fourth group was able to increase coverage and consists of 2 Full Time Firefighter/EMTs and 1 Per-Diem Firefighter/EMT. The Full Time Captain and Chief work a Monday-Friday schedule, which helps to supplement week-day station coverage.

The Chief serves as Emergency Management Director, Chair of the Local Emergency Planning Committee, Forest Warden, and in conjunction with the Police Chief, is jointly responsible for the operation of Boxborough's joint emergency dispatch center, including the 911 systems and service.

The department apparatus is as follows:

- 3 Class-A Pumpers
- BLS (Basic Life Support) Ambulance
- 3,000-gallon Tender
- Hose Wagon
- Brush Truck
- Support Vehicle
- 2 Command Vehicles
- Hazardous Materials Trailer
- Emergency Management Shelter trailer

The department is a member of Fire District 14 and is responsible for maintaining and deploying the regional hazmat decontamination trailer.

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. We have adapted our training over the past year to include some virtual classroom visits.
- 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 Dept. members and the public, this allow firefighters also to gain knowledge of the towns' demographics and needs.
- Child Passenger Safety Program: This program aids parents and guardians, by inspecting and installing car seats for the 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.
- Work with local business upon request to assist in Fire drills and evacuation planning
- Offer 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:
 - Building walkthrough's and pre-planning with property owners;
 - Plan review for both residential and commercial construction and site walkthroughs; and

- 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).

2020 started on sad note with the unexpected passing of Per Diem Firefighter/EMT Robert "Bo" Sokolowski in January. Bo was also a long time DPW employee. His personality always lit up a room and our thoughts remain with his family.

During the 2020 calendar year, the Fire Department handled a total of 1,362 calls. Over the past year, the Fire Department took on the complex nature of the COVID-19 response for the community. The department adapted both EMS and fire protocols to provide the proper safety measures for the members of the department and community. There was a slight drop to responses this year during the early phases (March/April) of the COVID-19 pandemic. We attribute this decline to the lockdown protocols and decreased human interaction. When the phases of response increased, our monthly averages of calls returned to baseline.

Fire Department Statistics - Calendar Year 2020

Aircraft Incident	0	Medical Assist	156
Alarm Box Maintenance	200	Medical Emergency	265
Alarm Investigation	119	Motor vehicle accident	51
Detail/Fire Watch	24	Mutual Aid - Ambulance	41
Fire - Brush	10	Mutual Aid - Fire Apparatus	11
Fire - Vehicle	11	Outside Smoke Investigation	1
Fire - Chimney	0	Public Education - SAFE/CPR	98
Fire - Other	5	Public Education - Car Seat Install	76
Fire - Structure	2	Special Service - Suspicious Item	0
Hazardous Materials Incident	0	Special Service - Other Assistance	11
Inspection	161	Special Service - Water Problem	6
Investigation - Carbon Monoxide	15	Special Station Coverage	24
Investigation - Natural Gas	6	Training	16
Investigation - Odor	7	Water Rescue	1
Investigation - Other	45	TOTAL Responses	1,362

Fiscal Year 2020 Accomplishments

- **COVID – 19 Response:**
 - Emergency Management Director for Town of Boxborough during COVID 19 Response/EOC;
 - Implemented COVID -19 procedures and protocols for department and assisted other town Agencies with recommend guidelines; and
 - Worked with BERC for Free mask giveaway for community
- Implementing new Fire reporting software and hardware for Fire/EMS to improve response information and data.

- Worked with the Boxborough Building Committee (BBC) to evaluate and assist in acquiring a new public safety building.
- Replaced 1 Full Time EMT/Firefighter.
- Added 1 Full time EMT/Firefighter.
- Hired 2 new Per Diem Firefighters and 1 call Firefighter to supplement staffing shortages and ensure better coverage.
- Continue to create new training applications for EMS/Fire personnel.
- Received multiple State and Federal grants to supplement Department needs for training, equipment and PPE.

I would like to recognize and express my deepest appreciation to the Emergency Management team. Their assistance and dedication during the course of the pandemic have been vital for this community. I want to especially thank Chief Warren Ryder, EOC Director Officer Steven Patriarca, Officer Tyler McElman, and the rest of the members of the Boxborough Police Department. I would also like to thank Ron Sisco and all of the members of the BER, for their assistance and support during this trying time. Additionally, I would like to thank Captain Shawn Gray, Lieutenant Jonathan Williams, Lieutenant Jason Malinowski, Lieutenant Adam Nichols, and all the members of the fire department for their support and dedication to the town of Boxborough. Lastly, I want to acknowledge Vicki Rzasa for all of her support as my administrative assistant and wish her a joyful retirement.

Respectfully Submitted,
Paul Fillebrown Jr., Chief of Department

BOARD OF HEALTH

During the past year, the Board of Health (BOH) was served by dedicated members Dr. Pamela Follett (2021), Bryan Lynch (2019), and Marie Cannon, Chair (2020). In November, we welcomed our new assistant, Kim Pelser, who also supports the Building Inspector. Phyllis Tower is the Inspector of Animals. The Board also appreciates our longtime agent, Jim Garreffa, who 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. This year has been especially busy with the COVID-19 pandemic, and all the related efforts to maintain communication with the State CDC and support Boxborough and the local schools. Jim has worked non-stop this year, and we sincerely commend his dedication to the residents of Boxborough.

As a representative of the Board, Pam continued her support of the Well-Being Committee. Lauren Abraham moved on from her position as Community Services Coordinator (CSC) in June. We thank her for her service and all the assistance she provided to Boxborough residents and their families in need. Since Lauren's departure, Pam has worked with the Well-Being Committee to redefine the CSC position going forward, using the lessons learned from Lauren's tenure. A part-time CSC position was described and posted, and Pam has represented the BOH and Well-Being Committee on the interview team. Subsequent effort has gone into describing the needs of the town and the role of community service professionals for the future. The BOH will continue to meet regularly with the CSC to advise and provide support of their activities as needed.

Pam also served as a liaison to the Boxborough Emergency Reserve Corp (BERC). Ronald Sisco, of the Boxborough Fire Department, is chair for BERC. The Board thanks Ron for his leadership and support his efforts to define goals, increase membership, and facilitate training of interested personnel. Refer to BERC's annual report for additional information on their activities in 2020.

The other areas of public health that the Board was involved with during 2020 include:

Health and Human Services

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

Environmental Protection and Pestilence Control

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

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

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

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

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

Emergency Preparedness

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

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

BOXBOROUGH EMERGENCY RESERVE CORPS (BERC)

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 by encouraging all Boxborough residents to develop a home/family/pet Preparedness Plan. To enable residents to create this plan, we offer a variety of resources including informational handouts and links to websites. We conduct outreach/education on emergency preparedness at town events such as Fifer's Day, the Agricultural Fair, the Public Safety Open House, and Council on Aging luncheons, 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.
 - A repeater has been purchased for the Police Department to supplement 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. These skills include: 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 to serve the various needs of the community in a local emergency. Working with the town's first responders, BERC enhances Boxborough's ability to handle unexpected emergencies.

For more information or to contact the BERC, please refer to the following web site:
www.boxborough-ma.gov/287/Emergency-Reserve-Corps

Respectfully submitted,
Ronald Sisco, Boxborough Emergency Reserve Corps Chair

Mosquito Control and Related Diseases

Unfortunately, reports of positive test results and impacts from West Nile Virus and Eastern Equine Encephalitis (EEE) continue to present potential health risks. The BOH continues its commitment to public protection and education regarding the risks associated with this mosquito-borne virus and Equine Encephalitis. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. A positive test event was reported for West Nile Virus in Boxborough in September 2018. In response, CMMCP conducted a localized mosquito spray application in the test area, as well as other high access areas including the school and public field areas as a precaution.

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

Lyme Disease

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

Water Quality

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

Wastewater Disposal

The Board and DEP continue to monitor wastewater treatment facilities' performance and have the owners rectify any issues affecting quality problems relating to the ground water. These facilities are tested on the basis stated in each systems' individual permit for compliance with their permit parameters.

Water Supply

The Water Resources Committee, via the Board of Health, continues to monitor and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by our consultant to continue

planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues. The Board continues to support a long-term plan that meets the future needs of Boxborough. The focus has remained broad. Securing a site for a significant public water supply is the next main focus of the Board and the Water Resources Committee.

A new Water Resource Committee was convened in 2018 to renew its commitment to enhance study and recommend additional protections, as well as further advance the acquisition of lands suitable for a future municipal water supply source.

Tobacco Control

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2018, compliance remained consistent, and all existing tobacco permits were renewed without issue.

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

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

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

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

Biosafety and Hazardous Waste

The Board of Health was alerted by the Planning Board late in the year of the potential of new Biotechnology company interested in space in Boxborough. There are considerable health and safety concerns associated with biosafety for the facility, employees, community, and environment, as well as specific concerns for the impact to ground water and the potential of biohazardous waste contamination. Boxborough BOH regulations currently do not explicitly address these concerns relative to biotechnology. The Board began researching regulations and permitting requirements in surrounding towns, and is actively engaged in developing policy and regulations to appropriately respond to the introduction of this industry to Boxborough. We expect these efforts to continue and increase in 2021.

Respectfully submitted,
Marie Cannon, Board of Health Chair
Pamela Follett, MD, MPH
Bryan Lynch

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (CMMCP)

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 44 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 removed these larval habitats from the environment and are then brought 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 2020. 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 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 EEE hot spot is identified, surveillance is intensified to sample mosquitoes and these collections are sent in to the Mass. Dept. of Public Health for testing.

We are now running a research and efficacy department which checks for efficacy of our products and techniques, and to research in new or different areas of mosquito control. GIS has been added to our

operations to allow better data collection and analysis. The Project has a website at www.cmmcp.org which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions.

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 Boxborough Board of Health in meeting the challenges of environmental and public health needs in your community. Shortly after the beginning of the year, the Board was tasked with responding to the emerging COVID-19 pandemic, and, as your Health Agent, our staff adjusted to provide the needed responses as listed below.

- We informed, educated, and stayed current with the information from the Department of Public Health to assist residents, schools and businesses.
- We inspected businesses for compliance, upon complaint, in accordance with the ever-changing guidance from the Governor, Department of Labor Standards, Executive Office of Environmental Affairs, and provided interpretation and education to improve compliance.
- We provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- We added additional public health nursing staff to help with contact tracing and outreach.
- Our VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19.

We look forward to continuing our work with the **Boxborough Board of Health** to meet the public health, environmental and nursing needs of your community as the pandemic continues, including assistance with the roll out of the COVID-19 vaccine.

Included in highlights of 2020 are the following:

Environmental Health Department

The Nashoba Sanitarian is available in the Boxborough office, and as Town Hall has re-opened, we have returned to office hours as needed.

<u>Food Service Licensing and Inspections</u>	8
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This office licenses, inspects, responds to complaints, and conducts follow-up on concerns in licensed operations. Many of the inspections done this year were in response to COVID complaints; also affecting inspections: some businesses were closed or closed part of the year (schools).

<u>Recreational Permitting and Inspections</u>	6
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This office licenses, inspects and responds to complaints for recreational camps for children, bathing beaches, and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis. Many camps didn't open and most town beaches did not open due to the required operating COVID-19 standards.

<u>Housing & Nuisance Investigation</u>	4
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This office inspects dwellings for compliance with the State Sanitary Code, upon compliant, and prior to occupancy. We issue orders to take corrective actions, reinspect and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work – On-site Sewage Disposal

Application for soil testing (testing necessary for the design of a sewage disposal system)	14
Tests performed (perc tests and soil evaluation holed witnessed)	42
Applications for sewage disposal plans filed	12
Sewage disposal system plans reviewed	21
Sewage disposal system permits issued	13
New Construction	5
Existing Construction	8
Sewage disposal system inspections	44
Sewage disposal system consultations	19

Private Well related services

Well permit issued	10
Water Quality/ Well Construction	15

(Private wells are regulated by local regulations: construction plans are review, well sampled and results reviewed interpreted)

Rabies Clinics – Animals Immunized

(Due to COVID-19, clinics were not held in 2020)

Nashoba Nursing Service & Hospice

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include: assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

Nashoba's Certified Home Care Aides provide assistance with the activities of daily living including bathing, dressing, exercises, and meal preparation.

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 dependence.

Nursing Visits	299
Rehabilitative Therapy Visit	44

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. This year was very different due to COVID-19. This office provided the following services for District:

- We conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- We served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State's response to the pandemic.
- We instructed individuals who tested positive and those who were close contacts on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- We worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We facilitated the State's involvement in clusters at long-term care facilities.
- We worked with the school nurses in the District to provide information, offer advice and support contact tracing in the schools.
- We are available to collaborate with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures and actions which may be necessary to address these exposures.
- We conducted flu clinics in each community to address the State's requirement for school age children and make vaccinations available to everyone.
- We administered 228 flu shots through our annual clinics.
- We started planning to hold COVID-19 vaccine clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease.

Communicable Disease Number of Cases:

Campylobacteriosis	1
Human Granulocytic Anaplasmosis	4
Influenza	45
Lyme Disease	10
Salmonellosis	1
SARS CoV- 2 (COVID-19)	98
Streptococcus pneumoniae	1

Dental Health Department

Due the challenges presented by COVID-19 the Dental Program was suspended in March 2020.

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 the office's contact with residents in need, as well as providing information on available services. The COA/Community Services Director resigned partway through the year, and the decision was made to separate the job into two part-time positions: COA Coordinator and Community Services Coordinator. The CSC position was not filled as of December 2020. The Well-Being Committee is advocating that the CSC position be full-time.

Respectfully submitted,
Elizabeth Markiewicz, Well-Being Committee Chair

COUNCIL ON AGING

The Boxborough Council on Aging (COA) is a seven-member board appointed by the Select Board. The 2020 COA board members are: William Litant, chair; Anne Canfield, vice chair; Barbara Wheeler, secretary; and Karen Whitcomb, Tina Bhatia, Barbara Birt, and Taryn Light. The board works closely with the COA director/coordinator to identify senior concerns, develop programs, 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, two part-time van drivers, one substitute/on-call van driver, and, during part of the year, a temporary Master's in Social Work candidate student intern. Many resident volunteers also support the work of the COA.

Core services coordinated by the COA include providing information relating to healthcare insurance, fuel assistance, tax information, 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 referrals to residents age 60 and over continues to be one of the most important services delivered by the Council.

2020 Activities

Buzz Newsletter: The COA publishes 10 newsletters, each with important information about services. 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: <https://www.boxborough-ma.gov/Archive.aspx?AMID=37>

Van Transportation: In January and February 2020, the COA local van service operated at a capacity of 24 hours of weekly service. Van service was temporarily halted due to Covid-19 precautions from March 20 through May 18. It provided over 540 rides to seniors and

residents with disabilities in 10 months of active service.

Senior Tax Work Off: The successful Senior Tax Work Off program saw 31 seniors perform more than 1050 hours of work during 2020, resulting in a comparable wage value of more than \$13,400 to the town.

Classes, Programs and Luncheons: Seniors exercise classes, health topic talks, entertainment programs, and luncheons at the Boxborough Community Center continued to flourish and attract new participants in January and February. There were seven in-person, weekly class offerings for Fitness Level 1 and Fitness Level 2, Chair Yoga/Stretch and Mat Stretch and Flex Yoga. In March, classes continued as remote Zoom classes. There were three in-person group lunches at the Community Center and two "Grab n' Go" lunches. We held two health screenings, a Thursday line dancing class in January and February, one community education event, and two "out to lunch" trips. We thank our community partners for hosting luncheons and grab n' go lunches, 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 provides financial support as well as sponsorship for senior programs and lunches; this support helps to keep programming at no or very low cost to seniors. The COA is grateful for the the FCOA's vital support.

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

Respectfully submitted,
William Litant, 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 and Boxborough 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.

Respectfully Submitted,
James MacRae, District Director Veteran Services

VETERANS TRIBUTE COMMITTEE

Thank you to the Boxborough residents who supported the funding of and have made donations to the Veterans Tribute Project. We wanted to provide an update on the progress of the tribute thus far. The committee is happy to report that installation is well underway for the tribute. The tribute was designed by LWDA, an architectural firm in Concord MA, and “Ludlow Memorial Company” from Ludlow MA, was selected to construct the monument. As you may have seen, the granite for the monument has been delivered and installation of the bronze plaques and service shields is almost complete.



Granite being delivered to Library site



Placement of major granite pieces

With the restrictions placed on public gatherings, we were unable to have a Veterans Day Ceremony but were ecstatic that a major milestone was met in having the main pieces of the monument in place prior to 11/11/20, as shown below. Our plans are to complete the remaining sitework and placement of the granite benches in the spring. Thank you again to all who have supported this project.



Recent progress shows bronze plaques and service seals installed

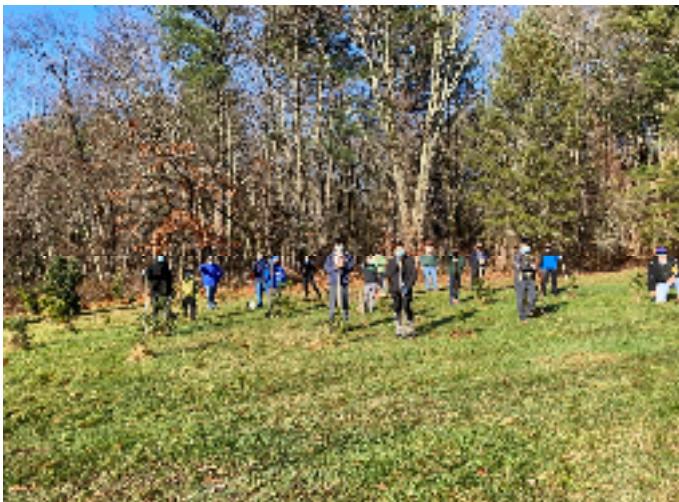
Respectfully submitted,
Karen Noriega-Baron, Veterans Tribute Committee Clerk

STEELE FARM ADVISORY COMMITTEE

This year more people enjoyed the nature and beauty of Steele Farm than ever before. The dangers of COVID 19 and the relatively safe outdoor environment combined to increase the use of the farm and surrounding town owned properties. Most of our meetings were via Zoom but we did manage to have a few volunteer mornings as well as individual volunteer contributions to the maintenance of the farm. In December we held the last tree sale for a number of years until the trees get big enough to sell again. The DPW enlarged the parking area, mowed areas, and helped with storm damaged trees. LEED planted two autumn blaze maple trees to eventually shade the ice house as part of their Green Rewards program. Donnie Morse and family harvested two cuttings of hay this year. Special thanks to Ken Whitcomb for mowing the Christmas trees and trails as needed.



SFAC and volunteers do tree maintenance



Boy Scouts help with tree maintenance



You never know what you might see
at the farm

We lost a few members this year and they deserve mention for their many contributions to the town. Bruce Hager served on the committee for 15 years and chaired the committee for many of them. He worked tirelessly for seven years on the farm's Historic Preservation Conservation Restriction held by the

Trustees of Reservation. Jim Moss served for 4 years, and used his historic preservation knowledge - putting hundreds of hours into documenting the structural preservation of the farmhouse.

Respectfully submitted,
Edward Whitcomb, Steele Farm Advisory Committee

HISTORICAL COMMISSION

During 2020, 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. A new dehumidifier was purchased to keep the basement safe for storage of documents, artifacts and other town property. The upstairs condenser died in the summer and estimates were obtained for replacement.

Community Preservation Act (CPA) historical resources projects: The Commission endorsed the continuation of preservation work on Town documents and on work at North Cemetery. 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 of restoration work on the Steele Farm farmhouse. Although the actual work was done by others, the Commission was pleased to help oversee substantial installation work on the Veterans Tribute. Also, the Library Hall Bell display and flagpole were repaired/replaced after automobile accident damage.

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

As a continuation of an existing program for many years, signs were procured and installed for Abolitionist Polly Hayward. The John Fletcher sign was relocated to a site on his family's farm. A replacement sign was procured for the Rev. Joseph Willard house at the request of the owner. A sign for Civil War dead, Alonzo Woodward, was obtained and will be installed in 2021.

Road names were recommended for the roadways in the Enclave development in Town Center.

Respectfully submitted,
Alan Rowher, Boxborough Historical Commission Chair

PUBLIC CELEBRATIONS 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.

Unfortunately, the COVID pandemic curtailed most of our activities this year. For Memorial Day, we observed and honored those that fought for our freedom through a video posted on the Boxborough town website. Pictures of the North and South cemetery, and names of all those that fought from Boxborough, were displayed along with Taps being played in the background.

Fifer's Day was cancelled and therefore, no Golden Fife award.

The first Saturday in December brought us to the Holiday Tree Lighting (Hill Road at Middle Road). Again, we had to cancel the traditional tree lighting due to the pandemic. However, with help from the Boxborough Fire and Police Departments, Santa rode on a fire truck and greeted neighbors throughout town. We also partnered with the Boxborough Fire Department to collect for Toys for Tots during Santa's drive. As always, the amazing generosity of the town was in full force and many toys were collected.

We are deeply grateful for the help from Town Hall staff, the DPW, Police and Fire departments. This year, with the pandemic in full force, we worked together and found a way to bring a slice of "normalcy" to our town.

Respectfully submitted,
Marissa Picca, Public Celebrations and Ceremonies Committee

BOXBOROUGH RECREATION COMMISSION

Department Description

The Boxborough Recreation Commission is a six-member commission (one opening still available for a full 7 membership). We are 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, Fifer's Field, Liberty Field, and sometimes at Blanchard Memorial School. Current Members of the Commission are, Megan Connor (chair), Hilary Greven (CPC representative), Becca Edson, Rick Barrett, Claudine Lesk and Stacey O'Connell.

We have hired counselors within our community to make our programs and activities happen. Most of our budget is salary. This past winter was the first time we were able to have our programs online for residents to register. The feedback has been incredibly positive among town residents, as the registration process is much smoother and more convenient. Special thanks to our Town Administrator, Ryan Ferrara, and Erin Twomey for making this happen.

With the global pandemic, it certainly was a challenging year striving to keep our community engaged with recreational programming. Below are some of our key accomplishments.

Fiscal Year 2019/2020 Accomplishments

Winter Recreation Sports Program

The Recreation Commission conducted a ten-week session youth sports-oriented program held on Saturday mornings last January 16th-March 6th (had to cut it short with the shutdown on 3/12) from 10 a.m.-12 p.m. 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, Brian Picca,

and three paid counselors. This was Brian's fourth year serving as leader of the program, with a break the last two years. He also served as the lead director for our Flerra summer program the last two years as well. We had 40 students enrolled in the program, ranging from grades K-6. The students engaged in various winter sports activities. The parents in town really appreciated the opportunity for their children to get some Saturday morning energy out and have a chance to be with friends. The counselors made it super fun and well organized, as the students were often broken up by age groups and activities, and would rotate to ensure a small counselor/student ratio.

Summer Playground

A summer playground program was available to children in grades K through 6th grade. The program provided 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. This year's summer program looked quite different than in previous years, but after months of careful planning, it was a huge success. The Recreation Commission hired 3 adult playground directors: Lead Director Brian Picca, and directors, Dr. Kate Contini and Mrs. Courtney Stevens. Previous Flerra director, Laura Spurling, was instrumental in our planning process for activities and lesson planning as well. We offered an in-person birding program with former MA Audubon Director, Tufts Professor in Ornithology, Dr. Becky Harris. Five students participated weekly over the month of July. Dr. Kate Contini offered creative writing and ancient history lessons over Zoom, and Courtney Stevens offered an arts and crafts program over Zoom. We hired a few counselors to help with these programs as well. Brian Picca offered an in-person, small group sports activities program each week which were broken down by age groups.

Due to COVID, this year we were not able to coordinate our typical efforts for post-playground activities such as an afternoon baseball camp operated by At Bats of Boxborough, or gymnastics sponsored by the Boxborough Gymnastics Center.

Tae Kwon Do

The Commission continues to offer a highly successful Tae Kwon Do program that operated out of the Blanchard Gym four nights a week and is directed by Master Rick Barrett. The Tae Kwon Do Program has raised roughly \$29,000 as of the end of the 2019 calendar year and just about \$40,000 in FY20. This highly successful program is constantly expanding and now offers adult and family classes on Wednesday afternoons in addition to youth programming. Tae Kwon Do ended the year with 33 youth and 11 adults enrolled and interest for enrollment continues to be on the rise in town among our families in the community. Proceeds from this effort are earmarked specifically for future expansion of youth programming within the Town. This past summer, the recreation commission worked closely with the Sargent Memorial Library Director, Peishan Bartley, to allow the commission to offer Tae Kwon Do lessons in person outside at the library while also providing classes over Zoom. Classes have continued to be held over Zoom since March. Currently, students have the opportunity to attend 11 classes offered daily throughout the week via Zoom and in-person.

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.

Running Club

This past winter, The Recreation Commission launched a running club program for students in grades K-6, for all students as well as parents and caregivers can participate too. This past fall, we had 82 students registered. Adult volunteers helped run this incredible program at Blanchard Memorial School, at the cost of \$10 per 15-week session. We are on hold at the moment with COVID precautions.

Game Night

The Recreation Commission collaborated with the Blanchard Memorial School Community members as part of their “screen-free” week which was held in February. We offered a game night at the town hall in the newly renovated Grange room and invited residents of all ages to bring their favorite games and play together. It was nice that the commission could be a part of the screen-free week planning, and our students and their families in town were very appreciative of the many activities that were planned.

Winterfest

Although not a program, 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 25th from 1-4 p.m. It was a cold and rainy day, but we had an incredible turnout nonetheless. The event itself is a community celebration and has evolved over the years from a “day to sled” to more of a mini Fifer’s Day, with area restaurants and local organizations joining in the festivities. No longer does the day require snow in order to be successful. It is another way for local businesses to showcase their wares and programs for the community as well. This year we have expanded our vendor list to include several more local businesses in town to participate and join in the festivities while also helping to market and boost the economy for these local vendors. For the second year in a row, we hired a Human Foosball Game, complete with a tournament from the Harvard Lyons Club. Other vendors this year included Pony Shack Cider, True West, Slaters BBQ, PaperMoon Theater Workshop, the AB girl scouts, the Blanchard School Popcorn Players, The Taylor School, the Boxborough Regency, Acton Open Door theater for a photo booth, and Dunkin’ Donuts for hot cocoa. The Boxborough Conservation Trust offered a winter woods walk for families that day. The Steele Farm Advisory Committee and the Historical Society had the barn open to share viewing of old farming tools and history lessons of Boxborough too. We were able to have wood pallets donated from local businesses and hay in town for a bon fire. Special thanks to Rick Barrett for keeping the fire going that day. With this truly becoming a community day and our growing population in town, it was amazing what we did with our tiny budget allotted 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.

Troll Hunt

With the pandemic going on this past spring, the recreation commission continued to brainstorm ideas for ways to engage our community. We collaborated with the land stewards in town and offered a troll making competition. All ages could make a troll out of materials that they may have had at home. Once made, they were assigned a parcel of land in town conservation land to place their troll and we invited residents to take a walk to try and find the trolls. A family of six won, and was offered a gift card donated by a Boxborough Recreation member. The artists who made the trolls were very excited to have this creative opportunity to make something and those looking to go for walks with their families brought excitement and happiness to their worlds. We received a lot of positive feedback from residents in town.

Recreation Commission’s Fiscal Year 2021/22 Goals and Objectives:

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 or add and update pieces of equipment such as replacing the batting cage at Flerra meadows with the money earmarked for youth support.

The more we plan, the more we realize that the lack of space is a problem and we are forced to limit programs as a result. Blanchard Memorial School has reached its capacity for space and we have now become incredibly limited for opportunities there. Also, the lack of town hall support to help us with registrations has been tough, too. Thankfully, we have online registrations now, but the hiring process is all on the commission. The registrations and keeping track of them remains on the commission too. Volunteers are spending several hours each week for these programs.

The Boxborough Recreation Commission continues to engage with town residents for ideas for programming in spaces that are not owned by the town. We continue to collaborate with the Council on Aging and hope to do more. We have invited them to participate in our meetings to share ideas as well. With our growing population, space is becoming very difficult to find, and we need to be creative with continuing to offer programming and activities for families and our elderly in town to maintain a happier and well-connected community. Now more than ever, we need recreation and outdoor opportunities for our residents. We currently are working with the Director of the Library, Peishan Bartley, on an improv/theater class for kids ages 15 to adults, up to age 90, to be held at the library this winter on Zoom. 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. Input from residents is always welcome. Most recently, residents asked about an ice-skating rink and cross-country track making opportunities on the beautiful conservation trails. We hope to offer a drive-in movie night this spring for residents, possibly at the Boxborough Regency. Now, more than ever, people want to be outside as much as possible, and we are here to help promote community engagement and good health for our residents.

Enhance Liberty Field

The Commission is moving forward with design plans through William Murray of Places Associates for improvements to be added to the field space at Liberty Fields with a CPC article. We hope these enhancements to the only municipal land in town, Liberty Field, will benefit the entire community, young and old alike. A CPC article has been submitted, and plans are underway to pursue a request from the Community Preservation Act to enhance the field on Liberty Square Road.

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 Select Board 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 encourage diverse culture by presenting jazz, classical, and world music concerts, vocal performances, films, opera, and public art installations.
- Advocacy for the arts through community outreach and publicity.

This Annual Report gives preliminary results of our FY21 Grant Cycle in which we plan to support 33 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 2020 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2020 unless specified)

Acton:

Vivian Birchall (through June 2020)
 Priya Eramath-Murali (Publicity Coordinator)
 Ryanne Flynn
 Karen Myers (Secretary)
 Judy Romatelli (through November 2020)
 Joan Rubin-Deutsch
 Jin Hong Yang (Foreign Film Series Coordinator)

Boxborough:

Sharon Garde (Chair)
 Sheila Hanrahan (Treasurer)
 Aparna Ramasundar

Non-Voting High School youth members

Tal Dassau (through June 2020)
 Natalie Dawn (through June 2020)
 Maria Paunescu (starting August 2020)

Recruitment: We work closely with the Acton and Boxborough Select Boards, town staff and other Town volunteers on our continued membership efforts. We are currently looking for new members to join us. We can currently accept three additional members from Acton and we can always accept more members from Boxborough. We are proud to have high school youth members on our council who are actively and energetically participate 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.

Due to the pandemic, the MCC schedule was delayed several months. So in November 2020 the ABCC was allotted \$13,100.00 to give out during our 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 received 34 applications requesting a total of \$14,902 in funding. The number of applicants this year was down from past years, due to COVID-19, so we really didn't have much

of a problem trying to allocate the funds. We chose to fund 33 projects that give the greatest benefit to our communities. We have funded many online and virtual events, as well as projects that are hoping to be done live.

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, boards and public officials in both towns is truly remarkable. Acton provided the ABCC with \$2000 through a Warrant Article, while Boxborough provided \$1,400 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to town equipment (screens, projectors, etc). We are also thankful for the continued support and active involvement of our liaisons, Boxborough Select Board member, Wes Fowlks, and Acton Selectmen, Dean Charter and Jim Snyder-Grant.

Unfortunately, the pandemic did quite a number on us this year. Many of the events that we had granted money for had to be cancelled, moved online, or postponed, sometimes up to a year. With the hard times that artists are having, the MCC strongly urged us to find ways to make sure that the performances did happen in some form, so we were able to fund them. In all, we had 9 performances move online, 7 postpone, and four sadly cancel. We did have 22 that went on either modified, or as planned beating the virus. Unfortunately, we also had to cancel our annual spring Grantee Reception, and turn our 4 week "Our World in Film" International Film Series into an online and local cable access program of short films.

Here are some highlights of the programs that did happen:

Combating Hate and Prejudice – We funded a Holocaust survivor to speak with the students at RJ Grey. Her program raises public awareness of the atrocities of the Holocaust, and educates students, teachers and all learners about the importance of defending human rights, combating racism, prejudices and intolerance within our society and the world. It also strives to teach the importance of making good decisions.

Release Your Inner Artist – This program was moved to an online format through the Boxborough library. It was a hands-on art class, geared to beginners and aspiring artists.

Bamboo Slip Art Workshop – This was another art class that moved online, through both the Acton and Boxborough libraries. It taught traditional Chinese bamboo slip painting to the participants. Before paper was invented, bamboo slips were the most important writing and painting medium, more widely used than silk. Bamboo has played an important part in the spread and development of traditional Chinese culture. The class used Bamboo slips bought from China.

Building a new inclusive culture at Jones Playground – This was a very large project that helped build a new ADA compliant playground at Jones Field. The project was a joint effort with Acton Recreation, Smile Mass, and many Acton individuals and businesses.

Trail of Flowers – This project is to plant daffodils and other flowers along the Assabet River Rail Trail. This rail trail is being used quite often these days, so many residents of both towns will get to enjoy this giant public art display.

Promoting Diversity

Some of the events that we have sponsored which promote diversity, besides those listed above, are Li Liu – Traditions of Chinese Acrobatics, given at McCarthy Town Elementary School, and a Persian Calligraphy demonstration given at the RJ Grey Junior High.

Respectfully submitted,
Sharon Garde, Acton Boxborough Cultural Council Chair

DIVERSITY EQUITY AND INCLUSION COMMITTEE

On October 19, 2020, the Boxborough Select Board voted to form the Diversity Equity and Inclusion Committee (DEIC). The board also approved the following members to serve on the committee for a three-year term: Amy Osenar, John Fallon, Lakshmi Kaja, Lovingsky Jasmin, Mary Sullivan, Nora Michnovez, Olivia Jones, Peishan Bartley, Song Issah, and Wes Fowlks. The committee had its first meeting on November 18th, 2020. As it was the first meeting since the committee was created, member Wes Fowlks went over the Open Meeting Law (OML) and the committee members elected two officers, Lovingsky Jasmin and Nora Michnovez as Chair and Clerk, respectively. The committee submitted a proposal to revise the charge. The Select Board members approved the proposal unanimously on January 25th, 2021. The DEIC is working on different projects. The most recent one is focused on finalizing an article to put on the warrant for the next town meeting.

Respectfully submitted,
Lovingsky Jasmin, Diversity Equity and Inclusion Committee Chair

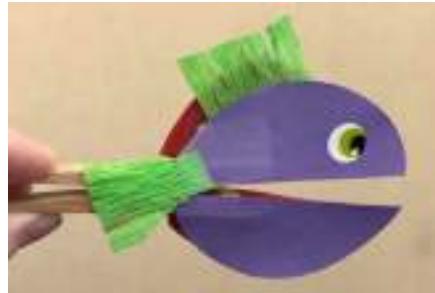
SARGENT MEMORIAL LIBRARY

Sargent Memorial Library is an indispensable, active participant of the community that provides free information resources and relevant programs to educate, entertain, and inspire visitors and patrons; and that fosters fellowship, life-long learning, creativity, curiosity, and civil engagement. This holds true even in 2020, the year of the pandemic.

Following the State and the Town's suggestion, the Library was temporarily closed to the public starting March 13, 2020. Even so, the staff worked diligently, first from home, and then behind locked doors, finding ways to provide library services safely and to our best abilities. During this period of time, we:

- Circulated 4,500 physical items each month
- Prepared and sent out 550 curbside pickups every month
- Created and provided 100 plus craft kits each week for kids across three different age levels
- Contacted museums and continued to provide museum passes to the organizations that were still open
- Hosted two Zoom story times a week
- Started two weekly Dungeon and Dragon clubs
- Created and posted Spanish learning videos
- Curated and published lists of electronic resources on different topics and needs
- Created monthly newsletter, bookmarks, and blog posts for reader's advisory and discovery

- Prepared personal book bundles for adults and kids upon request
- Worked with the school district to find ways to support remote learning students
- Hosted virtual programs for adults and children
- Held the annual kindergarten library card signup celebration
- Installed new PCs and ready them for patron use
- Briefly opened for appointment-based browsing when the infection rate was at its lowest
- Continued collection development and building maintenance



Images from left to right: Kids craft bag assembly line; cloth-pin puppet (craft for little kids); fairy house book sculpture (craft for bigger kids).

The success of the library would not be possible without the guidance and assistance of the Library Board of Trustees, the support of other town departments and committees, and the community. To all those who sent us kind notes and tokens of appreciation, waved at us through the glass door, donated to the Sargent Memorial Library Foundation or the Friends of the Boxborough Library, or simply continued to use the library, you have our sincerest thanks. You have made our days better and our work even more meaningful. We thank you for your patience, too, while we worked on the best procedure in the changed setting.

The contributions of library volunteers are integral to the smooth running of the library. Our volunteers include Acton Boxborough Regional High School students and Boxborough senior residents. Throughout the year, these volunteers made sure our materials are in good shape and at the right location. We are extremely grateful to the works they do.

It must be noted that the dedication and diligence of library staff members, Heather Waddell, Meghan Bouffard, Barbara Breese, Anne-Marie Mulligan, Patricia Richter, and D. Yoshio Shartin are what made it possible for the library to continue its operation. As a team, we continue to strive to make the library a welcoming and safe place for free and accessible information, to foster learning and the exchange of ideas, and to encourage community engagement and information literacy, COVID or not.

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 2019-2020 school year, AB served the learning needs of 5,500 students in grades PreK-12, and employed approximately 1,000 full- and part-time staff. The district completed its sixth year of full regionalization.

AB is comprised of eight schools; Acton-Boxborough Regional High School, R.J. 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 Early Childhood Program is housed in the Administration Building located on the main campus.

The most obvious and significant event of the 2019-2020 school year was the closure of our school in early March, due to the COVID-19 Pandemic. The pandemic impacted all facets of our operation and after a brief period of closure we transitioned to remote learning; a model that had not previously existed in public school districts in the modern history of education. This required reorganizing all facets of our operations from teaching and learning, to food service delivery to supporting the broader community in need. We are proud of the work of our educators, staff and students during this unprecedented period.

A more detailed account of the highlights, activities and accomplishments for the 2019-2020 school year follows.

Enrollment

As of October 1, 2019, the elementary school enrollment decreased from the previous year by 71 students, from 2,706 to 2,635. There were twelve students who received special education services while attending “out-of-district” schools – seven students less than the previous October 1. Kindergarten enrollment decreased by twenty-four students, from 330 to 306. There were four school choice students at the elementary level.

The junior high school enrollment for October 1 decreased from 923 to 860. There were eight school choice students.

The high school enrollment decreased from 1837 to 1814 students. There were six school choice students at the high school – unchanged from the previous year. There were 78 students who received special education services in grades 7-12 while attending “out-of-district” schools.

Personnel

Staffing changes for the 2019-20 school year were affected by the June 2019 retirements of thirteen teachers, sixteen resignations, and ten leaves of absence granted to Acton-Boxborough School District teachers. The district hired 39 full-time equivalent teachers to fill these vacancies and additional openings. The total number of sections from kindergarten through sixth grade decreased by one.

Teaching and Learning

Summer Leadership Retreat and Institute

The summer 2019 Leadership Retreat and Institute provided time for the District Leadership Teams to develop a shared statement of beliefs.

We believe:

- Each educator shares responsibility for every student's learning and social-emotional well-being.
- Learning will be meaningful and engaging for every student.
- Every student has the right to be known, seen, and valued by the adults across our school community.
- In building relationships and trust with students, families, and colleagues.
- It is safe to make mistakes and learn from others.
- Student characteristics that include race, socio-economic status, ethnicity, or any other part of their identity should not be an indicator of access or outcomes.
- The language we use to talk about kids and families shapes our schools' and district's cultures.
- Every ABRSD employee contributes to supporting the social, emotional, and intellectual growth of all students every day.

The retreat and institute also provided time to outline a process for developing a district strategy and identifying strategic objectives and actions. Leaders also focused on how to refine the Educator Evaluation process and tools in order to:

- Maintain and grow a strong culture of professional dialogue and collaboration around teaching and learning and educator evaluation.
- Refine the evaluation system so that student learning and teacher impact are at center of process.
- Strengthen the partnership between evaluators and educators through a common focus on learning for all students.
- Develop and support consistent common evaluation practices among all administrators that are meaningful and manageable.

Educator Evaluation Leadership Committee

One outcome of the summer retreat and institute was the formation of an Educator Evaluation Leadership Committee that consisted of 14 school and district leaders. The committee:

- Guided the district work on the aforementioned goals.
- Reviewed current district evaluation language, structures in TeachPoint, and evaluation practices to note strengths, inconsistencies, and holes.
- Created a plan for improvement.
- Planned and led professional learning for all evaluators (the District Leadership Team of approximately sixty people) during the year.
- Developed a resource bank for evaluators.
- Communicated to staff the intended goals, outcomes, plans, resources/examples, commitment to partnership, and opportunities for response/feedback.
- Created intentional connections with representatives of the Teacher's Association, ABEA, providing goals and overview, requesting input, and working collaboratively on possible contract language revisions as the process evolved.

The committee focused on the following outcomes to guide their work:

- Clear common practices for evaluation, which all evaluators use at a proficient level.
- Observation conversations and writing are analytic and focused on student learning and teacher impact. The exchange between evaluator and educator celebrates effective practices and provides feedback to support continued educator growth and to strengthen student learning.

- Evaluation Formative and Summative reports are grounded in evidence from observations and artifacts and reflect the level of educator expertise and commitment to student learning.
- Educators describe the evaluation system as clear, supportive, and challenging; they appreciate the respect, insight, and thoroughness of their evaluators. The evaluator/educator partnership is enhanced by the district culture of dialogue.
- Possible revisions of contract language reflect what all agree to and believe is of good quality in order to benefit student learning and teachers' efforts.
- Evaluators receive support and feedback for their work on evaluation of educators.

See Strategic Initiative #2: Educator Growth & Development below for more detailed information.

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 2020, the completed R&Ds demonstrate the district's ongoing commitment to meeting the curricular and instructional needs of our students. In the Carol Huebner Early Childhood Program, Speech and Language Pathologists reviewed their evaluation, documentation and IEP development and investigated alternative methods of direct and indirect service delivery.

At the elementary level the focus areas were mathematics and science, along with opportunities to unpack the new MA History and Social Science Framework with R&D projects: *Creating Project-based Investigation for Ecosystems in Grade 5; Integration of 6th-Grade Mathematics and Science Investigation for Greater Inclusivity; Revising Elementary Earth Science Investigations for Inclusivity; A Comprehensive View of the 2018 History and Social Science Framework for grades K-2, 3-5, and grade 6; Curriculum Mapping in Mathematics in Grades K and 6.*

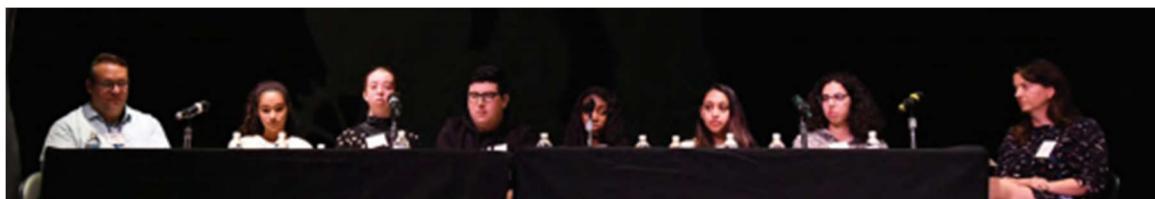
Educators at the junior high participated in R&Ds to continue modifying their curriculum based on the new History and Social Science Framework and to incorporate the new 1-to-1 technology available to all students. These R&Ds were entitled *Incorporating Geography and Civics Education into a Digital-Based Social Studies Classroom, Integration of Technology into the Social Studies Classroom, and 1to1 Integration in the Academic Support Center*. Members of the mathematics department focused on the book, *Principles to Actions*, and spent time analyzing their current teaching practices and curriculum and developing resources to facilitate stronger mathematics instruction. The English Department worked on two R&Ds: *Adding LGBTQIA+ Novels to the 8th-Grade Curriculum* and a *Digital Poetry Unit*.

A few of the high school R&Ds created new courses and units for students to continue to offer a broad range and varied range of course offerings. These included: *A Performing Arts Electronic Music Course; Advanced Performing Arts Improvisational Course; and a Visual Arts 3-D Game Development*. The World Language Department continued their work towards a proficiency-based curriculum with the R&D: *Innovative Curriculum and Thematic Units to Usher Students Up the Proficiency Ladder in Spanish AE*. Lastly, the AB Leads Initiative R&D created resources and programs to help students deepen their understanding of leadership.

District-wide Professional Learning Day

This November, we coordinated a district-wide professional learning day focused on diversity, equity, and inclusion for 850 of our staff members. Our learning goals were to better understand:

- Our students' diverse experiences.
- Our obligation to create inclusive schools and classrooms.
- Success stories within the district, best practices, and tangible suggestions for our educators to implement.



Throughout the day, staff members chose from nearly 70 learning sessions, enjoyed graphic displays of student artwork, heard from a diverse student panel about their experiences at AB, were entertained with student music and dance performances, and enjoyed lunch from a variety of delicious food trucks. We are grateful that the staff feedback about our district-wide professional learning day was overwhelmingly positive.



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 and 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 2019-2020 school year, the District continued to implement elementary early releases every Thursday for professional learning and parent/caregiver-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 team; 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:

- Science, technology and Engineering Vertical alignment stories throughout the grades.
- Unpacking the new MA History and Social Science Framework for each grade.
- Understanding a Data Dialogue Cycle for each grade level.
- Dyslexia legislation, Literacy Vision, and utilizing RAN/RAS – kindergarten.
- Foundations check-in for grades 1 and 2.
- Math fact fluency for each grade.
- Illustrative Mathematics for grade 6.
- Overview of the new Dyslexia Regulation for grades 1-6.

In order to support the implementation of the new District Curriculum Accommodation Plan (DCAP), which is based on Universal Design for Learning (UDL) principles, and to continue building the foundation for a district-wide MTSS, all elementary educators took part in a fall self-selected UDL workshop. These concurrent workshops were facilitated by CAST, a nonprofit education research and development organization that created the Universal Design for Learning framework and UDL guidelines that are used world-wide to make learning more inclusive. In the spring, 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 professional learning early release Thursdays. Educators chose either one

full year workshop or one fall and one spring semester workshop. Please see the listing of the workshops, below.

Workshops and Facilitators

- Grade 6 Illustrative Mathematics Unit Overviews – Heather Haines
- Learning Together about "Difficult Conversations" – Ed Kaufman
- ScreenTime, Distraction, and Social Media, Oh, My! – Members of Middlesex Partnership for Youth
- Creating Trauma-Sensitive Elementary School Classrooms: Supporting and Educating Traumatized Students – NAMI Facilitators: Michelle Ward and Eliza Williamson
- Anxiety, Attention, and Movement in the Elementary School Setting – Dr. Anthony Rao and Jill Krysil
- Emergent Literacy Learners and Early Markers of Dyslexia – Dr. Joanna Christodoulou and Sharon Ryan
- The NEUSHA School Health Series – Diane Spring
- Building Educator Skills to Enhance Social-Emotional Learning – Sara Emhof, Leadership Coach
- How to Talk about Race and Racism – Dr. Paula Martin and Doug Weinstock, IDEAS Facilitators
- Culturally Responsive Teaching – Ed Walker, IDEAS Instructor

In-district Professional Learning Workshops and Research Practice Seminars (RPS) taught by outside consultants or ABRSD staff

Wellness

- Mindfulness Fellowship
- Advanced Mindfulness Fellowship
- Supporting the Mental Health Needs of the School Community
- How to Raise an Adult (RPS)

Literacy/Social Studies

- The Ramped-Up Read Aloud: What to Notice as You Turn the Page
- Self-Regulated Strategy Development (SRSD) for grades K-6
- Self-Regulated Strategy Development (SRSD) Narrative Writing Workshop
- Expanding Classroom Conversation to Include Dialogic Talk
- Reading to Make a Difference: Using Literature to Help Students Speak Freely, Think Deeply, and Take Action
- An Indigenous People's History of the United States (RPS)

STEAM

- Assessing Math Concepts (AMC) in Grade 1
- Assessing Math Concepts (AMC) in Grade 2

Digital Literacy

- Increasing Student Engagement with 1:1 Devices
- Digital Learning Leaders Workshop
- Summer Tech Camp

Teaching All Learners

- SEED Seminars (offered twice): Creating More Equitable and Globally Informed Classrooms and Communities
- Neuroscience Goes to School
- How to Talk About Race and Racism
- Cultivating the Development of Our Youngest Learners
- Launching Inquiry and Capitalizing on Students' Curiosity
- Teaching With Poverty in Mind: What Being Poor Does to Kids' Brains and What Schools Can Do About It

PK-6 Literacy – Reading Visioning Committee

Due to the convergence of several factors, including the recent advances in cognitive neuroscience and our ongoing collaboration with MIT and MGH to better understand the neuroscience associated with reading development, the enactment of 2018 MA Dyslexia Legislation, and our continued efforts to create a Multi-Tiered System of Supports (MTSS) Framework, our district embarked on the creation of a PK–6 Literacy Vision in Reading.

A nineteen-member committee formed in October to:

- Define the roles and responsibilities of educators who have a role in teaching reading.
- Identify screening tools and assessments.
- Investigate evidence-based instructional resources.
- Determine professional learning and training for educators.
- Identify key parent engagement strategies and opportunities.

Subcommittee groups were able to meet four times, and initial work was achieved before the work was temporarily suspended due to the urgent nature of the school closure related to COVID-19.

Science, Technology, Engineering, the Arts, and Mathematics (STEAM)

This fall, we kicked off STEAM learning with STEAM Fairs at every elementary school and offering educator workshops during Professional Learning Day. In 2019-2020, a STEAM committee of staff, building and school leaders, and community members defined STEAM, created a framework to guide the development and refinement of STEAM projects, and crafted a vision statement for STEAM learning. The committee also surveyed the entire staff to determine current AB STEAM learning and set some short-, mid-, and long-term goals. You can find out more about STEAM at AB and see STEAM in Action on the district website at <https://sites.google.com/abschools.org/steam/home>.

STEAM experiences have the power to engage the wide variability of today's learners with opportunities to work with a variety of materials, instructional strategies, and student groupings. Our goals for the intentional planning and implementation of STEAM learning aligns with and supports our district core values.

- **Engagement:** Students see or find connections to the real world and relevance to their learning.
- **Equity:** Educators provide multiple ways for all students to access knowledge or information and multiple opportunities for students to express their learning.
- **Wellness:** Students take an active role in their learning, develop greater agency and efficacy, and experience some play and joy in the process.

Our work was also encouraged by the MA Commissioner of Education, Jeff Riley, who wrote in his June 2019 report, *Our Way Forward*, that "we must develop statewide models of engaging tasks—activities

that ask students to master content knowledge and life skills through the creation of meaningful, original work products.”

2019-2020 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

Strategic Initiative #1: Social Emotional Supports for Students

So that we can continue to improve our support services for students, by June 2020 we will conduct an independent evaluation of the social emotional learning supports that will allow us to:

- Develop an understanding of current practices related to social, emotional, behavioral, and counseling support in the district.
- Explore alignment of current practices with best practice research in order to identify which supports could be expanded or strengthened.
- Identify opportunities to align staff practices with best practices and effectively manage staffing in order to further support students' social, emotional, behavioral, and mental health needs, creating sustained change in schools and classrooms.

The District worked with the District Management Group (DMG) to complete a comprehensive study of our Social-Emotional programming across the district. The study was completed in early December, and on January 6 we conducted a workshop with over forty staff in the district at which DMG presented its initial findings and sought feedback to validate their conclusions. Findings of the report have been included in our Draft Strategy in the Strategic Initiatives for the Social-Emotional Learning objective.

DMG presented an overview of their findings to the school committee in April 2020. This goal will need to be a priority for us as we resume school this fall, but work was temporarily delayed due to the urgent nature of the school closure related to COVID-19.

Strategic Initiative #2: Educator Growth & Development

Our District Leadership Team (DLT) consists of central office leaders, principals and assistant principals, department leaders and directors, all of whom have responsibility for evaluating staff across the district. This year, we engaged in year-long professional learning to increase our capacity as evaluators and improve feedback to educators. We created an Educator Evaluation Leadership Committee (EELC) that planned the various professional learning sessions and engaged with a consultant, Mary Sterling, to help us plan and lead this work. Our leadership team met seven times this year (8/6, 9/6, 10/22, 11/19, 12/16, 2/10) and a couple times in the spring. The full DLT met six times this year (8/20, 10/2, 10/30, 12/11, 1/15, 2/26), with most of each 2.5-hour meeting dedicated to educator evaluation professional learning. Topics

included: supporting the development of more effective student learning goals, improving our focus on student learning during the observation process, and improving the quality of our dialogue with educators about their practice.

The leadership committee surveyed educators in February about the impact of our work, and early reports of the overarching data indicated that:

- 73% of educators reported very much or some growth in the culture of professional dialogue and collaboration around teaching, learning, and evaluation.
- 78% of educators reported very much or some growth in the extent to which they feel that student learning and teacher impact are at the center of the process.
- 55% of educators reported very much or some growth in the extent to which they feel that the partnership between them and their evaluator has been strengthened by a focus on student learning.
- 67% of educators reported that they agree or somewhat agree that their student learning goal is more meaningful to them, and has potentially more impact on students' learning than in prior years.
- 79% of educators agree or somewhat agree that the conversations and write-ups after observations with their evaluator have been more focused on student learning than in prior years.

Most of the work toward this goal was completed prior to closure, but any additional work was suspended. Our initial plan heading into next year was to improve observer calibration by having teams of evaluators co-observe classes with our consultant. This plan will be re-evaluated in light of changing circumstances due to COVID-19.

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 2020, AB awarded the Seal of Bi-Literacy to seniors, as follows: thirteen received the Silver [Intermediate Mid] award; twenty-two received the Gold [Intermediate High] award; and three received the Platinum [Advanced] award.

Elementary Schools

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

- Each has a School Council, as required by the Educational Reform Act of 1993.
- Vital parent involvement plays an active role in the life of each school. These parents sponsor numerous assembly programs that enrich their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raise funds for school wide projects; provide volunteers for many in- and out-of-class activities, tasks, and services; staff the "Safe Arrival" hotlines; and sponsor school newsletters and other activities.
- A number of whole-school events take place, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day program in the spring.
- The faculty participates in professional learning through one or more of these activities: pursuit of formal course work, involvement in system wide curriculum and instruction review and improvement projects, participation in the district-wide Professional Learning Day, and attendance at professional

conferences and workshops. In addition, many teachers work with student teachers. Through their actions, every year the staff shows that they are truly committed to the concept of being life-long learners.

Dana Labb – Blanchard
Damian Sugrue – Conant
Chris Whitbeck – Douglas
Lynne Newman – Gates
David Krane – McCarthy-Towne
Juliana Schneider – Merriam

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 began an ambitious transition to being a fully 1:1 Chromebook environment, where every student would be issued a school-owned device for use throughout the school day. This initiative was accompanied by substantial investment in equipment and professional development of the staff. Our other significant area of investment was on professional learning focused on supporting students with anxiety and who exhibit challenging behaviors in the classroom. This initiative was led in partnership with noted behavior specialist Jessica Minahan and included trainings throughout the fall and winter.

In March 2020, the school abruptly transitioned to a fully remote learning setting in response to the worldwide COVID-19 pandemic and finished the school year in this setting. While the pandemic resulted in the cancellation of most of our traditional events and activities, it also generated a healthy amount of creativity, problem solving, and resilience on the part of students, families, and staff. The spring's pandemic planning eventually served as a transition and preview for the following school year's pandemic planning.

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

- This year's annual Junior High School musical, ***James and the Giant Peach***, included over 75 students on the cast and crew.
- 8th-grade students Henry Tshabalala and Reka Schneider served as our Ambassadors for the statewide ***Project 351*** service program.
- Student community service activities ranged from Acton Pantry food drives and the Cradles to Crayons program to increasing recycling and composting practices.
- The RJ Grey gymnasium was completely renovated at the beginning of the school year, including a completely new hardwood floor, bleachers, scoreboard, and divider.
- In the summer following the school year, RJ Grey partnered with the High School to offer fully remote summer programming to incoming 7th- and 8th-grade students who were recommended for additional academic support.
- We continued with our 7th year of Poetry Fridays when poetry selections, including pieces written by students, are read over the PA system on Friday mornings to begin the school day.
- As part of our adjustment to a fully remote setting, RJ Grey created its first ***Transition to RJ Grey*** website, which will serve as a platform for providing updated information to families regarding their child's transition to the Junior High.

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

Acton-Boxborough Regional High School

For the 2019-2020 school year, a new class schedule was adopted: a seven-period, drop one rotating bell schedule. This was part of the school's long-term work in the area of student equity, workload, and assessment. The school day start time was moved later to 8:00 a.m. with dismissal at 2:47 p.m., to align with the ongoing data on student wellness and sleep. Work also continued on issues of equity, diversity, and inclusion in conjunction with the ADL's A World of Difference Program (see highlight below).

The second half of the school year was significantly affected by the COVID pandemic and the move to at-home learning. Faculty and staff worked diligently to move from in-person learning to remote learning, pivoting their curriculum and instruction in a matter of days. The school building remained closed from March 13 through the end of the school year. In place of the usual graduation ceremony on Leary Field, the 445 Class of 2020 graduates participated in a Rolling Rally Celebration and diploma presentation on June 5. The rolling rally, cheered on by families and other residents, was a well-deserved celebration for the towns of Acton and Boxborough.

Below are some highlights of the 2019-2020 school year.

- Increased Professional Learning Time for faculty included a full day of professional development with the Anti-Defamation League and World of Difference Peer Tutors, in addition to six Early Release Days for Department work. This work reflected on and refined new instructional approaches being used in the classroom that help engage all learners within our new schedule. (See above.)
- A change to the HS Graduation requirement was approved to include two years of world language, three years of mathematics, and three years of science for students graduating in the Class of 2025.
- Advisory activities for student wellness included: Karate & Wellness Day, Take a Break Wellness Day, Senior End of Term One Wellness Day, and Virtual Wellness Week in April.
- The Counseling Center, in partnership with the Acton Food Pantry and Dignity Matters, started a food pantry outpost in the Counseling Center that was available for any student needing assistance with food or personal care items.
- The Anti-Defamation League supported and trained the two faculty advisors and thirty Student Peer Leaders who comprise the ABRHS World of Difference Program; they in turn trained the staff and student body. The peer leaders prepared lessons that provided students with the opportunity to increase their understanding of the causes of prejudice and its manifestations, such as name-calling, bullying, and cyber-bullying. Through the remote learning period, A World of Difference continued to meet and discuss how to confront racial injustice in our personal lives and in the nation.
- At the 20th annual Community Service Awards Night in January, 737 students were recognized for completing 25 or more hours of volunteering – over 80,000 hours in all.
- Due to the COVID pandemic, the athletic year was shortened. This resulted in having just over 500 athletes participate in the total athletic program; teams were able to win six league championships in the shortened year.
- The ABRHS music ensembles gave many strong performances before the performance year was cut short. The marching band again earned a gold medal in the 2019 MICCA state finals. The chorus

program presented the annual Cabaret performance in the fall. All ensembles worked during remote schooling to create virtual performances to share with the community. The band, chorus, and graduation rock band created virtual renditions of the national anthem, Pomp and Circumstance, and the senior class graduation song for the virtual ABRHS graduation in June.

- World Cultures Week in early March offered students a variety of opportunities to celebrate different cultures and languages.
- Proscenium Circus became one of two school drama programs in the country selected as a Disney Pilot School to pilot *Twice Charmed* and *Freaky Friday*, a double feature musical that involved over 120 students. PC took home the state championship for "Best Production" with its one-act, *A Matter of Life and Death*.
- The Massachusetts Science Olympiad was canceled, but A-B science students won recognition in the Region IV Science Fair, the International Science and Engineering Fair (ISEF), the Massachusetts Science and Engineering Fair, and the Junior Science and Humanities Symposium. Two students were named Regeneron Scholars, and one was a Regeneron Science Talent Search Finalist – one of forty in the country.
- In the Speech and Debate program, 114 students competed in numerous speech events and three forms of debate during the year. The team competed in person at 22 local and national circuit events and online at the Massachusetts State Championships (State Debate Champions) and two national tournaments for which students qualified. A-B was named a 2020 National Speech and Debate Association Debate School of Excellence, and twelve team members were named Academic All Americans.

Larry Dorey, Principal

Beth Baker, Associate Principal

Maurin O'Grady, Associate Principal

Michael Csorba, Dean

Fred Hohn, Dean

Student Services

Diversity, Equity and Inclusion

The Acton-Boxborough Regional School District has experienced dramatic demographic shifts over the last decade. Our incoming kindergarten class of 2019 was 4% African American, 28% Asian, 8% Hispanic/Latino, 8% Multi-race (non-Hispanic), and 52% white. This is a huge shift from 25 years ago when 92% of our student body was white. According to our 2019 student demographic data:

- 18.6% are multilingual
- 4.1% are English learners
- 16% are students with disabilities
- 10.5% are eligible for free/reduced lunch
- 27.1% are considered high needs (students who are economically disadvantaged, English learners, former English learners, students with disabilities, or a combination of one or more of these categories)

We believe that diversity is one of the key contributors to the high quality of our students' educational experiences here at ABRSD. However, being racially, linguistically, and socioeconomically diverse does not automatically lead to strong relationships across these differences. This diversity also brings challenges that include opportunity and achievement gaps, social isolation, hurtful comments, competition, and more.

In June 2019, Superintendent Light announced a strategic move to continue ABRSD's efforts to increase our focus on Diversity, Equity, and Inclusion (DEI) by shifting the role of the Assistant Superintendent for Student Services to the Assistant Superintendent for DEI. The goal for this new position is to provide continued leadership and support to create more equitable and inclusive schools within the District. A few highlights of our DEI work this year include:

Anti-Defamation League A World of Difference Peer Leader Program

Thirty of our tenth and eleventh graders embarked on three days of training with two Anti-Defamation League (ADL) facilitators to become A World of Difference® Peer Leaders. High school educators and *A World of Difference* faculty advisors Su Nugent and Megan McGrath attended extensive training in the summer of 2019 and spent countless hours learning, reviewing applications and interviewing students to ensure a diverse and committed group. They meet weekly with these students to continue to develop leadership and facilitation skills and to help them understand their role in advocating for justice and equity. In early November, these students also co-facilitated an evening parent learning session with the *A World of Difference* Director Phil Fogelman. Throughout this year, our Peer Leader pairs will push into ABRHS social studies classes to present mini-lessons and hold discussions about race, bias, and -isms with students.



DEI Family Advisory Group

In September 2019, we sent an invitation to our families across the district to submit an application if they were interested in serving on a DEI Family Advisory group. From nearly 80 applications, we chose 40 parents to join the Superintendent and Assistant Superintendent for DEI over four evenings this year. Key functions for our DEI Family Advisory include:

- Serving as a source of ideas and information regarding student and family experiences related to cultural beliefs, race and racism, socioeconomic status, gender and sexual identity, disability, language, and more.
- Engaging in dialogue to build upon shared values and to celebrate the diversity of our community.
- Supporting our efforts to close gaps that exist in student opportunities and outcomes.

We held our first meeting in October and have additional meetings scheduled in 2020. We are excited about the ways this group can support our DEI work and continue to broaden our perspectives.

Uniform DEI Definitions

To create shared understandings around these three terms, we established uniform DEI definitions:

- **Diversity:** The sum of the ways that people are both alike and different. While diversity itself is not a value-laden term, the way that people react to diversity is driven by values, attitudes, beliefs, and experiences. (*Adapted from the National Education Association*)
- **Equity:** Securing needed supports, opportunities, and resources for individuals and groups of students who typically haven't received what they need from schools (*Adapted from Mica Pollack's Schooltalk: Rethinking What We Say About- and to- Students Everyday*)
- **Inclusion:** Is not a strategy to help people fit into the systems and structures that exist; it is about transforming those systems and strategies to make it better for everyone. Inclusion is about creating a better world for everyone. (*Diane Richler, Inclusion International*)

Diversity, Equity, and Inclusion Blog

Assistant Superintendent for DEI Dr. Dawn Bentley has started a monthly blog to highlight the DEI work across the district. To follow the blog, sign up at <https://abrsddiversityequityandinclusionblog.com/>.

We are excited about these early examples of our work around equity and inclusion, while recognizing that we still have much to learn and do in the months and years ahead. We embrace the challenges and opportunities that this work will bring!

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 without special needs learn and play together, meeting required Individuals with Disabilities Education Act (IDEA) regulations to educate children in the least restrictive environment. More than 100 students were enrolled in the program by the end of the school year. The program also supported 20 preschoolers with drive-in related services that included speech-language therapy, physical therapy, and occupational therapy.

Additionally, throughout the 2019-2020 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 2019-2020 school year, CHECP staff received professional learning from speech and language pathologists in social thinking and theory of mind. This learning helped the staff support development of social communication skills for the district's youngest learners. All staff also participated in the district-

wide Professional Learning Day; Diversity, Equity and Inclusion; A Celebration of Our Community on 11/5/2019. The day provided a variety of learning sessions and the opportunity to hear perspectives from students, staff, parents, and guest speakers.

When the pandemic closed schools in March of 2020, CHECP staff worked together to develop activities and resource ideas for families to do with their child during the school closure. During the closure, CHECP staff learned to interact with parents and children in new ways. They began broadcasting stories, circle time and interactions from their homes, while figuring out remote teaching and learning techniques and new communication platforms. As the closures continued through the end of the school year, CHECP staff, with the assistance of parents/guardians, shifted towards a more structured approach and provided contact/consultation and instruction remotely to the district's youngest students.

Special Education

The Special Education Department has a dedicated staff of special educators, speech-language pathologists, school psychologists, occupational therapists, physical therapists, and Board-Certified Behavior Analysts (BCBAs). These professionals work as teams to address the needs of students with disabilities 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. The goal is to provide support to students in the “least restrictive environment.” All schools promote inclusionary practice and opportunities for all students.

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. The goal is for each student to become an independent, self-sufficient, self-reliant learner who can advocate for themselves. This is accomplished through the provision of specialized instruction and support for students in accessing and progressing through our curriculum with appropriate modifications and accommodations.

Social emotional learning is more important today than ever. Our school psychologists work to support the social, emotional and behavioral health of our students by creating an environment that is safe and nurturing for every student to learn and grow. Psychologists work with students to teach coping strategies and to help students anticipate daily student stressors that might contribute to potential problems and crises.

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 the warning signs of depression and suicide. Our speech-language pathologists (SLPs) and special educators spent the 19-20 school year engaged in professional learning opportunities focused on dyslexia – from research and foundational knowledge to comprehensive evaluation to research-based intervention. Many staff members also participated in professional learning about co-teaching.

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 school district views parents as partners in its mission to serve all children. Acton and Boxborough continue to be supported by a strong and active Special Education Parent Advisory Council that engages regularly with the administration 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, offering monthly A-B SEPAC meetings supporting parents/guardians, providing learning, networking, resources, and other family supports.

Health and Nursing

During the 2019-20 school year, our nurses logged **26,670** student visits to the health offices and over **341** staff visits between September and mid-March, when we shifted to remote pandemic learning. In total, **4,006** students logged at least one visit to a health office over the year (excluding mandated screenings). After the district closed, the nurses continued to work with students and families with a myriad of concerns, including psychological, emotional and physical health issues. In close collaboration with building mental health teams, the nurses supported these students and families using a range of techniques and strategies.

A few weeks into March 2020, after our schools had gone remote, ABRSD nurses shifted focus to becoming COVID-19 leaders, supporting the district to plan its return to school in the midst of a pandemic. They spent extensive time on professional learning to become subject matter experts in the novel Coronavirus, working through the spring and summer serving on district planning teams to develop protocols that would support a safe return to school in 2020-21. In their spare time, some of our nurses also volunteered their services with the State's Medical Reserve Corps and local food banks for pandemic relief.

ABRSD nurses finalized the creation of a comprehensive online School Nursing Resource Toolkit for new nursing hires. This proved to be very helpful as the nursing department saw the retirement of four of its long-term nurses at the end of the 2019-20 school year after a decade without any nursing staff turnover. The summer included hiring and training new nurses so they would be ready to face the challenges of the 2020-21 school year. District-wide, the nurses also continued hosting senior-level nursing students from Northeastern University for their final school-based health clinical experiences.

The nurses developed and taught a number of new elementary classroom lessons that include: teaching acceptance of diversity through lessons on hair differences, celiac disease, food allergy sensitivity, smoking/vaping awareness, tick precautions, dental and hygiene lessons, a review of infectious disease, human growth and development, and diabetes lesson for peers of a student with Type 1 diabetes.

At the junior and high school level, the nurses played a key role in implementing the Screening, Brief Intervention, and Referral to Treatment (SBIRT) program for 7th- and 9th-grade students. SBIRT is a health approach to early identification and intervention of alcohol and drug use. This was a collaborative effort between nursing, district leaders, and the Counseling and PE Departments. Our secondary level nurses were also involved in continuing to develop the Family ID System, collaborating with the Athletic Department to implement the new program, which eliminates the need for paper athletic participation forms and streamlines the process for families and coaches. In collaboration with the Town of Acton Nursing Services, the ABRHS nurses again implemented the ImPACT test for ninth-grade students and ran a flu clinic for staff and the community. The nurses also worked with the Athletics Department as COVID restrictions changed sports guidelines in the spring.

English Language Education Program

During the 2019-20 school year, the English Language Education Program (ELE) continued to address the ever-increasing number of multilingual students. Nearly 21% of students enrolled in ABRSD initially spoke a language other than English, and we are proud to have over 70 different heritage languages represented across the District. A sampling of the languages that our students speak is Portuguese, Spanish, Chinese, Hindi, Tamil, Telugu, Russian, Luganda, Arabic, Urdu, Bengali, and Malayalam. We believe our diversity is our greatest strength!

In 2019-20, our ELE program supported nearly 300 students, or 5.2% of total enrollment, who were eligible for ELE services. In addition to students who are currently eligible for ELE services, our team of educators also supported nearly 300 former English learners, which is required for four years after they exit the program because they are no longer eligible. To support the needs of our growing multilingual population, the district also continued to expand its ELE department, now employing 13 full-time English language educators for PK-12.

This year, we focused on supporting families both academically and emotionally as they navigated the challenges of pandemic remote teaching and learning from March through June. ELE teachers engaged in professional learning designed to provide equitable access to quality instruction via online platforms. Further, the department continues to work on establishing and sustaining an English Language Parent Advisory Council (ELPAC) and creating English Language Learner Success Plans (ELSPs), as mandated by DESE. Additionally, we continue to create and expand our English language education curriculum.

Because of our moderate incidence rate of English learners, ABRSD continued to receive federal grant funding under Title III. This grant supplemented programming for our multilingual learners, supported parent engagement, and funded professional learning for our educators.

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. During the school closure counselors made a concerted effort to reach out to students on zoom, via phone, email etc. to help students remain engaged and connected to school and counseling staff.

Our staff know from firsthand experience that the partnership between outside agencies, home, and school is paramount to each student's success. The partnership between the school and both The William James Interface Referral service and Assabet Valley Family Support Partnership services have provided the much needed mental health and home support especially during school closure. [The William James Interface Referral Service](#) is a free service for town residents who are looking for mental/behavioral health support for their children or themselves. Our partnership with [Assabet Valley Collaborative Family Success Partners](#) has provided wraparound coordination services for families to access a wide range of resources that include physical, mental and behavioral health, housing, employment, food, and more.

Each school has a Child Study or Student Support Team that allows counselors, psychologists, school social workers, general educators, special educators, and school leaders to meet regularly to problem solve to support students who are at-risk and to promote a safe school culture.

This past year, our counselors learned how to use digital tools to engage with students, creating virtual lessons and holding virtual counseling sessions online. Counselors continued to focus on trauma-informed practices and how to incorporate mindfulness into their interactions with students.

Since 1997, Emerson Hospital has continued to partner with local school districts to develop and implement the [Youth Risk Behavior Survey](#) as a means of improving the health of young people in our community. Having successfully implemented nine surveys of over 10,000 students, this coordinated initiative continues Emerson's objectives of supporting health education programming in local districts, as well as positive and responsive programs in the community. For the compiled results across ten local school communities and ABRSD's, visit the Student Services page at: https://www.abschools.org/district/student_services.

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.

Throughout the fall of 2019, ABRSD engaged the [District Management Group \(DMG\)](#) to conduct a Social, Emotional, and Behavioral Supports Opportunities Review.

This program review included various methodologies to gather detailed information on various aspects of social, emotional, and behavioral health roles, responsibilities, and services provided in the district. DMG conducted focus groups with district and building leaders, program chairpersons, special educators, school psychologists, social workers, counselors and behavior specialists, general education teachers, paraprofessionals, and others. DMG also analyzed existing data that included staffing levels, programs offered, enrollment in special programs, and the district's identification process for students in need of social, emotional, and behavioral health support.

Through their program evaluation, DMG offered the following commendations to our work:

1. Staff members are hardworking, committed, and care about the wellbeing of their students.
2. The district as a whole has made a significant commitment to social, emotional, and behavioral needs through programming, professional development, staffing, and policy updates.
3. Staff perceive that schools at all levels provide a safe, stigma-free environment for students to access mental health services.
4. There is strong coordination between school administrators and mental health staff to identify, monitor, and address student social, emotional, and behavioral needs.
5. There are strong relationships between the greater Acton-Boxborough community and the schools.

In collaboration with district leaders, our mental and behavioral health teams started to review the opportunities presented in DMG's report and will ultimately identify specific action steps along our path of continuous review and improvement.

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.

In March of 2020, Physical Education and Health went to remote teaching, just as the whole district did, as a result of Covid-19. Physical Education and Health used Google classroom, zoom, and other online

resources to continue teaching and providing at-home Physical Education options to go along with online learning.

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. This was postponed during the 2020 school year, with plans to return when appropriate.

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 despite the shortened performance season. The string program is continuing to reach a new population of students from grades 4-12. Enrollment is strong at all levels. The band continued to perform at football games, parades, and in concert.

In October, the AB Band once again earned a gold medal at the 2019 MICCA marching band festival, performing their show in a fierce rainstorm. The choral department continued the tradition of their talent-show style "Cabaret" in November, December caroling with the Madrigals, and the joint elementary, JHS, and HS Pan Choral concert in February. The annual ABRHS winter concert, mid-winter Steppin' Out band concert, and other informal performances were warmly received by the community.

During the pandemic remote schooling, all ensembles continued to meet and collaborate on individual goals and virtual performances. The chorus had two virtual masterclass sessions with notable composers and artists from around the country. The chorus, the band, and the graduation rock band all presented polished virtual performances included in the ABRHS virtual graduation in June. Also in June, the entire ABRHS music department held a virtual banquet to recognize outgoing seniors for their contributions to our community.

Ensembles at R.J. Grey continued to have a strong enrollment. Students in the band, chorus, and orchestra at R.J. Grey performed in their winter concert and at two school assemblies. During remote schooling, they collaborated on virtual performances to share with the community.

The elementary school year was cut short due to the pandemic; however, instrument lessons continued in a virtual setting for the remainder of the school year with great success.

The Acton-Boxborough Regional School District was once again recognized as one of the "Best Communities for Music Education" by the NAMM Foundation in 2020. This recognition is reserved for communities that have a proven track record of outstanding support for music education. This is the 2nd year the AB schools have been recognized.

Visual Arts

Teaching for Artistic Behaviors

In 2019-20 we took a big step forward toward the realization of our TAB (Teaching for Artistic Behavior) curriculum and our vision of a visual arts program focused on empowering students to develop their own unique artistic vision.

By the end of the 2019-20 school year, five of six elementary schools had transitioned to the TAB curriculum model, and the sixth will make the change starting in September 2020.

At RJG the Visual Arts teachers put together a plan for a gradual expansion of choice and integration of TAB methods over the next two years.

At the High School a new choice-based introductory level class was created—Studio Art Workshop. In addition, student choice was expanded within existing curricula, particularly in ceramics and Studio Art classes.

This K-12 integration expansion of student agency and choice made the transition to remote learning much easier; after several months of being empowered to follow through on their own artistic vision,

doing so at home was a small step for many, and a good deal of deeply personal and creative artwork was created during the quarantine.

ABRHS Visual Arts

At the high school we continued to expand our course offerings and opportunities for interdisciplinary collaboration. Two new courses were piloted: the above-mentioned Studio Art Workshop and Design Engineering in Wood. The latter gave students the chance to use SolidWorks to create designs that they would then fabricate with either a 3D printer or in wood, with either a CNC machine or by hand.

As part of our district-wide STEAM vision, the planning was also completed to develop an interdisciplinary visual arts and science class: Explorations in Visual Arts and Science. In this course – offered for the first time in 2020-21 with dual credit in both subject areas – students will conduct original research in a field of their choice and then create two artistic responses: first, a piece of Data Art representing their own original data, and then a more open-ended response examining the larger social, ethical and/or political issues associated with their subject. Students will also have the chance to enter their research into state and national science fairs.

Exhibitions and Community Events

As always, student artwork was exhibited throughout our eight schools, and despite the quarantine, AB students participated in a number of exhibitions throughout the community and across the Commonwealth. Also, for the first time in a number of years, we staged a faculty exhibition, with artwork from all 14 visual arts teachers.

Visual Arts Pandemic Response

All the visual arts teachers were able to successfully transition to online curricula. Teachers quickly figured out multiple ways to integrate Zoom and other digital platforms, and at the elementary and junior high school levels online Choice Boards were created that provide students with a wide array of material inspirations and hands-on demonstrations of techniques and habits of mind. In addition, the department worked together to create and distribute several hundred Art Go Bags. These were distributed with meals by district Food Services, at the Acton Food Pantry, and at scheduled pick up events open to the entire community.

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 *Broadsides* 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.

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

It is without question that the 2019-2020 school year will be forever marked as a year unlike any other due to the Covid-19 global pandemic. In the blink of an eye, schools were shut down, in-person learning was no longer allowed, and teaching and learning was forever transformed. The paradigm shift to remote learning relied solely on the use of technology, and as a result teachers, students and staff were thrust into a technology-infused world like never before. There was no shying away from using technology. It was the only way one would be able to succeed! Success can be measured in many ways, and in this instance, the Department of Educational Technology (EDTech) looks to share with the residents of Acton and Boxborough the initiatives leading up to the pandemic that allowed for the district to pivot in early March to a remote teaching and learning environment.

EDTech’s goal for providing ubiquitous access to up-to-date hardware and software to meet the needs of our diverse learners and accommodate differentiated instructional practices continued to progress as the 2019-2020 school year kicked off with the inauguration of the RJ Grey 1:to:1 Program. With the new program in place, all students in grades 3-8 now had access to a Chromebook device. Further, in 7th and 8th grade, the device was able to be brought home for learning outside the classroom. School leadership focused the majority of professional learning opportunities on building technology proficiency for teachers and staff, inviting the Digital Literacy Coach to staff meetings and providing time in each meeting to hear from Digital Learning Leaders. Also, teams of teachers assessed various online learning tools, such as PearDeck, Padlet and Kahoot, in an effort to create a standard set of online tools for all students and teachers. This research would prove to be invaluable once remote learning took effect, as teachers were already familiar with many of the tools utilized in the spring.

At the High School, a 1:to:1 Technology Committee was formed to begin the work needed to expand the district-wide initiative into the building for the 2020-2021 school year, the goal being to have the incoming 9th graders of the 2020-2021 school year be the first wave of students with 1:to:1 devices and to then phase in another grade level each following year.

The committee was charged with providing recommendations for hardware and software needs as well as professional learning needs to make the initiative successful. Meeting throughout the year, a teacher from each department provided insight into the curricular needs of each discipline and provided a road map for the types of professional learning needed across the entire staff.

At the elementary level, the 2019-2020 school year focused on continuing professional development in the areas of STEAM learning and Universal Design for Learning instructional practices. All certified educators participated in small group workshops led by the CAST organization founded in the Harvard School of Education. The focus was for teachers to better understand how to create 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, thereby offering more opportunities for our students to engage deeply in their understanding of complex topics, while thinking critically and reflectively on their work.

Moving ahead with STEAM learning, STEAM Maker Fairs were the highlight of the school year at our elementary schools. With the help of Lesley University, all students and teachers had the opportunity to participate in STEAM learning at its finest. The STEAM fairs were designed to engage all students through activities that integrate science, technology, engineering, art, and mathematics. To read an article from the Acton Beacon, please click this link: <https://acton.wickedlocal.com/news/20191031/acton-boxborough-schools-steaming-into-future>

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. At the district level, EDTech was pleased to be awarded the 2019 Cyber Security Awareness Grant from the Commonwealth of Massachusetts. The first-ever cybersecurity grant provided end-user training, assessment, and simulation tools and helped the district move forward on bolstering security from end-user to end-point device, an initiative that began towards the end of the 2018-2019 school year. As Lt. Governor Karen Polito mentions in the grant announcement, "Cybersecurity is a critical issue for Massachusetts communities and schools who face cybersecurity threats but sometimes lack the resources to prepare for and combat them. These first-ever cybersecurity grant funds are a crucial tool to complement the over \$9 million in funding for municipal IT infrastructure projects through the Community Compact program in providing Massachusetts communities and schools the resources and tools they need to combat cyber threats." Along with training for staff, the district also underwent a network penetration assessment that examined both the external IP addresses facing the public and the internal security controls. The focus of the assessment was to expose any vulnerabilities that could lead to the loss of sensitive data and provide a mechanism to fiscally plan for any necessary improvements.

In March, our schools were no longer safe to have children and staff continue to learn in-person, and the entire district spent the remainder of the school year in a remote learning environment. With all learning now being off-site, EDTech purchased educational licenses for Zoom and integrated the tool into the ABSchools Google domain to allow authenticated users access to learning in a safe and secure environment. Teachers scheduled their Zoom class meetings with students and quickly modified their lesson plans. With much help from the parents and guardians of the Acton and Boxborough communities, we were able to complete the school year in a remote environment.

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: In a year greatly impacted by closures and cancellations due to COVID, Community Ed. offered 1018 classes and activities for children, teens and adults, and 8550 participants enrolled in them. Info about our programs can be found on the Community Ed. website: <http://abce.abschools.org> and in *INTERACTION*, the catalog that is usually mailed four times per year to over 21,000 area homes. In 2020, only winter and spring books were printed and mailed.

Extended Day: The program operated at six sites: the Administration Building, Blanchard School, Conant School, Douglas School, Gates School and the Parker Damon Building. Prior to the shutdown in March, Community Ed. provided high-quality childcare for 583 children in grades K-6. The program offered them

the opportunity to play, explore, create, and make friends in a safe, stimulating environment. We also provided enrichment activities through mini-classes and special events, including field trips.

Private Music Lessons: Community Ed. offers private music lessons for both children and adults. During 2019-2020, fifteen professional music instructors provided lessons to more than 150 students. When in-person sessions ceased in March, lessons shifted to an online format via Zoom.

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 & 8 and a Counselor-In-Training program for students entering grade 9 and up.

Vacation Week Programs: During February, school vacation Community Ed. ran a childcare program attended by approximately 75 children who participated in unique enrichment activities, free swim at the high school pool, and all sorts of fun and games. Our other “No School Day” programs were canceled due to COVID.

Youth Winter Basketball League: Over a 10-week period, 706 children 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. Unfortunately, COVID caused the season to end early, canceling the wildly popular high school playoffs.

Driver Education: Community Ed. runs a Registry-approved driving school. In 2019-2020, approximately 325 students enrolled in classes with us. COVID greatly impacted Driver Ed. After an initial closure, class room instruction resumed online but in-car lessons did not begin again until the end of June.

Pool Programs: Until the ABRHS pool was closed in March, Community Ed. ran a wide variety of classes and activities there. These included 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. These programs did not resume during the 19-20 school year.

Fitness Center: Community Ed. sponsors public hours at the ABRHS Fitness Center. The program is staffed entirely by volunteers within the community. Community use of the fitness center stopped in March 2020 and did not resume during the year.

Scheduling Use of School Facilities: The use of all district facilities outside of school hours is scheduled through Community Ed. Under normal conditions, the buildings and fields are heavily used by the community, with hundreds of reservations booked each year. Requests are submitted via an online system. All use of school facilities ceased in March 2020. Outdoor facilities were reopened during the summer under state guidelines.

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 Douglas and Gates School Building Project is a major focus for the Facilities Department. A Zero Net Energy all-electric building is planned, utilizing solar energy, geothermal energy and battery storage. Water conservation goals include rainwater capture for non-potable uses. The project has been on time and on budget throughout and includes substantial financial support from the Massachusetts School Building Authority (MSBA). Construction funding was approved at Special Town Meetings and ballot votes in December 2019. Design work was completed and submitted to MSBA. The first geothermal wells were drilled to 600' in June 2020, and construction is underway. Extensive information about the building project is available on the district's website.

Energy efficiency and conservation are high priorities for the district with robust results. Electricity use for FY2020 was down 40% below 2009 benchmark, and natural gas use was down 30% below the benchmark (July-February pre-COVID). These achievements yield major cost savings, a reduced carbon footprint, and rich opportunities for student learning and engagement.

100% of the district's electricity via Eversource is now from renewable sources, per the district's stipulation in our supply contract. The district has 280 kW of solar arrays in place for onsite generation. The district is also host and off-taker for a solar array in Woburn, which generated \$45,000 in revenue for ABRSD in FY2020.

The district was awarded \$82,000 in grant funding through DOER Green Communities, accompanied by \$23,000 in utility incentives. Energy efficiency work to be funded includes LED lighting at Parker Damon Building and RJ Grey Junior HS, as well as an efficiency analysis of natural gas usage.

Energy projects completed in FY2020 include:

- Condensing boilers installed at Parker Damon Building.
- LED lighting to Leary Field.
- LED lighting to ABRHS (auditorium, 15 classrooms, several offices).
- HVAC upgrade at Blanchard: pneumatic controls conversion to DDC, Demand Control Ventilation controls, exhaust fan controls.

The 2MW/4MWH battery storage array planned for the central campus has cleared both an interconnection study and a transmission study and is moving forward. Funding is provided via a \$1,250,000 ACES grant from the Commonwealth – no ABRSD funds are required. Revenue of \$80,000 per year is projected for ABRSD when the battery array is completed. Revenue will be generated through shaving electricity demand peaks, participating in Demand Response programs, and other battery services. The battery array will also reduce carbon emissions, help to stabilize the grid, and provide valuable learning opportunities for students.

Compostable plates are used in our schools at lunchtime (instead of Styrofoam); these compostable plates are then added to the compostable collection along with food scraps. This has dramatically reduced the volume of trash generated in lunchrooms and helps to green the district's footprint. (Note: Cafeteria compostables and recycling were temporarily paused in March due to COVID precautions.)

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 sustainable materials. This provides a pathway for students to participate in building a culture of conservation in our schools, yielding cost savings, a greener footprint for the district and valuable avenues for student engagement.

COVID-19 precautions led to school closures in mid-March 2020. Facilities staff has been deeply involved in planning on ventilation, filtration, disinfection and social distancing for reopening our schools.

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
ANNUAL TOWN MEETING
JUNE 29, 2020**

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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 Boxboro Regency, 242 Adams Place, Boxborough, MA on Monday, June 29, 2020 at 7:00 p.m. to act on Articles 2 through 43 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA, on Tuesday the 2nd day of June, 2020 at 7 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

Moderator John Fallon made some preliminary remarks about all the precautions that have been taken to ensure the safety of all Town Meeting attendees during the COVID-19 pandemic, including the change in venue from Blanchard School to the Boxboro Regency, the spacing of the seats to ensure social distancing and the disinfection regimen. Mr. Fallon called the meeting to order at 7:04 p.m. He reminded everyone to wear masks at all times. He made some comments on how the meeting would be run. He asked Town Meeting to stand to remember those lost during the past year. He led the meeting in reciting the Pledge of Allegiance. He thanked the Boxboro Regency, Littleton Cable, and others.

Maria Neyland, Select Board Chair, moved that any adjourned sessions of the Annual Town Meeting will be held on, Tuesday, June 30th.

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 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.

ARTICLE 1 CHOOSE TOWN OFFICERS

Due to the COVID -19 Emergency, the Select Board voted to move the date of the Town Election from May 19 to June 2 and the poll location from Town Hall to the Blanchard Memorial School gym, 493 Massachusetts Avenue. The Annual Town Election was conducted as a dual election with the Special State Election for State Representative. All poll workers went through COVID-19 protocol checklist and were sworn-in before assuming their duties. The two ballot boxes were examined and found to be in good working order. The polls were set up to ensure at least 6' of social distancing among election workers and voters. Tape was put down at 7' intervals in the event that a line formed. Election workers and voters were required to wear masks. Hand sanitizing stations were located at the two exits. A mask station was set up at the school entrance, in case any voter had forgotten a mask. Polls were open from 7:00am-8:00pm. Fifty-eight percent of votes were cast by mail. Results are as follows:

Office/Candidate	Votes	Office/Candidate	Votes
Moderator		Planning Board-3 year	
John Fallon	830	Cindy Markowitz	738
Write-ins	5	Mark Barbadoro	655
Blanks	91	Owen Neville	5
		Than Stuntz	5
Select Board		Blanks	449
Les Fox	625	Planning Board-2 year	
Keith Lyons	338	Robin Lazarow	770
John Markiewicz	651	Write-ins	4
Write-ins	3	Blanks	152
Blanks	229		
School Committee		Library Trustees	
Zhiyu Bo	454	Nancy Settle-Murphy	787
Tessa McKinley	638	Molly Wong	770
Evelyn Abayaah	509	Write-ins	0
Write-ins	4	Blanks	293
Blanks	247		
Board of Health		Total Votes Cast	926
Marie Cannon	804	Turnout	24%
Write-ins	2		
Blanks	120		

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Maria Neyland moved to receive the reports of the Select Board and other Town Officers, Agents and Committees as published in the 2019 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 by majority vote.

Maria Neyland made the presentation on behalf of the Select Board. She spoke about the loss of Robert "Bo" Sokolow and how much he meant to the town. She talked about all the work done by Town Hall staff to keep the town running in the COVID-19 emergency. She recognized all the work done by DPW, Police, and Fire Departments. She also thanked the volunteers on town boards and committees.

Mr. Fallon thanked the library staff for all the work they did to keep residents reading.

Tessa McKinley, ABRSC Chair, gave the presentation on behalf of the School Committee. She spoke about how the school budget is developed. She praised the efforts at how quickly the District came online after the schools were shut down. Schools will reopen in the Fall but there are a lot of uncertainties. A plan is being developed over the summer with numerous contingencies. She said \$1 million (Net \$500,000, includes reserve for COVID expenses FY21) has been cut from the budget in response to COVID-19 revenue shortfalls. She urged support of the school budget.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

Ms. Neyland moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2020 as printed in the 2020 Annual Town Meeting warrant under Article 3 (and as displayed on the screen).

Select Board Members	\$0.00 each member/year
Board of Health Members	\$0.00 each member/year
Town Clerk	\$51,498.00/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$0.00 each member/year
Boxborough Members of A-B Regional School Committee	\$0.00 each member/year
Library Board of Trustees	\$0.00 each member/year
Town Moderator	\$0.00/year

Summary:

The Finance Committee and Select Board planned to increase the amounts for Board of Health and Planning Board members to \$200 per member to align with equitable service expectations. Additionally, plans to add a stipend for Library Board of Trustees (\$200 per member) and Moderator (\$100 per year) in recognition of the additional elected positions were proposed. Elected members may choose not to accept these stipends and instead choose to volunteer their time in service to the town.

In an effort to reduce the budget for FY21, the Finance Committee and Select Board voted to eliminate all elected stipends for one year. This is a savings of \$6,500.

The Select Board recommends unanimously (5-0).

The Select Board recommends the Salaries and Compensation of elected officer as listed above.

The Finance Committee recommends unanimously (5-0).

The FinCom supports the salary structure and compensation as outlined in the warrant.

Action on Article 3: Motion carried unanimously.

ARTICLE 4 AMEND FY2021 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Sheila Bauer, Chair of the Personnel Board, moved to amend Article VI §1 b of the Personnel Administration Plan in the manner that is set forth in the 2020 Annual Town Meeting Warrant, and further to amend the FY 2021 Classification and Compensation Schedule as indicated in the 2020 Annual Town Meeting Warrant and on the screen.

Ms. Bauer made the presentation on behalf of the Personnel Board. She said that last year we designated funds for a salary study to make sure that staff salaries remain competitive. The decision was made to peg compensation to the 75th percentile. The new Compensation and Classification Plan will have 14 steps instead of 9. There are 2.5% between steps. Two new positions have been created: Administrative Assistant and Technical Services Librarian.

Due to the impact of COVID-19, all hiring would be frozen and the wage adjustment of 2.6% would be deferred until January 2021.

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: Information Services Librarian	Grade 13
Administrative Assistant	Grade 12

Temporary, Per Diem and Intermittent Employees

Position: Finance Director	\$6,000 Stipend
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The Personnel Board received a revised compensation plan proposal as a result of a Compensation and Classification and Benefits Study provided by GovHR. The results provide for reclassification of some positions to different grades in the plan and a placement in the 75th percentile of the comparable towns studied. After transitioning all current employees to the closest pay step on the new plan, the Personnel Board voted to provide a 2.6% wage adjustment.

Additionally, on the *Temporary, Per Diem and Intermittent Employees* Schedule apply a 2.6% wage adjustment, generally, with the following exceptions: increase rates for the positions of Counselor, Election Workers, Assistant Animal Control Officer (Dogs & Cats), and Laborer-Cemetery to \$13.50, and increase the rate of Clerk of Elections to \$14.85.

Summary:

At the April 13 joint meeting of the Select Board and Finance Committee, both the Select Board and Finance Committee voted to support the recommendation of the Personnel Board to delay the 2.6% wage adjustment to January 1, 2021.

Tables included for reference:

- *The first table includes a 2.6% wage increase for which will be implemented on January 1, 2021*
- *Second, the Temporary, Per Diem and Intermittent Employees Schedule includes a 2.6% wage increase for use on July 1, 2020*
- *The last table is a compilation of personal contracts, Collective Bargaining Agreements and proposed Elected Officials stipends (not generally funded) for reference only*

The Personnel Board recommends unanimously (5-0).

In 2019, the Town retained the services of GovHR, a personnel consulting firm to conduct a comprehensive compensation study for all non-union town personnel, i.e. those employees covered by the Town's Compensation and Classification Schedule. GovHR used 20 comparable towns in the study to develop a systematic formalized plan with equitable job groupings and compensation levels. Considering comparable wage data as well as the characteristics of each position and internal equity factors, GovHR assisted the Personnel Board in developing the classification and compensation schedule being presented.

The existing schedule has nine Grades with a 2.5% between each step. Under the new schedule, there are 14 Steps with 2.5% between each step. In addition to increasing the number of steps, we made the decision to pin our range to the 75th percentile among comparable towns; we previously benchmarked our compensation range to the 50th percentile. We felt that this was an important update to the compensation and classification schedule as the Town has struggled to attract and retain employees in recent years.

The Select Board recommends unanimously (5-0).

The Select Board and Personnel Board held a joint public hearing on March 2, 2020 in the Morse-Hilberg room at Town Hall on the proposed changes to the Personnel Plan. The new plan moves the schedule from the 50th percentile to the 75th percentile as compared to other comparable communities. The Classification and Compensation Schedule provides a 2.6% wage adjustment, 2.5% Steps and the expansion of the schedule from 9 Steps to 14 Steps.

In view of the current economic crisis caused by the Coronavirus, with the recommendation of the Personnel Board, the Select Board changed the effective date of the 2.6% wage adjustment for regular full time and part time employees to **January 1, 2021**. There was no change to the effective date (**July 1, 2020**) of the wage adjustment for the Temporary, Per Diem and Intermittent schedule.

The new plan also adds two new positions to the schedule: An Administrative Assistant and a Technical Services Librarian.

The per diem schedule includes stipends for technology liaison (\$7,500) and a finance director (\$6,000).

The Select Board supports the changes to the schedule to ensure that the Town continues to retain and attract highly qualified employees.

The Finance Committee recommends unanimously (5-0).

Gary Kushner made the recommendation on behalf of the Finance Committee. The chair of the Finance Committee, chair of the Select Board, and the chair of the Personnel Board met to figure out a formula for pay increases for employees covered by the Personnel Plan and based on the compensation study. The Finance Committee endorses the adoption of the recently completed Classification and Compensation Study. We have recommended that the Town plan to perform a repeat of this study every 5 to 7 years and to be contained in the Capital plan for reference.

Discussion:

John Markiewicz, Select Board member, asked about the Assistant Town Administrator and why the pay grade had been increased. He also asked whether we should ask for a pay freeze for other town officials. Ms. Bauer said that the job description and skills required for the Assistant Town Administrator job merited the increase.

Mary Anne Leahy, Morse Ln., requested that Town Meeting hear from to Scott Tebow, a non-resident. Owen Neville objected.

Mr. Fallon asked for the tellers for a standing vote. On the question of whether Town Meeting would hear from a non-resident, the vote was

Yes: **57** No: **36**

Scott Tebow, a non-resident, was concerned about the increase in the salary of the Police Chief. Mr. Fallon said that the salary of the Police Chief is contractual and is not in the Personnel Plan.

Rosemary Sedgewick, Hill Rd., asked about page 7 and page 11. Thought the addition was wrong. Town Accountant answered that the Assistant Town Administrator amount was for a partial year.

Ted Kail, Guggins Ln., said the unemployment rate has increased dramatically since February. What things were discussed around retention of employees? Ms. Bauer said that it was not under the purview of the Personnel Board. He asked about pages 50 and 51 of Consultant's report on the Personnel Board website, why does one say edited?

Ms. Bauer explained the difference. He asked if layoffs were considered. Ms. Bauer said no. He asked about the CPIU. Ms. Bauer said CPIU was 2.1%, 2.9% and 2.8% for the last 3 years for a 2.6% average. What happens in January? Some employees will get a step but some will not, since they are already on the top step.

Becky Neville, Middle Rd., moved the question.

Mr. Fallon called for tellers for a standing count.

Yes: **66** No: **36**

Action on the motion to vote now failed to get the two-thirds majority required.

Mr. Kail noted that there were 20 towns in the comparison group, but only had salary ranges on 5 towns. Page 7 of the warrant indicates that for Grade 15 we are higher than 3 of the 5 towns. How do we justify these increases?

Waino Kangas, Massachusetts Ave., is opposed to the raises listed in Article 4. He thought a pay freeze would make sense given the economic situation. He also mentioned the stipends for the Police Chief and the Town Accountant. He doesn't understand why –just a way to give more money to these positions.

There was a long discussion on whether salaries could be frozen and how to do that. Town Counsel suggested the best approach would be to vote no on Article 4.

Liz Fowlks, Stow Rd., asked how much time of service does a step reflect? A year. It would take 14 years of service to go from step 1 at \$69K to step 14 at \$95K. She felt it was a good idea to reward years of service.

Ms. Bauer reminded people of equity. Town employees don't have union contracts and rely on Town Meeting to treat them fairly.

Molly Wong, Stonehenge Pl., pointed out that the amount of increase is 1.5% for Town Staff, the negotiated contracts are far higher. It's a small amount of money.

Mr. Kail said that he is advocating for the tax payer. What about the next 30 years?

Ms. Neville said that we are talking about library and DPW workers.

Mr. Fallon called for a standing vote on the motion.

Action on Article 4: Motion carried. Yes: 77 No: 20

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Gary Kushner, Finance Committee Chair, moved to raise and appropriate the sum of Twenty-Two Million, One Hundred Twenty-Eight Thousand, Five Hundred Eighty Dollars (\$22,128,580) for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2020 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 FY2021 Budget,

Except for:

Department 215, Total Salaries – Dispatch, which has been reduced by \$7,590, to \$340,070

Department 310, Total Other – Minuteman, which has been reduced by \$16,135, to \$249,090

Department 312, Total Other – Nashoba, which has been increased by \$16,135, to \$126,410

Department 320, Total Other – ABRSD, which has been reduced by \$79,570, to \$12,123,120

Department 630, Total Salaries – Recreation Commission, which has been reduced by \$27,550, to \$7,305

And

Department 630, Total Other – Recreation Commission, which has been reduced by \$7,525, to \$6,375 including all costs incidental and related thereto.

The Finance Committee recommends unanimously (5-0).

The Select Board recommends unanimously (5-0).

Mr. Kushner gave the Finance Committee presentation. He said the original budget was voted in February before the COVID-19 emergency. The FinCom and the Select Board met to determine how to reduce the budget as much as possible. He reviewed all the cuts that were made from budget line items and warrant articles—a decrease of \$528,420. He provided an overview of the 5-year Capital Forecast.

Mr. Fallon said that he would go through Article 5 line item by line item.

Mr. Kail had a question on line item 123. He moved that line item 123-Total Other be reduced by \$565. He said that the talk in his company is furlough—training and travel is a luxury.

Ms. Neyland said the money is for one 3-day class to maintain the Town Administrator's procurement license. It's mandatory.

Mr. Kangas supported the amendment.

Motion to amend line item 123-Total Other failed.

Mr. Kail asked about line 135. Is the stipend included? Yes. He moved that line 135-Total Other be reduced by \$825. He said that training and conferences are in this line too.

Motion to amend line 135-Total Other failed.

Mr. Markiewicz asked about total technology—why is it up 22%? He also questioned why the stipend is up 50%. Ms. Neyland said that Chief Ryder spends 1/3 of his time on technology issues. Would cost \$135/hr. to get the same coverage. It actually saves money. Mr. Markiewicz questioned whether the chief should be spending his time this way. As for the 22%, Mr. Kushner said the general support from Guardian—rates have gone up. That line also includes email management, which was not included in that line last year. It's an additional \$16,000 and also requires a \$5,000 additional firewall. Who is managing this budget? Town Administrator Ryan Ferrara said that the Chief and the Town Administrator manage the budget and the capital planning for technology.

Mr. Kail moved that line 175-Total Other be reduced by \$670. This is to reduce the training and travel budget.

Ms. Neyland said that the Select Board does not recommend. Training is for the planner and the planning board members, many of whom are new.

Cindy Markowitz, Planning Board Chair, said that no money is being spent on training for board members.

Motion to amend line 175 - Total Other failed.

Mr. Kail asked about line 182-Economic Development. If we invested more could we get a benefit? Ms. Neyland asked Rich Guzzardi, Chair of the Economic Development Committee, to speak. Mr. Guzzardi said that the funds provide the opportunity for small business outreach, a brochure, and possibly a breakfast. Amy Burke, Sargent Rd., said that she was going to make a general comment on the budget. She directed her remarks to the Finance Committee. What happened to debate about spending issues? She said the FinCom spent two meetings to approve a \$22M budget. She said that the FinCom was a rubber stamp on spending this year. She pointed out that the worst is yet to come on the economy. She called it a tone-deaf budget.

Mr. Kushner responded that many nights and many days were spent on the budget. He said that only conferences that were required for certification were approved.

Olivia Jones, Leonard Rd., wants to encourage residents to consider how funds are allocated. She grew up here. If you don't have a parent to subsidize you, you can't live in the town that you grew up in. How are we spending our money? Need to keep Boxborough affordable to attract younger people. How can we make it more equitable?

Karen Stuntz, Old Harvard Rd., spoke as a member of Black Lives Matter-Acton. What she would love to see is to redirect some funds for an equity liaison.

Mr. Markiewicz had questions on line 210. Concerned about the 12% increase in the Police Chief's salary. He was concerned about overtime—50% increase over previous years. Why isn't it managed? What about police details—who pays that? Two vehicles to be purchased this year—how many do we already have? How many do we really need?

Chief Ryder was recognized and asked to speak to the questions. He said that anytime you have to bring in a police officer to provide a detail for road work, we have to pay them. Mostly they are our own officers, but sometimes use others. Anytime someone works extra, they get overtime. Last year we lost 3 officers, other officers had to cover those shifts while we looked for replacements. Also had to pay extra training. Flex position was supposed to cover overtime last year but wasn't able to achieve that. Want 2 officers on duty at all times.

The Chief said that there are 11 vehicles--5 marked vehicles. Two are always in use. Want to rest 3 vehicles. Two other vehicles for chief and lieutenant.

Lovingsky Jasmin, 300 Swanson Rd., spoke as a member of Black Lives Matters-Acton. He thinks instead of another car, some money from the police budget should be re-allocated to a social worker. Thinks we should have one Black officer per shift. Asked if we have body cameras for the police. No we don't. He also thinks there should be annual training on how to deal with Black people.

Chief Ryder said that he is supportive of body cameras but they are expensive. They protect the officers as well as the public. The Boxborough Police Department is accredited on 21st Century policing from President Obama's Task Force. He said in order to train officers he needs funding.

Amy Burke, Sargent Rd., asked if there were any female officers? No. Are there any full-time officers of color? No. She pointed out the need for extra efforts to recruit. Chief Ryder said that Boxborough requires the candidate to have Police Academy training. Very costly to send officers to the academy (\$100,000). No women or POC's applied. Ms. Burke said that the argument that we can't find them is a problem—have to examine why they aren't coming here.

Mary Ann Leahy, Morse Ln., asked that Scott Teabow, a non-resident, speak.

Scott Teabow, former resident, pointed out the huge increase in the Police Chief's salary. The police budget increase is 10%.

Maxine Markowitz, Meadow Ln., thinks the money from the Police budget should be going toward a social worker.

Molly Wong, Stonehedge Pl., wondered if any of the training for next year is part of the 21st Century policing.

Chief Ryder said that a portion always goes to making sure we are keeping up with the standards of 21st Century policing. He said that we are looking at our "Use of Force Policy" this summer to see that it meets the standard. How much is allocated to this? The Chief said the top priorities are to keep certifications—firearms training, etc. Next tier is anti-bias training. Ms. Wong thinks those should be part of the first tier.

Mr. Neville, Middle Rd., objected to the way that the non-resident was allowed to speak without demonstrating any expertise.

Mr. Markiewicz said the Police budget has gone up 60% over the past 10 years.

Mr. Kail moved that line item 220-Total Other be reduced by \$400. This would be to reduce training and conferences.

Motion to amend line 220 - Total Other failed.

Mr. Kail moved that line item 241-Total Other be reduced by \$1135.

Motion to amend line 241 - Total Other failed.

Michael Toups had a question about Minuteman (line 310). He noted there were 4 students on the waiting list. Are they listed at Assabet or Nashoba? Jennifer Barrett, Town Accountant said that she did not know.

Mr. Kail asked about the DPW budget and the \$10,000 street cleaning that was dropped. He moved that line item 422-Total Other be reduced by \$800.

Motion to amend line 422 - Total Other failed.

Action on Article 5: Motion carried by majority vote.

ARTICLE 6 FIRE: ADDITION TO STAFF, INCLUDING BENEFITS – SAFER GRANT
(Majority vote required)

Ms. Neyland moved that the Town support the hiring of four Full-Time Firefighter/EMTs, including all costs incidental and related thereto.

She asked Fire Chief, Paul Fillebrown, to make the presentation. He provided a history of the Fire Department and the staffing model. Medical emergencies have increased significantly. We don't have enough staffing to respond to simultaneous calls and don't meet minimum OSHA standards. He noted that the prospective funding from the SAFER grant has improved versus what was in the warrant to 100% coverage for 3 years.

Summary:

The current group staffing model for the Fire Department is 1 Full-Time Firefighter/EMT and 1 Per Diem Firefighter/EMT on duty 24/7. When a call for service comes in, 100% of the resources are engaged and unavailable for the duration of the incident. When a second call comes in during this period, there are no resources available to respond immediately to a possibly life-threatening situation.

The addition of 4 Full-Time Firefighter/EMTs will aid in increasing the coverage of on-duty personnel to handle fire, medical, and other emergencies. The 4 additional Firefighter/EMTs will increase coverage to 2 Full-Time members per group, which means there will be 3 staff members on duty at all times. The current staffing model of 1 Full-Time and 1 Per Diem member was implemented in 1988 and has not been changed in over 32 years. During this timeframe, the population has increased 150% and the number of calls annually has increased 250%. This addition in staff will enable the town to maintain coverage at the station when the Ambulance is dispatched out of town. Additionally, it is a step closer to meeting National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) required standards for Fire Safety.

The Federal Emergency Management Agency (FEMA) offers a reimbursement grant to municipalities for just this type of staffing change. The SAFER Grant (Staffing for Adequate Fire & Emergency Response) offers 75% reimbursement in the first 2 years for salary and benefits for 4 firefighters and 35% in the third year. This cost to the town equates to adding 1 firefighter each year over the course of 4 years, but with the benefit of being fully staffed from the beginning of the program.

If the SAFER Grant is awarded, the Town will hire 4 Full-Time Firefighter/EMTs during the Recruitment Period. If the SAFER Grant is not awarded, the Town will hire 1 Full-Time Firefighter/EMT in FY21.

These additional positions will be funded with reallocations within the budget to maintain a net zero cost in the first year.

The Select Board recommends (3-1-1).

Majority Opinion

The majority of the Select Board recommends this article because if the town is awarded the SAFER Grant from the Federal Government, the town will receive significant financial compensation from the Federal Government. This would enable the town will be able to better respond to multiple calls at the same time, additionally the town would be able to more quickly respond to structural fires and be able to safely enter the buildings faster than waiting for mutual aid, due to safety standards which designate that there need to be 2 people outside of a burning structure while 2 people are inside.

However, in the unfortunate event the town is not awarded the Federal Grant, we believe the town is still desperately in need of additional full-time staff.

Minority Opinion

The minority does not recommend. The minority believes that the Town should evaluate staffing needs on an annual basis, rather than add 4 fire fighters all at one time.

Excluding the Fire Chief and Captain, this grant would increase the number of Fire Fighters from 4 to 8. That would mean 2 full time fire fighters plus one per diem fire fighter to cover each 24-hour shift. While the Town would receive reimbursement in years one through three, there is no reimbursement in year four. The total cost to the Town, after reimbursement through the SAFER Grant, is approximately **\$700,000** (more or less). The tax impact on the average single-family home by year four would be \$52.01.

Services provided	Calendar Yr. 2017	Calendar Yr. 2018	Calendar Yr. 2019
Alarm Box Maintenance	360	195	221
Alarm Investigation	153	139	115
Detail/Fire Watch	14	8	10
Fire – Brush	4	6	12
Fire – Vehicle	12	8	11
Fire Chimney	2	0	0
Fire – Other	4	3	4
Fire Structure	2	3	6
Hazardous Materials Incident	2	3	1
Inspection	325	232	243
Investigation – Carbon Monoxide	15	11	12
Investigation – Natural Gas	2	2	4
Investigation – Odor	10	7	4
Investigation – Other	17	45	32
Medical Assist	114	153	120
Medical Emergency	236	379	428
Motor Vehicle Accident	71	55	57
Mutual Aid – Ambulance	83	73	77
Mutual Aid – Fire Apparatus	23	12	13
Outside Smoke Investigation	4	0	1
Public Education – SAFE/CPR	140	135	128
Public Education – Car Seat Install	98	102	51
Special Service – Suspicious Item	0	0	0
Special Service – Other Assistance	36	20	10
Special Service – Water Problem	8	7	6
Special Station Coverage	29	8	15
Training	38	37	36
Water Rescue	0	0	0
Total	1802	1643	1617

The Finance Committee recommends this article (4-1).

Majority Opinion

The Finance committee discussed the Fire department needs and requirements to provide the proper level of support to the Town. The original Town direction was for no new hires this year. The Fire Chief escalated his concerns to the Select Board and to the FinCom. The Town is having difficulty bringing in per diems on a regular basis. This issue is leaving the Town at risk of not having support in town when the ambulance is out of town on a call. We believe that now is the right time to lower the risk to the Town with the help of the Federal government

in its Safer program. We do understand and want to make sure that the Town understands that there will be a big increase in the Fire department salary budget line in year 4 and we want to make sure the Town has all the facts and details to properly decide on the direction of manning the fire station and supporting calls. The guidance in the past is to hire 1 new employee per year in a department. The Safer grant is a way to allow the Town to hire 4 employees and provide funding in the first 3 years to offset the expense. We believe that the Town will need to compare risk versus expense and provide guidance as the legislative body of our community.

Minority Opinion

The minority would prefer to hire two EMT/FF full time over the next two years versus 4 in year 1.

Discussion:

Susan Bak, Burroughs Rd., said for the years 2006-2009 there were 1.9 calls/day and 1.5 calls/day 2020. She doesn't think much has changed –why can't we continue to use mutual aid? She pointed out that the SAFER grant only lasts 3 years and that federal dollars can be withdrawn. Town would have to absorb the cost. Data does not support adding 4 firefighters. She urged Town Meeting to vote no.

Mr. Markiewicz said that the fire chief has thought this through. If we don't go forward, it could negatively impact our ability to get other grants. The SAFER grant will pay for 3 years for the 4 additional firefighters.

Ms. Neville said that now that we know we are not following federal guidelines, does that put residents and firefighters at risk? Doesn't want to rely on mutual aid.

Mary Brolin, Guggins Ln., asked if we are awarded the grant, after 3 years do we have to retain the firefighters if we don't need them? No. She is in favor of the motion.

Rick Barrett, Whitcomb Rd., had a medical emergency at his home. Police and Fire both responded. He couldn't stop himself from thinking, what if something else were happening elsewhere in town?

Mr. Kail asked if it was a federal grant. Yes. How does it flow through to the pension plan? Mr. Ferrara answered the question by saying that the priority is public safety. Mr. Kail asked if there were any layoffs considered? No.

Hoff Stuart, Burroughs Rd., is torn. He values the services that the Fire Department provides, but doesn't think we can afford it.

Robin Lazarow, Hill Rd., asked if the SAFER grant had already been applied for? Yes. She pointed out that that put the Town in an awkward position. She urged a no vote.

Mr. Neville spoke to the pension question. New firefighters pay 12% annually into their pension + 2% after a certain salary. Without new staff, have to rely on per diems, which are harder and harder to get.

A resident asked about the impact of the new senior housing development at Town Center. Two years to completion. She pointed out that within the 3 years we're discussing we'll have 100 or so new residents over 55 years old. No doubt call volume will increase as a result.

Mr. Kushner spoke in favor of the motion. He has looked at the Fire Department staffing and has concluded that we don't have enough full-time firefighters. Won't cost us anything for 3 years.

Steve Jeffreys, Sargent Rd., asked how the grant works? We've applied but don't know yet if we have been awarded it

Wes Fowlks, Select Board member, moved to vote now.

Motion to vote now on Article 6 carried by 2/3rds, as declared by the Moderator.

Action on Article 6: Motion carried by majority vote.

ARTICLE 7 FIRE: ADDITION TO STAFF, INCLUDING BENEFITS

(Majority vote required)

Ms. Neyland moved to pass over Article 7.

Action on Article 7: Motion to pass over carried by majority vote.

Summary:

If Article 6 is approved, this article will be passed over.

The cost to the Town for 1 Full-Time Firefighter/EMT is equivalent in FY21 as in Year 1 of the SAFER Grant period. The Fire Chief, through evaluation of the Fire Department, has determined that there is sufficient need for increased staff to cover shifts adequately. One additional Firefighter/EMT will help to alleviate the burden of filling shifts with excess overtime and reliance on Per Diem coverage.

This additional position will be funded with reallocations within the budget to maintain a net zero cost.

The Select Board recommends (4-0-1).

The Select Board recommends this article as it allows the fire department to be better staffed with full-time which is easier and more consistent from a planning and shift coverage aspect. The majority of the Select Board believes the town needs significantly more full-time resources for the fire department which is addressed in the other article, to better ensure the safety and continuity of services to the residents and visitors. For this article the Select Board is unanimous in its support to add 1 full time firefighter/EMT.

The Finance Committee does not recommend (1-4).

Majority Opinion

The majority of the FinCom believes that in the current environment of growth of the Town and age of the constituents of the Town that 2 full time members of the department should be on staff each 24-hour shift. This article provides one additional firefighter/EMT only if the Town votes down the SAFER grant. Assuming that the Town is willing to turn down 4 firefighter/EMTs in year 1 for no increase cost to the Town then why hire 1 full time firefighter/EMT? The decision essentially removes us from moving forward with the SAFER grant in future years as an odd number of FF/EMT at a higher cost to the Town.

Minority Opinion

The minority of the FinCom supports the potential inclusion of a new article for the addition of a new FTE firefighter/EMT in the event the SAFER Grant article does not pass believing that the inability to fill per diem positions and the lack of adequate staff and coverage that the addition of one additional firefighter/EMT is better than none.

ARTICLE 8**FEASIBILITY STUDY FOR PUBLIC SAFETY BUILDING: 70/72 STOW ROAD**

(Majority vote required)

Ms. Neyland moved to receive the report of the Boxborough Building Committee and Pass Over Article 8.

Action on Article 8 Motion: Motion to hear the report and to pass over carried by majority vote.

Mr. Fox made the presentation on why the motion to pass over was made. The Select Board felt it was too important an issue to bring to a Town Meeting that would not have the usual attendance due to COVID-19 and the new Building Committee needed time to review previous work.

Finance Committee recommends.

Summary:

On January 9, 2020, the Boxborough Building Committee voted unanimously (6-0) to recommend to the Select Board that the new public safety facility be developed on the town property on 70/72 Stow Road, currently in the custody of the Housing Board. The Building Committee has worked diligently over the past few years to identify a suitable location for a public safety facility. With the selection of the 70/72 Stow Road parcel, the Building Committee has disbanded and is in the process of forming a new committee with a specific focus on the development of the Stow Road property for a public safety and potentially other town facilities.

To determine whether the 70/72 Stow Road property is a sound location for the proposed uses, the Town is proposing to hire an architectural firm to undertake a feasibility study of the site. Specific tasks to be included in the Request for Qualifications (RFQ) include the following:

1. *A programming update from the previous 2015 public safety building study.*
2. *Site investigations including utility review, site review in relation to available parking, traffic circulation existing zoning and general site constraints.*
3. *Permitting review to determine what permits will be required.*
4. *Use of existing studies include documents associated with the purchase of 70/72 Stow Road and the 2015 public safety building study.*
5. *Conceptual design which will include development of two preliminary designs that can be used to prepare a cost estimate and a rendering of what the public safety building might look like.*
6. *A 3-dimensional architectural model based on the preferred conceptual floor plans and elevations.*
7. *Wetlands delineation.*
8. *Subsurface and geotechnical investigation.*
9. *Traffic analysis based upon the specific proposed uses of the site.*
10. *Review of potential other uses of the site for other municipal facility needs such as a community center.*

The funding from this article will be combined with an earlier Town Meeting appropriation to fund the RFQ. With this information in hand, the newly constituted Building Committee will have the information in hand to request funding to repay the Housing Board for the 70/72 Stow Road parcel. In addition, funding will be requested for architectural, construction and Owners Project Manager (OPM) services in the fall/winter of 2020.

The Select Board recommends unanimously (5-0).

The Building Committee has previously described the many deficiencies and issues with our existing Police and Fire stations. Approval of this article will enable us to take a significant step to address our needs for adequate facilities for our public safety departments.

The appropriation of this article will supplement remaining available funds of the Building Committee to conduct a feasibility study and conceptual design for construction of public safety facilities on the town property at 72

Stow Road. Total area of the site is about 13.5 acres. The public safety facilities will include the Fire Department, Police Department, Dispatch, and employee as well as public parking. All told, less than 3 acres should be sufficient for public safety, leaving ample room for other town uses in future.

After evaluating several potential sites along Mass Ave, the Building Committee concluded none were suitable for public safety facilities. The committee voted unanimously to recommend to the Select Board development on the Stow Road parcel which is currently held in custody by the Housing Board. With a specific site now determined, the Select Board approved a new charge for the Building Committee with membership expanded to represent broad community interests.

Detailed program requirements for a public safety facility were determined and documented in a previous space needs analysis completed by HKT Architects in 2015. This new feasibility study will begin with the program requirements generated previously and validate them. The Stow Road parcel will be evaluated to determine the optimum site utilization and develop conceptual designs. A site master plan will be developed for placement of a public safety facility that allows for additional municipal uses in the future. Vehicle movements, parking management and overall site aesthetics will be key elements of the plan. Geotechnical evaluations will be carried out. The plan will address placement of wells, septic system and fire suppression cisterns.

The preliminary design will be used to prepare a high-confidence cost estimate for construction of a public safety facility on the Stow Road site. The study will generate conceptual illustrations and elevations and site layout to elicit community feedback at public meetings of the Building Committee and other venues.

The feasibility study, conceptual design and final report should be complete before the end of calendar 2020. Following that, the next and final phase would be for the town to contract for architectural and engineering services and construction for a public safety facility. We hope to be prepared for voters to make this decision at a fall or winter town meeting in 2020.

The Finance Committee recommends (3-1).

Majority Opinion

The future plans for the public safety building are progressing with an identified site. The next steps are feasibility study, site study and finding an architectural agency. An OPM (owners project manager) is highly recommended if not required for a project of this magnitude for the Town. A number of us have learned through the AB school building project of the strength and accuracy provided by an OPM. We believe that this is the right timing in the project timeframe.

Minority Opinion

Minority believes that while a public safety building is needed this article could easily be delayed until a fall STM or next year's ATM. The extra time can be used to continue to educate the public on the reasons why a new safety building is needed sooner rather than later and the potential plan for utilizing this site.

Building Committee recommendation.

The COVID19 emergency delayed the recently appointed new BBC from being sworn in and convening a public meeting. A Building Committee recommendation was not available at the printing of the warrant. It is hoped that one will be available for Town Meeting.

ARTICLE 9

CHANGE THE ELECTED POSITION OF TOWN CLERK TO APPOINTED

(Majority vote required)

Sheila Bauer, Personnel Board Chair, moved to pass over Article 9.

Action on Article 9: Motion to pass over carried by majority vote.

Summary:

The position of Town Clerk plays a vital role in Town operations, and as an elected position, it is left without the kind of oversight and accountability all other Town department heads receive. Changing the position of Town Clerk from an elected to an appointed position will enable the Town to set qualifications and standards for the appointment; it will also provide the kind of oversight needed to maintain the excellent quality of service the Town has had for many years. The change requires a two-part legal process: a vote at Annual Town Meeting and ballot approval at the 2021 Annual Town Election.

As the current Town Clerk intends to retire at the end of her latest three-year term, on June 30, 2022, the Boxborough Personnel Board has taken the opportunity to hold open hearings to discuss the advisability of changing the position from an elected to an appointed position. The impetus for considering the change stems from the increasingly complicated role of Town Clerk. Massachusetts and Federal regulations affecting the job have become more detailed and legally demanding, increasing the Town's liability for decisions made in the Town Clerk's office.

The responsibilities of Town Clerk include overseeing elections, voter registration, creating and keeping vital records, managing the census, implementing Open Meeting and Conflict of Interest laws, issuing marriage and dog licenses, swearing in of Town officials and volunteers, maintaining data bases, recording minutes for Town meetings, and managing the Town website.

If the Town Clerk were to be appointed, the Town Administrator would lead a candidate search, just as the TA does for appointing all other department heads. Candidates would receive a specific job description regarding responsibilities, priorities, and expectations; the job description would also identify the skills, education, certifications, and experience the Town Clerk must have. The Boxborough Select Board would make the final selection. After a six-month probation, the Clerk could be removed only for cause.

The Personnel Board recommends (3-1).

Majority Opinion

The majority on the Personnel Board recommends. The advantages in appointing a Town Clerk include improvement in finding an experienced and qualified employee who is prepared to handle increasingly complicated and legally sensitive tasks. In addition, the Boxborough Select Board and Town Administrator can more effectively evaluate and oversee the performance of an appointed (rather than elected) Town Clerk.

Minority Opinion

The minority view of the Personnel Board is that Boxborough has been well served for decades by elected Town Clerks whose loyalty and skills have kept pace with all the demands of the job. In comparison to out-of-town applicants, residents who choose to run for the Town Clerk's position are more apt to understand Boxborough's values, create close relationships with fellow townspeople, and cultivate a strong motivation to run again in three years. Appointed clerks are less likely to have a personal interest in Boxborough, and they are more apt to leave for other jobs or expect a higher salary as incentive to remain. In March of 2019, the Massachusetts Town Clerk Association reported that in towns with less than 10,000 residents, 83 percent elected their town clerks. A rush to join the 17 percent with an appointed town clerk is not apt to serve our Town well. Selection and evaluation of Boxborough's Town Clerk should remain the responsibility of the Town's voters.

The Select Board recommends (5-0).

The position of Town Clerk plays a vital role in elections, voter registration, the creation and registration of vital records, annual and decennial census, Open Meeting and Conflict of Interest laws as well as public records

access. The position, like so many others in Town, is too important to be left without oversight and accountability.

The Select Board wants to ensure that the position continues to be filled by a qualified individual. Changing the position from elected to appointed will enable the Board to maintain oversight and to set qualification standards that allow the Town to maintain a high quality of service to which Town residents are accustomed.

This is a two-step process. The first step is a majority vote at Town Meeting, followed by a ballot question at the annual Town Election in May.

The Finance Committee recommends unanimously (5-0).

The Finance Committee recommends the town moves to an appointed Town Clerk when the current town clerk's term is up. The Open Meeting Law has become much more cumbersome over the last several years and the town has had many records request and Open Meeting Law complaints filed against it. Every time we get a request or a complaint we are spending legal dollars. If we move to an appointed town clerk experience and education will be listed in the job description. If we maintain an elected town clerk no experience is necessary and anybody who can get 30 signatures could run. We can't deem someone unqualified if they choose to run. If we move to an appointed town clerk, Boxborough residents can still apply. The Finance Committee thinks it would be fiscally prudent to move to an appointed Town Clerk.

Mr. Fallon went through each Article of the Financial/Authorizations Consent Agenda 1. Voters requested that Articles 10 and 14 be held.

Ms. Neyland moved to approve the Financial/Authorizations Consent Agenda, Warrant Articles 11, 12, 13, and 15 through 21, in accordance with the funding sources and amounts as set forth 2020 Annual Town Meeting Warrant under Articles 10 through 21 inclusive.

Action on Financial Consent Agenda 1, Articles 11, 12, 13 and 15 through 21 inclusive: Motion carried by majority vote.

**FINANCIAL/AUTHORIZATIONS
CONSENT AGENDA 1 (*)**

- 10. ASSESSOR: COMMERCIAL APPRAISAL CONSULTING AND LEGAL FEES.....
- 11. WATER RESOURCES COMMITTEE: LAND APPRAISAL FOR WATER SOURCE
- 12. TREASURER: BORROWING COSTS.....
- 13. TRANSFER TO OPEB TRUST FUND
- 14. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER
- 15. CABLE SERVICES AND EQUIPMENT
- 16. CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND
- 17. DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS.....
- 18. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM
- 19. COUNCIL ON AGING: SENIOR TAX WORK-OFF PROXY WORKER
- 20. GENERAL BYLAW: CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW.....
- 21. ADOPT STRETCH ENERGY BUILDING CODE.....

ARTICLE 10**ASSESSOR: COMMERCIAL APPRAISAL CONSULTING AND LEGAL FEES (*)**

\$ 150,000 Free Cash

(Majority vote required)

Ms. Neyland moved to transfer from Free Cash the sum of One Hundred Fifty Thousand Dollars (\$150,000) to defend the Town against commercial abatement requests via the provision of such services as property appraisal consultants and counsel to assist the Town in the defense of commercial property values and to pay interest as part of any decision rendered by the Appellate Tax Board (ATB), including all costs incidental and related thereto.

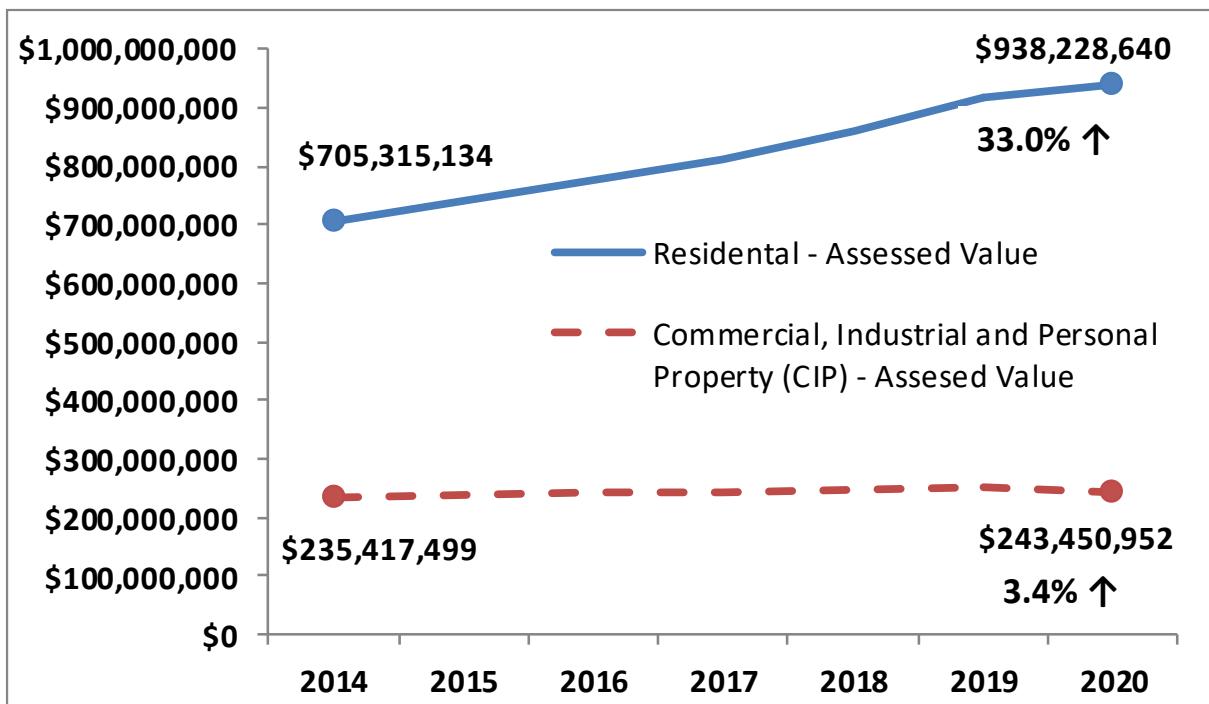
Summary:

This article requests funds to defend against commercial abatements that could significantly harm the town's revenues. These funds will be used to contract professional appraisal services, legal expenses, and if necessary, payment of any interest owed by the town to property owners. Please note that any interest which the Appellate Tax Board directs the Town to pay property owners as part of any judgement cannot be paid out of the Overlay Reserve and must be raised via alternative means. The revenues at risk are substantial. We need to have adequate resources to defend our commercial tax stream.

Background:

The Town's Office Park Zone has remained substantively unchanged since it was first established by Town Meeting in 1984. Boxborough had subsequently benefited from significant growth in high-tech companies in the 1980s and 1990s, most notably as the home of Cisco's East Coast Headquarters. The Great Recession and the ongoing trend of locating industry and tech sectors in urban areas has strained the community and left many office park areas underutilized. There is currently a 40-50% vacancy rate in the Office Park Zoning District. When viewed in tandem with a 20-40% vacancy rate in retail centers, infrastructure constraints, and a growing residential population, the Town needs to reenvision its relationship with its commercial and retail sectors.

Unlike peer communities such as Harvard (4.5%), Bolton (6.8%) or Stow (8.4%), Boxborough's residential tax payers have benefited from having Commercial, Industrial and Personal Property (CIP) take up a much larger percentage of the overall tax burden (21.6% in Fiscal Year 2019). The Town's CIP as a portion of our overall tax revenue has been declining over recent years however from a high of 25.0% in Fiscal Year 2014 to 20.6% in Fiscal Year 2020. With the current list of prospective abatements applications from underutilized commercial rental properties, the Town can expect the CIP figure to drop even lower. When the value of commercial property decreases, the operating costs of the community shift to the residents. While Boxborough has benefited since the early 1980s from having a proportionally large commercial office rental presence which has helped reduce the tax burden on residents, this advantage is at risk as vacancy rates are high and property owners refrain from reinvesting in their properties. As the chart below outlines, since Fiscal Year 2014, residential assessed values in Boxborough have increased by 33% while total CIP assessed values went up by only 3.4%.



In an effort to address these concerns, Town Meeting, in December 2019, committed \$25,000 for an economic development study and community engagement effort to be overseen by the University of Massachusetts Amherst's Center for Economic Development, Department of Landscape Architecture and Regional Planning (LARP). Phase 2 of the study is currently underway with the objective of providing the Town with a report providing a detailed comparative analysis of four different scenarios, including their relative strengths, weaknesses, opportunities and threats. The objective will be for the Town to adopt and implement an economic development strategy to appropriately position Boxborough to reduce its office vacancy rate, ensure an appropriate balanced tax base, and maintain a high quality of life for current and future residents, including adding more local options for work, shopping and entertainment, consistent with the goals of the 2030 Master Plan.

The Select Board recommends unanimously (5-0).

Vacancy rates in Boxborough's commercial districts have been running higher than average in the MetroWest region. Our current zoning in these districts inhibits owners from seeking new uses and new tenants for their properties to maintain income. As a result, a number of property owners have recently applied for abatements to their taxes, arguing that the town's assessed values are too high for the present market conditions. The total of requested abatements is significant. If granted, we could annually lose several hundred thousand dollars in tax revenues.

To mitigate the impact of commercial abatements, the town will endeavor to negotiate settlements with property owners to arrive at fair assessments and tax liabilities. When necessary, the town will oppose excessive abatement requests through legal action at the Appellate Tax Board. This will incur legal expenses. Where the Appellate Tax Board rules unfavorably for the town, we will be required by law to return over-payments to owners plus interest. These interest payments cannot be taken from our Overlay Surplus Fund.

The Town Assessor believes our commercial assessments are fair. But where challenged, we may need objective, independent appraisals to establish commercial valuations favorable to the town.

To protect our revenue stream, the town needs to make accurate and convincing arguments to negotiate fair settlements with property owners, and when necessary oppose requested abatements at the Appellate Tax Board.

The Finance Committee recommends unanimously (5-0).

This is for hiring consultants when requests for reducing taxes (abatements). This article covers the consultant and legal fees as a way to track costs for the appraisals and if necessary go to the appellate court. It also covers interest on any abatements awarded. The overlay account cannot be used to cover past interest rebates.

Mr. Markiewicz asked who would be doing this. Town Counsel would defend us in these cases. How much do we anticipate recovering? Property owner appraisers are coming up with values that are much lower than our valuations. Is it worth it-and what's our likelihood of winning? Hard to say. It's a case-by-case basis. Mr. Markiewicz asked about the qualifications of the person that would be representing us. John Giorgio said that KP-Law has a robust appellate court practice.

Ms. Markowitz asked how the \$150,000 was apportioned. \$50,000 for appraisals and \$100,000 for legal fees. Alex Kerin, Prescott Rd., said that with the COVID-19 pandemic, office space valuations are likely to plummet. He asked if there were any comments. Mr. Ferrara said that each property is unique and will be approached that way. ATB cases are ongoing.

Action on Article 10: Motion carried by majority vote.

ARTICLE 11 WATER RESOURCES COMMITTEE: LAND APPRAISAL FOR WATER

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) to hire an appraiser to provide an appraisal of real property to establish a fair market value of said property and affiliated legal expenses, including all costs incidental and related thereto.

Summary:

There are approximately 1,000 residents of Boxborough who reside west of Route 495 and are currently served by private wells. In some cases, they reside in single family residences, while others reside in condominiums or multi-family rental units. Many of the private wells in this area have been affected by elevated levels of salt in their drinking water. The Town has reestablished the Water Resources Committee (WRC) and charged it with investigating various options for the Town to consider for the establishment of a public drinking water source for this area. The WRC has accordingly been evaluating potential locations for a public water supply well or wells in the western part of Boxborough. The WRC is close to identifying a suitable site and is requesting funding for an appraisal of the to be identified parcels to establish the fair market value for the property. With this information in hand, the Town would then seek to purchase the land either via negotiations with the owner or eminent domain, and return to a future Town Meeting to fund the purchase of the parcel with the objective of developing a public well or wells.

The Select Board recommends unanimously (5-0).

This article would fund professional land appraisals to support the town's effort to acquire suitable land for a new public water supply source, whether it is developed now or in the future. This is in line with several key elements of the Boxborough 2030 Master Plan.

Some existing water supplies in the western part of town are experiencing problems. Since 2018 the Boxborough Water Resources Committee (WRC) has been in discussions with the Massachusetts Department of Environmental Protection (DEP) over their concerns around water quality issues in the western part of town.

One historical issue is increasing levels of salt in drinking water. The other is proximity of septic system effluent. About 1000 residents and 2000 commercial occupants live or work in this area encompassing about 18 water supply wells. These wells are privately owned but regulated as public water supplies under DEP rules.

Concerted action will be required to address the problem equitably for all stakeholders. The WRC and Town Administrator have had productive discussions with the Littleton Water Department around potential solutions. These all hinge on obtaining a new high-volume source of drinking water situated along the Beaver Brook aquifer. The town explored this area with test wells in a previous study in 2006. The findings were favorable for development of a new source that could meet the immediate needs.

Previous studies conducted by the town found no other source of water suitable for a municipal supply. Test wells showed that other promising sources were not viable, and other potential sources have been lost to development.

In order to plan for development of a new water source, it would be best for the town to acquire land to support new wells for a public water supply. To the extent possible, the cost of a new western water system would be borne by consumers in the service area – the rate payers—and not the town as a whole.

The land appraisal would be the first of many steps needed to ensure the western part of Boxborough can continue to enjoy good water at sustainable costs.

The Finance Committee recommends unanimously (3-0).

The finance committee discussed the issue of the water requirements for the Northwest section of the Town. It is our understanding that the proposed plan is best for the Town.

The Water Resources Committee recommends unanimously (5-0).

The Water Resources Committee recommends unanimously for the reasons summarized in the Select Board's recommendation.

Action on Article 11: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 12 TREASURER: BORROWING COSTS (*)

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to transfer from Free Cash the sum of Sixty Thousand Dollars (\$60,000), more or less, for the purpose of paying the cost of issuance for borrowing authorized by vote of Town Meeting 2018, Town Meeting 2019 and Town Meeting 2020.

Summary:

In May 2018, Town Meeting authorized borrowing in the amount of Seven Hundred Thirty-Four Thousand Nine Hundred Dollars (\$734,900). In May 2019, Town Meeting authorized borrowing in the amount of Eight Hundred Thousand Dollars (\$800,000). The town issues short-term notes on authorized debt until the total authorized reaches a reasonable amount to deem long-term bonding necessary. These amounts, coupled with any borrowing proposed at this Town Meeting or a fall Special Town Meeting will be bundled in a long-term bond issuance at favorable interest rates. Department Heads work with Financial Advisors to determine the best timing to use short term and long term borrowing to maximize savings and minimize costs.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (3-0).

For paying the costs of 2018, 2019 authorized borrowing.

Action on Article 12: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 13 TRANSFER TO OPEB TRUST FUND (*)

\$ 50,000 Free Cash

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000), more or less, for 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, including all costs incidental and related thereto.

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 \$700,000 to the Fund with current balance of approximately \$860,000.

The Select Board recommends unanimously (5-0).

For the reasons stated above the Select board recommend unanimously.

The Finance Committee recommends unanimously (5-0).

Finance Committee recommends this article. This will continue the Town's annual transfer into the OPEB (Other Post-Employment Benefits) trust fund to offset anticipated expenses related to providing post-retirement health and life insurance to retired Town employees.

Action on Article 13: Motion carried by majority vote as part of Consent Agenda 1.

Mr. Fallon recommended the appointment of Mac Reid, Flagg Hill Rd., as temporary moderator. Ms. Neyland moved to elect Mac Reid as Temporary Moderator.
Motion carried by majority vote.

Mr. Reid asked for a motion on Article 14.

ARTICLE 14 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER (*)
(Majority vote required)

Ms. Neyland moved to authorize the Select Board to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2020, for the lease of the Fellowship Hall, to be used as a community center; and further, that the FY 2021 budget for Department 196, Total Other – Facilities/Leases be increased by the sum of Fourteen Thousand Four Hundred Twenty-Five Dollars (\$14,425), for the purpose of funding the first year of the renewed lease for the period July 1, 2020 through June 30, 2021; and further, to authorize the Select Board to enter into future lease agreements with the United Church of Christ, Congregational, Boxborough, MA for such premises and purpose, upon such terms and conditions as the Board deems to be in the best interest of the Town, including all costs incidental and related thereto.

Summary:

This article will provide funding for a successor lease for the use of the UCC's Fellowship Hall to serve as a community center for the town. The Boxborough Community Center is centrally located across from the Town Hall. The town has been very fortunate to have this space available to use for a number of senior activities since 2012 including senior luncheons, Mahjong, painting, fitness classes and line dancing. Additionally, the space has well-served the town as overflow meeting space when Morse/Hilberg and the Grange meeting rooms are occupied.

The Council on Aging recommends unanimously (4-0).

The Board of Selectmen recommends (5-0).

The town has been leasing space in the UCC Community Center since 2012. This has proven to be a very beneficial arrangement that should be continued with a renewal of the lease. The Community Center has provided much needed space primarily to support Council on Aging activities. It has also been used for meetings of boards and committees, the Agricultural Fair and the Employee Appreciation event.

The Finance Committee recommends unanimously (5-0).

The Finance Committee recommends this article.

Ms. Neyland made the presentation in favor of the motion. She described all the activities that take place for seniors in the Community Center.

Megan Connor, Recreation Commission Chair, said that we shouldn't renew for 3 more years. She would like it to operate later in the day so more age groups could take advantage of the space. Didn't think we got enough usage. What about residents other than seniors.

Ms. Connor moved to amend motion from 3 years to 1 year.

Ling Chen, Burroughs Rd., since we can't access the Community Center, we don't need to rent it now. Can we postpone the start of the lease? Mr. Reid said that we have to address the motion to amend.

Mr. Ferrara said that the focus has been on the daytime hours, so haven't brought up evening hours. Usage is significant from COA. The UCC has agreed to forgo two months of rent in recognition of COVID-19. The hope is to get back in in the fall.

Ms. Brolin said that we spent many years trying to get space for seniors. Need to support the 3-year lease. Ellen Hickey, UCC treasurer, said that renting to the RecCom could be a separate lease.

Mr. Markiewicz said he didn't support the amendment, but does support looking at evening hours for another meeting.

Mr. Kail asked about the rebate. We've already received a rebate already for 3 months of this fiscal year. Is it possible that a rebate will be given if the Community Center is not used in the next couple months.

Motion to amend failed.

Action on Article 14: Motion carried by majority vote.

Mr. Fallon resumed presiding over the meeting as moderator.

ARTICLE 15 CABLE SERVICES AND EQUIPMENT (*)
(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to appropriate the sum of Eighty-One Thousand Seven Hundred Dollars (\$81,700) said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2021 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage.

Summary:

This provides funding for Videographers to staff both Select Board and Planning Board meetings, as well as other events such as Fifer's Day, Town Meeting information series, etc. (increased to \$6,500). LCTV services are the majority of this appropriation (\$66,000) and include all organizational and management services for Cable broadcasting. The remainder of the budget is for OnDemand Service (\$3,200), IT services related to connectivity and new hardware including cables, video equipment, etc.

The funds for this article are appropriated from Cable Franchise fees paid to the Town from Comcast and Verizon subscribers.

The Select Board recommends unanimously (5-0).

The bulk of this appropriation will fund the sixth year of cable recording and broadcast services from Littleton Community Television. It also includes funds for contract videographers to expand meeting coverage, and annual renewal of video on-demand service. 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 (5-0).

Funding provided using the cable franchise fees paid by each subscriber.

Action on Article 15: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 16 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND (*)
(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to transfer the unexpended balance of monies, as voted by past Town Meetings, as indicated on the screen at Town Meeting and within the June 22, 2020 Annual Town Meeting Warrant with \$103,567.65 transferred to the General Fund and \$6,297.45 transferred to the Receipts Reserved for Appropriation for Capital Projects Account.

Article	Title	Amount	Original Source
ATM17, Art23	Old DPW Garage Roof	\$ 15,196.04	Free Cash
ATM17, Art29B	Town Facilities Access Control	\$ 60,000.00	Free Cash
ATM18, Art20	OPEB Actuarial Study	\$ 4,750.00	Free Cash
ATM18, Art24	Police eTicketing	\$ 23.45	Free Cash
ATM18, Art25	Police Speed Awareness Trailer	\$ 430.16	Free Cash
ATM19, Art8	Compensation & Benefits Study	\$ 250.00	Free Cash
ATM19, Art13	Voting Machine & Poll Pads	\$ 60.00	Free Cash
ATM19, Art16	Police Fire Suppression Engineering	\$ 15,000.00	Free Cash
ATM19, Art20	Police Garage Doors	\$ 58.00	Free Cash
ATM19, Art 24	DPW Cirrus Salt Spreaders (2)	\$ 7,800.00	Free Cash
	Total to be transferred to the General Fund	\$ 103,567.65	
ATM16, Art27	Police Building & Grounds	\$ 414.14	Borrowed
ATM18, Art33	DPW Hotbox & Tractor	\$ 5,883.31	Borrowed
	Total to be transferred to the Receipts Reserved for Appropriation for Capital Projects Account	\$ 6,297.45	
	Grand Total of Transfers	\$ 109,865.10	

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 (5-0).

This is a regular practice used to release unexpended prior years' appropriations so funds are available for future appropriations by vote of town meeting.

The Finance Committee recommends unanimously (5-0).

This article closes out unused funds from Town approved warrant articles that are closed or not to be used.

Action on Article 16: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 17 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS (*)
(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved that the Town vote 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 2021 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 function and defraying the routine, predictable expanses associated therein.

The Finance Committee recommends unanimously (5-0).

Finance Committee recommends this article. The revolving fund spending limits must be approved on an annual basis by Town Meeting.

Action on Article 17: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 18 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (*)

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland 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; and further to see if the Town will vote to transfer from available funds the sum of Five Hundred Seventy-Three Dollars and Twenty Cents (\$573.20), for the purpose of paving roadways in Boxborough, including all costs incidental and related 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 2021 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town. Due to current financial

circumstances, the Select Board and Finance Committee are refraining from requesting additional funding for road repaving in Fiscal Year 2021 beyond the Town's annual Chapter 90 and TNC allocations from the state.

The estimated annual amount received from Chapter 90 allocations is approximately \$210,000.

The minor amount of \$573.20 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).

This authorization is required every year in order to receive Ch 90 state highway reimbursement funds. This is an annual vote that helps maintain and repave our town roads.

The Finance Committee recommends unanimously (5-0).

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 18: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 19 COUNCIL ON AGING: SENIOR TAX WORK-OFF PROXY WORKER (*)
(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved to accept updates to MGL c.59 §5K administered by the Senior Tax Work-off Program, or take any other action relative thereto.

Summary:

Since the adoption of the Senior Tax Work-off program, there has been an update to the Massachusetts General Law that governs the policy. The law allows for “an approved representative, for persons physically unable, to provide such services to the city or town” to perform the work as proxy for the person over the age of 60 receiving the tax bill reduction. This adjustment was put into place when the Town adopted the Veteran Tax Work-off Program in 2013 but was not part of the law the last time the Senior Tax Work-off Program was updated at Town Meeting in 2011.

The Select Board recommends unanimously (5-0).

Pursuant to Massachusetts General Law Chapter 59, Section 5K, the Town established a Senior Tax Work-off Program at Annual Town Meeting on May 14, 2001, amended at ATM May 15, 2003 and amended a second time on May 10, 2011.

The Select Board recommends a change to allow an “approved representative” to participate in the Senior Tax Work-off program on behalf of an eligible senior, if the eligible senior is physically unable to perform the work. This change would bring the program in alignment with the Veterans Tax Work-off Program.

The term “approved representative” is not defined in Massachusetts General Law. The Board further recommends that the designation of an approved representative is subject to the discretion of the Town Administrator or their designee and also subject to any relevant Federal and State laws.

The Finance Committee recommends unanimously (3-0).

The FinCom supports this article, it supports the update in Massachusetts General Law.

The Council on Aging recommends unanimously (4-0).

Action on Article 19: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 20**GENERAL BYLAW: CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW**
(*)

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved adopt a new general bylaw entitled “Construction and Post-Construction Stormwater” as indicated upon the screen at Town Meeting and within the text of the 2020 Annual Town Meeting warrant, or take any other action relative thereto.

CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW**SECTION 1. PURPOSE**

The purpose of this Bylaw is to establish minimum stormwater management requirements and procedures in order to minimize damage to public and private property and infrastructure; safeguard the public health, safety, environment and general welfare; protect aquatic resources and wildlife habitat; protect the quality and health of water resources; conserve groundwater supplies; and, foster climate change resiliency.

This Bylaw seeks to meet that purpose through the following objectives:

1. establish the Town of Boxborough as the legal authority to ensure compliance with the provisions of this Bylaw and its accompanying Rules and Regulations through a review process, inspections, monitoring, and enforcement;
2. establish administrative procedures for: the submission, review, and approval or disapproval of Stormwater Management Permits; the inspection of approved active projects; and post construction monitoring;
3. establish decision-making processes surrounding new development and redevelopment that protect watershed integrity and preserves and/or restores the health of local water resources such as lakes, ponds, streams, rivers, wetlands, and groundwater; and
4. ensure compliance with requirements of the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) and other applicable state and federal mandates.

SECTION 2. DEFINITIONS

For the purposes of this Bylaw, the following shall mean:

AGRICULTURAL USE: The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act, M.G.L. c. 131, § 40, and its implementing regulations.

APPLICANT: Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth of Massachusetts or the federal government to the extent permitted by law requesting a soil erosion and sediment control permit for proposed land-disturbance activity.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve the quality of stormwater runoff.

CERTIFICATE OF COMPLETION: Document issued by the Town of Boxborough Select Board or Reviewing Agent upon receipt of a final inspection report and acknowledgement that all conditions of the Stormwater Management Permit have been satisfactorily completed.

CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC): A certified specialist in soil erosion and sediment control. This certification program, sponsored by the Soil and Water Conservation Society in cooperation with the American Society of Agronomy, provides the public with evidence of professional qualifications.

ENFORCEMENT ORDER: A written order issued by the Select Board or Reviewing Agent to enforce the provisions of this Bylaw.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Boxborough, MA.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT: A permit issued by the EPA or jointly with the Commonwealth of Massachusetts that authorizes the discharge of stormwater to waters of the United States.

NEW DEVELOPMENT: Any construction, land alteration, or addition of impervious surfaces on previously undeveloped sites resulting in a total disturbance of land equal to or greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) that does not meet the definition of Redevelopment.

OWNER: A person with a legal or equitable interest in property.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

PROFESSIONAL ENGINEER (P.E.): A registered Professional Engineer within the Commonwealth of Massachusetts in good standing.

REDEVELOPMENT: Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites. Any construction, land alteration, or improvement of impervious surfaces resulting in total disturbance of land equal to or greater than 1 acre (or activities that are part of a larger common plan of redevelopment disturbing greater than 1 acre) that does not meet the definition of New Development.

REVIEWING AGENT: Person designated by the Select Board as responsible for enforcing this Bylaw.

SELECT BOARD: Town of Boxborough Select Board.

STORMWATER: Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PERMIT: The written approval granted by the Select Board to undertake a construction activity pursuant to a Stormwater Management Permit Application. A valid Stormwater Management Permit must be signed by a majority of the Select Board participating at a duly noted public hearing, and such permit must be recorded at the Middlesex Registry of Deeds, prior to the start of any work.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

WETLAND RESOURCE AREAS: Areas specified in the Massachusetts Wetlands Protection Act Regulations, 310 CMR 10.00, as amended, and in the Town of Boxborough Wetland Bylaw, as amended.

SECTION 3. APPLICABILITY

No person may undertake a construction activity, including clearing, grading, or excavation that results in a land disturbance to an area equal to or greater than one (1) acre of land or will disturb less than one acres of land but is part of a larger common plan of development or sale that will ultimately disturb an area equal to or greater than one (1) acre of land within the Town of Boxborough without first obtaining a Stormwater Management Permit issued by the Select Board or Reviewing Agent.

SECTION 4. AUTHORITY

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, pursuant to the Regulations of the federal Clean Water Act found at 40 CFR 122.34, and as authorized by the residents of the Town of Boxborough at the spring 2020 Town Meeting and as amended.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Select Board shall be the permit granting authority for this Bylaw. Any powers granted to or duties imposed upon the Select Board may be delegated in writing by the Select Board to any Town employee, board, commission, committee or agent, hereby known as the "Reviewing Agent."

The Select Board shall not have jurisdiction over stormwater issues within wetland resource areas and/or buffer zone where the Conservation Commission has jurisdiction under the Wetlands Protection Act, the Boxborough Wetland Bylaw and/or the Town of Boxborough Regulations for the Wetland Bylaw. The Conservation Commission shall be the permit granting authority under this Bylaw for projects requiring a Stormwater Management Permit for land disturbance activities occurring within wetland resource areas and/or buffer zone subject to the Commission's jurisdiction.

The Select Board or its Reviewing Agent shall take any of the following actions as a result of an application for a Stormwater Management Permit as specifically defined within the Stormwater Management Rules and Regulations promulgated as a result of this Bylaw: Approval, Approval with Conditions, or Disapproval.

SECTION 6. REGULATIONS

The Select Board may adopt, and periodically amend, the Stormwater Management Rules and Regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection, and/or consultant fees), procedures and administration of this Bylaw by majority vote of the Select Board, after conducting one (1) advertised public hearing to receive comments on any proposed revisions. The hearing(s) shall be duly advertised in a paper of general circulation in the Town of Boxborough no less than fourteen (14) days prior to the date of the public hearing.

SECTION 7. EXEMPTIONS

The following activities are exempt from requirements under this bylaw:

1. normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04, as amended;
2. maintenance of existing landscaping, gardens, or lawn areas associated with a single- family dwelling;
3. the construction of fencing that will not substantially alter existing terrain or drainage patterns;
4. normal maintenance and improvements of the Town of Boxborough's publicly owned roadways and associated drainage infrastructure;
5. emergency repairs to any stormwater management system or feature that poses a threat to public health or safety, or as deemed necessary by a Town department or board; and

6. projects that are wholly subject to jurisdiction under the Wetlands Protection Act and/or the Boxborough Wetlands Protection Bylaw and demonstrate compliance with the Massachusetts Stormwater Management Policy as reflected in an Order of Conditions issued by the Conservation Commission.

SECTION 8. ENFORCEMENT

The Select Board, or an authorized agent of the Select Board, shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this Bylaw, permit, notices, or order issued thereunder, the Select Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The Select Board may issue a written order to enforce the provisions of this Bylaw, which may include requirements to:

1. cease and desist from construction or land disturbing activity until there is compliance with this Bylaw and the Stormwater Management Permit;
2. repair, maintain, or replace the stormwater management system or portions thereof in accordance with the operation and maintenance plan;
3. maintain, install, or perform additional erosion and sediment control measures;
4. perform monitoring, analyses, and reporting;
5. remediate adverse impact resulting directly or indirectly from malfunction of the stormwater management system or erosion and sediment control system;
6. cease and desist from unlawful discharges, practices, or operations; and/or,
7. remediate contamination in connection therewith.

If the Select Board determines that abatement or remediation of adverse impacts is required, the Enforcement Order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Boxborough may, at its option, undertake such work, and the property owner shall reimburse the Town's expense.

Within thirty (30) days after completing all measures necessary to abate the violation, the violator and the property owner shall be notified of the costs incurred by the Town of Boxborough, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Select Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Select Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall constitute "municipal charges" as set forth in G.L. c.40, §58, and by its adoption of this bylaw the Town of Boxborough authorizes the imposition of a "municipal charges lien" for such costs in accordance with that statute. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, § 57, after the thirty-first day at which the costs first become due.

Criminal Penalty. Any person who violates any provision of this Bylaw, order, or permit issued thereunder, shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, section 21D, in which case the Select Board or its Reviewing Agent shall be the Authorized Enforcing Agent. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and all subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Entry to Perform Duties under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Select Board or its Reviewing Agent, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys, or sampling as the Select Board or Reviewing Agent deems reasonably necessary.

Appeals. A decision of the Select Board or its Reviewing Agent shall be final. Further relief of a decision by the Select Board or its Reviewing Agent made under this Bylaw shall be appealed to the Superior Court, in accordance with M.G.L. c. 249, §4.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state, or local law.

SECTION 9. WAIVERS AND PROVISIONS FOR RELIEF

The Select Board, in its discretion, may waive strict compliance with any requirement of this Bylaw or any other regulations promulgated hereunder, where:

1. such action is allowed by federal, state and local statutes and/or regulations;
2. it is in the public interest;
3. a public safety issue exists; and
4. it is consistent with the purpose and intent of this Bylaw.

Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of this Bylaw does not further the purposes or objectives of this Bylaw. The Select Board may require documentation to be submitted and stamped by a qualified P.E. registered in Massachusetts or a Certified Professional in Erosion and Sediment Control (CPESC).

SECTION 10. SURETY

The Select Board may require the permittee to post before the start of land disturbance or construction activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by Town counsel, and be in an amount deemed sufficient by the Select Board to ensure that the work will be completed in accordance with the Stormwater Management Permit. If the project is phased, the Select Board may release part of the bond as each phase is completed in compliance with the Stormwater Management Permit but the bond may not be fully released until the Select Board has received the final inspection report as required by the Stormwater Management Rules and Regulations and issued a Certificate of Completion.

SECTION 11. SEVERABILITY

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Summary:

This bylaw would establish legal authority and enforcement regarding illicit discharge detection and elimination, as well as erosion and sediment controls for construction and post-construction. Boxborough needs to adopt this bylaw to comply with the Environment Protection Agency's 2016 Massachusetts Small MS4 General Permit.

The Select Board recommends unanimously (5-0).

This bylaw is required under the terms of our MS-4 permit, which is now in effect. This is an unfunded mandate; we must comply or face fines. Our existing Stormwater Bylaw is a necessary component of our MS4 responsibilities but is insufficient. It addresses only prevention of illicit discharges into stormwater systems. The Construction and Post-Construction Stormwater Bylaw targets management of runoff from construction activities. It will only affect large scale commercial or residential subdivision developments. Single family home construction will not be impacted. Despite the coercive nature of MS4 compliance, this bylaw will help protect the environment. The Select Board supports it.

The Finance Committee recommends unanimously (5-0).

The FinCom supports this article as it is an unfunded mandate that is required by law.

The Planning Board recommends (3-1).

The Planning Board recognizes that this bylaw is necessary to ensure compliance with the Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System (NPDES) General Permit requirements for stormwater discharges from small municipal separate storm sewer systems (MS4). This proposed General Bylaw will enhance local oversight in the continued effort to protect the town's wetlands, waterways and other natural resources during construction and after construction of projects that disturb one acre of land or more. While the Planning Board recognizes this is an unfunded federal mandate, having the town take a greater role in the review and enforcement of stormwater discharges during and after construction promotes the desire to maintain our local water resources in the cleanest possible manner, and benefits the health and well-being of all citizens in town.

Action on Article 20: Motion carried by majority vote as part of Consent Agenda 1.

ARTICLE 21

ADOPT STRETCH ENERGY BUILDING CODE (*)

(Majority vote required)

As part of Consent Agenda 1, Ms. Neyland moved that the Town adopt a general bylaw entitled: "Stretch Energy Code", as set forth on the screen at Town Meeting, for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, with an effective date of January 1, 2021.

Summary:

Massachusetts gives communities two options for their local building energy code – a Base Energy Code and an optional Stretch Energy Code. Both codes were recently updated in 2017.

The Stretch Energy Code raises the energy conservation building standards beyond the minimum set out in the Base Energy Code.

A key feature of the updated Stretch Energy Code is that it is performance based. Builders do not have to install specific energy efficiency measures (e.g. windows, wall insulation, roof insulation, furnace, etc.), rather they have

the flexibility to choose which energy efficiency measures to install and how to design the home in order to meet an overall performance rating.

The updated Stretch Code applies to new homes and new commercial buildings over 100,000 square feet. Additions, renovations, and repairs to residential or commercial buildings are not applicable to the updated Stretch Code, only the Base Energy Code is applicable.

There are also typically significant annual energy bill savings that more than tip the balance to give homeowners a net savings every year.

As of November 14, 2019, 278 municipalities have adopted the Stretch Energy Code and that number continues to go up. Most builders in the area are familiar with the requirements of the Stretch Energy Code.

STRETCH ENERGY CODE

Definitions

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

Purpose

The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the building code for new buildings.

Applicability

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 115.AA, as indicated.

Stretch Energy Code

The Stretch Energy Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into the Town of Boxborough General Bylaws.

Enforcement and Effective Date

The Stretch Energy Code is enforceable by the building inspector and effective as of January 1, 2021.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (3-0).

The FinCom supports this article as we have been led to believe that a majority of the recommendations are already being incorporated into new designs.

The Sustainability Committee recommends unanimously (5-0).

The Sustainability Committee unanimously recommends this article for the reasons stated above.

Action on Article 21: Motion carried by majority vote as part of Consent Agenda 1

At 11:04pm, Ms. Neyland moved to adjourn the Annual Town Meeting until 7:00pm Tuesday.

Motion carried.

June 30, 2020

Mr. Fallon called the adjourned session of Annual Town meeting to order at 7:00pm.

FREE CASH CAPITAL CONSENT AGENDA 2 (**)

- 22. POLICE DEPARTMENT: VEHICLE RADAR UNIT REPLACEMENT
 - 23. FIRE DEPARTMENT: GAS METERS
 - 24. DEPARTMENT OF PUBLIC WORKS (DPW): FUEL TANK MONITORING SYSTEM
 - 25. INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES
 - 26. PUBLIC SAFETY: RECORDS MANAGEMENT SYSTEM UPGRADE--HOLD.....
 - 27. FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT

Voters requested that Article 26 be held from Consent Agenda 2.

Ms. Neyland moved to approve the Free Cash Capital Agenda, Warrant Articles 22-25 and 27, in accordance with the funding sources and amounts as set forth as printed in the 2020 Annual Town Meeting warrant.

Action on Free Cash Capital Consent Agenda 2, Articles 22-25 and Article 27: Motion carried unanimously.

ARTICLE 22

POLICE DEPARTMENT: VEHICLE RADAR UNIT REPLACEMENT (**)

(Majority vote required)

As part of Consent Agenda 2, Ms. Neyland moved to transfer Free Cash the sum of Twenty-One Thousand One Hundred Dollars (\$21,100) to provide for the replacement of vehicle radar units, including all costs incidental and related thereto.

Summary:

The Police Department's radar units range from 10 to 15 years old. This is far beyond their expected lifespan of 7 to 9 years. The devices are becoming difficult to service and will eventually not pass their annual certifications. This equipment was historically replaced with Massachusetts Community Oriented Policing Services (COPS) grant funding. This program has re-directed their focus and no longer provide funds for this type of equipment. These funds will replace five vehicle mounted units and two battery operated, hand held units.

The Select Board recommends unanimously (5-0).

For the reasons listed above the Select Board recommends unanimously recommends.

The Finance Committee recommends unanimously (5-0).

The Finance Committee fully supports the request to replace five in vehicle and two handheld radar units that have exceeded their recommended useful life. The current units have become difficult to service and will eventually not pass their annual certifications.

Action on Article 22: Motion carried by majority vote as part of Consent Agenda 2.

ARTICLE 23 FIRE DEPARTMENT: GAS METERS (**)

\$ 22,500 Free Cash

(Majority vote required)

As part of Consent Agenda 2, Ms. Neyland moved to transfer from Free Cash the sum of Twenty-Two Thousand Five Hundred Dollars (\$22,500) to provide for the acquisition of gas meters, including all costs incidental and related thereto.

Summary:

The Fire Department uses a variety of technology to keep the Firefighters and residents safe.

One piece of technology the department uses on a daily basis is a Carbon Monoxide monitor attached to every medical aid bag. This monitor goes into every situation and sends an alarm if the area is unsafe for the Firefighters to enter, alerting them to reassess the scene and evacuate residents and personnel as needed.

Secondly a set of second backup monitors that test for elevated oxygen, carbon monoxide, combustible gases and hydrogen cyanide will replace outdated equipment that is no longer supported for calibration and repairs.

Last, a piece of equipment for the Ambulance and a second as backup on the first due engine is a Pulse CO-Oximeter which tests a person's oxygen saturation levels, a potentially life-saving device for residents and firefighters alike.

The Select Board recommends (4-0-1).

The Select Board recommends (P-2):

The Select Board recommends this article as it will help to ensure the safety of our firefighters/EMTs in addition to improving the level of care they are able to provide to residents.

The Finance Committee recommends unanimously (5-0).

The existing gas meters are at the end of their useful life and the Chief is planning on adding a gas meter to each of the first response vehicles.

Action on Article 23: Motion carried by majority vote as part of Consent Agenda 2.

ARTICLE 24 DEPARTMENT OF PUBLIC WORKS (DPW): FUEL TANK MONITORING SYSTEM ()**
(Majority vote required)

As part of Consent Agenda 2, Ms. Neyland moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) to provide for the replacement of a fuel leak detection monitoring system, including all costs incidental and related thereto.

Summary:

The Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (MassDEP) requires all Underground Storage Tank Systems (UST's) have overfill prevention and leak detection equipment. The town has 2 UST's and the current leak detection system is 15 years old. The alarm is hard-wired into the unoccupied DPW building and is unmonitored, therefore it does not meet MassDEP requirements.

A new tank level monitoring system will include security controls, improved accuracy in fuel level reading, web-enabled remote connectivity to monitor performance & alerts, and compliance with EPA and MassDEP regulations.

The Select Board recommends unanimously (5-0).

The BSB recommends this article to ensure we have accurate readings of our town's fuel storage tanks to make that our tanks are not leaking along with a warning system to let us know that our tanks are low and need refilling to make sure our vehicles can continue operating to service our needs and protection.

The Finance Committee recommends unanimously (5-0).

This monitoring system measures the amount of fuel and measures any potential leaks. It is made of plastic with aluminum probes, has limited risk of degradation with longevity of ~15 years (could go up to 25 years) and can be accessed using an app on the phone.

Action on Article 24: Motion carried by majority vote as part of Consent Agenda 2.

ARTICLE 25 INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES ()**
(Majority vote required)

As part of Consent Agenda 2, Ms. Neyland moved to transfer from Free Cash the sum of Sixty-Five Thousand Dollars (\$65,000) to provide for the replacement of information technology equipment and services, including all costs incidental and related thereto.

Summary:

This article continues the technology improvements initiated at Annual Town Meeting 2016. Our technology consultant has helped to develop a roadmap of our technology infrastructure and cyclical replacement plan.

Last year, a majority of the PCs and laptops running Windows 2007 were replaced, there are still a few remaining that will need to be replaced as this platform is now unsupported. Generally, PCs and laptops are on a 5-year replacement cycle. Desktops, laptops and printers account for \$25,000 of this article.

Likewise, the servers that run the town's data infrastructure also need to be cyclically replaced. In this article, \$30,000 is for one (of our current five) servers, network updates and uninterruptable power supplies.

The remaining \$10,000 of this proposal includes backup cloud storage for our servers.

The Select Board recommends unanimously (5-0).

The Select Board recommends this article as it is important to ensure the technology infrastructure of the town is maintained. These upgrades and replacements are necessary to reduce the vulnerability of town's network due to operating systems no longer providing patches for security vulnerabilities.

The Finance Committee recommends unanimously (5-0).

Finance Committee supports the annual refresh of a portion of the town's IT inventory. This year's request includes the replacement of a percentage of the town's PC fleet, a server and other IT hardware. The FinCom is recommending that going forward that there be a line item in the budget for annual IT updates.

Action on Article 25: Motion carried by majority vote as part of Consent Agenda 2.

ARTICLE 26 PUBLIC SAFETY: RECORDS MANAGEMENT SYSTEM UPGRADE

(Majority vote required)

Ms. Neyland moved to transfer from Free Cash the sum of One Hundred Four Thousand Dollars (\$104,000) to provide for the upgrade of the records management system for the Police, Fire, and Dispatch Departments, including all costs incidental and related thereto.

Ms. Neyland asked that the Police Chief Warren Ryder provide the rationale.

Summary:

The current records management system that services the Police, Fire and Dispatch Departments is 21 years old. Replacement or enhancement of this system was delayed in order to allow our new Fire Chief to participate in the evaluation process.

This public safety software is highly customized for our individual needs and there are limited vendors that offer us options for its full replacement. A similar product was discovered and explored, however the system only met two-thirds of our needs. Additionally, the full replacement cost was over 250% of the current proposal.

The result of our strategic assessment was; it is in our best interest to keep the existing platform and to focus on third party options to supplement our systems. This upgrade will purchase add-on software equipment to enhance public safety reporting, tracking and responding features.

In addition to the enhancements we will begin the process of creating an IT response plan for cyber threats and attacks along with advanced disaster planning for continuity of government operations.

The Select Board recommends unanimously (5-0).

For the reasons listed above, the Select Board unanimously recommends.

The Finance Committee recommends unanimously (5-0).

Finance Committee supports the understanding that a new platform was considered at a cost exceeding 200k but that all three departments recommend the continued use of our existing platform and with this request, purchase add on software to enhance public safety reporting, tracking and responding.

Discussion:

John Markiewicz, Patch Hill Rd., said he found the article confusing. What is the camera system for? Is it necessary? The chief thinks in-car video is important given the national climate.

Action on Article 26: Motion carried by majority vote.

ARTICLE 27 FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT ()**

(Majority vote required)

As part of Consent Agenda 2, Ms. Neyland moved to transfer from Free Cash the sum of Forty Thousand Dollars (\$40,000) to provide for the acquisition of personal protective equipment for the Fire Department, including all costs related thereto.

Summary:

The Fire Department is continuously hiring Per Diem and Call Firefighters to aid in emergency response situations. One of the most critical pieces of equipment the Town needs to provide is Personal Protective gear for each individual member of the department. Protective equipment has a life expectancy of 5-10 years and must be replaced strategically. Although some equipment may be "handed down" when a Firefighter leaves the department, equipment is sized differently for different sized people and must be purchased as needed. This article provides for structural gear that meets National Fire Protection Agency (NFPA) guidelines as well as Wildland gear specially designed for brush fires.

The Select Board recommends unanimously (4-0-1).

The Select Board recommends this article. Previously the town had budgeted every several years a large sum to replace all the personal protective equipment (PPE) at once. However, with the high turnover of Per Diem and Call Firefighters switching to an annual model allows the town to accommodate staff who may not fit the available PPEs. Additionally, by switching to an annual budget cycle it makes it easier and more transparent in the budget.

The Finance Committee recommends unanimously (5-0).

The fire department protective gear was previously purchased in a large order. The Chief reviewed the state of the equipment and with our new fire fighters in place we have discussed and recommended a new purchase model. Rather than purchase a large number of sets of boots, coats and pants all at the same time, it makes more financial sense to purchase the equipment on a yearly basis. The FinCom is recommending that we approve this article and then add the additional personal protective equipment to the operating budget in future years. The budget this year will cover 4 sets, but the future purchases will vary depending on need.

Action on Article 27: Motion carried by majority vote as part of Consent Agenda 2.

Mr. Jeffreys asked a point of order. What is the minimum quorum? Mr. Fallon responded that the Town does not have a quorum requirement.

Ms. Neyland moved to approve the Stabilization Capital Consent Agenda, Warrant Articles 28 through 29, from the Stabilization Fund in accordance with the amounts as set forth as printed in the 2020 Annual Town Meeting warrant under Articles 28 through 29 inclusive.

**STABILIZATION CAPITAL
CONSENT AGENDA 3 (***)**

28. DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK
29. POLICE DEPARTMENT: MARKED CRUISER

Action on Articles 28 and 29: Motion carried unanimously as part of Consent Agenda 3.

ARTICLE 28 DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK (*)**

\$ 215,000 Stabilization Fund
(Two-thirds vote required)

As part of Consent Agenda 3, Ms. Neyland moved to transfer from the Stabilization Fund the sum of Two Hundred Fifteen Thousand Dollars (\$215,000) to provide for the replacement of a 6-wheel dump truck, including all costs related thereto.

Summary:

This truck will replace a 2005 Sterling 6-Wheel Dump Truck with dump/spreader body and replace it with a 6-Wheel Cab and Chassis that includes a dump body, spreader body, plow and other necessary equipment to perform year-round tasks. The current truck is rusted through and has been welded numerous times but is in constant need of repair. The expected life of a truck for this type of use is 15 years.

The Select Board recommends unanimously (5-0).

The BSB strongly recommends this article as we are in need to replace a DPW truck to allow our DPW personnel to continue efficiently perform their functions, which they can't do if we don't provide them with the tools needed to maintain and improve our roads, which we use daily and provide a means for our public safety employees to help us.

The Finance Committee recommends unanimously (5-0).

This article replaces one of the existing large dump trucks (2005) used for plowing. The truck has reached its end of life.

Action on Article 28: Motion carried unanimously as part of Consent Agenda 3.

ARTICLE 29 POLICE DEPARTMENT: MARKED CRUISER (*)** (Two-thirds vote required)

As part of Consent Agenda 3, Ms. Neyland moved to transfer from the Stabilization Fund the sum of Fifty-Five Thousand Dollars (\$55,000) to provide for the acquisition of a marked cruiser for the Police Department, including all costs related thereto.

Summary:

The Capital Plan included two police vehicles scheduled for replacement in FY21. 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 units will be removed to reserve unit status and the oldest units in the fleet will be turned in for savings on the purchase amount.

The Select Board recommends unanimously (5-0).

For the reasons listed above the Select Board recommends unanimously recommends.

The Finance Committee recommends unanimously (5-0).

The Finance Committee supports the replacement of a second vehicle as a 2011 Chevy Tahoe will have anticipated mileage of 180k in the fall. This is the second consecutive year of a car in the warrant along with the cruiser in the operating budget. We expect that there will not be a cruiser in the warrant for the next 2 to 3 years.

Action on Article 29: Motion carried unanimously as part of Consent Agenda 3.

Dennis Reip, Community Preservation Committee Chair, moved that the Town hear and act on the report of the Community Preservation Committee, on the FY 2021 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2021 estimated annual revenues as shown on screen at Town Meeting and approve the Community Preservation Act Consent Agenda, Warrant Articles 30 through 36, as printed in the 2020 Annual Town Meeting warrant under Articles 30 through 36 inclusive.

Action on Articles 30-36 inclusive: Motion carried unanimously as part of Consent Agenda 4.

COMMUNITY PRESERVATION ACT CONSENT AGENDA 4 (#)

- 30. CPC REPORT AND ESTABLISH FY21 RESERVES
 - 31. SARGENT MEMORIAL LIBRARY - BRICK PATIO RENOVATION AND EXPANSION
 - 32. FLERRA COMMUNITY GARDEN WATER SUPPLY
 - 33. NORTH CEMETERY RESTORATION
 - 34. PRESERVATION OF HISTORICAL RECORDS
 - 35. BOXBOROUGH RENTAL ASSISTANCE PROGRAM
 - 36. REGIONAL HOUSING SERVICES

Mr. Reip made the presentation on behalf of the Community Preservation Committee. He said that each year Town Meeting must appropriate or reserve at least 10% of the estimated annual revenue from the CPA tax for each of the three categories of allowable community preservation purposes (open space, community housing and historic resources). He pointed out that there was zero cost to these articles—just allocating revenue.

ARTICLE 30

COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY21 RESERVES (#)

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved to hear and act on the report of the Community Preservation Committee on the FY 2021 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2021 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 2021; and further, to reserve for appropriation from said estimated annual revenue: Twenty-three Thousand Dollars (\$23,000) for open space, including land for recreational use, Twenty-three Thousand Dollars (\$23,000) for community housing purposes, Twenty-three Thousand Dollars (\$23,000) for historic resources, and One Hundred Forty-nine Thousand Dollars (\$149,000) for a FY 2021 Budgeted Reserve; all as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$23,000	<i>open space, including land for recreation use</i>
\$23,000	<i>community housing purposes</i>
\$23,000	<i>historic resources</i>
\$149,000	<i>FY 21 budgeted reserve</i>

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2021, under the local surcharge and the November state matching funds for the prior fiscal year.

The Community Preservation Committee recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Action on Articles 30: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 31**COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) –
SARGENT MEMORIAL LIBRARY - BRICK PATIO RENOVATION AND EXPANSION (#)**

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars (\$10,000) and the sum of Twenty-Five Thousand Dollars (\$25,000) from the Community Preservation FY21 budgeted reserve to renovate and expand the brick patio at the Sargent Memorial Library as recommended by the Community Preservation Committee, including all costs incidental thereto.

Summary:

The Sargent Memorial Library (Library) proposes to repair and expand the existing brick patio located at the south side of the building, improving the accessibility of the space, and creating a safe, welcoming, and usable open area for Boxborough residents and visitors of all ages and abilities.

The improvements and expansion will:

1. *Maximize usable space by reshaping the brick patio area and the plant beds.*
2. *Reuse existing bricks supplementing with new bricks for the expanded brick surface area.*
3. *Improve accessibility to the area for wheelchairs and other mobility aids by relaying a gravel base to level the area, creating a graded ramp from the two emergency exits that lead from the library to the patio, and resetting existing granite at the entrance from the walkway that leads from the front of the library to the patio.*
4. *Apply polymeric sand between the bricks to improve endurance and prevent weed growth.*
5. *Redesign the landscape using a mix of new and existing plants for aesthetics and shade.*
6. *Transplant trees and shrubs that are failing in current locations due to soil and water conditions, and put in plants that are low maintenance and can thrive in the given environment.*

The Library proposes funding the project with a combined use of CPA funds, Friends of the Library money including a donation of \$15,000 from Middlesex Savings Bank, and State Aid reserve savings.

The Community Preservation Committee recommends unanimously (6-0).

The Sargent Memorial Library Board of Trustees recommends unanimously (6-0).

It's been more than ten years since we developed the outside patio area and we've learned about sustainable practices to keep the space well-maintained and useable. Through this project, we seek to implement some of the aspirations and objectives in Boxborough's 2030 Plan. Overall, the Sargent Memorial Library is an outstanding resource for residents of all ages. Events at the library help us enhance a close-knit sense of community for all generations. By improving the outdoor space, we create more accessible and welcoming open space for all ages and build a sense of community through outdoor activities.

The Select Board recommends unanimously (5-0).

The BSB agrees with the Library Trustees and unanimously recommends the Library move forward with revamping and updating the patio for use by town residents which it has not been able to do in recent years. This is being accomplished by a generous donation from Middlesex Saving Bank in the amount of \$15,000, in addition to the \$35,000.

The Finance Committee recommends unanimously (5-0).

Committee fully supports the renovation and expansion of the outdoor space at the library and believes this project falls under the CPA Open Space with funding split between CPA (\$35,000), donation from Middlesex Savings Bank to Friends of the Library (\$15,000) and the remainder from the Library's State Aid Reserve.

Action on Articles 31: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 32 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – FLERRA COMMUNITY GARDEN WATER SUPPLY (#)

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Fifteen Thousand Dollars (\$15,000) for the replacement of the water supply at the Flerra Community Garden as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Summary:

This project will provide reliable on-site water for the use of the gardeners at the Flerra Meadows community garden. Added benefits include the ability to back up the ball field irrigation well and as a monitoring site available to the Water Resources Committee.

The Community Preservation Committee recommends (6-0):

The Agricultural Commission recommends unanimously (5-0).

The Select Board recommends unanimously (5-0).

The Finance Committee recommends (4-0-1).

Finance Committee fully supports the funding of \$15,000 under CPA Open Space designation. The installation will provide a reliable source of water to Flerra gardeners who in the last several years have needed to bring water in from home due to the continued failure of the hand pump installed previously.

Action on Articles 32: Motion carried unanimously as part of Consent Agenda 4.

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Nine Thousand Five Hundred Dollars (\$9,500) for restorations at the North Cemetery as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Summary:

This project will allow the Cemetery Commission to continue the process, begun two years ago, of stabilizing and restoring the monuments and other structures in the cemetery. Age and other factors have brought this far beyond normal perpetual care.

The Community Preservation Committee recommends unanimously (6-0).

The Cemetery Commission recommends unanimously (3-0).

The Select Board recommends unanimously (5-0).

The purpose of this article is to continue the preservation efforts of structures within the cemetery that have significantly degraded, ensuring that the cemetery is maintained in a way that is respectful to all.

The Finance Committee recommends (4-0-1).

Finance Committee fully supports the continued renovation and repair of North Cemetery as a historic town site and supports that this work be covered under CPA Historic funding.

Action on Articles 33: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 34 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATION OF HISTORICAL RECORDS (#)

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars (\$10,000) for preservation of the Town Clerk's Historical Records as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Summary:

One of the obligations of towns within the Commonwealth is the preservation of public records. This is an ongoing process that we have been addressing in order of the age and the condition of the records. The process includes de-acidification, mending and reinforcement of paper as necessary, resewing and rebinding. Before rebinding, each page is photographed and made into a CD.

The Community Preservation Committee recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

Periodically, the Town seeks to ensure the preservation of historic records, as required, under MGL Chapter 66, section 9. The Town previously used CPA funds (FY2016, FY2017 and FY2018) to repair the oldest records. The funds from this article will continue in the effort to replace bindings, covers and individual pages where in some case the writing has become illegible. The initiative continues to ensure that vital information is preserved for future generations.

The Finance Committee recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0). Finance Committee supports the expenditure of \$10,000 to fund additional work to preserve historic public town records under MGL 66:9.

Action on Articles 34: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 35**COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP) (#)**

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve sum of Thirteen Thousand Dollars (\$13,000) and the sum of Twenty-Five Thousand and Fifty Dollars (\$25,050) from the Community Preservation FY21 budgeted reserve for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in Boxborough. It provides greater housing stability and housing opportunities to cost-burdened renters and targets households that have low incomes and assists seniors, disabled adults, and families with minor children. It 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. The BRAP is being used as a model to explore in other local towns including Littleton and Lincoln.

A subsidy of \$250/month is provided by the program and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The financial assistance has allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. Participating landlords have expressed appreciation for the program and a desire to help their tenants.

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. 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. Lauren Abraham, Community Services Coordinator, remains in contact with the households that are being assisted and reports to the BHB as appropriate.

We expect to continue as part of a regional services collaborative effort that will be implemented by Metro West CD. The table below shows the budget for administrative support of the BRAP. Eligibility determination will be performed through Metro West CD, as in previous years. In addition, additional administrative funds are requested to expand the program's outreach. These funds will primarily be used for direct mailings to Boxborough renters, as well as for additional translations. The direct costs of the rental assistance are based upon assisting 12 households at \$250.00 per month for one year. The total program costs are shown below.

Total BRAP Costs

Cost Category	7/1/20 to 6/30/21
Direct Program Cost	\$36,000
Administrative Costs	\$2,050
Total	\$38,050

The total funds requested are \$38,050. Of this amount, \$2,050, or 5.4%, represents administrative costs.

The Community Preservation Committee recommends unanimously (6-0).

The Well-Being Committee recommends.

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

The Boxborough Rental Assistance Program (BRAP) was able to assist households during FY20 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intends on continuing this level of support during FY21 and their request of \$38,050 will allow this to proceed. In addition, 94.6% of these funds (\$36,000) are expended on the actual rental assistance, with only 5.4% being spent on administrative costs (\$2,050). Funding will come from housing reserve and FY21 revenues.

Action on Articles 35: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 36 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – REGIONAL HOUSING SERVICES (#)

(Majority vote required)

As part of Consent Agenda 4, Dennis Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Twelve Thousand Dollars (\$12,000) said sum to be transferred to the Affordable Housing Trust for Regional Housing Services, all as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Summary:

*Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. This past year it was named the **Assabet Regional Housing Consortium**. The Town of Hudson serves as the lead entity in the consortium, which is defined by an Intermunicipal Agreement between Boxborough, Bolton, Devens, Harvard, Hudson, Littleton, and Stow. The services are provided by Metro West Collaborative Development, Inc. (Metro West CD) of Watertown, MA.*

The consortium helps Boxborough monitor affordable units, generate new affordable units, assess affordable ownership units, and resolve compliance violations. The services include assistance with refinancing, resales, and assessments and also include special projects that are needed by specific towns. The services provided by Metro West CD reduce the time that Town staff spends on routine matters.

CPA funding for RHS flows from the CPA to the Boxborough Affordable Housing Trust (BAHT), which disperses funds to the regional consortium. Funds so deposited into the BAHT carry over from fiscal year to fiscal year, so that any unused RHS funds can be used in subsequent years. Because sufficient RHS funds had accumulated in the BAHT, no additional funds were requested in the 2018 and 2019 ATMs. However, several resales occurred last year, necessitating the request this year.

For Fiscal Year 2021, we request a funding amount of \$12,000. This amount is approximately equal to the RHS expenditures of the past year. The RHS cost is fundamentally unpredictable; it only takes several resales for it to skyrocket. It is our intention to ask for RHS funding each year that will reset RHS funding to \$12,000.

The Community Preservation Committee recommends unanimously (6-0).

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Finance Committee supports the expenditure of CPA funds as this multi-town service manages the monitoring and sale of affordable housing to qualified buyers.

Action on Articles 36: Motion carried unanimously as part of Consent Agenda 4.

ARTICLE 37 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – HAGER LAND CONNECTION

(Majority vote required)

Mr. Reip moved that the Town appropriate from the Community Preservation FY21 budgeted reserve, the sum of Fifty-Four Thousand Dollars (\$54,000) for the recreational purpose of connecting the Hager Land Trails via a bridge to the Blanchard property as recommended by the Community Preservation Committee, including all costs incidental and related thereto.

Mr. Kerin made the presentation in favor of the motion. He is a land steward and member of the Boxborough Conservation Trust.

Summary:

This article requests partial funding for a new bridge connecting the Blanchard Memorial Elementary School to the trails on the Hager Land.

There has been a bridge at this location for 40 years. It has been repaired or replaced numerous times since it was first installed as an Eagle Scout project. Unfortunately, because of the beaver population in the adjacent wetland, the water levels frequently rise over the existing bridge. These conditions lead to rot, uneven surfaces covered in slippery algae, and portions of the bridge that are underwater for the majority of the year.

The location of the bridge allows for immediate access to the pond for student projects, bird watchers, and nature lovers. It also provides a direct connection to the trail system on the adjacent Hager Land which links Depot Road, Emanuel Drive and Joseph Road neighborhoods to the school. The bridge is also used as a second egress point in the event of an emergency requiring the evacuation of the school. The current bridge is too dilapidated to be used for these purposes.

The replacement bridge will be ADA compliant and will be made of high-strength fiber reinforced polymer (FRP) components, with an expected life of 50 years. The bridge is designed to ensure that it is above the high-water mark at all times of the year. The plan is to construct a completely accessible loop trail from the Garabedian Bridge through the school yard across the new bridge and back toward the library.

It would also provide a safe egress point in an emergency for the children and staff of Blanchard School. It allows safe recreational use of the Hager Land and meets Strategy 1.1.3 from the Master Plan.

62% of funding from grants and other sources.

The Community Preservation Committee recommends unanimously (6-0).

The Select Board recommends unanimously (5-0).

For the reasons stated above the select board unanimously supports this article. The new bridge will provide a long-lasting solution which will provide students, residents and visitors reliable access to trails and wildlife that are currently unavailable. And this article is consistent with the Boxborough 2030's Goal 4.1 to Ensure conservation and recreation attractions are well maintained, safe and easy to access.

The Finance Committee does not recommend (1-3-1).

Majority Opinion

The majority of the Finance Committee does not support this article. Although we agree a bridge renovation is necessary, our reservations are based on the late submission of a related article last year that we supported which has become larger in scope and budget and we feel there is risk for cost overruns and unplanned additional expenses if this project were to be approved.

Minority Opinion

The reasoning for cost escalations seemed fair and with the bridge the entire stretch can be used for walks in summer and fall.

Community Preservation Committee recommends unanimously.

Becky Neville, Middle Rd., asked about Blanchard staff and administration why isn't there a School Committee recommendation. Liz Markiewicz, Hager Bridge Committee, said that that was an oversight and that Blanchard administration and staff were in favor.

Donna Omer, 109 Cortland Lane. Can private donations come up with the funds? Mr. Reip said there's a variety of sources of funding. What about corporate sponsorships?

Owen Neville, Middle Road, said that he took a walk from the old bridge and then the Garabedian bridge. Why not just use the Garabedian bridge? Why is this necessary?

Mr. Kerin said that leading walks from the school the Garabedian bridge doesn't get you to the woodlands and pond. What about parking? Parking in the back of the school next to bridge provides easy access.

Mr. Markiewicz spoke in favor of the motion. He works at the school and talked about the emergency drills. He said that the bridge would make egress safer.

Gary Kushner spoke about the changes in prices and asked for a guarantee that the bridge would not go over budget. Ms. Markiewicz expressed confidence in the estimate.

Rich Guzzardi, Reed Farm Rd., said that what the UMass study found is interconnectedness and accessibility is very desirable and could be leveraged to make Boxborough more attractive. He was in favor of the motion.

Ms. Neville asked about the contributions from the region. There is none.

Cheryl Mahoney asked can we use the bridge during the school hours? Not clear-gate has always been open in the past. Cheryl asked the Police Chief to weigh in. Chief Ryder said that the Garabedian Bridge is a choke point, the new bridge would solve the problem.

Olivia Jones, Leonard Rd., spoke as a Blanchard parent. She spoke in favor of acting on behalf of our children and their ability to learn together.

Action on Article 37: Motion carried by majority vote.

ARTICLE 38**COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) –
CONSERVATION TRUST FUND**

(Majority vote required)

Mr. Reip moved that the Town appropriate from the Community Preservation Fund Open Space Reserve, the sum of Ten Thousand Dollars (\$10,000), and to transfer said sums to the Conservation Trust fund for Community Preservation purposes as recommended by the Community Preservation Committee.

Mr. Reip, as Conservation Chair, made the presentation in favor of the motion. He spoke of the partnership between the town and the BCTrust to preserve 50 acres of land over the past 4 years. Having money readily available in the trust allows the Conservation Commission to move quickly in the event of an opportunity to acquire a parcel.

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 9 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 3 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 (6-0).

The Conservation Commission recommends unanimously (6-0).

The Select Board recommends (3-2).

Majority Opinion

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.

Minority Opinion

The minority believes the purpose of this fund is for the Conservation Commission to cover expenses for the Town's Conservation Land. For a number of years this was funded at \$5,000 a year, 3 years ago it was raised to \$10,000. The balance in the fund is currently \$30,000, the minority feels the annual contribution should revert back to \$5,000 a year.

The Finance Committee does not recommend (2-3).

Majority Opinion

The majority 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. Three members of the Finance Committee believe that the Town should stay with the original agreement to the funding of \$5,000 per year.

Minority Opinion

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 which matches the requests for the last 3 years. This increase is to replenish and maintain the CTF to a level that is consistent with past years. The current fund is at \$31,575.68.

Mr. Kerin, member of BCTrust, spoke in favor of the motion. A number of large properties in town that would be attractive to acquire. Land prices are constantly going up and it is very advantageous to be able to act quickly when a parcel in chapter comes available.

Action on Article 38: Motion carried by majority vote.

Cindy Markowitz, Planning Board Chair, gave the Report of the Planning Board:

The Planning Board held duly advertised public hearings on the proposed zoning bylaw amendments as printed in the 2020 Annual Town Meeting warrant under Articles 39 to 42 on February 3, 2020 and March 23, 2020 and unanimously voted to recommend Articles 39 to 42. The Planning Board held (a) duly advertised public hearing(s) on the proposed zoning bylaw amendment submitted by petition as printed in the 2020 Annual Town Meeting warrant under Article 43 on February 3, 2020 and further discussed it at the Board's meetings on April 6, 2020 and the Planning Board has learned that that Article has been withdrawn.

Ms. Markowitz moved to approve the Planning Consent Agenda, Warrant Articles 40 and 41, as printed in the 2020 Annual Town Meeting warrant under Articles 40 and 41 inclusive.

PLANNING CONSENT AGENDA 5 (^)

- 39. ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 2100, AND 4000 (TABLE 4003(4))□
- 40. ZONING BYLAW AMENDMENT: AMEND ZONING MAP APPENDIX B□
- 41. ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6003, 6006□

Action on Consent Agenda 5, Articles 40 and 41 inclusive: Motion carried unanimously.

ARTICLE 39**ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 2100, AND 4000 (TABLE 4003(4)) (^)**

(Two-thirds vote required)

Ms. Markowitz moved to amend Boxborough Zoning Bylaw Section 2100 Definitions and Section 4000 Use Regulations, Table 4003(4), by adding the following language in bold italic and deleting the language indicated by strikethroughs, 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 as indicated in the table on the screen at Town Meeting and within the June 22, 2020 Annual Town Meeting Warrant.

2100 Definitions

21XX Specialty Food Shop shall mean a retail establishment such as a café or bakery that prepares and/or sells food items, the majority of which are freshly prepared or baked on-site, and that a portion of those items prepared and/or sold shall be sourced locally from Massachusetts based farms or food provisioners. Food items so prepared and/or sold may be packaged for takeout or such establishment may include seating for on-site consumption. Food items may not be sold directly to persons remaining in their vehicles, and drive-through windows are prohibited.

4000 Use Regulations**4003(4) BUSINESS/INDUSTRIAL****DISTRICTS**

USES	AR	R1	B	B1	OP	TC	IC
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP ¹³
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y ³	N	SP ³
Bank	N	N	Y	Y	Y	Y ⁴	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP
Restaurant	N	N	SP ⁵	SP ⁵	SP	SP ⁵	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y ⁶	SP
Craft shop or art studio	N	N	Y	Y	SP	Y ⁷	SP
Printing shop/Copy Shop/ Word Processing center	N	N	Y ¹²	Y ¹²	Y ¹²	N	Y ¹²
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N ¹⁸	Y ⁸	N ¹⁸
Adult Use	N	N	N	N	N	N	SP

Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y ⁹
Specialty Food Shop containing less than or equal to 3,000 feet of gross floor area	N	N	Y	Y	Y	Y	N
Specialty Food Shop containing more than 3,000 feet of gross floor area	N	N	SP	SP	Y	SP	N
Wholesale operations	N	N	Y ⁹	Y ⁹	SP ⁹	N	Y ⁹
Light Manufacturing	N	SP ¹⁰	Y ^{11,12}	Y ^{11,12}	Y ¹²	N	Y ¹²
Manufacturing	N	N	N	Y ^{11,12}	N	N	Y ¹²
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	N	N	Y	Y	N	N	Y
Landscaping Contractors	N	N	SP	SP	N	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

Summary:

These changes to the zoning bylaw would define “Specialty Food Shop” and add “Specialty Food Shop” to the Business/Industrial Uses table. Through community outreach including the Boxborough 2030 Master Plan and the Economic Development Study conducted by the University of Massachusetts, it was demonstrated that businesses such as a cafe or bakery are sought by Boxborough residents. In order to attract this desired use, the zoning bylaw needs to be amended to allow this type of business. Specialty food shops containing less than or equal to 3,000 feet of gross floor area would be allowed in the Business, Business-1, Office Park, and Town Center Zoning Districts, while Specialty Food Shops containing more than 3,000 feet of gross floor area would be allowed in the Office Park Zoning District, and by special permit in the Business, Business-1, and Town Center Zoning Districts. Specialty food shops of any size would not be allowed in the Agricultural-Residential, Residential-1, or Industrial-Commercial Zoning Districts.

The Planning Board recommends unanimously (4-0).

The Planning Board believes that the addition of Specialty Food Shops to our definitions and use table will encourage the type of retail/eating establishment that many citizens have expressed a desire for, but which our current zoning does not allow. Care has been taken to define such a use to encourage locally-sourced products and to encourage the desired type of facility and location, while avoiding larger “fast food”-type facilities that citizens have indicated they do not wish to encourage in town.

The Finance Committee recommends unanimously (3-0).

The Finance Committee recommends the addition of Café/Bakery/Specialty Food shop definition to the zoning bylaw and use table. It will give landlords of our strip malls another use to hopefully fill vacant store fronts.

The Economic Development Committee recommends unanimously (5-0).

Ms. Markowitz said that this article was a recommendation from the Economic Development Committee.

Donna Omer, 109 Cortland Ln. liked that more options were being added to strip malls. Didn’t like the last line. Don’t take away options. Fast food is convenient and could provide tax benefits.

Ms. Markowitz asked Rich Guzzardi, Economic Development Committee Chair, to speak to the motion. Mr. Guzzardi described the addition of “Specialty Food Shops” as low hanging fruit that had a lot of community support. Cafés, bakeries and fitness centers are what people in town want to see. He said that there was a lot of debate about this. Business Districts 1 and 2 are complicated for fast food and needs more study and community buy-in. Urged Town Meeting to take a small step with this addition. Could come back to look at adding fast food at a later Town Meeting.

Wes Fowlks, Stow Rd., asked about Town Center zone. Is there more than just Stow Rd and Mass Ave? Why are we allowing this by right in Town Center. Isn’t it built out? Ms. Markowitz said there is still developable land in Town Center.

Mr. Neville said most of the work on this was done before the COVID emergency. He moved to amend that the last sentence be stricken: *“Food items may not be sold directly to persons remaining in their vehicles, and drive-through windows are prohibited.”*

Mr. Neville said that when Middlesex Bank moved in they asked for and got a drive-through window. Only way that many of us could access funds in the past few months. It should be possible for food as well.

Ms. Markowitz said that generally fast food and takeaway are not in keeping with the rural character of the town.

Mr. Kerin wanted to make an amendment to the amendment. He wanted to change the amendment to allow for curbside pickup. Mr. Fallon did not allow.

Mr. Guzzardi said he appreciated the amendment. The focus was to start small with a lot of consensus, get that passed, and then look for more. Fast food won’t work in all locations. He asked that Town Meeting not approve the amendment.

Liz Fowlks, Stow Rd., asked if the amendment passed and drive-through were allowed, would the residential project underway be able to add a drive-through? Ms. Markowitz said that the developer would have to come back to the Planning Board.

Mark Barbadoro, Old Harvard Rd. and member of the Planning Board, cautioned about amending zoning bylaw amendments on Town Meeting floor. He pointed out that there could be unanticipated consequences. Let’s not be hasty. Let’s pass something that has lots of support. Fast food and drive-through could really change the character of the Town.

Mr. Markiewicz spoke against the amendment. He asked if Town Counsel had some thoughts. Mr. Fallon recognized Town Counsel, John Giorgio. Mr. Giorgio said that he has long cautioned against amending zoning bylaws on Town Meeting floor. This particular amendment is fairly straightforward. He pointed out that Massachusetts General Law gives the Planning Board a strong role in proposing zoning bylaw amendments.

Lovingsky Jasmin, Swanson Rd., asked if removing the sentence means that drive-through is allowed?

Ms. Markowitz asked for Town Counsel’s opinion. Mr. Giorgio said maybe.

Dana Perry, Liberty Square Rd., said drive-through windows are structural and change how people interact with the business. Curbside pick-up on the other hand should be allowed. He urged that the amendment be defeated.

Dennis Reip moved the question. That motion carried by 2/3, as declared by the Moderator.

Action on the amendment: Motion to amend failed.

Mr. Kushner moved to amend the motion by striking the word “not” from the last line of the motion. He wanted to allow curbside pickup while still prohibiting drive-throughs.

Ms. Markowitz asked how restaurants have been allowed to provide curbside pickup. Governor Baker’s emergency order closed restaurants but allowed outside dining and exempted it from local bylaws. Mr. Giorgio said that if you do not allow this amendment, then you cannot have curbside pickup.

Ms. Markowitz said that the Planning Board does not recommend.

Mr. Barbadoro expressed confusion about Town Counsel’s perspective. Mr. Giorgio explained further. Mr. Barbadoro was not in favor of the amendment.

Mr. Guzzardi spoke against the amendment. He reminded everyone that the original wording was the result of lots of input from many committees and public hearings.

Action on the amendment: Motion failed 22 yes 37 no

Mr. Jasmin, Swanson Rd., moved to amend the last sentence to remove the word “not” and strike the word “prohibited” and add the word “allowed”. Who in the room does not like the convenience of a drive-through? He would like to see it.

Ms. Markowitz said that the Planning Board does not recommend.

Mr. Kushner said that the Finance committee does not recommend.

Mr. Guzzardi encouraged Town Meeting to vote against the amendment. There is wide consensus in town on “Specialty Food Shops”. Fast food is a different animal and needs further consideration.

Ms. Omer stated that this isn’t the platform for making changes right here at Town Meeting. She wants to make her voice heard. She agreed with the amendment. She doesn’t see how this would stop a specialty store.

Mr. Barbadoro said months of work went into the wording of the original motion. He also asked the Moderator whether we are essentially revoting the same changes with these different motions to amend? Mr. Fallon felt this was sufficiently different.

A resident of Burroughs Rd. suggested that we pass the original motion and then work on amendments for fast food at a later date.

Jennifer Campbell, Patch Hill Rd., was not for the amendment but is for drive-throughs. This is not the time. Need to be able to look at the potential impact.

Dana Perry, Liberty Square Rd., is not in favor of the amendment but thinks we should think about allowing curbside pickup.

Becky Neville said that citizen’s petitions are also effective in getting amendments on the warrant.

Jim Howie, Reed Farm Rd., moved the question. Motion to vote now passed by two-thirds, as declared by the Moderator.

Action on the amendment: Motion to amend was defeated.

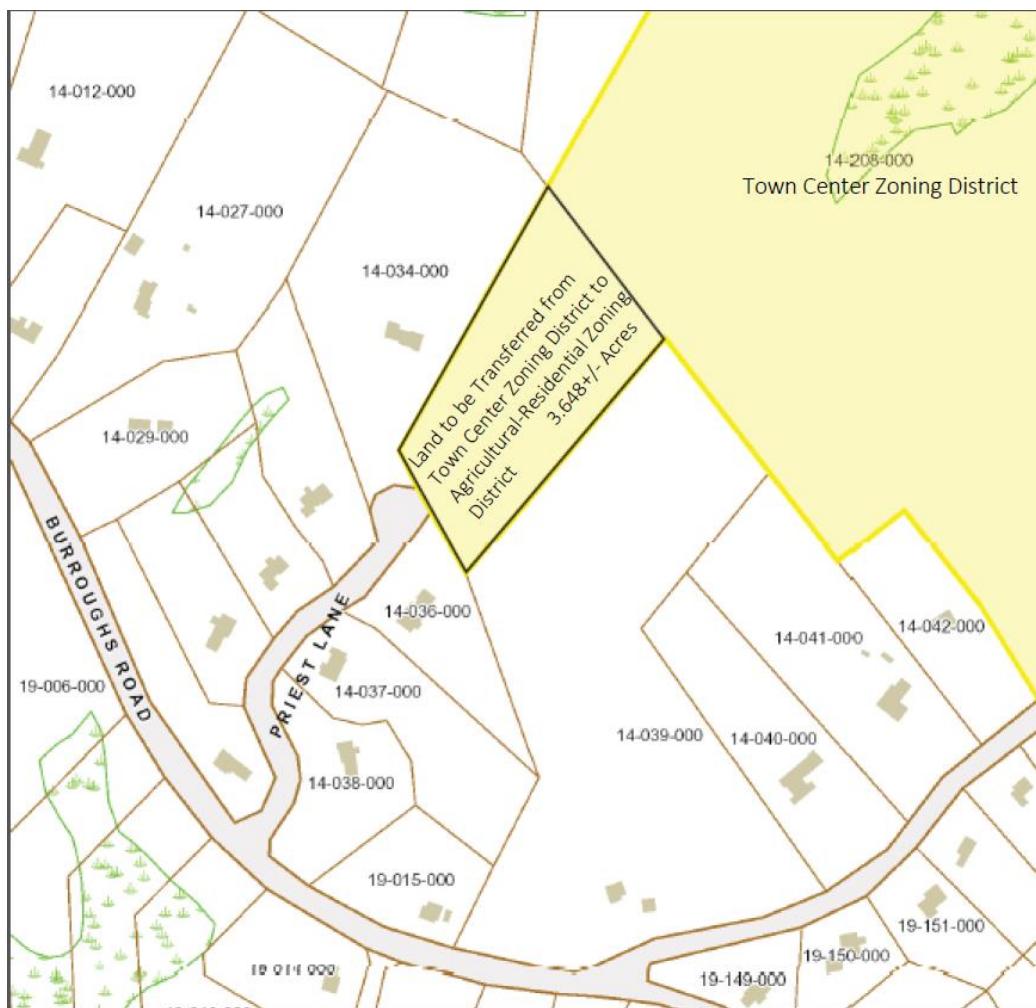
Mr. Barbadoro moved to vote on the original motion.

Action on Article 39: Motion carried by two-thirds vote, as declared by the Moderator.

ARTICLE 40**ZONING BYLAW AMENDMENT: AMEND ZONING MAP APPENDIX B (^)**

(Two-thirds vote required)

As part of Consent Agenda 5, Ms. Markowitz moved to amend the Zoning Map, as such map is provided for in Section 3002 of the Boxborough Zoning Bylaw, to adjust the boundaries of zoning districts in the manner set forth below and displayed in the following images of the Zoning Map, Appendix B.

Summary:

These changes to the zoning bylaw would adjust the zoning for a segment of the property located at (700 Massachusetts Avenue, 014-208-000) from the Town Center Zoning District to the Agricultural-Residential Zoning District. Per the Settlement Agreement dated January 25, 2019 between Boxborough Town Center, LLC and the Town of Boxborough, the parties included Condition 12, as stated below:

"The Town and developers will work to implement a zoning change from the Town Center Zoning District to the Agriculture-Residential Zoning District in the area of the subject property nearest to Priest Lane in order to allow for the construction of two (2) single-family dwellings. If the zoning change is approved by Town Meeting, the developers shall only construct two (2) single-family dwellings in this rezoned area"

The lots will be for two new single-family homes to be accessed via Priest Lane. There will be no connecting road or access between the two new residential lots per Condition 5 of the Settlement Agreement:

"No type of access (emergency or otherwise) would be built to Priest Lane for the 50 units of senior housing"

The Planning Board recommends unanimously (4-0).

The Planning Board recommends a Yes vote in accordance with the condition of the January 25, 2019 Settlement Agreement between Boxborough Town Center, LLC and the Town of Boxborough.

The Finance Committee recommends unanimously (3-0).

The Town Center settlement agreement required this rezoning. It will allow for two additional houses and additional real estate taxes.

The Select Board endorses this article (4-0-1).

Action on Article 40: Motion carried unanimously as part of Consent Agenda 5.

Appendix B

ARTICLE 41**ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6003, 6006 (^)**

(Two-thirds vote required)

As part of Consent Agenda 5, Ms. Markowitz moved to amend Boxborough Zoning Bylaw Section 6003 Common Parking Areas and Section 6006 Off Street Parking Requirements, and by adding the following language in bold italics and deleting the language indicated by strikethroughs, 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 an action relative thereto.

6003 Common Parking Areas

Common parking areas may be permitted for the purpose of serving two or more principal uses on the same or separate lots provided that:

- (1) The combined amount of parking is not less than the sum of the requirement for each use separately, ***except where it can be demonstrated that the parking need for the uses occurs at different times***; and
- (2) That it is evident that such common facility will remain available for the several buildings or uses; and
- (3) That the several buildings or uses are so closely related, such as in a shopping center or an industrial park, that it is unlikely that any one or more principal uses will change in kind or extent so as to substantially increase the parking requirement of the common facility; and
- (4) That where any use does not directly abut a common parking facility, such use shall not be located at a distance greater than six hundred (600) feet away from the common parking facility.
- (5) The number of spaces required ~~to be paved~~ in a common parking facility may be reduced by the Planning Board on site plan review where it is ***reasonably demonstrated that the hours of day of peak parking need of the individual users are sufficiently different such that a lower total will adequately serve the parking needs of the use.*** ~~sufficiently demonstrated by competent evidence that the hours or days of peak parking need of the individual users are so different that a lower total will adequately provide for the parking requirements of all users served by the facility; provided that no reduction shall relieve any or all users from satisfying the parking requirement for their use in the event that the common facility becomes no longer available to them.~~

6006 Parking Schedule

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per 100 square 250 feet of gross floor area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 square feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per 150 250 feet of gross floor area of sales space with a minimum of four spaces per establishment
Craft Shop or Art Studio	One space per 150 250 feet of gross floor area of the sales space

Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises

Summary:

These changes to the zoning bylaw would clarify the common parking area regulations and change the parking schedule to correspond appropriately with the various types of uses. The parking schedule lists various types of uses with minimum off-street parking ratios. The parking schedule changes would revise the minimum off-street parking ratios to help property owners utilize their existing properties, while providing adequate parking for different types of businesses. Through outreach with the business community and research into how comparable municipalities regulate parking, it was clear that the amount of parking required for the several types of businesses was overly conservative. These changes seek to better reflect the amount of parking needed for the various types of uses described in the parking schedule.

The reason for revising the common parking area regulations is to allow common parking facilities when it can be reasonably demonstrated that the parking need for the uses occurs at different times. This change seeks to match the intent of the existing language to allow the possibility of parking for the purpose of serving more than one principal use.

The Planning Board recommends unanimously (4-0).

The Planning Board believes that the modest proposed changes to the Common Parking Area language and Parking Schedule will allow for more efficient utilization of existing parking areas and will allow the Planning Board greater flexibility when reviewing plans for proposed parking during Site Plan Review.

The Finance Committee recommends unanimously (3-0).

Changing the number of parking spaces required based on a reduced square footage will give additional opportunities for landlords to rent store fronts especially in our strip malls.

The Economic Development Committee recommends unanimously (5-0).

Action on Article 41: Motion carried unanimously as part of Consent Agenda 5.

ARTICLE 42 ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6204 AND 6300

(Two-thirds vote required)

Rebecca Verner, Planning Board member, moved to amend Boxborough Zoning Bylaw Section 6204 Lighting and Section 6300 Signs, and by adding the following language in bold italics and deleting the language indicated by strikethroughs 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 in the manner as reflected on the screen at Town Meeting and within the June 22, 2020 Annual Town Meeting Warrant; or to take an action relative thereto.

Ms. Verner made the presentation on behalf of the motion. The lighting section of our bylaw is very outdated. The proposed amendment would address light pollution, improve clarity of the bylaw by adding definitions and tables, and provides regulations for internally lit signs where they are allowed. She played a short video on light pollution. She referenced a letter of support from the Sustainability Committee.

6204 ***Outdoor*** Lighting

Outdoor lighting from any source, including sign illumination, ~~shall be dark sky compliant with a~~ shall be continuous white light installed in such manner or shielded so as to cast no direct beam on a public way, pedestrian way, or on adjacent property or cause a glare or reflection that may constitute a traffic hazard or a nuisance. Uplighting of landscaping, the operation of search lights for advertising purposes, and the use of building floodlighting (except for floodlighting used on public safety buildings) are prohibited.

1. To prevent unnecessary sky glow and other glare, particularly ***but not limited to*** that interfering with astronomical research, all outdoor lighting fixtures shall be shielded from above so that ***as to prevent direct glare from the light source from interfering with the vision of motorists or pedestrians passing in the street or streets abutting the premises and as to prevent direct glare from the light source from lighting neighboring properties, particularly residences, and so that,***
 - a. all illumination is restricted to an area 15 degrees below the horizontal, and
 - b. except for streetlights, direct rays from the light source are confined to the property boundaries.
2. High pressure sodium lamps shall not be used.
3. Customary holiday lighting and lamps of low luminosity and low intensity serving primarily as markers or as low-level illumination for entrances and exits or similar use need not be shielded. Requirements for shielding, filtering and type of light need not be met for emergency lighting required by a public agency in the performance of its duties.
4. Outdoor lighting shall be of substantially minimum intensity needed at the particular time; parking area lighting, in particular, shall be reduced or eliminated outside business hours. Materials, such as blacktop, which reflect a relatively small fraction of incident light, shall be the surface preferred for lighted areas.
5. The mounting height of lighting fixtures shall not exceed 30 feet above the ground plane.
6. ***All artificial lights used to illuminate tennis or paddle tennis courts, swimming and wading pools and other non-residential privately-owned facilities or public recreation areas shall be extinguished by 11:00 p.m.***

6205 Exemption

Any lighting fixture in existence prior to June 8, 1976, shall be exempt from these conditions.

6206 Outdoor Lighting Regulations for Special Permit – Developments and redevelopments requiring a Special Permit or an amendment thereof, shall comply with the standards for outdoor lighting unless otherwise permitted by the Special Permit Granting Authority.

6207 ***Lighting Table and Figures***

TABLE 1.- LIGHTING DEFINITIONS (See Figures 1 through 5)

Term /Abbreviation	Definition
Candela	<i>The base unit of luminous intensity in the International System of Units (SI); that is, luminous power per unit solid angle emitted by a point light source in a particular direction. A common wax candle emits light with a luminous intensity of roughly one candela.</i>
Canopy	<i>An opaque ceiling over installed lighting</i>
Cutoff (CO)	<i>A luminaire light distribution, specified by the IESNA, where the intensity in candela per 1000 lamp lumens does not numerically exceed 25 (2.5%) at a vertical angle of 90 degrees above nadir, and 100 (10%) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the luminaire. A full cutoff (FCO) luminaire is also a cutoff luminaire.</i>
Dark Sky	<i>As defined by the International Dark Sky Association (IDA) shall mean certified outdoor lighting fixtures that minimize glare while reducing light trespass and skyglow. IDA approved fixtures are required to be fully shielded and to minimize the amount of blue light in the nighttime environment.</i>
Direct Light	<i>Light emitted directly from the lamp, from the reflector or reflector diffuser, or through the refractor or diffuser lens of a luminaire.</i>
Foot Candle (FC)	<i>Unit of illuminance; One lumen per square foot.</i>
Full Cutoff (FCO)	<i>A luminaire light distribution, specified by the IESNA, where zero candela intensity occurs at an angle of 90 degrees above nadir, and at all greater angles from nadir. Additionally, the candela per 1000 lamp lumens does not numerically exceed 100 (10%) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the luminaire. An FCO luminaire is fully shielded.</i>
Fully Shielded	<i>Constructed in such a manner that no light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected above a horizontal plane passing through the lowest direct-light-emitting part of the luminaire (Figure 1). Building canopies, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the fully shielded light cut-off characteristic. This shall be achieved by the luminaire itself (Figure 5).</i>
Glare	<i>The sensation of visual discomfort or loss in visual performance and visibility produced by luminance within the visual field that is sufficiently greater than the luminance to which the eyes are adapted.</i>
IDA	<i>International Dark Sky Association</i>
IESNA / IES	<i>Illuminating Engineering Society of North America. A professional association of lighting engineers and lighting manufacturers generally recognized as the definitive source for illumination recommendations in the United States. An IES photometric file is defined by IESNA standards.</i>
Indirect Light	<i>Direct light that has been reflected off the surface of any permanently constructed object other than the source luminaire.</i>
Illuminance	<i>The luminous flux incident per unit area, expressed in foot candle (one lumen per square foot). Horizontal or vertical illuminance is that measured with a photometer cell mounted horizontally or vertically.</i>
Lamp	<i>The light source component of a luminaire that produces the actual light.</i>
Light-Emitting Diode (LED)	<i>Any luminaire composed on an array of LEDs, typically a bank of 30, 60 or 90, used as a light source.</i>

Light Trespass	<i>Direct or indirect light produced by an artificial light source and which shines outside the boundaries of the lot containing the luminaire.</i>
Luminaire	<i>A complete outdoor lighting unit or fixture including a lamp or lamps, together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply, but not including a pole on which the luminaire may be mounted.</i>
Luminous Flux	<i>Energy per unit time that is radiated from a source over visible wavelengths. More specifically, it is energy radiated over wavelengths sensitive to the human eye, from about 330 nanometers to 780 nanometers. Luminous flux is a weighted average of the Radiant Flux in the visible spectrum. Luminous flux or luminous power is the measure of the perceived power of light. It differs from radiant flux, the measure of the total power of electromagnetic radiation, in that luminous flux is adjusted to reflect the varying sensitivity of the human eye to different wavelengths of light.</i>
Nadir	<i>The point directly vertically below the luminaire.</i>
Outdoor Lighting	<i>The night-time illumination of an outside area or object by a luminaire located outdoors. Luminaires under a canopy are considered outdoor lights and are regulated by this Bylaw.</i>
Outdoor Sales Area	<i>A static display of goods for sale at night, such as automobile sales lots, landscaping and nursery businesses, outdoor construction materials sales lots, and outdoor activity areas such as miniature golf, family fun centers, and permanent swap meets. An outdoor sales area location is not covered by canopies or other structures.</i>
Radiant Flux	<i>The measure of the total power of electromagnetic radiation.</i>
Shielded	<i>Luminaire employing a shield to prevent glare. The luminaire shall have a generally downward distribution of light and must have a top shield to minimize upward light.</i>
Street Lights	<i>Luminaires installed within a street and intended primarily for the illumination of the street.</i>
Up-lighting	<i>Direct light illumination distributed above a 90-degree horizontal plane through the lowest direct light emitting part of the luminaire.</i>

FIGURES

FIGURE 1A

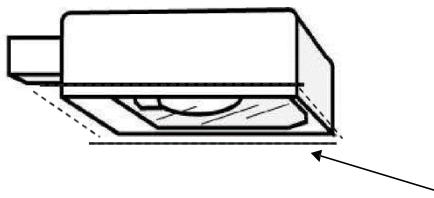


Figure 1A. Fully Shielded. No light emitted above a horizontal plane through the lowest direct-light-emitting part of luminaire.

FIGURE 1B

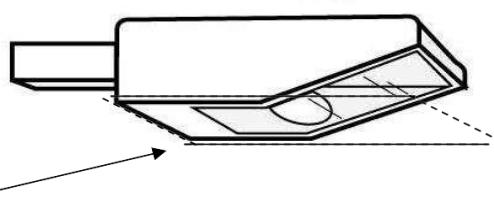
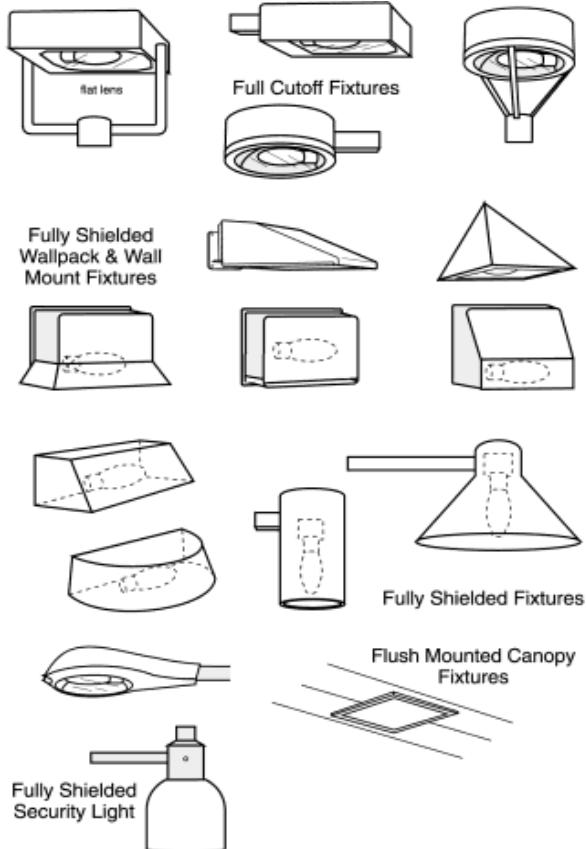


Figure 1B. Not Fully Shielded. Light is emitted above a horizontal plane through the lowest direct-light-emitting part of luminaire.

Examples of FULLY SHIELDED LUMINAIRES



Examples of LUMINAIRES that are NOT FULLY SHIELDED

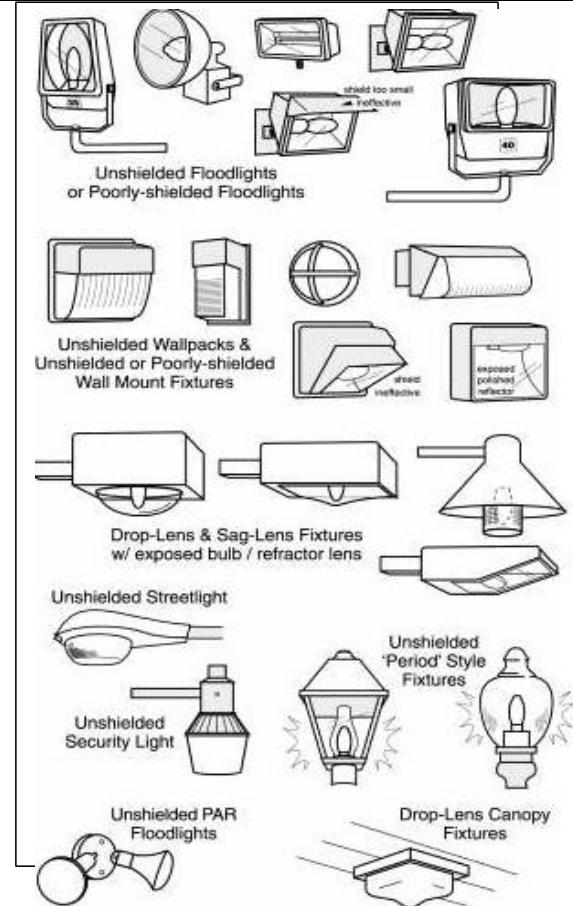


FIGURE 2

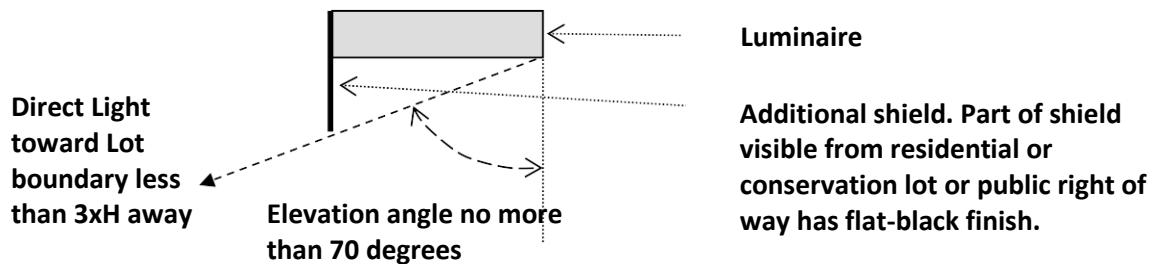


Figure 2. Any outdoor luminaire whose distance from the lot boundary is less than three times its height shall be shielded so that all direct light cast in the direction of residential or conservation lots and public rights-of-way is cut-off at an angle no more than 70 degrees measured from a vertical line directly below the luminaire.

FIGURE 3

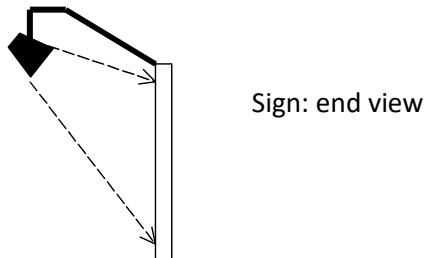


Figure 3: Lighting for externally illuminated signs shall be projected downward from above. The luminaire shall be shielded.

FIGURE 4

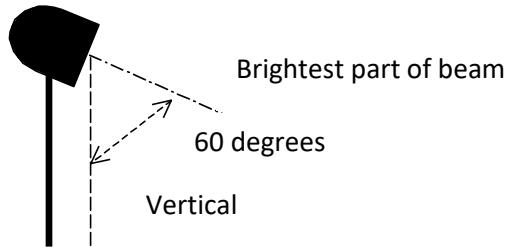


Figure 4: Illumination for outdoor recreational facilities shall be shielded luminaires and shall be mounted at sufficient height and aimed so that the brightest part of the beam is elevated no more than 60 degrees above a point directly vertically below the luminaire

FIGURE 5

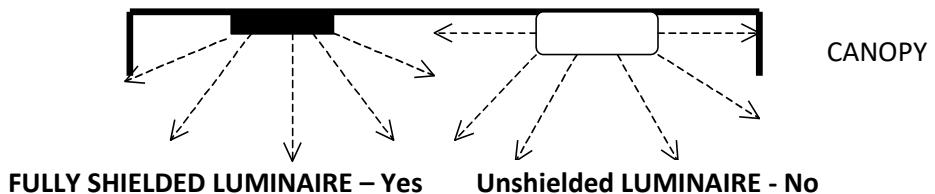


Figure 5: Building canopies, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the light cutoff. The cutoff characteristics shall be achieved by the luminaire itself.

Table 2. Shielding Requirements

Luminaires whose lamp wattage exceeds the values in Column A of this table shall be shielded. Luminaires whose lamp wattage exceeds the values in Column B of this table shall be fully shielded.

Lamp type	A – SHIELDED	B – FULLY SHIELDED
Incandescent, Halogen	60 watts	120 watts
High Pressure Sodium, Metal Halide, Mercury Vapor, other High Intensity Discharge (HID)	35 watts	35 watts
Fluorescent, Low Pressure Sodium	13 watts	20 watts
LED30 (<3000K)	-	70 watts
LED60 (<3000K)	-	135 watts
LED90 (<3000K)	-	205 watts

6300 Signs

6303 General Requirements

Signs shall be consistent with or complement the building's construction materials. The use of materials such as wood or stone is encouraged. Sign lettering should complement the style and period of the building and should be compatible with the architectural style of the buildings. Signs should not obscure important architectural features or details such as transoms, windows, sills, moldings, and cornices. Traditional block and curvilinear styles which are easy to read are preferred. Signs on adjacent storefronts shall be coordinated in height, proportion, and design. Colors shall complement the facade color of the building. Generally signs should not contain more than three (3) colors except when an illustration is used. Fluorescent colors are prohibited.

- (1) All signs shall be maintained by the owner in a clean, safe, and sanitary condition. The Inspector of Buildings may order removal of any signs that are not maintained or erected in accordance with the provisions of this section.
- (2) Any sign which shall have been abandoned for a period of sixty (60) days, or which advertises a product or identifies a business or activity which has not been sold or conducted on the premises for sixty (60) days shall be removed within thirty (30) days of notification to take such action from the Inspector of Buildings.
- (3) Sign Illumination. Any illuminated sign shall employ only white light of constant intensity and shall conform with Section 6200 of this Bylaw. No sign shall be illuminated for more than 30 minutes **before opening or** after the closing of any store or business. Internally lit signs are discouraged in Industrial-Commercial, Business, **Business-1** and Office Park Districts and are prohibited in the Agricultural-Residential, **Residential-1** and the Town Center District.
- (4) **Except as otherwise provided herein, illumination for any sign shall be provided through a stationary external light source, with the light projected downward from above. In no case shall the illumination of a sign cause blinding or otherwise obstruct the safe vision of any traffic participant anywhere. Sign illumination through an external source shall always be white or off-white.**
- (5) **Should an internally lit sign be deemed permissible in the Industrial-Commercial, Business, Business-1 and Office Park Districts, the following types of signs with internal or quasi-internal illumination shall comply with all applicable standards of the previous section as well as the lighting controls below. The**

word "opaque" as used in the following Sub-Sections shall mean that the opaque object shall appear black when the sign is lit at night.

Internal or Quasi-Internal Sign Types:

- a. Opaque individual letter signs or symbols, backlit with a white and concealed light source, thereby creating an effect by which the letters or symbols are silhouetted against a wall illuminated by said light source.*
- b. Signs featuring individual letters or symbols which are cut out from an opaque facing and backlit with a white and concealed light source, thereby creating an effect by which the facing, from which the letters or symbols are cut out, is silhouetted against a wall illuminated by said light source.*
- c. Back-lit awning signs with the light source internal or concealed from public view.*
- d. Individual letter signs with translucent letter faces, internally illuminated with a soft-glow light source; or signs with an opaque sign face with cutout translucent letter surfaces which are internally illuminated with a soft-glow light source.*

For the above-identified sign types, the following controls shall apply:

- e. Such internally lit signage shall not be illuminated longer than 30 minutes before opening of after closing of the store or business.*
- f. The display area of an illuminated sign shall not exceed an average illuminance of 50 foot-candles measured directly on the surface of the sign.*
- g. Where possible, the light fixtures used for sign illumination should be classified as "energy efficient," as defined by the power utility company serving the lot.*

6304 Prohibited Signs

- (1) No sign shall be erected that creates a traffic hazard or obstructs sight lines or distracts from signs regulating traffic.
- (2) No sign shall contain **or be lighted by**, any moving, flashing or animated lights, or visible moving parts excepting portions of signs that may indicate the time of day, or the outdoor temperature for information of the general public.
- (3) Trailer type signs, roof signs, off-premises signs, and billboards are strictly prohibited.
- (4) Any sign not specifically covered in Section 6300.

or take any other action relative thereto.

Summary:

These changes to the zoning bylaw would bring context and clarity by adding lighting definitions, figures, and tables to both support specific references in the Boxborough Zoning Bylaw and Design Review Board Guidelines and correspond with revised outdoor lighting regulations. The outdoor lighting regulations have been revised to address sky glow, glare, and artificial lighting in greater detail in order to minimize unnecessary light pollution. Developments and redevelopments requiring a Special Permit or an amendment thereof would need to comply with the revised outdoor lighting regulations, unless otherwise permitted by the Special Permit Granting Authority. These changes also provide regulations for internally lit signs in the Industrial-Commercial, Business, Business-1, and Office Park Zoning Districts. Internally lit signs are prohibited in the Agricultural-Residential, Residential-1 and Town Center Zoning District.

These proposed revisions apply only to future projects and replacements of existing fixtures. It is not anticipated that enforcement of the proposed bylaw amendments will be greater than what is required currently under the existing bylaw.

The Planning Board recommends unanimously (4-0).

The Planning Board Recommends a Yes vote on these amendments.

Our current lighting zoning bylaw (Section 6204) limits light pollution by prohibiting outdoor lighting from adversely impacting public ways, pedestrian ways, neighboring properties or causing glare or reflection that would constitute a traffic hazard or cause a nuisance. The current bylaw also limits outdoor lighting from adding unnecessary sky glow and glare.

The proposed supplementary language provides additional clarity and examples (figures and definitions) for new developments, expansions or replacements of outdoor lighting fixtures to minimize outdoor light pollution, light trespass, unnecessary sky glow, and other glare in order to preserve and enhance the natural, scenic and aesthetic character and historical environment, and to preserve the night sky as a natural resource to enhance nighttime enjoyment of property. The proposed additions reflect common practice throughout the industry and similar bylaws are in place in our surrounding communities (e.g., Acton, Harvard, Stow, Wellesley)

The proposed supplementary language to Section 6303, General Requirements for Signs, provides additional clarity *only in the event that an internally lit sign is permitted* in the Industrial-Commercial, Business, Business-1 and Office Park zoning districts. The current bylaw identifies that internally lit signs are *discouraged* in these areas, and prohibited in the Agricultural-Residential, Residential-1 and Town Center zoning districts. There is no change proposed to this language. Neighboring communities have similar limitations for internally lit signs and, with the exception of Acton, directly abutting communities prohibit internally lit signs entirely. The proposed language will provide clarity for the Zoning Board of Appeals, which is the reviewing entity for signage, should an internally lit sign be deemed permissible at a particular location.

The Finance Committee does not recommend (0-3).

The changes to the Lighting Bylaw (6204-6207) and the Sign Bylaw (6300) are confusing and will make it more difficult for businesses to comply with our bylaws. To enforce our bylaws would be an unknown expense which the Finance Committee is not comfortable with. Some businesses would be out of compliance for signage if this bylaw change was adopted.

The Economic Development Committee recommends unanimously (5-0).

Discussion:

Michael Toups, Pine Hill Rd., at least through 2005 there was a telescope in Harvard until light pollution forced them to move. Want to preserve our night sky

Jennifer Campbell, Patch Hill Rd., asked about current lighting. Ms. Verner said the amendment would not be retroactive.

Ms. Neville asked about the code enforcement—Ms. Verner said she couldn't speak to that. The purpose is to provide clarity. Ms. Neville had questions on colors allowed for internally lit signs. Thought the amendment would make it harder for businesses.

Mr. Barbadoro said that providing clarity for sign designers and businesses is helpful to businesses. Night sky friendly lighting is important.

Rich Guzzardi said that the EDC did not take this article up—warrant was incorrect. Businesses want things to be clear so to the extent that this clarifies what's needed, that is a positive.

Ms. Markowitz said that we have very few internally lit signs. Not an aesthetic that goes with Boxborough's character.

Mr. Barbadoro moved the question. Motion carried unanimously.

Action on Article 39: Motion carried by two-thirds, as declared by the Moderator.

Mr. Fallon spoke from a prepared statement: Under State law any 10 voters can submit a petition and put an article on a Town Meeting Warrant. This year we have one. However, the lead petitioner has informed me in writing that she does not intend to make a motion under this article and requested that this warrant article be withdrawn. Her intention is to bring it back to a future town meeting. Unless any other voter wants to make a motion under this article, I consider it withdrawn and therefore I will accept a motion from Ms. Neyland to dissolve the June 29, 2020 Town Meeting.

ARTICLE 43 **SUBMITTED BY PETITION: AMEND ZONING BYLAW – LIFE SCIENCES & FOOTNOTE**
(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by adding a definition for Life sciences and to change a footnote in the Use Regulations as follows:

Add to Definitions:

Life Sciences. Advanced and applied sciences that expand the understanding of human physiology and have the potential to lead to medical advances or therapeutic applications including, but not limited to, agricultural biotechnology, biogenetics, bioinformatics, biomedical engineering, biopharmaceuticals, biotechnology, chemical synthesis, chemistry technology, diagnostics, genomics, image analysis, marine biology, marine technology, medical devices, nanotechnology, natural product pharmaceuticals, proteomics, regenerative medicine, RNA interference, stem cell research and veterinary science. (M.G.L., Chapter 130 of the Acts of 2008). Facilities that utilize animal testing of products are not included in this definition.

Under Article IV USE REGULATION – 4003(4) BUSINESS/INDUSTRIAL USES, change footnote 3 on page 18 to read as follows:

3. Provided that hazardous materials are not a primary part of the business ***and provided that use of animals in research, development, testing, or for any other purpose is not any part of the business.***

Summary:

These revisions to the zoning bylaw would prohibit the use of animals in research and testing facilities in order to protect the town's environment and ground water from hazardous chemicals and infectious disease agents.

In order to clarify that the prohibition applies only within the town of Boxborough, the word business in the footnote, will be changed to facility. And, the phrase for any other purpose will be changed to training.

In order to ensure that the revised footnote 3 applies to all zones in which Research & Development activities are allowed, the numeral 3 superscript should be added to the Business (B) and Business-1 (B1) columns in the Research & Development Line of the 4003(4) Business/Industrial Uses table on page 17 of the zoning bylaw.

The proposed revisions to the zoning bylaw would protect Boxborough from those hazards harmful to the air and water which are inherent to life science facilities using animals in research development and testing.

These revisions are consistent with existing zoning bylaws regarding hazardous materials and is specific to these laboratories.

Life Science Businesses that do their animal testing/research elsewhere would be allowed; Life Science Businesses that do no animal testing/research would be allowed; and all other businesses would be allowed.

These facilities pose more problems and expenses than other kinds of businesses which could also bring in tax revenue without additional expenses for the town.

*Boxborough does not have the necessary infrastructure to handle **operations, emergencies and accidental releases of hazardous substances** from these facilities.*

The Planning Board defers its recommendation.

The Planning Board is generally supportive of this article; however, the board would like to see revisions to the language that clarify the intention of the petition and help it to fit smoothly within the framework of the Zoning Bylaw. Additionally, the Planning Board would like to have input from the Fire Department and Board of Health prior making a recommendation. For these reasons, the Planning Board is choosing to defer their recommendation to Annual Town Meeting.

The Finance Committee does not recommend (0-5).

The Finance Committee does not recommend as the article is currently worded. The definitions for Life Science appear nowhere in the use tables and there is no reference to Life Science in the Research and Development definition. Footnote 3 is only applicable to Office Park and Industrial/Commercial zoning, but not Business or Business1. The FinCom met with the citizen who submitted the article. We pointed out the issues and asked that they delay a year and work with the Planning Board to fix the issues.

Action on Article 43: No action taken. Article was withdrawn by petitioner.

At 9:26pm, Owen Neville moved to dissolve the meeting. Motion carried by majority vote.

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 June 29, 2020.

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 & PROCEEDINGS FOR PRESIDENTIAL PRIMARY

SS. Middlesex

To either of the Constables of the City/Town of **BOXBOROUGH**

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at the

**Boxborough Town Hall
29 Middle Road, Boxborough**

on **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE FOR THIS COMMONWEALTH
STATE COMMITTEE MAN MIDDLESEX & WORCESTER DISTRICT
STATE COMMITTEE WOMAN MIDDLESEX & WORCESTER DISTRICT
WARD OR TOWN COMMITTEE TOWN OF BOXBOROUGH

Pursuant to the Selectmen's warrant of February 11, 2020, the presidential primary election was held at Boxborough Town Hall, 29 Middle Road, Boxborough, MA. The warrant, specimen ballots, and cards of instruction were posted, as required by law. The ballot box was examined and found to be empty and in order. The keys were delivered to the constable. The Town Clerk declared the polls open at 7:00AM. The election officials were all duly sworn before beginning their duties. The polls were closed at 8:00PM. The ballot box was emptied of ballots, with write-in ballots given to the counters to hand tally. Twenty UOCAVA ballots that were sent electronically were also hand-tallied. There were 1,841 ballots cast out of 3,831 registered voters. There were 1,589 Democratic ballots cast; 249 Republican ballots cast, 1 Libertarian and 2 Green-Rainbow ballots cast. The results are as follows:

Democratic Primary:

PRESIDENTIAL PREFERENCE	VOTE TOTAL		
Deval Patrick	4	Andrew Yang	5
Amy Klobuchar	19	Pete Buttigieg	41
Elizabeth Warren	412	Marianne Williamson	1
Michael Bennet	0	No Preference	2
Michael R. Bloomberg	168	All Others	1
Tulsi Gabbard	12	Blank	1
Cory Booker	0	STATE COMMITTEE MAN	
Julian Castro	0	James Eldridge	1328
Tom Steyer	4	All Others	6
Bernie Sanders	396	Blank	255
Joseph R. Biden	523		
John K. Delaney	0		

STATE COMMITTEE WOMAN			
Kara Le Treize	1210	Hubert Fortmiller	848
All Others	2	Kenneth Canfield	839
Blank	377	Anne Canfield	884
TOWN COMMITTEE			
Group	783	Susan Bak	872
William Litant	834	Keshava Srivastava	873
Frances Nolde	877	Nancy Settle-Murphy	905
Richard Wagman	801	Abigail Reip	905
Murdo Dowds	810	Sheila Bauer	884
		Andrew Gruskay	884
		Dennis Reip	873
		Elizabeth Markiewicz	1114
		All Others	14

Republican Primary:			
PRESIDENTIAL PREFERENCE		VOTE TOTAL	
William F. Weld	36	Christine Casebolt	163
Joe Walsh	1	F. Michael Hruby	117
Donald J. Trump	201	Joan Rudenko	125
"Rocky" De La Fuente	1	Zhenqian Cui	110
No Preference	7	Charles Dalsass	109
All Others	0	Janaki Subramanyam	103
Blanks	3	Jeanne Kangas	151
		Write-In	3

STATE COMMITTEE MAN	
Brian P. Burke	117
Dean Cavaretta	77
Paul Ferro	31
All Others	0
Blanks	24

STATE COMMITTEE WOMAN	
Christine Casebolt	169
Susan Dunnell	54
All Others	0
Blanks	26

REP. WARD COMMITTEE	
Group	182

Libertarian Primary:

PRESIDENTIAL PREFERENCE	VOTES	STATE COMMITTEE MAN	
Arvin Vohra	0	Don Graham	0
Vermin Supreme	0	All Others	1
Jacob Hornberger	0	Blanks	0
Samuel Robb	0		
Dan Behrman	0		
Kimberly Ruff	0	STATE COMMITTEE WOMAN	
Kenneth Armstrong	0	No Nomination	0
Adam Kokesh	0	All Others	0
Jo Jorgensen	0	Blanks	1
Max Abramson	0		
No Preference	0		
All Others	1		
Blanks	0		

Green-Rainbow Primary:

PRESIDENTIAL PREFERENCE	VOTES	STATE COMMITTEE MAN	
Dario Hunter	0	Daniel Factor	2
SKCM Curry	1	All Others	0
Kent Mesplay	0	Blanks	0
Howard Hawkins	0		
No Preference	1	STATE COMMITTEE WOMAN	
All Others	0	No Nomination	0
Blanks	0	All Others	1
		Blanks	1

**WARRANT AND PROCEEDINGS
NOVEMBER 3, 2020, STATE ELECTION**

SS. MIDDLESEX

To the Constables of the City/Town of **BOXBOROUGH**

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

WARD 0/ PRECINCT 1

BLANCHARD MEMORIAL SCHOOL, 493 MASSACHUSETTS AVE., BOXBOROUGH, MA

on **TUESDAY, THE THIRD DAY OF NOVEMBER, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT.FOR THIS COMMONWEALTH
SENATOR IN CONGRESS FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS. THIRD DISTRICT
COUNCILLOR THIRD DISTRICT
SENATOR IN GENERAL COURT MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT 37TH MIDDLESEX DISTRICT
REGISTER OF PROBATE. MIDDLESEX COUNTY

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems -- systems that collect and wirelessly transmit mechanical data to a remote server -- with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and

prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

A YES VOTE would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

A NO VOTE would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would implement a voting system known as “ranked-choice voting,” in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter’s ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter’s next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates’ support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters’ rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

A YES VOTE would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

A NO VOTE would make no change in the laws governing voting and how votes are counted.

Due to the ongoing COVID -19 Emergency, all poll workers went through COVID-19 protocol checklist before being sworn-in and assuming their duties. The two ballot boxes were examined and found to be in good working order. The polls were set up to ensure a minimum of 6' of social distancing among election workers and voters. Tape was put down at 7' intervals in the event that a line formed. Election workers and voters were required to wear masks. Hand sanitizing stations were located at the two exits. A mask station was set up at the school entrance, in case any voter had forgotten a mask. Extra poll workers were added to act as ushers to ensure that any line would move quickly and to help process all the early voted and mail-in ballots. The check-out table was eliminated per special legislation to minimize the time voters spent in the building. Polls were open from 7:00am-8:00pm. There were 4,083 registered voters. A total of 3,440 ballots were cast, of which 857 were Early voted in-person, 1,918 were mail-in, and 110 were absentee. Results are as follows:

President/Vice Pres.	Votes
Biden and Harris	2,526
Hawkins and Walker	22
Jorgensen and Cohen	63
Trump and Pence	786
Blanks	25
Charlie Baker	5
Other Write-ins	13
Sen. in Congress	
Edward Markey	2,449
Kevin O'Connor	909
Shiva Ayyadurai	26
Blanks	49
Other Write-ins	7
Rep. in Congress	
Lori Trahan	2,669
Blanks	743
Write-ins	28
Councillor	
Marilyn Devaney	2,534
Blanks	888
Write-ins	18
State Senator	
James Eldridge	2,635
Blanks	783
Write-ins	22
State Rep	
Danillo Sena	2,365

Catherine Clark	876
Blanks	196
Write-ins	3
Reg. of Probate	
Tara Decristofaro	2,288
Blanks	1,119
Write-ins	33
Question 1	
yes	2,531
no	778
blank	131
Question 2	
yes	1,843
no	1,456
blank	141

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	Jonathan Greeno
Assessor Support	978-264-1721	Erin Twomey
Board of Health	978-264-1726	
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging Coordinator	978-264-1717	Kimberley Dee
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
Assistant Town Administrator	978-264-1718	Rajon Hudson
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 Jonathan Greeno's email address is jggreeno@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

*General Hours have been identified, but hours for Town Hall have changed due to the COVID-19 pandemic.

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	Zoom
Affordable Housing Trust	As posted	Zoom
Agricultural Commission	2 nd Tuesday, 7:30 p.m.	Zoom
Annual Town Meeting	4 th Monday in June	Boxborough Regency
Annual Town Election	Tuesday after 3 rd Monday in May	Town Hall
Board of Health	Wednesdays as posted, 7:00 p.m.	Zoom
Boxborough Building Committee	As posted	Zoom
Boxborough Emergency Reserve Corps	As posted	Zoom
Boxborough Housing Board	2 nd Thursday as posted	Zoom
Cemetery Commission	As posted	Zoom
Community Preservation Committee	1 st Thursday, 7:30 p.m.	Zoom
Conservation Commission	1 st & 3 rd Wednesday, 7:30 p.m.	Zoom
Council on Aging	As posted	Zoom
Design Review Board	As posted	Zoom
Economic Development Committee	3 rd Thursday, 7:00 p.m.	Zoom
Finance Committee	Mondays as posted, 7:30 p.m.	Zoom
Historical Commission	As posted	Zoom
Library Board of Trustees	As posted	Zoom
Personnel Board	As posted	Zoom
Planning Board	Mondays as posted, 7:30 p.m.	Zoom
Public Celebrations & Ceremonies Comm.	As posted	Zoom
Recreation Commission	2 nd Tuesday, 7:30 p.m.	Zoom
School Committee	1 st Thursday, 7:00 p.m.	Zoom
Select Board	Mondays as posted, 7:00 p.m.	Zoom
Steele Farm Advisory Committee	As posted	Zoom
Sustainability Committee	As posted	Zoom
Veterans Tribute Committee	As posted	Zoom
Water Resources Committee	3 rd Tuesday as posted, 7:30 p.m.	Zoom
Well-Being Committee	As posted	Zoom
Zoning Board of Appeals	1 st & 3 rd Tuesday, 7:15 p.m.	Zoom

*Location for public meetings changed due to COVID-19 pandemic

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: _____

- | | |
|---|---|
| <input type="checkbox"/> Acton-Boxborough Cultural Council | <input type="checkbox"/> Land Stewards |
| <input type="checkbox"/> Affordable Housing Trust | <input type="checkbox"/> Library Board of Trustees* |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> Board of Health* | <input type="checkbox"/> Planning Board* |
| <input type="checkbox"/> Board of Registrars | <input type="checkbox"/> Public Celebrations & Ceremonies Committee |
| <input type="checkbox"/> Boxborough Building Committee | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Boxborough Emergency Reserve Corps | <input type="checkbox"/> School Committee* |
| <input type="checkbox"/> Boxborough Housing Board | <input type="checkbox"/> Select Board* |
| <input type="checkbox"/> Cemetery Commission | <input type="checkbox"/> Steele Farm Advisory Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Veterans Tribute Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Water Resources Committee |
| <input type="checkbox"/> Design Review Board | <input type="checkbox"/> Well-Being Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Committee | |
| <input type="checkbox"/> 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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