



Boxborough Annual Town Report 2023

DEDICATED TO
THE TOWN'S VOLUNTEERS, ELECTED OFFICIALS
AND EMPLOYEES,
WHOSE DILIGENT EFFORTS
MAKE BOXBOROUGH'S TOWN GOVERNMENT
WORK FOR YOU

Town of Boxborough

Annual Report

for the Year Ending December 31, 2023

Special Town Meeting & Annual Town Meeting
Monday, May 8 & Tuesday, May 9, 2023, 7 PM
Blanchard Memorial School

Town Election
Tuesday, May 16, 2023
Town Hall
7 AM – 8 PM

Fall Town Meeting
Monday, November 6, 2023, 7 PM
Blanchard Memorial School

Thank you

to all who contributed to

the Town of Boxborough's

2023 Annual Report,

with special thanks to

Rebecca Harris, Town Clerk

and

Kelley Price, Administrative Assistant

for compiling, formatting,

and editing the submissions

IN MEMORIAM

JEANNE STEELE KANGAS

(1940-2023)

FINANCE COMMITTEE: 1972-1973

SELECT BOARD: 1974-1977

POLICE DEPARTMENT (SPECIAL OFFICER): 1974-1983

GROWTH POLICY COMMITTEE: 1976-1977

FENCE VIEWER: 1979-1983

LEGAL SERVICES REVIEW COMMITTEE: 1983

TOWN GOVERNMENT STUDY COMMITTEE: 1997-1998

STEELE FARM ADVISORY COMMITTEE: 2013-2023

PUBLIC SAFETY COMMUNICATIONS COMMITTEE: 2015-2016

TOWN MEETING STUDY COMMITTEE: 2016-2017

DONALD MORSE

(1932-2023)

FENCE VIEWER: 1956-1984

FIELD DRIVER: 1957-1975

BOARD OF ASSESSORS: 1961-1978; 1984-1987

CEMETERY COMMISSION: 1962-1976; 2004-2005; 2009-2019

CEMETERY SUPERINTENDENT: 1978-2004; 2006-2019

INSPECTOR OF ANIMALS: 1966-1972; 1983-1999; 2011-2021

AERIAL MAP ADVISORY COMMITTEE: 1973-1978

FIREFIGHTER/EMT: 1975-1998

POLICE CHIEF: 1976-1977

HISTORICAL MUSEUM ADVISORY COMMITTEE: 1984-1986

HISTORICAL COMMISSION: 1993-1994

VETERANS' AGENT: 1999-2019

ANIMAL CONTROL OFFICER: 1999-2013; BACK-UP ACO: 2013-2019

GERTRUDE DOUGHTY
(1938-2023)
TOWN REPORT COMMITTEE: 1979

MADELINE VEASIE
(1948-2023)
PUBLIC CELEBRATIONS & CEREMONIES COMMITTEE: 1991-1992

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,314
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	4,034 (as of November 6, 2023)
TAX RATE:	\$14.99 (FY24) \$15.52 (FY23) \$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
TILITIES:	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 Go Boxborough Transportation Program provides seniors and adults with disabilities a supplemental transportation option to medical appointments that are outside the service area, time or availability of MART van services
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, NW
Washington, DC 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

Edward J. Markey
www.markey.senate.gov
975 JFK Building
15 New Sudbury Street
Boston, MA 02203
Tel: 617-565-8519

309 Hart Senate Office
Washington, DC 20510
Tel: 202-224-4543

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

REPRESENTATIVES IN CONGRESS

Lori Trahan

See website for additional office locations and hours in Fitchburg, Lawrence, Acton, Hudson, Concord

<http://trahan.house.gov>

Rep.LoriTrahan@mail.house.gov

Lowell Office
126 John Street, Suite 12
Lowell, MA 01852
Tel: 978-459-0101

Washington Office
2439 Rayburn HOB
Washington, DC 20515
Tel: 202-225-3411

OFFICIALS OF THE COMMONWEALTH

Governor	Maura Healey	Mass.gov/orgs/office-of-the-governor
Lt. Governor	Kim Driscoll	Mass.gov/orgs/office-of-the-governor
Secretary	William Francis Galvin	Sec.state.ma.us
Treasurer	Deborah Goldberg	Mass.gov/orgs/office-of-state-treasurer-and-receiver-general-deborah-b-goldberg
Auditor	Diana DiZoglio	Mass.gov/orgs/office-of-the-state-auditor
Attorney General	Andrea Joy Campbell	Mass.gov/orgs/office-of-attorney-general
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

Dennis Reip (2024)

Town Clerk

Rebecca Harris (2025)

Select Board

Kristin Hilberg, Chair (2026)
 Priya Sundaram, Clerk (2026)
 Wesley Fowlks (2025)
 David McKiernan (2024)
 John Markiewicz (2023)
 Diana Lipari (2024)*

Commissioner of Trust Funds

Select Board

Constables

Andrew Weiner (2025)
 Owen Neville (2024)

Library Board of Trustees

Mary Brolin, Chair (2024)
 Reeves Briggs (2025)
 Jessica Levesque (2026)
 Robert McNeece (2025)
 Sunitha Paravasthu (2024)
 Nancy Settle-Murphy (2026)
 Molly Wong (2023)

Board of Health

Marie Cannon, Chair (2026)
 James Comolli (2025)
 Lori Lotterman (2024)
 Jim Garreffi, *Nashoba Associated Boards of Health*

Planning Board

Mark White, Chair (2025)
 Mark Barbadoro (2023)
 Richard Guzzardi (2026)
 Cindy Markowitz, Clerk (2026)
 Rebecca Verner (2024)
 Kathleen Vorce (2025)
 Janet Keating-Connolly, Associate Member (2024)

AB Regional School Committee

(Borborough Members)

Adam Klein, Chair (2024)
 Elizabeth Fowlks (2025)
 Lakshmi Kaja (2026)
 Vikram Parikh (2026)
 Evelyn Abayaah-Issah (2023)
 Tessa McKinley (2023)

APPOINTMENTS MADE BY SELECT BOARD

Town Administrator / Chief Procurement Officer

Michael Johns (2025)

Assistant Town Administrator

Rajon Hudson (2024)

Accountant

Kelli Pontbriand (2024)

Assessor

Kelly Szocik (2025)

Building Inspector / Commissioner Code Administration Officer

Edward Cataldo (2024)
 Frank Ramsbottom, *Alternate* (2024)

Inspectional Services

Daniel Britko, *Alt. Local Inspector* (2024)
 Steven Bottazzi, *Gas & Plumbing Inspector* (2024)
 Richard Flannery, *Alt. Gas & Plumbing* (2024)
 Norm Card, Jr., *Alt. Inspectional Services* (2024)
 Joe Gervais, *Alt. Inspectional Services* (2024)****
 Bill Morehouse, *Alt. Inspectional Services* (2024)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Council on Aging Coordinator

Kimberley Dee (2024)

Community Services Coordinator

Wendy Abetz (2024)

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

Ed Kukkula (2024)

Town Planner

Alec Wade (2025)

Treasurer/Collector

Naomi Quansah (2026)**

Jared Aponte (2025)*

FIRE DEPARTMENT**Fire Chief, Fire Warden, Emergency Management****Director, Right to Know Coordinator, Roy Custance****Scholarship Administrator**

Paul Fillebrown, Jr. (2023)***

Shawn Gray, Interim Chief (2024)**

Officers Full-Time (2024)

Shawn Gray, Captain

Jonathan Williams, Lieutenant

Officers Per-Diem (2024)

Jason Malinowski, Captain

Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2024)

Derek Dirubbo

Benjamin Kendrick

Courtney Panaro

Sean Parlon

Stephen Wright

Call Firefighters (2023)

Juan Barrios

Lawrence Roche

Firefighters/EMTs Per-Diem (2024)

Cameron Breault

Zachary Broderick

Lindsay Byrne

Michael Byrne

Justin Chaires

Edmond Daigneault

James Devogel

Jake Driscoll

David Dutton

Patrick Giorgio

Christopher Hillman

Raymond Hobin

Brendan Hurley

Ronald Hyatt

Derek Jordan

Benjamin Kendrick

Edward Lindsay

Daniel Motyka

Jonathan Picca**

Joshua Schrader

Tyler Schwabe

Brian Smith

Ronald Sisco

Benjamin Wilmot

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

POLICE DEPARTMENT

**Police Chief, Keeper of Lock-up, Dispatch
Center Co-Director, Deputy Emergency
Management Director**

Warren Ryder (2025)***
John Szewczyk**

Administrative Assistant
Elizabeth Hoenshell

Police Officers (2024)

Robert Bielecki, Sergeant*
Nathan Bowolick, Sergeant
Philip Gath, Sergeant
Brett Pelley, Sergeant

Steven Patriarca, Detective
Robert Arakelian, Patrol Officer
Maxwell Bressi, Patrol Officer
Amanda Flower, Patrol Officer*
Jeffrey Landgren, Patrol Officer
Christopher Lowney, Patrol Officer*
Bradley Lupiani, Patrol Officer*
Safaraz Mushtaque, Patrol Officer*
Diosmar Reynoso, Patrol Officer**
Timothy Schaeffer, Patrol Officer*
Zach Stillman, Patrol Officer**
Michael Turner, Patrol Officer**

Reserve Police Officers (2024)

Erica Abro
Robert R. DaCosta
Michael Fleury
Patrick E. Mortimer
Warren O'Brien

Public Safety Dispatchers (2024)

Appointed by Fire Chief
Fiona Barry
Alexander Beauchesne**
Kevin Crizer**
Elizabeth Hoenshell**
Hannah Lima**
Brenda Santucci
Cassie Polito*

Lock-Up Attendants (2024)

Amy Waxman

**Animal Control Officer, Field Drive, Inspector of
Animals (2024)**

Phyllis Tower

BOARDS AND COMMITTEES

Acton-Boxborough Cultural Council

Benjamin Davies (2024)
Brijesh Singh (2025)
Hongbing Tang (2026)

**Ad Hoc Cable TV License Renewal Advisory
Committee (2024)**

Jay Bhatia, *At-Large*
Wesley Fowlks, *Select Board Designee*
Kirby Dolak, *Ex-Officio*

* Resigned
** Appointed to fill vacancy
*** Retired
**** Passed
^ on administrative leave

Agricultural Commission

Owen Neville, Chair (2025)
 Kathie Becker, Vice-Chair (2026)
 Bryon Clemence, Clerk (2024)
 Margaret Delano (2024)
 John Neyland (2024)

Board of Registrars

Rebecca Harris, Chair (2025)
 Nancy C. Brown (2026)
 Christine Casebolt (2024)
 Heather Fleming (2024)

Boxborough Affordable Housing Trust

Leslie Fox, Chair (2024)
 Kristin Hilberg (2026), *Select Board Designee*
 R. Allen (Al) Murphy (2026)
 Becky Neville (2025), *Finance Committee Designee*
 Ron Vogel (2025)

Boxborough Building Committee

Kristin Hilberg, Chair (2024)
 Gary Kushner, Vice Chair (2024)
 Hugh Fortmiller (2024)
 Leslie Fox (2026)
 Larry Grossman, *Sustainability Comm.* (2026)
 Diana Lipari (2024)*
 Bill Litant (2025)
 Bryan Lynch (2025)
 R. Allen (Al) Murphy (2025)
 Owen Neville (2025)
 Robert Stemple, *Finance Comm. Rep.* (2025)
 Than Stuntz (2024)
 Priya Sundaram, *Select Board Rep.* (2026)
 Antony Newton (2025)*
 Mark White (2026)

Boxborough Housing Board

F. Channing Wagg, Chair (2024)
 R. Allen (Al) Murphy, Chair (2026)
 Diane Friedman (2025)
 Dolores Fromer (2024)
 Jessi Robinson (2026)

Korinne Stephens (2026)

Ron Vogel (2025)

Ex-Officio Members

Leslie Fox

David Koonce, *Conservation Commission Liaison*

Cemetery Commission

Owen Neville, Chair (2024)
 Jim Moss, Clerk (2025)
 William Sutcliffe (2026)

Cemetery Superintendent

Ed Kukkula, Superintendent (2024)

Community Preservation Committee

Ron Vogel, Chair (2025), *Housing Board*
 Rita Gibes Grossman, Vice-Chair (2024), *At-large*
 John Fallon, Clerk (2025), *At-large*
 Becca Edson (2025), *Recreation Commission*
 Kathleen Vorce (2025), *Planning Board*
 Samuel Anderson (2026), *Conservation Commission**
 Elizabeth Markiewicz (2026), *Conservation Commission***
 John Neyland (2024), *Agricultural Commission*
 Alan Rohwer (2023), *Historical Commission*
 Chad Childers (2025), *Historical Commission*
 Priya Sundaram (2024), *Finance Committee**
 Becky Neville (2025), *Finance Committee*
 Kathleen Vorce (2025), *Planning Board*
Ex-Officio Members
 Priya Sundaram, *Select Board Liaison* (2026)
 Alec Wade, *Town Planner* (2025)

Conservation Commission

Samuel Anderson, Chair (2026)
 David Follett (2023)
 Norman Hanover (2025)*
 Lucy Indge (2025)
 David Koonce (2026)
 Elizabeth Markiewicz, Chair (2024)
 Stephen Schmitt (2024)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Council on Aging

Anne Canfield, Chair (2024)
 Bill Litant, Vice-Chair (2026)
 Karen Whitcomb, Secretary (2024)
 Sonali Bhatia (2024)
 Barbara Birt (2025)
 Maureen Masciola (2026)
 Marney Stoumbelis (2026)

Design Review Board

Rebecca Verner, Chair (2024)
 Brian Picca, Clerk (2025)
 Wesley Fowlks (2024)
 Richard Hilton (2025)
 Kimberly Musto (2026)

Diversity, Equity & Inclusion Committee

Jennifer Campbell, Chair (2024)
 Mary Sullivan, Clerk (2025)
 Peishan Bartley (2025)
 John Fallon (2024)
 Wesley Fowlks (2025)
 Lakshmi Kaja (2024)
 Nora Michnovez, Chair (2023)*
 Amy Osenar (2026)

Election Constables

John Fallon
 Owen Neville
 Andrew Weiner

Election Wardens

Timothy Blankenship
 John Fallon
 Pascale Belin-White

Economic Development Committee

Rich Guzzardi, Chair (2026)
 Marta Andreu (2025)
 Kristin Hilberg (2024)*
 John Neyland (2024)
 Abigail Reip (2026)
 Mark White (2025), *Planning Board Liaison*

Dawn Willis (2025)

Ex-Officio Members

Alec Wade, *Town Planner*
 Becky Neville, *Finance Comm. Liaison*

Historical Commission

Alan Rohwer, Chair (2024)
 Chad Childers (2025)
 Kevin Mahoney (2026)
 Brian Picca (2025)

Personnel Board

Lee Slade, Chair (2025)
 Cheryl Mahoney, Clerk (2026)
 Ellen Hickey (2026)
 Bill Litant (2023)*
 Allan MacLean (2026)
 Sheila Bauer, *Associate* (2026)

Public Celebrations & Ceremonies Committee

Jennette Kollmann, Chair (2026)
 Asya Childers (2026)
 Bharti Gudipaty (2026)
 Michelle Norris (2025)*
 Ramya Suresh (2025)

Recreation Commission

Megan Connor, Chair (2024)
 Becca Edson (2025)
 Hilary Greven (2024)
 Claudine Lesk (2026)
 Stacey O'Connell (2026)
 Matt Spurling (2024)

Steele Farm Advisory Committee

Jeanne Steele Kangas, Chair (2024)****
 Chris Hydak, Chair and Clerk (2026)
 Arden Veley, Clerk (2024)*
 Andreas Bauer (2026)
 Susan DiLorenzo (2026)
 Melissa MacGillvray (2024)
 John Skinner (2025)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Sustainability Committee

Francie Nolde, Chair (2025)
 Johanna Choo (2026)
 Kate Davies (2026)
 Richard Garrison (2024)
 Suresh Jasrasaria (2026)
 Jay Krishasamy (2025)
 Palmer Moore (2025)
 Barbara Salzman (2024)
 Eric Whitney (2023)
 Andrew Tavalacci, Alternate (2025)
 Connor Reardon, LELD (*Ex-officio*)

Town Counsel

K|P Law (2024)

Veterans Services Officer

James MacRae, District Veterans' Services Officer (2024)

Water Resources Committee

Leslie Fox, Chair (2026)
 Bryon Clemence, Clerk (2024), *At-large*
 Bryan Lynch (2025), *Board of Health Agent for WRC*
 John Markiewicz (2026)
 John Neyland (2025), *Agricultural Commission*
 Stephen Schmitt (2023), *Conservation Commission*

Janet Keating-Connolly (2025), *Associate Member, Planning Board*
 Alec Wade, *Town Planner, Ex-Officio**

Well-Being Committee

Mary Pavlik, Chair (2026)
 Cassie LaRussa (2024)
 Elizabeth Markiewicz (2025)
 Anne McNeece (2026)
 R. Allen (Al) Murphy (2025)
 Ann Seymour, *Board of Health Designee* (2024)*
 F. Channing Wagg (2021)

Ex-Officio Members

Wendy Abetz, *Community Services Coordinator*
 Jenna Montgomery, *Nashoba Associated Boards of Health*
 Michael Johns, *Town Administrator*
 Cindy Worthington-Berry (*Boxborough UCC*)*

Zoning Board of Appeals

Mark White, Chair (2024)
 Mark Barbadoro, Clerk (2025)
 Stefano Caprara (2025)
 Kristin Hilberg (2023)*
 Michael Toups (2026)
 Shawn McCormack, *Alternate* (2026)
 Than Stuntz, *Alternate* (2024)

APPOINTMENTS MADE BY MODERATOR**Finance Committee**

Maria Neyland, Chair (2026)
 Gary Kushner, Clerk (2024)
 John Connor (2026)
 George Elenbaas (2024)

Becky Neville (2025)
 Antony Newton (2025)
 Keshava Srivastava (2026)
 Robert Stemple (2026)
 Priya Sundaram, Vice Chair (2024)*

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Peishan Bartley, Library Director

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

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

Melissa Pelletier, *Administrative Assistant*

Scott Doughty, *Foreman*

Francis Flynn, *Facilities Manager*

Juan Barrios

Steve Barter

Edmond Daigneault

Council on Aging Van Drivers

Dolan Geneau

Sandy Verner

Greg Martino

Zachary Moody**

Alexander Luther

Lawrence Roche

Alexander Page*

Travis Woelfe*

Library Staff

Jennifer Bauder, *Senior Library Assistant*

Barbara Breese, *Senior Library Assistant*

Meghan Bouffard, *Information Services Librarian*

Anne-Marie Mulligan, *Technical Services Librarian*

Shijesta Victor, *Senior Library Assistant*

Heather Waddell, *Youth Services Librarian*

Kim Grotbeck, *Substitute Library Assistant*

Maria Pickett, *Substitute Library Assistant*

Laura Skorczeski, *Substitute Library Assistant*

Town Hall

Karen Guzzardi, *Assistant Town Clerk*

Kelley Price, *Administrative Assistant, Select Board, Town Administrator, Boards/Committees*

Mary Nadwairski, *Administrative Assistant, Conservation Commission, Zoning Board of Appeals & Planning Dept.*

Kim Pelser, *Administrative Assistant, Building Department, Board of Health, & Veterans Services*

Cindy Regan, *Dept. Assistant/CoA Van Dispatch**

Kyungae Lim, *Dept. Assistant, Assessor*

Thida Long, *Administrative Assistant, Treasurer/Collector*

Natalie Steele, *Dept. Assistant, Community Services Coordinator & Recreation Commission**

Elizabeth Hoenshell, *Administrative Assistant, Accountant & Police Department*

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

SELECT BOARD

The annual report is a wonderful way to reflect on the past year, allowing us to appreciate the strides we've made together as a town. As a new member joining the board mid-year, the following narrative is based on my own participation as well as the minutes and collective memory of both board members and the administration. While we managed some difficult issues and continue to work through others, overall it's been a good year for Boxborough!

There were several exciting municipal projects that came to fruition this year including the much-anticipated Grand Opening of Liberty Field, where our newest community recreation area and playground is located. We'd like to take this opportunity to thank the Recreation Commission for their hard work and dedication to seeing it through to completion! This project was truly a community project supported through several Town Meeting votes, assistance from virtually every town department and many volunteers. It was funded with town monies, a successful grant application and a very generous private donation.

The Town also approved the regionalization of our public safety dispatch services, and as of this printing we've transitioned to the Nashoba Valley Regional Dispatch District. State funding for our communications systems start-up costs alleviated the town from the financial burden of having to upgrade our older systems and also helped us address the staffing challenges we've been facing over the past several years. This, in turn, should provide more efficient and reliable services.

Another addition to our public safety team is the formation of our first police K-9 unit. The K-9 program's development aligns with Boxborough's ongoing efforts to enhance community safety, education, and engagement. By integrating specialized initiatives like this one, we hope to address specific safety needs while fostering a sense of community involvement and interest in public safety careers. Funding sources included the police budget, grants, donations from the community and fundraising events. We're looking forward to seeing our new K-9 around town!

An important infrastructure initiative we're in the process of navigating is bringing Littleton town water to the West side of town, specifically to the homes and businesses off of Swanson Road, Codman Hill Road and Beaverbrook Road where PFAS and other contaminants like sodium and chloride significantly exceed drinking water standards. In order to offer a long-term solution to these residents, we've entered into an Intermunicipal Agreement (IMA) with Littleton. By entering the IMA, we'll have the opportunity to leverage the resources and infrastructure of Littleton's water system to improve public health and safety and bring both clean drinking water and fire hydrants to this part of Town.

This project is financially supported through favorable loan terms and loan forgiveness opportunities available via the Drinking Water State Revolving Fund (SRF) which prioritizes systems addressing PFAS issues. Littleton has initiated the application to this fund, and is planning the development of a new well and water treatment facilities that would extend their services to Boxborough. This project is just getting off the ground, we'll be revisiting it at future town meetings as we progress through the various implementation phases.

One of the larger administrative projects the board took on this year was a comprehensive review and integration of the town's financial policies. These are the policies and procedures that govern how we manage our finances including budgeting, spending, revenue generation, and long-term financial planning. We worked closely with the Finance Committee, the Town Administrator and his team as well as the town's Finance Team and expect that this will guide us towards increased fiscal stability, efficiency, and transparency in managing the town's financial resources. We're proud to have worked with a dedicated and diverse group of volunteers and town employees and look forward to continued collaboration and cooperation as we face more difficult financial times ahead.

We also formalized a Capital Committee to assist us with planning for future capital investments. The Boxborough Capital Budget Committee (CapCom) will work with town boards, commissions and departments to establish, track and recommend the Town's long-term capital needs. Their focus will be on items costing more than \$10,000 and which

have a useful life of more than 5 years. Additional information about the CapCom can be found on the town's website and we look forward to their continued contributions.

This is just a snapshot of what the town has achieved this year, it would be impossible to capture everything in just a few pages. We can't stress enough how grateful we are for the contributions of all town employees and volunteers; their dedication and hard work are the backbone of our community. Special recognition is due to those who have moved on to new opportunities. Their service to the town as both employees and volunteers is appreciated and they will be missed. We also extend our warmest welcome to the new faces in town government who have quickly become integral members of our team.

We encourage you to reach out to us at selectboard@boxborough-ma.gov with any questions or concerns. We remain dedicated to transparency, accountability and open communication and as always, serving the best interests of our community.

Respectfully Submitted,
Kristin Hilberg for The Boxborough Select Board

FINANCE COMMITTEE

Boxborough's Finance Committee (FinCom) is comprised of up to nine members appointed by the Moderator for individual three-year terms. We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous Fall and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. We are also tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." The Finance Committee communicates with voters the key financial and operating issues within town government so to develop informed debate at town meetings and other forums. As part of this, the Finance Committee along with the Town finance team and the Capital budget subcommittee maintains and updates the Town capital plan, which provides a forward-looking view of potential capital expenditures.

The 2023 fiscal year ended on June 30, 2023. Over the course of the year the Finance Committee approved \$143,757 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 2023, 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 FY2023 are documented below:

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

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.

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.

The Finance Committee worked with the Select Board and Town Administrator to create following town wide financial policies:

Policy	Lead Responsibility
Budget Policy	Finance Committee
Reserve & Reserve Fund Transfer (RFT)	Finance Committee
Budget Transfers	Finance Committee and Select Board
Stabilization Fund	Select Board
Free Cash	Select Board
Overlay Reserve Fund	Select Board

Other Post Employment Benefits (OPEB)	Select Board
Capital Plan Policy	Select Board
Debt Policy	Select Board
Special/Revolving Fund Policy	Select Board

Financial Dashboard at end FY23

Operating Budget	Budget Voted FY23	Annual & Fall Town Meeting Articles FY23	Reserve Fund Transfers FY23	Year End Budget Transfers FY23	Revised Budget FY23	Actual FY23
Town Government	\$1,570,202	\$49,527	\$127,940	-\$29,155	\$1,718,514	\$1,640,793
Protection	\$3,361,955	\$120,318	\$0	\$106,062	\$3,588,335	\$3,496,799
Public Works	\$1,314,737	\$24,482	\$2,500	-\$103,182	\$1,238,537	\$1,156,281
Health Services	\$233,120	\$0	\$0	-\$12,000	\$221,120	\$187,538
Culture & Recreation	\$512,633	\$0	\$13,317	\$3,500	\$529,450	\$508,462
Subtotal - Town Government	\$6,992,647	\$194,327	\$143,757	-\$34,775	\$7,295,956	\$6,989,873
School Committee	\$1,600	\$0	\$0	\$0	\$1,600	\$800
A/B Regional School	\$13,257,674	\$0	\$0	\$0	\$13,257,674	\$13,257,674
Vocational/Technical Schools	\$294,378	\$0	\$0	\$0	\$294,378	\$139,620
Subtotal - Education	\$13,553,652	\$0	\$0	\$0	\$13,553,652	\$13,398,094
Debt Service	\$1,294,632	\$0	\$0	\$15,775	\$1,310,407	\$1,310,391
Admin (Retirement, Emp. Benefits, Insurance)	\$2,477,706	\$11,457	\$0	\$19,000	\$2,508,163	\$2,324,664
Reserve Fund	\$150,000	\$0	-\$143,757	\$0	\$6,243	
Subtotal - Other	\$3,922,338	\$11,457	-\$143,757	\$34,775	\$3,824,813	\$3,635,055
Total Operating Budget (R&A)	\$24,468,637	\$205,784	\$0	\$0	\$24,674,421	\$24,023,022

Revenues	Budget FY23	Actual FY23
State Aid	\$332,479	\$332,918
Local Receipts	\$1,575,000	\$2,104,524
CPA Funds	\$225,000	\$310,554
Total Receipts	\$2,132,479	\$2,747,996
Property Tax	\$22,900,835	\$22,737,985
Total	\$25,033,314	\$25,485,981
Reserves	Q4 Actual FY23	
Reserve Fund	\$6,243	

Stabilization Fund	\$1,545,666
Free Cash	\$1,205,859
Overlay Reserve Fund	\$866,802
OPEB Fund	\$1,405,490

Debt Outstanding	Q4 Actual FY23
Outstanding Principal	\$5,995,000
Outstanding Interest	\$1,171,369
Total Outstanding Long-Term Debt Service	\$7,166,369

Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Average single-family house price was \$844,990
- Town Valuation was \$1,475,569 (FY23 from State)

Respectfully Submitted,
Maria Neyland, Chair

TOWN ASSESSOR

The Assessor 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 Full Revaluation year certification for FY2024. The Town of Boxborough's next certification, as directed by the Massachusetts Department of Revenue, will be FY2029.

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 Assessor 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 (kszocik@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 FY2024 is \$14.99 per \$1,000 of value.

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

Respectfully Submitted,
Kelly Szocik, Town Assessor

Class Values

Fiscal Year	Class 1 Residential	Classes 3, 4 &5 Commercial, Industry, Personal Property	Total
2024	\$20,376,983 (81.81%)	\$4,529,753 (18.19%)	100.00%
2023	\$18,761,234 (81.92%)	\$4,139,601(18.08%)	100.00%
2022	\$17,428,584 (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%

Historic Assessed Values by Class

Fiscal Year	Residential Levy	Commercial Levy	Industrial Levy	Personal Property Levy	Total Levy	Tax Rate
2024	\$20,376,983	\$1,276,349	\$2,528,140	\$725,265	\$24,906,736	\$14.99
2023	\$18,761,229	\$1,149,115	\$2,248,292	\$742,199	\$22,900,834	\$15.52
2022	\$17,428,584	\$1,324,027	\$2,169,460	\$965,573	\$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

Historic Levies and Tax Rate

Fiscal Year	Average Single Family Home Tax Bill	% Change From Previous Year	Average Single Family Assessment	Total Value All Property	Tax Levy	Tax Rate
2024	\$12,665	6.7%	\$844,900	\$1,029,087,600	\$24,906,736	\$14.99
2023	\$11,868	17.2%	\$764,691	\$929,864,800	\$22,900,834	\$15.52
2022	\$11,420	6.3%	\$655,560	\$793,227,500	\$21,885,085	\$17.42
2021	\$10,607	4.1%	\$617,781	\$1,207,341,692	\$20,730,057	\$17.17
2020	\$10,179	1.85%	\$608,780	\$1,181,679,592	\$19,758,359	\$16.72
2019	\$9,994	5.46%	\$608,661	\$1,167,873,673	\$19,176,486	\$16.42
2018	\$9,476	0.14%	\$576,400	\$1,106,645,400	\$18,193,250	\$16.44

LA-4 Comparison

Use Code	Description	(FY23) Parcel Count	(FY24) Parcel Count	(FY23) Assessed Value	(FY24) Assessed Value	% Change Value
101	Single Family	1,218	1,216	929,864,800	1,029,087,600	10.7%
102	Condominium	862	862	181,250,400	221,309,900	22.1%
104	Two Family	12	12	7,668,700	8,490,700	10.7%
105	Three Family	0	0	0	0	0%
109	2 Or More Residences/1 Lot	2	2	1,355,100	1,547,900	14.2%
111-125	Apartments 4+ Units	6	6	65,170,900	74,426,900	14.2%
130-132, 106	Vacant Residential Land	128	129	6,169,200	6,033,900	-2.2%
300-393	Commercial	76	72	50,124,100	59,328,700	18.4%
400-452	Industrial	43	44	513,000	1,165,600	127.2%
012-043	Mixed Use (Res)	18	18	17,362,985	18,474,865	6.4%
016-018, 601-899	Chapter Land / Mixed Use Chapter Land	47	47	801,913	843,251	-62.2%
501-508	Personal Property	100	90	55,429,490	47,822,070	76.3%
Total Real & Personal Property Value (Taxable)		2,532	2,521	1,256,466,403	1,475,569,221	10.6%
900-990	Exempt Real Estate	179	175	125,208,000	137,415,600	9.7%

TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2023. 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

* Statement of Revenues, Expenditures and changes in Fund Balances (All Funds)

Complete Audited Statements are available upon request. FY2023 records were audited by Roselli, Clark & Associates.

Respectfully Submitted,
Kelli Pontbriand/Town Accountant

TOWN OF BOXBOROUGH, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2023

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 10,551,305
Investments	2,064,800
Receivables, net of allowance for uncollectibles:	
Property taxes	370,622
Excise taxes	201,890
Departmental and other	91,690
Intergovernmental	36,455
Tax foreclosures	306,967
Capital assets, not being depreciated	7,787,827
Capital assets, net of depreciation	13,608,990
Total Assets	35,020,546
Deferred Outflows of Resources:	
Related to net pension liability	1,511,826
Related to net other postemployment benefit liabilities	1,367,597
Total Deferred Outflows of Resources	2,879,423
Liabilities:	
Warrants and accounts payable	1,117,162
Retainage payable	46,769
Unearned revenue	1,240,336
Other liabilities	87,286
Accrued interest expense	59,268
Bond anticipation notes payable	975,000
Noncurrent liabilities:	
Due in one year or less	1,093,498
Due in more than one year	22,534,276
Total Liabilities	27,153,595
Deferred Outflows of Resources:	
Related to net pension liability	456,577
Related to net other postemployment benefit liabilities	259,423
Total Deferred Inflows of Resources	716,000
Net Position:	
Net investment in capital assets	16,857,726
Restricted:	
Nonexpendable permanent funds	137,155
Community Preservation	270,691
Affordable Housing	390,362
Other purposes	1,588,809
Unrestricted	(9,214,369)
Total Net Position	\$ 10,030,374

See accompanying notes to basic financial statements.

TOWN OF BOXBOROUGH, MASSACHUSETTS

STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					
General government	\$ 2,872,344	\$ 340,814	\$ 504,964	\$ 242,211	\$ (1,784,355)
Public safety	6,174,685	1,073,538	75,508	-	(5,025,639)
Education	13,773,094	-	24,678	-	(13,748,416)
Public works	2,619,581	86,088	11,235	279,821	(2,242,437)
Health and human services	298,512	48,702	21,752	-	(228,058)
Culture and recreation	903,587	97,818	31,958	79,953	(693,858)
Interest expense	301,416	-	-	-	(301,416)
Total Governmental Activities	<u>26,943,219</u>	<u>1,646,960</u>	<u>670,095</u>	<u>601,985</u>	<u>(24,024,179)</u>
General Revenues:					
Real and personal property taxes					23,061,053
Grants and contributions not restricted to specific programs					305,348
Motor vehicle and other excise					1,096,609
Penalties and interest on taxes					56,725
Unrestricted investment income (loss)					95,153
Total general revenues					<u>24,614,888</u>
Change in Net Position					590,709
Net Position:					
Beginning of year					9,439,665
End of year					<u>\$ 10,030,374</u>

See accompanying notes to basic financial statements.

TOWN OF BOXBOROUGH, MASSACHUSETTS

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2023

	General	Town Capital Projects	Community Preservation	ARPA Grant	Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
Assets:							
Cash and cash equivalents	\$ 5,610,810	\$ 1,853,668	\$ 267,251	\$ 1,240,336	\$ -	\$ 1,579,240	\$ 10,551,305
Investments	1,545,666	-	-	-	390,362	128,772	2,064,800
Receivables, net of allowance	-	-	-	-	-	-	-
Property taxes	367,182	-	3,440	-	-	-	370,622
Excise taxes	201,890	-	-	-	-	-	201,890
Intergovernmental	-	-	-	-	-	36,455	36,455
Department and other	-	-	-	-	-	91,690	91,690
Tax foreclosures	306,967	-	-	-	-	-	306,967
Total Assets	8,032,515	1,853,668	270,691	1,240,336	390,362	1,836,157	13,623,729
Deferred Outflows of Resources	-	-	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 8,032,515	\$ 1,853,668	\$ 270,691	\$ 1,240,336	\$ 390,362	\$ 1,836,157	\$ 13,623,729
Liabilities:							
Warrants and accounts payable	\$ 532,270	\$ 539,172	\$ -	\$ -	\$ -	\$ 45,720	\$ 1,117,162
Retainage payable	-	46,769	-	-	-	-	46,769
Unearned Revenue	-	-	-	1,240,336	-	-	1,240,336
Other liabilities	87,286	-	-	-	-	-	87,286
Bond anticipation notes payable	-	975,000	-	-	-	-	975,000
Total Liabilities	619,556	1,560,941	-	1,240,336	-	45,720	3,466,533
Deferred Inflows of Resources:							
Unavailable revenue - property taxes	367,182	-	3,440	-	-	-	370,622
Unavailable revenue - excise taxes	201,890	-	-	-	-	-	201,890
Unavailable revenue - other	306,967	-	-	-	-	50,770	357,737
Total Deferred Inflows of Resources	876,039	-	3,440	-	-	50,770	930,249
Fund Balances:							
Nonspendable	-	-	-	-	-	137,155	137,155
Restricted	-	986,403	267,251	-	390,362	1,645,088	3,289,104
Committed	462,742	-	-	-	-	-	462,742
Assigned	1,132,902	-	-	-	-	-	1,132,902
Unassigned	4,941,276	(693,676)	-	-	-	(42,576)	4,205,024
Total Fund Balances	6,536,920	292,727	267,251	-	390,362	1,739,667	9,226,927
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 8,032,515	\$ 1,853,668	\$ 270,691	\$ 1,240,336	\$ 390,362	\$ 1,836,157	\$ 13,623,729

See accompanying notes to basic financial statements.

TOWN OF BOXBOROUGH, MASSACHUSETTS
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2023

	General	Town Capital Projects	Community Preservation	ARPA Grant	Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:							
Real estate and personal property taxes, net	\$ 22,939,636	\$ -	\$ 221,763	\$ -	\$ -	\$ -	\$ 23,161,399
Intergovernmental	363,666	166,892	79,953	474,216	-	249,031	1,333,758
Motor vehicle and other excises	1,026,367	-	-	-	-	-	1,026,367
License and permits	427,273	-	-	-	-	-	427,273
Departmental and other revenue	305,863	3,290	421	-	-	858,668	1,168,242
Penalties and interest on taxes	56,725	-	-	-	-	-	56,725
Fines and forfeitures	675	-	-	-	-	-	675
Investment income (loss)	67,971	-	8,217	-	11,869	7,096	95,153
Contributions and donations	-	200,000	-	-	-	43,670	243,670
Total Revenues	25,188,176	370,182	310,354	474,216	11,869	1,158,465	27,513,262
Expenditures:							
Current:							
General government	1,900,839	876,683	420,537	95,819	1,235	223,683	3,518,796
Public safety	3,652,842	712,936	-	1,217	-	600,627	4,967,622
Education	13,398,094	-	-	375,000	-	-	13,773,094
Public works	1,178,106	461,308	13,753	-	-	102,386	1,755,553
Health and human services	186,522	-	-	2,180	-	44,558	233,260
Culture and recreation	683,462	671,205	272,982	-	-	47,258	1,674,907
Pensions and other fringes	2,565,663	-	-	-	-	-	2,565,663
State and county tax assessments	80,375	-	-	-	-	-	80,375
Debt service:							
Principal	1,030,000	-	-	-	-	-	1,030,000
Interest expense	280,391	-	-	-	-	-	280,391
Total Expenditures	24,956,294	2,722,132	707,272	474,216	1,235	1,018,512	29,879,661
Excess (Deficiency) of Revenues Over (Under) Expenditures	231,882	(2,351,950)	(396,918)	-	10,634	139,953	(2,366,399)
Other Financing Sources (Uses):							
Transfers in	58,078	-	-	-	-	98,774	156,852
Transfers out	(88,774)	(9,336)	(10,000)	-	-	(48,742)	(156,852)
Total Other Financing Sources (Uses)	(30,696)	(9,336)	(10,000)	-	-	50,032	-
Net Change in Fund Balances	201,186	(2,361,286)	(406,918)	-	10,634	189,985	(2,366,399)
Fund Balances - Beginning of year	6,335,734	2,654,013	674,169	-	379,728	1,549,682	11,593,326
Fund Balances - End of year	\$ 6,536,920	\$ 292,727	\$ 267,251	\$ -	\$ 390,362	\$ 1,739,667	\$ 9,226,927

See accompanying notes to basic financial statements.

TREASURER/COLLECTOR

TREASURER'S FY23 TAX RECEIVABLES

REAL ESTATE TAX

Fiscal Year	Uncollected 7/1/22	Commitments	Exemptions Abatements Tax Title	Collections	Refunds	Outstanding 6/30/23
2023		\$ 22,164,288.00	\$ 14,637.76	\$ 21,924,739.99	\$ 1,566.27	\$ 226,476.52
2022	136017.8		\$ 41,665.00	\$ 129,404.59	\$ 51,972.71	\$ 16,920.92
2021	\$ 48,173.46		\$ -	\$ 31,286.60	\$ -	\$ 16,886.86
2020	\$ 18,971.97		\$ -	\$ 15,863.91	\$ -	\$ 3,108.06
2019	\$ 15,926.08			\$ 13,200.12		\$ 2,725.96
2018	\$ 3,768.92			\$ 5,628.61		\$ (1,859.69)
2017	\$ 7,357.56			\$ 5,977.63		\$ 1,379.93
2016	\$ 17,337.23			\$ 16,483.99		\$ 853.24
Total	\$ 247,553.02	\$ 22,164,288.00	\$ 56,302.76	\$ 22,142,585.44	\$ 53,538.98	\$ 266,491.80

COMMUNITY PERSERVATION ACT

Fiscal Year	Uncollected 7/1/22	Commitments	Exemptions Abatements Tax Title	Collections	Refunds	Outstanding 6/30/23
2023		\$ 221,643.06	\$ 204.01	\$ 219,135.91	\$ 15.66	\$ 2,318.80
2022	644.91		\$ 69.68	\$ 838.51	\$ 478.25	\$ 214.97
2021	\$ 425.21		\$ -	\$ 253.30	\$ -	\$ 171.91
2020	\$ 185.45		\$ -	\$ 154.38	\$ -	\$ 31.07
2019	\$ 282.23			\$ 253.17		\$ 29.06
2018	\$ 162.85			\$ 148.89		\$ 13.96
2017	\$ 90.25			\$ 76.45		\$ 13.80
2016	\$ 174.00			\$ 165.49		\$ 8.51
Total	\$ 1,964.90	\$ 221,643.06	\$ 273.69	\$ 221,026.10	\$ 493.91	\$ 2,802.08

PERSONAL PROPERTY TAX

Fiscal Year	Uncollected 7/1/22	Commitments	Abatements	Collections	Refunds	Outstanding 6/30/23
2023		\$ 742,198.53		\$ 740,788.98		\$ 1,409.55
2022	2355.73			\$ 1,055.21	\$ -	\$ 1,300.52
2021	\$ 1,416.99			\$ -		\$ 1,416.99
2020	\$ 1,171.68			\$ -		\$ 1,171.68
2019	\$ 23,994.93			\$ 22,059.48		\$ 1,935.45
2018	\$ 1,334.82			\$ -		\$ 1,334.82
2017	\$ 1,109.10			\$ -		\$ 1,109.10
2016	\$ 257.20					\$ 257.20
Total	\$ 31,640.45	\$ 742,198.53	\$ -	\$ 763,903.67	\$ -	\$ 9,935.31

MOTOR VEHICLE TAX

Fiscal Year	Uncollected 7/1/22	Commitments	Abatements	Collections	Refunds	Outstanding 6/30/23
2023		\$ 821,030.14	\$ 13,999.36	\$ 724,793.98	\$ 4,872.30	\$ 87,109.10
2022	86949.72	\$ 92,007.27	\$ 8,918.55	\$ 153,329.37	\$ 7,841.33	\$ 24,550.40

2021	\$ 61,733.15	\$ 620.56	\$ 4,620.56	\$ 11,748.53	\$ 1,655.12	\$ 47,639.74
2020	\$ 10,033.34		\$ 266.37	\$ 2,560.70	\$ 687.44	\$ 7,893.71
2019	\$ 14,669.43			\$ 1,144.93	\$ -	\$ 13,524.50
2018	\$ 8,232.07			\$ 211.13	\$ -	\$ 8,020.94
2017	\$ 5,690.67			\$ 1,221.25		\$ 4,469.42
2016	\$ 6,337.35			\$ 931.61		\$ 5,405.74
Total	\$ 193,645.73	\$ 913,657.97	\$ 27,804.84	\$ 895,941.50	\$ 15,056.19	\$ 198,613.55

RECAPITULATION	
Treasurer's Cash Balance 7/1/2022	\$ 10,940,606.16
Treasurer's Trust Fund Balance 7/1/2022	\$ 3,072,912.82
Subtotal	\$ 14,013,518.98
FY 2023 Receipts	\$ 24,443,693.48
FY 2023 Approved Disbursements	\$ 23,132,406.73
Treasurer's Cash Balance 6/30/2023	\$ 15,324,805.73

Debt - Current & Future Payment Summary

Current Long - Term Debt	Principal	Interest	Total
FY 2024	\$ 975,000.00	\$ 242,131.28	\$ 1,217,131.28
FY 2025	\$ 810,000.00	\$ 204,131.28	\$ 1,014,131.28
FY 2026	\$ 690,000.00	\$ 170,531.28	\$ 860,531.28
FY 2027	\$ 605,000.00	\$ 141,781.28	\$ 746,781.28
FY 2028	\$ 540,000.00	\$ 114,481.28	\$ 654,481.28
FY 2029	\$ 495,000.00	\$ 90,431.28	\$ 585,431.28
FY 2030	\$ 460,000.00	\$ 69,637.50	\$ 529,637.50
FY 2031-2036	\$ 1,420,000.00	\$ 138,243.75	\$ 1,558,243.75
Total	\$ 5,995,000.00	\$ 1,171,368.93	\$ 7,166,368.93

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

Debt - FY23 Payment List Detail

Original Date of Issue & Purpose	Principal	Interest	Total
February 13 2015 : School Roof (I)	10,000.00	1,937.50	11,937.50
February 13 2015 : Replace Windows - School (I)	6,000.00	1,168.76	7,168.76
February 13 2015 : Paving - Town Hall, DPW (I)	20,000.00	1,800.00	21,800.00
February 13 2015 : Equipment - DPW Generator (I)	4,000.00	543.76	4,543.76
February 13 2015 : Equipment - DPW Mower (I)	5,000.00	300.00	5,300.00

February 13 2015 : Equipment - Ambulance (I)	30,000.00	900.00	30,900.00
February 13 2015 : Equipment - DPW Mower 2 (I)	10,000.00	900.00	10,900.00
February 13 2015 : Equipment - Security Upgrades School (I)	5,000.00	300.00	5,300.00
February 13 2015 : Equipment - Fire Dept. Air Paks (I)	15,000.00	2,568.76	17,568.76
February 13 2015 : Equipment - Fire Dept. Brush Truck (I)	15,000.00	1,350.00	16,350.00
February 13 2015 : Equipment - DPW Dump Truck (I)	15,000.00	900.00	15,900.00
February 13 2015 : Equipment - Public Safety Radio System (I)	45,000.00	4,050.00	49,050.00
Subtotal	\$180,000.00	\$16,718.78	\$196,718.78

<i>Original Date of Issue & Purpose</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
November 17 2020 : Paving Roadways (I)	30,000.00	11,250.00	41,250.00
November 17 2020 : Farm Tractor with Field Cutter (I)	10,000.00	2,250.00	12,250.00
November 17 2020 : Asphalt Hot Box (I)	5,000.00	1,875.00	6,875.00
November 17 2020 : Four Columns Vehicle Lift (I)	5,000.00	1,625.00	6,625.00
November 17 2020 : Grange Meeting Room (I)	19,000.00	6,750.00	25,750.00
November 17 2020 : Ambulance (I)	36,000.00	3,875.00	39,875.00
November 17 2020 : DPW Road Paving (I)	30,000.00	12,750.00	42,750.00
November 17 2020 : Transfer Station Roll-Off Truck (I)	25,000.00	8,625.00	33,625.00
Subtotal	\$160,000.00	\$49,000.00	\$209,000.00

<i>Original Date of Issue & Purpose</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
June 12 2018 : DPW Paving (I)	20,000.00	8,150.00	28,150.00
June 12 2018 : Police Station Landscaping and Parking Lot (I)	10,000.00	1,750.00	11,750.00
June 12 2018 : Fire Station Parking Lot (I)	10,000.00	2,000.00	12,000.00
June 12 2018 : Communications Network (I)	10,000.00	2,500.00	12,500.00
June 12 2018 : Radio Equipment (I)	10,000.00	1,000.00	11,000.00
June 12 2018 : Refurbish Loader (I)	5,000.00	250.00	5,250.00
June 12 2018 : Library Carpet (I)	10,000.00	2,000.00	12,000.00
June 12 2018 : Dept Equipment - Trucks (I)	25,000.00	6,250.00	31,250.00
June 12 2018 : Land/DPW Facility (I)	75,000.00	33,700.00	108,700.00
Subtotal	\$175,000.00	\$57,600.00	\$232,600.00

<i>Original Date of Issue & Purpose</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
December 23 2016 : PD Building Repairs (I)	5,000.00	1,762.50	6,762.50
December 23 2016 : Paving (I)	20,000.00	5,100.00	25,100.00
December 23 2016 : Road Paving (I)	20,000.00	5,750.00	25,750.00
December 23 2016 : Departmental Equipment - FD Pumper Truck (I)	35,000.00	13,650.00	48,650.00
December 23 2016 : Departmental Equipment - FD Turnout Gear (I)	10,000.00	1,050.00	11,050.00
December 23 2016 : Departmental Equipment - DPW Asphalt Roller (I)	5,000.00	375.00	5,375.00
December 23 2016 : Departmental Equipment - DPW Chipper (I)	5,000.00	975.00	5,975.00
December 23 2016 : PD Equipment - (Security Camera/Video) (I)	5,000.00	375.00	5,375.00
December 23 2016 : PD Equipment - (Finger Printing) (I)	5,000.00	75.00	5,075.00
December 23 2016 : Departmental Equipment - Utility Truck (I)	5,000.00	225.00	5,225.00

December 23 2016 : Departmental Equipment - Animal Control Truck (I)	5,000.00	75.00	5,075.00
December 23 2016 : Departmental Equipment - Front End Bucket Truck (I)	10,000.00	4,178.00	14,178.00
December 23 2016 : DPW Pickup Truck (I)	5,000.00	225.00	5,225.00
December 23 2016 : REF - Wastewater Disposal Facility - School (IE)	30,000.00	3,150.00	33,150.00
December 23 2016 : REF - Land Acquisition - Conservation (IE)	30,000.00	450.00	30,450.00
December 23 2016 : REF - Land Acquisition (IE)	5,000.00	225.00	5,225.00
December 23 2016 : REF - Building Reconstruction - Library (IE)	110,000.00	4,800.00	114,800.00
December 23 2016 : REF - Water - School (OE)	40,000.00	4,200.00	44,200.00
Subtotal	\$350,000.00	\$46,640.50	\$396,640.50
Grand Total	\$865,000.00	\$169,959.28	\$1,034,959.28

TREASURER'S FY23 RECEIPTS

GENERAL FUND	
Other Taxes - Motel Hotel Room Occupancy	\$ 124,996.06
Other Taxes - Local Meals Option	\$ 28,869.11
Cell Tower Rental Fee	\$ 52,873.99
Other State Revenue	\$ 30,747.78
Miscellaneous Revenue	\$ 58,317.76
Liquor Licenses	\$ 9,000.00
Business Licenses	\$ 1,000.00
Assessor fees	\$ 515.00
Personal Property - 2017	\$ 494.21
Personal Property - 2018	\$ -
Personal Property - 2019	\$ -
Personal Property - 2020	\$ -
Personal Property - 2021	\$ -
Personal Property - 2022	\$ 963,226.36
Real Estate - 2016	\$ 991.39
Real Estate - 2017	\$ 1,904.57
Real Estate - 2018	\$ 1,791.36
Real Estate - 2019	\$ 4,139.11
Real Estate - 2020	\$ 11,611.31
Real Estate - 2021	\$ 26,504.78
Real Estate - 2022	\$ 62,603.72
Real Estate - 2023	\$ 21,881,286.42
Real Estate Supplemental 2022	\$ 195,414.70
Real Estate Supplemental 2023	\$ 5,203.09
Utility lien	\$ 1,033.04
Motor Vehicle Excise - Prior Years	\$ 32.29

REVOLVING 53E1/2	
Cons Com - Town ByLaw Fee	\$ -
GIS Assessor Maps CAI/tech	\$ -
Community Gardens	\$ 350.00
Fire Alarm System Maintenance	\$ 6,600.00
Gas/Plumbing Inspection	\$ 36,396.00
Electrical Inspection	\$ 31,012.16
ACO Overtime Littleton	\$ -
ACO Overtime Stow	\$ -
ACO Services Littleton	\$ 32,644.23
ACO Services Stow	\$ 37,522.52
Kenneling Rev Boxborough	\$ -
Kenneling Rev Littleton	\$ -
Kenneling Rev Stow	\$ -
COA Class Revenue	\$ 15,071.00
Senior Van Revenue	\$ 27,447.34
Library Copier Revenue	\$ 700.50
Library Fines	\$ 1,138.68
Recreation Programs	\$ 90,728.00
Recreation Special Programs	
Other	\$ -
Field Permits	\$ 700.00

REVOLVING OTHER	
Cons Com - State WPA Fee	\$ -

STATE POLICE GRANTS	
911 Support	\$ 28,984.47

Motor Vehicle Excise - 2016	\$ 931.61
Motor Vehicle Excise - 2017	\$ 1,221.25
Motor Vehicle Excise 2018	\$ 211.13
Motor Vehicle Excise 2019	\$ 1,144.93
Motor Vehicle Excise 2020	\$ 1,873.26
Motor Vehicle Excise 2021	\$ 2,746.96
Motor Vehicle Excise 2022	\$ 145,488.04
Motor Vehicle Excise 2023	\$ 718,840.73
Interest - Property Taxes	\$ 43,210.25
Interest - Excise Taxes	\$ 12,001.56
Interest - Supplemental tax	\$ 1,513.78
Municipal Lien Certificates	\$ 3,875.00
Town Clerk Fees	\$ 6,720.00
Dog License	\$ 12,045.00
Dog License Late Fee	\$ 150.00
Planning Board Fees	\$ 8,697.72
Board of Appeals Fees	\$ 445.90
Police Outside Detail Admin Fee	\$ 25,472.86
Police - Misc Fees	\$ 1,503.00
Police - Permits	\$ 1,503.00
Police Court Fines	\$ 525.00
Police Misc Fines	\$ 24,472.86
Ambulance Receipts	\$ 68,784.93
Fire - Permits	\$ 5,590.00
Building - Permits	\$ 368,716.01
DPW - Permits	\$ 175.00
Transfer Station Fees - Current Year	\$ 74,812.50
Cemetery Fees	\$ 8,400.00
Board of Health - Permits	\$ 1,535.00
Veterans Benefits Reimbursement	\$ 747.00
Rec Com Summer Program	\$ 4,090.00
State Owned Land	\$ 4,912.00
Chapter 70	\$ 24,678.00
Unrestricted General Government Aid	\$ 300,434.00

INSURANCE	
Transfer In from GF	\$ 35,000.00
Town Insurance Revenue	\$ 19,152.51
Police Insurance 111F	\$ 78,672.69
Fire Insurance 111F	\$ (19,387.00)

STATE FIRE GRANTS	
Fire State Grant AED	\$ -
CSTF state grant rev	\$ -
Dept Fire Services Grant	\$ 12,548.58
Fire Safe	\$ 3,781.00
Senior SAFE	\$ 2,077.00

STATE GRANTS - CULTURE	
ABCC Grant	\$ -
ABCC Grant Interest	\$ -

STATE GRANTS - LIBRARY	
Library grants	\$ 15,699.44

STATE GRANTS - COA	
Forumal Grant	\$ 16,200.00

STATE GRANTS - OTHER	
TNC Surcharge	\$ -
R111 Revenue account	\$ -
SMRP Grant Revenue	\$ -
Bucket Truck Training Grant	\$ -

FEDERAL GRANTS FIRE	
CESF Grant FY20	\$ -
FEDERAL GRANTS TOWN	
ARPA Revenues FY22	\$ 865,783.64
CARES Rev	\$ -

FEDERAL GRANTS OTHER	
Hager Bridge Grant Rev	\$ -

DOT - HIGHWAY REIMBURSEMENT	
Chapter 90	\$ 166,891.86

RECEIPTS RESERVED FOR APPROPRIATION	
Ambulance RRA Revenue	\$ 68,784.81
Sale of Cemetery Lots	\$ 2,700.00

COMMUNITY PRESERVATION	
CPA Interest	\$ 421.00
CPA Revenue 2019	\$ 83.54
CPA Revenue 2020	\$ 111.86
CPA Revenue 2021	\$ 242.24
CPA Revenue 2022	\$ 252.25
CPA Revenue 2023	\$ 218,974.77
CPA SUPPLEMENTAL TAX-2022	\$ 1,989.63
CPA SUPPLEMENTAL TAX-2023	\$ 52.03
CPA State Share	\$ 79,953.00
CPA Earnings on Investments	\$ 8,216.62

GIFTS	
Sidewalk Fund Interest	\$ -
Fire Dept Gift Rev	\$ -
DPW Gifts Revenues	\$ -
COA Gift	\$ -
Collection Development Income	\$ -
Collection Development Interest	\$ 58.81
Whitcomb House Interest	\$ -
Steele Farm Fundraising Campaign	\$ 110.00

OTHER SPECIAL REVENUE	
Fire Public Education	\$ 3,325.00

CABLE	
ATT Comcast License	\$ 45,384.33
Verizon License	\$ -
ATT Comcast Capital Cable Only	\$ -
ATT Comcast Operations Salaries	\$ -
Verizon PEG Access Cable Related	\$ 51,986.68

OPEB	
OPEB Trust Fund Interest	\$ 28,169.67
Transfer From GF	\$ 350,000.00

TRUST FUNDS EXPENDABLE	
Peter F Whitcomb Trust Interest	\$ 169.13
Hammonds Scholarship Trust Interest	\$ (4,147.38)
Roy F Custance EMT Trust Interest	\$ (238.00)
Cemetery Perpetual Care Interest	\$ 4,279.02
Grace Priest Cemetery Trust Interest	\$ 183.11
War Memorial Trust Interest	\$ (33.36)
Reita I Bean Trust Interest	\$ 194.83
Siemens Trust Interest	\$ 192.38
Valerios Trust Interest	\$ 20.66
Henry H Brooks Trust Interest	\$ 57.73
A W Wetherbee Trust Interest	\$ 2.05
Betsey Krusen Library Trust Interest	\$ 192.26
Grace Priest Library Trust Interest	\$ 19.94

AFFORDABLE HOUSING TRUST	
BAHT Interest	\$ 11,868.25

CONSERVATION TRUST	
Conservation Trust Interest	\$ 748.00
Transfer From CPA	\$ 10,000.00

STABILIZATION	
Stabilization Interest	\$ 26,840.16

TOWN CLERK

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census of 2023, which showed the population of Boxborough to be approximately 5,314. There were voter registration sessions held in advance of Annual Town Meeting, Town Election, and Special Town Meeting; with the new Votes Act of 2022, the voter registration deadline is 10 days before each election/town meeting event. At Annual Town Meeting, held May 8th, 224 of 4,026 registered voters attended (6%). As of the Annual Town Election, May 16, 2023, there were 4,036 registered voters in Boxborough, and of those, 894 cast ballots (22.2%). As of the Fall Town Meeting on November 6, 2023, there were 4,034 registered voters in Boxborough, and 114 (2.8%) attended. The Votes Act also mandated vote by mail for the Town election, and 8.2% of people who voted or 1.8% of registered voters used vote by mail in the May election.

The Board of Registrars (BOR) certified 1,384 signatures on 640 petitions for 12 different initiatives filed for the 2024 State Election and 24 signatures on 3 petitions for 1 initiative for the 2026 State Election. There were 302 change in status or new voters registered in 2023. We thank Nancy Brown, Heather Fleming, and Christine Casebolt for continuing to serve along with Chair, Rebecca Harris.

VITAL STATISTICS

There were 38 births recorded in the year 2023.

There were 12 marriage intentions filed and 12 marriage certificates issued in 2023.

There were 25 deaths recorded in 2023, and 11 burial permits were issued.

DOG AND KENNEL LICENSES

There were 633 dog licenses and 7 kennel licenses issued in 2023.

EXECUTIVE SUMMARY

2023 was a relatively uneventful year in the Town Clerk's office, with no state or federal elections to oversee. We ran the Annual Town Election, oversaw check-in for Annual and Fall Town Meetings, and took minutes at both. A total of two general bylaw amendments and one zoning bylaw amendments were submitted to the Attorney General's office, and duly posted by Constable Owen Neville upon approval.

The Town Clerk's office keeps track of new appointments, resignations, campaign finance reporting, state ethics training and open meeting law material distribution to board members. All appointed board and commission members received Open Meeting Law guidelines, as required by the state every three years and for all new appointments. Now the state has an online Conflict of Interest guideline and Ethics Training portal, so once board members and staff register, it is easier to keep track of who has completed the training and reviewed the Guidelines. These are both required by the state every two years for current staff and board members and for all new volunteers and employees upon starting. 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.

This office also manages posting of the majority of board and committee meeting agendas and minutes, in accordance with the state Open Meeting Law; with the continuance of the remote meeting guidance, the Town Clerk also managed Zoom credentials and meetings for several boards/committees.

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 2023 there were 135 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. Our Public Records Request Guidelines adopted by the Select Board in December 2021 (available on the website) was put into practice in 2022, and continues to be a consistent and effective way to manage the volume of requests.

The Assistant Town Clerk, Karen Guzzardi, completed her 11th year of completing many duties in the Town Clerk's office, including dog licenses, transfer station stickers, and much more. Her assistance is greatly appreciated every day!

Respectfully Submitted,
Rebecca Harris, Town Clerk

CONSTABLES

The constables worked the Town Election and posted warrants for the Annual, Special, and Fall Town Meetings. They posted notification of Zoning and General Bylaw Amendments from previous Town Meetings and this year's Annual Town Meeting.

They would also serve civil process as needed by town residents and those plaintiffs serving town residents.

Respectfully Submitted,
Andrew Weiner and Owen Neville

OFFICE OF LAND USE AND PERMITTING

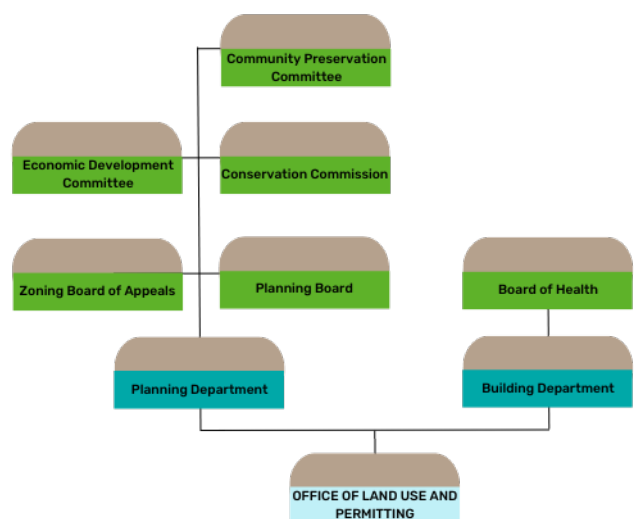
The Office of Land Use and Permitting is the collective services of the Building Department, Planning Department, and various boards and committees. Our charge, is to consider the responsible use of land in Boxborough, while ensuring the safety and compliance of construction and development.

Shown to the right is a diagram of the Office of Land Use and Permitting (the Office). The two departments within the office intake and evaluate several forms of permits, submitted by citizens and businesses. These permits are approved, denied, or conditionally granted by some of the boards and committees.

The boards and committees under the Office are offered technical and staff support of differing nature based on level of need. While some only require assistance preparing agendas and minutes, others may require more comprehensive guidance and support.

In 2023, the Office of Land Use and Permitting was active in recruitment for an Associate Town Planner. The Town extended two offers to candidates, both of which were rejected. After consideration and feedback, the Office has proposed raising the position to full time with benefits. This proposal will be heard at the 2024 Annual Town Meeting.

In 2023, the Town was approached by the Montachusett Regional Transit Authority (MART), who proposed implementation of a ride share program funded by federal grant. In partnership with several departments, the Office of Land Use and Permitting developed a conceptual route and proposed hiring of drivers to Fall Town Meeting. This program is funded for three years, and all costs to the Town will be reimbursed by MART.



If you or someone you know is interested in applying to be a Van/Bus driver or the Associate Town Planner, you are encouraged to contact the Director of Land Use and Permitting, Alec Wade, by emailing awade@boxborough-ma.gov.

Respectfully Submitted,
Alec Wade, Director of the Office of Land Use and Permitting
Town Planner

BUILDING AND INSPECTIONAL SERVICES

Department Description

The Building department consists of the Building Commissioner/Zoning Enforcement Officer, Wiring Inspector, a Plumbing and Gas Inspector, and an Administrative Assistant. All of the Inspectors work on a part-time basis. The Administrative 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. The Building Department works closely with all other departments, general contractors, and residents alike.

2023 Accomplishments

The Town Center Project, also known as the Enclave, a development of 55 and over townhomes, have passed their final inspections for occupancy. The residential building permits were issued for two new homes on Priest Lane that are currently under construction. A new all-electric NET-ZERO home is being built on Depot Road by R. D. Kanniard Homes.

In 2023 this office issued Commercial building permits for both renovations and new construction at the Campanelli Business Park on Beaver Brook Road. One of the permits issued was for Craft Food Hall, an informal restaurant with outdoor seating, scheduled to open in late Spring 2024 at 500 Beaver Brook Road.

If you have questions on Building and Inspectional services, you may contact the department by emailing kpelser@boxborough-ma.gov, or visiting our offices.

Building Permits Issued

On the following page, you will find a summary of building permits issued along with breakdown of individual disciplines:

	2023	2022
New Construction		
Residential/Single Family	2	27
Commercial	2	1
Telecommunications	0	1
Pools	2	1
Accessory Buildings	0	3
Solar	4	0
Additions/Alterations		
Residential	146	116
Commercial	43	27
Mechanical/Sheet Metal	29	34
Demolition	4	4
Sign	3	2
Solid Fuel	1	7
Telecommunications	3	4
Tents	6	5
Total Building Permits	245	232
Construction Cost, \$	34,798,171.00	18,277,641.43
Permit Fees, \$	473,257.00	833,374.00

The entire Building Department for calendar year 2023 issued a total of 839 permits, with a breakdown as follows:

	Total Permits
Building Permits	245
Electrical Permits	254
Plumbing Permits	128
Gas Permits	212
Total Permits Issued	839

Including Building Permit fees, Certificates of Occupancy, and fines, the Building Department brought in for calendar year 2023: **\$574,308.00**

BOARD OF HEALTH

During the past year, the Board of Health (BOH) was served by dedicated members James Comolli, Lori Lotterman, and Marie Cannon, Chair (2023). We are fortunate to have assistant Kim Pelser who also supports the Building Inspector. The Board also appreciates our longtime agent, Jim Garreffi, who serves as Director of the Nashoba Associated Boards of Health. In addition to attending regular monthly Board meetings, Jim holds consulting hours on Tuesdays and (Thursdays added this year) to be available to the public. Walk-ins are accepted, but for convenience calls can be made directly to the Board of Health office to make an appointment.

The areas of public health that the Board was involved with during 2023 include:

Health and Human Services

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

Environmental Protection and Pestilence Control

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

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

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

Phyllis Tower is the Inspector of Animals and provides support to the BOH to address animal related issues; including potential rabies reports/captures as well as dead animals on roadways.

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

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

Emergency Preparedness

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

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

Boxborough Emergency Reserve Corps (BERC)

Kim Pelser also served as a liaison to the Boxborough Emergency Reserve Corp (BERC). Ronald Sisco, of the Boxborough Fire Department is chair for BERC and we thank Ron for his leadership and are supporting his efforts to define goals,

increase membership and facilitate training of interested personnel. Refer to BERC's annual report for additional information on their activities in 2023.

The Boxborough Emergency Reserve Corps (BERC) is a subcommittee of the Board of Health and a member of the Massachusetts Region 4A Medical Reserve Corps (MRC), a group of volunteers from 33 communities around Boston (metro west). The general purpose of the MRC is to create volunteer capacity to supplement first responders in the event of local, regional, and national emergencies. The primary responsibilities of BERC are to:

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

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

Boxborough's emergency capability has been enhanced by:

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

The BERC relies on citizen volunteers to help it achieve its mission and exemplifies the Boxborough spirit of standing ready to help others. Volunteers are trained in the structure of emergency response as well as the skills necessary to support first responders 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. Refer to BERC's annual report for additional information on their activities in 2023.



Mosquito Control and Related Diseases

Unfortunately, reports of positive test results and impacts from West Nile Virus (WNV) and Eastern Equine Encephalitis (EEE) continue to present potential health risks in our region. The BOH continues its commitment to public protection and education regarding the risks associated with this mosquito-borne virus and Equine Encephalitis. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. CMMCP regularly tests mosquito larva for EEE and WNV throughout the season and if necessary, based on testing, may conduct localized mosquito spray application in the test area as well as other high access areas including the school and public field areas as a precaution.

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

Lyme Disease

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

respectively. The best prevention of Lyme disease is education, awareness and dressing appropriately when likely exposure is expected.

Water Quality

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

Wastewater Disposal

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

Water Supply

The Water Resources Committee continues to monitor and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by the Board of Health consultant to continue planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues and continue planning in support of a long-term plan that meets the future needs of Buxborough.

The Water Resources Committee has been working with Mass DEP, Mass Highway and the Littleton Water Department through a special legislation agreement to provide water to the condominium properties on the west side of Buxborough impacted by salt contamination and other factors. Refer to the Water Resources Committee report for additional information.

Tobacco Control

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2023, compliance remained consistent and all existing tobacco permits were renewed without issue.

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

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

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

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

Respectfully Submitted,
 Buxborough Board of Health
 Marie Cannon, Chair
 Lori Lotterman and James Comolli

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the Town of Boxborough and the Boxborough Board of Health in meeting the challenges of environmental and public health needs in your community. The Nashoba Associated Boards of Health is a regional health district whose members, including the Town of Harvard and the Boxborough Board of Health, are members. The health District is governed by the elected Board of Health members from member communities and meet quarterly to conduct the District business.

- Our public health nursing staff returned to pre-pandemic activities while working with our Public Health Educator to provide public health education programs to our communities.
- It is with great sadness that we needed to close the Nashoba Nursing Service and Hospice, our VNA, primarily due to the difficulty obtaining and retaining nursing staff; the service ended in June.
- As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District. We have been able to bring on another Health Agent to improve our service to the communities.

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.

Environmental Health Department

The Nashoba Sanitarian serving your community is always available at our Ayer office and has regular hours in the Boxborough Town Hall to serve Boxborough residents and work with Town Hall staff.

Food Service Licensing and Inspections: 15

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Some of the inspection done this year were in response to COVID complaints.

Recreational Permitting and Inspections: 9

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaching and public and semi-public pools. We sample water at bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at those public and semi-public beaches which meet State regulations.

Housing & Nuisance Investigation: 24

This office inspects dwelling units for compliance with the State Sanitary Code upon compliant and prior to occupancy. We issue orders to take corrective actions, reinspect, and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work – On-site Sewage Disposal

We received 6 applications for soil testing (testing necessary for the design of a sewage disposal systems) and witnessed 11 tests performed (perc tests and soil evaluation holes).

We received 9 applications for sewage disposal systems and reviewed 34 plans for new and replacement systems.

Our office prepared 6 sewage disposal system permits for the Board's review and approval: 2 for new construction and 4 for the replacement of failed systems.

We conducted 38 inspections during the construction of sewage disposal systems.

We reviewed 35 Title 5 inspection reports and we were available to provide consultation to your residents on matters relating to sewage disposal systems.

Private Well related services

Private wells are regulated by local regulation and we issued 3 well permits for new and replacement private water supply wells.

We reviewed water quality and quantity reports and interpreted the results for your residents.

Rabies Clinics

Clinics were held in a handful of communities in cooperation with local veterinarians; clinics were open to the residents of all member communities.

Nashoba Nursing Service & Hospice

It was with great sadness that we closed the Nashoba Nursing Service and Hospice at the end of June 2023, what follows is a record of the activities in your community performed by the Nashoba Nursing Service and Hospice through the end of June.

Nashoba's Certified Home Health Registered Nurses visited and provided skilled services to patients in their home under physician's orders. The services included assessment of physical, psychological, and nutritional needs. Skills included 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 provided assistance with daily activities of daily living including bathing, dressing, exercises and meal preparation.

Nashoba Therapists provided skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Nursing Visits: 229

Home Health Aide Visits: 17

Rehabilitative Therapy Visits: 79

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.

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health's (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

- Working with MDPH and local boards of health to identify and manage clusters of disease/exposures in the District.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support.
- Working with the Health Agents in our member communities to assist individuals in unsafe living situations, our goal is to improve their living conditions.

Communicable Disease Number of Cases investigated:

Anaplasmosis	3
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Babesiosis	4
Giardia	1
Group A Strep	2
Influenza	12
Salmonella	2
SARS-CoV-2 (COVID-19)	92
Vibrio parahaemolyticus	1

The Nashoba nursing staff provided monitoring and guidance to **167** travelers and residents throughout the District testing positive for TB infection (not contagious) this calendar year, and have also been managing **3** active TB cases in the District since Spring/Summer 2023 (monitoring continues to date). The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

In addition to the mandated disease surveillance and reporting, 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, dog bites etc.) in a variety of ways including:

- Monthly well adult clinics have been & continue to be offered throughout the District. Nashoba nursing staff conducted **134** total clinics this year, including **9** clinics in Boxborough. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. District wide flu clinics are held in the fall.
- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered **1564** flu shots to community members, including **131** Boxborough residents.
- The nurses are available for & have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources. We made **7** home visits.
- Nashoba has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness. Nashoba staff provided Grief Support groups after the closing of Nashoba Nursing Service and Hospice.
- Nashoba staff attend and regularly participate in collaborative meetings, trainings, and conferences to keep current with the latest developments in local public health.
- Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide future public health initiatives and outreach.

Community Health- Communications and Public Health Education Summary 2023

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in Sept 2021 to best support the needs of the District and the work of the Nashoba Associated Boards of Health's (NABH) Public Health Nursing and Environmental Health departments. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, providing educational opportunities across the District with a social determinants of health (SDOH) lens, advocating for improved resource access and health equity in the region, and partnering with a variety of community-based organizations. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Public Health 101, Brain Health & Stroke Prevention, etc.
- Serving an overseeing administrative role during annual flu clinics.

- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder, mental health.
- Providing public and written testimony to advocate for public health-related resources in the region.
- Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news, information and events such as flu and rabies clinics. Continuing to identify ways to diversify communication methods to reach as many community members as possible.
- Building and maintaining relationships with a broad range of stakeholders through meetings and attending community events to represent NABH.
- Serving as a resource for community members with public health related questions across a broad range of topics.
- Attending trainings with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
- Attended “Grantmakers” training and oriented to grant application process.
- Became certified in Mental Health First Aid for Adults.
- PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
- Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials.
- Maintaining and improving NABH website to keep info relevant and accessible. Maintaining and expanding upon a robust, in-depth Resources page on the website.
- Organizing events to facilitate the exchange of information such as networking events for Council on Aging and Outreach Workers and local Boards of Health and learning events including a district-wide Mental Health Learning Collaborative.
- Maintaining agency social media to reach people in district with current, relevant and seasonal public health information.

BOXBOROUGH BUILDING COMMITTEE

Boxborough’s Building Committee (BBC) is currently comprised of 13 members appointed by the Select Board for three-year terms. The BBC was first appointed by the Select Board in 2016, shortly after the adoption of the Boxborough 2030 Master Plan. The committee is charged with making recommendations to the Select Board for public safety facilities that will serve the town’s needs through 2050. Our remit is to recommend the location, conceptual design and provide estimated probable costs of a police, fire or public safety facility in Boxborough and to bring the recommendation to the Select Board and finally to ATM.

Administrative matters

A charter revision in February restored language to include review of existing facilities.

In May, Diana Lipari resigned from the Select Board thereby ending her charter membership on the BBC. Les Fox did not run for re-election to the Select Board, ending his charter membership and role as chair. Following the town election in May, new Select Board members Kristin Hilberg and Priya Sundaram were appointed to the BBC according to charter. The Select Board appointed Les Fox as a member-at-large. At its September meeting the committee elected Kristin Hilberg as chair; Gary Kushner, continuing his appointment as FinCom member, was re-elected vice-chair.

Background and recap

In November 2019, the committee had concluded that the most viable option for new public safety facilities was the town-owned parcel at 72 Stow Road controlled by the Housing Board and voted that future efforts should focus on it. At 13.4 acres, this property appeared to be able to accommodate public safety facilities for fire, police and dispatch, and possibly other municipal uses.

In 2021 the committee reviewed and updated the 2015 HKT space needs analysis for staffing, occupancy, and fire department apparatus projections. The updated study concluded that a combined facility would require a total building floor area of 35,000 square feet, including 1000 square feet for a large meeting room or emergency operations center. This was a slight change in overall footprint in the original 2015 HKT report.

HKT Architects and Pare Corporation Civil Engineers carried out a site constraints study for the 72 Stow Road site based on the updated space needs analysis. Test pits were dug to assess historical ground water levels and the presence of ledge. No ledge was found; there were no issues with ground water level.

This study found no show-stoppers due to site constraints. It illustrated several options for placement of a combined public safety facility of 35,000 square feet with allowance for parking and apparatus movement. The analysis included possible locations for public water supply wells, septic system, and leach field satisfying constraints due to Board of Health and DEP regulations.

In December 2022 Context Architecture, an architectural firm specializing in public safety facilities, was hired to independently review the space needs and staffing estimates prepared by HKT Architects in 2015.

2023 Accomplishments

In February Context Architecture delivered their review of space needs and staffing for fire, police and dispatch. In addition to reviewing the 2015 HKT report they conducted interviews with the fire and police chiefs and staff. The Context and HKT analyses of space needs agree within 2 percent.

Space and staffing needs were presented to cover a 50-year timeline. Building requirements were presented both for a combined public safety facility for all three departments and for separate fire and police stations. Dispatch operations were located within the police station, as they are today. The cost impact of separate facilities was analyzed, considering the lost opportunity to share common core building infrastructure (HVAC systems, reception areas, meeting rooms, etc.)

The Context review confirmed the following observations:

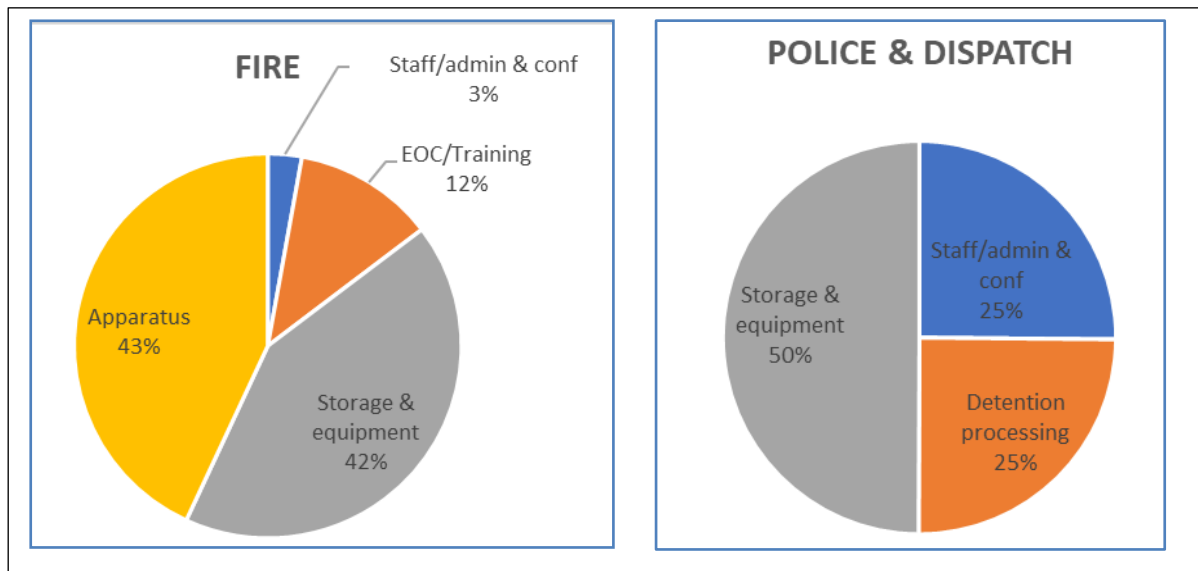
- The current police and fire stations are significantly undersized for equipment and apparatus. Their present locations provide no room for growth.
- Current facilities do not provide adequate space for personnel to carry out the work.
- The buildings do not provide proper accommodations for male and female employees and are not ADA-compliant.
- Equipment and apparatus needs dominate. There is insufficient space now to store essential equipment, supplies and records.

Additional space for personnel is not expected to be a key issue. With input from the chiefs, and allowing for town growth, it is projected that overall public safety staffing could increase by six additional personnel through 2050, divided evenly between police and fire. Context presented evidence that our projected staffing estimates are in line with the experience of similar towns, with personnel levels typically being about 2.5 per 1000 population. The additional space required for increased staffing would be less than 3 percent of space needed for apparatus, essential equipment, and storage.

The space needs for fire and police departments were analyzed for combined (ie., shared) and separate facilities, shown in the table.

		Needed space at future (2050) staffing (ft ²)	
	Current facilities	Separate facilities	Combined facilities
Police	4,613	13,013	12,232
Fire	8,649	24,013	22,070
Combined	N/A	37,026	34,202

Apparatus, equipment and storage needs dominate space needs as shown in the breakout figure.



The space needs plan allows for a large public meeting room that can also serve as an Emergency Operations Center. The fire station plan includes six 100 ft bays (one more than current), to accommodate longer equipment and a possible spare ambulance.

The committee had been working under the assumption that the old police station, being far out of code compliance, could not be renovated. Context's structural engineer investigated and determined that some modest renovation is possible, if it could be done while meeting Level 2 building code requirements. Context noted that although it might be possible, it could be costly compared to new construction. The BBC noted this information provides more options in achieving the best overall solution for the town.

Resident Keith Lyons attended several BBC meetings to show a conceptual layout of a fire station on two parcels on Mass Ave owned by Boxborough Town Center, LLC. Given the site constraints, a two-story structure would be required in order to meet the 24,000 sq ft requirement for a stand-alone fire station, with room for personnel and apparatus bays. The committee Mr. Lyons' architect made several presentations to address questions and concerns raised by committee members on siting of wells, septic system and leach field, maneuvering of apparatus, plans for disposition of the common drive, and site lines for apparatus entering Mass Ave.

The BBC reviewed the possibility for public safety facilities at the 1300 Mass Ave site. In 2019 HKT and Pare structural engineers had conducted a feasibility study for this site. Due to the probable expense and other difficulties the BBC took no further action at the time, but revisited it again in 2023.

By the end of 2023, the Building Committee had narrowed the choice of potential sites to three locations, each with particular issues:

- **1300 Mass Avenue**

This building was recently purchased, and the current owners are not interested in selling the property. Based on public records the acquisition cost is estimated to be in the range of \$2-4M. The building and septic system are nearly 40 years old and there are site issues pertaining to DEP regulations and wetlands.

- **700 Mass Avenue**

Due to area constraints, this site can support only a 24,000 SF fire station, the committee has raised concerns about site lines on Mass Ave and a potentially lengthy engagement with MADOT to resolve them. A firm acquisition cost has not been made available.

- **70/72 Stow Road**

This site was acquired in 2010 with funds from the Affordable Housing Trust, for use by the Housing Board to provide affordable housing. It has been extensively studied by architects and two civil engineering firms. It can easily accommodate both fire and police facilities, a well and septic system. It could also potentially support other town uses, in addition to public safety facilities, provided the Housing Trust is appropriately compensated through an action of town meeting. The cost of compensation is estimated to be \$1.2M

In order to move forward, the Building Committee must resolve several outstanding questions:

- A decision whether to build a combined public safety facility or separate fire and police stations. There are pros and cons to the financial impact either way.
- A commitment from the Housing Board and an agreed price to transfer control of the Stow Road property to the Select Board.
- A firm proposal and price from Boxborough Town Center, LLD for sale of their Mass Ave parcels to the town.

We expect clarity on these matters early in 2024 and look forward to making progress.

Respectfully Submitted,

Les Fox, former Chair

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 Housing Board
- Conduct an annual Public Hearing to consider Community Preservation proposals and resources
- Update the Town's Community Preservation Plan
- Review CPA account balances and spending, and ensure that annual CPA state filing requirements are met
- Prepare a CPA budget and make project recommendations for Town Meeting approval

The CPC recommended five CPA appropriations for 2023 Annual Town Meeting consideration:

- Two were in the category of Community Housing: One for funding the Boxborough Rental Assistance Program (BRAP) and the second for Regional Housing Services.
- One was in the category of Open Space and Recreation for funding the Conservation Trust Fund.

- Two were in the category of Historic Resources for funding restoration and stabilization of monuments and other structures in the North and South cemeteries and one for Steele farm Phase II Stabilization.

All five recommendations passed as Warrant Articles at Town Meeting.

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

The following is a list of all CPC projects and their status to date.

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	On-going

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	Complete
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	Complete
Boxborough Rental Assistance Program	2020	Community Housing	\$38,050	Complete
Regional Housing Services	2020	Community Housing	\$12,000	Complete
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	Complete
Conservation Trust Fund	2021	Open Space and Recreation	\$10,000	Complete
Boxborough Rental Assistance Program	2022	Community Housing	\$38,050	Complete
Conservation Trust Fund	2022	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2022	Historic Resources	\$9,500	Complete
Land Acquisition Sargent Road	2022	Open Space and Recreation	\$400,000	On-going
Rental Housing Assistance Program	2023	Community Housing	\$38,050	On-going

Regional Housing Services	2023	Community Housing	\$12,000	Complete
Conservation Trust Fund	2023	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2023	Historic Resources	\$9,500	On-going
Steele Farm Phase II Stabilization	2023	Historic Resources	\$310,000	On-going

Respectfully Submitted,
Ron Vogel, Chair

BOXBOROUGH CONSERVATION COMMISSION

Mission

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

The Commission meets 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 2023, the Commission reviewed 8 Notices of Intent (NOI), 4 Requests for Determination of Applicability (RDA), and 1 Abbreviated Notice of Resource Delineation (ANRAD). The Commission issued 6 Certificates of Compliance (CoC).

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>ANRAD</u>	<u>COC</u>	<u>Extensions</u>
2019	4	1	1	1	1
2020	4	4	1	8	1
2021	4	0	2	3	0
2022	8	1	0	6	1
2023	8	4	1	6	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.

The Commission welcomed Dave Barnett as the new LanSCom Coordinator. After acquiring the Sargent Road parcel in 2022, the LanSCom cleared new trails with BCT and continues to maintain all trails, coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, Scouts and other community organizations.

Acknowledgements

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 performing trail maintenance and improvement work throughout the year. We would also like to thank Ed Kukkula and the Department of Public Works for their assistance with land and trail maintenance, and the staff at town hall. We make a special thank you to Mary Nadwairski for all her help in keeping us organized and for interacting so positively with the public and other boards.

Citizen Interest

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

Respectfully Submitted,
Sam Anderson, Chair

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) was reinstated by the Select Board in November of 2017 to work with the Planning Board, the Finance Committee, and other boards and commissions to achieve the goals as set out in the Boxborough2030 master plan. It has been recognized that economic development is critical to achieve the overall success of the plan. The dedicated purpose of the EDC is to develop and promote balanced business development that is in keeping with the town's character; simultaneously improving the Town's economic viability and quality of life through thoughtful development in keeping with the Town's rural character and sense of community. The EDC is comprised of five members and two Ex-Officio members. Membership includes Rich Guzzardi (Chair), Abby Reip (Clerk), Marta Andreu, John Neyland, Dawn Willis, Mark White, Becky Neville (Ex-Officio), and Alexander Wade (Ex-Officio).

This past year, the EDC launched its Business Improvements Program, funded through ARPA. This funding has allowed businesses to recover from the impacts of COVID-19 and create more innovative and unique businesses in Boxborough. 2023, the first award was made to Two Friends Chocolates, has enabled the business to open outdoor dining and beverage service. The grant program remains open for applications, to both new and existing businesses.

In 2022, the EDC successfully applied for and secured a Community Planning Grant. This grant of over \$46,000 will be to engage consulting services in the planning of a Boxborough Village Center. The Town's Town Center district was first as such over 25 years ago; however, due to fluctuating economic factors, services businesses have generally sought location in neighboring communities. This project was launched in 2023, and will evaluate existing conditions and factors, gather rich and diverse public input through community forums, and identified opportunities for development in the Village Center. Residents and business owners can expect a final report and recommendations in the Spring of 2024.



Two Friends Chocolate Outdoor Dining Area

Grant

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In December of 2023, the EDC hosted a Boxborough Business Brunch. Well attended by small business owners, this event highlighted small businesses in Boxborough and provided an opportunity to learn how best the EDC can support their endeavors.

Meetings of the EDC are typically held on the 3rd Thursday of each month, or additionally as needed. Residents and businesses interested in engaging with the work of the EDC may visit their page on the Town website; or by contacting the Town Planner via email to awade@boxborough-ma.gov.

Respectfully Submitted,
Alec Wade, Town Planner and Rich Guzzardi, Chair

PLANNING DEPARTMENT

The Planning Department provides technical and administrative support to several Town boards and committees. In addition, we offer customer service to land owners and residents, who wish to learn more about land and its use in Town.

In 2023, the Planning Department assisted in the processing of dozens of Conservation Commission, Planning Board, and Zoning Board of Appeals applications. The department will routinely meet with applicants to assist in the adequate preparation of materials, and will facilitate a completeness review of all applications to ensure compliance with the appropriate rules and regulations.

The Planning Department took part in Chapter 3A or MBTA Communities technical assistance this past year. In 2021, the Commonwealth approved a modification to MGL Chapter 40A (Zoning Act) to add a new provision under Section 3A – referred to as the MBTA Communities Zoning Law. This requires communities adjacent to Commuter Rail Stations, to adopt zoning that allows multi-family housing by right, at a rate of 15 units per acre. The Town of Boxborough will

be responsible for creating a new or overlay zoning district, that would support 118 total units of new housing, no later than December of 2025.

Through its technical assistance, the Planning Department will host multiple public forums and public engagement exercises in 2024. The Department is committed to helping to Town reach compliance, in a manner that best meets the needs and character of Boxborough.

In 2024, the Department will be seeking a full time Associate Town Planner, pending a vote at Annual Town Meeting. This position will provide direct support to boards and committees that process land applications. Tasked with the review and recommendation of applications, this hire will alleviate the burdens associated with immediate term planning, and allow the Town to refocus on long-term planning efforts, such as the implementation of the Master Plan. All too often, a community's future is dictated by the applicants who proposed new development; the hiring of an Associate Town Planner will get Boxborough back on track, and allow the Town to plan and implement its own future.

If you or someone you know is interested in applying to be the Associate Town Planner, or if you have any questions on the Planning Department and its operation, you are encouraged to contact the Town Planner, Alec Wade, by emailing awade@boxborough-ma.gov.

PLANNING BOARD

Introduction

The Planning Board is a five-member elected board with staggered three-year terms. 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, May 2023

The Planning Board proposed two articles for the May 2023 Annual Town Meeting. The articles involved:

- 1) Amendment of the Zoning Bylaw to enable greater use of the Accessory Apartment bylaw, now referred to as accessory dwelling units.
- 2) Amendment of the General Bylaw to regulate large scale tree removal and establish a fund for the care and planting of tree canopy.

For a complete explanation of these articles, please see the Warrant and Proceedings Section of the Town Report. Town Planner, Alec Wade, is also available to help citizens understand legislation which is proposed or already in place.

Development Review & Special Permits

The Planning Board reviewed the development plans listed below:

- Subdivision of Land – 1414 Massachusetts Avenue – The Board granted conditional approval for the subdivision of several parcels of land abutting 1414 Mass Ave, finding that the applicant met the minimum threshold for approval.
- Subdivision of Land – Adams Place – The Board considered the application to subdivision land along Adams Place. The Board denied this application, finding the applicant had not provided the minimum material for approval.
- Site Plan Review and Special Permit – 244 Adams Place – The Board considered the construction of a new 140,000 square foot research and development space, just south of the Boxborough Regency. The application was denied, after failing to meet the appropriate criteria.

- Site Plan Review – 100 Codman Hill Road – The Board considered an application to construct a three unit trade shop along Codman Hill Road. After more than a year in review, the applicant chose to withdraw their application, without prejudice, citing more design work to be done prior to approval.
- Extension of Site Plan Approval – Enclave at Boxborough – The Board extended the deadline for completion of the Enclave at Boxborough, given the impacts COVID had on the construction industry.
- Waiver of Site Plan Review – 200 Beaver Brook – The Board waived the site plan review requirements for minor alteration of 200 Beaver Brook. This allowed the installation of a new loading dock to accommodate Medtronic’s use of the building.

In 2023, the Planning Board considered 6 applications for development, two of which were denied, three of which were approved, and one of which was withdrawn.

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 Planning Board endorsed the ANR plan of 400 and 500 Beaver Brook, which allowed the construction of a new building within the park, previously approved in 2022.

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. The Planning Board received no applications of this type in 2023

Master Plan Status Updates (Boxborough 2030)

In 2016, the Planning Board approved and the Board of Selectmen endorsed Boxborough2030 the Town’s new Master Plan. Substantial time effort were invested into the Master Plan Update process by the Master Plan Update Committee (MPUC), the Town Planner and other



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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 2023, the Town Planner 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. In 2024, the Town Planner will present to the Board and Select Board, a progress report on the Master Plan. Progress reports, action tracker, and the plan itself can be found on the Town Website.

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 Alec Wade at 978-264-1723 or awade@boxborough-ma.gov.

Respectfully Submitted on behalf of the Boxborough Planning Board,

Alec Wade,
 Director of the Office of Land Use and Permitting
 Town Planner

ZONING BOARD OF APPEALS

In Boxborough, the Zoning Board of Appeals (ZBA) is a five-member board with provisions 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, as needed. Additional meetings are scheduled as may be necessary and posted. During 2023 all meetings were conducted via Zoom.

During 2023 the Board considered seven applications for Special Permits, one application for a Variance, and one application for an Appeal of an Official'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 website for details about these meetings and hearings and call the Town Hall (978-264-1722) with any questions.

Respectfully Submitted,
 Mark White, Chair

DESIGN REVIEW BOARD

The Design Review Board was created in May of 2000 through the adoption of zoning bylaw changes proposed by the Town Center Visioning Committee at Annual Town Meeting. The role of the Design Review Board is to support the Planning Board and Board of Appeals by providing detailed review of site plan approval or special permit applications for new construction, exterior alteration, or expansion of buildings in the Town Center and Business Districts and for new or modified signs within the Town Center District or as otherwise requested by the Planning Board.

The Design Review Board augments the planning process by assessing specific design attributes 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 2023 calendar year, the Design Review Board was comprised of five members, Rebecca Verner (Planning Board) represented the Board as Chair, Brian Picca (Historical Commission) represented the Board as Clerk, Wes Fowlks (Select Board), Kim Musto (At-Large) and Richard Hilton (At-Large).

In accordance with the 2030 Master Plan Recommendations and Implementation Plan, the Design Review Board continues to update and bring clarity to a draft version of the Design Review Board Design Guidelines. These updated guidelines will take into account larger scale developments within the Town Center District and adopt a review process to ensure future developments are consistent with Boxborough's rural character.

Respectfully Submitted,
Rebecca Verner, Design Review Board Chair

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 FY24 Grant Cycle in which we plan to support 48 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 2023 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2023 unless specified)

Acton:

Nancy Savage (Secretary, Publicity through June 2024)
Chelsea Reinhold (Member through June 2025)
Mary Hurley (Member through June 2025)
Jin Hong Yang (Chair, Foreign Film Series Coordinator, through June 2024)

Boxborough:

Ben Davies (Website, through June 2024)
Brijesh Singh (Treasurer through June 2026)
Hongbing Tang (Member through June 2026)

Non-Voting High School youth members

Maria Paunescu (Publicity)

Eddy Zhao (Youth member)

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 three additional members from Acton and we can always accept more members from Boxborough. We are proud to have two high school youth members in our council who are actively and energetically participating in our activities.

MCC Funding

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, creativity, planning, budget, and most importantly, community benefit, of each proposed project.

In October 2023 the ABCC was allotted \$16,200 to give out during our grant season. We publicized the availability of grants through emails, fliers, bookmarks, Facebook, our website, and the town websites. We received 59 applications requesting a total of \$52,320 in funding. The number of applicants and the requested amounts this year have increased significantly compared to prior years. We chose to fund 48 projects that give the greatest benefit to our communities.

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 Selectwoman Alissa Nicol.

We were pleased to hold our annual Grantee Reception outdoor in June 2023. We also hosted our 4-week International Film Series in person. In 2023, only one program requested carry over due to weather and the rest of the programs were held as planned.

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

Tips for Planning the Successful Vegetable Garden - Boxborough Grange No. 131, Boxborough Town Hall - hired Judith Taylor, "garden coach & speaker", to give a power point presentation on tips for a successful vegetable garden. At the same event, Owen Neville, Chairperson of the Boxborough Agricultural Commission, explained to the audience, that the Town of Boxborough has two community garden sites.

A Cultural and Historical Reflection of the 1960s through the Music of The Beatles - Francis Hart, Boxborough Council on Aging. This is an interactive, multimedia presentation that explores the decade of the 1960s through the music and cultural influence of The Beatles. Elements include live acoustic music and sing-alongs, coupled with rare audio and video clips.

Immigrant Songs - World Music in Massachusetts – Daniel Gay, Acton Library. Two concerts featuring music of the Jewish diaspora, Afghanistan, the Horn of Africa, and Eastern Europe will be presented on guitar, piano and accordion. Guest performers will include an Eritrean krar player living in Worcester and young vocalists from the Worcester Public Schools.

Orquesta de la Revolucion – Acton Boxborough Regional High School. Orquesta de la Revolución is a Latin American and Caribbean Music Ensemble. The group of roughly 25-30 students plays traditional and contemporary arrangements of classic Salsa, Merengue, Bossa Nova, and other popular music styles from Latin American and Caribbean nations.

Workers Struggles - An International Poster Exhibit – Stephen Lewis, Boxborough Library. An exhibition of Approximately 30 framed posters from several countries. There was a wide depiction of Issues facing working people. Each poster accompanied by a placard with some brief information about the poster. There was an informational sheet about the exhibit and a few newspaper articles about the subject of workers and work. The exhibit was through the calendar month of April.

Promoting Diversity

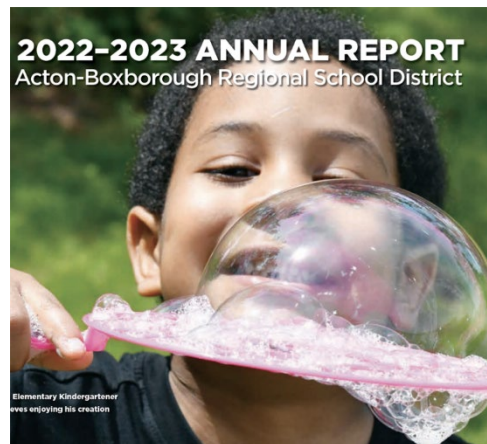
Some of the events that we have sponsored which promote diversity, besides those listed above, are:

- Diwalifest
- Boston International Asian Music Festival – Acton
- Asian Theme Digital Art Workshop

Respectfully Submitted,
Jin Yang, Chair

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 available at the district's website (www.abschools.org) or: https://www.abschools.org/news/what_s_new/2022-23_annual_report



AGRICULTURAL COMMISSION

The Agricultural Commission comprises 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.

The Commission oversees the Community Gardens at Middle Road and Flerra Meadows. We monitor uses at the Paddock Estates agricultural parcel, including the trail easement.

Cooperatively with the Conservation Commission, we worked to fulfill all grant requirements for 95 and 105 Sargent Road and to begin our joint stewardship of these parcels. Many thanks to our Town Clerk, the Department of Public Works and the Land Steward volunteers for all their work in this effort. We also signed on with the SUASCO Cooperative Invasive Species Management Area to enhance opportunities for education and training which will benefit these and other properties in town.

The Commission provided input to the Planning Board and Town Meeting on proposed changes and amendments to the Zoning Bylaw. We provided an update of the Master Plan Actions for which we are responsible.

We consulted with property owners who are returning some of their land to agricultural use and with others adversely impacted by the unusually wet year and abundance of large wildlife.

Respectfully Submitted,
Owen Neville

BOXBOROUGH BUILDING COMMITTEE

Boxborough's Building Committee (BBC) is currently comprised of 13 members appointed by the Select Board for three-year terms. The BBC was first appointed by the Select Board in 2016, shortly after the adoption of the Boxborough 2030 Master Plan. The committee is charged with making recommendations to the Select Board for public safety facilities that will serve the town's needs through 2050. Our remit is to recommend the location, conceptual design and provide estimated probable costs of a police, fire or public safety facility in Boxborough and to bring the recommendation to the Select Board and finally to ATM.

Administrative matters

A charter revision in February restored language to include review of existing facilities.

In May, Diana Lipari resigned from the Select Board thereby ending her charter membership on the BBC. Les Fox did not run for re-election to the Select Board, ending his charter membership and role as chair. Following the town election in May, new Select Board members Kristin Hilberg and Priya Sundaram were appointed to the BBC according to charter. The Select Board appointed Les Fox as a member-at-large. At its September meeting the committee elected Kristin Hilberg as chair; Gary Kushner, continuing his appointment as FinCom member, was re-elected vice-chair.

Background and 2022 recap

In November 2019, the committee had concluded that the most viable option for new public safety facilities was the town-owned parcel at 72 Stow Road controlled by the Housing Board and voted that future efforts should focus on it. At 13.4 acres, this property appeared to be able to accommodate public safety facilities for fire, police and dispatch, and possibly other municipal uses.

In 2021 the committee reviewed and updated the 2015 HKT space needs analysis for staffing, occupancy, and fire department apparatus projections. The updated study concluded that a combined facility would require a total building floor area of 35,000 square feet, including 1000 square feet for a large meeting room or emergency operations center. This was a slight change in overall footprint in the original 2015 HKT report.

HKT Architects and Pare Corporation Civil Engineers carried out a site constraints study for the 72 Stow Road site based on the updated space needs analysis. Test pits were dug to assess historical ground water levels and the presence of ledge. No ledge was found; there were no issues with ground water level.

This study found no show-stoppers due to site constraints. It illustrated several options for placement of a combined public safety facility of 35,000 square feet with allowance for parking and apparatus movement. The analysis included possible locations for public water supply wells, septic system, and leach field satisfying constraints due to Board of Health and DEP regulations.

In December 2022 Context Architecture, an architectural firm specializing in public safety facilities, was hired to independently review the space needs and staffing estimates prepared by HKT Architects in 2015.

2023 Accomplishments

In February Context Architecture delivered their review of space needs and staffing for fire, police and dispatch. In addition to reviewing the 2015 HKT report they conducted interviews with the fire and police chiefs and staff. The Context and HKT analyses of space needs agree within 2 percent.

Space and staffing needs were presented to cover a 50-year timeline. Building requirements were presented both for a combined public safety facility for all three departments and for separate fire and police stations. Dispatch operations were located within the police station, as they are today. The cost impact of separate facilities was analyzed, considering the lost opportunity to share common core building infrastructure (HVAC systems, reception areas, meeting rooms, etc.)

The Context review confirmed the following observations:

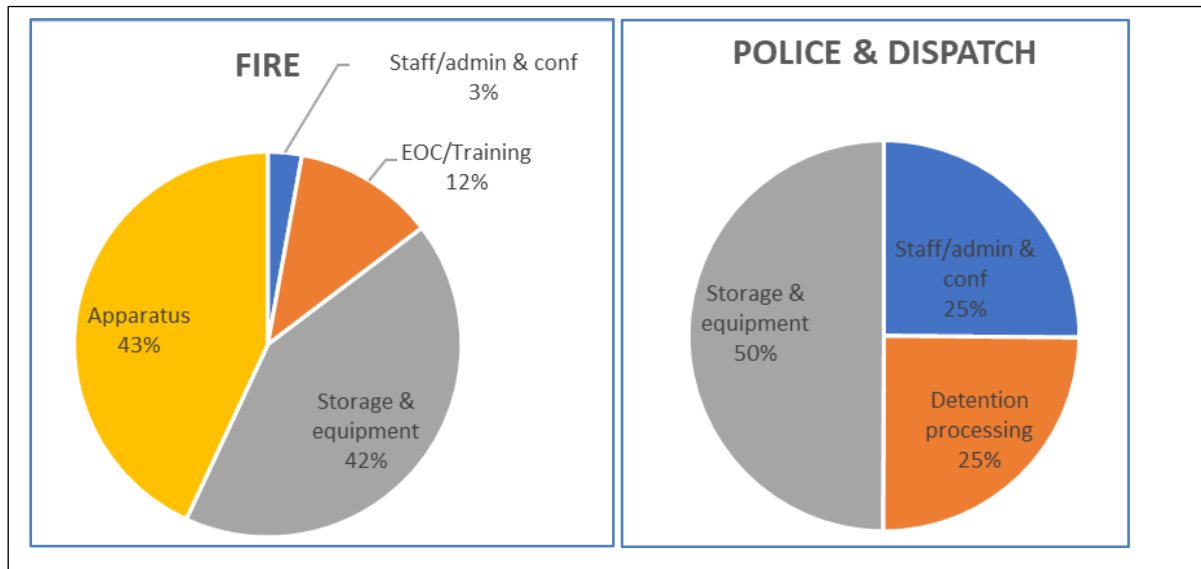
- The current police and fire stations are significantly undersized for equipment and apparatus. Their present locations provide no room for growth.
- Current facilities do not provide adequate space for personnel to carry out the work.
- The buildings do not provide proper accommodations for male and female employees and are not ADA-compliant.
- Equipment and apparatus needs dominate. There is insufficient space now to store essential equipment, supplies and records.

Additional space for personnel is not expected to be a key issue. With input from the chiefs, and allowing for town growth, it is projected that overall public safety staffing could increase by six additional personnel through 2050, divided evenly between police and fire. Context presented evidence that our projected staffing estimates are in line with the experience of similar towns, with personnel levels typically being about 2.5 per 1000 population. The additional space required for increased staffing would be less than 3 percent of space needed for apparatus, essential equipment, and storage.

The space needs for fire and police departments were analyzed for combined (ie., shared) and separate facilities, shown in the table.

		Needed space at future (2050) staffing (ft²)	
	Current facilities	Separate facilities	Combined facilities
Police	4,613	13,013	12,232
Fire	8,649	24,013	22,070
Combined	N/A	37,026	34,202

Apparatus, equipment and storage needs dominate space needs as shown in the breakout figure.



The space needs plan allows for a large public meeting room that can also serve as an Emergency Operations Center. The fire station plan includes six 100 ft bays (one more than current), to accommodate longer equipment and a possible spare ambulance.

The committee had been working under the assumption that the old police station, being far out of code compliance, could not be renovated. Context's structural engineer investigated and determined that some modest renovation is possible, if it could be done while meeting Level 2 building code requirements. Context noted that although it might be possible, it could be costly compared to new construction. The BBC noted this information provides more options in achieving the best overall solution for the town.

Resident Keith Lyons attended several BBC meetings to show a conceptual layout of a fire station on two parcels on Mass Ave owned by Boxborough Town Center, LLC. Given the site constraints, a two-story structure would be required in order to meet the 24,000 sq ft requirement for a stand-alone fire station, with room for personnel and apparatus bays. The committee Mr. Lyons' architect made several presentations to address questions and concerns raised by committee members on siting of wells, septic system and leach field, maneuvering of apparatus, plans for disposition of the common drive, and site lines for apparatus entering Mass Ave.

The BBC reviewed the possibility for public safety facilities at the 1300 Mass Ave site. In 2019 HKT and Pare structural engineers had conducted a feasibility study for this site. Due to the probable expense and other difficulties the BBC took no further action at the time, but revisited it again in 2023.

By the end of 2023, the Building Committee had narrowed the choice of potential sites to three locations, each with particular issues:

- **1300 Mass Avenue**
This building was recently purchased, and the current owners are not interested in selling the property. Based on public records the acquisition cost is estimated to be in the range of \$2-4M. The building and septic system are nearly 40 years old and there are site issues pertaining to DEP regulations and wetlands.
- **700 Mass Avenue**
Due to area constraints, this site can support only a 24,000 SF fire station, the committee has raised concerns about site lines on Mass Ave and a potentially lengthy engagement with MADOT to resolve them. A firm acquisition cost has not been made available.
- **70/72 Stow Road**

This site was acquired in 2010 with funds from the Affordable Housing Trust, for use by the Housing Board to provide affordable housing. It has been extensively studied by architects and two civil engineering firms. It can easily accommodate both fire and police facilities, a well and septic system. It could also potentially support other town uses, in addition to public safety facilities, provided the Housing Trust is appropriately compensated through an action of town meeting. The cost of compensation is estimated to be \$1.2M

In order to move forward, the Building Committee must resolve several outstanding questions:

- A decision whether to build a combined public safety facility or separate fire and police stations. There are pros and cons to the financial impact either way.
- A commitment from the Housing Board and an agreed price to transfer control of the Stow Road property to the Select Board.
- A firm proposal and price from Boxborough Town Center, LLD for sale of their Mass Ave parcels to the town.

We expect clarity on these matters early in 2024 and look forward to making progress.

Respectfully Submitted,
Les Fox, Chair

COMMUNITY ACCESS (BXB-TV)



Based on defined BXB-TV Policies and Procedures and the new three-year Inter-Municipal Agreement (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 LCTV Video Production Supervisor, Kirby Dolak, 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 Kelley Price.

2024 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.

- Providing hybrid in-person or virtual meeting coverage by taping and post-production work of the Live Select Board, Finance Committee, and Planning Board meetings.
- Successful negotiation of the Three-Year IMA services agreement with LCTV – 2023 thru 2026.
- Production and Post-Production of the 2023 Boxborough Citizens Academy sessions in the Grange Hall, Morse-Hilberg and the Sargent Library Community Room.
- Provided live and streaming coverage of the 2023 Annual Town Meeting from the Blanchard Memorial School.
- Provided live and streaming coverage of the 2023 Special Fall Town meeting from the Blanchard Memorial School.
- Provided special Delayed/Live and streaming coverage of the Boxborough Fire Department Chief interviews.
- Continue working with Select Board and ATA on On-Demand Cloud Portal solution from Castus for storage/airing of non-broadcasted meetings, that could satisfy Town requested services.
- Configuration of two Town-owned OWL cameras for use by Town Boards and Committees for non-broadcast meeting coverage.
- Provided HLS simulcast streaming of ABRSD School Committee meetings on BXB-TV Government Channels.
- Provided Boxborough relevant Littleton Electric Light and Water Department (LELWD) content on BXBTv as it related to the Water Expansion Project.
- Provided still photography of both Town Meetings, BFD Chief Fillebrown retirement, Staff & Volunteer Luncheons, Liberty Fields Playground Ribbon-Cutting, Annual Christmas Tree Lighting and Santa Visit.



- Started replacement of BXBTv broadcast equipment damaged/destroyed in the Sept 2023 Electrical Storm
- LCTV Exec Director, Mark Crory attends monthly Town Administrator/Staff meetings.
- Meet with ATA on on-going basis regarding Operational Items and BXBTv policy.
- Upgrade Castus Quick Roll Playback Server to meet future needs of a new Public Safety Fire Station Building as a potential space for future productions.

2025 Goals and Objectives

- Manage and operate BXB-TV using available cable franchise fees. Consult on the CY 2021 Comcast cable franchise agreement re-negotiations team as an ex-officio member. Hopefully finish Comcast franchise negotiations before 2024 May Town Meeting.
- Provide Hybrid meeting coverage to the Select Board and Finance Committee. Provide the Planning Board with full virtual meetings as allowed by the Governors Executive order.
- Provide residents with additional video production and ENG gear training opportunities in Boxborough and LCTV's studios.
- Provide Grange Hall AV training to staff, board or committee chairs and interested residents.
- Work with the Assistant Town Administrator to plan for video coverage of additional non-broadcast board and committee meetings using the OWL camera systems for video capture and the Castus TV Cloud Portal solution for storage and On-Demand viewing.

- Build outreach connections for additional Town departments, Boards and Committees to better utilize BXB-TV media services.
- Support the Select Board, Finance Committee, Planning Board, the Town Administrator, and other Town offices, Boards and Committees to increase communications and ensure transparency of government activities.
- Assist with additional video projects on Town government issues/ opportunities. Potential Fire Station video series similar to those produced for the new DPW facility.
- Provide input on the proposed Town Safety building to include a second video broadcasting suite to support Town Administrators 10 year strategic planning.



BOXBOROUGH HOUSING BOARD

Background

Upon the recommendation and final report delivered to the town by the Affordable Housing Study Committee, the Boxborough Housing Board was created in accordance with a bylaw passed unanimously at Special Town Meeting

October 30, 2000. The bylaw vests the Housing Board with responsibility for the production, preservation and management of affordable housing stock in town. Guided by the goals set out in Master Plan: *Boxborough2030*, the Board continues to provide the structure and initiatives intended to meet Boxborough's affordable housing needs. Current members are Diane Friedman, Dolores Fromer, Al Murphy, Jessi Robinson, Korinne Stephens, Ron Vogel, and Channing Wagg, chair.

On-going Programs

Boxborough Rental Assistance Program (BRAP)

The BRAP was initiated in 2015 to mitigate the rental burden of pre-approved, Boxborough-resident households via a \$250 monthly subsidy paid directly to participating landlords. Eligibility, subject to annual verification of household income, can extend to thirty-six months. During this time, it has been and is expected that recipient households will apply their efforts to attaining rental self-sufficiency.

Other subsidies, such as the Federal Section-8 and the Massachusetts Rental Voucher Program, exist with much the same purpose as above. Unfortunately, these programs are oversubscribed with long waiting lists, and rental housing continues to be in demand and expensive. The Board is pleased to report that the financial assistance provided by the BRAP has allowed covered households the budget flexibility to redirect resources toward medical care, safety repairs on vehicles, and educational items for school-aged children while maintaining a stable housing situation.

During the 2023-2024 cycle, BRAP funding is supporting 14 households as follows, two with American Rescue Plan Act funds and 12 with Community Preservation Act funds. The Board further notes that the program is providing another community benefit as mentioned above. Several recipients have regained their financial footing and left the program. This has freed previously allocated funds to enable the support of additional households.

While overseen by the Housing Board, the BRAP is administered by Ms. Wendy Trinks, Community Services Coordinator. BRAP flyers in English, Portuguese, and Spanish are easily available at her office in town hall. (Applicant qualification continues to be performed by Metro West Collaborative Development, Inc., Watertown, MA to further enhance confidentiality).

MGL Chapter 40B Affordable Housing (Deed Restricted) Units

Board Monitoring Activities, General

As further described below, the Housing Board monitors affordable housing units in the Condominium Exchange Program, Summerfields and Boxborough Meadows. It is assisted by Metro West Collaborative Development, Inc., via participation in a regional group, the Assabet Regional Housing Consortium. (The Town of Hudson serves as the lead entity in this cooperative effort defined by an Intermunicipal Agreement between Boxborough, Berlin, Bolton, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. This affiliation promotes sharing by member communities of ideas and experiences related to the creation of additional affordable housing as well as providing guidance for the preservation of existing units.) Metro West assistance also reduces the time that town staff has to spend on associated routine but time-consuming Housing Board matters.

Monitoring Activities, Resale

During 2023, no resales of affordable units occurred. However, related issues have come to the Board's attention. The resale of an affordable unit is governed by its Deed Rider which details certain restrictions on the unit. In general, these constraints are designed to guarantee that the unit remains affordable and continues to be owned by households with appropriate incomes. The details, however, can differ substantially from one Deed Rider to another. Unfortunately, this remains a condition difficult to resolve. The Board has been unable to replace individual unit deed riders with the "Universal Deed Rider" developed by the Massachusetts Department of Housing and Development (DHCD) now renamed as the Executive Office of Housing and Livable Communities (EOHLC) which contains provisions that are more equitable to the affordable-unit owner. The Board remains alert to opportunities for positive action in this matter.

Monitoring Activities, Other

The Housing Board arranges for the sending of self-certification letters annually to affordable unit owners to verify that they still live in the unit, to maintain contact with them in case that they have concerns that require the board's attention and to ascertain their units continue to meet the requirements for inclusion in Boxborough's Commonwealth approved inventory of affordable residential units, formally named the Subsidized Housing Inventory (SHI).

The two tables below show the number of affordable housing units in Boxborough recognized as such by inclusion in its SHI. The Board serves as the Monitoring Agent for the units in the following three listed projects, the second two of which were created via Ch 40B permits.

<u>Project Name</u>	<u># SHI (Affordable) Units</u>
Condo Exchange Program	2
Summerfields at Boxborough	6
Boxborough Meadows	12

Condominium Exchange Program

Via this program, home-ownership condominium units 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, four units have been resold as market-rate units and two remain affordable and in the SHI.

Summerfields

Summerfields is a 24-unit, six of which are affordable, age-restricted home-ownership condominium complex located on Summer Road.

Boxborough Meadows

Boxborough Meadows is a 48-unit, twelve of which are affordable, home owner association complex located off Rt. 111/Massachusetts Avenue. Of particular note are:

Road Acceptance

Due to administrative oversight, the town did not accept the roads within the Boxborough Meadows complex at the time it was completed. The Housing Board advocated with the appropriate town entities to have these roads incorporated into the formal network of town roads, and this was approved by vote at the 2023 Annual Town meeting.

Water Quality

Naturally occurring uranium is found in nearly all rocks, soils, and groundwater and surface water supplies. When water flows through rocks and soils containing natural uranium, some of this uranium dissolves, leading to higher levels of uranium in wells.

Tests at Boxborough Meadows revealed that eleven of the twelve affordable-unit wells were free of hazard. The owner of the unit with a uranium contaminated well was reimbursed for a remediation system, and the Board monitors the situation on an on-going basis.

Programs Generally Applicable to the above listed 40B Households

Homeowners Opportunity for Preservation Extension (HOPE) Program

The units within Boxborough Meadows are now reaching a point such that the 'ravages of time' are raising concerns about structural integrity. Economics is playing a role in that the expense of work necessary to preserve the affordable units may be beyond the financial means of the households residing in them. As a result, the housing board is developing the HOPE program to assist with the preservation effort.

Other Chapter 40B Affordable Housing Units in Boxborough:

<u>Site</u>	<u># SHI (Affordable) Units</u>
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Paddock Estates at Boxborough	244
Craftsman Village at Elizabeth Brook	1
Codman Hill Road	1

Total SHI Units	266
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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) are included in the SHI.

Craftsman Village at Elizabeth Brook is a four-unit, one of which is affordable, home-ownership community located off Codman Hill Road.

Codman Hill Road (special situation)

Status of Boxborough's Subsidized Housing Inventory, per 2020 U.S. Census data

NOTE: MGL Chapter 40B requires that zoning density restrictions be waived when permitting for residential development in municipalities which have not met one (of two) affordable housing metrics stipulated by the Commonwealth. The most prominent of these metrics is that 10.0% of the community's total, year-round residential units must meet the definition of Affordable and be accepted as such by the above referenced EOHLC via inclusion in the official Subsidized Housing Inventory. It should be further noted that the 11.35% below will remain in effect until the 2030 U. S. Census data is available. The ratio will then be recalculated.

At present, the SHI lists the number of Boxborough's Commonwealth accepted affordable residential units as 266 and the total number of its year-round residential units as 2,343. The ratio of the former to the latter, at 11.35%, confirms Boxborough's compliance with the Commonwealth's intent. A significant element of compliance is that MGL Chap. 40B provisions cannot be cited to override town zoning restrictions as explained above.

Predicting changes between now and 2030, particularly the denominator, in the fraction that generates the referenced ratio, is chancy at best. Nevertheless, it is possible and should be recognized that as many as 150 to 200 acres may come on the market for residential development during the next five to seven years. If such were to happen, the increased number of year-round residential units combined with a possible loss of some affordable units in the SHI due to unredressed deterioration would reduce the town's 11.35% ratio. It is possible the ratio could fall below 10.0% by 2030 according to one Housing Board analysis but far from certain and even unlikely according to another. The Board is happy to share its insights into and perspectives on this matter with other land-use committees and interested parties. Nevertheless, while the pace of change may be fast or slow, change is in the wind.

The Housing Board herewith suggests below several affordable housing initiatives pertinent to the arithmetic/mathematics of the SHI dynamics.

Present / Future Affordable Housing Initiatives

The nation-wide need for affordable housing has grown to the point of notoriety. In Massachusetts, increasing scrutiny is being directed at local activity to redress the problem, and it is doubtful this will diminish any time soon. The Housing Board is guided by the goals set forth in Master Plan: *Boxborough2030* as well as its own research and analysis, and it remains cognizant of the value gained from maintaining the 10.0% ratio cited above as a means to retain the flexibility needed to meet the town's unique internal demands for affordable housing. Given the data available regarding resident income-level distribution, age, etc., it appears that providing low-cost affordable rental housing units within the town would be the ideal. There are, however, formidable obstacles to doing this. Among them, the capability to manage such units. Alternatives may be available, but none are viable at present.

The need for more affordable housing in town is real, valid and a matter of public policy. Providing it, however, is a matter of significant complexity; when all is considered it adds up to the requirement for multiple board interaction and cooperation.

Necessity for Inter-Board Co-ordination

Campanelli Companies past dialogue with the town regarding the property at 400 Beaver Brook prompted the Board to request that the Planning Board ask TUV Rhineland, a party to the development effort, for \$50,000 in lieu of producing affordable housing. Nothing came of the request, which makes an Inclusionary Zoning bylaw, see below, an increasingly attractive proposition to the town.

Stow Road Property

The Stow Road property consists of approximately 14.5 acres located at 70-72 Stow Road. It was purchased in 2010 by the Housing Board with funds from the Boxborough Affordable Housing Trust (BAHT) in turn obtained from a legal settlement pertaining to Boxborough Meadows. The objective of the purchase was to develop a home-ownership project incorporating housing of diverse types suited to Boxborough's needs. Unfortunately, the housing density that is allowed by the site's present zoning does not enable an economically viable development. Hence, creating affordable housing on the site that fills Boxborough's gaps in the availability of such housing and is attractive to contractors has not yet been possible.

The housing board revisited the above in the fall of 2023 by contacting the Acton Housing Authority and North Central Massachusetts Habitat for Humanity to determine possible interest in the site. After review of the available engineering studies, the former declined to enter into any discussion on the matter. The latter accepted an invitation to meet with the board in January, 2024.

During 2023, the Boxborough Building Committee considered whether the property can serve as a location for a Public Safety Facility. The Housing Board has not taken a public position on this, but it does recognize that the implementation of such a purpose would involve transfer of at least some of the property to the control of the Select Board. This will only be done with the approval of the Housing Board with same contingent on appropriate compensation of the Boxborough Affordable Housing Trust for the property.

To determine appropriate compensation, the Board established a subcommittee, led by Channing Wagg, to establish a valuation of the 70-72 Stow Road land. The subcommittee deemed the property to consist of eight useable acres, which form the core of its value. The subcommittee derived a valuation amount of \$157,392 per acre from the assessed land values of adjacent residential lots on Stow Road, and this yielded a total valuation amount of \$1,259,136, a valuation subsequently confirmed by an independent appraiser.

At the close of 2023, it is unknown whether the town will present an offer, in whole or in part, for the Stow Road property or if it does when this might happen. The Housing Board will consider all aspects of the situation as they develop, while at the same time it remains flexible in regard to its options in light of its Master Plan: *Boxborough2030* goals.

Inclusionary Zoning

Inclusionary Zoning can take many forms, but, in general, it requires that all residential housing developments contribute to the community's affordable-housing stock in a pre-defined fashion. A change to Boxborough's zoning bylaws is required but outside the purview of the Housing Board, which has discussed the matter with the Planning Board. It will continue to do so.

Future Goals and Strategies

Over the past year, the Board has had several discussions regarding goals and the strategies by which it can both augment and preserve affordable housing as aligned with goals established in Master Plan: *Boxborough2030*. As mentioned, the Board is re-examining old programs and strategizing new ones in keeping with changing circumstances. Again, the Board believes that this can be better achieved by more communication and collaboration between the town's several land use committees with which it shares goals set out in *Master Plan: Boxborough 2030*. It hopes to strengthen such interaction as 2024 unfolds.

Again, two initiatives that should be undertaken and sooner rather than later are the HOPE program and the adoption of an Inclusionary Zoning bylaw.

Organization Changes

In November, Al Murphy stepped down as Housing Board chair. Fortunately, he will remain a member, preserving his institutional knowledge and continuing to provide his considerable expertise for the benefit of the board and the town. Since he joined in 2001, Al has been a main-stay of the Board's progress toward its goals to which he has devoted much thoughtful consideration, accurate, sophisticated, and timely analyses and valuable judgment. We will miss his guidance as chair, but are very thankful he remains actively involved.

Town Support

The Housing Board is grateful for the help and support of Town Hall Staff and, in regard to the BRAP particularly, to Ms. Wendy Trinks for her contributions to its ongoing success. As Community Services Coordinator, Wendy continues to enthusiastically support and guide the program in concert with the Board. Too, as mentioned above, the Housing Board looks forward to expanded collaboration with the various other town land use boards and staff whose missions intersect with its own.

Respectfully Submitted,
Channing Wagg, Chair

CEMETERY COMMISSION

There were nine interments in South Cemetery in 2023.

Restoration and preservation efforts began in older areas of South Cemetery. This included repairs, resetting and cleaning of nineteen monuments as well as the repointing of the stonework on the face of the vault. This work is made possible by Community Preservation Act funding. The Commission is very appreciative of this assistance.

Public interest in Green Burials has been increasing and the commission has been researching these practices with the appropriate entities to see if South Cemetery could possibly accommodate them.

The Commission continually strives to maintain and enhance our cemeteries and thanks the Superintendents and all the Department of Public Works staff. Their efforts confronting the challenges of this extremely wet year are noted. The recent acquisition of leaf vacuum equipment has proven very helpful as well.

Respectfully Submitted,
Owen Neville, Chair

COMMUNITY & SOCIAL SERVICES DEPARTMENT

The Community Services Coordinator monitors the social service needs of residents of all ages in the areas of housing, emergency assistance and mental health. Work includes outreach and communication of locally available resources to Boxborough residents as well as assessing specific client needs and connecting those clients to resources for assistance with follow up as needed. In addition, the CSC continually reaches out to surrounding communities, agencies, and programs to learn about what additional supports might be available and best applicable to local residents. The CSC position was staffed at 25 hours throughout this last fiscal year. The part time department assistant resigned in October and Well-Being Committee members stepped in to assist. The following are **2023** accomplishments:

Direct Client Intervention

- Assisted over 50 families in need with emergency assistance grants, referrals to food pantries, applying for SNAP benefits, rental assistance, clothing referrals, gift cards, Common Housing Application for Massachusetts Programs (CHAMP), and Residential Assistance for Family in Transitions (RAFT).

- Ran a holiday support drive for 25+ Boxborough families which provided gift cards, toys and gifts for families identified as needing support.
- Collected ~\$5,200 in gift cards and garnered sponsors utilizing the Boxborough News and Social Media to provide families with support around the holidays.
- The support was graciously provided by the United Church of Christ of Boxborough, Boxborough Minutemen Company, Saint Vincent De Paul Society - Acton/Boxborough, A Friend in Need, Middlesex Savings Bank, Boxborough Children's Center, Beacon Santa of Maynard and many Boxborough residents.
- Assisted eight families in applying for Beacon Santa resulting in a total of \$1,300 in Target Gift Cards.

Interactions and Enhancements

- Reverend Cindy Worthington-Berry left the United Church of Christ in Boxborough at the end of September. The CSC collaborated weekly with Cindy on various cases and she also served as a mentor to the CSC. Before she left she encouraged the CSC to find clinical supervision. After getting letters of support for clinical supervision from Reverend Cindy and Susan Lemere, the ride along clinician, that supervision was approved by the TA. As a result, supervision was identified and is now available to the CSC on difficult cases.
- Attended the quarterly Domestic Violence Services Network (DVSN) Chiefs' Council with Chief Szewczyk. The topic was brain injuries to clients due to domestic violence.
- Wrote grants for Boxborough families through the Acton Boxborough United Way (ABUW), United Church of Christ in Boxborough Community Support Fund and A Friend in Need and the Saint Vincent De Paul Society.
- Worked in collaboration with the Department of Children and Families (DCF) on some difficult cases.
- Applied for an Emerson Community Health Grant to bring Ivy Child International to Boxborough to provide 4 free sessions on mindfulness, mediation and movement.

ARPA Funding Programs Update

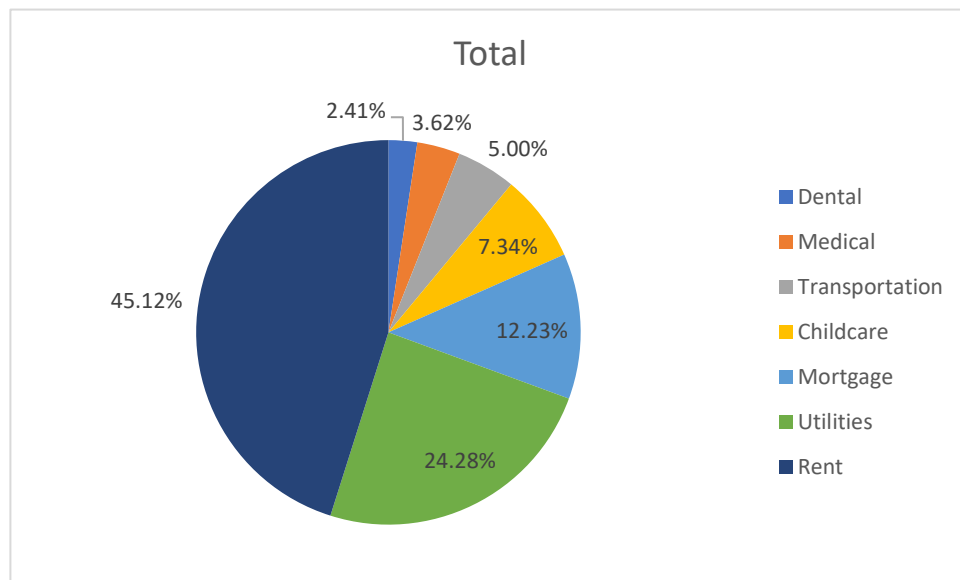
- The Community Services Department was granted three different programs that use ARPA (American Rescue Plan Act) funds.
- The first ARPA program is \$12,000 for two additional slots for the Boxborough Rental Assistance Program (BRAP). These funds will be fully expended by June 2024.
- The second ARPA program is \$15,000 for the Acton Food Pantry. These funds will be fully expended by the end of January 2024. Out of the total \$15,000, 69.4% was used for milk and eggs. See the below chart for all items.

Acton Food Pantry Grant by Type

Item	Total Amount	% of Total
Milk	\$8,791	58.6%
Eggs	\$1,617	10.8%
Sugar (4lb)	\$762	5.1%
Laundry Soap	\$730	4.9%
Honey	\$657	4.4%
Adult diapers	\$630	4.2%
Vegetable Oil	\$305	2.0%
Baby Wipes	\$265	1.8%

Meat	\$195	1.3%
Ziti	\$188	1.3%
Bread	\$179	1.2%
Tissues	\$144	1.0%
Dried Cherries	\$84	0.6%
Canned Salmon	\$82	0.5%
Toilet Paper	\$80	0.5%
Paper Grocery Bags	\$65	0.4%
Baby Diapers	\$61	0.4%
Empty Egg Cartons	\$50	0.3%
Deodorant	\$48	0.3%
Canned Apricots	\$46	0.3%

- The third ARPA program is \$105,000 for the Boxborough Emergency Assistance Program (BEAP). This program provides qualifying Boxborough households with \$1,000 grants for short-term financial assistance for emergency needs such as rent, utilities, medical bills, etc. As of the end of December 2023, forty two grants have been written for residents. Rent and Utilities were the top two categories making up Money was also used to pay for the Domestic Violence Services Network (DVPN) dues which were cut from the police budget three years ago. These dues hope to be put back in the police budget for Fiscal Year 2025. As of the end of December 2023, there is 53% of ARPA funds available to be used by the end of 2024.



Community Outreach

- Attended an affordable housing forum in Acton with members of the Boxborough Housing Board. Notable speakers included Massachusetts State Senator, Jaime Eldridge and Executive Director of the Acton Housing Authority, Kelley Cronin.
- Worked closely with Donna Bottari at the Acton Food Pantry to process invoices from the APRA food Pantry.

- Worked with Littleton Electric Light Department to identify residents who may need financial assistance to pay their electric bills.
- Continued collaboration with Boxborough PD, DVSN and Susan Lemere the police department's shared ride along LICSW
- Acton Boxborough United Way (ABUW) opened up a resource center and I attend meetings and provide resources for them to keep on hand. We also collaborate to help residents with their needs.
- Attended the ABUW resource fair in September 2023 and provided information to residents about Boxborough's community services department.
- Attended the first session of the Mental Health Recovery Court at Ayer District Court. Ayer Mental Health Session (AMHS) seeks to improve outcomes for individuals with primary mental health disorders while improving public safety.
- Attended Youth Mental Health First Aid and received a three-year certificate.
- Stay connected with community resources through monthly Zoom Meetings with the Acton Boxborough Resource Network (ABCRN).
- Connected with the Eliot Community Health Services to learn about the different mental health programs they offer.

Boxborough Rental Assistance Program (BRAP):

- Enrolled eleven new families (8 more than the previous year) into BRAP which filled the program to capacity at sixteen. The program has not been full for a few years.
- Processed applications through MetroWest Collaborative Development to screen clients for eligibility and enroll them in the program.
- Provided ongoing stabilization services to the participating households.
- Managed the program with landlords and tenants to ensure they understand the benefits and terms of the program.

I wish to thank Mary Pavlik, chair of the Well-Being Committee, for all her support. She has been indispensable to me in my role with the departure of the department assistant and Reverend Cindy Worthington-Berry from the Boxborough Church.

Respectfully Submitted,
Wendy Trinks
Community Services Coordinator

COUNCIL ON AGING

The Boxborough Council on Aging's mission is to advocate for Boxborough residents age 60 and older by enhancing their quality of life and independence through programs and services that address health, economic, and transportation concerns, as well as sponsoring social and cultural interests. More than 26 percent of the Boxborough population is age 60 and greater. The COA provides them with information and referrals for numerous issues such as Medicare healthcare insurance options, fuel assistance, and in-home care services. The COA also provides health screenings, podiatry clinics, exercise classes, and social activities. The COA and the Friends of the Council on Aging subsidize a range of educational and social programs.

The Boxborough Council on Aging Board, appointed by the Select Board until June 30, 2023, has seven members: Tina Bhatia, Barbara Birt, Anne Canfield, William Litant, Maureen Masciola, Marney Stoumbelis, and Karen Whitcomb. At the start of the year, officers were William Litant, chair; Anne Canfield, vice chair; and Karen Whitcomb, secretary. However, at the COA's September 11 meeting, Litant reported he had recently reviewed the Council's bylaws and discovered they proscribe officers from serving more than two consecutive years in the same position. Canfield offered

to serve as chair, so the Board proceeded to vote her as chair and Litant as vice chair. The board also indicated it felt there was no need to restrict officers to two consecutive terms. An article to remove this restriction from the bylaws will be drafted to be presented at the Spring 2024 town meeting.

The Board works closely with the COA Coordinator to identify and respond to 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 Kimberley Dee. COA staff also included 19-hour/week Department Assistant/Van Transportation Coordinator Cindy Regan, who stepped down in December. The Board is grateful for both Kim and Cindy's expertise and dedicated service. The COA also retains two part-time van drivers: Dolan Geneau and Sandy Verger, and the Board greatly appreciates vital mobility they offer our constituents in a kind, generous, safe, and understanding manner.

2023 Activities

Buzz Newsletter: The COA published 11 Buzz newsletters in 2023. The newsletter was mailed to more than 900 households.

Montachusett Regional Transit Authority (MART) Van Transportation: The COA operated van service on Tuesdays, Wednesdays, and Thursdays, from 9:30am-3:30 pm. In 2023, the van service provided more than 830 rides to older adults, and to residents with disabilities.

Go Boxborough Transportation Program: Thanks to an American Rescue Plan Act (ARPA) Fund grant, the COA provided Boxborough seniors and adults with disabilities a supplemental transportation option. This program provides transportation to medical appointments that are outside the service area, time or availability of our MART van services. We provided 95 rides through this program in 2023.

Senior Tax Work Off: The successful Senior Tax Work Off program saw 23 seniors perform more than 1,024 hours of work during the November 1, 2022 through October 31, 2023 session for more than \$15,000 tax credit.

Senior Discounts: The COA began to collect the names of local businesses offering discounts to Boxborough seniors. At this time, 14 businesses offering services including auto service, take-out food, movie tickets, financial planning, and more, are on board. A list was published in The Buzz and is expected to be posted on the COA website.

Classes, Programs and Lunches: There were six weekly class offerings for fitness, chair yoga and mat stretch/flex yoga and Zumba. One fitness class was offered via Zoom, and two in person. Chair yoga classes were offered simultaneously in person and via Zoom, Mat yoga classes were offered in person. Zumba classes were in person only. There were ten in-person lunches at the Community Center, and one Grab n' Go ice cream truck event. Monthly health screenings, fifteen educational presentations, and 30 entertainment and cultural events.

Park at Beaver Brook: In September, the COA was asked to take a position on land use for the Park at Beaver Brook. The board voted that the three most important uses of the space are: creation of new open or recreational space or features, creation of tax revenue, and retention of existing conservation lands. The COA stated:

The Council on Aging Board strongly favors the creation of a senior center in the Park. Currently, the COA leases space on a yearly basis from the UCC Church. The space is relatively small, access to the building interior is difficult for some, and long-term availability is not guaranteed. The COA notes that individuals aged 60 and over constitute more than 26 percent of Boxborough's population. While in recent years, the town was contemplating including a senior center in its efforts to also construct new fire and police facilities, it has been dropped from the Building Committee's current consideration. A center devoted specifically to programs and activities for our older population becomes more vital as each year passes. In addition, office space for COA staff should be included, enabling them to be in proximity to events and programs.

Boxborough Building Committee: As noted in the COA position on the Park at Beaver Brook, the town initially was considering including a senior and/or community center as part of the effort to construct new fire and police facilities. In this regard, the COA was offered the opportunity to participate on the Building Committee.

While at this time a facility for seniors is no longer under active consideration, the COA has an inherent interest in robust safety facilities for its constituents' well-being and, as such, maintains its membership in the committee. COA vice chair William Litant serves as the COA representative.

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

The Friends of the Council on Aging provides financial support and sponsorship for seniors' programs and lunches. This support helps to keep participants' fees affordable. The COA appreciates 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 such a large and vital segment of the Boxborough population.

Respectfully Submitted,
Anne Canfield, Chair
William Litant, Vice Chair

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, Skilled and Semi-skilled employees, and one reduced hour employee. The DPW hired two new employees in 2023. Zachary Moody, was hired on 08/22/23 as a Semi-Skilled employee. He is splitting his time between the DPW and Transfer Station. Zachary has fit in well at the DPW, is a quick learner, has skills repairing vehicles, works hard and is liked by all. Melissa Pelletier was hired on 02/06/23 as the DPW/FD Administrative Assistant. She has only been here a short time but has already made a big impact and is an exceptional employee.

The Highway Department provides maintenance and repair of approximately 32 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.
- All Town roads were swept
- All catch basins were repaired on the newly paved roads
- Patching and pothole repair: 18 tons of asphalt were used to patch potholes and patch rough areas throughout town
- Continuing tree work: Trees were trimmed Sargent Road, Barteau Lane, Liberty Square Road, Middle Road, and Burroughs Road.

A new position, Buildings and Grounds Foreman, was created in FY24 and was filled by a current DPW employee, Fran Flynn. The position oversees and coordinates the activities involved in the maintenance and repair of the Town's buildings and related structures; determine the need for repair or maintenance of buildings, related structures and/or building utility systems; inspect work of contractors; prepare work progress, cost reports, etc.; arrange for the acquisition of supplies; and perform related work as required. Fran has performed exceptionally well and has shown his capabilities in his new position.

In July 2021 a new 6-wheel dump truck was ordered to replace a 16-year-old truck. Due to the pandemic and supply chain issues the truck has not been delivered yet but hopes are that it will be here by the summer of 2024. A new backhoe and leaf vacuum were purchased in July and were in use immediately.



Road work continued in 2023. Numerous roads in town were milled and resurfaced. They include: Stow Road, Tamarack Lane, and Meadow Lane. Crack sealing was performed on Burroughs Road, Liberty Square Road, Kendall Road and Waite Road.

In FY25 the priority is to have the culvert on Liberty Square Road replaced and if any funding is remaining Burroughs Road and Priest Lane will be scheduled to be milled and resurfaced.

During FY2023 winter season the Town saw 40 inches of snow and the Highway Department was sent out a total of 37 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 Public Works

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity, and Inclusion Committee (DEIC) is a five- to ten-member committee, currently made up of seven members, formed in 2020. DEI has been brought to the forefront of public awareness, and Boxborough has made a commitment to create and foster a welcoming, inclusive and equitable town for all residents and guests regardless of their age, gender, orientation, race or socio-economic status. This commitment led to the Select Board's creation of the DEIC to help research and propose changes to the various boards and committees whose work may be impacted by DEI-related considerations.

The DEIC met four times in 2023. The main achievement this year was the inclusion of an article on the Special Town Meeting warrant for Fall, 2023. The non-binding article expressed support for the proposed changes to the Massachusetts state flag and seal. The current flag/seal includes imagery that is offensive and glorifies the violence depicted on the Indigenous peoples of Massachusetts. We were happy that this resolution passed in the consent agenda without discussion. Letters stating the support of Boxborough to this state-wide effort were sent to our State Senator and House Representative.

The DEIC continues to search for ways to support and foster diversity and inclusion for all and welcomes both new members and the opinions of all residents of the Boxborough community.

Respectfully Submitted,
Jennifer T. Campbell, Chair

FIRE DEPARTMENT

During 2023, the Fire Department continued to grow and move forward to get closer to the recommended operational level determined by the National Fire Protection Association (NFPA). The Departments accomplishments, statistics, and our continued mission to go above and beyond the call of duty have been highlighted in the 2023 Annual Report.

2023 was a year of change and transition for the Boxborough Fire Department. Chief Paul Fillebrown Jr. retired in June 2023 after serving 38 years in the fire service and as Fire Chief since September 2019. On behalf of the entire department and community, we'd like to thank Chief Fillebrown for his dedication to the Town of Boxborough and the countless contributions he made during his time in Boxborough.

Career Captain Shawn Gray has served as Interim Fire Chief since Chief Fillebrown's retirement in June.

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 while equipped to handle unpredictable emergencies with continued professionalism, courtesy and promptness 24/7.

We continue to operate out of a 70 plus 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 Fire Station. 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 2023 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

7 Full Time EMT/Firefighters

28 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, he 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.

The Fire Department's fleet and apparatus consist of:

3 Class-A Pumpers

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

During the 2023 calendar year, the Fire Department handled a total of 1500 calls/services. Motor vehicle accidents and emergencies along the 495 Route continue to keep the department very active on these 7 miles of the stretch on both the north and south side.

Fire Department Statistics – Calendar Year 2023

Aircraft Incidents	0	Medical Assist	81
Alarm Box Maintenance	N/A	Medical Emergency	423
Alarm Investigations	159	Motor Vehicle Accidents	74
Detail/Fire watch	17	Mutual Aid – Ambulance	70
Fire – Brush	11	Mutual Aid – Fire Apparatus	48
Fire – Vehicle	7	Outside Smoke Investigations	7
Fire – Chimney	1	Public Education – SAFE/CPR	110
Fire – Other	28	Public Education – Car Seat Install	36
Fire – Structure	1	Special Service – Suspicious Item	1
Hazardous Materials Incident	0	Special Service – Other Assistance	55
Inspections /Permits	247	Special Service – Water Problem	8
Investigation – Carbon Monoxide	14	Special Station Coverage	14
Investigation – Natural Gas	0	Training	38
Investigation – Odor	14	Water Rescue	0
Investigations – Other	36	TOTAL RESPONSES	1500

2023 Inspections, Permits & Public Requests

Blasting Permit	0	Master Box Monitoring	45	Sprinkler Permits	11
Combustible/Flammable Permit	19	Oil Burner Permits	10	Tank Removal Permits	17
Cutting/Welding Permit	9	Powder Permits	0	Tank Truck Permits	0
Fire Alarm Permits	15	Plan Submittals	46	Waste Oil Permits	2
L.P. Gas Permits	17	Reports & Copies *	15	TOTAL ISSUED	306
Master Box Connection	1	Smoke Detector Permits	99		

2023 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.

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. The department held senior events and conducted over 50 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:** Interim Chief 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, 527 CMR 1.00, the requirements of the NFPA, and other regulatory enforcement activities: Building walkthrough's 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.

2023 Accomplishments

- Continued to work with the Boxborough Building Committee to address the pressing need for a new Fire Station.
- Worked with the Select Board and Finance Committee to accommodate the necessary staffing of the Fire Department both at career and per-diem level. This included Town Meeting's approval of the final year of a four-year staffing plan.
- Took delivery of the new front-line apparatus, Engine 62, to replace the aging previous model.
- Took delivery of a command vehicle, Car 1, which replaces the former Car 2. This vehicle is assigned to the Fire Chief.

- Securing funding through Fall Town Meeting to replace the almost forty-year-old Hose Wagon 65. This replacement will be a more functional apparatus that will allow the Fire Department to better meet Boxborough's current and future needs.
- Continued 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.
- Continued to work with 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.
- Continued to seek Grant funding to enhance the ability of the Fire/EMS Department and emergency management to better provide for the community of Boxborough.
- Enhanced public education programs to continue to engage community members of all ages. Programs included but were not limited to: Spring Fest, Truck or Treat, Santa Drive Around Day, Car Seat Inspections, CPR Classes, School Visits, Senior Luncheons, Acton Food Pantry Drive, Community Open Houses for Parents' Network, etc.
- Continued building walk through program for pre-planning of all commercial buildings in town.

2024 Goals and Objectives

- Continued collaboration with Boxborough Building Committee to build a new Fire Station
- Coordination with Boxborough Police Department, Town Administration on transitional to Nashoba Valley Regional Dispatch.
- Fully onboard recently hired career staff and get caught up with Fire Academy training.
- Successful onboarding of new per diems to complement career staff.
- Aggressively pursue and execute various fire grants both on the state and federal level.
- Continue extensive building walk throughs for all commercial and Town buildings to prepare for emergency management best practices for quicker response times.
- 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.

As our department and town continues to grow I want to share my sincere thanks to all the men and women in Boxborough's Public Safety Departments. Our commitment and desire to go above and beyond the call of duty has made our department and Boxborough a great place to work and live safely. 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,
Shawn S. Gray, Interim Fire Chief

HISTORICAL COMMISSION

During 2023 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 basement dehumidifier was replaced after the failure of the previous unit. The funding of building maintenance and utilities has been transferred to the Department Public Works.

Commission members are participating in the work of other Town committees including the Design Review Committee, Veterans' Tribute Committee and the Community Preservation Committee (CPC). Commission member Chad Childers was sworn in as the Historical Commission representative to the CPC. The Commission also supports the continuation of restoration work at the Town cemeteries, which has been an ongoing project in the CPC historical category.

The Commission has monitored the planning for the Steele Farm Farmhouse phase 2 restoration and supports funding for the work by the CPC. We also support the plans to restore the Steele Farm icehouse, which is in need of repair.

As a continuation of an existing program for many years, a sign was procured and installed to commemorate the homesite of Boxborough's historian & author Lucie Hager. A historic sign is planned and approved to be placed to note the homesite of Luther Blanchard. The sign at the Boxboro Depot location was demolished during railroad road work. A replacement will be procured to replace it once construction work is completed.

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

Respectfully Submitted,
 Alan Rohwer, Chair
 Kevin Mahoney
 Brian Picca
 Chad Childers

LITTLETON ELECTRIC LIGHT DEPARTMENT (LELD)

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2023.

The department continues to advance its tradition as a progressive public utility committed to safety, reliability, sustainability, and quality service. As your local electric company, we consistently strive to provide our rate payers with some of the lowest rates in the region, while offering superior customer service and outstanding value to the community.

A review of residential rates charged by municipal and investor-owned utility companies show that LELD's rates are consistently significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2023. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$105.73. The same usage in Acton, served by Eversource, would cost \$278.82; while in Concord, served by Concord Municipal Light, would cost \$164.68. LELD continues to keep these rates low, and at the same time reinvest into our local distribution system 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, LELD line crews replaced about 2,800 feet of old “open wire” lines on Summer Road with the Hendrix Aerial Cable System, provided at no cost by Marmon Utility LLC. Spacer cable, such as the Hendrix Aerial Cable System, arranges the wires in a diamond shape for a stronger system able to withstand the impacts of severe weather and downed tree limbs.



The level 2 public charger at the Sargent Library had saved 8,877kg of greenhouse gases and 1,569 gallons of gasoline in 2023. Customers continue to 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 continues to offer \$300 rebates for residential home charging upgrades and a monthly credit to those who charge during off-peak hours.

The Littleton Electric Light Department relaunched the Solar Rebate Program in 2023. This provided customers with \$50,000 in solar rebates to make solar technology more affordable and to support the adoption of renewable energy. The department also introduced the Renewable Energy Choice, a new program for customers to choose to have 100% of their electricity come from renewable sources.

The Green Rewards Program continues to save customers electricity and money. In 2023, the program saved approximately 64,000 kWh and has saved residents over \$50,000 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 by supporting Boxborough Schools.

For more information, please visit our website: lelwd.com

Respectfully Submitted,

Board of Electric Light Commissioners

Ivan Pagacik, Chairman

Dick Taylor, Secretary

Melissa Hebert, Member

Scott Larsen, Vice-Chairman

Joe Knox, Member

POLICE DEPARTMENT & EMERGENCY COMMUNICATIONS CENTER

I am pleased to present the 2023 Boxborough Police Annual Report. In this report you will find detailed Department Statistics for the 2023 Calendar year. Also included are statistics from previous years to illustrate trends and how certain categories of crime and enforcement activities have increased/decreased from previous years.

From January 1, 2023 to December 31, 2023 the Boxborough Police Department handled 5,628 calls for service. Numerous new full-time Officers began working for the agency in 2023. Officer Zachary Stillman who had previously served as a dispatcher in Boxborough was the first Police Recruit that Boxborough sent to the Police Academy since 1997. Officer Stillman excelled at the academy where he graduated with the physical fitness

award and has since successfully completed his field training program. Officer Michael Turner came to the Boxborough Police Department after serving for over fifteen years as both a municipal police officer and a university police officer. Officer Diosmar Reynoso also began working at the Boxborough Police Department after serving two years in a neighboring community. In addition to the full-time officers, two new part-time officers, William Gorman and Erica Abro, joined the ranks as both have combined decades of law enforcement experience. All new personnel have already proved to be valuable assets to both the Police Department and the community. The department also promoted from within with the promotion of Steven Patriarca to Lieutenant where he continues to excel and be a role model for many younger officers.

The Police Department provides 24/7 professional service with a budgeted department size of 13 Officers (1 Chief, 1 Lieutenant, 3 Sergeants, 1 Detective, and 7 Full-Time Officers) and one administrative assistant. Police Personnel serve as law enforcement liaisons to several community resources such as the Domestic Violence Service Network (DVSN) and the Northwest Middlesex Community Outreach Initiative (COIN). It was by working in conjunction with COIN that in May 2023 the Boxborough Police Department welcomed its first ever co-response clinician enabling additional services for those who are experiencing a mental health crisis. We continue to grow our relationship with Boxborough's Council on Aging and Acton Boxborough Regional Schools where we attended various events throughout the year. The Department also engaged in numerous community outreach events throughout the year including the Public Safety Trick or Treat Event and partnering with the Fire Department to escort Santa throughout Boxborough during the holidays.

In March 2023 the Boxborough Police Department added its first hybrid administrative vehicle to its fleet making a commitment to the environment and sustainability.

In July of 2023, the Police Department began partnering with the United States Department of Justice to bring forward their highly successful Strengthening Police & Community Partnership Program (SPCP) to Boxborough. A planning group comprised of twelve Boxborough residents and employees formed in September of 2023 and began organizing the town-wide event which is scheduled for early 2024.

At the November 2023 Special Town Meeting, the town voted in favor of starting Boxborough Police Department's first ever K-9 Unit which is expected to go into effect in early 2024. The K-9 is expected to be utilized in both a both a community service function and for scent detection/tracking purposes.

Professional training for all police personnel continues to be paramount to the department's mission. In the past year, Officers received training in various subject matters, including conflict resolution, stress management, communication and de-escalation, mental health, legal updates, cyber investigations, bias training, CPR/AED, firearms, and defensive tactics.

The Boxborough Police Department is a professional State Accredited Agency as it continues to operate in compliance with the programs established by the Massachusetts Police Accreditation Commission. It was granted re-accreditation in 2021 as the department successfully passed the assessment and was granted another three-year term. The accreditation standards are considered best practices, both administratively and operationally. These carefully selected standards impact both Officers and public safety, address high liability/risk management issues, and promote general operational efficiency throughout the department. In 2023 the Boxborough Police Department started wearing Body Worn Cameras as they continue to strive to ensure transparency and accountability to the public at all times.

Beginning in May of 2023 the Boxborough Emergency Communications Center, which provides 24/7 coverage for all communications to the town and its emergency providers, began working in conjunction with the Nashoba Valley Regional Dispatch District to ensure all 911 calls were handled in an appropriate and timely manner.

At the November 2023 Special Town Meeting the residents of Boxborough voted to join the District on a full-time basis. Concurrently, the Nashoba Valley Regional Dispatch District approved Boxborough as a full member

with an anticipated start date of April 1, 2024. The other towns in the district are Lunenburg, Lancaster, Harvard, Devens, Fort Devens, Bolton, and Berlin.

The highly trained dispatchers at Nashoba utilize state of the art technology and place a tremendous amount of emphasis on ensuring calls are answered and dispatched quickly and safely. There District is budgeted for 14 full-time dispatchers along with a full-time Director and Assistant. They operate 24/7, 365 days per year.

The annual cost of joining Nashoba is approximately one-half of the current Boxborough Emergency Center Budget. The annual cost is also reimbursed by the state at the following rates: 100% for the first three years, 50% for year four and 25% for year five. Additionally, all up-front transfer costs are paid for by the state.

During FY25 the Town of Boxborough will be a full member of the Nashoba Valley Regional Dispatch District with full voting representation on the Operations Committee, Finance Committee, and Administrative Board. We will continue to work on a smooth transition ensuring 911 calls made by residents and visitors to Boxborough are professionally answered and public safety services are rendered in a timely manner.

The Boxborough Police Department is very appreciative of the unwavering support by the community throughout the years. The department will continue to strive to provide the highest quality public safety services to all residents and visitors to the Town of Boxborough.

Finally, it my honor and privilege to thank all the members of the Boxborough Police Department and the Emergency Communications Center for their dedication to both their profession and the Town of Boxborough. It is because of your commitment and professionalism that Boxborough remains the beautiful town to live, work and visit.

Respectfully Submitted,
John Szewczyk, Chief of Police



BOXBOROUGH POLICE DEPARTMENT

520 Massachusetts Avenue, Boxborough, Massachusetts 01719 Phone: (978) 264 1750

Police Department and Emergency Communications Center Statistics

INCIDENT	2021	2022	2023
911 Hang-ups	298	304	217
Animal Complaints	168	461	445
Annoying Phone Calls	7	5	1
Arrests	33	26	24
Assist Citizens	455	156	152
Assist Fire/EMS	662	665	757
Aggravated Assaults	2	5	2
Breaking & Entering	5	5	5
Burglar Alarms	68	62	82
By-Law Violation	5	1	0
Complaints (traffic problems)	226	70	68
Disturbances - General	39	49	43
Disturbance - Domestic	25	16	33

MOTOR VEHICLE	2021	2022	2023
Motor Vehicle Stops	1045	660	546
Verbal Warnings	860	560	465
Citations Issued	185	18	81
Written Warnings	64	31	19
Civil Citation	50	18	21
Criminal Citations	71	51	41
Average OVER Speed	19 MPH	21 MPH	25 MPH

Disturbance - Mental Health	81	62	75
Follow-up investigation	55	47	58
Larcenies/Fraud	48	44	31
M.V. Accidents w/injury	55	75	74
M.V.A. /Property Damage	51	42	39
M.V. Theft	0	3	1
Missing Persons	3	3	7
Noise Complaints	20	20	15
Protective Custody	2	0	0
Rape/Sex offenses	5	7	7
Robbery	0	0	0
Shoplifting	1	1	0
Summoned to Court	83	65	50
Suspicious Activity	267	214	144
Vandalism	11	13	4
Simple Assaults	2	1	6

Communications Call Statistics	2021	2022	2023
Walk-in Service	250	297	237
911 Calls	745	729	413
Telephone Calls	2,309	1,970	2,391
Calls from Radio/Alarm Box/Other	11,411	6,399	2,587
Total Calls	14,715	9,375	5,628

Case Activity Statistics	2021	2022	2023
Total Offenses Committed	295	237	231
Total Felonies	35	42	39
Total Crime Related Incidents	161	133	123
Total Non-Crime Related Incidents	209	164	154
Total Orders	16	19	13

ANIMAL CONTROL/FIELD DRIVER

The Animal Control Officer is under the supervision of the Chief of Police. Phyllis Tower, a Boxborough resident, is the Animal Control Officer (ACO) as well as the 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.

The Animal Control Officer performs a variety of functions including, but not limited to catching stray and/or injured dogs, seeking treatment for ill/injured impounded dogs, responding to complaints regarding stray or injured animals, working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals, and working with police agencies to help further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.

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.

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 with Boxborough. State law also requires that all cats over the age of 6 months must be vaccinated for rabies.

Animal Control Officer - Calls for Service

	2021	2022	2023
Boxborough	124	138	156
Littleton	86	129	131
Stow	182	192	159
TOTAL	392	459	446

Dispatched Call	Dog	Cat	Raccoon	Fox	Goose	Turtle	Other	Total
# of Calls	75	22	4	2	1	3	49	156

Boxborough is currently in an annual inter-municipal agreement providing Animal Control Officer services with the towns of Littleton and Stow. This agreement is pursuant to the 2006 Town Meeting authorization and Chapter 40 Section 4A of the General Laws, which authorized the Select Board to enter into Inter-municipal agreements with other towns for the purpose of creating a shared Animal Control Officer and allocate the costs associated with the position. All three towns share the cost of the position equally.

Respectfully Submitted,
John Szewczyk, Chief of Police

ANIMAL INSPECTOR

Phyllis Tower is the Animal Inspector for the Town of Boxborough.

One Quarantine: 10 days

Barn Book: 18 Residents owning Livestock

Respectfully Submitted,
John Szewczyk, Chief of Police

PERSONNEL BOARD

The Personnel Board is composed of a maximum of five non-employee Boxborough residents appointed by the Select Board to maintain and administer the Personnel and Administration Plan (the Plan) and Employee Compensation Schedule. The Board was established in 1980.

The Personnel 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. Changes to the Plan are subject to approval by Town Meeting.

Currently, the Board has four members. We are seeking the service of one additional resident to help us perform the work of the Board. With competitive pressures on attracting, developing, and retaining talent continuing indefinitely, the work of the Personnel Board has rarely been more important.

The Personnel Board is grateful to outgoing Chair Sheila Bauer for her service on the Board for many years, including her able leadership as Chair in 2021-2022 and to Board member Bill Litant, who retired from the board in 2023, for his faithful and wise service for many years. Ms. Bauer was appointed as an Associate Member of the Board and has provided very useful insights throughout the year. In January 2023, Lee Slade was elected Chair.

The Board welcomed three new members during 2023: Ellen Hickey, Allan MacLean, and Cheryl Mahoney. In June, Cheryl Mahoney was elected Clerk. The Board expresses gratitude to Rajon Hudson, Assistant Town Administrator, Becky Neville, Finance Committee liaison, and Wes Fowlks, Select Board liaison.

During 2023, the Personnel Board established a collaborative working relationship with new Town Administrator Michael Johns and deepened our working relationship with Assistant Town Administrator Rajon Hudson as we worked together to enhance the working experience of Town employees and make the Town of Boxborough a more attractive employer. We know that happy employees who are treated well improve the quality and continuity of Town services to citizens.

At the 2023 Annual Town Meeting, the Board recommended, and the Town approved several changes to the Plan concerning promotions and position reclassifications, as well as the addition of a Sick Leave Bank, which helps the Town be a more attractive employer at no cost to the Town. The Board appreciates the Town's approval of these recommendations.

The Personnel Board worked with the Police Department to update job descriptions for Reserve Police Officer and Part-Time Dispatcher to help with recruiting and staffing and to reduce overtime costs related to those critical positions. We worked with the Town Planner to develop the new position of Associate Town Planner to support the many ongoing planning initiatives in Boxborough.

Throughout the year, the Board focused with the TA and ATA to work to systematically improve the overall employee life cycle experience. This entailed a detailed current condition evaluation, assessment, and improvement plan for each element of the employee experience, including recruiting, onboarding, compensation, performance reviews, and staff development. This work will continue in 2024.

We worked with the TA and ATA to develop the Town's first employee engagement survey. This survey was piloted among Town employees in December 2023 and will help establish a baseline understanding of the level of employee engagement, as well as generate suggestions to improve the Town working environment.

Throughout 2023, the Board supported the ATA in the update and harmonization of numerous Town job descriptions to make them more aligned with the Town's position grading and compensation system, building on the previous work of prior Personnel Boards. This work will continue in 2024.

The Board has capitalized on the legal expertise of Board member Allan MacLean to evaluate several personnel policies and to evaluate the overall set of policies for gaps. Several new HR-related policies are in development.

At Fall (Special) Town Meeting in November, we asked the Town to approve several no cost or low-cost enhancements to the Personal Administration Plan as well as the addition of a new Assistant Town Accountant position. We thank the Town for approving those changes.

In November and December, the Board reviewed US Department of Labor wage and salary reports and worked with the ATA to conduct salary adjustment surveys of neighboring towns. The 2021-2022 surge in consumer inflation, which has now eased in 2023, has pressured both employees and Towns to appropriately adjust

salaries in a way that is fair and affordable. The Personnel Board worked with the Select Board and Finance Committee to recommend an appropriate across-the-board cost of living salary adjustment for Town employees. As usual, this adjustment will be proposed for Town vote at Annual Town Meeting.

In 2024 the Personnel Board will continue to work with the ATA and department directors to propose changes to the Personnel Plan to keep it supportive of today's employment environment. We plan to work with the TA and ATA and the Select Board to more clearly define goals related to employee interface and what it means to be an Employer of Choice. We will identify key measures to track the Town's progress toward achieving that status in a meaningful and objective way.

The Personnel Board will remain very busy in 2024, supporting the Town Administrator and Select Board to help make Boxborough an even better place to live and work,

Respectfully Submitted on behalf of the Personnel Board,



Lee Slade, Chair

Members: Ellen Hickey, Allan MacLean, Cheryl Mahoney

Associate Member: Sheila Bauer

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE

The Public Celebrations and Ceremonies Committee, along with other groups such as the Recreation Commission, coordinates activities for our citizens such as the Memorial Day observance and parade, Fifer's Day parade and award ceremony in June and town tree lighting in December. Fifer's Day was postponed until September 2nd due to rain, so a parade was not held, but the event went wonderfully, thanks to the efforts of a lot of volunteers and the Boxborough Minutemen. The Golden Fife was awarded to long-time dedicated volunteer on numerous boards and committees, Les Fox. Although he could not attend, he received his award at a later date at the opening of Liberty Fields. The Parade Marshall was Paul Fillebrown, Jr., who retired as Fire Chief earlier in the year.

The annual tree lighting was a great success, thanks to Santa and the Fire Department who escorted him in to the festivities. We thank Margie Callaghan and the Blanchard Chorus and Chris Baird and the Blanchard Brass Wind Ensemble, who shared carols with us, and all of the volunteers who helped make these events possible.



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, Becca Edson (CPC representative), Claudine Lesk, Stacey O'Connell, and Matt Spurling.

2023 was quite a year for the Recreation Commission. We managed to bring a full Summer Playground Summer program back and even had a wait list for several of our programs, i.e., Running club and flag football. We also did our best given budget constraints and town hall short staffing. Here is our budget narrative and annual report. We continue to look for ideas that will engage all members of our community. We would love to bring fitness programs for adults, yoga classes, game days, and more with our new Liberty Field! Feel free to email any ideas to boxborough.rec@gmail.com.

2023 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 stone dust walking path connecting to the Patch Hill Conservation trails. Due to inflation the three bids that came back after being posted were all way over the approved budget. Therefore, in November, the commission had to go back to the community and request further funding from free cash to be approved by residents on November 15th. After that, we were able to secure Green Acres as our contractor for Liberty Field.

We also secured \$20K in state earmark funding to help offset the costs of the project (it was originally approved for \$40K, but 9c cuts in the state budget, cut all earmarks in half. We hope to use these funds to secure a pavilion in the future.



In September of 2023, we held a Ribbon Cutting with the members of the Recreation Commission, the Kompan playground representative, Senator Jamie Eldridge and Representative Sena were all ready to cut the ribbon for town residents to join in the fun on the pickleball, tennis, basketball, playground and adult fitness courts. Thanks to the anonymous donor of the pickleball court, attendees were able to enjoy free ice cream from the Chill Wagon from Reasons to Cheerful that afternoon. It was a wonderful day and we look forward to opening the rest of the soccer and baseball fields once the final crab grass treatment is complete in June of 2024.



Run BXB

Due to having to cancel Winterfest in 2023, due to “too much snow”, we tried a spring event and it was incredibly successful. We raised \$8,000 for the Blanchard Memorial School playground funds and we had quite a turn-out of Blanchard families and residents. A total of around 250 people ran the tough 5K race up Middle Road, over to Hill Road, down Picnic Street and back to beautiful Steele Farm to enjoy an afternoon by solo stoves, good food from True West and Two Friends Chocolate. We plan to host our 2nd annual race and use Yankee Timing and bibs and sell run BXB shirts and continue to engage local businesses and non-profits to come out and share their information and good products with us on Sunday, April 7th. All are invited to attend and all ages are invited to run! Fingers crossed for beautiful spring weather!

Summer Playground

We managed to hold the program for all four full weeks in July. We hired 3 directors, seven lead counselors, 12 counselors, 12 CITS and 57 volunteers. We also had over 340 students registered in the program ranging from entering K-6th grade. We had the largest enrollment yet of the history of the program. and counselors in training made up of mostly Boxborough students.

Moving forward, we want to continue being able to offer campers to come all 4 weeks without having a camper cap as long as we have enough counselors to support that. We will plan to continue doing water Wednesdays and tie-dye Tuesdays since they were a big hit in the last few years. New this summer we added STEM and nature-based programming as well. Each week had a theme.

The Flerra Summer Playground program provides Boxborough, Acton and surrounding towns with a half day summer fun experience for elementary school students. A typical day at Flerra Summer Playground consists of games in the field - such as dodgeball and tenni-ball, with arts & crafts and board games under the tent! On the last day of the program, we have our annual water balloon fight and a big talent show to highlight the incredible talent these kids have - Singing, dancing, plays, you name it! Flerra Summer Playground really tries to make the program a community effort and we can't thank our friends, neighbors and fellow community members enough for all the crafts, games, and other donations they made to us this year. Follow us on Facebook @Flerra Summer Playground to keep up with all that we do. Can't wait to see everyone back again next July! Save the Date: July 1st (no session 7/4 and 7/5)-July 26th 2024.

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 \$40,000 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 62 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 2023, 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 had over 85 students involved. Adult volunteers helped run this incredible program at Blanchard Memorial School. This program was free to the community through 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.

Flag Football/Basketball Programs

We had a successful fall run of Flag Football for our older elementary aged children and hired the Blanchard school's physical education teacher. Many children had never played before and learned a lot while gaining some much needed outdoor air and exercise after all. We then moved indoors before school and Mr. Guilmette helped run a basketball program for grades 5-6 at 7:45 a.m. on Wednesday mornings.

Eagle Scout Projects

The Recreation Commission continues to work with Eagle Scout candidates in the community on local projects that benefit everyone in town. From a gaga ball pit at Flerra Meadows, to picnic tables, bike racks and most recently a shed for baseball and field maintenance equipment at Flerra for the baseball diamond was erected this past July of 2024.

Boxborough at the Red Sox

This year we held the first Boxborough night at Fenway Park to take in a Sox game! It was a great success, with 100 tickets sold. We brought the Town Flag to the bleachers at Fenway and gave out Boxborough Recreation Commission towels to wave. It was nice to have people of all ages connect at Fenway Park to cheer on the Red Sox. Plans are underway to renew this effort for the Summer of 2024.



Recreation Commission's 2024/25 Goals and Objectives:

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 for youth enrichment opportunities.

We will be working with Marcus Lewis tennis center to offer pickleball and tennis programming for our residents of all ages in the spring of 2024 at the new Liberty Field courts.

We will also be bringing back Winterfest in 2024.

Erickson Landry Field

Ruth Erickson Landry donated a piece of her property to the Town of Boxborough for the purpose of a "softball" field. Members of the Recreation Commission, Ruth herself, a member of the Finance Committee, Places Associates and the Town Planner all walked the property to assess the feasibility of the lot this past November. Plans are underway for a feasibility study that was approved by the town in the last May meeting. The land was named and approved by the Board of Select in the fall too as the "Erickson Landry Field" on September 23rd

2024. We want to thank Ruth for her generosity toward this effort for our entire community to enjoy in the future.

We continue to work hard for the town as volunteers. The more we plan and assess the needs of the community though, 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. We also are dealing with the lack of man power support at Town Hall. We are the only commission that generates revenue for the town, but we don't have support to help our group of 6 unpaid volunteers to manage the registration and the day to day operations needed to be successful with our community engagement approaches. We hope to use My Rec, a software that allows registrations to go in and revenue generated can be viewed and all proceeds can then go back into the Recreation Commission budget department and not to the general fund. Many residents think these funds go back to future use, but that is not the case.

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.

Respectfully Submitted,
Megan Connor, Chair

SARGENT MEMORIAL LIBRARY

Sargent Memorial Library is a little gem of a library. As an active member of the community, the Library provides patrons a carefully curated, diverse collection and a wealth of programs that are engaging, fun, and informative. We have a lovingly maintained building that we work to keep as an open, safe, comfortable and welcoming space.

The Library is open Monday through Thursday, 10am to 8pm, and Saturday, 10am to 3pm in the months of September through June. The Library is staffed by one full-time, three reduced-hour, three part-time members, and three on-call, substitute library assistants (FTE 4). Each staff member brings different personality, expertise and experiences to the Library, but all share a love of books and the desire to serve the community.

The Library's operation is funded by approximately 1% of the Town's total budget. With additional financial support from the Friends of the Boxborough Library and the Sargent Memorial Library Foundation, we are able to enrich our collection with museum passes and Library of Thing items, and bring enriching and fun programs to people of all ages.

Some of our achievements in the past year can be quantified. For example, in fiscal year 2023 (7/1/2022-6/30/2023), we:

- Serviced 4,790 registered library patrons.
- Maintained a collection of over 55,000 physical items, including 75 print magazine subscriptions, 9 hotspots, a Nintendo Switch games collection, an induction stove, 2 tabletop telescopes, passes to 29 museums and institutions, and 2 birding kits with binoculars and bird field guides. We are adding 3 pickle ball sets, an external CD-ROM and DVD drive, a DVD player, and some mystery game sets to the collection this coming year.

- Circulated over 71,000 physical items and 24,500 eBooks and audiobooks through OverDrive/Libby.
- Offered access to 12 electronic databases, including Great Courses, Hoopla, Freegal, and Consumer Reports, that were used over 27,000 times.
- Created digital content every week for Library announcements, program outreach, and for user involvement.

Some of our achievements are not quantifiable but no less impactful.

Programs

There is always something going on in the Youth Department. Every week, the Youth Services Librarian, Heather Waddell, holds two pre-school story times, one lap-sit baby story time, two children's craft times, one Dungeon and Dragon session for teens, and one Wander Home session (a kids-oriented role-playing game) for 4th graders and up. Every month, she hosts a Lego club and a Teen/Tween night. During the Summer Reading Program, in addition to our regular programs, there were one, and often two, special programs a week, including a puppet show and puppet making workshop; STEAM workshops; ukulele workshop, and extra art programs. We had a fun end-of-summer-reading celebration party with music by the Potato Shakers, a visit by a unicorn, and an ice cream truck.

We have also greatly increased the number of general programs. The pandemic has taught us how to take advantage of virtual programs and widen the net of collaboration among libraries. Libraries all across the state and even into New Hampshire and Connecticut are working together to bring bigger and better virtual programs to our communities. In FY23, we presented 22 virtual programs, hosted 12 in-person events, and ran 9 adult craft nights. The program topics included film appreciation, super foods, nature journaling, crafting, baking, mental health, music performances, and many more. A special note should be made about the two community-focused events: Diwali Fest and Ask Me Fair. Around 1,200 people stopped by Diwali Fest for the food, drinks, music, and dance performances. The Ask Me Fair provided an opportunity for in-depth conversation with 6 presenters of various backgrounds. In both events, people are able to meet someone new, and learn or share something about them.

Looking to the Future

Though the Library is as active as ever, we are never complacent with our performance. We are always looking for new ways to improve our collection and our services, and that includes how efficiently our building is being used.

As technology evolves, it changes how people communicate, do business, and use information. Over the past few years, we have seen a growing need for private study rooms that are remote-work friendly and for small group study rooms that could be used for discussions and meetings. We also noticed the sharp decline in the use of reference materials, which are currently taking up many shelf spaces toward the back of the library's main hall. Our wonderful building, though carefully and beautifully maintained, can use some rearrangement to make the best use of our limited square footage. The planning process is currently underway. We encourage you to keep an eye out on potential changes.

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, who 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.

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 make sure our materials are in good shape and at the right location. We are extremely grateful to the works they do.

I must also note the dedication and diligence of library staff members - Jennifer Bauder, Meghan Bouffard, Barbara Breese, Kim Grotbeck, Anne-Marie Mulligan, Maria Pickett, Laura Skorczeski, Shijesta Victor, Heather Waddell. The building and the collection are the meat and bone of the Library, but it is the staff that gives it heart.

Respectfully Submitted,
Peishan Bartley, Library Director

STEELE FARM ADVISORY COMMITTEE (SFAC)

The year 2023 was a period of transition for the Steele Farm Advisory Committee (SFAC). We lost Jeanne Kangas in January and Arden Valley moved away in October. Both had long been crucial advocates and tireless workers to help preserve Steele Farm and are sorely missed by the Committee.

We welcomed two new members to the SFAC: Susan DiLorenzo and Andy Bauer. Both are excited to be joining and we're very happy to have their time and energy.

Phase II of the restoration of the 1794 Levi Weatherbee/Steele farmhouse was approved by the CPC committee and subsequently funded by the town in the May town meeting. Phase II consists of waterproofing the outside envelope to prevent any further water erosion from occurring. The roof, chimney starting at the attic and up, the siding, and the exterior windows, will be repaired or replaced. This work will help preserve the house for decades to come while additional decisions are made regarding its use. The construction for Phase II will start in February/March of 2024.

The West Family Ice House is also in disrepair and leaking water. Due to generous contributions from a community family, and donations in memory of Jeanne Kangas, funding was secured without having to go to Town Meeting for a warrant article. Repairs are scheduled to begin in Spring of 2024.

We appreciate our Department of Public Works (DPW) workers as they are called upon numerous times to assist the SFAC. They typically mow the upper field and the trail on the west side. Consistent rain throughout the Spring and Summer made mowing at Steele Farm and the surrounding trails all but impossible this year until the Fall unfortunately.

In the Fall, the SFAC asked Dave Barnett, the new Coordinator of the Land Stewards, to come look at some of the trees on the property that aren't healthy. We walked around Steele Farm and discussed what should be done. Of an immediate urgency, was the tree directly near the Farmhouse. It needed to come down to prevent it eventually from falling on the Farmhouse. The DPW kindly took action quickly and cut it down to prevent this eventuality from occurring.

There are certain sections of Steele Farm which don't make sense for the DPW to manage. The SFAC is typically responsible for these sections. Luckily, we have a longtime volunteer, Ken Whitcomb who mows the grass around the Christmas trees and along the main trails when he can. It's hard work and we really appreciate Ken for volunteering his time to help mow the grass and thus reduce ticks.

We've had a great champion in our Select Board Liaison David McKiernan. We appreciate him stepping in and providing guidance to the influx of new members to the committee.

Respectfully Submitted,
Christopher Hydak, 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 has seven members, two alternates 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.

Building on the momentum gained in 2022 with the passage of the "Boxborough Bill," which allowed municipal light plant-serviced communities like ours to participate in the Massachusetts Department of Energy Resources (DOER) Green Communities Program, the Committee worked tirelessly in the runup to the 2023 Annual Town Meeting to host educational forums, circulate information and advocate for the Town to vote in favor of becoming eligible for a Green Communities designation. The motion was approved, and with that **the Town may now seek to join nearly 300 other municipalities in becoming a Green Community** and access grants for various initiatives to reduce costs and invest in a stronger future for Boxborough.

In addition to reaching this significant milestone for our community, the Committee was involved in a number of other initiatives throughout the year, including:

- **Submitted comprehensive comments regarding significant developments in Town** including a detailed response through the Massachusetts Environmental Policy Act (MEPA) regarding the various environmental and community impacts associated with 1414 Massachusetts Avenue. Committee members also participated in public hearings regarding The Park at Beaver Brook and Adams Place.
- **Supported the Tree Protection Bylaw**, which passed by majority vote at the 2023 Annual Town Meeting with the goal of preserving the Town's important natural resources.
- **Continued the commitment to reduce waste at Fifer's Day** along with the support of the Boxborough Minutemen Company. Waste stations with composting, recycling and regular trash options were placed throughout the festivities and staffed by volunteers to provide waste education for attendees. The Minutemen again contributed compostable cups, plates, bowls and utensils, which greatly reduced the amount of waste destined for landfills. Black Earth Compost helped collect all of the compostable material generated by the event.



- **Encouraged the expansion of composting at the Transfer Station**, a program which has seen significant use since the introduction of the Black Earth Compost bins in 2021. There are now five large bins located at the Transfer Station, diverting a large amount of heavy, organic waste away from landfills and into the feedstock for a local organization that is committed to giving food waste a second life as gardening compost.

TOWN COUNSEL

During 2023, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, assisting with Appellate Tax Board matters, 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, dangerous dog hearing procedures and provided assistance with and represented the Town in responding to open meeting law concerns and numerous public record requests.

Of particular note, we assisted the Town with establishing a grant program under the American Rescue Plan Act for qualifying local businesses, entering into a intermunicipal agreement with the Town of Littleton for the provision of water supply to certain Boxborough properties, laying out and accepting the Boxborough Meadow roads as public ways, and successfully defending the Town against federal constitutional claims brought by a property owner.

We also issued several legal updates at no cost to the Town advising the Town on important developments in the law and other matters of legal and practical interest.

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 had the pleasure of working. We look forward to working with the members of Town government in the future.

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

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.

Available Monday through Friday at the Acton Health and Human Services Building located at 30 Sudbury Road in Acton.

Available Tuesday's from 10am to 2pm at the UCC Church, located at 723 Massachusetts Avenue in Boxborough, across the street from Town Hall.

Respectfully Submitted,
James MacRae,
District Director Veteran Services, Acton and Boxborough

WATER RESOURCES COMMITTEE

Membership

After 24 years on the Select Board, Les Fox chose not to run for re-election. In June the Select Board appointed Les to the Water Resources Committee (WRC) as a member-at-large, under the provisions of the WRC charter. The Select Board also appointed John Markiewicz as a member-at-large. At the June 27 meeting the WRC members elected Les as Chair. With Fox no longer on the Select Board, it appointed member Dave McKiernan to the WRC.

Information updates

As always, meeting agendas and minutes are available on the WRC web page. The page was updated with several informational documents:

- Slides used for the Jan 19 webinar on the Littleton Water Department waterline extension project to provide clean drinking water to the portion of town west of I-495
- The MEPA Expanded ENF for the waterline extension project
- An updated list of resources on water quality, especially for private wells
- MWRA MetroWest Expansion Study

- Previous water studies

Water line extension for western Boxborough

Much progress was made on Littleton Water Department's (LWD) project to deliver clean drinking water to western Boxborough. Water will be delivered via an extension of LWD's system to properties along Swanson and Codman Hill Roads. The new water service will also support fire suppression needs. The service area encompasses 49 parcels and 11 public water systems, all of which have PFAS contamination. On Jan 19, 2023 the WRC hosted a webinar on the project where LWD staff and representatives of DEP presented information and an update on progress, including preliminary information on betterments fees. The webinar was attended by 49 people, including members of the three large condominium associations and businesses that will have the option to connect to the pipe.

The water will be supplied in part from a new source being developed in Littleton on Taylor Street and treated at LWD's new treatment plant on Whitcomb Ave. The Boxborough portion of the project will be paid for with \$19M borrowed by LWD from the state drinking water revolving fund. Littleton town meeting on May 1 approved the borrowing. MADOT will be providing an additional \$6.5 M through their salt remediation program. As a consequence of PFAS removal for the large number of affected consumers, financing and borrowing terms are very favorable.

Per the MEPA process, LWD filed an Extended Environmental Notification Form, as well as a number of permit applications and notices with state agencies, and the Boxborough Conservation Commission. Actions and decisions on the permits are expected to be completed by March 2024. Construction is expected to begin about June/July of 2024.

Water will be delivered to Boxborough under the terms of an Intermunicipal Agreement (IMA) executed between Boxborough and Littleton. The terms of the agreement will be codified in Special Legislation (HD4627) that was filed in October and November.

In May ATM approved Article 2 appropriating \$50,000 for legal and appraisal services and consultant's fees related to delivery of LWD water. This includes potential expenses for implementation and collection of betterment fees for affected properties via the town's tax billing system.

Water and economic development

In 2022 WRC members provided input to the Environmental Notification Form, and draft DEP Ground Water Discharge Permit related to the proposed Mass. Ave. Research Campus (MARC) proposed by Lincoln Properties at 1414 Mass Ave. In May we reviewed the Draft Environmental Impact Report (DEIR) for this development. The committee prepared and sent a comment letter to the Secretary of the Secretary for Energy and Environmental Affairs. Our letter addressed drinking water, fire suppression, wastewater, stormwater, groundwater, surface water, and impact on natural habitat.

We provided input to the Town Planner's survey regarding amenities that the town would like Campanelli to provide as a condition of the permit extension it is seeking for development of The Park at Beaver Brook (formerly owned by Cisco Systems). Suggestions from WRC members included a new fire station, more open space, access to wells, access to a fire pond, and formal abandonment of plans for a golf course sought by Towermarc, the original developer.

Long range water resource planning

The WRC provided the Town Planner with an update on our actions under the Boxborough2030 Master Plan. With LWD's western water line extension project well underway, many actions are on track. We included input that the next major update to the Master Plan should address long range water resource planning for all of the town.

To get started with this process, in 2024 we will be launching a study of town-wide water resource needs. This study will have a very long planning horizon – 75-100 years. We concluded that we should solicit professional help from a qualified consultant to advise the town comprehensively on our long-term water resource needs, rather than take a piece-meal approach. The committee had many discussions about what we would like to see as the outcome of such a study, and over several months created a project description and scope of work to frame it.

To adequately fund the study, we sought town meeting approval to combine certain funds previously appropriated for several WRC projects. At the end of 2023 we determined we had \$50,000 available to support the initial phase of study. We expect that additional phases of study will be needed, subject to future town meeting appropriations and available grants.

In September we distributed a draft project description and scope of work to all boards for feedback and comment. After incorporating the feedback, a revised Request for Qualifications (RFQ) was delivered to the Town Planner and Assistant Town Administrator to add the necessary language and sections required under state procurement law (MGL Ch 30B). We expect the Town Administrator to be prepared to issue a final RFQ in early 2024.

The Massachusetts Water Resources Authority (MWRA) has been conducting planning studies for potential expansion into towns outside MWRA's current service area. In February the WRC began informally monitoring the MWRA study for the MetroWest area that includes Boxborough and our neighboring towns to be informed about potential future developments. Since Boxborough has no town-wide water delivery infrastructure, if we ever needed to access MWRA water, it might be best to find a cooperative solution with our neighbors. A few informal discussions have taken place. We will be keeping the lines of communication open.

PFAS news

Due to PFAS contamination in the Town Hall well, the town continued providing bottled drinking water for the building. As reported previously, a number of wells in the Town Hall area have been found to have PFAS. The WRC provided input to the Town Administrator who is working closely with Town Counsel and an expert consultant who has been retained by the Select Board to advise the town.

The EPA has proposed new, more stringent limits on allowable maximum concentrations for a set of PFAS compounds. If the EPA limits are adopted, MADEP's limits will need to be revised. If EPA adopts the concentrations as proposed, limits for two compounds would be set at the limit of detection with current technology, with a hazard index to be computed for four others. Under the Safe Drinking Water Act, the EPA has until September 3, 2024, to finalize the new drinking water standards, and expects to finalize them in early 2024. Drinking water utilities will then likely have three to five years to comply. LWD's new treatment plant was designed to be able to meet the new EPA standards, if imposed.

Groundwater level monitoring

In April the WRC became aware of a group of old monitoring wells on the town's Patch Hill conservation land that are currently not in use. With assistance from the Planning Board we began investigating whether they might be accessible and potentially useful for ground water monitoring. We hope to determine in early 2024 whether these wells could provide useful data on the local level of groundwater.

Respectfully Submitted,
Les Fox, Chair

WELL-BEING COMMITTEE

In 2012 the Board of Selectmen established the Well-Being Committee to assist in identifying and addressing human service needs in the community and to look for ways to improve the health and wellbeing of town residents. The Well-Being Committee supports the work of the Community Services Coordinator in whatever ways the CSC finds useful. For 2023, this support has included oversight of the BEAP team (that includes the CSC) to oversee dispersion of the ARPA funding through the Boxborough Emergency Assistance program, continued advocacy for training, clinical supervision, and administrative help for the CSC, outreach and research for additional resources to assist the CSC and residents, as well as volunteer assistance as requested by CSC for holiday support. The Well-Being Committee is grateful for the compassionate, effective, and efficient work that continues to be done by our current CSC Wendy Trinks during challenging times. Her collaborative work with other departments, persistent outreach to residents in need and continual search for additional local resources has been a tremendous benefit to the entire community.

The Committee continues to look for additional ways to improve the health and well-being of town residents. The Committee participates in town in master plan and other planning discussion and surveys, communicates through the Boxborough News and collaborates with a variety of local boards and groups such as Free Bee Market, the Nashoba Board of Health and Sargent library.

Respectfully Submitted,
Mary Pavlik, Chair

WARRANT AND PROCEEDINGS**ANNUAL TOWN MEETING, including SPECIAL TOWN MEETING****Monday, May 8, 2023 7:00 PM**

To either of the Constables of the Town of Boxborough in the County of Middlesex, 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 the M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2023 at 7:15 p.m. to act on Articles 1 through 5 of this Special Town Meeting Warrant, and Articles 1 through 47 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 16th day of May 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.

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MAY 8, 2023

Counters/Tellers were sworn in by Town Clerk, Rebecca Harris: John Fallon, Peishan Bartley, Kathy Luce, Jennifer Campbell, Tessa McKinley and Anne Canfield

Moderator Reip made introductory remarks.

He explained the basic Town Meeting process and thanked the Town Hall staff for putting the warrant together.

Moderator Dennis Reip called the May 8, 2023 Annual Town Meeting of the Town of Boxborough to order at 7:04 pm. There were 224 registered voters total in attendance on night 1.

Opening Ceremony:

Audience members stood for the Star-Spangled Banner sung by the Blanchard Memorial Vocal Ensemble under the direction of Margie Callaghan and accompanied by Felicia Wei on piano.

Jane Johansen led us in the voluntary Pledge of Allegiance.

Moderator Reip called for a Moment of Silence for those who died during the last year from the town of Boxborough and most notably, Jeanne Kangas, whose spirit of active participation in local government lives on with us here tonight.

Introductions:

Dennis Reip introduced Town Counsel Joseph (Joe) Fair from KP Law and Town Clerk Rebecca Harris and Town Administrator Michael Johns.

Moderator Reip called on the Select Board. Chair of the Select Board, Diana Lipari, Les Fox, Clerk, John Markiewicz, and Wes Fowlks introduced themselves.

Moderator Reip called on the Finance Committee. Chair of the Finance Committee, Maria Neyland, Priya Sundaram, Keshava Srivastava, Antony Newton, Becky Neville and Clerk, Gary Kushner introduced themselves.

Rajon Hudson, Assistant Town Administrator and Kelley Price, Administrative Assistant, and Town Accountant Kelli Pontbriand are running the projector.

The front row of chairs are members of the School Committee, Planning Board and Personnel Board.

Moderator Reip mentioned that numerous town department heads and staff, our Chiefs of Police and Fire, as well as members of volunteer boards and committees on hand to speak to some of the motions as needed.

This meeting is being broadcast live and is also being recorded for on demand viewing on BXBTV by Littleton Community Television (LCTV). Moderator Reip thanked Kirby Dolak, LCTV's Video Production Supervisor, Judy Reid LCTV's Video Program Coordinator, Rob Crory and David Astolfi as the BXBTV Media Technicians, and Diane Douglas photographer and logistics coordinator.

On behalf of the Town, Moderator Reip extended thanks to the Blanchard School's principal Dana Labb for being our gracious host and Blanchard School's Dan Ralls and his staff and to Ed Kukkula and our DPW staff for preparing the gym for tonight's Town Meeting.

In addition to the fine work of our paid staff, one reason this Town runs well is the dedicated work of literally hundreds of volunteers who so generously contribute countless hours of their time.

Announcements

Moderator Reip made announcements about where non-voters sit and refreshments.

TM will be tonight, and if you approve the proposed procedural motion a bit later on, will continue, if needed, to tomorrow May 9th, Wednesday May 10th and Thursday May 11th. If additional nights are needed, they will be next week, Wednesday, May 17, and Thursday, May 18.

Boxborough's Municipal Election is TUESDAY, May 16th, 7:00am to 8:00 pm at Town Hall. There are contested races for seats on the SB, PB and SC. Please consider the candidates and VOTE next week.

Moderator Reip then discussed Town Meeting process and procedures.

Consent Agendas:

In an effort to streamline Town Meeting, we will continue with the use of Consent Agendas. The Consent Agendas are intended to speed the passage of articles that have already been discussed at previous open meetings, and have the unanimous recommendation of both the Select Board and Finance Committee. This consent process allows for motions under these articles to be acted upon as one unit and to be passed without debate.

This year, there will be 5 separate Consent Agendas as listed on page 10 of the Warrant. The process for consent agendas will be explained when we get to the first one.

Special Town Meeting

The Special Town Meeting being held as part of the Annual Town Meeting is intended to address immediate items of business, and proposed expenditures for the current FY2023 which started July 1, 2022 and runs through June 30, 2023. The Annual Town Meeting addresses items and proposed expenditures for the Town's FY2024 that starts on July 1, 2023 and runs through June 30, 2024.

Preliminary Motions

Motion: Dates: Diana Lipari Select Board Chair moved and it was seconded that any adjourned sessions of the May 8, 2023 Annual Town Meeting be held on Tuesday May 9th, Wednesday May 10th, Thursday May 11th, Wednesday May 17th and Thursday May 18th starting at 7 p.m. and further that no debate will begin on any new article after 10:30 p.m.

Seconded by Les Fox.

Discussion on the motion. Owen Neville from Middle Rd. thinks this is a good idea but maybe with one year's notice. The tradition of Monday, Tuesday, Thursday has been going since at least the 1970s since he's been voting.

Peishan Bartley of Burroughs Rd. agreed with the previous speaker. There is an event planned for this Wednesday, so wanted to make sure we keep that in mind, as it was scheduled last fall, and it would be hard to change.

Mary Nadwairski of Stonehedge Pl. mentioned that there is an AB school concert scheduled for Wednesday May 11th at the new Groton Hill facility so many people may have tickets.

Motion failed by a majority.

New motion from the Select Board Chair. Diana Lipari moved and it was seconded that any adjourned sessions of the May 8, 2023 Annual Town Meeting be held on Tuesday, May 9th, Thursday, May 11th, and if needed the following Wednesday, May 17 and Thursday, May 18 at this location starting at 7 p.m. and further that no debate will begin on any new article after 10:30 pm.

New motion seconded and passed by a majority vote.

Motion on Reconsideration: *Diana Lipari Select Board Chair 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 interest of the voters.*

Motion seconded and passed by majority vote.

Motion: to adjourn the Annual Town Meeting until the Special Town Meeting:

Diana Lipari Select Board Chair moved and it was seconded to adjourn the May 8, 2023 Annual Town Meeting until after the May 8, 2023 Special Town Meeting is dissolved.

Motion seconded and passed by majority vote.

Special Town Meeting

Moderator Reip called the May 8, 2023 Special Town Meeting of the Town of Boxborough to order at 7:19 pm.

Special Town Meeting Articles 1 through 5 have been identified as Consent agenda articles and have “*” (asterisk) in the warrant. As described, these are articles were unanimously recommended by the BSB and Fin Com and have been identified in advance as items that would likely pass without debate and are intended to be acted upon as a unit.

Moderator Reip went through the articles one by one by name and asked that if one or more voters object to including any particular article in the consent agenda and wish to debate it to say “hold” in a loud voice when he read the title of that article. That article will be removed from the consent agenda.

ARTICLE 1	Sargent Road Bond Anticipation Note Repayment	
ARTICLE 2	Water Line Extension Consultant Fees and Services	
ARTICLE 3	Information Technology Email & Network Files Cloud Migration	
ARTICLE 4	Payment of Prior Fiscal Year Bills	
ARTICLE 5	Fire Chief Assessment Center	HOLD

Main Motion: Diana Lipari Select Board Chair moved and it was seconded to approve the Special Town Meeting Consent Agenda Warrant Articles 1 through 4 in accordance with the funding sources and amounts set forth in the May 8, 2023 Special Town Meeting warrant under articles 1 through 4 respectively.

Moderator Reip called for a voice vote on consent agenda articles 1-4, and heard at least one “nay” vote.

Because of the 9/10s rule, Moderator Reip called for a revote by show of hands vote for consent agenda articles 1-4. **Consent agenda articles 1,2,3,4 passed unanimously, as declared by the Moderator.**

ARTICLE 1 SARGENT ROAD BOND ANTICIPATION NOTE REPAYMENT (*)

\$225,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Two Hundred Twenty-Five Thousand Dollars (\$225,000) to repay the Bond Anticipation Note (BAN) for the Sargent Road Purchase.

Summary:

At the May 2022 ATM, the Town voted to purchase the property at Sargent Road and took out a bond. At this point, the Town is at a good free cash position and it makes fiduciary sense to pay off the bond. This has no negative impact on the taxpayer.

The Select Board recommends (4-0-0). For the reasons written in the summary, the Select Board unanimously recommends this change as it makes fiscal sense.

The Finance Committee recommends (5-0-0). Finance Committee recommends. At the May 2022 ATM the town voted to fund the purchase of the property through a combination of CPA funds and Bonding in the amount of \$625,000. At that time the BCT had applied for a \$400,000 grant and it has since been awarded. By paying the balance of \$225,000 with Free cash the town will save money by avoiding debt service and bonding cost. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 1. None.

Action on the motion on Article 1: motion carried unanimously under the consent agenda

ARTICLE 2 WATER LINE EXTENSION CONSULTANT FEES AND SERVICES (TO FUND INVESTIGATION OF OBTAINING LITTLETON WATER) (*)

\$50,000 Free Cash (Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) for use by the Select Board and Water Resources Committee to investigate and procure water service from the Town of Littleton or others to serve the portion of Boxborough west of I-495 impacted by water quality issues, which investigation may include design and engineering studies, appraisal, legal and consultancy services incidental and related thereto.

Summary:

Department of Environmental Protection (DEP) is requiring public water systems for residential and commercial properties along Swanson Road and Codman Hill Road to upgrade their water treatment systems to address several water quality issues in this part of town. These include PFAS contamination exceeding regulatory levels, high sodium chloride, and protection of well heads. The Littleton Water Department plans to extend their system into this area to provide treated clean drinking water. Connection to the LWD system will provide users with an economical and robust solution. An initial Intermunicipal Agreement (IMA) executed by the Select Boards of Boxborough and Littleton delineates Boxborough rights and obligations for equitable access to treated water. The capital cost of the extended LWD system will be borne by the new rate payers through a

combination of betterment and connection fees, and consumption fees (i.e., water bills). Special Legislation will be required at some point to supplement a final IMA. This article will provide funds necessary to support the legal costs of further developing the IMA, developing language and filing for the Special Legislation, obtaining expert advice on quantifying Boxborough's water needs for the service area, and costs for other as yet unknown expenses related to ensuring the town's interests are protected and all affected are treated fairly.

The Select Board recommends (4-0-0). Extension of the Littleton Water Department's service to the properties west of I-495 will address long-standing concerns with water quality in this area. Salt contamination has been a growing issue for a number of years. Some systems require upgrades to their wastewater treatment systems with discharges to nearby wells. Recently significant PFAS contamination has been found in 10 of the 11 Public Water Systems (PWS) where levels exceed the state standard. There is no choice - DEP requires PWS's to comply with drinking water standards. Connection to LWD water service will be the most cost-effective solution for the affected properties. The Select Board has received more than 50 letters of support from both affected residents and PWS.

The vast majority of implementation costs will be supported by the rate paying new customers of LWD, but the town will need to ensure its interests are protected in technical and legal matters in Special Legislation and expansion of the IMA. Funds from this article will cover these ancillary legal and technical expenses related to providing clean water to western Boxborough.

The Finance Committee recommends (5-0-0). Boxborough Residents and Businesses on Swanson Road and Codman Hill have a major drinking water problem. The water is contaminated with PFAS and sodium chloride. This affects 1100 residents, which is 20% of the population of Boxborough. Littleton Electric Light and Water Departments (LEWLD) purchased land on Taylor Road from Amazon which has a very productive water well. LEWLD plans to install a water line from the well to the Whitcomb Treatment Plant. They will treat the water and bring a 4.5-mile water line back to Boxborough. The Drinking Water State Resources Fund (SRF) with preferences for PFAS will provide a \$19 million interest free loan with a 20% loan forgiveness. LEWLD has submitted an application to the state. The application and funds must be approved by June 30, 2023. It will be up to the condominium associations and businesses to connect to LEWLD. The condominium associations and businesses who choose to connect to the LEWLD water supply will have to pay betterment fees and water charges. LEWLD will also set up Fire Hydrants for which there will be no charge for the water. This warrant article requests funding for consultants to understand in detail all the issues and betterment fees. The Finance committee fully supports this article. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 2. None.

Action on the motion on Article 2: motion carried unanimously as part of the consent agenda.

ARTICLE 3 INFORMATION TECHNOLOGY EMAIL & NETWORK FILES CLOUD MIGRATION (*)

\$43,800 Raise & Appropriate

\$25,000 Free Cash (Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Forty-Three Thousand Eight Hundred Dollars (\$43,800) and transfer from free cash the sum of Twenty-Five Thousand Dollars (\$25,000), for the purpose of migrating existing mailboxes and archived mailboxes to Gmail and for

migration of files stored on the 3 Network File Storage Drives to the cloud and providing training and change management.

Summary:

There are a few things that are necessitating the migration of email and network file storage from on-premise to the cloud: Our insurance company MIIA is requiring we have endpoint protection and two-factor authentication (2FA) in order to maintain our cyber insurance.

Our current on-premise Microsoft Exchange 2019 email exchange server has an announced end of life date of Jan 9, 2024. What this means is that at this date, Microsoft will no longer provide updates for us to apply and we will be vulnerable to any exploits developed after that date. We are currently paying our Information Technology vendor \$145 per hour to do updates and maintain the Exchange server. We did reach out to both Google and Microsoft for quotes with the summaries provided below:

Vendor	One Time (Migration Services)	Annual Recurring
Microsoft Office 365	\$ 14,530	\$ 38,360
Google Workspace	\$ 12,000	\$ 43,800
Town's IT Vendor	\$ 3,000	
Hardware		\$10,000 Annual Recurring

Additionally, the sum of \$10,000 dollars will be used for the annual computer/laptop refresh as well as any other hardware/devices which may age out before the end of the fiscal year or face incompatibility issues as a result of the migration to the cloud for email & or file storage.

After both quotes were received, we reviewed all that was included in the licenses. And after careful review, while Google Workspace is a slightly higher cost, there was significantly more functionality provided by Google's cloud offering than Microsoft Office 365's.

Both cloud provider's services come with two-factor authentication. Additionally, one of the key features that both services compared had eDiscovery, which is a tool that would allow Records Access Officers in the Town to perform searches of emails in response to records requests instead of having to pay our IT consultant services to perform, saving the Town money.

One other concern was how users would handle the transition to Google services from Microsoft. However, in discussing this, all Microsoft Office products have an equivalent Google Workspace product, and in the equivalent Google product work can be done in Microsoft file format (.xlsx, .doc, .ppt). Additionally, we have licenses for Microsoft Office for the desktops which can continue to open and work on these documents in the way that users are used to. The only change would be when a user is remote or at a different computer and would be accessing the documents in the cloud.

Google was chosen because there were more benefits to Google Workspace such as the following:

Endpoint management, which is a requirement of MIIA for insurance. If we had chosen Microsoft, we would have had to purchase an additional product. An easier and more granular Administration and Security console to enable staff within Town to monitor security. Provided training and change management. Provided ongoing support for any issues that arise with Google Workspace, this would have been an additional cost with Microsoft, and required a higher cost per user plan. Google Cloud Search (internal) which provides a means for users within the organization to search all documents and files that they have access to and quickly be able to find it based on content within the document.

CJIS compliance which is necessary due to requirements in the Police Department, and simplifies the licensing. We are exploring an intermunicipal agreement with AB Schools for first-level triage and support for IT services in an effort to reduce our costs with our current IT vendor. The school district uses Google Workspace and if the Town and School District are able to come to an agreement this would benefit both as there would be no difference in cloud providers.

For these reasons the Town believes that Google Workspace provides more value in simplification of administration in addition to workflow efficiencies, which justifies the additional annual cost of Google Workspace that the simplification of work, as well as additional tools, will provide benefits beyond that. An added benefit of choosing Google Workspace is that it supports our Boxborough 2030 goals for sustainability. Google is the cleanest cloud in the industry. Google data centers are twice as energy efficient than the industry average. Google has eliminated all legacy emissions since 1998 and matched 100% of electricity use with renewable energy since 2017, including the electricity that powers your workloads. By 2030, Google is aiming to run on 24/7 carbon-free energy at all of their data centers, around the clock.

Some other benefits of moving to the cloud are:

Improving quality and efficiency of remote work as most users will no longer need the VPN Providing an internal chat among employees which will reduce the number of emails sent. Improve integration with our Town website for the calendar as well as document sharing. Providing significantly more workflow and process improvements. By integrating into a suite of collaboration that is local and in the cloud, employees will realize workflow efficiencies. More secure than on-premise and security updates are handled by Google which employs many engineers dedicated to security.

Better email spam filtering, and not needing an additional product. More consistent and easier budgeting for licenses (no longer need to have an on-premise server for email, network storage drives etc.). All staff and volunteer email addresses will remain @boxborough-ma.gov.

The Select Board recommends (4-0-0). For the reasons written in the summary, the Select Board unanimously recommends this article.

The Finance Committee recommends (5-0-0). A member of the Finance Committee was on the subcommittee to review the quotes from both Microsoft and Google. As indicated the quote for MS was slightly lower, but the non-tangibles (training, schedule, eDiscovery, etc.) equated to the Google quote being a better option for Boxborough. It should be noted that going forward the Operating budget will include around \$43,000 in yearly license renewals plus an inflation factor. this article includes both the conversion from our present physical servers to the Cloud plus some additional hardware required to replace aging systems. **Tax impact to the average home is \$22.70 or \$0.03 per \$1,000.**

Discussion on the Motion on Article 3. None.

Action on the motion on Article 3: motion carried unanimously as part of the consent agenda.

ARTICLE 4 PAYMENT OF PRIOR FISCAL YEAR BILLS (*)

\$4,981.18 Free Cash

(Nine-tenths vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Four Thousand Nine Hundred Eighty-One Dollars and Eighteen Cents (\$4,981.18) to provide payment of certain late bills from prior fiscal years for the following invoices in the following amounts:

Vendor	Department	Amount
Places Associates, Inc	Planning Board	\$1,423.75
Law Office of Justin M. Hanrahan	Police	\$295.00
Comcast Business	Police Department	\$42.00
W.B. Mason	DPW	\$4.24
Amazon	Town Hall	\$218.99
Ridge Hill Realty	Animal Control	\$1,000.00
ESRI	Land Use & Permit	\$1,500.00
Comcast	Town Hall	\$497.20

And to meet said appropriation by a transfer of said sum from certified free cash, or take any other action relative thereto.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this necessary article in order to approve past due payments.

The Finance Committee recommends (5-0-0). Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 4. None.

Action on the motion on Article 4: motion carried unanimously as part of the consent agenda.

ARTICLE 5 FIRE CHIEF ASSESSMENT CENTER (*) – moved out of consent agenda

\$6,000 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Six Thousand Dollars (\$6,000) for the purpose of funding consulting services for a Fire Chief Assessment Center.

Summary:

The Boxborough Fire Chief has given notice of his intention to retire at the end of Fiscal Year 2023. A professional Assessment Center with help inform the decision of hiring the most qualified final applicant to manage the Town's Fire Department, Emergency Medical Services and Emergency Management. This has no negative impact on the taxpayer.

The Select Board recommends (4-0-0). For the reasons written in the summary, the Select Board unanimously recommends this article and graciously thanks the Fire Chief for his many years of dedicated service.

The Finance Committee recommends (5-0-0). This article is funded through free cash, there is no tax impact.

Discussion on the Motion on Article 5.

Becky Neville of Middle Rd. asked why it's necessary to have a Fire Chief assessment center when we didn't do that for the Police Chief.

Town Administrator, Michael Johns explained that there are no internal candidates for Fire Chief, whereas with the Police Chief, there was an interim chief who was performing well, so it was not deemed necessary to bring in outside recruiters or assessment personnel.

Jim Moss of Bicentennial Way asked someone to define the "center".

Town Administrator, Michael Johns explained that the "center" part of it is itself a process of bringing outside entities in (such as outside Fire Chiefs from other towns) to assess the candidate pool.

Brenda Sydney of 81 Liberty Square Rd. is confused about the center term.

Mr. Johns explained that the outside consultants would be brought in for one day to provide input, and their assessment of skills would be completed in one day. The range of prices tends to be from \$3k-\$11k.

Action on the motion on Article 5: motion carried by a majority.

Motion: Diana Lipari Select Board Chair moved to dissolve the May 8, 2023 Boxborough Special Town Meeting at 7:30pm.

Moved and seconded. Vote to dissolve the Special Town Meeting passed by a majority.

Continue with ATM.


END CONSENT AGENDA 1 (*)

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 to deliver these warrants with your return of service thereon to the Town Clerk on or before April 24, 2023.



Diana Lipari, Chair
Select Board



Leslie Fox, Clerk
Select Board



Wesley Fowlks,
Member Select Board



John Markiewicz,
Member Select Board

**BELOW IS A REPRESENTATION OF WHAT WILL
APPEAR ON THE TUESDAY, MAY 16, 2023**

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

Moderator, for a one-year term

Select Board members, **Two seats**, each for a three-year term

Select Board member, for a one-year term

Board of Health member, for a three-year term

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

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

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

As well as other Town Officers as may be necessary.

Office	Term (yrs)	Name	Votes
Moderator	1	Dennis Reip <i>Write-in:</i> Blank	721 6 167
Select Board	3	John Markiewicz Kristin Hilberg Priya Sundaram <i>Write-in:</i> Blank	440 520 604 2 222
Select Board	1	Keith Lyons David McKiernan <i>Write-in:</i> Blank	315 529 0 50
School Committee	3	Richard Barrett Chadwin Childers Lakshmi Kaja Vikram Parikh <i>Write-in:</i> Blank	157 270 658 336 0 365
Planning Board	3	Mark Barbadoro Cindy Markowitz Richard Guzzardi <i>Write-in:</i> Blank	379 537 507 3 358
Library Trustees	3	Nancy Settle-Murphy Jessica Levesque <i>Write-in:</i> Blank	679 598 3 503
Board of Health	3	Marie Cannon <i>Write-in:</i> Blank	728 3 163

Total Registered Voters: 4,036

Ballots Cast: 894

Turnout: 22.2%

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Diana Lipari moved and it was seconded that the Town receive the reports of the Select Board and other Town Officers, Agents and Committees, including those published in the 2022 Annual Town Report.

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

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

Action on the motion on Article 2: motion carried by a majority.

- 1) Select Board did not deliver a report in person at Town Meeting.
- 2) AB School Committee delivered a report:

School Committee Vice Chair for Boxborough, Tessa McKinley gave the Acton-Boxborough Regional School Committee report and was joined by other members of the ABRSD Committee, Superintendent, Peter Light, Dave Verdolino, Andrew Shen and new members of the SC from Acton. She thanked the SC members who are retiring this year.

She elaborated on the Multitiered System of Success (MTSS), which ensures that all students are able to receive the level of support they need. There are 49 different languages spoken at AB, and the economically challenged student population has grown. The ABRSD is now collaborating with the mental health Cartwheel Care program. The Boardwalk School campus with Triple-net zero emissions was finished on time and \$3 million under budget, with great thanks to the committee that oversaw that project.

Budget: declining revenues, increases to health insurance costs, and other challenges. Acton's cost was increased by 3%. Thanks to the teachers for settling on a three-year contract. The final budget is just under \$106 million, with a 2.91% increase over last year, and total assessment at nearly \$86 million. Reduction in staff over the last 2 years by over 30 positions. The first year of Boardwalk debt will be borne in this year. Rolling three-year average of students enrolled in the district is what sets the Boxborough %. Boxborough's assessment is a little under \$14 million, with an increase of 5.15% over last year.

- 3) Planning Board delivered a report:

Cindy Markowitz, Clerk, gave the Planning Board report. The Planning Board is also: Mark Barbadoro, Chair, Rebecca Verner, Mark White, Kathy Vorce, and Janet Keating-Connolly, Associate Member. Some highlights: at Fall Town Meeting, four zoning bylaws were introduced and all passed. Twenty public meetings were held over the past year. The Board approved a Special Permit modification at 400 Beaver Brook Rd for a new Research and Development Building, including a new restaurant at 500 Beaver Brook. They reviewed the 60 Codman Hill Rd application for a new larger building: the permit application was ultimately withdrawn, but got approval from the Zoning Board of Appeals to use and modify the existing building.

The Board reviewed several new development applications that were deemed not in the town's best interest and not compatible with the Zoning Bylaws, Rules and Regulations nor with the Master Plan. Comments were

submitted to the MA Environmental Policy Act (MEPA) Office on 1414 Mass Ave. which proposes 578,000 square feet of research and light manufacturing space along with 1,157 new parking spaces and 35 loading docks on 208 acres of land. The Board anticipates that permit applications will be coming before the Board soon, and hopes to work with the developer towards a less impactful plan. The Board is working with the Planner on the MBTA Communities next steps, and the guidelines were modified to require zoning for a minimum of 118 multi-family units (Zoned for, but not development of) by 2025. The Board participated in update of the Open Space and Recreation Plan (OSRP), including attendance at the Community Engagement Forum this past April. Also reviewed the Road acceptances before this meeting, and have worked with numerous other committees, including CPC, DRB, EDC, MAGIC, MAPC.

Planning Board is bringing a modification of Zoning Bylaw amendment and General Bylaw Article 47, Tree Protection Bylaw tonight. She thanked and welcomed Town Planner, Alec Wade and thanked Mary Nadwairski, Assistant, as well as the rest of the Town Hall staff. The public is encouraged to attend the Planning Board meetings, which are generally held twice a month on Monday evenings and rebroadcast on BXB-TV on demand.

4) Finance Committee will deliver report before Article 5

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

Raise and Appropriate
(Majority vote required)

Diana Lipari moved and it was seconded that the Town vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2023 as follows:

Select Board Members	\$400 each member/year
Board of Health Members	\$200.00 each member/year
Town Clerk	\$75,900
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	\$200.00 each member/year
Town Moderator	\$100.00/year

Summary:

Elected members still may choose not to accept these stipends and instead choose to volunteer their time in service to the town. The budget reflects the choices made by each Board.

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

Majority opinion: The majority of the Select Board feels that stipends should be available to those who choose to take them.

Minority opinion: The minority of the Select Board believes that the salaries and compensations for the majority of elected positions should be removed from this article. The minority's belief of why the salaries and compensations should be removed is that while it is important to show gratitude to elected officials,

at the rate the compensation is currently set it is mostly symbolic. Additionally, the compensation gets reported in a W-2 and is taxed at a Federal and State level, so it is creating a recursive tax (taxing local residents to give income to elected officials who then pay Federal and State tax on the income earned from the Town).

The minority believes that there are other more impactful ways to show appreciation to elected officials that keep the taxed money within the Town. Already the Select Board has foregone a stipend in previous years to provide an employee morale and events, and more money in this fund would provide for the ability to do more regular events and or provide SWAG items and or longevity awards to employees and volunteers.

The minority will be making a motion on Town Meeting floor to amend the motion proposed by Article 3 to only provide salaries and compensation for the Town Clerk and Constables. The Town Clerk is a full time staff position and the compensation is for full time work. The Constable is required by Massachusetts General Law and cannot be removed.

Wes Fowlks gave the minority opinion, given that they are just token amounts and then are taxed. **Mr. Fowlks moved to amend the motion to the following: Striking and/or removing the rows for: Select Board, Board of Health, Planning Board Members, Boxborough Members of A-B Regional School Committee, Library Board of Trustees and Moderator and their relevant salaries. Leaving only the Constables and Town Clerk.**

Select Board Members	\$400 each member/year
Board of Health Members	\$200.00 each member/year
Town Clerk	\$75,900
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	\$200.00 each member/year
Town Moderator	\$100.00/year

The Finance Committee recommends the original motion (5-0-0).

The amended motion was seconded. Discussion on the amended Motion on Article 3.

The Select Board recommends.

Finance Committee does not recommend the amended motion.

Adam Klein of Whitcomb Rd. has not received his funds for the past two years due to changes in Town Hall personnel, and it has taken more time to chase down the funds so he is for the removal of the funds.

Brenda Sydney of 81 Liberty Square Rd. wants to know why the Finance Committee isn't for eliminating an expense.

Gary Kushner of Flagg Hill Rd. explained the history of having salaries that was voted several years ago at Town Meeting.

Molly Wong of Stonehedge Pl. noted that Library Trustees have not taken their salaries.

Maria Neyland explained that the Select Board donated their salaries to Town Hall appreciation events.

Cheryl Mahoney of Liberty Square Rd. asked Counsel if there are any statutory requirements.

Joe Fair said no.

Action on the amendment carried by majority.

Action on the motion on Article 3 as amended carried by majority.

**ARTICLE 4 AMEND FY2024 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND
COMPENSATION SCHEDULE**
(Majority vote required)

Lee Slade moved and it was seconded that the Town vote to amend certain sections of the Personnel Administration Plan including the Classification and Compensation Schedule in the manner that is set forth in the document on file with the Town Clerk titled “Proposed Changes to Personnel Administration Plan – May 8, 2023” and also available on the Town’s website as set forth in the 2023 Annual Town Meeting Warrant.

Vote 1: I move that the Town amend certain administrative sections of the Personnel Administration Plan in the manner that is set forth in the document on file with the Town Clerk titled “Proposed Changes to Personnel Administration Plan – May 8, 2023” and also available on the Town’s website as set forth in the May 8, 2023 Annual Town Meeting Warrant.

Summary:

Vote 1: Administrative changes to the plan

a. FY2023 Classification & Compensation Schedule

Associate Planner - Proposed Grade 13

Per Diem and Intermittent Employees & Stipends

Proposed changes to positions

<i>Hourly (All Non-Exempt)</i>	<i>FY2024 Rate</i>	<i>Proposed Grade Reference</i>
<i>Part-Time Dispatcher</i>	<i>\$24.19</i>	<i>Grade 11</i>
<i>Special Reserve Police Officer</i>	<i>\$27.94</i>	<i>Grade 13</i>

b. Article III, Definitions

Proposed Additions

Promotion: *When an employee advances to a position that is classified at a higher salary grade, or in certain circumstances, an acknowledgment of significant greater responsibilities within the*

same grade/position.

Reclassification: The assignment of an existing position to a new grade and/or step when substantive, measurable changes occur in responsibilities. This change is based on an evaluation of expansion on the duties, responsibilities, scope, impact, and/or qualifications of the position.

Article VI, The Pay Plan, Section 2

Strikeout the following

~~a. When an employee is promoted to a position in a higher class, the employee's salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted employee shall be increased to the step immediately above the employee's present salary.~~

~~b. When an employee is promoted, or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the minimum rate for the higher grade. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above the employee's current salary step.~~

Replace stricken language above with the paragraph below.

When an employee is promoted to a position in a higher class or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the first step that provides them with an increase in pay of no less than 4% above their base pay prior to the promotion or reclassification. If the department head recommends a higher step increase, they must do so in writing as warranted by the employee's qualifications and performance, subject to the approval of the Town Administrator.

~~€.~~ Article X: Vacations, Sections 2 and 3.

Strike out and add language in **bold** as indicated.

Section 2. Regular reduced-hours **and regular part-time** employees shall be entitled to vacation according to Section 1 except that the resulting days shall be multiplied by the average number of hours worked each week and then divided by forty (40).

Section 3. **Regular part time, p** Per diem, and intermittent employees do not accrue vacation time.

~~£.~~ Article XI: Leaves of Absence

Add new Section 1.h to the Article

Section 1 SICK LEAVE

h. Sick Leave Bank

There is hereby created a Sick Leave Bank (the “Bank”) to provide offsetting pay for a limited time to those participating Town employees (the “Participants”) who have exhausted their personal accrued leave time, separate from other sick leave benefits (short-term and/or long-term disability), in all of its forms, and suffer from a disabling injury or illness. Such benefits are intended to augment an employee’s sick leave benefit in cases involving catastrophic or long-term illness or accident not covered by Workers’ Compensation or Injured on Duty (IOD) Leave. The Bank is a voluntary, participative arrangement entered into by Town employees seeking to provide some measure of relief to ill or disabled peers and does not represent an obligation upon the Town to create time upon the records of the Bank for use by Participants beyond the time contributed by Participants or as otherwise established within this policy.

Administration of the Bank: The records of time contributed to and drawn from said Bank shall be maintained by the Treasurer/Collector’s Office, which is charged with maintaining and tracking time. Approvals and disapprovals of membership and withdrawals shall be administered by the Town Administrator subject to any appeal process established herein provided, however, if the Town Administrator shall become a Participant in the Bank, the Chair of the Select Board shall act in the stead of the Town Administrator with respect to any decision required to be made with respect to the Town Administrator’s participation in the Bank.

Eligibility for the Bank: All employees eligible to receive and accrue sick leave are eligible to apply to enroll in and participate in the Bank after completion of their six-month probationary period and the attainment of one week of sick time (pro-rated for part-time service). Any such employee represented by a bargaining unit is only eligible to apply to and enroll in the Bank if the entity bargaining on their behalf has negotiated for the inclusion of this policy within their Collective Bargaining Agreement.

Initial Membership Application: Applications for enrollment in the Bank shall be on a form to be designed by the Town Administrator and will only be accepted for consideration during the so-called “Open Enrollment” period established annually for employees to enroll in and/or change their enrollments in the Town’s various insurance programs. However, upon creation of the Bank, there shall be a period of thirty (30) days thereafter in which employees may apply to become a Participant in the Bank.

Initial Membership Deposit: Applications for enrollment shall provide authorization for the Town to withdraw an initial deposit of at least two (2) days of sick leave from the accrued sick leave time of the applicant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.

Annual Membership Deposit: Annually, during the Open Enrollment Period, Participants must provide authorization for the Town to withdraw an additional deposit of one (1) day of sick leave from the Participant’s accrued sick leave time for transfer to the Bank and may authorize up to

four (4) days of sick leave time to be transferred to the Bank.

Opt-Out Provision: Any Participant may remove himself or herself from the Bank at any time; however, once removed, the employee may not withdraw any sick leave contributed to the Bank at the time they initially joined or that they contributed to the Bank as part of any subsequent contribution.

Loss of Deposits: Deposits of sick leave time become the sole property of the Bank and are not returned to the Participant for their sole use, except in accordance with the application for a withdrawal as outlined below.

Application for Withdrawals: A Participant, or their designee, may apply to withdraw time from the Bank upon a form to be designated by the Town Administrator. Said form shall require a certification from a medical or mental health professional licensed by the Commonwealth of Massachusetts as to the disabling injury or illness, an indication as to how long the condition may persist, and a certificate of the Town Officer maintaining the Bank of any and all time the applicant has remaining of their personal accrued leave time, in all forms, which must be fewer than eighty (80) hours of total leave time at the time of application.

Maximum Withdrawal and Use Thereof: No Participant may be granted more than an initial grant of twenty (20) days of leave from the Bank in any twelve-month calendar year period. Any such grant of leave may not be drawn against until all other available leave time on the books of the Participant has been fully exhausted.

Continuing Accruals of Sick Leave: Under no circumstances may a Participant, while using time derived from the Bank, accrue any type of leave.

Refunds for Monies Recovered: Any Participant who subsequently receives any form of reimbursement for any Town-offered Disability or Workers' Compensation Policy covering any illness or disability originally covered by a withdrawal of time from the Bank shall pay to the Town the value of the duplicate coverage and the Treasurer shall give credit to the Bank for the number of days for which the Town was reimbursed.

Appeals: Should an application for withdrawal be denied, the Participant may submit an appeal in writing to the Town Administrator. The Town Administrator will then convene a three-member ad-hoc panel which shall be established within three (3) business days to decide the matter. The ad-hoc panel will consist of an appointee from the Town Administrator, the Participant shall appoint one member to the panel who is knowledgeable of the facts of the situation and will serve as an advocate of the Participant, and the Chair of the Personnel Board, or designee, who will serve as the ad-hoc chair. The panel shall decide the matter within five (5) business days of appointment of the third panel member.

Extraordinary Circumstances: In extraordinary circumstances of illness or disability during a

period of time in which an employee was not eligible to apply for membership in the Bank, the Town Administrator may make a one-time call for contributions of sick leave time in any amount for a specific employee who shall be identified in the call for voluntary contributions. Any employee granted time under these provisions shall not be eligible to accrue leave time during any such period of time and any voluntary contribution made in excess of that needed to meet the needs of the employee shall be transferred to the permanent records of the Bank.

Seconded. Lee Slade gave the presentation on Vote 1.

Personnel Board is made up of five members, some of whom are very new and include: Sheila Bauer, Allan MacLean, Cheryl Mahoney. He thanked Bill Litant for his service on the Personnel Board. He outlined the priorities of the board and explained the changes to the plan and the impacts on the Town in terms of budget. The importance of these changes to long-term maintenance of

Discussion on the Motion on Article 4, Vote 1.

Bob Stemple of Kendall Rd. asked the distinction between regular part-time and a per-diem employee because it looks like a regular part-time employee would get benefits.

Rajon Hudson clarified that regular part-time employee that normally works a regular amount of time each week, under 20 hours. Per diem covers shifts and works different amounts each week and could be seasonal.

Bob Stemple noted that as a past per-diem employee could work over 20-30 hours per week, and wouldn't be allowed to earn vacation time.

Rajon Hudson said that a per diem who worked seasonally don't work a regular set of hours. The per-diems are not a regular set of hours and the hours are subject to fluidity so harder to track and accrue.

Brenda Sydney of 81 Liberty Square Rd. doesn't understand why the per diem employees would be excluded.

Michael Johns noted that the personnel plan was worked on over the past year, and this plan has been well-vetted and debated and voted on. If there are recommendations that come forward in terms of changing the per-diem vacation time. There is a predictability to the regular employees; this was a benefit we wanted to give to our employees. There has not been an opportunity to meet with the per diem employees and that is probably something that needs to have some dialogue.

Lee Slade said it was a good question, and they will plan to discuss it in the future.

Chad Childers of Middle Rd. wanted to clarify that the proposed change is just to add vacation time to part-time employees.

Barbara Salzmann of Cobleigh Rd. asked that per-diem employees be looked at for the future.

Christine Marlow of Depot Rd. asked if per-diems work for other towns. It was confirmed that they are allowed to work for other towns.

Action on the motion on Article 4, Vote 1: motion carried by a majority.

Vote 2: Lee Slade moved that the Town amend the Classification and Compensation Schedule of the Personnel Administration Plan in the manner that is set forth in the document on file with the Town Clerk titled “Proposed Changes to Personnel Administration Plan – May 8, 2023” and also available on the Town’s website as set forth in the May 8, 2023 Annual Town Meeting Warrant which Schedule includes a 2.9% wage adjustment as stated in the May 8, 2023 Annual Town Meeting Warrant.

Vote 2: Classification and Compensation Schedule – Wage Increase

FY2024

*The Personnel Board voted a 2.9% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) effective July 1, 2023 (FY2024). **The total increase in salaries is \$23,000.***

Employees on the Temporary, Per Diem and Intermittent Schedule will receive a 2.9% wage adjustment, effective July 1, 2023

FY2024 Classification and Compensation Schedule (2.9% Wage Increase added)

Regular Full-Time, Reduced Hours and Part-Time Employees

GRADE	POSITIONS	FLSA	Step 1	Step	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	87,301	89,484	91,721	94,014	96,364	98,773	101,243	103,774	106,368	109,027	111,753	114,547	117,411	120,346
15	COA & Community Services Director *Inspector Bldgs Commissioner(BICO) **Town Accountant *Town Assessor *Town Planner Town Treasurer/Collector	Exempt	74,300	76,158	78,062	80,013	82,014	84,064	86,166	88,320	90,528	92,791	95,111	97,488	99,926	102,424
14	Community Services Coordinator Council on Aging Coordinator Town Clerk/Temporary Town Clerk DPW Foreman	Exempt Non-Exempt	63,233 30.29	64,814 31.05	66,434 31.83	68,095 32.62	69,797 33.44	71,542 34.27	73,331 35.13	75,164 36.01	77,043 36.91	78,969 37.83	80,943 38.78	82,967 39.75	85,041 40.74	87,167 41.76
13	Associate Town Planner Youth Services Librarian Information Services Librarian Technical Services Librarian	Exempt Non-Exempt	58,358 27.94	59,817 28.64	61,313 29.36	62,845 30.09	64,416 30.84	66,027 31.62	67,678 32.41	69,370 33.22	71,104 34.05	72,881 34.90	74,703 35.77	76,571 36.66	78,485 37.58	80,447 38.52
12	Administrative Assistant Conservation Agent DPW Worker Skilled Fleet Maintenance Mechanic	Non-Exempt	25.99	26.64	27.31	27.99	28.69	29.41	30.14	30.90	31.67	32.46	33.27	34.11	34.96	35.83
11	Animal Control Officer Department Assistant	Non-Exempt	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.35
10	Bldgs/Grnds Maint Worker DPW Worker Semi Skilled Sr. Library Assistant Transfer Station Operator	Non-Exempt	22.49	23.05	23.63	24.22	24.83	25.45	26.08	26.74	27.40	28.09	28.79	29.51	30.25	31.00
9	Library Assistant	Non-Exempt	20.93	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

8	Van Dispatcher	Non-Exempt	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.15	23.72	24.32	24.93	25.55	26.19	26.84
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* Under three-year contract

**Under two- year contract

Positions that have been graded for FY2024

Strikethroughs indicate positions that have moved to Union Contracts

FY2024 Classification & Compensation Schedule (2.9% Wage Increase added) Temporary, Per Diem and Intermittent

SG	Hourly (All Non-exempt)	FY24 Rate
0	CIT	14.86
0	Intern (Town Hall)	14.86
1	Counselor	15.44
1	Asst. Animal Control Officer	15.44
1	Election Workers	15.44
2	Media Production Technician	16.01
2	Seasonal Conservation Officer	16.01
3	Laborer - Cemetery	14.66
3	Clerk of Elections	16.61
4	Lead Counselor	17.24
5	Van Driver	17.88
6	Seasonal Maintenance & Cemetery Worker	18.55
8	Lock Up Attendant	22.04
8	Winter Sports Director	22.04
8	Specialty Instructor Level I	22.04
9	Substitute Librarian	20.93
10	Special Police Officer	22.49
10	Specialty Instructor Level II	22.59
10	Summer Recreation Director	22.59
10	Snow Plow Operator	26.01
11	Firefighter/EMT	24.19
11	Animal Control Officer	24.19
11	Lead Summer Recreation Director	24.19
11	Veterans Services Officer	24.19
11	Part Time Dispatcher	24.19
11	Deputy Fire Chief	26.21
13	Reserve Police Officer	27.94
14	Fire Lieutenant	29.44
15	Fire Captain	33.91
NR	Asst. Building Inspector	30.18
NR	Call Building Inspector	35.13
Regraded positions		

Revised 2/8/2023

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	90% Permit Fees
Plumbing & Gas Inspector	90% Permit Fees
Meeting Secretaries	\$134.21/meeting

The Personnel Board recommends (3-0) for Vote 1. The Personnel Board recommends (3-0) for Vote 2.

The Finance Committee recommends (5-0-0) for Vote 1. The Finance Committee recommends. The changes to the Part-time dispatcher and Reserve Police Officer will hopefully make it easier to find and retain employees, thereby cutting down on the amount of overtime incurred by the departments. The language changes around

promotion/reclassification, vacation for part-time employees, and a sick bank will reward and help retain our employees.

The Finance Committee recommends (5-0-0) for Vote 2. The Finance Committee recommends. We feel that the 2.9% COLA is reasonable given inflation. The increase was again arrived at using a 3-year average.

The Select Board recommends (4-0-0) for Vote 1. For the reasons written in the summary, the Select Board unanimously recommends this article and supports the efforts of the Planning Board to clarify various aspects of the Personnel Plan and to add a provision for a much needed "Sick Leave Bank" which will bring welcome changes for our employees.

The Select Board recommends (4-0-0) for Vote 2. For the reasons written in the summary, the Select Board unanimously recommends this article and supports the 2.9% COLA increase.

Discussion on the Motion on Article 4, Vote 2.

Brenda Sydney of Liberty Square Rd. asked about a performance pool?

Mr. Johns said don't have a performance pool, per se. Mr. Johns noted that we are discussing the Cost of Living Increase (COLA). In addition, employees are also eligible for a step raise which is based on performance. Contract employees are not eligible for this COLA.

Action on the motion on Article 4, Vote 2: motion carried by a majority.

ARTICLE 5 TOWN OPERATING BUDGET

\$25,892,289 Raise & Appropriate
(Majority vote required)

Maria Neyland moved and it was seconded that the Town raise and appropriate the sum of Twenty-Five Million, Eight Hundred Ninety-Two Thousand, Two Hundred Eighty-Nine Dollars (\$25,892,289) for the operations and expenses of the Town during the fiscal year beginning July 1, 2023, for the purposes for which funding are set forth in the Department Account Numbers 114 through 915 and any subheadings included under said account numbers as printed in Article 5 of the May 8, 2023 Annual Town Meeting Warrant under the heading FY 24 Submitted Budget.

Except for:

Department 156, Total Salaries--Technology, which has been reduced by \$7,500 to \$.00

Department 210, Total Salaries-- Police which has been reduced by \$9,897 to \$1,478,007

Department 210, Total Other--Police, which has been increased by \$4,000 to \$133,683

Department 215, Total Salaries--Dispatch, which has been increased by \$12,000 to \$424,033

Department 300, Total Other—Education, which has been decreased by \$27,149 to \$304,641

Making the new total to be raised \$25,863,743.

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

Maria Neyland, Chair, gave the Finance Committee Report. The Fin Com are volunteers appointed by the Moderator, and they represent all of the town. Even though Michael Johns came late to the process, it was smooth and collaborative. She also thanked the department heads and staff and Dennis Reip.

She noted changes in the budget so that recurring capital items would be standalone warrant articles. She cited challenges of payments from year to year with supply chain issues. Utilities changed to consolidate the expense in one line. Free Cash is higher than it has ever been. We were reimbursed for COVID relief, which went back into free cash. Next year will be more typical, and not as much will go into free cash this year. Town govt budget is up 4.9% over last year. We have continued to pay down debt. With the use of free cash this year, it will go back down to 5% of our budget. Stabilization fund is well within the guidelines. Reserve Fund this year was changed to a percentage of the budget as opposed to a set amount.

On behalf of the Finance Committee, Ms. Neyland took a moment to recognize a few people: Chief Paul Fillebrown, it has been a pleasure to serve with you. Les Fox, 24 years of service to the Town – too many committees to list. Work on the DPW building, years of work on Public Safety Committee and most recently your efforts on the Water Resources Committee to secure clean drinking water for the western part of town were admirable and many have looked to you as a mentor; you will be missed.

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

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

Discussion on the Motion on Article 5.

Moderator Reip proceeded to read items line by line unless there was a hold.

Becky Neville asked for a hold on 114 because the Moderator's salary was eliminated. Warrant articles may change the budget, so we don't need to go in and change the budget. It will get changed by the accountant after Town Meeting.

Cheryl Mahoney of Liberty Square Rd. asked a procedural question about whether we need to raise and appropriate. Maria Neyland didn't think we needed to change the budget.

Kelli Pontbriand said that because that Article 3 was one of the few that actually set the amount, we need to keep the hold and decrease the budget.

Becky Neville moved that we decrease the Moderator's stipend to zero. Fin Com and Select Board recommended.

Action on the motion on the hold on line 114: motion carried by a majority.

Line 123 was held. No salary line item for the Select Board so does not need to be held.

Line 175 was held. The salary for Planning Board was reduced by \$2000 to reflect the vote of Article 3.

Action on the motion on the hold on line 175: motion carried by a majority.

Line 300 was held. The salaries in line item 300 were reduced by \$1,600 to reflect the vote of Article 3.

Line item 431 was held. Janet Keating-Connolly of Flagg Hill Rd. asked if the line item was for Hazardous Waste. We haven't had one in two years. We are having one this year.

Line 511 was held. The salaries in line item 511 was reduced by \$600 for Board of Health members to reflect the vote of Article 3.

Action on the motion on the hold on line 511: motion carried by a majority.

Amendment to the original motion to decrease department 114 total salary by \$100, department 175 total salary by \$2,000, department 300 total salary by \$1,600 and department 511 total salary by \$600

Action on the amendment on Article 5: motion carried by a majority.

Action on the amended motion on Article 5 *(for a total of \$25,859,443)*: motion carried by a majority.

**FY2024 Budget Summary
Town of Boxborough**

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
114 Total Salary		100	-100	-100.0%	0	0	0
114 Total Other	80	80	0	0.0%	0	75	57
114 <u>Total Moderator</u>	80	180	-100	-55.6%	0	75	57
119 Total Salary	0	0	0		0	0	0
119 Total Other	160	160	0	0.0%	37	120	74
119 <u>Total Town Constable</u>	160	160	0	0.0%	37	120	74
123 Total Salary	344,593	302,870	41,723	13.8%	152,720	215,020	201,620
123 Total Other	63,509	46,770	16,739	35.8%	25,519	38,210	33,855
123 <u>Total Executive Office</u>	408,102	349,640	58,462	16.7%	178,239	253,230	235,475
131 Total Salary	0	0	0		0	0	0
131 Total Other	700	385	315	81.8%	184	375	255
131 <u>Total Town Finance Comm</u>	700	385	315	81.8%	184	375	255
135 Total Salary	97,583	97,583	0	0.0%	39,559	75,230	68,059
135 Total Other	45,900	43,600	2,300	5.3%	48,377	73,120	70,417
135 <u>Total Accountant</u>	143,483	141,183	2,300	1.6%	87,936	148,350	138,476
141 Total Salary	120,800	112,775	8,025	7.1%	51,982	88,940	91,231
141 Total Other	32,445	21,220	11,225	52.9%	9,338	19,758	16,540
141 <u>Total Assessor</u>	153,245	133,995	19,250	14.4%	61,320	108,698	107,771
145 Total Salary	119,888	114,792	5,096	4.4%	49,791	86,310	80,249
145 Total Other	29,200	28,700	500	1.7%	16,995	120,940	116,818
145 <u>Total Treasurer/Collector</u>	149,088	143,492	5,596	3.9%	66,786	207,250	197,067
151 Total Salary	0	0	0		0	0	0
151 Total Other	130,000	78,400	51,600	65.8%	61,017	78,400	127,288
151 <u>Total Legal</u>	130,000	78,400	51,600	65.8%	61,017	78,400	127,288
152 Total Salary	0	0	0		0	0	0
152 Total Other	345	345	0	0.0%	225	345	225
152 <u>Total Personnel Board</u>	345	345	0	0.0%	225	345	225
156 Total Salary	0	7,500	-7,500	-100.0%	0	7,500	7,500
156 Total Other	216,000	251,775	-35,775	-14.2%	94,708	230,420	196,969
156 <u>Total Technology</u>	216,000	259,275	-43,275	-16.7%	94,708	237,920	204,469
161 Total Salary	114,262	107,837	6,425	6.0%	47,289	67,335	62,386
161 Total Other	14,052	11,024	3,028	27.5%	5,381	9,440	11,515
161 <u>Total Town Clerk</u>	128,314	118,861	9,453	8.0%	52,670	76,775	73,901
171 Total Salary	0	0	0		0	0	0
171 Total Other	1,700	1,600	100	6.3%	686	1,600	919
171 <u>Total Conservation Comm</u>	1,700	1,600	100	6.3%	686	1,600	919

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
174 Total Salary	290,793	284,046	6,747	2.4%	119,859	144,220	135,945
174 Total Other	21,200	17,000	4,200	24.7%	15,443	17,850	10,916
174 <u>Total Land Use & Permitting</u>	311,993	301,046	10,947	3.6%	135,302	162,070	146,860
175 Total Salary	3,913	5,913	-2,000	-33.8%	4,608	5,075	2,464
175 Total Other	7,942	5,425	2,517	46.4%	7,630	5,425	196
175 <u>Total Planning Board</u>	11,855	11,338	517	4.6%	12,238	10,500	2,660
176 Total Salary	1,304	1,304	0	0.0%	0	1,280	0
176 Total Other	635	635	0	0.0%	0	635	0
176 <u>Total ZBA</u>	1,939	1,939	0	0.0%	0	1,915	0
179 Total Salary	0	0	0	0.0%	0	0	0
179 Total Other	300	200	100	50.0%	0	100	100
179 <u>Total Ag Comm</u>	300	200	100	50.0%	0	100	100
182 Total Salary	0	0	0	0.0%	0	0	0
182 Total Other	4,250	3,750	500	13.3%	1,000	3,500	0
182 <u>Total Economic Development</u>	4,250	3,750	500	13.3%	1,000	3,500	0
192 Total Salary	0	0	0	0.0%	0	0	0
192 Total Other	241,100	219,814	21,286	9.7%	83,518	260,859	216,309
192 <u>Total Building & Grounds</u>	241,100	219,814	21,286	9.7%	83,518	260,859	216,309
196 Total Salary	0	0	0	0.0%	0	0	0
196 Total Other	17,200	15,015	2,185	14.6%	7,806	15,015	15,012
196 <u>Total Facilities</u>	17,200	15,015	2,185	14.6%	7,806	15,015	15,012
199 Total Salary	0	0	0	0.0%	0	0	0
199 Total Other	950	950	0	0.0%	0	1,250	1,247
199 <u>Total Sustainability Comm</u>	950	950	0	0.0%	0	1,250	1,247
Total Salaries - Town Govern	1,093,136	1,034,720	58,416	5.6%	465,808	690,910	649,454
Total Other - Town Governm	827,668	746,848	80,820	10.8%	377,864	877,437	818,713
Total Town Government	1,920,804	1,781,568	139,236	7.8%	843,672	1,568,347	1,468,166
210 Total Salary	1,478,007	1,466,013	11,994	0.8%	701,730	1,369,105	1,348,312
210 Total Other	133,683	176,845	-43,162	-24.4%	40,881	113,115	94,297
210 <u>Total Police</u>	1,611,690	1,642,858	-31,168	-1.9%	742,611	1,482,220	1,442,609
215 Total Salary	424,033	405,072	18,961	4.7%	164,604	389,970	327,301
215 Total Other	61,300	57,468	3,832	6.7%	32,482	60,285	47,878
215 <u>Total Dispatch</u>	485,333	462,540	22,793	4.9%	197,086	450,255	375,179
220 Total Salary	1,208,112	1,180,839	27,273	2.3%	521,815	1,034,810	989,251
220 Total Other	126,983	126,520	463	0.4%	48,974	129,920	118,220
220 <u>Total Fire</u>	1,335,095	1,307,359	27,736	2.1%	570,789	1,164,730	1,107,471

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
292 Total Salary	18,706	18,061	645	3.6%	8,085	17,290	16,705
292 Total Other	5,197	5,495	-298	-5.4%	1,189	5,495	3,536
292 <u>Total ACO</u>	23,903	23,556	347	1.5%	9,273	22,785	20,241
Total Salaries - Protection	3,128,858	3,069,985	58,873	1.9%	1,396,234	2,811,175	2,681,569
Total Other - Protection	327,163	366,328	-39,165	-10.7%	123,525	308,815	263,931
Total Protection	3,456,021	3,436,313	19,708	0.6%	1,519,759	3,119,990	2,945,500
300 Total Salary	0	1,600	-1,600	-100.0%	0	1,600	1,600
300 Total Other	304,641	294,378	10,263	3.5%	0	282,818	295,222
300 <u>Total Education</u>	304,641	295,978	8,663	2.9%	0	284,418	296,822
310 Total Salary	0	0	0	0.0%	0	0	0
310 Total Other	13,944,299	13,257,674	686,625	5.2%	0	12,676,080	12,123,120
310 <u>Total ABRSD</u>	13,944,299	13,257,674	686,625	5.2%	0	12,676,080	12,123,120
Total Salaries - Education	0	1,600	(1,600)	(1)		1,600	1,600
Total Other - Education	14,248,940	13,552,052	696,888	5.1%		12,958,898	12,418,342
Total Education	14,248,940	13,553,652	695,288	5.1%		12,960,498	12,419,942
422 Total Salary	688,856	650,063	38,793	6.0%	304,792	626,455	612,629
422 Total Other	227,640	223,430	4,210	1.9%	101,584	167,045	184,464
422 <u>Total DPW</u>	916,496	873,493	43,003	4.9%	406,376	793,500	797,093
423 Total Salary	92,293	66,880	25,413	38.0%	5,426	66,880	54,871
423 Total Other	114,297	139,710	-25,413	-18.2%	20,547	139,710	98,782
423 <u>Total Snow & Ice</u>	206,590	206,590	0	0.0%	25,973	206,590	153,653
424 Total Salary	0	0	0		0	0	0
424 Total Other	3,900	3,000	900	30.0%	403	2,500	2,393
424 <u>Total Street Lighting</u>	3,900	3,000	900	30.0%	403	2,500	2,393
425 Total Salary	0	0	0		0	0	0
425 Total Other	64,700	61,280	3,420	5.6%	19,176	0	0
425 <u>Total Hager Well</u>	64,700	61,280	3,420	5.6%	19,176	0	0
431 Total Salary	0	0	0		0	0	0
431 Total Other	0	10,000	-10,000	-100.0%	0	0	0
431 <u>Total Hazardous Waste</u>	0	10,000	-10,000	-100.0%	0	0	0
433 Total Salary	0	0	0		0	0	0
433 Total Other	158,950	123,700	35,250	28.5%	47,384	129,700	84,644
433 <u>Total Transfer Station</u>	158,950	123,700	35,250	28.5%	47,384	129,700	84,644
490 Total Salary	1,015	1,015	0	0.0%	234	1,060	1,015
490 Total Other	0	0	0	0.0%	0	0	0
490 <u>Total Animal Inspector</u>	1,015	1,015	0	0.0%	234	1,060	1,015

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
491 Total Salary	5,000	5,000	0	0.0%	2,500	5,000	5,000
491 Total Other	2,300	500	1,800	360.0%	442	500	491
491 <u>Total Cemetery</u>	7,300	5,500	1,800	32.7%	2,942	5,500	5,491
Total Salaries - Public Works	787,164	722,958	64,206	8.9%	312,952	699,395	673,514
Total Other - Public Works	571,787	561,620	10,167	1.8%	189,536	439,455	370,774
Total Public Works	1,358,951	1,284,578	74,373	5.8%	502,488	1,138,850	1,044,289
511 Total Salary	0	600	-600	-100.0%	0	600	400
511 Total Other	69,103	52,679	16,424	31.2%	12,537	47,255	48,506
511 <u>Total BoH</u>	69,103	53,279	15,824	29.7%	12,537	47,855	48,906
529 Total Salary	53,950	52,095	1,855	3.6%	17,466	36,400	25,724
529 Total Other	8,415	8,005	410	5.1%	3,579	7,650	6,868
529 <u>Total Community Services</u>	62,365	60,100	2,265	3.8%	21,045	44,050	32,592
541 Total Salary	78,767	74,486	4,281	5.7%	33,607	48,245	48,244
541 Total Other	10,950	9,240	1,710	18.5%	2,874	8,790	7,529
541 <u>Total COA</u>	89,717	83,726	5,991	7.2%	36,481	57,035	55,773
543 Total Salary	0	0	0		0	0	0
543 Total Other	35,875	34,999	876	2.5%	9,792	33,965	17,769
543 <u>Total Veterans</u>	35,875	34,999	876	2.5%	9,792	33,965	17,769
Total Salaries - Health Service	132,717	127,181	5,536	4.4%	51,073	85,245	74,368
Total Other - Health Services	124,343	104,923	19,420	18.5%	28,782	97,660	80,672
Total Health Services	257,060	232,104	24,956	10.8%	79,855	182,905	155,040
610 Total Salary	288,632	276,462	12,170	4.4%	126,559	263,735	262,996
610 Total Other	109,275	108,500	775	0.7%	64,031	111,550	104,260
610 <u>Total Library</u>	397,907	384,962	12,945	3.4%	190,590	375,285	367,257
630 Total Salary	54,983	52,298	2,685	5.1%	42,131	43,300	32,425
630 Total Other	13,225	11,900	1,325	11.1%	6,358	6,200	4,923
630 <u>Total Rec Comm</u>	68,208	64,198	4,010	6.2%	48,489	49,500	37,348
691 Total Salary	0	0	0		0	0	0
691 Total Other	350	350	0	0.0%	0	350	147
691 <u>Total Hist Comm</u>	350	350	0	0.0%	0	350	147
692 Total Salary	0	0	0		0	0	0
692 Total Other	1,500	1,500	0	0.0%	286	1,500	570
692 <u>Total Public Celebrations</u>	1,500	1,500	0	0.0%	286	1,500	570
699 Total Salary	0	0	0		0	0	0
699 Total Other	1,500	1,400	100	7.1%	0	1,400	0
699 <u>Total AB Cultural Council</u>	1,500	1,400	100	7.1%	0	1,400	0

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
Total Salaries - Culture & Rec	343,615	328,760	14,855	4.5%	168,690	307,035	295,421
Total Other - Culture & Rec	125,850	123,650	2,200	1.8%	70,675	121,000	109,900
Total Culture & Rec	469,465	452,410	17,055	3.8%	239,365	428,035	405,322
710 Total Salary	0	0	0		0	0	0
710 Total Other	1,334,132	1,294,632	39,500	3.1%	612,763	1,094,495	1,094,492
710 Total Retirement of LT Debt	1,334,132	1,294,632	39,500	3.1%	612,763	1,094,495	1,094,492
911 Total Salary	0	0			0	0	0
911 Total Other	1,245,470	1,218,757	26,713	2.2%	1,218,757	1,444,435	1,144,434
911 Total County Retirement Ass	1,245,470	1,218,757	26,713	2.2%	1,218,757	1,444,435	1,144,434
912 Total Salary	0	0	0		0	0	0
912 Total Other	230,000	223,333	6,667	3.0%	189,242	201,385	197,635
912 Total Other Insurance	230,000	223,333	6,667	3.0%	189,242	201,385	197,635
915 Total Salary	0	0	0		0	0	0
915 Total Other	1,183,600	1,047,073	136,527	13.0%	525,365	967,460	866,085
915 Total Employee Benefits	1,183,600	1,047,073	136,527	13.0%	525,365	967,460	866,085
	0						
Total Salaries - Administration	0	0			0	0	0
Total Other - Administration	3,993,202	3,783,795	209,407	5.5%	2,546,127	3,707,775	3,302,646
Total Administration	3,993,202	3,783,795	209,407	5.5%	2,546,127	3,707,775	3,302,646
132 Total Salary	0	0	0		0	0	0
132 Total Other	155,000	150,000	5,000	3.3%	0	64,773	135,227
132 Total Reserve Fund	155,000	150,000	5,000	3.3%	0	64,773	135,227
Total Salaries - Town Government	1,093,136	1,034,720	58,416	5.6%	465,808	690,910	649,454
Total Salaries - Protection	3,128,858	3,069,985	58,873	1.9%	1,396,234	2,811,175	2,681,569
Total Salaries - Public Works	787,164	722,958	64,206	8.9%	312,952	699,395	673,514
Total Salaries - Health Services	132,717	127,181	5,536	4.4%	51,073	85,245	74,368
Total Salaries - Culture & Rec	343,615	328,760	14,855	4.5%	168,690	307,035	295,421
Total Salaries	5,485,490	5,283,604	201,886	3.8%	2,394,757	4,593,760	4,374,326
Total Other - Town Government	827,668	746,848	80,820	10.8%	377,864	877,437	818,713
Total Other - Protection	327,163	366,328	-39,165	-10.7%	123,525	308,815	263,931
Total Other - Public Works	571,787	561,620	10,167	1.8%	189,536	439,455	370,774
Total Other - Health Services	124,343	104,923	19,420	18.5%	28,782	97,660	80,672
Total Other - Culture & Rec	125,850	123,650	2,200	1.8%	70,675	121,000	109,900
Total Town Other	1,976,811	1,903,369	73,442	3.9%	790,381	1,844,367	1,643,990

	FY24 Submitted Budget	FY23 Budget	FY24 VS FY23	FY24 VS FY23	FY23 YTD 12/31	FY22 Budget	FY22 Actual
Total Town Government	1,920,804	1,781,568	139,236	7.8%	843,672	1,568,347	1,468,166
Total Protection	3,456,021	3,436,313	19,708	0.6%	1,519,759	3,119,990	2,945,500
Total Public Works	1,358,951	1,284,578	74,373	5.8%	502,488	1,138,850	1,044,289
Total Health Services	257,060	232,104	24,956	10.8%	79,855	182,905	155,040
Total Culture & Rec	469,465	452,410	17,055	3.8%	239,365	428,035	405,322
Total Town Expenses	7,462,301	7,186,973	275,328	3.8%	3,185,138	6,438,127	6,018,316
Total Other - Education	14,248,940	13,553,652	695,288	5.1%	0	12,960,498	12,419,942
Total Other - Administration	3,993,202	3,783,795	209,407	5.5%	2,546,127	3,707,775	3,302,646
Total Reserve Fund	155,000	150,000	5,000	3.3%	0	200,000	135,227
Total Other Costs	18,397,142	17,487,447	909,695	5.2%	2,546,127	16,668,273	15,722,588
TOTAL	25,859,443	24,674,420	1,185,023	4.8%	5,731,266	23,106,400	21,740,903

ARTICLE 6 ESTABLISHMENT OF A FALL TOWN MEETING—AMENDMENT OF GENERAL BYLAWS

\$5,900 Raise and Appropriate

(Majority vote required)

Diana Lipari moved and it was seconded that the Town amend the Boxborough General Bylaws by adding ARTICLE 1 § 2 FALL TOWN MEETING, and by adding the following language in bold italics and further that non-substantive changes to the numbering of the General Bylaw be permitted in order that it be in compliance with the numbering format of the General Bylaw; and further that the Town raise and appropriate the sum of Five Thousand Nine Hundred Dollars (\$5,900) for the costs associated with and incidental to the holding of the Fall Town Meeting.

ARTICLE 1 § 2 FALL TOWN MEETING

The fall Town Meeting shall be held in October or November on a date to be determined each year and act upon matters of planning, zoning, subdivision control, acceptance of land or roads, building codes, grant applications, and the adoption, amendment, or repeal of bylaws as well as to consider and act upon such other business, including matters involving an appropriation of Town funds, as may properly come before the meeting.

Summary:

The proposed General Bylaw will establish a Fall town meeting to be held in addition to annual town meeting. This meeting is established for a limited scope of articles, focused on planning and zoning matters. This will alleviate the burden of time on participants at Annual Town Meeting, and provide a spotlighted meeting to focus on the growth and development of the Town. The appropriation is a best estimate for a cost of such a meeting.

The Select Board recommends (4-0-0). Municipal government has become more and more complicated with many issues unanticipated prior to the Annual Town Meeting. In the last few years, the Town has been required to hold at least one additional Town Meeting to handle these issues. The Select Board believes that it is better to budget and appropriately plan for another regular Town meeting in the Fall.

The Finance Committee recommends (4-1-0). Tax impact to the average home is \$3.06 or \$0.004 per 1,000.

The Planning Board does not recommend (3-2-0).

Majority Opinion (given by Kathleen Vorce): The majority of the Planning Board feels that there is a long-standing tradition of hearing Planning Articles at the Annual Town Meeting, as well as a higher likelihood of attendance and interest in planning issues.

Rather than incur the added expense and effort of a Fall Town Meeting we would ask the Select Board to consider moving Planning articles, as is their prerogative, to be heard as the first item on the second day of Town Meeting, rather than the last items on the agenda.

The hope is that hearing Planning Articles when there is the best attendance gives the largest number of voters the opportunity to weigh in without the need for additional meetings.

Minority Opinion (given by Mark Barbadoro): A minority of the Planning Board supports this article which calls for a regular Fall Town Meeting with a primary focus on planning, zoning, and other land use-related articles. The goal is to have as many people in attendance as possible to vote on these articles and allow voters sufficient time to fully understand, discuss and debate such articles, which often impact the entire town.

Attendance falls off significantly as Annual Town Meeting (ATM) progresses over multiple nights. A review of the attendance at Annual Town Meeting as provided by the prior Town Moderator and TownClerk over the last 32 years indicates that on average, attendance from the first night of ATM drops by approximately 32% by the second night, and drops by another 37% by the third night.

Having a separate Fall Town Meeting allows voters to focus on land use issues, many of which require a two-thirds vote. It allows voters more time to absorb intricacies of zoning bylaw amendments and other proposals while not having to also focus on budget items and the many other warrant articles normally presented at the Spring ATM.

Additionally, while the Planning Board can, and often does, request that their sponsored articles be considered earlier in the Spring ATM agenda, there is no guarantee that such a schedule is able to be accommodated since there are many important articles for consideration each year, each competing for the largest audience.

Discussion on the Motion on Article 6.

Owen Neville of Middle Rd. opposes the Article. We should save the money, and he thinks it's likely that time will be filled up, if we have an extra meeting. He urges defeat.

Molly Wong of Stonehedge Pl. wonders about a comparison of Special Town Meetings vs. Annual Town Meeting second days attendance. Adding another meeting goes against the idea of culture change that is trying to shift away from town meetings in general, which are hard for people to get to, but if people show up, maybe it's worth having.

Mr. Reip said there were approximately 150 at the Fall Town Meeting that he presided over.

Michael Toups of Pine Hill Rd. asked if this article as written would not prevent Zoning Articles from coming up at regular Town Meeting.

Ms. Lipari expressed that it wouldn't mean the articles are not allowed at regular annual town meetings. It was the feeling that we usually need to have a Special Town meeting, and plan it on the fly.

Mr. Toups thought that if we have a meeting in the Fall would not have a big enough attendance.

Ms. Lipari doesn't think it would preclude a good attendance based on recent observations.

Christine Marlow of Depot Rd. is concerned about the busy time of year that is the fall. When are you proposing this for? She thinks we're better off doing it in the spring.

Ms. Lipari said it would be October – November, likely the second week of November.

Jim Comolli of Sargent Rd. asked about budget items for the Fall. What happens to the items in the fall if they are budgetary items.

Maria Neyland said it would be the goal of the Fin Com not to add to the budget at a Fall Town Meeting.

Wes Fowlks of Stow Rd. said that a lot of things have come up and it adds flexibility and to accommodate things that come up including staff loss and making counter offers.

John Markiewicz of Patch Hill Rd. said that there are decisions that can't wait. An example may be bringing water to the western part of this town; we are working on the IMA, and there are components that may require the town to take a vote. There are many examples like this where we may need to go to Town Meeting in order to get state funding.

Jim Moss of Bicentennial Way says he doesn't remember a year that we didn't have a second town meeting. We can always change it, so he thinks we should try it.

Mark White of Sara's Way voted against this article from the Planning Board; he is aiming for the best attendance for zoning articles. We aren't voting on a Fall Town Meeting or not; we are talking about moving Planning Articles from the Annual to the Fall. We are not precluded from having Zoning articles from ATM, so the question is would you rather come to this meeting and vote planning articles or would you rather do it primarily in the fall?

Andrew Tavalacci of Old Harvard Rd. believes that we need a Fall Town Meeting for the express purposes of discussing planning articles because the town is in growing pains and developers are moving in, so waiting for once a year to address those issues is not a smart business move.

John Neyland of Picnic St. mentioned that it is a noble idea to try to focus on those articles because articles keep getting added. Whether we do it now or in the Fall, it will get diluted, so we need to tweak the idea so that the articles are moved to an earlier time in the span of the meeting.

Mary Brolin of Guggins Ln. mentioned that it is good to plan ahead and have the Fall Town Meeting in the budget, but it doesn't preclude having zoning articles in the spring. We can cancel if we don't need the Fall Town Meeting.

Mary Nadwairski of Stonehedge Pl. moved the question.

Action on moving the question: motion carried by a two-thirds majority as declared by the Moderator.

Vote was taken on the motion on Article 6 but the Moderator asked to have a revote to count the cards.

Someone asked for the Article to be put on the screen. Robin Lazarow of Hill Rd. asked about whether the zoning articles would not be allowed to be heard at ATM, but Moderator Reip said debate had already ended.

Moderator Reip asked for a revote and declared that the article passed by majority.

Action on the motion on Article 6: motion carried by majority.

ARTICLE 7 FUND COST ITEMS OF THE FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENTS

\$27,516 Raise and Appropriate

\$16,818 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town appropriate the sum of Forty Four Thousand Three Hundred and Thirty Four Dollars (\$44,334) to fund the cost items of the first two years of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Union Local 4601, covering the period of July 1, 2022 to June 30, 2025, and to meet this appropriation, transfer from free cash the amount of Sixteen Thousand Eight Hundred and Eighteen Dollars (\$16,818) to fund the FY23 costs, and raise and appropriate the amount of Twenty Seven Thousand Five Hundred and Sixteen Dollars (\$27,516) to fund the FY24 costs and further, to authorize the Town Accountant to allocate the funds appropriated under this article to the applicable lines in the FY 23 and FY 24 Fire Department budgets, as necessary.

Summary:

Funding for the first two years of collective bargaining agreements must be approved by Town Meeting. This article is for the funding of the three-year collective bargaining agreements between the Town and the union Boxborough Professional Firefighters, Local 4601. At the time of the printing of the warrant the contract had not been settled. If it is settled before Town Meeting, it will then be presented.

The Select Board recommends unanimously.

The Finance Committee recommends unanimously at their May 2nd meeting.

Discussion on the Motion on Article 7.

Susan Bak of Burroughs Rd. asked what the COLAs are for the three fiscal years?

Mr. Johns replied that the COLA is 2.25% and 3% for the next two fiscal years.

Ms. Bak asked for fiscal year 24 what is the cost per thousand?

Gary Kushner of Fin Com said it would be \$0.01 on the thousand or \$8.72 for the average priced house.

Action on the motion on Article 7: motion carried by a majority.

ARTICLE 8 FIRE DEPARTMENT ADDITION TO STAFF, INCLUDING BENEFITS

\$49,695 Raise & Appropriate

(Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Forty-Nine Thousand, Six Hundred and Ninety-Five Dollars (\$49,695) to for an additional Full-Time Firefighter/EMT in the Fire Department.

Summary:

The current group staffing model for the Fire Department is one Full-Time EMT/Firefighter and one Per Diem EMT/Firefighter on duty 24/7. Starting in Fiscal Year 2021, a four-year plan was started to increase this level of

staffing to two Full-Time EMT/Firefighter and one Per Diem EMT/Firefighter on duty 24/7. On a two-person shift, 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, 2022, and 2023, the Town made the first steps toward additional staffing by adding one Full-Time EMT/Firefighter to a shift Rotation each year. This brought these shifts to a total of three EMT/Firefighters. Only one of the four shift rotations are still staffed with only two EMT/Firefighters.

This original 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 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 Select Board recommends (3-1-0).

Majority Opinion: The majority of the Select Board recommends this article for the reasons stated in the summary.

Minority Opinion: The minority of the Select Board does not recommend. After the Town failed to be awarded the SAFER grant, the Town has hired a FT EMT/Firefighter in each of the last three years. This year, no SAFER grant was sought, but the Town has been asked to hire a fourth FT EMT/Firefighter bringing the total number to 8 FT EMT/Firefighters. The budget for the Fire Department has continued to rise significantly due in large part to the increasing salary line item. The hiring of a full-time employee also necessitates significant health and insurance benefits as well as the continually rising salaries. While the minority understands that it makes staffing of shifts easier, the minority also must note that several towns (e.g., Bolton, Carlisle and Harvard) operate almost entirely with On Call firefighters and only one or two full-time firefighters and other Towns (e.g., Sterling and Stow) operate with mostly On Call and only 5 or 6 FT/EMT/Firefighters. As such, the minority does not recommend this Article.

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

Majority Opinion: The majority of the Finance Committee believes that the Town of Boxborough has worked towards a full time EMT/FF staff of 8. Through the last 3 years we have applied for SAFER grant to aid the Town in this process. Over the last three years Boxborough was denied. In the 4th year we will not apply for the grant, but will plan to add the 4th and final new EMT/FF in January if ATM approves the hiring. This is a safety issue as it allows the chief to have personnel in a building or other area and backup outside the dangerous area.

Minority Opinion: The minority of the Finance Committee believes that when this plan was put in place 3 years ago it included the hope that the SAFER grant help to offset the cost of added staff for the first 4 years. The town has never won the grant and has had to bear the cost of adding 3 fulltime EMT/FF over the last 3 years. In addition, the increase of full-time staff should have at a minimum flat lined the OT, PT and Per diem budget line items over the last 3 years; this has not happened and in fact those line items have increased due to more earned time and training for the new employees. **Tax impact to the average home is \$25.75 or \$0.03 per 1,000.**

Discussion on the Motion on Article 8.

Owen Neville of Middle Rd. noted that three of the shifts have two people together, but leaves the fourth shift person all by themselves with only rotating on call people. It needs to be at least two people of our own staff on each of the four shifts to get some stability.

Action on the motion on Article 8: motion carried by majority.

ARTICLE 9 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE

\$ 300,000 Bond

\$355.80 TNC

(Transportation Network Company)

(Two-thirds vote required)

Diana Lipari moved and it was seconded that the Town appropriate the sum of Three Hundred Thousand Three Hundred Fifty-Five Dollars and Eighty Cents (\$300,355.80) for the purpose of maintaining roads in Boxborough, including all costs incidental and related thereto; that to meet this appropriation, the sum of Three Hundred Fifty-Five Dollars and Eighty Cents (\$355.80) be transferred from the Transportation Network Company Fund, and that the Treasurer with the approval of the Select Board is hereby authorized to borrow the sum of Three Hundred Thousand Dollars (\$300,000) pursuant to Massachusetts General Laws Chapter 44 section 7 and 8, or any other enabling authority, and to issue notes and bonds of the Town therefor.

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 \$355.80 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 (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. It is important to maintain and monitor the driving conditions of all our roads.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This is a program started many years ago and it supplements the Chapter 90 funds. **Tax impact to the average home is \$155.47 or \$0.20 per 1,000.**

Discussion on the Motion on Article 9. None.

Action on the motion on Article 9: motion carried by two-thirds majority vote as declared by the moderator.

FINANCIAL (NON-CAPITAL) CONSENT CONSENT AGENDA 2 ()**

Main Motion: Diana Lipari Select Board Chair, moved to approve the Financial (non-capital) Consent Agenda Warrant, Articles 10 through 14, 16 and 17 in accordance with the funding sources and amounts set forth in the May 8, 2023 Annual Town Meeting warrant under Articles 10 through 14, 16 and 17, respectively. The motion was seconded.

[NOTE: This motion requires a majority vote.]

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ARTICLE 10 TOWN HALL – ADDITION TO STAFF, PART-TIME (**)
\$27,700 Raise & Appropriate (Majority
vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Twenty-Seven Thousand Seven Hundred Dollars (\$27,700) for a part-time (19.5 hours) Department Assistant for the Accounting Office.

Summary:

The objective of hiring a Department Assistant is to provide additional administrative support to the Town Accountant for ongoing and future projects as well as day-to-day management of tasks assigned by the Accountant. The new Part-Time Department Assistant will be responsible for providing additional support for accounts payable, tracking expenditures, and maintaining documentation for all journal entries.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary. Improving services to residents through changes in staffing at Town Hall is a priority for the Select Board.

The Finance Committee recommends (5-0-0). Finance committee recommends for the reasons listed above. **Tax impact to the average home is \$14.36 or \$0.02 per 1,000.**

Discussion on the Motion on Article 10. None.

Action on the motion on Article 10: motion carried by a majority as part of the consent agenda.

ARTICLE 11 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND ()**
\$300,000 Free Cash (Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Three Hundred Thousand Dollars (\$300,000) to the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by Massachusetts General Law 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.

In the recent OPEB audit, the Town's actuary recommended funding at \$300,000 to stay on schedule.

The Select Board recommends (4-0-0). 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 2024 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 (5-0-0). The Finance Committee recommends and supports using free cash. The latest actuary report indicates that Boxborough needs to fund OPEB at a higher rate than we have in the last two years. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 11. None.

Action on the motion on Article 11: motion carried by a majority as part of the consent agenda.

ARTICLE 12 ASSESSOR CYCLICAL/REVALUATION ()**
\$30,000 Raise and Appropriate
(Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be spent by the Town Assessor for cyclical inspections, periodic personal and real property

valuations, full valuations, interim statistical updates and the related software and upgrades.

Summary:

The Town voted to provide the Assessor with the sum of \$120,000 at Annual Town Meeting of 2021 (Art. 18) for similar purposes. However, after meeting with the various vendors and the Department of Revenue (DOR) the Assessor has discovered the Town is further behind in its cyclical inspection program than had been anticipated and they are unable to complete all of the required work as required by FY '24 without further funding. (Communities are required by the DOR to complete a full revaluation of all property every five years and complete an inspection of every property, including tax exempt property, every ten years). During the discussion of the FY '23 budget the Finance Committee considered a request to begin to include certain funding within the annual operating budget for annual work on the requirement, whether or not to continue to try to do the bulk of the work with one large appropriation or break the estimated amount needed every five years (\$150,000+/-) into an annual sum. This amount will allow the Assessor to demonstrate to DOR that sufficient funds are in hand well enough in advance to ensure that the Town can complete all of the required work, and provide additional lead time to the staff to ensure they can, in fact, undertake and complete that work.

This set us on the path of appropriating a consistent amount of money in each future year to carry out the needed work. This approach minimizes periodic spike to the budget such as the \$120k appropriation at the 2021 Annual Town Meeting. It is anticipated that these future annual costs will be funded from taxation.

The Select Board recommends (4-0-0). The Select Board unanimously recommends for the reasons stated in the Summary in order to meet the DOR requirements for assessment.

The Finance Committee recommends (5-0-0). For the reasons listed above Finance Committee recommends. This item is expected to be a recurring expense and will be added to the Capital Plan. **Tax impact to the average home is \$15.55 or \$0.02 per 1,000.**

Discussion on the Motion on Article 12. None.

Action on the motion on Article 12: motion carried by a majority as part of the consent agenda.

ARTICLE 13 MS4 PERMITTING (YEAR 6) OFFICE OF LAND USE AND PERMITTING ()**
\$30,000 Raise and Appropriate (Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit.

Summary:

This funding is required for the Town's continued compliance with our Municipal Small System Stormwater (MS4) Permit. The funding requested will include the following items, to be completed by our consultant Comprehensive Environmental Incorporated:

Training for IDDE and SWPP Good Housekeeping

BMP Inspections including all permittee-owned stormwater treatment structures

Updating the SWMP Plan and IDDE Plan

Preparation of Annual Reporting

Catch Basin Optimization Plan Updates

General Consulting

Filing and operating under the MS4 Permit is federally mandated. This article will fund the necessary activities required for compliance under our permit.

The Select Board recommends (4-0-0). The Select Board unanimously recommends for the reasons stated in the Summary. This article is necessary to be in compliance with MS4 requirements.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This is an unfunded mandate. **Tax impact to the average home is \$15.55 or \$0.02 per 1,000.**

Discussion on the Motion on Article 13. None.

Action on the motion on Article 13: motion carried by a majority as part of the consent agenda.

ARTICLE 14 CABLE SERVICES AND EQUIPMENT ()**

\$119,899 Cable Fund
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer the sum of One Hundred Nineteen Thousand Eight Hundred Ninety-Nine Dollars (\$119,899) from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purposes of providing for FY2024 Cable TV Operations and for the acquisition of new equipment, including all costs incidental and related thereto, to improve the Town's cable television broadcast quality and to expand meeting coverage.

Summary:

This provides funding for Media Technicians to staff Select Board, Planning Board, and Finance Committee meetings, as well as other Town Government events such Town Meeting and information series, etc. (\$3,500). LCTV services are the majority of this appropriation (\$97,600) and include all organizational, operations, and management services for Cable broadcasting. The remainder of the budget is for On-Demand Service (\$5,799), and any new Hardware (\$6,000) including converters, cables, video equipment, etc. An additional (\$2,346) for legal fees is added this year to existing encumbered legal funds (\$4,654) to support the renegotiation of the cable franchise contract with 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 (4-0-0). The Select Board recommends this article, as it believes broadcasting and recording of meetings provides an important democratic civic service to residents.

The Finance Committee recommends (5-0-0). Cable provides a great service to the town, transparency to the residents and coverage of town events. **Funding for this is from Cable Funds, there is no tax impact.**

Discussion on the Motion on Article 14. None.

Action on the motion on Article 14: motion carried by a majority as part of the consent agenda.

ARTICLE 15 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS ()**

(Majority vote required)

Diana Lipari moved and it was seconded that the Town, 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 2024 spending limits for the Town's revolving funds as printed in the May 8, 2023 Annual Town Meeting Warrant; and, further, to amend the chart set forth in Article 1, §5 of the Town Bylaws by renaming the Recreation Programs revolving fund the "Recreation All Programs" fund, deleting the row labeled "Field Permitting" and, by closing out any monies remaining in said account to the Recreation All Programs revolving fund.

GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$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
Recreation All Programs	\$35,000
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. Also, this year, the Field Permitting and Recreation funds are combined into one.

The Select Board recommends (4-0-0). 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 (5-0-0).

Discussion on the Motion on Article 15: None.

Action on the motion on Article 15: motion carried by a majority vote.

ARTICLE 16 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ()**
(Majority vote required)

Diana Lipari moved and it was seconded that the Town 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.

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 2024 funds accepted by this Town Meeting action will be used for road maintenance projects in the Town.

The Select Board recommends (4-0-0). This authorization is required every year in order to receive Chapter 90 state highway reimbursement funds.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. **There is no tax implication.**

Discussion on the Motion on Article 16. None.

Action on the motion on Article 16: motion carried by a majority as part of the consent agenda.

ARTICLE 17 POLICE/FIRE INJURY COVERAGE TRANSFER ()**

\$50,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) 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 depleted. 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 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 (4-0-0). The Select Board recommends for the reasons stated in the Summary. We feel it is important for the town to ensure funding is in place in the unfortunate instances where an employee is injured so that we can continue to operate fully-staffed.

The Finance Committee recommends (5-0-0). Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 17. None.

Action on the motion on Article 17: motion carried by a majority as part of the consent agenda.

END CONSENT AGENDA 2 ()**

CAPITAL CONSENT

CONSENT AGENDA 3 (*)**

Main Motion: Diana Lipari Select Board Chair, moved to approve the Capital Consent Agenda Warrant, Articles 18 through 24 and 27 through 34 in accordance with the funding sources and amounts set forth in the May 8, 2023 Annual Town Meeting warrant under Articles 18 through 24 and 27 through 34, respectively. The motion was seconded.

[NOTE: This motion requires a majority vote.]

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ARTICLE 18	UPGRADE AND REDESIGN OF THE TOWN'S WEBSITE (***)	
	\$14,000 Free Cash	
	(Majority vote required)	

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Fourteen Thousand Dollars (\$14,000) for the purpose of redesigning and making content upgrades to the Town website, including all incidental and related costs.

Summary:

This article will fund the premium redesign, implementation and services with our current website host, CivicPlus, for improvements to the accessibility of information, functionality, convenience and transparency.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary. Continued improvements are necessary to make the website compliant and accessible.

The Finance Committee recommends (5-0-0). Finance committee recommends. The current website is not working for the residents of the Town. The plan is to redesign the website to make it easier for searches. This will enable the citizens of Boxborough to obtain/find documents quicker and easier than in the recent past. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 18. None.

Action on the motion on Article 18: motion carried by a majority as part of the consent agenda.

ARTICLE 19 SURVEY OF RECREATION COMMISSION PROPERTY – SUMMER ROAD (*)**

\$13,727 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Thirteen Thousand, Seven Hundred Twenty-Seven Dollars (\$13,727) for a land survey, wetlands flagging, project design and permitting for land located at 144 Summer Road, including all incidental and related costs.

Summary:

The Recreation Commission is grateful for the land gifted to the town by a Boxborough resident in hopes to build a softball field in this location. This warrant article will enable the Recreation Commission to learn about the feasibility of such a field and the associated costs to build one and survey the land for its use. This article aligns well with the open space and recreational interests in the 2030 Master Plan for the Town of Boxborough.

Recreation Commission recommends (6-0-0).

Finance Committee recommends (5-0-0). The Finance Committee recommends. The Town approved the acquisition of the Summer Road property for the purpose of recreation (softball and potentially other purposes). There is a need to perform a survey of the property to determine the actual boundary lines. Funding is from free cash so there is no tax implication.

Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary and in order to fulfill the need for a softball field for resident use.

Discussion on the Motion on Article 19. None.

Action on the motion on Article 19: motion carried by a majority as part of the consent agenda.

ARTICLE 20 DEPARTMENT OF PUBLIC WORKS (DPW) – BACKHOE (*)**

\$150,000 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of One Hundred Fifty Thousand Dollars (\$150,000) to purchase and equip a backhoe to replace the 2006 backhoe for the Department

of Public Works, including all incidental and related costs.

Summary:

This new backhoe will replace a 2006 John Deere Backhoe with all the necessary attachments to perform year-round tasks. The expected life of a backhoe for this type of use is approximately 10-15 years.

The backhoe provides the DPW with many functions that include replacing drainage pipes and structures within the road, digging graves, compacting the open-top dumpsters at the Transfer Station for transport to the disposal facility, and plowing when needed.

Within the last two years, besides all the routine maintenance, the mechanic has installed a new piston for the back extender loader arm, numerous hydraulic hoses, rusted steps and battery box, and has made multiple welds on the jaw bucket just to keep it operating. It should be replaced. The backhoe was brought to CC Fillmore in order to make repairs to the connection between cab and extender arm due to excessive back and forth movement of the arm even after the arm was stopped by the operator. Rust has now completely rotted the bottom right side of the cab and because of this the back wheel fender cannot be attached to the machine. Continuing to make these types of repairs is fiscally not a reasonable solution to keep a seventeen (17) year old machine operational.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). The current backhoe is at the end of its life. The backhoe is one of the work-horses of the department. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 20. None.

Action on the motion on Article 20: motion carried by a majority as part of the consent agenda.

ARTICLE 21 DEPARTMENT OF PUBLIC WORKS (DPW): UNDERGROUND FUEL TANK REMOVAL AND INSTALLATION OF NEW ABOVE-GROUND TANKS (*)**

\$280,000 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Two Hundred Eighty Thousand Dollars (\$280,000) to provide for the removal of two underground fuel storage tanks and for the purchase and installation of two new above ground double-walled fuel tanks for the Department of Public Works with everything necessary and required to pump fuel, with such costs to include site preparation, demolition and all other incidental and related costs.

Summary:

Due to the age of the tanks (36 years) and issues with obtaining insurance for the storage tanks it has become necessary to replace both under tanks. There are also contingencies that can't be seen until the work is completed such as contaminated soil that would have to be dealt with. It is estimated the removal and installation will take about four weeks. During the installation period fuel will be purchased through an outside vendor.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). The Finance Committee recommends for all the reasons outlined in

the summary. Funding is from free cash, there is no tax implication.

Discussion on the Motion on Article 21. None.

Action on the motion on Article 21: motion carried by a majority as part of the consent agenda.

ARTICLE 22 DEPARTMENT OF PUBLIC WORKS (DPW) - LEAF VACUUM (*)**

\$12,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Twelve Thousand Dollars (\$12,000) to purchase and equip a new leaf vacuum for the Department of Public Works.

Summary:

Every year the DPW continues to move large volumes of leaves with backpack blowers over extended areas and as the leaves pile up it becomes very difficult and time consuming to continue to move them to the back of the properties or to wooded areas. In addition, the leaves are usually blown in the same area every year and it becomes even more difficult to remove them. A lot of the leaves are blown into conservation and/or wet areas because there is no other place to put them. The DPW has been asked by the Cemetery Commission if they could stop blowing the leaves over the wall in the back of the South Cemetery but unfortunately there is no other place to put them without attempting to move them over even a greater distance. A leaf vacuum would improve these situations and also make removing the leaves around the Town buildings more manageable. Using a leaf vacuum will drastically cut down on the amount of time spent moving leaves around.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). The Finance Committee recommends for all the reasons outlined in the summary. Funding is from free cash; there is no tax implication.

Discussion on the Motion on Article 22. None.

Action on the motion on Article 22: motion carried by a majority as part of the consent agenda.

ARTICLE 23 DEPARTMENT OF PUBLIC WORKS (DPW): HAGER WELL PERMANENT CHLORINE SYSTEM (*)**

\$20,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Twenty Thousand Dollars (\$20,000) to purchase and install a new permanent chlorine system at the Hager Well, including all incidental and related costs.

Summary:

For a number of years, the water testing at Hager Well was generating numerous coliform hits. Although this was not serious it is an indication of water contamination and possibly other issues if the water is not treated. Most of

the issues were found at the school during the summer months because the water was not being circulated enough when school was not in session. Due to the numerous coliform hits MassDEP required the Town to install a chlorine drip system for the clear well. This system was a temporary fix to get up and running quickly. MassDEP has indicated that a permanent system needs to be installed.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This should be a permanent fix to an ongoing problem at the Hager Well. The Acton-Boxborough Regional School District will be charged for approximately 75-80% of the cost and that money will go back into the general fund. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 23. None.

Action on the motion on Article 23: motion carried by a majority as part of the consent agenda.

ARTICLE 24 DEPARTMENT OF PUBLIC WORKS (DPW) - TREE HEALTH SURVEY (*)**

\$3,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Three Thousand Dollars (\$3,000) for the costs of a tree health survey on all Town roads.

Summary:

In April 2021 the DPW had a Tree Assessment and Windshield Survey completed to assess the trees within the Town's Right-of-Way. The purpose of the Tree Health Survey was to identify where imminent tree risks may currently exist that aren't always noticeable. The survey was conducted for administration and work planning purposes. It allows the DPW to address the Tree Risks in areas with the most trees that need to be assessed on High, Medium, Low and Dead Stress Levels. The survey assisted the DPW in taking a targeted and prioritized approach to correcting these conditions and mitigating potential tree risk situations.

The report showed a high number of trees that needed to be addressed, but through the utilization of a Tree Health Survey, the trees posing a risk potential will systematically be reduced. In Boxborough, the risk trees are a lot less due to LELD annual management of tree risks which uses the same company to assess their tree work.

Municipalities are responsible for the maintenance of all trees and that are within the limits of any public road or grounds. By surveying the risks, it reduces the liability to the Town by showing that it is being proactive rather than reactive. The best way for a community to reduce risk and liability is to develop a written, systematic procedure for locating and evaluating, and removing the hazards.

It is recommended that the survey be conducted annually but the professional who conducted the survey has said every 2-3 years would work well and will become part of the operating budget in FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. We applaud the DPW in being proactive and possibly reducing our liability of trees in the Town's right-of-way. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 24. None.

Action on the motion on Article 24: motion carried by a majority as part of the consent agenda.

ARTICLE 25 POLICE DEPARTMENT - BULLETPROOF VESTS (*)**

\$25,000 Free Cash (Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Twenty-Five Thousand Dollars (\$25,000) for the purchase and equipping of bulletproof vests for the Boxborough Police Department.

Summary:

Current vests five-year life use will soon be expiring and replacement is necessary. The vests are made to specifications for each officer and all members of the department will be properly outfitted. All vests are rated for five years by the NIJ (National Institute of Justice).

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary. Safety of our employees is of the utmost importance.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. It is important to keep our officers safe. Our employees are our most valuable asset. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 25.

Chief Szewczyk gave the presentation. No further discussion.

Action on the motion on Article 25: motion carried by a majority vote.

ARTICLE 26 POLICE DEPARTMENT: STORAGE FOR BODY CAMERAS DIGITAL IMAGES (*)**

\$7,425 Raise and Appropriate
(Majority vote required)

Diana Lipari moved and it was seconded that Town raise and appropriate the sum of Seven Thousand, Four Hundred and Twenty-Five Dollars (\$7,425) for the purpose of providing digital or otherwise appropriate storage for body camera recordings and data for the Boxborough Police Department, including all incidental and related costs.

Summary:

The town received a conditional grant for \$22,908 on November 14, 2022 for the purchase of Body Worn Cameras. The grant covers the cost of the cameras but does not include the cost of storage which is needed for video review, records retention, etc. This is a reoccurring expense and will become part of the operating budget starting in FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). This is for storage of digital images and videos downloaded. **Tax impact to the average home is \$3.85 or \$0.01 per 1,000.**

Discussion on the Motion on Article 26.

Chief Szewczyk gave the presentation.

Cheryl Mahoney of Liberty Square Rd. asked how much storage capacity do you get from this storage?

Chief Szewczyk responded that it is a Motorola Watchguard service that stores it off site. Eventually it should be in the operating budget.

Brenda Sydney of Liberty Square Rd. is a cloud expert and would like a better understanding of who in your department is going to be responsible for the monitoring.

Chief Szewczyk is going to be responsible and will oversee other officers who will be responsible.

Action on the motion on Article 26: motion carried by a majority vote.

ARTICLE 27 POLICE DEPARTMENT: POLICE VEHICLE (MARKED CRUISER) (*)**

\$ 66,200 Raise and Appropriate
(Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Sixty-Six Thousand Two Hundred Dollars (\$66,200) for the purchase and equipping of a Hybrid Ford Marked Cruiser, or equivalent, for the Police Department.

Summary:

It is vital to continually update the patrol fleet to ensure calls for service and proactive activity continues in a timely and professional manner. Officers spend a considerable amount time each shift in a marked police vehicle patrolling and working on reports/investigations. Providing a safe, clean, reliable vehicle is paramount to the residents and visitors we serve and to our employees. The oldest two patrol vehicles are from 2017, both have over 12,000 hours of use and neither are hybrid. The estimated cost of a vehicle plus outfitting the vehicle (radio, communications, lighting, storage, etc.) is \$66,200. The savings is estimated at five extra miles per gallon with the hybrid vs. the non-hybrid. Other benefits include a cleaner engine, better for the environment, higher resale/trade in, reduced fuel dependence, and reduced greenhouse gas emissions.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary, however it also felt that the purchase of a cruiser is a large and expensive capital item that should be more transparent to the voters. As such, the Select Board recommended that this purchase be voted on separately versus as a line item in the Police Department budget.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. The Finance Committee felt this should have been included in the budget, but the Select Board thought differently. At Capital Saturday the wear and tear on the engine of the cruisers was well explained. Since patrol vehicles run the entire length of a shift, the two 2017 cars have about 13,000 hours of running time. To calculate the equivalent number of miles Chief Szewczyk beliefs you need to multiply running hours x about 30. That would give the cruisers we are looking at trading in the equivalent of 390,000 miles. These vehicles have served the Town well but it is time for a new cruiser.

The Cruiser will be funded by raising and appropriating taxes. **Tax impact to the average home is \$34.31 or \$0.04 per 1,000.**

Discussion on the Motion on Article 27. None.

Action on the motion on Article 27: motion carried by a majority vote under the consent agenda.

ARTICLE 27 POLICE DEPARTMENT: POLICE VEHICLE (MARKED CRUISER) (*)**

\$ 66,200 Raise and Appropriate
(Majority vote required)

Diana Lipari moved and it was seconded that the Town raise and appropriate the sum of Sixty-Six Thousand Two Hundred Dollars (\$66,200) for the purchase and equipping of a Hybrid Ford Marked Cruiser, or equivalent, for the Police Department.

Summary:

It is vital to continually update the patrol fleet to ensure calls for service and proactive activity continues in a timely and professional manner. Officers spend a considerable amount of time each shift in a marked police vehicle patrolling and working on reports/investigations. Providing a safe, clean, reliable vehicle is paramount to the residents and visitors we serve and to our employees. The oldest two patrol vehicles are from 2017, both have over 12,000 hours of use and neither are hybrid. The estimated cost of a vehicle plus outfitting the vehicle (radio, communications, lighting, storage, etc.) is \$66,200. The savings is estimated at five extra miles per gallon with the hybrid vs. the non-hybrid. Other benefits include a cleaner engine, better for the environment, higher resale/trade in, reduced fuel dependence, and reduced greenhouse gas emissions.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary, however it also felt that the purchase of a cruiser is a large and expensive capital item that should be more transparent to the voters. As such, the Select Board recommended that this purchase be voted on separately versus as a line item in the Police Department budget.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. The Finance Committee felt this should have been included in the budget, but the Select Board thought differently. At Capital Saturday the wear and tear on the engine of the cruisers was well explained. Since patrol vehicles run the entire length of a shift, the two 2017 cars have about 13,000 hours of running time. To calculate the equivalent number of miles Chief Szewczyk believes you need to multiply running hours x about 30. That would give the cruisers we are looking at trading in the equivalent of 390,000 miles. These vehicles have served the Town well but it is time for a new cruiser. The Cruiser will be funded by raising and appropriating taxes. **Tax impact to the average home is \$34.31 or \$0.04 per 1,000.**

Discussion on the Motion on Article 27. None.

Action on the motion on Article 27: motion carried by a majority vote under the consent agenda.

ARTICLE 28 REPLACEMENT OF FIRE DEPARTMENT COMMAND VEHICLE (*)**

\$80,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Eighty Thousand Dollars (\$80,000) for the purchase and equipping of a Fire Command Vehicle, including all incidental and related costs.

Summary:

The Boxborough Fire Department is looking to purchase and equip a new Command Vehicle to replace Car 2 that is nearly 10 years old with 85,000 miles on it. Due to lack of available garage space, the vehicle has become less reliable with visible signs of rust and other front end issues. The Command Vehicle will provide Officers of the department a reliable form of transportation when responding to emergencies and performing tasks around the community. This vehicle is primarily used on nights and weekends for on call officers to respond from their homes as there is no officer scheduled on most of these shifts. The vehicle is also used as a mobile command unit for the town during emergencies providing the ability to respond directly to emergencies and operate a command post. This vehicle also serves as the reserve car when the Fire Chief's vehicle is out of service for repairs.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). This article is to replace the Fire department command vehicle. This vehicle is used by the Chief in the normal operations of the department. This vehicle is sized to carry the equipment required to perform onsite operations. There is currently not a hybrid vehicle in this class that is approved for this specific duty. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 28. None.

Action on the motion on Article 28: motion carried by a majority vote under the consent agenda.

ARTICLE 29 REPLACEMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) (*)**

\$25,000 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Twenty-Five Thousand Dollars (\$25,000) for the purchase of Fire Personal Protective Equipment.

Summary:

The Boxborough Fire Department is looking for approval to purchase five sets of structural gear (helmets, coats, pants, boots, and gloves), as well as five sets of wildland gear, designed for brush fires. This would be used for new firefighters, replacement of damaged gear for existing firefighters, or to replace end of life gear that is beyond its NFPA useful life. This balance is intended to roll to future periods if it is not needed in the current fiscal year and the intent is to seek Town Meeting approval for future replacements on an as needed basis.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). In the past we purchased a complete set of gear for the entire department, but have found that with new hirings the sizes do not always match. We are moving to a process of procuring 2 to 3 sets of PPE each year when required. By purchasing through the warrant article we can keep the funds to the following fiscal year if not fully utilized. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 29. None.

Action on the motion on Article 29: motion carried by a majority vote under the consent agenda.

ARTICLE 30 SARGENT MEMORIAL LIBRARY – UPDATE AUDIO SYSTEM (*)**

\$9,500 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Nine Thousand and Five Hundred Dollars (\$9,500) to provide for the purchase and installation of a new wireless microphone, digital signal processor, and software upgrade for the Sargent Memorial Library, including all incidental and related costs.

Summary:

The audio system in the Library Meeting Room has reached its end of life and is no longer supported. The sound quality is suffering, and not all microphones are operating properly. To continue to offer the meeting room in its full capacity for meetings and events, the existing wireless microphones, digital signal processor (DSP) and programming needs to be updated and replaced.

Board of Library Trustees recommends (5-0-1). Board of Library Trustees unanimously recommends this warrant article to ensure that the audio system in the Library Meeting Room, which is used frequently, functions well to meet the needs of the community.

Finance Committee recommends (5-0-0). For the reasons listed above the Finance Committee recommends. Funding is from free cash so there is no tax implication.

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the Motion on Article 30. None.

Action on the motion on Article 30: motion carried by a majority vote under the consent agenda.

ARTICLE 31 SARGENT MEMORIAL LIBRARY – REPLACE ROOF (*)**

\$175,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of One Hundred and Seventy-Five Thousand Dollars (\$175,000) to provide for the repair and replacement of the existing roof at the Sargent Memorial Library, including all incidental and related costs.

Summary:

The Library roof, constructed in 2004, is on the long-term capital plan for FY24 to be replaced and has reached the end of its 20-years lifespan. This past December, we had two punctures on the flat, rubber roof that led to leaks in the ceiling that required repairing. The outer wall between the shingle and the roof is starting to deteriorate. Replacing the roof now before further deterioration and damages would diminish the need for emergency repairs, and continue to maintain the integrity of the rest of the building.

Board of Library Trustees recommends (5-0-1). Board of Library Trustees unanimously recommends this warrant

article. This was a planned capital expense for FY 24 and the existing roof is at the end of its lifespan. Replacing the roof now will prevent us from repeated repairs, and will protect the building and the assets within the building.

Finance Committee recommends (5-0-0). Finance Committee recommends. The Library is one of the towns largest assets and it is incumbent on the town to keep it well maintained. Funding is from free cash so there is no tax implication.

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the Motion on Article 31. None.

Action on the motion on Article 31: motion carried by a majority vote under the consent agenda.

ARTICLE 32 SARGENT MEMORIAL LIBRARY – REPLACE FIRE ALARM SYSTEM (*)**

\$17,500 Free Cash

(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Seventeen Thousand and Five Hundred Dollars (\$17,500) for the replacement of the existing fire alarm system at the Sargent Memorial Library, including all incidental and related costs.

Summary:

The Library's fire alarm system is on the Library's long-term capital plan to be replaced in FY24 and has reached its end of life. The software is no longer being supported and the hardware has been discontinued. The system tied to the existing radio master box, including the control panel, pull stations, smoke detectors, and sprinkler monitors need to be replaced so that it can continue to function properly and monitor the safety of the Library. The current system has had a couple of malfunctions that required patched fixes costing thousands of dollars each time. A complete replacement would prevent future miscellaneous fixes that could end up costing the town more.

Board of Library Trustees recommends (4-0-2). The Board of Library Trustees unanimously recommends this warrant article. This was a planned capital expense for FY 24 and the existing alarm system is at the end of its lifespan. By replacing the alarm system, we will ensure the safety of the building and better protect patrons, the building and the contents of the building.

Finance Committee recommends (5-0-0). For the reasons listed above the Finance Committee recommends. Funding is from free cash so there is no tax implication.

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the Motion on Article 32. None.

Action on the motion on Article 32: motion carried by a majority vote under the consent agenda.

ARTICLE 33 EVALUATION OF FUTURE USES OF THE BOXBOROUGH MUSEUM, STEELE FARM HOUSE, AND STEELE FARM BARN (*)**

\$15,000 Free Cash

(Majority Vote Required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Fifteen Thousand Dollars (\$15,000) to fund a study to evaluate the conversion of the 1784 Levi Wetherbee (Steele) farm house and/or the barn at Steele Farm for use as museums, and of the current Boxborough museum for use as Town offices.

Summary:

If article 43 is passed, the exterior of the 1784 Levi Wetherbee (Steele) farm house will be stabilized for the foreseeable future and serious discussions can start about its future use. One idea that has been developed is to use that building, and the barn on the Steele Farm property, as the Boxborough museum and to convert the current museum into town offices. Before going further with this idea, it is necessary to hire experts to determine if such a proposal is feasible and what would need to be done and what would it cost to convert the three buildings. Once this work has been done the results would be reported and future plans discussed at a future town meeting.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). Finance Committee supports the evaluation of Steele Farm House and the barn for use as the museum, and the current museum to be used for town offices. Funding is from free cash so there is no tax implication.

The Steele Farm Advisory Committee recommends (3-0-1).

Discussion on the Motion on Article 33. None.

Action on the motion on Article 33: motion carried by a majority vote under the consent agenda.

ARTICLE 34 REPLACEMENT OF FIRE DEPARTMENT TENDER 65 (TANKER) GRANT FUNDED (*)**
\$8,000 Free Cash
(Majority vote required)

Diana Lipari moved and it was seconded that the Town transfer from free cash the sum of Eight Thousand Dollars (\$8,000) to match a potential grant through FEMA AFG program (Federal Emergency Management Agency Assistance to Firefighters Grant) for the purchase and equipping of a Tender with additional carrying capacity for water, including all incidental and related costs.

Summary:

This requested Tender is to replace the 1984 Hose Wagon. The Hose Wagon has serviced the Town for 39 years and has been out of service for almost the past two years at this point. This Tender will carry 2,000 gallons of water and be designed to utilize more modern firefighting techniques for a community like Boxborough that has no current municipal water supply. In addition to being more functional, it will be able to serve as a backup when Tender 67 is out of service or committed to another incident.

Total Purchase Price of Apparatus	560,000	
Total Amount Funded by FEMA, if grant awarded	532,000	95%

Required FEMA Match by Town of Boxborough	28,000	5%
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Funding Sources of Required Match

Funds allocated in Article 16, 2022 Annual Town Meeting	20,000
Requested funds from 2023 Town Meeting	<u>8,000</u>
	28,000

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-0). Finance committee recommends. The Town of Boxborough is applying for a grant to replace the hose wagon with a tender. the Town approved funds at the FY23 ATM for the purpose of the grant. the grant was not approved, but we have better information on the grant process. The feedback is that we have a better, but not guaranteed chance this year. either way there are additional funds required to implement the grant. Funding is from free cash so there is no tax implication.

Discussion on the Motion on Article 34. None.

Action on the motion on Article 34: motion carried by a majority vote under the consent agenda.

END CONSENT AGENDA 3 (*)**

COMMUNITY PRESERVATION FUND CONSENT

CONSENT AGENDA 4 (**)**

Main Motion: Diana Lipari Select Board Chair moved to approve the Community Preservation Fund Consent Agenda Warrant, **Articles 36 through 39**, in accordance with the funding sources and amounts set forth in the May 8, 2023 Annual Town Meeting warrant under **Articles 36 through 39, respectively**. The motion was seconded

[NOTE: This motion requires a majority vote.]

ARTICLE 35	Community Preservation Fund – CPC Report and Establish FY24.....	83
ARTICLE 36	Community Preservation Fund – Open Space (Including Recreation) Conservation Trust Fund.....	84
ARTICLE 37	Community Preservation Fund – Community Housing – Regional Housing Services (RHS).	85
ARTICLE 38	Community Preservation Fund – Community Housing – Boxborough Rental Assistance Program (BRAP).....	87
ARTICLE 39	Community Preservation Fund – Historic Resources – Cemetery Restoration.....	89

ARTICLE 35 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY24 RESERVES (**)**
(Majority vote required)

Ron Vogel, Chair of the CPC, moved and it was seconded that the Town hear and act on the report of the Community Preservation Committee on the FY 2024 Community Preservation budget and appropriate from the Community Preservation Fund FY 2024 estimated annual revenues as printed in the May 8, 2023 Annual Town Meeting warrant as follows:

The sum of Five Thousand Dollars (\$5,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2024; and further, to reserve for appropriation from said estimated annual revenue:

Thirty-One Thousand Dollars (\$31,000) for open space, including land for recreation use

Thirty-One Thousand Dollars (\$31,000) for community housing purposes

Thirty-One Thousand Dollars (\$31,000) for historic resources

Two Hundred Eight Thousand Five Hundred Dollars (\$208,500) for a FY 2024 budgeted reserve

all as recommended by the Community Preservation Commission.

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:

\$31,000 open space, including land for recreation use

\$31,000 community housing purposes

\$31,000 historic resources

\$208,500 FY 24 budgeted reserve

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition. "Estimated annual revenue" is the total of the amount to be collected in the upcoming fiscal year, i.e., FY 2024, under the local surcharge and the November state matching funds for the prior fiscal year.

The Community Preservation Committee recommends (6-0-0).

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

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

Discussion on the Motion on Article 35. None.

Action on the motion on Article 35: motion carried by a majority.

**ARTICLE 36 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION)
CONSERVATION TRUST FUND (****)**

\$10,000 CPA

(Open Space Reserve)

(Majority vote required)

Diana Lipari moved and it was seconded that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars (\$10,000) and transfer the funds to the Conservation Trust Fund for Community Preservation purposes, as recommended by the Community Preservation Committee.

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 12 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 6 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 unanimously (7-0-0).

The Finance Committee recommends (5-0-0). The Finance committee recommends. CPC Open Space Trust Fund – The Conservation Commission has used this fund to deal with the expense of maintaining and evaluation of conservation land, and it also serves as a resource which can be used to help with possible land acquisitions. It could also contribute to the due diligence (environmental testing, design, legal support, etc.) expenses of evaluating the suitability of such land. This year's request of \$10,000 which matches previous years request will replenish and maintain the CTF to a level that is consistent with the past years.

The Conservation Commission recommends (5-0-2).

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

Discussion on the Motion on Article 36. None.

Action on the motion on Article 36: motion carried by a majority vote as part of the consent agenda.

ARTICLE 37 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – REGIONAL HOUSING SERVICES (RHS) (**)**

\$12,000 CPA

(Budgeted Reserve)

(Majority vote required)

Diana Lipari moved and it was seconded that the Town appropriate from the Community Preservation FY 24 Budgeted Reserve the sum of Twelve Thousand Dollars (\$12,000) as a grant to the Boxborough Affordable Housing Trust for Regional Housing Services (RHS), as recommended by the Community Preservation Committee.

Summary:

*Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. This organization is named the **Assabet Regional Housing Consortium (ARHC)**. The Town of Hudson serves as the lead entity in the consortium, which is defined by an Intermunicipal Agreement between Boxborough, Berlin, Bolton, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. The services are provided by Metro West Collaborative Development, Inc. (Metro West CD) of Watertown, MA.*

The consortium helps Boxborough monitor affordable units, generate new affordable units, assess affordable ownership units, and resolve compliance violations. The services include assistance with refinancing, resales, and assessments. They also include special projects that are needed by specific towns. For example, the consortium helped prepare Boxborough's Housing Production Plan. The consortium also sponsors and plans regional events to help residents with housing. The services provided by Metro West CD reduce the time that Town staff spends on routine matters.

The funding for RHS is presently aligned with the Fiscal Year of the Town of Boxborough. The relationship with Metro West CD is defined by a three-year contract. The present three-year contract, the third contract, began on July 1, 2020, and will end on June 30, 2023. Metro West CD bills Boxborough, through the lead-entity Hudson, for services on an hourly basis. We expect that a fourth three-year contract that starts on July 1, 2023, will be established.

CPA funding for RHS flows from the CPA to a sub-account of the Boxborough Affordable Housing Trust (BAHT), which disperses funds to the regional consortium ARHC. Funds so deposited into the BAHT carry over from fiscal year to fiscal year, so that any unused RHS funds can be used in subsequent years.

The expenditures for monitoring assistance depend upon whether resales or other activities have occurred and are thus unpredictable. Funding for RHS was not requested in the 2019, 2021, and 2022 Annual Town Meetings (ATMs) because balances in the RHS sub-account of the BAHT appeared sufficient. The current policy is to maintain a balance of \$12,000 in the BAHT sub-account for RHS. Because we expect that several resales will occur in the near future, we believe that the RHS sub-account needs an infusion of funds. For Fiscal Year 2024, we presently request a funding amount of \$12,000 for this first year of an anticipated fourth three-year contract.

The Community Preservation Committee recommends unanimously (6-0-0).

The Finance Committee recommends (5-0-0). The Finance Committee recommends. Boxborough is part of Regional Housing Services collaboration that provides services related to the monitoring and maintenance of affordable housing. A sum of \$12,000 is requested to pay to the RHS so we can get into our fourth three-year contract with them. This would allow Boxborough to continue availing services from the RHS.

The Housing Board recommends (6-0-1).

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

Discussion on the Motion on Article 37. None.

Action on the motion on Article 37: motion carried by a majority vote as part of the consent agenda.

ARTICLE 38 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP) (**)**

\$37,285 CPA (Housing Reserve)
\$ 765 CPA (Budgeted Reserve) (Majority vote required)

Diana Lipari moved and it was seconded that the Town appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Two Hundred and Eighty-Five Dollars (\$37,285) and to appropriate from the Community Preservation FY 24 Budgeted Reserve the sum of Seven Hundred and Sixty-Five Dollars (\$765) to the Boxborough Rental Assistance Program ("BRAP"), as recommended by the Community Preservation Committee.

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in Boxborough. The program provides housing stability and housing opportunities to cost-burdened renters. It 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 with similar goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, currently exist, they are oversubscribed and have long waiting lists. The BRAP has been used as a model for similar programs in other Massachusetts towns.

A subsidy of \$250/month is provided by BRAP 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. However, this limit of the participation period has been temporarily extended in the past year because of the COVID-19 pandemic. Participating landlords have expressed appreciation for the program and a desire to help their tenants. This will be the eighth year of the BRAP. It began with a six-household pilot program in 2016, was expanded to twelve households in 2017, and has continued at this level through 2022.

We expect to continue as part of the Assabet Regional Housing Collaboration that is implemented by Metro West Collaborative Development (Metro West CD). The table below includes the budget for administrative support of the BRAP. Eligibility determination will be performed through Metro West CD, as in previous years. In addition, administrative funds are requested to expand the program's outreach. BRAP flyers are now available in English, Portuguese, and Spanish. The direct costs of the rental assistance are based upon assisting twelve households at \$250.00 per month for one year. The total program costs are shown below.

Total BRAP Costs

Cost Category	7/1/23 to 6/30/24
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 (6-0-0).

The Finance Committee recommends (5-0-0). The Boxborough Rental Assistance Program (BRAP) was able to assist households during FY23 by issuing rental assistance to those who met strict eligibility requirements (with coordination from the Town's Community Services Coordinator, who assists recipient families to improve their financial situation, so they can eventually support themselves without BRAP assistance). The BRAP intends on continuing this level of support during FY24 and their request of \$37,285 from CPA Housing Reserve and \$765 from CPA Budgeted Reserve will allow this to proceed.

The Housing Board recommends (6-0-1).

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary. The Boxborough Rental Assistance Program (BRAP) has been a very successful program that has given much needed help to many members of the Boxborough Community. We applaud the work of the town's Community Services Coordinator who has been so instrumental in the administration of this program.

Discussion on the Motion on Article 38. None.

Action on the motion on Article 38: motion carried by a majority vote as part of the consent agenda.

**ARTICLE 39 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – CEMETERY RESTORATION
(****)**

\$9,500 CPA

(Historic Resources Reserve)

(Majority vote required)

Diana Lipari moved and seconded that the Town appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Five Hundred Dollars (\$9,500) for Cemetery Restoration, as recommended by the Community Preservation Committee.

Summary:

This project will allow the Cemetery Commission to continue the process, begun five years ago, of stabilizing and restoring the monuments and other structures in the North and South cemeteries. Age and other factors have brought this far beyond normal perpetual care.

The Community Preservation Committee recommends (7-0-0).

The Finance Committee recommends (4-0-1). Finance Committee fully supports the continued renovation and repair of North and South Cemetery as a historic town site and supports that this work be covered under CPA Historic funding.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Cemetery Commission recommends (3-0-0).

The Historical Commission recommends (4-0-0).

Discussion on the Motion on Article 39. None.

Action on the motion on Article 39: motion carried by a majority vote as part of the consent agenda.

END CONSENT AGENDA 4 (**)**

NON-FINANCIAL CONSENT

CONSENT AGENDA 5 (***)**

Main Motion: Diana Lipari Select Board Chair moved and it was seconded to approve the Non-Financial Consent Agenda Warrant, Articles 40 through 41, in accordance with the funding sources and amounts set forth in the May 8, 2023 Annual Town Meeting warrant under Articles 40 through 41, respectively.

[NOTE: This motion requires a majority vote.]

ARTICLE 40	Authorize Select Board to Renegotiate Lane – Cell Tower Lease	91
ARTICLE 41	Green Community Renewable Energy Trust Fund Surcharge.....	92

ARTICLE 40 AUTHORIZE SELECT BOARD TO RENEGOTIATE LANE – CELL TOWER LEASE (***)**

(Majority vote required)

Diana Lipari moved and it was seconded that the Town authorize the Select Board to lease and re-lease for a term of years, which may exceed three years, upon such terms and conditions and for such consideration as the Select Board may determine, a portion or portions of the Town property at 427 Massachusetts Avenue known as the Hager Site, and identified as Boxborough Assessors' Map 15, Lot 001, to one or more tenants for telecommunications purposes, including the constructing, installing, operating, maintaining and repairing of one or more telecommunications facilities to provide personal wireless services, including a telecommunications tower, antennae, an equipment pad or shelter, cables, transmission and utility wires, poles, conduits, pipes, accessories and related equipment and improvements, and providing access thereto, and further to authorize the Select Board to enter into all agreements and execute any and all documents and/or instruments as may be necessary or convenient on behalf of the Town to carry out the intent of this article.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

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

Discussion on the Motion on Article 40. None.

Action on the motion on Article 40: motion carried by a majority vote as part of the consent agenda.

ARTICLE 41 GREEN COMMUNITY RENEWABLE ENERGY TRUST FUND SURCHARGE (***)**

(Majority vote required)

Diana Lipari moved and it was seconded that the Town contribute a renewable energy surcharge of \$0.0005 (or 1/20th of one cent) per kilowatt-hour, to the Massachusetts Clean Energy Center (MassCEC), in order to become eligible for a "Green Community" designation and thus gain access to the clean-energy funding and resources associated with this Massachusetts Department of Energy Resources (DOER) program.

Summary:

Voting YES on this Warrant Article means that Boxborough can apply for a "Green Community" designation through DOER. The benefits of becoming a Green Community include gaining access to grants for clean, affordable energy projects; cutting municipal energy costs; reducing greenhouse gas emissions; promoting energy-efficient building construction; and fostering renewable energy and clean-energy technologies. If approved as a Green Community, Boxborough will receive a one-time designation grant of approximately \$130,000; after that the Town can apply for competitive grants of up to \$200,000 per year for upgrades to municipal buildings, vehicle fleets, and general energy-reduction projects. Participation in this program will enable Boxborough to invest in energy and cost-saving measures without having to allocate funds for those projects through the Town budgeting process. It is estimated the surcharge will cost the average Boxborough household 42 cents per month, or \$5.04 per year.

Voting NO means that Boxborough will not be eligible to receive any of these grants or related savings. Of the 351 cities and towns in Massachusetts, 290 already benefit from Green Communities funding. For example, since the program began in 2010, Acton has received over \$1.6 million to fund energy conservation measures in buildings, purchase or lease electric vehicles, and support other clean-energy initiatives.

Additional information:

The renewable energy surcharge of \$0.0005 per kilowatt-hour will apply to every electric meter in Boxborough. This means that in addition to households, municipal buildings, commercial businesses, and all other metered sites will also contribute to MassCEC's Renewable Energy Trust Fund (RET) based on their electric usage. All investor-owned utility customers (for example, National Grid and Eversource) automatically pay a renewable energy surcharge to the RET based on this rate. Boxborough has the choice to opt-in to this program because it is serviced by Littleton Electric Light Department (LELD), a municipal utility.

The Sustainability Committee recommends (7-0-0). The Town will accrue many benefits if Boxborough becomes a Green Community. With grants, we can reduce our carbon footprint, reduce greenhouses gasses, increase cost savings, and mitigate the effects of climate change. Thank you for your support on a matter that affects us all. The Finance Committee recommends (5-0-0). Finance Committee fully supports a monthly average surcharge of Forty-Two Cents (\$0.42), or Five Dollars and Four Cents (\$5.04) per year, for an average residential customer that will go towards our town becoming a part of the Green Communities. This would allow our town to immediately receive a one-time grant of \$130,000. After the first grant, our town can apply for grants up to \$200,000 per year for upgrades to municipal building, vehicle fleets and general energy-reduction projects. The Select Board recommends (4-0-0). This is an important first step towards achieving "Green Community" status for our town. The Select Board congratulates the Sustainability Committee who has worked tirelessly to bring the town closer to meeting our sustainability goals.

Discussion on the Motion on Article 41. None.

Action on the motion on Article 41: motion carried by a majority vote as part of consent agenda.

END CONSENT AGENDA 5 (***)**

ADDITIONAL ARTICLES

ARTICLE 42 ACCEPTANCE OF JOYCE LANE, LORING AVENUE AND MACLEOD WAY AS PUBLIC WAYS
(Majority vote required)

Diana Lipari moved and it was seconded that the Town accept Joyce Lane, Loring Avenue and MacLeod Way as public town ways in the locations ordered by the Select Board and placed on file with the Town Clerk as required by law, and further to authorize the Select Board to acquire, by gift, purchase, or eminent domain, upon such terms and conditions as the Select Board may determine, rights in the land within said layouts and abutting lands sufficient to provide for the use and maintenance of said ways for all purposes for which public ways are used in the Town of Boxborough.

Summary:

In 2005, the Town first heard application for road acceptance of these three private ways; collectively comprising the roads of Boxborough Meadows, a chapter 40B Affordable housing development. Due to a list of outstanding issues, the road could not be accepted. 18 years later, and after multiple applications since, the Homeowners Association has completed their application and is again seeking acceptance. A majority vote in favor of this article will authorize the Town to take ownership of the roadway, as well as sole responsibility for its care and maintenance; an estimated cost of at least \$175,000 in the near to immediate future.

The Planning Board defers its vote until Town Meeting, whether to recommend the acceptance of the roadways. The Board is sympathetic to the Boxborough Meadows Homeowners' Association's situation, however, would like to get a more specific total cost to the Town prior to making its recommendation. The road is over 20 years old and will need resurfacing soon. Street lights are damaged or incomplete. The condition of the drainage is unknown. The road is owned by the developer, not the Homeowners Association. There is almost \$3,000 in back taxes owed on the road and it is unclear whether we will get compensated prior to acceptance. The developer has not offered the road to the town and taking by eminent domain may be required. It is unclear whether the developer must be compensated for the land at fair market value. The drainage runs through private property. It is unclear whether the town will have the easements and authority to repair or replace the drainage in the event of a failure. The town's DPW director and the consulting engineer have recommended not to accept the road. When the Comprehensive Permit was issued and the Performance Guaranty released, the town entered into a settlement with the developer. The terms of the settlement are unknown so the Planning Board has no way of knowing if all of the terms under the settlement agreement were met.

Mark White of the Planning Board gave the presentation: **the Planning Board recommends.** He gave the history of the roads in our first 40B housing; the roads were incomplete and there was a lawsuit and the roadways were never finished. This was an oddity since the roads were as never finished so now the roads have deteriorated and they were not constructed to code and have deficiencies. When the Town takes over the roadways, the town has to fix the deficiencies. So, if we accept these roads, we have to fork over the money to repave. Will cost approximately \$175,000 in today's money, but we should do it soon because cost will only increase. The Town was given a \$1 million payout from the developer, so in a way we have gotten \$, so we need to get this squared away and so we hope you can vote for this and put that behind us.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. Unfortunately, the road acceptances for this now 20-year-old development was never brought to completion (Boxborough's first 40B). During this time the developer was allowed to walk away and recover their performance bond of \$83,000. The time has come for the Town to show leadership and do the right thing and accept and repair the roads.

The Housing Board recommends (4-0-3).

The Housing Board recommends (4 Yes - 0 No – 2 Recused – 1 Absent). The Housing Board agrees fully with the acceptance of the several roads at and within the Boxborough Meadows complex. The unanticipated private upkeep of the roadways has been a secondary tax burden on all Boxborough-Meadows residents; it is particularly so for affordable-unit owners. The Housing Board is concerned that these valued residents may be forced to move out and that Boxborough's status on the Subsidized Housing Inventory may be diminished. All indications are that it

was the original intent of the Town to accept the roads, but that there was an apparent administrative lapse in its formal fulfillment.

The Select Board did not make a recommendation.

Discussion on the Motion on Article 42. None.

Action on the motion on Article 42: motion carried by a majority.

ARTICLE 43 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATION OF STEELE FARM HOUSE

\$85,736 CPA (Historic Resources Reserve)

\$224,264 (Budgeted Reserve/general fund balances)

Total \$310,000 (Majority vote required)

Ron Vogel moved that the Town appropriate from the Community Preservation Fund Historic Resources Reserves the sum of Eighty-Five Thousand Seven Hundred Thirty-six Dollars (\$85,736), appropriate from the Community Preservation FY 24 Budgeted Reserve the sum of One Hundred Ninety Thousand Seven Hundred Thirty-Five Dollars (\$190,735) and appropriate from the Community Preservation general fund balances the sum of Thirty-Three Thousand Five Hundred Twenty-Nine Dollars (\$33,529) for the Preservation of the Steele Farm House as recommended by the Community Preservation Committee.

Summary:

The Steele Farm Advisory Committee (SFAC) is seeking funds for Phase II of the preservation of the Levi Wetherbee/Steele farmhouse located at 484 Middle Road. The original farmhouse was constructed in 1784 by Levi Wetherbee, one of Boxborough's founders. It was expanded when a second story was added in the early 1800's. Connected to its massive, central chimney on the first floor is a large fireplace, used for cooking, and two smaller fireplaces, used for heat. On the second floor there are three more fireplaces. To heat the house and cook all year over a fireplace, more than 20 cords of wood were needed.

The Town bought the property and the farmhouse in 1994. The generations of farm families that lived there did little to modernize the interior. As a result, many of the interior features have not been changed and are historically relevant. But after buying the house, the Town has spent very little in the way of resources to maintain and repair the house. In 2016, it became apparent that part of the stone foundation was in danger of collapsing and that major work was needed to preserve the farmhouse for the future.

In 2017 the Town hired the CBI architectural firm to do a thorough study of the Steele Farmhouse and to make recommendations for its care and upkeep. The CBI report stated that the entire foundation needed major stabilization work and replacement of structural components like sills and joists. It also stated that drainage was a major problem since the basement was very wet which caused structural items to rot.

The May 2018 Annual Town Meeting voted Community Preservation Funds for Phase I of the preservation program. The work in Phase 1 concentrated on repairing and stabilizing the stone foundation and repairing and replacing major structural items. Work was also done on the chimney foundation and installing a drainage system and a fire alarm system.

The 2017 CBI architectural report also noted that the outside envelope of this 238-year-old farmhouse was in great need of repair. The roof was over 40 years old, many of the clapboard were cracked or rotten and the windows needed major work.

With Phase I now complete it is time to repair and weatherproof the external envelope of the farmhouse. The roof is leaking and needs to be replaced. Major work needs to be done on the decaying clapboard siding and on the deteriorating windows. By following the advice of the 2017 CBI architectural report the Town will save money in the long run. This historic farmhouse will be preserved from the outside elements for many decades.

Maintaining the 1784 Levi Wetherbee/Steele farmhouse is important to Boxborough. The Town's 2030 Master Plan recommends that Boxborough "maintain its rural character and celebrate its heritage" and that "preservation of the ecological, agricultural, historic and scenic resources that contribute to the community's rural heritage is of critical importance to the community". Strategy 1.1.3 is to "Promote the town's natural, recreational, and historical assets". The Steele Farm property is key to this aspiration and strategy. The farmhouse is the gateway to Steele Farm and its preservation is critical to maintaining the farm's identity. The farmhouse is on the US Department of the Interior's National Register of Historic Places. It is one of the few remaining farmhouses in the area with its surrounding land intact. With the farmhouse, the Steele property epitomizes the historic rural character of the town and its people. Without the farmhouse, this meaning is lost and the property is merely a scenic open space.

The Community Preservation Committee recommends (6-0).

The Finance Committee does not recommend (2-3-0).

Majority opinion: The majority of the Finance Committee does not support the utilization of \$310,000 from CPA funds for preservation of Steele farm. The majority of the members do agree with the general need to preserve the Steele Farm House; however, they feel that evaluation of the Steele Farm for use as museum needs to be completed first. Once the results of the evaluation are available, it is then appropriate to get CPA funding based on the type of work that needs to be done and the amount it would require to get it done.

Minority opinion: A minority of the Finance committee feels that the Steele Farm house needs to be preserved and this is the last step in ensuring the house is weather tight and will be preserved. We do agree that going forward the Steele Farm Advisory needs to have plans in place for future use of the property before any more funds are spent renovating the farm house.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary. The Steele Farmhouse is an important historical resource for the town. Delaying remediation and stabilization may cause its ultimate destruction from weather and other environmental conditions before any further evaluation of its use could be adequately assessed.

The Steele Farm Advisory Committee recommends (5-0-0).

Chris Hydak, Clerk, gave the presentation for the Steele Farm Advisory Committee. It is a 239-year-old building, and the building is stable and is an amazing place, and it is only the exterior that needs to be improved so that it will be weather-tight for the next 40 years (roof, siding, windows, chimney, etc.). There are gaps in the siding and windows are in disrepair. He argued that we need to preserve our history, and funds are available. It's on the National Register of Historic places.

The Historical Commission recommends (4-0-0).

The Agricultural Commission recommends (3-1-0). Owen Neville gave the majority recommendation and agreed with the SFAC. Minority felt that the Ag Com had no business recommending one way or another.

Discussion on the Motion on Article 43.

Robin Lazarow of Hill Rd. gave a statement about the importance and history of Steele Farm and shared Jeanne Steele Kangas' words from her 2015 journal. Jeanne expressed how important it is to preserve a part of our history, just as we restore historical relics like the Liberty Bell. CPA \$ is available for this specific purpose and the Steele Farm barn helps to make Boxborough what it is today.

John Markiewicz of Patch Hill Rd. said the longer we wait the more it's going to cost. There are a lot of smart people with smart ideas, and maybe we could put Land Use and Planning to that location so we would have extra room in Town Hall. He thinks we can find a use and Jeanne would want us to say yes.

Bruce Hager of Hill Rd. was Chair of the SFAC when they did the first scope of work that prevented the collapse of the chimney. It is hard to understand why the majority of the Fin Com wants to wait and be fiscally irresponsible. Spending the \$ is way past due now.

John Fallon of Paddock Ln. said there are two simple choices. You value history or you don't. This is the only farmhouse left that is totally unique and irreplaceable. Choice number 2 is just take a bulldozer and get rid of it. The building needs a lot of maintenance and it will rot. If you don't spend this money it is the equivalent of taking a bulldozer to the building.

Joe Fair, Town Counsel, said that the total dollar amount doesn't change, but the portions should be allocated differently. The two accounts need to be separated. **The revised motion was read and seconded by Ron Vogel (as written above).**

Arden Veley of Depot Rd. said that Red Hawk Architectural Studios was hired to do an assessment in 2016. In 29 years the only thing done in terms of maintenance was exterior painting by the prisoners from Shirley, and back in 2016 Red Hawk told us what was needed.

Cheryl Mahoney of Liberty Square Rd. and the Historical Society and the Steele Farm Capital Campaign expressed the importance of preserving this last farmhouse. We have lost so many private Colonial farm properties, and it is so vital to protect this house. It will otherwise be bulldozed by neglect. If you want to stay in line with the surrounding communities of Stow, Concord, Littleton, we need to preserve this property that many people come from far away to see.

Rita Grossman of Depot Rd. gave some history about passing the CPA with Jeanne Kangas almost 10 years ago. The Town needed money for conservation, for housing, and for preserving houses. The Town acquired it in 1994, and she is horrified and embarrassed that we let it get this bad; it's on the National Historic Register. There was always something that pre-empted it and now it's a bigger mess than it would have been if we had spent the money and we can discuss more detailed plans in the future of the interior, but we must fix the envelope. She talked to Jeanne a few days before she died, and Jeanne expressed how important the interior of the house was, and she felt strongly about being able to show school children what the interior was like when it was in use.

Richard Hilton of Littlefield Rd. of the Historical Society reminded us that May is national preservation month. It is essential to know what we'll use it for, but there is nothing like walking into a place like this. It is one of if not the jewel of the Town that farming built. There is a lot of interesting detail inside, so we need to preserve this place so that we can experience what life was like in those days. We cannot replicate any of this anywhere else.

Hoff Stuart of Burroughs Rd. noted that lead paint gets really expensive to remove and asked what the total costs are long-term.

Chris Hydak of the SFAC and Depot Rd. doesn't have an estimate of the long-term costs, because a lot of it depends on the securing of the exterior. In terms of the inside, we could move forward based on the warrant article that was

approved earlier tonight.

Jennifer Campbell moved the question and it was seconded.

Action on moving the question: passes by a two-thirds majority as declared by the moderator.

Action on the motion on Article 43: motion carried by a majority vote.

ARTICLE 44 REPLACEMENT OF FIRE DEPARTMENT TENDER 65 (TANKER) WITHOUT GRANT

\$560,000 – Bonding

(Two-Thirds vote required)

Diana Lipari moved to pass over Article 44. It was seconded.

The Finance Committee supports passing over this Article after quick discussion.

TA Michael Johns noted that in the consent agenda the Town voted on an \$8,000 towards this tanker; we are now in the technical assistance portion of the grant process with a FEMA grant which will fund 95% of this. We are at the final stage of getting the grant (farther than we have gotten in the past). Mr. Johns would like to see if FEMA funds this, and it would ultimately only be \$28,000 needed towards this piece of equipment. The Fire Department is supportive of this recommendation. If we don't get the grant we can take this up at a future town meeting.

The Select Board recommends.

Town Administrator Michael Johns asked Chief Fillebrown if we wait until next Town Meeting, and we get the grant, will we still be able to move forward? We want to make sure we can apply those funds, without authorizing the full amount at this Town Meeting.

Michael Johns, Joe Fair, and Chief Fillebrown had a discussion about the process of being able to accept the grant.

Vote to pass over Article 44: motion passes by majority vote.

Original motion printed in the warrant was that the Town appropriate the sum of Five Hundred Sixty Thousand Dollars (\$560,000) for the purchase and equipping of a Tender with additional carrying capacity for water for the Boxborough 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 Massachusetts General Laws Chapter 44 section 7 and 8, or any other enabling authority, and to issue notes and bonds of the Town thereof.

Summary:

The Boxborough Fire Department applied for this grant to replace a piece of Fire apparatus that is 39 years old and currently out of service. The grant was not awarded in 2022, however, the department submitted a new application in January 2023. The current apparatus is slated to be replaced in FY24 per the capital plan. If the grant is not awarded, this article would fund the full purchase of the apparatus. All allocated funds for grant matches would be returned to free cash if the grants are not awarded and this article moves forward.

The Select Board recommendation. At the time of printing, the warrant the status of the grant was unknown. The Select Board defers its recommendation until Town Meeting.

The Finance Committee recommends (5-0-0). The Boxborough Fire department is currently existing with one tender (tanker) and a hose truck. The hose truck is past its useful life. Carrying hose only helps when there is a cistern in the general area. For example, there is no cistern on Flagg Hill Road. The Chief recommendation is to go with a second tender (tanker). This tender would replace the hose truck and would be an additional source of water when fighting fires in Town, on 495 or in surrounding towns that do not have water systems. **Tax impact to the average home is \$43.53 or \$0.06 per 1,000.**

Moderator Reip asked the Select Board about adjourning the meeting.

Diana Lipari moved and it was seconded that Town Meeting NOT adjourn and that the meeting is continued (past the time which had been agreed upon earlier in the meeting).

The Select Board unanimously recommends continuing discussion on all articles.

Finance Committee does not recommend.

Anne Canfield of Stow Rd. said we should adjourn because we are tired, we've lost much of the audience, and the articles are important.

Mark White of Sara's Way said he agreed with Anne.

Mark Barbadoro of Old Harvard Rd. said we should adjourn because Planning Board articles always come at the end, and would prefer that they come earlier.

Rita Grossman of Depot Rd. agreed that we should continue tomorrow night (and offered to make more cookies).

Action on the motion to continue failed by a majority vote.

Mark White moved and it was seconded that the May 8th 2023 Annual Town Meeting be adjourned at 10:35 pm until it will resume on May 9th at 7:00 pm in the same location.

Select Board recommended.

Fin Com recommended.

Motion carried by majority vote.

Night Two:

Moderator Reip called for the reconvening of Town Meeting at 7:03 pm on May 9, 2023.

Diana Lipari presented Fire Chief Paul Fillebrown a proclamation from the MA State Senate congratulating Chief Fillebrown for his years of service to Boxborough upon his retirement.

Michael Johns gave Chief Fillebrown recognition and recounted many stories from residents about the wonderful service provided by the Chief, including showing up on calls himself. He is wrapping up 38 years of service in Firefighting.

Diana Lipari presented Les Fox with an official citation from the MA State Senate in recognition for his decades of service to the Town of Boxborough.

Mr. Fox received a standing ovation from the audience.

Michael Johns recognized Les Fox and how incredible his involvement as a volunteer is, especially with his engagement as a volunteer, especially in attempting to bring clean water to Boxborough. He recounted that during his first 180 days on the job in Boxborough, there were 9 days when he did not either speak with or meet with Les Fox (7 of those days, he was away on vacation and didn't speak to him for 4 of those days). He is the most active volunteer that Mr. Johns has ever seen in Boxborough, and knows that he will remain active on several committees. He thanked Mr. Fox for making it a wonderful town.

ARTICLE 45 THE COST OF INVESTIGATION INTO THE BOXBOROUGH POLICE DEPARTMENT AND THE CHIEF OF POLICE

\$20,000 Free Cash (Majority vote required)

ARTICLE SUBMITTED BY PETITION

TWO OPTIONS FOR PETITIONERS TO CONSIDER:

Option A

~~I move that the Town request the Select Board and/or the Town Administrator, or their designee, to provide the Town with a forensic accounting, by an independent firm, of all costs and expenses, payments and accruals, as printed in the May 8, 2023 Annual Town Meeting Warrant, with respect to investigations associated with the Boxborough Police Department and the Chief(s) of Police, both temporary and permanent and to publicly publish the results thereof and further that the Town transfer from free cash the sum of Twenty Thousand Dollars (\$20,000) for this purpose.~~

Option B

William Sutcliffe moved and it was seconded that the Town request the Select Board and/or the Town Administrator, or their designee, to provide the Town with a forensic accounting, by an independent firm, of all costs and expenses, payments and accruals with respect to investigations associated with the Boxborough Police Department and the Chief(s) of Police, both temporary and permanent and to publicly publish the results thereof.

This shall include the following documents including, but not limited to:

- Incurred and accrued salaries, expenses and over time for both the temporary and permanent Chief(s) of Police.
- Incurred and accrued salaries, expenses and over time for the Boxborough Police Department, as it relates to investigations of the police department.
- Incurred and accrued salaries, expenses and overtime for the former Interim Town Administrator starting November 17, 2022 through the present.
- Incurred or accrued legal expenses as related to discussions, conversations, research, review of correspondence with respect to the Chief(s) of Police, both temporary and permanent and investigations of the Boxborough Police Department
- Incurred and accrued expenses from any and all law firms including KP Law, for work undertaken by any Private Investigator(s).
- Other expenses such as sign-on bonuses, payouts at the end of contracts, payments for mileage for travel to and from the home(s) of the temporary Chief(s) of Police to the Boxborough Police department.
- Incurred and accrued expenses associated with getting the temporary Chief of Police from Connecticut certified in Massachusetts.

- **Any other incurred or accrued expenses associated with the investigation(s) into the Boxborough Police Department and the Chief of Police.**
- **And that the Town transfer from Free Cash the sum of \$20,000 for said purpose**

The Finance Committee recommends (5-0-0). The Finance Committee recommends. There has been a lack transparency with funding of investigation(s). A forensic accounting will let the citizens of Boxborough know how much and how money has been spent on investigations and salaries. **Funding is from free cash so there is no tax implication.**

The Select Board does not recommend (1-3-0).

Majority opinion: The majority of the Select Board does not recommend this article for the following reasons: (1) there is questionable value and utility in some of the requested items, e.g., there was no cost associated with “getting the temporary Chief of Police from Connecticut certified in Massachusetts”; (2) release of records by the Select Board and any additional public records requests would adequately provide the information described in this Article when the Select Board is able to reveal that information; it is the intention of this Board to be as transparent as possible when we are able to do so; (3) although it is tempting to think this Article costs the taxpayers nothing, the use of “free cash” simply delays taxation on a future item/article for this same amount. The majority of the Select Board questions the soundness of the financial reasoning underlying this Article.

Minority opinion: A minority of the Select Board believes the proposed investigation is not a good use of town money and administrative resources, but also recognizes that many residents want more information on matters related to investigation of the police department and its chief(s). This is an itch that must be scratched. It is in this spirit the minority supports the article. The minority also believes (and has stated) that such an investigation should be carried out within a framework of what is possible and legal to reveal, and to structure it in such a way that the facts reported can be accepted by all parties. Such a framework should be established at the outset so that the investigation can be carried out efficiently with minimal cost to the town, in both expense and labor.

Discussion on the Motion on Article 45.

William Sutcliffe of Stow Rd. gave the presentation. He outlined why this article is needed, including the history of paying three Chiefs at one time, and why the Town should vote for this article to provide transparency and make sure this kind of thing does not happen again with so little accountability or information provided to the taxpayers.

Select Board asked and the Moderator granted that the Select Board give a presentation in support of the Majority opinion and it was granted to TA Michael Johns, who outlined the total costs regarding the investigation, legal costs, salaries, and other expenses. The legal expenses totaled a little over \$63,000, the public records requests related to the investigation totaled a little over \$19,200 and the investigation itself was over \$14,700. Because Chief Ryder was on IOD, his salary was paid by Cabot Risk, and his final pay was \$135,000. The two interim Chiefs pay were \$62,642 and \$52,800. He presented a comparison of \$ amounts voted at ATM and amounts ultimately paid out. He calculated that the amount spent over and above what was budgeted at Town Meeting was a little over \$9,700. There was a period when the insurance company may not have been covering his IOD because there was some confusion about whether he had gone off IOD, but we are working to recoup all of that because it was confirmed that he was on IOD the entire time.

Les Fox gave the Select Board minority recommendation to vote for the article.

Moderator Reip clarified what kind of discussion should take place surrounding this article.

Mark White of Sara's Way appreciated that Michael Johns made the effort to pull these records together. This information has been asked for years, and we just saw it three days ago. The legal bills are interesting reading, and it is a big job trying to analyze the legal costs going forward. This article is not a big ask, so it will likely cost a lot less than \$20,000 given what Mr. Johns has pulled together. It is a good investment for the Town, for the Select Board. It is confusing for the Town to interpret because there are a variety of numbers presented.

Wes Fowlks of Stow Rd. stated that a lot of the information cannot be presented when an investigation is ongoing, so maybe this should be pulled until we have more time to analyze it. He questioned why the Fin Com would be for spending money when they know we weren't able to release information as Select Board members.

Chris Dowdy of Liberty Square Rd. says it makes sense to take time to digest this information, and come back in the Fall and revisit it if we find that we don't have enough information.

Anne Canfield of Stow Rd. asked why Mr. Fowlks referenced the investigation, and why is he referencing that it is not complete?

Wes Fowlks said the investigation was an Administrative Investigation, which concluded with the separation agreement with Chief Ryder. You are not supposed to discuss union negotiations and it is the same with an investigation. He clarified that the Administrative Investigation has concluded, which is the investigation that is being discussed here. Some of the legal bills were only received a few days ago.

Amy Osenar of Burroughs Rd. is against the article because she thinks it is fiscally irresponsible. The select board has provided financial documents to be transparent online, and we should offer proactive support to our elected officials. She believes that the investigation was necessary to uphold the trust of the community and she continued to recount some of the allegations that were investigated.

Moderator Reip tried to make sure the speaker stayed within the four corners of the article.

Jeff Glidden of Sargent Rd. thanked Michael Johns for the disclosure of the information, but let's put it behind us and move forward. He encouraged everyone to vote against it and we can reconsider if necessary once we go through all of the documents.

Jim Howie of Reed Farm Rd. said it has been a contentious issue for the town, and a lot of people have put forth effort to resolve it. He sees no value in determining how much \$ was spent.

Becky Neville of Middle Rd. appreciates the report, but needs clarity on a lot of the accounting. She asked about IOD payments – she was under the impression that IOD only paid for about \$1,200/pay period: Michael Johns answered that it was only partial payments to Chief Ryder and Bieleki's payments were not included there.

Larry White of Sara's Way asked if there are any further or ongoing investigations?

Diana Lipari stated that there are not any investigations ongoing as far as the Select Board is concerned.

Larry White said that it makes no sense that this information has not been available until now. He feels that there is a culture that violates the rights of people that has led to numerous lawsuits and staff departures. There needs to be a change in culture or training for public servants. Maybe if we do a forensic accounting, we would get to the truth because I don't feel that we are getting answers.

Hugh Fortmiller of Sargent Rd. thinks that the article is divisive and is concerned that the Town needs to heal and trust one another. If we don't trust our new Town Administrator's figures and explanation, then vote yes, but that is a blow to the trust we need. We need to laugh with each other, and look each other in the eye without feeling anger or lack of friendship, and feels this article only encourages the separation.

Tony Newton of Summer Rd. is disturbed that the numbers only came out tonight, and they are hard to interpret. These numbers don't even add up. The fact that the Finance Committee is voting unanimously should tell you something.

Sue Reuther of Reed Farm Rd. moved the question and it was seconded.

Action on the motion to end debate: motion carried by two-thirds majority vote as declared by the Moderator.

Action on the motion on Article 45: motion did not carry by a counted standing vote of 89 (no) to 73 (yes).

ARTICLE 46 ZONING BYLAW AMENDMENT: ACCESSORY APARTMENT - PLANNING BOARD (Two-thirds vote required)

Kathy Vorce of the Planning Board moved and it was seconded that the Town amend the Boxborough Zoning Bylaw Section 4.2.2 Accessory Apartment to add the language in bold and delete the language indicated by strikethroughs, all as printed in the May 8, 2023 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 and in accordance with a further amendment that section ~~6~~ **7**) read "The domestic water and **sewer system** shall be adequate to serve both the existing single-family dwelling and the accessory apartment **according to the "Boxborough Board of Health Regulations Regarding Accessory Apartments" as amended.**

Cindy Markowitz, Clerk of the Planning Board stated in the Planning Board report that the Planning Board held hearings that were duly advertised.

4.2.2 Accessory Apartment **or Accessory Dwelling Unit.**

- a) The Inspector of Buildings may grant a total of ~~five~~ **ten** permits each calendar year for accessory apartments **also known as Accessory Dwelling Units (ADU).**
- b) An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of:
 - 1) providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town;
 - 2) increasing the range **and affordability** of housing accommodations;
 - 3) encouraging a greater diversity of population, and;
 - 4) encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the

neighborhood, and the Town

- c) The Inspector of Buildings may grant a ~~b~~Building ~~p~~Permit and a Certificate of Occupancy for an accessory apartment provided that all of the following conditions are met:
- 1) The accessory apartment ~~is attached to or within a single-family dwelling~~ **shall be within the building containing the principle dwelling unit**, or ~~is~~ **be** within a detached accessory ~~building structure~~ in existence on or before March 8, 2007, **and that conforms to the minimum setback for residential dwellings.**
 - 2) No more than one accessory apartment may be located on the lot.
 - 3) The accessory apartment shall be ~~a use~~ secondary and incidental to the single-family dwelling on the lot ~~and shall contain no more than 600 square feet of habitable space.~~
 - 4) The accessory apartment shall contain no more than 1300 square feet of gross floor area, but not exceed 40% of the gross floor area of the existing single family dwelling.
 - 5) **Any addition to the existing structure to create an accessory apartment shall not create more than a 15% increase in the gross floor area of the existing structure, as of February 17, 2023.**
 - ~~4) The accessory apartment shall contain no more than 3~~ **4** rooms, excluding hallways, bathrooms, and closets.
 - ~~56) The single-family dwelling and the accessory apartment shall be occupied by either the owner of the lot, the owner's family members, or in-home care providers for the owner or their family members~~ **One of the Dwelling Units shall be occupied by or be the legal residence of the owner of the lot.** The "owner" shall be one or more individuals holding legal or beneficial title to the lot and for whom the dwelling is the primary residence for voting and tax purposes.
 - ~~67) The private domestic water and on-site sewage~~ **wastewater disposal sewer system shall be adequate to serve both the existing single-family dwelling and the accessory apartment according to the "Boxborough Board of Health Regulations Regarding Accessory Apartments" as amended.**
 - ~~7) Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.~~
 - ~~8) Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.~~
 - ~~98) Two off-street parking spaces shall be provided for the accessory apartment.~~ **Three parking spaces shall be in existence or added to the existing driveway to accommodate the number of vehicles that serve the residents of both dwelling units. The spaces shall be composed of similar materials to the driveway.**
 - ~~109) Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007~~ **February 17, 2023**, or for new construction, shall be limited to one.
 - ~~11) The number of occupants in the accessory apartment shall be limited to three people.~~
 - 10) Existing properties with accessory apartments that are no longer intended to be owner occupied or the legal residence of the owner, the owner shall apply for a certificate of occupancy, and a building

permit if required to convert the building back to a single family dwelling. Removal of one of the following elements shall be deemed sufficient.

- 1. The removal of privacy by removing a portion of the wall or floor separating the dwelling units;**
- 2. The removal of the kitchen including plumbing fixtures.**

ARTICLE 9. DEFINITIONS

9.2 Terms Defined

Accessory Apartment or Accessory Dwelling Unit shall mean a dwelling unit that is customarily incidental and subordinate to the single-family dwelling unit.

Dwelling shall mean any building used, intended or designed to be used, exclusively for human habitation, that contains one or more dwelling units but excluding boarding and lodging houses, hotels, motels, and mobile homes or house trailers.

Dwelling Unit shall mean one room or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, or rental or lease on a monthly, or longer basis, and physically separated from any other

Summary:

This Zoning Bylaw Amendment will remove barriers preventing and deterring single-family home owners from constructing and renting accessory apartments. In summary, the warrant article as written will affect the following changes:

- *Updating the title and inserting the term Accessory Dwelling Unit(ADU).*
- *Increasing the number of Accessory Apartments which can be constructed each year, from 5 to 10 per year.*
- *Declaring the intent to provide affordable housing options.*
- *Providing basic language updates and affirm residential setbacks.*
- *Increasing the maximum size of a unit to allow for greater variations, while still retaining character and appearance.*
- *Eliminating restrictions on number of rooms and who is allowed to live in the unit.*
- *Removing contradictory language that controlled the appearance of entry ways.*
- *Reducing parking requirements to meet typical needs of an ADU.*
- *Removing limitations on the number of occupants.*
- *Creating a decommissioning policy when the owner will no longer live on site.*

Accessory Apartments, also known as Accessory Dwelling Units, provide affordable housing options, without the need for deed restrictions or rent control. Similarly, the use of Accessory Apartments has been known to generate a moderate source of revenue, used by property owners to offset their tax burden. This use is particularly beneficial to older residents who wish to age in place, as this method provides revenue and a housing option for live in care-givers. By accepting the changes above, the Town will make Accessory Apartments a more feasible option for the majority of single-family home owners.

A 2/3 majority vote in favor of this Article will change the existing zoning bylaw to incorporate the changes as described above.

The Planning Board recommends (5-0-0).

The Finance Committee (5-0-0). The Finance Committee recommends. This zoning change expands

upon the Accessory Dwelling Unit already in the bylaw with the goal of making it possible for residents to change a portion of their existing home or a detached accessory structure into an additional unit set forth in the guidelines. It may give residents the ability to age in place and/or derive income from their home.

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the Motion on Article 46.

Kathy Vorce gave the presentation. For nearly 20 years, the Zoning Bylaw has included an “Accessory Apartment” bylaw. These are often referred to as in-law suites or guest accommodations, and are often small and unnoticeable. Despite previous revision, the Building Inspector reports little to no application of this type for many years. This bylaw amendment seeks to eliminate restrictions to encourage greater access to Accessory Apartments by eliminating the restrictions on the types of occupants, increases the overall size to a 40% limitation of the existing dwelling or 1300 gross floor-area upper limit; eliminates entrance design details; calls out parking in terms that address the overall adequacy of parking sitewide; makes specific provision for “owner occupancy” as necessary requirement, and provides for de-commissioning of the Accessory Apartment upon change in ownership of the permit-holding owner.

Owen Neville of Middle Rd. thanked the Planning Board for bringing this forward. It is not perfect, but is a good step forward for the Town.

Mark Barbadoro of Old Harvard Rd. asked about the amendment to the motion. He further explained that the Board of Health terms that they use that are defined in Title 5 relative to Septic systems.

Michael Toups of Pine Hill Rd. is trying to understand Section 10. Would demolition be required before new owners moved in?

Kathy Vorce clarified that there would need to be some alteration of the unit so that it would be knitted back to one unit, and the new owner would have to pursue the permit on their own.

Michael Toups asked if the same thing would happen in an inheritance?

Kathy Vorce believe yes. In the case of a senior needing to no longer owner occupy a facility, for example. They could rent the house, but could not have two tenants. The goal is not to proliferate apartments: that would invite investors into town to chop up rental units. The issue of owner occupancy is important, and we want to make sure it's only one owner.

Michael Toups said this is moving in the right direction, though we may want to consider changing that section in the future.

Mark Barbadoro of Old Harvard Rd. said that existing properties that have been maintained as independent units, and you need to rent it out, you still need to make a modification. He explained the intent.

Gary Kushner of Flagg Hill Rd. asked if the accessory units count as affordable housing.

Kathy Vorce said the Planning Board hasn't approached the Housing Board on that. Her understanding is that affordable housing has to be committed in perpetuity. So there would need to be restrictions on rent increases, etc. Affordable housing has to be committed to be that, and that is not the concept behind this bylaw.

Al Murphy of Hill Rd. said he does not believe that they will qualify as affordable housing because there is no requirement in the bylaw for income requirement. They would probably increase the amount of housing in town,

which is economically a good thing.

Marie Cannon of Littlefield Rd. and Board of Health clarified that there are requirements that have to be met per Title 5, and the key one that relates to this is that you would need to meet Board of Health requirements for septic. For example, if you have an older septic tank without two compartments, you would need to switch that. If you have a modern, larger house, you may have that already so that's something to keep in mind. She clarified that you may need to have a deed restriction, and that the Board of Health will need to be involved.

Johanna Choo of Burroughs Rd. wanted to know if creating the accessory apartment would change your tax rate.

Kathy Vorce said it may, but that would be a question for the Assessor.

Johanna Choo noted that it might have tax implications if there are more school-aged children as a result of these changes.

Mark White of Sara's way noted that when this Zoning Article was originally introduced it was a fear that there would be a glut of people moving in, but that didn't happen so we needed to change the rules a bit. It is a big dissuader to have to change your septic, but the people who can do it, will be able to afford it. If it is "no longer intended to be owner occupied" as it says in Section 10, then it could become a rental and that's what this covers and aims to avoid. No one is likely to remove the kitchen, but you may be able to cut a hole in the wall to make it connected.

Mary Nadwairski of Stonehedge Pl. moved the question and it was seconded.

Motion to end debate carried by two-thirds majority vote as declared by the Moderator.

Action on the motion on Article 46: motion carried by two-thirds majority vote, as declared by the Moderator.

ARTICLE 47 GENERAL BYLAW AMENDMENT: TREE PROTECTION BYLAW

(Majority vote required)

Rebecca Verner moved and it was seconded that the Town amend the Boxborough General Bylaws by inserting a new ARTICLE 9, § 5 TREE PROTECTION AND PRESERVATION BYLAW, all as printed in the May 8, 2023 Annual Meeting Warrant and further that non-substantive changes to the numbering of the General Bylaw be permitted in order that it be in compliance with the numbering format of the General Bylaw.

ARTICLE 9 § 5: Tree Protection & Preservation Bylaw

Section 1 Purpose

The Town of Boxborough finds that mature Trees have aesthetic appeal, improve air quality, provide glare and heat protection, reduce noise, aid in the stabilization of soil, provide natural flood and drainage control, create habitats for wildlife, enhance property values, contribute to the distinct rural character of neighborhoods and provide natural privacy to neighbors.

The intent of the Tree Protection & Preservation Bylaw (Tree Bylaw) is to encourage the preservation and protection of Trees on public and private property during significant demolition and/or development activity. The preservation and protection of certain Trees on public or private property, the requirement to replant Trees to replace those removed, and the collection of financial contributions to support the Town's Tree planting and maintenance efforts are public purposes that

protect the public health, welfare, environment and aesthetics of the Town.

Section 2 Responsibility for Administration

- (1) Trees Located on Private Land. The Planning Board shall be the permit granting authority for this bylaw Section 0000 Disturbance of Land Greater than Three (3) Acres. Any powers granted to or duties imposed upon the Planning Board may be delegated in writing by the Planning Board to any Town employee, board, commission, committee or town agent, or third-party agent hereby known as the Reviewing Agent. The duties or responsibilities of the Planning Board shall include, but not be limited to, the following as may be further specified in this bylaw:
 - (a) Granting or denying and attaching reasonable conditions to all permits required under this bylaw.
- (2) Public Shade Trees. The Tree Warden shall be the Reviewing Agent for the Tree Protection & Preservation Bylaw Section 0000 Public Shade Trees. The duties or responsibilities of the Tree Warden shall conform to General Law Chapter 87 and shall include, but not be limited to, the following as may be further specified in this bylaw:
 - (1) Management of all Trees within public rights-of-way and adjacent to public buildings and commons; care and control of Trees on Town property, and on Town land owned by other departments such as Schools, Recreation and Conservation;
 - (2) Expending funds appropriated for tree assessments and/or surveys, buying, planting and maintaining Trees on Town land under the jurisdiction of the Tree Warden;
 - (3) Work to seek grants or other assistance concerning the preservation and maintenance of Trees in Town;
 - (4) Development of Tree inventory, manuals and other data to carry out the purposes and intent of this bylaw for approval and promulgation by the Planning Board;
 - (5) Enforcement of Bylaw Section 0000 Public Shade Trees;

Section 3 Tree Protection & Preservation Bylaw Definitions

- 3.1 Caliper shall mean diameter of a Tree trunk (in inches). For Trees up to and including four (4) inches in diameter, the Caliper is measured six (6) inches above the existing grade at the base of the Tree. For Trees larger than four (4) inches in diameter, the Caliper is measured twelve (12) inches above the existing grade at the base of the Tree.
- 3.2 Certified Arborist shall mean professional arborist possessing current certification issued by the International Society of Arboriculture (I.S.A.) and/or the Massachusetts Arborist Association (M.A.A.).
- 3.3 Critical Root Zone (CRZ) – The minimum area beneath the canopy of a Tree which must be left undisturbed in order to preserve a sufficient root mass to

give a Tree a reasonable chance of survival. The CRZ is represented by a concentric circle centering on the Tree's trunk and extending outward towards the Tree's drip-line. The minimum area of the CRZ shall be dependent on the required minimum radius of the CRZ; the required minimum radius of the CRZ shall be determined by multiplying a Tree's DBH (in inches by eighteen (18) inches, with the resulting product constituting the minimum radius of the CRZ. Example: A Tree with a DBH of twenty (20) inches shall have a CRZ with a minimum radius of three hundred sixty (360) inches or thirty (30) feet ($20'' \times 18'' = 360''$ or 30').

- 3.4 Diameter at Breast Height (DBH) shall mean the diameter (in inches) of a Tree trunk four and one-half (4.5) feet above the existing grade at the base of the Tree. If a Tree has multiple trunks, the aggregate diameters of the multiple trunks shall be used.
- 3.5 Disturbance of Land Action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.
- 3.6 Drip Line – The area surrounding the Tree from the trunk to the outermost branches. This area is distinguished from, and not to be confused with Critical Root Zone.
- 3.7 Invasive Species shall mean any plant listed on the most recent version of the Massachusetts Prohibited Plant List as published by the Massachusetts Department of Agriculture.
- 3.8 Protected Tree with a Disturbance of Land greater than three (3) acres, Protected Tree shall mean any existing Tree or Tree that was removed within twelve (12) months prior to the submittal of an application for Tree protection & mitigation to the Planning Board, on private land, with a DBH of six (6) inches or greater (or any multiple trunk Tree with a DBH of fifteen (15) inches or greater), provided that the Tree is not hazardous. Invasive Species (as defined herein) shall not be considered Protected Trees.
- 3.9 Public Shade Tree shall mean any Tree within the public right-of-way except for state highways that has any portion of the stem actively growing in to the publicright-of-way.
- 3.10 Replacement Inch shall mean the unit used when determining mandated replanting,
- 3.11 Reviewing Agent shall mean any agent delegated by this Bylaw in writing to administer and implement the Tree Bylaw.
- 3.12 Significant Tree shall mean any tree of six (6) inch DBH or greater.
- 3.13 Tree – Any self-supporting, woody perennial plant usually having a single trunk with a DBH of three (3) inches or more which normally attains a mature height of six (6) feet or greater.
- 3.14 Tree Preservation Fund shall mean an account established pursuant to (M.G.L.

44 § 53E½) for the deposit of contributions in lieu of Tree replanting as required by this Tree Bylaw. Funds deposited in this account shall be used solely for the purpose of buying, planting and maintaining Trees in the Town.

- 3.15 Tree Protection & Mitigation Plan shall mean a plan submitted to the Reviewing Agent for approval prior to the commencement of demolition and/or construction on a property on which a Protected Tree is located.
- 3.16 Tree Removal shall mean mechanical demolition of a living Tree, or any act (a) that has caused or will cause a Tree to die within the previous 12 months or (b) is likely to cause significant decline or death as determined by the Reviewing Agent based on arboricultural practices recommended by the International Society of Arboriculture (I.S.A.).
- 3.17 Tree Save Area shall mean the area surrounding all Protected Trees which includes at a minimum the (CRZ) and Drip Line of all Protected Trees. The Tree Save Area must be enclosed within a fence and remain undisturbed so as to prevent damage to the Tree.

Section 4 Public Shade Trees.

- (1) A Public Shade Tree may not be cut, pruned, removed or damaged (trunk, limbs or roots) by any person of the Town until and unless the Tree Warden issues a written permit pursuant to this section.
- (2) Procedures. Any person seeking to prune or remove a Public Shade Tree shall submit an application to the Tree Warden in accordance with any application requirements issued by the Tree Warden. The Planning Board shall hold a public hearing on applications for removal which the Tree Warden will attend and make a recommendation upon. Said hearing attendance shall be at the expense of the applicant, in accordance with the provisions outlined within General Law Chapter 87. The permit issued by the Tree Warden may specify schedules, terms, and conditions, including requiring the planting of replacement Trees.
- (3) Planting of Trees on Public Land. Any person seeking to plant a Tree on public land under the jurisdiction of the Tree Warden must obtain written permission from the Tree Warden. Such a permission may specify schedules, terms, and conditions as deemed appropriate by the Tree Warden.

Section 5 Disturbance of Land Greater Than Three (3) Acres on Public or Private Land

- (1) No construction, Disturbance of Land, or improvement of impervious surfaces resulting in total Disturbance of Land greater than three (3) acres shall commence prior to issuance of a Permit for Tree Removal and Mitigation by the Planning Board.
- (2) Procedures. When a total Disturbance of Land greater than three (3) acre is planned, the owner of the property shall submit to the Planning Board a site plan drawn and stamped by a registered land surveyor showing all existing Trees on the property of six (6) inch DBH or greater

(or any multiple trunk Tree with a DBH of fifteen (15) inches or greater), provided that the Tree is not hazardous as deemed by a Certified Arborist. Invasive Species (as defined herein) shall not be considered Protected Trees.

- (a) If any Protected Trees will be removed or damaged in connection with a Disturbance of Land greater than three (3) acres, the owner of the property shall submit an Application for Tree Protection & Mitigation to the Planning Board. Additionally, if any Protected Trees were removed during the twelve (12) months preceding the application, a Tree Removal and Mitigation Proposal regarding the Protected Trees already removed shall be submitted to the Planning Board. The proposal shall satisfy the mitigation requirements set forth below and any rules, regulations or manuals promulgated by the Planning Board.
- (c) Such construction or demolition shall require public notice to abutters and shall include all persons owning land within three hundred (300) feet of any part of the applicant's land at least fourteen (14) days before said hearing. The Planning Board shall rule within twenty (20) days of the public hearing.
- (d) Tree Protection. Each Protected Tree to be retained on property planned for demolition and/or construction activity shall be protected by the establishment of a fenced-off Tree Save Area. The Tree Save Area shall be delineated within the submitted Tree Protection & Mitigation Plan, shall be installed prior to any issuance of applicable permits, demolition or site work, and shall remain in place until work is completed on the property. The applicant shall submit written documentation, prepared, stamped, dated and signed by a Certified Arborist, to the Planning Board confirming that the required Tree Save Area has been installed as identified in the Tree Protection & Mitigation Plan before work on the property commences.
- (e) Failure to protect Trees not removed. Trees left on site must be protected. If not done so as required by this bylaw, the Town shall hire a Certified Arborist at the expense of the owner/builder, who may impose the following:
 - 1) Certified Arborist may undertake Tree protection measures and bill for any labor and material charges incurred.
 - 2) Certified Arborist may require replacement plantings larger than three inches in diameter to replace Trees damaged during construction.
 - 3) Certified Arborist hourly charges will be billed to the owner/builder to ensure that Trees left on the site will survive and remain healthy.
 - 4) Certified Arborist may impose fines as per the fine schedule in Section 0000 Tree Preservation Bylaw Fine Schedule of this bylaw.
- (f) Tree Mitigation. A Protected Tree shall not be removed unless at least one of the following provisions is satisfied.
 - 1) Replanting of Trees: such replanting shall be on the basis of one inch of Caliper of new Tree(s) for each Replacement Inch of DBH of Tree(s)

removed except that, to encourage the planting of native, large shade species, for each replanted Tree listed in the Recommended Large Shade Trees list of Boxborough Tree Management Manual replanting shall be on the basis of ½ inch of Caliper of new Tree(s) for each Replacement Inch of DBH of Tree(s) removed and each replanted Tree must have a minimum Caliper of three (3) inches. The replanting shall occur prior to the issuance of a Final Certificate of Occupancy, either on applicant's land or on land abutting applicant's land with express written approval of the owner of such abutting land;

- 2) Contribution into the Boxborough Tree Preservation Fund, provided such fund is reauthorized to the extent required by law, or otherwise to the surplus revenue of the Town; such contribution shall be \$100 per Replacement Inch of Protected Tree or Public Shade Tree removed not already mitigated per item 1) Replanting of Trees above. Tree Fund contributions shall be received by the Town prior to the issuance of all applicable permits.
- 3) All evergreens planted as replacement Trees must be a minimum of six (6) feet in height and must include, without limitation, native species of pine, hemlock, spruce and fir. Low-growing or dwarf species of evergreens shall not be accepted as replacement Trees.

- (3) **Exemption: The Planning Board may waive the requirements of section 5 by a majority vote for the Disturbance of Land on public property, or land owned by the Town of Boxborough, which is conveyed to a developer for the purpose of creating affordable housing.**

Section 6 Maintenance of Protected and Replanted Trees:

- (1) **Protected Trees:** Each Protected Tree retained shall be maintained in good health for a period of no less than twenty-four (24) months from the date of Final Inspection, or issuance of a Certificate of Occupancy if applicable. Should such Tree die or significantly decline in the opinion of the Town appointed Certified Arborist within this twenty-four (24) month period, the owner of the property shall be required to provide mitigation consistent with the requirements for the removal of a Protected Tree as contained herein within nine (9) months from said determination.
- (2) **Replanted Trees:** All new Trees planted to mitigate the removal of Protected Tree(s) shall be maintained in good health for a period of no less than twenty-four (24) months from the date of planting. Should such Tree die within this twenty-four (24) month period, the owner of the property shall be responsible for replacing the Tree with a Tree equal to or greater than the size of the original Replanted Tree at installation; such replacement Tree shall be planted within nine (9) months of the death or serious decline of the original Replanted Tree.

Section 7 Tree Protection & Mitigation Plan Review:

- (1) **Tree Protection & Mitigation Plan Submittal:** Prior to the issuance of a permit in connection with one or more of the circumstances set forth in this Tree Bylaw on property on which a Protected Tree is located or was located within twelve (12)

months prior to application, the owner of the property shall submit a Tree Protection & Mitigation Plan to the Planning Board along with the applicable application and fee.

- (a) The Town Planner shall set an application fee. Such a fee shall be at least \$5 per DBH inch of Protected Tree to be removed.
- (b) Tree Protection & Mitigation Plan Requirements: The submitted Tree Protection & Mitigation Plan shall be a to-scale survey or site plan, along with accompanying documentation, containing information prepared, stamped, dated and signed by an individual(s) appropriately licensed and authorized by the State of Massachusetts to attest to and certify such information, unless a specific certification is referenced herein.
- (c) Boundaries of the subject property, including all property lines, easements, and right-of- ways of public and private ways;
- (d) The location of all existing buildings, driveways, retaining walls and other site improvements, with an indication of those features to be retained or removed/demolished;
- (e) The location of all planned buildings, driveways, retaining walls and other improvements;
- (f) The location, height, DBH, and species of all existing Protected Trees and all Protected Trees that were removed within twelve (12) months prior to the submittal of an application for Tree protection & mitigation to the Planning Board, with an indication of those Protected Trees to be removed and those to be retained, if applicable;
- (g) The Critical Root Zone (CRZ), Drip Line and location of the Tree Save Area shall be shown for all Protected Trees to be retained;
- (h) The location, Caliper, species, and planting schedule of Trees to be replanted to mitigate the removal of a Protected Tree(s), if applicable;
- (i) The landscape shall be preserved in its natural state insofar as practical by minimizing removal of Significant Trees. Every effort shall be made through the design, layout, and construction of any project to save as many Significant Trees as possible;
- (j) Clearing of other vegetation and alteration of topography shall be replicated with native vegetation planted in disturbed areas as needed to enhance or restore wildlife habitat, if any;
- (k) A maintenance plan prepared, stamped, dated and signed by a Certified Arborist for all Protected Trees which are proposed to have encroachment within the CRZ and/or Drip Line, if applicable;
- (l) The amount to be contributed to the Tree Fund to mitigate the removal of a Protected Tree(s), if applicable; and
- (m) Such other information as is required by the Planning Board pursuant to applicable regulations.

- (n) Tree Fund Contribution; In lieu of replanting, if applicable, the owner of the property shall submit any required contribution to the Tree Fund as mitigation for the removal of a Protected Tree.
- (o) The Planning Board retains the ability to visit subject properties as needed.
- (2) Re-Submittal: If demolition or construction has not commenced within twelve (12) months of the date that a Tree Protection & Mitigation Plan was submitted for a property, or if removal of a previously unidentified Protected Tree is necessary during the course of construction, an amended Tree Protection & Mitigation Plan shall be submitted identifying any changes from the previous plan and associated mitigation measures.

Section 8 Enforcement

- (1) Any person violating this bylaw is subject to the penalties and legal enforcement action by the Town.
- (2) Each instance in which a Public Shade Tree or a Protected Tree is removed without a Tree permit shall constitute an offense under this bylaw. When Public Shade Trees or Protected Trees have been removed, fines as outlined in Section 0000 Tree Preservation Bylaw Fine Schedule of this bylaw shall be required.
- (3) If mitigation and the payment of fines are completed in due time as determined by the designated reviewing agent, the project will be approved to continue. If not completed, then each day beyond the determined and agreed upon completion date shall constitute a new and separate offense.

Section 9 Town of Boxborough Tree Fund

There is hereby established a Town of Boxborough Tree Preservation Fund ("Tree Fund") pursuant to M.G.L. 44 § 53E½. Any contributions collected per Section 0000 Protected Trees of this Tree Protection Bylaw shall be deposited in the Tree Fund, and shall be used solely for the purpose of tree assessments and/or surveys, buying, planting and maintaining Trees within the Town.

Section 10 Exemptions

- (1) The requirements of this Tree Bylaw shall not apply to the following exemptions:
 - (a) Those areas of property under the jurisdiction of the Conservation Commission;
 - (b) Those areas of property under the care, custody, management and control of the Agricultural Commission;
 - (c) Emergency projects necessary for public safety, health and welfare, as determined by the designated Reviewing Agent;
 - (d) Trees severely damaged as the direct result of a natural disaster;
 - (e) Trees that are hazardous as determined and confirmed in writing by a Certified Arborist, and;
 - (f) Trees currently infected by a disease or insect infestation of a permanent nature, as determined and confirmed in writing by a Certified Arborist.
 - (g) Trees identified by the Commonwealth that pose a risk of disease or insect infestation.
 - (h) Tree removals required for agricultural uses pursuant under MGL chapter 40A Section 3.

Section 10 Tree Preservation Bylaw Fine Schedule

Fine Schedule	Fine Allowed (Per Caliper Inch Removed)	Enforcement Agency
1 st Offense	\$100	Building Commissioner
2 nd Offense	\$200	Building Commissioner
3 rd & Each Subsequent Offense	\$300	Building Commissioner

Section 11 Boxborough Tree Management Manual

The Boxborough Tree Management Manual will be used as the standard for Tree planting, maintenance and protection in the Town.

Summary:

This proposed General Bylaw will bring local regulation for the preservation and protection of Public Shade and Town Trees as well as for existing trees located within a disturbance of land greater than one (1) acre. This tree protection bylaw would bring context and clarity by adding tree protection definitions, tables, and approval processes and protocols to support specific references in the Boxborough General Bylaw.

This bylaw provides clear regulation for users regarding the maintenance, procedures and planting of trees located on public land by designating a reviewing agent and process regarding the pruning, removal or planting of a public shade or town tree.

Further, this tree protection bylaw creates new regulation introducing a review process of a project that meets the standards of Boxborough's criteria triggering a Stormwater Management Permit Application. Under this proposed bylaw, when an area of disturbed land greater than one (1) acre is proposed, a Tree Removal Permit Application must be submitted to the Planning Board for review and approval.

Such application shall provide mitigation efforts to offset the impacts caused by the loss of significant tree removals by either replanting trees or by contributions made to a proposed Boxborough Tree Preservation Fund.

This bylaw aids in offsetting the carbon storage loss, reduction of air quality, glare, heat and noise protection, and loss of wildlife habitat caused by the removal of large areas of mature forested lands.

The Planning Board recommends unanimously (5-0). The Planning Board understands that mature trees provide many important benefits to our community including carbon sequestration, improved air quality, glare and heat protection, noise reduction, soil stabilization, natural flood and drainage control, supporting habitats for wildlife, enhancing property values, contributing to the distinct rural character of neighborhoods and providing natural privacy to neighbors.

The Planning Board brings forth this proposed Tree Protection & Preservation Bylaw to encourage the preservation and protection of trees on public and private property during significant demolition and/or development activity.

This bylaw will provide preservation and protection of certain trees on public or private property where there currently is no protection in place, requires the replanting of trees to replace those removed, and it further establishes a tree preservation fund to collect financial contributions that will help offset taxpayer dollars spent to support the Town's tree planting and annual maintenance efforts.

This general bylaw has been supported by Boxborough's Tree Warden and Sustainability Committee and addresses the concerns that were raised by the Finance Committee, Agricultural Commissions and residents of the Town. Further the proposed bylaw incorporates many of concepts gleaned from several neighboring communities.

The bylaw represents a significant effort to strike a balance between inevitable development of the Town and the protection of our important natural resources, as well as the preservation of our rural character as we go forward and confront the ways in which our community must adapt to a changing future.

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

Majority opinion: Majority of the Finance Committee recommends. We feel that the Planning Board was responsive to comments to the draft language. The change to 3 acres of clearing make it much less likely to be overreach into residential property thereby not being a huge financial burden to most Ag/Res landowners.

Minority opinion: Minority of the Finance Committee does not recommend. We are concerned that the bylaw will negatively impact large landowners and businesses trying to develop in Town. It may also increase the cost of adding recreation fields (think Liberty Fields) or Town buildings if land needs to be cleared.

The Economic Development Committee does not recommend (4-1).

Majority Opinion: The majority of the EDC cannot support this article at this time as there has not been an economic impact assessment completed, nor has there been a public hearing to obtain input from property owners. Because this bylaw will impose additional regulatory requirements and costs on commercial land owners who develop their properties as currently allowed, the EDC believes this bylaw should not be approved without a full understanding of the impact.

Minority Opinion: A minority of the Economic Development Committee does recommend passage. The minority feels that Protection of Boxborough's trees is a larger issue than simply good or bad for businesses. The minority simply felt that, in some cases, trees are better for Boxborough than buildings.

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the Motion on Article 47.

Rebecca Verner gave the presentation. She went through the reasons for protecting forests, including the benefits of mature trees for climate and carbon sequestration as well as water protection, wildlife habitat loss, stormwater drainage, etc. This bylaw is consistent with the 2021 MVP study which underscores hazards that we will face due to climate change. It is consistent with the 2030 Master Plan: preserving the rural character and open spaces and the

OSRP: open space protection on developable land. It was listed as a high priority on the OSRP.

This bylaw gives a process by which developers are required to carefully consider development and large developers can afford these expenses and the proposals are large in scale. The areas that might be impacted were shown on a map: if over 3 acres, they were included. This doesn't include lands that are in agricultural uses, which are exempt under this bylaw.

If a developer is going to disturb trees on properties of over 3 acres there are mitigation options 1) non-native trees can be replanted at twice the rate, or 2) native trees at a smaller rate, or 3) a donation into a tree health fund.

She made an example of how to calculate how to deal with this on an example acre. The mitigation options were demonstrated. There is a cost, but it is true that a profit will be seen from logging in most cases. Sustainability Committee, Agricultural Commission gave feedback. The Tree Warden seeks \$ for many aspects of tree health and this would be a great benefit. This year at ATM, \$10,000 was spent; this fund could be used to offset those costs. They discussed how changes were incorporated, including changes to size and Agricultural uses.

No cost to implement the bylaw, but there is revenue generated by the fund. May benefit the town to do wider assessments of trees throughout town.

Mark Barbadoro moved and it was seconded to amend Article 47 to add the following subsection to "Section 5 Disturbance of Land Greater Than Three (3) Acres on Public or Private Land" after subsection (2) (f) 3):

"(4) Exemption: The Planning Board may waive the requirements of section 5 by a majority vote for the Disturbance of Land on public property, or land owned by the Town of Boxborough, which is conveyed to a developer for the purpose of creating affordable housing."

Finance Committee recommends.

Planning Board recommends.

No opinion from the EDC.

Discussion on the amendment.

Al Murphy of Hill Rd. regrets that the Housing Board was not consulted. The developers who are going to develop affordable housing are not flush with money. He supports this amendment.

Andrew Tavalacci of Old Harvard Rd. noted that this amendment and this article should stand because the reason developers clear land is because it's easier and cost effective.

Cheryl Mahoney of Liberty Square Rd. says that the amendment and the article are premature, especially because the article and the amendment need to be worked on further.

Rich Guzzardi of Reed Farm Rd. clarified that this amendment only applies to Town owned land and town-owned land that is conveyed to a developer. He is concerned that it doesn't go far enough because affordable housing is concerned with all land.

Greg Turner of Middle Rd. spoke regarding the DEP requirement which is for stormwater management, it should be more like 2 acres.

Rebecca Verner and Mark Barbadoro noted that it was originally at the scale of 1 acre but after feedback it was bumped up to allow that personal property wouldn't be impacted.

Action on the amendment carried by a majority.

John Neyland of Picnic Rd. and of the EDC and Ag Com commended the amount of work that Rebecca has done to come up with this bylaw. I think we need it, but we're only at the start of developing this. The calculations example that she gave: 30-70 trees per acre with an average of 1 acre. Even if buying 1-inch sized trees, you have to buy \$30,000-70,000 so the numbers are wrong in the presentation. There was no requirement for public hearings and although many discussions were had at Planning Board meetings, and members of the planning board admitted that they had not read the bylaw and these were held at 11 pm.

Larry White of Sara's Way says some of these numbers are false. The idea that you will make so much money from cutting trees is off; \$3-5,000 per acre is not accurate. This will drive up the cost of housing, and it is also a way to stop development. Developers also don't want to cut every tree, and they plant trees. His concern is that it is a needless attempt to dominate property rights with needless rules, expense, and it is far too complex.

Owen Neville of Middle Rd. of Ag Com clarified that shade tree laws in MA already exists (Ch. 87 of MGL, as well as Ch. 40A Section 3), and that his recommendation was not included in the bylaw. If someone is in the Ag/Res district, then you are in a gray area; for example he is in Ag/Res but has less than 5 acres. He moved to offer an **amendment for Section 1(h) – remove “required” and “pursuant under MGL chapter 40A Section 3.”** and substitute New wording: **(h) Tree removals for agricultural uses.**

Seconded.

Fin Com Recommends.

Cindy Markowitz of Meadow Ln. says that the term Agricultural Uses would need to be defined. When referencing the MGL it was clearly defined.

Mark Barbadoro clarified that the agricultural uses (40A section 3) was lowered to two acres if you produce \$1,000/acre. He does not think that the change makes sense because it is likely to include hypothetical agricultural uses that are not defined.

Cheryl Mahoney wants to reiterate that we are not ready for this article, and why not hold a public forum?

Kathie Becker of Burroughs Rd., member of the Ag Com talked about the types of uses of agriculture in town, with over 50 products grown in town. There are a lot of agricultural uses that are not under the 40A categories.

Susan Cooney of Stow Rd. talked about a microburst knocking out trees.

Moderator Reip noted that the comment was not on the topic of the amendment.

Action on the amendment: failed by a majority vote 75 No and 58 Yes.

Francie Nolde of Sargent Rd. and of the Sustainability Committee thanked the Town for voting for the Green Communities article, which is linked to this article. She noted all of the benefits of trees, and how this bylaw will prevent clear-cutting, as happened on Stow Rd. Neighbors' property was damaged by the loss of trees.

Carol Dionne of Burroughs Rd. wondered about Section 5 (2), so wanted to know how the \$ amount was arrived at (\$100 does not give you much of a tree), and how to do we prorate this as time goes on.

Rebecca Verner said the \$100 came from neighboring towns' bylaws, and this comment is right about inflation.

Trina Troups of Pine Hill Rd. wonders if there was any thought given to working with preserving existing trees rather than putting in new trees? What is the status of trees in Boxborough – in terms of age, but maybe we need to think

about the future health of old trees. She wonders how would this article address keeping corridors and mature trees.

Rebecca Verner said the primary goal is to preserve mature forests so that would be looked at with developers.

Than Stuntz of Hill Rd. – if a three acre plot is clear-cut, then you could cut almost all of it? The answer was yes. He does not recommend this bylaw. Is logging an agricultural activity? (yes). It seems to be an internally inconsistent bylaw; wants to keep trees, but allows logging.

Liz Markiewicz of Patch Hill Rd. also on the Conservation Commission. She went on a walk-through of the 1414 Mass Ave. and was struck by the fact that we are able to protect wetlands because of the wetlands bylaw. There is absolutely no protection for trees of any type, and the plan for this is vast, and over time, we have come to realize how important mature trees and upland are to water quality and sequestration.

Steven Jeffreys of Sargent Rd. asked who does the accounting of the trees?

Rebecca Verner said the work would be done by a licensed surveyor who has to stamp the document. Engineered drawings are part of the submission to the Planning Board anyway.

Mr. Jeffreys asked if the Planning Board would check to make sure this is accurate?

Ms. Verner said she wouldn't think the Planning Board would have to check a professionally-licensed person's work.

Mr. Jeffreys asked why trees in rights of way are included? Do I have to get permission to take down a tree on the edge of the road?

Ms. Verner clarified that the portion he referred to was already in the shade tree bylaw; the Tree Warden recommended that that section be included in this bylaw.

Diana Lipari of Littlefield Rd. said that nothing is ever perfect and understand the complaints about the details, but that shouldn't mean that we leave our town without any protection for our trees. Carbon net zero is a very important part of sustainability. What are trees do for us, we can't replace. We can always fix it later; she urged that we vote for this tonight.

Joan Blaustein of Stow Rd. spoke in favor because the costs of the benefits that trees provide, we are not able to calculate. We are preventing flooding and lack of water resources that we will have to pay for down the road if we don't try to protect what we have.

Rita Grossman of Depot Rd. noted that she owns more than 3 acres has issues with this bylaw, but would like to move forward with this bylaw. Harvard Forest in 2017 called for preservation of 70% of New England's forested land to deal with a strategy for climate change and yes, it will cause a problem for development. It is worth causing problems in some cases, even if it is a hassle, but in the end, we are healthier for it.

Barbara Salzmänn of Cobleigh Rd. noted that we needed a tree bylaw when she started seeing the clearcutting at the Enclave, and knew then that we needed this bylaw. We don't have time to table this; we need to pass it tonight.

Rich Guzzardi of Reed Farm Rd. asked if the Planning Board as delegating agent able to deny the application?

Ms. Verner noted that it would be a matter of getting a mitigation plan in place.

Mr. Guzzardi asked if the disturbed land acreage would need to be surveyed or would it need to be all of the acreage?

Ms. Verner said it would be mandated to include a limit of work only in the limited area.

Mr. Guzzardi noted that the language doesn't make it clear – "on the property" makes it seem like the whole property needs to be surveyed. Also questioned about subdivided properties – if approval granted for a subdivision, would a landowner be able to clear two acres within a parcel?

Ms. Verner clarified that it was the limit of work.

Mr. Guzzardi asked if they got approval, and then changed their subdivision plan, what would be allowed?

Ms. Verner clarified that it was parcel by parcel; cutting would be allowed if it's not consecutive; but if it's one lot then it is all connected and cumulative.

Mr. Guzzardi said that he is not opposed to having a tree bylaw, but is opposed to this particular bylaw. There is no provision in this bylaw that would prevent the clearing, because this is more of a tree tax. He would rather have trees than the money. It would be better to have something that focuses on protecting the abutters and setbacks and the land that is forested. I want this addressed in the fall, but don't think you should vote for this article.

Ms. Verner said every abutter would be contacted as part of the process.

Mark Nadwairski of Stonehedge Pl. moved the question, and it was seconded.

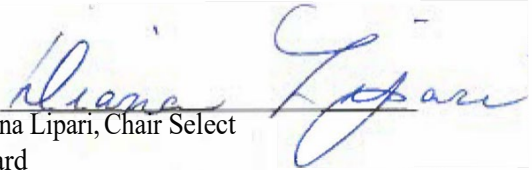
Action on the motion to end debate carried by two-thirds majority as declared by the Moderator.

Action on the amended motion on Article 47: motion carried by majority vote.

Diana Lipari moved to dissolve the May 8, 2023 Annual Town Meeting at 9:37 pm. This motion was seconded and carried by majority vote.

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

Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 24, 2023.


 Diana Lipari, Chair Select
 Board


 Leslie Fox, Clerk
 Select Board


 Wesley Fowlks, Member
 Select Board


 John Markiewicz, Member
 Select Board

224 voters in attendance, May 8, 2023

179 voters in attendance, May 9, 2023

A True Copy, Attest:



Rebecca J. Harris, Town Clerk

WARRANT AND PROCEEDINGS

FALL TOWN MEETING

November 6, 2023

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, November 6, 2023 at 7:00 PM to act on Articles 1 through 15 of this Fall Town Meeting Warrant.

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NOVEMBER 6, 2023

Counters/Tellers were sworn in by Town Clerk, Rebecca Harris: Anne McNeece, Mary Sullivan, Susan Bak, Barbara Birt, Anne Canfield, and Joan Meyer

Moderator Dennis Reip called the November 6, 2023 Special (Fall) Town Meeting of the Town of Boxborough to order at 7:00 pm. There were 114 registered voters total in attendance.

Moderator Reip made introductory remarks.

Dennis Reip introduced Town Counsel Joseph (Joe) Fair from KP Law and Town Clerk Rebecca Harris and Town Administrator Michael Johns.

Moderator Reip called on the Select Board. Chair of the Select Board, Kristin Hilberg, Priya Sundaram, Clerk, David McKiernan, and Wes Fowlks introduced themselves.

Moderator Reip called on the Finance Committee. Chair of the Finance Committee, Maria Neyland, Antony Newton, Vice Chair, Keshava Srivastava, Becky Neville, John Connor, Robert Stemple, and Clerk, Gary Kushner introduced themselves.

Rajon Hudson, Assistant Town Administrator and Kelley Price, Administrative Assistant are running the projector. Also in attendance is Kelli Pontbriand, Town Accountant.

Moderator Reip mentioned that numerous town department heads and staff, our Chiefs of Police and Fire, as well as members of volunteer boards and committees on hand to speak to some of the motions as needed.

This meeting is being broadcast live and is also being recorded for on demand viewing on BXBTV by Littleton Community Television (LCTV). Moderator Reip thanked Kirby Dolak, LCTV's Video Production Supervisor, Judy Reid LCTV's Video Program Coordinator, Rob Crory and David Astolfi as the BXBTV Media Technicians, and Diane Douglas photographer and logistics coordinator.

On behalf of the Town, Moderator Reip extended thanks to the Blanchard School's principal Dana Labb for being our gracious host and Blanchard School's Dan Ralls and his staff and to Ed Kukkula and our DPW staff for preparing the gym for tonight's Town Meeting.

In addition to the fine work of our paid staff, one reason this Town runs well is the dedicated work of literally hundreds of volunteers who so generously contribute countless hours of their time.

Moderator Reip made announcements and explained town meeting process.

Preliminary Motion:

Kristin Hilberg, Select Board Chair moved and it was seconded that any adjourned sessions of the November 6, 2023 Fall Town Meeting be held on Tuesday November 7, 2023 in the Blanchard Memorial School Gymnasium starting at 7 p.m. and further that no debate will begin on any new article after 10:30 p.m.

Motion carried unanimously.

Motion on Reconsideration:

Ms. Hilberg moved and it was seconded 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 Fall Town Meeting has been adjourned, the Article may not again be considered at that Fall Town Meeting unless the Moderator determines in his discretion that reconsideration would be in the best interest of the voters.

Motion carried by majority.

Consent Agenda:

In an effort to streamline Town Meeting, Moderator Reip explained the use of 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 1 Consent Agenda with 9 Articles:

At the call of the Consent Agenda, the Moderator will announce the number of each article. If one or more voters object to including any particular article in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After 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.

FALL TOWN MEETING CONSENT AGENDA (*)

Main Motion: Kristin Hilberg moved and it was seconded to approve the Fall Town Meeting Consent Agenda Warrant Articles one and three through nine in accordance with the funding sources and amounts set forth in the November 6, 2023 Fall Town Meeting warrant under articles one and three through nine respectively.

- | | |
|-----------|--|
| ARTICLE 1 | Payment Of Prior Fiscal Years Bills (*) |
| ARTICLE 2 | Enter into Regional Emergency Communication Center (RECC) Agreement with Nashoba Valley Regional Dispatch District (NVRDD) (*) HOLD |
| ARTICLE 3 | Amend FY24 Personnel Plan, the Classification & Compensation Schedule (*) |
| ARTICLE 4 | Sargent Road Bond Anticipation Note (BAN) Payment of Interest (*) |
| ARTICLE 5 | Retired Town Employee Deductions: Reimbursement of Interest Charged to Employee Upon Retirement (*) |
| ARTICLE 6 | Fiscal Year 2024 Inter-Departmental Operating Budget Transfer (*) |
| ARTICLE 7 | Water Resources Committee: Consultant to Initiate Development of Town-Wide Water Resource Plan (*) |
| ARTICLE 8 | Non-Binding Resolution – Changing the State Flag and Seal (*) |
| ARTICLE 9 | Funding for a Local Transit Operator Position (*) |

Mr. Reip explained that Article 1 requires a 9/10s majority; if consent agenda is not unanimous, we may have to go back to Article 1.

Discussion: none, with the exception of Article 2.

Action on the motion: Consent Articles one and three through nine passed unanimously.

ARTICLE 1 PAYMENT OF PRIOR FISCAL YEAR(S) BILLS (*)

\$ 65,535.71 Free Cash

(Nine-tenths vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that the Town vote to transfer from free cash the sum of Sixty-Five Thousand Five Hundred Thirty-Five Dollars and Seventy-One Cents (\$65,535.71), to provide payment of certain late bills from prior fiscal year(s) for the following invoices in the following amounts:

Department	Vendor	Date	Amount	Reason
Accounting	Minuteman Regional High School	4/13/23	\$32,092.27	Unpaid by Town Accountant
Accounting	Assabet Valley Regional Technical High School	FY23	\$17,234.00	Unpaid by Town Accountant
Collector's Office	Kelley & Ryan Associates, Inc	3/7/23	\$117.94	Unpaid due to vacancy in Treasurer/Tax Collector's Office
Executive Office	Guardian Technologies	3/24/23 4/23/23	\$1,993.76	Vendor didn't submit invoices to Administrative Assistant
Fire	L.W. Bills Company	6/8/23	\$638.21	Unpaid due to transition in Fire Department
Police	Amazon Business	10/30/22- 5/25/23	\$1,939.53	Unpaid due to transition in Police Department Support
Police	Axon Enterprise Inc.	6/1/22	\$11,520.00	Unpaid due to transition in Police Department

The Select Board recommends (4-0-0). The Select Board unanimously recommends this necessary article in order to approve past-due payments. Most of these late bills are attributable to high personnel turnover across the Town in almost all departments. Recruiting and retention efforts have significantly decreased employee turnover and increased morale. Additionally, generic department email addresses have been created for each department, so that when employees do retire or leave; invoices will still reach accounts payable without delay.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends. While the town must pay its past due bills the Finance committee is concerned by the number of unpaid and past due bills that have had to come before ATM over the last 2 years. We hope that procedures will be put in place to avoid this number of past-due bills in the future.

Discussion on the Motion on Article 1. None.

Action on the motion on Article 1: motion carried unanimously under the consent agenda.

ARTICLE 2 ENTER INTO REGIONAL EMERGENCY COMMUNICATION CENTER (RECC) AGREEMENT WITH NASHOBA VALLEY REGIONAL DISPATCH DISTRICT (NVRDD) (*)

No funding required

(Majority vote required)

This article was held outside of the Consent Agenda.

Priya Sundaram moved and it was seconded that the Town vote to join regional dispatch at the established Regional Emergency Communication Center (RECC) at Nashoba Valley Regional Dispatch District (NVRDD), located in the Devens Regional Enterprise Zone, 10.3 miles North of Boxborough, including the Towns of Berlin, Bolton, Harvard, Lancaster, and Lunenburg.

Summary:

While the Select Board has the full authority to enter into contracts and Intermunicipal Agreements (IMA's) on behalf of the Town; the Board realizes this decision has come before the Town previously, and feels the voters would appreciate the opportunity to be part of the dialogue regarding the regionalization of emergency dispatch operations.

This article to join the Regional Emergency Communication Center at Nashoba Valley will contribute to a safer, more efficient, and resilient succession plan for Boxborough's future. By joining regional dispatch, the Town taps into a vast network of resources, expertise, technology, and highly trained, dedicated professional dispatchers with multiple staffed communication stations and supervisors at all times. Boxborough will have access to state-of-the-art technology, highly trained personnel, and a redundant system that ensures uninterrupted communication during even the most challenging situations.

Regionalization brings cost savings, so instead of bearing the full financial burden of maintaining a local dispatch center, we realize at least 66% savings per year, and even more in the first 5 years. Additionally, all costs in capital equipment, infrastructure, connectivity, engineering and communication gear required to join regional dispatch with NVRDD will be borne by the State, meaning there is no capital cost to Boxborough, other than \$5,000 per year that each member town in NVRDD invests toward a capital reserve fund. Each town in NVRDD, including Boxborough, if voters at town meeting decide to join, have equal voting and deciding power in all matters of administration, finance and operations, regardless of population, proximity, budget size or any other factor. Each town in the district is currently charged an all-inclusive annual assessment of \$204,000 per year, which covers all salaries, benefits, expenses and overhead. This annual expense would fall well within the already budgeted FY24 Dispatch budget of \$473,333 salary & expense (plus estimated benefits of \$124,800); resulting in an annual savings of 66% per year.

It is anticipated that if town meeting votes to pursue joining regional dispatch, that Boxborough could possibly be accepted into the district as soon as 3/1/2024, pending a vote of acceptance by the member towns currently in NVRDD. It is important to note that there is language in the Boxborough Dispatch Union contract that provides certain employee protections if the Town regionalizes dispatch. Those protections include payouts for employees who remain with the Town through transition, who have been employed by the Town for eight months or more. The final payout is \$750 per year of service in Boxborough, up to a maximum of \$10,000. Additionally, all Boxborough dispatch employees are guaranteed an interview if they apply for a position they are qualified for at NVRDD; with additional hiring preference; although final hiring decisions cannot be guaranteed.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0). The Finance Committee recommends. This collaboration with Nashoba Valley Regional Dispatch District will save the Town considerable money and offer stability with staffing, which has been a challenge.

The Finance Committee gave a rough estimate of annual savings if we go with Regional Dispatch: \$260/household approximately.

Discussion on the Motion on Article 2.

Mark White from Sara's Way wondered what average household dollar figure that was based on. Becky Neville said the average savings per household was based on a \$500,000 net value household.

Mr. White asked how much we would be paying for dispatch in this case.

Ms. Neville deferred to Select Board for more information, who deferred to TA Michael Johns.

Town Administrator Michael Johns said we are paying about \$600,000/year in local dispatch including equipment, capital, wages, benefits, retirement. The cost would be \$204,000 for regional dispatch plus \$5,000 so it would be a total of \$209,000 per year.

Mr. White wanted to know what the downside is.

Mr. Johns said he explored it thoroughly and they haven't found downsides in terms of cost or familiarity with the territory. They do have a preference for hiring dispatchers from each of their resident towns. They will also do ride-alongs in our ambulances and vehicles. It will still be our cruisers and fire trucks and ambulances unless it's an ALS call, which is how it is now.

Mr. White can't believe that there aren't any downsides. We've had problems staffing the current local dispatch, but a long time we voted to have local dispatch even though expensive. How do we circle back and see how it's going?

Mr. Johns said we can look back 6 months in this interim period in a provisional capacity. If we go beyond this provisional capacity, each member town has to vote to bring us in. Now a 911 call goes to Nashoba and they triage the call. If someone needs to be talked through what is happening, they do that and then call Boxborough and the vehicles are dispatched. There will be a faster process once we join the Regional Dispatch: the call will be made and simultaneously the vehicles will be dispatched. We should definitely reassess our services. We would be the sixth town in the district, and they're all comparable communities. Each has an equal voice in terms of operations, finances (board is made up of Police Chief and Fire Chief of every community).

Jim Moss of Bicentennial Way said to be wary of someone tells you that you can get something better for less, I question how that can be possible. What are we missing? I'm also willing to give this a shot but want to be reassured that we will have the ability to get out of the regional center.

Mr. Johns said it is not a binding contract. You can't get out immediately, but you can get out and asked Anne Camaro permission to speak. The Moderator granted her permission.

Anne Camaro, the Executive Director of Nashoba Regional Dispatch said that the contract has a three year initial term but can leave with 120 days notice.

John Neyland of Picnic Rd. asked if any of the dispatchers are housed in our police station.

Mr. Johns said all dispatchers are housed at Devens, about 10 miles away.

John Markiewicz of Patch Hill Rd. moved the question.

Action on the motion to move the question passed by two-thirds as declared by the Moderator.

Action on the motion on Article 2: motion carried by a majority as declared by the Moderator.

ARTICLE 3 AMEND FY24 PERSONNEL PLAN, THE CLASSIFICATION & COMPENSATION SCHEDULE (*)
(Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that Town vote to amend the Classification and Compensation Schedule of the Personnel Administration Plan by amending the Police Lieutenant position and adding positions to the Classification and Compensation schedule as follows:

1. Police Lieutenant – Amend to non-exempt classification for FLSA status.
2. Assistant Town Accountant – Add to the schedule at Grade 12
3. Local Transit Operator – Add to the schedule at Grade 10

Summary:

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.

The Police Lieutenant position was created in 2015 as an exempt position. With the modest size of Boxborough's police force, the Lieutenant is required to provide a fair number of policing activities in addition to administrative activities. Given that reality and with support from the Police Chief and advice of Town Counsel, the Personnel Board recommends that this position be recategorized as non-exempt. Resolution of this issue became urgent when the position was recently filled by promotion.

The Assistant Town Accountant position is a new position to provide accounting support capacity to the Town Accountant.

The Local Transit Operator is a new position to support a new transportation service within the Town. This service was initiated by the Town Planner after receiving a grant from the Montachusett Regional Transit Authority (MART) for the service, which provides a needed mobility option for citizens in addition to the transportation services provided by the Council on Aging. This position will be required to kick off the additional grant-funded transportation service in Town.

FY2024 Classification and Compensation Schedule
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	Exempt	87,301	89,484	91,721	94,014	96,364	98,773	101,243	103,774	106,368	109,027	111,753	114,547	117,411	120,346
	Police Lieutenant	Non-Exempt														
15	COA & Community Services Director															
	*Inspector of Bldgs Commissioner (BICO)															
	**Town Accountant	Exempt	74,300	76,158	78,062	80,013	82,014	84,064	86,166	88,320	90,528	92,791	95,111	97,488	99,926	102,424
	*Town Assessor															
	*Town Planner															
14	Town Treasurer/Collector															
	Community Services Coordinator	Exempt	63,233	64,814	66,434	68,095	69,797	71,542	73,331	75,164	77,043	78,969	80,943	82,967	85,041	87,167
	Council on Aging Coordinator	Non-Exempt	30.29	31.05	31.83	32.62	33.44	34.27	35.13	36.01	36.91	37.83	38.78	39.75	40.74	41.76
13	Associate Town Planner	Exempt	58,358	59,817	61,313	62,845	64,416	66,027	67,678	69,370	71,104	72,881	74,703	76,571	78,485	80,447
	Youth Services Librarian															
	Information Services Librarian	Non-exempt	27.94	28.64	29.36	30.09	30.84	31.62	32.41	33.22	34.05	34.90	35.77	36.66	37.58	38.52
	Technical Services Librarian															
12	Assistant Town Accountant	Exempt	25.99	26.64	27.31	27.99	28.69	29.41	30.14	30.90	31.67	32.46	33.27	34.11	34.96	35.83
	Administrative Assistant	Non-Exempt														
	Conservation Agent															
11	Animal Control Officer	Non-exempt	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.35
10	Sr. Library Assistant	Non-exempt	22.49	23.05	23.63	24.22	24.83	25.45	26.08	26.74	27.40	28.09	28.79	29.51	30.25	31.00
	Local Transit Operator															
9	Library Assistant	Non-exempt	20.93	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
8	Van Dispatcher	Non-exempt	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.15	23.72	24.32	24.93	25.55	26.19	26.84

* Position is under three-year contract

**Position is under two-year contract

The Personnel Board recommends (4-0-0). The Personnel Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0). The Finance Committee recommends.

The Select Board recommends (4-0-0). The Select Board supports the proposed amendment to the Classification and Compensation Schedule as recommended by the Personnel Board.

Discussion on the Motion on Article 3. None.

Action on the motion on Article 3: motion carried unanimously under the consent agenda.

ARTICLE 4 SARGENT ROAD BOND ANTICIPATION NOTE (BAN) PAYMENT OF INTEREST (*)
 \$11,000 Free Cash
 (Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that the Town vote to transfer from free cash the sum of Eleven Thousand Dollars (\$11,000), for the purpose of paying the Bond Anticipation Note (BAN) interest for the Sargent Road Purchase.

Summary:

At the 2022 ATM, the Town voted to purchase the property at Sargent Road and took out a bond. The \$11,000 will cover the budget shortage for BAN interest from the 2023 Special Town Meeting Article 1.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0).

Discussion on the Motion on Article 4. None.

Action on the motion on Article 4: motion carried unanimously under the consent agenda.

ARTICLE 5 RETIRED TOWN EMPLOYEE DEDUCTIONS: REIMBURSEMENT OF INTEREST CHARGED TO EMPLOYEE UPON RETIREMENT (*)
 \$3,740.73 Free Cash
 (Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that the Town vote to transfer from free cash the sum of Three Thousand Seven Hundred Forty Dollars and Seventy-Three Cents (\$3,740.73), for the purpose of correcting an error from twenty years ago when pension deductions were not properly deducted upon the start of a new employee.

Summary:

This article will correct an error that was discovered in 2022, when the employee retired, and the county retirement office data showed that deductions were not withheld or paid for the first six months of the

individual's employment with the Town. To get the full retirement benefit for the years, the employee had worked for the Town, they were required to pay \$6,709.56 (\$2,968.83 in principal that should have been withheld, and \$3,740.73 in interest that accrued over the subsequent years).

The intent of this article is to pay the interest only, as it accrued due to the Town's error of not deducting or paying retirement withholdings for the first six months.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0).

Discussion on the Motion on Article 5. None.

Action on the motion on Article 5: motion carried unanimously under the consent agenda.

ARTICLE 6 FISCAL YEAR 2024 INTER-DEPARTMENTAL OPERATING BUDGET TRANSFER (*)

\$2,500 Transfer DPW to Police
(Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that the Town vote to transfer the sum of Two Thousand Five Hundred Dollars (\$2,500), within the Fiscal Year 2024 Operating Budget as follows.

a) Line item 210 Total Police Other: increase of Two Thousand Five Hundred Dollars (\$2,500).

b) Line item 422 Total DPW Other: decrease of Two Thousand Five Hundred Dollars (\$2,500).

Summary:

Department	Amount	Reason
Police	\$2,500	Police budget for building supplies was omitted in the budget process
DPW	(\$2,500)	DPW budget was left with a \$2,500 surplus

When the Buildings & Grounds division within DPW was initially formed, all facilities and supply lines were moved to DPW. Subsequently, building supply funds (such as for paper products, soap, and daily consumables) were moved back to individual department building budgets. In this process, police supply funds were accidentally left in the DPW budget.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reason stated in the Summary.

The Finance Committee recommends (6-0-0).

Discussion on the Motion on Article 6. None.

Action on the motion on Article 6: motion carried unanimously under the consent agenda.

ARTICLE 7 WATER RESOURCES COMMITTEE: CONSULTANT TO INITIATE DEVELOPMENT OF TOWN-WIDE WATER RESOURCE PLAN (*)

\$30,000 Reallocate funds appropriated from *Articles 17 and 18 of the 2019 ATM*
(Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that the Town vote to transfer funds appropriated from prior articles 17 and 18 of the 2019 Annual Town Meeting in the sum of Thirty Thousand Dollars (\$30,000), for the purpose of hiring a consultant to conduct studies to assist the Water Resources Committee to begin development of a town-wide water resource plan.

Summary:

The proposed article will be funded from appropriations for Articles 17 and 18 of the 2019 Annual Town Meeting, which will be closed upon approval of this proposed article. No new funding, appropriation or borrowing is required for this article.

This article will combine funds appropriated in two prior articles, to hire a consultant to assist the Water Resources Committee (WRC) to begin developing a town-wide water resource plan by delivering a report recommending a long-range action plan. The scope of this new article is within the language and intent of the 2019 articles, and will provide for better financial tracking, transparency, and accountability.

A new Water Resources Committee was formed in 2018 with Select Board approval of a charge that outlined many issues that the committee wished to address over time. The WRC has learned that we need expert help to address the work described in our charge. We have prepared a Request for Proposal (RFP) to find and hire that help. This article will explicitly enable the solicitation of expert consultation via the RFP process. The Planning Board, Board of Health, Select Board, Conservation Commission, Sustainability Committee and others will be asked for input to the request of proposal. The RFP requires the respondent to address several topics, including:

- What should Boxborough do to meet future, long-term water supply needs for everyone in the Town?*
- Identify the town's strategic needs for protecting and enhancing existing water supplies, aquifers, and other surface water and groundwater resources.*
- Determine the best means for ensuring safe and reliable water supplies, using a planning horizon of 100 years, and considering cost, feasibility, and available alternatives.*

The consultant's report delivered under this article will be the first phase in developing a water resource plan for the entire town. It is expected that the report will recommend additional work that will need to be carried out in subsequent phases. Funding for such additional phases may be provided by grants received and approval of other articles at future town meetings.

The Water Resources Committee (7-0-0). The Water Resources Committee recommends for the reasons outlined in the Summary. This article will support the development of a long-range town-wide plan with available funds.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends for the reasons stated above.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

Discussion on the Motion on Article 7. None.

Action on the motion on Article 7: motion carried unanimously under the consent agenda.

ARTICLE 8 NON-BINDING RESOLUTION – CHANGING THE STATE FLAG AND SEAL (*)
(Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that Town vote to support the resolution in support of changing the Massachusetts State Flag & Seal of Massachusetts as printed in the November 6, 2023 Fall Town Meeting Warrant.

Whereas Native Americans have long suffered the many abuses of racism, the appropriation of their symbols for public schools and sports teams, the loss of their ancestral lands and the encroachment of their cultural lifeways;

Whereas the 400th anniversary of the landing of the Colonists at Plymouth Plantation, which gave rise to the long chain of genocidal wars and deliberate government policies of cultural destruction against Native Nations of this continent, occurred in the year 2020, affording every citizen of the Commonwealth a chance to reflect upon this history and come to an appreciation of the need for better relations between the descendants of the Colonial immigrants and the Native Nations of the Commonwealth;

Whereas the land area now known as the Town of Boxborough shares a rich Native history with modern tribal nations such as the Nipmuc and the Pennacook, who inhabited this area long before the first colonial settlers arrived, in 1680;

Now, therefore, **BE IT RESOLVED** that the Town of Boxborough hereby adopts this resolution in support of the work of the Special Commission on the Official Seal and Motto of the Commonwealth, established by a Resolve of the General Court in 2021 and appointed by the Governor to recommend changes to the current flag and seal of Massachusetts, and **in support of a new flag and seal for the Commonwealth** that may better reflect our aspirations for harmonious and respectful relations between all people who now call Massachusetts home. The town clerk shall forward a copy of this resolution to Sen. Nick Collins and Rep. Antonio Cabral, co-chairs of the Joint Committee on State Administration, and Sen. Jamie Eldridge and Rep. Danillo Sena, with the request that they continue their strong support for the work of the aforementioned Special Commission and advocate for a new flag and seal for the Commonwealth.

Summary:

The Need for Change

The Massachusetts State Flag and Seal have remained controversial symbols that many view as perpetuating white supremacy and the historical oppression of Native Americans.

Historical Context

The Massachusetts flag and seal have undergone several changes since their original designs. Paul Revere's 1775 design featured an Anglo-American man, while the 1780 version reverted to featuring a Native American man.

The current design includes a Colonial broadsword suspended above the Native American figure, viewed by many as a symbol of violence and historical oppression.

Colonial Legacy and Native Oppression

Massachusetts' early history includes the forced removal, internment, and enslavement of Native peoples.

The historical motto and visual elements of the flag and seal do not reflect the state's grim history with Native Americans, including the epidemics that wiped out native populations, and the wars that led to their subjugation and enslavement.

The Case for Inclusion and Representation

Massachusetts, a name derived from a Native American tribe, needs symbols that reflect its diverse history and the contributions of Native Americans.

The original charter for Massachusetts Bay allows for the changing of the state seal, offering legal precedent for this necessary update.

Take a closer look at the symbols in the current state flag and seal.

Illustrator Edmund Garrett used a Frankenstein approach to designing the "ideal Native American" image for the Massachusetts flag and seal. His design was formally adopted by the legislature on June 14, 1898.

"The bow is an accurate representation of one taken from an Indian shot and killed in Sudbury in 1665."
-Edmund Garrett

Garrett patterned the belt after the red flannel belt of Metacomet (King Philip), housed in the Peabody Museum in Boston. Metacomet was a leader in the first Native war of resistance against English colonization. His severed head was impaled on a pike and displayed in Plymouth for more than 20 years as a war trophy.



The sword is modelled on Myles Standish's broadsword, borrowed from the Pilgrim Hall in Plymouth. Standish was the military commander for Plymouth Colony, known for killing Native Americans.

The face came from a photograph of Thomas Little Shell, a Chippewa chief from Montana. Garrett called him "a fine specimen of an Indian".

Proportions for the body were taken from a Native skeleton dug up in Winthrop.

The downward pointed arrow indicates a 'pacified' Native American.

The Latin motto begins:
"By the sword we seek peace..."



(Diagram from: <https://changethemassflag.com/history/>)

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (5-0-1). The majority of the Finance Committee recommends with one-member abstaining.

Discussion on the Motion on Article 8. None.

Action on the motion on Article 8: motion carried unanimously under the consent agenda.

ARTICLE 9 FUNDING FOR A LOCAL TRANSIT OPERATOR POSITION (*)

\$7,200 Free Cash
(Majority vote required)

Ms. Hilberg moved and it was seconded, as part of the Consent Agenda, that Town vote to transfer from free cash the sum of Seven Thousand Two Hundred Dollars (\$7,200), to fund the first month of a fully reimbursable Local Transit Operator line item.

Summary:

The Montachusett Regional Transit Authority has been awarded a federal grant, allowing them to provide routed and pick-up service in the Town of Boxborough. The Town will hire its own bus driver, while still receiving complete reimbursement for the cost of said employee. Doing so will allow greater control over personnel, the greatest possibility of a local hire, and the Town to have the greatest control over the established route to best serve Boxborough residents and employees of resident businesses. The established bus route will connect Boxborough residents with the South Acton Train Station, shopping centers in Acton and Boxborough, health care services, and educational and government services. Additional trips can be arranged by schedule, and additional routes and stops are anticipated in future phases. While all costs will be covered by the Regional Transit Authority, seed money is needed to establish the line item and process the first month's expenses until reimbursement 30 days later.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0).

Discussion on the Motion on Article 9. None.

Action on the motion on Article 9: motion carried unanimously under the consent agenda.

NON-CONSENT ARTICLES

~~ARTICLE 10 Zoning Bylaw Amendment – Commercial Dump~~

~~ARTICLE 11 Comprehensive Boxborough Traffic Study~~

ARTICLE 12 Replacement of Fire Department Tender 65 (Tanker)

ARTICLE 13 Full-Time Onsite Finance Director/Town Accountant & Part-Time Onsite Assistant Town Accountant

~~ARTICLE 14 Full Time Onsite Finance Director/Town Accountant~~

ARTICLE 15 Establishment of a K-9 Unit

ARTICLE 10 ZONING BYLAW AMENDMENT - COMMERCIAL DUMP

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4.1.3.b, EXTENSIVE USES, and Section 9.2, Terms Defined, by adding the following language in bold italics, and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

	AR	R1	B	B1	OP	TC	IC
Commercial Earth Removal	N	N	N	N	N	N	Y2
<i>Commercial Dump</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>PB</i>
Conservation area, public park	Y	Y	Y	Y	Y	Y	Y

9.2 Terms Defined

Commercial Dump shall mean a sanitary landfill, a refuse transfer station, a refuse incinerator rated at more than one ton of refuse per hour, a resource recovery facility, a refuse composting plant, a dumping ground for refuse or any other works for treating, storing, or disposing of refuse.

Summary:

Following the zoning recodification during Special Town Meeting 2022, the Attorney General advised the Town that certain terms and language must be deleted of the bylaw. Once such deletion included the term *Commercial Dump*, within the bylaw. This deletion cited Mass General Law which dictates the use type may not be outlawed in industrial districts. The same section of Mass General Law does speculate that the use type may be subject to approval with reasonable conditions. As such, the Planning Board offers this revision to the Zoning Bylaw, which would allow the use only by special permit and only within the Industrial Commercial District.

The Planning Board defers recommendation. The Planning Board will defer its recommendation to Fall Town Meeting. The Planning Board Public Hearing on this article will be held on October 23rd, 2023 after the deadline for publication of this warrant. A copy of the Board's vote and written recommendation will be made available at Town Meeting and a verbal recommendation will be given on the floor.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends.

The Select Board does not comment on articles proposed by other elected boards.

Mark White, Chair of the Planning Board moved and it was seconded to pass over this article.

Discussion on the Motion to pass over.

Mr. White explained that at the last Fall Town Meeting (2022) we voted to recodify the Zoning Bylaws, and the Attorney General's office let us know that a section of the Zoning Bylaw that expressly prohibits commercial dumps in any area of town was not allowed and we were required to modify that section, as you see printed in the Warrant. Last week our attorney confirmed that we qualify for an exemption because the section regarding commercial dumps was enacted in 1981, so was grandfathered in. There should be no need for us to

make changes, so we voted unanimously to vote to pass over this Article while we attempt to get the AG's office to rescind their decision.

Finance Committee recommended passing over.

Action on the motion on Article 10: motion to pass over the Article carried unanimously.

ARTICLE 11 COMPREHENSIVE BOXBOROUGH TRAFFIC STUDY

\$20,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less towards phase one of a comprehensive traffic study, focused primarily along Route 111, spanning the neighboring streets, considering the impacts of future growth, and making comprehensive recommendations on how best to address traffic and public safety, or take any other action relative thereto.

Summary:

To adequately assess the impacts of new growth, the Planning Board proposes this study to establish a baseline existing condition, review projected new traffic impacts, and recommended improvements to ensure safer streets in Boxborough. The baseline analysis will include a reasonable traffic count, conducted along Massachusetts Avenue and several surrounding neighborhoods. Further, the selected consultant will account for traffic anticipated by recently approved projects, some of which have been disputed for accuracy by the Planning Board. A projection will be prepared for future growth, and the selected consultant will make recommendations on the ways to improve the studied ways for public health and safety.

This \$20,000 article is the first step in a cumulative study, which will cost an additional \$60,000. The Planning Board requests \$20,000 of free cash to commence data collection in Fiscal Year 2024; and anticipates requesting the additional \$60,000, or a smaller sum, at Annual Town Meeting 2024. The Town Planner will investigate and evaluate several grant programs, with the hope of offsetting future costs by grant award prior to Annual Town Meeting.

The Planning Board recommends (5-0-0). The Planning Board will submit a verbal report on their recommendation on Town Meeting Floor.

The Finance Committee recommends (0-6-0). The Finance Committee does NOT recommend. The Finance Committee believes that the entire \$80,000 belongs on the Annual Town Meeting warrant and not split apart over two Town meetings.

The Select Board does not comment on articles proposed by other elected boards.

Mark White, Chair of the Planning Board moved to pass over this article. The Planning Board agrees that there is a need for a traffic study, but it has been determined that the cost is going to be much higher than \$20,000. The Planning Board voted to pass over this Article tonight. This proposal will be brought back at May ATM.

Finance Committee voted to pass over.

Action on the motion on Article 11: motion to pass over the Article carried unanimously.

ARTICLE 12 REPLACEMENT OF FIRE DEPARTMENT TENDER 65 (TANKER)

\$532,000 Bonding

(Two-thirds vote required)

Wes Fowlks moved and it was seconded that the Town appropriate the sum of Five Hundred Thirty-Two Thousand Dollars (\$532,000), for the purchasing and equipping of a Tender with additional carrying capacity for water for the Boxborough 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 Massachusetts General Laws Chapter 44 section 7 and 8, or any other enabling authority, and to issue notes and bonds of the Town thereof.

Summary:

The Boxborough Fire Department applied for a FEMA grant to replace a piece of Fire apparatus that is 39 years old and frequently out of service. The grant was not awarded in 2022 and is pending, but looking unlikely for 2023. The current apparatus is slated to be replaced in FY24 per the capital plan. Action on this same article was indefinitely postponed at the 2023 Annual Town Meeting to see if the Fire Department was able to secure the grant. If the grant is not awarded by the time of Special Town Meeting, this article would fund the full purchase of the apparatus. All allocated funds for grant matches total of \$28,000 at the past two annual town meetings through free cash would be used for this purchase, as well, bringing the total cost of the purchase to \$560,000.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary, and it is important that the Fire Department is provided with safe equipment.

The Finance Committee recommends (6-0-0). The Finance Committee recommends approval of this article unanimously. This article will save the Town money by purchasing this firetruck before a large year-end price increase. The actual purchase of this equipment will not affect taxpayers until the fiscal year 2025. This piece of equipment, as stated above, is to replace the aged hose wagon 65. Replacing the old hose wagon with an additional tender/tanker increases the effectiveness of the fire department in protecting citizens' families and homes. This article will only be necessary should the FEMA grant not provide the full amount of the \$532,000.

Discussion on the Motion on Article 12.

Jim Moss of Bicentennial Way asked Interim Chief Gray how many gallons the new truck would carry, how many axles, and what weight expected and went on to discuss weight restrictions and how many feet of hose in a back and forth discussion.

Interim Chief Shawn Gray said that it would be 2,000-2,500 gallons, 1-2 axles, and about 1,000 feet of hose, LDH on top, and the load would be based on the restrictions in the station.

Jim Moss asked if it would fit in the current station?

Chief Gray said yes it would.

Mr. Moss said he searched for water trucks online; reasonable trucks are more like \$350,000 for a Peterbilt. There are a lot of examples of trucks that are available that are a lot cheaper. He would like to suggest that you might want to go back and check for cheaper trucks.

Francie Nolde of Sargent Rd. asked why we didn't get the FEMA grant yet.

Chief Gray said that we are at the end stage of this grant, and the money that they are expending for vehicles will probably be spent out before they get to vehicles. This is the furthest we've made it in the running for a truck. We have another new truck and that will be considered next time we apply for the grant, figuring we will be less competitive with an average truck age that is now higher.

Action on the motion on Article 12: motion carried by two-thirds majority as declared by the Moderator.

ARTICLE 13 FULL-TIME ONSITE FINANCE DIRECTOR/TOWN ACCOUNTANT & PART-TIME ONSITE ASSISTANT TOWN ACCOUNTANT
\$70,500 Free Cash
(Majority vote required)

Kristin Hilberg moved and it was seconded that Town vote to transfer from free cash the sum of Seventy Thousand Five Hundred Dollars (\$70,500), for the funding of the recruitment, hiring and retention of a full-time onsite Finance Director/Town Accountant, and a part-time onsite Assistant Town Accountant.

Summary:

This article is intended to enable the Town to recruit and retain two dedicated Boxborough employees; appropriately educated, experienced, qualified and credentialed in municipal accounting. Current research in the municipal finance market reveals that in order to be competitive in recruiting a pool of desirable candidates, that a fully benefited contract for a Finance Director/Town Accountant should be salaried between \$135,000 - \$150,000 per year, and the Finance Department should be able to be staffed with an Assistant Accountant for 19.5 hours per week at an approximate salary of \$30,500 per year.

It is anticipated there will be \$50,000 remaining in the Accountant salary line going into the third quarter of FY24 (including a \$10,000 severance per contract). To fund the Finance Director and Assistant Accountant positions for the third and fourth quarters of FY24, \$90,500 will be needed for salary (half year), \$15,000 in benefits (half year), and \$15,000 for executive recruitment; resulting in a total FY24 cost of \$120,500 minus the remaining \$50,000 = \$70,500 funding request.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends and stated that it is imperative that we have a full-time certified accountant in house as well as a part-time accountant this year.

Moderator Reip had a point of order before calling for a motion on Article 13. He explained that Article 13 and 14 are similar. The intent of the Select Board is to pass a motion on one, or the other, but not both. If the

motion on Article 13 carries, we can expect a motion to pass-over Article 14. If the motion on Article 13 fails, we can expect a motion to act on Article 14 as the next order of business.

Casey Cornett of Picnic St. why is it now imperative? What has changed.

Ms. Neyland, Chair of the Finance Committee said we get the information we need, but not in a timely manner. We have had a 20-hour a week accountant for the past year-and-a-half to two years working remotely and before that we had a full-time accountant. For example we still don't have end of month Budget vs. Actuals for September, and it's November. In order for us to be transparent for budgeting and for the tax payer to have an in house full time accountant.

Mr. Cornett asked what the cost savings with the elimination of the part-time accountant?

Ms. Neyland said that this is for two people, a full time and part time accountant, so no savings; this is an increase. The Select Board or Town Administrator may want to speak to that.

Mr. Cornett said why do we need 1.5 people? We used to have one full time person doing the work.

Mr. Johns said one of the factors is the complexity of municipal finance. His understanding of when we had a full-time accountant, she had been asking for assistance in the office. That may have been part of the reason that she left and works now in a different town as a Finance Director. The town may not have been ready to do that at the time. The town is best served by a full-time accountant, in house. They may find that they will need an assistant, due to the complexity of town finances.

Ms. Hilberg clarified that we have the accountant plus another part-time person working on the warrant. The complexity is much more than it was 10 years ago.

Mr. Fowlks said that we advertised and we went through several full-time accountants; we couldn't find one. We pieced together a part-time accountant with part-time assistant. It is impossible to take a vacation without an assistant, dealing with weekly warrants. We are coming to the town first in order to advertise a stable position within this fiscal year. We are in a stronger position to secure an experienced candidate if we offer the option of an assistant, so we are coming now to be able to offer that opportunity.

Mr. Cornett said he'd be more comfortable with a full-time accountant with the ability to hire a part-time person. There was a discussion to clarify the number of people working and who has left.

Mr. Fowlks said the current part-time person can't continue to help, as she is mainly working for the Police Department

Robin Lazarow of Hill Rd. asked for clarity about how many people will be doing the job?

Ms. Hilberg said one-and-a-half people, and explained that the current part-time assistant is going to be moving on to work in the police department full-time.

Mr. White asked if Article 13 is preferred? And asked how they will fit into Town Hall.

The answer from the Fin Com and Select Board is Article 13 is preferred.

Mr. Johns said we will fit them into Town Hall. There's also an Associate Planner that we've had advertised for a year and a half.

Ms. Hilberg stated that we prefer Article 13 because it's very stressful if we can't backfill positions and don't have a back-up option. We need to build a bench.

Ms. Neyland said with this option, Article 13, we can hire a full-time person this fiscal year and an assistant. The other option allows us to only hire the full-time person this year.

Jennifer Campbell of Patch Hill Rd. supports this article. We were never supposed to have a permanent solution in Kelli, off-site and part-time. She was on the Select Board at the time, and appreciates the work that Kelli has done, but it was not supposed to be a permanent solution. This article has the part-time assistant with it will help us recruit the best person for the job.

Cindy Markowitz of Meadow Ln. approves of this article. The budget is built with excel spreadsheets. Have there been improvements in software?

Mr. Johns said we are looking at bringing transparency and budgeting software to ATM in May. It is cobbled together spreadsheets and it works but it's error prone. Software that's designed for accounting would be much more efficient.

Ms. Markowitz still supports this article but hopes to see improvements and transparency from Town Hall.

Discussion on the Motion on Article 13. None.

Action on the motion on Article 13: motion carried by a majority as declared by the Moderator.

ARTICLE 14 FULL-TIME ONSITE FINANCE DIRECTOR/TOWN ACCOUNTANT
 \$55,000 Free Cash
 (Majority vote required)

To see if the Town vote to transfer from free cash the sum of Fifty-Five Thousand Dollars (\$55,000), for the funding of the recruitment, hiring and retention of a full-time, onsite Finance Director/Town Accountant.

Summary:

This article is intended to enable the Town to recruit and retain a dedicated Boxborough employee; appropriately educated, experienced, qualified and credentialed in municipal accounting and municipal finance department management. Current research in the municipal finance market reveals that in order to be competitive in recruiting a pool of desirable candidates, that a fully benefited contract should be salaried between \$135,000 - \$150,000 per year, and the Finance Department should be resourced with highly qualified, cross-trained employees who can provide support, backup and redundancy for succession planning and retention of qualified staff.

It is anticipated there will be \$50,000 remaining in the Accountant salary line going into the third quarter of FY24 (including a \$10,000 severance per contract). To fund the Finance Director position for the third and fourth quarters of FY24, \$75,000 will be needed for salary (half year), \$15,000 in benefits (half year), and

\$15,000 for executive recruitment; resulting in a total FY24 cost of \$105,000 minus the remaining \$50,000 = \$55,000 funding request.

The Select Board recommends (3-1-0).

Majority Opinion: The majority of the Select Board recommends this article for the reasons stated in the Summary.

Minority Opinion: The dissenting member of the Select Board voted not to recommend a Full-time Accountant/Finance Director without provision for an assistant. The member fully recognizes the critical need for this role but believes that the absence of a designated Assistant Accountant will severely impact the recruitment and retention of qualified candidates, ultimately compromising the effectiveness and longevity of the position.

I strongly advocate for support of the alternative Warrant Article which prudently includes the provision for an Assistant Accountant, ensuring a balanced and sustainable approach to our town's financial management. This comprehensive approach is crucial for attracting and retaining top talent and allows for a more equitable distribution of responsibilities, enhancing the overall functionality and success of our finance department.

The Finance Committee recommends (6-0-0). The Finance Committee believes a full-time, in-person, certified Accountant is necessary for the provision of timely accurate information and should be accessible to all. We realize this will increase the budget going forward.

Kristin Hilberg moved to pass over Article 14.
Select Board and Finance Committee recommends unanimously.

Discussion on the Motion on Article 14. None.

Action on the motion on Article 14: motion to pass over article carried by a majority as declared by the Moderator.

ARTICLE 15 ESTABLISHMENT OF A K-9 UNIT

\$26,300 Free Cash
(Majority vote required)

Dave McKiernan moved and it was seconded that the Town vote to transfer from free cash the sum of Twenty-Six Thousand, Three Hundred Dollars (\$26,300), for the purpose of the establishment of a K-9 Unit, including, but not limited to, payroll expenses, purchase of a K-9 and any related equipment, the costs associated with the care and feeding of the K-9, and any other costs incidental and related to the establishment of a K-9 Unit.

Summary:

The fund would be used to cover the costs related to the establishment of a K-9 Unit for the Town of Boxborough. A K-9 would serve multiple purposes including improving community relations with town citizens, seniors, employees, and youth, while also providing much-needed search and rescue operations in a timely manner for lost or missing individuals on the numerous town trails and open space areas. Relevant expenditures would include:

- *K-9*
- *Training of K-9*
- *Wages/Overtime associated with the cost of the training, daily maintenance, upkeep, and shift coverage*
- *Transportation costs/Outfitting of vehicle*
- *Food*
- *Veterinarian*
- *Medicine/Vaccinations*
- *Departmental equipment, supplies, and gear*
- *Shelter*
- *Other relevant expenditures pertaining to the proper care and safety of the K-9 and police personnel*

We are anticipating numerous donations, along with fundraising efforts for this program. Any unused funds will be returned to free cash.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the reasons stated in the Summary.

The Finance Committee recommends (5-0-1). A majority of the Finance Committee recommends, for all the reasons stated above. We are also pleased that the Police Department is securing pledges to offset the cost of the program.

Discussion on the Motion on Article 15.

Diane Ford of Old Harvard Rd. states that there has been high turnover in the Police Department. What happens with the dog if the person responsible for it leaves?

Chief Szewczyk answered that that would be worked out. There has been a pledge of a canine that is worth \$18,000. It would belong to the Department, but the dog would be trained by the individual, and the dog would go with that person. The officer would have to give a commitment to the department to stay. It is a retention tool.

Ms. Ford asked if it was a verbal or written commitment to stay.

Chief Szewczyk asked to give his presentation. The Select Board asked to him to give his presentation. This would be a cross-trained dog that would not be a bite-dog or apprehension dog. This dog would be a scent dog and for community service. Community outreach is imperative, improves interactions and engage the community. That is number one. The second benefit is that of a scent dog; we have a lot of open space and wooded areas. We have 1-3 calls per month for missing persons so it is vitally important to have a scent dog available much more quickly that we currently have.

We secured a donation of a canine of a Labrador from Foxbend Labradors in NH with basic obedience training, microchipping, vaccinated. They give one dog per litter, with a donation worth \$18,000. All veterinary services and teeth cleaning has been pledged by local businesses. On average for other town in the area, \$7,000-10,000/year usually comes in in donations. Showed a photo of the mom who is expecting in December, so the dog would arrive around March.

The handler needs to be compensated for 1 hour per day to compensate an officer in overtime (approximately \$21,780 per year, but could be less if comp time). The dog would get additional training for scent training, etc.

which is free from the MPTC and the State Police. We also put in for equipment and food at a cost of approximately \$6,000 annually.

Have a current vehicle 2017 Ford Explorer, and can outfit it for about \$6,000. Any unused funds would be returned to free cash. We have a great opportunity to improve search and rescue and community relations. Ms. Ford is concerned that there is no concrete assurance that we will retain this officer and the dog. Chief Szewczyk said that to be fair to the canine, we can't separate the dog from the officer. It's incumbent on the Chief to select an officer that will stay with the department.

Ms. Markowitz of Meadow Ln. asked if the town pays anything to bring in canine from another town?

Chief Szewczyk said no.

Ms. Markowitz said that the one time she has experienced that it is a concerning ongoing cost to the town. There are higher priorities in the town.

Francie Nolde asked about other towns. She was not aware of so many calls about missing people. She asked if we have we looked at arrangements with other towns to have a dog come when needed. She wondered if that annual cost is going to increase?

Chief Szewczyk wants a much higher chance of a dog available. We absolutely do have a need and we sometimes have to wait. That cost is worst case and is not going to happen most likely and will not increase.

Ms. Nolde says that people are found in most cases without a dog.

Chief Szewczyk said it is about community service and community relations. One of his first calls here was a missing child case. When it happens it's vitally important. We can defray the costs and it's well worth the dollars spent. It's also a retention tool to keep an officer here.

Heather Fleming of Stow Rd. said that before coming she was not convinced that it was needed. But she was struck by what the Chief said at the end is that this is about morale in the department; this would be a relatively cheap way to do it. She supports the article.

Chief Szewczyk said that this department is not the place for a lot of action for young officers. Recruitment is very challenging and this is absolutely a way to keep a younger officer.

Robin Lazarow said that she does not support it and doesn't see the need to have this for the community. There could be other resources for seniors for comfort dogs. She doesn't agree that this will improve the relations for everyone.

Joan Blaustein of Stow Rd. said that the search component is separate from community relations. Not everyone loves dogs. She would want more one on one community relations connections with officers. Mr. White said that community relations is when police are here. He hasn't seen police at Town Meeting. He doesn't see how it's going to pay for itself. He doesn't see how it will help with recruitment, because this will only help with one officer.

Megan Connor of Mayfair Dr. has experienced having a child missing in the woods, she sees that having a quick response time would be so beneficial. Even though she is afraid of dogs, she sees a great benefit to this in terms of community relations. She referenced Canine Zane in Acton who she has seen at many events and sees the benefits of that.

Mr. Moss would prefer a cat. He attempted to also move the question, but that was disallowed by the Moderator since he commented on the article.

Kathy Vorce of Liberty Square Rd. is not in favor of the article. She wants to request the minority opinion on the Fin Com.

Mr. Stemple of the Fin Com didn't want to spend the \$18,000 at FTM, but would have preferred to bring it to ATM. Now that he knows the fact that the \$18,000 is donated, he would vote yes on the article.

Rita Grossman of Depot Rd. said that there are grants from the state that are available, so it sounds like with fundraising capacity this could cost very little and when it's your child that's lost or a member of the family that has mental health issues who is lost, it could really make a difference. The police department is often called to domestic drama situations as well, and could the dog be used in those situations? And could the dog be used for drug detection?

Chief Szewczyk said that the dog wouldn't necessarily be available to stop an altercation, but could be there after a situation is over. We could send a dog for additional training, but that's not my first inclination. As far as fundraising, we've been active in getting pledges, but he can't fundraise for payroll.

Ms. Grossman was talking more about domestic situations with mental health situations as a calming influence.

Chief Szewczyk said 100% yes.

Ms. Grossman is leaning in favor.

Meagan McKiernan of 242 Old Harvard Rd. is very excited about this opportunity. It's an opportunity to engage with an officer who is the handler. She has a daughter in high school who often has experienced animals coming in for kids for mental health concerns, and sees the benefits in schools and for all people in the community.

Ms. Campbell moved the question.

Motion to stop debate passed by two-thirds majority as declared by the Moderator.

Action on the motion on Article 15: motion carried by a majority as declared by the Moderator.

Kristin Hilberg moved and it was seconded to dissolve the November 6, 2023 Boxborough Fall Town Meeting at 8:37 pm. Motion carried unanimously.

You are required to serve this Fall 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.

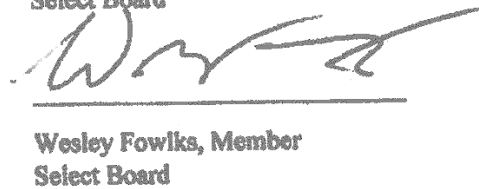
Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before October 23, 2023.



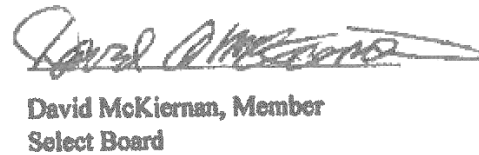
Kristin Hilberg, Chair
Select Board



Priya Sundaram, Clerk
Select Board



Wesley Fowlks, Member
Select Board



David McKiernan, Member
Select Board

114 voters in attendance, November 6, 2023

True Copy, Attest:



Rebecca J. Harris
Town Clerk, Boxborough

TOWN PHONE DIRECTORY TOWN STAFF DIRECT DIAL NUMBERS

The main number for Town Hall is 978-264-1700 For personal assistance, dial “0” after main number

TOWN WEBSITE AND EMAIL ADDRESSES

Assistant Town Accountant	978-264-1716	Carly Manion
Assessor	978-264-1720	Kelly Szocik
Assessor Administrative Assistant	978-264-1721	Kyungae Lim
Board of Health Administrative Assistant	978-264-1726	Kim Pelser
Community Services Coordinator	978-264-1735	Wendy Trinks
Community Services Administrative Assistant	978-264-1719	Ami Scheen
Conservation Commission Administrative Assistant	978-264-1722	Mary Nadwairski
Council on Aging Coordinator	978-264-1717	Kimberley Dee
COA & Van Dispatch Administrative Assistant	978-274-1730	Ami Scheen
Inspector of Buildings	978-264-1725	Ed Cataldo
Inspectional Services Administrative Assistant (Building, Electrical & Plumbing)	978-264-1726	Kim Pelser
Town Administrator	978-264-1712	Michael Johns
Assistant Town Administrator	978-264-1718	Rajon Hudson
Town Administrator Administrative Assistant	978-264-1714	Kelley Price
Town Clerk	978-264-1727	Becky Harris
Assistant Town Clerk	978-264-1724	Karen Guzzardi
Land Use & Permitting Director / Town Planner	978-264-1723	Alec Wade
Land Use & Permitting Administrative Assistant	978-264-1722	Mary Nadwairski
Town Treasurer/Tax Collector	978-264-1715	Naomi Quansah
Town Treasurer/Tax Collector Administrative Assistant	978-264-1731	Thida Long
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	Town Hall
Fire & DPW Administrative Assistant	978-264-1793	Melissa Pelletier
Police Administrative Assistant	978-264-1745	Liz Hoenshell
Recreation Commission Administrative Assistant	978-264-1719	Ami Scheen

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 Kelly Szocik, kszocik@boxborough-ma.gov

OTHER TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-264-1776	Shawn Gray, Interim Fire Chief
Police	978-264-1760	John Szewczyk, Police Chief
Police Lieutenant	978-264-1742	Steve Patriarca
Police Dispatch	978-264-1750	Dispatch Line
Public Works	978-264-1790	Ed Kukkula, DPW Director
Facilities Manager	978-201-2029	Fran Flynn
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	Dogs and Cats – 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	1 st Tuesday, 7:30 p.m.	Zoom
Affordable Housing Trust	As posted	Zoom
Agricultural Commission	2 nd Tuesday, 7:30 p.m.	Town Hall
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, 7:30 p.m.	Town Hall
Cemetery Commission	1 st Thursday, 10 a.m.	Town Hall
Community Preservation Committee	1 st Thursday, 7:30 p.m.	Town Hall
Conservation Commission	1 st & 3 rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Diversity, Equity and Inclusion Committee	As posted	Zoom
Economic Development Committee	3 rd Thursday, 7:00 p.m.	Zoom
Finance Committee	Tuesdays as posted, 7:00 p.m.	Zoom/Town Hall
Historical Commission	As posted, 7:00 p.m.	Town Hall
Library Board of Trustees	As posted	Zoom
Personnel Board	3 rd Tuesday, 5:00 p.m. or as needed	Town Hall
Planning Board	Mondays as posted, 7:30 p.m.	Zoom/Town Hall
Public Celebrations & Ceremonies Comm.	As posted	Zoom
Recreation Commission	2 nd Tuesday, 7:30 p.m. or as needed	Zoom or Town Hall
School Committee	1 st Thursday, 7:00 p.m.	Zoom
Select Board	Mondays as posted, 7:00 p.m.	Zoom/Town Hall
Steele Farm Advisory Committee	As posted	Steele Farm Barn
Sustainability Committee	1 st Wednesday, 7:00 p.m. as needed	Zoom or Town Hall
Water Resources Committee	3 rd Tuesday as posted, 7:00 p.m.	Zoom
Well-Being Committee	As posted, 8:15 a.m.	Zoom or Town Hall
Zoning Board of Appeals	1 st & 3 rd Tuesday, 7:30 p.m.	Town Hall

*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: _____ Email Address: _____

- ☐ Acton-Boxborough Cultural Council
- ☐ Affordable Housing Trust
- ☐ Agricultural Commission
- ☐ Board of Registrars
- ☐ Boxborough Building Committee
- ☐ Boxborough Emergency Reserve Corps
- ☐ Boxborough Housing Board
- ☐ Cemetery Commission
- ☐ Community Preservation Committee
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Economic Development Committee
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ 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