



Boxborough Annual Town Report 2021

***DEDICATED TO
THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS
AND EMPLOYEES,
WHOSE DILIGENT EFFORTS
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***

Town of Boxborough Annual Report

for the Year Ending December 31, 2021

**Annual Town Meeting
Saturday, June 12, 2021
Boxborough Regency Hotel & Conference Center
9:00 a.m. Indoor/Outdoor**

**Town Election
Tuesday, May 18, 2021
Town Hall
7:00 a.m. – 8:00 p.m.**

Thank you

to all who contributed to

the Town of Boxborough's

2021 Annual Report,

with special thanks to

Rebecca Harris, Temporary Town Clerk

Cheryl Mahoney, Department Assistant,

Rajon Hudson, Assistant Town Administrator,

Jennifer Campbell, Select Board

for compiling, formatting,

and editing the submissions

IN MEMORIAM

SHIRLEY WARREN

(1924-2021)

RECORDS AND DOCUMENTS COMMITTEE: 1975-1977

PUBLIC CELEBRATIONS COMMITTEE: 1976-1979

LIBRARY BUILDING COMMITTEE: 2002-2003

HISTORICAL COMMISSION: 1975-1977, 1988-2018

CARL ROBINSON

(1950-2021)

FIRE DEPARTMENT AND PUBLIC SAFETY: 1976-1991

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,220
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	3,884 (as of May 2021)
TAX RATE:	\$17.42 (FY22) \$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

Joseph R. Biden, Jr. (2021-2025)
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
Tel: 202-456-1414
Fax: 202-456-2461

UNITED STATES SENATORS

Elizabeth Warren
www.warren.senate.gov
2400 JFK Building
15 New Sudbury Street
Boston, MA 02203
Tel: 617-565-3170

309 Hart Senate Office
Washington, D.C. 20510
Tel: 202-224-4543

Edward J. Markey
www.markey.senate.gov

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

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

REPRESENTATIVES IN CONGRESS

Lori Trahan

www.trahan.house.gov

Office is physically closed and in-person office hours are suspended, but staff are teleworking full time and can be reached via phone at 978-459-0101 or by email at Rep.LoriTrahan@mail.house.gov

Lawrence Office

15 Union St., 4th fl., Lawrence, MA 01840
Tel: 978-258-1138
Tuesdays & Thursdays, 8:00am-Noon

Washington Office

Washington, DC 20515
Tel: 202-225-3411

OFFICIALS OF THE COMMONWEALTH

Governor

Lt. Governor

Secretary

Treasurer

Charlie Baker
Karyn Polito
William Francis Galvin
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

Auditor	Suzanne M. Bump	Mass.gov/orgs/office-of-the-state-auditor
Attorney General	Maura Healey	Mass.gov/orgs/office-of-attorney-general-maura-healey
Senator, Middlesex & Worcester District	James B. Eldridge State House, Room 320 Boston, MA 02133	James.Eldridge@masenate.gov Tel: 617-722-1120 Fax: 617-722-1089
Representative in General Court, 37th Middlesex	Danillo Sena 24 Beacon Street, Room 39 Boston, MA 02133	Danillo.Sena@mahouse.gov Tel: 617-722-2014

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2022)

Town Clerk

Elizabeth Markiewicz (2021)***

Rebecca Harris, *Temporary* (2022)**

Select Board

Wesley Fowlks, Chair (2022)

John Markiewicz, Chair^{*2021} (2023)

Leslie Fox, Clerk (2023)

Jennifer Campbell (2024)

Diana Lipari (2024)

Maria Neyland (2021)

Robert Stemple (2021)

Commissioner of Trust Funds

Select Board

Constables

Kevin Mahoney (2022)

Owen Neville (2021)

Library Board of Trustees

Mary Brolin, Chair (2024)

Jennifer Campbell (2021)

Janet Glidden (2022)

Robert McNeece (2022)

Sunitha Paravasthu (2024)

Nancy Settle-Murphy (2023)

Molly Wong (2023)

Board of Health

Marie Cannon, Chair (2023)

Pamela Follet (2021)

Lori Lotterman (2024)

Bryan Lynch (2022)

Jim Garreffo, *Nashoba Associated Boards of Health*

Planning Board

Mark Barbadoro, Chair (2023)

Cindy Markowitz, Clerk (2023)

Robin Lazarow (2022)

Rebecca Verner (2024)

Mark White (2022)

Joe Ferguson, *Associate Member* (2022)*

AB Regional School Committee (Boxborough Members)

Adam Klein, Chair (2023)

Nora Shine, Vice Chair (2022)

Evelyn Abayaah-Issah (2023)

Tessa McKinley (2023)

*resigned

**appointed to fill vacancy

***retired

****passed

APPOINTMENTS MADE BY SELECT BOARD

Town Administrator /

Chief Procurement Officer

Ryan Ferrara (2021)

Carter Terenzini, *Interim* (2022)

Edward Cataldo (2022)**

Frank Ramsbottom, *Alternate* (2022)**

Craig Martin, *Call Inspector* (2021)***

Daniel Britko, *Local Inspector* (2022)

Assistant Town Administrator

Rajon Hudson (2022)

Council on Aging Coordinator

Kimberley Dee (2022)

Accountant

Jennifer Barrett (2021)*

Andrea Terkelsen, *Interim* (2021)**

Megha Patel (2022)**

Community Services Coordinator

Rose Gage (2022)

Director of Public Works, Tree Warden & Moth Superintendent

Edward Kukkula (2022)

Assessor

Jonathan Greeno (2021)*

Lynda McQuade (2024)**

Town Planner

Simon Corson (2022)

Building Inspector / Commissioner

Code Administration Officer

Bentley Herget (2021)

Treasurer/Collector

Nick Federico (2021)*

Sara Hunter, *Interim* (2021)**

FIRE DEPARTMENT

Fire Chief, Fire Warden, Emergency Management

Director, Right to Know Coordinator,

Roy Custance Scholarship Administrator

Paul Fillebrown, Jr. (2022)

Firefighters/EMTs Per-Diem (2022)

Call Firefighters (2022)

Robert Barrett

Juan Barrios

Cameron Breault**

Zachary Broderick**

Lindsay Byrne**

Michael Byrne

Justin Chaires**

Zachary Clements

Edmond Daigneault

James Devogel

Jake Driscoll**

David Dutton

Christopher Fischer

David Hillman

Raymond Hobin

Brendan Hurley

Ronald Hyatt

Derek Jordan

Benjamin Kendrick**

Sean Parlon

Officers Full-Time (2022)

Shawn Gray, Captain

Jonathan Williams, Lieutenant

Officers Per-Diem (2022)

Jason Malinowski, Captain

Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2022)

Zachary Broderick*

Derek Dirubbo

Courtney Panaro

Sean Parlon**

Stephen Wright

*resigned

**appointed to fill vacancy

***retired

****passed

Lawrence Roche
Joshua Schrader
Tyler Schwabe
Brian Smith
Ronald Sisco
Robert T. Stemple
Mitchell Taylor
Benjamin Wilmot

Patrick E. Mortimer
Michael Fleury

Public Safety Dispatchers (2022)

Appointed by Fire Chief
Angela Alves, Supervisor
Morgan Taylor
Danielle Priest
Susan Kennedy
Fiona Barry
Brenda Santucci
Ashley Cartier

POLICE DEPARTMENT

**Police Chief, Keeper of Lock-up, Dispatch
Center Co-Director, Deputy Emergency
Management Director**
Warren Ryder (2022)
Warren O'Brien, Lieutenant (2022)

Lock-Up Attendants (2022)

Amy Waxman

Animal Control Officer

Phyllis Tower (2022)

Administrative Assistant

Ashley Cartier**

Police Officers (2022)

Warren O'Brien, Lieutenant
Nathan Bowolick, Sergeant
Brett Pelley, Sergeant
Robert Bielecki, Sergeant
Robert Arakelian, Patrol Officer
Maxwell Bressi, Patrol Officer
Philip Gath, Patrol Officer
Jeffrey Landgren, Patrol Officer
Christopher Lowney, Patrol Officer
Tyler McElman, Patrol Officer*
Steven Patriarca, Patrol Officer
Timothy Schaeffer, Patrol Officer
Amanda Flower, Patrol Officer**

Reserve Police Officers (2022)

Robert R. DaCosta
Steven P. Duffy
Philip Kearns

*resigned

**appointed to fill vacancy

***retired

****passed

BOARDS AND COMMITTEES

Acton-Boxborough Cultural Council

Sharon Garde, Chair (2022)
Benjamin Davies (2024)**
Sheila Hanrahan (2021)
Beth Hydak (2024)
Aparna Ramasundar (2024)*
Brijesh Singh (2022)
Hongbing Tang (2023)

Ad Hoc Cable TV License Renewal Advisory Committee (2022)

Jay Bhatia, *At-Large*
Ling Chen, *Finance Committee**
Wesley Fowlks, *BSB Designee*
Ryan Ferrara, *Ex-Officio**
Kirby Dolak, *Ex-Officio*

Agricultural Commission

Owen Neville, Chair (2022)
John Neyland, Vice Chair (2022)
Kathie Becker (2023)
Bryon Clemence (2023)
Sarah Murphy, Clerk (2024)

Board of Registrars

Elizabeth Markiewicz, Chair (2022)***
Rebecca Harris, Chair (2022)**
Nancy C. Brown (2023)
Simon Bunyard (2021)
Christine Casebolt (2024)
Heather Fleming (2024)

Boxborough Affordable Housing Trust

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

Boxborough Building Committee (2023)

Leslie Fox, Chair
Gary Kushner, Vice Chair
Ling Chen*
Becca Edson
Hugh Fortmiller
Larry Grossman, *Sustainability Comm., At-Large***
Diana Lipari**
Bill Litant
Bryan Lynch
R. Allen (Al) Murphy
Owen Neville
Maria Neyland, *Select Board**, *Finance Comm.***
Than Stuntz

Boxborough Housing Board

R. Allen (Al) Murphy, Chair (2023)
F. Channing Wagg, Vice-Chair (2024)
Diane Friedman (2022)
Dolores Fromer (2024)
Jessi Robinson (2023)
Korinne Stevens (2023)
Ron Vogel (2022)

Ex-Officio Members

Leslie Fox, *Select Board Liaison*
David Koonce

Cemetery Commission

William Sutcliffe, Chair (2023)
Jim Moss (2022)
Owen Neville (2024)

Cemetery Superintendent

Linda Collins, Co-Superintendent (2022)
Edward Kukkula, Co-Superintendent (2022)

*resigned

**appointed to fill vacancy

***retired

****passed

Community Preservation Committee

Dennis Reip, Chair (2023), *Conservation Commission*
 Rita Gibes Grossman, Vice-Chair (2024), *BSB Designee*
 Hugh Fortmiller, Clerk (2022), *BSB Designee*
 Hilary Greven (2022), *Recreation Commission*
 Robin Lazarow (2022), *Planning Board*
 Keith Lyons, *Finance Committee**
 John Neyland (2024), *Agricultural Commission*
 Alan Rohwer (2023), *Historical Commission*
 Priya Sundaram (2024), *Finance Committee*
 Ron Vogel (2023), *Housing Board*

Ex-Officio Members

Maria Neyland, *Select Board Liaison (2021)*
 Wesley Fowlks, *Select Board Liaison (2022)*
 Simon Corson, *Town Planner (2022)*

Conservation Commission

Dennis Reip, Chair (2024)
 David Follett (2023)
 Norm Hanover (2022)
 David Koonce (2023)
 Elizabeth Markiewicz (2023)
 Stephen Schmitt (2024)
 Hoff Stuart (2022)

Council on Aging

Bill Litant, Chair (2023)
 Anne Canfield, Vice-Chair (2024)
 Karen Whitcomb, Secretary (2024)
 Sonali Bhatia (2024)
 Barbara Birt (2022)
 Carolyn (Taryn) Light (2022)
 Barbara Wheeler (2022)

Design Review Board

Rebecca Verner, Chair (2024)
 Robert Stemple, Clerk (2021)*
 Robert Childs (2023)*
 Wesley Fowlks (2024)**
 Richard Hilton (2023)**
 Kimberly Musto (2023)
 Brian Picca (2022)

Diversity, Equity & Inclusion Committee (2023)

Lovingsky Jasmin, Chair
 Peishan Bartley
 John Fallon
 Wesley Fowlks
 Song Issah
 Olivia Jones*
 Lakshmi Kaja
 Nora Michnovez
 Amy Osenar
 Mary Sullivan

Election Constables

Rebecca Harris
 Kevin Mahoney
 Christine Marlow
 Elizabeth Nichols
 Alan Rohwer
 Vincent Zito

Election Wardens

Sonali Bhatia
 Rebecca Harris
 Elizabeth Nichols

Economic Development Committee

Rich Guzzardi, Chair (2023)
 Joe Ferguson (2022)
 Kristin Hilberg (2024)
 Nate McKinley (2023)*
 John Neyland (2024)
 Mark White (2022)
 Dawn Willis (2022)

Ex-Officio Members

Simon Corson, *Town Planner*
 Becky Neville, *Finance Comm. Liaison*

Field Driver

Phyllis Tower (2022)

Historical Commission

Alan Rohwer, Chair (2024)
 Chad Childers (2022)
 Kevin Mahoney (2023)
 Brian Picca (2022)

*resigned

**appointed to fill vacancy

***retired

****passed

Inspector of Animals

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

Phyllis Tower (2022)

Inspector of Gas & Plumbing

Steve Bottazzi (2022)

Norman Card, Jr., Alternate (2022)

Richard Flannery, Alternate (2022)

Inspector of Wires

Bill Morehouse (2022)

Joe Gervais, Alternate (2022)

Charles Weeks (2021)***

Personnel Board

Susan Bak, Chair (2023)*

Sheila Bauer, Chair (2023)

Lauren Grady (2024)*

Sherri Hodgson (2024)*

Anne McNeece (2022)*

Nancy Settle-Murphy (2021)*

Maureen Masciola, *Associate* (2022)*

Maria Neyland, *Associate* (2022)

Abby Reip (2024)*

Public Celebrations & Ceremonies Committee

Marissa Picca, Chair (2022)*

Julia Hutton (2021)

Fran Moore (2021)

Sunitha Paravasthu (2022)

Nicole Sheehan (2021)

Recreation Commission

Megan Connor, Chair (2024)

Rick Barrett (2021)

Becca Edson (2022)

Hilary Greven (2024)

Claudine Lesk (2023)

Stacey O'Connell (2023)

Matt Spurling (2024)

Heather Whitney (2022)

Steele Farm Advisory Committee

Jeanne Steele Kangas, Chair (2024)

Edward Whitcomb, Chair (2021)

Melissa MacGillvray (2024)

Sarah Murphy, Clerk (2023)

*resigned

**appointed to fill vacancy

***retired

****passed

John Skinner (2022)

Arden Veley (2024)

Sustainability Committee Francie Nolde, Chair (2022)

Johanna Choo (2023)

Chris Delise (2024)

Richard Garrison (2024)

Larry Grossman (2021)

Suresh Jasrasaria (2023)

Palmer Moore (2022)

Barbara Salzman (2024)

Eric Whitney (2023)

Connor Reardon, LELD (*Ex-officio*)

Town Counsel

K | P Law (2022)

Veterans Services Officer

James MacRae, District Veterans' Services Officer
(2022)

Veterans Tribute Committee (2021)

Kevin Mahoney, Co-Chair Ron Vogel, Co-Chair

Karen Noriega-Baron, Clerk

Rick Barrett

Garrett Green

Paul Scheidemantel

Water Resources Committee

Leslie Fox, Chair (2023), *Select Board*

Mark Barbadoro (2022), *Planning Board*

Bryon Clemence (2024), *At large*

Bryan Lynch (2024), *Board of Health*

John Neyland (2022), *Agricultural Commission*

Stephen Schmitt (2023), *Conservation Commission*

Simon Corson, *Town Planner, Ex-Officio*

Well-Being Committee

Elizabeth Markiewicz, Chair (2022)
 Pam Follett, *Board of Health Designee* (2021)
 Cassie LaRussa (2024)
 R. Allen (Al) Murphy (2022)
 Mary Pavlik (2023)
 Ann Seymour, *Board of Health Designee* (2024)**
 F. 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*
 Paul Fillebrown, Jr., *Fire Chief*
 Cindy Worthington-Berry (*Boxborough UCC*)

Rose Gage, *Community Services Coordinator***
 Diana Lipari, *Select Board*
 Carter Terenzini, *Interim Town Administrator***

Zoning Board of Appeals

Mark White, Chair (2024)
 Mark Barbadoro (2022)
 Stefano Caprara (2022)
 Kristin Hilberg (2023)
 Michael Touns (2023)
 Christian Habersaat, *Alternate* (2021)
 Shawn McCormack, *Alternate* (2023)
 Than Stuntz, *Alternate* (2023)

APPOINTMENTS MADE BY MODERATOR**Finance Committee**

Gary Kushner, Chair*²⁰²¹, Clerk (2024)
 Becky Neville, Chair (2022)
 Sachin Mathur, Vice Chair (2022)
 Ling Chen (2021)*
 Diana Lipari (2023)*
 Keith Lyons (2023)*

Maria Neyland (2023)
 Keshava Srivastava (2023)
 Priya Sundaram (2024)

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

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

Linda Collins, Administrative Assistant
 Scott Doughty, Foreman
 Juan Barrios
 Steve Barter
 Edmond Daigneault
 Francis Flynn
 Alexander Luther
 Christopher Martinez*
 Lawrence Roche
 Alexander Page**
 Travis Woelfe

Council on Aging Van Drivers

Kathy Biron
 Scott Dinsmore*
 Dolan Geneau
 Sandy Verner

*resigned

**appointed to fill vacancy

***retired

****passed

Library Staff

Jennifer Bauder, Senior 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

Town Hall

Wendy Abetz, Dept. Assistant, Community Services
Karen Guzzardi, Dept. Assistant, Treasurer/Collector
and Town Clerk
Cheryl Mahoney, Administrative Assistant, Select
Board, Town Administrator, other
Board/Committees
Mary Nadwairski, Administrative Assistant,
Conservation Commission, Zoning Board of Appeals
and Planning Dept.
Kim Pelser, Dept. Assistant, Building Department,
Board of Health, and Veterans Services
Cindy Regan, Dept. Assistant/CoA Van Dispatch
Erin Twomey, Dept. Assistant, Assessor, Accountant,
and Recreation Commission

*resigned

**appointed to fill vacancy

***retired

****passed

SELECT BOARD

The Select Board is comprised of five elected officials. Duties include signing of bills, appointments of staff and volunteers, preparing for town meeting, and hiring professional staff, as well as being caretakers of the town between Town Meetings.

The Select Board encourages all residents to participate in the local government process. The Select Board typically meets on alternate Monday evenings at 7:00 PM (currently via Zoom). Meetings are posted on the town website (www.boxborough-ma.gov) on the Town Calendar and in Town Hall. You may contact us at selectboard@boxborough-ma.gov.

This year the Select Board focused on reworking our staffing model to ensure that all departments' needs are met in a way that does not have great financial impact on the town. The Select Board also reaffirmed the 2017 Town Government Study Committee recommendation that includes that the Town Administrator is the Chief Operating Officer (COO) of the town.

Town Hall Personnel Changes

Our Personnel are our greatest assets. We especially thank them for their continued dedication and persistence during the pandemic.

In 2021, Town Hall 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.

- **Wendy Abetz, Department Assistant to Community Services Coordinator:** Wendy comes to us from Littleton, MA. She has experience in customer service from Educational Development, Littleton Public Schools, and Educational Solutions before coming to the Town of Boxborough.
- **Edward Cataldo, Building Inspector:** Edward has served as a Building Commissioner in both Leominster and Groton before coming to Boxborough. He has over 20 plus years of experience in building inspections, zoning regulations, and building code enforcement.
- **Rebecca Harris, Temporary Town Clerk:** Becky has lived in Boxborough for eight years and was a conservation biologist and ornithologist in another life. She has been the Director of the Coastal Waterbird Program at Mass Audubon, and hopes that her skills overseeing large, complex projects will translate into a successful Town Clerk career.
- **Lynda McQuaid, Town Assessor:** Lynda came to Boxborough from the Town of Westford, where she worked as the Assistant Town Assessor. She is also a Certified Residential Appraiser in both Massachusetts and New Hampshire.
- **Megha Patel, Town Accountant:** Megha came to Boxborough from the private sector with Community Healthlink and Rand Whitney Packaging.
- **Carter Terenzini, Interim Town Administrator:** Carter has assisted the Select Board with creating an approved, updated Staffing Model. He has assisted us with hiring new staff, keeping the day-to-day operations afloat, and helping us with the search for a permanent TA.

The Select Board thanks each and every volunteer who serves the town. We are a town run by volunteers, and feel grateful to have many diverse voices and contributions. There is a Resident Interest Form on the town's website and at the end of this report that you can fill in if you are interested in participating.

PERSONNEL BOARD

The Personnel Board is made up of 5 non-employee Buxborough residents appointed by the Select Board to maintain and administer the Personnel Plan established in 1980.

The Plan sets forth the policies, benefits and expectations for employees and provides a system of checks and balances to ensure that employees are treated fairly. All changes to the Plan are subject to approval by 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 Buxborough non-union employees in the 75th percentile as compared to other comparable communities.

During 2021, Board members sat on interview committees for the Community Services Coordinator, the Interim Town Clerk, and the Town Accountant positions. The Board also conducted exit interviews and coordinated the working group to review the wage adjustment factor for the FY2023 budget.

Additionally, the Board completed its work on re-formatting job descriptions for all regular, full time and part time positions. Sixteen job descriptions were re-formatted in 2021.

The Board also completed its work on rating Police, Fire and DPW positions listed on the Temporary, Per Diem and Intermittent Schedule for FY2023.

Finally, the Board is grateful to Susan Bak and Anne McNeece for their many years of tireless service, leadership, and dedication to the Personnel Board. In recent years, the Board benefited greatly from the contributions of Abby Reip, Sherri Hodgson, and Maureen Masciola. The Personnel Board expresses gratitude to Rajon Hudson, Assistant Town Administrator, Becky Neville Finance Committee Chair and Maria Neyland Finance Committee member for their on-going support and assistance.

On behalf of the Personnel Board,
Sheila Bauer, 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 2021 fiscal year ended on June 30, 2021. Over the course of the year the Finance Committee approved \$109,385 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.

Throughout FY 2021, 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 FY 2020 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.
- 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.

Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Median single-family house price was \$617,781
- Town Valuation was \$1,207,341,692

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 FY2022. 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 (lmccquade@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 FY2022 is \$17.42 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 2022. This practice is required by the Massachusetts Department of Revenue and ensures fair and equitable assessments.

Respectfully Submitted,
Lynda McQuade, Town Assessor

Class Values

Fiscal Year	Class 1 Residential	Classes 3, 4 & 5 Commercial, Industry, Personal Property	Total
2022	\$17,428,584.32 (79.63%)	\$4,459,060 (20.37%)	100.00%
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
2022	\$17,428,584.32	\$1,324,027.41	\$2,169,459.57	\$965,573.45	\$21,887,645	\$17.42
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

LA-4 Comparison

Use Code	Description	FY2021 Parcel Count	FY2022 Parcel Count	FY2021 Assessed Value	FY2022 Assessed Value	% Change Value
101	Single Family	1,208	1210	\$746,279,700	\$793,227,500	6.3%
102	Condominium	812	818	\$130,915,300	\$131,855,900	0.7%
104	Two Family	12	12	\$6,262,000	\$6,659,600	6.3%
105	Three Family	0	0	\$0	\$0	
109	2 Or More Residences/1 Lot	2	2	\$1,076,600	\$1,189,600	10.5%
111-125	Apartments 4+ Units	6	6	\$44,765,600	\$44,765,600	0.0%
130-132, 106	Vacant Residential Land	132	134	\$7,575,900	\$7,662,200	1.1%
300-393	Commercial	74	74	\$52,512,200	\$53,210,600	1.3%
400-452	Industrial	44	44	\$128,785,100	\$121,499,200	-5.7%
012-043	Mixed Use	18	18	\$14,418,550	\$15,132,650	5.0%

016-018, 601-899	Chapter Land / Mixed Use Chapter Land	70	69	\$811,220	\$801,913	-1.1%
501-508	Personal Property	65	94	\$48,973,272	\$55,429,490	13.2epo%
Total Real & Personal Property Value (Taxable)		2,444	2,482	\$1,207,341,692	\$1,256,466,403	4.1%
900-990	Exempt Real Estate	174	174	\$122,994,300	\$125,208,000	1.8%

TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2021. 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. FY2021 records were audited by Roselli, Clark & Associates.

Respectfully Submitted,
Megha Patel/Town Accountant

STATEMENT OF NET POSITION JUNE 30, 2021

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 6,317,830
Investments	2,147,772
Receivables, net of allowance for uncollectibles:	
Property taxes	246,069
Excise taxes	136,201
Departmental and other	28,098
Intergovernmental	38,417
Tax foreclosures	306,967
Capital assets, not being depreciated	5,373,672
Capital assets, net of depreciation	13,611,075
Total Assets	28,206,101
Deferred Outflows of Resources:	
Related to net pension liability	1,250,970
Related to net other postemployment benefit liabilities	925,529
Total Deferred Outflows of Resources	2,176,499
Liabilities:	
Warrants and accounts payable	287,561
Other liabilities	32,010
Accrued interest expense	54,374
Noncurrent liabilities:	
Due in one year or less	988,699
Due in more than one year	20,455,237
Total Liabilities	21,817,881
Deferred Outflows of Resources:	
Related to net pension liability	704,095
Related to net other postemployment benefit liabilities	268,270
Total Deferred Inflows of Resources	972,365
Net Position:	
Net investment in capital assets	13,624,909
Restricted:	
Nonexpendable permanent funds	132,055
Community Preservation	564,339
Affordable Housing	404,566
Other purposes	1,248,176
Unrestricted	(8,381,691)
Total Net Position	\$ 7,592,354

STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2021

Functions/Programs	Expenses	Charges for Services	Program Revenue:		Net (Expenses) Revenues and Changes in Net Position
			Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Governmental Activities</u>					
General government	\$ 2,535,572	\$ 248,951	\$ 339,275	\$ -	\$ (1,947,346)
Public safety	5,818,275	1,190,178	115,388	-	(4,512,709)
Education	12,401,189	-	30,874	-	(12,370,315)
Public works	2,491,379	168,088	15,287	14,900	(2,293,104)
Health and human services	237,667	40,872	21,514	-	(175,281)
Culture and recreation	861,366	68,063	29,983	54,510	(708,810)
Interest expense	210,543	-	-	-	(210,543)
Total Governmental Activities	24,555,991	1,716,152	552,321	69,410	(22,218,108)
<u>General Revenues:</u>					
Real and personal property taxes					20,768,655
Grants and contributions not restricted to specific programs					271,423
Motor vehicle and other excise					811,620
Penalties and interest on taxes					65,693
Unrestricted investment income					67,903
Total general revenues					21,985,294
Change in Net Position					(232,814)
<u>Net Position:</u>					
Beginning of year					7,825,168
End of year					\$ 7,592,354

GOVERNMENTAL FUNDS BALANCE SHEET - JUNE 30, 2021

	General	Town Capital Projects	Community Preservation	Affordable Housing Unit	Nonmajor Governmental Funds	Total Governmental Funds
Assets:						
Cash and cash equivalents	\$ 4,093,714	\$ 450,556	\$ 564,709	\$ 13,438	\$ 1,195,413	\$ 6,317,830
Investments	1,547,207		-	391,128	209,437	2,147,772
Receivables, net of allowance						
Property taxes	243,812	-	2,257	-	-	246,069
Excise taxes	136,201	-	-	-	-	136,201
Intergovernmental	-	14,900	-	-	23,517	38,417
Department and other	-	-	-	-	28,098	28,098
Tax foreclosures	306,967	-	-	-	-	306,967
Total Assets	6,327,901	465,456	566,966	404,566	1,456,465	9,221,354
Deferred Outflows of Resources	-	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 6,327,901	\$ 465,456	\$ 566,966	\$ 404,566	\$ 1,456,465	\$ 9,221,354
Liabilities:						
Warrants and accounts payable	\$ 255,719	\$ 2,042	\$ 2,627	\$ -	\$ 27,173	\$ 287,561
Other liabilities	32,010	-	-	-	-	32,010
Total Liabilities	287,729	2,042	2,627	-	27,173	319,571
Deferred Inflows of Resources:						
Unavailable revenue - property taxes	243,812	-	2,257	-	-	246,069
Unavailable revenue - excise taxes	136,201	-	-	-	-	136,201
Unavailable revenue - other	306,967	-	-	-	-	306,967
Total Deferred Inflows of Resources	686,980	-	2,257	-	-	689,237
Fund Balances:						
Nonspendable	-	-	-	-	132,055	132,055
Restricted	-	463,414	562,082	404,566	1,297,237	2,727,299
Committed	350,364	-	-	-	-	350,364
Assigned	482,244	-	-	-	-	482,244
Unassigned	4,520,584	-	-	-	-	4,520,584
Total Fund Balances	5,353,192	463,414	562,082	404,566	1,429,292	8,212,546
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 6,327,901	\$ 465,456	\$ 566,966	\$ 404,566	\$ 1,456,465	\$ 9,221,354

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES JUNE 30, 2021

	General	Town Capital Projects	Community Preservation	Affordable Housing Unit	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Real estate and personal property taxes, net	\$ 20,621,146	\$ -	\$ 190,636	\$ -	\$ -	\$ 20,811,782
Intergovernmental	316,234	14,900	54,510	-	484,921	870,565
Motor vehicle and other excises	824,220	-	-	-	-	824,220
License and permits	606,152	-	-	-	-	606,152
Departmental and other revenue	381,987	704	485	-	719,450	1,102,626
Penalties and interest on taxes	65,693	-	-	-	-	65,693
Fines and forfeitures	7,691	-	-	-	-	7,691
Investment income	47,126	-	1,724	12,076	6,977	67,903
Contributions and donations	-	-	-	-	22,589	22,589
Total Revenues	22,870,249	15,604	247,355	12,076	1,233,937	24,379,221
Expenditures:						
Current:						
General government	1,439,521	81,623	-	1,935	416,720	1,939,799
Public safety	3,101,043	222,398	-	-	614,756	3,938,197
Education	12,401,189	-	-	-	-	12,401,189
Public works	1,119,759	247,466	-	-	55,434	1,422,659
Health and human services	124,425	-	-	-	52,457	176,882
Culture and recreation	433,652	18,494	130,963	-	48,482	631,591
Pensions and other fringes	1,919,299	-	-	-	-	1,919,299
State and county tax assessments	85,001	-	-	-	-	85,001
Debt service:						
Principal	735,000	-	-	-	-	735,000
Interest expense	180,039	-	-	-	-	180,039
Total Expenditures	21,538,928	569,981	130,963	1,935	1,187,849	23,429,656
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,331,321	(554,377)	116,392	10,141	46,088	949,565
Other Financing Sources (Uses):						
Proceeds from issuance of debt	-	1,255,000	-	-	-	1,255,000
Bond premiums	-	257,900	-	-	-	257,900
Proceeds from capital lease financing	-	-	-	-	-	-
Transfers in	30,952	542,600	-	12,000	10,000	595,552
Transfers out	(542,600)	-	(22,000)	-	(30,952)	(595,552)
Total Other Financing Sources (Uses)	(511,648)	2,055,500	(22,000)	12,000	(20,952)	1,512,900
Net Change in Fund Balances	819,673	1,501,123	94,392	22,141	25,136	2,462,465
Fund Balances - Beginning of year	4,533,519	(1,037,709)	467,690	382,425	1,404,156	5,750,081
Fund Balances - End of year	\$ 5,353,192	\$ 463,414	\$ 562,082	\$ 404,566	\$ 1,429,292	\$ 8,212,546

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES JUNE 30, 2021**

Net Change in Fund Balances - Total Governmental Fund Balances	\$ 2,462,465
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This amount represents the net amount of depreciation expense in excess of capital outlay. The amounts are represented here as reconciling items:

Capital outlays	451,822
Depreciation expense	<u>(1,407,755)</u>

Net effect of reporting capital assets	(955,933)
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The issuance of long-term debt provides current financial resources to governmental funds, while the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on net position. Also governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas these amounts are amortized in the Statement of Activities. The net amount presented here as a reconciling item represents the following differences:

Issuance of bonds and notes	(1,255,000)
Repayments of bonds and notes	735,000
Unamortized bond premiums	<u>(238,408)</u>

Net effect of reporting long-term debt	(758,408)
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Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. The amount

presented represents the following differences derived from unavailable revenue.	(56,044)
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds and are reported as follows:

Accrued interest expense	(30,504)
Compensated absences	-
Other postemployment benefits	(109,032)
Pension benefits	<u>(785,358)</u>

Net effect of reporting long-term liabilities	<u>(924,894)</u>
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Change in Net Position of Governmental Activities	<u>\$ (232,814)</u>
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TREASURER'S REPORT

REAL ESTATE TAX						
Fiscal Year	Uncollected 7/1/20	Commitments	Exemptions Abatements Tax Title	Collections	Refunds	Outstanding 6/30/21
2021		\$ 19,889,530.35	\$ 303,831.71	\$ 19,609,624.19	\$ 164,954.71	\$ 141,029.16
2020	\$ 242,519.88			\$ 214,222.81	\$ 1,452.46	\$ 29,749.53
2019	\$ 80,636.54			\$ 57,198.80	\$ 37.73	\$ 23,475.47
2018	\$ 27,177.80			\$ 22,902.13		\$ 4,275.67
2017	\$ 8,087.95			\$ 880.46		\$ 7,207.49
2016	\$ 18,716.98			\$ 1,426.36		\$ 17,290.62
2015	\$ 720.67			\$ 713.45		\$ 7.22
Total	\$ 377,859.82	\$ 19,889,530.35	\$ 303,831.71	\$ 19,906,968.20	\$ 166,444.90	\$ 223,035.16
COMMUNITY PERSERVATION ACT						
Fiscal Year	Uncollected 7/1/20	Commitments	Exemptions Abatements Tax Title	Collections	Refunds	Outstanding 6/30/21
2021		\$ 198,895.41	\$ 4,160.17	\$ 195,747.71	\$ 2,288.62	\$ 1,276.15
2020	\$ 2,260.41			\$ 1,964.11		\$ 296.30
2019	\$ 1,028.95			\$ 628.22	\$ 1.10	\$ 401.83
2018	\$ 359.67			\$ 196.82		\$ 162.85
2017	\$ 99.03			\$ 8.78		\$ 90.25
2016	\$ 187.69			\$ 13.69		\$ 174.00
2015	\$ 13.42			\$ 13.42		\$ -
Total	\$ 3,949.17	\$ 198,895.41	\$ 4,160.17	\$ 198,572.75	\$ 2,289.72	\$ 2,401.38
PERSONAL PROPERTY TAX						
Fiscal Year	Uncollected 7/1/20	Commitments	Abatements	Collections	Refunds	Outstanding 6/30/21
2021		\$ 842,541.10		\$ 841,166.89	\$ 42.95	\$ 1,417.16
2020	\$ 47,041.00			\$ 45,875.91		\$ 1,165.09
2019	\$ 24,085.13			\$ 90.31		\$ 23,994.82
2018	\$ 1,385.92			\$ 46.03		\$ 1,339.89
2017	\$ 1,598.99					\$ 1,598.99
2016	\$ 257.04					\$ 257.04
2015	\$ 289.62					\$ 289.62
Total	\$ 74,657.70	\$ 842,541.10	\$ -	\$ 887,179.14	\$ 42.95	\$ 30,062.61

MOTOR VEHICLE TAX						
Fiscal Year	Uncollected 7/1/20	Commitments	Abatements	Collections	Refunds	Outstanding 6/30/21
2021		\$ 674,041.53	\$ 3,280.71	\$ 602,469.17	\$ 444.08	\$ 68,735.73
2020	\$ 83,968.08	\$ 96,895.06	\$ 21,302.93	\$ 145,099.32	\$ 5,145.58	\$ 19,606.47
2019	\$ 31,546.87		\$ 1,815.49	\$ 11,105.02	\$ 526.63	\$ 19,152.99
2018	\$ 14,051.58		\$ 568.75	\$ 2,772.00		\$ 10,710.83
2017	\$ 8,860.58		\$ 71.88	\$ 668.12	\$ 349.34	\$ 8,469.92
2016	\$ 7,217.22			\$ 150.01		\$ 7,067.21
2015	\$ 2,656.52			\$ 198.75		\$ 2,457.77
Total	\$ 148,300.85	\$ 770,936.59	\$ 27,039.76	\$ 762,462.39	\$ 6,465.63	\$ 136,200.92

RECAPITULATION	
Treasurer's Cash Balance 7/1/2020	\$ 5,543,954.76
Treasurer's Trust Fund Balance 7/1/2020	\$ 3,226,600.34
Subtotal	\$ 8,770,555.10
FY 2021 Receipts	\$ 25,854,695.22
FY 2021 Approved Disbursements	\$ 25,031,796.92
Treasurer's Cash Balance 6/30/2021	\$ 9,593,453.40

Current Long - Term Debt	Principal	Interest	Total
FY 2022	\$ 865,000.00	\$ 229,492.39	\$ 1,094,492.39
FY 2023	\$ 790,000.00	\$ 168,856.28	\$ 958,856.28
FY 2024	\$ 740,000.00	\$ 139,081.28	\$ 879,081.28
FY 2025	\$ 580,000.00	\$ 112,831.28	\$ 692,831.28
FY 2026	\$ 460,000.00	\$ 90,731.28	\$ 550,731.28
FY 2027	\$ 375,000.00	\$ 73,481.28	\$ 448,481.28
FY 2028	\$ 370,000.00	\$ 57,681.28	\$ 427,681.28
FY 2029	\$ 325,000.00	\$ 42,131.28	\$ 367,131.28
FY 2030	\$ 290,000.00	\$ 29,837.50	\$ 319,837.50
FY 2031-2036	\$ 680,000.00	\$ 44,143.75	\$ 724,143.75
Total	\$ 5,475,000.00	\$ 988,267.60	\$ 6,463,267.60

Not included is the Boxborough share of the Regional School Bond Debt which is determined annually by proportionate enrollment figures

FY 21 DEBT SERVICE EXPENSE	PRINCIPAL	INTEREST	TOTAL DEBT	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
Department Equipment	\$ 180,000.00	\$ 26,169.00	\$ 206,169.00	22.85	2030
Department Equipment	\$ 160,000.00	\$ 41,838.00	\$ 201,838.00	22.37	2036
Depart Equip/Paving/Building Repairs	\$ 180,000.00	\$ 74,600.00	\$ 254,600.00	28.21	2033
Total of all Debt Expenses	\$ 735,000.00	\$ 167,432.00	\$ 902,432.00	100	

General Fund			
Other Taxes-Motel Hotel Room Occupancy	\$ 50,010.26	Roll Back Taxes 2020	\$ 1,105.29
Other Taxes-Local Meals Option	\$ 18,532.54	Roll Back Taxes 2021	\$ 1,098.93
Cell Tower Rental Fee	\$ 52,429.99	I&E Lien 2021	\$ 8,500.00
Ch71 School Transportation	\$ 5,256.00	Municipal Lien Certificates	\$ 7,400.00
Veterans Benefits	\$ 10,185.00	Demand Fees	\$ 10,062.58
Miscellaneous Revenue	\$ 39,033.33	Collector Misc Rev	\$ 2,368.14
Revenue - Surplus Vehicles	\$ 130.00	MVE Clear Fees	\$ 2,070.00
Transfer From Special Rev	\$ 30,951.81	Town Clerk Fees	\$ 1,350.00
Liquor Licenses	\$ 5,250.00	Town Clerk - Sale of Copies	\$ 3,180.00
Business Licenses	\$ 1,625.00	Dog License	\$ 6,720.25
Assessor - Sale of Copies	\$ 340.00	Extended Polling Hours	\$ 2,243.24
Earnings on Investments	\$ 4,266.32	Dog License Late Fee	\$ 150.00
Treasurer Misc Rev	\$ 2,268.68	Town Clerk Misc Rev	\$ 169.24
Personal Property 2018	\$ 46.03	Planning Board Fees	\$ 4,395.60
Personal Property 2019	\$ 90.31	Board of Appeals Fees	\$ 2,667.50
Personal Property 2020	\$ 45,875.91	Police Outside Detail Admin Fee	\$ 8,555.43
Personal Property 2021	\$ 841,123.94	Police - Misc Fees	\$ 18,885.14
Real Estate - 2015	\$ 713.45	Police - Permits	\$ 2,100.00
Real Estate - 2016	\$ 1,426.36	Police Court Fines	\$ 437.50
Real Estate - 2017	\$ 880.46	Police Misc Fines	\$ 7,103.07
Real Estate 2018	\$ 22,902.13	Ambulance Receipts	\$ 59,100.43
Real Estate 2019	\$ 57,161.07	Fire - Permits	\$ 6,390.00
Real Estate 2020	\$ 212,770.35	Building Dept. - Admin.Use Fees	\$ 10,419.87
Real Estate 2021	\$19,444,669.48	Building - Permits	\$567,618.11
Real Estate Supplemental Tax - 2015	\$ 0.25	DPW - Permits	\$ 560.00
Motor Vehicle Excise - Prior Years	\$ 268.65	DPW Misc Rev	\$ 7,091.06
Motor Vehicle Excise - 2015	\$ 198.75	Transfer Station Fees - Current Year	\$115,283.00
Motor Vehicle Excise - 2016	\$ 150.01	Cemetery Fees	\$ 4,350.00

Motor Vehicle Excise - 2017	\$ 318.78	Board of Health - Permits	\$ 1,425.00
Motor Vehicle Excise 2018	\$ 2,772.00	Rec Com Summer Program	\$ 44,900.00
Motor Vehicle Excise 2019	\$ 10,578.39	State Owned Land	\$ 3,565.00
Motor Vehicle Excise 2020	\$ 139,953.74	Exemptions to VetsBlindSurv	\$ 1,510.00
Motor Vehicle Excise 2021	\$ 602,025.09	Chapter 70	\$ 25,618.00
Interest - Property Taxes	\$ 57,462.57	Unrestricted General Government Aid	\$267,857.00
Interest - Excise Taxes	\$ 8,229.31	Transfer In from GF	\$ 98,400.22
Roll Back Taxes 2017	\$ 2,392.44	Transfer In from GF	\$230,000.00
Roll Back Taxes 2018	\$ 1,222.51		
Roll Back Taxes 2019	\$ 1,221.02		

INSURANCE		REVOLVING 53E1/2	
Police Insurance 111F	\$ 45,571.43	Cons Com - Town ByLaw Fee	\$ 3,579.75
RECEIPTS RESERVED FOR APPROPRIATION		GIS Assessor Maps CAI/tech	\$ 500.00
Ambulance RRA Revenue	\$ 59,100.37	Community Gardens	\$ 330.00
Sale of Cemetery Lots	\$ 5,100.00	Fire Alarm System Maintenance	\$ 6,300.00
PLANNING /ZBA CONSULTING		Gas/Plumbing Inspection	\$ 21,160.99
Planning Dept Other Misc	\$ 1,124.50	Electrical Inspection	\$ 54,103.00
COMMUNITY PRESERVATION		ACO Overtime Littleton	\$ 1,946.25
CPA Interest	\$ 484.26	ACO Overtime Stow	\$ 1,506.06
CPA Revenue 2015	\$ 13.42	ACO Services Littleton	\$ 27,338.56
CPA Revenue 2016	\$ 13.69	ACO Services Stow	\$ 34,431.00
CPA Revenue 2017	\$ 8.78	Kenneling Rev Boxborough	\$ 240.00
CPA Revenue 2018	\$ 196.82	Kenneling Rev Littleton	\$ 1,540.00
CPA Revenue 2019	\$ 627.12	Kenneling Rev Stow	\$ 410.00
CPA Revenue 2020	\$ 1,964.11	COA Class Revenue	\$ 17,718.00
CPA Revenue 2021	\$ 193,459.09	Senior Van Revenue	\$ 21,729.36
CPA State Share	\$ 54,510.00	Library Copier Revenue	\$ 10.00
CPA Earnings on Investments	\$ 1,723.45	Library Fines	\$ 359.23
GIFTS		Recreation TKD	\$ 20,625.00
Civic Life Grant	\$ 5,000.00	Field Permits	\$ 200.00
Sidewalk Fund Interest	\$ 47.86	Farm Revenue	\$ 1,155.00
Planning - Sidewalk Fund	\$ -	REVOLVING OTHER	
Sidewalk Fund Rev	\$ 35,000.00	Cons Com - State WPA Fee	\$ 1,487.50
Littleton Electric Gift Rev	\$ 12,600.00	STATE POLICE GRANTS	
COA Gift	\$ 1,000.00	911 Support	\$ 25,248.12
Veterans Tribute Committee	\$ 275.00	911 Training	\$ 449.00
Collection Development Income	\$ 1,264.01	EMERGENCY MANAGEMENT GRANTS	

Collection Development Interest	\$ 52.92	EMPG	\$ 2,666.07
Whitcomb House Interest	\$ 165.13	STATE FIRE GRANTS	
Steele Farm Fundraising Campaign	\$ 950.00	Fire Safe	\$ 3,794.00
OTHER SPECIAL REVENUE		Senior SAFE	\$ 2,180.00
Fire Public Education	\$ 1,720.00	STATE GRANTS - CULTURE	
CABLE		ABCC Grant	\$ 13,100.00
ATT Comcast License	\$ 350.50	ABCC Grant Interest	\$ 21.43
Verizon License	\$ 341.50	STATE GRANTS - LIBRARY	
ATT Comcast Capital Cable Only	\$ 4,667.00	Technology Capital Fund	\$ 11,669.29
ATT Comcast Operations Salaries	\$ 46,373.20	ALA Small Libraries Grant revenue	\$ 3,000.00
Verizon PEG Access Cable Related	\$ 43,914.61		

STATE GRANTS - COA		TRUST FUNDS EXPENDABLE	
Elder Affairs	\$ 8,544.00	Peter F Whitcomb Trust Interest	\$ 195.96
STATE GRANTS - OTHER		Hammonds Scholarship Trust Interest	\$ 721.38
TNC Surcharge	\$ 345.10	Law Enforcement Trust Donations	\$ 1,400.00
Dept Justice Grant	\$ 3,819.14	Roy F Custance EMT Trust Interest	\$ 41.72
JAG Grant	\$ 22,340.52	Cemetery Perpetual Care Interest	\$ 3,352.21
AFG	\$ 2,857.14	Grace Priest Cemetery Trust Interest	\$ 157.77
CESF Grant FY20	\$ 24,359.00	War Memorial Trust Interest	\$ 44.43
FEDERAL/STATE CARES FUNDS		Reita I Bean Trust Interest	\$ 347.65
CARES Rev	\$ 336,125.00	Siemens Trust Interest	\$ 343.21
Elections Postage	\$ 907.12	Valerios Trust Interest	\$ 36.85
CAPITAL BUILDINGS		Henry H Brooks Trust Interest	\$ 103.01
Bond Proceeds	\$ 40,000.00	A W Wetherbee Trust Interest	\$ 3.70
Bond Proceeds	\$ 164,000.00	Betsey Krusen Library Trust Interest	\$ 343.10
CAPITAL VEHICLES		Grace Priest Library Trust Interest	\$ 157.78
Transfer In from Trusts	\$ 270,000.00	AFFORDABLE HOUSING TRUST	
Bond Proceeds	\$ 46,000.00	BAHT Interest	\$ 12,075.44
Bond Proceeds	\$ 52,900.00	Transfer From CPA	\$ 12,000.00
Bond Proceeds	\$ 290,000.00	CONSERVATION TRUST	
Bond Proceeds	\$ 210,000.00	Conservation Trust Interest	\$ 1,562.61
CAPITAL LAND		Transfer From CPA	\$ 10,000.00
Bond Proceeds	\$ 300,000.00	STABILIZATION	
Bond Proceeds	\$ 300,000.00	Stabilization Interest	\$ 42,859.92
CAPTIAL OTHER		PAYROLL WITHHOLDING	
Transfer In from GF	\$ 272,600.00	Group Health Ins. WH	\$183,853.50
BAN Premium	\$ 703.69	Life Insurance WH	\$ 718.10
Bond Proceeds	\$ 110,000.00	DETAILS	

OPEB		Police Outside Detail	\$218,554.40
OPEB Trust Fund Interest	\$ 195,550.08	Fire Outside Details	\$ 33,852.00
Transfer From GF	\$ 50,000.00	OTHER AGENCY	
TRUST FUNDS			
NONEXPENDABLE		Deputy Collector Fees	\$ 7,878.50
Cemetery Perpetual Care Trust			
- NonExpendable	\$ 5,100.00	Pistol Permit State Portion	\$ 6,300.00

OFFICE OF THE TOWN CLERK VITAL STATISTICS

There were 41 births recorded in the year 2021. There were 16 marriage intentions filed and 18 marriage certificates issued (two of the certificates issued were from intentions filed in 2020). The total number of deaths recorded was 31, and 13 burial permits were issued.

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census as of January 1, 2021, which showed the population of Boxborough to be 5,220. There was one voter registration session held in advance of the Annual Town Meeting and Town Election. As of the town election in May, there were 3,884 registered voters in Boxborough.

The Board of Registrars (BOR) certified 372 signatures on 245 petitions for seven different initiatives filed for the 2022 State Election. One new Registrar, Heather Fleming, was appointed in 2021, along with the appointment to the BOR of the Temporary Town Clerk, Rebecca Harris. We thank Nancy Brown and Christine Casebolt for continuing to serve.

DOG AND KENNEL LICENSES

There were 654 dog licenses and 6 kennel licenses issued in 2021.

EXECUTIVE SUMMARY

In June 2021, after 15 years of service, Elizabeth Markiewicz retired as Boxborough Town Clerk, with one year remaining on her three-year term. I was appointed as Temporary Town Clerk to fill out her term until the May 2022 election.

The duties of a Town Clerk are many and varied, and it has been an adventure learning the ropes. I have been fortunate to have the guiding hand of Liz and the wonderful resource that is the Massachusetts Town Clerks' Association to help me along.

One of the most important aspects of the Town Clerk's office in recent years is to serve as the Chief Records Access Officer. In 2021 there were 47 logged records requests that came through the Town Clerk's office, with hundreds of others submitted to RAOs in the Police and Fire Departments, as well as DPW, Planning, and Building Departments. It quickly became clear that we needed a consistent policy for handling Public Records Requests, which led to the adoption of new Public Records Request Guidelines by the Select Board in December, 2021 (available on the website).

All appointed board and commission members received Open Meeting Law guidelines, as required by the state every three years and for all new appointments. A total of five Open Meeting Law violations were submitted to the Attorney General's Office for review; all were closed without further action. All members and town employees also received Conflict of Interest guidelines (every two years, and for all new volunteers and employees) and were encouraged to submit ethics certificates to demonstrate that they

participated in ethics training as required by the state. All those holding elected offices were also reminded to submit campaign finance reports, pre and post- elections and at the end of the calendar year.

As the Zoning Bylaw recodification was underway, the suggestion was made by our Town Planner to reorder the General Bylaws as well. The General Bylaw reordering was completed by the end of the year, and includes a table of contents and bylaws are organized by category of board or department that oversees them.

Respectfully submitted,
Rebecca Harris, Temporary Town Clerk

CONSTABLES

Constable Kevin Mahoney worked the Town Election in May. The Constables also posted the Annual Town Meeting Warrant and notification of two Zoning Bylaw Amendments after approvals by the Attorney General's Office.

Respectfully submitted,
Owen 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 three CPA appropriations for 2021 Annual Town Meeting consideration.

- Two were in the category of Open Space and Recreation for funding the Liberty Field Capital Improvements and the Conservation Trust Fund.
- One was in the category of Community Housing for funding the Boxborough Rental Assistance Program (BRAP).
- None were in the category of Historic Resources.

All three recommendations passed as Warrant Articles at Town Meeting.

We wish to thank the Town's various employees and volunteers that contribute to accomplishing our mission.

CPC Projects Funded by Year

Project	ATM Year	Category	Amount	Status
Steele Farm Barn Exterior Restoration	2015	Historic Resources	\$90,000	Complete
Preservation and Restoration of Historic Town Hall Exterior Front Steps	2015	Historic Resources	\$10,000	Complete
Conservation of Historic Town Records	2015	Historic Resources	\$12,000	Complete
Site Plan for Basketball and Tennis Courts at Liberty Fields	2016	Open Space and Recreation	\$5,500	Complete
Regional Housing Monitoring Services (Year 3 – Calendar Year 2016)	2016	Community Housing	\$5,465	Complete
Regional Housing Monitoring Services (Year 4 – Calendar Year 2017)	2016	Community Housing	\$6,000	Complete
Boxborough Rental Voucher Program	2016	Community Housing	\$26,280	Complete
Conservation of Historic Town Records	2016	Historic Resources	\$11,000	Complete
Rehabilitation of Grange Meeting Room	2016	Historic Resources	\$106,775	Complete
Rehabilitation of Historic Town Hall Exterior Front Steps	2016	Historic Resources	\$35,000	Complete
Conservation Trust Fund	2017	Open Space and Recreation	\$5,000	Complete
Regional Housing Monitoring Services (Year 4 – Fiscal Year 2018)	2017	Community Housing	\$3,025	Complete
Boxborough Rental Assistance Program	2017	Community Housing	\$37,650	Complete
Conservation of Historic Town Records	2017	Historic Resources	\$10,000	Complete

North Cemetery Restoration	2017	Historic Resources	\$9,025	Complete
Preservation of Steele Farmhouse	2017	Historic Resources	\$30,000	Complete
Flerra Meadows Playground Rehabilitation	2018	Open Space and Recreation	\$62,000	Complete
Boxborough Rental Assistance Program	2018	Community Housing	\$37,650	Complete
Conservation Trust Fund	2018	Open Space and Recreation	\$10,000	Complete
Veterans Monument	2018	Historic Resources	\$105,000	Complete
Preservation of Steele Farmhouse	2018	Historic Resources	\$190,000	Complete
Boxborough Rental Assistance Program	2019	Community Housing	\$37,650	Complete
Flerra Baseball Field Rehab.	2019	Open Space and Recreation	\$8,000	Complete
Flerra Playground Fence	2019	Open Space and Recreation	\$7,600	Complete
Conservation Trust Fund	2019	Open Space and Recreation	\$10,000	Complete
Sargent Memorial Library - Brick Patio Renovation And Expansion	2020	Open Space and Recreation	\$35,000	On-going
Flerra Community Garden Water Supply	2020	Open Space and Recreation	\$15,000	Complete
North Cemetery Restoration	2020	Historic Resources	\$9,500	Complete
Preservation Of Historical Records	2020	Historic Resources	\$10,000	On-going
Boxborough Rental Assistance Program	2020	Community Housing	\$38,050	On-going
Regional Housing Services	2020	Community Housing	\$12,000	On-going
Hager Land Connection	2020	Open Space and Recreation	\$54,000	On-going
Conservation Trust Fund	2020	Open Space and Recreation	\$10,000	Complete
Liberty Field Capital Improvements	2021	Open Space and Recreation	\$300,000	On-going
Boxborough Rental Assistance Program	2021	Community Housing	\$38,050	On-going
Conservation Trust Fund	2021	Open Space and Recreation	\$10,000	On-going

Respectfully submitted,
The members of the Community Preservation Committee

PLANNING BOARD

Introduction

The Planning Board is a five-member elected board with staggered three-year terms. One Planning Board member was re-elected in the May 2021 Town Election. The Planning Board also has an Associate member position, 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 2021

The Planning Board proposed four articles for the June 2021 Annual Town Meeting. The articles involved:

- 1) Appropriate \$30,000 from free cash for the purpose of hiring a consultant to implement the changes identified in the zoning bylaw diagnostic and consolidate the zoning bylaw language;
- 2) Amend Zoning Bylaw Section 2000 Definitions, Section 3000 Districts, Section 4003 Utility and Public Service Use Table, and add to Section 7200 Wireless Communication Facilities, and by adding language to define and permit Small Wireless Facilities outside of the public right of way by Special Permit in all zoning districts.
- 3) Amend Zoning Bylaw Section 4003 Business/Industrial Use Table, Article IV Use Regulations, Article V Dimensional Requirements (footnotes) and adding Section 7800, Solar Energy Systems.
- 4) Amend Boxborough Zoning Bylaw Section 2000 Definitions and Article IV Use Regulations Table 4003, to update areas of the bylaw that address the use of Hazardous Materials and Hazardous Waste.

Town meeting voted to approve three of the four Articles. The Solar Energy Systems Bylaw was not adopted. 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:

- Site Plan Approval – 1414 Massachusetts Avenue – Vibalogics: The Board approved a Site Plan for a bio pharmaceutical manufacturer to occupy 65,923 square feet of space at an existing office building to develop, manufacture and analyze small volume pharmaceutical products.
- Site Plan Approval - 1414 Massachusetts Avenue – Arranta Bio MA2, LLC: The Board approved a Site Plan for a bio pharmaceutical manufacturer to occupy 129,181 square feet of space at an existing office building to develop, manufacture and analyze biotherapeutic products associated with the human microbiome.
- Definitive Subdivision Plan – Priest Lane Extension- Boxborough Town Center, LLC: The Board granted a Definitive Subdivision Plan for two lots at the end of Priest Lane including conditional waivers.
- Site Plan Approval - 871 Mass Ave – High Quality Landscape Construction / New England Tree Masters 4,920 square foot truck canopy.

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 2021.

- 526 Stow Road: The Board endorsed a plan which showed the division of one lot into two lots. This ANR plan creates a parcel without frontage which is conveyed to an abutting property owner.

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 2021, the Planning Board issued the following decisions:

- 329 Stow Road: The Board denied a request to remove two pine trees within town right of way.
- 615 Depot Road: The Board issued an approval to remove a maximum of 21 feet of existing stone wall to allow for the construction of a new driveway to access a new single-family dwelling.

Master Plan Status Updates (Boxborough 2030)

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](#). In 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. In 2021, the Planning Board obtained input from Boards and Committees using a streamlined template to ensure each responsible entity is actively pursuing the completion of each task and updated the [Master Plan Action Item Status](#) document accordingly.

Zoning Bylaw Recodification

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. During 2021, Annual Town Meeting approved additional funds to engage Barrett Planning Group to continue its efforts and to prepare a re-codified zoning bylaw to address the identified deficiencies. The Planning Board and other interested parties are reviewing the revisions and continue to provide input. It is anticipated that these improvements will be presented in a recodified Zoning Bylaw warrant article for the 2022 Annual Town Meeting.

Proposed Bylaw Amendments for 2022 Annual Town Meeting

In preparation for the 2022 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. In addition to the Zoning Bylaw Recodification, the Board is considering amending the Zoning Bylaw by adding two revised proposed regulations for Solar Energy Systems, including separate articles--one for small scale ground mounted and roof-mounted solar energy systems and one for medium- and large-scale ground mounted Solar Energy Systems.

Stormwater Rules and Regulations

The Planning Board engaged Comprehensive Environmental Inc (CEI) Consultants to assist with the drafting Stormwater Rules and Regulations in accordance with requirements under the Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System (NPDES) program and the recently adopted Construction and Post-Construction Stormwater General Bylaw. Under these new regulations, developments that clear one or more acres of land will be required to apply for a Stormwater Management Permit. The Board has drafted regulations for public consideration and will be holding public hearings on this issue during 2022.

The Town Planner continued to work with the Town's consulting engineer, Places Associates, Inc., to permit and construct the sidewalk 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 for the design, permitting, and construction of the sidewalk. The project was completed in the fall of 2021.

The Town Planner continued to update various town maps and provided maps for numerous town departments, the Select Board, the Water Resources Committee, 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. We meet monthly as posted.

We oversee the community gardens at Middle Road and Flerra Meadows which, this year, included a new well and pump at Flerra funded through the Community Preservation Fund. The well has proven itself reliable and will, we hope, help attract new and returning gardeners for the coming seasons.

The commission encourages farmers and landowners (private and public) to develop agreements so that agriculture continues as a part of our community. We have had both successes and failures with these efforts. We have submitted our Master Plan Progress Report and will continue work on our listed goals and objectives. We look forward to contributing to the coming Open Space and Recreation Plan update.



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:

Boxborough 2030 context:

Goal 4.2. Maintain excellent municipal facilities and services.

Action 4.2.1.1. Continue to explore the creation of or finding locations for new Police and Fire Department facilities and Department of Public Works facilities.

Background: 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. 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.

2021 Accomplishments:

General

The FAQ was reviewed and updated. The FAQ provides the history and summarizes the evaluation of 13 possible sites for public safety facilities. A map with numbered sites was added to the document. The Building Committee web page was re-organized to present useful documents and meeting materials by date.

The police and fire chiefs prepared new narrated 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. The videos can be found on BXB-TV video-on-demand and the Building Committee's web page.

Over the course of several meetings the committee discussed a request from a citizen to consider a potential alternate site "700 Mass Ave" associated with the new Enclave housing subdivision. Concerns with this location had been noted in 2018, so not explored then. The Town Planner prepared a memo describing a number of concerns with the Mass Ave site, including constraints arising from the housing development. The committee voted to continue focusing on the Stow Road site for public safety facilities, while remaining open to consideration of concrete proposals that may be received for the Mass Ave site.

Concerns about traffic and noise from abutters were several times brought to the committee and discussed. The committee spoke to several of the concerns and noted that complete traffic studies would be conducted as part of the design phase.

A multi-alarm structure fire on Swanson Road in early February destroyed 24 condos. It provided the committee with a stark reminder that the Boxborough Fire Department is critically dependent on fire ponds, cisterns, and tankers to haul water, and that the current station has inadequate facilities for decontamination of fire and police personnel, and cleaning and drying of turn-out gear and hoses.

Site Constraints Study

Using updated staffing and occupancy projections, the committee developed requirements for water and septic systems to inform the site constraints study that was initiated in 2020. The study uses 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 study assumed a combined public safety building of 35,000 square feet, including 1000 square feet for a large meeting room or emergency operations center.

The site soil and subsurface characteristics were examined by Pare via a number of test pits excavated by the Boxborough DPW to a depth of 8-10 feet. No ledge was seen, and soil types were favorable, being predominately sandy loam and loamy sand; no show-stoppers were found. However, it was concluded that additional test pits would be needed to delineate historic high ground water levels, which are required to determine maximum removal of overburden soils permitted for siting of a building.

HKT Architects and Pare Corporation Civil Engineers completed the site constraints study. A report was delivered to the committee showing several placement options for a combined public safety facility with potentially a separate small municipal building for a community center or town offices or meeting rooms. Given the additional site complexity that would be introduced with an additional non-public safety building, after some discussion the committee decided to not further investigate this option.

The site constraints report indicates several options that appear feasible for locating a public water supply wells, septic system and leach field, with several options for placement of facilities.

The committee reviewed a pro-forma analysis of the financial consequences of phased construction, where for example a fire station would be built first, to be followed by later construction of a police station. The costs of bonding and construction cost escalation were considered. This analysis indicated that phased construction would, over time, increase net cost to taxpayers. Nonetheless, the committee felt that phasing should be revisited and evaluated as we move closer to actual design.

Requirements Redux

Given the favorable results of the site constraints report the committee began reviewing the staffing assumptions and conclusions of the 2015 space needs study. The police and fire chiefs developed revised staffing projections through 2040, focusing on building occupancy levels as opposed to departmental staffing levels, which are larger due to shift coverage, rotations, etc. The chiefs also reviewed and updated the HKT space needs analysis, in particular the equipment and apparatus needs for the fire department. This resulted in only a slight change in total space needs for public safety facilities, which still appear to require a total building floor plan area of about 35,000 square feet, depending on the extent and utilization of shared space or common areas. The committee reviewed a functional area analysis that showed occupancy has a relatively small effect on total space requirements since a very large proportion is needed for operations, storage, equipment, and apparatus – especially in the fire station. After much discussion, the committee concluded that our work would benefit from an independent review of the existing space needs study and staffing assumptions. The committee began drafting a statement of work for such an effort and will seek a qualified

consultant to carry it out. The statement of work will be the basis for the issuance of a Request for Qualifications in early 2022.

Respectfully submitted,
Les Fox, Boxborough Building Committee Chair

BOXBOROUGH HOUSING BOARD

Background

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

In the past year, the BHB welcomed two new members, Korinne Stephens and Jessi Robinson. The current members of the BHB are Diane Friedman, Dolores Fromer, Al Murphy, Jessi Robinson, Korinne Stephens, Ron Vogel, and Channing Wagg.

On-going Programs

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 in other local towns, including Littleton and Lincoln.

This was the sixth year of the BRAP. 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. BRAP flyers are now available in English, Portuguese, and Spanish. Applicant qualification continues to be performed by Metro West Collaborative Development, Inc. (Metro West CD).

For the first several months of the past year, BRAP was maintained with the assistance of the administrative staff, Cindy Reagan and Jennifer Barrett, who helped the BHB in the absence of a Community Services Coordinator (CSC). The BHB is grateful for their assistance. The new CSC, Rose Gage, began in March and worked with the BHB to manage the program and most particularly in interfacing with BRAP participants. In the past year, BRAP documentation was simplified to facilitate the addition of new participants. In addition, the BHB temporarily extended the three-year term of participants because of the COVID-19 pandemic.

The CPA funding for BRAP provides funding for twelve participants. At the end of the past year, twelve households were receiving assistance. Funds from the federal American Rescue Plan Act (ARPA) are planned to be used to fund additional families that are on the BRAP waiting list.

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 CD through a regional collaboration group, the Assabet Regional Housing Collaboration (ARHC). This 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 holds periodic affordable housing events to educate and inform both the users of affordable housing and governmental bodies that administer affordable housing programs.

In the past year, no resales of affordable units have occurred. The BHB sends self-certification letters to affordable-unit owners to verify that they still live in the unit and maintain contact with them in case that they have concerns that require our attention.

The table shows the Chapter 40B affordable units in Boxborough. Of these, the BHB serves as the Monitoring Agent for:

1. Condominium Exchange Program

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

2. Boxborough Meadows

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

3. 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 four-unit home-ownership community located off Codman Hill Road. It contains one affordable unit.

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

Status of Boxborough on the SHI

According to the currently published SHI for Massachusetts, the ratio of affordable units to total units in Boxborough is 12.9%, well above the 10% mandate. This means that developers cannot override Boxborough's zoning provisions through Chapter 40B developments. However, these numbers are based on the 2010 census; updated numbers using the 2020 census should be released shortly. Preliminary census data indicates that Boxborough will remain above the 10% mandate.

Present and Future Housing Initiatives

Boxborough's Housing Production Plan (HPP) should be updated. If Boxborough remains above the 10% mandate, the HPP will focus upon how to provide Boxborough residents with a broad range of affordable housing in the future. Housing outside the income range addressed by Chapter 40B affordable housing will be addressed, such as affordable homes for downsizers and young families, as well as homes for families with very low incomes. Further, recognizing current trends and future necessities, the BHB will evaluate housing construction that is more friendly to our environment. For example, the efficacy of heat-pump technology for affordable homes will be evaluated. The BHB will do its utmost to stay involved in the development of land in that may offer opportunities for such housing. In addition, the BHB has begun to work with the Planning Board on Inclusionary Zoning (IZ), and the HPP will describe how IZ can be used to provide more affordable housing and to maintain Boxborough's status of the SHI.

The need for affordable housing embraces a wide range of socio-economic issues, corresponding to the concerns of several Town boards. Recognizing this, the BHB has begun to establish collaborations with the Sustainability Committee and the Diversity, Equity, and Inclusion Committee. Additional Topics

Down-Payment Assistance

The BHB, led by Korinne Stephens, investigated whether a Down Payment Assistance (DPA) program should be established in Boxborough. A DPA program provides financial assistance to low-income buyers for a down payment towards a home. Obtaining funds for a down payment is often the most difficult aspect of a home purchase.

Boxborough residents can access DPA programs that are offered by various agencies in the area, and the administration of a DPA program requires considerable staff support. Consequently, the BHB decided against pursuing a DPA program at this time.

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. 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 is not high enough to enable an economically viable development. Achieving housing that fills Boxborough's 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 a Public Safety Facility. The BBC has completed a preliminary study to evaluate the suitability of the site. Although a few issues remain outstanding, this study concluded that the site is compatible with the construction of a new Public Safety Facility

Town Support

The Boxborough Housing Board is grateful for the help and support of Town Hall Staff, particularly Rose Gage, Mary Nadwairski, and Wendy Abetz. The guidance of Select-Board member Les Fox is also much appreciated.

Respectfully Submitted,
Al Murphy, For the Boxborough Housing Board

CONSERVATION COMMISSION

Mission

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

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the 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

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>ANRAD</u>	<u>COC</u>	<u>Extensions</u>
2017	8	2	1	7	1
2018	4	3	0	6	0
2019	4	1	1	1	1
2020	4	4	1	8	1
2021	4	0	2	3	0

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 Kukula and the Department of Public Works for their assistance with land and trail maintenance, and the staff at town hall. We are also grateful to Anya Brunner for her efforts in producing 2-page informational brochures (available on the town website linked to each parcel) for the various conservation parcels in town as part of a community service project. 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 for an associate member. If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978-264-1722) at Town Hall. Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully Submitted,
Dennis Reip, Chair

DESIGN REVIEW BOARD

The Design Review Board 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, Business, and Business-1 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, Business and Business-1 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 2021 calendar year, the Design Review Board was initially comprised of five members, Rebecca Verner (Planning Board) represented the Board as Chair, Robert Stemple (Select Board) represented the Board as Clerk, Robert Childs (At-Large), Brian Picca (Historical Commission) and Kim Musto (At-Large).

In May of 2021, Robert Stemple and Robert Childs both completed three years of service to the Town as representatives of the Design Review Board. At this time, Wes Fowlks as a representative of the Select Board, and Richard Hilton as an At-Large member were welcomed to the Board.

In accordance with the 2030 Master Plan Recommendations and Implementation Plan, Action items 1.2.1.1 and 1.2.1.2, the Design Review Board is in the process of updating a new draft version of the Design Review Board Design Guidelines. These updated guidelines will take into consideration larger scale developments in commercial areas within the Town Center District and adopt a review process to ensure future developments are physically consistent with town character.

Respectfully submitted,
Rebecca Verner, Design Review Board Chair

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) continued to pursue its priorities throughout 2021, with emphasis on carrying out work in furtherance of the committee's goals as described in the Boxborough 2030 Master Plan. The EDC's mission continued to be: *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 2021, were: Rich Guzzardi (Chair), Joe Ferguson, Kristin Hilberg, John Neyland, Dawn Willis, Mark White, Becky Neville (Ex Officio - Finance Committee), John Markiewicz (Ex Officio - Select Board).

The economic environment in Boxborough continued to evolve, and overall 2021 was a year of positive change, with the following key developments:

- Vibalogics and ArrantaBio locating in the previously vacant Cisco Systems facility at 1414 Mass Ave.
- Cisco Systems sale of the Beaver Brook Campus to Campanelli, and their marketing of the site for commercial / industrial uses
- Cisco Systems entered into a three-year lease at 300 Beaver Brook Road
- Expansion of Middlesex Savings Bank at 629 Mass Ave
- Pink Dog Grooming & Spa moved to 650 Mass Ave
- Two Friends Chocolate opened at 629 Mass Ave

With the completion of the UMASS Economic Development study at the end of 2020, the EDC set out to focus its efforts across two primary pillars:

- Re-imagining our Office Park districts
- Developing a village style commercial area

With this focus, the EDC has met with a number of the Office Park and Business districts land owners to understand the marketplace, discuss their concerns, and provide input and feedback to other town boards, committees, and staff to further the town's economic objectives. It is clear that the office park environment remains depressed, and many of those land owners are working to convert their properties to industrial type facilities within the current zoning. Those land owners have indicated market interest from bio-pharma, manufacturing, laboratory and warehouse/distribution type operations.

The EDC has also worked to respond to the economic distress caused by COVID-19. Specifically, two Microenterprise grants have been given to Boxborough Micro Businesses through the Regional Community Development Block Grant, which Boxborough participated in with the towns of Acton, Westford, Maynard and Littleton. Additionally, the EDC applied to the Select Board to receive American Rescue Plan Act (ARPA) funds to offer small and hospitality business grants, and will be working throughout 2022 to provide support up to the approved amount of \$125,000 to such businesses.

The EDC will continue its efforts in engaging the business community, collaborating across town boards, committees, departments and constituencies, and leveraging the town's membership in MassEcon, all focused on identifying opportunities to re-vitalize our office parks and develop a village commercial center in Boxborough.

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 using innovation, education, communication, and comprehensive and strategic planning.

COVID continued to present challenges to the collaborative effort that the Committee's mission demands, but despite that 2021 was full of noteworthy accomplishments, including:

- **Conducted a community-wide climate change survey** which received valuable feedback from hundreds of Boxborough households. The results from that survey made clear that we live in a community that: 1) believes climate change is real, 2) wants to learn more about how we combat climate change, 3) expects us to take action *now*, not later, and 4) seeks collaboration between our town government, community groups and businesses to make an impact.
- **Affirmed community support for sustainability** by bringing an article to the 2021 Annual Town Meeting that asked residents to support making sustainability an integral part of what we do as a community going forward, including our town policies, bylaws, budgetary decisions and more. The motion was carried by a majority vote and made clear how important sustainability is to our community.
- **Developed a launch plan for a climate action website** that will aim to raise awareness throughout the community about the aggregate impact of everything we do to combat climate change. The website builds off the results of our climate change survey and will focus on the power that small, household-level actions can have in working toward big, global climate goals. With support from MassEnergize (www.MassEnergize.org), the Committee is working to go live with the website in 2022.
- **Continued advocacy for the expansion of the Green Communities program** offered by the Massachusetts Department of Energy Resources (DOER). That advocacy, alongside important contributions from stakeholders like DOER, local political figures, town officials and concerned citizens, has culminated in proposed legislation that is now before our state lawmakers for consideration. Should it succeed, that legislation will expand the Green Communities program to Boxborough and other municipalities served by Municipal Light Plants (MLPs), giving our community and others access to grants for studying and implementing important energy efficiency, clean energy and other measures to further strengthen the Commonwealth for a more resilient future.
- **Supported the implementation of community composting** at the transfer station in collaboration with the Boxborough Department of Public Works (DPW) and Black Earth Compost. The composting program proved so successful that the DPW had to expand the capacity over the year to keep up with the amount of solid waste being diverted. The program not only directs the community's organic waste to a local organization with a mission built around carbon sequestration and food chain sustainability, it also reduces the total volume of solid waste and, in turn, transportation and disposal fees that the town incurs as a result.
- **LELD:** Chair Nolde met with Massachusetts Climate Action Network (MCAN) and LELD General Manager, Nick Lawler, to discuss MCAN's MLP Scorecard and set up ongoing communication with LELD about becoming a fully renewable power plant.
- Sustainability statement for the Boxborough 2030 Master Plan presented to the Planning Board for incorporation. Climate Emergency: Call to Action! Hope for a Livable Future:

Climate warming is affecting us in Boxborough with heat waves and longer droughts, excessive torrential rain, increases in hurricanes, microbursts (mini-tornados), and minimal snow cover. The Town is taking steps to offset our vulnerabilities regarding culverts, roads, and municipal energy consumption. We, as townspeople, can also do our part to help slow the trend. We are accustomed to a comfortable lifestyle without realizing the effects of our abundance. While we can't change all we do, we can select specific actions that will make a difference.

- “Zero Carbon Home” Webinar (May 11, 2021). David Green gave town residents ways to create a net zero home: insulate with high-grade insulation and install triple pane windows, heat pumps, and solar.
- Combat Climate Change Vulnerabilities Webinar (May 20, 2021). Chair Nolde represented the BSC with other town representatives to explore steps to make us less vulnerable to climate change problems.
- Ongoing town engagement to educate the community about action to reduce the effects of the climate emergency and encourage town committees to adopt sustainable practices:
 - Participated in Boxborough Water Resource Board meetings about town PFAS.
 - Participated in Planning Board Meetings on new development/industries to raise sustainability issues (protection of water; encourage sustainable building practices).
 - Engaged in community activities with weekly presence at the FreeBee Market.
 - Supported engaging the community to participate in 2040 Book Club (now Carbon CREW).
 - Continued participation in MCAN.
 - Continued connection with Heat Smart Alliance concerning installing heat pumps.
- **Grew the Sustainability Committee in response to growing interest**, expanding from five to seven volunteer members and welcoming a number of interested residents to our monthly meetings. We’re grateful for the support and are excited to help our community work toward a better tomorrow. We hope you’ll join us!

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 2021.

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 significantly lower than our neighbors. In fact, LELD’s electric rate was again one of the lowest in the state for 2021. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$98.29. The same usage in Acton, served by Eversource, would cost \$180.96; while in Concord, served by Concord Municipal Light, would cost \$135.01. 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 year, the department proactively began to install wildlife protection on all three-phase equipment throughout various locations. Prior to adding wildlife protection, squirrels were the leading cause of outages in our distribution system. Since these upgrades, squirrels rank 7th in outage causes for 2021. This is a multi-year reliability project that has already made a positive impact to our system.



LELD installed a level 2 public charger at the Sargent Library, making it the department's fifth public charger. Customers have access to charge their vehicles for free at the LELD stations, while the public must pay to charge. LELD's electric vehicle program also offers \$300 rebates for residential home charging upgrades and a monthly credit to those who charge during off-peak hours. There have been 152 customers who have taken advantage of the electric vehicle program.

To continue the MLP Solar Rebate Program into 2021, the Littleton Electric Light Department added \$25,000 to the initial pledge of \$80,000 in solar rebates. This brought LELWD's total pledge to \$105,000. The DOER matched this contribution to offer LELWD customers with \$210,000 in solar rebates. All the funds in the program were used by residents by June of 2021. The program added 182 kW of solar across 19 LELD customers. This program was a success in making solar technology more affordable for LELD customers and to support the adoption of renewable energy.

The Green Rewards Program continues to save customers electricity and money. In 2021, the program saved 95,948 kWh and has saved residents \$49,820 in energy conservation measures through rebates on heating and cooling systems, home improvements, and electrification. LELD has continued its annual funding and contributions toward Boxborough's community development. In 2021, LELD continued support to 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: lelwd.com

Respectfully submitted,

Board of Electric Light Commissioners

James Karr, Chairman

Scott Larsen, Vice-Chairman

Dick Taylor, Secretary

Ivan Pagacik, Member

Bruce Trumbull, Member

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 where the Water Resources Committee (WRC) has lead responsibility.

Strategy 1.1.4 Proactively plan for water resource management and protection.

Action 1.1.4.1 Reinstate Water Resources Committee.

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.

Action 1.1.4.2 Plan for long-term water supply and wastewater management to support private and municipal goals.

Strategy 3.1.2. Continue to assess the need for and feasibility of implementing public water supply in key areas.

In September the WRC provided a progress report and update on these items to the Planner and Planning Board.

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.

2021 Accomplishments:

Boxborough Water Portal and Story Map

Last year, working with technical assistance from MAPC, the town planner completed the Boxborough Water Portal and Story Map. We are working to integrate the water quality results of RCAP solutions private well test data and DEP PFAS test data.

Private well water quality

The WRC worked with the Board of Health, Nashoba Boards of Health and RCAP Solutions to encourage private well owners to sign up for RCAP's free private well testing program and to have their wells tested regularly. The RCAP program was for standard water chemistry and quality, but not PFAS. Forty wells were tested, and the results presented to the Board of Health. We plan to eventually incorporate this and future private well data into our Water Portal database to provide a more complete picture of water quality throughout town.

Town Hall and DPW wells

The wells at Town Hall and the DPW building, though owned by the town, are categorized as private wells not public water supplies subject to DEP regulation. With detection of PFAS in the nearby public water supply well at United Church of Christ (UCC), the WRC had the town hall and DPW wells tested for PFAS and general potability chemistry. These tests showed the town hall well had PFAS above allowable levels, but the DPW well did not. Town hall staff and the public were noticed to not drink the tap water at town hall and to continue using the bottled water that the town has been supplying for many years. The WRC

found that there was no ongoing program of regular water quality testing of the wells at the DPW or Town Hall. The WRC asked the town administrator and DPW director to initiate a regular testing program for these wells. Following initial testing conducted in May 2021, the DPW will now have Weston and Sampson test quarterly for coliform and sodium, to be followed by annual testing if the quarterly results are acceptable.

Groundwater quality monitoring and mapping

Previous monitoring activities had lapsed and the WRC has continued efforts with the Planning Board to restart them. The WRC began reviewing the Planning Board files and records to develop a plan. The goal is to identify the most suitable monitoring wells and work with owners to resume a regular program of testing. The monitoring well data will populate a database that can be accessed via the Portal tool for analysis and visualization. The Planning Board will direct special permit holders and future applicants to monitoring requirements of site plan approvals.

Courtesy of Boxborough resident Prof. Grant Garvin, two ground water monitoring wells were installed on private property in town. We plan to monitor groundwater levels at these wells to compare with the USGS sand and gravel well in Acton.

Working with the Agricultural Commission, the WRC arranged to fit the new Flerra field irrigation well with an access port for water level monitoring instrumentation.

PFAS monitoring

When high levels of PFAS were detected in the UCC public water supply well, DEP informed the town and WRC that Boxborough would be included in a DEP program to offer free PFAS testing for up to 40 private wells. The committee facilitated public communications and outreach to residents about the private well program for PFAS testing. The committee made arrangements to have DEP principals make presentations at WRC and Select Board meetings. There was very good reception, and the program was over-subscribed with about 81 households signing up for 40 available offerings for free PFAS testing.

The free private well testing program was in addition to the ongoing DEP program for free testing of public water supply wells (PWS). DEP instituted both programs to encourage early and wide-spread testing for PFAS throughout the Commonwealth. Regardless of DEP's free testing program, all public PWS wells were to begin testing for PFAS during October 2021.

Early results of the private well testing program were summarized at several WRC meetings. As of year's end, DEP's reporting was incomplete, with expectations of further updates in early 2022. The results so far indicate most private wells had either no reportable PFAS or had levels below the maximum allowable concentration of 20 PPT (parts per trillion). The WRC will continue to monitor and update on PFAS test results reported by DEP.

The town had the Hager well, a PWS, tested for PFAS by our operator, Weston and Sampson. The results were good – zero PFAS.

Water and economic development

The WRC provided input and comments to the Planning Board and Board of Health regarding the Vibalogics application for site plan approval for 1414 Mass Ave that was before the Planning Board. We also provided some data on well capacity and yearly water use for this property. We outlined concerns on protecting the aquifer from industrial process water resulting from biologicals manufacturing.

Campanelli acquired the former Cisco campus on Beaver Brook Road and began communicating with the town administration. A stakeholder's group was organized by the Town Administrator to provide input to Campanelli as they formulate plans for the property. The WRC provided input to the town administrator

and stakeholder group on the need to preserve and protect the key water resource that is located within the Beaver Brook aquifer.

Western water quality and supply

For several years Mass DEP has been noting increasing salt levels in selected public water supplies in western Boxborough which has large condominium complexes housing about 1000 residents. There are also concerns about wastewater discharges from some septic systems. These are mostly in the area of town west of I-495. To address these issues, the WRC, and Littleton Water Department (LWD) continued discussing various approaches to bringing in new sources of water for the western part of town. To this end, the WRC began exploring elements of an intermunicipal agreement with Littleton for this purpose and sought advice of town counsel on a number of complex legal and procedural issues.

The committee also had several discussions with MADOT regarding financial support for water exploration in western Boxborough through their salt remediation program.

The WRC assisted the Town Planner and Sustainability Committee in conducting a Municipal Vulnerability Program (MVP) Assessment, to position the town to be eligible for future MVP Action Grants that might be used to fund source land acquisition for protection and potential development of a new public water supply.

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 2021 the Board

considered nine applications for Special Permits 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 / INSPECTIONAL SERVICES

Department Description

The Building department consists of the Building Commissioner, Electrical Inspector, a Plumbing and Gas Inspector, and a Department Assistant. All of the Inspectors work on a part-time basis. The Department Assistant is full-time at 35 hours per week.

The general tasks of the Building Department include receiving and reviewing building permit applications, both paper and electronic, reviewing building plans, Forms of Intent, issuing permits, and conducting inspections, as well as working closely with all other departments.

2021 Accomplishments

In July 2021, the Building Department welcomed Edward Cataldo as the Interim Building Inspector on a part-time basis. Mr. Cataldo brings over 35 years of knowledge in residential and industrial construction and inspection services.

In June 2021, the Building Department successfully launched electronic permitting using Patriot PermitPro. The contractors were very excited to enter their applications online not only for COVID reasons, but to save time as well.

The Town Center Project, now known as the Enclave, has been issued nine Certificates of Occupancy as of the close of 2021. Construction at 1414 Massachusetts Avenue began for the global contract development and manufacturing organization (CDMO), Vibalogics. The Building Department received the approved permit application to begin construction on the remaining half of the building at 1414 Massachusetts Avenue for Arranta Bio, the sister company to Vibalogics.

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

2021/2020 BUILDING PERMITS ISSUED

	2021	2020
New Construction		
Residential/Single Family	19	8
Commercial	2	0
Telecommunications	0	0
Pools	8	4
Accessory Buildings	0	2
Solar	2	4
Additions/Alterations		
Residential	154	123
Commercial	17	18
Mechanical/Sheet Metal	19	13
Demolition	13	2
Sign	7	1
Solid Fuel	7	4
Telecommunications	1	0
Tents	6	3
Total Building Permits	255	182
Construction Cost, \$	43,100,836.07	14,751,647.75
Permit Fees, \$	584,492.36	173,528.27

ELECTRICAL INSPECTOR

Electrical permits issued for the year ending December 31, 2021:

Total Electrical Permits	219
Total Fees Collected	\$61,934.00

PLUMBING/GAS INSPECTOR

Plumbing and Gas permits issued for the year ending December 31, 2021:

Total Plumbing Permits	93
Total Fees Collected	\$16,494.00
Total Gas Permits	98
Total Fees Collected	\$13,095.00

The entire Building Department for calendar year 2021 issued a total of 665 permits, with a breakdown as follows:

	Total Permits
Building Permits	255
Electrical Permits	219
Plumbing Permits	93
Gas Permits	98
Total Permits Issued	665

Including Building Permit fees, Certificates of Occupancy, and fines, the Building Department brought in for calendar year 2021 **\$584,492.36**

Respectfully submitted,
Kim Pelser, Department Assistant, Building Department and
Ed Cataldo, Building Inspector/Commissioner

DEPARTMENT OF PUBLIC WORKS

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 DPW hired a new employee, Alex Page, who has his CDL and hoisting licenses. He started work on 09/27/21 and has already become a valuable asset to the department. Linda Collins, the Administrative Assistant, has been with the DPW for just over a year and has proven to be an exceptional employee.

The past year has again seen some struggles in dealing with the pandemic but the department has continued to remain up and running throughout this ordeal. The DPW will continue to function as close to normal as possible going into 2022.

In July 2020 a new 6-wheel dump truck was ordered to replace a 16-year-old truck. Due to the pandemic the truck was not delivered until April 2021. Another new 6-wheel dump truck was order in July 2021 but due to continued issues related to the pandemic the truck is hopefully going to be delivered around June 2022.

Road work did begin again in 2021. The DPW is currently using a pavement management program and the following roads received some form of treatment:

- Reclamation and Paving: Sargent Road, Whitcomb Road (W) and Richardson Road
- Milling and resurfacing: Littlefield Road, Littleton Road, Osceola Drive, Whitney Road, Coolidge Farm Road, and Pierce lane.
- Crack Sealing: Waite Road, Central Street, Codman Hill Road (partial), and Cedar Wood Road.
- Fog Sealing: Flagg Hill Road, Patch Hill Road, and Stonehedge Place.

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 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 FY2021 winter season 72" inches of snow fell and the Highway Department was sent out a total of 32 times to treat/plow Town roads.

To my staff: Thanks for being so dedicated and hard-working! Know that it is recognized and greatly appreciated not just by me but by the residents as well!

Respectfully submitted,
Edward Kukkula, Director of the Department of Public Works

CEMETERY COMMISSION

There were 18 burials in South Cemetery in 2021.

Restoration and preservation work which was approved for sector three in North Cemetery has been completed. The Commission plans to continue restoration in the spring on sector four.

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 2021 Boxborough Police Annual Report. In this report, you will find Department statistics from the calendar year of 2021. We have also published our statistics from 2020 to illustrate how categories of crime and enforcement activities have been increased and/or decreased.

From January 1st to December 31st 2021, the Police Department handled 14,713 calls for service.

In December of 2021, the Police Department welcomed Officer Amanda Flower to its ranks. Officer Flower came to Boxborough after serving previously with the Erving Police Department. She has already proven to be a valuable asset to our agency.

Our Communications Department provides 24/7/365 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, originates from the dispatch center to inquire if they are OK. The program resulted in thousands of daily calls to our enrolled seniors.

The Massachusetts Police Accreditation Commission assessed the Boxborough Police Department for re-accreditation in 2021. We successfully passed this assessment and have been accredited for another three-year term. The accreditation standards are '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 Police Department provides 24/7/365 professional service with a compliment of staff that includes a Chief, Lieutenant, 3 Sergeants, and 9 Patrol Officers. Staff members serve as law enforcement liaisons to several community resources such as the Domestic Violence Service Network (DVSN), Communities for Restorative Justice (C4RJ), Northwest Middlesex Community Outreach Initiative (COIN), and the Middlesex District Attorneys' opioid task force. We work 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 we were in attendance at various events at the schools during the year.

Professional training for our staff is paramount to our mission. In the past year, subject matter experts in conflict resolution, stress management, communication and de-escalation and mental health, legal updates, cyber investigations, bias training, CPR/AED recertification, firearms requalification and defensive tactics training have provided top-notch training to our staff.

The Boxborough Police Department is appreciative of all the unwavering support provided to us by the community. We will continue to strive to provide you with the highest level of quality police services possible.

It is also my pleasure and honor to thank all employees 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,
Lieutenant Warren J. O'Brien



Police Department and Emergency Communications Center Statistics:

	<u>2020</u>	<u>2021</u>
911 Hang-ups	186	298
Animal Complaints	156	168
Annoying Phone Calls	15	7
Arrests/Summons	150	116
Assist Citizens	563	455

	<u>2020</u>	<u>2021</u>
Assist Fire/EMS	582	662
Aggravated Assaults	3	2
Breaking & Entering	1	5
Burglar Alarms	93	68
By-Law Violation	1	5
Complaints (traffic problems)	294	226
Disturbances - General	112	39
Disturbance - Domestic	32	25
Disturbance – Mental Health	55	81
Follow-up investigation	88	55
Larcenies/Fraud	87	48
M.V. Accidents w/Injury	52	55
M.V. A. /Property damage	40	51
M.V. Theft	1	0
Missing Persons	8	3
Noise Complaints	24	20
Protective Custody	0	2
Rape/Sex Offenses	5	5
Robbery	0	0
Shoplifting	1	1
Suspicious Activity	313	267
Vandalism	11	11
Simple Assaults	7	2

	2020 Case Activity Statistics	2021 Case Activity Statistics
Total Offenses Committed:	446	295
Total Felonies:	45	35
Total Crime Related Incidents:	227	161
Total Non-Crime Related Incidents:	235	209
Total Orders:	24	16

	<u>2020</u>	<u>2021</u>
Motor Vehicle Stops	1,271	1,045
- Verbal Warnings	709	860
- Citations Issued	392	185
- Written Warnings	172	64
- Civil Citation	96	50
- Criminal Citations	24	71
- Average OVER Speed	19 MPH	21 MPH

Communications Call Statistics

Walk In Service

2020	297
2021	250

911 Calls

2020	559
2021	745

Telephone Calls

2020	2,134
2021	2,309

**Calls from Radio/
Alarm Box/ and Other**

2020	10,601
2021	11,411

TOTAL CALLS

2020	13,591
2021	14,715

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. 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.

Calls for 2021:

Dog Calls

Barking	11
At-Large/Loose	25
Found	13
Strays surrendered to shelter	1
Reported missing	9
Concern for safety	10
Vicious	0
Per police accident/arrest	0
Dog waste	0
Contact with other agencies	0
Struck by car	1

Cat Calls

Missing	2
At-Large/Loose	4
Found	5
Struck	1
Contact with other agencies	0
Strays surrendered to a shelter	0
Stuck	1
Residence advice	4

Other Calls 76

Other Towns 286 **

TOTAL BOXBOROUGH CALLS 136

TOTAL CALLS 422

** Boxborough also provides Animal Control services to the Town of Littleton and Stow.

ANIMAL INSPECTOR

Rabies Quarantines:

One dog bite to a person with a 10 day quarantine
One dog bite to another dog with a 10 day quarantine
One cat bite to a person with a 10 day quarantine

Barn book:

29 residents have livestock

Respectfully submitted,
Phyllis Tower

FIRE DEPARTMENT

2021 presented the Boxborough Fire Department with many challenges, along with several gratifying outcomes as we continued to operate under COVID-19 guidelines to ensure safe work and operating environments within the community. The Departments accomplishments, statistics and our continued mission to go above and beyond the call of duty have been highlighted in the 2021 Annual Report. It is my pleasure to present the 2021 Boxborough Fire Department to the community.

Our mission continues as our visions expand to provide high quality and quick response times to minimize 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 protection services and public education programs through non-emergency support activities.

The Fire Department's responsibilities are ever-expanding as the Town and community grows. The range of emergencies we respond to includes, but is not limited to: medical, fire, natural disasters, hazardous spills, motor vehicle accidents, pandemic response and other everyday emergencies. We stand ready and prepared to handle unpredictable emergencies with continued professionalism, courtesy and promptness 24/7.

We continue to operate out of a 70-year-old station which we have outgrown. We have found creative ways to work in crowded, inadequate work spaces as we wait for the much-anticipated construction of a new Public Safety Building. We provide both fire and medical emergency services to the residents in a 10 square mile radius. We also cover 7 miles of Route 495 North and South.

The 2021 Fire Department is a combination department that consists of:

1 Full Time Chief, Emergency Management Director
2 Full Time Officers- 1 Captain, 1 Lieutenant
2 Call Officers- 1 Captain, 1 Lieutenant
4 Full Time EMT/Firefighters
23 Per Diem EMT/Firefighters
2 Call Firefighters

- The Chief also serves as the Chair of the Local Emergency Planning Committee. In conjunction with the Police Chief, the Fire Chief is jointly responsible for the operation of Boxborough's joint emergency dispatch center, including 911 systems and services.
- The department is a member of Fire District 14 and is responsible for maintaining and deploying the regional hazmat decontamination trailer.

The mixed staffing structure provides coverage 24 hours a day, 7 days a week. The addition of another full-time member half way through the fiscal year has allowed the Department to bring its staffing level closer to the Department's desired level and closer to the recommended operational level determined by the National Fire Protection Association (NFPA). The addition of staff has allowed the Department to grow and

provide better availability and the ability to be prepared and respond with backup coverage for additional emergencies. Additional staff in the future will provide beneficial coverage as we approach the appropriate level of staff needed to respond to all town emergencies.

The Fire Department's fleet and apparatus consist of:

3 Class-A Pumpers	1 Support Vehicle
1 Basic Life Support Ambulance	2 Command Vehicles
1 3,000-gal Tender	1 Hazardous Materials Trailer
1 Hose wagon	1 Emergency Management Shelter Trailer
1 Brush Truck	

During the 2021 calendar year, the Fire Department handled a total of 1,945 calls/services. As COVID-19 restrictions continued to be lifted throughout the year, we have seen an increase in calls bringing us back to and above average calls/services. Motor vehicle accidents and emergencies along the 495 Route have kept the department very active on these 7 miles of the stretch on both the north and south side.

Fire Department Statistics – Calendar Year 2021

Aircraft Incidents	1	Medical Assist	85
Alarm Box Maintenance	388	Medical Emergency	423
Alarm Investigations	129	Motor Vehicle Accidents	55
Detail/Fire watch	113	Mutual Aid – Ambulance	65
Fire – Brush	8	Mutual Aid – Fire Apparatus	29
Fire – Vehicle	8	Outside Smoke Investigations	6
Fire – Chimney	1	Public Education – SAFE/CPR	110
Fire – Other	4	Public Education – Car Seat Install	70
Fire – Structure	6	Special Service – Suspicious Item	1
Hazardous Materials Incident	1	Special service – Other Assistance	40
Inspections /Permits	283	Special Service – Water Problem	10
Investigation – Carbon Monoxide	18	Special Station Coverage	24
Investigation – Natural Gas	3	Training	20
Investigation – Odor	8	Water Rescue	0
Investigations – Other	36	TOTAL RESPONSES	1945

2021 Inspections, Permits & Public Requests**Total Issued 353**

Blasting Permit	1	Master Box Connection	0	Smoke Detector Permits	127
Combustible/Flammable Permit	25	Oil Burner Permits	21	Sprinkler Permits	35
Cutting/Welding Permit	23	Powder Permits	0	Tank Removal Permits	1
Fire Alarm Permits	15	Reports & Copies	30	Tank Truck Permits	1
L.P. Gas Permits	33	Plan Submittals	40	Tank Truck Permits	1

2021 Fire and EMS Training

The department continues to provide training throughout the year to keep all the members up to date on the newest techniques and on current and new equipment. Training is offered both online and in person. Training highlights: purchased and trained to use RAD 57 pulse oximeters to measure CO poisoning in patients, deployed 2 Lucas chest compression machines to aid in CPR, training for up to date auto extrication techniques, district mass decontamination, ladder drills, search and rescue drills, ice rescue, forcible entry and daily use of fire equipment.

The Fire Department's services and commitment to the community go far beyond putting out fires and responding to medical emergencies. We are committed to providing valuable educational programs to our seniors, youth, and residents through a number of programs that department staff actively participate in and execute throughout the year.

Educational programs provided:

- **SAFE Program (Student Awareness of Fire Education):** This grant-based program allows firefighters to educate children of the dangers of fires and smoking. This program is led by Captain Jason Malinowski and is presented in both the Blanchard School and daycares in the community, to ensure the vital education for the youth of Boxborough.
- **Senior SAFE Program:** This grant-based program allows the department to assist the needs of seniors in the community as it relates to fire safety and detection. Led by Captain Jason Malinowski, with the support of FT Firefighter/EMT Courtney Panaro and additional staff, the department held senior events and conducted 26 Senior Safe Home Safety Checkups, tested smoke/carbon dioxide detectors, and assisted with testing and installation of new detectors/batteries this past year.
- **Child Passenger Safety Program:** Captain Shawn Gray & Captain Jason Malinowski perform this program with staff assistance while providing free service by aiding parents and guardians with inspections along with educating safety techniques involved with proper car seat installations for the youth.
- **"Heart Safe Community" and CPR:** The state of Massachusetts designates Boxborough as a "Heart Safe Community," which provides CPR, First Aid, and Safety training for the residents, local businesses and local sports leagues.

Additional educational and services we provide throughout the year:

- The department works with local business upon request to assist in fire drills and evacuation planning.
- Offers fire extinguisher training for local businesses upon request.
- Fire Prevention: The department provides a variety of inspection services as required by Massachusetts Common Law Chapter 148, 27 CMR 1.00, the requirements of the NFPA, and other regulatory enforcement activities: Building walkthroughs and preplanning with property owners; Plan review for both residential and commercial construction and site walkthroughs; Residential and business inspections for new construction and various types of remodeling depending on code requirements and remodeling extent intended.

2021 Departmental Achievements

- One new full-time member began their career with the Boxborough Fire Department bolstering the ability of the Department to serve the community.
- New additional per diem EMT/Firefighters were added throughout the year and trained to better serve the community while providing supplemental coverage to the full-time roster.
- Grant funding from multiple grant sources has been successfully obtained and used to increase the department's capacity to better serve the community in a number of ways by procuring new equipment and providing valuable training.
- Developed safety plans in the best interest of the town businesses which will help minimize loss during emergencies.
- Implemented public relations endeavors, which were conducted on a site and were met with great enthusiasm and success; Halloween "Trunk or Treat" Event, Toys-for-Tots Campaign, Santa's Parade, Senior Drive Through Luncheon Pick Up.
- Members of the department have responded to the challenges of the COVID-19 crisis by continuing to perform their duties while adhering to high standard COVID-19 guidelines to ensure the health and safety of all. We continue to operate under these guidelines.

2022 Departmental Goals & Objectives

- Working with the Boxborough Building Committee to address the pressing need for a new, combined Public Safety Building on Stow Road.
- Working with the Select Board and Finance Committee to accommodate the necessary staffing of the Fire Department. This shall be accomplished by continuing to engage our Per-Diem/Call department while expanding our Career staff to permanently meet the necessary staffing standards for the Boxborough community.
- To receive delivery of the new front-line apparatus, Engine 62, to replace the aging previous model.
- Research the efficiency of replacing the current Hose Wagon 65 with a more functional apparatus that will allow the Fire Department to better meet Boxborough's current and future needs.

- Continue to enhance training opportunities for the Fire Department and further update and develop standard operating practices (SOPs). These updates will keep the Boxborough Fire/EMS Department operating at the forefront of the ever-changing needs of the Town of Boxborough.
- Continue the work of the Emergency Management Team, along with the Boxborough Emergency Reserve Corps (BERC), to be prepared to assist the community of Boxborough in a time of need.
- Continue to seek Grant funding to enhance the ability of the Fire/EMS Department to better provide for the community of Boxborough.
- Continue to find innovative ways to engage public relations to promote fire and ems safety.

I want to share my sincere thanks to all the men and women in Boxborough's Public Safety Departments. While working hand in hand with the Police Department and with the support from the DPW, we continued our efforts to make Boxborough a safe and great place to live. I want to acknowledge all the hard work, professionalism and teamwork the Fire Department members commit to each day. The dedication of the Officers, Full-Time EMT/Firefighters, Per Diems and administrative staff, all contribute to keeping this Station operating efficiently while facing many challenges in the world and community each day. I am proud of their work and accomplishments. I also want to recognize the Boxborough Emergency Reserve Corps for all the time and effort they have invested to provide for the betterment of the community we live in.

I want to thank the community for their support and generosity throughout the year. I invite you to visit our station or call with questions or concerns you may have throughout the year. Our doors are always open.

Respectfully Submitted,
Paul B. Fillebrown, Boxborough Fire Chief

COMMUNITY & SOCIAL SERVICES DEPARTMENT

As a result of the Community Services Coordinator position being vacant for six months, the new staff member had a steep learning curve and connected quickly with local organizations and community members to assess the needs of the residents, and learn about different resources. The following are accomplishments for 2021:

Resource Management:

- Developed strong partnerships with the UCC Boxborough, A Friend in Need, the St. Vincent DePaul Society, the AB United Way, and the Acton Food Pantry.
- Worked with Al Murphy, Housing Board Chair, to submit a proposal for ARPA funds to assist residents with financial assistance towards housing and utility bills. \$97.5K was awarded towards housing and utility assistance; \$12.5K will assist two families on the waiting list for the Boxborough Rental Assistance Program (BRAP) and \$15K will be given to the Acton Food Pantry. These funds will assist individuals who have been negatively impacted by the pandemic and continue to stabilize themselves.
- Worked with the Well-being committee to create a 10-hour Administrative Assistant position to provide logistical support.
- Created a resource manual for Boxborough, which is on the town website, and will continue to be revised as more resources are discovered.

- Created an onboarding checklist, which was provided to Rajon Hudson, ATA.

Programming:

- Recruited **five** new families into the Boxborough Rental Assistance Program (BRAP) and will be onboarding two other families that are on the waiting list.
- Organized a diaper and Depends drive for the Acton Food Pantry.
- Connected a Boxborough Cub Scout troop with the Acton Food Pantry to organize a toiletry drive.
- Worked with the AB Family Network, PTF of Blanchard ES, and Gifts of Hope Unlimited to provide baby items for local mothers in need of support.
- Helped five families get funding for summer programming through the Doli Atamian Campership Program.
- Created a successful back-to-school back pack distribution for ~45 Boxborough residents
- Advertised the Beacon Santa program on social media and the Town Hall website. As a result, 10 families were awarded Target gift cards.
- Through the support of the UCC, St. Vincent DePaul Society, Toys for Tots, Danny's Place and Boxborough residents, a total of 21 families were assisted during the holidays.
- Helped organize four successful Bee newsletters, which have helped to increase awareness of mental health resources, social service supports, and community building. A new resident also outreached the CSC who introduced her to the Well-Being Committee and got her involved in the production of the Bee. She has since become the editor.
- Created a bulletin board at the library advertising Minuteman Senior Services. This was done in an effort to get the word out about the organization's valuable resources to both senior citizens and their caregivers.

Case Management:

- Worked with ~30 residents to secure financial assistance toward rent and utilities through the AB United Way, St. Vincent DePaul Society, UCC's Community Support Fund and A Friend in Need.
- Worked with the Boxborough PD, COIN program (out of Family Continuity) and the Domestic Violence Service Network (DVSN) to outreach residents dealing with mental health and domestic violence issues.
- Provided case management, referrals, and resources to ~80 residents.
- Introduced ~10 families to the Acton Food Pantry by meeting them there or picking up groceries when transportation was an issue.
- Working with Minuteman Senior Services and Kim Dee, COA Coordinator, on connecting seniors with greater resources.
- Worked with Boxborough's senior tax worker on helping residents apply for fuel assistance through SMOC.

Respectfully submitted,
Rose Gage, Community Services Coordinator

BOARD OF HEALTH

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. As your Health Agent, entering the second year of the pandemic, this office continued our adaptation to the changes brought on by COVID-19 while we continued to provide the normal public health services for your communities.

- 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 and 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 and contact tracers to help with contact tracing and outreach.
- We have provided COVID-19 vaccination clinics, along with our well adult and flu clinics.
- Our Visiting Nurse Association (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 **Boxborough's 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 2021 are the following:

Environmental Health Department

The Nashoba Sanitarian is available in the Ayer office and as Town Halls have re-opened we have returned to office hours.

Food Service Licensing and Inspections 11

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Many of the inspection done this year were in response to COVID complaints; also affecting inspections: some businesses were closed or closed part of the year (schools). As more businesses opened this office has increased inspections.

Recreational Permitting and Inspections 3

This office licenses, inspects and responds to complaints for recreational camps for children, bathing beaching and public and semi-pools. We arrange for the sampling of bathing beaches on a weekly basis. Though COVID-19 restrictions were being reduced, and ultimately lifted in June, many camps didn't open. Many of the town beaches and public & semi-public pool resumed operation.

Housing & Nuisance Investigation

15

This office inspects dwelling units for compliance with the State Sanitary Code upon compliant and prior to occupancy. We issue orders to affect 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)	68
Applications for sewage disposal plans filed	18
Sewage disposal system plans reviewed	18
Sewage disposal system permits issued	14
New construction	6
Existing construction	8
Sewage disposal system inspections	58
Sewage disposal system consultations/reviewed Title 5 inspection reports	72

Private Well related services

Well permit issued	6
Water Quality/ Well Construction	20
<i>(Private wells are regulated by local regulations: construction plans are reviewed, wells sampled and results reviewed/interpreted)</i>	

Rabies Clinics – Animals Immunized

(Due to COVID-19, clinics were limited in 2021)

Nashoba Nursing Service & Hospice

Nashoba's Certified Home Health Registered Nurses visit and 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 daily 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.

<u>Nursing Visits</u>	290
<u>Home Health Aide Visits</u>	21
<u>Rehabilitative Therapy Visit</u>	201

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 served as a resource for daycare facilities regarding infections in their facilities and interpreting the ever-changing guidance.
- We worked with the school nurses in the District to provide information, offer advice and supporting 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.
- Conducted flu clinic your community, the State didn't require vaccinations for school children this year.
 - We administered 200 flu shots through our annual clinics.
- We conducted COVID-19 vaccination clinics open for all Boxborough residents.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases, reported to us from the Department of Public, for 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. In addition to the cases listed below the nurse investigate suspect and probable cases of communicable diseases to provide education for individuals and information for the State.

Communicable Disease Number of Cases:

Babesiosis	3
Human Granulocytic Anaplasmosis	5
Influenza	3
Lyme Disease	10
Novel Coronavirus (SARS, MERS, etc.)	331

Respectfully submitted,
Marie Cannon, Board of Health Chair
Lori Lotterman, BOH
Bryan Lynch, BOH

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 31 communities around Boston (metro west). The general purpose of the MRC is to create volunteer capacity to supplement first responders in the event of local, regional, and national emergencies. The primary responsibilities of BERC are to:

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

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



Boxborough's emergency capability has been enhanced by:

- Shelter –
 - Emergency power - A generator is now in place at the Blanchard Memorial School
 - Supplies – many shelter supplies including cots, sleeping bags, blankets, 1st aid kits, and personal care kits have been obtained through grants, including pet sheltering supplies
- Communication –
 - Two-way radios have been purchased using emergency preparedness funds for use by BERC volunteers and the Fire Department
 - Amateur HAM radio expertise within the BERC volunteers

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

In 2021 we continued to face the COVID-19 pandemic which impacted all of us. Although we were unable to have large town events like Fifer's day and the Harvest Fair, BERC assisted the Nashoba Associated Boards of Health (NABOH) with over 18 COVID-19 vaccination clinics for first responders, seniors, and the townspeople served by the NABOH. BERC also assisted the NABOH with the annual Flu vaccination clinic held at the Regency hotel.

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, BERC Chair



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 developing 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 habitat can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of mosquito larval habitat (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 larval habitats, and we encourage the public to notify us of any areas they suspect could harbor 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 774 acres of wetland by helicopter with funding from the Board of Health in 2021. Pre- and post-monitoring showed a 81.38% 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.

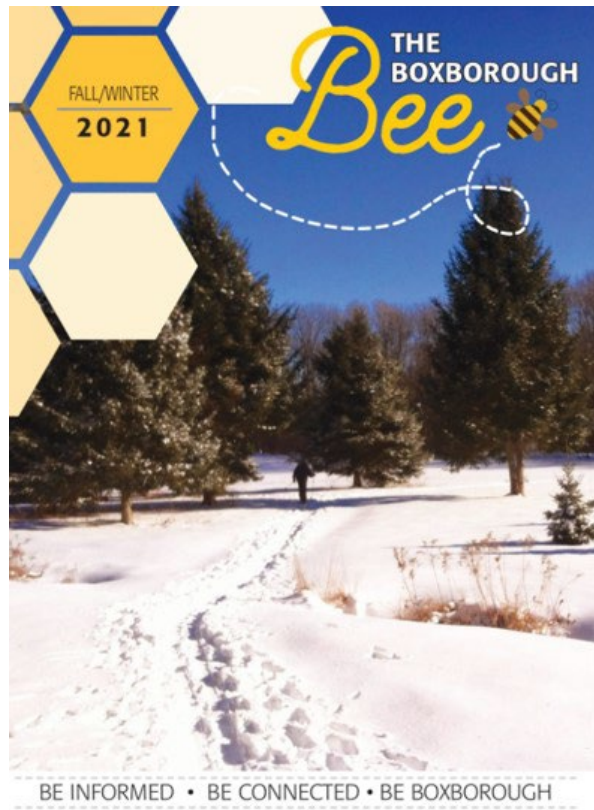
Timothy Deschamps, Executive Director CMMCP

Timothy E. McGlinchy, Director of Operations CMMCP

WELL-BEING COMMITTEE

The Well-Being Committee was established in 2013 by the Board of Selectmen 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 Well-Being Committee supports the work of the Community Services Coordinator in whatever ways the CSC finds helpful. Staying connected is one of the ways to promote health and well-being, and to that end, the Well-Being Committee continues to oversee the publication of the “Boxborough Bee”, the quarterly newsletter that was originally funded through a CHNA-15 grant. The newsletter provides updates on town issues from the Select Board chair, a column on health topics, a listing of upcoming activities, and articles of general interest to town residents. The Committee continues to look for ways to have a positive impact on the health and well-being of Town residents.

Respectfully submitted,
Elizabeth Markiewicz,
Well-being Committee Chair



COUNCIL ON AGING

The Boxborough Council on Aging (COA) is a seven-member board appointed by the Select Board. The 2021 COA board members are: William Litant, chair; Anne Canfield, vice chair; Barbara Wheeler, secretary (until 10/14/2021); Karen Whitcomb; secretary (10/14/21 – on), Tina Bhatia, Barbara Birt, and Taryn Light. The board works closely with the COA Coordinator to identify seniors' concerns, develop programs, implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. COA staff includes a 32-hour/week Council on Aging Coordinator, a 19-hour/week Department Assistant/Van Transportation Coordinator, two part-time van drivers, and two substitute van drivers. The COA Board is particularly grateful for the dedicated service of COA Coordinator Kim Dee and COA Assistant/Van Transportation Coordinator Cindy Regan.

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

2021 Activities

Buzz Newsletter: The COA published eight newsletters in 2021. The newsletter is mailed to over 680 households with a resident age 60 or older.

Van Transportation: The COA operated van service on Tuesdays, Wednesdays and Thursdays from 9am-4pm. Due to Covid-19 precautions, capacity on the van was limited to two people from different households. It provided more than 840 rides to older adults and residents with disabilities in 12 months of active service.

Senior Tax Work Off: The successful Senior Tax Work Off program saw 22 seniors perform more than 1035 hours of work during the 11/2020-10/2021 session, resulting in a comparable wage value of more than \$13,984.00 savings to the town.

Classes, Programs and Lunches: During the first half of the year, due to continuing Covid-19 restrictions, exercise classes were offered via Zoom only and Grab n' Go lunches continued. In-person programs began with an outside walking group in May. Then, gradually, classes and programs returned to in-person at the Boxborough Community Center. There were six weekly class offerings for Fitness, Chair Yoga and Mat Stretch/Flex Yoga. Two fitness classes were offered via Zoom, and two fitness classes were held in person each week. Both Yoga classes operated in person and via Zoom simultaneously. There were three in-person group lunches at the Community Center and six Grab n' Go lunches. There were also two Grab n' Go ice cream events. Monthly health screenings, a guest lecture program, community education program, a photography class and a live musical performance were also offered in person during the second half of the year. We thank our community partners for sponsoring our lunches and other programs, and our instructors for providing high quality exercise classes.

Thank you to the Friends of the Council on Aging and other town organizations

The FCOA provides financial support and sponsorship for seniors' programs and lunches; this support helps to keep programming at no, or very low, cost to seniors. The COA is grateful for the FCOA's vital support.

The older adult 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, Boxborough Council on Aging Chair

VETERANS' SERVICES**Overview of 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.

James MacRae,
District Director Veteran Services, Acton and Boxborough

VETERANS TRIBUTE COMMITTEE

Thank you to the Boxborough residents who supported the funding of and made donations to the Veterans Tribute Project. We are pleased to report that the project has been completed! Over the spring and summer of 2021, the final site work, placement of granite benches and paving stones and paving of the walkway were completed. After these steps, the final hydroseeding was spread in the early fall in anticipation of the November Veterans Day celebration and tribute dedication.

On a beautiful fall day, the Boxborough Veterans Tribute was dedicated at a Veterans Day Ceremony which was well attended by Boxborough residents. The committee is extremely grateful for the support it received from the residents of Boxborough and the businesses who donated their services to the project.



Completed tribute – Dedicated on Veterans Day 2021

STEELE FARM ADVISORY COMMITTEE

During FY2021, we met monthly either by Zoom or in the barn to maintain the property as a farm, to address the needs of the many visitors, dog-walkers, equestrians, hikers, bird-watchers and others who use the Farm. We also planned for future projects to protect and improve the property and implement some of the many recommendations found in the 2015 Steele Farm Management Plan (Plan) prepared by The Conway School.

The 1794 Levi Wetherbee/Steele farmhouse is the doorway to the farm, and its stabilization began with Phase I in 2018. We expect to begin Phase II—the siding, windows, roof and chimney—next year to complete the stabilization, and present it to the Community Preservation Committee as soon as we finalize the cost estimates. We conducted a very successful Xmas tree sale, selling almost 30 trees. That will be our last sale for another 5-6 years to allow our seedlings to grow big enough to be ready for sale. We expect to plant 100 new seedlings in the spring of 2022. We also conducted two Volunteer Mornings for the Friends of Steele Farm and others to help weed and fertilize our fledgling seedlings, and weed around the icehouse and barn.

Our Department of Public Works (DPW) is critical to the success of Steele Farm. They help us maintain the farm and some equipment in many ways. We are thankful for their prompt and professional assistance. The DPW removed the two very old diseased maple trees just east of the farmhouse which had shaded the parking area there. Through them, we purchased and they planted two 14' high red maple trees to replace them; but planted them a little further east to create more room for the parking lot. In the spring, that area gets muddy, and we hope to address that problem next year.

With the help of volunteers from the Boxborough UCC, a demonstration pollinator garden was installed in June. There are many pollinator-friendly native, beautiful flowering plants there, and they attracted many Monarch butterflies, bees, and other pollinators this year. One sunny afternoon a professional photographer

was there to document the colorful sight. We hope to install signs to identify the plants for visitors, and encourage them to replicate such a garden in their yards. There's a plan of the pollinator garden and list of plants in the new kiosk.



Volunteers who helped plant the pollinator garden.

As they have done for many years, Ed Whitcomb maintained trails on the Farm and the abutting trail across Beaver Brook Meadows; and Ken Whitcomb mowed the grass around the house and barn and around the Xmas trees. Both men have done stellar work to protect and improve the farm and deserve the thanks of the entire Boxborough community.

The dog waste station has been vital for dog-walking visitors to keep the farm environment clean and safe. Dog waste is a health hazard to other visitors and can leach into the farm's stream and ponds. We have noticed a significant reduction in dog waste on our trails, and believe that the dog waste station and the "Be a BARK Ranger" notice in the Kiosk have been helpful to all.

The Conservation Commission's Land Stewards were instrumental in clearing the heavy brush along the old stone wall on the east boundary of the farm. Until they got to work, the stone wall was completely hidden under the dense brush. Thanks to the Land Stewards, the beautiful wall now can be seen and admired by visitors.

Ed Whitcomb retired from the Committee this year, having served over 17 years, many of them as Chair. An accomplished carpenter, he was tireless in his efforts to be sure the Town got the best job from vendors working on our farm buildings, and at a reasonable cost. His valuable contributions to Steele Farm are greatly missed and deeply appreciated.

Respectfully submitted,
Jeanne Kangas, Steele Farm Advisory Committee Chair

HISTORICAL COMMISSION

During 2021 the Historical Commission continued operation of 575 Middle Road as a Town Museum with both Town and Historical Society exhibits and volunteers manning opening hours each month of the year the upstairs air conditioning condenser was replaced after the earlier unit failed.

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 was pleased to participate in the dedication of the Veterans Tribute on Veterans Day 2021. The installation came out very nice and has been well received

As a continuation of an existing program for many years, signs were procured and installed for Civil War dead Alonzo Woodward. An information sign for the Inches Sawmill site was also purchased and installed. Signs were also procured to acknowledge the donation of the icehouse at Steele Farm by Liz West and assistance to the Boxborough Garden Club getting a sign documenting the design of the Colonial Herb Garden by Shirley Warren.

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

Respectfully submitted,
Alan Rowher, Boxborough Historical Commission Chair

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE

The 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, Fifer's Day parade and award ceremony in June and the town tree lighting in December.

Fifer's Day and the Memorial Day parade and observance were not held due to COVID-19 in 2021, but we did hold the tree lighting and a large and grateful crowd on the first Saturday in December at the corner of Hill and Middle Roads, following annual tradition. With the help of the Fire Department, Santa rode in and gave away candy canes and the Blanchard Wind and Brass Ensemble and Blanchard Chorus led us in singing carols. The PCCC gave away light up rings to children and there was a lot of community spirit and joy in seeing community together for the first time, gathered around the tree in song.

Thank you to the help of volunteers, the Blanchard Memorial School community, especially Margie Callaghan, Chris Baird, and Principal Dana Labb for participating and making this event such a success. We look forward to 2022 with a full slate of community events!



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

BOXBOROUGH RECREATION COMMISSION

Department Description:

The Boxborough Recreation Commission is a seven-member commission. 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 and Liberty Field and sometimes at Blanchard Memorial School. Current Members of the Commission are, Megan Connor (Chair), Hilary Greven (CPC representative), Becca Edson, Claudine Lesk, Stacey O'Connell, Heather Whitney, and Matt Spurling.

With the global pandemic still ongoing, it certainly was a challenging year striving to keep our community

engaged with recreational programming. But we still managed to keep things moving. Below are some of our key accomplishments.

Fiscal Year 2021/2022 Accomplishments

Liberty Field:

After years of planning, the Recreation Commission sought approval from residents at the June 2021 Annual Town Meeting (ATM) to fund the capital improvements at Liberty Field. The project includes rebuilding the existing baseball field and improving the drainage around the soccer fields. In addition, new elements will include: a playground, adult fitness area, tennis and pickleball courts, basketball court, pavilion and paved walking path connecting to the Patch Hill conservation trails.

We were humbled by the overwhelming support this project received, and as a result passed at ATM. Soon after ATM we met with the project manager at Places Associates, Inc. to begin the planning. The site plan has been finalized and the project will go out to bid in March 2022.

Summer Playground:

We managed to hold the program for all four full weeks in July. We hired 5 directors, and several counselors and counselors in training made up of mostly Boxborough students. The summer playground program was available to children in grades K through 6th grade and we limited the capacity to 100 each week this year. This was a sold-out program and had an extensive wait list. The program provided well-supervised games, sports and creative activities. New this summer we added STEM and nature-based programming as well. Each week had a theme. The last week was a birthday themed week, and we honored the fact that this was Flerra's 50th birthday of the program's establishment.



Due to COVID-19, 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. However, we will continue to look for ways to collaborate and engage local businesses who provide recreational activities for adults and youth as well.



Tae Kwon Do:

The Commission continues to offer an extraordinarily successful Tae Kwon Do program that operates out of the Blanchard Gym four nights a week, and over zoom 7 days a week including weekends and holidays. This is directed by Master Rick Barrett with several counselors assisting students throughout the sessions. The Tae Kwon Do Program has raised \$36,000 as of the end of the 2021 calendar year. Proceeds from this effort are earmarked specifically for future expansion of youth programming within the Town. Tae Kwon Do serves 56 students of all ages and ranks (beginners through advanced). At this point, the program has awarded 9 1st degree Black Belts. Additionally, we currently have 5 students who are candidates for 1st degree black belts and 4 who are candidates for 2nd degree black belts. Interest for enrollment continues to be on the rise in town among our families in the community. This past summer, the recreation commission worked closely with the DPW who supported the program training at Flerra Meadows

Through the study of the Tae Kwon Do, students can 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 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. This program offers scholarship support as well through for those interested in participating through the revolving fund.



Running Club:

This past fall of 2021, The Recreation Commission re-launched a running club program for students in grades K-6, for all students as well as parents and caregivers who can participate too. This was held on Wednesday mornings from 8:00-8:45 a.m. We limited capacity to 50 students and even had a wait list at one point. Adult volunteers helped run this incredible program at Blanchard Memorial School. This program was free to the community through the revolving fund use. Little feet and sneaker charms were given out for each 6 laps around the field which was equivalent to one mile. Most students even got to 2 miles each morning. Even through the cold, kiddos and parents were out there smiling and running, skipping, hopping, or walking backwards around the loop along with Rob Guilmette (Mr. G), Blanchard's physical education teacher, who is invaluable to the Recreation Commission, leading stretches and keeping everyone going throughout the morning session. With the cold temperatures, ice and snow, we have temporarily placed the running program on hold until the spring.

Winterfest/aka Springfest:

Winterfest was cancelled due to COVID-19 in 2021, but we have plans for "SpringFest 2022", which will be a celebration of community and the welcoming of Spring at Liberty Square Field in Boxborough.

Recreation Commission's Fiscal Year 2022/23 Goals and Objectives

Implement Capital Improvements at Liberty Field

The Commission We continue to meet monthly to discuss the progress of Liberty Field with the project manager, William Murray of Places Associates. We anticipate breaking ground in late spring/early summer 2022 with hopes to reopen the renovated Liberty Field in Spring 2023

Additional Programming and Field Space

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 invest in current programming using the money from the Tae Kwon Do program such as buying pieces of equipment for community use.

However, the more we plan, the more we realize that the lack of space in town 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.

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 of Aging and hope to do more. We have invited them to participate in our meetings to share ideas as well. We hope to offer more recreational opportunities in town for residents of all ages to maintain a happier and well-connected community.

We are also working hard to find space in town for a softball field. Now more than ever, we need recreation and outdoor opportunities for our residents.

Respectfully submitted,
Megan Connor, Recreation Commission Chair

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Acton-Boxborough Cultural Council

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

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to 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 FY22 Grant Cycle in which we plan to support 29 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 2021 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2021 unless specified)

Acton:

Priya Eramath-Murali (Publicity Coordinator through June 2021)
Ryenne Flynn (Secretary, Publicity starting July 2021)
Karen Myers (Secretary through June 2021)
Joan Rubin-Deutsch (through June 2021)

Nancy Savage (started December 2021)
Jin Hong Yang (Foreign Film Series Coordinator)

Boxborough:

Ben Davies (started November 2021)
Sharon Garde (Chair, Website)
Sheila Hanrahan (Treasurer through June 2021)
Beth Hydak (started September 2021)
Aparna Ramasundar (through Aug 2021)
Brijesh Singh (Treasurer starting July 2021)
Hongbing Tang

Non-Voting High School youth members

Maria Paunescu (Publicity)

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

MCC Funding

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, creativity, planning, budget, and most importantly, community benefit, of each proposed project. In October 2021 the ABCC was allotted \$14,300 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 36 applications requesting a total of \$29,075 in funding. The number of applicants this year was about the same as last year, but still down from past years, due to COVID-19. We chose to fund 29 projects that give the greatest benefit to our communities. There are a few virtual events being funded, but most, thankfully, are back to real live performances.

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 Selectman Jim Snyder-Grant.

Once again, the pandemic interfered with some of our programs. We were unable to hold our annual spring Grantee Reception. And our 4 week International Film Series was also cancelled. But due to good planning by the grantees, most of their programs were held as scheduled. Some had been planned as virtual events,

but a good number of concerts happened in person. Also many of the programs that had been postponed from last year were able to be held. It made our bookkeeping complicated, but we were glad that these performances did finally get to happen.

Here are some highlights of the programs we sponsored from this past year:

Blanchard Band Virtual Performance – Since the pandemic put an end to in person band rehearsals at Blanchard, Cesar Garde and Chris Baird decided to use technology to keep the music going. We gave the band a grant to buy video and audio recording equipment so they could have the students play their parts and record them. Throughout the school year, kids went one at a time into a “recording studio” set up at school. These recordings were used during Zoom rehearsals as feedback on how the kids were doing, both individually and as a group. And at the end of the year the final recordings were all edited together for a virtual concert. The link to the virtual concert is: https://www.youtube.com/watch?v=C_oud14SBYI

Anti-Apartheid – an International Poster Exhibit - This was an exhibit by Stephen Lewis at the Sargent Memorial Library throughout the month of November. It had about 25 posters from several countries. They are all about the struggle in South Africa against a racist society.

Archaeological History of Mill Corner, South Acton - This was a video project done with Acton TV. Local historian Kimberley Connors guided viewers through historic Mill Corner in Acton, including the Faulkner Homestead and Jones Tavern. This video was shown on Acton TV, and is now available on their YouTube channel at <https://www.youtube.com/watch?v=IVhESja-BG8>

Nashoba Valley Concert Band performance – This year the Harvest Fair had to be cancelled, but the Nashoba Valley Concert Band was able to give a live performance at the FreeBee Market in town instead. It was quite well attended, and everyone seemed happy to hear live music again.

Zombie Thoughts – This was a program to bring theater to each elementary school. It was an interactive Zoom play and video game designed to teach the students about anxiety and depression. It was targeting students in grades 4-6 and the project was managed by three Acton-Boxborough graduates.

Boxborough Archaeology Through Photography – This was also an exhibit at the Sargent Memorial Library, during the month of September. It featured photographs by Arden Veley of various items ranging from Colonial cellar holes to stone bridges to houses from the late 1600s.

Promoting Diversity

Some of the events that we have sponsored which promote diversity, besides those listed above, are:

- Asian Digital Art workshop
- Helped fund the labels for the China Trail Garden plants at the Acton Arboretum
- Helped diversify the Acton Cooperative School's library
- Kids’ Music and Dance Fest with Tagore's Music
- Indian Dance and Folk Art at NARA park
- Story of the Jaguar – Japanese Paper Theater

Respectfully Submitted,
Sharon Garde, A-B Cultural Council Chair

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

The DEIC started the year by submitting a sense-of-the-meeting article at town meeting (June 2021) stating that:

"Racism is a public health crisis, and the Town needs to work to combat racism and support people who are impacted by racism and targeted by acts of hate." This was voted in favor by an overwhelming majority of residents.

After their article was passed, the committee moved on to create a survey to assess the needs of the community. The committee prepared it for publishing, and after analysis, the results will be reported back to the Boxborough community.

The committee supported the Sargent Memorial Library in hosting community conversations regarding antiracism and DEI, and one, in collaboration with Congregation Beth Elohim, addressing antisemitism. In addition, several members have participated in active bystander facilitator training, and other trainings aimed at providing respectful discussions about topics involving DEI. The committee wrote and published a statement condemning anti-AAPI hate in response to rising anti-AAPI hate crimes at the beginning of 2021 and the end of 2020.

The DEIC also contributed articles in the Boxborough Bee to announce their creation and commitment to DEI work in town, and to encourage residents to respond to their survey.

At the end of the year, Lovingsky Jasmin, predicting a long absence in 2022, resigned as chair, and Nora Michnovez resigned as clerk as she was voted in as chair. Wes Fowlks took over the role of clerk.

Respectfully submitted,
Nora Michnovez, DEIC Chair

SARGENT MEMORIAL LIBRARY

Sargent Memorial Library is an indispensable, active member of the town that provides free information resources and relevant programs to educate, entertain, and inspire visitors and patrons. The Library works to foster fellowship, life-long learning, creativity, curiosity, and civil engagement among our patrons and the community. The Library is steadfast in our position even with the challenges imposed upon us by the pandemic.

Adhering to health guidelines and pandemic mitigating measures, in 2021, we went through periods of curbside pickups, book bundles, and appointment-based visits, and were finally able to re-open our doors fully on 6/1/2021. Since then, we have been open to the public at our regular hours, and offered in-person programs whenever we could. In the year 2021, we:

- Added over 4,000 items to our collection.
- Circulated about 5,400 items each month (that's about 64,800 items in 2021).
- Welcomed 347 new patrons, 244 of which are from Boxborough.

- Provided museum passes to 26 different institutions.
- Offered 19 general programs and 11 special programs for families with children.
- Held 2 story times, 2 craft times, and 2 Dungeons and Dragons sessions every week.
- Hosted monthly Lego Clubs and Book Clubs.
- Grew our Library of Things collection to include a birding kit; an additional table top telescope; and 5 more hotspots.

But statistics alone does not tell you the full story of what the Library has accomplished in 2021. Here are a few notable projects that we would like to shine a spotlight on.

Audiobooks and Multilingual Collections

Observing our patrons' interests and needs and how technology is evolving, we have shifted our children's audiobook collection from books on CD to playaways and readalongs. If you are not familiar with them, a playaway is a small, standalone device that plays an audiobook. Readalongs are books with a small digital player preloaded with the audio narration of the story attached to the front cover. The user can read the text and listen to the recording at the same time. Playaways and readalongs offer our readers an additional way to consume books and build their literacy skills. But there is something even more fabulous about our readalong collection. In addition to English books, we are purposefully building a bilingual readalong collection with titles in both Mandarin and English, and Spanish and English. These are wonderful resources for someone new to a language, or if you just want to hear how the story sounds in another language.

Further diversifying our collection, we are expanding the world language collection in the Children's area to include books written in Hindi, Russian, Hebrew, and Portuguese. We live in a diverse world, and we want our collection to reflect the rich cultures that surround us.

American Library Association's Library Transforms Communities Grant

The Library applied for and was awarded the American Library Association's Library Transforms Communities grant in 2021. This is a grant that is given to public libraries of small and/or rural communities for projects that would make an impact to their communities. We applied to the grant in order to address tensions that arose during the discussion of the retirement of the school district mascot, and the heightened awareness of racial discrimination and inequality from nationwide incidents.

With the grant, the Library was able to:

- Host a workshop on how to facilitate conversations about racism.
- Had a community conversation about racism.
- Bring First Nation performer Annawon Weeden's First Light Flashback Program to the Library.
- Ran our first ever community read program with the books *Little House on the Prairie* and *Prairie Lotus*.
- Co-hosted a conversation about antisemitism and racism with panelists Rabbi Michael Rothbaum and school committee member Evelyn Abayaah.

These are but small steps to address a large issue, and only serve as the beginning of the Library's effort to help better Boxborough.

Back patio

In December 2018, The Friends of the Boxborough Library received a generous \$15,000 donation from Middlesex Savings Bank. The donation combined with the town's approval of a CPC fund, we were able to

renovate the brick patio behind the library. The renovation began in July of 2021, and concluded at the beginning of October. We are able to begin furnishing the patio area with donations from the Sargent Memorial Foundation. The new tables and chairs that are now available will be joined by shade umbrellas for the warmer months. We hope you will be able to visit and try out the new seating arrangements.



Gratitude

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, 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 out different ways to accommodate the changing situations.

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 for the work 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, Jennifer Bauder, 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)

Beginning in 2020, the Acton Boxborough Regional Schools publishes an Annual Report that it provides to members of the community. This report is mailed to all residential addresses in both Acton and Boxborough, and is also available in digital format on the District's website (www.abschools.org).

To view a copy of the digital version of the Annual Report, you can [click here](#).



BOXBOROUGH COMMUNITY ACCESS STATION (BXB-TV)

Department Description

The Boxborough Community Access Station is managed and supervised by one staff person through a yearly inter-municipal agreement (IMA) with the Town of Littleton's Community Television Station (LCTV). The operational goal is to provide Boxborough residents a Community Access station (as specified and defined by the FCC) broadcasting Government channel content only via franchising agreements with the cable providers, Comcast and Verizon. This agreement provides the Boxborough Local Franchising Authority (LFA), the Select Board, with yearly franchise revenues that are required by MA law to be placed into a special revolving fund to subsidize BXB-TV only expenses. Funding for BXB-TV does not come from the Boxborough General Fund.

Based on defined BXB-TV Policies and Procedures and the yearly IMA, LCTV's Video Production Supervisor is responsible for budgeting, managing, and maintaining the recording, playback of defined meetings and the broadcast equipment. The primary focus of live broadcasting for the current fiscal year has been on covering the Select Board, Planning Board, and Finance Committees' regularly scheduled meetings and the Annual and Special Town meetings.

The Video Production Supervisor is supported by two hourly Media Production Technicians for meeting coverage and LCTV's Video Production Coordinator Judy Reid. Office support and liaison is provided by the TA's Office Administrator Cheryl Mahoney.

Fiscal Year 2022 Accomplishments

- Successfully continue to provide Zoom based virtual meeting with use of LCTV's Streaming services to make the Zoom virtual meetings also live on Boxborough's Comcast Channel 9 and Verizon channel 39.
- Develop security procedures with the Boxborough Police Department and Town Hall Staff to deal with Zoom bombing.
- Providing additional meeting coverage by taping and post-production work of the Live or delayed broadcast Planning Board and Finance Committee meetings.
- In 2020-21, assist Town Safety departments with creation of COVID video programs to document and communicate issues of the current pandemic crisis.
- In 2021 completed installation/upgrade of Grange Hall gear before October to meet requested Hybrid requirements of the Select Board. This included a 60" TV monitor to interact with Zoom participants, an additional Video Switcher input to capture Zoom meeting video input, and upgraded Scarlett audio interfaces for Zoom audio input. The new Town issued BXBTV laptops are now fully dedicated to managing the Zoom meeting and interfaces for Hybrid broadcasts.
- Special Hybrid meeting training was provided to the Select Board, Finance Committee and the Town Planner for the Planning Board in September 2021.
- Provided live and streaming coverage of the 2021 Town Meeting from the Boxborough Regency with additional technical assistance of New England Stageworks.
- Annual Town Meeting setup and coverage allowed for seating residents in the Regency Parade Room and simultaneously provided Audio/Video capability with microphones to an outside parking lot venue.
- Updated 2020 video PSA of Regency Town meeting for 2021.

- Liaise with Town Departments on a variety of policy and procedure documents on use of BXBTV, virtual security and process management.
- On-site recording and Post-Production of the November 2021 Veteran's Monuments dedication and remembrances ceremonies.

Fiscal Year 2023 Goals and Objectives

- Continue to manage and operate BXB-TV using available cable franchise fees. Consult on the CY 2021 cable franchise agreement re-negotiations team as an ex-officio member. Develop a 10 year Capital Plan as a basis for franchise negotiations for future BXB-TV equipment needs.
- Continue to consult on FCC changes and 5G municipal impacts.
- Continue to provide Select Board, Planning Board, and Finance Committee coverage virtually, as Hybrids from the Grange Hall, and delayed broadcast of the Boxborough Building Committee meetings.
- Provide residents with additional video production and ENG gear training opportunities in Boxborough and LCTV's studios. This has allowed more of the special Boxborough events to be captured on video for broadcast later on either the Government channel or On-Demand.
- Continue to provide Grange Hall AV training to staff, board or committee chairs and interested residents.
- Advocate for the video coverage of additional board and committee meetings. Coverage of the Finance Committee now occurs on a Tuesday evening. The FinCom has started to meet weekly since January 2022, as a Hybrid until May's Annual Town Meeting.
- Continue to build connections with additional Town departments to better use BXB-TV media services.
- Continue to support the Select Board and other Town offices to increase communications and ensure transparency of government activities.
- Assist when possible with additional video projects on Town government issues/ opportunities.
- Provide input on the proposed Town Safety building to include a second video broadcasting suite.

Respectfully submitted,
Kirby Dolak, BXB-TV Video Production Supervisor

TOWN COUNSEL

During 2021, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Select Board and various other Town boards. We advised the Select Board and Town staff on a number of labor and employment matters, and provided assistance with and represented the Town in responding to open meeting law concerns and public record requests.

We continue to provide legal advice and assistance to the Select Board and the Water Resources Committee in evaluating possible options for the development of a public water supply. These efforts have recently centered on the acquisition of interests in land to allow for testing and potential establishment of water supply wells.

The year continued to present challenges with respect to the Covid-19 pandemic. We issued community updates advising our municipal clients on a myriad of issues associated with the pandemic including

compliance with the Governor's Orders, the conduct of public meetings, and the expiration of the State of Emergency.

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

Respectfully submitted, KP Law, P.C., Town Counsel

WARRANT AND PROCEEDINGS

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CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Select Board will again use Consent Agendas. This will speed the passage of articles which the Select Board, after consulting with Town Counsel, the Moderator, and the Finance Committee, feels should generate no controversy and can be properly voted without debate. The purpose of a Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

This year, there will be 2 Consent Agendas:

- The **Financial (Non-Capital) Consent** (Articles #12 through #26, inclusive) includes articles considered to be non-controversial. This consent includes a combination of staffing hours proposals, consulting proposals, standard authorizations, annual transfers and reoccurring programs. These articles are indicated with (*)
- The **Capital Consent** (Articles #27 through #33, inclusive) includes several capital items which have been supported by both the Finance Committee and Select Board and are proposed to be funded with Free Cash and Bonding. These articles are indicated with (**)

At the call of each Consent Agenda, the Moderator will announce the number of each article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under each article printed in this warrant.

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 Saturday, June 12, 2021 at 9:00 AM to act on Articles 2 through 40 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Town Hall, Second Floor, Grange Meeting Room, 29 Middle Road, Boxborough, MA, on Tuesday the 18th day of May, 2021 at 7:00 AM for the Election of Town Officers. The polls will be open continuously until 8:00 PM when they shall be closed.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

Moderator, for a one-year term**Select Board** member, **Two seats** each for a three-year term**Board of Health** member, for a three-year term**Library Trustees**, **Two seats** each for a three-year term**Planning Board** member, for a three-year term**Acton-Boxborough Regional School Committee** member, for a three-year term**Constable**, for a three-year term**The Finance Committee recommends unanimously (5-0).**

ACTION ON ARTICLE 1, May 18, 2021: Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order. Election workers were sworn in by the Town Clerk. Due to the ongoing COVID-19 pandemic, election workers wore masks and voters were encouraged to do so. The polls were opened at 7:00AM and closed at 8:00PM. There were 3,884 registered voters, with 620 ballots cast. The results of the election are as follows:

Office	Term (yrs.)	Name	Votes
Moderator	1	John G. Fallon	542
		Write-ins	3
		Blank	75
Select Board	3	Maria E. Neyland	338
		Jennifer Campbell	344
		Diana Lipari	349
		Write-ins	7
		Blank	202
School Committee	3	Adam G. Klein	485
		Write-ins	1
		Blank	134
Planning Board	3	Rebecca Verner	465
		Write-ins	10
		Blank	145
Library Trustees	3	Mary F. Brolin	489
		Sunitha Paravasthu	490
		Write-ins	1
		Blank	260
Board of Health	3	Lori Lotterman	511
		Write-ins	0
		Blank	109
Constable	3	Owen J. Neville	526
		Write-ins	3
		Blank	91

June 12, 2021

John Fallon, Town Moderator, convened Annual Town Meeting at 9:08AM. The meeting was conducted indoors and outdoors in recognition of the ongoing COVID-19 pandemic. Tellers were sworn in by the Town Clerk: Jeff and Janet Glidden, Nancy Settle-Murphy, Molly Wong, Beth Reid, and Susan Bak. Mr. Fallon applauded the efforts of all involved in planning and executing a “hybrid” Town Meeting. He said that the meeting would continue all day with no official break for lunch. He announced that 88% of Boxborough residents had been vaccinated. He described how the indoor and outdoor participation would work. He recognized Mary Brolin as Assistant Town Moderator who would be presiding over the outdoor section. He explained the mask policy for the meeting: if you’re not vaccinated, please wear a mask. Fully vaccinated voters do not need to do so.

He called for people to stand for a voluntary moment of silence for those who died in the last year from the Town of Boxborough, from our Armed Forces, from COVID-19, and from all forms of injustice. He invited all say the Pledge of Allegiance.

He thanked the Boxboro Regency and manager Christine Phanord for the use of the building for Town Meeting and their outstanding support of those impacted by the Swanson Road condominium fire. He recognized outgoing Select Board members Bob Stemple and Maria Neyland, and outgoing Town Accountant Jennifer Barrett for their long service to the Town. He thanked Town employees for all their hard work over the past very trying year. He also thanked retiring Town Clerk Liz Markiewicz for her fifteen years of service.

He announced that Assistant Town Clerk, Becky Harris, would be assisting the Town Clerk with the minute taking. He introduced all town staff who were present. He described the Town Meeting process and how voters could participate. He provided an overview of the warrant articles and how they would be handled.

Motion regarding dates of adjourned session

Wes Fowlks, Chair of the Select Board, moved that any adjourned sessions of the Annual Town Meeting will be held on, Sunday, June 13th. Motion was seconded.

Action on the motion: Motion carried by majority vote.

Motion regarding reconsideration

Mr. Fowlks 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. Motion was seconded.

Action on the motion: Motion carried by majority vote.

Motion regarding Temporary Moderator

Mr. Fowlks moved that Malcom (Mac) Reid be elected Temporary Moderator to preside over this meeting during article 39 and at other times during this meeting as determined by the Moderator. Motion was seconded.

Action on the motion: Motion carried by majority vote.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Mr. Fowlks moved to receive the reports of the Select Board and other Town Officers, Agents and Committees as published in the 2020 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting. Motion was seconded.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

Action on the motion: Motion carried unanimously.

Mr. Fowlks requested permission for State Representative Dan Sena to come to present commendations from the State Senate in recognition of service to the Town to retiring Town Clerk Liz Markiewicz, to Christine Phanord of the Boxboro Regency and to Heather Fleming for their help with the displaced families of Swanson Road fire.

Mr. Fowlks thanked Bob Stemple for his 9 years of service on the Select Board. He also thanked Town Hall, Police, Fire, DPW and Library staff for keeping the town running during COVID. He also thanked UCC Boxborough, AB United Way, Household Goods, and other local agencies that worked together with Town staff to support Boxborough residents.

Tessa McKinley, member of the Acton-Boxborough School Committee, gave the report of the school district. She introduced members of the ABRSC and Superintendent Peter Light. She said that the response of the school district staff to COVID was swift and effective. There were both hybrid and fully-remote options for attendance. Beginning early-April, most students returned to full in-person. She provided an update on the School Building Project, a triple-net zero design, which is ahead of schedule despite the pandemic. The project is on budget. Full occupancy is expected for August 2022. She pointed to the uncertainties in developing the FY22 budget. Budget needed to be flexible to meet students' post-pandemic academic needs and to manage the impact of the budget on residents. Boxborough's share of the budget is increasing by 4.56% as a result of increased enrollment.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

Mr. Fowlks moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2021 as printed in the 2021 Annual Town Meeting warrant under Article 3. Motion was seconded.

Select Board Members	\$0.00 each member/year
Board of Health Members	\$200.00 each member/year
Town Clerk	\$7,284.00 for 6-week end of year term
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$400.00 each member/year
Boxborough Members of A-B Regional School Committee	\$400.00 each member/year
Library Board of Trustees	\$0.00 each member/year
Town Moderator	\$0.00/year

Summary:

In an effort to reduce the budget for Fiscal Year 2021, the Finance Committee and Select Board voted to eliminate all elected stipends for one year. This was a savings of \$6,500.

In Fiscal Year 2022, some of the Boards/Committees have opted to re-instate their stipends into the budget. The Finance Committee has voted to increase the amounts per member to align with equitable service expectations, predicated on an average of \$200 for one meeting per month (Library Trustees & Board of Health) or \$400 for two meetings per month (Select Board, Planning Board, School Committee). Additionally, a stipend of \$100 for the Moderator was proposed.

Elected members still may choose not to accept these stipends and instead choose to volunteer their time in service to the town.

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

The Select Board recommends the salaries and compensation of elected officers as listed above.

The Finance Committee recommends unanimously (4-0-1).

The FinCom supports the salary structure and compensation as outlined in the warrant for elected official salaries.

Action on the motion on Article 3: Motion carried by majority vote.

ARTICLE 4 AMEND FY2022 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Susan Bak, Personnel Board Chair, moved to amend certain sections of the Personnel Administration Plan including the Classification and Compensation Schedule in the matter that is set forth in the document on file with the Town Clerk entitled "Proposed Changes to Personnel Administration Plan – May 2021" and also available on the Town's website, as set forth in the 2021 Annual Town Meeting Warrant.

Vote 1: Ms. Bak moved that the administrative changes to the Personnel Administration Plan as outlined in the 2021 Annual Town Meeting Warrant. Motion was seconded.

Summary:

Vote 1: Administrative changes to the plan

Changed all references to "he/she or "his/her" to gender-neutral language.

Changed all references to the Board of Selectmen to Select Board.

Article VI, The Pay Plan, section 10

Change the deadline for submission of the pay plan to February 1st to give the Personnel Board sufficient time to review CPI-U data published in mid-December.

Article VIII: Other Forms of Pay, section 2

Clarifying language that the Personnel Board, with the approval of the Select Board, can make changes to

the private detail rates for Special Police Officers and Per Diem Fire Fighters outside of Town Meeting.

Article IX: Holidays, section 1

Add June 19th (Juneteenth) as a recognized holiday. This law was established by Governor Baker on July 24, 2020.

Change the name of Columbus Day to Indigenous People's Day.

The Personnel Board recommends Vote 1.

This article incorporates a number of administrative changes to the Personnel Plan, all of which will be discussed in more detail at Town Meeting.

Ms. Bak said that the Personnel Plan applies to all non-elected, non-union staff. The recommendation is to change to gender neutral language, the deadline for submission of the pay plan, to allow the Select Board to make changes in private detail rates without a vote of Town Meeting, adding Juneteenth to the Holiday list, and to change the name of Columbus Day to Indigenous People's Day.

Mr. Kushner said that majority of FinCom approves.

Action on Vote 1 under Article 4: Motion carried by majority vote.

Vote 2: Ms. Bak moved that the addition and removal of positions as outlined in the 2021 Annual Town Meeting Warrant. Motion was seconded.

Vote 2: Classification and Compensation Schedule – Positions

*The Personnel Board recommends **adding the position** of Temporary Town Clerk to the Classification and Compensation schedule to allow for the Select Board to appoint a temporary Town Clerk.*

*The Personnel Board recommends **removing** the following positions from Regular Full-time, Reduced and Part-time Employees Schedule, given that they have been vacant for a several years:*

<i>Position:</i>	<i>Salary Grade:</i>
<i>Human Resource Manager</i>	<i>15</i>
<i>Information Systems Coordinator</i>	<i>15</i>
<i>DPW Business Administrator</i>	<i>14</i>
<i>IT Support Technician</i>	<i>11</i>

And from the Temporary, Per Diem and Intermittent Schedule:

Fence Viewer

The Personnel Board recommends Vote 2.

This article cleans up the Classification and Compensation schedule to reflect only those positions which are currently used by the Town or in the case of the Temporary Town Clerk, will be used by the Town.

Discussion on the Classification and Compensation Schedule—Positions:

Jeanne Kangas, Hill Rd., spoke in favor in retaining the position of Fence Viewer. Who is going to do that job in the future? She described her experience as a former Fence Viewer.

Eric Michnovez, Flagg Hill Rd., why is it important to delete positions? Ms. Bak said there are various reasons: several were created for reasons that are no longer valid and some haven't been filled in years.

Action on Vote 2 under Article 4: Motion carried by majority vote.

Vote 3: Ms. Bak moved a 2.4% wage adjustment for non-union employees, Temporary, Per Diem and Intermittent schedule with the exceptions as outlined in the 2021 Annual Town Meeting Warrant.

Vote 3: Classification and Compensation Schedule – Wage Increase

The Classification and Compensation plan applies to all non-union employees. 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.

Last year, Town Meeting voted a new Classification and Compensation schedule based on a salary survey conducted by GovHR, a compensation consulting firm. Under that plan, employees were moved to the next highest step on July 1, 2020. Depending on where an employee was positioned on the previous schedule, some employees received a partial step increase, while other employees received a full step increase.

At the same time, Town Meeting approved a 2.6% wage adjustment factor based on a fiscal 3-year average of the CPI-U (Consumer Price Index for Urban areas). However, given the pandemic and related economic crisis, the wage adjustment was deferred to January 1, 2021. In other words, employees received the full 2.6% wage adjustment for 6 months. Because the wage adjustment was deferred, the actual budget reflected a 1.3% increase for the wage adjustment.

FY2022

*The Personnel Board voted a 2.4% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) effective July 1, 2021 (FY2022). **The total increase in salaries is \$48,107. However, because of the deferred wage adjustment from last year, and the delay in hiring certain positions, the impact on the budget for FY2022 is \$98,132.***

Employees on the Temporary, Per Diem and Intermittent Schedule will receive a 2.4% wage adjustment, with the following exceptions: the positions of Counselor, Election Workers, Assistant Animal Control Officer (Dogs & Cats), and Laborer-Cemetery will receive the minimum wage of \$14.25 effective January 1, 2022.

The Personnel Board recommends Vote 3 (3-2).

Majority

To ensure that the Classification and Compensation schedule maintains salaries in the 75th percentile of comparable towns, the Personnel Board recommends a 2.4% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) and no step increase. Using the fiscal 3-year average is consistent with the Boards practice since FY2019. The majority believes a step increase is not fiscally responsible given the pandemic.

Minority

Given the downturn in the economy due to the COVID pandemic, which resulted in hiring freezes, layoffs and furloughs throughout the state, the minority believes that the Town should make an exception to the use of the fiscal 3-year average. The minority recommends a 1.4% (rolling 12-month average of the CPI-U) wage adjustment to the Classification and Compensation schedule at a cost of \$28,948.

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

The Select Board recommends Vote 2 (5-0).

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

Majority

The Classification and Compensation salary increase is recommended at 2.4%, however, the Finance Committee's proposed FY22 Operating Budget, under Article 5, reflects a 1.4% increase. The majority of the Select Board supports the recommendation of 2.4% as the 3-year average CPI-U is the standard for which we have used since 2019. Last year the Select Board and Finance Committee agreed to delay the increases for 6 months, in response to COVID-19. There will always be a reason to reduce pay, however the majority of the Select Board endorses the 2.4% as it fulfills expectations of those who are working for the Town. The 3-year average CPI-U was intended to provide a more stable projection not only for the Town but in the expectation of the employees. Additionally, the salary difference between a 1.4% and a 2.4% increase is \$20,420.

Minority

The minority's concern with this article is with the increasing number and the amount of taxpayer dollars being spent on Stipends. There needs to be a policy to determine what stipends are necessary for the operation of the Town. In addition, we need to understand how and who is measuring the effectiveness of this spending? And what can be done to slow down the growth of this expense to the taxpayers.

The Finance Committee does support the language changes in Vote 1 (3-1).

The Finance Committee does support the position updates in Vote 2 (4-0).

The Finance Committee does not recommend the wage increase in Vote 3 (1-4).

In FY 2021, the Town adopted a new Plan for all non-union employees. The average adjustment was a pay increase of 2.15%, which placed our employees at 75% on the pay scale of comparable communities. That was the goal of the Personnel Board. We continue to recommend that the Town plan to perform a repeat of the compensation study every 5 to 7 years and to be contained in the Capital plan for reference.

Majority

At ATM20, because we were in the middle of a pandemic, the Town decided to defer a Cost of Living Adjustment (COLA) increase of 2.6% until January 1, 2021, effectively giving employees on the Plan only half a year's raise.

A majority of the Finance Committee does not recommend the Personnel Plan & Classification and Compensation Schedule. After discussions on Budget Saturday in January, the Personnel Board changed their recommendation to the Select Board to a 1.4% COLA (Cost of Living Adjustment) based on a 12-month rolling average instead of the 3-year rolling average, which has been used for the last 3 years. Further discussions then adjusted the recommendation of the Personnel Board back to the 3-year rolling average of 2.4%. The Majority of the Finance Committee supports the 1.4% recommendation only.

Minority

A minority of the Finance Committee supports the 2.4% COLA (Cost of Living Adjustment) for our employees on the Personnel Plan. Several years ago, the FinCom, Select Board and the Personnel Board came up with a formula to use a 3-year rolling average of the CPIU (Consumer Price Index) to avoid wild spikes in the COLA given. It would seem wrong to try and balance the budget on the backs of our non-unionized employees and reduce the COLA when times are hard. We certainly don't reward them with ridiculously large increases when times are good.

Further the Select Board and the Personnel Board are moving forward with no step increase for our employees, a minority of the Finance Committee believes we should also be giving step increases. Employees should be rewarded for years of experience and for the excellent work they do.

The Personnel Plan's statement on step increases:

Salary Step Adjustments: On an annual basis, the Select Board, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the Classification and Compensation Schedule. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "proficient" or better will be advanced to the next step within their job classification on the following July 1.

The minority opinion of the Finance Committee is concerned about employee morale. If Personnel Plan changes continue to withhold standard increases that reward employees for their loyalty and good work, our employees may either look to work elsewhere or look to collective bargaining to represent them.

Discussion on Vote 3: Classification and Compensation Schedule – Wage Increase:

Gary Kushner, Finance Committee Chair, moved that the wage adjustment for non-union employees, Temporary, Per Diem and Intermittent schedule, with the exceptions as outlined in the 2021 Annual Town Meeting Warrant, be reduced from 2.4% to 1.4% and the FY2022 Classification & Compensation Schedule-Including 2.4% Wage Increase printed in the 2021 Annual Town Meeting Warrant be replaced by the FY2022 Classification & Compensation Schedule-Including 1.4% Wage Increase as printed in the green handout. Motion was seconded.

Mr. Kushner said there's been a lot of discussion among FinCom, Personnel Board, and Select Board. He pointed out that most town residents are not getting raises. Would save about \$20,000.

Becky Neville, Middle Road, pointed out that the \$20,000 is for 37 workers. They are not getting step increases, either. The employees impacted make the least amount of money of all town employees.

Ms. Bak said that Personnel Board did not recommend the amendment. Unemployment is down and economy is improving.

Mr. Fowlks said that the Select Board does not recommend.

Sachin Mathur, FinCom member, said raises should be viewed in context of pension benefits. The pension benefits are increasing rapidly. Will double in 7 years.

Ms. Kangas spoke in favor of the amendment. Why should employees get raises when town residents aren't getting them? Need to remember town residents on fixed incomes. Time to move toward a merit-based system, not automatic raises. Town budget is going up almost 5% this year.

Mr. Michnovetz said the economy is reopening and the demand for workers is increasing. He was against the amended motion.

Mr. Fowlks said that it's easy to compare to private industry, but town's get revenue from property

taxes. Giving the employees a raise will not significantly impact the tax rate. How do you retain employees if you don't compensate them fairly?

Christine Marlow, Depot Road, said that this has been a difficult year. Many people have lost their jobs and it would be irresponsible to give employees a big raise. Even if unemployment rate is decreasing it will take a long time to recover from the losses from the pandemic.

Dennis Reip, Old Harvard Road, moved the question. The motion was seconded. The motion to vote now carried by two-thirds majority.

Action on the amended motion under Vote 3 under Article 4: The motion to amend failed.

Ms. Kangas had a point of order: she questioned why we shut off debate, thinks we should have allowed people in line to speak. Mr. Fallon said he must accept a legitimate motion to move the question and the motion carried.

Amy Burke, Sargent Rd., raised a process point-of-order. What about all the people in line for the microphones. Mr. Fallon reiterated that motion to move the question is legitimate and carried by two-thirds.

Discussion on original motion:

Mr. Reip reminded people that the arguments are going to be the same for the 2.4% as for the 1.4%. Cindy Markowitz, Meadow Lane, asked whether Juneteenth is an extra holiday so total of 12 holidays. Yes.

Becky Neville reminded people that we are not awarding steps this year, which she doesn't agree with, so the 2.4% is all non-union personnel are getting.

Jeff Glidden, Sargent Rd. moved the question. Motion was seconded. Motion to vote now passed by two-thirds majority as declared by the Moderator.

Action on Vote 3 under Article 4: Motion carried by majority vote.

FY022 Classification & Compensation Schedule – including 2.4% Wage Increase
Regular Full-Time, Reduced Hours and Part-Time Employees

Grade	Positions	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator Police Lieutenant	Exempt	83,259	85,341	87,474	89,661	91,903	94,200	96,555	98,969	101,443	103,980	106,579	109,244	111,975	114,774
15	COA & Comm Svc Director Human Resources Manager Information Systems Coordinator Inspector of Buildings Town Accountant Town Assessor Town Planner Town Treasurer/Collector	Exempt	70,860	72,631	74,447	76,308	78,216	80,171	82,176	84,230	86,336	88,494	90,707	92,974	95,299	97,681
14	Council on Aging Coordinator Town Clerk/ <i>Temporary Town Clerk</i> Community Services Coordinator DPW Business Administrator DPW Foreman	Exempt Non-Exempt	60,305 28.89	61,813 29.61	63,358 30.35	64,942 31.11	66,566 31.89	68,230 32.68	69,936 33.50	71,684 34.34	73,476 35.20	75,313 36.08	77,196 36.98	79,126 37.90	81,104 38.85	83,132 39.82
13	Youth Services Librarian Information Services Librarian Technical Services Librarian	Exempt Non-Exempt	55,656 26.65	57,048 27.32	58,474 28.00	59,936 28.70	61,434 29.42	62,970 30.16	64,544 30.91	66,158 31.68	67,812 32.48	69,507 33.29	71,245 34.12	73,026 34.97	74,852 35.85	76,723 36.74
12	Administrative Assistant Conservation Agent DPW Worker-Skilled Fleet Maintenance Mechanic	Non-Exempt	24.79	25.41	26.05	26.70	27.36	28.05	28.75	29.47	30.21	30.96	31.73	32.53	33.34	34.17
11	Animal Control Officer Department Assistant IT Support Technician	Non-Exempt	23.07	23.65	24.24	24.84	25.47	26.10	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80
10	Bldgs/Gnds Maint Worker DPW Worker-Semi Skilled Senior Library Assistant Transfer Station Worker	Non-Exempt	21.45	21.99	22.54	23.10	23.68	24.27	24.88	25.50	26.14	26.79	27.46	28.15	28.85	29.57
9	Library Assistant	Non-Exempt	19.96	20.46	20.97	21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51
8	Van Dispatcher	Non-Exempt	18.57	19.03	19.50	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.76	24.36	24.97	25.59

**FY022 Classification & Compensation Schedule – including 2.4% Wage Increase
Per Diem and Intermittent Employees & Stipends**

Hourly (All Non-exempt)	Rate	1-Jan
CIT	\$ 11.56	
Intern (Town Hall)	\$ 11.56	
Junior Library Page	\$ 11.56	
Library Page	\$ 11.56	
Counselor	\$ 13.50	14.25
Asst. Animal Control Officer - Dogs & Cats	\$ 13.50	14.25
Laborer - Cemetery	\$ 13.50	14.25
Election Workers	\$ 13.50	14.25
Clerk of Elections	\$ 15.21	
Media Production Technician	\$ 14.27	
Seasonal Conservation Officer	\$ 14.39	
Lead Counselor	\$ 14.62	
Seasonal Maintenance Worker	\$ 16.03	
Van Driver	\$ 17.02	
Lock Up Attendant	\$ 17.27	
Part Time Dispatcher	\$ 19.47	
Fire Department Chaplain	\$ 19.83	
Firefighter/EMT	\$ 19.83	
Special Police Officer	\$ 19.83	
Substitute Librarian	\$ 19.83	
Gym Director	\$ 21.42	
Winter Recreation Director	\$ 21.42	
Specialty Instructor Level I	\$ 21.42	
Fire Lieutenant	\$ 21.80	
Animal Control Officer	\$ 21.80	
Specialty Instructor Level II	\$ 21.95	
Summer Recreation Director	\$ 21.95	
Lead Summer Recreation Director	\$ 22.53	
Fire Captain	\$ 22.53	
Veterans Services Officer	\$ 22.53	
Snow Plow Operator	\$ 25.28	
Deputy Fire Chief	\$ 25.47	
Asst. Building Inspector	\$ 30.18	
Call Building Inspector	\$ 35.13	
Call Fire Chief	\$ 48.93	

Stipends (Annual)	Rate
Field Driver	\$45
Registrar Member	\$275
Registrar Chairperson	\$925
Cemetery Superintendent	\$5,000
Animal Inspector	\$1,015
Technology Liaison	\$7,500
Finance Director	\$6,000

Fee Based	Rate
Wiring Inspector	10% Permit Fees
Plumbing & Gas Inspector	10% Permit Fees
Meeting Secretaries	\$128 /meeting

**For Informational Purposes
Personal Contracts, CBAs and Elected Officials**

Personal Contracts			
Position	Contract Expires	FY2022	FY2021
DPW Director	6/30/2023	107,962	104,817
Fire Chief	6/30/2022	131,040	126,000
Library Director	6/30/2022	83,500	81,308
Police Chief	6/30/2025	156,351	151,797
Town Administrator	6/30/2021		131,757

Positions Governed by Collective Bargaining Agreements (CBAs) -expire 6/30/2021									
Position	Step A	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Police Sergeant		34.53	35.15	36.09					
Police Officer	25.06	27.06	27.76	28.49	29.24	29.99	31.11		
Fire Captain	35.10								
Fire Lieutenant	33.64								
Firefighter/EMT		24.63	25.25	25.87	26.52	27.19	28.66	28.55	29.28
Dispatch Supervisor		24.52	25.12	25.72	26.36	27.01	27.67		
Dispatcher		22.00	22.55	23.10	23.66	24.24	24.82		

Elected Officials				
Position	FY2022		FY2021	
Select Board Member	\$400.00	annually	\$400.00	annually
Board of Health Member	\$200.00	annually	\$200.00	annually
Planning Board Member	\$400.00	annually	\$200.00	annually
Boxborough School Committee Member	\$400.00	annually	\$400.00	annually
Library Trustee	\$200.00	annually	\$200.00	annually
Moderator	\$100.00	annually	\$100.00	annually
Constable	\$3.00	/warrant posted/location	\$3.00	/warrant posted/location
Town Clerk	\$7,284.00	Grade 14, 6 wks May-June	\$51,498.00	(Grade 14-Step 12)

* For FY21 Elected Board and Committee Members salaries eliminated in Articles 3 & 5

* For FY22 SOME Elected Board and Committee Members chose to forgo their salaries as reflected in Article 3

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Gary Kushner, Finance Committee Chair, moved to raise and appropriate the sum of Twenty-Three Million, One Hundred Sixty Thousand, Five Hundred Thirty-five Dollars (\$23,160,535) for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2021 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 the blue budget handout provided at Annual Town Meeting, under the heading FY2022 Budget, including all costs incidental and related thereto. Motion was seconded.

For more information refer to the Finance Committee Report at the end of this Warrant.

The Finance Committee recommends unanimously (5-0).

The Finance Committee does recommend the budget with non-union salaries set at 1.4%. There are specific items in the budget where differences of opinion reside and will be discussed during their specific sections of article 5.

Mr. Kushner gave the Finance Committee report. He spoke about the budget process and timetable. He outlined where all the money is spent. 54.7% goes to regional school. He also showed how each element of the budget is growing. He pointed out that long-term debt has dropped 19%. The operating budget is up by 4.73%. If all the warrant articles pass, total expenditures would increase by 38%. He pointed out that revenue is being impacted negatively by the abatements being filed by commercial properties due to high vacancy rates. Debt has declined in recent years providing opportunities for capital investment.

The Select Board recommends (4-1). Majority

The majority of the Select Board recommends this article. The budgeting process for the town starts in September and takes several months, where the Select Board and Finance Committee hold 2 budget Saturdays one for Capital Expenditure and one for Operational Expenses for the town, where many potential items that may be added to the budget are discussed and decided whether or not they should be included in the budget that is brought to Town Meeting. During this process many items were removed, and the majority of the Select Board endorses the proposed budget. Additionally, if this article fails to pass at Town Meeting, another Special Town Meeting would need to be called and would cost in excess of \$3,000 in order for the Town to be funded for the fiscal year.

Minority

A minority of the Select Board does not support the FY22 Operating Budget for a number of reasons.

1. It does not reflect the desires of the taxpayers wishes expressed at last years' Annual Town Meeting, regarding where we should be spending our tax dollars.
2. Although everyone involved in creating the budget worked very hard to make it more transparent than many other towns, this budget should be even more transparent in clarifying a number of expenses.
3. This past Fall the Select Board was wondering why the Town couldn't afford to provide the level of service for the Council on Aging, Community Services, etc., which other surrounding communities provide. A review of the past twenty (20) years of Annual Town Reports surfaced some interesting results of how our Tax dollars are being spent. Following are some tabulations & graphs of the data.

The simple questions to always ask about any expenses are:

Do we really need to spend this money? Do we need to spend it NOW? What happens if we don't spend it? Can we get it done for less?

John Markiewicz made the minority recommendation against the budget. He referenced a graph in the warrant. He pointed out that the protection budget has tripled in 30 years despite small increase in town population. Another graph showed that Boxborough spends more than area towns. His focus is not on salaries-town employees earn every penny— but on the “Other” budget. The Police “Other” budget has doubled in 10 years and is much higher than neighboring towns. He pointed to \$55,000 for a police cruiser— 5th vehicle in 3 years. He outlined other areas for cutting: grounds and maintenance, public relations, other.

Discussion on Article 5:

Jim Comolli, Sargent Rd., had a question about protection—where to bring up his question. Line item 210. Mr. Glidden said the blue sheet and other budget information was too hard to find online. He said that a lot of line items are up 20% without any information on why. Mr. Fallon noted that footnotes were attached to every budget page.

Rob McNeece, Library Board of Trustees, moved that line item 196 Total Facilities - Other be increased by \$4,800 to add one additional day of cleaning per week for the Library for the months of September 2021 through June of 2022. Motion was seconded.

Mr. McNeece said this was needed as the library is fully reopened and that COVID-19 is still circulating. Many children are not vaccinated. More frequent use will increase use of rest rooms and meeting rooms which will need to be cleaned.

Finance committee does not recommend. Select Board recommends.

Discussion on amended motion:

Molly Wong, Stonehedge Place, said daily cleaning was instituted in 2019 and was cut back. Three days/week is not enough given the use the library gets.

Nora Shine, Mayfair Dr., said that she appreciated the library throughout the pandemic. She thinks its important that the facility be cleaned.

Ms. Kangas spoke against the motion. Library cleaning is adequate.

Anne Canfield, Stow Rd. asked why the Fincom didn't recommend? Mr. Kushner said that there are other public bathrooms in town that were only cleaned twice a week. He said the Fincom vote was unanimous. Ms. Canfield said given how many children at the library the cost is justified.

A Harvard Ridge resident loves the library but said that she thinks we should save the money. She is worried about taxes and whether she can continue to afford living here. What is essential?

Christine Marlow, Depot Rd., can we bring down the cost in some way by having DPW do the cleaning. Mr. McNeece said that the DPW used to do the cleaning. As demands on DPW increased, it was decided to outsource the cleaning of town facilities as it would be cheaper than carrying an employee with benefits. Last year library was closed to public. Was there money budgeted from last year that wasn't used? Can we charge a fee for cleaning for use of room? Mr. Fallon said that if money not spent in given year, goes into Free Cash which can be used in future years, but not the next. Mr. McNeece said that the

library was built with a meeting room for use of town residents and organizations. Trustees could discuss a fee for use but this is not in place at this point.

Ms. Wong said that the Library Trustees were not aware of the FinCom opposition based on level of cleaning using the Town Hall—usage does not compare. Lack of communication should be remedied. Heather Fleming, Stow Rd., said that she supports the amendment. The library is one of the only places that residents have to gather. Having a user fee would discourage small groups. Cleanliness is important. Dennis Reip moved the question on the amendment. Motion was seconded. Motion to vote now passed by two-thirds majority.

Action on amendment to line 196: Motion carried by majority vote.

Mr. Comolli asked Mr. Markiewicz a question on graph 1 on page 13 of the warrant, which showed a million dollar increase in Protection. What is included? It includes salary and other. Mr. Markiewicz described where the graphs came from.

Jeanne Kangas moved to amend line item 210 Total Other to be reduced by \$77,000. Motion was seconded.

Ms. Kangas said that the Police Department gets \$20,000 from local area banks. This money should be used to reduce the tax burden on residents. A cruiser is \$55,000—with 10 already in the fleet, we don't need one now. Also, we should be buying hybrid vehicles.

Gary Kushner, Chair of the Finance Committee, said the Finance Committee did not recommend.

Maria Neyland, Picnic Street, asked that Mr. Kushner address why a cruiser is in the operating budget. She is concerned about cutting grants. We want departments to aggressively go after grants.

Mr. Kushner explained why the cruiser is in the operating budget. The policy has been if we have a recurring expense we should put it in the operating budget. The plan has been to add a cruiser every year so it has been in the operating budget for many years. Also, we need a cruiser every year to keep the fleet current.

Rita Grossman, Depot Rd., asked if this amendment fails, could another amendment be made to just cut the cruiser? The Moderator responded no. She had an issue that we are not buying hybrid or electric vehicle.

Mr. Fallon said that the type of vehicle to buy is an executive decision, not for town meeting.

Mr. Markiewicz spoke against the practice of including cruiser in operational budget. As for grants, he thought the ones in question were essentially gifts.

Diana Lipari, Littlefield Rd. and Select Board member, spoke in support of the amendment. She said that she was a former FinCom member and said that FinCom did not examine the “other” budget closely. Our vehicles are being replaced at relatively low mileage because of how we calculate usage. We need to understand how the vehicles are used and how many we really need.

Becky Neville, Middle Rd., moved the question. Motion was seconded. Motion carried by two-thirds.

Action on amendment to line 210 Total Other: The motion to amend carried by majority vote.

Ms. Kangas had a question on the Animal Control Officer. We share the services with 2 other towns. How does the reimbursement show up? Budget shows only Boxborough share.

Lines 310, 311 312 Discussion

Robin Lazarow had question on numbers for Minuteman—only 2 students and the cost is \$220,205? Why so much difference between the tech schools. Mr. Kushner said that four students attend Minuteman, 4 at Nashoba and 2 at Assabet. Each has different transportation and assessment fees. Ms. Grossman asked if faculty from Minuteman still go to AB to teach? Peter Light, School Superintendent responded that the cost was included in ABRSD budget.

Mr. Glidden still concerned about how the students are budgeted for.

Ling Chen, Burroughs Road, said that we have 4 options for schooling—and transportation must be paid for even if only one student attends. We should narrow the options to save on transportation.

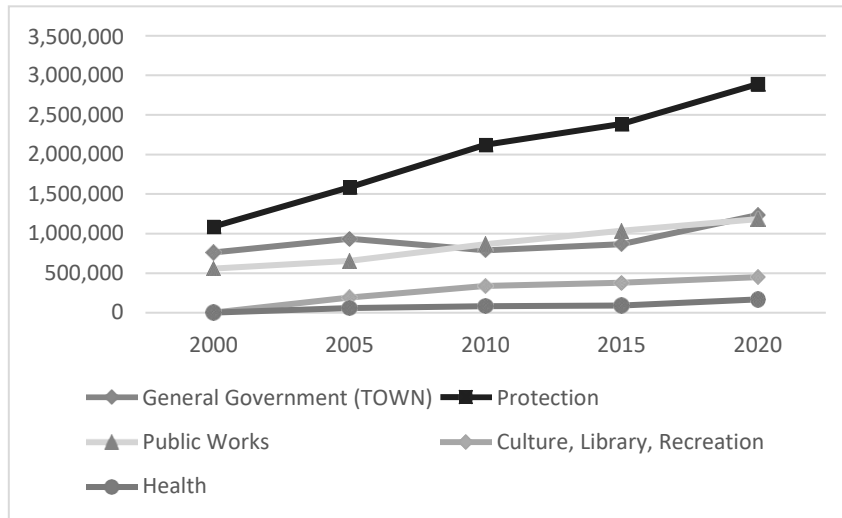
Cindy Markowitz, Meadow Ln., asked about the detail in the budget. Mr. Fallon said that this level of detail is what has been provided for years. She would like more detail. Mr. Kushner said the full budget is posted online.

Gary Kushner, Finance Committee Chair, moved to raise and appropriate the sum of Twenty-Three Million, One Hundred Eighty Thousand, Nine Hundred Eighty Dollars (\$23,180,980) for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2021 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 the blue budget handout provided at Annual Town Meeting, under the heading FY2022 Budget, including all costs incidental and related thereto. Motion was seconded.

Action on Article 5, as amended: Motion carried by majority vote.

Graph 1

TOWN OF BOXBOROUGH DEPARTMENT OPERATING EXPENSES 2000 THROUGH 2020					
DRAFT UNAUDITED					
DEPARTMENT	2000	2005	2010	2015	2020
General Government (TOWN)	\$ 762,018	\$ 935,027	\$ 791,419	\$ 867,020	\$ 1,234,850
Protection	\$ 1,088,612	\$ 1,586,679	\$ 2,124,108	\$ 2,387,284	\$ 2,889,560
Public Works	\$ 558,754	\$ 657,162	\$ 867,508	\$ 1,037,784	\$ 1,182,790
Culture, Library, Recreation	\$ -	\$ 191,016	\$ 336,879	\$ 375,831	\$ 448,780
Health	\$ -	\$ 56,759	\$ 81,009	\$ 90,111	\$ 167,380
TOTAL	\$ 2,409,384	\$ 3,426,643	\$ 4,200,923	\$ 4,758,030	\$ 5,923,360



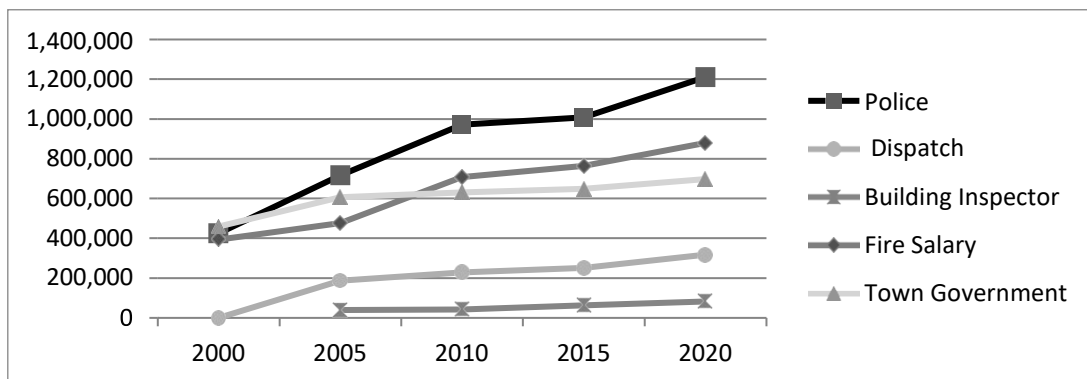
Graph 2

BOXBOROUGH SPENDING AS A PERCENT OF TOTAL BUDGET (FY 2017) EST						
CATEGORY	BOXBOROUGH	STOW	LITTLETON	HARVARD	BOLTON	CARLISE
EDUCATION	58%	63%	44%	55%	56%	65%
PUBLIC SAFETY	14%	8%	9%	7%	9%	9%
GENERAL GOVERNMENT	6%	7%	9%	7%	9%	9%
TRANSPORTATION	4%	4%	8%	5%	5%	3%
CULTURE AND RECREATION	2%	2%	2%	3%	2%	3%
PHYSICAL ENVIRONMENT	1%	1%	2%	1%	1%	1%
HUMAN SERVICES	1%	1%	1%	1%	1%	1%
NON DEPARTMENTAL	15%	15%	25%	21%	23%	12%
OTHER PUBLIC WORKS	0%	0%	1%	0%	0%	0%
MISC	0%	0%	2%	0%	0%	0%
TOTAL	100%	100%	100%	100%	100%	100%
BOXBOROUGH SPENDS 46% MORE ON PUBLIC SAFETY THAN MOST SURROUNDING TOWNS						

Graph 3

TOWN OF BOXBOROUGH SALARY INCREASES FOR POTECTION AND TOWN
GOVERNMENT 2000 THROUGH 2020

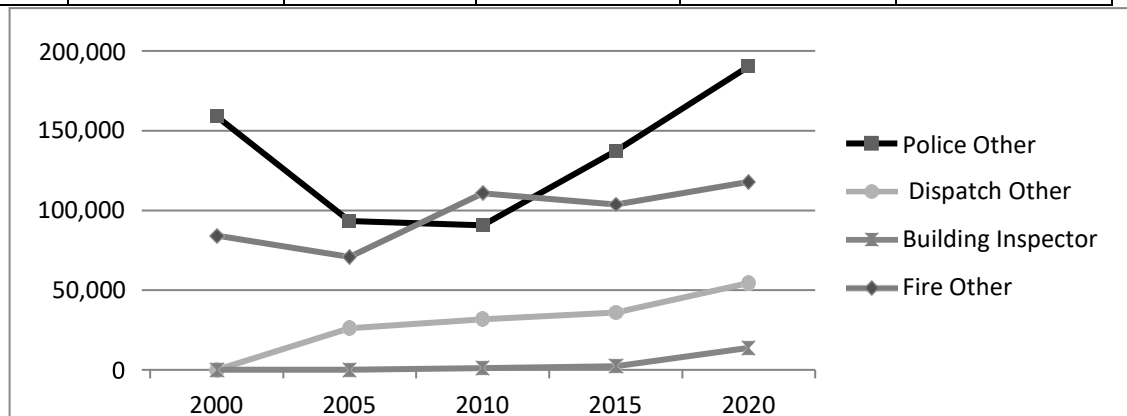
	2000	2005	2010	2015	2020
Police	\$ 424,457	\$ 715,463	\$ 969,621	\$ 1,008,200	\$ 1,210,305
Dispatch		\$ 186,294	\$ 227,857	\$ 250,302	\$ 317,570
Building Inspector		\$ 39,300	\$ 41,899	\$ 63,393	\$ 82,020
Fire Salary	\$ 393,497	\$ 477,153	\$ 708,025	\$ 765,214	\$ 879,350
Town Government	\$ 458,754	\$ 606,461	\$ 631,250	\$ 648,013	\$ 697,755



Graph 4

TOWN OF BOXBOROUGH PROTECTION OTHER EXPENSE 2000-2020

	2000	2005	2010	2015	2020
Police Other	\$ 158,946	\$ 93,378	\$ 90,625	\$ 137,240	\$ 190,295
Dispatch Other	\$ -	\$ 26,135	\$ 31,721	\$ 36,020	\$ 54,425
Building Inspector	N/A	N/A	\$ 1,110	\$ 2,250	\$ 13,755
Fire Other	\$ 84,022	\$ 70,795	\$ 110,569	\$ 103,498	\$ 117,870



Note: Police Other: has more than Doubled since 2010

	Department Totals	FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
114	Total Salary	0	0	100.0%	0
114	Total Other	75	65	15.4%	65
114	Total Moderator	75	65	15.4%	65
119	Total Salary	0	0	0.0%	0
119	Total Other	120	170	-29.4%	170
119	Total Town Constable	120	170	-29.4%	170
122	Total Salary	0	0	100.0%	2,000
122	Total Other	2,615	2,640	-0.9%	2,885
122	Total Select Board	2,615	2,640	-0.9%	4,885
123	Total Salary	215,020	192,230	11.9%	192,150
123	Total Other	5,330	5,080	4.9%	4,515
123	Total Town Administrator	220,350	197,310	11.7%	196,665
131	Total Salary	0	0	0.0%	3,000
131	Total Other	375	375	0.0%	375
131	Total Town Finance Comm	375	375	0.0%	3,375
135	Total Salary	90,230	87,215	3.5%	79,005
135	Total Other	38,300	35,640	7.5%	37,335
135	Total Accountant	128,530	122,855	4.6%	116,340
141	Total Salary	85,230	82,215	3.7%	80,005
141	Total Other	16,015	13,290	20.5%	13,860
141	Total Assessor	101,245	95,505	6.0%	93,865
145	Total Salary	77,310	74,575	3.7%	71,575
145	Total Other	27,740	29,940	-7.3%	25,990
145	Total Treasurer/Collector	105,050	104,515	0.5%	97,565
151	Total Salary	0	0	0.0%	0
151	Total Other	78,400	78,400	0.0%	87,600
151	Total Legal	78,400	78,400	0.0%	87,600

114 Total Other - Moderator: Membership Dues increase

119 Total Other - Constable: Only one election planned and two Town Meetings possible

123 Total Salary - Town Administrator: Assistant Town Administrator FY21 budgeted at 9 months

141 Total Other - Assessor: Conference for recertification

	Department Totals	FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
<input type="checkbox"/>	152 Total Salary	0	0	0.0%	0
	152 Total Other	345	345	0.0%	320
	152 Total Personnel Board	345	345	0.0%	320
<input type="checkbox"/>	156 Total Salary	7,500	7,500	0.0%	5,000
	156 Total Other	242,920	184,500	31.7%	151,210
	156 Total Technology	250,420	192,000	30.4%	156,210
<input type="checkbox"/>	161 Total Salary	54,410	52,500	3.6%	50,690
	161 Total Other	1,945	1,705	14.1%	1,830
	161 Total Town Clerk	56,355	54,205	4.0%	52,520
<input type="checkbox"/>	162 Total Salary	2,975	8,845	-66.4%	7,280
	162 Total Other	7,495	9,355	-19.9%	7,560
	162 Total Elect. & Registr.	10,470	18,200	-42.5%	14,840
<input type="checkbox"/>	171 Total Salary	0	0	0.0%	0
	171 Total Other	1,600	1,600	0.0%	2,150
	171 Total Conservation Comm	1,600	1,600	0.0%	2,150
<input type="checkbox"/>	174 Total Salary	74,450	71,785	3.7%	80,980
	174 Total Other	3,875	4,300	-9.9%	3,830
	174 Total Town Planner	78,325	76,085	2.9%	84,810
<input type="checkbox"/>	175 Total Salary	5,075	3,075	65.0%	3,545
	175 Total Other	5,425	1,200	352.1%	1,200
	175 Total Planning Board	10,500	4,275	145.6%	4,745

156 Total Other - Technology: Moved \$48,000 from warrant article to budget per past practice in capital planning Additional increases for software and consulting

161 Total Other - Town Clerk: Additional supplies & travel for training

162 Total Salary - Elections & Registrars: Only 1 election planned, FY21 included 3 162 Total Other - Elections & Registrars: Only 1 election planned, FY21 included 3

174 Total Salary - Town Planner: New Dept, no substantive changes

174 Total Other - Town Planner: New Dept, no substantive changes

175 Total Salary - Planning Board: Elected salaries reinstated FY22

Removed Town Planner to 174

175 Total other – Planning Board: Increased consulting fees, conferences

		FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
	Department Totals				
176	Total Salary	1,280	0	100.0%	3,000
176	Total Other	635	135	370.4%	225
176	Total ZBA	1,915	135	1318.5%	3,225
179	Total Salary	0	0	0.0%	0
179	Total Other	100	100	0.0%	200
179	Total Ag Comm	100	100	0.0%	200
182	Total Salary	0	0	0.0%	0
182	Total Other	3,500	3,500	0.0%	0
182	Total Economic Development	3,500	3,500	0.0%	0
192	Total Salary	226,565	210,065	7.9%	212,660
192	Total Other	50,510	48,630	3.9%	47,655
192	Total Town Hall	277,075	258,695	7.1%	260,315
196	Total Salary	0	0	0.0%	0
196	Total Other	58,015	57,605	0.7%	52,865
196	Total Facilities	58,015	57,605	0.7%	52,865
199	Total Salary	0	0	0.0%	0
199	Total Other	1,250	500	150.0%	500
199	Total Sustainability Comm	1,250	500	150.0%	500
	Total Salaries - Town Government	840,045	790,005	336.5%	858,566
	Total Other - Town Government	546,585	479,075	903.6%	453,721
	Total Town Government	1,386,630	1,269,080	1624.7%	1,312,287

176 Total Salary - ZBA: Secretary removed FY21 only, until position filled

176 Total Other - ZBA: Added Training/Conferences

196 Total Other - Facilities: **Expected Amendment for Library Cleaning \$4,800

199 Total Other - Sustainability Comm: New website platform proposed, training & marketing

		FY22	FY21	%	FY20
	Department Totals	Budget	Budget	Change	Budget
				FY21 v 22	
210	Total Salary	1,349,040	1,342,810	0.5%	1,210,305
210	Total Other	212,915	209,415	1.7%	190,295
210	Total Police	1,561,955	1,552,225	0.6%	1,400,600
215	Total Salary	349,360	340,070	2.7%	317,570
215	Total Other	61,425	54,425	12.9%	54,425
215	Total Dispatch	410,785	394,495	4.1%	371,995
220	Total Salary	1,002,975	950,555	5.5%	879,350
220	Total Other	150,370	136,010	10.6%	117,870
220	Total Fire	1,153,345	1,086,565	6.1%	997,220
241	Total Salary	87,270	84,255	3.6%	82,020
241	Total Other	13,975	14,960	-6.6%	13,755
241	Total Building Insp	101,245	99,215	2.0%	95,775
291	Total Salary	0	0	0.0%	2,490
291	Total Other	0	0	0.0%	645
291	Total ACO	0	0	0.0%	3,135
292	Total Salary	17,290	16,670	3.7%	16,405
292	Total Other	5,495	4,385	25.3%	4,385
292	Total ACO	22,785	21,055	8.2%	20,790
299	Total Salary	0	0	0.0%	45
299	Total Other	0	0	0.0%	0
299	Total Field Driver	0	0	0.0%	45
	Total Salaries - Protection	2,805,935	2,734,361	416.0%	2,508,191
	Total Other - Protection	444,180	419,195	43.8%	381,375
	Total Protection	3,250,115	3,153,555	21.2%	2,889,560

210 Total Salary - Police: Article 9B increase is not included 215 Total Salary - Dispatch: Article 9C increase is not included

215 Total Other - Dispatch: Software & Service contracts approved in ATM20 article26 220 Total Salary - Fire: Article 9A increase is not included

220 Total Other - Fire: Software & Service contracts approved in ATM20 article26 291 Total - Animal Control: All services combined with Depts 292 & 505

292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only 292 Total Other - Animal Control Dogs & Cats: Uniform Expense added to budget

299 Total - Field Driver: All services combined with Dept 505

		FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
	Department Totals				
300	Total Salary	1,600	0	100.0%	1,600
300	Total Other	0	0	0.0%	0
300	Total School Committee	1,600	0	100.0%	1,600
310	Total Salary	0	0	0.0%	0
310	Total Other	220,205	249,090	-11.6%	252,005
310	Total Minuteman	220,205	249,090	-11.6%	252,005
311	Total Salary	0	0	0.0%	0
311	Total Other	49,050	47,820	2.6%	46,250
311	Total Assabet	49,050	47,820	2.6%	46,250
312	Total Salary	0	0	0.0%	0
312	Total Other	112,000	126,410	-11.4%	64,895
312	Total Nashoba	112,000	126,410	-11.4%	64,895
320	Total Salary	0	0	0.0%	0
320	Total Other	12,676,080	12,123,120	4.6%	11,522,285
320	Total ABRSD	12,676,080	12,123,120	4.6%	11,522,285
	Total Salaries - Education	1,600	0	100.0%	1,600
	Total Other - Education	13,057,335	12,546,440	-15.9%	11,885,435
	Total Education	13,058,935	12,546,440	84.1%	11,887,035

300 Total Salary - School Committee: Elected salaries reinstated FY22

310 Total Other - Minuteman: 2 students confirmed, 5 applied

311 Total Other - Assabet: 1 student, 2 applied

312 Total Other - Nashoba: 4 students, 2 applied

	Department Totals	FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
<input type="checkbox"/>	422 Total Salary	626,455	610,305	2.6%	584,070
	422 Total Other	137,360	134,460	2.2%	137,770
<input type="checkbox"/>	422 Total DPW	763,815	744,765	2.6%	721,840
	423 Total Salary	66,880	66,200	1.0%	63,850
<input type="checkbox"/>	423 Total Other	139,710	135,710	2.9%	135,800
<input type="checkbox"/>	423 Total Snow & Ice	206,590	201,910	2.3%	199,650
	424 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	424 Total Other	2,500	3,000	-16.7%	3,500
<input type="checkbox"/>	424 Total Street Lighting	2,500	3,000	-16.7%	3,500
	425 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	425 Total Other	59,760	41,615	43.6%	28,500
<input type="checkbox"/>	425 Total Hager Well	59,760	41,615	43.6%	28,500
	429 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	429 Total Other	88,025	87,175	1.0%	77,500
<input type="checkbox"/>	429 Total Fuel	88,025	87,175	1.0%	77,500
	431 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	431 Total Other	0	10,000	100.0%	0
<input type="checkbox"/>	431 Total Hazardous Waste	0	10,000	100.0%	0
	433 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	433 Total Other	136,900	120,400	13.7%	146,300
<input type="checkbox"/>	433 Total Transfer Station	136,900	120,400	13.7%	146,300
	491 Total Salary	5,000	5,000	0.0%	5,000
<input type="checkbox"/>	491 Total Other	500	500	0.0%	500
<input type="checkbox"/>	491 Total Cemetery	5,500	5,500	0.0%	5,500
	Total Salaries - Public Works	698,335	681,505	3.7%	652,920
	Total Other - Public Works	564,755	532,860	146.7%	529,870
	Total Public Works	1,263,090	1,214,365	146.5%	1,182,790

424 Total Other - Street Lighting: Recent combined municipal billing option

425 Total Other - Hager Well: DEP mandated cleaning due

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

433 Total Other - Transfer Station: Disposal Fees increasing

	Department Totals	FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
<input type="checkbox"/>	505 Total Salary	2,060	3,550	-42.0%	990
<input type="checkbox"/>	505 Total Other	0	0	0.0%	150
	505 Total Animal Inspector	2,060	3,550	-42.0%	1,140
	511 Total Salary	600	0	100.0%	505
<input type="checkbox"/>	511 Total Other	47,255	45,700	3.4%	45,050
	511 Total BoH	47,855	45,700	4.7%	45,555
	529 Total Salary	37,690	0	100.0%	0
<input type="checkbox"/>	529 Total Other	7,650	7,175	6.6%	6,225
	529 Total Community Services	45,340	7,175	531.9%	6,225
	541 Total Salary	37,690	73,575	-48.8%	71,575
<input type="checkbox"/>	541 Total Other	8,790	8,540	2.9%	8,700
	541 Total COA	46,480	82,115	-43.4%	80,275
	543 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	543 Total Other	33,965	46,615	-27.1%	34,185
	543 Total Veterans	33,965	46,615	-27.1%	34,185
	Total Salaries - Health Services	78,040	77,125	109.3%	73,070
	Total Other - Health Services	97,660	108,030	-14.2%	94,310
	Total Health Services	175,700	185,155	424.1%	167,380

505 Total Other - Animal Inspector: Animal Control backup services reduced

511 Total Salary - Board of Health: Elected salaries reinstated FY22

529 Total Salary - Community Services: Position Split from COA - 25 hours

541 Total Salary - COA: Position Split to Community Services - 25 hours

543 Total Other - Veterans: Veterans Service District; Ch115 Aid decrease

	Department Totals	FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
<input type="checkbox"/>	610 Total Salary	263,735	256,355	2.9%	238,565
<input type="checkbox"/>	610 Total Other	162,750	162,050	0.4%	153,400
	610 Total Library	426,485	418,405	1.9%	391,965
<input type="checkbox"/>	630 Total Salary	38,300	7,305	424.3%	31,790
<input type="checkbox"/>	630 Total Other	12,900	6,375	102.4%	12,175
	630 Total Rec Comm	51,200	13,680	274.3%	43,965
<input type="checkbox"/>	670 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	670 Total Other	2,000	2,000	0.0%	2,000
	670 Total Steele Farm	2,000	2,000	0.0%	2,000
<input type="checkbox"/>	691 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	691 Total Other	6,150	5,050	21.8%	8,050
	691 Total Hist Comm	6,150	5,050	21.8%	8,050
<input type="checkbox"/>	692 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	692 Total Other	1,500	1,500	0.0%	1,400
	692 Total Public Celebrations	1,500	1,500	0.0%	1,400
<input type="checkbox"/>	699 Total Salary	0	0	0.0%	0
<input type="checkbox"/>	699 Total Other	1,400	1,400	0.0%	1,400
	699 Total AB Cultural Council	1,400	1,400	0.0%	1,400
	Total Salaries - Culture & Rec	302,035	263,660	427.2%	270,355
	Total Other - Culture & Rec	186,700	178,375	124.6%	178,425
	Total Culture & Rec	488,735	442,035	298.0%	448,780

630 Total Salary - Recreation Commission: Flerra Summer Program Offered July 2021

630 Total Other - Recreation Commission: Flerra Summer Program Offered July 2021

691 Total Other - Historical Commission: Increased building maintenance

		FY22 Budget	FY21 Budget	% Change FY21 v 22	FY20 Budget
	Department Totals				
<input type="checkbox"/>	710 Total Salary	0	0	0.0%	0
	710 Total Other	865,000	735,000	17.7%	870,000
	710 Total Retirement of LT Debt	865,000	735,000	17.7%	870,000
<input type="checkbox"/>	751 Total Salary	0	0	0.0%	0
	751 Total Other	229,495	224,185	2.4%	217,110
	751 Total Debt Interest	229,495	224,185	2.4%	217,110
<input type="checkbox"/>	830 Total Salary	0	0	0.0%	0
	830 Total Other	1,144,435	1,008,915	13.4%	943,155
	830 Total County Retirement Assmt	1,144,435	1,008,915	13.4%	943,155
<input type="checkbox"/>	912 Total Salary	0	0	0.0%	0
	912 Total Other	201,385	199,545	0.9%	193,320
	912 Total Other Insurance	201,385	199,545	0.9%	193,320
<input type="checkbox"/>	915 Total Salary	0	0	0.0%	0
	915 Total Other	967,460	1,004,730	-3.7%	1,056,490
	915 Total Employee Benefits	967,460	1,004,730	-3.7%	1,056,490
	Total Salaries - Administration	0	0	0.0%	0
	Total Other - Administration	3,407,775	3,172,375	30.7%	3,280,075
	Total Administration	3,407,775	3,172,375	30.7%	3,280,075
<input type="checkbox"/>	132 Total Salary	0	0	0.0%	0
	132 Total Other	150,000	150,000	0.0%	150,000
	132 Total Reserve Fund	150,000	150,000	0.0%	150,000

710 Total Other - Retirement of Long Term Debt: New issuance for ATM18 & ATM19 approvals

830 Total Other - County Retirement Assessment: 1st of 2-year calculation

915 Total Other - Employee Benefits: Insurance plans increased average 3.1%;
based on current enrollment

	FY22	FY21	%	FY20
Department Totals	Budget	Budget	Change	Budget
			FY21 v 22	
Total Salaries - Town Government	840,045	790,005	336.5%	858,566
Total Salaries - Protection	2,805,935	2,734,361	416.0%	2,508,191
Total Salaries - Public Works	698,335	681,505	3.7%	652,920
Total Salaries - Health Services	78,040	77,125	109.3%	73,070
Total Salaries - Culture & Rec	302,035	263,660	427.2%	270,355
Total Salaries	4,724,390	4,546,656	3.9%	4,363,102
Total Other - Town Government	546,585	479,075	903.6%	453,721
Total Other - Protection	444,180	419,195	43.8%	381,375
Total Other - Public Works	564,755	532,860	146.7%	529,870
Total Other - Health Services	97,660	108,030	-14.2%	94,310
Total Other - Culture & Rec	186,700	178,375	124.6%	178,425
Total Town Other	1,839,880	1,717,535	7.1%	1,637,701
Total Town Government	1,386,630	1,269,080	1624.7%	1,312,287
Total Protection	3,250,115	3,153,555	21.2%	2,889,560
Total Public Works	1,263,090	1,214,365	146.5%	1,182,790
Total Health Services	175,700	185,155	424.1%	167,380
Total Culture & Rec	488,735	442,035	298.0%	448,780
Total Town Expenses	6,564,270	6,264,190	4.8%	6,000,797
Total Other - Education	13,058,935	12,546,440	-15.9%	11,887,035
Total Other - Administration	3,407,775	3,172,375	30.7%	3,280,075
Total Reserve Fund	150,000	150,000	0.0%	150,000
Total Other Costs	16,616,710	15,868,815	4.7%	15,317,110
Total Expenses	23,180,980	22,133,005	4.7%	21,317,907

ARTICLE 6

COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION)– LIBERTY FIELD CAPITAL IMPROVEMENTS

\$300,000 CPA (Open
Space/Budgeted Reserve)
(Majority vote required)

Dennis Reip, Community Preservation Committee Chair, moved that the Town vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Fifteen Thousand Dollars (\$15,000) and the sum of Two-Hundred and Eighty-Five Thousand Dollars (\$285,000) from the Community Preservation FY21 budgeted reserve to make improvements to Liberty Field as recommended by the Community Preservation Committee. Motion was seconded.

Mr. Reip asked that the Recreation Commission make the recommendation in favor of the motion. Hilary Greven made the presentation on behalf of the Recreation Commission.

Summary:

The Recreation Commission proposes to make capital improvements to the existing space at Liberty Field creating an all- encompassing recreational space in town that will be desirable to all ages in the community.

The proposed updates/improvements to be funded under this Article include the following:

- *Creating an ADA accessible walking/running paved path around the perimeter of the field.*
- *Providing a direct connection from the paved path to the existing hiking trails on the adjacent Patch Hill Conservation Land.*
- *Improving irrigation and drainage*

*The proposed updates/improvements to be funded under **Article 7** include the following:*

- *Rehabilitating the existing baseball field, including a complete overhaul of the outfield and infield*
- *Adding two tennis/pickleball courts*
- *Adding one basketball court*
- *Adding an adult fitness area*
- *Adding a covered pavilion with seating*
- *Adding a playground area for all ages*
- *Creating a recreational area that is compliant with ADA accessibility requirements*

The Recreation Commission began working on this project in 2015 when the 2015-2022 Buxborough Open Space and Recreation Plan was drafted with one of the goals being- “to enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability”. The Plan noted that based on outreach to residents they would be most interested in adding basketball and tennis courts in town. The 2015 the Buxborough2030 Master Plan included two strategies assigned to the Recreation Commission:

- *Address known recreational needs by upgrading or developing new facilities when feasible*
- *Identify recreational needs, particularly for teens and seniors*

With the above goals in mind, the Recreation Commission looked at the three recreational spaces in town (Flerra Field, Fifer’s Field and Liberty Field) and determined that Liberty Field was most appropriate site which

had the space to accommodate tennis and basketball courts.

In 2016, the Recreation Commission received CPA funding for the following: design and initial layout of park improvements at Liberty Field, development of construction documents and affiliated cost estimates to enable the Commission to return to a future Town Meeting to seek funding for the construction of basketball and tennis courts at Liberty Fields.

In working with Places and Associates, Inc. on the design, the Recreation Commission expanded upon the initial plans with the objective of making Liberty Field a desirable recreation spot in town for residents of all ages.

The recreation space in Boxborough in town is lacking and is limited to soccer and baseball fields. Other than off-road trails, there are no designated, or fully accessible, running or walking areas in town. With the creation of the walking path, the Recreation Commission intends to create a safe, designated area that can be used for running, walking, bike riding, etc. The Recreation Commission also believes that community interest in outdoor recreation facilities continues to grow, and the project at Liberty Field will address interest in a diverse mix of outdoor recreation activities and create a sense of community amongst all generations.

The Community Preservation Committee

recommends (8-0). The Recreation Commission

recommends (5-0).

Voting to support this article would allow for implementing one phase of the overall Liberty Field capital project: an accessible, paved walking/running path with connection to the Patch Hill Conservation Trail; improving irrigation and drainage to the soccer fields and areas surrounding the path; and creating handicap parking spaces.

The Recreation Commission believes an accessible, flat, paved walking path would be a wonderful asset benefiting all in Boxborough. While there are many beautiful trails in town, they are not all accessible and may not be of interest to those seeking a flat area to walk or run away from traffic and other obstacles. Most areas in Boxborough do not have sidewalks, further demonstrating that we can fulfill an unmet need with a safe walking/running space.

In addition, the walking/running path would provide a connection to the trail head of the Patch Hill Conservation area allowing easy access to Liberty Field from many adjacent neighborhoods.

The Select Board recommends unanimously (5-0).

The Select Board strongly supports this article. The Recreation Commission has worked tirelessly to develop a workable plan which will effectively utilize CPA funds to create a desirable recreation facility which can be utilized by citizens of all ages.

This plan supports the Boxborough 2030 Master Plan to meet the citizens' interest and desires for having more locations for social interaction within the community.

This is an ideal use for available CPA funds.

The Finance Committee recommends (5-0).

The Finance Committee, by a majority, supports the renovation of the Liberty Fields to provide a space the

town can be proud of and usages for all age groups in towns from youth to seniors. This work would provide immeasurable improvements supporting soccer, baseball, tennis and basketball as well as a 1/3-mile paved walking path and workout area. The CPA funds specifically would cover the walking path and related items. Funding is supported and recommended by using CPA Open Space and Recreation funds of \$300,000. We commend the Recreation Committee for their outstanding work on this potential opportunity to improve recreational space for the entire town.

The Conservation Commission recommends unanimously (5-0).

The Commission recommends this CPC Article because it provides for improved access and connectivity to the existing walking trails on the adjacent Patch Hill conservation land. The proposed walking path and field improvements will also provide a welcome alternative to the reliance on Flerra Meadows and other Town properties to meet the growing demand for open recreational space.

Discussion on Article 6:

Ms. Lipari asked a question of RecCom. What about maintenance? What is the maintenance plan? Ms. Greven said that they have had conversations with DPW who have agreed to do the work, which should be manageable. The tennis courts have a 25-year warrantee.

Fred Dushin, Littlefield Rd., spoke in favor of the motion. Many benefits to the town and to anyone using the fields which drain poorly. Are paved pathways required for ADA compliance? No, but easier to maintain and keep clear in winter.

Ms. Kangas said she had initial concerns about the project but now is in favor after listening to the RecCom presentation. Costs will only go up, and interest rates are low. She said that maintenance costs for the town will increase. Asked the RecCom to ask for more contributions from local organizations who use the fields.

Anne Canfield, Stow Rd., has some concerns. Issue with the location. Issue with cost. What about Fifer's Field? Nice path there already for seniors—just needs to be cleaned off. What about hours of operation and lighting? What about after dark?

Mr. Reip: Point of order—Article 6 does not increase taxes—funds from CPA. Town doesn't own anything but the field at Fifer's Field. No plans for lighting.

Megan McKiernan, Old Harvard Rd., spoke in favor of the motion. She's a soccer mom and said improving the field drainage would make the fields more usable. Elite travel teams would potentially be a source of revenue.

Dave Follett, Cobleigh Rd. moved the question. Motion was seconded. Motion to vote now carried by two-thirds majority as declared by the Moderator.

Action on the motion under Article 6: Motion carried by majority vote.

ARTICLE 7 LIBERTY FIELD CAPITAL IMPROVEMENTS

\$1,255,000 Bonding

(Two-thirds vote required)

Megan Connor, Recreation Commission Chair, moved that the Town appropriate the sum of One Million Two Hundred Fifty-Five Thousand Dollars (\$1,255,000) to make improvements to Liberty Field, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow said sum pursuant to General Laws Chapter 44, Sections 7 and 8, and General Laws Chapter 44B or any other enabling authority, and to issue bonds and notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds and notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Motion was seconded.

Summary:

The total project cost for the Liberty Field improvements is \$1,555,000. Funding from the Community Preservation Act of \$300,000 will create a walking/running paved path around the perimeter of the field, with a connection to the hiking trails and minimal drainage repair to the current soccer fields. An additional \$1,255,000 supports the addition of new basketball and tennis/pickleball courts, a fitness area, a playground, a pavilion, general ADA accessibility, as well as making the baseball field usable again. A delay in the project by phasing or piecemeal work adds approximately \$30,000 for mobilization for each phase and about 5% to the remaining costs each year of delay.

The Recreation Commission recommends unanimously (5-0).

Voting to support this article would allow for completion of the entire Liberty Field capital project which would include: 2 tennis/pickleball courts; 1 basketball court; an adult fitness area; a new playground area for all ages; a covered 20 x 30' covered pavilion with seating; overhaul of the current baseball field area creating a new 50/70' field; improving the irrigation and drainage entirely; and laying conduit for potential future electricity. The amount requested includes a 20% contingency for unanticipated expenses; all excavation and mobilization costs; and funding a project manager for the duration of the project.

The Recreation Commission believes that creating an all-encompassing recreational area in Boxborough at Liberty Field would be invaluable and benefit everyone in town.

The current recreational space in Boxborough is lacking and of limited use. The available space is mainly focused on youth- based activities. The improvement will enable residents of all ages to gather outside more in our town, providing features that would interest the majority.

Completing the capital improvements at one time is the most cost-effective, timely and least disruptive way to execute the project. Moving forward with the project now will allow us to enjoy some of the new features as early as Summer 2022.

We believe that Liberty Field will be a place of pride in Boxborough and a place for our community to come together to gather, exercise, picnic, play, and more.

The Select Board recommends unanimously (5-0).

The Select Board strongly supports this article. The Recreation Commission has worked tirelessly to develop a workable plan which will effectively create a desirable recreation facility which can be utilized by citizens of all ages.

This plan supports the Boxborough 2030 Master Plan to meet the citizens' interest and desires for having more locations for social interaction within the community.

The expected cost of the bonding is projected to increase the property tax on the average household by between \$61-\$65 per year, and then decrease over time. This amounts to about \$1.25/week or less than \$.25/day for a facility all citizens of Boxborough can enjoy and be proud of for years to come.

The Finance Committee recommends (3-2). Majority

The Finance Committee by a majority supports the renovation of the Liberty Fields to provide a space the town can be proud of and usages for all age groups in towns from youth to seniors. This work would provide immeasurable improvements supporting soccer, baseball, tennis and basketball as well as a 1/3-mile paved walking path and workout area. This article is in conjunction with the CPA article for \$300,000.

Minority

The minority of the Finance Committee does not recommend. This is not the year to fund projects of this size however worthwhile. One of the minority members does not support any funding for this project this year; the other member does support monies for the modified construction per Article 8 assuming Article 6 passes.

Funding for this article is from bonding. If approved, the estimated cost to the Taxpayer in the first year would be \$61.31 for the median priced house or \$0.10 per \$1,000.

Discussion on Article 7:

Mr. Comolli, Sargent Road, moved to amend the motion under Article 7 by adding the following words: "After excavation and drainage preparation at the site of the old baseball field, funds needed to overhaul the site will be used to construct a softball field." Motion was seconded.

Mr. Comolli said there are no softball fields in Boxborough and only 3 in Acton. This field is perfect for softball. Need to rectify the inequity. In addition to youth softball, there are 14 adult softball teams with only 3 fields to play on. Other locations are not suitable. Not enough places to practice. Softball field is suitable for all ages-dimensions don't change. Ms. Greven said that it would be more expensive for a softball field. The main cost is excavation same for either. Town in talks with 1414 Massachusetts Avenue owner to potentially use their softball field and looking at other options. Ms. Conner said current field wouldn't be appropriate size for adult softball and pointed out that Acton has plans for 2 new softball fields.

Finance Committee does not recommend. Select Board does not recommend.

Mr. Reip spoke against the amendment. Wants the plan to go through as designed. Many meetings have been had with input from residents. There's something for almost everyone.

Kristine Burgess, Sargent Rd., said the message given to our girls is "it's good enough". With such a progressive town, we need to address gender inequities.

Amy Burke, Sargent Rd., thanked the Rec Com for their work on this project. She spoke in favor of the

amendment. Currently, Boxborough has 2 baseball fields and 0 softball fields. There is a disparity in equity. She threatened to go the Attorney General if the amendment did not get approved.

Ms. Greven said the goal is to make Liberty Field project something for everyone—boys and girls. Ms. Conner said that the RecCom had sought legal counsel and the RecCom is not in violation of discrimination laws nor is the Town.

Ms. Burgess asked for permission for the president of the softball league to speak. She said it was a civil rights issue to give equal opportunity for girls and spoke in favor of the amendment.

Ms. Shine moved the question. Motion was seconded. Motion to vote now carried by two-thirds majority, as declared by the Moderator.

Action on amended motion:

Motion failed. Yes: 62

No: 81

Discussion on main motion:

Jim Moss, Bicentennial Way, pointed out the high cost of the project. Eventually have to repay loans. He spoke against the motion.

Tim Blankenship, Liberty Square Rd., had a question: Pointed out the Lombardo Company runs loam screening equipment next to the fields. Questions location of playground. Ms. Conner said that she talked to Town Planner about issue. Ms. Greven said that there were many conditions on the Lombardo operation that should take care of problem.

Coach for ABYS spoke as a resident said that the improvements to baseball field would be beneficial. AB kids now playing in Littleton because no field for certain age group.

Mr. Reip spoke in favor of the plan. The design was a 2-year project and sees it as a good investment. It would increase recreational opportunities for many residents and was in keeping with Boxborough 2030.

Carolyn Guttierrez, Whitcomb Rd., said she supports the project. She sees it as an investment in the community. Will make our town more attractive. If now is not the time, when is the time?

Kristin Hilberg, Hill Rd., said this is the opportunity to improve Boxborough. The time has come—interest rates will never be so low. Businesses tell us that we don't have enough amenities in town for their employees. It will increase property values.

Marie Neyland moved the question. Motion was seconded. Motion to vote now carried by two-thirds majority, as declared by the Moderator.

Action on main motion on Article 7: Motion carried by two-thirds majority. Yes: 135 No: 27

ARTICLE 8 LIBERTY FIELD CAPITAL IMPROVEMENTS – ALTERNATE MOTION

\$230,000 Bonding

(Two-thirds vote required)

Ms. Connor moved to pass over Article 8. Motion was seconded.

Finance Committee recommends.

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Two Hundred Thirty Thousand Dollars (\$230,000) to make improvements to Liberty Field, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow said sum pursuant to General Laws Chapter 44, Sections 7 and 8, and General Laws Chapter 44B or any other enabling authority, and to issue bonds and notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds and notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary:

Should the larger scale borrowing article of \$1,255,000 fail to achieve the two-thirds majority required threshold for the Town to extend debt, the Recreation Commission is proposing this substitute Article in the amount of \$230,000. Under this scenario, the affiliated CPA article in the amount of \$300,000 would be combined with the \$230,000 requested in this Article, for a total financial commitment of \$530,000 for the Liberty Field capital improvement project.

The \$530,000 allotment would fund the following:

- *Creating an ADA accessible walking/running paved path around the perimeter of the field.*
- *Providing a direct connection from the paved path to the existing hiking trails on the adjacent Patch Hill Conservation Land.*
- *Improving irrigation and drainage*
- *Rehabilitation of sub terrain to fix and level all fields and lay any underlying groundwork to avoid any destruction of new installations in future phases of project completion*

If the Town approves of the \$1,255,000 debt article, the Recreation Commission requests Town Meeting pass over this article.

The Recreation Commission recommends (5-0).

If the previous article is not approved, voting to support this article would allow for laying the ground work now, avoiding the need to excavate areas each time a phase is mobilized, which could potentially damage already implemented phases and require re-work of completed areas. The groundwork would include:

- Excavating the baseball subterrain
- Improving drainage and irrigation throughout
- Laying conduit for potential future electricity

The Recreation Commission believes that if the entire Liberty Field project cannot be done at once, then

laying the groundwork now for future phases would be the next best cost-effective and least disruptive way to proceed.

The Select Board recommends unanimously (5-0).

The Select Board strongly supports this article. The Recreation Commission has worked tirelessly to develop a workable plan which will effectively create a desirable recreation facility which can be utilized by citizens of all ages. This funding will enable all necessary underground infrastructures to be installed so as to allow for future development of the plan to be implemented without the need to disrupt the existing infrastructure.

This plan supports the Boxborough 2030 Master Plan to meet the citizens' interest and desires for having more locations for social interaction within the community.

The Finance Committee recommends (3-2). Majority

This article is a placeholder if the previous article fails but assumes that CPA does pass. We do not want to put in the walking path funded by CPA and then have to tear up the work to redo the baseball field in the future. This article covers additional infrastructure to the fields so that there would be no impact to the work done by the CPA article.

Minority

A piecemeal approach of first laying down a walking path and then construction of baseball, tennis and basketball courts in the later year(s) will lead to cost escalations and the total cost of the project will exceed \$1.55M. Money can be saved and low cost of borrowing can be taken advantage of by implementing the complete project (Article 7).

Funding for this article is from bonding. If approved, the estimated cost to the Taxpayer in the first year would be \$11.24 for the median priced house or \$0.02 per \$1,000.

Action on the motion under Article 8: Article was passed over by majority vote.

**ARTICLE 9 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENTS
(Majority vote required)**

A: Fire

Motion on Article 9A: Mr. Fowlks moved that the Town fund the cost items of a one-year collective bargaining agreement between the Town and Boxborough Professional Firefighters, Local 4601, as set forth in the 2021 Annual Town Meeting Warrant and further, to raise and appropriate the sum of \$11,210 for this purpose. Motion was seconded.

The Board of Selectmen recommends (4-0-1).

The Finance Committee recommends unanimously (5-0).

Action on motion under Article 9A: Motion carried unanimously.

B: Police

Motion on Article 9B: Mr. Fowlks moved that the Town fund the cost items of a one-year collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200, Police, as set forth in the 2021 Annual Town Meeting Warrant and further, to raise and appropriate the sum of \$20,065 for this purpose. Motion was seconded.

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

Action on motion on 9B: Motion carried by majority vote.

C: Dispatch

Motion on Article 9C: Mr. Fowlks moved that the Town fund the cost items of a one-year collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch, as set forth in the 2021 Annual Town Meeting Warrant and further, to raise and appropriate the amount of \$40,610 for this purpose. Motion was seconded.

The Board of Selectmen recommends (4-1). Majority

The Majority believes that a salary adjustment is required to attract and retain qualified dispatchers. A quick survey of 16 comparable communities shows our dispatchers are paid less than the overwhelming majority of them. If we were to continue down this path, we will be unable to fill shifts with qualified 911 dispatchers and are at risk of having our 911 calls redirected, by the state, to another community that can be anywhere in Massachusetts. For this reason, we feel a salary adjustment is called for.

Minority

The minority recognizes that Dispatch provides a very valuable and important service to the Town and maintaining full staffing levels is critical to keeping our 911 certification. I would also like to commend our Dispatch personnel for the amazing work they performed communicating with multiple communities to ensure emergency resources were available to deal with the fire at the condominiums on Swanson Rd.

However, I cannot support a salary increase of 12% in one year. Especially when we consider we are planning to conduct a compensation study for all unionized employees in FY22.

Also, a 12% salary increase for FY22 is about 6 times higher than what most other Town employees (Union and non-Union) might receive in FY22.

The Finance Committee recommends (3-1). Majority

A majority of the Finance Committee recommends. We believe that a salary adjustment is required to continue to obtain and keep our dispatchers. We are currently in a situation where our dispatchers are below the salaries of dispatchers in other towns leading to the inability to hire replacements. A salary survey is planned for next year if approved by this Town Meeting. In the meantime, a salary adjustment is recommended.

Minority

A minority believe a 12% increase to dispatch is extremely high given it has been increasing at an average of 4.52% year- to-year for the past 5 years. The proposed increase far exceeds the increase in pay for all other departments in the town. The minority would prefer to wait to increase the wages until the compensation study is complete.

Discussion on 9C:

Sachin Machin said the Dispatch salary has increased by almost 5% per year. He recommends the town regionalize Dispatch.

Ms. Kangas agreed with the minority recommendation and looking into regionalization. Employee retention is not just about pay.

Mr. Follett asked how much we're below other towns in Dispatch pay. Mr. Fowlks said that we were \$1.50/hr. below other towns and regions. The raise would bring our dispatch to the 50% salary range compared to neighboring towns. Ms. Neyland said 12% represents wage adjustment + COLA. She defended the pay increase. What happens if we can't fill these positions? She requested that Chief Ryder address the question. Chief Ryder said that we have not been able to fill a position created by a retirement. Need to staff dispatch 24/7. If there's no one there we will not be in compliance with state 911 requirements and could lose certification. The state would then assign 911 service to another community increasing response times.

Ms. Neville said that the Town shouldn't treat lower paid employees worse than contracted personnel. Rich Guzzardi, Reed Farm Rd., asked about the compensation study and what the impact would be. Mr. Guzzardi recommended a vote in favor.

Ms. Marlow asked for clarification on compensation comparison. Chief Ryder said all communities receive 911 compensation. Regionalized communities do get more than single communities. The formula is based on a number of factors. Asked why some 911 calls get answered by other communities—depends on the phone you're using.

Mr. Glidden asked how much in total are we talking with a 12% increase. Not that much. Critical to maintain our emergency response.

Mark Barbadoro, Old Harvard Rd., thinks paying a wage comparable to neighboring communities makes sense.

Ms. Lipari said we have 6 employees in Dispatch. Very hard to adjust a salary lower, if compensation study shows that 12% makes Dispatch overpaid. She urged we wait for compensation study.

Mr. Reip moved the question. Motion was seconded. Motion to vote now carried by two-thirds majority, as declared by the Moderator

Action on motion on 9C: Motion carried by majority vote.

A	Boxborough Professional Firefighters, Local 4601	\$ 11,210
B	Massachusetts Coalition of Police, Local 200, Police	\$ 20,065
C	Massachusetts Coalition of Police, Local 200A, Dispatch	\$ 40,610

Summary:

Funding for the first year of collective bargaining agreements must be approved by Town Meeting. This article is for the funding of the one-year collective bargaining agreements with the Town's three collective bargaining units for the one-year period July 1, 2021 – June 30, 2022 for the Town's three unions: Massachusetts Coalition of Police, Local 200, Police; Massachusetts Coalition of Police, Local 200A, Dispatch and Boxborough Professional Firefighters, Local 4601. A separate article will be presented to further study the rates for subsequent year's agreements in a compensation study to be undertaken in FY22.

ARTICLE 10 FIRE: ADDITION TO STAFF, INCLUDING BENEFITS

\$20,625 Raise & Appropriate (Majority vote required)

Mr. Fowlks moved that the Town raise and appropriate the sum of Twenty Thousand Six Hundred and Twenty Five Dollars (\$20,625) to support the hiring of Full-Time EMT/Firefighters and increasing weekend staffing coverage, or take any other action relative thereto. Motion was seconded.

He asked that the Fire Chief, Paul Fillebrown make the presentation.

Summary:

The current group staffing model for the Fire Department is 1 Full-Time EMT/Firefighter and 1 Per Diem EMT/Firefighter 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. In Fiscal Year 2021, the Town made the first step toward additional staffing by adding 1 Full-Time EMT/Firefighter to one shift rotation. Three of the four shift rotations are still staffed with only two EMT/Firefighters.

This article also includes the addition of a third EMT/Firefighter to weekend day shifts to handle fire, medical, and other emergencies. Currently during the week days, there are additional staff available from 7am until 5pm Monday through Friday for backup emergency response. The weekend, however is understaffed with only two EMT/Firefighters on shift. This staffing model 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 on weekend days 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 100% reimbursement for three

(3) years for salary and benefits for 3 firefighters. This cost to the town equates to adding 1 firefighter each year over the course of 3 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 3 Full-Time EMT/Firefighters during the Recruitment Period. If the SAFER Grant is not awarded, the Town will hire 1 Full-Time EMT/Firefighter in FY22.

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 employees, which improves the department's ability to more consistently plan and schedule resources and shift coverage. It will provide the ability to better ensure the continuity of service and safety to the community.

The Finance Committee recommends (3-2). Majority

The Town via the 2020 ATM approved the SAFER grant and if the grant was not approved by the Federal government then one EMT/FF would be hired and covered by the per diem funds in the Fire department budget. The SAFER grant was not approved by the Federal government and the Town did hire a 5th full time EMT/FF. Per the plan documented at the ATM the Chief of the Fire Department will be requesting SAFER grant for 3 EMT/FF's or if not approved then one additional EMT/FF. The plan is to get the Town to 8 full time EMT/FF's to cover all shifts and provide the minimum coverage required to safely support the Town and our employees.

Minority

After the Town failed to be awarded the SAFER grant, the Town has hired a new FT EMT/Firefighter in FY21. The minority believes that no more FT positions should be added at this time, while a lot of residents are experiencing financial difficulties.

Discussion on Article 10:

Mr. Markiewicz supports the article. EMTs are required to take patients to particular hospitals depending on area of need so the time it takes an EMT to travel to other hospitals could take much longer.

Mr. Follet is having difficulty reconciling the differences in public safety budgets among other towns. The Fire Chief responded that he is not aware of specifics in other towns. Mr. Follett asked why Mr. Markiewicz supports this but didn't support raising police "other" budget. Mr. Markiewicz responded that the components of salary and other expenses were broken down, and it was the "Other" expenses in police that was out of line with other towns. Fire was pretty much in line with other towns' budget, so he supports this particular article. Mr. Follett asked, with this proposed increase, will we be in line with other communities? Mr. Markiewicz says he didn't go through fire budgets so can't speak to that (it was the police budget that increased most rapidly, and so focused on police "other"). Chief Fillebrown said that this EMT support will bring us in line with other communities in terms of what EMTs need.

Simon Bunyard, Hill Rd., spoke to the fact that we need to increase our commercial base; how much does our fire and emergency services capability figure into businesses coming in to town?

Mr. Markiewicz said in discussions with Vibalogics, Arrantabio, and Cisco, that has not come up, but what has come up is what are the amenities. They expect the town to provide services.

Mr. Reip moved the question. Motion was seconded. Motion carried by two-thirds majority, as declared by the Moderator.

Action on the motion under Article 10: The motion carried by majority vote.

ARTICLE 11 TOWN CLERK: INCREASED HOURS
\$9,950 Raise & Appropriate (Majority vote required)

Mr. Fowlks moved that the Town raise and appropriate the sum of Nine Thousand, Nine Hundred and Fifty dollars (\$9,950) to support increased hours for the Town Clerk, or take any other action relative thereto. Motion was seconded.

Summary:

The Town Clerk, has indicated to the Select Board her intention to retire on June 30, 2021. This would be year three of the Clerk's current three year elected cycle. The Select Board would need to appoint someone to fill the remaining year of the elected term. In response to the pending retirement of the current Town Clerk and a survey of our comparison communities, the purpose of this article is to increase the number of weekly hours for the Appointed Town Clerk from 27 to 40 hours.

Currently, the services of the Town Clerk's Office are required during all Town Hall open hours. This Department is the primary interface with the residents in Town Hall. Due to the limited 27 hours for which the Town Clerk is available, the Town has trained other Administrative and Department Assistants in the off-hours to provide baseline Town Clerk services to the public. This process, while adequate, is not an ideal circumstance to serve the public when they come into Town Hall looking for the full range of Town Clerk services during any of the remaining 13 hours of the workweek.

Since the Town's current Town Clerk began as the Elected Town Clerk in 2006, the Commonwealth has foisted a number of mandates on Massachusetts communities often without affiliated funding support. Notable new initiatives include oversight of the Town's compliance with the Conflict of Interest Law, public records requests, regular updates to the Open Meeting Law, early voting and voting by mail. The supplemental requirements imposed by the Commonwealth on the Town Clerk's Office require significant training and resources to ensure the Town's continued compliance with Massachusetts laws.

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

The Select Board Recommends this article. The purpose of this article is to increase the number of hours for the position of the Town Clerk. Currently the Town Clerk gets assistance from an Assistant at Town Hall since the position is currently 27 hours. By increasing an already benefited (medical, retirement and other benefits) position to 40 hours, it would allow the town to reassign an Assistant rather than hiring a new person to provide assistance to other departments at Town Hall.

The one abstention on the Select Board was to avoid the appearance of a conflict of interest.

The Finance Committee does not recommend (2-3). Majority

The majority of the Finance Committee does not recommend increasing the Town Clerk's hours to 40 per week. Maintaining an elected Town Clerk has many benefits for the town. A part-time position encourages more citizens to run for this position. Some members may consider an amendment to this Article for an increase of 32 hours over the current 27 hours allotted for the Town Clerk position.

One member would support this article if it referred to the "Temporary Town Clerk" only. That position will be an appointed/hired position and it would serve the community to "hire" someone full-time who will only be working for the town for about 10 ½ months. The elected Town Clerk position, however, like all elected positions in government, does not function based on the number of hours worked; it is a job that must be

done regardless of the number of hours worked. The salary of an elected Town Clerk should be set at Town Meeting for the job as a whole, presumably based on the nature and difficulty of that job, with an eye toward attracting worthy candidates from Boxborough to run for that office.

Minority

A minority of the Finance Committee feels it is important to move to a full-time clerk, when our current Town Clerk retires in June. Since the Open Meeting Law (OML) was revamped in 2010, the requirements have become more and more cumbersome and the Town relies on our 44 volunteer boards and commissions to do much of the work. Posting requirements alone make it a necessity to have the Town Clerk's office staffed Monday through Friday.

Along with OML, the increase in mail in voting has added a substantial amount of work to the Town Clerk. Increasing the Town Clerk's hours will also free up the Department Assistant to split available time more equitably with the Treasurer/Collector's office.

Discussion on Article 11:

Diana Lipari wanted to clarify that we need to raise the funds for the temporary town clerk at this meeting, but wanted to make sure people know that the elected town clerk in May 2022 will not be under the same hours.

Jeanne Kangas wanted to clarify if the temporary town clerk will be appointed at step 12 or? What is the amount of \$ that we are raising for this. Les Fox said that the town clerk would be at step 14, but Mr. Fallon clarified that it is not set at a certain step until someone is hired. The budget was approved for the current Clerk's salary level, and is an increase to come to a 40 hr. week (Ms. Lipari clarified). The specific salary would be up to the board when the person is hired.

Becky Neville clarifies that it is Grade 14 (not step 14), the step would be negotiated at the time of hire.

Susan Bak clarifies, yes Grade 14, but the chair of Personnel Board and chair of Select Board and town administrator would set the salary.

Richard Guzzardi asked: would this set an expectation that this will be a 40 hr. job when it is the elected position next year – would that make it less likely to find a qualified candidate? Ms. Lipari clarified that the salary is set by the finance committee (article 3). One would expect that the town clerk would work some time at town hall, but it would not be a requirement that the clerk would be there full time on site.

Liz Markiewicz, Town Clerk, said it was progress to place the town clerk on the compensation plan. It used to be only a small stipend and the dog license fees. It is a benefit to the town clerk that they be under the compensation plan and the way that the job has been achieved with fewer hours is by using volunteers. Ms. Markiewicz said that 27 hrs. is too low; she agreed it should be raised.

Action on the motion under Article 11: Motion carried unanimously.

Mr. Fowlks moved to approve the Financial/Authorizations Consent Agenda, Warrant Articles 12, 13 and 15, and 17 through 26, in accordance with the funding sources and amounts as set forth 2021 Annual Town Meeting Warrant under Articles 12, 13 and 15, and 17 through 26 inclusively. Motion was seconded.

Action on the motion under Consent Agenda 1: Motion carried unanimously.

**FINANCIAL (NON-CAPITAL)
CONSENT AGENDA 1 (*)**

- 12. DEPARTMENT ASSISTANT: INCREASED HOURS.....☐
- 13. COUNCIL ON AGING COORDINATOR: INCREASED HOURS.....☐
- 14. ~~COMMUNITY SERVICES COORDINATOR: INCREASED HOURS.....☐~~
- 15. COMPENSATION STUDY FOR UNION STAFF.....☐
- 16. PLANNING: MS4STORMWATER PHASE 3 HOLD.....☐
- 17. PLANNING: ZONING BYLAW RECODIFICATION☐
- 18. ASSESSOR: SOFTWARE CONVERSION, PERSONAL PROPERTY UPDATES & VALUATION SERVICES☐
- 19. POLICE/FIRE INJURY COVERAGE TRANSFER☐
- 20. CABLE SERVICES AND EQUIPMENT☐
- 21. TRANSFER TO OPEB TRUST FUND☐
- 22. CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND.....☐
- 23. DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS☐
- 24. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM.....☐
- 25. COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY22 RESERVES☐
- 26. COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL
ASSISTANCE PROGRAM (BRAP).....☐

ARTICLE 12 DEPARTMENT ASSISTANT: INCREASED HOURS (*)

\$3,710 Raise & Appropriate (Majority vote required)

Mr. Fowlks moved that the Town vote to raise and appropriate the sum of Three Thousand Seven Hundred and Ten dollars (\$3,710) to support the increased hours for the Department Assistant to the Town Accountant and Town Assessor.

Summary:

There is currently no full-time dedicated back up to the Town Assessor. Adding three additional hours to the Department Assistant position to support both the Town Assessor and Town Accountant, is a measure which will allow the position to commit to training for dedicated support for the Assessor while still being available to assist the Town Accountant.

The recent hiring of a new Town Assessor provides an opportunity to train and provide a dedicated position to work mornings in the Assessor's Office while the Assessor can be out in the field assessing properties. Under non-pandemic circumstances, the Town Assessor needs to be in Town Hall on regular basis to address resident and business's inquiries. This has led to a backlog in property inspections. These in-home inspections are required every nine years by the Massachusetts Department of Revenue (DOR). With the turnover in the Assessor's Office over the past few years and the need for the Assessor to be a regular presence in Town Hall, the Town will need to hire a vendor through a future warrant article to conduct the inspections required by DOR.

The Select Board recommends unanimously (5-0).

The Select Board unanimously recommends this article in order to ensure the Town has adequate staff resources needed to provide services to the town.

The Finance Committee recommends unanimously (5-0).

The Finance Committee recommends, the increase will enable the Assessor's office to be staffed even when the Assessor is out in the field.

Action on Article 12: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 13 COUNCIL ON AGING COORDINATOR: INCREASED HOURS (*)

\$10,555 Raise & Appropriate (Majority vote required)

Mr. Fowlks moved that the Town vote to raise and appropriate the sum of Ten Thousand Five Hundred and Fifty-Five Thousand Dollars (\$10,555) to support the increased hours for the Council on Aging Coordinator.

Summary:

The current Council on Aging Coordinator position is budgeted at 25 hours. This article will increase the number of hours for the Council on Aging Coordinator from 25 to 32 hours, an increase of 7 hours. As pointed out by the Council on Aging, the senior population (over 60 years old) has grown to almost 25% of the total population.

The Select Board recommends (5-0).

The Select Board unanimously recommends this article. This position is already a benefited position since it is 20 or more hours per week. With the rising aging population of the town the Select Board believes it is important to be able to provide services to the members of the community who may need them. Additionally, the cost to the Town for increasing the hours of the position is less than adding a part time staff to support the Council on Aging Coordinator.

The Finance Committee recommends unanimously (5-0).

This position is already a benefited position. Boxborough's Senior population now exceeds 25% and an increase in hours is needed.

The Council on Aging will provide their recommendation at Town Meeting.

Action on Article 13: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 14 COMMUNITY SERVICES COORDINATOR:

INCREASED HOURS (*)

(Majority vote required)

Mary Pavlik, Well-Being Committee member, moved that the Town vote an increase of 10 hours/week of administrative support for the Community Services Coordinator and that the budget line item 192, Total Town Hall Salary be increased by \$11,555. Motion was seconded. Ms. Pavlik asked that Community Services Coordinator, Rose Gage, be recognized to make the presentation on behalf of the motion.

Ms. Gage presented the argument in favor of the motion. She referenced that she was hired just as COVID hit. Case management is very time-intensive. Administrative assistance would be beneficial for help with the BRAP program, the quarterly Boxborough Bee newsletter, and other more administrative aspects of the position.

Summary:

The current Community Services Coordinator position is budgeted at 25 hours. This article will increase the number of hours for the Community Services Outreach Coordinator from 25 to 32 hours, an increase of 7 hours.

The Select Board recommends unanimously (5-0).

The Select Board unanimously recommends this article. Even before this past year with COVID the Town has seen an increased demand in need for the support that a Community Services Coordinator provides. This position is already a benefited position since it is 20 or more hours per week and increasing the hours for this position would cost the Town less than adding a part time staff to support the Community Services Coordinator.

The Finance Committee recommends unanimously (5-0).

The need for increased hours has been highlighted by both the pandemic and the recent fire, and while you should not increase hours just because of these two events, it has shown how much need there is. The

number of residents living at or below the poverty line is 5% and many more residents face food and shelter insecurity. The Community Services Coordinator also reaches out and helps facilitate the Boxborough Rental Assistance Program.

The Well Being Committee recommends unanimously (5-0).

The Well-Being Committee unanimously recommends an increase in the hours for the Community Services Coordinator. The need in town for social services is ongoing and growing. This need for services and support became especially acute during the COVID emergency and the recent fire on Swanson Road. These crises highlight not only the basic resources necessary but also uncovered the hidden needs of many residents who could be better served by increased hours with professional experienced staff.

Discussion on Article 14:

Mr. Michnovez asked the FinCom about “raise and appropriate”. Mr. Kushner said yes it would be added to the Article 5 budget. Page 94 of the warrant tells where the money is coming from.

Mr. Guzzardi was confused. The warrant says more hours for the Community Services Coordinator and the motion calls for adding a new position. He questioned whether the motion was appropriate.

Ms. Gage said that she was hired for 25 hours which is all she can do since she is in a master’s degree program.

Hugh Fortmiller, Sargent Rd., asked whether Rose was coordinating with the Police on dealing with mental health emergencies. Ms. Gage said that she works closely with the police.

Mr. Glidden clarified that the motion was a replacement for what was in the warrant. He pointed out that the change in \$ amount was minimal.

Action on the motion under Article 14: Motion carried by majority vote.

ARTICLE 15 COMPENSATION STUDY FOR UNION PERSONNEL (*)

\$ 7,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Seven Thousand Dollars (\$7,000) for the purpose of hiring a consultant to provide a compensation study for all union employees and associated per diem positions.

Summary:

The purpose of this article is to engage a consultant to conduct a compensation study of salaries for union personnel. Additionally, the consultant will evaluate Public Safety related hourly positions on the Classification & Compensation Schedule for Per Diem & Intermittent Employees.

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

Ensuring competitive compensation for employees is critical to employee morale and ultimately to the delivery of municipal services. The Town conducted a Classification and Compensation Study for non-union

staff in the fall of 2019. The Town is seeking funding for a similar study of the Town's three unions (Police, Fire and Dispatch). The findings from this study will inform the Town's next set of three-year negotiations with all three unions.

The Finance Committee recommends unanimously (5-0).

The Finance Committees feels a total compensation study including, but not limited to wages, health insurance benefits, life insurance, holidays, sick days and vacation time will serve the Town well as they head into contract negotiations next year.

Action on Article 15: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 16 PLANNING: MS4 STORMWATER PHASE 3 (*)
\$ 23,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from available funds the sum of Twenty-three Thousand Dollars (\$23,000), more or less, for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit, or take any other action relative thereto. Motion was seconded.

Summary:

Phase Three allows for seamless transition from Phase II with the same consultants, Comprehensive Environmental, Inc. The will generally include the following items:

- *Regulatory Mechanism Assistance including the development of Stormwater Regulations*
- *Training for IDDE and SWPP Good Housekeeping*
- *BMP Inspections including all permittee-owned stormwater treatment structures*
- *Updating the SWMP Plan and IDDE Plan*
- *Outfall Mapping and Dry Weather Sampling*
- *Updating the Catch Basin Cleaning Optimization Plan*
- *Prepare Annual Report covering the period from July 1, 2020 through June 30, 2021*
- *Allowance for Meetings*

Phase III represents the third year operating under our Municipal Small System Stormwater (MS4) Permit. Filing and operating under the MS4 Permit is federally mandated. This article will fund the necessary third year activities required for compliance under our permit.

The Select Board recommends unanimously (5-0).

This work 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. Despite the coercive nature of MS4 compliance, continued adherence to the MS-4 permit will help protect the environment. The Select Board supports it.

The Finance Committee recommends unanimously (5-0).

This is an unfunded mandate but required by the State.

Mr. Fowlks asked the Town Planner, Simon Corson to address the motion. Mr. Corson said this fee was going to be an ongoing expense required by the state.

Ms. Kangas objected to the acronyms used without antecedent references. She requested that acronyms be

spelled out without the antecedent reference. She asked what the initials stood for. Mr. Corson explained.

Action on Article 16: Motion carried unanimously.

ARTICLE 17 PLANNING: ZONING BYLAW RECODIFICATION (*)

\$ 30,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Thirty Thousand Dollars (\$30,000) for the purpose of hiring a consultant to implement the changes identified in the zoning bylaw diagnostic and consolidate the zoning bylaw language.

Summary:

This article is a request for \$30,000 for the preparation of a recodification, (or reorganization) of the Town's zoning bylaws. The last recodification occurred in 1991. In December, 2019, Town Meeting authorized a warrant article in the amount of \$10,000 for the preparation of a Zoning Diagnostic to identify structural issues and minor "clean up" items in the current zoning bylaw. It was anticipated at that time that the Diagnostic would be the first, but not only step in the recodification process.

The Zoning Diagnostic was completed by the Barrett Planning Group in December, 2020 and the findings enumerated in a 13-page report. The report can be found on the Town's website by selecting the Planning Board's page under Boards & Commissions, navigating to the Planning Board Resources' page, and opening the link titled, Town of Boxborough Zoning Bylaw Diagnostic 2020. The report identified deficiencies and made recommendations for improvements in the following areas: Format, Structure and Organization, Navigability and Ease of Use, Language Clarity, Clarity/Consistency, Administrative Procedures, Incomplete and Outdated Provisions and Missing topics.

*The next step is to revise the zoning bylaws to address the technical deficiencies identified in the Diagnostic through a re- codification. A scope of work was identified for \$30,000 to implement these recommendations, including several read- throughs with the Planning Board and other users. The resulting work product will be a markup ("redline") of technical changes to address the above deficiencies that the Planning Board would bring to Annual Town Meeting in spring 2022. It should be noted that this redline document **will not include policy changes**. Policy items will be tracked throughout the re- codification process and set aside for future consideration. If this warrant article is approved, the town will seek competing bids for the work.*

The Planning Board recommends unanimously (5-0).

The Zoning Bylaw is used by a variety of people including the Building Inspector, Town Planner, Planning Board, Zoning Board of Appeals, Town Consulting Engineer, Developers, Attorneys and other interested parties. The 13-page Zoning Diagnostic, with its targeted recommendations, has been a first and important step in make the Zoning Bylaw more clear, consistent and user-friendly. The next step in this important effort is to implement those recommendations by recodifying or reorganizing the Zoning Bylaw. In addition to the Planning Board, the Zoning Board of Appeals, and Town Staff, including the Building Inspector and Town Planner all support this effort.

The Select Board recommends unanimously (5-0).

For the reasons stated above, the Select Board recommends.

The Finance Committee recommends unanimously (5-0).

The Town had an audit performed of the zoning bylaw in FY2020. There were a number of issues found that need cleanup. This article would provide the Town with an updated zoning bylaw. We would not expect to redo this effort for at least 15 years.

The Zoning Board of Appeals recommends unanimously (5-0).

The Zoning Board of Appeals unanimously supports this article.

Action on Article 17: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 18 ASSESSOR: SOFTWARE CONVERSION, PERSONAL PROPERTY UPDATES & VALUATION SERVICES

(*)

\$ 120,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of One Hundred Twenty Thousand Dollars (\$120,000) to upgrade and convert the CAMA system software and hire consultants to perform valuation services for Personal Property, Real Estate, Commercial and Industrial Valuation services.

Summary:

This article requests funds to upgrade the Computer Aided Mass Appraisal System (CAMA) and to hire consultants to perform the cyclical inspections and valuation services. This request includes three parts: Conversion of Personal Property appraisal and valuation services from Patriot Properties to Real Estate Research Consultants Inc (RRC) for all Commercial, Industrial and Personal Property valuations, Data Conversion of the CAMA software for Property Assessments from Patriot Classic to Vision Government Solutions Inc (VGSI), and three years consulting services for Real Estate valuations to bring the town up-to-date for Certification Year FY24.

RRC: The cost of this conversion is \$12,800. This covers a full evaluation of approx. 200 personal property accounts (however, the assumption is that there are possibly more accounts that have not been accounted for). A conservative estimate for Boxborough, based upon 21% CIP would be \$150-\$175k dollar growth which would more than pay for this conversion proposal.

Annual cost for RRC is estimated to be \$9,500 (includes a new annual Utilities valuation cost of \$2,000)

VGSI: Software Conversion cost \$29,300 plus Field tablet \$400. Vision v8 CAMA software for 2-5 users is cloud based allowing for real-time updates in the field and includes robust report writing, audit trails, associated documents storage (for deeds and related property documents) and GIS integration. After FY24, the annual cost for yearly maintenance will be \$7,950 plus \$450 tablet data connection

Data Conversion & 3 years Revaluation Services: \$77,500 covers interim years analysis for FY22 & FY23 and 5-year Recertification with the Department of Revenue for FY24, 100% Field review of Boxborough after conversion to verify accuracy of the conversion, Data collection services for 1000 Residential/Commercial Properties (matched by another 1000 properties completed by the Assessor to bring full coverage over 80% in three years). This would ensure a valid and up-to-date database from which the most accurate, fair and equitable assessments be provided to Boxborough taxpayers.

After FY24, the annual cost for consulting services for Commercial & Industrial services will be \$4,000.

Our current vendor, Patriot Properties, has informed us that their software package will no longer be supported by the end of FY22. Thus, we will need to upgrade from Patriot Classic to Patriot AP5 at a cost of \$14,400 on our own server (not cloud based). The revaluation services for FY22, FY23 & Recertification year FY24 will cost an additional \$47,600, which includes review of 50 Personal Property accounts, 10-15 Commercial/Industrial accounts, and recent Real Estate sales parcels only. The general support and annual software maintenance costs will be budgeted at \$14,800, including \$2,000 for utilities valuation. Additionally, by FY25 the server that houses the Patriot software will be due for cyclical replacement at an estimated cost of \$18,500.

A side by side comparison of four-year total costs shows:

	<i>RRC & VGSI Conversion \$120,000 (reval & conversion)</i>	<i>Patriot Properties \$62,000 (reval & upgrade)</i>
<i>Annual (est):</i>	<i>\$9,950</i>	<i>\$14,800</i>
<i>FY22:</i>		
<i>FY23:</i>	<i>\$9,950</i>	<i>\$14,800</i>
<i>FY24:</i>	<i>\$9,950</i>	<i>\$14,800</i>
<i>FY25:</i>	<i>\$21,900</i>	<i>\$14,800+18,500 server</i>
<hr/>		
<i>Four-Year</i>		
<i>Total Cost:</i>	<i>\$171,750</i>	<i>\$139,700</i>

The VGSI software conversion will include comprehensive updates and revaluations of more than 80% of the properties in Boxborough that have not been updated in the last 10 years. This ensures that all information is fair and equitable. RRC plans annually to review all 200, or more if found, Personal Property accounts to be sure that all data is accurately recorded and evaluated properly.

The conversion to Patriot AP5 will simply upgrade the software and update the information at hand. This is a status quo revaluation option.

The Select Board recommends unanimously (5-0).

The Select Board unanimously recommends this article. The improved assessor software will help us with our move to the Cloud where we are no longer maintaining servers and software on the Town premise. We will also be able to collect more in revenue from personal property which should more than pay for the difference in cost. Additionally, the State requires the Town to perform appraisals every 5 years, and the services in this article will help the Town stay compliant with the State's regulations.

The Finance Committee recommends unanimously (5-0).

The cost of the new software will probably pay for itself (with a lot to spare) in the collection of revenue for the Town. The current software has to be upgraded, in any case, at a cost of \$62,000 making the new software reasonably priced given its greater accuracy and features. The yearly estimated cost for the new software is also less than that of the current software when upgraded. This article cannot be bonded as it includes professional service work to migrate from the existing software to the new tools.

Action on Article 18: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 19 POLICE/FIRE INJURY COVERAGE TRANSFER (*)

\$ 35,000 Free Cash (Majority vote required)

Mr. Fowlks moved that the Town vote to transfer the sum of Thirty-Five Thousand Dollars (\$35,000) from Free Cash to the Injury Leave Indemnity Fund, established under Article 8 of the 2016 December Special Town Meeting, and authorized by MGL Ch 41 § 111F.

Summary:

In Special Town Meeting in December 2016, Section 60 of the Acts of 2016 (from the Municipal Modernization Act) was accepted, establishing the fund for this purpose. At present, the fund has been drawn down to approximately \$15,000. Calculations have shown that a balance of \$50,000 is an optimal amount to cover the absence of one injured employee for a year. This fund is used to offset the difference in any insurance payments received to cover the unfilled shifts caused by an employee who is absent due to an on the job injury. In the event of an off the job injury, this fund could be used to offset the difference between budgeted sick leave and actual costs for an extended absence. This fund would also be used for independent medical examinations requested by the Town.

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

For the reasons listed above the Select Board recommends.

The Finance Committee recommends unanimously (5-0).

The Town created a special fund 5 years ago for when a member of the protection team (police or fire) are hurt on the job. This fund covers officer or EMT/firefighter replacement until insurance reimbursement catches up or is not enough to cover the costs. The fund is being used and will require some replenishment.

Action on Article 19: Motion carried unanimously as part of Consent Agenda

1. ARTICLE 20 CABLE SERVICES AND EQUIPMENT (*)

\$ 95,500 Cable (Majority vote required)

Mr. Fowlks moved that the Town vote to appropriate the sum of Ninety-Five Thousand Five Hundred Dollars (\$95,500), more or less, 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 2022 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, or take any other action relative thereto.

Summary:

This provides funding for Videographers to staff Select Board, Planning Board, and Zoning Board of Appeals meetings, as well as other events such as Fifer's Day, Town Meeting information series, etc. (\$6,500). LCTV services are the majority of this appropriation (\$69,800) 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. An additional \$10,000 for legal fees is added this year to support the renegotiation the cable franchise contracts with Verizon and Comcast.

The funds for this article are appropriated from Cable Franchise fees paid to the Town from Comcast and Verizon subscribers. Any funds remaining unspent at the end of the year are returned to the Cable fund for re-appropriation in a subsequent year.

The Select Board recommends unanimously (5-0).

This article will fund the eighth year of essential cable broadcast and meeting coverage services as well as a portion of associated hardware. Meeting broadcast/recording coverage will be expanded this year to include meetings of the Zoning Board of Appeals. 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).

This is the annual acceptance of the funds from the cable subscribers in Town who pay a portion of their bill to fund this appropriation.

Action on Article 20: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 21 TRANSFER TO OPEB TRUST FUND (*)

\$ 50,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) 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.

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 \$750,000 to the Fund with current balance of approximately \$1,021,480.

The Select Board recommends unanimously (5-0).

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retirees' healthcare benefits. The proposed amount of our Fiscal Year 2022 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (5-0).

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 21: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 22 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND (*)

\$ 53,628.59 (Majority vote required)

Mr. Fowlks moved to transfer the unexpended balance of monies, as voted by past Town Meetings, and as indicated in the table below:

Article	Title	Amount	Original Source
ATM17, Art22	Police Building & Grounds	\$ 8,520.23	Free Cash
ATM19, Art12	DPW Message Boards	\$ 1,510.00	Free Cash
ATM19, Art17	GIS Well Mapping	\$ 15,000.00	Free Cash
ATM19, Art22	Taser Replacement Year 1	\$ 190.12	Free Cash
STM19, Art2	Economic Development Study	\$ 1,573.57	Free Cash
STM19, Art6	Zoning Bylaw Audit	\$ 375.00	Free Cash
ATM20, Art12	Borrowing Costs	\$ 16,953.75	Free Cash
	Total to be transferred to the General Fund	\$ 44,122.67	
ATM14, Art25	Fire SCBA Units	\$ 3.36	Borrowed
ATM14, Art27	Fire Brush Truck	\$ 0.30	Borrowed
ATM15, Art20C	Fire PPE	\$ 0.33	Borrowed
ATM16, Art32	Loader	\$ 993.40	Borrowed
ATM17, Art32B	Fire Radio Upgrade	\$ 12.10	Borrowed
ATM17, Art33	DPW Dump Truck	\$ 8,472.73	Borrowed
ATM18, Art31	Fire Command Vehicle	\$ 23.70	Borrowed
	Total to be transferred to the Receipts Reserved for Appropriation for Capital Projects Account	\$ 9,505.92	
	Grand Total of Transfers	\$ 53,628.59	

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 they 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 22: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 23 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS (*)

(Majority vote required)

Mr. Fowlks 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 2022 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 \$ 20,000
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 \$ 25,000
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. This year, increases in the Fire Alarm System Maintenance Fund and the Recreation Programs fund are proposed. Each of these funds has been restricted in the last few years and increasing these limits will allow for expansion of allowable expenses within the parameters established. There are available funds available and revenues incoming to support these increases.

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 expenses associated therein.

The Finance Committee recommends unanimously (5-0).

The revolving fund spending limits must be approved on an annual basis by Town Meeting.

Action on Article 23: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 24 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (*)

(Majority vote required)

To see if the Town will vote to authorize the Select Board to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

Summary:

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining town roads and consulting for pavement management plans. The FY 2022 funds accepted by this Town Meeting action will be used for road maintenance projects in the Town.

The Select Board recommends unanimously (5-0).

This authorization is required every year in order to receive Chapter 90 state highway reimbursement funds.

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 based on the miles of road in Town for necessary paving projects in the Town.

Action on Article 24: Motion carried unanimously as part of Consent Agenda 1.

ARTICLE 25 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY22 RESERVES (*)

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2022 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2022 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2022; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, community housing, and historic resources purposes, and for a FY 2022 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	open space, including land for recreation use
\$23,000	community housing purposes
\$23,000	historic resources

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 2022, under the local surcharge and the November state matching funds for the prior fiscal year.

The Community Preservation Committee recommends

unanimously (7-0). The Select Board recommends

unanimously (5-0).

For the reasons listed above the Select Board unanimously recommends

The Finance Committee recommends unanimously (5-0).

Based on bylaw, the Community Preservation Fund needs to reserve a portion of the budget in the amount of 10% for each Open Space/Recreation, Housing, and Historic uses.

Action on Article 25: Motion carried unanimously as part of Consent Agenda 1.

**ARTICLE 26 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH
RENTAL ASSISTANCE PROGRAM (BRAP) (*)**

\$38,050 CPA
(Housing/Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Nine Thousand and Fifty Dollars (\$9,050), more or less, and the sum of Twenty-Nine Thousand Dollars (\$29,000), more or less, from the Community Preservation FY22 budgeted reserve for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee, or take any other action relative 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 sixth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to 12 households in 2017 and has continued at this level through 2020. This financial assistance allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school aged children. Participating landlords have expressed appreciation for the program and have shown a desire to help their tenants. BRAP flyers are now available in English, Portuguese, and Spanish.

We expect to continue as part of a regional services collaborative effort that will be implemented by Metro West Collaborative Development (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	7/1/21 to 6/30/22
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 (7-0).

The Well-Being Committee recommends.

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. Administered through the Community Services Coordinator, this initiative of the Housing Board makes effective use of CPA funds to provide assistance to Boxborough residents with critical housing needs.

The Finance Committee recommends unanimously (5-0).

The Boxborough Rental Assistance Program (BRAP) was able to assist households during FY21 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intends on continuing this level of support during FY22 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).

Action on Article 26: Motion carried unanimously as part of Consent Agenda 1.

Mr. Fowlks moved to approve the Capital Consent Agenda, Warrant Articles 28, 29 and 31, in accordance

with the funding sources and amounts as set forth as printed in the 2021 Annual Town Meeting warrant under Articles 28, 29 and 31. Motion was seconded.

CAPITAL CONSENT AGENDA 2 ()**

- 27. FIRE DEPARTMENT: BUILDING IMPROVEMENTS ☐
- 28. FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT ☐
- 29. FIRE DEPARTMENT: RADIO BOX RECEIVERS..... ☐
- 30. FIRE DEPARTMENT: PUMPER TRUCK ☐
- 31. DEPARTMENT OF PUBLIC WORKS (DPW): INFIELD GROOMER ☐
- 32. DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK..... ☐
- 33. DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE..... ☐

Action on Capital Consent Agenda 2, Articles 28, 29, and 31: Motion carried unanimously.

ARTICLE 27 FIRE DEPARTMENT: BUILDING IMPROVEMENTS ()**

\$ 38,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from available funds the sum of Thirty-Eight Thousand Dollars (\$38,000), more or less, to provide for improvements at the Fire Department. Motion was seconded.

Summary:

Building repairs and mechanical improvements have been delayed for the last 5 years in anticipation of relocation to a new Fire facility. The building is in dire need of major repairs for day-to-day use.

The intention is to replace the outdated furnace system to one that is more efficient and meets modern safety parameters. The current system was manufactured in 1983 and does not meet safety requirements.

The Fire Station has only 1 shower that is currently in a state of disrepair having rust holes throughout. The intention is to replace the shower with a new, standard, single stall shower. Additional plumbing repairs include replacing current utility sink as well as replacing two bathroom faucets, one of which no longer provides hot water. The replacements will bring the sinks/faucets to standard functional expectations.

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

The Select Board strongly supports the need to make the necessary improvements to the Fire Department, for the reasons stated above. Our firefighters live in the building! We need to make sure they have adequate heat, showers and livable facilities.

The Finance Committee recommends unanimously (5-0).

We know that there is discussion and plans to propose a replacement structure, but we must provide a safe facility to our EMT/FFs until such time that the new facility is constructed. While we do not enjoy spending funds on this facility we must do so. This item is on the capital plan.

Discussion:

Ms. Kangas said there's no question the fire house needs to be replaced. In the meantime what other improvements have been made this year. Mr. Kushner said that two requests for reserve fund transfers from the fire chief for this year—bedding and repair of front and back doors. Ms. Kangas said RFT's are for unanticipated expenses. Doors have been in disrepair for years. Could have been anticipated. Could have waited for town meeting.

Action on motion on Article 27: Motion carried unanimously.

ARTICLE 28 FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT ()**

\$ 25,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Twenty-Five Thousand Dollars (\$25,000), to provide for the acquisition of personal protective equipment for the Fire Department.

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. Additionally, EMS tactical vests will be added to the protective gear worn by the EMT/Firefighters in appropriate situations.

The Select Board recommends (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).

This article provides protective gear for the FF and vests for the EMT's when responding to calls. It is sad that we must do this but required in the current environment.

Action on Article 28: Motion carried unanimously, as part of Capital Consent Agenda 2.

ARTICLE 29 FIRE DEPARTMENT: RADIO BOX RECEIVERS ()**

\$ 90,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Ninety Thousand Dollars (\$90,000) to provide for the replacement of two radio box receivers for the Fire Department.

Summary:

Modern radio box receivers are fully-integrated software and hardware that monitor and report emergencies. There are two devices, one is located with the Dispatch center and the other is housed at the Fire Station, allowing for monitoring at both locations. This redundancy is for back-up safety in the event of one system's failure. Radio box receivers monitor all linked private commercial and municipal fire alarm systems (such as Town Hall, the Blanchard School, etc.). The current Town receivers are over 19 years old and parts and software are no longer produced, making it progressively more difficult to maintain. This comes at the recommendation of the Town's contracted fire alarm company following the last servicing this past fall.

Also recommended, was the relocation of an existing repeater system located on Cisco property, to the Town's pre-existing Middle rd. radio site. This system was originally purchased by Cisco Systems for the Town of Boxborough to boost and repeat fire alarm radio transmissions. The intention is to move the device to a Town owned and controlled location. The Town received quotes from L.W. Bills, the above-mentioned fire alarm company, to total an amount of \$102,000. The Alarm Box Revolving Fund has sufficient funds available (with an increase in limit to be presented at ATM) to fund the relocation of the repeater at \$12,000. This will reduce the article request to \$90,000.

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

The Select Board supports this article in order to improve the safety of the call box communication throughout the Town and for the reasons stated above.

The Finance Committee recommends unanimously (5-0).

The current receivers have reached their end of life by the vendor and cannot be repaired if they fail. This equipment is integral to communicating with the various departments during emergencies. There are additional funds mentioned in this article to move the repeater from the Cisco site (being sold) to the Historical Museum. We have been told that the museum will be able to provide coverage to the northern part of Town.

Action on Article 29: Motion carried unanimously, as part of Capital Consent Agenda 2.

ARTICLE 30 FIRE DEPARTMENT: PUMPER TRUCK ()**

\$ 800,000 Bonding

(Two-thirds vote required)

Mr. Fowlks moved that the Town appropriate the sum of Eight Hundred Thousand Dollars (\$800,000) for the acquisition of a pumper truck for the Fire Department, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow said sum pursuant to General Laws Chapter 44, Sections 7 and 8, or any other enabling authority, and to issue bonds and notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds and notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Motion was seconded.

Summary:

The Fire Department is looking to purchase and equip a new Class A pumper (Fire Engine) to replace current Engine 62. The Fire Department is receiving quotes from multiple vendors. This new Engine will be taking over as our primary response vehicle. It will meet all current NFPA Requirements. This Engine will be equipped with updated tools & technology to better protect the citizens and employees of Town of Boxborough.

Must we replace Engine 62 at this time?

Yes, Engine 62 is a over 21 years old and has been having periodic repair issues. Most recently, pumping issues due to pipe corrosion. This failure is a key indicator that replacement is due. This replacement is on our cyclical replacement plan. Generally, we plan for replacement after 17 years, and this Engine is already overdue.

Does Boxborough require 3 multi-purpose fire trucks?

Yes, the fire service is built around operational plans and contingencies, which require the ability to respond to incidents in Town where one truck might be out for servicing or on a mutual aid call, when another incident might arise in Town. If we have only two primary response vehicles, we suffer a significant likelihood of being unable to properly respond to incidents if one were to be unavailable due to any of several contingencies. There is certainly the possibility of mutual aid from surrounding towns, but that option is for those unusual situations straining the capacity of any individual town to respond. We cannot build mutual aid into our normal operations strategy.

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

The Select Board supports this article. The Fire Department has done an outstanding job to keep our pumper truck running for 120% of its typical useful life of 18 years. After over 21 years of service it is time to replace this vehicle for the reasons stated above.

The Finance Committee recommends unanimously (5-0).

We are in a 17-year cycle of replacing our front-line engine. Our 3 engines provide the initial water for a fire until the tanker truck arrives. We do not have hydrants in town and rely on our various cisterns and open fire ponds. This item is on the capital plan.

Funding for this article would be bonding and would impact the median priced house by an estimated \$39.08 per year or
\$0.06 per \$1,000 if approved.

Action on Article 30: Motion carried unanimously.

ARTICLE 31 DEPARTMENT OF PUBLIC WORKS (DPW): INFIELD GROOMER ()**

\$19,000 Free Cash (Majority vote required)

Mr. Fowlks moved to transfer from Free Cash the sum of Nineteen Thousand Dollars (\$19,000) to provide for the acquisition of an infield groomer.

Summary:

At Annual Town Meeting 2019, the Town approved funding to recondition the little league baseball diamond

at Flerra Field. This Town Meeting is considering additional work on the diamond at Liberty Field. Twice each year, the Department of Public Works (DPW) rents the best available machine to prepare the infield dirt at these fields for the spring and fall seasons, but it has been determined that this is not the best long-term solution, once the improvements are completed. The diamonds really need to be groomed on a regular basis with the correct equipment. The Acton-Boxborough Youth Baseball organization has pledged to contribute funds to this purchase as well as repair and upkeep of these fields in Boxborough.

The Select Board recommends unanimously (5-0).

The BSB recommends that we acquire this piece of equipment as it will allow the DPW to maintain the baseball fields around town that our youth use as part of the AB youth baseball league, who also contribute to the town to maintain these fields and for the reasons stated above.

The Finance Committee recommends unanimously (5-0).

The Town voted to fund the rebuilding of the Flerra baseball infield and is considering the upgrade of Liberty fields. Weekly upkeep and maintenance of these facilities are required to provide safe and playable surfaces for our youth and protect our investments. The expectation is that with approval of the groomer that fees will be required for outside usage of the field.

The Recreation Commission recommends unanimously (5-0).

The Boxborough Recreation Commission recommends the approval of a Sand Pro Infield Groomer Machine on the Capital budget as part of the rebuilding of the Flerra baseball field and will help a much-needed upgrade at Liberty field. With this machine available, the Town will be able to groom the fields on a regular basis allowing for proper drainage and safety needs for players. This has been requested by the DPW and ABYB for years now. With rental equipment prices increasing and the demand for more outside time during this pandemic, this groomer will be essential for proper maintenance.

Action on Article 31: Motion carried unanimously, as part of Capital Consent Agenda 2.

ARTICLE 32 DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK ()**

(Two-thirds vote required)

Mr. Fowlks moved that the Town appropriate the sum of Two Hundred Thirty Thousand Dollars (\$230,000) to provide for the replacement of a 6 wheel dump truck, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow said sum pursuant to General Laws Chapter 44, Sections 7 and 8, or any other enabling authority, and to issue bonds and notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds and notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Motion was seconded.

Summary:

This truck will replace a 2006 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 expected life of a truck for this type of use is 15 years.

This past year the Town's mechanic installed new air tanks and brackets and the hoses and piston for the scraper in the multi body so that it was ready for winter. Hydraulic fittings and hoses needed to run the truck and plow were also replaced due to rust issues. Our local large truck mechanic replaced rear springs, spring helpers, and associated parts due to severe rusting. Hydraulic lines are to the point that they should be replaced due to rusting and the dump body needs extensive body work to repair rusted areas. A couple of areas on the dump body were repaired so that we could use it for that winter season but the entire body needs replacement. Additionally, the frame would need to be sandblasted and repainted before it becomes a more serious issue. This is fiscally not a reasonable solution to the problem for a 15-year-old truck.

The Select Board recommends unanimously (5-0).

The BSB strongly recommends this article as we need to replace a DPW truck to allow our DPW personnel to efficiently continue to 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 (2006) used for plowing. The current truck is at its end of life. Funding for this article is from bonding.

If approved, the cost to the Taxpayer is estimated to be \$11.24 per year for the median priced house or \$0.02 per \$1,000.

Action on Article 32: Motion carried by two-thirds vote, as declared by the Moderator.

ARTICLE 33 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE ()**
(Two-thirds vote required)

Mr. Fowlks moved that the Town appropriate the sum of Three Hundred Thousand, eight hundred and ninety seven dollars and Seventy cents (\$300,897.70) for the purpose of maintaining roads in Boxborough, including all costs incidental and related thereto; that to meet this appropriation, the sum of \$897.70 be transferred from the Transportation Network Company Fund, and that the Treasurer with the approval of the Select Board is hereby authorized to borrow \$300,000 pursuant to General Laws Chapter 44, Sections 7 and 8, or any other enabling authority, and to issue bonds and notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds and notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Motion was seconded.

Summary:

Approval of this article will enable the town to continue the long-term project of bringing all our roadways up to good condition. It will continue the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The level of Chapter 90 funding alone in recent years has been insufficient to repave even one mile per year of the Town's approximately 30 miles of roadway.

In Fiscal Year 2021, a consultant was hired to provide a comprehensive roadway assessment study of conditions throughout Boxborough. By studying all the roads and determining the various degrees of degradation, we can manage the repair and maintenance more fully by different types of sealing before undertaking a full paving project. The proposed projects for the Fiscal Year 2021 and Fiscal Year 2022 road construction seasons include a combination of sealing and paving projects. The minor amount of \$897.70 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 (5-0).

The Select board recommends for the reasons stated above as a new tool to monitor the driving conditions of all our roads.

The Finance Committee recommends unanimously (5-0).

The Town started financing additional road paving a number of years ago above the funds provided by the state. This effort was to accelerate the repairs to our roads. Funding for this article is from bonding. If approved, the estimate cost to the Taxpayer would be \$14.66 per year for the median priced house or \$0.02 per \$1,000.

Action on the motion under Article 33: Motion carried unanimously.

**ARTICLE 34 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) –
CONSERVATION TRUST FUND**

\$10,000 CPA (Open Space) (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. Motion was seconded.

Mr. Reip made the presentation in favor of the motion. He pointed out all the Conservation Commission manages over 1000 acres of conserved land. Having a fund enables for the management of these lands, the acquisition of conservation restrictions, preparation of open space plans and the acquisition of land for conservation purposes.

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 10 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 (7-0).

The Conservation Commission recommends unanimously (5-0).

The Select Board recommends (5-0).

The Select Board supports the Conservation Commission in its request. The Conservation Trust Fund enables the Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee does not recommend (2-3).

Majority

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 was \$40,064.02 from the last update.

Minority

For the past three years, Town Meeting and the CPC has approved funding of an annual request from the Conservation Trust Fund (CTF) for \$10,000 in support of potential land purchases and the required services that go along with it (environmental testing, design, legal support, etc.). A minority of the FinCom believes we should continue to fund the Conservation Trust Fund for \$10,000.

Action on the motion under Article 34: Motion carried by majority vote.

PLANNING BOARD REPORT: CINDY MARKOWITZ, PLANNING BOARD CHAIR

The Planning Board held duly advertised public hearings on the proposed zoning bylaw amendments as printed in the 2021 Annual Town Meeting warrant under Articles 35 to 37 on February 8, 2021, and Article 38 on February 22, 2021, and March 8, 2021 and unanimously voted to recommend Articles 35, 36, and 38 on March 8, 2021. The Planning Board held a duly advertised public hearing on the proposed zoning bylaw amendment submitted by petition as printed in the 2021 Annual Town Meeting warrant under Article 37 on February 8, 2021 and further discussed it at the Board's meeting on March 12, 2021.

Ms. Markowitz highlighted the accomplishments of the Planning Board during the past year: approval of several site plan modifications for Enclave, site plan approval for Vibalogics, Inc., at 1414 Massachusetts Avenue and numerous Approval Not Required projects. The board worked with the Town Planner to

improve the planning materials available on line, as well as many other initiatives.

ARTICLE 35 ZONING BYLAW AMENDMENT: SMALL WIRELESS FACILITIES BYLAW
(Two-thirds vote required)

Ms. Markowitz moved that the Town amend the Boxborough Zoning Bylaw Section 2000 Definitions, Section 4003 Utility and Public Service Use Table, and Section 7200 Wireless Communication Facilities, to add the language in bold italics and delete the language indicated by strikethroughs, as shown in the June 12, 2121 Annual Town Meeting Warrant, and to add a new Section 7210 as set forth in the June 12, 2021 Annual Town Meeting Warrant in bold italics, and further to permit the insertion and numbering of the definition of Small Wireless Facilities in compliance with the format of Section 2000, and the renumbering of the existing definitions therein accordingly as printed in the June 12, 2021 Annual Town Meeting Warrant. Motion was seconded.

Ms. Markowitz made the presentation on behalf of the motion. She said that the purpose of the bylaw amendment is to address the anticipated installations of Small Wireless Facilities (SWF's) in Boxborough and to minimize adverse aesthetic impacts associated with such facilities. Towns may not prohibit such facilities but may regulate aesthetics and visual impacts. She spoke about the technology and how it worked and what it would look like. She described the expected review process for SWF's, which will involve Littleton Electric (owns most polls in the public right-of-way, Boxborough Select Board (grantor of locations) and the Planning Board (special permits). The proposed bylaw would allow for review of proposed SWF's outside of the public right-of-way so as to avoid unsightly installations.

2194 Wireless Communication Facility shall mean a facility for the reception and transmission of personal wireless communication signals including towers, antennas, panels, and appurtenant structures designed to facilitate the following types of services: cellular telephone services, personal communication systems, and enhanced specialized mobile radio service. ***A wireless telecommunications facility shall not include Small Wireless Facilities as defined herein.***

2XXX Small Wireless Facilities are facilities as defined in 47 C.F.R. § 1.6002(l) as may be amended from time to time.

4003(3): UTILITY AND PUBLIC SERVICE USES

DISTRICTS

	AR	R1	B	B1	OP	TC	IC
Public utility	SP	SP	Y	Y	SP	SP	SP
<i>Small-Wireless Facilities located outside of a right of way</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>
Wireless Communication Facility	-----See Footnote 17-----						

¹⁷ See Section 7200 Wireless

Communication Facilities. 7200 Wireless

Communication Facilities

7202 Applicability

This Section shall apply to reception and transmission facilities for the purpose of personal wireless communication services. This Bylaw shall not apply to towers or antennas installed for use by a federally licensed amateur radio operator. **A wireless telecommunications facility shall not include Small Wireless Facilities as defined herein.**

7203 General Requirements

Wireless Communication Facilities shall be allowed only in the Wireless Communication Facilities Overlay District only upon issuance of a special permit in accordance with the provisions of MGL Ch 40A, § 9, this Bylaw and any rules and regulations adopted hereunder. The **Planning Board** ~~Board of Appeals~~ shall be the Special Permit Granting Authority for Wireless Communication Facilities.

- (1) Wireless Communication Facilities should be concealed within existing structures where possible.
- (2) Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited.
- (3) All structures associated with wireless communication facilities shall be removed **by the owner or its agent**, within one year of cessation of use.
- (4) The tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower including anything on it.
- (5) All towers shall be set back from lot lines a minimum of the height of the tower except where the tower abuts the right of way of Route I-495 and Route 2 where the setbacks shall be the minimum permitted by the Commonwealth of Massachusetts. All towers shall be setback a minimum of 500 feet from any school building.
- (6) No tower shall be located within 1500 feet of another such tower.
- (7) Any utilities servicing a tower shall be located underground.
- (8) Lighting of wireless communication facilities shall be limited to low level security lighting installed at or near ground level, except for lighting required by the Federal Aviation Administration (FAA).
- (9) Fencing shall be provided to control unauthorized access to the tower. All equipment areas shall be landscaped and screened from public view **to minimize visibility year-round**.
- (10) The facility shall contain one sign no greater than one square foot that provides the phone number where the operator in charge can be reached on a 24-hour basis.

7XXX Small Wireless Facilities Outside of the Public

Right of Way 7XXX.1 Purpose and Intent

The Purpose and Intent of this bylaw section is to permit regulation of the installation of Small Wireless

Facilities outside of public rights of way so as to respect the neighborhood characteristics in which they are proposed to be installed consistent with the purposes set forth below and with federal and state law,

- a) to minimize adverse impacts of Small Wireless Facilities on residential neighborhoods and the community;***
- b) to encourage the shared use of facilities, where appropriate, to reduce the need for new facilities;***
- c) to limit the overall number and height of facilities to what is necessary to serve the public;***

- d) to protect the visual, aesthetic, scenic, historic, environmental and natural or man-made resources of the Town;*

7XXX.2 Special Permit

All installations of Small Wireless Facilities outside of the public right of way require a Special Permit. The Special Permit Granting Authority is the Planning Board in accordance with the provisions of MGL Ch 40A, § 9, this Bylaw and any rules and regulations adopted hereunder. All such facilities shall comply with the Technical and Aesthetic Standards for Small Cell Siting published by the LELWD, to the extent feasible.

7XXX.3 Special Requirements

The following Special Requirements shall apply to Small Wireless Facilities located outside of the right of way. The Special Permit Granting Authority shall review all Applications to ensure the following:

- a) To the extent feasible, Applicants shall follow Section 5, General Technical and Aesthetic Requirements and Guidelines as outlined in Littleton Electric Light and Water Department's Technical and Aesthetic Standards for Small Cell Siting.*
- b) The proposed facility(ies) shall be designed, using the best available technology, to blend into the surrounding environment through the use of camouflaging techniques (including minimizing size, tapered shapes and colors that match the surrounding area and infrastructure, or other architectural treatments.*
- c) No tree trimming or pruning for improved line of sight or for other functional needs will be allowed without explicit permission from the Tree Warden. Requests for tree trimming or pruning and identification of locations shall be included as part of the Application. Applicants shall specifically avoid, when possible, tree trimming or pruning along the Route 111 Corridor and along designated scenic roads.*
- d) Small Wireless Facilities outside of the right of way may be co-located on same structure if the Special Permit Granting Authority determines that aesthetics and structures will not be adversely impacted. A demonstration as to the necessity to co-locate facilities on to the same structure will be required to be made to the Special Permit Granting Authority. Input may be requested from the Building Inspector or other Town Personnel to determine the safety of such proposed facilities.*
- e) In neighborhoods served by underground electric and other utilities, no above- ground facilities shall be installed if there is an underground alternative. Such installations shall be done at the Applicant's expense. A waiver of this requirement may be granted by the SPGA upon request by the Applicant if the Applicant can demonstrate sufficient mitigation of visual, aesthetic and other impacts to the neighborhood, with the implementation of stealth design and the addition of landscaping and screening as determined by the SPGA.*
- f) Stealth designs that are not visible to the public are preferred. Examples of stealth designs include shapes and colors that match surrounding infrastructure and minimize adverse visual impacts and the use of tapered shapes that smoothly integrate into structures (avoiding, for example, new rectangular boxes). Examples of stealth locations include chimneys, light poles, rooftop pads and cupolas.*

Summary:

This article is to amend the zoning bylaw to address Small Wireless Facilities (also known as "5G" or "small

cell” facilities) and to minimize adverse visual and aesthetic impacts for facilities located outside of the public right of way, while supporting the rollout of these facilities.

The Federal Communications Commission (FCC), under provisions of the Telecommunications Act of 1996, requires municipalities to facilitate the rollout of Small Wireless Facilities. Municipalities may not prohibit these facilities but may regulate aesthetics and visual impacts.

The current Wireless Communications Facilities zoning bylaw (Section 7200) addresses large cell towers and associated infrastructure for cell phone technology since the 1990’s. 5G technology requires a network of Small Wireless Facilities throughout a coverage area that connects to the larger existing cell towers. These Small Wireless Facilities may be installed on existing light poles, new poles to serve areas with underground utilities or in other locations.

The Select Board is adopting a policy to address review of applications for Small Wireless Facilities that would be located on facilities within the public right-of-way. The Select Board will review all applications for facilities proposed within town rights-of-way. The Select Board will conduct a public hearing and either grant, grant with conditions, or deny the application based on factors identified in the Policy.

Under this proposed zoning bylaw, aesthetics of Small Wireless Facilities proposed in town to be located outside of the public right of way would be controlled by Special Permit from the Planning Board. While the law does not allow towns to prohibit any such facilities, the proposed bylaw would allow for the Planning Board to review facilities to ensure that aesthetic and visual impacts of such facilities are minimized.

The proposed zoning bylaw will: 1) identify “Small Wireless Facilities” as being discrete from “Wireless Communication Facilities” (i.e., large cellular towers) which are already addressed in the zoning bylaw, 2) make minor changes to the existing Wireless Communications Facility language in the bylaw for clarity, 3) add a definition for Small Wireless Facilities consistent with Federal law, 4) add Small Wireless Facilities to the Use Table and identify such facilities as being allowed by Special Permit in all zoning districts, 5) identify the Planning Board as the Special Permit Granting Authority for both Wireless Communication Facilities and Small Wireless Facilities and, 6) identify Special Requirements to minimize visual and aesthetic impacts from Small Wireless Facilities outside the public right of way.

The Planning Board recommends unanimously (5-0).

Under Federal and State law, towns may not prohibit the installation of Small Wireless Facilities, which are anticipated to become more prevalent as the technology expands outside of urban centers into the suburbs and rural areas. Having a zoning bylaw that requires Planning Board review of applications and the granting of Special Permits for Small Wireless Facilities located outside of the public right of way (e.g., on private property, along private roadways, on commercial buildings), allows the town some control over the location, placement, number, size, shape and color of facilities on structures. The absence of such a bylaw could result in unappealing visual impacts in and around town.

The Finance Committee recommends (4-0-1).

The Finance Committee recommends. The FCC does require the Town to support. All the Town can do is impact the aesthetics of the boxes.

The Zoning Board of Appeals recommends unanimously (5-0).

The Zoning Board of Appeals unanimously supports the delegation of the issuance of special permits for small

wireless facilities to the Planning Board and further defers our recommendation on the specific language of the article until it is finalized.

Discussion on Article 35:

Dan Tappan, Liberty Square Rd., read the FEC definition sets maximum size but doesn't set minimum size. He thinks this bylaw could impact homeowners with WIFI boosters on their properties.

Ms. Markowitz stated that this was not the intent of the bylaw or the Planning Board.

Johanna Chu, Burroughs Rd. wants clarification on section 7210. Does that mean private property? Town Counsel said private property owners are under no obligation to have a SWF on their property.

Ms. Neyland said if she wanted to boost the WIFI signal on her property, would she have to apply for a special permit. Mr. Markiewicz said that there are different wavelengths involved with boosters vs the SWF. This would cover commercial properties that want to deliver 5G and prevent them from putting up something unsightly.

Ms. Neville can a private property owner put up a 5G installation. Yes—but would have to get a special permit from the Planning Board.

Than Stuntz asked if he put a wireless extender on his house would he need a special permit. No. Do the FEC regulations differentiate between wireless and 5G. Than said that the bylaw itself doesn't clarify the difference. The bylaw depends on the FEC definition.

Mr. Tappan read the FEC definition and it does not specify wavelength. He's worried about unanticipated consequences. John Neyland, Picnic St., said it was a slippery slope to talk about taking away private property owners rights in effort to protect aesthetics. Doesn't want to limit private property owners.

Mr. Barbadoro said that without the bylaw amendment a 5G operator could require a home owner to remove trees in order to maintain point-to-point connectivity.

Ms. Markowitz says that the bylaw does not prohibit these installations, just governs aesthetics. Jennifer Campbell, Patch Hill Rd. pointed out the we regulate other things on the basis of aesthetics—signage, lighting.

Simon Bunyard, Hill Rd., said the article is trying to mitigate the potential impact of 5G. He urged support of the motion. Ms. Markowitz said that LELD had not received any 5G applications.

Ms. Markowitz moved to add the words “private home-owners using such facilities for private purposes shall be exempt.” at the end of section 7210.2. Special Permit. Motion was seconded.

Discussion on the amended motion:

Mr. Reip spoke in favor of the amended motion. He urged Town Meeting to approve the amendment and the Article. Ms. Gutierrez spoke against the amendment. Too hard to process the impact.

Mr. Barbadoro spoke against the amendment. He said it shouldn't be in the special permit section—just because it doesn't need a special permit doesn't means it's allowed by right.

Mr. Bunyard spoke against the amendment as too confusing to process on the floor of town meeting. Colman Connolly, Flagg Hill Rd., was supportive of other comments.

Mr. Glidden said that he was in favor of the article either way. Ms. Canfield spoke against the amendment.

Mr. Follett moved the question. Motion was seconded. Motion to vote now passed by majority vote.

Action on the motion to amend: Motion failed.

Mr. Follett moved the question. Motion was seconded. Motion to vote now was unanimous.

Action on the motion under Article 35: Motion carried by two-thirds majority, as declared by the Moderator.

ARTICLE 36 ZONING BYLAW AMENDMENT: SOLAR ENERGY SYSTEMS BYLAW
(Two-thirds vote required)

Ms. Markowitz moved to amend the Boxborough Zoning Bylaw to add new use categories and footnotes to Section 4003 Business/Industrial Use Table, and further to add new Sections 4910 and 7800, as set forth in bold italics in the June 12, 2021 Annual Town Meeting Warrant; and further that non-substantive changes to the numbering of the Zoning Bylaw as printed in the June 12, 2021 Annual Town Meeting Warrant. Motion was seconded.

Rebecca Verner made the presentation on behalf of the Planning Board.

4003(4): BUSINESS/INDUSTRIAL USES – continued

DISTRICTS

	AR	R1	B	B1	OP	TC	IC
Roof or Building-Mounted Solar Energy Systems	Y	Y	Y ¹⁹	Y ¹⁹	Y	Y ¹⁹	Y
Small-Scale Ground-Mounted Solar Energy System (1,750 s.f. or less)	Y	Y	Y ¹⁹	Y ¹⁹	Y	N	Y
Medium-Scale Ground-Mounted Solar Energy System (greater than 1,750 but less than 40,000 s.f.)	N	SP	Y ¹⁹	Y ¹⁹	Y	N	Y
Large-Scale Ground-Mounted Solar Energy System (40,000 s.f. or greater)	N	N	SP ¹⁹	SP ¹⁹	SP	N	SP

ARTICLE IV USE REGULATIONS

4XXX Special Permits for Medium or Large-Scale Ground Mounted Solar Energy Systems

The Planning Board shall be the Special Permit Granting Authority for the issuance of special permits in the case where an applicant requests to install a medium or large-scale ground mounted solar energy system. In addition to the standards set forth in Section 7800 of this Bylaw, the Special Permit Granting Authority shall also consider each of the following factors before the issuance of a special permit:

- (1) Suitability of the site for the proposed Medium or Large-Scale Ground-Mounted Solar Energy System;***
- (2) Adequate landscaped and natural buffers are provided around the installation. Where applicable, physical buffers, such as berms, fences and/or walls are proposed between residential and installations of Medium or Large-Scale Ground-Mounted Solar Energy System;***
- (3) The proposal, to the maximum extent possible, protects the existing tree canopy and stone walls on Massachusetts Avenue (Route 111) and along designated scenic roadways;***

(4) The proposal retains and/or preserves unique natural, historical or cultural resources located on the site, if any;

FOOTNOTES – continued

¹⁹ Proposed Solar Energy Systems shall be required to undergo Design Review Board review and shall adopt as practicable, recommendations made. Solar Energy Systems on historically significant structures shall have limited or no visibility to the public on said structures and the Boards reserve the right to recommend specific solar energy systems to maintain historical character of structures.

²⁰ Existing zoning district height limitations apply for all Ground-Mounted Solar Energy Systems. If the Ground-Mounted Solar Energy System is accessory to a principal building or structure on a lot, then the height restriction for accessory structures would apply as defined in Section 5008 of this Bylaw. If the Ground-Mounted Solar Energy System is the principal structure on a lot, then the height restriction shall be a maximum of twelve (12) feet from finished grade. An increase in height may be granted in commercial districts by special permit.

7800 Solar Energy Systems 7801 Purpose

To facilitate and provide reasonable regulations for the placement, design, construction, operation, monitoring, modification, removal and recycling of Solar Energy Systems that address public health, safety and welfare in accordance with Massachusetts General Law Chapter 40A, Section 3, minimizes impacts on scenic, rural, natural and historic community resources, and provides adequate financial assurance for the eventual decommissioning of such installations.

7802 Applicability

This section shall apply to all Solar Energy Systems, including related buildings, structures, and equipment, and to physical modifications of such installations that materially alter their type, configuration, or size as determined by the Planning Board.

Site Plan Review shall be triggered by Medium and Large-Scale Ground-Mounted Solar Energy System Installations.

Roof-Mounted Solar Energy Systems do not trigger Site Plan Review.

Small-Scale Ground-Mounted Solar Energy Systems do not trigger Site Plan Review unless the proposed Solar Energy System is a) located in a residential district and b) requires placement in the front or side yard due an inability to site said Solar Energy System in the rear yard.

Roof-Mounted and Small-Scale Ground-Mounted Solar Energy Systems, however, will be reviewed as part of an application triggering Site Plan Review. For reference to Site Plan Review Application Policy and Procedures, applicants shall refer to the Site Plan Review Provision documents as follows:

- “Site Plan Review provisions for Large-Scale Ground-Mounted Solar Energy Systems”***
- “Site Plan Review provisions for Medium-Scale Ground-Mounted Solar Energy Systems”***
- “Site Plan Review provisions for Roof-Mounted and Small-Scale Ground-Mounted Solar Energy Systems”***

7803 Solar Energy System Definitions

- 7803.1 Agrivoltaics or Dual Use** shall mean the co-developing of the same area of land for both solar photovoltaic power as well as for agriculture. The coexistence of solar panels and crops implies a sharing of light between these two types of production.
- 7803.2 Ground-Mounted** shall mean that installations are structurally mounted to the ground in any manner, including but not limited to ground anchored pole, rack, or rail installations, or non-ground penetrating ballasted installations; not roof-mounted installations or canopy installations above parking lots or driveways.
- 7803.3 Solar Energy** shall mean radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.
- 7803.4 Solar Energy System** shall mean a device or structural design feature, whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means such as to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.
- 7803.5 Solar Energy System, Ground-Mounted** shall mean a Solar Energy System of any size (Small, Medium or Large-Scale that is structurally mounted to the ground in any manner, including but not limited to ground anchored pole, rack, or rail installations, or non-ground penetrating ballasted installations; not roof-mounted installations or canopy installations above parking lots or driveways.
- 7803.6 Solar Energy System, Large-Scale Ground-Mounted** shall be considered an industrial facility use and mean a Solar Energy System with a Solar Layout that occupies more than 40,000 square feet of surface area. Inclusive of appurtenant structures.
- 7803.7 Solar Energy System, Medium-Scale Ground-Mounted** shall be considered an industrial facility use and mean a Solar Energy System with a Solar Layout that occupies more than 1,750 but less than 40,000 square feet of surface area. Inclusive of appurtenant structures.
- 7803.8 Solar Energy System, Roof-Mounted or Building-Mounted** shall mean a Solar Energy System that is structurally mounted to the roof of a building or structure; may be of any size (small-, medium- or large-scale).
- 7803.9 Solar Energy System, Small-Scale Ground-Mounted** shall mean a Solar Energy System that occupies 1,750 square feet of surface area or less. Inclusive of appurtenant structures.
- 7803.10 Solar Layout** shall mean the total area of the vertical projection on the ground of all panels in the installation's most horizontal tilt position and shall include all spaces between the panels.
- 7803.11 Utility Provider** shall mean the local electrical distribution company (Littleton Electric Light Department (LELD) or other).

7804 Standards and Requirements

Except where specifically stated otherwise, the following provisions shall apply to all Medium-Scale and Large- Scale Solar Energy Systems in zoning districts where they are a permitted use.

(1) Setbacks

The Solar Layouts of Medium-Scale or Large-Scale Ground-Mounted Solar Energy Systems, along with all appurtenant structures, including but not limited to: buildings equipment

shelters, storage facilities, transformers and substations shall adhere to a one hundred (100) foot front, side and rear yard setback requirement in all zoning districts. The Planning Board may reduce setbacks from lot lines for the Solar Layout of a Medium-Scale Ground-Mounted Solar Energy System of 5,000 square feet or less if such adjustments enhance the overall site design and still provide protection to adjacent properties. In such a case, additional screening may be required to minimize adverse impacts.

The Solar Layout of a Small-Scale Ground-Mounted Solar Energy System and roof or building mounted solar layouts of an installation along with appurtenant structures, including but not limited to: buildings, equipment shelters, storage facilities, transformers and substations shall comply with the building setbacks for front, side and rear yard requirements of the zoning district in which it is located, except for power feed and distribution lines and equipment where underground installation is not possible.

All Ground-Mounted Solar Energy Systems in residential districts shall be installed in the rear yard to the greatest extent practicable. Placement of Ground-Mounted Solar Energy Systems in front or side yards is allowed only upon demonstration that locating the Solar Energy System within the rear yard is not practicable and shall require site plan approval.

(2) Landscaping and Screening

All appurtenant structures, including but not limited to: buildings, equipment shelters, storage facilities, transformers, and substations shall be architecturally compatible with each other. All structures shall be hidden from view by vegetation or fencing and shall be in place prior to operation. Landscape plantings and/or solid fenced screening shall be provided to reduce the visual impact of Ground-Mounted Solar Energy Systems, along with all appurtenant structures, and specifically to protect nearby receptors from danger, harm, or nuisance that may result from reflective glare. Solar Energy Systems and all appurtenant structures shall have anti-reflective surfaces.

Front, side and rear yard setback areas shall be designed to reduce the visual impact of the solar energy system upon adjacent property by use of fencing, trees and shrubs and/or naturally vegetated conditions. Where naturally vegetated conditions are insufficient to reduce visual impacts year-round, landscape plantings for Ground-Mounted Solar Energy Systems shall consist of a sight-impervious screen of evergreen foliage not less than eight (8) feet in height. Screening is not required for Roof or Building- Mounted Solar Energy Systems. Suitable landscape plantings shall consist of native species identified by the UMass Clean Energy Extension Pollinator-Friendly Solar PV for Massachusetts initiative.

Should fencing be used, it shall be no more than eight feet high, constructed of durable materials and supplemented with landscape plantings, as defined above. Berms or other methods to adequately screen the facility, depending on site specific conditions may be considered. All screening shall be maintained and replaced as necessary by the owner / operator of the Solar Energy System.

(3) Lighting

Lighting of Ground-Mounted Solar Energy Systems and appurtenant structures shall be limited to that required for safety and operational purposes, and shall be fully shielded from

abutting properties. Lighting of the Solar Energy System shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution. Security lighting shall be controlled by motion detectors or infrared sensors with an on-time of no more than ten (10) minutes per activation. No all-night lighting will be allowed.

(4) Utility Connections

All utility connections, conduits, cables, power lines, transformers and inverters shall be placed underground, except (a) where otherwise required by the Massachusetts State Building Code, Massachusetts and/or National Electric Code, the Utility Provider or other authority having jurisdiction;

(b) in adverse ground conditions such as appropriate soil conditions, shape and topography of the site, ledge or excess water; or (c) for connection to existing above ground utility lines. Wiring within the installation's Solar Layout shall follow industry standards and meet the requirements of the Utility Provider. Where an aboveground connection is already existing proximate to the site of the proposed facilities, it may be used, as determined by the Planning Board, if it meets the requirements of the Utility Provider, and electrical transformers for utility interconnections may be located above ground if required by the Utility Provider. All noise-generating equipment shall be installed as far from abutting structures as practical to mitigate potential noise impacts.

Where feasible all access roads and utilities shall minimize bisecting of the property and be installed along the perimeter of project. Access roads and associated tree clearing shall not exceed twenty-five (25) feet in width.

(5) Signs

Signs shall comply with the requirements of Section 6300 of this Bylaw. However, in the Residential Districts not more than one (1) sign, with dimensions no larger than one (1) square foot in area per side shall be required to identify the owner and provide a 24-hour emergency contact phone number and may be installed with the trademarks of the installer, manufacturer, and operator of the installation. Solar Energy Systems shall not be used for displaying any advertising except for reasonable identification of the manufacturer, owner or operator of the solar energy system. Signs should not be visible to abutters nor to passersby on the street, if it can still be visible for emergency purposes.

(6) Stormwater Management and Conservation

Best management practices shall be used for controlling and managing stormwater run-off and drainage for the solar energy system in compliance with all applicable federal, state and local regulations. To the largest extent possible, the ground shall remain pervious to rain water. Where necessary, adequate provision shall be made for groundwater recharge and to prevent site run-off and erosion.

(7) Protection of Forest Land, Land Clearing, Soil Erosion and Habitat Impacts

Not more than one (1) acre of land shall be deforested for any one Solar Energy Systems, and no such installation shall be placed on such land that was deforested within the prior 5 years. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Solar Energy System or otherwise

prescribed by applicable laws, regulations, and bylaws/ordinances.

Solar Energy Systems are prohibited in locations of old growth forest, wetlands, aquifer districts, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and "Important Wildlife Habitat" mapped by the DEP.

The Planning Board encourages siting of Solar Energy Systems in the following locations:

- *Roof-mounted*
- *Brownfield sites*
- *Parking lots*

Proposed greenfield development is discouraged. Applicants who propose greenfield installations will be required to demonstrate why the proposed site is preferable to a previously developed site. Such demonstration shall include a comparison of environmental impacts and a cost-benefit assessment.

(8) Decommissioning

Upon decommissioning of Solar Energy Systems all solar panel components shall be reused or recycled using industry best practices available at the time of decommissioning. The applicant may be required, as deemed appropriate by the Planning Board, to demonstrate a life-cycle analysis of the components to ensure that there is a net environmental benefit to the proposed installation.

Proponents of Large-Scale Ground-Mounted Solar Energy Systems shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125% of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

(9) Solar for New Construction

New Industrial, Commercial or Residential Development:

Projects that create ten thousand (10,000) square feet or more of new impervious area or ten (10) or more residential units shall be strongly encouraged to include a Roof-Mounted or Building-Mounted Solar Energy System equivalent to a minimum of 50% of the roof area of said project.

Parking Facilities:

New construction of roofed parking facilities with greater than twenty (20) parking spaces shall be strongly encouraged to include a Roof-Mounted or Building-Mounted Solar Energy System equivalent to a minimum of 50% of the roof area of said project.

New construction of parking lots with greater than twenty (20) parking spaces shall be

strongly encouraged to include a roof-mounted parking canopy over the parking lot equivalent to a minimum of 50% of the parking area. Roof-mounted parking canopies in all districts shall meet setback requirements for Accessory Structures and shall be allowed where parking is permitted in accordance with requirements defined in Section 6000, Parking and Off-street Loading Requirements.

7805 Exemptions from Zoning Requirements

Solar Energy Systems shall not be included in calculations for lot coverage or impervious cover so long as said installations have planted surfaces beneath them such as dual-use solar or agrivoltaics installations. If the area beneath a solar energy system is to be paved or otherwise rendered impervious then this land area shall in fact count toward any coverage or impervious surface limit. Land required for access roads, utility connections and appurtenant structures will be included in calculations for lot coverage or impervious cover of land.

Summary:

This new Zoning Bylaw would bring regulations for solar photovoltaic installations (aka Solar Energy Systems) that do not currently exist. These regulations address the placement, design, construction, operation, monitoring, modification, removal and recycling of solar photovoltaic installations. The purpose is to enable the installation of Solar Energy Systems consistent with state law, and provide guidance for both residential and commercial installations, to minimize impacts on scenic, rural, natural and historic community resources, as well as to provide adequate financial assurance for the eventual decommissioning of such installations.

Definitions, standards and performance requirements are included to regulate different types of Solar Energy System installations appropriately within designated Zoning Districts. A summary of the proposed bylaw as allowed by District and permitting requirements is provided below:

Type of Solar Energy System / Size	Allowed By Right in District	Requires Special Permit Application	Prohibited Districts	Site Plan Review?
<i>Roof and Building-Mounted</i>	<i>All zoning districts</i>	<i>No</i>	<i>None</i>	<i>No</i>
<i>Small-Scale Ground-Mounted (1,750 s.f. or less, 10 kW DC or less)</i>	<i>Agricultural-Residential, Residential-1, Business, Business-1, Office Park, Industrial-Commercial Districts</i>	<i>No</i>	<i>Town Center District</i>	<i>No</i>
<i>Medium-Scale Ground-Mounted (greater than 1,750 but less than 40,000 s.f., 10 - 250 kW DC)</i>	<i>Business, Business-1, Office Park and Industrial-Commercial Districts</i>	<i>Residential-1 District</i>	<i>Agricultural-Residential and Town Center Districts.</i>	<i>Yes</i>
<i>Large-Scale Ground-Mounted (40,000 s.f. or</i>	<i>None</i>	<i>Business, Business-1, Office Park, and</i>	<i>Agricultural-Residential, Residential-1,</i>	<i>Yes</i>

<i>greater, 250kW DC or greater)</i>		<i>Industrial-Commercial Districts.</i>	<i>and Town Center Districts</i>	
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Site Plan Review process and procedures are identified in a new supplement to the existing Site Plan Approval Rules and Regulations, to be adopted by the Planning Board.

The Planning Board recommends unanimously (5-0).

The Planning Board understands the importance of mitigating climate change and supports renewable energy, including solar energy systems, to help reduce our carbon footprint. The Solar Energy Systems zoning bylaw is being proposed to ensure that such facilities are appropriately sited and are compatible with their surroundings.

This bylaw allows for the by-right installation of roof/building-mounted and small-scale ground-mounted solar energy systems in all zoning districts with the exception of small-scale ground-mounted systems in Town Center. Larger, commercial scale solar energy systems are allowed in certain districts, by right or by Special Permit. Site Plan review may be required, depending on the size and location of the proposed system.

This bylaw balances the interests of those wishing to install solar energy systems and reap the associated benefits, while protecting the rural nature and important landscapes and viewsheds across Boxborough's 10.4 square miles.

The proposed bylaw incorporates input and guidance from a number of sources including several Town Boards and Committees, the Massachusetts Department of Energy Resources, the Metropolitan Area Planning Council, several energy installers, and the Town's Consulting Engineer. Additionally, the Planning Board consulted many nearby communities' existing solar bylaws in the preparation of this bylaw and incorporated many of the zoning concepts from these surrounding communities.

The Finance Committee recommends (2-2).

Pro

Two members of the Finance Committee recommend this bylaw because it is important to provide some level of regulation for solar for the Town, and to have something in place. It can be further amended at future Town Meetings if desired or required.

Con

Two members of the Finance Committee do not support the Solar Bylaw. The bylaw's first sentence says "To facilitate and provide reasonable regulations,". The bylaw does not do this, it is unreasonable and is too restrictive.

The Sustainability Committee does not recommend (0-6).

The proposed zoning bylaw amendment would prohibit ground-mounted solar energy systems of relatively small scale (1,750 square feet, or approximately 13 kilowatts (kW) in capacity) and upward from approximately 75% of the Town's land area. While Massachusetts overall has been a national leader in solar, with nearly 35,000 solar energy systems – averaging 32 kW per system – installed in just the past 3 years, Boxborough lags behind with just over 30 total systems installed, at an average size of 8 kW.

The Sustainability Committee recommends that the Town vote no on the current version of the proposed

zoning bylaw amendment. The Committee looks forward to continuing its work with the Planning Board, as well as seeking input from other boards and committees in Town, to further develop the solar bylaw and better support our residents, farmers and businesses in their own sustainability goals.

The Agricultural Commission does not recommend (0-5)

The Commission believes that the Town should be encouraging the use of solar energy and that the proposed Bylaw would impose unreasonable restrictions.

The Economic Development Committee does not recommend (1-5).

Majority

While the EDC feels that the town should promote solar energy, this by-law requires further review. In its current form it has significant restrictions that would impact economic development and these restrictions are inconsistent with other allowed use.

Minority

The minority believes that some by-law is better than none. The intention of the by-law as written to encourage solar while protecting residential views and property values. Ultimately our most important economic investment is our homes.

Discussion on Article 36:

Johanna Chu, Burroughs Rd., pointed out language on page 73 of the warrant—structures need to be in the back yards, must be shielded from view with vegetation not more than one acre can be deforested, page 75 demonstrate recycling plan for decommissioned solar panels. She believes this language is too restrictive.

Mr. Barbadoro spoke in favor of the motion. The bylaw is intended to set up rules to use our property in certain ways and not impact other people. He said 20 acres of land was clear cut for the current solar array, increasing the noise from 495, rain water does not get absorbed and filtered by vegetation, habitat was destroyed. He warned residents of Hill Rd., Picnic St. and others that this could happen to you. Without a bylaw in place, there's no protection for neighbors. Property owners can do whatever they want. The bylaw can be updated, but for now let's encourage roof top use instead of leaving wooded areas vulnerable.

Mr. Tappan spoke against motion. He agreed with the Sustainability Committee. He has a 10,000 watt installation already with no trees being cut down. This bylaw would prohibit him from expanding. The medium sized unit definition is too small. Discourages solar adoption.

Ms. Verner said technology will get better and better for smaller and smaller units. Mr. Stuntz said that this bylaw discourages solar.

Ms. Marlowe spoke in favor of the motion. She is in favor of solar but she opposed the cutting down of trees and loss of habitat to get solar. This bylaw is a really good start.

Bob Stemple moved the question. Motion was seconded. Motion to vote now failed.

Yes: 50 No: 31

Palmer Moore, Sustainability Committee member, said that he works for a solar company. He noted the concern about the 20-acre project. He doesn't see another project of that type since state incentives no longer available. Land is valuable and makes more sense to develop. If you want to have solar power as a homeowner and you can't put it on the roof, this bylaw would dictate what you can do and limit options.

Mr. Bunyard is an advocate for solar. He wants to know what specifically is the issue in the view of the Sustainability Committee. Mr. Moore re-iterated that the major issue is that small scale projects would be negatively impact in the effort to control the large-scale projects.

Ms. Markowitz said that the Planning Board has solicited input from Sustainability but have not received any. If this bylaw had been in place, the 20-acre project would have had to do water and wildlife impact studies in addition to other things. She gave some context to envision the dimensions of a medium scale solar array and the importance of aesthetics and minimizing impact on neighbors.

Ms. Chu owns a 10-acre property. She's not looking to clear 10 acres. If she wanted to clear 1.5 acres she can't under this bylaw. Her front yard is bigger than her back yard. She thinks placement decisions need to be more flexible.

Brian Fisk, Hill Rd., asked for clarification on size of solar farms. How was the large-scale project allowed? In general, agreed with Sustainability Committee.

Ms. Verner said that 7804 list only apply to medium and large-scale installations, not home-owner sized installations. Mr. Barbadoro said there are still lots of large-scale solar arrays in the works in the state so we need this bylaw. Massachusetts Department of Energy Resources has found the proposed bylaw to be in keeping with the state's Green Communities initiative.

Fred Waugh, Hill Rd., pointed out that there are toxic chemicals in the arrays which should be regulated.

Ms. Lipari noted that the main objection is to the definition of medium. Also, anyone can apply for a special permit for relief from restrictions. Farms already have the right to put solar arrays on their property for personal use. This would prohibit only installations for commercial purposes. Badly done solar arrays can negatively impact home value. Brought up net carbon sink concept and the importance of trees in sequestering carbon.

Mr. Michnovetz moved the question. Motion was seconded. Motion to vote now carried by two-thirds, as declared by the Moderator.

Action on the motion under Article 36: Motion failed.

Yes: 33 No: 45

ARTICLE 37 CITIZENS PETITION: AMEND ZONING BYLAW – LIFE SCIENCES & FOOTNOTE
(Two-thirds vote required)

Suzanne Schmitt, Depot Road resident, moved to amend Boxborough Zoning Bylaw by changing the definition of Research and Development, adding a definition for "Life Sciences", changing a footnote in the Article IV Use Regulations, and adding two superscripts to the Research and Development line of the Article IV Business/Industrial uses as printed in the June 12, 2021 Annual Town Meeting Warrant; 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. Motion was seconded.

Change the definition of Research and Development to include life sciences:

2169 Research and Development shall mean an establishment or other facility for carrying on investigation in the natural, physical, ~~or~~ social, **or life sciences**, or engineering and development as an extension of investigation with the objective of creating end products.

Following definition in section 2100: Definitions, where indicated alphabetically, and renumber the remaining definitions accordingly:

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)

Under Article IV USE REGULATIONS, amend footnote 3 to read as follows:

3. Provided that hazardous materials are not a primary part of the facility and provided that use of animals in research, development, testing, or training is not any part of the facility.

Under Article IV USE REGULATIONS, revise the Research and Development line of the Business/Industrial Uses table by adding the superscript “3” to the Business (B) and Business-1 (B1) columns:

4003(4) BUSINESS /INDUSTRIAL USES

	AR	R1	B	B1	OP	TC	IC
Research & Development	N	N	Y ³	Y ³	Y ³	N	SP ³

Summary:

These revisions to the zoning bylaw would prohibit the use of animals in research and testing at facilities in the Town of Boxborough in order to protect the town’s environment and ground water from hazardous chemicals and infectious disease agents.

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, testing, or training.

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 recommends (3-1).

Majority

Animal testing may be important for certain advancements in science and research; however, the town of Boxborough will not benefit having facilities that conduct such testing. The town lacks the infrastructure necessary to safeguard its residents and its natural resources, including the towns aquifers, from the potential harmful effects of the infectious and hazardous materials and waste associated with this use.

While the town welcomes a variety of industries, the town has also determined certain industries are not welcome, such as marijuana-related industries and casinos. There is no specific financial benefit to the town by allowing this particular use, and its associated risks to public health and safety.

It should be noted that the article does not prohibit companies that have animal testing facilities elsewhere to locate other aspects of their operations in Boxborough.

Minority

The minority view is that the proposed bylaw is overly broad and that the proposed hazardous material bylaw will address concerns about the treatment and disposal of hazardous materials and waste. The proposed bylaw is also a slippery slope in terms of the treatment and use of animals in town in general, whether it be farm animals, animals involved in recreation/sport or animals as pets.

The Finance Committee does not recommend (2-3).

Majority

A majority of the Finance Committee does not recommend this bylaw change. We are concerned that it may negatively impact future commercial growth and may affect the future tax base.

Minority

The FinCom met with the citizen who submitted the article last year. We pointed out the issues and asked that they delay a year and work with the Planning Board to fix the issues. The citizen worked with the Planning board to have the issues resolved. The minority believes that the citizen's petition would not financially impact the Town.

The Economic Development Committee recommends (6-0).

Discussion on Article 37:

Susan Schmidt moves to amend the bylaw, mainly numbering changes to make it more consistent. She then gave her presentation.

Jim Colley, Sargent Rd., who works in biotech recommends voting no. He thinks it's good that biotech companies are coming to Boxborough, and there's an opportunity here for Boxborough. In terms of the presentation, there are a lot of different fears that are conflated – animal research does not equal infectious agents. There are laboratory accidents and released animals, but it can be done safely. Vibalogics is a good example of safely done, well-planned out safety measures where all biowaste is taken off site.

Jim Connolly, Flagg Hill Rd., said that he has been a waste clean-up professional for 25 years. Last few

years he has worked with Biosafety Levels 3 and 4. This article is well-intentioned, and will prohibit animal use and testing, which is arguably laudable, but it is necessary to others. But in and of itself this article doesn't do enough to protect air and water, proper storage and use of hazardous waste material, whereas Article 38 does that. This article is about animal testing, but it doesn't address protection of our aquifer, air, etc.

Mark Barbadoro, Old Harvard Rd. – the reason we compelled Vibalogics to take waste off-site was only because they were in the aquifer protection district. They have brought up the idea of building their own on-site waste control facility nearby, so this current zoning doesn't prohibit that. He was in support of this bill for the reason that it prohibits animal testing, which is a separate issue.

Mr. Follett pointed out that Biosafety Level 3 and 4 materials are already prohibited in Boxborough. Vibalogics is a Biosafety Level 2 facility – this law does not prohibit waste of this type, which there will be a lot of. He was not in favor of the motion.

Mr. Tappan stated that there are already protocols in place for biosafety and there was no sense of the cost to town or actual risks, so he was not in support of this article. The article is built primarily on selling fear. Also, it may well have an economic impact on the town – there is a lot of office space vacant that we need to fill. He would like more background from the Economic Development Committee on how they were able to support this.

Rich Guzzardi, Chair of the Economic Development Committee, said they took this up at one meeting and the discussion centered on whether this was a significant enough economic impact to the town. Because we were talking about Vibalogics and other biotech, we were focused on that as something to support, but animal testing is a different kind of industry.

Mr. Tappan refuted that this law is at all about infectious disease or hazardous waste, even though the presentation was all about scare tactics to push through an animal testing ban. He didn't think we should discourage bioscience industry at all, if possible, as it is one of the major industries in the state. We shouldn't be passing poorly constructed bylaws. This article even includes animal training.

Ms. Chu said she is a biology professor who teaches at UMass Lowell. Accidents can happen, and in the biotech industry we do use a lot of chemicals that are hazardous, and while a lab may say they will properly dispose of waste, you can't guarantee that a janitor or someone else may accidentally wash something down a drain. Anything that threatens our groundwater, threatens all of our properties.

Francie Nolde moved the question. Motion was seconded. Motion to vote now carried unanimously.

Action on the motion under Article 37: Motion failed. Yes: 22 No: 53

ARTICLE 38 ZONING BYLAW AMENDMENT: HAZARDOUS MATERIAL BYLAW

(Two-thirds vote required)

Ms. Markowitz moved to amend the zoning bylaw as printed in Article 38 of the warrant with the exception of striking the words "with a Biosafety rating that exceeds Biosafety Level 2" in Section 4004 and substituting the words "or manufacturing that use biological agents requiring Biosafety Level 3 (BSL-3) or Biosafety Level 4 (SSL-4) containment", and adding the words at the end of the section "and the National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules

published in the Federal Register of July 23, 1976, and any subsequent federal amendments thereto adopted by the Recombinant DNA Advisory Committee (RAC) within the National Institutes of Health (NIH) a.k.a the NIH Guidelines.” The motion was seconded.

Mr. Barbadoro made the Planning Board presentation in favor of the motion.

4004 Prohibited Uses

*No Building, structures or premises shall be used for laboratories or manufacturing that use Biological Agents requiring Biosafety Level 3 (BSL-3) containment **or manufacturing that use biological agents requiring Biosafety Level 3 (BSL-3) or Biosafety Level 4 (SSL-4) containment**, with a Biosafety rating that exceeds Biosafety Level 2, as established by the United States Department of Health and Human Services, Public Health Service, Centers for Disease Control and National Institutes of Health (“CDC-NIH”) under guidelines set forth in the most current edition of CDC-NIH publication entitled “Biosafety in Microbiology and Biomedical Laboratories”, as may be amended, supplemented or replaced from time to time **and the “National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules published in the Federal Register of July 23, 1976,” and any subsequent federal amendments thereto adopted by the Recombinant DNA Advisory Committee (RAC) within the National Institutes of Health (NIH) a.k.a. “the NIH Guidelines”.***

Article II Definitions

2XXXX Biosafety Level (BSL) – shall mean a specific combination of work practices, safety equipment, and facilities which are designed to minimize the exposure of workers and the environment to infectious agents. The Biosafety levels as described in the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) publication, “Biosafety in Microbiological and Biomedical Laboratories, 6th Edition” are:

***BSL-1 -- the basic level of protection and is appropriate for defined and characterized strains of viable biological agents that are not known to cause disease in immunocompetent adult humans;
BSL-2 -- appropriate for handling moderate-risk agents that cause human disease of varying severity by ingestion or through percutaneous or mucous membrane exposure;
BLS-3 – appropriate for agents with a known potential for aerosol transmission, for agents that may cause serious and potentially lethal infections, and that are indigenous or exotic in origin;
BSL-4 - exotic agents that pose a high individual risk of life-threatening disease by infectious aerosols and for which no treatment is available.***

2XXXX Hazardous Material – add See Toxic and Hazardous Material

2XXXX Hazardous Waste – shall mean any substance, including petroleum or derivatives thereof, or combination of substances which because of their quantity, concentration, physical, chemical, infectious, flammable, combustible, radioactive, genetic or toxic characteristics, may cause or significantly contribute to a present or potential risk to human health, safety, or welfare, to the groundwater resources, or to the natural environment. Any substance regulated under applicable Buxborough Board of Health regulations and under any State or Federal laws and regulations regulating hazardous, chemical, biological or waste materials, or any amendments thereof, shall be considered hazardous waste.

2XXXX Hazardous Waste Discharge – shall mean the disposal, deposit, injection, dumping, spilling, leaking,

incineration, or placing of any hazardous material into or on any land or water so that such hazardous material or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

2XXXX Health Care Facility – shall mean a walk-in clinic, rehabilitation center, medical lab, dental lab, weight loss clinic, or similar facility.

2XXXX Life Sciences – shall mean 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, biogenerics, 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.

2XXXX Laboratory –shall mean a room or building equipped for scientific experimentation, research, scientific practice, observation or testing. May include small scale production of drugs and chemicals. Includes clinical laboratories as defined in M.G.L. 111D as well as non-clinical facilities.

2XXXX Medical Center – shall mean a facility providing medical or surgical services to persons, including ambulatory and emergency services, and accessory facilities and functions that are an integral part of the facility such as laboratories, out-patient departments, training, staff offices, and similar adjunct facilities and functions.

2169 Research and Development shall mean an establishment or other facility for carrying on investigation in the natural, physical, or social sciences, **or life sciences**, or engineering and development as an extension of investigation with the objective of creating end products.

Article IV Use Regulations

4003(4) BUSINESS/INDUSTRIAL

USES	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Hospital, Medical Center , sanatorium, funeral home	N	N	Y ^{3,12}	Y ^{3,12}	SP ^{3, 12}	N	SP ^{3, 12}
Research & Development	N	N	Y ^{3,12}	Y ^{3,12}	Y ^{3,12}	N	SP ^{3, 12}
Health Care Facility	N	N	Y^{3,12}	Y^{3,12}	Y^{3,12}	Y^{3,12}	Y^{3,12}
Laboratory	N	N	Y^{3,12}	Y^{3,12}	Y^{3,12}	N	SP^{3, 12}
Light Manufacturing	N	SP ^{10, 12}	Y ^{11,12}	Y ^{11,12}	Y ¹²	N	Y ¹²

Remove Footnote 3:

³ ~~Provided that hazardous materials are not a primary part of the business.~~

Revise Footnote on Use Table (to replace Footnote 3 and 12):

^{3, 12} Provided that these operations do not use **Toxic or Hazardous Materials** except as an incidental part of their business. ~~nor in quantities greater than would normally be used in 90 days, and in accordance with the~~

existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment, and safety precautions for the hazardous materials used **in accordance with the existing state and federal regulations for the toxic or hazardous materials used.** **Toxic or Hazardous materials Wastes** shall be **stored and** disposed **of in accordance with state regulations including, but not limited to, 310 CMR 30.000 and federal regulations including, but not limited to, the Resource Conservation and Recovery Act.** Hazardous materials **Wastes** shall be disposed of off-site by a state-registered hazardous waste **transport and** disposal contractor(s).

Summary:

The purpose the proposed zoning bylaw is to update areas of the bylaw that address the use of Hazardous Materials and Hazardous Waste, help clarify confusing terminology, add Uses that were not previously contemplated and to be more protective of the human and natural environment. The proposed bylaw amendment addresses two topics: 1) Hazardous Materials and Hazardous Waste and, 2) Biosafety Levels.

Hazardous Materials and Hazardous Waste – Definitions, Uses and Footnotes

The proposed amendment addresses Hazardous Materials and Hazardous Waste in several ways:

- 1) Amend Article II (Definitions) to: a) provide a cross reference “Hazardous Materials” with the current definition of “Toxic and Hazardous Materials”, b) define “Hazardous Waste” in accordance with state regulations, c) define “Hazardous Waste Discharge”, and d) define new terms (“Health Care Facility”, “Laboratory” and “Medical Center”) as potential Hazardous Materials users or Hazardous Waste generators, not previously identified in the bylaw.*
- 2) Amend Article IV (Use Regulations) to: a) clarify Footnote 12 to specify reference to the existing definition of “Toxic and Hazardous Materials” and new definition of “Hazardous Waste”, b) eliminate the text of a footnote (Footnote 3) because it is similar to Footnote 12 but lacks specificity regarding the use of Hazardous Materials and does not address Hazardous Waste, c) add the new Uses by right or by special permit in certain zoning districts in the Use Regulation Schedule, and d) apply the revised language of Footnote 12 to all Uses that included former Footnote 3 and to each of the identified new Uses. Footnote 3 and 12 will both refer to the revised language in Footnote 12.*

Biosafety Levels

With the contemplation of life science entities entering town, the bylaw amendment includes a definition of Biosafety levels, a series of protections for biological laboratories. The bylaw proposes to:

- 1) Amend Article II (Definitions) to include a definition of “Biosafety Level” and definitions for each of the Biosafety Levels (BSL) 1 through 4 and,*
- 2) Amend Article IV (Use Regulations) to limit laboratory Biosafety levels throughout town to Biosafety level 2 (BSL-2), as defined by the National Institutes of Health (NIH) and Centers for Disease Control (CDC)¹ by adding a footnote to the Use Regulation Schedule in Section 4003.*

More specifically, the proposed zoning bylaw amendment addresses the following:

- *Provides new definitions for:*
 - *Biosafety Level and Biosafety Levels 1 through 4*
 - *Hazardous Waste*
 - *Hazardous Waste Discharge*
 - *Health Care Facility*
 - *Life Sciences*
 - *Laboratory*
 - *Medical Center*

- Adds “life sciences” to the existing definition of Research and Development;
- Removes the text of Footnote 3 to the Use Regulation Schedule and replaces it with a revised footnote 3 / 12 (see below);
- Revises Footnote 12 to the Use Regulation Schedule to include more specific language regarding “Toxic and Hazardous Materials” and “Hazardous Waste”, and applies revised Footnote 12 to all prior references to Footnote 3 and Footnote 12;
- Applies revised Footnote 3/12 to existing Uses in the Business and Business 1 zoning districts and to newly identified Uses to address potential use of hazardous materials and generation and disposal of hazardous waste.
- Adds the following Uses to Article IV (Use Regulations):
 - Medical Center
 - Health Care Facility
 - Laboratory
- Adds a Footnote to Article IV Use Regulation Schedule limiting Biosafety level to BSL-2 across all pertinent uses.

In sum, the proposed zoning bylaw amendment will better reflect terms and uses associated with newer science and technology. The proposed bylaw amendment is consistent with the Boxborough 2030 Master Plan and priorities for the protection of natural resources including the responsible use and management of water resources, air quality and public health.

The Planning Board recommends unanimously (5-0).

The Zoning Bylaws did not contemplate the advent of biotech in Boxborough, nor other related business types that may handle hazardous or infectious materials. While hazardous materials and hazardous waste are regulated at the state and federal levels, adding the proposed amendments to the zoning bylaw will expand hazardous materials and waste-related definitions, identify uses and types of facilities not previously contemplated, and help the town determine where such facilities that handle and or generate hazardous waste and hazardous materials should be allowed. There is particular concern for the public health and safety associated with uses that are proximate to the town’s aquifers.

Additionally, the introduction of laboratories that may handle infectious materials requires both the definition of Biosafety Levels and a recommended limitation that no facility should exceed Biosafety Level 2. Levels higher than BSL-2 may pose risks to workers and residents of Boxborough, a town that may not have sufficient infrastructure to manage the containment measures necessary.

For the protection of the public safety and welfare, the Planning Board recommends the adoption of this zoning bylaw amendment.

The Finance Committee defers their recommendation to Town Meeting:

Finance Committee does not recommend. Concerned on restrictions on use table for Town Center. Concerned about the number of special permits required in Industrial/Commercial.

The Economic Development Committee recommends (5-1).

Majority

The by-law adds certain uses that are not allowed today, which is helpful, and provides clarity on what type of biopharma facility is acceptable.

Minority

The minority believes that although significant progress has been made on this important by-law, the minority feels this by-law requires further refinement of the definitions and enforcement.

Discussion:

Jim Connolly, Flagg Hill Rd., said he was a certified hazardous waste cleanup manager and manages a Superfund site. Two drums of solvent were spilled and the cost will be \$65 million to clean up. He said that we only have one aquifer and it will be very expensive to clean up. He read the Biosafety Level 3 and 4 definitions. Accidents happen. We are not on the state biosafety ready list because we don't have town water. He said this bylaw is a minimum first step and urges everyone to vote yes.

Mr. Comolli said that he thought the definition of life sciences were too narrow and definitions overlapped. Wording is confusing. There are only 4 Biosafety Level 3 facilities in the country so we don't need to worry about that. Biotech is heading in the direction of using non-toxic materials in their research and development.

Mr. Barbadoro said research facility not allowed in Town Center District because doesn't fit with what we want to have there.

Mr. Markiewicz is concerned about the word "incidental"—are we all on the same page for the current use of the word. Mr. Barbadoro said it has been in the bylaw for a long time. The word is was highly subjective but also flexible, so to our advantage if we want to prohibit something.

Is the definition of life sciences new? Yes.

Does this make it easier to get a biolab approved? Yes.

Mr. Glidden asked if it includes forever chemicals that are in our water system? They just had to spend \$4000 to remediate their wells for PFA's. Yes, that is a problem with wells in town. Bylaw doesn't prohibit incidental amounts. 20 parts per trillion is considered undrinkable.

Ms. Markowitz says that we are not creating new regs re: hazardous waste, but referencing state and federal regulations. She said that this amendment is not more restrictive but allows additional uses and adds definitions to enable easier enforcement.

Janet Keating-Connolly, Flagg Hill Rd., said her job was to prevent contamination from hazardous waste. She said this bylaw brings clarity and brings us in line with state definitions of hazardous materials. She is in favor of the motion as it is more protective of the aquifer than the current bylaw.

Mr. Waugh moved the question. Motion was seconded. Motion to vote now carried unanimously.

Action on Article 38: Motion carried by two-thirds, as declared by the Moderator.

¹ As defined in by the United States Department of Health and Human Services, Public Health Service, Centers for Disease Control and National Institutes of Health ("CDC-NIH") under guidelines set forth in the most current edition of CDC-NIH publication entitled *Biosafety in Microbiological and Biomedical Laboratories*, 6th Edition https://www.cdc.gov/labs/pdf/SF_19_308133-A_BMBL6_00-BOOK-WEB-final-3.pdf

Before the motion was made on Article 39 Mr. Fallon announced that, since he was a member of the Diversity, Equity and Inclusion Committee he was recusing himself from presiding over that article. Mr. Reid, who was elected Temporary Moderator earlier in the meeting, came to the front of the room to preside over article 39.

ARTICLE 39 DIVERSITY EQUITY AND INCLUSION COMMITTEE SENSE OF THE MEETING STATEMENT

Lovinsky Jasmin, Chair of the Diversity, Equity and Inclusion Committee moved that the Town affirm that racism is a public health crisis, and the Town needs to work to combat racism and support people who are impacted by racism and targeted by acts of hate. The motion was seconded.

He requested that Nora Michnovez, a member of the committee who was not a registered voter due to age, be allowed to make the presentation.

Nora Michnovez, clerk of the DEI Committee, made the presentation on behalf of the Committee.

Summary:

The last year has seen the largest Civil Rights movement in the United States since the 1960s. In 2020, policymakers from more than 50 American municipalities and three states have formally highlighted racism as a public health crisis and on September 3, 2020, Rep. Ayanna Pressley (D-Mass.) introduced the Anti-Racism in Public Health Act in Congress.

Often acts of racism and hate are committed discreetly as it is the intent of the perpetrator to isolate, intimidate and dehumanize their targets. Additionally, acts of hate and racism are often not publicized leaving residents unaware that their neighbors have been targeted. This year we have seen two members of the Acton-Boxborough School Committee targeted by acts of racism and hate while volunteering their time to serve our Town and school children. These volunteers were targeted because they are Black. In response to these incidents over 350 students from R.J. Grey Junior High School acknowledged and signed a letter written by 2 students in support of the members of the School Committee as well as acknowledging racism exists in Acton-Boxborough and takes a firm stand against it.

The Town can begin to address racism by:

- *Reaching out and supporting individuals and groups affected by acts of hate;*
- *Confronting denial of racism, which serves to silence and isolate targeted individuals and perpetuate racism that exists; and*
- *Working to create a safe and supportive community which fosters inclusion, equity and diversity.*

These acknowledgements would be in line with the Boxborough 2030

Master Plan. Goal 2.1 of the Boxborough 2030 Master Plan states:

Support diversity by valuing, respecting, appreciating, and welcoming individuals – those who reside, visit, work, or pass through Boxborough – of all ages, genders, socioeconomic levels, cultural heritages, racial/ethnic backgrounds, sexual orientations, gender identities, religions, and ability levels.

By addressing this subject at Town Meeting, Boxborough will model how a community can come together to work against racism and hate. Our children, residents, and all others who work or pass-through Boxborough will see our endeavor in striving to be a welcoming, supportive and engaged community for all.

The Diversity Equity and Inclusion Committee recommends unanimously (7-0).

The Select Board recommends unanimously (5-0).

This last year has seen a rise in awareness and focus specifically on social justice issues. Boxborough as a Town has had Diversity Equity and Inclusion in the 2030 Master Plan for several years now. The Select Board believes this sense of the meeting is in line with the values and goals of Boxborough. The Select Board supports making Boxborough a community where all residents, employees and visitors feel welcome, safe and supported.

The Finance Committee recommends unanimously (5-0).

There is no perceived financial impact to the Town.

Discussion:

Mr. Kushner said that the Select Board has already made a similar statement. How is this different? Ms. Michnovez said it's important to restate the position often.

Ms. Kangas disagreed with the initial statement of racism as a public health issue. She sees it as an economic crisis. Decreases economic opportunity for those impacted. We need to work hard to eliminate racism. She will vote no. Ms. Marlowe wanted to get a better understanding of the motion. Have you seen racism increasing in our Town? Ms. Michnovez has encountered racist incidents and heard racist comments at school and in the community. What is the definition of anti-racist? An anti-racist stands up against racism. How will this impact our community? The DEIC is planning follow-up activities, including a town-wide survey, to figure out next steps.

Jennifer Campbell said racism is a public health crisis. Black people have been killed because of their race, people of color have less access to health care, including vaccines. She applauds the committee, and Ms. Michnovez, in particular, for their efforts.

Mr. Jasmin spoke about the impact of racism and its impact on health.

Mr. Fowlks in response to Mr. Kushner he said that the Sense of the Meeting is asking the Town to make a statement not just a 5-member committee. The intent is to form the basis for future work.

Nancy Settle-Murphy, Flagg Hill Rd., said that racism hurts all of us, not just people of color. She just joined the board of ABUW and participated in fact gathering on issues facing the two towns, racism came out as one of the 5 major issues. Racist incidents have increased.

Robin Lazarow said that there is hatred—there's antisemitism and other hatreds. Mr. Jasmin said the DEIC is concerned about all forms of discrimination and hatred.

Ms. Lazarow said the Sense of the Meeting motions should be at the beginning of the meeting when more people are present. She thinks its focus is too narrow.

Action on the Sense of the Meeting motion under Article 39: Motion carried by majority vote.

Mr. Fallon resumed his place as moderator.

Francie Nolde, Sustainability Committee Chair, moved that the Town affirm that the Town of Boxborough in its actions, policies, budgets, bylaws, and purchasing decisions, should consider and strive to advance sustainability. The motion was seconded.

Richard Garrison made the presentation on behalf of the Committee.

Summary:

For the purposes of this warrant article, sustainability means meeting the needs of current generations without compromising the needs of future generations. This will mean shifting to non-carbon emitting power sources, building and maintaining homes and businesses that conserve energy and making smarter choices in the things we buy and dispose.

The recent Boxborough Climate Change Survey revealed 83% of respondents are either concerned about the future regarding climate change or believe it is the most important issue of our time. These concerns deserve a response.

The recent Boxborough Municipal Vulnerability Preparedness Study (MVP) identified flooding, strong storms, extreme temperatures, and drought as potentially having serious impacts on our water supply, vulnerable populations and the health of our citizens. We need to take action to mitigate these impacts.

The world is currently undergoing a fundamental shift away from carbon-based fuels to energy sources that are sustainable and that offer our next generations a hopeful future. This shift will take a tremendous effort but we believe our next generations are worth the sacrifice and that we must get started now.

We are asking you to vote your support that the Town of Boxborough should fully engage in this effort.

The Select Board recommends unanimously (5-0)

This vote is to get a sense of the meeting as to how important Climate Change is to the residents of the town, so the Select Board can incorporate this goal in the daily operations of the town.

The Finance Committee does not recommend (1-3)

Majority

A majority of the Finance Committee does not recommend this article. There is concern among some of the committee that while this article is a sense of the meeting, that members of the committee would use the results to require major changes in managing the Town resources and impact the commercial tax base. The Town is pushing sustainability where it makes sense. For example, the new school being built in West Acton is being built with net zero energy, net zero water and near net zero waste. There was a cost to the Town, but the Town approved the approach. We want the Town to move forward in a managed approach and not forced into a direction.

Minority

The minority does recommend this article because it is important to bring the issue of sustainability to the forefront in decisions made by the Town.

The Sustainability Committee recommends unanimously (6-0).

Discussion on Article 40:

Barbara Salzman, Cobleigh Road, pointed out that the motion asked the Town to consider sustainability in making its decisions, not make it a requirement.

Action on Sense of the Meeting Motion under Article 40: Motion carried by majority vote.

Mr. Fowlks moved to dissolve the June 2021 Annual Town Meeting. The motion was seconded. Motion carried unanimously. Meeting was dissolved at 7:15 PM.

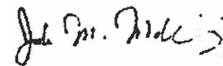
You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 23, 2021.



3/29/21

Wesley I. Fowlks, Chair
Select Board



John M. Markiewicz, Clerk
Select Board



Leslie R. Fox, Select Board



Maria E. Neyland, Select Board



Robert T. Stemple, Select Board

TOWN PHONE DIRECTORY

TOWN STAFF DEPARTMENT DIRECT-DIAL NUMBERS

The main number for Town Hall is 978-264-1700 For personal assistance, dial "0" after main number

Assessor	978-264-1720	Lynda McQuade
Assessor Support	978-264-1721	Kyungae Lin
Board of Health Support	978-264-1726	Kim Pelser
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging Coordinator	978-264-1717	Kimberley Dee
Council on Aging/COA Van Support	978-264-1730	Cindy Regan
Inspector of Buildings	978-264-1725	Ed Cataldo
Inspectional Services Support	978-264-1726	Kim Pelser
Town Accountant	978-264-1716	Kelli Pontbriand
Town Accountant Support	978-264-1721	Kyungae Lin
Town Administrator	978-264-1712	Carter Terenzini
Assistant Town Administrator	978-264-1718	Rajon Hudson
Town Administrator Support	978-264-1714	Kelley Price
Town Clerk	978-264-1727	Rebecca Harris
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	
Town Treasurer/Tax Collector	978-264-1715	Cynthia Petrillo
Town Treasurer/Tax Collector Support	978-264-1724	Karen Guzzardi
Recreation Commission Support	978-264-1765	Kelsey Genetti
Veterans' Agent Support	978-264-1726	Kim Pelser
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 Lynda McQuade's email address is lmcquade@boxborough-ma.gov.

OTHER TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-264-1770	Paul Fillebrown, Jr, Fire Chief
Police	978-264-1750	Warren O'Brien, Police Lieutenant
Public Works	978-264-1790	Ed Kukula, DPW Director
DPW / Fire Support	978-264-1793	Linda Collins
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

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	2 nd Monday in May (start), 7:00pm	Blanchard
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	Tuesdays as posted, 6:30 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"/> Library Board of Trustees* |
| <input type="checkbox"/> Affordable Housing Trust | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Planning Board* |
| <input type="checkbox"/> Board of Health* | <input type="checkbox"/> Public Celebrations & Ceremonies Committee |
| <input type="checkbox"/> Board of Registrars | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Boxborough Building Committee | <input type="checkbox"/> School Committee* |
| <input type="checkbox"/> Boxborough Emergency Reserve Corps | <input type="checkbox"/> Select Board* |
| <input type="checkbox"/> Boxborough Housing Board | <input type="checkbox"/> Steele Farm Advisory Committee |
| <input type="checkbox"/> Cemetery Commission | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Veterans Tribute Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Water Resources Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Well-Being Committee |
| <input type="checkbox"/> Design Review Board | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Committee | |
| <input type="checkbox"/> Finance Committee | |
| <input type="checkbox"/> Historical Commission | |
| <input type="checkbox"/> Land Stewards | |

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: **Kelley Price, Town Hall, 29 Middle Road, Boxborough, MA 01719** or email a scanned copy to kprice@boxborough-ma.gov

*Indicates an elected board

