



Jennifer Bauder photo

Boxborough Annual Town Report 2024

*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, 2024

Special Town Meeting & Annual Town Meeting
Monday, May 13 & Tuesday, May 14, 2024, 7 PM
Blanchard Memorial School

Town Election
Tuesday, May 21, 2024
Town Hall
7 AM – 8 PM

Thank you

to all who contributed to

the Town of Boxborough's

2024 Annual Report,

with special thanks to

Rebecca Harris, Town Clerk

and

Kelley Price, Administrative Assistant

for compiling, formatting,

and editing the submissions

IN MEMORIAM

THERESE LAFLUER

(1933-2024)

ACTON BOXBOROUGH REGIONAL ARTS COUNCIL: 1984-1986

RUTH MORSE

(1940-2024)

ACTING ASSESSOR: 1993

SUZANNE MORSE

(1928-2024)

SCHOOL COMMITTEE: 1973-1976

LEGAL SERVICE REVIEW COMMITTEE: 1983-1984

TOWN HALL SPACE ADVISORY COMMITTEE: 1986-1987

PUBLIC BUILDING DESIGNER SELECTION COMMITTEE: 1987-1988

BYLAWS COMMITTEE: 1989-1990

POLICE / FIRE / TOWN HALL BUILDING COMMITTEE: 1989-1990

GEOFFREY NEAGLE

(1947-2024)

FIREFIGHTER: 1977-1992

FINANCE COMMITTEE: 1979-1982

RECORDS AND DOCUMENTS COMMITTEE: 1981-1982

SELECT BOARD: 1984-1987

PUBLIC SAFETY DISPATCH: 1989-1991

PERSONNEL BOARD: 2003-2004

FIRE CHIEF: 2006-2011

GLEN SCHRICKER*(1934-2024)**ACTON BOXBOROUGH REGIONAL ARTS COUNCIL: 1969-1970**POLICE DEPARTMENT FULL TIME STUDY COMMITTEE: 1969-1970**FINANCE COMMITTEE: 1970-1973**POLICE DEPARTMENT NEEDS COMMITTEE: 1971-1972**SELECT BOARD: 1972-1975**SPECIAL POLICE OFFICER: 1972-1975, 1989-1992**POLICE DEPARTMENT LOCK-UP ATTENDANT: 1975-1979**ZONING BOARD OF APPEALS, ALTERNATE: 1975-1976**HEARSE DISPOSITION COMMITTEE: 1982-1983**ROUTE 111 ACCESS STUDY COMMITTEE: 1984-1985**FIREFIGHTER: 1985-1987**TOWN GOVERNMENT STUDY COMMITTEE: 1997-1998**ZONING BOARD OF APPEALS: 1998-2000**BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE: 2001-2002***JOHN STEELE***(1941-2024)**CONSERVATION COMMISSION: 1964-1967***MARIE-PEARL TREACY***(1940-2024)**TOWN REPORT COMMITTEE: 1984-1985**SPECIAL POLICE OFFICER: 1984-1985*

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,302
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Select Board
VOTERS:	4,200 (as of November 5, 2024)
TAX RATE:	\$15.14 (FY25) \$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)
SCHOOLS:	Acton-Boxborough Regional School District
HOSPITALS:	Emerson Hospital, Concord UMass Memorial – Marlborough and Leominster
UTILITIES:	Cable Service – Comcast and Verizon Telephone Service – Verizon Electrical Service – Littleton Electric Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern Boxborough Natural Gas Service – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton New in 2024! Boxborough Connects MART van available for \$1 per ride Monday – Friday from 7:30 AM – 7:00 PM (includes South Acton MBTA and more) 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, Nashoba Valley Regional Dispatch District

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	Edward J. Markey www.markey.senate.gov
2400 JFK Building 15 New Sudbury Street Boston, MA 02203 Tel: 617-565-3170	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
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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 (2025)

Town Clerk

Rebecca Harris (2025)

Select Board

Kristin Hilberg, Chair (2026)
 Priya Sundaram, Clerk (2026)
 Wesley Fowlks (2025)
 David McKiernan (2027)
 Robert Stemple (2027)

Commissioner of Trust Funds

Select Board

Constables

Andrew Weiner (2025)
 Owen Neville (2027)

Library Board of Trustees

Mary Brolin, Chair (2027)
 Reeves Briggs (2025)
 Jessica Levesque (2026)
 Robert McNeece (2025)
 Sunitha Paravasthu (2024)
 Nancy Settle-Murphy (2026)
 Teresina Tremblay (2027)

Board of Health

Marie Cannon, Chair (2026)
 James Comolli (2025)
 Lori Lotterman (2027)
 Jim Garreff, *Nashoba Associated Boards of Health*

Planning Board

Mark White, Chair (2025)
 Rebecca Verner, Clerk (2027)
 Richard Guzzardi (2026)
 Cindy Markowitz (2026)
 Kathleen Vorce (2025)
 Janet Keating-Connolly, *Associate Member* (2025)

AB Regional School Committee

(Boxborough Members)
 Adam Klein, Chair (2027)
 Elizabeth Fowlks (2025)
 Lakshmi Kaja (2026)
 Vikram Parikh (2026)

APPOINTMENTS MADE BY SELECT BOARD

Town Administrator /

Chief Procurement Officer
 Michael Johns (2025)

Assistant Town Administrator

Rajon Hudson (2025)

Accountant

Kelli Pontbriand (2024)

Finance Director/Accountant

Honghoa Le (2027)

Assessor

Kelly Szocik (2025)

Building Inspector / Commissioner

Code Administration Officer
 Edward Cataldo (2025)
 Frank Ramsbottom, *Alternate* (2024)
 Dan Britko, *Alternate* (2025)

Inspectional Services

Steven Bottazzi, *Gas & Plumbing Inspector* (2025)
 Richard Flannery, *Alt. Plumbing & Gas* (2025)
 Norm Card, Jr., *Alt. Plumbing & Gas* (2025)
 Bill Morehouse, *Wiring Inspector* (2025)
 Randy O'Grady, *Alt. Wiring Inspector* (2025)

Council on Aging Coordinator / Human Services Director
Kimberley Dee (2025)

Community Services Coordinator
Wendy Trinks (2025)

Director of Public Works, Tree Warden & Moth Superintendent
Ed Kukkula (2025)

Town Planner / Director, Office of Land Use and Permitting
Alec Wade (2025)

Associate Town Planner
Rafi Nizam (2025)

Treasurer/Collector
Naomi Quansah (2025)

FIRE DEPARTMENT

Fire Chief, Fire Warden, Emergency Management

Director, Right to Know Coordinator, Roy Custance Scholarship Administrator
John Kivlan (2025)
Shawn Gray, Interim Chief (2024)**

Officers Full-Time (2025)

Shawn Gray, Captain
Jonathan Williams, Lieutenant

Officers Per-Diem (2025)

Jason Malinowski, Captain
Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2025)

Derek Dirubbo
Daniel Motyka
Courtney Panaro
Sean Parlon
Jonathan Picca
Stephen Wright

Call Firefighters (2025)

Juan Barrios
Lawrence Roche

Firefighters/EMTs Per-Diem (2025)

Wendy Barrett**
Cameron Breault
Zachary Broderick
Lindsay Byrne
Michael Byrne*
Justin Chaires
Edmond Daigneault
James Devogel
Jake Driscoll
David Dutton*
Matthew Ellis**
Patrick Giorgio*
Christopher Hillman
Raymond Hobin
Brendan Hurley*
Ronald Hyatt*
Derek Jordan
Benjamin Kendrick
Kyle Lichwell**
Edward Lindsay
Kyle Santos**
Joshua Schrader*
Tyler Schwabe*
Brian Smith
Robert Smith**
Ronald Sisco

* 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**

John Szewczyk

Administrative Assistant, Matron, Notary

Elizabeth Hoenshell

Police Officers (2025)

Nathan Bowlick, Sergeant

Philip Gath, Sergeant

Brett Pelley, Sergeant

Steven Patriarca, Lieutenant

Robert Arakelian, Detective

Maxwell Bressi, K-9 Officer

Kevin Crizer, Patrol Officer**(Field Training Officer)

Jeffrey Landgren, Patrol Officer

Hannah Lima, Patrol Officer**(Field Training Officer)

Diosmar Reynoso, Patrol Officer

Zachary Stillman, Patrol Officer

Michael Turner, Patrol Officer

Part Time Police Officers (2025)

Erica Abro

Robert DaCosta

Michael Fleury

William Gorman

Patrick E. Mortimer

Warren O'Brien

Public Safety Dispatchers (2025)*switched to Nashoba Valley Regional Dispatch

Appointed by Fire Chief

Fiona Barry

Alexander Beauchesne

Kevin Crizer

Elizabeth Hoenshell

Hannah Lima

Brenda Santucci

Lock-Up Attendants (2025)

Brenda Santucci

Elizabeth Hoenshell

Animal Control Officer, Field Drive, Inspector of Animals (2025)

Phyllis Tower

Department Assistants

Lori Darling

Brenda Santucci

BOARDS AND COMMITTEES

Acton-Boxborough Cultural Council

Benjamin Davies, Chair (2027)

Jennifer Rehkamp (2027)

Brijesh Singh (2025)

Hongbing Tang (2026)

Agricultural Commission

Owen Neville, Chair (2025)

John Neyland, Vice-Chair (2027)

Bryon Clemence, Clerk (2026)

Kathie Becker (2026)

Margaret Delano (2027)

Ad Hoc Cable TV License Renewal Advisory

Committee (2025)

Jay Bhatia, *At-Large*

Wesley Fowlks, *Select Board Designee*

Mark Crory, *Ex-Officio*

Rajon Hudson, *Ex-Officio*

Board of Registrars

Rebecca Harris, Chair (2025)

Nancy C. Brown (2026)

Christine Casebolt (2027)

Heather Fleming (2027)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Boxborough Affordable Housing Trust

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

Boxborough Building Committee^{*}inactive board

Kristin Hilberg, Chair (2024)
 Gary Kushner, Vice Chair (2024)
 Hugh Fortmiller (2024)
 Leslie Fox (2026)
 Larry Grossman, *Sustainability Comm.* (2026)
 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)
 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)
 Leslie Fox, *Ex-Officio*
 David Koonce, *Conservation Commission Liaison*

Capital Committee

Michael Johns, Chair
 Robert Stemple (2027)
 Dave McKiernan (2026)
 John Connor (2027)
 Gary Kushner (2026)

Cemetery Commission

Owen Neville, Chair (2027)
 Jim Moss (2025)
 William Sutcliffe (2026)

Cemetery Superintendent

Ed Kukkula, Superintendent (2025)
 Melissa Pelletier, co-Superintendent (2025)*

Community Preservation Committee

John Fallon, Chair (2025), *At-large*
 Ron Vogel, Vice-Chair (2025), *Housing Board*
 Rita Gibes Grossman, Vice-Chair (2027), *At-large*
 Becca Edson (2025), *Recreation Commission*
 Elizabeth Markiewicz (2026), *Conservation Commission*

John Neyland (2027), *Agricultural Commission*
 Chad Childers (2025), *Historical Commission*
 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)
 Lucy Indge (2025)
 Stephen Jeffreys (2027)
 David Koonce (2026)
 Elizabeth Markiewicz (2027)
 Stephen Schmitt (2027)

Council on Aging

Anne Canfield, Chair (2027)****
 Bill Litant, Vice-Chair / Chair (2026)
 Santosh Verma, Vice-Chair (2027)
 Karen Whitcomb, Secretary (2027)
 Barbara Birt, Secretary (2025)
 Sonali Bhatia (2027)
 Karen Johnson (2027)
 Maureen Masciola (2026)
 Marney Stoumbelis (2026)

Design Review Board

Rebecca Verner, Chair (2027)
 Brian Picca, Clerk (2025)
 Wesley Fowls (2027)
 Richard Hilton (2025)
 Kimberly Musto (2026)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Diversity, Equity & Inclusion Committee

Wesley Fowlks, Chair (2025)
 Amy Osenar, Clerk (2026)
 Peishan Bartley (2025)
 John Fallon (2027)
 Lakshmi Kaja (2027)
 Brenda Martinez (2027)
 Mary Sullivan (2025)

Clerk of Elections

Rebecca Harris
 Elizabeth Markiewicz

Election Constables

John Fallon
 Sharon Garde
 Mark Marlow
 Owen Neville
 Andrew Weiner

Election Wardens

Pascale Belin-White
 Timothy Blankenship
 Carol Driscoll
 John Fallon
 Taryn Light
 Anne McNeece
 Rebecca Neville
 Maria Neyland
 Elizabeth Nichols
 Lisa St. Amand

Economic Development Committee

Abigail Reip, Chair (2026)
 Dawn Willis, Clerk (2025)
 Marta Andreu (2025)
 Rich Guzzardi (2026) *Planning Board Liaison*
 John Neyland (2027)

Ex-Officio Members

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

Fire Station Building Committee (2027)

Mary Brolin, Chair
 Mac Reid, Vice-Chair
 Sara Lavado, Clerk
 Joan Blaustein*
 Alan Ford
 Larry Grossman
 Eric Michnovez*
 Maria Neyland, *Finance Committee Rep.*
 Priya Sundaram, *Select Board Rep.*
 Michael Johns, *Ex-Officio*
 John Kivlan, *Ex-Officio*

Historical Commission

Alan Rohwer, Chair (2027)
 Chad Childers (2025)
 Kevin Mahoney (2026)*
 Brian Picca (2025)

Personnel Board

Lee Slade, Chair (2025)*
 Allan MacLean, Chair (2026)
 Cheryl Mahoney, Clerk (2026)
 Barbara Birt (2027)
 Ellen Hickey (2026)*
 Sheila Bauer, *Associate* (2026)

Public Celebrations & Ceremonies Committee

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

Recreation Commission

Matt Spurling, Chair (2027)
 Megan Connor (2027)
 Becca Edson (2025)
 Hilary Greven (2027)
 Claudine Lesk (2026)
 Stacey O'Connell (2026)

Steele Farm Committee

Christopher Hydak, Chair and Clerk (2026)
 Andreas Bauer (2026)

* Resigned

** Appointed to fill vacancy

*** Retired

**** Passed

^ on administrative leave

Catie Coyne (2027)
 Susan DiLorenzo (2026)*
 Joe Ferguson (2027)
 Melissa MacGillivray (2027)
 John Skinner (2025)*
 Fred Waugh (2028)

Sustainability Committee

Kate Davies, Chair (2026)
 Francie Nolde, Chair (2025)*
 Jay Krishnasamy, Clerk (2025)
 Johanna Choo (2026)
 Richard Garrison (2027)
 Suresh Jasrasaria (2026)
 Palmer Moore (2025)
 Barbara Salzman (2027)
 Andrew Tavolacci, Alternate (2025)
 Connor Reardon, LELD, *Ex-Officio*

Town Counsel

K|P Law (2025)

Veterans Services Officer

James MacRae (2025)

Water Resources Committee

Leslie Fox, Chair (2026)
 Bryon Clemence, Clerk (2027), *Agricultural Commission*
 Bryan Lynch (2025), *Board of Health Agent for WRC*
 John Markiewicz (2026)
 Dave McKiernan (2027)
 John Neyland (2025), *EDC*

Stephen Schmitt (2027), *Conservation Commission*
 Janet Keating-Connolly (2025), *Associate Member, Planning Board*

Ex-Officio Members

Alec Wade, *Town Planner*
 Michael Johns, *Town Administrator*
 John Kivlan, *Fire Chief*
 Ed Kukkula, *Director, DPW*

Well-Being Committee

Mary Pavlik, Chair (2026)
 Mary-Halvey Dove (2027)
 Cassie LaRussa (2024)
 Elizabeth Markiewicz (2025)
 Anne Mcneece (2026)
 R. Allen (Al) Murphy (2025)

Ex-Officio Members

Alec Wade, *Town Planner, Ex-Officio*
 John Kivlan *Fire Chief, Ex-Officio*
 Ed Kukkula, *Ex-Officio*
 Jenna Montgomery, *Nashoba Associated Boards of Health, Ex-Officio*
 Michael Johns, *Town Administrator, Ex-Officio*

Zoning Board of Appeals

Mark Barbadoro, Chair (2025)
 Shawn McCormack, Clerk (2026)
 Stefano Caprara (2025)
 Michael Toups (2026)
 Mark White (2027)
 Than Stuntz, *Alternate* (2027)

APPOINTMENTS MADE BY MODERATOR

Finance Committee

Maria Neyland, Chair (2026)
 Antony Newton, Chair (2025)
 Gary Kushner, Clerk (2024)
 John Connor, Vice-Chair and Clerk (2026)
 John Greven (2027)

George Elenbaas (2024)
 Becky Neville (2025)
 Keshava Srivastava (2026)
 Robert Stemple (2026)
 Joseph Stulpin (2025)

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**

*Kim Pelser, Administrative Assistant***

Scott Doughty, Foreman

Francis Flynn, Facilities Manager

Juan Barrios

Steve Barter

Edmond Daigneault

Greg Martino

Zachary Moody

*Alexander Luther**

Lawrence Roche

Council on Aging Van Drivers

Dolan Geneau

Sandy Verner

MART Van Drivers

Robert Stemple

Raequan Owen

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

Elizabeth Markiewicz, Assistant Town Clerk

(temporary)

*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*
Administrative Assistant, DPW & Fire
Department***

*Melissa Pelletier, Administrative Assistant, DPW & Fire
Department**

*Stephanie McGinnis, Administrative Assistant,
Building Department, Board of Health, & Veterans
Services***

Kyungae Lim, Dept. Assistant, Assessor

Carly Manion, Assistant Town Accountant

*Thida Long, Administrative Assistant,
Treasurer/Collector**

*Ami Scheen, Recreation Services Coordinator &
Human Services Administrative Assistant***

* 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. The following narrative is based on my participation, as well as the minutes and collective memory of both board members and the administration. While we have managed some difficult issues and continue to work through others, overall, it has been another good year for Boxborough!

Several exciting municipal projects are moving forward this year, including one of the most talked-about and needed initiatives: the planning for and approval of a site for the new fire station. We'd like to take this opportunity to thank the Fire Station Building Committee for their research, long hours, and dedication to moving this project forward. Subject to Town Meeting approval this year, the next step towards construction will be a presentation to residents for funding approval. This project is truly a community effort supported through multiple Town Meeting votes, assistance from virtually every town department and the dedication of many volunteers.

The Board continues to monitor the progress of the regionalization of our public safety dispatch services. The state funding for our communications systems has entered the second year of a five-year reimbursement plan to help cover start-up costs and this partnership appears to be providing a cost-effective, efficient and reliable service. If you have any feedback to share with us, we'd love to hear from you.

Another significant improvement to resident safety is the introduction of our first police K-9 unit. The development of the K-9 program aligns with Boxborough's ongoing efforts to enhance community safety, education, and engagement. By integrating specialized initiatives like this, we aim to address specific safety needs while fostering a sense of community involvement and interest in public safety careers.

One of the larger administrative projects the Board has been overseeing is the review and integration of the town's financial policies. These policies and procedures govern how we manage finances, including budgeting, spending, revenue generation, and long-term financial planning. We are working closely with the Finance Committee, the Town Administrator and our new Finance Director to strengthen fiscal stability, efficiency, and transparency. We're proud to collaborate with a dedicated and diverse group of volunteers and town employees, and we look forward to continued cooperation as we navigate financial challenges ahead.

Monitoring the need for future capital item investments continues to be an important part of our long-term financial planning, and we couldn't do it without the assistance of The Boxborough Capital Budget Committee (CapCom). They collaborate with town boards, commissions, and departments to establish, track and recommend the town's long-term capital needs. Their focus is on items costing more than \$10,000 with a useful life of more than five years.

An important infrastructure project we continue to work on is bringing Littleton town water to the west side of Boxborough, specifically to the homes and businesses on Swanson Road, Codman Hill Road, and Beaverbrook Road where PFAS and other contaminants, such as sodium and chloride, significantly exceed drinking water standards. To offer a long-term solution, we have entered into an Intermunicipal Agreement (IMA) with Littleton. This agreement will allow us to leverage Littleton's water system resources and infrastructure to improve public health and safety by providing 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 is actively working on the development of a new municipal well, water treatment facility and the infrastructure necessary to extend services to Boxborough.

Another large-scale project underway is the demolition and reconstruction of the bridge over I-495. This project is expected to continue for at least two more years. While the town is not incurring financial costs, residents are balancing the inconvenience and increased travel time with the anticipation of a safer and smoother roadway. We appreciate your patience as this project moves towards completion!

These are just a few of the initiatives the Select Board has been involved in this year—it would be impossible to capture everything in just a few pages. We cannot 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. We also extend a warm 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, to serving the best interests of our community.

Respectfully submitted,
Kristin Hilberg for The Boxborough Select Board

FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of up to nine members (currently at 7) appointed by the Moderator for individual three-year terms. The primary responsibility of the Finance Committee is to make recommendations on financial matters, including the budget, to Annual Town Meeting (ATM). The Finance Committee has oversight responsibility for all town financial matters as well as other authority granted by town bylaws or charter or by state statute. Finance Committee members work closely with Town Management, Select Board and all Town Boards and Commissions to provide financial oversight and guidance. The Finance Committee operates as an open meeting with public participation in person and via Zoom. Most meetings are broadcast live on local cable TV and are recorded for later viewing.

Overall Town Finances

Boxborough continues to maintain a AAA bond rating due to high reserves and other favorable budgetary, debt, OPEB planning and financial management metrics as measured by Standard & Poor's.

FY24 Budget Review

The FY24 Budget covered the period July 1 2023 to June 30 2024. The total Operating Budget, including warrant articles approved at Annual Town Meeting, was \$26,203,179. This represented a 6.0% increase from FY23. Actual expenditures were \$24,810,179. The excess funds were returned to Free Cash.

Operating Budget	FY24 Budget	YTD Total Expenses	%
Subtotal - Town Government	\$7,556,267	\$6,846,757	90%
Subtotal - Education	\$14,248,940	\$14,061,458	99%
Subtotal - Other	\$4,148,202	\$3,760,181	90%
Total Operating Budget (R&A)*	\$25,953,409	\$24,668,396	95%
Other Warrant Articles R&A	\$210,841	\$141,921	
Total R&A (Operating Budget)	\$26,164,250	\$24,810,317	

Revenues for FY24 exceeded budget due to multiple increases in local receipts.

Revenues	Budget FY24	Actual FY24
State Aid	\$342,223	\$340,978
Local Receipts	\$1,575,000	\$2,497,646
Other Funds	\$120,255	\$96,514
Total Receipts	\$2,037,478	\$2,935,138
Property Tax	\$24,906,736	\$24,715,118
Total	\$26,944,214	\$27,650,256

Reserves were managed during the year within the guidelines set by Town financial policy. Free Cash was deliberately reduced below guideline in Q4 FY23 in anticipation of free cash returns from the budget surplus and to allow effective balancing of the FY25 budget. Excess Reserve Fund was returned to Free Cash. State certified Free Cash as of October 2024 (FY25) is \$3,218,230

Reserves	Q4 Actual (6/30/2024)	Policy
Reserve Fund	\$106,264	0.6% x Operating Budget
Stabilization Fund	\$1,466,482	>5% x Operating Budget
Free Cash	\$1,112,838	>5% x Operating Budget
Overlay Reserve Fund	\$1,442,314	Determined by Town Assessor
OPEB Fund	\$1,765,177	Add \$300,000 per year

FY25 Budget

The voted FY25 (ATM May 2024) Operating Budget of \$27,996,663 represented an increase over FY24 of 7.87%.

Operating Budget

	FY25	FY24	Change \$	Change %
Town Government	\$2,138,282	\$1,950,935	\$187,347	9.60%
Protection	3,347,023	3,520,732	(\$173,709)	-4.93%
Public Works	\$1,430,026	\$1,358,951	\$71,075	5.23%
Health Services	\$278,152	\$256,184	\$21,968	8.58%
Culture & Recreation	\$492,059	\$469,465	\$22,594	4.81%
Subtotal - Town Government	\$7,685,542	\$7,556,267	\$129,275	1.71%
A/B Regional School	\$15,960,274	\$13,944,299	\$2,015,975	14.46%
Vocational/Technical Schools	\$171,669	\$304,641	(\$132,972)	-43.65%
Subtotal - Education	\$16,131,943	\$14,248,940	\$1,883,003	13.22%
Debt Service	\$1,028,492	\$1,334,132	(\$305,640)	-22.91%

Employee Benefits	\$2,982,686	\$2,659,070	\$323,616	12.17%
Reserve Fund	\$168,000	\$155,000	\$13,000	8.39%
Subtotal - Other	\$4,179,178	\$4,148,202	\$30,976	0.75%
Total Operating Budget	\$27,996,663	\$25,953,409	\$2,043,254	7.87%

	FY25	FY24		Change %
Town (non ABRSD)	\$12,036,389	\$ 12,009,110		0.23%
AB Regional School (ABRSD)	\$15,960,274	\$ 13,944,299		14.46%
Total Operating Budget	\$27,996,663	\$25,953,409		7.87%

The main challenge impacting the FY25 budget was the significant increase in the Acton Boxborough Regional School District (ABRSD) assessment. The assessment increased by 14.46% for FY25. Increases were driven by large unexpected charges from the health insurance trust, increases in Special Education (SPED) costs and SPED transportation costs. This was compounded by an adjustment to the Boxborough share of the assessment driven by increased Boxborough student enrollment. The non ABRSD Budget increased by 0.23%. The non ABRSD budget benefited from reductions in long term debt payments and transfer of dispatch to a regional system. Several increases in staffing and programs for the non ABRSD budget were possible.

Since the budget was voted at ATM the Town has been made aware of an unanticipated increase in the number of students attending vocational / technical schools. This will result in a potential budget shortfall and transfer from the Reserve Fund during FY24.

Warrant and CPA Articles

Voted warrant articles totaled \$2,873,800. Items in the warrant included long term and large costs that had been identified on the Capital Plan.

	R&A	Free Cash	CPA	Bond	Revolving	Stabilization	Total
CPA			\$245,500				\$245,500
Culture and Rec.		\$97,500					\$97,500
DPW				\$496,000	\$108,000		\$604,000
Employee Benefits		\$50,000				\$150,000	\$200,000
Health Services	\$20,000				\$5,000		\$25,000
Protection	\$448,500	\$349,000		\$149,000	\$403,300	\$21,000	\$1,370,800
Town Government	\$167,000	\$164,000					\$331,000
Total	\$635,500	\$660,500	\$245,500	\$645,000	\$516,300	\$171,000	\$2,873,800

Revenues

In addition to Property Tax, funds are available from Local Receipts and State Aid, CPA funds and other minor sources.

Revenues	Budget FY25	Budget FY24
State Aid	\$352,014	\$342,233
Local Receipts	\$1,355,800	\$1,575,000
Other Funds		\$120,255
Total Receipts	\$1,707,814	\$2,417,028

Use of Debt

\$645,000 of new debt was voted for the FY24 budget.

Tax Rate Calculation

Property Tax is budgeted to raise \$26,971,554. This will require an estimated tax rate of \$15.46 per \$1,000 of property valuation based on an estimated total Town valuation of \$1,744,634,604. This is within the limit of property tax increase allowed by Proposition 2 ½. The Proposition 2 ½ limit for FY25 (maximum allowable levy) is \$28,216,768.

	FY25	FY24	FY23
<i>Source</i>	<i>DOR</i>	<i>DOR</i>	<i>DOR</i>
Previous Year Levy Limit	\$26,290,419	\$25,300,653	\$23,615,104
Allowed Levy Increase (2.5%)	\$657,260	\$632,516	\$590,378
New Growth Revenue	\$384,019	\$357,250	\$1,095,171
Levy Limit	\$27,331,698	\$26,290,419	\$25,300,653
Excluded Debt	\$885,070	\$947,048	\$937,416
Maximum Allowable Levy	\$28,216,768	\$27,237,467	\$26,238,069
Levy Ceiling	\$44,377,311	\$41,538,919	\$37,045,335
Levy	\$26,971,554	\$24,906,736	\$22,900,834
Assessed Value	\$1,744,634,604	\$1,661,556,766	\$1,481,813,416
Tax Rate (FY25 Estimated)	\$ 15.46	\$ 14.99	\$ 15.52
Average Value	\$887,145	\$844,900	\$764,691
Average Tax	\$13,715	\$12,665	\$11,868

Levy Limit and Levy Ceiling

Proposition 2 ½ places constraints on the amount of the Levy (tax) raised by a city or town and on how much the levy can be increased from year to year.

The Levy Limit for the Town can only increase by 2.5% plus a factor for new growth year to year. In addition the Town can assess taxes in excess of its levy limit by successfully voting a debt exclusion or capital outlay expenditure exclusion. The amount of the exclusion does not become a permanent part of the levy limit base, but allows a Town to assess taxes more than its levy limit for the payment of certain debt service costs or for the payment of certain capital outlay expenditures. The Levy Limit plus excluded debt is the Maximum Allowable Levy.

In addition, the Town cannot exceed the Levy Ceiling which is calculated at 2.5 percent of value of all taxable real and personal property in the Town.

For the FY25 budget the Maximum Allowable Levy was \$28,216,768 and Levy was \$26,971,554. This provides limited Excess Levy Capacity for future budgets.

In the event of the Levy exceeding the Maximum Allowable Levy a Town may vote, at Annual Town Meeting, for a Proposition 2 ½ Override. This allows the Levy Limit to be increased.

FY26 Budget Planning

Planning for FY26 Budget was initiated in October 2024. The FY26 Budget will be presented and voted at Annual Town Meeting (ATM) in May 2025.

Budget challenges for FY26 include planning for an increase in the ABRSD assessment, allowing for increased cost of Town services and major capital costs including land purchase and construction of a new fire station building.

Options for meeting a balanced budget will include use of free cash, use of reserves and bonding as well as consideration of the necessity of voting a Proposition 2 ½ override or reduction of services.

Conclusion

The Finance Committee will work with Town Management and the Select Board to oversee execution of the FY25 Budget including Operating Budget, Revenues, Reserves and Debts. The FinCom are working to coordinate planning for the FY26 Budget for presentation and vote at 2025 Annual Town Meeting. FY26 will be a challenging budget year and will require careful planning, discussion and decision making.

Finance Committee Members:

Antony Newton (Chair)

John Connor (Vice-Chair)

John Greven

Becky Neville

Maria Neyland

Keshava Srivastava

Joe Stulpin

Meeting Clerk: Gary Kushner

Respectfully submitted,

Antony Newton, Chair

CAPITAL COMMITTEE

The Boxborough Capital Committee (CapCom) was established in FY23 to track and recommend the Town's long-term capital needs for items costing over \$10,000 and with an expected useful life of more than 5 years. The Capital Committee consists of two members of the Select Board (SB) or their designated representatives, two members of the Finance Committee (FinCom) or their designated representatives and the Town Administrator.

The Capital committee met prior to the Town's Capital Saturday (first Saturday in February) to vote on the FY25 Capital requests received from the department heads and committee chairs, for capital expenditures going to 2024 Annual Town Meeting. Additionally, the committee met twice later in the year to review and discuss FY26 Capital requests received from the department heads and committee chairs for capital

expenditures that will be going to 2025 Annual Town Meeting. Below is a five year-summary of the town's capital needs.

Capital Plan						
	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Fire	\$ 1,027,000	\$ 1,390,000	\$ 160,000	\$ 178,000	\$ 25,000	\$ 2,780,000
Public Works	\$ 544,000	\$ 530,000	\$ 602,000	\$ 586,000	\$ 324,000	\$ 2,586,000
Recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police	\$ 114,000	\$ -	\$ 125,000	\$ 68,500	\$ 122,000	\$ 429,500
Town Wide	\$ 417,000	\$ -	\$ 2,403,000	\$ -	\$ -	\$ 2,820,000
Steele Farm	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Town Hall	\$ 143,500	\$ 130,000	\$ 90,000	\$ 50,000	\$ 45,000	\$ 458,500
Library	\$ 90,000	\$ 50,000	\$ 53,000	\$ 30,000	\$ -	\$ 223,000
Conservation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Museum	\$ -	\$ 52,950	\$ -	\$ -	\$ -	\$ 52,950
Cemeteries	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Planning	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Technology	\$ 48,000	\$ 16,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 256,000
personnel	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
Total	\$ 2,423,500	\$ 2,218,950	\$ 3,652,000	\$ 1,016,500	\$ 620,000	\$ 9,930,950

TOWN ASSESSOR

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

The Assessor's office completed its Full Revaluation year certification for FY2025. 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 BOA recommends that each taxpayer obtain a copy of their individual PRC to ensure all information is accurate. The PRCs are available for no charge during regular business hours, can be requested by email (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 FY2025 is \$15.14 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.

Class Values

Fiscal Year	Class 1 Residential	Classes 3, 4 &5 Commercial, Industry, Personal Property	Total
2025	\$22,073,55.3 (82.13%)	\$4,801,300 (17.87)	100.00%
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%

Historic Assessed Values by Class

Fiscal Year	Residential Levy	Commercial Levy	Industrial Levy	Personal Property Levy	Total Levy	Tax Rate
2025	\$22,073,598	\$1,330,091	\$2,766,036	\$705,219	26,874,899	\$15.14
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

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
2025	\$13,561	7.0%	\$895,688	\$1,775,092,422	\$26,874,899	\$15.14
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

LA-4 Comparison

		(FY24) Parcel Count	(FY25) Parcel Count	(FY24) Assessed Value	(FY25) Assessed Value	% Change Value
101	Single Family	1,216	1,219	1,029,087,600	1,091,843,600	6.1%
102	Condominium	862	862	221,309,900	251,067,600	13.4%
104	Two Family	12	13	8,490,700	10,386,300	22.3%
105	Three Family	0	0	0	0	0
109	2 Or More Residences/1 Lot	2	2	1,547,900	1,597,500	3.2%
111-125	Apartments 4+ Units	6	6	74,426,900	77,384,700	4.0%
130-132, 106	Vacant Residential Land	129	128	6,033,900	6,315,700	4.7%
300-393	Commercial	72	75	59,328,700	61,676,200	4.0%
400-452	Industrial	44	43	1,165,600	1,197,600	2.7%
012-043	Mixed Use (Res)	18	19	28,022,535	28,323,448	1.0%
016-018, 601-899	Chapter Land / Mixed Use Chapter Land	47	47	843,251	722,282	14.3%
501-508	Personal Property	90	68	47,822,070	46,579,840	2.6%
<i>Total Real & Personal Property Value (Taxable)</i>		2,532	2,534	1,661,556,766	1,775,092,422	
900-990	Exempt Real Estate	179	179	152,115,700	158,671,300	4.3%

Respectfully Submitted,
Kelly Szocik, Town Assessor

TOWN ACCOUNTANT

Submitted herewith are the financial statements for the Town of Boxborough for the fiscal year ended June 30, 2024. 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. FY2024 records were audited by Roselli, Clark & Associates.

Respectfully Submitted,
Honghoa Le, Finance Director

TOWN OF BOXBOROUGH, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2024

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 10,957,771
Investments	2,056,350
Receivables, net of allowance for uncollectibles:	
Property taxes	494,621
Excise taxes	201,890
Departmental and other	101,036
Intergovernmental	57,544
Tax foreclosures	306,967
Capital assets, not being depreciated	6,756,290
Capital assets, net of depreciation	<u>15,095,797</u>
Total Assets	<u>36,028,266</u>
Deferred Outflows of Resources:	
Related to net pension liability	1,786,704
Related to net other postemployment benefit liabilities	<u>753,098</u>
Total Deferred Outflows of Resources	<u>2,539,802</u>
Liabilities:	
Warrants and accounts payable	637,662
Retainage payable	13,434
Unearned revenue	950,770
Other liabilities	122,329
Accrued interest expense	39,062
Tax refunds payable	384,806
Bond anticipation notes payable	300,000
Noncurrent liabilities:	
Due in one year or less	915,923
Due in more than one year	<u>20,633,916</u>
Total Liabilities	<u>23,997,902</u>
Deferred Outflows of Resources:	
Related to net pension liability	318,711
Related to net other postemployment benefit liabilities	<u>1,648,614</u>
Total Deferred Inflows of Resources	<u>1,967,325</u>
Net Position:	
Net investment in capital assets	16,763,168
Restricted:	
Nonexpendable permanent funds	137,155
Community Preservation	456,003
Affordable Housing	407,909
Other purposes	1,572,895
Unrestricted	<u>(6,734,289)</u>
Total Net Position	<u>\$ 12,602,841</u>

See accompanying notes to basic financial statements.

TOWN OF BOXBOROUGH, MASSACHUSETTS

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2024

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	
<u>Governmental Activities</u>						
General government	\$ 3,199,693	\$ 284,038	\$ 759,573	\$	\$ (2,156,082)	
Public safety	6,105,614	954,650	25,899		(5,125,065)	
Education	14,110,784		37,042		(14,073,742)	
Public works	1,980,577	116,440	3,245	199,019	(1,661,873)	
Health and human services	398,251	118,130	84,059		(196,062)	
Culture and recreation	932,912	82,209	33,446	96,644	(720,613)	
Interest expense	260,926				(260,926)	
Total Governmental Activities	<u>26,988,757</u>	<u>1,555,467</u>	<u>943,264</u>	<u>295,663</u>		<u>(24,194 ,363)</u>
<u>General Revenues:</u>						
Real and personal property taxes					24,872,584	
Grants and contributions not restricted to specific programs					307,065	
Motor vehicle and other excise					1,294,267	
Penalties and interest on taxes					62,486	
Unrestricted investment income (loss)					<u>230,428</u>	
Total general revenues					<u>26,766,830</u>	
Change in Net Position					2,572,467	
<u>Net Position:</u>						
Beginning of year					<u>10,030,374</u>	
End of year					<u>\$ 12,602,841</u>	

See accompanying notes to basic financial statements.

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2024

	General	Town Capital Projects	Community Preservation	ARPA Grant	Affordable Housing Trust	
Assets:						
Cash and cash equivalents	\$ 7,401,479	\$ 559,326	\$ 451,268	\$ 950,770		
Investments	1,460,363					
Receivables, net of allowance						
Property taxes	489,886	-	4,735	-		
Excise taxes	201,890	-	-	-		
Intergovernmental	-	-	-	-		
Department and other	675	-	-	-		
Tax foreclosures	306,967	-	-	-		
Total Assets	9,861,260	559,326	456,003	950,770	407,909	
Deferred Outflows of Resources						
	-	-	-	-	-	-
	\$ 456,003	\$ 950,770	\$ 407,909	\$ 1,940,911		
Total Assets and Deferred Outflows of Resources	\$ 9,861,260	\$ 559,326				
Liabilities:						
Warrants and accounts payable	\$ 549,740	\$ -	\$ -	\$ -	\$ -	\$ 87,922
Retainage payable	-					
Unearned Revenue	-		950,770			
Tax refunds payable	384,806	-	-			
Other liabilities	122,329	-	950,770	-		
Bond anticipation notes payable	-	300,000				
Total Liabilities	1,056,875	313,434	-	-	-	
Deferred Inflows of Resources:						
Unavailable revenue - property taxes	489,886		4,735	-	-	
Unavailable revenue - excise taxes	201,890	-	-			
Unavailable revenue - other	306,967	-	-			
Total Deferred Inflows of Resources	998,743	-	4,735	-	-	
Fund Balances:						
Nonspendable	-				-	494,621
Restricted	-	245,892	451,268	-	55,027	201,890
Committed	993,729	-	-	-	55,027	361,994
Assigned	935,074	-	-	-		
Unassigned	5,876,839	-	-	-		
Total Fund Balances	7,805,642	245,892	451,268	-	407,909	1,701,482
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 9,861,260	\$ 559,326	\$ 456,003	\$ 950,770	\$ 407,909	\$ (40,675)
						\$ 1,797,962
						\$ 10,708,673
						\$ 1,940,911
						\$ 14,176,179

See accompanying notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2024

	General	Town Capital Projects	Community Preservation	ARPA Grant	Affordable Housing Trust	Nonmajor Governmental Funds	Governmental Funds
Revenues:							
Real estate and personal property taxes, net	\$ 24,507,129	\$ -	\$ 241,456	\$ -	\$ -	\$ -	\$ -
Intergovernmental	411,794	199,019	46,644	289,566	-	-	-
Motor vehicle and other excises	1,294,267	-	-	-	-	-	-
License and permits	407,161	-	-	-	-	-	-
Departmental and other revenue	418,060	-	-	-	-	-	-
Penalties and interest on taxes	62,486	-	-	-	-	-	-
Fines and forfeitures	2,485	-	-	-	-	-	-
Investment income (loss)	136,370	-	2,557	-	-	-	-
Contributions and donations	-	-	-	-	-	-	-
Total Revenues	27,239,752	199,019	290,657	289,566	30,732	-	-
Expenditures:							
Current:							
General government	2,033,862	-	51,250	245,090	13,185	-	-
Public safety	3,621,700	38,011	-	-	-	-	-
Education	14,110,784	-	-	-	-	-	-
Public works	1,298,717	464,610	10,650	-	-	3,971	-
Health and human services	207,194	-	-	44,476	-	79,405	-
Culture and recreation	497,627	418,868	34,740	-	-	148,846	-
Pensions and other fringes	2,538,577	-	-	-	-	-	-
State and county tax assessments	81,437	-	-	-	-	-	-
Debt service:							
Principal	975,000	-	-	-	-	-	-
Interest expense	281,132	-	-	-	-	-	-
Total Expenditures	25,646,030	921,489	96,640	289,566	13,185	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,593,722	(722,470)	194,017	-	-	-	-
Other Financing Sources (Uses):							
Transfers in	-	675,635	-	-	-	975,000	-
Transfers out	(325,000)	-	(10,000)	-	-	-	281,132
Total Other Financing Sources (Uses)	(325,000)	675,635	(10,000)	-	-	984,312	27,951,222
Net Change in Fund Balances	1,268,722	(46,835)	184,017	-	17,547	398,930	1,481,746
Fund Balances - Beginning of year	6,536,920	292,727	267,251	-	-	975,000	735,635
Fund Balances - End of year	\$ 7,805,642	\$ 245,892	\$ 451,268	\$ -	17,547	58,295	1,481,746
					390,362	1,739,667	9,226,927
					\$ 407,909	\$ 1,797,962	\$ 10,708,673

See accompanying notes to basic financial statements.

TREASURER/COLLECTOR

PERSONAL PROPERTY TAX

Fiscal Year	Uncollected 7/1/24	Collections	Outstanding 6/30/24
2024	\$ 18,447.37	\$ 700,574.40	\$ 18,447.37
2023	\$ 7,780.30	\$ 830.07	\$ 7,780.30
2022	\$ 929.51	\$ 870.83	\$ 929.51
2021	\$ 1,299.60	\$ 0.17	\$ 77.94
2020	\$ 1,171.68	\$ -	\$ 1,171.68
2019	\$ 907.77	\$ 1,027.68	\$ 907.77
2018	\$ 1,334.82	\$ -	\$ 1,334.82
2017	\$ 69.25	\$ 1,039.85	\$ 69.25
2016			
Total	\$ 31,940.30	\$ 704,343.00	\$ 30,718.64

MOTOR VEHICLE TAX

Fiscal Year	Uncollected 7/1/24	Collections	Outstanding 6/30/24
2024	\$ 214,862.36	\$ 879,191.26	\$ 214,862.36
2023	\$ 31,772.99	\$ 23,997.14	\$ 31,772.99
2022	\$ 10,228.70	\$ 14,410.67	\$ 10,228.70
2021	\$ 31,973.65	\$ 15,671.96	\$ 31,973.65
2020	\$ 6,759.76	\$ 1,378.29	\$ 6,759.76
2019	\$ 12,438.66	\$ 1,085.84	\$ 12,438.66
2018	\$ 7,460.62	\$ 560.32	\$ 7,460.62
2017	\$ 4,354.18	\$ 115.24	\$ 4,354.18
2016	\$ 6,479.62	\$ 43.75	\$ 6,479.62
Total	\$ 79,695.19	\$ 33,266.07	\$ 326,330.54

RECAPITULATION	
Treasurer's Cash Balance 7/1/2024	\$ 11,148,188.50
Treasurer's Trust Fund Balance 7/1/2024	\$ 3,898,674.45
Subtotal	\$ 15,046,862.95
FY 2024 Receipts	\$ 26,248,688.00
FY 2024 Approved Disbursements	\$ 26,248,688.00
Treasurer's Cash Balance 6/30/2024	\$ 15,046,862.95

Debt - Current & Future Payment Summary

Current Long - Term Debt	Principal	Interest	Total
FY 2022	\$ 865,000.00	\$ 229,492.39	\$ 1,094,492.39
FY 2023	\$ 1,030,000.00	\$ 280,390.86	\$ 1,310,390.86
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	\$ 7,890,000.00	\$ 1,681,252.18	\$ 9,571,252.18

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

Debt - FY24 Payment List Detail

Original Date of Issue & Purpose	Principal	Interest	Total
February 13 2015 : School Roof (I)	10,000.00	818.75	10,818.75
February 13 2015 : Replace Windows - School (I)	7,000.00	494.38	7,494.38
February 13 2015 : Paving - Town Hall, DPW (I)	20,000.00	600.00	20,600.00
February 13 2015 : Equipment - DPW Mower (1)	5,000.00	75.00	5,075.00
February 13 2015 : Equipment - DPW Mower 2 (1)	10,000.00	150.00	10,150.00
February 13 2015 : Equipment - DPW Generator (I)	3,000.00	211.88	3,211.88
February 13 2015 : Equipment - Fire Dept. Air Paks (I)	15,000.00	1,059.38	16,059.38
February 13 2015 : Equipment - Fire Dept. Brush Truck (I)	15,000.00	450.00	15,450.00
February 13 2015 : Equipment - Public Safety Radio System (I)	45,000.00	1,350.00	46,350.00
Subtotal	\$130,000.00	\$5,209.39	\$135,209.39

Original Date of Issue & Purpose	Principal	Interest	Total
May 12,2022: Liberty Field Capital Improvement (1)	80,000.00	26,800.00	106,800.00
May 12,2022: Fire Pumper Truck (1)	80,000.00	17,600.00	97,600.00
May 12,2022: DPW 6 Wheel Dump Truck (I)	15,000.00	1,125.00	16,125.00
May 12,2022: Road Improvement	60,000.00	6,000.00	66,000.00
Subtotal	\$235,000.00	\$51,525.00	\$483,534.39

Original Date of Issue & Purpose	Principal	Interest	Total
November 17 2020 : Paving Roadways (I)	30,000.00	6,000.00	36,000.00
November 17 2020 : Farm Tractor with Field Cutter (I)	5,000.00	1,000.00	6,000.00
November 17 2020 : Asphalt Hot Box (I)	5,000.00	1,000.00	6,000.00
November 17 2020 : Four Columns Vehicle Lift (I)	5,000.00	750.00	5,750.00
November 17 2020 : Grange Meeting Room (I)	20,000.00	3,125.00	23,125.00
November 17 2020 : Ambulance (I)	30,000.00	1,500.00	31,500.00
November 17 2020 : DPW Road Paving (I)	30,000.00	6,000.00	36,000.00
November 17 2020 : Transfer Station Roll-Off Truck (I)	20,000.00	4,000.00	24,000.00
Subtotal	\$145,000.00	\$23,375.00	\$168,375.00

Original Date of Issue & Purpose	Principal	Interest	Total
June 12 2018 : DPW Paving (I)	20,000.00	3,575.00	20,000.00
June 12 2018 : Police Station Landscaping and Parking Lot (I)	10,000.00	625.00	5,000.00
June 12 2018 : Fire Station Parking Lot (I)	10,000.00	750.00	10,000.00
June 12 2018 : Communications Network (I)	10,000.00	1,000.00	10,000.00
June 12 2018 : Library Carpet (I)	10,000.00	750.00	10,000.00
June 12 2018 : Dept Equipment - Trucks (I)	25,000.00	2,500.00	20,000.00
June 12 2018 : Land/DPW Facility (I)	75,000.00	14,975.00	75,000.00
Subtotal	\$160,000.00	\$24,175.00	\$150,000.00

Original Date of Issue & Purpose	Principal	Interest	Total
December 23 2016 : PD Building Repairs (I)	5,000.00	1,611.75	6,611.75
December 23 2016 : Paving (I)	20,000.00	4,500.00	24,500.00
December 23 2016 : Road Paving (I)	20,000.00	5,150.00	25,150.00
December 23 2016 : Departmental Equipment - FD Pumper Truck (I)	35,000.00	12,600.00	47,600.00
December 23 2016 : Departmental Equipment - FD Turnout Gear (I)	10,000.00	750.00	10,750.00
December 23 2016 : Departmental Equipment - DPW Asphalt Roller (I)	5,000.00	225.00	5,225.00
December 23 2016 : Departmental Equipment - DPW Chipper (I)	5,000.00	825.00	5,825.00
December 23 2016 : PD Equipment - (Security Camera/Video) (I)	5,000.00	225.00	5,225.00
December 23 2016 : Deparmental Equipment - Front End Bucket Truck (I)	10,000.00	3,875.00	13,875.00
December 23 2016 : DPW Pickup Truck (I)	5,000.00	75.00	5,075.00
December 23 2016 : REF - Wastewater Disposal Facility - School (IE)	30,000.00	2,250.00	32,250.00
December 23 2016 : REF - Land Acquisition - Conservation (IE)	5,000.00	75.00	5,075.00

December 23 2016 : REF - Building Reconstruction - Library (IE)	105,000.00	1,575.00	106,575.00
December 23 2016 : REF - Water - School (OE)	40,000.00	3,000.00	43,000.00
Subtotal	\$300,000.00	\$36,736.75	\$336,736.75
<hr/>			
Grand Total	\$735,000.00	\$89,496.14	\$1,273,855.53

TREASURER'S FY24 RECEIPTS

GENERAL FUND		REVOLVING 53E1/2	
Other Taxes - Motel Hotel Room Occupancy	\$ 94,218.62	Cons Com - Town ByLaw Fee	\$ 4,135.00
Other Taxes - Local Meals Option	\$ 24,373.64	GIS Assessor Maps CAI/tech	
Cell Tower Rental Fee	\$ 54,002.84	Community Gardens	\$ 290.00
Ch71 School Transportation	\$ 5,095.00	Fire Alarm System Maintenance	\$ 5,100.00
Other State Revenue	\$ 192.45	Gas/Plumbing Inspection	\$ 9,665.00
Miscellaneous Revenue	\$ 92,909.55	Electrical Inspection	\$ 26,203.60
Transfer From General Funds	\$ 315,512.08	ACO Littleton	\$ 31,402.64
Transfer From Special Rev	\$ 33,902.32	ACO Stow	\$ 27,533.21
Transfer From Capital Funds	\$ 159,145.62	ACO	\$ 290.00
Treasurer Misc Rev	\$ 39.04	COA Class Revenue	\$ 16,323.00
Personal Property - 2017	\$ 1,027.68	Senior Van Revenue	\$ 25,905.71
Personal Property - 2018	\$ -	Library Copier Revenue	\$ 177.00
Personal Property - 2019	\$ 1,027.68	Library Fines	\$ 31.00
Personal Property - 2020	\$ -		
Personal Property - 2021	\$ 1,299.60		
Personal Property - 2022	\$ 870.07		
Personal Property - 2023	\$ 830.07		
Personal Property - 2024	\$ 742,984.86		
Real Estate - 2017	\$ -		
Real Estate - 2018	\$ 1,162.69		
Real Estate - 2019	\$ 26.27		
Real Estate - 2020			
Real Estate - 2021	\$ 11,146.68		
Real Estate - 2022	\$ 6,592.89		
Real Estate - 2023	\$ 246,946.08		
Real Estate - 2024	\$ 23,829,389.90		
Real Estate Supplemental 2024	\$ 117,239.35		
Motor Vehicle Excise - Prior Years	\$ 316.25		
Motor Vehicle Excise - 2015	\$ -		

REVOLVING OTHER	
Cons Com - State WPA Fee	\$ 1,920.61

STATE FIRE GRANTS	
Assistance to firefighter grant	\$ 9,104.73
Dept Fire Services Grant	\$ 14,725.24

STATE GRANTS - CULTURE	
ABCC Grant	\$ 16,310.00

Motor Vehicle Excise - 2016	\$ 43.75
Motor Vehicle Excise - 2017	\$ 115.24
Motor Vehicle Excise 2018	\$ 560.32
Motor Vehicle Excise 2019	\$ 1,085.84
Motor Vehicle Excise 2020	\$ 138.29
Motor Vehicle Excise 2021	\$ 15,671.96
Motor Vehicle Excise 2022	\$ 14,450.67
Motor Vehicle Excise 2023	\$ 240,979.85
Motor Vehicle Excise 2024	\$ 874,928.96
Interest - Property Taxes	\$ 42,863.06
Demand fees	\$ 10,396.00
Interest - Excise Taxes	\$ 23,226.29
Municipal Lien Certificates	\$ 2,650.00
Collector Misc Rev	\$ 1,100.95
Town Clerk Fees	\$ 6,283.00
Dog License	\$ 9,525.05
Dog License Late Fee	\$ 1,730.00
Misc Rev	\$ 51,148.42
Planning Board Fees	\$ 3,926.76
Board of Appeals Fees	\$ 2,272.53
Police Outside Detail Admin Fee	\$ 9,061.40
Police - Misc Fees	\$ 1,675.00
Police - Permits	\$ 1,312.50
Police Court Fines	\$ 755.00
Ambulance Receipts	\$ 98,365.21
Fire - Permits	\$ 4,480.00
Building Dept. - Admin.Use Fees	\$ -
Building - Sales of Copies	\$ -
Building Dept Other Permits	\$ -
Building - Permits	\$ 346,905.19
DPW - Permits	\$ 210.00
DPW Misc Rev	\$ -
Transfer Station Fees - Current Year	\$ 104,430.00
Transfer In from Spec Rev	
Cemetery Fees	\$ 4,000.00
Board of Health - Permits	\$ 1,010.00
Veterans Benefits Reimbursement	

STATE GRANTS - LIBRARY	
Library cultural council grant	\$ 2,500.00
Library Grant	\$ 14,081.91

STATE GRANTS - COA	
Elder Affairs	\$ 18,298.00

STATE GRANTS - OTHER	
Chapter 90	\$ 199,018.67

DOT - HIGHWAY REIMBURSEMENT	
Chapter 90	\$ 199,018.67

CAPITAL LAND	
Road Improvements - Bond Proceeds	\$ 300,000.00

OPEB	
OPEB Trust Fund Interest	\$ 209,868.95

TRUST FUNDS NONEXPENDABLE	
Cemetery Perpetual Care Trust - NonExpendable	\$ 5,100.00

TRUST FUNDS EXPENDABLE	
Peter F Whitcomb Trust Interest	\$ 305.14
Hammonds Scholarship Trust Interest	\$ 1,123.29
Roy F Custance EMT Trust Interest	\$ 64.91
Cemetery Perpetual Care Interest	\$ 8,864.97
Grace Priest Cemetery Trust Interest	\$ 611.58
War Memorial Trust Interest	\$ 69.20
Reita I Bean Trust Interest	\$ 541.27
Siemens Trust Interest	\$ 534.44
Valerios Trust Interest	\$ 57.37

Rec Com Summer Program	\$ 53,929.55
State Owned Land	\$ 5,512.00
Exemptions to VetsBlindSurv	\$ 1,004.00
Chapter 70	\$ 32,909.00
Unrestricted General Government Aid	\$ 301,553.00

Henry H Brooks Trust Interest	\$ 160.37
A W Wetherbee Trust Interest	\$ 6.37
Betsey Krusen Library Trust Interest	\$ 533.60
Grace Priest Library Trust Interest	\$ 541.27

INSURANCE	
Police Insurance 111F	\$ 12,999.98
Fire Insurance 111F	\$ 1,714.29

AFFORDABLE HOUSING TRUST	
BAHT Interest	\$ 30,732.19
CONSERVATION TRUST	
Conservation Trust Interest	\$ 799.68

PLANNING /ZBA CONSULTING	
Planning Dept Other Misc	\$ 64,909.45
984 Mass Ave	\$ 5,000.00
700 Mass Ave	\$ 10,000.00
Taylor Farm Road	\$ 5,000.00

STABILIZATION	
Stabilization Interest	\$ 70,816.04

COMMUNITY PRESERVATION	
CPA Interest	\$ 350.08
CPA Revenue 2018	\$ 0.26
CPA Revenue 2019	\$ 0.26
CPA Revenue 2020	\$ -
CPA Revenue 2021	\$ 109.05
CPA Revenue 2022	\$ 35.29
CPA Revenue 2023	\$ 1,937.89
CPA Revenue 2024	\$ 237,895.41
CPA State Share	\$ 46,644.00

OTHER AGENCY	
Deputy Collector Fees	\$ 5,673.00

OTHER SPECIAL REVENUE	
Fire Public Education	\$ 4,335.00

CABLE	
Cable -verizon income	\$ 83,180.22
cable -AT&T income	\$ 11,409.49

Respectfully submitted,
Naomi Quansah

OFFICE OF THE TOWN CLERK

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census of 2024, which showed the population of Boxborough to be approximately 5,302. There were voter registration sessions held in advance of Annual Town Meeting, Town Election, Presidential Primary, State Primary, and State Election; with the Votes Act of 2022, the voter registration deadline is 10 days before each election/town meeting event. There were 368 new voters registered in 2024.

It was a busy year for elections, with a total of four elections to run. First was the Presidential Primary, held on March 3rd. Out of 4,128 registered voters at the time, 1,163 (28%) cast ballots in this election, with the breakdown of ballots cast by party as follows: 611 Democratic, 542 Republican, and 10 Libertarian. There were 718 ballots mailed, 478 returned (so 41% of voters that participated in the election used vote by mail). Early voting yielded 29 voters (2.5%).

In August, regrettably, the Town Clerk had to go out on medical leave, leaving Assistant Town Clerk Karen Guzzardi to hold down the fort every day. With a State Primary in early September, we were extremely lucky to have Liz Markiewicz, former Town Clerk, back at the helm to run both the Primary and the State/Federal Election in November. It was unbelievably generous for Liz to come out of retirement and for Karen to put in extra hours to make sure these elections (and everything else) ran smoothly! Many thanks also go to all of the election workers who helped make all of these elections successful.

At the State Primary held September 3rd there were 721 ballots cast out of 3,823 registered voters (18.9% turnout). The breakdown by party ballot was: 569 Democratic, 150 Republican, and 2 Libertarian. There were 932 vote by mail ballots mailed, and 452 returned, so 59.9% of voters used vote by mail rather than voting in person. During early voting hours 7 people voted (less than 1%).

For the State Election held on November 5th, 3,192 ballots were cast (80.9% turnout). We mailed 1,336 vote by mail ballots, and 1,209 of those were accepted, so 37.9% of voters used vote by mail rather than voting in person. During early voting hours 618 (19.4%) of voters voted early.

At Annual Town Meeting, held May 13th 392 of the 4,080 registered voters attended (10%) and 224 (5.5%) attended on the second night, held May 14th. At the Annual Town Election, held on May 21st 679 (16.6%) of the registered voters cast ballots. The Votes Act also mandated vote by mail for the Town election, and 268 (39.5%) of people who voted used vote by mail in the May election (with a total of 653 ballots mailed). Because the Planning Board results were close (only three votes apart), Nathaniel Stuntz submitted a recount petition and the Board of Registrars held a recount on June 14th with the help of Devan Braun of KP Law. The recount went smoothly, thanks to the election workers who conducted a hand recount of every ballot. Results were the same, with Rebecca Verner winning the Planning Board seat, 336 to 333.

The Board of Registrars (BOR) certified a total of 1,658 signatures on petitions for 17 different initiatives filed and 208 signatures for nominations for the Presidential Primary, State Primary, State Elections of 2024 and 2026. We thank Nancy Brown, Heather Fleming, and Christine Casebolt for continuing to serve along with Chair, Rebecca Harris.

VITAL STATISTICS

There were 42 births recorded in the year 2024.

There were 11 marriage intentions filed and 11 marriage certificates issued in 2024.

There were 33 deaths recorded in 2024, and 12 burial permits were issued.

DOG AND KENNEL LICENSES

There were 576 dog licenses and 6 kennel licenses issued in 2024.

EXECUTIVE SUMMARY

In addition to the three State/Federal elections, we ran the Annual Town Election, oversaw check-in for Annual Town Meeting, taking minutes and overseeing vote counts at ATM. One general bylaw amendment and two zoning bylaw amendments were submitted to the Attorney General's office, two of which were approved, with the final zoning bylaw amendment (Article 44) on hold.

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.

The Town Clerk serves as the Chief Records Access Officer. In 2024 there were 132 logged records requests that came through this 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. Many thanks go to Town Administrator, Michael Johns, who fulfilled the Chief RAO duties in the Town Clerk's absence.

The Assistant Town Clerk, Karen Guzzardi, completed her 11th year in the Town Clerk's office, with numerous responsibilities including dog licenses, transfer station stickers, and much more. This year, she was more essential than ever, taking on many extra duties especially during two major elections in the fall while the Town Clerk was on medical leave. Her unflappable work ethic day-in and day-out during a critical time is appreciated beyond measure!

Respectfully submitted,
Rebecca Harris, Town Clerk

CONSTABLES

The Constables posted one notice of a General Bylaw Amendment and warrants for the Annual and Special Town Meetings and notifications of the Presidential Primary, State Primary, and General Election. They worked those primaries and election as well as the Town Election and assisted the Town Clerk with ballot machine testing prior to each.

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

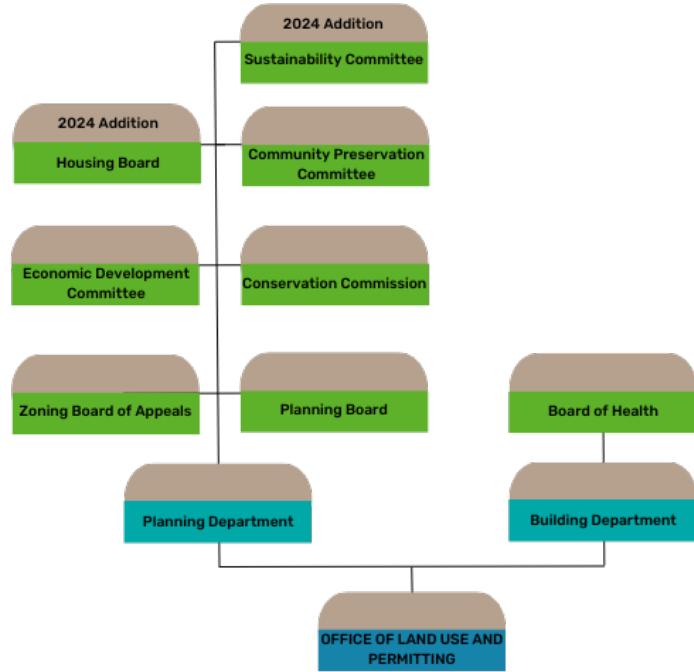
Respectfully Submitted,
Andrew Weiner and Owen Neville

OFFICE OF LAND USE AND PERMITTING

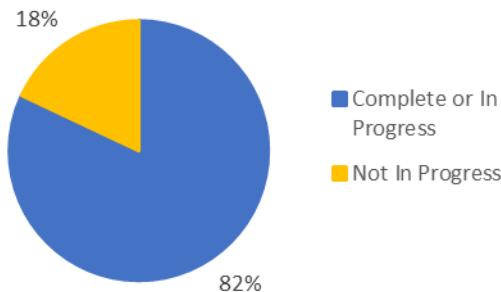
In 2022, the Town of Boxborough formed the Office of Land Use and Permitting. This Office is the collective services of the Building Department, Planning Department, and various boards and committees. Our charge, is to consider the responsible use of land in Boxborough, while ensuring the safety and 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.



2024 Complete or In Progress



The Office also assists in the implementation of Boxborough 2030 Master Plan, through its many boards and committees and technical support from the department. The plan provides a vision for the desired growth of the community. As of 2024, over 80% of the master plan has been complete or is in progress, with a new planning process to commence in 2028.

This Office coordinated the implementation of a new Boxborough Connects MART van available for \$1 per ride Monday – Friday from 7:30 AM – 7:00 PM (includes South Acton MBTA and more). The Community Services Department will take on the day to day operations now that the planning and route mapping stage is complete.

The Office is frequently engaged in grant writing, to accomplish various projects at little to no cost to the Town. In 2024, the Office generated \$262,000 of grant revenues, with no matching funds required of the Town.

These funds will continue to support the development of a compliant MBTA Communities overlay district, and will further support the Town's efforts to become more energy efficient. The Town will also use this funding to update's ADA self-evaluation and improvements plan. This plan will activate

important capital funding to make the Town more accessible to the public.

Grant	Purpose	Value
Direct Local Technical Assistance	Consulting services to MBTA Communities/3A Compliance	\$ 30,000
Community Planning	Consulting services to MBTA Communities/3A compliance	\$ 50,000
Green Communities Designation Grant	Municipal energy efficiency improvements	\$ 132,000
Community Compact Best Practice Program	Development of an ADA self-evaluation and improvements plan	\$ 50,000
	Total	\$ 262,000

For questions on the Office, or this report, please contact the Director of Land Use and Permitting, Alexander Wade. The Director can be reached by emailing awade@boxborough-ma.gov or by phone at (978) 264-1723.

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. 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.

In 2024, the Planning Department began working directly with the Housing Board and Sustainability Committee, providing a wider range of Land Use technical assistance. This will strengthen the Towns land use planning, with more regular communication between boards and committees. We are excited to assist these two boards with their important work.

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 hosted multiple public forums in 2024. The Town Planner has formed a 3A Advisory group, who is assisting in the development of conceptual districts. In 2025, this advisory group will make its recommendation to the planning board, for a 2025 Annual Town Meeting Approval. 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 hired the Town's first Associate Town Planner. This position provides 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 allows the Town to plan and implement its own future.

The Planning Department is open Monday through Thursday, with some remote assistance available by appointment on Fridays. For questions on your property, the boards we serve, or interest in volunteering in the planning of Boxborough, please contact the office, (978) 264-1722.

Respectfully submitted,
Alec Wade, Town Planner

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 2024

The Planning Board proposed three articles for the May 2024 Annual Town Meeting. The articles involved:

- 1) Funding to conduct a Comprehensive Traffic Study, to evaluate traffic flow and circulation town wide;
- 2) Amendment of the Zoning Bylaw to enable greater use of the Accessory Apartment bylaw, now referred to as accessory dwelling units;
- 3) Amendment of the Zoning Bylaw to restore a prohibition on Commercial Dumps in Town.

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:

- Site Plan Review and Earth Removal Permit – 100 Codman Hill Road, a three unit building construction trade shop, approved for construction.
- Bond Reduction for Priest Land Subdivision – as Priest Lane Extension reaches its final phase, finish paving, the Board reduced the applicant's bond to reflect the work completed.
- Bond Release for Sara's Way – as the final top coat has been applied and all conditions have been met, the Board released the bond held on

Proposals Under Appeal

In 2023, the Board denied applications for Definitive Subdivision, Site Plan Review, and Special Permit at 242 and 244 Adams Place. These decisions were appealed, and continued to work their way through land court in 2024. As of December 2024, no ruling or settlement has been reached.

MBTA Communities Multi-Family Housing Requirements

In 2024, the Board met with the Town Planner to discuss the Town's interim compliance as a state designated MBTA Community. The Board, through two of its members, is participating in the Town Planner's 3A Advisory Group. This group meets regularly on Wednesday evenings, and is tasked with preparing and recommending conceptual districts to the Planning Board in 2025. The Board anticipates bringing a compliant multi-family housing district to Annual Town Meeting 2025. To stay informed on the Town's path to compliance, please contact the Town Planner.

Administrative Rules and Regulations

Throughout 2024, the Board worked to develop Administrative Rules and Regulations. These regulations set the meeting process, and conduct of both applicants and the Board. New and prospective board members may now look to these rules and regulations as a guiding document. The Board's Administrative Rules and Regulations were adopted at Public Hearing in September, and are on file with the Town Planner and in the Clerk's Office.

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 2024.

Master Plan Status Updates (Boxborough 2030)

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



Town staff, and the Town's project consultant, the Metropolitan Area Planning Council. Boxborough2030 is a website with extensive information detailing over a year of research about Boxborough's existing conditions, a critical community engagement process, and in-depth recommendations with implementation steps looking forward to the year 2030.

The Master Plan Update process helped create supporting Goals, Strategies, and Actions Items for the aspirations in Boxborough2030, all of which are summarized in a Recommendations & Implementation Plan. In 2020, the Select Board and the Planning Board jointly conducted progress updates with each Board and Committee and compiled that information into a Master Plan Action Item Status document. In 2024, 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. As of December 2024, more than 80% of all action items are in progress or complete. The Town Planner expects to commence a new master plan within the next 4 years.

Proposed Bylaw Amendments for 2025 Annual Town Meeting

In preparation for the 2025 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments including modifications to the Accessory Apartment zoning bylaw, an overlay district that will comply with the MBTA Communities multi-family housing program, and revisions to the Flood Plain Zoning Bylaw to remain compliant with the National Flood Insurance Regulations.

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,
 Alec Wade
 Director of Land Use and Permitting & Town Planner
On behalf of the Board

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 2.2 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 2.3 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 2024 all meetings were conducted via Zoom. This past year, the Board considered six applications for Special Permits and one application for an Appeal of an Official's Decision. The Board is working to revise its Rules and Regulations, and effort that should conclude in 2025.

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 to call the Planning Department (978) 264-1722 with any questions.

Respectfully Submitted,
 Alexander Wade
 Director of Land Use and Permitting & Town Planner
On behalf of the Board

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 2024 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, Chair

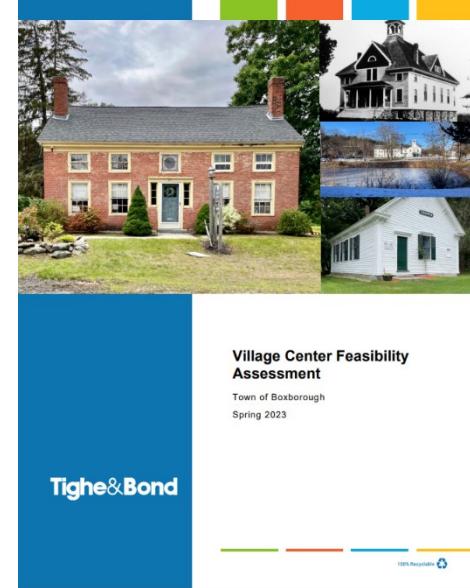
ECONOMIC DEVELOPMENT COMMITTEE

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 rural character while simultaneously improving the Town's economic viability and quality of life through thoughtful development. The EDC is comprised of five members and two Ex-Officio members. Membership includes Abby Reip (Chair), Dawn Willis (Clerk), Marta Andreu, John Neyland, Rich Guzzardi, Mark White, Becky Neville (Ex-Officio), and Alexander Wade (Ex-Officio).

The EDC continued its Business Improvements Program, which was 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. At the close of 2024, EDC awarded six grants totaling \$102,000, which included \$15,000 to Thinking Flower, a new coffee shop and micro bakery set to open in 2025 in the village center (Middlesex Bank plaza).

Utilizing the funds secured by a Community Planning Grant, the EDC engaged the consulting services of Tighe & Bond in the planning of a Boxborough Village Center. Tighe & Bond conducted a day of public engagement and subsequently met three times with a dedicated village center working group to create recommendations and a conceptual village center. Their final report was issued in May 2024 and is available on the Town's website.

In October of 2024, the EDC hosted its third Boxborough Business Brunch. Business owners expressed a need for more information about the business climate in town. To meet this need, EDC is establishing a website to help connect local businesses to one another (Boxborough Business Network). The website also



aims to provide a gateway for potential new businesses to navigate the permitting process, and the EDC will author and include a guide to "doing business in Boxborough."

Meetings of the EDC are typically held on the 3rd Thursday of each month. Residents and businesses interested in engaging with the EDC may visit the Town website or contact the Town Planner awade@boxborough-ma.gov | (978) 264-1723.

Respectfully Submitted,
Alec Wade, Town Planner and Abby Reip, Chair

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 2024, the Commission reviewed 7 Notices of Intent (NOI), 4 Requests for Determination of Applicability (RDA), and 1 Abbreviated Notice of Resource Delineation (ANRAD). The Commission issued 2 Certificates of Compliance (CoC).

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

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>ANRAD</u>	<u>COC</u>	<u>Extensions</u>
2023	8	4	1	6	0
2024	7	4	1	2	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 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.

Acknowledgments

There are a number of other people in town whose help contributes greatly to our mission. We are fortunate to have a dedicated and tireless group of LanSCom volunteers 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

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 2024 Annual Town Meeting:

- One in the category of Community Housing for funding the Boxborough Rental Assistance Program (BRAP).
- Three in the category of Open Space and Recreation for funding the Conservation Trust Fund, reconstruction of the Blanchard Play Ground, and fencing Flerra Gardens.
- One in the category of Historic Resources for funding restoration and stabilization of monuments and other structures in the North and South cemeteries.

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.

Over the past 10 years, the Boxborough Town Meeting has voted to fund 50 projects using CPA funds for a total of \$2.4 million. This divided 40% for Historic Preservation, 23% for Open Space, 22% for Recreation and 15% for Community Housing. The following is a list of all CPC projects funded through 2024 since the program began at the 2015 Annual Town Meeting with their status.

Respectfully submitted,
John Fallon, Chair

CPC Projects Funded by Year

Project	ATM Year	Category	Amount	Status
Steele Farm Barn Exterior Restoration	2015	Historic Resources	\$90,000	Complete
Preservation and Restoration of Historic Town Hall Exterior Front Steps	2015	Historic Resources	\$10,000	Complete
Conservation of Historic Town Records	2015	Historic Resources	\$12,000	Complete
Site Plan for Basketball and Tennis Courts at Liberty Fields	2016	Open Space and Recreation	\$5,500	Complete
Regional Housing Monitoring Services (Year 3 – Calendar Year 2016)	2016	Community Housing	\$5,465	Complete

Regional Housing Monitoring Services (Year 4 – Calendar Year 2017)	2016	Community Housing	\$6,000	Complete
Boxborough Rental Voucher Program	2016	Community Housing	\$26,280	Complete
Conservation of Historic Town Records	2016	Historic Resources	\$11,000	Complete
Rehabilitation of Grange Meeting Room	2016	Historic Resources	\$106,775	Complete
Rehabilitation of Historic Town Hall Exterior Front Steps	2016	Historic Resources	\$35,000	Complete
Conservation Trust Fund	2017	Open Space and Recreation	\$5,000	Complete
Regional Housing Monitoring Services (Year 4 – Fiscal Year 2018)	2017	Community Housing	\$3,025	Complete
Boxborough Rental Assistance Program	2017	Community Housing	\$37,650	Complete
Conservation of Historic Town Records	2017	Historic Resources	\$10,000	Complete
North Cemetery Restoration	2017	Historic Resources	\$9,025	Complete
Preservation of Steele Farmhouse	2017	Historic Resources	\$30,000	Complete
Flerra Meadows Playground Rehabilitation	2018	Open Space and Recreation	\$62,000	Complete
Boxborough Rental Assistance Program	2018	Community Housing	\$37,650	Complete
Conservation Trust Fund	2018	Open Space and Recreation	\$10,000	Complete
Veterans Monument	2018	Historic Resources	\$105,000	Complete
Preservation of Steele Farmhouse	2018	Historic Resources	\$190,000	Complete
Boxborough Rental Assistance Program	2019	Community Housing	\$37,650	Complete

Flerra Baseball Field Rehab.	2019	Open Space and Recreation	\$8,000	Complete
Flerra Playground Fence	2019	Open Space and Recreation	\$7,600	Complete
Conservation Trust Fund	2019	Open Space and Recreation	\$10,000	Complete
Sargent Memorial Library - Brick Patio Renovation and Expansion	2020	Open Space and Recreation	\$35,000	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	Complete
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	Complete
Rental Housing Assistance Program	2023	Community Housing	\$38,050	Complete
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	Complete
Steele Farm Phase II Stabilization	2023	Historic Resources	\$310,000	On-going
Rental Housing Assistance Program	2024	Community Housing	\$44,000	On-going
Conservation Trust Fund	2024	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2024	Historic Resources	\$9,500	Complete
Fencing Flerra Gardens	2024	Open Space and Recreation	\$6,000	On-going
Reconstruction Blanchard Playground	2024	Open Space and Recreation	\$120,160	On-going

BOARD OF HEALTH

Nashoba Associated Boards of Health continues to serve the Boxborough Board of Health in meeting the challenges of environmental and public health needs in your community.

In 2024, the Nashoba Associated Boards of Health (NABH) continued to advance regional public health through the ongoing support of two key grants: the Public Health Excellence (PHE) Grant and the Contact Tracing and Case Investigation (CT/CI) Grant.

Since 2022, the PHE Grant has enabled the onboarding of staff over time, including two Health Agents, an Education/Communication Specialist, and part-time staff to help with food inspections and manage the grant. This growing team has enhanced NABH's ability to provide inspections, community outreach, and health education, fostering a more robust and adaptable public health infrastructure across participating municipalities.

The CT/CI Grant has further supported NABH by funding a full-time Public Health Nurse, enabling enhancements to the regional public health database, and incorporating advanced analytical tools to improve data tracking and reporting.

Together, these grants have strengthened NABH's ability to meet evolving community needs, improving disease surveillance, emergency preparedness, and equitable access to high-quality public health services. Through a collaborative and resource-sharing approach, NABH has built a resilient and modern public health system that continues to effectively serve all member communities.

Environmental Health Department

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

Food Service Licensing and Inspections

18

This office licenses, inspects, responds to complaints and conducts follow-up on concerns in licensed operations. Our staff reviews plans for new/renovated facilities to ensure they are constructed in accordance with the Food Code.

Recreational Permitting and Inspections

8

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

Housing & Nuisance Investigation

13

This office inspects dwelling units for compliance with the State Sanitary Code upon complaint and prior to occupancy. We issue orders to affect corrective actions, reinspect, and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions and/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 system) and witnessed 18 tests performed (perc tests and soil evaluation holes).

We received 10 applications for sewage disposal systems and reviewed 11 plans for new and replacement systems.

Our office prepared 7 sewage disposal system permits for the Board's review and approval: 1 for new construction and 6 for the replacement of failed systems.

We conducted 37 inspections during the construction of sewage disposal systems.

We reviewed 41 Title 5 inspection reports, and we were available to provide consultation to your residents on matters relating to sewage disposal systems.

Private Wells

Private wells are regulated by local regulation, and we issued 5 permits for new and replacement private water supply wells.

We reviewed water quality and quantity reports and interpreted the results for your residents. As water quality awareness has increased, we have assisted communities with systematic water testing programs (generally upon property transfer).

Rabies Clinics

The number of residents attending our community clinics has dropped. Understanding the importance of service, we have modified our clinic offerings to ensure convenient access to a clinic.

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 respiratory diseases) 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 other 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.
- In conjunction with our Health Agents, we work with individuals in challenging living conditions (unsanitary, hoarded) to facilitate services to mitigate situations which would allow an individual to remain in their home.

Communicable Disease Number of Cases investigated:

Babesiosis	2
Cryptosporidiosis.....	2
Ehrlichiosis.....	1
Hepatitis B	1
Human Granulocytic Anaplasmosis	5
Influenza	40
Malaria	1
Novel Coronavirus (SARS, MERS, etc.).....	78
Salmonellosis.....	4
Tuberculosis (latent)	3

The Nashoba nursing staff provided monitoring and guidance to travelers and residents testing positive for TB infection (not contagious) **61** throughout the district this calendar year and have also been managing **2** active TB cases in the District since Spring/Summer 2024 and continue 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 etc.) in a variety of ways including:

- Monthly town nurse hours have been & continue to be offered throughout the district. Nashoba nursing staff conducted **136** total town nurse hour events this year, including **9** in Boxborough. Town nurse hours include an opportunity for blood pressure checks, blood sugar screenings, diet/nutrition information and teaching, medication review, and assistance with identifying and coordinating community resources and referral as needed. Districtwide 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 **1256** flu shots to community members, including **179** 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. In 2024 we made **5** home visits in Boxborough.
- 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. We offered availability to a grief support group and participated in Wellbeing Committee meetings.

- 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

The Public Health Educator/Communications Specialist (PHE/CS) role has continued to evolve since its inception in Sept 2021 to best support the needs of the district. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders and providing educational opportunities across the District with a social determinants of health (SDOH) lens. This work has included:

- Providing community educational opportunities to residents both independently and collaboratively with the PH nursing team based on community need- Harm reduction, emergency preparedness, etc.
- Overseeing and administering a grant and donation-funded community grief support program
- Offering and instructing adult mental health first aid certification courses for municipal staff, community volunteers, and other groups serving NABH region residents
- Providing education and advocacy related to harm reduction, treatment and de-stigmatization of substance use disorder
- Organizing technical assistance and resource-sharing meetings for municipalities related to opioid abatement settlement funds
- Collaborating with the new Shared Services Coordinator to build district understanding of the State's Blueprint for Public Health Excellence, maximize resources and identify opportunities for capacity building
- 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 explore and evaluate communication methods to reach as many community members as possible.
- Building and maintaining relationships with stakeholders through meetings and attending community events to represent NABH
- Finalizing an official agency "mission statement", approved by the NABH Executive Committee in 2024
- 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.
- 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 upon NABH website to keep info relevant and accessible
- Maintaining agency social media to reach more people in district with current, relevant, and seasonal public health information
- Co-organizing events to facilitate the exchange of information such as a springtime public health conference called "Bridges to Health: Building Thriving Community Partnerships"

Respectfully submitted,
Nashoba Associated Boards of Health and Boxborough Board of Health

BUILDING DEPARTMENT

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

2024/2023 BUILDING PERMITS ISSUED

	2024	2023
New Construction		
Residential/Single Family	12	2
Commercial	27	3
Telecommunications	5	0
Pools	2	2
Accessory Buildings	7	0
Solar	2	4
Additions/Alterations		
Residential	117	146
Commercial	26	43
Mechanical/Sheet Metal	15	29
Demolition	0	4
Sign	2	3
Solid Fuel	2	1
Telecommunications	4	3
Tents	4	6
Total Building Permits	218	246
Construction Cost, \$	7,028,101.00	34,798,171.00
Permit Fees, \$	227,259.06	473,257.00

The entire Building Department for calendar year 2024 issued a total of 459 permits, with a breakdown as follows:

	Total Permits
Building Permits	128
Electrical Permits	182
Plumbing Permits	92
Gas Permits	57
Total Permits Issued	459

Including Building Permit fees, Certificates of Occupancy, and fines, the Building Department brought in for calendar year 2024: **\$476,919.50**

ELECTRICAL INSPECTOR

I hereby submit my report for the year ending December 31, 2024:

Total Electrical Permits	182
Total Fees Collected	\$30,612.30

PLUMBING INSPECTOR

I hereby submit my report for the year ending December 31, 2024:

Total Plumbing Permits	92
Total Fees Collected	\$12,137.50
Total Gas Permits	57
Total Fees Collected	\$5192.50

Respectfully submitted,
Ed Cataldo, Building Commissioner

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Acton-Boxborough Cultural Council

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

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to encourage diverse culture by presenting jazz, classical, and world music concerts, vocal performances, films, opera, and public art installations.
- Advocacy for the arts through community outreach and publicity.

This Annual Report gives preliminary results of our FY25 Grant Cycle in which we plan to support 54 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council and towns of Acton and Boxborough. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2024 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2024 unless specified)

Acton:

Chelsea Reinholt (Member through June 2025)
Mary Hurley (Secretary, member through June 2025)
Ruchi Jain (Joined July 2024, member through July 2027)

Boxborough:

Ben Davies (Chair, member through June 2027)
Brijesh Singh (Treasurer, member through June 2026)
Hongbing Tang (Member through June 2026)
Jennifer Rehkamp (Joined September 2024, member through September 2027)

Non-Voting High School youth members

Nikhil Nomula (Youth member)

Leah Koutal (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 four 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 2024 the ABCC was allotted \$16,800 to distribute during our grant season. We publicized the availability of grants through emails, fliers distributed at local events, social media, our website, the town websites, and school district announcements. We received 65 applications requesting a total of \$55,655 in funding. The number of applicants and the requested amounts have increased significantly in the FY 2024 and FY 2025 compared to prior years. We chose to fund 54 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 David McKiernan and Acton Selectwoman Alissa Nicol, as well as the town administrators.

We were pleased to hold our annual Grantee Reception in June 2024. We also hosted our 4-week International Film Series in person at the Boxborough Town Library in April and May. Here are some highlights of the programs we sponsored from this past year:

2024 Stone Carving Symposium- Yin Peet, Contemporary Arts International - This 3-week stone carving symposium took place in August at a quarry pile on the CAI grounds (68 Quarry Rd, Acton), featuring artists such as Thomas Berger, Sam Finkelstein, Kevin Duffy, Cortni Frecha, Marin Murakoshi, Memy Ish Shalom, and David Adilman. The public are invited to witness as the quarried rock is transformed by sculptors who bring their unique experiences and diverse techniques to the Quarry as they transform blocks of stone into sophisticated sculptures. The created artwork remains on site permanently as an archeological landmark for the future.

Window Seat Literary Magazine – Tinghan Wang, Acton Boxborough Regional High School. This is a literary magazine that allows high school youth to experience submitting & workshopping their work, both visual and literary art, in a formal process, as well as organizing and publishing a magazine. Thirteen student artists were featured in the special 2024 edition, titled *Fault Line*, including original drawings, paintings, poetry, and prose.

The “Me” Decade: A Cultural Review of the 1970s Through Music – Francis Hart, Boxborough Council on Aging. An interactive, multimedia presentation that highlights the cultural nuances of the 1970s. Elements

include live acoustic music and sing-alongs, coupled with rare audio and video clips touching on topics ranging from Watergate to disco.

Orquesta de la Revolucion, Year 2 – 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.

Hip Hop Chair Dance for Seniors! – Rondae Drafts (MUSIC Dance.edu), Boxborough Library. Dance classes held at Robbins Brook Assisted Living and the Cooperative Elder Services Inc. in which participants do a complete warm-up and hip hop class that begins and ends in the chairs. Participants travel through time on the “Soul Train” and chair dance to clean cut hip hop and R & B songs. The group uses creative props such as smiley faces and the African maracas to help make the journey come to life.

Promoting Diversity

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

- Diwalifest (Boxborough)
- Boston International Asian Music Festival (Acton)
- Travel through the Art & History of the Silk Road (Acton)

Respectfully Submitted,

Ben Davies, Chair



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD)

Beginning in 2020, the ABRSD publishes an Annual Report that it provides to members of the community. It is available on its website at: https://www.abschools.org/news/what_s_new/2023-24_annual_report_now_available



BOXBOROUGH AFFORDABLE HOUSING TRUST

FY 24 Trust Fund summary

Beginning balance	\$ 402,362
Interest and credits	\$ 18,732
Expenses	\$ 13,185
Ending balance	\$ 407,908

Background

The Boxborough Affordable Housing Trust (BAHT) is a municipal affordable housing trust established under a General Bylaw adopted at Town Meeting May 14, 2007. The BAHT provides financial support for and works closely with the Boxborough Housing Board (BHB). The Housing Board was previously established under the Housing Board Bylaw adopted at Town Meeting on October 30, 2000. The Housing Board is responsible for Boxborough's affordable housing strategy and execution.

The funds available to the BAHT include:

- Net proceeds and earnings on investments from the Boxborough Meadows settlement
- Occasional town meeting appropriations
- Monitoring services fees from re-sale of deed-restricted affordable housing

BAHT funds are included in Boxborough's investment portfolio of securities overseen by the Town Treasurer. The BAHT funds appreciate in proportion to their share of the total portfolio. The Stabilization and OPEB funds are managed separately.

The trust funds are administered by five (5) Trustees appointed by the Select Board, comprising:

- One member of the Select Board to serve for a term of two years;
- One at-large resident of the Town to serve for a term of two years;
- One member of the Finance Committee to serve for an initial term of one year, and thereafter for a term of two years;
- Two members of the Boxborough Housing Board, one to serve for an initial term of one year, and, thereafter, for a term of two years, and one to serve for a term of two years.

BAHT funds are dedicated to the support of the Housing Board's programs and initiatives to provide for affordable housing. From time to time, the Trustees consider requests from the Housing Board. The Trustees must vote to approve any allocations from the trust. Funds not expended remain in the trust, earning interest within the total portfolio.

In 2024, the trustees voted to approve two significant allocations to the Housing Board:

- **\$30,000** for general program administration, legal expenses, training and conference expenses, maintenance of the Stow Road property, costs related to sale and resale of deed-restricted units, and similar expenses of the Housing Board;
- **\$223,000** for the replacement of twelve roofs on deed-restricted affordable units in Boxborough Meadows.

Expenditures against all Trust allocations are tracked and reported by the Town Accountant on the town's regular expense reports.

FY 2024 Activity Summary

Under Article 37, the May 2023 Annual Town Meeting appropriated a grant of \$12,000 from the Community Preservation Fund to the BAHT to support the Housing Board's Regional Housing Services contract with MetroWest Collaborative Development. The \$12,000 grant is included in the FY 24 credits summarized above. At a meeting of the BAHT Trustees on January 11, 2024, these grant funds were subsequently allocated to the Housing Board for expenses related to the Metro West contract.

All BAHT expenditures are included in the regular expense reports provided to the public by the Town Accountant.

Respectfully submitted,
Les Fox, Chair

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. With the Conservation Commission, we are stewards of 95 and 105 Sargent Road under a conservation restriction held by Sudbury Valley Trustees.

Annual Town Meeting approved our request for improved critter resistant fencing at the Flerra Meadows Community Garden using Community Preservation Act funding. This will be in place prior to the next growing season.

We were able to assist the Steele Farm Committee and the Conservation Commission in finding a farmer capable of conducting hay harvests on their parcels.

Over the summer, we worked with the USDA Natural Resources Conservation Service to designate Farmland of Local Importance in town.

We were so pleased to have Town Clerk (just one of her many hats) Becky Harris schedule, organize, invite all stakeholders, and emcee a ribbon cutting event at 95/105 Sargent Road in September (photo below by LCTV). The parcels were dedicated "Perkins Woods" during this well attended event.

The Commission provided an update of the Master Plan Actions for which we are responsible.

Respectfully submitted,
Owen Neville, Chair



BOXBOROUGH EMERGENCY RESERVE CORPS (BERC)

The Boxborough Emergency Reserve Corps (BERC) is a subcommittee of the Board of Health, a member of the Central Middlesex Medical Reserve Corps (MRC), and is a Community Emergency Response Team (CERT). The general purpose of the BERC 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. 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 Public Safety Open House, Council on Aging luncheons, and presentations to various community groups, and have been able to award some families with 72 hour emergency Go Bags.

Boxborough's emergency capability has been enhanced by:

- Shelter –
 - Participate in ongoing shelter planning with the Emergency Management team
 - Emergency power - A generator is in-place at the Blanchard Memorial School
 - Supplies – many shelter supplies including cots, sleeping bags, blankets, 1st aid kits, and personal care kits have been obtained through grants, including pet sheltering supplies
- Safety Equipment –
 - Through the award of grants, BERC was able to acquire new radios, PPE, safety equipment, and uniforms/vests to enhance the safety of our volunteers
- Training –
 - BERC participates in many training events throughout the year including training events with other towns and the Massachusetts Emergency Management Agency (MEMA)

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 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 Emergency Management team, BERC enhances Boxborough's ability to handle unexpected emergencies.

In 2024, BERC participated in the Run BXB road race, Fifer's Day, FreeBee, flu vaccination clinic, public safety Truck or Treat event, Boxborough tree lighting, joint multi-town exercises, and CERT training events including a training day at FEMA headquarters. A number of volunteers were recertified in CPR/AED.

For more information or to contact the BERC, please refer to the following web site:

<https://www.boxborough-ma.gov/288/Boxborough-Emergency-Reserve-Corps-BERC>
or contact Ron Sisco at rsisco@boxborough-ma.gov

Respectfully submitted,
Ron Sisco, Chair



BOXBOROUGH COMMUNITY ACCESS STATION (BXB-TV)

Based on defined BXB-TV Policies and Procedures and the three-year 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.

LCTV's Executive Director Mark Crory manages LCTV Video Production Supervisor, Kirby Dolak. Kirby is supported by one hourly Media Technician for meeting coverage and LCTV's full-time Video Production Coordinator Judy Reid for special events. Diane Douglas provides Town Meeting photography.

New in 2024 was the addition of a part-time LCTV Video Production Coordinator, Nicolas Casaletto. Nick was added to assist Kirby in providing meeting coverage and to assist with post-production of the additional non-broadcasted committee and board meetings. Please welcome Nick when you see his smiling face.

Office support and liaison is provided by the qualified and always helpful, TA's Office Administrator Kelley Price.

We thank and appreciate Boxborough residents for their support and hospitality in covering Community Events this past year.



Fiscal Year 2025 Accomplishments

- 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. This agreement is still being negotiated.
- Provide Hybrid live broadcast meeting coverage to the Select Board and Finance Committee. Provide Planning Board with full virtual live broadcast meetings as allowed by the Governors Executive order.
- Addition of new bi-weekly Hybrid coverage of the Fire Station Building Committee meetings. Photo coverage of the three site visits and audio coverage for the listening sessions.
<https://cloud.castus.tv/vod/boxborough/playlist/Fire%20Station%20Building%20Cmte%202024?page=PLAYLIST>
- 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.
- Roll-out of a Cloud Portal solution from Castus for storage/airing of non-broadcasted meetings on the new Events On-Demand Channel.
- Worked with the Town Planner for video post-production of additional non-broadcast board and committee meetings. These groups use the new Morse-Hilberg OWL system for video/audio capture to the Town's TV Cloud Portal (VOD) solution for storage and On-Demand viewing. Currently the 3A Advisory Board, the Conservation Commission, and soon the Economic Development Committee.
<https://cloud.castus.tv/vod/boxborough/?page=HOME>
- Continue to build outreach connections for additional Town departments, Boards and Committees to better utilize BXB-TV media services. Event information aired on BXBTB about Veterans' Day, Fifers Day, Memorial Day, Christmas Tree Lighting, Town meetings, BPD re-accreditation, State MassDOT events, and Assessor's Office - Property Tax Community Bulletin Board (CBB) slides
- 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.
- BXBTB also provided video coverage of delayed broadcast Budget Saturdays, the Boxborough Center Listening Session, and the MBTA Public Forum.

- BXBTM using LCTV's Photography service provided coverage of Santa's Visit, Fifers Day, Strengthen Police and Community Partnerships session, WinterFest, the Perkins Woods ribbon cutting, and the 2024 Veteran's Day celebration.
- Assist with additional projects on Town government issues/ opportunities. Work with Fire Chief and staff to develop outreach materials for use by the FSBC and for airing as CBB slides on BXBTM. ADD One of CBB slides
- Sharing of LELWD programming on LWD Water Extension project to West Boxborough residents with contaminated ground water, the LELD EV forum, and a Watts & Drops Tour of LELWD's front Office
- Provide HLS simulcast streaming of bi-weekly ABRSD School Committee meetings on BXBTM Government Channels.
- Continue to provide Zoom based virtual meetings with use of LCTV's Streaming services enabling the Zoom virtual meetings also air live on Boxborough's Comcast Channel 9 and Verizon channel 39.
- Successful passing of the FY'25 BXBTM budget warrant article at the May Annual Town Meeting.
- Provided live and streaming coverage of the 2024 Annual Town Meeting from the Blanchard Middle School. Including provision for an overflow room in the Library space with necessary AV configuration to watch the live Town meeting broadcast from the Gym.
- Configuration of new 55" monitor and OWL bar for the Morse-Hilberg Room for coverage of the additional delayed broadcast meetings.
- Provided still photography of Town Meetings, Staff & Volunteer Luncheons, Perkins Woods Ribbon-Cutting, Annual Christmas Tree Lighting and Santa Visit.



- Final replacement of BXBTM broadcast equipment damaged/destroyed in the Sept 2023 Electrical Storm. Gear commissioned January of 2024.
- Installation of a fourth wall mounted PTZ remote control camera in the Grange Hall for better coverage of special events and Budget Saturday meetings hosted at that location.
- 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.

Fiscal Year 2026 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.
- Continue to provide Grange Hall AV training to staff, board or committee chairs and interested residents.
- Continue to work with Town Staff to plan for video coverage of additional non-broadcast board and committee meetings.
- Build additional outreach connections for Town departments, Boards and Committees to better utilize BXB-TV media and LCTV photo 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 for Fire Station video series like those produced for the DPW facility.
- Continue to provide input on the Fire House programming to include a second video broadcasting suite in the Community Room to support the Town Administrators 10 year strategic planning.





CEMETERY COMMISSION

There were eleven interments in South Cemetery in 2024.

Restoration and preservation efforts continued in both the North and South cemeteries. This included repairs, resetting and cleaning of monuments and other structures. This work is made possible by Community Preservation Act funding. The Commission is very appreciative of this assistance.

The commission is aware of public interest in so called Green Burials and will continue to explore the possibility that these may occur somewhere in town.

Several older, stately trees became hazardous and have been removed. We have begun an aggressive program of replacements to retain our character.

The Commission continually strives to maintain and enhance our cemeteries. We thank the Superintendents and the Department of Public Works staff for their compassionate care.

Respectfully submitted,
Owen Neville, Chair

COUNCIL ON AGING (COA)

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 30 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 is authorized to make referrals to the Household Goods charitable institution in Acton. The COA and the Friends of the Council on Aging subsidize a range of educational, exercise, and social programs.

The Boxborough Council on Aging Board, appointed by the Select Board, has seven members: Tina Bhatia, Barbara Birt, William Litant, Maureen Mascioli, Marney Stoumbelis, and Santosh Verma. We thank Ann Canfield, who served as Chair for a period of time in 2024 but had to resign due to health reasons. Officers are William Litant, Chair; Santosh Verma, Vice Chair; and Barbara Birt, Secretary. An element of the COA bylaw restricting officers from serving more than two consecutive terms in the same position was removed per vote at the Spring 2024 town meeting.

The Board works closely with the Boxborough Human Services Director to identify and respond to seniors' concerns, develop programs, implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. Boxborough staff who work with the COA include Human Services Director/COA Coordinator Kimberley Dee and Human Services Administrative Assistant Ami Scheen. The Board is grateful for Kim and Ami's expertise and dedicated service. The COA also retains two part-time van drivers: Dolan Geneau and Sandy Verger, and the Board greatly appreciates the vital mobility they offer our senior residents and adults with disabilities in a kind, generous, safe, and understanding manner.

2024 Activities

Buzz Newsletter: The COA published 11 Buzz newsletters in 2024. The newsletter was mailed to more than 850 households.

Montachusett Regional Transit Authority (MART) Van Transportation: The COA operated van service on Tuesdays, Wednesdays, and Thursdays, from 9:30am-3:30pm. In 2024, the van service provided 703 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. The COA provided 64 rides through this program in 2024. The town approved additional funding to keep the program running after July 1, 2024.

Senior Tax Work Off: The successful Senior Tax Work Off program saw 19 seniors perform more than 893 hours of work during the November 1, 2023 through October 31, 2024 session for more than \$16,000 in credits towards real estate taxes for the participants.

Senior Discounts: The COA collected 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 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 several sessions of Mindfulness and Meditation classes offered, including a Holiday Mindfulness and Meditation class.

There were 10 in-person lunches at the Community Center, one Grab n' Go ice cream truck event, and a pizza party. Ten blood pressure clinics were offered by the Nashoba Associated Boards of Health. Eight podiatry clinics were also held. The COA offered 11 educational presentations, and 16 entertainment and cultural events. The COA also offered 10 field trips to a variety of interesting destinations.

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 COA also benefited from the Acton Boxborough Cultural Council as it funded four entertainment programs for our seniors.

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. The COA acknowledge and appreciate their dedication to such a large and vital segment of the Boxborough population.

Respectfully submitted,
William Litant, Chair

COMMUNITY AND SOCIAL SERVICES DEPARTMENT

The Community Services Coordinator monitors the social service needs of residents of all ages in the areas of housing, food insecurity, emergency assistance, domestic violence 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. A shared human services administrative assistant was hired in February to support COA, Rec Com and CS. Of which, 8 hours were allocated to the CSC which proved to be very helpful with the departure of the previous assistant in October 2024.

Direct Client Interaction

- The CSC Department assisted ~75 families in need (up 50% from 2023) with emergency assistance grants, referrals to food pantries, applying for SNAP benefits, rental assistance, clothing referrals, gift cards, domestic violence issues, no-cause evictions, Common Housing Application for Massachusetts Programs (CHAMP), and Residential Assistance for Family in Transitions (RAFT).
- Received or wrote grants for Boxborough families for essential needs through ABUW (5), SVDP (3), United Church of Christ in Boxborough Community Support Fund (1), A Friend in Need (4), and Salvation Army (19 vouchers for food).
- Successfully coordinated a holiday support drive for over 30 Boxborough families or 99 people up from 68 people or 45.5% increase. This included distributing gift cards, toys and gifts to families identified as needing support.
- Collected ~\$4,100 in gift cards (mainly Market Basket and Target) and garnered sponsors utilizing the Boxborough News and Social Media to provide families with support around the holidays.
- The gift cards were donated by: many, many Boxborough residents and larger local organizations such as Saint Vincent de Paul (SVDP) of Acton Boxborough, Acton Boxborough United Way (ABUW), Acton Boxborough Rotary Club, Keller Williams Boston Northwest and Acton Boxborough Rotary Club. There were other family gift sponsors from individual residents and also many donations from a "Group of Boxborough Moms" who decided to limit gift giving for their families and help those in the community with need.
- For the 3rd year in a row, the Boxborough Minuteman Company donated to the Holiday Support fund. This year they made a \$2,000 monetary donation to the newly created Community Services Gift Account which will help with the holidays and beyond. The CSC accepted the donation at a December Select Board along with Captain Chad Childers and former Captain Tony Newton.



photo credit: Kirby Dolak from BXB-TV

- Assisted 14 families in applying for Beacon Santa of Maynard, resulting in a total of \$1,975 (up 52% from 2023) in Target Gift Cards. These gift cards help make the holidays special for 29 children which was an increase of more than 100% from 2023 which supported 14 children.
- For the 2nd year in a row, families at the Boxborough Children's Center donated gifts to families in need. The gift drive held at BCC is in memory of Director Amy Pakki's brother, Scott Pakki. This year all the children came to town hall carrying bags of gifts.

Interactions and Enhancements

- Creation of the Community Services Gift Account which has received many monetary donations to date. 100% of donations will be used for Boxborough Residents experiencing extreme financial emergencies and the utilization of gift cards throughout the year (i.e., for food, gas, etc.) especially for the Holiday support program. To donate, please make a check out to the "Town of Boxborough" and put in the memo line "Community Services Gift Account" and mail or drop off at the Town Hall.
- Participated in a 40-hour Intimate Partner Violence course designed by the Domestic Violence Services Network (DVSN). Among attendees were many police officers, sergeants, a police chief and community members from several different towns. This training proved beneficial while working with residents in Boxborough. The free training was held at the new Lexington Police Department in September 2024.
- Attended the quarterly DVSN Chiefs' Council with Chief Szewczyk. Topics discussed included the importance of SROs and comfort dogs, new law that adds "Coercive Control" to 209A Protective Orders, Mass Reconnects Programs, and Middlesex DA, Marian Ryan's, "Cut it Out" Pending Federal Legislation.
- With the support of Well-Being Committee and friends, the Movement Series was brought back to the Sargent Memorial Library to provide a free class each of Tai Chai, Zumba and Bollywood in May/June 2024. The goal of the series was to bring the community together of all ages for movement and to reduce stress.
- Made possible with a grant from the Acton Boxborough Cultural Council, the Well-Being Committee has organized another 4-part movement series for January/February of 2025.

- With the departure of the long-time pastor at the United Church of Christ Boxborough, it was recommended that the CSC obtain a clinical supervisor to assist with difficult cases. The search produced an experienced social worker who was willing to consult on an as needed basis with the CSC. This supervision has been critical throughout the year and has produced positive results for Boxborough Residents.
- Program funding was also utilized to offset the Eyes on Owls community program held at the Sargent Memorial Library in conjunction with the Boxborough Birders group.

ARPA Funding Programs Update:

- The 2nd and final year of the ARPA (American Rescue Plan Act) funds dedicated to Boxborough residents was used through the Boxborough Emergency Assistance Program (BEAP). The program provided qualifying Boxborough households with \$1,000 grants for short-term financial assistance for emergency needs such as rent, utilities, medical bills, transportation costs, etc. During the 2 years of the program, 82 grants were written and approved for Boxborough residents. Rent and utilities were the top two categories. In total \$105,000 was given directly to residents or community programs directly affecting residents over 2023 and 2024.

Community Outreach:

- Wrote a housing resource guide for clients looking for alternative housing or a new place to live.
- Instrumental on the team marketing the new MART Van. Through a grass roots marketing campaign: lawn signs, Facebook, direct emails, and interactions with property owners regarding signage, ridership increased to a level that kept the MART van operating into the fall.
- 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) collaboration and monthly meetings.
- Work with the case worker at the Minuteman Inn transitional housing shelter to assist with families moving into Boxborough.
- Stay connected with community resources through monthly Zoom meetings with the Acton Boxborough Resource Network (ABCRN).

Boxborough Rental Assistance Program (BRAP):

- Sixteen families were consistently enrolled in the program throughout the year with a waiting list at times.
- Wrote and presented a proposal for the Community Preservation Act to increase the stipend for tenants from \$250 to up to \$500 a month. Research conducted of surrounding communities found that the stipends are up to \$500 a month based on a number of factors. This proposal was accepted by the Community Preservation Committee (CPC) and will go to Annual Town Meeting Floor in May 2025.
- 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.

- Provided ongoing support to the Housing Board on the number of families in the BRAP program and any guidelines that may need to be updated.

I would like to thank the members of the BEAP team for their time and commitment over the past two and a half years from designing the guidelines of the program and the time invested in vetting the grants with the CSC. The volunteer members included Liz Markiewicz and Mary Pavlik from the Well-Being Committee and Al Murphy from the Housing Board.

Respectfully Submitted,
 Wendy Trinks
 Community Services Coordinator

DEPARTMENT OF PUBLIC WORKS (DPW)

The Department of Public Works (DPW) strives to support and enhance Boxborough's quality of life through sound management practices, vision and teamwork with a dedication to excellence. The DPW provides municipal services to the Town in a cost effective, dependable, responsive, efficient and safe manner. These services include; roadway and sidewalk maintenance and preservation, MassDOT Chapter 90 and town roadway replacement funding, storm water maintenance, vehicle and equipment maintenance, water supply and distribution, wastewater management, preservation and maintenance of public parks, athletic fields, conservation land, open space and cemeteries, tree removal and pruning, operation and upkeep of a solid waste and recycling transfer station, general maintenance of town owned buildings and snow and ice operations.

The DPW consists of nine full time employees: the DPW Director, Administrative Assistant, Highway Team Leader, Buildings and Grounds Team Leader, and Skilled and Semi-skilled employees, and one reduced hour employee. Unfortunately, the Administrative Assistant, Melissa Pelletier, moved on but I am very happy to say that Kim Pelser, the Building Department Administrative Assistant, was hired to take her position. She has only been here a very short time but is learning quickly and has already made a big impression.

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.

The Buildings and Grounds Foreman, Fran Flynn, oversees and coordinates the activities involved in the maintenance and repair of the Town's buildings and related structures; determines the need for repair or maintenance of buildings, related structures and/or building utility systems; inspects work of contractors; prepares work progress, cost reports, etc.; arranges for the acquisition of supplies; and perform related work as required. Fran is performing at an exceptional level and continues to show his capabilities in his new position. He has established yearly generator maintenance service, fire alarm inspections and smoke detector inspections for all the buildings. He supervised the roof replacement and HVAC pump replacement at the library and the installation of office expansions and smoke detector installations at Town Hall. He is

currently working on having the sprinkler system pump replaced at the library.

The Hager well is required to have a new chlorine system installed and a new contract will be in place by the end 2024 to have the work completed in early 2025.

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 it took until November, 2024 to finally take ownership.

The priority for FY25 is to still have the culvert on Liberty Square Road replaced and if any funding remains Burroughs Road and Priest Lane will be scheduled to be milled and resurface. Otherwise those two roads will be completed in FY26.

During FY2024 winter season the Town saw 36 inches of snow and the Highway Department was sent out a total of 35 times to treat/plow Town roads.

To my staff: As always, thank you 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! Keep up the great work!

Respectfully submitted,
 Edward Kukkula
 Director of Public Works

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE (DEIC)

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 five times in 2024. The main activities this year were reviewing of the Strengthening Police and Community Partnerships report delivered by the US Department of Justice, and reviewing the Boxborough 2030 plan to see how the committee could set goals to help further the town's DEI objectives.

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,
 Wes Fowlks, Chair

FIRE DEPARTMENT

I am honored to begin this new chapter with the Boxborough Fire Department as your Fire Chief beginning back in July 2024. I bring with me a deep commitment to service, experience in the fire service, and a vision for the department's future. I look forward to working alongside the dedicated members of this department to build upon the strong foundation established by those who came before me.

We extend our deepest gratitude to Captain Shawn Gray for his exceptional leadership as Interim Fire Chief throughout the remainder of 2023 and the beginning of 2024. Captain Gray skillfully guided the department during a period of transition, ensuring seamless operations and an unwavering commitment to serving the community.

2024: A Year in Review

In 2024, during a time of transition, the Boxborough Fire Department continued to progress, making significant strides toward meeting the operational standards set by the National Fire Protection Association (NFPA). Enhancements in staffing, training, equipment modernization, and community outreach reinforced our unwavering commitment to protecting life, property, and the environment.

The Boxborough Fire Department is committed to:

- Minimizing loss of life and property from fire.
- Providing rapid Emergency Medical Services (EMS).
- Addressing the consequences of natural and manmade disasters.
- Offering educational programs to promote community safety and preparedness.

Staff and Coverage Updates

The department's staffing structure remained the same throughout 2024, despite some departures of members for other opportunities within our profession. Our current team includes:

- 1 Full-Time Chief, Emergency Management Director
- 2 Full-Time Officers (1 Captain, 1 Lieutenant)
- 2 Call Officers (1 Captain, 1 Lieutenant)
- 8 Full-Time EMT/Firefighters
- 28 Per Diem EMT/Firefighters
- 3 Call Firefighters

This structure provides 24/7 coverage with response times approaching national standards. In recent years, the Department and the town have worked to enhance staffing and safety for both the community and our members, a commitment we will continue in collaboration with Town Administration and committees to work on. Strengthening our command staff and increasing staffing levels will further improve our ability to respond effectively to multiple emergencies.

2024 Accomplishments

Key achievements included:

- **Grant Awards:** Members of the department successfully secured FEMA funding for a new stretcher to equip our anticipated ambulance. Additionally, we continued to receive grants for SAFE and Senior SAFE programs, as well as funding from MEMA and the Department of Fire Services for essential equipment.
- **Training Accomplishments:** Our members completed specialized training in Tactical EMS, Critical Incident Stress Management, Emergency Management, and Fire Service Instructor Certification. We also expanded the number of certified car seat technicians to better serve the community.
- **Equipment Modernization:**
 - Anticipating the delivery of a second 3,000-gallon tender.
 - Awaiting the arrival of a second ambulance to enhance EMS capabilities.
 - Pursuing funding for the replacement of a Class-A pumper.
 - **Public Education:** Programs such as SAFE, Senior SAFE, CPR classes, and car seat installation services continue to thrive, providing valuable resources to our community.
- **Community Engagement:** Actively participating in local events, including Fifer's Day, Winter Fest, Spring Fest, Truck or Treat, Santa Drive-Around Day, and the Christmas Tree Lighting, which was relocated to the fire station this year.
- **Emergency Management:** Collaborating with the Emergency Management Team and Boxborough Emergency Reserve Corps (BERC) to strengthen preparedness and response efforts.

In 2024, significant progress was made toward the much-needed development of a new fire station. The establishment of the Fire Station Building Committee marked a major step forward, bringing this critical project closer to reality. We are grateful to the committee members and the community for their valuable input and support throughout the process. Thank you all.

Fleet and Apparatus

The Fire Department's fleet is equipped to handle a wide range of emergencies across Boxborough's 10 square miles and 7 miles of Route 495. Our resources include:

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

These assets ensure our ability to provide effective emergency response and protection for the community.

2025 Goals

As we look ahead to 2025, the Fire Department's goals include:

- New Fire Station: Finalizing plans and presenting them for consideration at Town Meeting.
- Staffing Enhancements:
 - Implementing Officers in Charge (OIC) per shift to strengthen incident command capabilities during emergencies and within the community.
 - Collaborating with the town to improve shift staffing, bringing the department closer to national standards.
- Grant Applications: Actively pursuing state and federal fire grants, including FEMA's Assistance to Firefighters Grant (AFG), to support equipment upgrades.
- Expanded Training Opportunities: Advancing members' knowledge, skills, and abilities through enhanced training programs and updates to Standard Operating Procedures (SOPs).
- Community Engagement:
 - Continuing to strengthen ties with the community through various programs while exploring ways to expand public education for all ages.
 - Conducting building walkthroughs and pre-planning to improve response efficiency.

Statistics: 2024 Emergency Responses

In 2024, the department responded to 1,601 calls/services, including:

- Medical Emergencies: 629
- Motor Vehicle Accidents: 95
- Fire Responses: 48 (including 12 structure fires and 26 brush fires)
- Mutual Aid: 65
- Public Education Programs: 210
- Inspections and Permits Issued: 327

Looking Ahead

As Boxborough continues to grow, so does the Fire Department's responsibility to protect and serve the community. Our role has expanded into an All-Hazards Response Mission, and through ongoing training and dedication, we strive to be the reliable responders Boxborough can depend on.

Despite the challenges of operating from an aging fire station, our commitment to providing professional, courteous, and prompt service remains unwavering. We are deeply grateful to the residents of Boxborough for their continued support, which enables us to meet the town's evolving needs. Closing Message

As we move into 2025, I am excited for the progress and collaboration ahead for the Boxborough Fire Department. My goal is to keep our doors open and maintain strong connections with the community.

I encourage residents to visit the station or reach out with any questions or concerns. Together, we will continue working to keep Boxborough a safe and thriving place to live.

Additionally, I extend my sincere appreciation to the men and women of the Fire Department for their dedication, teamwork, and professionalism.

Respectfully submitted,

John Kivlan
Fire Chief
Boxborough Fire Department

FIRE STATION BUILDING COMMITTEE (FSBC)

The Fire Station Building Committee (FSBC) was appointed by the Boxborough Select Board in July 2024. This committee builds on the earlier work of the Boxborough Building Committee, which led in the procurement of numerous studies, surveys, and space needs analyses for a potential new public safety building. Realizing that community members were not ready to commit to building a new public safety building and the urgent need for a new fire station building, the Select Board decided to convene a new committee to focus specifically on a fire station.

The Fire Station Building Committee's charge from the Select Board reads:

The FSBC shall report to the Select Board and shall oversee the performance of the OPM. Based on input from the OPM, the FSBC shall recommend to the Select Board and the Town, the best path for the delivery of a new Fire Station. The FSBC shall make specific, detailed recommendations to the Select Board and Town Meeting, including ranked recommendation of viable sites, supported by comparative factors, cost projections, design, and project schedule, to meet the needs of the Town of Boxborough.

The FSBC shall be responsible for reviewing previous studies and gathering input from the Fire Chief, as well as performing public engagement, throughout the project, with residents, and stakeholders. The FSBC shall review all cost estimates, conceptual and finished designs; acting in an advisory capacity to the Select Board.

The FSBC includes the following members:

Name	Position	Term Expiration
Mary Brolin	Chair	2027
Mac Reid	Vice Chair	2027
Sara Lavado	Clerk	2027
Alan Ford	Member	2027

Larry Grossman	Member	2027
Maria Neyland	Member, Finance Committee Representative	2027
Priya Sundaram	Member, Select Board Representative	2027
Mike Johns	Ex-Officio	2027
John Kivlan	Ex-Officio	2027

Additionally, the FSBC initially included Joan Blaustein who resigned because her input would be limited as an abutter and Eric Michnovez who was not able to make the time commitment needed for this committee.

Since July 17, 2024, the FSBC has met approximately twice a month. Over this time period, the FSBC has:

- Released a request for qualifications for an Owner's Project Manager (OPM), reviewed applications, interviewed the best candidates and selected and contracted with Vertex for OPM services.
- Amended Context Architecture's contract to include services to study the feasibility of proposed sites for a new fire station. The contract includes site analysis, concept site and building design and a construction cost estimate for up to four sites.
- Reviewed parcels of land studied by the earlier Boxborough Building Committee and identified 5 parcels for further consideration for a new fire station. These sites include 502 Massachusetts Ave (site of current fire station), 72 Stow Rd, 700 Massachusetts Ave, 975 Massachusetts Ave, and 1320 Massachusetts Ave.
- Worked with Vertex and Context to study the five parcels identified.
- Developed a matrix of criteria to assess properties in two separate phases.
 - Phase I involved a high-level assessment to determine the feasibility of including each property in a more detailed assessment. During the Phase I assessment 1320 Massachusetts Ave fell out of consideration as the property owner was not willing to sell under conditions acceptable to the Town and 975 Massachusetts Ave fell out of consideration due to the high cost of purchase and land preparation required, specifically blasting of ledge. At the end of Phase I, based on data compiled and the criteria in the matrix, the FSBC voted to move 502 Massachusetts Ave and 72 Stow Rd forward into the Phase II feasibility assessment.
 - Phase II involves more in-depth assessments of the feasibility of designated sites including wetlands review; well water assessment; percolation test of septic; how well the site could support the fire department program and services; response times throughout town from the site; abutter impact; traffic study including vehicle access, sight lines and safety, and sustainability. Phase II will be completed in late January to early February, 2025. 700 Massachusetts Ave was not moved to Phase II of the feasibility assessment because of a zoning bylaw for Town Center zoning that restricts the size of a building to less than 15,000 square feet and the risk and challenge the Town could face in getting a variance to the proposed fire station.

- Held public forums in October and December, 2024 and site walks of 502 Massachusetts Ave and 72 Stow Rd to inform the public about the process, get input and to get more specific input from abutters of 72 Stow Rd.

The FSBC expects to bring a site recommendation to Special Town Meeting in March, 2025 and make a request for funds to design, prepare construction drawings, and bid the construction of a new firehouse. Prior to Special Town Meeting, the FSBC will hold one more round of forums to share information with community members about the process and get their input.

Respectfully submitted,
Mary Brolin, Chair

HISTORICAL COMMISSION

During 2024 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.

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

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

As a continuation of an existing program of many years, historic designation signs were procured and installed. A sign was placed to note the homesite of Luther Blanchard. The sign at the Boxboro Depot location was installed to replace one demolished during railroad road work. A sign, requested by a resident, was procured to denote the Alfred Cobleigh house, which served for a time as the Town Police Station.

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

Respectfully submitted,
Alan Rohwer, Chair

BOXBOROUGH HOUSING BOARD

Background

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

The current members of the BHB are Diane Friedman, Al Murphy, Korinne Stephens, and Ron Vogel.

Operations

The past year has been one of changes for the BHB. Mr. Murphy stepped down as chair in late 2023. Channing Wage chaired the BHB, with Jessi Robinson as vice chair, through May 2024, but left the BHB in June. Thereafter, Jessi Robinson chaired the BHB, and Al Murphy was elected as vice chair. However, Ms. Robinson sold her Boxborough home and moved to a different state in September. Thereafter, Mr. Murphy became the chair (again), and Diane Friedman was elected as vice chair.

With all these changes, the BHB (at the time of this writing) has only four members, well short of the number that we need for our efforts to make housing more affordable in Boxborough. The BHB is seeking new members.

Throughout the year the BHB has evaluated various artificial-intelligence programs that offer more painless methods of preparing minutes for our meetings. So far, none have proved satisfactory. We have not given up – the search goes on. In addition, Korinne Stephens has worked with Assistant Town Administrator to update portions of the Town's website that pertain to the BHB.

On-going Programs

Boxborough Rental Assistance Program

The Boxborough Rental Assistance Program (BRAP) initiated in 2015 provides rental assistance to eligible households that are renting in Boxborough. It presently is funded at a level that will support fourteen Boxborough Households. In 2025, most of the BRAP funding was from the Community Preservation Act (CPA). Additional support came from the American Rescue Plan Act (ARPA).

The BRAP assists households attain self-sufficiency by working with them to reduce their rental cost burden. A subsidy of \$250/month was paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. Although State and Federal programs currently exist with much the same goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

The financial assistance provided by the BRAP has allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. All participants must be Boxborough residents. BRAP flyers are now available in English, Portuguese, and Spanish. Applicant qualification continues to be performed by Metro West Collaborative Development, Inc. (Metro West CD) of Watertown, MA.

Monthly Rent	Rental Assistance
\$1,250 or less	\$250
\$1,250 to \$2,500	20% of rent (\$250 to \$500)
\$2,500 or more	\$500

The BRAP is overseen by the BHB and administered by the Community Services Coordinator (CSC), Wendy Trinks. In the past year, the BHB made several changes to BRAP, all at Wendy's suggestion. The formal application period for BRAP was abandoned; all applications for support will be on a rolling basis. In addition, Wendy was given the authority to use her discretion, at the BHB's subsequent approval, in cases in which households fell just short of the numerical requirements of the program. The BHB also changed the assistance amount. Since the inception of the program, the rental subsidy has been a fixed amount, \$250/month. It has not kept up with inflation. Ms. Trinks confirmed this by surveying the subsidies of nearby communities. The rental subsidy going forward is described by the table above and ranges from \$250/month to \$500/month.

The Homeowner Opportunity for Preservation & Equity (HOPE) Program

The Housing Board currently monitors twenty Chapter-40B affordable ownerships homes in Boxborough. The homes are aging and are displaying deterioration that threatens their viability as affordable homes. The Housing Board is developing the HOPE program to maintain the homes in a marketable and livable state. The first project is the replacement of the roofs of affordable units at Boxborough Meadows.

The Housing Board sought community-preservation funding for the roof replacement. However, the Community Preservation Committee (CPC) declined to forward the request to the Annual Town Meeting out of concern for administrative matters. The BHB turned toward the BAHT for funding. It determined, with the help of Town Administrator Mike Johns, that the BAHT is a public fund, that a Request for Proposals is required and that costs must be based on prevailing wage. Rajon Hudson prepared and released the RFP;

the BHB chose the lowest bidder for the work. Substantial BAHT funds have been used for the roof-replacement project. Additional HOPE projects are anticipated and may require funding from other sources.

Chapter 40B Affordable Housing

Monitoring Activities

The BHB monitors affordable units in the Condominium Exchange Program (CEP), Boxborough Meadows, and Summerfields. In 2024, this local monitoring enabled the BHB to address the individual concerns of our affordable owners. The BHB is assisted by Metro West CD through a regional group, the Assabet Regional Housing Collaboration (ARHC). This collaboration provides services related to the monitoring, maintenance, and creation of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement between Boxborough, Berlin, Bolton, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. The ARHC collaboration helps Boxborough monitor affordable units, reduces the time that Town staff spends on routine matter, and enables the sharing of ideas and experiences by the member communities.

Affordable units at 80 Summer Road and 56 Joyce Lane have been resold. The units were sold to low-income households and remain on Boxborough's SHI. The resale price of both units was determined by the BHB, consistent with the rules detailed in their Deed Riders. These rules are designed to guarantee that the unit remains affordable and continues to be owned by households with appropriate incomes. The Deed Riders for these homes were developed over ten years ago and have since been superseded by the "Universal Deed Rider" developed by Massachusetts Executive Office of Housing and Livable Communities (EOHLC – formerly DHCD). The Universal Deed Rider is perpetual and contains provisions that better treat the affordable-unit owner. In both resales, the BHB added a rider to the deed of the new owner that is similar to the Universal Deed Rider.

Late in the past year, it was discovered that two affordable-home owners had transferred their homes to trusts. This was done for perfectly legitimate reasons. However, such transfers are not allowed by EOHLC. The BHB and the Planning Office worked with the owner to rectify the problem. The BHB is developing a plan to better educate both owners and administrators on what affordable owners can and cannot do.

The BHB initiated a newsletter to affordable owners, which will report on interesting topics and request periodic updates to owner information.

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

Condominium Exchange Program

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

Boxborough Meadows

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

Project Name	Monitoring Agent	Units
Boxborough Meadows	BHB	12
Summerfields at Boxborough	BHB	6
Condo Exchange Program	BHB	2
Paddock Estates at Boxborough	MassHousing	244
Codman Hill Road	MetroWest CD	1
Craftsman Village at Elizabeth Brook	MetroWest CD	1
Total SHI Units		266

Summerfields

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

Water Quality

The water quality in areas of Boxborough west of Route 495 remains a concern. In addition to health considerations, it has inhibited the resale of several affordable units in the area. However, an effort to supply water from Littleton is well underway and is expected to remedy the problem soon.

Other Chapter-40B Affordable Housing in Boxborough

Paddock Estates at Boxborough is a 244-unit apartment community located near the intersection of Route 111/Massachusetts Avenue and Interstate 495. Although only 61 of these units are Chapter-40B affordable units, all 244 rental units count towards Boxborough's SHI, as shown in the table above.

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

Status of Boxborough on the Subsidized Housing Inventory

Including the 2020 Census figures, Boxborough's SHI lists the 266 Chapter-40B affordable units and 2,343 total units, resulting in a ratio of the former to the latter of 11.35%. The SHI remains above the mandated 10%, which means that developers cannot override Boxborough's zoning provisions through 2030. Census figures for total housing units are updated every ten years. For the 2010 census, the total number of housing units in Boxborough was 2,062. An extrapolation of the historical data on Boxborough's total number of housing units yields an estimate of 2,545 units for 2030. Even if no Chapter-40B units are added, Boxborough's SHI would be 10.45% starting in 2030.

Inclusionary Zoning (IZ) appears to be an attractive way to add more Chapter-40B affordable units and thereby ensure that Boxborough remains above the 10% mandate with greater certainty. Typically, an IZ ordinance requires that a developer must provide affordable housing for developments beyond a certain size. However, the track record of IZ has been mixed at best; only a modest amount of affordable housing has been produced under IZ. The Housing Board is exploring whether IZ makes sense for Boxborough and, if so, what the characteristics of an IZ zoning plan that best suit Boxborough are.

It is important to step away from a view of Boxborough's housing needs that is driven by Chapter-40B requirements. A substantial amount of comparatively inexpensive housing is in fact available in Boxborough. This housing is not counted in our SHI because the deeds do not restrict the future prices of the homes. Boxborough's largest housing deficiency may be middle-range housing, which adversely affects the ability of young families to live in Boxborough. This deficiency may also limit the availability of housing for low-income households because moderate-income households that cannot afford the leap to high price housing may populate low-income housing.

Present and Future Housing Initiatives

Boxborough's Housing Production Plan (HPP) has lapsed and needs to be updated. One of the HPP's primary benefits applies to communities that have yet to achieve the 10% mandate. If a community has an HPP in force, it is shielded from overrides of zoning provisions by Chapter-40B developers if it is making reasonable progress towards achieving the 10% mandate. However, this is not the only benefit of an HPP. It can be an important planning tool. Presently, it appears that Boxborough lacks the financial and human resources to update our HPP and has no pressing need to do so. However, we would benefit from a better understanding of how present opportunities, such as MBTA-communities zoning, can directly or indirectly affect the availability of affordable housing in Boxborough, and we plan to explore housing data to obtain this understanding.

Stow Road Project

The Stow Road property was purchased by the BHB in 2010. It consists of approximately 13.5 acres and is located at 70-72 Stow Road. The property was acquired with funds from the Boxborough Affordable Housing Trust (BAHT). The objective of the purchase was to develop housing that incorporates diverse types and is well suited to Boxborough's needs. Thereafter, the Stow Road Concept Development Committee met over a period of several years to define suitable developments. It concluded that it should be an ownership development and that a small development, about twenty units, could be built on the property. A development that offered housing affordable to a variety of income levels was preferred. However, preliminary discussions with developers at this time indicated that there would be little interest in a development of this size and nature. Such an ownership development would have added about five units to our SHI.

Recent conversations with a local developer have confirmed the earlier conclusion that the small size of any development would diminish interest. It appears that rental housing, which can use low-income tax credits, would be a better choice. Also, discussions with Habitat for Humanity revealed an interest in building four single homes on the property.

There is continued interest in the property as a site for a new Fire Station. To remove an element of uncertainty, the BHB conducted another appraisal of the property and voted to accept an offer of \$1.2M for the property. If Stow Road is not selected as a site for the new Fire Station, the BHB will pursue other opportunities for housing on the property, such as zoning the property for the MBTA Communities Act or trying again to interest a developer in constructing a small Chapter-40B development.

Goals and Strategies

In the past year, the BHB has discussed goals and strategies by which affordable housing can be augmented in Boxborough. As a practical matter, the provision of well-balanced housing for Boxborough involves many tools. These include implementing state programs, such as Chapter 40B, and instituting zoning that provides incentives to produce affordable housing, such as Inclusionary Zoning. Further, to be responsible and to provide long-term affordability, such housing should be friendly to our environment. These considerations cut across the purviews of a number of Town boards. Certainly, we should work together, and we should organize ourselves so that it is easy to do so.

Town Support

The Boxborough Housing Board is grateful for the help and support of Town Hall Staff, particularly Wendy Trinks, who manages the BRAP. We also appreciate the help and guidance of Rafi Nizam and Alec Wade of the Planning Office. The BHB looks forward to expanded collaboration with the various town boards and staff whose missions intersect with their own.

Respectfully submitted,
Al Murphy, Chair

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 2024.

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 2024. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$106.46. The same usage in Acton, served by Eversource, would cost \$257.99; while in Concord, served by Concord Municipal Light, would cost \$164.62. LEED 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 LEED. This recognition is based on energy efficiency and distributed energy resources, environmental and sustainability programs, communication/education, and smart energy information. LEED also continues to be recognized as a Reliable Public Power Provider, based on reliability, safety, workforce development, and system improvement.



During the year, LEED line crews replaced old “open wire” lines on Mass Ave to spacer cable. Spacer cable consists of insulated conductors constructed in a triangular configuration and held together by brackets. The spacer cable is supported by a high-tension messenger wire which helps to maximize reliability. Replacing open wire with spacer cable and replacing the poles will help strengthen the distribution system and increase reliability.



The level 2 public charger at the Sargent Library had saved 7,940kg of greenhouse gases and 1,318 gallons of gasoline in 2024. Customers receive discounted access to charge their vehicles at the 9 LEED stations when enrolling in the LEED's electric vehicle program. The program also continues to offer \$300 rebates for residential home charging upgrades and a monthly credit to those who charge during off-peak hours.

To promote renewable energy, the Littleton Electric Light Department continued their Solar Rebate Program with \$50,000 available, making solar power more accessible to customers. Additionally, the Renewable Energy Choice Program continued to give customers the option to power their homes entirely with renewable sources.

The Green Rewards Program continues to save customers electricity and money. In 2024, the program saved approximately 40,000 kWh and has saved residents over \$68,000 in energy conservation measures through rebates on heating and cooling systems, home improvements, and electrification. LEED has continued its annual funding and contributions toward Boxborough's community development by supporting Boxborough Schools. For more information, please visit our website: lewd.com

Respectfully submitted,
Board of Electric Light Commissioners

Dick Taylor, Chairman

Scott Larsen, Vice-Chairman

Melissa Hebert, Secretary

Joe Knox, Member

Ivan Pagacik, Member

PERSONNEL BOARD

The Personnel Board consists of up to five non-employee residents of Boxborough, appointed by the Select Board, to maintain and administer the Personnel Administration Plan (the Plan) and the Town's Classification and Compensation Schedule. The Board was established in 1980.

The Plan describes the policies, benefits, and expectations for employees while providing a system of checks and balances to ensure fair treatment. Any changes to the Plan must be approved at Town Meeting.

In 2024, the Board operated with just four members: Lee Slade (Chair), Cheryl Mahoney (Clerk), Ellen Hickey, and Allan MacLean. Sheila Bauer served as an Associate Member. Barbara Birt was appointed to the Board effective November 12, replacing Ellen Hickey who resigned effective December 1, 2024.

We need two new Board members! With the anticipated departure of one or two members in January 2025, the Board is actively seeking at least two additional residents to assist with our important work. As the competitive landscape for attracting, developing, and retaining talent continues indefinitely, the role of the Personnel Board has never been more critical. Experience in Human Resources is beneficial but not required. We are looking for committed residents who possess common sense and a genuine concern for our Town and its employees.

Throughout the year the Board has collaborated closely with Rajon Hudson, Assistant Town Administrator (ATA), Becky Neville, Finance Committee liaison, and Bob Stemple, Select Board liaison.

During 2024, the Personnel Board held regular monthly meetings, typically on the second Tuesday of each month at 5:30 PM in Town Hall, as well as several special meetings. The Board made significant progress on the work plan established in 2023, including the initiatives described below.

Employer of Choice: The Personnel Board developed, and the Select Board adopted, a resolution, committing the Town to becoming an Employer of Choice. An Employer of Choice systematically creates a supportive working environment for its employees, focusing on the things that matter most to them. The benefits that accrue to the Town are significant, including heightened employee engagement, reduced voluntary turnover, improved recruiting of new employees, and overall enhancements in efficiency and service to residents.

As part of this initiative, the Board supported the ATA in implementing an employee survey to benchmark engagement levels and gather feedback regarding opportunities for improving the working environment and culture. After working to improve the employee recruiting and orientation processes last year, this year we collaborated with the ATA to develop the foundational elements of a professional development program for employees. This work included surveying managers and employees about their perceived training needs, creating a comprehensive development framework, and identifying training resources. This work will continue into 2025.

Harmonization of Job Descriptions: Throughout 2024, the Board supported the ATA in updating and harmonizing Town job descriptions to better align with the Town's current organizational needs and compensation system, building on work in prior years by the Personnel Board. We updated and regraded 21 of the Town's 72 written job descriptions, helping ensure role clarity and appropriate compensation for all positions. This effort will continue into 2025.

Personnel Plan Updates: At the 2024 Annual Town Meeting, the Board recommended, and the Town approved, several changes to the Plan to better define employment practices governed by federal and state laws and regulations, and supporting ongoing improve overall and departmental operations.

- **Human Services Department:** To facilitate the establishment of the new Human Services Department, the Personnel Board created the Human Services Director position, revised the Council on Aging Director position to a Coordinator role, and established a new Recreation Services Coordinator position. This Department, created by the Town Administrator, aims to organize and provide leadership for several groups that serve the community. The Recreation Services Coordinator is responsible for the overall programming and coordination of all Town recreation programs, including summer and year-round activities at Flerra Field and Liberty Field.
- **Fire Department:** The Board made several Plan changes to support the Fire Department. We updated the job description and compensation grade for the Per Diem Deputy Chief to better reflect its current responsibilities. Additionally, new per diem positions for Call Firefighter and Call EMT were created to enhance hiring flexibility and ensure compensation equity. A four-hour minimum pay was established for public education programs such as CPR classes, increasing the department's ability to staff and deliver these programs to the community. Finally, the Board aligned the compensation for per diem

firefighters working private and Town details with that of career firefighters and modified the Plan to redefine holidays in line with the actual work schedules of our emergency responders.

- **Police Department:** The Board implemented several Plan changes to support the Police Department, including eliminating the redundant position of Special Police Officer from the schedule and ensuring fair compensation for all non-union officers working Town Details and Private Details.
- **Library Department:** Following up on the Board's work with the Library Director to update job descriptions throughout her department, a position was renamed for better accuracy.
- **Employee Categories and Vacation Accrual:** The Board clarified employee categories to acknowledge that many employees now routinely work fewer than 40-hour weeks. We also adjusted the start dates and accrual rates for vacation to make them fairer for all employees, reflecting current Town practice.

The Board appreciates the Town's approval of these recommended changes to the Plan, helping us keep it up to date with the needs of Town employment.

Employee & Policies Guidelines: Board member Allan MacLean has continued a two-year effort to evaluate and update personnel policies and guidelines, ensuring they are comprehensive, visible, and easy for employees to access and understand. In 2024, the Board developed and adopted three new guidelines that were implemented by the Town Administration:

1. Family and Medical Leave Act (FMLA) Guidance Document;
2. Domestic Violence Leave Guidance Document; and
3. Open Door and Supervisor Communication Guidelines.

Employee Handbook: Mr. MacLean is also leading the Board's effort to completely overhaul the Employee Handbook. The goal is to better align it with the Plan and existing policies and to make it easier for employees to access and understand. The updated Handbook is expected to be completed soon and introduced to employees in early 2025.

Board Governance Guidelines: Throughout 2024, Mr. Slade guided the Board in developing governance guidelines that document the Board's customary working processes. This effort created consistency in the Board's work processes and facilitated the orientation of new Board members. As part of this initiative, the processes for evaluating and grading job descriptions, as well as for developing the annual wage adjustment, were discussed, refined, and documented.

Employee Wage Adjustment: In November and December, the Board reviewed reports from the US Department of Labor and collaborated with the ATA to conduct salary adjustment surveys of neighboring and comparable towns. The surge in consumer inflation during 2021 and 2022 has placed pressure on both employees and towns to make appropriate salary adjustments that are fair and affordable. The Personnel Board worked alongside the Select Board and Finance Committee to develop an across-the-board cost-of-living wage adjustment for Town employees. This adjustment will be presented for Town approval at the Annual Town Meeting and is set to take effect on July 1, 2025.

At the December meeting, the Board elected Allan MacLean to serve as Chair, effective December 10. He will succeed Mr. Slade, who is stepping off the Board.

The Personnel Board is expected to remain very busy in 2025, supporting the Town Administrator and Select Board in their efforts to make Boxborough an even better place to live and work.

Respectfully submitted,
Lee Slade, Chair

POLICE DEPARTMENT & NASHOBA VALLEY REGIONAL DISPATCH DISTRICT (NVRDD)

The Boxborough Police Department had an extremely busy and very successful 2024. Below you will find a brief overview of the department followed by highlights from this past year and detailed departmental statistics.

The Boxborough Police Department provides 24/7 professional service and has a budgeted department size of 13 Officers (1 Chief, 1 Lieutenant, 3 Sergeants, 1 Detective, and 7 Full-Time Officers), one administrative assistant and two part-time department assistants. 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). By working in conjunction with COIN, the Boxborough Police Department continues to partner with a 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 attend various events throughout the year. The Department also continues to engage 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.

Two new Officers, Officer Hannah Lima and Officer Kevin Crizer, began working for the Boxborough Police Department in 2024. Officer Hannah, a graduate of Acton-Boxborough Regional High School, joined the Boxborough Police Department after earning her BA and Master's Degree. Officer Crizer, who also holds a Master's Degree, joined the Boxborough Police Department after transitioning from the Information Technology Field. Both successfully completed the nearly six-month Lowell Police Academy where Officer Crizer was awarded the physical fitness award. Both returned to Boxborough in October for their field training and have quickly becoming valuable assets to the Town of Boxborough.

Annual Highlights

K9 Koda arrived at the Boxborough Police Department in February 2024 at just eight weeks old and began her training in the subsequent months culminating in receiving her national certification in October 2024. K9 Koda was donated to the Boxborough Police Department by Foxbend Labs in Hillsboro, New Hampshire after funding for the program was voted favorably by the townspeople at the November 2023 Special Town meeting. K9 Koda is certified in tracking, area searches and evidence recovery and is also heavily involved in community relations. Her handler is Officer Maxwell Bressi.

In March, the Boxborough Police Department partnered with the United States Department of Justice to bring their highly successful Strengthening Police & Community Partnership Program (SPCP) to Boxborough. This all-day event, in which a 12-member planning group was formed six months prior and worked diligently to ensure the program's success, utilized Blanchard Memorial School to host approximately 60 Boxborough stakeholders who helped formulate ways to improve Community-Police relations in town. As a result of this event the SPCP Council was formed which now meets monthly.

In May, the Boxborough Police Department reestablished its very popular internship program. Two Acton-Boxborough High School Seniors and one college student assisted police department personnel in the spring and summer months improving relations between police and youth.

In June, the Boxborough Police Department welcomed its first ever Department Chaplain, Town Resident Father Theodore J. Barbas. Father Ted provides a vital support system for officers and public safety personnel along with helping members of the community in a time of need.

In August 2024 the Boxborough Police Department added its first hybrid patrol vehicle to its fleet continuing its commitment to the environment and sustainability. This is the second hybrid vehicle after an administrative vehicle was added the previous year.

In October, the Boxborough Police Department received over \$19,000 in National Highway Traffic Safety Administration funds from the Officer of Grants and Research to support the Municipal Road Safety Program. These funds will be utilized for both traffic safety equipment and traffic safety education/enforcement.

Also in October, the Boxborough Police Department was granted re-accreditation by the Massachusetts Police Accreditation Commission (MPAC). This highly prestigious designation was led by Accreditation Manager Detective Sergeant Nathan Bowolick. Over 270 mandatory standards were met ensuring the department is properly utilizing best practices, both operationally and administratively, in a variety of areas including training, use of force, detention facilities, evidence, and community engagement. These carefully selected standards impact both officers and public safety, address high liability/risk management issues, and promote general operational efficiency throughout the department. The re-accreditation last for three years ensuring the Boxborough Police Department will be accredited until 2027.

Two officers, Officer Diosmar Reynoso and Officer Zachary Stillman, successfully completed their training to become certified School Resource Officers. Both officers will now join Sgt. Phil Gath as they serve as School Resource Officers in conjunction with the Acton-Boxborough Regional School District.

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.

NVRDD

Nashoba Valley Regional Dispatch District (NVRDD) began providing 24/7 dispatch coverage to the Town of Boxborough starting in May 2024, ensuring all 911 calls are handled appropriately and in a timely manner. This was a result of the November 2023 Special Town Meeting where the residents of Boxborough voted to join the District on a full-time basis. Concurrently, the NVRDD approved Boxborough as a full member. The other towns in the district are Lunenburg, Lancaster, Harvard, Devens, Fort Devens, Bolton, and Berlin.

The highly trained dispatchers at NVRDD utilize state of the art technology and place a tremendous amount of emphasis on ensuring calls are answered and dispatched quickly and safely. NVRDD 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 NVRDD is approximately one-half of staffing our own Boxborough Emergency Communications Center. 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. Upon membership to the NVRDD the Town of Boxborough was given full voting rights on the Operations Committee, Finance Committee, and Administrative Board.

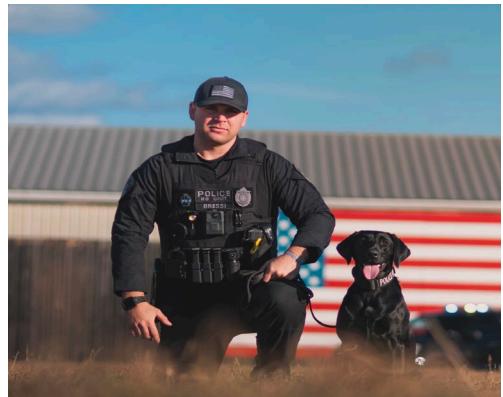
The Boxborough Police Department is very appreciative of the unwavering support by the community throughout the years. The department will continue to strive to provide the highest quality public safety services to all residents and visitors to the Town of Boxborough.

Finally, it my privilege to thank all the members of the Boxborough Police Department 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

INCIDENT	2022	2023	2024
911 Hang-ups	304	217	182
Annoying Phone Calls	5	1	1
Arrests	26	24	26
Assist Fire/EMS	665	757	531
Aggravated Assaults	5	2	0
Breaking & Entering	5	5	5
Burglar Alarms	62	82	44
Disturbances - General	49	43	46
Disturbance - Domestic	16	33	45
Larcenies/Fraud	44	31	60
M.V. Accidents w/injury	75	74	77
M.V. Theft	3	1	1
Missing Persons	3	7	6
Robbery	0	0	0
Shoplifting	1	0	0
Suspicious Activity	214	144	103
Vandalism	13	4	6

Motor Vehicle	2022	2023	2024
Motor Vehicle Stops	660	546	568
Verbal Warnings	560	465	455
Citations/Written Warnings	49	100	116
Civil Citations	18	21	10



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 Nashoba Valley Regional Dispatch District (NVRDD) 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

2022	2023	2024
138	156	115

Call for Service (2024)	Dog	Fox	Cat	Bear	Turtle	Coyote	Owl	Bird	Other	Total
# of Calls	42	10	9	7	6	5	4	4	28	115

ANIMAL INSPECTOR

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

Ten-day Quarantines: 10

Barn Book: 21 Residents owning Livestock

Respectfully Submitted,
John Szewczyk, Chief of Police

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE

The Public Celebrations and Ceremonies Committee brings the Boxborough community together by organizing beloved annual events, including the Memorial Day Parade and Observance, the Fifer's Day Parade and Award Ceremony, and the Winter Celebrations. These events honor traditions, celebrate local achievements, and create opportunities for neighbors to connect and share in the town's rich history and spirit.

The Memorial Day Parade and Observance brought many members of the community together. The parade made three major stops, beginning at North Cemetery on Hill Road, where the names of fallen veterans were read, and the Minutemen fired muskets to the sound of *Taps and Echo* performed by the RJ Grey Brass Ensemble. The parade then continued to Town Hall, where a Boxborough Boy Scout raised the flags in a meaningful tribute. The observance concluded at South Cemetery with another reading of the names of fallen soldiers and a final musket salute. It was a solemn and respectful day of remembrance for the community.





In June, we celebrated Fifer's Day with beautiful weather, a lively parade, and a wonderful community gathering. Minutemen from Boxborough and neighboring towns joined in the parade, making it a special event. This year's Parade Marshall was the *Boxborough News*, riding in a festive hayride. The Golden Fife award was presented to longtime volunteer Rita Grossman for her dedication to the town. Sixth-grade students, Annabelle Long and David Ocal were selected by their teachers to represent Lucy and Luther Blanchard. Special thanks to Alpha Cars for providing fun rides, with Adam Klein and John Neyland behind the wheel, and to Owen Neville for bringing out the tractor and trailer.



Our Winter Celebrations kicked off with the Annual Tree Lighting at a new location, the Boxborough Fire Station. The DPW lit a beautiful tree in the front yard, and the event drew a huge crowd. Special thanks to Margie Callaghan and the Blanchard Chorus, as well as Chris Baird and the Blanchard Brass Winds Ensemble, for providing wonderful music. The Fire Department welcomed everyone inside, where Boxborough Destination Imagination hosted face painting and holiday crafts. Guests enjoyed hot chocolate and cookies, provided by the Boxborough Regency, before ending the festive night with a special visit from Santa, escorted by the Fire Department.





This year, we introduced a new tradition, the Menorah Lighting for the Hanukkah Celebration. A large menorah, built and generously donated by a Boxborough family, became a beautiful centerpiece for the event. Each night of Hanukkah, community members gathered to light the menorah, bringing warmth, joy, and a sense of togetherness to the season. It was heartwarming to see families and friends come together to celebrate, and we look forward to continuing this tradition for years to come.



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 Matt Spurling (Chair), Hilary Greven, Becca Edson (CPC representative), Claudine Lesk, Stacey O'Connell, and Megan Connor and Ami Scheen (Coordinator).

2024 was a busy year for the Boxborough Recreation Commission. We finished all of Liberty Fields, opening the soccer and baseball fields there. Had an amazing turnout for Flerra Summer Playground with record breaking headcount and participation. Held our annual Run BXB with great turnouts, Winterfest and many more activities! If there are any suggestions for activities/programs that we can offer please send them to recreation@boxborough-ma.gov and we will certainly look into it.

2024 Accomplishments

Liberty Field:

Liberty Fields was completely opened as of September of 2024. Pickleball, Tennis, Basketball courts along with the Playground and Adult Fitness area were first to open. We had to hold the opening of the grass fields (Baseball and Soccer) because the grass had to root for a full year. This allowed us to open up for Fall Soccer and Baseball! We had a shed installed to store all the gear for the courts/fields year round and a separate area for folks to keep rakes, game saver/lime and others for use. Also a pavilion has been added (completed Nov 2024) and tables are there to use for spring and summer/fall months.

Winterfest:

We held a successful Winterfest on Saturday, January 27th at Steele Farm. It was a cloudy day but we managed to have a wonderful afternoon in between rainstorms. With over 200 people in attendance, activities included “human foosball” provided by the Harvard Lions Club, crafts from the Umbrella Arts Center, a scavenger hunt from the Boxborough Conservation Trust, and plenty of chatting with neighbors as kids ran up and down the Steele Farm hill.

Groups of students and families enjoyed hot chocolate and popcorn while singing along with a guitarist, while others enjoyed conversation around a bonfire. One mom with two young children commented that “the scavenger hunt was a creative idea to entertain the kids and have them create memories in nature.” The crowd enjoyed food and drink from Two Friends Chocolates, the Fat Rooster food truck from Farm 359 in Littleton, and Pony Shack Cider.

The Boxborough Conservation Trust had a presence at Winterfest, advocating for protection of Boxborough’s wildlife, grasslands, and forests; board members helped to add a new trail to Steele Farm this year. The Boxborough Minutemen also attended Winterfest. They not only engage in parades and musket firing but also actively “contribute to community welfare by raising funds and distributing resources to those in need.” For over twenty years, Winterfest has served as a celebration of the town’s history, diversity, and community. An elementary student summed it up well, exclaiming that Winterfest was “the best day ever!” We can’t wait for next year. Maybe snow will one day be in the works for sledding opportunities!



Run BXB:

Run BXB this year was a great success. We had an amazing turnout of runners and folks there to cheer everyone on. This year was not a fundraising year, so we did not raise as much money as the previous year. We had Fat Rooster, Two Friends Chocolates, Dirigible brewing and others there to offer food, beverages and other goods to folks that attended. The timing machine used was rented from Yankee Timing & t-shirts that were for sale were designed by Becca Edson.

Summer Playground:

This year we held Camp from July 1 – July 26th, having the first week only 3 days and then 3 full weeks after that. On staff we had the 5 Flerra Directors Brian, Laura and Anastasia, Maura & Zach under them we had 6 lead counselors 59 Counselor/CIT and 56 Volunteer positions spread out over the whole camp. Each week we had “water Wednesdays” where we would rent an inflatable water structure that the campers and counselors would all enjoy and use. We would host various special guests that joined us for fun activities, even having our own Boxborough Police K9 unit stop by for a visit.

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 tennis-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!

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 1 day a week. This is directed by Master Rick Barrett who is a 5th degree black belt, alongside his daughter Wendy who is a 2nd degree blackbelt, with several counselors assisting students throughout the sessions. 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) ages 7-70. At this point, the program has awarded 9 1st degree Black Belts. Interest for enrollment continues to be on the rise in town among our families in the community. Ami Sheen has worked closely with Wendy and Rick to get the site up and running on Boxborough Rec's myrec.com site to help with registration and reporting.

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 for those interested in participating through the revolving fund.

Running Club:

Running Club was held in the spring and late fall this year (April to June, Sept to Oct and Oct to Dec) hosting a total of 90 kids from grades k-6 at Blanchard memorial School. This was held on Wednesday mornings from 8-8:45 am, Students and parents/caregivers were welcome to join. Charms were given out for those who completed 6 laps of the field which equated to 1 mile ran/walked. Megan Connor and Anastasia Morrison were in charge of this program this year helping organize and coordinate everything. Running club will start April 16th 2025 so be on the lookout for the registration!

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. Mr. Guilmette helped run a basketball program for grades 5-6 at 7:45 a.m. on Wednesday mornings. Dates were April – May and then in the fall Sept – October.

Eagle Scout Projects:

Boxborough resident PK Shukla approached the commission in the fall of 2024 to present ideas for his Eagle scout project. He has decided on building picnic tables and benches for Liberty Fields. He will do 3 of each and place them in various spots on the fields to allow for visitors to use them as needed. They will be completed in 2025.

Pickleball Clinics:

The Recreation Commission teamed up with Marcus Lewis Tennis to offer residents and anyone that wanted to sign up various clinics on our newly built pickleball courts. We offered from beginner to advanced classes

for adults and offered classes for children as well. Clinics started in May of 2024 and went through the summer and Fall.

Boxborough at the Red Sox:

In 2024 we held our 2nd annual Boxborough Night at Fenway Park. Over 46 families attended totaling 98 residents. It was a good, warm night and unfortunately the Sox did not win but was fun had by all that went.

Recreation Commission's 2025/26 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 are actively working with the Town Planners office to locate new land opportunities to allow Recreation to develop new programs and offer more sports capabilities to the town (Softball, Cricket, etc.). And looking to update the playground at Flerra to allow for ADA compliance.

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

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. With this land, we are not able however to put in a softball field, but are working to see what other options we have to use this great space for the town.

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

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,
Matt Spurling, Chair

SARGENT MEMORIAL LIBRARY

Sargent Memorial Library is a little gem in the town of Boxborough. The Library provides patrons a carefully curated, diverse collection, and a wealth of programs that are engaging, fun, and informative. The Library also collaborates with other departments and organizations to bring various services to the community.

The Library is open Monday through Thursday, 10am to 8pm, and Saturday, 10am to 3pm during the months of September through June. The Library is staffed by one full-time, three reduced-hour, four part-time members, and one substitute library assistant (FTE 4). Each staff member brings different personalities,

expertise and experiences to the Library, but we all share a love for books and the desire to serve the community.

The Library's operation is funded by approximately 1.5% of the Town's total budget. We are able to enrich our collection with museum passes and Library of Things, bring wonderful programs to people of all ages, and rethink how we can optimize our existing space using the additional funding from State Aid, and the generous financial support of the Friends of the Boxborough Library and the Sargent Memorial Library Foundation.

The Library building is maintained by the Department of Public Works (DPW). Although the Library is the newest public building in town, it has reached its 20th year, a juncture at which many major components within require repair or replacement. At the 2024 Annual Town Meeting, the town approved the funding to replace one of the two HVAC circulation pumps, the water booster pump for water supply, and the roof. In July, the pump for the fire prevention system also failed and needed a new motor. At the time of this writing, the HVAC circulation pump has been replaced, the roofing project is 95% completed, a new pump for the fire prevention system has been ordered, and a service provider has been contracted to replace the booster pump. We thank DPW Director, Ed Kukkula, and the Building and Grounds Team Leader, Fran Flynn, for their tireless work.

Most of the Library's building and grounds maintenance works are completed without any disruption to our services. During the roofing project, we had to adjust some opening hours due to rain leakage, noise, and adhesive fumes. We thank our patrons for their understanding and cooperation during those unexpected closures.

Within the Library, much has happened as well. Here are some quick facts of what we have accomplished in fiscal year 2024 (July 1, 2023 - June 30, 2024):

- Served 5,024 registered library patrons.
- Managed a collection of over 53,000 physical items, including magazine subscriptions, hotspots, Nintendo Switch games, passes to 29 museums and institutions, and an ever-growing Library of Things collection. You can find a detailed list of the Library of Things on our website (boxlib.org).
- Circulated over 70,000 physical items and 13,275 eBooks and audiobooks through OverDrive/Libby.
- Offered access to 12 electronic databases, including Consumer Reports, CultureGram, Freegal, Great Courses, Hoopla, and Kanopy. These databases had a combined use of over 50,000 times.

We also hosted a number of programs that are aimed to enrich and inform.

Programs

Programming is a large part of library services. We are constantly trying out new programs to see what fits with the community's interest.

In the Youth Department, something is always happening. Every week, the Youth Services Librarian, Heather Waddell, holds two preschool 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 tweens. Every month, she hosts a Lego club and a Teen/Tween night. Our senior library assistant, Shijesta Victor, parlayed her pre-librarian experience as a software engineer to lead a 4-week coding club for students 4th grade and up. During the Summer Reading Program, in addition to our regular offerings, there were one or two special programs a week. This summer, participants came to a puppet show and puppet making workshop; STEAM workshops; nature classes, and art programs. We had a fun end-of-summer-reading celebration party with ice cream treats and music by the Potato Shakers. Ms. Heather went on maternity leave after the end of the Summer Reading program and welcomed her twin girls to the world. Since her return in November, we are slowly building up the regular programs again. There is much planned for 2025. Please watch out for announcements in the coming weeks.

As for adults, the Information Services Librarian, Meghan Bouffard, runs adult craft workshops that occur every month, with all materials provided by the Library. Every week, the Library hosts the Spanish conversation group and the knitting club meetings. We sponsor the monthly meetings of four book clubs, one of which is run by one of our senior library assistants, Jen Bauder. The Library also sponsors many local non-profit organizations' monthly events, such as Open Mic Nights, and Nashoba Valley's Grief Support Group.



As for special events, in FY24 we presented 13 virtual programs, and hosted 26 in-person events. The programs span from sewing workshops (Repair and Renew), author talks, beekeeping, to sourdough starter making. The Library also hosted the 3rd annual DiwaliFest organized by Acton resident Deepika Prakash. The festival took place on a beautiful October Sunday. Around 3,000 participants stopped by for food, drinks, performances, and crafts.

Looking to the Future

The Library staff are constantly looking for ways to improve our services. One of the biggest needs we see from our patrons is for small study/meeting rooms. Since the Library was built, technology has evolved in ways that people then did not foresee. The evolution and common use of the Internet resulted in a sharp decline in the use of reference materials, which currently take up many shelf spaces toward the back of the library's main hall. It also drove up the needs for private study rooms that are remote-work friendly. We are planning to amend this situation by rearranging the layout of the library and installing study pods. The planning process is currently underway. We encourage you to keep an eye out for future developments.

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 continued to visit and use the Library, or donated to the Sargent Memorial Library Foundation and/or the

Friends of the Boxborough Library, you have our sincerest thanks. Your support is deeply felt and appreciated.

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 for the work they do.

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

Respectfully submitted,
Peishan Bartley
Library Director



STEELE FARM COMMITTEE

The Steele Farm Committee went through some dramatic changes in the year 2024. We had 2 members leave us and 2 more joined. At the end of year, we have 6 committee members with an average tenure of 2 years.

Early in the year, it was made clear that the committee never had an official charter with the town on its purpose. Also, it was the only “advisory” committee in the town, which no longer reflected the actual way the committee was being used. With the help of the Select Board, the Committee rebranded itself the

Steele Farm Committee (SFC) and a charter was approved by the Select Board which reflected the town's expectations of Steele Farm.

We celebrated our 30th anniversary of the town purchasing the Steele Farm property back in 1994. There was a town celebration, and an official citation from the Commonwealth of Massachusetts commemorating the event. We had good attendance with many former Steele family members that had family ties to the property come back and share stories of their nights spent in the farmhouse.

Phase II of the restoration of the 1794 Levi Weatherbee/Steele farmhouse was completed and Phase III was started. Phase II and III 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. We expect by March/April of 2025, the work will be done and the house will be protected for decades to come with monitor maintenance required while additional decisions are made regarding its use

The West Family Ice House was repaired in 2024 with new roof and side shingles installed and the doors replaced. It was primed but not yet painted.

BEFORE



AFTER



One initiative taken on this year was to keep the barn more well organized and usable. The various stuff in the barn was inventoried and town owners were found. Some things were removed, but there is still some work to be done to complete this effort. The goal is to keep the barn free of clutter and able to be shown.

Without the incessant rain this year, we were able to mow more frequently. Along with our longtime volunteer, Ken Whitcomb, we organized the mowing paths and were better able to keep the trails mowed during the summer. Our knowledge was written down and can be used in the future to determine mowing frequency and routes.

Finally, we are still committed to bringing back Christmas trees to the farm. We planted 60 more trees this year and have purchased 60 more for next year. We attended a Christmas Tree seminar at Taproot Tree Farms in Stowe to help understand the logistics and requirements of growing Christmas trees. We've learned much and will continue to improve our processes. We expect to have trees within the next 5 years which we can sell to the public.

Respectfully submitted,
Christopher Hydak, Chair

SUSTAINABILITY COMMITTEE

Mission and Background

The mission of Boxborough's Sustainability Committee (BSC) is to advise and make recommendations to Town leadership on developing and implementing Town energy, sustainability, and resilience strategies. To fulfil this charge, the BSC researches and evaluates policies, plans, and practices to identify, prioritize, and advocate for initiatives that will improve our Town's sustainability and resilience in the face of rapid climate change. The BSC also seeks to develop a culture of sustainability and resilience in our community by fostering partnerships and education initiatives that enhance understanding of climate issues and opportunities for residents, officials, and businesses. The Committee includes nine members and one

representative from Littleton Electric Light Department (LELD). The inclusion of at least one student representative on the Committee is encouraged, although currently the position is vacant.

2024 was a year of transition for the BSC, as long-time Chair Francie Nolde, who led sustainability initiatives in Boxborough for over 20 years, stepped down from her role in June. The new Chair, Kathryn Davies, moved to Boxborough in 2021 and teaches sustainability policy and planning at Tufts University.

Significant Accomplishments from 2024

- After many years of BSC advocacy, in 2024 Boxborough was formally designated as a Massachusetts Department of Energy Resources (DOER) [Green Community](#) and received an initial grant of approximately \$120,000 that will be used to install LED energy efficient lighting in all municipal buildings. Green Communities are eligible for grants, technical assistance, and local support to help municipalities reduce energy use and costs through the implementation of clean energy projects in municipal buildings, facilities, and schools. Going forward, Boxborough is eligible to apply for annual competitive grants of up to \$200,000 to implement projects that reduce energy use and costs.
- The BSC worked closely with the Select Board to update the Town's [Sustainability Policy](#), which was adopted on Earth Day, April 22, 2024.
- Working in partnership with the Boxborough Minutemen Company again this year, the BSC helped to reduce waste at the Fifer's Day festivities. Waste stations with composting, recycling and regular trash options were placed throughout the grounds 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 the compostable material generated by the event.
- To kick off a wider effort to reduce waste and waste-related costs and emissions in our Town, the BSC partnered with the Office of Land Use and Permitting to host 'Trash Talk'; a hands-on, outreach and education event held at Town Hall in September. At the event, the BSC launched a waste reduction preferences survey to get community input on a series of proven household waste reduction strategies. Survey findings will be used to guide future waste reduction efforts.
- The BSC partnered with representatives from the Select Board, the Finance Committee, and the Wellbeing Committee to establish a Waste Reduction Working Group whose task is to develop a series of waste reduction and cost saving strategies that could be implemented in Town.
- In December the BSC submitted a formal statement to the Fire Station Building Committee, providing feedback on the location of the new Boxborough fire station based on the guiding principles set out in the Town's updated Sustainability Policy.

Looking Ahead to 2025

The work that the BSC undertook in 2024 set the scene for many exciting opportunities to take shape in 2025. A few of the priority items that we aim to advance include:

- Publicize the benefits associated with becoming a Green Community, such as the installation of LED energy efficient lighting in all municipal buildings.
- Support the Town Planner to apply for funding to conduct much-needed weatherization in the Blanchard School building. Weatherization must be completed prior to requesting any funding for other energy-efficiency related projects.
- Work with the Town Planner to develop a list of priorities for future Green Communities funding applications.
- Support the adoption of the [Specialized Stretch Code](#) in Boxborough.
- Apply for a [Technical Assistance grant](#) for the Waste Reduction Working Group to collaborate with a Municipal Assistance Coordinator at the Massachusetts Department of Environmental Protection on developing a series of possible waste reduction and cost saving strategies for the Town. Likely

topics for consideration include: Trash Metering/Pay as You Throw Programs, Program Assessment and Planning, and Solid Waste Regulations and Enforcement.

- Install a community 'Swap Shed' at the Transfer Station and develop a plan to run it.
- Develop a comprehensive Climate Action Plan for Boxborough with the support of a team of graduate students from Tufts University's Urban and Environmental Policy and Planning Program (UEP).
- Continue to provide feedback to the Fire Station Building Committee as needed.

Acknowledgements and Appreciations

The BSC is only able to achieve our goals with the generous guidance, support, and hard work of many members of our community. This year we are especially thankful for the efforts of Marjorie Kamp, Kelley Price, and Alec Wade, who have each gone above and beyond to aid and encourage the BSC.

The BSC is also forever grateful to Francie Nolde for her dedication, passion, and hard work. In recognition of her extraordinary service, in July 2024 the Town presented Nolde with an award, noting in the citation that "Her contributions to the sustainability and well-being of Boxborough will ensure that the Town can continue to meet the needs of current generations without compromising the needs of future generations."

Respectfully Submitted,
Kathryn Davies, Chair

TOWN COUNSEL

During 2024, 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, cable license renewal, and provided assistance with and represented the Town in responding to public record requests.

Of particular note, we assisted the Town with an election recount, assisted with completion and submission of a Green Communities application, defended the Town against an environmental contamination claim, advised the Housing Board on compliance with affordable housing deed riders and the use of Affordable Housing Trust funds, and assisted the Town with a public health related enforcement action.

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.

James MacRae,
District Director Veteran Services, Acton and Boxborough

WATER RESOURCES COMMITTEE (WRC)

Regional matters

The WRC chair and clerk have continued to meet quarterly with the Littleton Water Department (LWD) and the Acton Water District to discuss water issues that affect the three towns that may benefit from a regional approach. The Massachusetts Water Resources Authority (MWRA) has been conducting planning studies for potential expansion into towns outside MWRA's current service area. One of the regional options could be to connect to the MWRA water system. We have been informally monitoring the MWRA study for the MetroWest area.

Water line extension for western Boxborough

Much progress was made on the project to deliver clean drinking water to western Boxborough. The WRC continued to work with the Littleton Water Department (LWD), MassDOT and MassDEP on the extension of an LWD water line to Boxborough, west of I-495, to address water quality issues there. The new water service will also support fire suppression needs. In October 2024 LWD obtained all permits in time to apply for a state SRF loan, and it has received bids for the project. Construction is scheduled to begin in January 2025 and be completed by January 2027. Repayment of the SRF loan is to be funded by betterments and connection fees paid by ratepayers. Boxborough town meeting will need to accept certain sections of Ch 40A to authorize the imposition of betterments and assessments on the new system users. Boxborough town administration will put in place a process to collect and deliver the revenue to LWD. We expect the necessary articles to be on the Annual Town Meeting warrant in May 2025.

To make this new water service possible, LWD's system capacity was increased with the addition of LWD's new Trumbull Well on Taylor Street. The protection zone of this large well extends into Boxborough. The WRC provided input to LWD concerning the new well and whether Boxborough's Aquifer Protection District and Board of Health Regulations satisfy MassDEP requirements where the well's Zone II extends into Boxborough. We also reviewed and confirmed the sufficiency of Boxborough's well protections with the Acton Water District, where their West Acton well Zone II extends into Boxborough.

Water will be delivered to Boxborough under the terms of an Intermunicipal Agreement (IMA) executed between Boxborough and Littleton. The terms of the agreement was codified in Special Legislation (HD.4627) that on August 23, 2024 was signed by Governor Healy as Chapter 188 of the Acts of 2024.

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.

The WRC issued an RFP and subsequently hired Weston and Sampson consultants to provide "Townwide Water Resource Planning Services" for Phase 1 of a study on long-range water resource needs and planning. This will advise the town on long-term, water supply and wastewater management needs throughout the town. Funding for this phase of the study is available from prior town meeting appropriations. Additional funds will be needed to complete the study. The study will include needs of the part of town east of I-495, i.e. the area not served by the LWD water line extension. A report will be available in early 2025. This will include recommendations and scope of work for subsequent phases.

PFAS news

The WRC reviewed PFAS testing results for the Hager well (PWS# 2037010), which serves the library, Blanchard School, Police Department, and Fire Department. PFAS6 was not detected in tests conducted through 2022. Per the DEP schedule, the well was tested again in October 2024. It was again found to have non-detectable levels of PFAS6.

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. As of this writing, the EPA had not yet issued a final rule. In any event, MaDEP must set standards at least as stringent as those of EPA. LWD's new treatment plant was designed to be able to meet the new very stringent EPA standards, if imposed.

Due to PFAS contamination previously found in the Town Hall well (which is not a public water supply) the town has 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.

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. The well locations have been mapped with GPS coordinates. The WRC is evaluating whether these wells should be decommissioned and sealed, would be useful for a ground water monitoring program, and if so, how it might be implemented.

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 (CSC) in whatever ways the CSC finds useful. For 2024, this support has included oversight of the BEAP team (which includes the CSC) to oversee dispersion of the final year of ARPA funding through the Boxborough Emergency Assistance program, continued advocacy and support for the CSC, with additional goals to address the need for expanded hours for the CSC. The Well-Being Committee is grateful for the compassionate, effective, and extensive work that continues to be done by our current part-time CSC Wendy Trinks. Her outstanding efforts particularly in persistent outreach to community residents through the BEAP and BRAP programs has unlocked the sometimes-hidden needs of many in the Boxborough community. These programs have become models for surrounding local communities as vehicles for providing efficient, effective support for residents with housing and crisis needs. Ms. Trinks' continual search and knowledge of additional local resources has made her an invaluable information source for the Boxborough departments, including the COA, police/fire, recreation, and AB schools.

The Committee continues to look for additional ways to improve the health and well-being of town residents. This past year a well-attended free movement series was created in partnership with the Sargent Memorial Library. The Committee participates in community planning discussions and surveys, communicates through the Boxborough News with a regular column, and collaborates with a variety of local boards and groups such as AB United Way, Free Bee Market, the Nashoba Board of Health, and Sargent Memorial library.

Respectfully submitted,
Mary Pavlik, Chair

WARRANT AND PROCEEDINGS

ANNUAL TOWN MEETING, including SPECIAL TOWN MEETING Monday, May 13, 2024 continuing on Tuesday, May 14, 2024

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2024 at 7:15 PM to act on Articles 1 through 4 of this Special Town Meeting Warrant and on Articles 1 through 45 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 21st 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 13, 2024

Tellers were sworn in: Liz Markiewicz, Peishan Bartley, Li Zhou, John Fallon, Mary Sullivan, Kathy Luce, and Adam Klein

Call to Order by Elected Town Meeting Moderator, Dennis Reip at 7:06 pm. There were 392 of the 4,080 registered voters in attendance on night one (10%).

On behalf of all the elected and appointed officials of the Town, Mr. Reip welcomed and thanked everyone for coming to this Annual Town Meeting.

Opening Ceremony:

Everyone 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. Ella Roland led us in the voluntary Pledge of Allegiance.

Introductions:

We have a number of people up front involved with the business of TM tonight: Town Clerk Rebecca Harris and Town Counsel Joseph (Joe) Fair from KP Law. Town Administrator Michael Johns and Chair of the Select Board Kristin Hilberg were introduced. Ms. Hilberg introduced the other members of the Select Board: Vice Chair, Priya Sundaram, David McKiernan, and Wes Fowlks.

Mr. Reip introduced the Finance Committee Chair, Maria Neyland, who introduced the remaining members: Tony Newton, Vice-Chair, Gary Kushner, Clerk, Becky Neville, John Connor, George Elenbaas, Robert Stemple, and Keshava Srivastava.

Rajon Hudson, Assistant Town Administrator and Kelley Price, Administrative Assistant, and Town Accountant Kelli Pontbriand are down in front running the projector, so we can all see the motions and presentations.

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

We also have 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 BXBTB by Littleton Community Television (LCTV). Thank you to Mark Crory, LCTV's Executive Director, Kirby Dolak, LCTV's Video Production Supervisor, Judy Reid, LCTV's Video Program Coordinator, Rob Crory and David Astolfi as the BXBTB Media Technicians, and Diane Douglas photographer and logistics coordinator.

On behalf of the Town, I also extend our 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 so well is the dedicated work of literally hundreds of volunteers who so generously contribute countless hours of their time.

Announcements

Please silence all electronic devices.

Non-voters over the age of 18 need to sit in the BACK of the hall in the area marked off to the side on the right as you are facing the stage.

Refreshments at the back of the hall are being provided by the Friends of the Library.

TM will be tonight, and if you approve the proposed procedural motion a bit later on, will continue, if needed, to tomorrow Tuesday May 14th, Wednesday May 15th and Thursday May 16th and if needed the following Wednesday, May 22nd, and Thursday, May 23rd.

Boxborough's Municipal Election is TUESDAY, May 21th, 7:00am to 8:00 pm at Town Hall. There is a contested race for a seat on the Planning Board along with unopposed candidates seeking election or re-election to the Select Board, School Committee, Library Trustees, Board of Health, Constable, and Town Moderator. Please consider the candidates and VOTE next week.

Town 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 6 separate Consent Agendas as listed on page 12 of the Warrant.

Special Town Meeting

Many may be wondering about the Special Town Meeting being held as part of the Annual Town Meeting.

The Annual Town Meeting is intended to address items and proposed expenditures for the Town's FY2025 that starts on July 1, 2024 and runs through June 30, 2025.

The Special Town Meeting is intended to address immediate items of business, and proposed expenditures for the current FY2024 which started July 1, 2023 and runs through June 30, 2024.

May 13, 2024 ANNUAL TOWN MEETING ADMINISTRATIVE MOTIONS

Kristin Hilberg, Select Board Chair moved, and it was seconded, that any adjourned sessions of the May 13, 2024, Annual Town Meeting be held on Tuesday, May 14, Wednesday, May 15, Thursday, May 16, and if needed the following Wednesday, May 22, and Thursday, May 23 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.

Discussion on the motion: none

Action on the motion: carried by a majority.

Motion on Reconsideration:

Kristin 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 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.

Discussion on the motion: none

Action on the motion: carried by a majority.

Kristin Hilberg moved, and it was seconded, that Article 42 be taken up as the first item of business on Tuesday, May 14, 2024, or immediately after Article 5 if Article 5 continues to Tuesday, May 14.

Discussion on the motion:

Robin Lazarow of Hill Rd. asked if the language “if needed” was necessary. Kristin Hilberg said that language was not in the actual motion stated.

Action on the motion: carried by a majority.

Kristin Hilberg moved, and it was seconded, to adjourn the May 13, 2024 Annual Town Meeting until after the May 13, 2024 Special Town Meeting is dissolved.

Discussion on the motion: none

Action on the motion: carried by a majority.

Moderator Reip called the Special Town Meeting to order at 7:23 pm.

CONSENT AGENDA: Dennis Reip, Moderator

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

This year, there will be **6** Consent Agendas, with 39 Articles:

1. Special Town Meeting Consent (Articles #1 through #4) because these articles have been unanimously approved by both the Select Board and Finance Committee. These articles are indicated with (*)
2. The Financial (Non-Capital) Consent (Articles #6 through #17, inclusive) includes articles considered to be non-controversial. This consent includes a combination of staffing hours proposals, standard authorizations, annual transfers and reoccurring programs. These articles are indicated with (**)
3. The Capital Consent (Articles #18 through 29, inclusive) includes several capital items which have been supported by both the Finance Committee and Select Board and are proposed to be funded with Free Cash or Raise & Appropriate. These articles are indicated with (***)
4. Community Preservation Fund Consent (Articles #30 through #34, inclusive) includes articles considered to be non-controversial approved by the Community Preservation Committee, Select Board, Finance Committee, and other boards/committees for unanimous/majority support. These articles are indicated with (****)
5. Consent (Non-Financial) (Articles #35 and #36, inclusive) includes articles considered to be non-controversial that have minimal financial impact to taxpayers. These articles are indicated with (*****)

6. Two-Thirds Vote Required Consent (Articles #37 through #40, inclusive) includes articles that require two-thirds votes by either stabilization or bonding. These articles are indicated with (*****)

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

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

SPECIAL TOWN MEETING CONSENT AGENDA 1 (*)

Kristin Hilberg, Select Board Chair, moved, and it was seconded, to approve the Special Town Meeting Consent Agenda Warrant Articles 2 and 3 in accordance with the funding sources and amounts set forth in the May 13, 2024 Special Town Meeting Warrant under Articles 2 and 3. (Articles 1 and 4 were held).

Discussion on the motion: none

Action on the motion: motion carried by a majority.

ARTICLE 1	COMPREHENSIVE BOXBOROUGH TRAFFIC STUDY (*) HELD
ARTICLE 2	POLICE DEPARTMENT: POLICE ACADEMY TRAINING AND COVERAGE CONTINGENCY (*)
ARTICLE 3	FIRE DEPARTMENT: RECRUIT ACADEMY TRAINING, COVERAGE CONTINGENCY & FIRE DEPARTMENT PHYSICALS
ARTICLE 4	DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE (*) HELD

ARTICLE 1 COMPREHENSIVE BOXBOROUGH TRAFFIC STUDY (*)

\$60,000 Raise & Appropriate
(Majority Vote Required)

Mark White, Chair of the Planning Board moved, and it was seconded, that the Town raise and appropriate the sum of Sixty Thousand Dollars (\$60,000), for the funding of a comprehensive traffic study, focused primarily along the Route 111 corridor, and other key intersections, to consider the impacts of future growth, and make comprehensive recommendations on how best to address present and future traffic and public safety.

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 recommend improvements to ensure safer streets in Boxborough. The baseline analysis will include crash data and traffic counts conducted along Massachusetts Avenue and an analysis of at least 12 key intersections.

The selected consultant will account for traffic anticipated by recently approved projects, as well as anticipated projects. A projection will be prepared for future growth through the year 2035, and the selected consultant will make recommendations to improve the studied ways for public health and safety. The recommendations will include four conceptual design plans for improvements.

The Planning Board issued an RFP to several traffic engineering firms to ensure that the proposed scope of work could be conducted at the lowest cost. Upon review of three proposals, the Planning Board identified the lowest cost bidder, an experienced firm with a proven track record with the Town. The Planning Board anticipates that having this Town-wide baseline and future growth study will allow it to make informed planning decisions that will help mitigate traffic impacts due to anticipated growth, with identified improvements potentially borne by future project proponents.

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 this article 5-0. The Planning Board has experienced a significant increase in applications for commercial development and firmly believes that this study will improve their decision-making when considering future projects. While project applicants submit traffic studies to assess impacts associated with their specific project, the Planning Board feels strongly that a comprehensive look at the major roadways and intersections need to be assessed for proper future planning for the entire Town. Such a study along with targeted recommendations will give the Planning Board a specific basis to develop conditions of approval to mitigate traffic impacts resulting from future projects, and equip the Town Planner with evidence needed to pursue high-value capital grants for traffic improvement projects.

The Finance Committee recommends (8-0-0). The Finance Committee recommends. The Planning Board has requested this study to help them when approving applications received by the Planning Department. It will help them when making decisions about what to require of a developer regarding traffic. The

Finance Committee has been told the results of the study will be valid for 10 years. The Traffic Study will be added to the Capital Plan.

Tax impact to the average home is \$.03 per \$1,000 or \$31 per year.

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

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the motion on Article 1:

Alex Kerin of Prescott Rd works in traffic safety. He wondered what extra this traffic will get us. Mr. Kerin stated that it's pretty clear what we need, and listed the needs including sidewalks and better lighting, and is not sure another study needs to be done.

Mark White said it's different because this study would be comprehensive and professional, and didn't remember a study like this being done. They will survey 10 intersections total, gathering data over a number of days. The Planning Board is asked to consider traffic impacts when developers come forward with projects. This establishes a baseline that the Planning Board can use when applicants claim there will be no impacts.

Robin Lazarow of Hill Rd. asked if the study would consider all sites for fire stations as well as the 10 intersections.

Mark White said yes for where Stow Rd. intersects Mass Ave. It wouldn't include Lyons or Lincoln Properties because those sites were newly considered by the Building Committee.

Ms. Lazarow asked if the study would consider growth, what growth would they consider?

Mr. White said they would predict what the build-out might look like, but of course cannot anticipate everything. The benefit would be obtaining the baseline of traffic.

Bob Childs of Burroughs Rd. was concerned that there have been a lot of reports generated. He expressed concern about the traffic in adjacent communities; 111 is a state-owned and controlled road.

Cheryl Mahoney of Liberty Square Rd. asked about whether the Town Planner had sought grant opportunities for this study.

Alec Wade, Town Planner, said they found one eligible grant program, but due to the application deadline and time it would take to hear back about the grant, it would put the traffic study out at least 1.5 years to completion, and the board is anticipating new growth prior to completion.

Ms. Mahoney asked if it could be used as a tool; for example, there is concern about Hill Rd. and traffic increases due to GPS sending people off of the highways.

Mr. White said it will not solve all our problems, but it will help give us some of the tools we need.

Ms. Mahoney wants to know if there might be more uses by the Town?

Mr. Wade said yes, it would pull in crash data which would impact the recommendations made in the study. This study could benefit most departments and committees in town as well as Capital recommendations.

Ms. Mahoney asked how this differs from what Alex Kerin referenced.

Alec said the Complete Streets that he believed Mr. Kerin was referencing incorporated different information, more targeted towards mobility and sidewalks; this study is more focused on public safety, including crash data.

Jim Moss of Bicentennial Way said this could benefit the Cemetery Commission and asked about excessive speeding and whether it would cover particular streets such as Hill Rd., Stow Rd., and Flagg Hill Rd.

Mark White listed the intersections that would be covered in this study: Route 111 / Codman Rd. and Swanson Rd., Route 111 / 495 southbound ramps and northbound ramps, Adams Pl. east and west, Paddock Ln., Hill Rd. / Route 111, Route 111 / Stow Rd. and Middle Rd., Route 111 at Blanchard Memorial School, Route 111 / Liberty Square Rd. and Summer Rd., and Liberty Square Rd. / Hill Rd.

Chad Childers of Middle Rd. moved the question, and it was seconded.

Action on the motion to stop debate carried by 2/3s.

Action on the motion on Article 1 (STM): carried by a majority.

ARTICLE 2 POLICE DEPARTMENT: POLICE ACADEMY TRAINING AND COVERAGE CONTINGENCY (*)

\$51,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town vote to transfer from free cash the sum of Fifty-One Thousand Dollars (\$51,000), more or less, for affiliated expenses associated with the labor replacement costs for full-time, police academy-trained police personnel, including all costs incidental and related thereto.

Summary:

The funds would be used to cover the costs related to the replacement of officers attending the police academy. To return to full professional staffing levels in the department, the intention is to use funding from this article to place currently qualified and accepted dispatch staff into the May 2024 Police Academy. Relevant expenditures will include:

- *Overtime costs to cover replacement shifts during:*
 - *Application Period (Advertising & Recruiting)*
 - *Interviews and Selection Period*
 - *Background Investigation*
 - *Psychological Testing, Medical and Drug Screening*
 - *Academy Training*
 - *Field Training*
- *Academy, salary, Field Training Period OT, training OT, tuition, gear, and mileage*

- *Department uniforms and gear*
- *Medical and drug tests and psychological evaluations*

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article as it strategically addresses our Police Department's funding needs when the Town hires a recruit who needs to go to the Academy. By allocating funds now for the training and preparation of new officers, we significantly reduce the likelihood of needing to tap into reserve funds—typically reserved for unforeseen expenses—later in the year. This approach not only ensures we maintain a fully staffed and well-trained police force but also rightly anticipates training as a normal and expected part of our employment lifecycle. It's a practical move that underscores our commitment to both fiscal responsibility and the unwavering safety of our community.

The Finance Committee recommends (8-0-0). The Finance Committee recommends (8-0). This fund has been created so the Police Department has the ability to send one new Police Officer to the Police Academy and also cover the cost of filling the shifts while the officer is attending the Academy.

No tax impact for FY25.

Discussion on the motion on Article 2: none

Action on the motion on Article 2 (STM): carried by a majority as part of Consent Agenda 1

ARTICLE 3 FIRE DEPARTMENT: RECRUIT ACADEMY TRAINING, COVERAGE CONTINGENCY & FIRE DEPARTMENT PHYSICALS (*)

\$60,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda that the Town transfer from free cash the sum of Sixty Thousand Dollars (\$60,000), for staff replacement coverage for new full-time firefighters while they attend the 10-week training program of the Massachusetts Firefighter Recruit Academy and coverage for all pre-employment physicals for new full-time, per-diem, and call Fire Department members.

Summary:

This fund would be used to cover 1) the costs related to shift coverage when new full-time firefighters to the Town of Boxborough are at the 10-week Massachusetts Full-Time Firefighter Recruit Academy and 2) all pre-employment physicals required for new full-time, per-diem, and call staff.

When a new full-time firefighter is hired, they are usually replacing a member who has retired, transferred to another department, promoted, or otherwise left employment with the Town. The Collective Bargaining Agreement requires that these new full-time firefighters must attend the Career Recruit Massachusetts Firefighting Academy Class unless they already graduated from the academy while working in another municipality. An employee attending the academy creates approximately twenty (20) shifts of twenty-four (24) hours each, that need to be covered.

This amount used to be covered within the Fire Department budget, but instead, we are asking for this to be in an article that can carry year to year and be funded, as needed, due to the unknowns that come with

potential openings and academy scheduling. There may be years where multiple personnel need to attend and there may be years where none need to attend.

The Fund would also cover the costs of pre-employment physicals for all new Fire Department employees to the Town of Boxborough (full-time, per-diem, call). The number of recruitments in a given year varies, especially at the per-diem level, depending on the number of openings created by existing members. This cost has historically been maintained in the fire operational budget, but given the variability and the need to cross fiscal years at some points, it is recommended that this amount be carried as an article.

Relevant expenditures include:

- *Overtime costs to cover all shifts while the Recruit is in the Academy as well as during the Orientation period (2 weeks) before going on shift.*
- *All pre-employment department Physicals for New Members (Full-Time, Per-Diem, Call)*
- *Initial set of department uniforms and gear for recruits*
- *All Academy Required Exam and Reading Materials*

The Select Board recommends (4-0-0). The Select Board unanimously recommends the establishment of a fund to support our Fire Department's staffing and training needs. This proactive measure mirrors the successful approach taken with our Police Department, addressing the essential training of new full-time firefighters and covering pre-employment physicals for all new Department members. By earmarking funds specifically for these purposes, we not only ensure continuous, high-quality emergency services by adequately preparing our firefighters through the 10-week Massachusetts Firefighter Recruit Academy but also manage staffing transitions smoothly without the financial unpredictability of past practices. This fund will carry over year-to-year, providing a flexible and responsive financial tool to accommodate the fluctuating demands of training schedules and recruitment, thereby reducing the need to divert funds unexpectedly from our operational budget. This initiative represents a commitment to both our firefighters' readiness and our community's safety, underscoring the importance of planning and fiscal responsibility in meeting the ongoing needs of Boxborough.

The Finance Committee recommends (8-0-0). The Finance Committee recommends this for the reasons stated above.

No tax impact in FY25.

Discussion on the motion on Article 3: none

Action on the motion on Article 3 (STM): carried by a majority as part of Consent Agenda 1

ARTICLE 4 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE (*)

\$424,000 Bond
 \$635 TNC (Transportation Network Company)
 (Two-thirds Vote Required)

Kristin Hilberg moved, and it was seconded, that Town vote to borrow the sum of Four Hundred Twenty-Four Thousand Dollars (\$424,000), more or less, and transfer the sum of Six Hundred Thirty-Five Dollars (\$635), more or less, from the Transportation Network Company Fund for the purpose of maintaining roadways in Boxborough.

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, beginning 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 2024 and Fiscal Year 2025 road construction seasons include a combination of sealing and paving projects. In Fiscal Year 2025, the usual Road Maintenance amount of \$300,000.00 is increased by \$124,000.00 to partially fund major reconstruction of the failing culvert on Liberty Square Road, where it crosses Guggins Brook. The culvert repair will also be partially paid for with Federal ARPA Grant funds. In the past year, Guggins Brook has topped Liberty Square Road three times, following major rainfall events. While temporary repairs were made during one of the storms, to prevent road failure, the culvert is still inadequate to provide sufficient passage of water under the road. The Town is planning to reconstruct the culvert when school is out, so that road closure does not impact bus routes, and will need funding prior to the start of the new fiscal year. The minor amount of \$635 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 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 to address urgent infrastructure needs, specifically the repair of the failing culvert on Liberty Square Road. Delaying these repairs risks higher future costs and safety issues. We support the Department of Public Works' thorough and practical road maintenance plan, which is vital for our Town's infrastructure and well-being.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated above, which supplements the State's Chapter 90 funds to pave and maintain our public streets to ensure our residents safety on an annual basis, and to allow for the needed repair of the hazardous condition on Liberty Square Road where Guggins Brook crosses underneath the road, which is close to collapse due to the unusual high amount of rainwater this past year.

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

Discussion on the motion on Article 4:

Jim Moss asked if there were federal funds available.

Michael Johns said we get government funding from the state for Chapter 90 \$, which is part of the agenda later in this Annual Town Meeting. This Article is asking for an additional \$124,000 for the replacement of the Guggins Brook culvert, which was fixed with a temporary measure this past year.

Ed Kukkula, Director of the DPW said that the state provides Chapter 90 (via oil and gas taxes) the town of \$200,000; there is usually an additional \$300,000 funded each year at Town Meeting. This year they plan on paving Burroughs Rd. on the west end and Priest Ln. if the culvert \$ does not exceed what is planned.

Jim Moss asked if there was any federal funding and how many miles we pave each year.

Mr. Kukkula said we haven't gotten federal funds. He said we do about 2 miles of road per year; the biggest cost is the oil in the asphalt.

Rita Grossman of Depot Rd. asked about the area on Littlefield Rd. where the road overflows frequently.

Ed Kukkula said the issue there is not the drain structure, but the beaver dams downstream.

Ms. Grossman said she was talking about a different area and there are solutions to solve that problem called Beaver Deceivers.

Action on the motion on Article 4 (STM): carried by 2/3s.

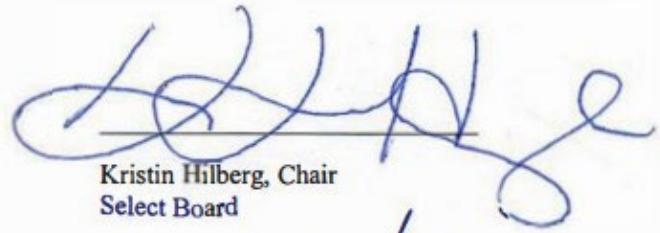
Kristin Hilberg moved, and it was seconded, to dissolve the May 13, 2024 Boxborough Special Town Meeting.

Action on the motion carried by a majority.

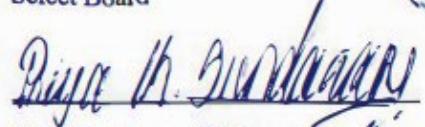
END OF CONSENT AGENDA 1 (*)

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

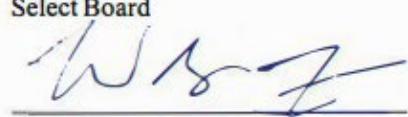
Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 29, 2024.



Kristin Hilberg, Chair
Select Board



Priya H. Sundaram
Priya Sundaram, Clerk
Select Board



Wesley Fowlks
Wesley Fowlks, Member
Select Board



David McKiernan
David McKiernan, Member
Select Board

**BELOW IS A REPRESENTATION OF WHAT WILL APPEAR
ON THE TUESDAY, MAY 21, 2024 BALLOT:**

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority Vote Required)

Moderator, One seat, for a one-year term

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

Board of Health member, One seat, for a three-year term

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

Planning Board member, One seat, for a three-year term

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

Constable, One seat, for a three-year term

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority Vote Required)

Kristin Hilberg 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 2023 Annual Town Report.

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

The Finance Committee recommends (8-0-0).

No tax impacts.

Discussion on the motion on Article 2: none

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

Kristin Hilberg gave the Select Board report. She spoke about employee cross training, new hires, and employee retention. She mentioned K-9 Koda and the move to Regional Dispatch. She talked about the importance of the volunteers on boards and committees. She also talked about budget Saturday and the helpful give and take from department heads regarding needs and wants. She is proud that how conservative and civil everyone was about working on the budget. She also mentioned working with the ABRSD and problems that face the schools nationwide. Tonight's meeting will also decide what is happening with the new Fire Station and this meeting will overall give the Select Board their marching orders. She thanked everyone who worked on the warrant.

Adam Klein, Chair of AB Regional School Committee gave the School Committee report. Mr. Klein introduced the members of the ABRSC: Ben Bloomenthal, Tori Campbell, Leela Ramachandran, Yanxin Schmidt, Rebeccah Wilson, Ginny Kremer, and Andrew Schwartz (all of Acton), and Liz Fowlks, Lakshmi

Kaja, and Vikram Parikh (of Boxborough). He spoke about the integrated system that is the Regional School System. We are spending \$7.5 million less than the state average. Per Pupil spending is 8.3% less than the state average: we are well below the state average for Administrative costs (20.9% less) and Professional Development. We spend less per pupil on supplies but more on counselling. Even with increases in inflation, since 2018, the AB operating budget has stayed around or below 3% increases annually. They have used reserves, reduced staff by 40 FTEs, and used pandemic relief funds. Since 2016, our student population has decreased by 563 students. However, students who come from low income families and students who speak English as a second language has increased. These high needs population have grown. These needs require more and specialized staffing.

There are significant challenges to maintain a level services budget. We have a challenge finding substitutes and in school special education in school and externally plus transportation needs have increased significantly. The Acton Health Insurance Trust experienced several months of extraordinary claims this year, so the increase carries over into FY25.

Ultimately, the budget is a reduction of over \$3 million in order to maintain level services. This is the third year in a row that they have cut \$2-3 million below level services. We will have new fees, moving costs to the users, but we need to consider the impact on access and equity as these fees increase. Savings will come from moving to a state health insurance program, reducing risk and volatility. The savings will likely be used to pay off existing claims.

There are more cuts to staffing. Next year's budget includes an additional loss of 20 FTEs, meaning a loss of 60 FTEs over the last three years. Class sizes are evaluated to maintain high quality education. Investments = 0.2% of the budget, including AB Resource Center and curriculum enhancements.

The cost to the town is just under \$16 million, of the over \$114 million total budget, with a \$95 million assessment to the towns. That represents a 4.7% increase over last year, and a 14.5% increase to Boxborough's assessment. Surplus available will be used to rebuild our reserves. Boxborough enrollment is growing faster than Acton's. Actions have already been taken to make the budget more sustainable. He shared some highlights from the past year.

The Planning Board report was delivered by Cindy Markowitz. She named the members of the Planning Board: Mark White, Chair, Rebecca Verner, Clerk, Kathy Vorce, Rich Guzzardi, and alternate member, Janet Keating-Connolly.

She mentioned the Zoning and General Bylaws that were approved at last year's ATM, including Tree Protection General Bylaw and Accessory Apartment Zoning Bylaw. She highlighted the other boards and committees that Planning Board members participate in. It was noted that there was more work on the Enclave and the Park at Beaver Brook (Building 400 and 200). She mentioned the bylaw articles related to minor language changes that are coming up later, Articles 44 and 45, which were discussed at duly noted public hearings held on February 12, 2024. The board thanked Alec Wade and Mary Nadwairski and other town hall staff, and encouraged the public to attend meetings.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

Raise and Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, that the Town will fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2024, as follows:

Select Board Members	\$0.00
Board of Health Members	\$0.00
Town Clerk	\$80,131
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$0.00
Boxborough Members of A-B Regional School Committee	\$0.00
Library Board of Trustees	\$0.00
Town Moderator	\$0.00

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

The Finance Committee recommends (8-0-0). The Finance Committee recommends.
Tax impact is reflected under Article 5.

Discussion on the motion on Article 3: none

Action on the motion on Article 3: carried by a majority.

ARTICLE 4 AMEND FY 2025 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority Vote Required)

Lee Slade, Chair of the Personnel Board moved, and it was seconded, that the Town 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 and also available on the Town’s website as set forth in the 2024 Annual Town Meeting Warrant.

Vote 1: Lee Slade moved, and it was seconded, 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 and also available on the Town’s website as set forth in the May 13, 2024 Annual Town Meeting Warrant.

The Personnel Board recommends (4-0) for Vote 1.

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

The Finance Committee recommends (8-0) Vote 1.

Vote 2: Lee Slade moved, and it was seconded, 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 and also available on the Town’s website as set forth in the May 13, 2024 Annual Town Meeting Warrant which Schedule includes a 3.0% wage adjustment as stated in the May 13, 2024 Annual Town Meeting Warrant.

The Personnel Board recommends (4-0) Vote 2.

The Select Board recommends (4-0) Vote 2.

The Finance Committee recommends (8-0) Vote 2

Summary:

Vote 1: Administrative changes to the plan

a. FY2025 Classification & Compensation Schedule

Human Services Director – Retitle of the position from Council on Aging and Community Services Director

Add Recreation Services Coordinator to the schedule – Proposed Grade 14

Per Diem and Intermittent Employees & Stipends

Change the grade for the Deputy Fire Chief – Proposed Grade 16

Add Call Firefighter to the schedule – Proposed Grade 10

Add Call EMT to the schedule – Proposed Grade 10

Delete Special Police Officer from the schedule

Rename Substitute Librarian to Substitute Library Assistant

Commentary: These changes reflect new positions, changes to previous positions (grade changes and title revisions) to the schedule for the upcoming fiscal year.

The new positions being added this year are Recreation Services Coordinator, Call EMT, Call Firefighter. These positions are being added at the request of Town Administration and the Fire Department for growing needs in the community.

b. Article III, Definitions

Proposed Additions and Modifications

Article III. DEFINITIONS, Section 2, Employee Categories

Modify the following in Section a

a. Regular, Full-Time Employees are employees of the Town who are regularly scheduled to work 40 hours during their regular work week ~~and employees of the Library who are regularly scheduled to work for at least 33 hours during the regular work week.~~

Modify paragraphs below by delete stricken language and add words in bold.

The term Special Police Officer is replaced by the more accurate Reserve Police Officer where mentioned in the Plan, as follows:

j: Per Diem Workers are those workers who are hired to meet the staffing needs of the Town, e.g., ~~special Reserve~~ Police Officers, part-time firefighters, and other intermittent employees. Per Diem Firefighter/EMT's references throughout this document refer to the following positions: Call Firefighter or EMT, Per Diem Firefighter/EMT, Per Diem Fire Lieutenant/EMT, Per Diem Captain/EMT, and Per Diem Deputy Chief.

Article III. DEFINITIONS, Section 4b: Regular Work Period ~~Special Reserve~~ Police Officers - The regular work period for ~~Special Reserve~~ Police Officers shall consist of a maximum of 40 hours in any one week.

c. Article VII, Hours of Work and Overtime

Amend Section 3

Section 3. The regular work period for ~~Special Reserve~~ Police Officers shall consist of a maximum of 40 hours per week.

d. Article VIII: OTHER FORMS OF PAY, Section 2, Detail Pay

1. Town Details. A ~~Special Reserve~~ Police Officer **or Police Lieutenant** working a town detail will be compensated at one and a half (1.5) times the hourly rate established for ~~Special Reserve~~ Police Officer under the Schedule, **with a minimum of four hours per detail**.

Commentary: This paragraph has been amended to replace the term "Special Police Officer" with the more accurate "Reserve Police Officer" and to make the methodology and amount of compensation of Reserve Police Officers and Police Lieutenants (who sometimes perform Town Details) consistent with that of full time Police Officers. Full time police officers are currently paid for a minimum of four hours for Town details. Town details make up a very small percentage of total special details. Most Reserve Police Officers must drive to Boxborough to perform special Town details, and the four-hour minimum makes the assignment pay fairer, more attractive, and easier to staff, with minimum cost to the Town.

2. Private Details

Current language:

a. A ~~special Reserve~~ Police Officer working in a private detail will be compensated at a rate of fifty-eight dollars (\$58) per hour for a minimum of four (4) hours. After four (4) hours worked an employee working the private detail will be compensated at a rate of fifty-eight dollars (\$58) per hour for minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at a rate of eighty-seven dollars (\$87) per hour for those hours in excess of eight (8) hours.

Current language to be deleted and replaced with revised language, below:

a. From 7AM to 7PM Monday through Friday, a ~~Special Reserve~~ Police Officer or Police Lieutenant working in a private detail will be compensated at a rate of sixty dollars (\$60) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of sixty dollars (\$60) per hour for a minimum of (8) hours. Any hours over eight shall be billed in four-hour increments at \$90 per hour. From 7PM to 7AM

Monday through Friday along with Saturdays, Sundays, and Holidays (as described in Article IX Holidays), the hourly rate of pay shall be \$90. The hourly rate for private strikes and labor actions shall be \$95 per hour.

Commentary: This paragraph has been amended to replace the term "Special Police Officer" with the more accurate term "Reserve Police Officer" and to make the methodology and amount of compensation of Reserve Police Officers and Police Lieutenants (who sometimes perform Private Details) consistent with that of career Police Officers. This will make Private Details more attractive to Reserve Police Officers, who often must travel from neighboring Towns to work the Private Detail. Because Private Details are compensated by the private entity requesting them, there is no cost to the Town for this change.

Section b. Current Language to be deleted and replaced with revised language

Current Language

b. A Per Diem Firefighter/EMT working a private detail will be compensated at the rate of fifty-two dollars (\$ 52) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of fifty-two dollars (\$ 52) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at the rate of seventy- eight dollars (\$ 78) per hour for those hours in excess of eight (8) hours.

Revised Language

b. A Per Diem Firefighter/EMT working a private detail will be compensated at the rate of sixty ~~fifty-two~~ dollars (\$60) ~~(\$52)~~ per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of sixty ~~fifty-two~~ dollars (\$60) ~~(\$52)~~ per hour for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at the rate of ninety ~~seventy-eight~~ dollars (\$90) ~~(\$78)~~ per hour for those hours in excess of eight (8) hours. Any Acton Boxborough School District and Town funded and sponsored events details shall be compensated at fifty-five dollars (\$55) per hour.

Commentary: This paragraph has been amended to make the methodology and amount of compensation of Per Diem Firefighters/EMTs consistent with that of career Firefighters. Because Private Details are compensated by the private entity requesting them, there is no cost to the Town for this change.

Section 4, part b, revise as follows:

A Per Diem Firefighter/EMT shall be paid at one and one-half (1.5) times their regular rate for work:

1. in excess of fifty (50) hours worked in one (1) week, including collectively all scheduled shifts, public education courses, and department hosted training combined, or
2. in excess of their shift hours, when required in an emergency or safety threatening situation.

Add Section 9

9. Fire Department Callbacks and Public Education – For all fire department callbacks and public education programs, the employee shall be compensated for the time worked at the employee's hourly rate, but in no event shall the employee's compensation be measured by less than four hours.

Commentary: This paragraph is amended to provide a minimum of four hours of pay for a callback, which generally requires additional travel by per diem firefighters/EMTs. This paragraph has also been amended to include public and departmental education as hours counted toward pay accrual. This encourages employees to obtain additional training throughout their career. The cost to the Town is nominal and included in the budget.

e. Article IX, Leaves of Absence

Add Section 3

3. Any Per Diem Firefighter/EMT who works on a holiday shall be compensated at 1.5 times the employee's hourly rate. For the purposes of New Year's Day, Independence Day, and Christmas Day, the Holiday shall be defined as January 1, July 4, and December 25, respectively, and not the actual date of observance designated by state law.

Commentary: The changes to the Plan are made to align with current practice and to provide clarity for the Fire Department operations as they pertain to scheduling and payroll processing for Per Diem Firefighters.

f. Article X. Vacations

Amend Section 1.

Section 1. All regular full-time employees shall accrue vacation with pay as follows:

<i>SERVICE</i>	<i>ACCRUAL RATE</i>	<i>Maximum Fiscal Year Accrual</i>
Date of hire to one (1) year	6.67 hours per month	
After one (1) year	8 hours per month	96 hours, equivalent to twelve (12) work days for regular full-time employee
After five (5) years	11.33 hours per month	136 hours, equivalent to seventeen (17) work days for regular full-time employee
After ten (10) years	14.67 hours per month	176 hours, equivalent to twenty-two (22) work days for regular full-time employee

Regular full-time employees shall be allowed to use vacation in half-day increments (i.e. four (4) hours for a normal work day).

Employee accrual rate will increase on the anniversary of their hire date for years of service.

Amend Section 2.

Section 2. Regular reduced-hours and regular part-time employees shall be entitled to vacation in accordance with Section 1, except that the vacation accrual and Maximum Fiscal Year Accrual shall be pro-rated for the average number of weekly hours such employees are expected to work. Accordingly, such employees shall accrue vacation with pay as follows:

SERVICE	ACCRUAL RATE	Maximum Fiscal Year Accrual
Date of hire to one (1) year	Hourly accrual rate per month = $6.67 \times$ expected average weekly hours $\div 40$	
After one (1) year	Hourly accrual rate per month = $8 \times$ expected average weekly hours $\div 40$	Max hours accrual = $96 \times$ expected average weekly hours $\div 40$
After five (5) years	Hourly accrual rate per month = $11.33 \times$ expected average weekly hours $\div 40$	Max hours accrual = $136 \times$ expected average weekly hours $\div 40$
After ten (10) years	Hourly accrual rate per month = $14.67 \times$ expected average weekly hours $\div 40$	Max hours accrual = $176 \times$ expected average weekly hours $\div 40$

Regular reduced-hours and regular part-time employees shall be allowed to use vacation in four-hour increments, or for the total number of hours in a scheduled work day.

Commentary: These changes are being made to provide clarity on vacation time accruals for regular-reduced hours employees and part-time employees and to reflect current practice. The changes will also make payroll processing less cumbersome for the Treasurer/Collector's Office. There is no cost to the Town for this modification. The Plan was also modified to adjust the start date for accruals to the employee's anniversary date to improve fairness for all employees. The cost to the Town for this modification is nominal and included in the budget.

Discussion on the motion on Article 4, Vote 1: none

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

Vote 2: FY2025 Wage Adjustment

FY2025

The Personnel Board voted a 3.00% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) effective July 1, 2024 (FY2025). **The total increase in salaries is \$34,052.**

Employees on the Temporary, Per Diem and Intermittent Schedule will receive a 3.00% wage adjustment, effective July 1, 2024.

The Personnel Board recommends (4-0) for Vote 1.

The Personnel Board recommends (4-0) Vote 2.

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

The Select Board recommends (4-0) Vote 2. The Select Board unanimously supports the proposed amendments to the Personnel Administration Plan, including updates to the Classification and Compensation Schedule. These amendments reflect the Personnel Board's diligent work in adapting our town's staffing needs to its evolving demands and ensuring fair and equitable pay adjustments for all employees. By reclassifying positions, adjusting compensation grades, and introducing new roles such as the Recreation Services Coordinator and Call Firefighter/EMT, we're addressing the growing needs of our community head-on. Furthermore, the inclusion of a 3.00% wage adjustment for employees on the Temporary, Per Diem, and Intermittent Schedule from July 1, 2024, demonstrates our commitment to recognizing the valuable contributions of all town employees. These changes not only bring clarity and efficiency to our administrative processes but also ensure that our personnel policies remain responsive to the needs of both our employees and the broader community.

The Finance Committee recommends (8-0) Vote 1. The Finance Committee recommends. The changes in the Plan clean up and make the Plan more consistent.

Tax impact is reflected under Article 5.

The Finance Committee recommends (8-0) Vote 2. The Finance Committee recommends the 3% Cost of Living Adjustment for Personnel Plan employees.

Tax impact is reflected under Article 5.

FY2025 Classification and Compensation Schedule (3.0% Wage Increase added)
Regular Full-Time, Reduced Hours and Part-Time Employees

GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator Police Lieutenant	Exempt Non-exempt	89,920	92,168	94,473	96,834	99,255	101,737	104,280	106,887	109,559	112,298	115,106	117,983	120,933	123,956
15	Human Services Director *Inspector Bldgs Commissioner (BICO) **Town Accountant *Town Assessor *Town Planner Town Treasurer/Collector	Exempt	76,529	78,443	80,404	82,414	84,474	86,586	88,751	90,969	93,244	95,575	97,964	100,413	102,923	105,497
14	Community Services Coordinator Council on Aging Coordinator Town Clerk/Temporary Town Clerk Recreation Services Coordinator	Exempt Non-Exempt	65,130	66,758	68,427	70,138	71,891	73,688	75,531	77,419	79,354	81,338	83,372	85,456	87,592	89,782
13	Associate Town Planner Youth Services Librarian Information Services Librarian Technical Services Librarian	Exempt Non-exempt	60,109	61,612	63,152	64,731	66,349	68,008	69,708	71,451	73,237	75,068	76,944	78,868	80,840	82,861
12	Assistant Town Accountant Administrative Assistant Conservation Agent	Non-Exempt	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.62	33.44	34.27	35.13	36.01	36.91
11	Animal Control Officer Department Assistant	Non-exempt	24.92	25.54	26.18	26.83	27.50	28.19	28.89	29.62	30.36	31.12	31.89	32.69	33.51	34.35
10	Sr. Library Assistant Local Transit Operator	Non-exempt	23.17	23.75	24.34	24.95	25.57	26.21	26.87	27.54	28.23	28.93	29.65	30.40	31.16	31.93
9	Library Assistant	Non-exempt	21.56	22.10	22.65	23.21	23.79	24.39	25.00	25.62	26.27	26.92	27.59	28.28	28.99	29.72
8	Van Dispatcher	Non-exempt	20.06	20.56	21.07	21.60	22.14	22.69	23.26	23.84	24.44	25.05	25.67	26.31	26.97	27.65

* Under three year contract

**Under two year contract

New or Revised position

FY2025 Classification & Compensation Schedule (3.0% Wage Increase added)
Temporary, Per Diem and Intermittent

SG	Hourly (All Non-exempt)	FY25 Rate
0	CIT	15.30
0	Intern (Town Hall)	15.30
1	Counselor	15.90
1	Asst. Animal Control Officer	15.90
1	Election Workers	15.90
2	Media Production Technician	16.49
2	Seasonal Conservation Officer	16.49
3	Laborer - Cemetery	15.10
3	Clerk of Elections	17.11
4	Lead Counselor	17.75
5	Van Driver	18.42
6	Seasonal Maintenance & Cemetery Worker	19.11
8	Lock Up Attendant	22.70
8	Winter Sports Director	22.70
8	Specialty Instructor Level I	22.70
9	Substitute Library Assistant	21.56
10	Special Police Officer	
10	Specialty Instructor Level II	23.26
10	Summer Recreation Director	23.26
10	Snow Plow Operator	23.26
10	Call EMT	23.26
10	Call Firefighter	23.26
11	Firefighter/EMT	24.92
11	Animal Control Officer	24.92
11	Lead Summer Recreation Director	24.92
11	Veterans Services Officer	24.92
11	Part Time Dispatcher	24.92
13	Reserve Police Officer	28.90
14	Fire Lieutenant	31.31
15	Fire Captain	36.79
16	Deputy Fire Chief	43.23
NR	Asst. Building Inspector	31.99
NR	Call Building Inspector	37.23

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

Fee Based	Rate
Wiring Inspector	90% Permit Fees
Plumbing & Gas Inspector	90% Permit Fees
Meeting Secretaries	\$138.24/meeting

New and renamed positions

Discussion on the motion on Article 4, Vote 2: none.

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

Moderator Reip made an announcement regarding Article 5, the Budget.

As the operating budget of the Town, Article 5 is one of the most important articles we consider each TM.

He explained that on page 35 of the Warrant, we will be following our usual practice of considering the budget item by item. The Finance Committee will make a motion and then present their report and recommendation. The SB will make its recommendation. Discussion from the floor will then follow as we go through line by line.

ARTICLE 5 TOWN OPERATING BUDGET

**\$27,996,663 \$27,936,663 Raise & Appropriate
(Majority Vote Required)**

Maria Neyland moved, and it was seconded, that Town raise and appropriate the sum of Twenty-Seven Million Nine Hundred Ninety-Six Thousand Six Hundred Sixty-Three Dollars (\$27,996,663), for the operations and expenses of providing public services for the Fiscal Year beginning July 1, 2024 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 13, 2024 Annual Town Meeting Warrant under the heading FY 25 Budget Summary, with the exception of line 220, Total Fire Salary, which is reduced by \$60,000, bringing the Fire Department salary line to \$1,328,818, making the new total to be raised \$27,936,663.

The Finance Committee recommends (6-0-0). The Finance Committee recommends unanimously. *For more information, refer to the Finance Committee Report at the end of this Warrant.*

The Select Board recommends (4-0-0). The Select Board unanimously supports the proposed budget for the upcoming fiscal year. This budget is the result of strategic planning that began immediately after the last Town Meeting, and is designed to maintain the level of services our residents expect and deserve. The Board is mindful that this budget approaches our levy limit—the maximum amount the Town can raise through taxation. We approach this threshold with serious consideration, recognizing the financial diligence required to support our Town's needs and aspirations.

For additional insights into the budget and a discussion of the historical factors influencing future fiscal planning, we invite you to read the Select Board's letter at the start of the warrant.

Maria Neyland gave the Finance Committee's report. She thanked the committee as well as the Town Administrator, Town Hall staff, and the Moderator for the collaborative work that was the budget process. She spoke of the budgeting challenges, fire station needs, water concerns, and potential police department renovation down the road. She explained a bit of background on levies, levy limits, and overrides. The tax levy is the amount that the town can raise via property taxes. The levy limit is 2.5% because of Proposition 2 ½. The average new growth has been about \$300,000 or 3% annually with the exception of the Enclave. We have been taxing under our levy limit: average tax increase is 6%. This year's average tax increase will be 9.4%. The budget was prepared very carefully as to limit or avoid an override next year. Without AB assessment (AB is 14.46%) the increase in this year's budget is only 0.23%. On average, the overall total operating budget increase is 7.87%. This small budget increase of 0.23% was achieved through retirement of long-term debt, regionalization of dispatch, and health insurance savings that will be seen in the future. TA Mike Johns foresaw that health insurance will increase in future years, so took us out of our current health insurance company. The school assessment plus a future new fire station pushes us to a likely override in the near future. The Fin Com will continue to work to keep Boxborough affordable.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
114 Total Salary	0	0	0.0%	100
114 Total Other	80	80	0.0%	80
114 <u>Total Moderator</u>	80	80	0.0%	180
119 Total Salary	0	0		0
119 Total Other	160	160	0.0%	160
119 <u>Total Town Constable</u>	160	160	0.0%	160
123 Total Salary	360,305	344,593	4.6%	292,870
123 Total Other	75,703	63,509	19.2%	52,770
123 <u>Total Executive Office</u>	436,008	408,102	6.8%	345,640
131 Total Salary	3,625	0	100.0%	0
131 Total Other	700	700	0.0%	385
131 <u>Total Town Finance Comm</u>	4,325	700	517.9%	385
135 Total Salary	182,835	125,283	45.9%	97,583
135 Total Other	43,400	45,900	-5.4%	43,600
135 <u>Total Accountant</u>	226,235	171,183	32.2%	141,183
141 Total Salary	121,023	118,014	2.5%	112,775
141 Total Other	46,470	32,445	43.2%	21,220
141 <u>Total Assessor</u>	167,493	150,459	11.3%	133,995
145 Total Salary	109,465	119,888	-8.7%	114,792
145 Total Other	46,750	29,200	60.1%	28,700
145 <u>Total Treasurer/Collector</u>	156,215	149,088	4.8%	143,492
151 Total Salary	0	0		0
151 Total Other	130,000	130,000	0.0%	78,400
151 <u>Total Legal</u>	130,000	130,000	0.0%	78,400
152 Total Salary	0	0		0
152 Total Other	345	345	0.0%	345
152 <u>Total Personnel Board</u>	345	345	0.0%	345
156 Total Salary	0	0	0.0%	7,500
156 Total Other	267,503	216,000	23.8%	251,775
156 <u>Total Technology</u>	267,503	216,000	23.8%	259,275
161 Total Salary	122,930	114,262	7.6%	107,837
161 Total Other	17,088	14,052	21.6%	11,024
161 <u>Total Town Clerk</u>	140,018	128,314	9.1%	118,861
171 Total Salary	0	0		0
171 Total Other	1,700	1,700	0.0%	1,600
171 <u>Total Conservation Comm</u>	1,700	1,700	0.0%	1,600

151 Executive Office Total Other: Training was increased by \$12,000. This is for Professional Development across all department for all employees.

FY2024 Budget Summary

Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
174 Total Salary	309,756	296,010	4.6%	284,046
174 Total Other	29,130	21,200	37.4%	17,000
<u>174 Total Land Use & Permitting</u>	<u>338,886</u>	<u>317,210</u>	<u>6.8%</u>	<u>301,046</u>
175 Total Salary	0	3,913	-100.0%	5,913
175 Total Other	7,942	7,942	0.0%	5,425
<u>175 Total Planning Board</u>	<u>7,942</u>	<u>11,855</u>	<u>-33.0%</u>	<u>16,888</u>
176 Total Salary	0	1,304	-100.0%	1,304
176 Total Other	635	635	0.0%	635
<u>176 Total ZBA</u>	<u>635</u>	<u>1,939</u>	<u>-67.3%</u>	<u>1,939</u>
179 Total Salary	0	0		0
179 Total Other	300	300	0.0%	200
<u>179 Total Ag Comm</u>	<u>300</u>	<u>300</u>	<u>0.0%</u>	<u>200</u>
182 Total Salary	0	0		0
182 Total Other	4,250	4,250	0.0%	3,750
<u>182 Total Economic Development</u>	<u>4,250</u>	<u>4,250</u>	<u>0.0%</u>	<u>3,750</u>
192 Total Salary	0	0	0.0%	0
192 Total Other	235,377	241,100	-2.4%	289,734
<u>192 Total Building & Grounds</u>	<u>235,377</u>	<u>241,100</u>	<u>-2.4%</u>	<u>289,734</u>
196 Total Salary	0	0		0
196 Total Other	19,860	17,200	15.5%	15,015
<u>196 Total Facilities</u>	<u>19,860</u>	<u>17,200</u>	<u>15.5%</u>	<u>15,015</u>
199 Total Salary	0	0		0
199 Total Other	950	950	0.0%	950
<u>199 Total Sustainability Comm</u>	<u>950</u>	<u>950</u>	<u>0.0%</u>	<u>950</u>
Total Salaries - Town Government	1,209,939	1,123,267	7.7%	1,024,720
Total Other - Town Government	928,343	827,668	12.2%	822,768
<u>Total Town Government</u>	<u>2,138,282</u>	<u>1,950,935</u>	<u>9.6%</u>	<u>1,847,488</u>

175 Planning Board & 176 ZBA Total Salary: Salaries for the Meeting Secretary has been moved to 174 Land Use & Permitting.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
210 Total Salary	1,586,751	1,478,007	7.4%	1,466,013
210 Total Other	151,972	133,683	13.7%	121,845
<u>210 Total Police</u>	<u>1,738,723</u>	<u>1,611,690</u>	7.9%	<u>1,587,858</u>
215 Total Salary	52,853	424,033	-87.5%	0
215 Total Other	18,640	61,300	-69.6%	0
<u>215 Total Dispatch</u>	<u>71,493</u>	<u>485,333</u>	-85.3%	<u>0</u>
220 Total Salary	1,388,818	1,272,823	9.1%	1,180,839
220 Total Other	123,662	126,983	-2.6%	126,520
<u>220 Total Fire</u>	<u>1,512,480</u>	<u>1,399,806</u>	8.0%	<u>1,307,359</u>
292 Total Salary	19,448	18,706	4.0%	18,061
292 Total Other	4,879	5,197	-6.1%	5,495
<u>292 Total ACQ</u>	<u>24,327</u>	<u>23,903</u>	1.8%	<u>23,556</u>
Total Salaries - Protection	3,047,870	3,193,569	7.1%	2,664,913
Total Other - Protection	299,153	327,163	4.5%	253,860
Total Protection	3,347,023	3,520,732	-4.9%	2,918,773

210 Police Total Salary: A part of this line item will allow for a promotion of an officer to Sergeant.

Total other: Include the increase for the K9 Unit as voted at the FTM 2023

215 Dispatch Total Dispatch: The large decrease is due the Town joining regional Dispatch.

220 Fire Total Salary: The increase in Total Salary is attributed to the increase of personnel.

*220 Fire Total Salary: reduced on the floor by \$60,000 per Fin Com amendment. 220 Total Fire Salary reduced to \$1,328,818 and Total Fire to \$1,452,480. Total Salaries – Protection to \$2,987,870, Total Protection to \$3,287,023. Total budget to be raised: \$,27,936,633.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
300 Total Salary	0	0	0.0%	1,600
300 Total Other	171,669	304,641	-43.6%	294,378
300 <u>Total Education</u>	171,669	304,641	-43.6%	295,978
310 Total Salary	0	0	0.0%	0
310 Total Other	15,960,274	13,944,299	14.5%	13,257,674
310 <u>Total ABRSD</u>	15,960,274	13,944,299	14.5%	13,257,674
Total Salaries - Education	0	0	0	1,600
Total Other - Education	16,131,943	14,248,940	13.2%	13,552,052
Total Education	16,131,943	14,248,940	13.2%	13,553,652

FY2024 Budget Summary

Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
422 Total Salary	705,781	688,856	2.5%	650,063
422 Total Other	231,140	227,640	1.5%	223,430
422 <u>Total DPW</u>	936,921	916,496	2.2%	873,493
423 Total Salary	92,293	92,293	0.0%	66,880
423 Total Other	114,297	114,297	0.0%	139,710
423 <u>Total Snow & Ice</u>	206,590	206,590	0.0%	206,590
424 Total Salary	0	0		0
424 Total Other	3,900	3,900	0.0%	3,000
424 <u>Total Street Lighting</u>	3,900	3,900	0.0%	3,000
425 Total Salary	0	0		0
425 Total Other	66,800	64,700	3.2%	61,280
425 <u>Total Hager Well</u>	66,800	64,700	3.2%	61,280
431 Total Salary	0	0		0
431 Total Other	10,000	0	100.0%	10,000
431 <u>Total Hazardous Waste</u>	10,000	0	100.0%	10,000
433 Total Salary	0	0		0
433 Total Other	197,500	158,950	24.3%	123,700
433 <u>Total Transfer Station</u>	197,500	158,950	24.3%	123,700
490 Total Salary	1,015	1,015	0.0%	1,015
490 Total Other	0	0	0.0%	0
490 <u>Total Animal Inspector</u>	1,015	1,015	0.0%	1,015
491 Total Salary	5,000	5,000	0.0%	5,000
491 Total Other	2,300	2,300	0.0%	500
491 <u>Total Cemetery</u>	7,300	7,300	0.0%	5,500
Total Salaries - Public Works	804,089	787,164	2.2%	722,958
Total Other - Public Works	625,937	571,787	9.5%	561,620
Total Public Works	1,430,026	1,358,951	5.2%	1,284,578

431 Hazardous Waste Total Other: The town holds a hazardous waste day every other year.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
511 Total Salary		0	0.0%	600
511 Total Other	77,131	69,103	11.6%	52,679
511 <u>Total BoH</u>	77,131	69,103	11.6%	53,279
529 Total Salary	56,030	53,074	5.6%	52,095
529 Total Other	5,375	8,415	-36.1%	8,005
529 <u>Total Community Services</u>	61,405	61,489	-0.1%	60,100
541 Total Salary	82,766	78,767	5.1%	74,486
541 Total Other	20,550	10,950	87.7%	9,240
541 <u>Total COA</u>	103,316	89,717	15.2%	83,726
543 Total Salary	0	0		0
543 Total Other	36,300	35,875	1.2%	34,999
543 <u>Total Veterans</u>	36,300	35,875	1.2%	34,999
Total Salaries - Health Services	138,796	131,841	5.3%	127,181
Total Other - Health Services	139,356	124,343	12.1%	104,923
Total Health Services	278,152	256,184	8.6%	232,104

511 Board of Health Total Other: 55% increase in Landfill monitoring

529 Community Service Total Other: Decrease in Printing and Supplies

541 Council on Aging Total Other: Transfer the cost of Go Boxborough from ARPA funds to the general budget. This is a service used by Seniors to transport them to medical appointments outside of the MART van hours and/or destination area.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
610 Total Salary	303,518	288,632	5.2%	276,462
610 Total Other	112,490	109,275	2.9%	108,500
610 <u>Total Library</u>	416,008	397,907	4.5%	384,962
630 Total Salary	59,476	54,983	8.2%	52,298
630 Total Other	13,225	13,225	0.0%	11,900
630 <u>Total Rec Comm</u>	72,701	68,208	6.6%	64,198
691 Total Salary	0	0		0
691 Total Other	350	350	0.0%	350
691 <u>Total Hist Comm</u>	350	350	0.0%	350
692 Total Salary	0	0		0
692 Total Other	1,500	1,500	0.0%	1,500
692 <u>Total Public Celebrations</u>	1,500	1,500	0.0%	1,500
699 Total Salary	0	0		0
699 Total Other	1,500	1,500	0.0%	1,400
699 <u>Total AB Cultural Council</u>	1,500	1,500	0.0%	1,400
Total Salaries - Culture & Rec	362,994	343,615	5.6%	328,760
Total Other - Culture & Rec	129,065	125,850	2.6%	123,650
Total Culture & Rec	492,059	469,465	4.8%	452,410

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
710 Total Salary	0	0		0
710 Total Other	1,028,492	1,334,132	-22.9%	1,294,632
<u>710 Total Retirement of LT Debt</u>	<u>1,028,492</u>	<u>1,334,132</u>	<u>-22.9%</u>	<u>1,294,632</u>
911 Total Salary	0	0		0
911 Total Other	1,325,502	1,245,470	6.4%	1,218,757
<u>911 Total County Retirement Assmt</u>	<u>1,325,502</u>	<u>1,245,470</u>	<u>6.4%</u>	<u>1,218,757</u>
912 Total Salary	0	0		0
912 Total Other	244,125	230,000	6.1%	223,333
<u>912 Total Other Insurance</u>	<u>244,125</u>	<u>230,000</u>	<u>6.1%</u>	<u>223,333</u>
915 Total Salary	0	0		0
915 Total Other	1,413,059	1,183,600	19.4%	1,051,073
<u>915 Total Employee Benefits</u>	<u>1,413,059</u>	<u>1,183,600</u>	<u>19.4%</u>	<u>1,051,073</u>
Total Salaries - Administration	0	0		0
Total Other - Administration	4,011,178	3,993,202	0.5%	3,787,795
Total Administration	4,011,178	3,993,202	0.5%	3,787,795
132 Total Salary	0	0		0
132 Total Other	168,000	155,000	8.4%	150,000
<u>132 Total Reserve Fund</u>	<u>168,000</u>	<u>155,000</u>	<u>8.4%</u>	<u>150,000</u>

710 Retirement of LT Debt Total Other: decreased by \$300,000 in debt

915 Employee Health Benefits Total Other: The town is switching to a new provider which will save us money in future years. This years increase due to a one time buy down expense.

FY2024 Budget Summary
Town of Boxborough

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
Total Salaries - Town Government	1,209,939	1,123,267	7.7%	1,024,720
Total Salaries - Protection	3,047,870	3,193,569	-4.6%	2,664,913
Total Salaries - Public Works	804,089	787,164	2.2%	722,958
Total Salaries - Health Services	138,796	131,841	5.3%	127,181
Total Salaries - Culture & Rec	362,994	343,615	5.6%	328,760
Total Salaries	5,563,688	5,579,456	-0.3%	4,868,532
Total Other - Town Government	928,343	827,668	12.2%	822,768
Total Other - Protection	299,153	327,163	-8.6%	253,860
Total Other - Public Works	625,937	571,787	9.5%	561,620
Total Other - Health Services	139,356	124,343	12.1%	104,923
Total Other - Culture & Rec	129,065	125,850	2.6%	123,650
Total Town Other	2,121,854	1,976,811	7.3%	1,866,821
Total Town Government	2,138,282	1,950,935	9.6%	1,847,488
Total Protection	3,347,023	3,520,732	-4.9%	2,918,773
Total Public Works	1,430,026	1,358,951	5.2%	1,284,578
Total Health Services	278,152	256,184	8.6%	232,104
Total Culture & Rec	492,059	469,465	4.8%	452,410
Total Town Expenses	7,685,542	7,556,267	1.7%	6,735,353
Total Other - Education	16,131,943	14,248,940	13.2%	13,553,652
Total Other - Administration	4,011,178	3,993,202	0.5%	3,787,795
Total Reserve Fund	168,000	155,000	8.4%	150,000
Total Other Costs	20,311,121	18,397,142	10.4%	17,491,447
TOTAL	27,996,663	25,953,409	7.9%	24,226,800

Discussion on the motion on Article 5:

Moderator Reip said we're going to read the articles one by one.

114 – Moderator – hold

Jim Comolli of Sargent Rd. asked why the Moderator was in the budget twice? The first one in Article 3 was for his salary (\$0) and this line is for other (it is \$80 for supplies, etc., not salary).

156 – Technology – hold

Cindy Markowitz of Meadow Ln. asked if we could get a summary of what goes into technology line item, other. She wondered if we're still contracting with Guardian IT to provide our emails.

Rajon Hudson said it includes our contract, consultant costs, including what we pay Guardian each fiscal year. We are still contracting with Guardian IT. This year we are looking at other IT providers.

Casey Cornett of Picnic St. asked what's driving the 23% growth.

Rajon Hudson said this year we budgeted our software costs for subscriptions including email and zoom capabilities.

Moderator Reip said on page 36 in the Warrant, discussion from the floor will be by line item.

He clarified some points regarding the 300 lines: as a reminder, ATM votes on the ABRSD as a bottom-line budget assessment as a pass or fail.

If an amendment proposing to lower the assessment by any amount is passed at ATM, it is equivalent to rejecting the budget. If that were to happen, the School Committee would need to meet and vote to approve a revised budget within 30 days that then needs to be voted on again at a separate Special Town Meeting in both Acton and Boxborough to be scheduled within 45 days of the School Committee's vote to approve a revised budget.

Johanna Choo of Burroughs Rd. asked what line item 300 was? Vocational educational school assessment.

Item 310 – ABRSD – hold

Cheryl Mahoney of Liberty Square Rd. said increases like this are unsustainable; the school committee knew ARPA would run out and that the Health Insurance Trust was a problem. She asked what measures the district is going to take so they do not experience forecastable deficits that are happening right now.

Adam Klein said the district is no longer using reserves and the switch to a health insurance company will help to smooth out changes to expenses. The district is beginning to form a task force to attempt to reduce costs to the community going forward. The school district has already cut over 40 FTE over the past three years and will continue to evaluate programs.

Cheryl Mahoney asked what the reserves will be used for.

Mr. Klein said reserves are typically used for one-time expenses, and they are not planning to use reserves next year.

Ms. Mahoney stated that she was disappointed that the cuts were made to impact the marginalized populations.

Christine Marlow of Depot Rd. is concerned about the taxes that went up already due to the reassessment of our homes. We have people on lower incomes or fixed incomes. We are cutting teachers and aides and we should really be cutting middle management and cut those positions and figure out how to make it more affordable. People who can afford it should pay their fair share, such as all-day kindergarten.

Molly Wong of Stonehedge Pl. has a lot of experience from different parts of the school system. She started at RJ Grey in 2021, and was so impressed with how teachers and educators pulled together to continue educating students during hard times. She expressed how important administrators are for the support of educators doing their jobs. This budget already represents a lot of cuts; the school committee members are responsive and there have been many times where input has been available. This budget already represents a reduction of \$1 million that the Fin Com asked for. Voting down a budget tonight is a huge risk; young teachers are afraid for their futures in this district, and will leave. She stated that she was also aware of residents who are being forced to leave because of the cost of living in this town, but voting down this budget as a protest vote is not the answer. She agreed that we need to look at school choice and transportation costs and all of these things, but tonight is not the place to vote down this budget.

Kristin O'Neill of Mass Ave. said that one of the things that people are saying is that many things driving shortfalls could have been anticipated. Some of the students in our district comes from tuition increases in specialized schools where we are mandated by the state to fund their education. We can't plan for that when students on EIPs move into our district. She moved to Boxborough over 10 years ago in part due to the schools, and in part due to the community. She has watched the long, thoughtful process that has been the budgeting process. The district still exceeds expectations with lower than average with per student spending; our educators are doing more with less. She urged everyone to vote yes.

Matthew Tan of Waite Rd. stated that they moved here because of the schools and the schools make property values go up. He has friends in towns who voted down overrides and they don't know what to do, given the enormous class sizes and elimination of all after school programs. His priority is good language programs, many of which (like Latin and Chinese) would be cut with a cut in the school budget. He mentioned studies where 15% median home price decreases with each drop in school rankings. He urged voters to support this budget.

Liz Fowlks of Stow Rd. wanted to highlight the per pupil cost. For the regional school district, it's \$18,000 per student. Line item 300 is over \$40,000 per student for four students, which is out of district costs. She agrees that there need to be corrections to this budget, but this school committee is 12 people, most of whom are in their first term. This school committee is motivated to communicate with the community and transparency is the goal. Many of the issues were inherited by the current school committee. This school committee is working to not repeat past mistakes.

Mary Nadwairski of Stonehedge Pl. moved the question, and it was seconded.

Action on the motion to stop debate carried by 2/3s.

Point of order by Becky Neville regarding the rest of the lines in the budget and that there was no chance to hold them. Mr. Reip proceeded to read the other line items in the budget to make sure there were no more holds.

Maria Neyland held at 132, Reserve Fund. The Fin Com needed to figure out the new Reserve Fund \$ now that the budget was reduced by \$60,000. They checked and it was the same. Back to the main motion on the budget.

Point of order by Kristin Hilberg to clarify that the numbers were corrected in the total budget in the corrected motion that included a decrease in line 220. Maria Neyland read the motion for the budget again.

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

**FINANCIAL (NON-CAPITAL) CONSENT
CONSENT AGENDA 2 (**)**

Kristin Hilberg moved, and it was seconded, to approve the Financial (non-capital) Consent Agenda Warrant Articles 6 through 17 in accordance with the funding sources and amounts set forth in the May 13, 2024 Annual Town Meeting Warrant Motion Packet under Articles 6 through 17 respectively.

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Discussion on the motion on Consent Agenda: none

Motion on the Articles under Consent Agenda 2 carried by a majority.

ARTICLE 6 ASSESSOR CYCLICAL REVALUATION ()**

\$30,000 Raise & Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, 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 the 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 Fiscal Year 2023 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 available 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 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 spikes to the budget such as the \$120,000 appropriation at the 2021 Annual Town Meeting. It is anticipated that these future annual costs will be funded by taxation.

The Select Board recommends (4-0-0). The Select Board unanimously recommends for the reasons stated in the summary to meet the Department of Revenue (DOR) requirements for assessment.

The Finance Committee recommends (8-0-0). The Finance Committee recommends for the reasons stated in the summary.

Tax impact to the average home is \$.02 per \$1,000 or \$15 per year.

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

Discussion on the motion on Article 6: none

Action on the motion on Article 6: carried as part of Consent Agenda 2 by a majority.

ARTICLE 7 CABLE SERVICES AND EQUIPMENT ()**

\$113,004 Cable Fund
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that Town appropriate the sum of One Hundred Thirteen Thousand and Four Dollars (\$113,004) from the PEG Access and Cable Related Fund receipts reserved for appropriation, for the purposes of providing for FY2025 cable TV Operations and for the acquisition of new equipment 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. (\$3,605). 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. There are also encumbered legal funds (\$7,000) 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 unanimously this article, as it believes broadcasting and recording of meetings provides an important democratic civic service to residents.

The Finance Committee recommends (7-0-0). This article accepts the funds provided by Comcast and Verizon to pay for the public broadcast of the Select Board, Planning Board, FinCom meetings and Town Meetings.

No tax impacts.

Discussion on the motion on Article 7: none

Action on the motion on Article 7: carried as part of Consent Agenda 2 by a majority.

ARTICLE 8 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ()**
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, as part of the Consent Agenda, 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 Fiscal Year 2025 funds accepted by this Town Meeting action will be used for road maintenance projects in the Town.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. This authorization is required every year to receive Chapter 90 state highway reimbursement funds.

The Finance Committee recommends (8-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impacts.

Discussion on the motion on Article 8: none

Action on the motion on Article 8: carried as part of Consent Agenda 2 by a majority.

ARTICLE 9 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS ()**

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, 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 2025 spending limits for the Town's Revolving Funds as printed in the May 13, 2024 Annual Town Warrant.

Revolving Fund	Limit
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	\$120,000
Steele Farm	\$15,000

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.

There are two increases for the Revolving Funds this year. The first is an increase in the Recreation All Programs Fund. The intention of raising the Recreation Revolving Fund ceiling from \$35,000 to \$120,000 this year is to start having Recreation programs be as self-sufficient as possible, enabling much of the year-round wages and expenses to be covered by user fees, reducing the amount needed from taxation. The second increase is the raising of the ceiling from \$10,000 to \$15,000 for the Steele Farm Revolving Fund. The increase provides additional assistance with the ongoing projects occurring at Steele Farm this year.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. These revolving fund spending limits were set up to carry out the Departments' normal function and defray the routine, predictable expenses associated therein.

The Finance Committee recommends (8-0-0). The Finance Committee recommends for the reasons stated in the summary.

There is no tax impact.

Discussion on the motion on Article 9: none

Action on the motion on Article 9: carried as part of Consent Agenda 2 by a majority.

ARTICLE 10 MS4 PERMITTING (YEAR 7) OFFICE OF LAND USE AND PERMITTING ()**

\$30,000 Raise & Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town raise and appropriate the sum of Thirty Thousand Dollars (\$30,000), to implement 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:

- *Annually inspecting structural stormwater water quality control measures*
- *Providing an annual training session on illicit discharges and stormwater pollution plan implementation*
- *Assisting with regulatory review and updates*
- *Completing and submitting an annual report to EPA*
- *Miscellaneous plan updates and general consulting*

The Select Board recommends (4-0-0). The Select Board unanimously recommends for the reasons stated in the Summary. This article is necessary to comply with the Massachusetts MS4 requirements.

The Finance Committee recommends (8-0-0). This is an unfunded State mandate.

Tax impact to the average home is \$.02 per \$1,000 or \$15 per year.

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

Discussion on the motion on Article 10: none

Action on the motion on Article 10: carried as part of Consent Agenda 2 by a majority.

ARTICLE 11 POLICE & FIRE INJURY COVERAGE TRANSFER ()**

\$50,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, 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:

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. 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 unanimously recommends this article which replenishes the Injury Leave Indemnity Fund, a crucial resource established to support our Police and Fire Department personnel who suffer on-the-job injuries. This fund has proven essential in maintaining our commitment to the health and safety of our emergency services personnel and caring for them when they get injured, making sure we have a funding source to pay the replacements to cover their shifts. Replenishing this fund ensures that we can continue to cover the financial gap left by insurance payments for unfilled shifts due to work-related injuries, as well as expenses for off-the-job injuries and independent medical examinations as needed. By proactively maintaining this fund, we eliminate the need for Reserve Fund Transfers (RFTs) for these purposes, demonstrating our commitment to responsible financial planning and the well-being of our Town's critical service providers.

The Finance Committee recommends (8-0-0). The Finance Committee 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. All funds received from the insurance company will flow into the General Fund.

No tax impact for FY25.

Discussion on the motion on Article 11: none

Action on the motion on Article 11: carried as part of Consent Agenda 2 by a majority.

ARTICLE 12 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND ()**

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer to the general fund the unexpended balance of monies, as voted by past Town Meetings, and as printed in the May 13, 2024 Annual Town Meeting Warrant.

Article	Title	Amount	Original Source
ATM18 ART18	DPW Facility Improvements	\$1,609.03	Free Cash
STM19 ART03	Police Academy Training & Coverage Contingency	\$ 9.99	Free Cash

Summary:

The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source.

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

The Finance Committee recommends (8-0-0). The Finance Committee unanimously recommends. No tax impact for FY25.

Discussion on the motion on Article 12: none**Action on the motion on Article 12: carried as part of Consent Agenda 2 by a majority.****ARTICLE 13 SALARY RESERVE (**)**

\$10,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town vote to accept the provisions of G.L. c.40, §13D and transfer from free cash the sum of Ten Thousand Dollars (\$10,000), to establish a Salary Reserve Article to help cover unfunded vacation accrual payouts to employees or officers who retired, resigned or were terminated.

Summary:

This budget line item is proposed to create efficiencies with personnel management and reduce any potential liabilities the Town could incur due to unforeseen changes or impacts to staffing. All payments from the Salary Reserve Article will be reported by the Town Administrator and/or Finance Director to the Select Board and Finance Committee. This budget may be utilized for the following:

- *Pay out vacation accruals to retirees, resigned, and terminated employees,*
- *Cover the difference in any workers' compensation insurance payments received to cover the duties of an employee who is absent due to on-the-job injury.*
- *In the event of an off-the-job injury or long-term illness, this budget could be used to cover the period of vacancy of an employee who is out for an extended absence.*

The Select Board recommends (4-0-0). The creation of a Salary Reserve Budget is the most efficient and cost-effective way to allow the Town to cover unanticipated yet necessary expenses that can occur due to changes in staffing throughout the year.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

Discussion on the motion on Article 13: none

Action on the motion on Article 13: carried as part of Consent Agenda 2 by a majority.

ARTICLE 14 ADMINISTRATIVE ASSISTANT: ADDING BENEFITS ()**

\$10,000 Raise & Appropriate
\$5,000 Revolving Fund
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town raise and appropriate the sum of Ten Thousand Dollars (\$10,000), and transfer the sum of Five Thousand (\$5,000), from the Recreation Revolving Fund to support the benefits for the Human Services Administrative Assistant.

Summary:

This article is going to cover the benefits of the position covering three human services components (Council on Aging, Recreation Commission, and Community Services Coordinator). The position is currently being filled through a Boxborough-based business specializing in temporary employment. The consolidation of administrative support to the three components has thus far proven to be highly effective and efficient, providing more consistent, and reliable service delivery to residents, without additional hours or salary.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for reasons stated in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

Tax impact to the average home is \$5.00 or \$.01 per \$1,000.

The Council on Aging recommends (6-0-0). The Council on Aging recommends unanimously for the reason stated in the summary.

Discussion on the motion on Article 14: none

Action on the motion on Article 14: carried as part of Consent Agenda 2 by a majority.

ARTICLE 15 RECREATION: ADDITION TO HUMAN SERVICES STAFF ()**

\$32,300 Revolving Fund
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from the Recreation Revolving Fund the sum of Thirty-Two Thousand Three Hundred Dollars (\$32,300), to support the hiring of a Recreation Services Coordinator.

Summary:

The new Recreation Services Coordinator will be responsible for the management and coordination of all recreation activities and programs in the Town. This employee will serve as direct staff support to the Recreation Commission, and manage a community recreation program with year-round activities for children, teens, and adults which is culturally, socially, mentally, and physically based. This position is also tasked with serving as an advocate for recreation needs for the community and working with community organizations to develop collaborative initiatives. This is an unbefited 19.5 hour per week, part-time position. This position reports to the Human Services Director and is supported by the Human Services Administrative Assistant.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. The Recreation Commission has worked tirelessly to develop excellent programs, activities, and playgrounds. The time has come to provide them with the support that they need to continue this high level of service for the families of Boxborough. The position does not add to the tax base.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

The Recreation Commission recommends (4-0-0). The Recreation Commission is in full support of the article for a part time Recreation Coordinator. This has been a full-time unpaid position for the Recreation Commission members for many years. Our programs continue to grow. Flerra Summer playground had its highest enrollment last summer and continues to grow with more families moving into town and older students wanting be involved working in the program. Our successful running, basketball, flag football and tae kwon do programs continue to become more robust as well. With the expansion of growing two annual events, Winterfest and the Run BXB 5K race events, we need support now more than ever to continue community engagement. Also, with the Liberty Field renovations, we want to use this space for further community engagement opportunities by keeping our residents happy and healthy. Many program ideas are in the works for this space and we need support at town hall to allow the recreation commission the time and space to grow the vision for recreational opportunities with less burnout of our volunteers.

Discussion on the motion on Article 15: none

Action on the motion on Article 15: carried as part of Consent Agenda 2 by a majority.

ARTICLE 16 ASSOCIATE TOWN PLANNER: INCREASED HOURS ()**

\$47,000 Raise & Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town raise and appropriate the sum of Forty-Seven Thousand Dollars (\$47,000), to support the increased hours and benefits for the Associate Town Planner.

Summary:

The current Associate Town Planner position is budgeted at 19.5 hours. This article will increase the number of hours for the Associate Town Planner from 19.5 to 40 hours, an increase of 20.5 hours. The Town has been unable to successfully fill this position. The workload in the Land Use Department necessitates filling this position, and multiple job offers to desirable candidates, who took other full-time offers with benefits has proven that we need to offer this as a full-time position with benefits to attract, and retain potential candidates, in this highly competitive job market.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the summary. The Town Planner has expended considerable effort to fill the role with a part-time position. Changing the position to full-time will not only speed up the hiring process but will also enable the Town Planner to dedicate more time to all his responsibilities and securing grant funding for the Town, which is one of his strength of our Town Planner.

The Finance Committee recommends (7-0-0). The Town Planners' time is stretched very thin supporting our many volunteer boards and commissions. In addition to supporting the Planning Board and the Zoning Board of Appeals, he also offers assistance and support to the Economic Development Committee, the Housing Board, the Sustainability Committee, and others. An Associate Planner will be able to assist the Town Planner by offering support and pursuing grants.

Tax impact to the average home is \$ 24.00 or \$.03 per \$1,000.

The Planning Board recommends (5-0-0). The establishment of a new Land Use Department has resulted in an increased workload for the Town Planner, who must now manage more boards and tasks with fewer resources. Creating a full-time position for this role will provide the Town with greater flexibility in selecting the most suitable candidate.

The Planning Board has been inundated with a growing number of increasingly complex applications, a trend we expect to continue. To ensure efficient and effective work, both the Town Planner and the Planning Board require adequate resources. This new position will enable the Land Use Department, particularly the Planning Board, to better fulfill the Town's objectives.

The Planning Board wholeheartedly and unanimously recommends this decision, for the reasons stated above.

Discussion on the motion on Article 16: none

Action on the motion on Article 16: carried as part of Consent Agenda 2 by a majority.

ARTICLE 17 EMERGENCY MANAGEMENT TRAINING ()**

\$2,500 Raise & Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town raise and appropriate the sum of Two Thousand Five Hundred Dollars (\$2,500), to support Emergency Management Training.

Summary:

This allocation will be utilized to bolster training and acquire necessary equipment, and technology upgrades by ensuring a robust and effective emergency management framework to ensure the safety and well-being of our community members and businesses.

Training and Education

Conduct specialized training sessions for emergency responders to enhance their skills in crisis management and coordination. Provide educational resources for community members to increase awareness and preparedness for potential disasters.

Equipment and Supplies

Procure essential emergency supplies such as first aid kits, emergency lighting, and communication devices to support response efforts. Invest in additional personal protective equipment (PPE) to ensure the safety of frontline responders during emergencies.

Community Engagement

Organize community outreach events and drills to promote emergency preparedness and resilience. Develop informational materials and campaigns to educate residents on evacuation procedures and emergency contact information. Improved Preparedness: Investing in training and education will equip our responders with the necessary skills and knowledge to effectively manage emergencies, minimizing the impact on our community.

Enhanced Response Capability

Acquiring essential equipment and supplies will ensure that our responders have the resources needed to respond swiftly and efficiently to emergencies, saving lives and protecting property.

Community Resilience

Engaging with the community through outreach events and educational campaigns will empower residents to take proactive measures and support each other during times of crisis.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the summary. Preparation and training are key to effective management of emergencies and require funding. While grants are always being applied for this purpose, the receipt of sufficient grant dollars is not guaranteed.

The Finance Committee recommends (6-0-1). The Finance Committee recommends for the reasons stated above and to ensure that the residents are provided for in the case of an emergency and assistance to ongoing education/training of the staff.

Tax impact to the average home is \$1.00 or <\$0.01- per \$1,000

Discussion on the motion on Article 17: none

Action on the motion on Article 17: carried as part of Consent Agenda 2 by a majority.

END CONSENT AGENDA 2 (**)

CAPITAL CONSENT
CONSENT AGENDA 3 (****)

Kristin Hilberg, Select Board Chair moved, and it was seconded, to approve the Capital Consent Agenda Warrant Articles 18-22 and 24-29 in accordance with the funding sources and amounts set forth in the May 13, 2024 Annual Town Meeting Warrant Motion Packet under Articles 18-22 and 24-29 respectively.

ARTICLE 18: SARGENT MEMORIAL LIBRARY: ADDITIONAL FUNDING FOR APPROVED ROOF REPLACEMENT PROJECT	71
ARTICLE 19: SARGENT MEMORIAL LIBRARY: REPLACEMENT OF WELL WATER BOOSTER PUMP	72
ARTICLE 20: SARGENT MEMORIAL LIBRARY: REPLACE HVAC CIRCULATION PUMP #2	73
ARTICLE 21: TOWN HALL EXTERIOR PAINT	74
ARTICLE 22: TOWN HALL: GUTTER AND FASCIA REPAIRS	75
ARTICLE 23: POLICE DEPARTMENT: MOBILE DATA TERMINALS	76 HELD
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Discussion on Capital Consent Agenda 3: none

Action on the motion on Articles under Capital Consent Agenda 3: carried by a majority.

ARTICLE 18 SARGENT MEMORIAL LIBRARY: ADDITIONAL FUNDING FOR APPROVED ROOF REPLACEMENT PROJECT (**)**

\$50,000 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Fifty Thousand Dollars (\$50,000), to supplement the previously approved amount for the repair and replacement of the Sargent Memorial Library's existing roof, including all costs incidental and related thereto.

Summary:

In the 2023 Annual Town Meeting, \$175,000 was approved to replace the Library's roof, which has reached its 20-year lifespan and is now deteriorating. This amount did not account for architectural consultant fees we later learned were required in the preparation of the bidding documents.

Additionally, the estimated cost for the roof provided by the architectural firm was higher than the original quote we obtained in 2022. The Library is requesting an additional \$50,000 of funding for the project to compensate for the difference.

The Board of Library Trustees recommends (4-0-0). The Trustees recommend for the reasons stated in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

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

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the motion on Article 18: none

Action on the motion on Article 18: carried by a majority as part of Consent Agenda 3.

ARTICLE 19 SARGENT MEMORIAL LIBRARY: REPLACEMENT OF WELL WATER BOOSTER PUMP (*)**

\$25,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Twenty-Five Dollars (\$25,000), to provide for the replacement and installation of the Sargent Memorial Library's water pump booster, including all costs incidental and related thereto.

Summary:

The water pressure at the Library is unacceptably low and requires the use of a well water booster pump to bring water into the building. The current water booster has reached its end of life and needs replacement.

The Board of Library Trustees recommends (4-0-0). The Trustees recommend for the reasons stated in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

The Capital Committee Recommends (5-0-0).

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the motion on Article 19: none

Action on the motion on Article 19: carried by a majority as part of Consent Agenda 3.

ARTICLE 20 SARGENT MEMORIAL LIBRARY: REPLACE HVAC CIRCULATION PUMP #2 (*)**

\$15,000 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Fifteen Thousand Dollars (\$15,000), to provide for the replacement and installation of the Sargent Memorial Library's circulating pump number two of the HVAC system including all costs incidental and related thereto.

Summary:

The Library's HVAC system uses two circulating pumps to move water to heat or cool the building temperature. Pump #2 has required several repairs in the past two years. An attempt was made to rebuild the motor in 2022, which has since failed, requiring a replacement now.

Library Board of Trustees recommends (4-0-0). The Trustees recommend for the reasons stated in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

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

The Select Board does not comment on articles proposed by other elected boards.

Discussion on the motion on Article 20: none

Action on the motion on Article 20: carried by a majority as part of Consent Agenda 3.

ARTICLE 21 TOWN HALL: EXTERIOR PAINT (*)**

\$70,000 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Seventy Thousand Dollars (\$70,000), to provide exterior painting at Town Hall, including all costs incidental and related thereto.

Summary:

The Town Hall's exterior paint is peeling and there is exposed bare wood in many areas. The requested appropriation will provide for necessary routine maintenance to protect the wood and the building's integrity. Town hall was painted in 2012; the older section was painted in 2013. The cost of the project is \$80,000, including contingency funds for clapboard repairs. Scraping, priming, and painting estimates from 2023 are approximately \$64,000. There was \$10,000 appropriated by Article 26 in the May of 2017 Town Meeting for paint touchups that was never spent and is available.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. The Town Hall is overdue to be painted, and we look forward to seeing it looking its best again!

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact in FY25.

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

Discussion on the motion on Article 21: none

Action on the motion on Article 21: carried by a majority as part of Consent Agenda 3.

ARTICLE 22 TOWN HALL: GUTTER & FASCIA REPAIRS (*)**

\$7,500 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Seventy Thousand Dollars (\$70,000), to provide exterior painting at Town Hall, including all costs incidental and related thereto.

Summary:

The entire estimated cost of this work is \$20,000. To make up the balance, there was \$12,500 appropriated by Article 22 in the May of 2014 Town Meeting for Town Hall facility improvements that was never spent and is available.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. These are very necessary repairs which need to be completed on the Town Hall. We appreciate the Town Finance and Administration teams for finding previously unspent funds from 2014 and 2018 which will be used to alleviate the expense to today's taxpayers.

The Finance Committee recommends (6-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact in FY25.

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

Discussion on the motion on Article 22: none

Action on the motion on Article 22: carried by a majority as part of Consent Agenda 3.

ARTICLE 23 POLICE DEPARTMENT: MOBILE DATA TERMINALS (*)**

\$38,000 Free Cash
(Majority Vote Required)

David McKiernan moved, and it was seconded, that the Town transfer from free cash the sum of Thirty-Eight Thousand Dollars (\$38,000), for the acquisition and installation of seven (7) Mobile Data Terminals (MDTs) for the Police Department, including all costs incidental and related thereto.

Summary

The Police Department is looking to purchase seven (7) Mobile Data Terminals (MDTs) allowing one for each of the Boxborough Police Department Cruisers. These MDTs are essential equipment for Police Officers to conduct communications with Police Dispatchers and to send and receive pertinent information while conducting patrol operations in the Town of Boxborough. This would be used to replace existing MDTs that are out of warranty and at the end of their useful life. The price includes installation. The MDTs are a high-priority item as this is an officer safety issue.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article and the transfer of funds for the acquisition of seven new Mobile Data Terminals (MDTs) for the Boxborough Police Department. These terminals are not merely equipment; they are lifelines that connect our officers with dispatchers and critical information necessary for their safety and effectiveness while on patrol. Updating these MDTs is imperative. The current units are at the end of their useful life and no longer under warranty, posing risks not just to officer safety but also to the efficiency of our police operations. Ensuring our police cruisers are equipped with functional, reliable MDTs is a priority that underscores our commitment to the safety of both our officers and the community they serve.

The Finance Committee recommends (8-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

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

Discussion on the motion on Article 23:

Cheryl Mahoney of Liberty Square Rd. asked how many of these units are currently being used by the Police Department?

Chief Szewczyk said there are currently 7, one in each of the control cruisers.

Ms. Mahoney asked if there was a plan to stagger replacement in the future?

Chief Szewczyk said that they are replaced all at one time.

Ms. Mahoney asked why.

Chief Szewczyk said it's a small fleet; they are about \$6,000 each. It makes sense to replace them all at once so they are updated with the latest software. They are going with the lowest quote that came in.

Chief Szewczyk said for a large fleet of over 100 cars, they might replace them in a staggered way but not in a small department.

Ms. Mahoney asked about end of life, and whether they would be compatible with the newest cruisers.

Chief replied absolutely.

Action on the motion on Article 23: carried by a majority.

ARTICLE 24 POLICE DEPARTMENT: POLICE VEHICLE (MARKED CRUISER) (*)**

\$76,000 Raise & Appropriate
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town raise and appropriate the sum of Seventy-Six Thousand Dollars (\$76,000), for the acquisition and equipping of a Marked Cruiser for the Police Department, including all costs incidental and related thereto.

Summary

It is vital to continually update the patrol fleet to ensure calls for service and proactive activity continue 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 13,000 hours of use. The estimated cost of a vehicle plus outfitting the vehicle (radio, communications, lighting, storage, etc.) is \$75,869.33. Although transitioning to an all-hybrid fleet is the eventual goal, this article allows for the flexibility to purchase a gasoline vehicle due to the numerous electrical issues that have persisted in new hybrid police cruisers and the severe lack of availability (the hybrid police cruiser that was ordered as a result of the vote at the May 2023 Town Meeting has yet to be delivered).

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the summary. Having reliable public safety vehicles is important for the well-being of our residents and community.

The Finance Committee recommends (8-0-0). Last year (May 2023) the Town voted to purchase a hybrid vehicle. Ford has suspended all manufacturing of hybrid police vehicles, so our new cruiser has not yet hit the assembly line. Due to the unknown delivery time-line, maintenance and repair cost the Finance Committee supports the Chief in his desire to move forward with a gasoline vehicle. The Town has not purchased a new patrol vehicle since 2020. We have two 2017 cruisers, and this new vehicle would replace one of them. Both vehicles have around 14,000 "engine hours" on them.

Tax impact to the average home is \$.04 per 1,000 or \$39.

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

Discussion on the motion on Article 24: none

Action on the motion on Article 24: carried by a majority as part of Consent Agenda 3.

ARTICLE 25 FIRE DEPARTMENT: PERSONAL PROTECTION EQUIPMENT (*)**

\$20,000 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Twenty Thousand Dollars (\$20,000), for the purpose of acquiring Personal Protective Equipment (PPE) for the Fire Department.

Summary:

The appropriation of these funds will enable the purchase of Personal Protective Equipment (PPE), also known as turnout gear, which is worn by Boxborough Firefighters, in the safety and performance of their duties. PPE has a 10-year lifespan and is unique to each firefighter. This allows for regular replacement of PPE due to new hires, gear reaching its useful or contractual life, or equipment damaged during an emergency call.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the reasons stated in the Summary.

The Finance Committee recommends (7-0-0). In the past, we used to buy replacement PPE (coats, boots and pants for both summer gear and normal gear) all at once for the existing EMT/FF's. This process did not fully work as we have personnel leaving and hiring new personnel with all different sizes including men and women. The new/current strategy is to fund the warrant articles each year. BFD will be able to outfit new employees or replace damaged gear in real-time. The Finance Committee expects that there will be a PPE article in each future warrant unless not needed for the following year when sufficient funds are in place.

No tax impact for FY25.

The Capital Committee Recommends (5-0-0).

Discussion on the motion on Article 25: none

Action on the motion on Article 25: carried by a majority as part of Consent Agenda 3.

ARTICLE 26 ACCOUNTING: BUDGET & FINANCIAL DASHBOARD SOFTWARE (*)**

\$14,000 Free Cash
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Fourteen Thousand Dollars (\$14,000), for the purchase, implementation, and training in the use of cloud-based budgeting and financial dashboard software, including all costs incidental and related thereto.

Summary:

This project will allow the Town to more effectively, efficiently, and transparently work through the annual budget process from department level to Annual Town Meeting, allowing for smooth, seamless process work with fewer interruptions, mistakes, and repetition; ultimately producing a more reliable budget package. Additionally, the budget management process will be more easily accessible to the community in both numerical and graphic form.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article to acquire cloud-based financial dashboard software. This upgrade will significantly enhance our budget planning process, making it more efficient, transparent, and error-free from the departmental level all the way to the Annual Town Meeting. By integrating this software with the Town's website, we ensure that our community can easily access and understand budget details in both numerical and graphical formats. This step forward in our financial management practices promises greater consistency and

reliability in our budget packages, directly benefiting our Town's governance and community engagement. Additionally, it aligns with our Town's IT strategy of moving services to the cloud when it makes sense to.

The Finance Committee recommends (6-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

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

Discussion on the motion on Article 26: none

Action on the motion on Article 26: carried by a majority as part of Consent Agenda 3.

ARTICLE 27 TREASURER-COLLECTOR: ACCRUAL & PAYROLL SOFTWARE (*)**

\$22,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Twenty-Two Thousand Dollars (\$22,000), for the purchase, implementation, and training in the use of new payroll, accrual, and human resources software, including all costs incidental and related thereto.

Summary:

This project will allow the Town to more effectively, efficiently, and transparently process employee payroll, track employee's accrued leave time, and onboard/offboard employees with new software that allows the Town to efficiently manage critical processes. The Town is looking to move from the current payroll software to a more robust and comprehensive software service that allows for better workforce management and employee experience. Additionally, the process will be a lot more accessible for employees to track accrued time and have new additional options for self-service features that the Town does not have currently.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for upgrading to a new, comprehensive payroll, accrual, and human resources software. This transition is a crucial step in our ongoing effort to modernize Town operations, streamlining how we manage payroll, track employee benefits, and handle HR processes. The new system will centralize and simplify what has been a time-consuming and fragmented task, ensuring a single, auditable source of truth for all departments. It will also enhance the employee experience by offering self-service features for monitoring benefits, a capability our current system lacks. This upgrade aligns with our strategic IT plan to modernize and centralize our infrastructure, significantly reducing management overhead and improving efficiency and trust across the board.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact in FY25.

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

Discussion on the motion on Article 27: none

Action on the motion on Article 27: carried by a majority as part of Consent Agenda 3.

ARTICLE 28 INFORMATION TECHNOLOGY – HARDWARE UPGRADES AND REPLACEMENTS (*)**

\$32,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Thirty-Two Thousand Dollars (\$32,000), to provide for the replacement and upgrade of information technology hardware, including all costs incidental and related thereto.

Summary:

The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes the replacement of desktops and laptops (18 pieces of hardware) for all departments.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article as part of our commitment to maintaining a modern, efficient, and secure information technology infrastructure for all Town departments. Upgrading and replacing aging desktops, laptops, and other critical IT hardware is not just an operational necessity; it's a proactive measure to ensure our municipal services remain robust, responsive, and capable of meeting the community's needs. This initiative, aligned with our updated Capital Plan, addresses the phased replacement of equipment that has reached its end-of-life, ensuring our Town's technology infrastructure remains up-to-date and functional.

The Finance Committee recommends (7-0-0). The Finance Committee recommends to support the purchase of replacement PC's and monitors for the Town employees on a rotational basis. By utilizing the warrant for the purchase of the computers the funds will remain available in a future year if not consumed in FY25.

Tax impact for FY25.

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

Discussion on the motion on Article 28: none

Action on the motion on Article 28: carried by a majority as part of Consent Agenda 3.

ARTICLE 29 INFORMATION TECHNOLOGY – INFRASTRUCTURE UPGRADES AND REPLACEMENTS (*)**

\$16,000 Free Cash

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Sixteen Thousand Dollars (\$16,000) to provide for the replacement and upgrade of information technology equipment, including servers, uninterruptible power supplies and domain controllers and all costs incidental and related thereto.

Summary:

The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes the replacement of servers, uninterruptible power supplies (UPS's), and domain controllers (hardware and software associated) for all departments.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article to fund crucial upgrades and replacements for our Town's Information Technology Infrastructure, including servers, uninterruptible power supplies (UPSs), and domain controllers. These improvements are essential for maintaining continuous, reliable municipal services and safeguarding against disruptions. By aligning this initiative with our updated Capital Plan, we demonstrate a commitment to the responsible and strategic use of taxpayer funds. This investment ensures our technology systems remain robust and capable of supporting all Town Departments effectively.

The Finance Committee recommends (7-0-0). The Finance Committee recommends. This article covers the Town's infrastructure needs including the replacement of the police server, backup devices, networking devices, multi-user printers, and including desktop computers. By utilizing the warrant for the purchase of the infrastructure the funds will remain available if not consumed FY25 and can be used in a future year.

No tax impact FY25.

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

Discussion on the motion on Article 29: none

Action on the motion on Article 29: carried by a majority as part of Consent Agenda 3.

END CONSENT AGENDA 3 (*)**

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

Kristin Hilberg, Select Board Chair moved, and it was seconded, to approve the Community Preservation Fund Consent Agenda Warrant Articles 30 through 34 in accordance with the funding sources and amounts set forth in the May 13, 2024 Annual Town Meeting Motion Packet under Articles 30 through 34 respectively.

ARTICLE 30: COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY25 RESERVES	72
ARTICLE 31: COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP)	73
ARTICLE 32: OPEN SPACE (INCLUDING RECREATION) CONSERVATION TRUST FUNDING	74
ARTICLE 33: OPEN SPACE (INCLUDING RECREATION) FENCING FLERRA MEADOWS COMMUNITY GARDEN	

ARTICLE 34: COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – CEMETERY RESTORATION .. 76

Discussion on CPC Consent: none

Action on motion on CPC Consent Agenda 4: carried by a majority.

ARTICLE 30 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY25 RESERVES
 (*****)

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under Consent Agenda, that the Town hear and act on the report of the Community Preservation Committee on the FY25 Community Preservation budget and appropriate from the Community Preservation Fund FY25 estimated annual revenues as printed in the May 13, 2024 Annual Town 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 FY25

and further, reserve for appropriation from said estimated annual revenues:

Twenty-Nine Thousand, One Hundred Sixty-Four Dollars (\$29,164), for Open Space, including land for recreational use,

Twenty-Nine Thousand One Hundred Sixty-Four Dollars (\$29,164), for community housing,

Twenty-Nine Thousand One Hundred Sixty-Four Dollars (\$29,164), for historic resources purposes,

Two Hundred Four Thousand One Hundred Fifty-Two Dollars (\$204,152), for a FY25 Budgeted Reserve,

all as recommended by the Community Preservation Committee.

Summary:

Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$29,164	<i>open space, including land for recreation use</i>
\$29,164	<i>community housing purposes</i>
\$29,164	<i>historic resources</i>
\$204,152	<i>FY 25 budgeted reserve</i>

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e., FY 2025, under the local surcharge and the November state matching funds for the prior fiscal year.

The Community Preservation Committee recommends (9-0-0).

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No additional tax impact FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for reasons stated in the summary.

Discussion on the motion on Article 30: none

Action on the motion on Article 30: carried by majority under Consent Agenda 4.

ARTICLE 31 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING-BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP) (**)**

\$44,000 CPA

Housing Reserve

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under Consent Agenda, that the Town appropriate from the Community Preservation Fund Community Housing Reserve the sum of Forty-four Thousand Dollars (\$44,000), for 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 per 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. Participating landlords have expressed appreciation for the program and a desire to help their tenants. This will be the ninth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to twelve households in 2017. The proposal this year is to increase the amount by \$6,000 and expand it to fourteen households.

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 DC, 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 total program costs are shown below.

Cost Category	Total BRAP Costs 7/1/24 to 6/30/25
<i>Direct Program Cost</i>	\$42,000
<i>Administrative Costs</i>	\$2,000
Total	\$44,000

The current funds requested are \$44,000. Administrative costs are \$2,000, representing 4.5% of total.

The Community Preservation Committee recommends (9-0-0).

The Finance Committee recommends (7-0-0). The Finance Committee recommends the continued funding of the Boxborough Rental Assistance Program (BRAP). The program continues to be fully utilized.

No tax impact FY25.

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

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

The Housing Board recommends (7-0-0).

Discussion on the motion on Article 31: none

Action on the motion on Article 31: carried by majority under Consent Agenda 4.

ARTICLE 32 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) CONSERVATION TRUST FUND (**)**

\$10,000 CPA

Open Space Reserve

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under Consent Agenda, 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 13 years, the CTF has been funded by the approval of an Annual Warrant Article at Town Meetings with funding for the last 7 years provided by the Town CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provide an immediate and dedicated source of money to pay for the anticipated land management needs.

Approving CPA funds for the CTF is consistent with Boxborough 2030, Town's Open Space, and Recreation Plan:

- *Action 1.3.1.5. include a line 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 (9-0-0).

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for reasons stated in the summary. The Conservation Commission has used this fund to deal with the expense of maintaining and evaluating conservation land, and it also serves as a resource that can be used to help with possible land acquisitions along with the due diligence process (environmental testing, design, legal support, etc.) for the same.

The Conservation Commission recommends (5-0-0).

Discussion on the motion on Article 32: none

Action on the motion on Article 32: carried by majority under Consent Agenda 4.

**ARTICLE 33 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION)
FENCING FLERRA MEADOWS COMMUNITY GARDEN (*****)**

\$6,000 CPA
Open Space Reserve
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under Consent Agenda, that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Six Thousand Dollars (\$6,000), for fencing at the Flerra Meadows Community Garden as recommended by the Community Preservation Committee.

Summary:

The Flerra Meadows Community Garden has for over a decade provided space for residents to pursue gardening using organic practices. One particular challenge has been the fencing which is needed to keep wildlife from reaping too much of the harvest.

Currently, each year the gardeners hand drive posts and install single-use plastic barriers around the garden in an attempt to keep wildlife from entering. This is only minimally effective, wasteful of resources, and quite arduous.

The purpose of this project is to obtain effective, efficient, sustainable fencing using long-lasting components. The materials used in this project are vastly more sustainable than those used in the current practice. Once the fence is installed the Agricultural Commission anticipates that any needed maintenance will be funded through the community garden revolving fund.

The new fence will provide a more positive experience for gardeners as they will suffer less crop damage and should increase the amount of locally grown food available to the gardeners and the community as a whole.

The Community Preservation Committee recommends (8-0-1).

The Finance Committee recommends (4-0-2). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

The Selection Board recommends (4-0-0). The Select Board recommends unanimously for reasons stated in the summary.

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

The Agricultural Commission recommends (5-0-0).

The Conservation Commission recommends (5-0-0).

Discussion on the motion on Article 33: none

Action on the motion on Article 33: carried by majority under Consent Agenda 4.

ARTICLE 34 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – CEMETERY RESTORATION
(***)**

\$9,500 CPA
Historic Resources Reserve
(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under Consent Agenda, 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 six 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. To date, work on this ongoing project has proved successful in making our two cemeteries safer and more presentable while being respectful of those interred, their families and friends, and the public.

The Community Preservation Committee recommends (8-0-1).

The Finance Committee recommends (5-0-1). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

The Selection Board recommends (4-0-0). The Select Board recommends unanimously and fully supports the continued renovation and repair of North and South cemeteries as a historic town site.

The Cemetery Commission recommends (3-0-0).

The Historical Commission recommends (4-0-0).

Discussion on the motion on Article 34: none

Action on the motion on Article 34: carried by majority under Consent Agenda 4.

END CONSENT AGENDA 4 (***)**

**NON-FINANCIAL CONSENT
CONSENT AGENDA 5 (*****)**

Kristin Hilberg, Select Board Chair moved, and it was seconded, to approve the Non-Financial Consent Agenda Warrant Articles 35 and 36 in accordance with the funding sources and amounts set forth in the May 13, 2024 Annual Town Meeting Warrant Motion Packet under articles 35 and 36 respectively.

ARTICLE 35: AUTHORIZE WATERLINE EXTENSION EASEMENT	78
ARTICLE 36: AMEND GENERAL BYLAW: COUNCIL ON AGING (COA) BYLAW LANGUAGE	79

Discussion on Non-Financial Consent Agenda 5: none

Action on the motion on Non-Financial Consent Agenda 5: carried by a majority.

ARTICLE 35 AUTHORIZE WATERLINE EXTENSION EASEMENT (***)**

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under the Consent Agenda, that the Town authorize the Select Board to convey to the Town of Littleton an easement to construct, install, and maintain utilities for the supply of water in any portion of the public ways in Boxborough, being a portion of Whitcomb Road, where it intersects with Beaver Brook Road and extending south along Swanson Road, and Codman Hill Road to its terminus around 330 Codman Hill Road in Boxborough, excepting therefrom any portion within the MassDOT right of way for State Route 111, as shown on the plan set entitled "Water Supply from Littleton to Boxborough, Town Contract No. IFB-2024 DWSRF No. 12397 Contract No. 2", dated February 2024, prepared by Weston & Sampson Engineers, Inc., a copy of which is on file with the Town Clerk, and as may be amended; and further to authorize the Select Board to enter into such agreements and execute such documents and instruments as may be necessary or convenient to effectuate the purposes of this article.

Summary:

To mitigate PFAS contamination exceeding regulatory levels, high sodium chloride, and protection of wellheads, the towns of Boxborough, Littleton, and Littleton Water Department (LWD) entered into an Intermunicipal Agreement (IMA) for plans to extend Littleton's water system into this area to provide treated clean drinking water. To facilitate construction and maintenance of the waterline extension, LWD will need access to and permission (easement) onto Boxborough public roadways, and the Easement IMA will allow this. There is no cost impact to the Town or taxpayers as a result of this article.

The Select Board recommends (4-0-0). Simply put, in order to bring Littleton Town Water to the areas in town most affected by PFAS and sodium contamination, we must allow an easement on the roads listed above to be able to install the necessary infrastructure.

The Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

Discussion on the motion on Article 35: none

Action on the motion on Article 35: carried by a majority under Consent Agenda 5.

ARTICLE 36 AMEND GENERAL BYLAW: COUNCIL ON AGING (COA) BYLAW LANGUAGE (***)**

(Majority Vote Required)

Kristin Hilberg moved, and it was seconded, under the Consent Agenda, Town amend the Council on Aging Bylaw as indicated in the May 13, 2024 Annual Town Meeting Warrant.

The Council on Aging shall, annually, at their first regularly scheduled meeting in the fiscal year, select from its membership a Chair, Vice Chair and Secretary, ~~provided, however, that no member shall hold such office for a period of more than two consecutive years.~~

Summary:

At its September 11, 2023 meeting, Council on Aging Board members discussed the COA Bylaw's proscribing officers from serving more than two consecutive years in office. The Board feels that as officers must regularly be elected/re-elected, there is no reason nor need for such limitation. At this meeting, the Board voted unanimously to seek to strike the two-year limitation.

The Council on Aging recommends (6-0-0). The Council on Aging recommends unanimously for the reasons stated in the summary.

Finance Committee recommends (7-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. The Council on Aging has a very dedicated group of individuals who work well together. By approving this article to

amend the Bylaw, the Council on Aging will no longer be forced to remove skilled, energetic individuals from key roles that make valuable contributions to support Boxborough seniors.

Discussion on the motion on Article 36: none

Action on the motion on Article 36: carried by a majority under Consent Agenda 5.

END CONSENT AGENDA 5 (***)**

**TWO-THIRDS VOTE REQUIRED CONSENT
CONSENT AGENDA 6 (*****)**

Kristin Hilberg moved, and it was seconded, to approve the Two-Thirds Vote Consent Agenda Warrant Articles 37, 38 and 40 in accordance with the funding sources and amounts set forth in the May 13, 2024 Annual Town Meeting Warrant Motion Packet under articles 37, 38, and 40.

ARTICLE 37: TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND	81
ARTICLE 38: DEPARTMENT OF PUBLIC WORKS (DPW): HAGER WELL PERMANENT CHLORINE SYSTEM ..	82
ARTICLE 39: ANIMAL CONTROL OFFICER: 2024 FORD F-150 4WD CREW CAB PICKUP TRUCK	83 HOLD
ARTICLE 40: FIRE DEPARTMENT: AMBULANCE	84

Motion to pass over Article 39.

Action on the motion to pass over Article 39: carried by a majority.

Discussion on the motion on Consent Agenda 6: none

Action on the motion on Consent Agenda 6: carried by 2/3s.

ARTICLE 37 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND (***)**

\$50,000 Free Cash
\$150,000 Stabilization
(Two-thirds Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer from free cash the sum of Fifty Thousand Dollars (\$50,000), and appropriate from the Stabilization Fund the sum of One Hundred and Fifty Thousand Dollars (\$150,000), for the Other Post-Employment Benefits Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

Summary:

This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

In the recent OPEB audit, the Town's actuary recommended funding at \$300,000 to stay on schedule, however, given the challenges of balancing the budget with a significant school assessment increase this year, we feel it is prudent to fund it at \$100,000 less at Annual Town Meeting, and revisit OPEB at Fall Town Meeting to consider funding the other recommended balance of \$100,000.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. The amount proposed in this article will continue our contribution to fund the Town's liability for retirees' healthcare benefits. The proposed amount of our Fiscal Year 2025 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 (7-0-0). Other Post-Employment Benefits (OPEB) cover the non-pension aspects of our retirees including health insurance. Currently, post-employment benefits are included in the operating budget but over time the OPEB fund will help to defray the costs.

No tax impact for FY25.

Discussion on the motion on Article 37: none

Action on the motion on Article 37: carried by 2/3s as part of Consent Agenda 6.

ARTICLE 38 DEPARTMENT OF PUBLIC WORKS (DPW): HAGER WELL PERMANENT CHLORINE SYSTEM (***)**

\$72,000 Bonding

\$108,000 ABRSD Capital (within 2024 ATM Article 5 AB School Budget)
(Two-thirds Vote Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town appropriate the sum of Seventy-Two Thousand Dollars (\$72,000), and accept the transfer of the sum of One Hundred Eight Thousand Dollars (\$108,000), from Acton-Boxborough Regional School District (ABRSD) Capital, to provide for the installation of a new permanent chlorine system at the Hager Well and that to meet this appropriation the Treasurer with the approval of the Select Board is hereby authorized to borrow the sum of Seventy Two Thousand Dollars (\$72,000) 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:

For several 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

temporary to get it up and running quickly. MassDEP has indicated that a permanent system needs to be installed. The cost of the project is \$200,000, including a ten percent (10%) contingency. There was \$20,000 appropriated by Article 23 in the May of 2023 Town Meeting that was never spent and is available.

The Select Board recommends (4-0-0). Where we share the Hager Well with the Acton Boxborough Regional School District, we will also be sharing the expense to remediate the water. Per the summary above, this is a permanent chlorine drip system that must be installed to treat the water and prevent coliform Contamination. The Acton-Boxborough Regional School District will be charged for approximately 65% of the cost of this project.

The Finance Committee recommends (7-0-0). The Finance Committee recommends this for the reasons stated above. This repair is necessary to maintain the drinkable quality of the water per State regulations, for use at Blanchard, Library, Fire Department and Police Department.

Tax impact to the average home is \$2.00 or <\$0.01 per \$1,000.

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

Discussion on the motion on Article 38: none

Action on the motion on Article 38: carried by 2/3s as part of Consent Agenda 6.

ARTICLE 39 ANIMAL CONTROL OFFICE: 2024 FORD F-150 4WD CREW CAB PICKUP TRUCK (***)**

~~\$21,000 Stabilization Fund~~

~~\$45,000 Revolving Fund~~

~~(Two-thirds Vote Required)~~

~~To see if the Town will vote to appropriate from the Stabilization Fund the sum of Twenty One Thousand Dollars (\$21,000), more or less, and vote to transfer the sum of Forty five Thousand Dollars (\$45,000), more or less, from the Animal Control Revolving Fund for the acquisition of a new 2024 Ford F-150 4WD Crew Cab Pickup Truck for the Animal Control Officer, or take any other action relative thereto.~~

Summary:

This vehicle will be utilized by the Animal Control Officer. The Inter-Municipal Agreement (IMA) between Boxborough, Stow, and Littleton has annually contributed to a revolving fund for "Vehicle purchase, maintenance, and insurance". At this time, there is \$45,000 saved in this account for the purchase of a new vehicle. The expected vehicle will be a 2024 Ford F150 4WD Crew Cab Pickup Truck and will be utilized in the daily operations of the Animal Control Officer.

The Select Board recommends (4-0-0). The Select Board unanimously recommends this article for the acquisition of a new truck for our Animal Control Officer. This purchase is not just an upgrade; it's a necessary investment in the efficiency and effectiveness of our animal control operations. The majority of the funding comes from a revolving fund, contributed to annually through our Inter-Municipal Agreement (IMA) with Stow and Littleton. This means that acquiring this vehicle will not impact the tax bills of our residents. The new truck is overdue for our Animal Control Officer, who needs dependable transportation to carry out daily responsibilities safely and efficiently. By supporting this article, we ensure our Animal Control Officer has the necessary tools to serve our community.

The Finance Committee recommends (8-0-0). The Finance Committee recommends for the reasons stated in the summary.

No tax impact for FY25.

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

Discussion on the motion on Article 39:

Michael Johns said that the Animal Control Officer has agreed to work part-time, as she is working for multiple towns, and will not need a new truck, but will use the one she has.

Action on the motion to pass over Article 39: carried by a majority.

ARTICLE 40 FIRE DEPARTMENT: AMBULANCE (***)**

\$342,000 Ambulance Reserve Account

\$133,000 Bonding

(Two-thirds Votes Required)

Kristin Hilberg moved, and it was seconded, as part of the Consent Agenda, that the Town transfer the sum of Three Hundred Forty-Two Thousand Dollars (\$342,000), from the Ambulance Reserve Fund and appropriate the sum of One Hundred Thirty-Three Thousand Dollars (\$133,000), for the purpose of purchasing and equipping an ambulance, power stretcher, and associated equipment and that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow the sum of One Hundred Thirty Three Thousand Dollars (\$133,000), 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:

The total price of a new ambulance is currently \$475,000, and the time of delivery is 24 months from the time of order. This article intends to lock in current pricing and confirm that the Town will have a replacement for the aging ambulance in service. The Ambulance Revolving Fund will continue to increase, which will decrease the amount to be bonded by the time the new ambulance is ready for delivery. By the time this ambulance has to be paid for, it is expected based on annual revenues from ambulance receipts, that the full cost of the new ambulance will be covered by the Ambulance Reserve Account, and no bonding will be necessary.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for the purchase of an additional ambulance as a backup to support simultaneous dispatches. The existing ambulance generates annual revenue of approximately \$140,000 with half of it being set aside for an ambulance replacement account (approximately \$70,000/yr). As of the print of this warrant, there is \$342,000 in the Ambulance Reserve Account. The ambulance that would be purchased would be a demo unit which would be cheaper than the custom-built unit. The Town Meeting can only authorize up to the current balance in the replacement account (\$342,000). The balance of \$133,000 requires a bond authorization which would allow the Town to place an order for the ambulance and lock in the price. The expected delivery date is Spring 2026 by which time the Ambulance Reserve Account would have accrued the

additional amount needed for the purchase, and therefore the Town would not need to officially bond any amount.

The Finance Committee recommends (7-0-0). The Finance Committee recommends. We expect that the actual receipt of the ambulance will be at least a year away, but by placing the order now we lock in the price though we will not pay the invoice until the ambulance is received. Five years ago, the Select Board along with the FinCom created a reserve account that is funded by 50% of ambulance receipts. The plan was to have sufficient funds in the reserve account to cover the cost or at least a large majority cost of the ambulance. If we had gone the full 7 years, we would have been close to having the full required amount. Due to the long lead time for new ambulances, the Fire Department leadership is recommending that we put in the order now knowing it will be at least 2 years and potentially up to 3 years for delivery. It should be noted that until the new ambulance arrives, we will continue to add to the reserve account. The final amount to be borrowed will be much lower.

This will not be bonded until at least FY26. No impact for FY25.

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

Discussion on the motion on Article 40: none

Action on the motion on Article 40: carried by 2/3s as part of Consent Agenda 6.

END OF TWO-THIRDS VOTE REQUIRED CONSENT AGENDA (***)**

ADDITIONAL ARTICLES

ARTICLE 41: STAFFING STRUCTURAL CHANGE – HUMAN SERVICES DIRECTOR	102
ARTICLE 42: FIRE DEPARTMENT: PROFESSIONAL SERVICES FOR NEW FIRE STATION	108
ARTICLE 43: COMMUNITY PRESERVATION FUND – OPEN SPACE INCLUDING RECREATION – BLANCHARD PLAYGROUND PROJECT	104
ARTICLE 44: ZONING BYLAW AMENDMENT – COMMERCIAL DUMP	115
ARTICLE 45: AMENDMENT OF THE BOXBOROUGH ZONING BYLAW TO ALLOW DETACHED ACCESSORY DWELLING UNITS	116

ARTICLE 41 STAFFING STRUCTURAL CHANGE – HUMAN SERVICES DIRECTOR

\$10,000 Raise & Appropriate
(Majority Vote Required)

Priya Sundaram, Clerk, moved, and it was seconded, that the Town raise and appropriate the sum of Ten Thousand Dollars (\$10,000), for salary to support the promotion of an employee to Human Services Director.

Summary:

The objective of promoting a Human Services Director is to provide a more cohesive, effective, and efficient structure for all the human services components (Community Services, Council on Aging, Recreation, and Veterans Services), by incorporating the long-range goals for all human services needs in the community. Specific responsibilities of the Human Services Director will include a focus on long-term visioning for future human service needs, identifying and applying for key grant opportunities, and

developing procedures and policies to ensure effective department operations and responsiveness. The goal of this position is to create a greater collaboration within human services staff, clear lines of communication, and valuable wrap-around service delivery to support the growing need for diverse care and services in Boxborough. This article intends to create an internal promotion for this position. There is no additional headcount to staffing with this article.

The Select Board recommends (4-0-0). The Select Board recommends unanimously. As the Town has grown, it's become clear that the needs of our residents have grown also. The Human Services Director will be responsible for coordinating all of the programs listed above, which in turn will allow us to provide better services to all.

The Finance Committee does not recommend (3-4-0).

Majority Opinion: The majority of the Finance committee does *not* recommend. While this structure may make sense in the long run, financially this is not the year to add this.

Minority Opinion: The minority of the Finance Committee recommends. Human Services are an increasingly important part of the support offered by the Town to the community. This position will allow a closer alignment between each of the Human Services functions, improved coordination and use of resources, and increased focus on long-term goals.

Tax impact to the average home is \$.01 or \$5.00 per \$1,000.

The Council on Aging recommends (6-0-0). Bill Litant of Reed Farm Rd., of the Council on Aging gave the recommendation: COA recommends unanimously for the reason stated in the summary.

The Recreation Commission does not recommend (0-6-0). Megan Connor of Mayfair Dr. of the Recreation Commission gave the Rec Com recommendation. The Recreation Commission does not recommend the Human Services Director role. For years, the Recreation Commission has been maintaining programs on a volunteer basis only. We feel there is no point of this role if the assistant town administrator manages the HR aspects of the town and this role will just create more unnecessary bureaucracy, making it more difficult for the commission to get things done. We have not had a Recreation Commission coordinator and feel that we should at least start with this role for the first time to see what else might needed down the road.

The Well-Being Committee recommends (5-0-0). Liz Markiewicz of Patch Hill Rd. of the Well-Being Committee gave the Recommendation. The Well-Being Committee supports this article. Combining the Council on Aging Coordinator, the Community Services Coordinator, Recreation and Veterans Services under a director-level position acknowledges the key role that human services play in our community. The new structure will allow for more streamlined provision of services and a more holistic approach to meeting the needs of residents.

Discussion on the motion on Article 41:

Cheryl Mahoney of Liberty Square Rd. said HR is not the same as Human Services. She supports this article because it needs a cohesive structure; this is something the town used to have.

Michael Toups of Pine Hill Rd. asked what is being proposed: hourly position or salaried?

Michael Johns said the intention is to internally promote one of the two existing candidates. One employee would move up one grade and move salary up to provide managerial support on top of what they're already providing.

Heather Fleming of Stow Rd. wondered what was involved. How many more hours would be involved. Are we sure it's going to be covered this way or should we think about something else in the future.

Michael Johns is familiar with the duties because he currently covers the responsibility of managing the human services coordinator. Now we just voted a Rec Com coordinator so it becomes too much to manage so many people. He will better be able to supervise and set goals so that they can manage their staff which includes five people right now. There is a small increase in pay with significant responsibilities.

Johanna Choo of Burroughs Rd. asked if it might make sense to regionalize our elder services. We are excluded from Acton's services.

Rajon Hudson said that they have reached out to do a shared services agreement with other services such as recreation, and they had no interest.

Rich Guzzardi of Reed Farm Rd. is concerned about the structure and with more top-level management, this seems like it may not address the needs, especially as one of the commissions is voting against it.

Kristin Hilberg clarified what she thought the Rec Com's position referred to.

Mr. Johns explained a bit about the history of these positions. He stated that we have two coordinators, and an additional one coming on with Rec Com, but three very unsupported boards and commissions. We now we have an administrative support person. With the upgrade of this position, he feels that the management will be in place for all of those positions.

Megan Connor of Mayfair Dr. clarified that the Rec Com understood the difference between Human Resources and Human Services in their recommendation. In the past, the administrative support person has been pulled in multiple directions and doesn't see that this structure will address that issue. She said it would be helpful to know if this person would be able to do all that is needed. It seems to be a lot for this one person to manage and then to also have a Rec Com coordinator under them.

Jim Howie of Reed Farm Rd. moved the question, and it was seconded.

Action on the motion to stop debate carried by 2/3s.

Action on the motion on Article 41: carried by a majority.

*NOTE: Article 42 was taken out of order per the vote at the beginning of night 1, and was taken up first on night 2.

ARTICLE 43 COMMUNITY PRESERVATION FUND – OPEN SPACE INCLUDING RECREATION – BLANCHARD PLAYGOUND PROJECT

\$120,160 CPA
Open Space Reserve/Budgeted
Reserve/General fund balances
(Majority Vote Required)

Ron Vogel moved, and it was seconded, that the Town appropriate from the Community Preservation Fund Open Space Reserve the sum of Twenty-Six Thousand Dollars (\$26,000), the Community Preservation FY25 budgeted reserve the sum of Thirty-Five Thousand Two Hundred Ninety Dollars

(\$35,290), the Community Preservation general fund balances the sum of Fifty-Eight Thousand Eight Hundred Seventy Dollars (\$58,870), for the renovation and equipping of the playground at the Blanchard Memorial School, including all costs incidental and related thereto, as recommended by the Community Preservation Committee.

Summary:

The Office of Land Use and Permitting and the Acton Boxborough Regional School District are seeking \$171,000 of Community Preservation Act Funding to support the renovation and equipping of the Blanchard Elementary School Playground. The Blanchard Playground Project will include the following:

- Removal of existing damaged structures and replacement with new structures.
- A new turf surface, that will meet the Americans with Disability Act and the Standards set by Massachusetts Building Code and the Architectural Access Board;
- Labor to install all products and the proposed surface; and,
- 5% contingency to account for escalation in material costs or revisions in the field.

The total project cost has been bid at \$310,000, with requested CPC funding of \$171,000 (55%). To date, the School System has raised over \$139,000 (45%), receiving donations from grants, corporate donations, and various student activities, the Blanchard, Parent, Teachers, and Friends, and a 5K race sponsored by the Boxborough Recreation Commission. This fundraising shows the breadth and depth of community support for the project.

The proposed improvements are supported by injury data and poor code compliance, and meet goals set forward by the Town's Open Space and Recreation Plan (2022-2027). Goal four of the Open Space and Recreation plan is to "Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability." This project directly improves the quality of a recreation facility, one which is used by children more so than any other in Town. The improved space will be far more accessible to those with mobility challenges, further achieving the goal.

Since approximately 75% of the over 500 students at Blanchard come from Boxborough, the bulk of the benefit will accrue to Town residents. It is estimated that over 90% of the after-school/weekend/summer use will come from Boxborough children especially since this is the only playground in Town reachable by a sidewalk.

Since its dedication in 1949, the Blanchard Memorial school has provided students with a safe environment to learn and play. Now operated through the Acton Boxborough Regional School District, Blanchard upholds the values of wellness, equity, and engagement. In order to meet these values, and to continue providing a truly equitable space, the Office and Land Use and Permitting and the School System propose Blanchard's Playground Project. This exciting project seeks to replace several pieces of outdated equipment, providing a safe and accessible space for children to play. The playground space will become fully accessible to students of limited mobility, utilizing a turf surface. The proposed turf surface will further improve the space, by providing a safe and low-impact surface, drastically reducing the risk of tripping hazard and injury from falls.

While the existing playground has remained a cherished piece of student culture, the space is in dire need of repair. Between the 2021-22 and 2022-23 school years, a 31% rise in nurse visits related to the playground was documented; with over 220 injuries reported to the nurse resulting from playground and recess injuries. The replacement of broken play structures, and the installation of the new turf surface, is expected to significantly diminish these incidents and their severity. As stipulated in the

Town's Open Space and Recreation Plan, enhancing the quality of recreation facilities is of high priority to the Town, and the Blanchard Playground Project is one such project.

In conjunction with this CPC application, the Blanchard Playground Project will need approval by the Conservation Commission.

The Community Preservation Committee recommends (8-1-0).

The Finance Committee does not recommend (0-6-0). (in the warrant)

Gary Kushner gave the Fin Com majority recommendation. The majority of the Finance Committee did not recommend in the original warrant, but the majority does recommend now. Additional funds have since come in. They feel that the region should be funding this, but it is an important part of Boxborough and although it is probably part of the Capital Plan of the Region, it is a lower priority. We applaud our principal and his efforts to get this done.

Becky Neville gave the Fin Com minority recommendation. The minority of the Finance Committee does not recommend this article for the Blanchard Playground. We applaud the school's efforts to fundraise for the playground. We feel you need to ask Acton for \$ also, given the 171 students from Acton.

The ask from CPC is \$171,000. Since the application was submitted additional funds have become available (\$10,000 in donations, \$40,000 in site work that the district will supply, and \$34,000 from the district's capital fund. Even though the need for funds has decreased, the school administration has not reduced the amount being requested. This will tie up CPC funds for potential projects next year as the preliminary applications for projects are due in October. Some members of the Finance Committee also feel that since this is an ABRSD project, the Region should be asking both towns for the funds.

No tax impact for FY25.

The Select Board recommends (4-0-0). The Select Board recommends unanimously for reasons stated in the summary.

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

The Recreation Commission takes no position (2-2-0). Megan Connor of the Recreation Commission has no recommendation.

Discussion on the motion on Article 43:

Principal Dana Labb of Blanchard Memorial School gave the presentation (Blanchard currently has 510 students). Curt Bates, the previous Principal, left him a card on his desk with a stack of notes from first graders asking for swing sets. The current play structure is from about 2005 and it's beyond repair and out of warranty. There have been a 30% increase in playground incidents. The playground is not inclusive and not ADA compliant. The cost for the entire structure and turf is \$271,181. We have raised \$150,000 since last November. He has secured another \$11,000 and the facilities director has agreed to remove the structure at a cost savings of \$40,000. The playground company is giving us a 40% discount on the play structure, saving us \$64,000. We need to raise the \$ by the end of the fiscal year. He went on to talk about Blanchard's excellent rankings and the positive impact to 1,600 children over the next

20 years. Boxborough 2030 master plan speaks to the importance of first-rate educational system, open space, and enhancing close-knit community.

Heather Fleming of Stow Rd. thanked Dana Labb and the community who has raised funding for this playground.

Susan Bak of Burroughs Rd. clarified the overall \$. It is \$120,000 now.

Rita Grossman of Depot Rd. asked if \$ was requested from Acton's CPA.

Dana Labb didn't request any CPA \$ from Acton.

Ms. Grossman said there is a lot of reason to support this now, but wondered if it was possible to find more money in the interim and reduce the overall cost.

Mr. Labb still has an active grant out there and is still raising funds. There is even contingency \$ in the total ask.

Cheryl Mahoney of Liberty Square Rd. asked about how to donate. Also she wondered if the school district was obligated to fund this.

Adam Klein said \$34,000 has been contributed toward this project from the Regional School District Capital Plan. There has been \$500,000 towards Blanchard from the Capital list. The new Capital Assessment is still being reviewed by the Capital sub-Committee so new items will be added to the plan and will be available on the website within the next year.

Isaiah Livshin of Burroughs Rd. supports this and has been hearing about it for four years and asks why the Region hasn't put forth more \$.

Mr. Klein said they are short on funds, and the \$34,000 was coming out of the Capital line.

Mr. Livshin said he doesn't understand why it isn't funded by the school and where are the lines being drawn since it is a safety concern.

Mr. Klein has said they have raised fees, but it is a struggle to staff schools and meet legal obligations while also meeting budgetary obligations each year.

Mr. Labb said there were also contributions from the district for the installation of more swings for the last decade. You have to weigh the cost of things: you have legal obligations for safety and things that buildings require. All costs are going to continue to increase.

Mr. Livshin said it's a dangerous precedent to start when there is a need that we have to pay for it.

Kristin O'Neill of Mass Ave. asked how accessible the playground is now. There was one significant injury involving a chipped tooth by a student who couldn't access the play structure. He provided evidence of long-term effects of no socialization with autistic students that go on to become less successful adults.

Ms. O'Neill said that kids deserve a voice in this even though they can't vote, and expressed her support for Mr. Labb's work on this and how much he included the kids in the input. She also expressed how central Blanchard is to community and that it is a hub for town and now has sidewalks.

Megan Connor of Mayfair Dr. explained that at the time of the Rec Com vote happened, they thought there should be funds from the district. Now she is definitely for it, and many children who live locally

and could walk and use the playground on weekends. Eventually we should fix the fields as well, but this is a minimal playground that is needed for our kids to be safe.

John Fallon of Paddock Ln. is on the CPC and School Council with Dana. He urges a yes vote on this. Dana is fiscally conservative. It is already 50% covered. There is an extreme level of commitment.

Mary Nadwairski moved the question and it was seconded.

Action on the motion to stop debate carried by 2/3s majority.

Action on the motion on Article 43: carried by a majority.

Kristin Hilberg moved, and it was seconded to adjourn the May 13, 2024 Town Meeting until May 14, 2024 at 7:00 pm in the same location.

Eric Michnovez of Flagg Hill Rd. said can we finish the meeting tonight. The answer was no, we already voted to start the next night with Article 42.

Action on the motion to adjourn carried by a majority (at 10:36 pm).

[Article 42 was taken out of order and brought up on May 14th, night two]

Night Two: May 14, 2024

Tellers were sworn in: Liz Markiewicz, Heather Fleming, John Fallon, Mary Sullivan, Kathy Luce and Mary Brolin.

At 7:11 PM, moderator Dennis Reip called for the reconvening of the Annual Town Meeting that was adjourned last night. There were 224 (5.5%) registered voters in attendance on night two.

ARTICLE 42 FIRE DEPARTMENT: PROFESSIONAL SERVICES FOR NEW FIRE STATION

**\$500,000 Free Cash
(Majority Vote Required)**

Priya Sundaram moved, and it was seconded, that the Town transfer from free cash, the sum of Five Hundred Thousand Dollars (\$500,000), for the purpose of procuring professional design and owner's project manager services, related to the construction of a new fire station, including all costs incidental and related thereto.

Summary:

For over 15 years, the Town has studied the building needs of both the fire and police departments and determined the most pressing need is the Fire Station. For the past several years, the Boxborough Building Committee has studied numerous sites around Boxborough to build a new fire station or public safety facility. This funding allows for the hiring of an Owner's Project Manager (OPM) and continued design work to bring forward plans for the actual construction of a new fire station (expected at a Fall 2024 Town Meeting). Design & OPM scope of work and deliverables within this article are expected to include overseeing and coordinating the following for the duration of the project.

- *Comprehensive Project Budget - Inclusive of building construction, site development, testing, furnishings, phasing options, moving expenses, equipment, demolition of old fire station, and contingency*
- *Assist the Town in presenting the project and recommendations to Town Meeting*
- *Analysis of site(s)*
- *Provide lifecycle cost analysis, energy analysis, MassDOT coordination, design and approvals, MA DEP submissions, and attendance at meetings*
- *Handle Local, State, or Federal regulatory analysis, applications and approvals*
- *Building code analysis and compliance*
- *Respond to peer review comments and oversee redesign if required*
- *Coordinate fire flow testing and design fire pump*
- *Design computer, security, radio, and communications equipment*
- *Oversee the design and procurement of furniture, fixtures, and equipment*
- *Analysis, design and procurement of photovoltaic array system*
- *Assistance in achieving LEED certification*
- *Coordinate environmental impact and permitting requirements*
- *Oversee feasibility studies*
- *Integrate sustainability, resilience, and flexibility considerations into the design*
- *Provide cost analysis and present findings to town meeting*
- *Progress through schematic design, architectural renderings, design development (including structural, interior, exterior, materials selection, landscape and systems)*
- *Coordinate demolition plan and oversight*
- *Budget and schedule management*
- *Design oversight and review*
- *Coordinate survey design and reviews*
- *Conduct off-site utility design*
- *Oversee testing of soils for percolation and water*
- *Coordinate geotechnical testing and bearing capacity analysis*
- *Vehicle turning movement analysis*
- *Schematic building layout options and final design*
- *Oversee preliminary MEP layouts*
- *Attendance at public informational meetings, hearings and town meetings*

The Select Board recommends (4-0-0). The Select Board recommends unanimously. The Town has been working towards replacing the Fire Station for over a decade and, the time has come where we can't put it off any longer. These funds will be used to hire the correct professionals to determine the best location for the fire station, design, and price a facility that meets the needs and requirements of the Town's fire services, and bring this information back to a future Town Meeting where we will decide on the best course of action.

The Finance Committee recommends (7-0-0). Gary Kushner gave the Fin Com report. He explained that revenues are higher than expected and projections are high for FY25. They revolted from the original article published in the warrant to fully fund the article with free cash rather than partly taxation.

The Boxborough Building Committee is moving forward in regards to their charter to find, develop plans and build a fire station. To prepare the project for a future Annual Town Meeting (ATM) there are needs for funds to move forward. These funds will include hiring of an Owner's Project Manager (OPM),

base designs, hiring of an architectural firm and other uses that will be defined in the presentation. It should be noted that the hiring of the OPM at this stage is extremely important to a project of this scale as the OPM will aid the Town in the search and hiring of an architectural firm.

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

Boxborough Building Committee recommends (12-0).

Priya Sundaram of the Select Board gave the presentation on Article 42. She clarified that the Building Committee originally voted for \$500,000, then pared it down to \$250,000, removing the OPM services, then voted it back up to \$500,000 after learning from a neighboring community. They met with Littleton and learned from their experience with hiring an OPM; they strongly recommended having both services. This article is not about a site, size, land purchase or construction. The current fire station was built in the 1950s cannot be retrofitted or rebuilt to current code. There are serious health issues including no separate decontamination issues. There are also gear storage and issues with response times due to constraints of the building.

She explained what an OPM is: it is required by state law for any project over \$250,000. They keep the project on target and on schedule. It is recommended to hire them right away to avoid duplication of services and we have already spent nearly \$250,000 on multiple project designs and we are no closer to completing the project. Any delay escalates the costs.

The Boardwalk School project was on target and on time due to hiring an OPM. There are many codes that are required including OSHA, ADA. We need cisterns and tenders to carry water because we have no public water supply. There will be no effect on taxes due to the fact that it will come from free cash. There will be multiple public forums to get feedback during the process.

Discussion on the motion on Article 42:

Robin Lazarow of Hill Rd. made an amendment to the original motion, as follows:

ARTICLE 42 FIRE DEPARTMENT: PROFESSIONAL SERVICES FOR NEW FIRE STATION

\$500,000 \$150,000 Free Cash

(Majority Vote Required)

Robin Lazarow moved that the Town transfer from free cash, the sum of One Five Hundred and Fifty Thousand Dollars (\$150~~500~~0,000), for the purpose of procuring professional design and ~~owner's~~ project manager other services, related to the construction of a new fire station, including all costs incidental and related thereto.

She explained her position that it is a waste of money for experts to do studies on studies that have not been approved. The amount proposed will get us to the next step, and we still have \$30,000 left to spend with Context Architects. Until a site decision is made, it is premature to spend taxpayer \$.

Select Board recommendation on the amendment: The Select Board does not recommend (unanimously)

Finance Committee recommendation on the amendment: The Finance Committee does not recommend (unanimously).

Capital Committee recommendation on the amendment: The Capital Committee does not recommend.

Boxborough Building Committee recommendation on the amendment: The Boxborough Building Committee does not recommend.

John Markiewicz of Patch Hill supports the amendment. He feels that getting the OPM at this stage will delay the process. He attended the Fire Department visit at the Littleton station, and followed up with members of the Building Committee from Littleton, who said that the need for the OPM is when you have a site and rough plans. The Town of Littleton spent 6 months putting together requirements for what they would want for an OPM before asking for the OPM. The amendment makes sense because we are asking for only what we need now.

Cindy Markowitz of Meadow Ln has concerns about the process. We are already seeing a 42% increase from our total operating budget of 10 years ago. Free cash is still using tax money, but it's just that we've already obtained the \$. She noted that we are in difficult fiscal times so we should hold onto free cash. She outlined professional experience in environmental consulting and project management. There is no scope of work, and the \$500,000 estimate from a single site and there are multiple sites under consideration.

Diana Lipari of Littlefield Rd has been on the Building Committee and she has urged the committee to communicate facts and figures to the public. An OPM is not a decision-maker. She said it's too early for an OPM, and she said there has been no public dialogue from the Building Committee about the size, site, and design of the station. She wants the public to have an opportunity to decide on all of the sites first.

Cheryl Mahoney of Liberty Square Rd says although Mr. Markiewicz says it's "too soon" but it's been 14 years that we've been talking about this fire station. She cited all of the studies that are on the Building Committee's website. The Town had a chance to build on the lot next to the Police Station but a site for \$250,000 and the town meeting turned it down. She noted that if you wait, you pay. There are a lot of proponents of this amendment who have served on the Building Committee and had a voice at the time.

Francie Nolde of Sargent Rd says we are still in phase 1 and residents have not been able to weigh in on the size, site, and design. She believes we should be shown alternatives and shouldn't necessarily have to have a building three times the size of the current one. She believes we need to determine site constraints and advantages and disadvantages. This is Phase 1 and the rest can be done with much less \$ than \$500,000.

Mark Barbadoro of Old Harvard Rd expressed concerns that OPMs do not do the things that we need to do, including design. The inaction of the Building Committee is the problem. They shouldn't wait until they have a unanimous agreement on a site. It's a big board, so he felt they should not wait until they all agree, and need to hear from the public. He told a story about how the OPM delayed a project in another town.

Lee Slade of Burroughs Rd agreed that we need a fire station and we need to vote tonight and has confidence in the Select Board and Fin Com and BBC but had questions about this warrant. He agreed with the need for an OPM but was confused about what the OPM is expected to deliver – owner's representation vs. design. He asked if we have a proposal from one or more OPMs with a scope of

services, who is a specialist in site analysis and design. It is a big number but it's just the start of a big investment.

Michael Johns stated that the main need driving this article is the OPM that has been clearly defined by the SB and the BBC. He was at the Littleton meeting and heard them say we need an OPM sooner rather than later. The intention is to have the OPM keep it on schedule.

Mr. Slade said the program activity and site analysis would be very important. He asked if the OPM would guide or do that.

Mr. Johns said that the OPM would guide this. He said that \$150,000 will not get you site analysis. He clarified that this OPM would be for the duration of the project, including overseeing site selection and conceptual design work. This gets you to a price that you can vote on. Based on what Context has worked on with the Stow Rd site the total project would be estimated at just under \$30 million.

Jennifer Barrett of Whitcomb Rd said that under M.G.L. c. 149, § 44A½ that before design services a municipality SHALL hire an OPM.

She read from the text of M.G.L. c. 149, § 44A½, contains the following provision regarding the duties of the OPM: The duties of the owner's project manager shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, pursuant to section 44D½ or 44D¾ when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluations of the performance of the design professional, contractors, and subcontractors.

She has overseen the building of a fire station. She stated her experience and certifications related to municipal projects. She spoke about the costs to get to what we need. Architectural and design services was 7.5% less three years ago and OPM was 3.5% less three years ago. Prices are only going up.

Susan Bak of Burroughs Rd asked what an OPM does and why we need one, and what we would be missing if we don't spend the full amount.

Mary Brolin of Guggins Ln is the current Chair of the AB School Building Committee and has been engaged for 7 years. There is amazing expertise, but the majority of the committee members have full time jobs and they have to work from their own perspective rather than their company's perspective. An OPM brings all the expertise together: it is a firm, not an individual, so they bring a broad range of expertise to volunteers. They provide critical support throughout the design process. They helped put together all of the BID documents. Once the schematics are done, the designer scopes it out but the OPM does as well. They challenge the designer throughout all of the stages and brings it down to earth because we don't necessarily need fancy. They support the town and facilitate decision making; they represent your interest throughout the process.

Michael Johns said that with the \$150,000 you lose time and you're going to have cost increases each year you stall. He went through what you get for the \$500,000: \$75,000 upfront for the OPM, \$150,000 for site analysis (one site is already funded); another \$200,000 for conceptual design – that's where we get the \$500,000. For \$150,000 you would get analysis of three sites.

Rich Guzzardi from Reed Farm Rd is all for saving money, but wonders what is different with this amendment from what we've been doing over the last 10 years. This is an impossible project with a lot of volunteers doing their best. The reality is that we have no scope of what we get for \$150,000. If we short-change this project right now we are likely to make mistakes and decisions without an OPM coordinating everything.

Dave Follett of Cobleigh Rd said he had a point of order about needing to hear from speakers who have been on the Building Committee originally. Moderator Reip said anyone can get in line to speak.

Jim Connolly of Flagg Hill Rd said hiring a project manager for a project that doesn't have a scope, a site, a size is premature. He is a contracting officer's representative for a federal agency; OPMs would report to him. Before he hires an OPM you need a scope of work and more detail. He appreciates the work done so far, but doesn't think throwing \$500,000 at the project with no way to evaluate what the project manager is doing is not the right way to go about this.

Owen Neville of Middle Rd said we've heard from our own expert who says the OPM is required. If this article passes at such a low amount it will only serve to slow the progress. He urged people to vote the amendment down and support all of the committees who are proponents of this article.

Rita Grossman of Depot Rd said her sense of the OPM is that they are the conductor and that the coordination they will provide will accelerate the process. She asked if the \$500,000 just for one year.

Michael Johns said there will be other costs that will come later, but that the \$500,000 is for more than one year.

Maria Neyland said the \$500,000 is encumbered; it can't be used for other things but it can go back into free cash if we don't use it.

Rita Grossman says it seems like \$150,000 is not enough to get us to where we need to be in the fall. If we appropriate \$500,000 we have enough to bring in the OPM.

Wes Fowlks of Stow Rd was on the fence about the amendment. The Building Committee has 13 members and has been working for 14 years. It's hard to get stuff done with this many members and as a town we are moving towards using professional services. Alec Wade, our Town Planner, for example is doing a phenomenal job. It is a lot of money, but he sees the value in this money giving us some professional guidance. He disagrees with this amendment.

Megan Connor of Mayfair Dr talked about what project management can include. On a smaller scale, Rec Com did a similar project recently with Liberty Fields. It pays to be prepared, especially with all volunteer committees, and although you may not want to spend \$ on a project manager, it is valuable to have one to make sure the town stays on time, under budget and without litigation.

Mark Barbadoro of Old Harvard Rd said there have been different OPM. \$75,000 is too low for an OPM. A credible woman said 3% of construction costs is what can be expected. He asked if the \$75,000 is 3% of the building cost then how big would that building be.

Michael Johns asked if that was a rhetorical question, and repeated the cost estimate given earlier. Moderator Reip said the discussion of the building cost is not within the four corners of the discussion.

Mr. Barbadoro said that it seems like it was a rushed number. He stated that he thinks it's likely we'll have to go back to town meeting to get more for the OPM. We've been hiring design firms for 10 years so we've been doing it for a while. He believes we can move forward more efficiently.

Mary Nadwairski moved the question, and it was seconded.

Action on the motion to stop debate passed by 2/3s.

Action on the motion to amend Article 42: failed by a majority.

Discussion on the original motion.

Casey Cornett of Picnic asked how we're going to pay for the site studies and conceptual drawings to be ready for Fall Town Meeting. He wanted clarification about whether the \$ is encumbered for only the OPM for the duration of the project.

Maria Neyland clarified that all of the things listed in the warrant article are possible to fund including conceptual designs and OPM.

Mr. Cornett asked about when the analysis will be complete and when will a recommendation be brought to the town. We need a deadline.

Ms. Neyland said that analysis of sites is part of this \$500,000.

Ms. Sundaram said that first we need to get the OPM, and as they are coming up with the recommendations, we plan to have public forums to discuss this and the Building Committee will make recommendations. We don't know the timeline.

Mr. Cornett said is there a timeline and deliverables we expect to get from the OPM. He stated that we need a statement of work for the first deliverables.

Ms. Sundaram said that they site analysis is the first line of business but we don't know how long it will take.

Mr. Cornell said we should define the work schedule.

Eric Michnovez of Hill Rd said that the \$500,000 including schematic design drawings as described in the warrant.

Michael Johns takes fault with some of the language in the warrant that might be erroneous. This does not pay for architectural drawings or schematic drawings, but does include conceptual drawings. The design professionals will coordinate with the OPM and are funded under this \$500,000.

Dave Follett of Cobleigh Rd was on the second Building Committee about 8 years ago. There was a lot of work done on what we could get through eminent domain. We have spent \$200,000 on conceptual diagrams and different sites. At Town Meeting, a proposal was brought forth that was for \$20 million and it was defeated. He feared that we had failed to market it. The lack of an OPM is not why the article failed back then. He stated that the worry is that people will defeat it again if we don't market it properly.

Mary Nadwairski of Stonehedge Pl moved the question, and it was seconded.

Motion to stop debate carried by 2/3s.

Action on the Motion on Article 42: carried by majority.

ARTICLE 44 ZONING BYLAW AMENDMENT – COMMERCIAL DUMP

(Two-thirds Vote Required)

Kathy Vorce moved, and it was seconded, that the Town amend the Boxborough Zoning Bylaw Section 6.6.2 by adding the language in bold italics as printed in the May 13, 2024, 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.

6.6.2 Nuisances

No use of any building, structure, or land shall be lawful in any district if the proposed use is reasonably likely to be injurious to the neighborhood by reason of the emission of smoke, dust, dirt, odor, fumes, sewage, gas, refuse, noise, excessive vibration or other cause. No process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltages in excess of 10 percent off the premises. No land or structure shall be used in any district as:

- (a) a rendering plant, a slaughterhouse, a junk yard, ***a commercial dump***, a farm for fox, mink or other fur bearing animals, or;

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, including the prohibition of a “commercial dump.” This deletion cited Mass General Law which dictates the use type may not be prohibited in industrial districts, unless adopted prior to a specific date. Without adequate information available, the Attorney General was unaware that Boxborough met the date of exemption by having adopted a prohibition on “Commercial Dumps” prior to the date required, and therefore made their determination in error. The proposed language corrects this error, and upon approval at Town Meeting will be submitted to Attorney General with appropriate evidence.

The Planning Board recommends (5-0-0). The Planning Board recommends passage for the reasons listed in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends.
No tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

Kathy Vorce gave the Planning Board presentation. The revision of the Zoning Bylaw was sent to the Attorney General's office they said we could not exclude commercial dumps. But decades ago the town adopted this prohibition. Rather than directly approach the AG's office, which could be a long process. Rather than do that the Planning Board is bringing it to Town Meeting again to clarify.

Discussion on the motion on Article 44: none

Action on the motion on Article 44: carried by 2/3s.

ARTICLE 45 AMENDMENT OF THE BOXBOROUGH ZONING BYLAW TO ALLOW DETACHED ACCESSORY DWELLING UNITS

(Two-Thirds Vote Required)

Kathy Vorce moved, and it was seconded, that the Town vote to amend Boxborough Zoning Bylaw Sections 4.2.2 and 5.3 (e), as printed in the May 13, 2024 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.

4.2.2 Accessory Apartment or Accessory Dwelling Unit.

- (a) The Inspector of Buildings may grant building permits for accessory apartments, also known as Accessory Dwelling Units (ADU) in accordance with the following provisions of this bylaw.
- (b) An **Accessory Apartment or an Accessory Dwelling Unit (ADU)** 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:
- (c) The Inspector of Buildings may grant a Building Permit and a Certificate of Occupancy for an **Accessory Apartment or ADU** provided that all of the following conditions are met:
 - 1) The **Accessory Apartment or ADU** shall be within the building containing the principle dwelling unit, or be within a detached accessory structure in existence on or before March 8, 2007, and that conforms to the minimum setback for residential dwellings.

5.3 Intensity Regulations

- (e) No more than one single-family dwelling may be located on a lot. **An Accessory Apartment or Accessory Dwelling Unit (ADU) as defined in Section 9.2 may be permitted on a lot with one single family dwelling unit if it is in compliance with Section 4.2.2.**

Summary:

The purpose of this amendment to the Zoning Bylaw is to (1) resolve a conflict between Sections 4.2.2 (Accessory Apartment or Accessory Dwelling Unit) and 5.3 (Intensity Regulations), paragraph (e), (2) implement changes resulting from determinations by the Massachusetts Attorney General to the Zoning Bylaw amendments approved at the May 2023 Annual Town Meeting, and (3) clean up other language inconsistencies. With regard to item (1), Section 4.2.2 of the Zoning Bylaw (amended at the May 2023 Annual Town Meeting) allows for Accessory Apartments in an accessory building that was in existence as of March 8, 2007. However, Section 5.3(e) specifically limits a lot to containing only one single family dwelling unit. Without a change to Section 5.3(e), the Town would be prevented from permitting an Accessory Apartment in an accessory building on any lot. This amendment resolves that conflict by changing the language in Section 5.3(e) to comply with what May 2023 ATM approved specifically stating that Accessory Apartments or Accessory Dwellings are allowed in accessory buildings in existence as of March 8, 2007.

In addition, the Massachusetts Attorney General did not approve the limitation of ten (10) permits per year for Accessory Apartments approved at the May 2023 ATM. As such, Section 4.2.2 (a) of the Zoning Bylaw was published with the limitation of 10 permits per year removed from the language. This amendment cleans the Zoning Bylaw up by eliminating paragraph (a) in its entirety, creating clearer language.

Finally, in review of this bylaw amendment, other language usage inconsistencies were noted by the Planning Board, and those changes are reflected in this proposed amendment.

The Planning Board recommends (5-0-0). The Planning Board recommends passage for the reasons listed in the summary.

The Finance Committee recommends (7-0-0). The Finance Committee recommends. If residents take advantage of building Accessory Dwelling Units the Town may reap the benefit of additional real estate tax revenue.

No immediate tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

Planning Board presentation was given by Kathy Vorce. We want to reconcile a contradiction to the accessory dwelling unit provision that was found in the Zoning Bylaw prohibiting more than two units on a lot.

Discussion on the motion on Article 45:

David McCarthy of Boxmill Rd says the change in the bylaw addresses setbacks but does it deal with septic systems?

Kathy Vorce said that the amendment is only to address a discrepancy in the wording of the zoning bylaw.

Mr. McCarthy asked if the Board of Health will have a role?

Ms. Vorce said absolutely the BOH will have its own jurisdiction.

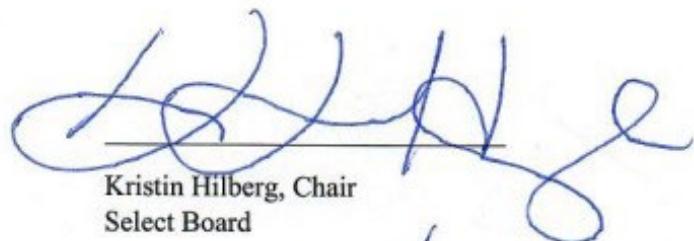
Trina Toups of Pine Hill Rd asked about the meaning of accessory dwellings but Moderator Reip noted that question was not within the four corners of the article discussion.

Action on the motion on Article 45: carried by 2/3s.

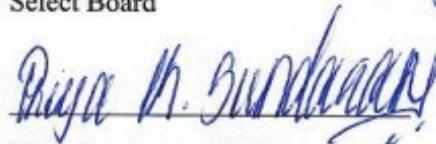
Priya Sundaram moved and it was seconded to dissolve the Annual Town Meeting at 8:51 pm.

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

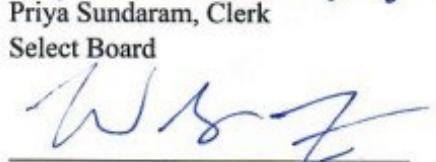
Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 29, 2024.



Kristin Hilberg, Chair
Select Board



Priya Sundaram, Clerk
Select Board



Wesley Fowlks, Member
Select Board



David McKiernan, Member
Select Board

TOWN PHONE DIRECTORY

The main number for Town Hall is 978-264-1700

For personal assistance, dial "0" after the main number **FAX: 978-264-3127**

TOWN STAFF DEPARTMENT DIRECT-DIAL NUMBERS

Town Administrator	978-264-1712	Michael Johns
Assistant Town Administrator	978-264-1718	Rajon Hudson
Town Administrator & Select Board Administrative Asst.	978-264-1714	Kelley Price
Accountant & Finance Director	978-264-1713	Honghoa Le
Assistant Town Accountant	978-264-1716	Carly Manion
Town Treasurer/Tax Collector	978-264-1715	Naomi Quansah
Town Treasurer/Tax Collector Administrative Assistant	978-264-1731	
Assessor	978-264-1720	Kelly Szocik
Assessor Administrative Assistant	978-264-1721	Kyungae Lim
Human Services Director & COA Coordinator	978-264-1717	Kimberley Dee
Community Services Coordinator	978-264-1735	Wendy Trinks
Recreation Services Coordinator	978-264-1730	Ami Scheen
Human Services Administrative Assistant	978-264-1730	Ami Scheen
Land Use & Permitting Director	978-264-1723	Alec Wade
Associate Town Planner	978-264-1719	
Inspector of Buildings	978-264-1725	Ed Cataldo
Board of Health Administrative Assistant	978-264-1726	Stephanie McGinnis
Inspectional Services Administrative Assistant (Building, Electrical & Plumbing)	978-264-1726	Stephanie McGinnis
Conservation Commission & Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Land Use & Permitting Administrative Assistant	978-264-1722	Mary Nadwairski
Town Clerk	978-264-1727	Becky Harris
Assistant Town Clerk	978-264-1724	Karen Guzzardi
Fire & DPW Administrative Assistant	978-264-1793	Kim Pelser
Police Administrative Assistant	978-264-1745	Liz Hoenshell

OTHER TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire Chief	978-264-1775	John Kivlan
Fire Captain	978-264-1776	Shawn Gray
Police Chief	978-264-1760	John Szewczyk
Police Lieutenant	978-264-1742	Steve Patriarca
Police Dispatch	978-264-1750	Dispatch Line
Public Works DPW Director	978-264-1790	Ed Kukkula
Building & Grounds Team Leader	978-201-2029	Fran Flynn
A-B Regional School District, Superintendent	978-264-4700	Peter Light
Blanchard Memorial School Principal	978-263-4569	Mike Votto
Sargent Memorial Library Director	978-263-4680	Peishan Bartley
Animal Control Officer	978-264-1750	Phyllis Tower

