



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING WARRANT & PROCEEDINGS
MAY 8, 9 & 11, 2017
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2018 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

SENSE OF THE MEETING (NON-BINDING)

- 6. SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**
- 7. SENSE OF THE MEETING - THAT BOXBOROUGH IS "A RURAL ENGAGED COMMUNITY FOR ALL" AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

COMMUNITY PRESERVATION FUND

- 8. CPC REPORT AND ESTABLISH FY 2018 RESERVES**
- 9. OPEN SPACE (INCLUDING RECREATION)**
 - Transfer to Conservation Trust
- 10. COMMUNITY HOUSING**
 - A. Transfer to the Affordable Housing Trust - Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)**
 - B. Boxborough Rental Assistance Program (BRAP)**
- 11. HISTORIC RESOURCES**
 - A. Conservation of Historic Town Records**
 - B. North Cemetery Restoration**
- 12. HISTORIC RESOURCES**
 - Preservation of Steele Farm House

FINANCIAL CONSENT AGENDA

- 13. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
- 14. CLOSE COMPLETED ARTICLES TO GENERAL FUND****
- 15. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER****
- 16. CABLE INFRASTRUCTURE****
- 17. PAYMENT OF A PRIOR FISCAL YEAR BILL****
- 18. VETERANS MEMORIAL DESIGN STUDY****

19. SNOW AND ICE DEFICIT**

CAPITAL CONSENT AGENDA (individual items do not exceed \$15,000)

20. CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL**

- A. Replacement of Voting Booths**
- B. Replace Hot Water Heater**

21. INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW AND LIBRARY**

22. POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE**

- A. Carpeting**
- B. Interior Lighting**
- C. Interior Paint**
- D. Duct Cleaning**
- E. Server Room HVAC**

23. POLICE DEPARTMENT - EQUIPMENT**

- A. Office Furniture**
- B. Photocopier**

24. FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET**

25. DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)**

OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE (most individual items in excess of \$15,000)

26. TOWN HALL - EXTERIOR PAINT TOUCH-UP

27. SOUTH CEMETERY - STONE WALL

28. LIBRARY - REPLACE CARPETING

29. INFORMATION TECHNOLOGY

- A. Hardware and Software Upgrades**
- B. Town Facilities Access Control System**

30. POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND MAINTENANCE

- A. Repave Parking Lot**
- B. Landscaping**

31. FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT

32. FIRE DEPARTMENT EQUIPMENT

- A. Mobile and Portable Radios**
- B. Public Safety Radio Upgrade - Continuation**

33. DPW EQUIPMENT

- A. Update Radio Equipment**
- B. Six-Wheel Combination Dump Truck/Spreader**
- C. One-Ton F550 Truck**
- D. Re-Furbish 1996 Loader**

34. DPW - ROAD PAVING

35. DPW - REPLACE GARAGE ROOF (OLD SIDE)

- 36. MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES
- 37. RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND

ZONING BYLAW AMENDMENTS

- 38. ZONING BYLAW AMENDMENT - AMEND SECTION 9004 PENALTY
- 39. ZONING BYLAW AMENDMENT - AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING SCHEDULE
- 40. ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES
- 41. ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:
- 42. ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

NON-MONETARY CONSENT AGENDA

- 43. TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION**
- 44. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
- 45. GENERAL BYLAW - REVOLVING FUNDS (AND EXPENSE LIMITS)**

LEGEND

**** CONSENT AGENDA**



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2017 at 7:00 p.m. to act on Articles 2 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 Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 16th day of May, 2017 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles, which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The Selectmen have voted unanimously (5-0, or 4-0-1, reflecting a couple of situations in which a member had to abstain) to recommend all those articles on each of the Consent Agendas.

This year, there will be three Consent Agendas. The **Financial Consent** (Article #13 through #19, inclusive) includes transfers, closing out of completed articles and some appropriation articles considered to be non-controversial. The **Capital Consent** (Article #20 through 25, inclusive) includes smaller capital items, which individually cost less than \$15,000. The **Non-Monetary Consent** (Article #43 through #45 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 12 AND 42, RESPECTIVELY.

At the call of each of the Consent Agendas, 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 calling 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 many of the articles printed in this warrant.

COMMUNITY PRESERVATION FUND (Articles 8 - 12)

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). 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 administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.

The CPC’s recommendations for this year are found later in the warrant under articles 8 – 12.

Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to sshaw@boxborough-ma.gov or phone, 978-264-1712, with any questions regarding the articles or procedures.

John Fallon, Town Moderator, called the meeting to order at 7:20pm. There were 293 registered voters in attendance. He made some remarks about the conduct of the meeting and some announcements of upcoming events. Under the direction of Marge Callahan, the Blanchard Vocal Ensemble sang the Star Spangled Banner. Wendy Barrett, a student at Blanchard, led the meeting in the Pledge of Allegiance. Mr. Fallon introduced town and school officials who were in attendance.

Les Fox, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 9th; Thursday, May 11th; Wednesday, May 17th and Thursday, May 18th, and further, that no debate will begin on any new article after 10:30pm.

Action on the motion: Motion carried by majority.

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

Action on the motion: Motion carried by majority.

Mr. Fox moved that Article 32B, Fire Department Equipment - Public Safety Radio Upgrade – Continuation, Article 33A, DPW Equipment – Update Radio Equipment and Article 7, Sense of the Meeting - That Boxborough is “A Rural Engaged Community for All” and a Constitutional Community Committed to Preserving the Protections Afforded by the Bill of Rights, be taken out of order and be considered as the first three items of business in the order read at the adjourned session of the annual town meeting on Tuesday, May 9.

Jeanne Kangas, Hill Rd., moved to amend the motion by taking out Article 7 so that it can be taken up tonight after the reports of the town officers (Article 2). Motion was seconded.

Ms. Kangas said that the first night of town meeting was usually the most well-attended. She said that there has been a lot of discussion in town about Article 7 and that it was best to have it voted when the most people were there.

Maria Neyland, Picnic St., spoke against the amendment. She would like it either tomorrow or in its proper place.

Cheryl Mahoney, Liberty Square Rd., pointed out that many community members were advised that the article would be taken up on Tuesday.

Ms. Kangas said she believes that many people here tonight came for Article 7. They could find it hard to come back tomorrow.

Katie Neville, Middle Rd., spoke against the motion. She pointed out that School officials were here and that the Article 5 (budget article) was important to discuss tonight.

Carolyn Guttierrez, Whitcomb Rd., said she was unaware of the changes and wanted to vote tonight on Article 7.

Action on motion to amend: Motion to amend carried Yes: 136 vs. No: 108

Owen Neville, Middle Rd., urged defeat of the amended motion- wants to leave warrant articles in order as sent to the voters.

Eric Michnovetz, Flagg Hill Rd., asked what the purpose was to push articles until Tuesday. Les Fox explained that the vendor would be on hand to address any questions on 32B and 33A.

Ms. Kangas asked a point of information. What would happen if you vote no on the motion? Articles would be taken in order printed in warrant.

Becky Neville, Middle Rd., urged defeat of the motion. She said we should take articles in order. Wants to make sure the budget is taken up tonight.

Ms. Mahoney urged defeat agreeing with Ms. Neville’s point.

Action on the amended motion to take Articles 32B and 33A out of order: Motion failed.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator, for a one-year term

One Board of Selectmen member, to complete a one-year unexpired term

Two Board of Selectmen members, each for a three-year term

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

Two Library Trustees, each for a three-year term

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

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

ANNUAL TOWN ELECTION RESULTS BOXBOROUGH, MASSACHUSETTS MAY 16, 2017

Office	Term (yrs)	Vote for...	Name	Votes
Moderator	1	One	JOHN G. FALLON* Write-ins Blanks	128 1 12
Selectman	3	Not more than Two	LESLIE FOX* SUSAN M. BAK* Write-ins Blanks	128 120 3 32
Selectman To fill unexpired seat	1	One	MARIA E. NEYLAND Blanks	123 18
School Committee	3	Not more than Two	KATHLEEN M. NEVILLE* TESSA L. MCKINLEY Write-ins Blanks	118 111 2 51
Planning Board	3	Not more than Two	NANCY E. FILLMORE* EDUARDO PONTORIERO* Write-ins Blanks	118 121 2 41
Library Trustee	3	Not more than Two	NANCY M. SETTLE-MURPHY MOLLY H. WONG Blanks	124 124 34
Board of Health	3	One	MARIE C. CANNON* Blanks	119 32

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Mr. Fox moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2016 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

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

The Finance Committee recommends (5-0).

Action on Article 2: Motion carried unanimously.

Les Fox, Chair of the Board of Selectmen, made a presentation on behalf of the Boxborough Building Committee (BBC). Came away from last town meeting that town was not in favor of a combined Public Safety building. The BBC is taking a 20-year time horizon and is looking at Police, Fire, and DPW. They have determined that the first priority is the Fire Department due to public safety concerns. The second priority is DPW. Preliminary recommendation is to identify and acquire a parcel of land (4 acres) on Mass. Ave. and build a new fire station. Then demolish old DPW barn and construct a new facility on same site. Finally, demolish old fire department and renovate and expand Police station.

Mary Brolin, Chair of the Acton-Boxborough Regional School Committee, made a presentation on the schools. She first acknowledged the service of Maria Neyland who has served on the School Committee for 12 years. She said that Blanchard per pupil costs have gone down as a result of regionalization. She presented some highlights of ABRSD student activities and achievements. She talked about the drivers behind the 3.8% increase in the school budget. The increase in the assessment for Boxborough is .8% vs. last year. Salaries account for 63% of the budget. Employee benefits are 16%. Decline in enrollment has been slower than expected. There has been an increase in economically disadvantaged students and students in need of special education services. Significant renovation/building will be required for Acton elementary schools in the near future.

Mr. Fox made a presentation on behalf of the Board of Selectmen. He acknowledged the service of Vince Amoroso, who is moving out of town and resigning from the Board of Selectmen after living in Boxborough for over 40 years. He said that Tom Garmon, the DPW director, will be moving on to other opportunities. He also said that Selina Shaw would be retiring in July, 2018. A search committee will be formed. He said that Boxborough has identified Minuteman, Assabet, and Nashoba as the Vocational Schools that Boxborough will provide transportation to. He acknowledged the work of the Town Meeting Study Committee, the Veterans' Memorial Committee and the Town Government Study Committee. He provided updates on various projects, such as town hall improvements and road paving. He spoke of support for the wage adjustment of 2% recommended by the Personnel Board for town employees not covered by collective bargaining units.

Ted Kail made a presentation on behalf of the Finance Committee. Ted thanked John Rosamund for his service on the finance committee. He also thanked Dilip Subramanyam for his 9 years of service. He explained the role of the Finance Committee. He spoke of the need to start with a level-funded operating budget, while maintaining services at an acceptable level. He provided an overview of the finances of the town. The operations budget is increasing is 3.5%.

Mr. Fallon, using his authority as moderator, said that Town Meeting would take Article 4 out of order.

ARTICLE 4 AMEND FY 2018 PERSONNEL ADMINISTRATION PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Summary

Administrative changes to the plan

Article VI. The Pay Plan, section 1 b. and c.: Add the Board of Library Trustees to the approval process

It was noticed that the approval process for new appointees had previously excluded the Library Board of Trustees (LBoT). Library employees fall under the purview of the LBoT, not the Board of Selectmen. The proposed amendment to Article VI is a housekeeping item, which will remedy that issue.

Article IX. Holidays, section 3: Modify the manner in which holiday pay is calculated for regular non-exempt reduced-hours employees

Currently, holiday pay for non-exempt reduced-hours employees is calculated based upon a pro-rata formula of total hours worked in a normal week by forty. It seems illogical to pay an employee for a holiday that occurs on a day not normally worked by the employee, or for a number of holiday hours that does not correspond to the employee's regular work schedule. This proposed modification would provide for such employees to be compensated for holidays for the number of hours the employee would have normally worked that day had it not been a holiday.

Article XI. Paid Leaves of Absences, section 1 g: Correct a typo

The proposed amendment is a housekeeping item to delete the superfluous "Amended:" which was inserted in error.

Article XVII. Performance Reviews, section 3: Replace the table of descriptive ratings

The final proposed amendment would replace the existing ratings and descriptions to provide for ratings that are better illustrative of an employee's performance. The following articles of the Plan, which reference the rating "meets requirements" (which is proposed to be replaced by "proficient") will also require amending: Article VI. The Pay Plan, Section 7. Merit Salary Adjustments; Article XVI. Compensation for Positions, Section 1; Article XVII, Section 2. Administrative Procedures; and Article XVIII. Management Rights, Section 2.

Classification and Compensation Schedule

All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated in the Personnel Plan. It is proposed to add the positions of (DPW) Business Administrator to Grade 13 and Animal Control Officer to Grade 10 in the schedule of Regular Full-time, Reduced and Part-time Employees.

The (DPW) Business Administrator position will replace the Department Assistant position in the Public Works Department to more properly and accurately encompass the additional duties and responsibilities associated with support of business administration and departmental operations. Key areas of additional responsibility for this position include Hager Well and shared septic system operations and reporting to DEP, transfer station reporting and tracking to DEP and EPA, managing DPW procurement, managing Ch. 90 submissions process, and preparation of bid documents. The Personnel Board evaluated the job description and based upon a number of factors, including physical environment, capabilities, job characteristics and responsibility, determined that the position should be classified as grade 13.

The Regional Animal Control Officer (ACO) is a regular full time position and had not been previously classified as such under the Town's Personnel Plan. The Personnel Board evaluated the job description and based upon a number of factors listed above determined that the position should be classified as grade 10.

The inclusion of FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees was added to the Classification and Compensation Schedule because it is a significant factor when looking at how positions are considered with respect to the applicability of the Personnel Plan.

In providing a recommendation for wage adjustments, the Personnel Board reviews not only the CPI-U for the area, but in order to attract and retain a highly-qualified workforce, it also considers the wage adjustments provided by neighboring and comparable communities. The Personnel Board voted to provide for a wage adjustment factor of 2% over FY 2017 for the majority of positions with the following exceptions:

- i. retain the 7/1/16 rates for the per diem and intermittent positions of CIT, Intern (Town Hall), Junior Library Page, Library Page, Counselor and Animal Control Officer as well as the positions listed under "Stipends (Annual)"*
- ii. maintain the minimum wage for the Election Workers and increase the rate for the Clerk of Elections by 3.73%*

The Town Clerk asked the Personnel Board to consider increasing the pay of Clerk of Elections to a level that was commensurate with the responsibilities of the position and noted that the position covers the wardens and the constables who help oversee the smooth conduct of elections, troubleshoot issues and maintain order. The positions require more training in order to be able to perform these jobs, which are more complex than those of the election workers. The Personnel Board is recommending an increase of just over 3.7%, which maintains the differential between the Election Worker and Clerk of Elections positions at the same level as last year (approx 16%).

Finally, the Municipal Modernization Act, which took effect this past year, eliminated the caps on revolving funds; therefore, the caps that had been previously listed under the Wiring Inspector and Plumbing & Gas Inspector Fees have been removed.

The Personnel Board recommends.

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

The Board of Selectman and Personnel Board held a joint public hearing on March 13, 2017 at Town Hall on the proposed changes to the Personnel Plan including a 2% wage adjustment for all regular employees. In addition, all employees who have not yet reached their maximum step would be eligible for a 2.5% step increase provided that they met the performance requirements of the position. The Selectmen support the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.

The Selectmen also support the proposed changes in the language of the Personnel Plan as described in the summary.

**FY 2018
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES											
GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	Inspector of Buildings	Exempt	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
	Town Treasurer/Collector	Exempt									
14	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt	55,854.00	57,250.35	58,681.61	60,148.65	61,652.37	63,193.67	64,773.52	66,392.85	68,052.68
	(DPW) Business Administrator	Non-exempt									
	Youth Services Librarian	Exempt									
12	Conservation Agent	Non-exempt	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.58
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	Animal Control Officer	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly (All Non-exempt)	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Control Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07
Stipends (Annual)	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
Fees-based	
Wiring Inspector	
Plumbing & Gas Inspector	

***FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS***

			FY 2018							
Personal Contracts										
Position	Contract Expiry Date			FY 2017	FY 2018					
DPW Director	Contract expires 6/30/17			\$ 84,055.00	\$ 84,055.00					
Fire Chief	Contract expires 8/31/18			\$ 100,998.00	\$ 105,038.00					
Library Director	Contract expires 6/30/19			\$ 82,476.00	\$ 85,800.00					
Police Chief	Contract expires 6/30/17			\$ 120,499.00	TBD					
Town Administrator	Contract expires 12/31/18			\$ 113,100.00	\$ 117,600.00					
Positions Governed by CBA's (terms end on 6/30/18)										
Position										
Police Sergeant (Steps 1-3)	\$ 32.23	\$ 32.81	\$ 33.39							
Police Officer (Steps A1/A2-F)	\$ 23.61	\$ 24.43	\$ 25.30	\$ 26.17	\$ 27.11	\$ 28.03	\$ 29.03			
hired after 7/1/15	\$ 23.61	\$ 24.23	\$ 24.86	\$ 25.50	\$ 26.16	\$ 26.85	\$ 27.55	\$ 28.26	\$ 29.00	
Fire Captain	\$ 32.56									
Fire Lieutenant (Step A)	\$ 31.19									
Firefighter/EMT (Steps A-F)	\$ 23.04	\$ 23.84	\$ 24.67	\$ 25.54	\$ 26.44	\$ 27.36				
hired after 1/1/16	\$ 23.04	\$ 23.62	\$ 24.20	\$ 24.81	\$ 25.43	\$ 26.06	\$ 26.71	\$ 27.39		
Dispatch Supervisor (Steps A-F)	\$ 21.51	\$ 22.26	\$ 23.06	\$ 23.86	\$ 24.69	\$ 25.54				
hired after 7/1/15	\$ 21.51	\$ 22.05	\$ 22.61	\$ 23.17	\$ 23.74	\$ 24.34	\$ 24.95	\$ 25.57		
Dispatcher (Steps A-F)	\$ 19.27	\$ 19.94	\$ 20.64	\$ 21.37	\$ 22.11	\$ 22.88				
hired after 7/1/15	\$ 19.27	\$ 19.74	\$ 20.23	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.34	\$ 22.89		
Elected Officials										
Position	FY 2017			FY 2018						
Selectman	\$ 400.00	annually		\$ 400.00	annually					
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually					
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually					
Library Trustee	\$ -	annually		\$ -	annually					
Moderator	\$ -	per meeting		\$ -	annually					
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location					
Town Clerk	\$ 47,822.58	(Grade 14-9)		\$ 48,759.03	(Grade 14-9)					

Article 4, Motion 1:

Anne Canfield, Chair of the Personnel Board, moved to amend certain sections of the Personnel Administration Plan:

Article VI. The Pay Plan, Section 1 b. and c. and Section 7. Merit Salary Adjustments

Article IX Holidays, Section 3

Article XI. Paid Leaves of Absences, Section 1 g

Article XVI. Compensation for Positions, Section 1

Article XVII. Performance Reviews, Section 2. Administrative Procedures and Section 3 and

Article XVIII. Management Rights, Section 2

to provide for administrative changes to the Plan in the manner that is set forth in the document on file with the Town Clerk entitled “Proposed Changes to Personnel Administration Plan – May 2017” and also available on the Town’s website, and further,

to add the FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees to the Classification and Compensation Schedule.

Action on Article 4, Motion 1: Motion carried unanimously.

Town Meeting – May 8,

Article 4, Motion 2:

Ms. Canfield moved to amend the FY 2018 Classification and Compensation Schedule by adding the position of Animal Control Officer to Grade 10, and the position of DPW Business Administrator to Grade 13.

Ms. Bak provided rationale for the motion.

Finance Committee recommends.

Ms. Neyland asked if the new position was replacing a position or is it in addition to the Department Assistant. Ms. Bak said there would be no addition to head count. Maria was concerned about changing a position before the new director is hired. In private industry you allow the department head to figure out what they need. If this position is something that will be filled by the new director, she's in favor. Les Fox said that the BOS will fill the position. Eric Michnovetz, Flagg Hill Rd., asked if the BOS was planning to fill the position before the director is hired. Not clear.

Cheryl Mahoney said that if the position is not added now, the new director will not have the ability to add duties to the Department Assistant.

Simon Bunyard, Hill Rd., said that all this is doing is creating a role.

Frank Powers, Stonehedge Pl., spoke in favor of the new director making the decision.

Rita Grossman agreed with Maria about allowing the director to make a decision, but more efficient to have position in place.

Molly Wong, Stonehedge Pl, spoke in favor of the motion. If we don't create the option for this position, will lose flexibility.

Roy Gustafson, Old Orchard Ln., asked if it was an additional head count. Ms. Bak said no, that the position would be merged with the current Assistant position. He found the language ambiguous.

Jennifer Barrett, Town Accountant, pointed out that there are other positions on the compensation schedule that are unfilled. Having the position available provides maximum flexibility.

Action on Article 4, Motion 2: Motion carried by majority vote.**Article 4, Motion 3:**

Ms. Canfield moved to amend the FY 2018 Classification and Compensation Schedule by providing for wages and salaries as indicated in the Schedule as printed in the Annual Town Meeting warrant under Article 4.

Ms. Bak presented the rationale for the wage and salary schedule. BOS consider CPIU as a guideline and points out that it is retrospective. Take into consideration other factors as well, such as comparable town comparisons in order to stay at the average of wages. The objective is to remain competitive. She pointed out that a 2% wage adjustment has just been voted by these towns.

The Finance Committee does not recommend (6-0).

Ted Kail spoke against the motion as chair of the Fin Com. The FinCom is opposed to the proposed 2% Cost of Living Adjustment (COLA) as it is inconsistent with the CPI-U (Consumer Price Index -Urban) as reported in December. The CPI-U was reported at 1.3%, yet the compensation plan calls for a higher rate of 2%. 57% of employees also receive a step increase of 2.5%, as well as a COLA increase. After many meetings with the Personnel Board and Board of Selectmen, we fail to see the supporting data for calculating the 2% COLA. The FinCom believes a 1.5% COLA is a fair compromise as it is still higher than the 1.3% figure we should use.

Mr. Kail moved to substitute the FY 2018 Classification and Compensation Schedule at 1.5%-Finance Committee Amendment to Article 4: handout in place of the FY 2018 Classification and Compensation that was printed in the Annual Town Meeting Warrant under Article 4 except for the hourly rates of CIT and Counselor on the list of Per Diem and Intermittent Employees, which should read CIT at \$10, and Counselor at \$10.50.

Becky Neville spoke against the motion. She pointed out that the union employees are getting 2.5% and 2.75% increases. She said that insurance costs are increasing on those employees too.
Ms. Bak said that at the end of the day it's about people. 43% are at top step.
Ms. Neyland spoke against the motion. She said there's a hidden cost to losing employees and retraining. Only applies to 30 employees.
Mr. Kail asked that everyone reflect on how much raise they are getting.
Simon Bunyard, Hill Rd., said it was a question of fairness.
Vince Amoroso, Liberty Square Rd., spoke against the motion. He explained the CPIU and isn't the same as the rate of inflation which was 2.5%. Have to look at purchasing power.
Hugh Fortmiller, Sargent Rd., moved the question.
Motion to vote now carried by majority vote.

Action on the motion to amend to 1.5%: Motion failed. Yes: 61 No: 175

Kevin Lehner said that the current pay of counselors is below minimum wage and less than last year. Amy Burke objected to Kevin's speaking to the motion citing conflict of interest. Mr. Lehner said that the town has typically paid more than minimum wage for the counselors for summer camp. He said that NARA camp counselors are a comparable comparison. Ms. Burke disagreed because the counselors for NARA have certification requirements.

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

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

Mr. Fox moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2017 as printed in the 2017 Annual Town Meeting warrant under Article 3.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$48,759.03/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

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

The Finance Committee recommends (5-0).

Action on Article 3: Motion carried unanimously.

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Mr. Kail I move that the Town appropriate the sum of

Twenty Million Three Hundred Twelve Thousand Six Hundred Thirty-One Dollars (\$20,312,631)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2017, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers under the heading FY18 Budget, as printed in the “FY 2018 Town Operating Budget at 2%” handout,

And to meet this appropriation, that an amount of Two Hundred Fifty Thousand Dollars (\$250,000) be transferred from Free Cash; that the sum of Seventeen Thousand Dollars (\$17,000) be transferred from Special Revenue Account “Refunding Debt Revenue”; and that the balance be raised by taxation.

The Finance Committee recommends (5-0).

The Finance Committee thoroughly reviewed the budget proposal for FY2018 and discussed each of the proposed department budgets. We are proposing \$250,000 in Free Cash to help offset the tax increase. Even after using free cash for warrant articles we are in a good financial position both in Free Cash and in our Stabilization Fund, both of which remain at levels that are above the Finance Committee guidelines.

Mr. Fallon moved through the budget line item by line item. He said that anyone with a question should speak up.

John Neyland, chair of the Agricultural Commission moved that the Town increase **Department 179, Total Other – Ag Comm**, to **One Thousand Three Hundred Dollars (\$1,300)**, and to meet this appropriation, that an additional amount of **One Thousand One Hundred Dollars (\$1,100)** be transferred from Free Cash.

Mr. Neyland explained that the money would be use to erect 15 “Right to Farm Community” signs at town entrances, per the “Right to Farm Bylaw”. It would be a one-time cost.

Motion to amend Article 5, line item 179 carried unanimously.

Richard Barrett, member of Board of Selectmen, moved that the Town increase **Department 210, Total Other – Police**, to **One Hundred Fifty-Three Thousand Nine Hundred Seventy-Five Dollars (\$153,975)**, and to meet this appropriation, that an additional amount of **Two Thousand Dollars (\$2,000)** be transferred from Free Cash.

Mr. Barrett said the money was to restore funding for dues and memberships that was cut by FinCom.

John Rosamund said that FinCom did not recommend. He said that the police budget has plenty of money that could be allocated for that purpose.

Ms. Neyland asked that the Chief explain what the accreditation process entails. Chief Ryder provided the explanation. He said without the memberships, the department would not get accreditation.

Ms. Kangas urged support of the Finance Committee. She thinks the chief can find the money for this from the proposed budget.

Steve Ballard, FinCom member, said that given the amount of money in the Police budget and the historic spending on training, dues, and membership, there is plenty of money for accreditation.

Mr. Amoroso asked how much did we previously budget for Mass. state accreditation, is there savings? If no membership, can’t get accreditation. Get a 1% credit on police liability payment for accreditation. With accreditation liability for lawsuits is greatly reduced. Mr. Amoroso thought it was a good deal.

Jennifer Campbell had a point of order about letting town residents speak before boards.

Molly Biron, Burroughs Rd., spoke in favor of the motion.

Mr. Wagman, Leonard Rd., asked if the amendment would add \$2000 to the budget. Yes.

Will Neville, Middle Rd., moved the question.

Motion to vote now carried by two-thirds as declared by the moderator.

Motion to amend Article 5, line item 210, carried by majority vote. Yes: 135 No: 91

Mr. Toups had a question on the footnote on line 310. Ms. Brolin and Mr. Amoroso supplied answers. He asked the question if FinCom knew the cost of transportation for vocational education students in the future. They did not.

Kevin Lehner, chair of the Recreation Commission, moved that the Town increase Department 630, Total Salaries – RecComm, to **Twenty-Seven Thousand Seven Hundred Eight Dollars (\$27,708)** and to meet this appropriation, that an additional amount of **One Thousand Five Hundred Four Dollars (\$1,504)** be transferred from Free Cash.

And that the Town increase Department 630, Total Other – RecComm, to **Nine Thousand Thirty Dollars (\$9,030)**, and to meet this appropriation, that an additional amount of **One Thousand Dollars (\$1,000)** be transferred from Free Cash.

Mr. Lehner explained that the submitted budget did not accurately reflect the number of hours required.

Fincom did not recommend. Amy Burke, FinCom member, explained how the budget should be based on actual. She showed salary data that said the additional hours were already accounted for.

Ms. Kangas urged the support of the Finance Committee. Their focus is cost-effective government for Boxborough.

Action motion to amend lines 630 Total Salaries and Total Other: Motion failed.

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
114 Total Salary	0	0	0	0.0%	0
114 Total Other	50	50	0	0.0%	50
114 Total Moderator	50	50	0	0.0%	50
119 Total Salary	0	0	0	0.0%	0
119 Total Other	150	145	5	3.4%	175
119 Total Town Constable	150	145	5	3.4%	175
122 Total Salary	2,000	2,000	0	0.0%	2,000
122 Total Other	3,265	2,818	447	15.9%	2,119
122 Total Selectmen	5,265	4,818	447	9.3%	4,119
123 Total Salary	117,600	113,100	4,500	4.0%	108,750
123 Total Other	2,700	2,700	0	0.0%	2,875
123 Total Town Administrator	120,300	115,800	4,500	3.9%	111,625
131 Total Salary	0	0	0	0.0%	0
131 Total Other	400	480	(80)	-16.7%	480
131 Total Town Finance Comm	400	480	(80)	-16.7%	480
135 Total Salary	72,777	69,609	3,168	4.6%	66,908
135 Total Other	37,180	36,390	790	2.2%	36,708
135 Total Accountant	109,957	105,999	3,958	3.7%	103,616
141 Total Salary	73,777	70,609	3,168	4.5%	67,908
141 Total Other	13,475	14,990	(1,515)	-10.1%	17,964
141 Total Assessor	87,252	85,599	1,653	1.9%	85,872
145 Total Salary	75,596	72,350	3,246	4.5%	67,908
145 Total Other	19,140	16,745	2,395	14.3%	8,350
145 Total Treasurer/Collector	94,736	89,095	5,641	6.3%	76,258
151 Total Salary	0	0	0	0.0%	0
151 Total Other	67,600	48,500	19,100	39.4%	53,500
151 Total Legal	67,600	48,500	19,100	39.4%	53,500
152 Total Salary	0	0	0	0.0%	0
152 Total Other	320	320	0	0.0%	320
152 Total Personnel Board	320	320	0	0.0%	320

122 Total Other - Additional office and appreciation event supplies

131 Total Other - Lower conference attendance

141 Total Other - Decrease in consulting services

145 Total Other - Payroll Service rates increased due to add'l reporting requirements

151 Total Other - Successor agreements for 3 unions to be negotiated

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
156 Total Salary	0	0	0	0.0%	0
156 Total Other	129,070	123,312	5,758	4.7%	95,319
156 Total Technology	129,070	123,312	5,758	4.7%	95,319
161 Total Salary	48,760	47,823	937	2.0%	46,006
161 Total Other	2,725	2,043	682	33.4%	2,120
161 Total Town Clerk	51,485	49,866	1,619	3.2%	48,126
162 Total Salary	3,658	6,400	(2,742)	-42.8%	4,028
162 Total Other	6,990	6,312	678	10.7%	5,632
162 Total Elect. & Registr.	10,648	12,712	(2,064)	-16.2%	9,660
171 Total Salary	0	0	0	0.0%	0
171 Total Other	2,150	2,150	0	0.0%	2,150
171 Total Conservation Comm	2,150	2,150	0	0.0%	2,150
175 Total Salary	73,322	70,154	3,168	4.5%	67,453
175 Total Other	3,880	6,445	(2,565)	-39.8%	7,330
175 Total Planning Board	77,202	76,599	603	0.8%	74,783
176 Total Salary	0	0	0	0.0%	0
176 Total Other	210	210	0	0.0%	210
176 Total ZBA	210	210	0	0.0%	210
179 Total Salary	0	0	0	0.0%	0
179 Total Other	1,300	200	1,100	550.0%	100
179 Total Ag Comm	1,300	200	1,100	550.0%	100
192 Total Salary	180,627	174,444	6,183	3.5%	172,420
192 Total Other	47,910	45,160	2,750	6.1%	43,723
192 Total Town Hall	228,537	219,604	8,933	4.1%	216,143
196 Total Salary	0	0	0	0.0%	0
196 Total Other	0	11,940	(11,940)	-100.0%	11,700
196 Total Facilities Leases	0	11,940	(11,940)	-100.0%	11,700
199 Total Salary	0	0	0	0.0%	0
199 Total Other	500	300	200	66.7%	150
199 Total Energy Comm	500	300	200	66.7%	150
Total Salaries - Town Government	648,117	626,489	21,628	3.5%	671,057
Total Other - Town Government	339,015	321,210	17,805	5.5%	302,356
Total Town Government	987,132	947,699	39,433	4.2%	973,413

161 Total Other - Increase in conference attendance
 162 Total Salary & Total Other - No federal/state elections; possibly 2 local elections
 175 Total Other - Decrease in consulting services
 192 Total Other - Increase in bldgs. & grounds maint.; Replenish postage reserves
 196 Total Other - New Lease: See Warrant Article
 199 Total Other - Outreach for new program

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
210 Total Salary	1,083,447	1,063,333	20,114	1.9%	1,053,802
210 Total Other	153,975	144,740	9,235	6.4%	104,140
210 Total Police	1,237,422	1,208,073	29,349	2.4%	1,157,942
215 Total Salary	295,608	285,936	9,672	3.4%	279,984
215 Total Other	35,405	36,395	(990)	-2.7%	36,420
215 Total Dispatch	331,013	322,331	8,682	2.7%	316,404
220 Total Salary	838,429	819,259	19,170	2.3%	804,221
220 Total Other	109,400	109,480	(80)	-0.1%	107,980
220 Total Fire	947,829	928,739	19,090	2.1%	912,201
241 Total Salary	72,777	72,211	566	0.8%	69,863
241 Total Other	21,585	11,215	10,370	92.5%	9,775
241 Total Building Insp	94,362	83,426	10,936	13.1%	79,638
291 Total Salary	1,660	2,787	(1,127)	-40.4%	2,746
291 Total Other	550	545	5	0.9%	450
291 Total ACO	2,210	3,332	(1,122)	-33.7%	3,196
292 Total Salary	14,997	14,158	839	5.9%	11,507
292 Total Other	3,635	4,850	(1,215)	-25.1%	2,850
292 Total ACO Dog & Cat	18,632	19,008	(376)	-2.0%	14,357
299 Total Salary	45	45	0	0.0%	45
299 Total Other	20	20	0	0.0%	25
299 Total Field Driver	65	65	0	0.0%	70
Total Salaries - Protection	2,306,963	2,257,729	49,234	2.2%	2,222,168
Total Other - Protection	324,570	307,245	17,325	5.6%	261,640
Total Protection	2,631,533	2,564,974	66,559	2.6%	2,483,808

210 Total Other - Vehicles & service increased pricing
 241 Total Other - Increased inspection consulting
 291 Total Salary - Reduced hours per historic average
 292 Total Salary - Placement on Compensation Schedule
 292 Total Other - Reduced vehicle/mileage expenses

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
310 Total Salary	0	0	0	0.0%	0
310 Total Other	165,232	197,492	(32,260)	-16.3%	165,340
310 Total Minuteman	165,232	197,492	(32,260)	-16.3%	165,340
311 Total Salary	0	0	0	0.0%	0
311 Total Other	48,864	0	48,864		0
311 Total Assabet	48,864	0	48,864		0
312 Total Salary	0	0	0	0.0%	0
312 Total Other	0	0	0	0.0%	0
312 Total Nashoba	0	0	0	0.0%	0
320 Total Salary	0	0	0	0.0%	0
320 Total Other	11,593,781	11,503,148	90,633	0.8%	11,120,240
320 Total ABRSD	11,593,781	11,503,148	90,633	0.8%	11,120,240
Total Salaries - Education	0	0	0	0.0%	0
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
Total Education	11,807,877	11,700,640	107,237	0.9%	11,285,580

310 Total Other - Out-of-district tuition & transportation (6 students)

311 Total Other - Out of district tuition & transportation (1 student)

320 Total Other - Includes RJGrey Minuteman program formerly in Minuteman assessment

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
422 Total Salary	548,823	537,008	11,815	2.2%	521,287
422 Total Other	111,070	94,150	16,920	18.0%	89,500
422 Total DPW	659,893	631,158	28,735	4.6%	610,787
423 Total Salary	64,337	62,881	1,456	2.3%	60,739
423 Total Other	128,800	105,875	22,925	21.7%	106,610
423 Total Snow & Ice	193,137	168,756	24,381	14.4%	167,349
424 Total Salary	0	0	0	0.0%	0
424 Total Other	5,000	5,500	(500)	-9.1%	3,000
424 Total Street Lighting	5,000	5,500	(500)	-9.1%	3,000
425 Total Salary	0	0	0	0.0%	0
425 Total Other	23,500	27,800	(4,300)	-15.5%	22,400
425 Total Hager Well	23,500	27,800	(4,300)	-15.5%	22,400
429 Total Salary	0	0	0	0.0%	0
429 Total Other	76,175	75,300	875	1.2%	72,075
429 Total Fuel	76,175	75,300	875	1.2%	72,075
431 Total Salary	0	0	0	0.0%	0
431 Total Other	0	10,000	(10,000)	-100.0%	0
431 Total Hazardous Waste	0	10,000	(10,000)	-100.0%	0
433 Total Salary	0	0	0	0.0%	0
433 Total Other	124,800	133,350	(8,550)	-6.4%	130,100
433 Total Transfer Station	124,800	133,350	(8,550)	-6.4%	130,100
491 Total Salary	5,162	9,085	(3,923)	-43.2%	8,953
491 Total Other	1,000	1,000	0	0.0%	1,000
491 Total Cemetery	6,162	10,085	(3,923)	-38.9%	9,953
Total Salaries - Public Works	618,322	608,974	9,348	1.5%	590,979
Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
Total Public Works	1,088,667	1,061,949	26,718	2.5%	1,015,664

422 Total Other - Includes playing fields maintenance

423 Total Other - New plow, increased road treatment materials

424 Total Other - Reduced per historic average

425 Total Other - Cyclical cleaning every 5 years (completed FY17)

431 Total Other - Hazardous Waste collection every other year

433 Total Other - Reduced tonnage

491 Total Salary - Reduced hours per historic average

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
505 Total Salary	1,008	1,003	5	0.5%	988
505 Total Other	200	216	(16)	-7.4%	98
505 Total Animal Inspector	1,208	1,219	(11)	-0.9%	1,086
511 Total Salary	501	501	0	0.0%	500
511 Total Other	41,605	40,467	1,138	2.8%	39,290
511 Total BoH	42,106	40,968	1,138	2.8%	39,790
529 Total Salary	26,560	25,302	1,258	5.0%	24,320
529 Total Other	775	545	230	42.2%	680
529 Total Community Services	27,335	25,847	1,488	5.8%	25,000
541 Total Salary	51,052	50,034	1,018	2.0%	47,908
541 Total Other	5,675	5,675	0	0.0%	5,100
541 Total COA	56,727	55,709	1,018	1.8%	53,008
543 Total Salary	3,000	4,068	(1,068)	-26.3%	4,008
543 Total Other	990	360	630	175.0%	355
543 Total Veterans	3,990	4,428	(438)	-9.9%	4,363
Total Salaries - Health Services	82,121	80,908	1,213	1.5%	77,724
Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
Total Health Services	131,366	128,171	3,195	2.5%	123,247

505 Total Other - Reduced mileage per historic average

529 Total Other - New membership dues

543 Total Salary - Reduced hours per historic average

543 Total Other - Includes Veterans Memorial Committee supplies

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
610 Total Salary	245,661	243,191	2,470	1.0%	234,065
610 Total Other	139,650	134,700	4,950	3.7%	129,329
610 Total Library	385,311	377,891	7,420	2.0%	363,394
630 Total Salary	26,204	25,481	723	2.8%	26,722
630 Total Other	8,030	10,840	(2,810)	-25.9%	9,800
630 Total Rec Comm	34,234	36,321	(2,087)	-5.7%	36,522
670 Total Salary	0	0	0	0.0%	0
670 Total Other	1,800	1,500	300	20.0%	1,500
670 Total Steele Farm	1,800	1,500	300	20.0%	1,500
691 Total Salary	0	0	0	0.0%	0
691 Total Other	3,550	4,045	(495)	-12.2%	4,045
691 Total Historical Commission	3,550	4,045	(495)	-12.2%	4,045
692 Total Salary	0	0	0	0.0%	0
692 Total Other	1,200	965	235	24.4%	965
692 Total Public Celebrations	1,200	965	235	24.4%	965
699 Total Salary	0	0	0	0.0%	0
699 Total Other	1,400	1,500	(100)	-6.7%	1,500
699 Total AB Cultural Council	1,400	1,500	(100)	-6.7%	1,500
Total Salaries - Culture & Rec	271,865	268,672	3,193	1.2%	260,787
Total Other - Culture & Rec	155,630	153,550	2,080	1.4%	147,139
Total Culture & Rec	427,495	422,222	5,273	1.2%	407,926

630 Total Other - Decreased due to fields maintenance moved to DPW

670 Total Other - Increased bldg. & grounds routine maintenance

691 Total Other - Reduced heating costs per historic average

692 Total Other - Replacement of non-consumable supplies

699 Total Other - Reduced per historic average

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
710 Total Salary	0	0	0	0.0%	0
710 Total Other	1,112,000	955,000	157,000	16.4%	985,000
710 Total Retirement of LT Debt	1,112,000	955,000	157,000	16.4%	985,000
751 Total Salary	0	0	0	0.0%	0
751 Total Other	154,415	167,858	(13,443)	-8.0%	188,438
751 Total Debt Interest	154,415	167,858	(13,443)	-8.0%	188,438
830 Total Salary	0	0	0	0.0%	0
830 Total Other	791,841	671,055	120,786	18.0%	629,903
830 Total County Retirement Assmt	791,841	671,055	120,786	18.0%	629,903
912 Total Salary	0	0	0	0.0%	0
912 Total Other	73,285	72,637	648	0.9%	62,600
912 Total Other Insurance	73,285	72,637	648	0.9%	62,600
915 Total Salary	0	0	0	0.0%	0
915 Total Other	834,800	677,800	157,000	23.2%	632,750
915 Total Employee Benefits	834,800	677,800	157,000	23.2%	632,750
945 Total Salary	0	0	0	0.0%	0
945 Total Other	90,320	85,756	4,564	5.3%	81,391
945 Total Liability Insurance	90,320	85,756	4,564	5.3%	81,391
Total Salaries - Administration	0	0	0	0.0%	0
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
Total Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
132 Total Salary	0	0	0	0.0%	0
132 Total Other	185,000	185,000	0	0.0%	185,000
132 Total Reserve Fund	185,000	185,000	0	0.0%	185,000

710 Total Other - New bond issue for ATM 15 & ATM 16 authorizations
 751 Total Other - Re-funding of previous debt resulted in lower interest rates
 830 Total Other - Increased assessment result of recent actuarial study
 915 Total Other - Increased health insurance premiums; 5 new enrollees
 945 Total Other - Premiums for additional assets

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
Total Salaries - Town Government	648,117	626,489	21,628	3.5%	671,057
Total Salaries - Protection	2,306,963	2,257,729	49,234	2.2%	2,222,168
Total Salaries - Public Works	618,322	608,974	9,348	1.5%	590,979
Total Salaries - Health Services	82,121	80,908	1,213	1.5%	77,724
Total Salaries - Culture & Rec	271,865	268,672	3,193	1.2%	260,787
Total Salaries	3,927,388	3,842,772	84,616	2.2%	3,822,715
Total Other - Town Government	339,015	321,210	17,805	5.5%	302,356
Total Other - Protection	324,570	307,245	17,325	5.6%	261,640
Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
Total Other - Culture & Rec	155,630	153,550	2,080	1.4%	147,139
Total Town Other	1,338,805	1,282,243	56,562	4.4%	1,181,343
Total Town Government	987,132	947,699	39,433	4.2%	973,413
Total Protection	2,631,533	2,564,974	66,559	2.6%	2,483,808
Total Public Works	1,088,667	1,061,949	26,718	2.5%	1,015,664
Total Health Services	131,366	128,171	3,195	2.5%	123,247
Total Culture & Rec	427,495	422,222	5,273	1.2%	407,926
Total Town Expenses	5,266,193	5,125,015	141,178	2.8%	5,004,058
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
Total Reserve Fund	185,000	185,000	0	0.0%	185,000
Total Other Costs	15,049,538	14,515,746	533,792	3.7%	14,050,662
Total Expenses	20,315,731	19,640,761	674,970	3.4%	19,054,720

Mr. Kail moved that the Town raise and appropriate the sum of:

Twenty Million Three Hundred Fifteen Thousand Seven Hundred Thirty-One Dollars (\$20,315,731)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2017, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in the “FY2018 Town Operating Budget at 2%” handout, except for:

Department #179, Agricultural Commission, Total Other, is increased to **One Thousand Three Hundred Dollars (\$1,300)**,

Department #210, Police, Total Other, is increased to **One Hundred Fifty-Three Thousand Nine Hundred Seventy-Five Dollars (\$153,975)**

And to meet this appropriation, that an amount of Two Hundred Fifty-Three Thousand One Hundred Dollars (\$253,100) be transferred from Free Cash; that the sum of Seventeen Thousand Dollars (\$17,000) be transferred from Special Revenue Account “Refunding Debt Revenue”; and that the balance be raised by taxation.

Action on Article 5 motion, with amendments, carried by majority vote.

Moved and seconded to adjourn meeting to Tuesday, May 9, at 7pm.

May 9, 2017

Mr. Fallon called the adjourned session of Annual Town Meeting to order at 7:08pm.

Mr. Fox moved that articles 32B and 33A be taken out of order and be considered as the first two articles taken up. The town has asked that a consultant be available to answer questions on these two articles.

Motion to take Article 32B and 33A out of order carried by majority vote.

ARTICLE 6 SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING

(Majority vote required; non-binding)

Susan Bak, Chair of the Town Government Study Committee, moved that it be the sense of this meeting that the first session of the Boxborough Annual Town Meeting be moved from the second Monday in May to the second Monday in April.

Summary

The Town Meeting Study Committee is presenting this article but is taking no position on it.

In March of 1974 the Boxborough Town Meeting voted to move the date of the Annual Town Meeting from the second Monday in March to the second Monday in May. The best guess is that there were four main reasons behind this:

- a) Weather is better in May than March*
- b) Gave more time for Town boards, committees, and staff to prepare for Town Meeting*
- c) Better estimate of state aid available in May rather than March*
- d) More accurate/final Regional School budget in May than March.*

In the past 40+ years the Regional School budget has become final in March. In addition, state aid has become a smaller percentage of Boxborough revenues and is more predictable. May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation. It has been suggested that moving the start of Town Meeting back a month might make it easier for voters to attend. Such a move would obviously narrow the time to prepare for Town Meeting.

If the Town Meeting passes this Sense of the Meeting article, the expectation is that the Board of Selectmen would bring an article to the May 2018 Boxborough Town Meeting to change the date of the Annual Town Meeting and also the Annual Town Election.

The Board of Selectmen does not have a recommendation on this article.

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. The Town Meeting Study Committee conducted a survey where a number of respondents indicated that, given the end of the year school activities, college graduations and weddings, May is not an ideal month for ATM. However, that being said, both the BoS and the TMSC would like feedback from a broader group of residents.

The Finance Committee recommends (4-2).

The majority on the Finance Committee recommends this article as a potential way to improve attendance at the Annual Town Meeting. By the April date we would have the ABRSD budget as the Acton Town meeting is in

April along with the State budget. The only change from a Finance Committee standpoint is starting the entire budget process a month earlier in September rather than in October.

A minority on the Finance Committee does not recommend as the Town does not have enough data to make this change. The survey conducted by the Town Meeting Study did not provide a statistically significant number of responses to inform such a change. And the statement "May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation" is largely subjective and anecdotal. The decision to change the Annual Meeting of the Town's legislative body is of critical importance to the ideals of democracy and should be made with reliable and valid data.

Discussion:

Becky Neville pointed out that there were 291 people were here last night—if there's something interesting on the warrant people will come. She also pointed out that the budget timeline would be affected.

Christine Marlowe, Depot Rd. said that mid-April is tax season, school vacation, and there's a lot of religious holidays then. She was against the motion.

John Markiewicz echoed the sentiments of Christine.

Mr. Wagman said we shouldn't be asking this group about May vs. April since they could make it in May.

Jeff Miller said he would vote no. He distrusts small sample statistics. He also pointed out that tax season would impact attendance.

Tim Lundy Boxmill Rd. said that May is better for the students since they can play outside.

Cheryl Mahoney asked Ms. Bak what the data said. 228 surveys were received and a certain number mentioned the May timing as a problem.

Action on Article 6: Motion failed.

ARTICLE 7 SENSE OF THE MEETING - THAT BOXBOROUGH IS "A RURAL ENGAGED COMMUNITY FOR ALL" AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS

(Majority vote required; non-binding)

Vince Amoroso, member of the Board of Selectmen, moved that it be the sense of this meeting to adopt a non-binding resolution that Boxborough is "A Rural Engaged Community for All" and a Constitutional Community Committed to Preserving the Protections Afforded by the Bill of Rights and that it be resolved that:

1. None of Boxborough's public servants should use moneys, equipment, or personnel to assist in or facilitate the creation of a registry the purpose of which is to identify members of a religious group, except as required by federal or state law.
2. None of Boxborough's public servants should voluntarily comply with ICE immigration detainer requests except pursuant to a Judicial Warrant issued by a neutral magistrate on a finding of probable cause and/or an order of a court of competent jurisdiction.
3. None of Boxborough's public servants should use moneys, equipment, or personnel for the purpose of detecting or apprehending persons whose only violation of law is that they are persons of foreign citizenship present in the United States in violation of federal immigration laws, except as required by federal or state law.
4. This resolution is intended to be consistent with Boxborough's obligations under the United States Constitution, federal and state law, including 8 U.S.C. §§ 1373 and 1644; accordingly, this resolution shall be interpreted as to not violate any requirement of federal or state law. Should federal or state law change so as to give rise to a conflict with any provision of this resolution, such provision shall be of no further effect.

5. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the town of Boxborough, its officers, employees, or agents, or any other person.

6. Boxborough should continue to be **A RURAL, ENGAGED COMMUNITY FOR ALL**, and an inclusive jurisdiction that embraces, celebrates, and welcomes its immigrant and refugee residents and recognizes their contributions to the collective well-being of Boxborough.

Summary

*Mr. Amoroso said that voluntary detention without Judicial Warrant by the Town of Boxborough of persons targeted by ICE detainer requests violates the rights guaranteed by the Constitution and the Bill of Rights. It could expose Boxborough to liability to persons wrongly detained, and cause some Boxborough residents and visitors to fear that they are no longer safe or welcome here. **It is the current practice of the Boxborough Police Department NOT to voluntarily comply with ICE detainer requests absent a Judicial Warrant.** The purpose of this Resolution is to make people aware of that practice, to show our support for the practice, and to express our intention that the practice should continue.*

The Board of Selectmen makes no recommendation on this article.

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. A Town resident petitioned the Board to put this article on the Town Meeting Warrant. That request was posted in advance and resulted in the most well attended meeting we have had in years. Many Town residents expressed great interest in this matter at the meeting and in subsequent correspondence to the Board. As a result, the Board determined that it would be appropriate to place the Article on the Warrant in order to allow voters to fully discuss the matter at Town Meeting. In addition, the Board concluded that it could best foster open and honest discussion, and result in the most accurate sense of the meeting, if the Board refrained from making a recommendation.

The Finance Committee abstains (5-0).

The Finance Committee abstains from taking a position on this article. The Board of Selectmen have chosen not to take a position and to permit Town Meeting to decide this issue, while the Finance Committee similarly believes it best to remain neutral, especially as there would likely be little or no financial impact to the Town.

Katie Neville moved to amend Article 7 by striking the words “except as required by federal or state law” from points 1 and 3 and to strike all the words after “Constitution” on point 4.

Ms. Kangas spoke against the amendment. She said that towns must accept state and federal law.

Diana Lipari spoke in favor. Need to stand up to tyranny.

Town Counsel said it was not clear that this wording would put Boxborough in violation of federal law.

A number of residents felt it was time for people to speak up against federal laws that are not right.

What are implications for town if passes this?

Moderator reminded meeting that this is a non-binding resolution.

Town Counsel said that he can’t tell how this will play out – could be construed as against the president’s order.

Could Boxborough lose funding? Possibly, but that portion of the law is stayed for the time being.

Peter Rock, Picnic Street, moved the question. Motion to vote now on the amendment passed by two-thirds, as declared by the moderator.

Action on amended motion: Motion failed yes: 73 no: 160

Discussion on main motion:

Becky thanked the Selectmen for putting the article on the warrant. There was much discussion for and against the motion. Those that were against said that Boxborough already is a welcoming community and the police do not go after undocumented immigrants. Many said that they were immigrants who came to America legally and they think others should too. Wrong to use our town as a tool of the “Resistance”. They spoke that the United States is a nation of laws and immigration laws should be enforced.

Those in favor of the motion spoke about the many undocumented workers that do work that Americans won't do. Principle of America is equal treatment –undocumented not treated equally. They said many undocumented immigrants have been here most of their lives. Wrong to break up families.

Mr. VanRoggen moved the question. Motion to end debate carried by two-thirds, as declared by the moderator.

Action on Article 7: Motion carried. Yes: 131 No: 114

**ARTICLE 8 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH
FY 2018 RESERVES**

(Majority vote required)

Dennis Reip, Chair of the Community Preservation Committee, moved to hear and act on the report of the Community Preservation Committee on the FY 2018 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2018 estimated annual revenues the sum of Five Thousand Dollars (\$5,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2018; and further, to reserve for appropriation from said estimated annual revenue:

Twenty-One Thousand Dollars (\$21,000) for open space, including land for recreational use,
Twenty-One Thousand Dollars (\$21,000) for community housing purposes
Twenty-One Thousand Dollars (\$21,000) for historic resources, and
One Hundred Twelve Thousand Dollars (\$112,000) for a FY 2018 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:

\$21,000	<i>open space, including land for recreation use</i>
\$21,000	<i>community housing purposes</i>
\$21,000	<i>historic resources</i>
\$112,000	<i>FY 2018 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 2018, under the local surcharge and the November state matching funds for the prior fiscal year.

Mr. Reip made a presentation explaining what the Community Preservation Fund and the Community Preservation Committee were established, how a surcharge on real estate flows to the Fund and how money going into the fund must be allocated.

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

The Board of Selectmen support the establishment of the reserves and the funds set aside for administrative expenses as proposed by the Community Preservation Committee.

The Finance Committee recommends (5-0).

This is a housekeeping article to establish the required reserves and the set aside for administrative purposes.

Action on Article 8: Motion carried unanimously.

ARTICLE 9 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)

(Majority vote required)

Mr. Reip moved to appropriate from the Community Preservation Fund Open Space Reserve the sum of Five Thousand Dollars (\$5,000) to be transferred to the Conservation Trust Fund, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$5,000	Transfer to the Conservation Trust Fund	Conservation Commission

Summary and Recommendations

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 6 years, the CTF has been funded by an approval of an annual warrant article at Town Meeting with the money transferred from available free cash. This request for CPA funds is intended to continue the annual funding of the CTF with CPA funds instead of the previously requested non-CPA funds.

The Community Preservation Committee recommends.

The Conservation Commission recommends unanimously.

Assigning CPA Funds to the Conservation Trust Fund (CTF) provides an immediate and dedicated source of money to pay for important Land Conservation activities when the need arises. Funding of the CTF is included in Boxborough2030 under Goal 1.3: Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors with Action Item 1.3.1.5. calling for "a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition".

A review of CTF expenditures over the past 5 years finds that all of the previous CTF expenditures would qualify as CPA-eligible. The transfer of CPA funds to Town Conservation Trust Funds is a common practice for towns with CPA. Examples of CPA towns making similar trust fund transfers include Acton, Ashland, Norwell, Harvard, Groton, Lincoln, Maynard, Stow, Hingham, and Northampton.

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

The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity. The Town has approved this \$5,000 request each of the last six years, including Article 23 in the 2016 Warrant. At last year's Town Meeting, the Finance Committee recommended that future funding of these requests come from the Community Preservation Act monies. This year the Conservation Commission and the Community Preservation Committee have followed the recommendation of the Finance Committee. The Board of Selectmen supports the Commission in its request. It is consistent with the intent behind acceptance of the Community Preservation Act and will save the Town money by taking advantage of additional state monies that we receive each year in the Community Preservation Act fund.

The Finance Committee recommends (5-0).

This article provides funds for the Conservation Commission to pursue a number of activities and follows a recommendation by the Finance Committee last year that these should be funded by CPA monies.

Action on Article 9: Motion carried unanimously.

ARTICLE 10 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

Article	Amount	Purpose	Applicant
10A	\$3,025	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)	Boxborough Housing Board
10B	\$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board
TOTAL:	\$40,675		

Motion on 10A - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)

Ron Vogel, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Three Thousand Twenty-Five Dollars (\$3,025) to be transferred to the Affordable Housing Trust, for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018), as recommended by the Community Preservation Committee.

Mr. Vogel asked that Adam Duchesneau, Town Planner, speak to the article as follows:

Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement among Boxborough, Bolton, Littleton, Stow, and Hudson. During calendar years 2014, 2015, and 2016, the services were provided by Metro West Collaborative Development, Inc. of Watertown, MA. Calendar year 2016 was the final year of a three-year Intermunicipal Agreement and RHS contract. All towns involved in the Intermunicipal Agreement are now temporarily operating under six-month independent contracts with Metro West Collaborative Development, Inc. until a new Intermunicipal Agreement and contract can be developed which aligns the contract years with future fiscal years.

The RHS collaboration helps Boxborough monitor affordable units, assess affordable ownership units, and resolve compliance violations. The services provided by the collaboration reduce the time that Town staff spends on routine matters. Also, a repository of project legal documents, which helps maintain proper procedures, was created, and assistance with refinancing, resales, and assessments is provided.

At the 2016 Annual Town Meeting, funding was appropriated for calendar year 2017 of the RHS collaboration. However, the new Intermunicipal Agreement and contract being compiled will align the consulting services for this program with the fiscal year cycle. A Request for Proposals (RFP) for the consulting agency that will provide these services beginning July 1, 2017 is being prepared. To reduce confusion, the new RHS contract and Intermunicipal Agreement will be aligned with the fiscal year cycle. In order to also align Boxborough's funding of the RHS with the fiscal year cycle, Community Preservation Act funding in the amount of \$3,025 is requested in this 2017 Town Meeting for the continuation of this collaboration in a new contract, more specifically for the

second half of Year 4 (fiscal year 2018). Funding for the period July 1, 2017 through December 31, 2017 was provided via Article 8B approved at the 2016 ATM.

The Community Preservation Committee recommends.

The Housing Board recommends.

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

The Housing Board is responsible for monitoring and managing the town's affordable housing stock, whether ownership or rental. For the past three years, the Housing Board has used MetroWest Collaborative Development to do this work under a multi-town agreement, lowering our costs. This article will provide the balance of funds needed for a fourth year of contracted housing services. The remainder of funds will be provided from Article 8B approved at 2016 ATM. Due to differences in fiscal year timing between Boxborough and the regional provider, the Housing Board has used the Housing Trust as a pass-through for the mechanics of payment. This is complication we would like to eliminate by aligning the contract cycle with Boxborough's fiscal calendar. Approval of this article will provide the balance of funds needed for a full fourth year of services, and align the fiscal calendars for payment. Approval of this article will support the Housing Board's services needs for a fourth year and eliminate the need in future to use the Affordable Housing Trust pass-through mechanism.

The Finance Committee recommends (5-0).

This article provides continuing funds for the administration of the town's affordable housing, which is managed as part of a multi-town agreement.

Action on Article 10, Motion 10A: Motion carried unanimously.

Motion on 10B - Boxborough Rental Assistance Program (BRAP)

Mr. Vogel moved to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Six Hundred Fifty Dollars (\$37,650) for the implementation of the Boxborough Rental Assistance Program (BRAP), as recommended by the Community Preservation Committee.

Mr. Vogel asked that Lauren Abraham, Community Services Coordinator, to speak to the motion.

The Boxborough Rental Assistance Program (BRAP) was approved by the 2016 Town Meeting. It uses CPA funds to help seniors, disabled adults, and families with minor children reduce their rental burden. It targets households that have low incomes—175 households have incomes in the extremely low-income category (less than \$24,000/year)-- and helps households attain self-sufficiency. Although state and federal programs exist with much the same goals, such as the federal Section-8 Program or the Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

In the past year, representatives from the Housing Board and Well-Being Committee developed eligibility requirements and ranking methods, established procedures to distribute assistance funds to landlords each month, and created an application review process that is objective and maintains applicant confidentiality. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.

In all, 22 applications were received. Eligible applicants were ranked and the six households with the highest ranking were assisted. The first checks were distributed to landlords on October 1, 2016 and credited toward October 2016 rent. The assistance will continue for a year and may be renewed, if CPA funding is renewed and the household remains eligible for assistance.

All the eligible application households are current Boxborough residents. About half of the households are single-parent families with children in the Acton-Boxborough Regional School System. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior

citizen (age 60+) with limited income who will now be able to remain in their current homes. The Boxborough Community Services Coordinator remains in contact with the households that are being assisted.

We are pleased with the response to this program and are proposing an expansion of the program to funding levels that will enable us to assist 12 households with assistance of \$250 per month. The proposed budget is shown below:

FY 2018 BRAP BUDGET

Cost Category	FY 2018
Direct Program Cost	\$36,000
Administrative Costs	\$1,650
Total	\$37,650

The administrative costs represent only 4.4% of the total cost of the program, i.e., 95.6% of the program budget will be spent on actual rental assistance. The funding requested for FY 2018 administrative expenses is considerably less than that requested for FY 2017 (\$8,280). Thus far, the BRAP has spent only \$2,256 on non-rent expenses; the unspent administrative funds will be returned to the CPA. We anticipate expending the full \$18,000 of direct rental assistance by September 2017. The reduction of administrative costs is primarily because much program development and all assistance-payment disbursement were done in-house. The reduced FY 2018 administrative costs are a result of the absence of program-development costs and a reassessment of the consultant's role.

The Community Preservation Committee recommends.

The Well-Being Committee recommends unanimously.

The Well-Being Committee unanimously supports expansion of the Boxborough Rental Assistance Program. Based on the number of applicants in the first year of the program, the committee is convinced that there is significant need for this type of transitional rental assistance in the community.

The Housing Board recommends.

The modest assistance that has been provided to BRAP recipients has enabled unsafe automobiles to be repaired, courses to be taken, and healthcare to be afforded. The Housing Board believes that the BRAP is giving a helping hand to Boxborough residents who otherwise would not have been helped. The BRAP is entirely consistent with Boxborough2030, our new Master Plan.

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

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, initiated last year, has been an outstanding success. The Selectmen applaud the Housing Board's creativity and initiative to increase access to affordable housing through use of Community Preservation funds to support their rental assistance program.

The Finance Committee recommends (5-0).

The Boxborough Rental Assistance Program was established with CPA monies last year, to provide temporary assistance to needy individuals and families in Boxborough. Given the impact of this program, the Finance Committee fully supports expanding the program this year, and is pleased to note the efforts in reducing the administrative overhead of the program.

Discussion:

Walter VanRoggen asked whether any of the landlords would be raising rents. Ms. Abraham said that so far no rents have been raised.

Ted Kail asked what the two or three plan is—are there plans to go over 12 households. Lauren said that there are no plans to increase beyond 12.

Action on Article 10, Motion 10B: Motion carried unanimously.

ARTICLE 11 COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES

(Majority vote required)

Article	Amount	Purpose	Applicant
11A	\$10,000	Conservation of Historic Town Records	Town Clerk
11B	\$9,025	North Cemetery Restoration	Cemetery Commission
TOTAL:	\$19,025		

Motion on 11A - Conservation of Historic Town Records

Alan Rohwer, member of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Ten Thousand Dollars (\$10,000), for the Conservation of Historic Town Records, as recommended by the Community Preservation Committee.

Summary

Preserving historic records is an obligation of all towns and cities in the Commonwealth. This request funds the third phase of a three-year project to preserve historic records of the Town. The first phase was completed in October of 2015 and the second phase is in process. The third phase includes deacidification, mending and reinforcement of paper as necessary, resewing, and rebinding. Additionally, each page will be photographed before rebinding and made into a CD for web access.

The Community Preservation Committee recommends.

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

This article represents year three of a three-year project to repair, rebound and renovate to ensure the preservation of public records as required under MGL Chapter 66, section 9. As explained in prior years, many of the Town's historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated. In some cases, the writing has become illegible. This initiative continues to ensure that vital information is preserved for future generations.

The Finance Committee recommends (5-0).

This is the third year of the project to preserve Town records as required by state law.

The Historical Commission recommends.

This is the concluding part of a multi-year project that has been very expertly and efficiently executed. It is a fine example of how historic preservation work should be done and we fully endorse its conclusion here.

Action on Article 11, Motion 11A: Motion carried unanimously.

Motion on 11B - North Cemetery Restoration

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Twenty-Five Dollars (\$9,025), for the first phase of the North Cemetery Restoration, as recommended by the Community Preservation Committee.

Summary

The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to divide the cemetery into sections and focus on one section per year. This first year the Cemetery Commission is looking to restore the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones.

Becky Neville, member of the Cemetery Commission, made a presentation to show the area that would be included in the first phase.

The Community Preservation Committee recommends.

The Cemetery Commission recommends (3-0).

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

The Finance Committee recommends (5-0).

This is the first part of a multi-year project to restore the North Cemetery. The project is well-planned and will preserve and restore a significant historical feature of the town.

The Historical Commission recommends.

This is a worthy multi-stage project and in the best spirit of historical preservation. The project, as presented, appears to be well-defined and scoped. We hope this project is funded, along with future work to restore North Cemetery to the condition it deserves.

Discussion:

Walter Van Roggen asked if the work could be photographed before and after. Becky said that photographic documentation is planned.

Diana Lipari said that the cemetery had a fire and Jacob Littlefield's stone has the wrong date. Ms. Neville said they want to tackle the worst area first.

Jim Moss asked about the process of cleaning. Ms. Neville said that the contractor is working with stone specialists that know how to treat old stone.

Gary Kushner asked about the plan going forward. Becky said the first job is to clean them and reset them.

Action on Article 11, Motion 11B: Motion carried unanimously.

Mr. Fox moved that Town Meeting elect Vincent Amoroso as Temporary Moderator for the purpose of presiding over Article 12.

Action on the motion: Motion carried.

ARTICLE 12 COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES

(Majority vote required)

Mr. Rohwer moved to appropriate from the Community Preservation Undesignated Fund Balance the sum of Thirty Thousand Dollars (\$30,000), to provide for design services for the preservation of the Steele Farm House as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$30,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

Summary

The Steele Farm Advisory Committee (SFAC) is seeking the sum of \$30,000 to contract the design and specifications for stabilizing the Steele Farm house and chimney foundations with fill in the basement, repair of the first-floor framing and sills, and preservation of the exterior of the farmhouse.

Last year an assessment of the house was conducted by Red Hawk Studio Architects. This study provided the SFAC with recommendations and estimates of what work is necessary, and the costs of that work to preserve the farmhouse. The largest cost identified was the work required to jack up the house and install a new concrete foundation under the building and chimney. The SFAC believes filling the basement with a suitable material and leaving a crawl space under the first floor is the lowest cost, least disturbing solution. Reinforcing what is there and preserving the history of the house at a lower cost is a win-win situation.

The design work will provide the SFAC with the necessary drawings and specifications to obtain bids to complete this long overdue work to maintain and preserve the farmhouse.

The Community Preservation Committee recommends.

The Steele Farm Advisory Committee recommends.

This appropriation will begin the process of preserving one of Boxborough's historical treasures, a living legacy of the Town's early days. Only a few buildings from this era remain standing, and this is the only one owned by the Town. Action is needed before the farmhouse suffers irreparable deterioration.

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

The Selectmen recommend that the sum of \$30,000 be used from CPA funds for the design work associated with stabilizing the Steele Farm house and chimney foundations.

The Finance Committee recommends (5-0).

These funds will allow the Steele Farm Advisory Committee to plan the first stages for the preservation of the Steele Farmhouse. The plan to fill-in the basement will provide a significantly cheaper alternative to the previous study and assessment as a first step in this process.

The Historical Commission recommends.

The Commission supports the initial phase of plans for preservation of the farmhouse.

Ed Whitcomb, chair of the Steele Farm Advisory Committee, made a presentation to explain in detail what the money would be used for and why it was needed.

Discussion:

Diana Lipari asked if the building was original to the site. Yes. Has the basement been explored for historical artifacts. Mr. Whitcomb said that the area will be covered over in such a way as to be able to be excavated in the future.

Mr. Powers asked what the long term plan for the farm house is—both for use and costs. Ed said that this is just a first step is to keep the house from falling down while we figure out what to do. House is listed on the National Historic Register. He said the Historical Society is raising money and looking for grants.

Jim Moss said that he was a professional conservator and on the Steele Farm Advisory Committee. He said his first priority is "do no harm". Many suggestions on how to stabilize the farm were intrusive and not historical and not reversible. Filling in the basement is the best way.

Francie Nolde asked what year—1784. She would love to see the Steele Farm group come up with a vision of how to use the building. She'd like to see events.

Woman offered contra dancing as future event.

Jeanne Kangas, member of the Historical Society grants committee says that they are looking for grants that also would like to know the expected use of the building. Future use is up to the town and needs a thoughtful process. Michael Toups asked about the other structures on the property. How are they? Ed said the barn is in good shape and the ice house could use some work.

Action on Article 12: Motion carried by majority vote.

ARTICLE 13 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

(Majority vote required)

Ms. Bak moved to transfer from Free Cash the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500), for the Other Post-Employment Benefits Liability 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

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund and last year we transferred \$62,500. We reduced the contribution rate to reflect the decreased direct liability that occurred due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).

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

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY 2018 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY 2018 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 (6-0).

The Finance Committee recommends this article to improve our position in the OPEB (Other Post-Employment Benefits) Trust fund. We are currently funding employee retirement through the operating budget, but over time this trust fund will help to cover the costs of these retirement packages for Town employees. There is a separate OPEB trust fund for ABRSD employees.

Discussion:

Katie Neville asked why this is not in the operating budget? Mr. Kail said he would discuss with BOS. Mr. Fox asked Town Counsel if it had to be a warrant article. Counsel was not sure.

Action on Article 13: Motion carried unanimously.

Mr. Fox moved to approve the fiscal consent agenda, articles 14 through 19, as printed in the 2017 Annual Town Meeting warrant under articles 14 through 19 inclusive, to be appropriated as printed in the “Town of Boxborough Annual Town Meeting May 8, 2017 Motions” handout.

Action on Articles 14 through 19: Motion carried unanimously.

ARTICLE 14 CLOSE COMPLETED ARTICLES TO GENERAL FUND**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Fifteen Thousand Five Hundred Sixty-Nine Dollars and Twenty-Five Cents (\$15,569.25) as voted by past Town Meetings, and indicated in the table printed in the 2017 Annual Town Meeting warrant under Article 14.

Town Meeting/ Article #	Description	Amount
ATM 2014, Article 21	Expanded Veterans Services	\$2,026.48
ATM 2014, Article 32	Community Services Coordinator	11,344.68
ATM 2016, Article 12	Soil Testing, 405 Middle Road	1,899.95
ATM 2016, Article 13	Borrowing Funds	298.14
TOTAL:		<u>\$15,569.25</u>

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

This is a regular practice, used to release unexpended prior years’ appropriations to the General Fund so they are available for future appropriations by vote of town meeting.

The Finance Committee recommends (5-0).

The Finance Committee recommends as this returns unexpended funds to the general fund for subsequent re-appropriation.

ARTICLE 15 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2017, for the lease of the Fellowship Hall, to be used as a community center, and further to raise and appropriate the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240) for the purpose of funding the first year of the renewed lease for the period July 1, 2017 through June 30, 2020; and further that the FY 2018 budget for Department 196, Total Other – Facilities/Leases be increased by the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240).

Summary

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

The Council on Aging recommends.

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

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

The Finance Committee recommends (6-0).

The Finance Committee recommends this article for the reasons stated by the Board of Selectmen.

ARTICLE 16 CABLE INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to appropriate the sum of Ninety-Six Thousand Dollars (\$96,000), said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2018 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage.

Summary

Last year, Town Meeting authorized the establishment of a new Special Revenue Account for Appropriation for cable-related purposes. Appropriations from this account must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town Meeting must approve these appropriations, they do not affect anyone's tax bill.

This article will be used to upgrade our cable infrastructure for televised and recorded meetings in the Grange Room together with related networking upgrades. These upgrades will continue a planned series of improvements to provide higher quality access to public meetings through televised and recorded proceedings.

The appropriations requested for operations and purchase of new equipment are summarized below.

<i>LCTV Services</i>	<i>63,250</i>
<i>Contract Videographers</i>	<i>1,600</i>
<i>On-demand service</i>	<i>3,000</i>
<i>One UPS</i>	<i>4,850</i>
<i>One switch</i>	<i>1,300</i>
<i>Electrical infrastructure for Grange meeting room related to the cable improvements</i>	<i>\$22,000</i>

TOTAL: \$96,000

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

This appropriation from the Cable Special Revenue Account will provide for ongoing video services contracted through Littleton Community Television for BXB-TV. These services support broadcasts and recordings of Selectmen's meetings, Town Meetings and selected special events. A portion of the funds will be used to upgrade the infrastructure. Because the funds come from the Cable Special Revenue Account, which must be used only for cable-related purposes, there will be no impact on tax bills.

The Finance Committee recommends (5-0).

Revenue from PEG Access and Cable Related Fund receipts help support the operations, recording and broadcasting of Selectmen meetings, selected special community events, and Town Meetings. To ensure continued coverage of these events, it is imperative to continue the funding of this operation. In addition, it is a great way to offer the Town these services while not tapping into tax funds, further alleviating the financial burden to tax payers.

ARTICLE 17 PAYMENT OF A PRIOR FISCAL YEAR BILL**

(Four-fifths vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirty-Nine Dollars and Seventy-Eight Cents (\$39.78) for the purpose of a paying an invoice from Quill and Press for a prior fiscal year.

Summary

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

Stationery had been purchased from Quill and Press in 2015. There were sufficient funds available to cover the invoice when the expenses were incurred, and the invoice could have been timely paid had it been submitted promptly. A statement of account had mistakenly been sent to the Blanchard School administration office and the matter was only uncovered this past December.

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

The vendor in question failed to provide a timely invoice for an expense incurred in FY 2016. This article will allow for the payment of that invoice.

The Finance Committee recommends (6-0).

The above-mentioned vendor failed to submit an invoice prior to the conclusion of FY 2016 for services rendered during that fiscal year. As a result, payment of the \$39.78 invoice must be approved by Town Meeting. Approval of this article will allow for that payment.

ARTICLE 18 VETERANS MEMORIAL DESIGN STUDY**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of procuring engineering/design services for a Veteran's Memorial.

Summary

The Selectmen charged the Veterans Memorial Committee to provide them with a recommendation for the creation of appropriate memorials in town, which would foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; convey to every individual that enters the memorial grounds, a sense of the total dedication to the United States of America and its citizens by the men and women who served during war-time and in peace; honor selfless service; and provide the opportunity for the public to reflect on their rights and freedoms that they enjoy as citizens of the United States of America.

In the fall of 2016 the Committee began these efforts to develop recommendations that will determine whether multiple locations or one locale will be appropriate; identify town-owned property or properties suitable to site said memorial(s), and the criteria under which service members will be identified as eligible for placement on the memorial(s).

This article would provide initial funding for engineering/design services to provide for construction plans for a veterans memorial park area(s). The amount sought is based on input provided by several Boxborough residents who are landscape design professionals and a consultant who specializes in engineering/design services for Veterans Memorials.

The Veterans Memorial Committee recommends.

The Veterans Memorial Committee (VMC) strongly recommends this article. As stated in the summary, this fall the Board of Selectmen recognized the need to re-commit to honoring the sacrifices made by those who served in the defense of our freedoms and their families. Through the Veterans Memorial Committee's diligent efforts and with Town Meeting's support, we will be able to take this first step to move forward with the charge given to the VMC by the Town.

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

The Board of Selectmen recommends based on due diligence the Committee has undertaken as reflected in the summary above.

The Finance Committee recommends (5-0).

The Veterans Memorial Committee has gathered information and advice from local design professionals and has narrowed its focus to a handful of possible sites where a memorial or memorials might be constructed. The initial engineering and design services provided for by this article's funding should give the Town the best information about its options for both design and placement.

The Cemetery Commission recommends (3-0).

ARTICLE 19 SNOW AND ICE DEFICIT**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Fifty-Five Thousand Dollars (\$55,000) for the purpose of funding the Snow and Ice Deficit for the year ending June 30, 2017, and further that the FY 2017 budget for Department 423, Total Other, Snow & Ice be increased by the sum of Fifty-Five Thousand Dollars (\$55,000).

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

The Finance Committee recommends (5-0).

This article will provide the necessary funds to cover the deficit in the Snow & Ice account for the winter of 2016-17.

Mr. Fox moved to approve the fiscal consent agenda, articles 20 through 25, as printed in the 2017 Annual Town Meeting warrant under articles 20 through 25 inclusive, to be appropriated as printed in the “Town of Boxborough Annual Town Meeting May 8, 2017 Motions” handout.

Action on Articles 20 through 25 Consent Agenda: Motion carried unanimously.

ARTICLE 20 CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum the sum of Fifteen Thousand Dollars (\$15,000), to provide for the following capital equipment at the Town Hall.

	Purpose	Amount
20A	Replacement of Voting Booths	\$8,000
20B	Replace Hot Water Heater	\$7,000
TOTAL:		\$15,000

Summaries and Recommendations

20A – Voting Booths

Summary

We currently have 32 voting booths that are mounted on 8-foot long plywood. Our voting booths were donated to the Town by the Boxborough Minutemen decades ago and are bulky and extremely heavy. The DPW Director has expressed his concerns about injury to the DPW workers setting up for elections due to the booths’ unwieldy construction and weight. During the setup for the September state primary, the hinges of one of the partitions let go. A large piece of plywood fell to the ground, narrowly missing one of the worker’s hands. In addition, the booths are not stand-alone. They must sit on top of 6-8’ tables, which are dragged into place for every election. With the planned renovation of the Grange Hall and the refinishing/replacement of the hardwood floor, continuing to use these booths for voting would cause major wear-and-tear on the new floor. The new booths would be lighter, free-standing, accessible, easier to set up, and easier to store.

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

This is an effort to modernize the current voting booths built and donated by the Boxborough Minutemen decades ago. The booths are difficult to handle due to size and weight and have served their useful life.

The Finance Committee recommends (5-0).

The current voting booths were originally donated to the Town by Boxborough Minutemen a few decades ago and have since outlasted their functionality and usefulness. Due to the size, weight, and deteriorating structures, it has come time to fully replace the 32 voting booths currently in Town inventory. As such, we support the proposed replacement of these voting booths.

20B - Replace Water Heater

Summary

The Town Hall water heater was installed in 1990, and is well beyond its estimated twenty-year useful life. The Inspector of Buildings is recommending replacement of the water heater with four on-demand “tankless” energy efficient units to be placed in each of the three Town Hall washrooms and the “kitchen.”

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

The Finance Committee recommends (5-0).

The current water heater at Town Hall was installed in 1990 and has a life expectancy of roughly 20 years. Due to the age of this water heater and changes in the industry, the Town has identified a cost-efficient and energy efficient replacement that will be a great replacement for the current water heater. As such, we support the proposed replacement of the Town Hall water heater.

ARTICLE 21 INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW AND LIBRARY**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Five Thousand Six Hundred Dollars (\$5,600) to provide for the installation of secure wireless access points at the Fire Department, Department of Public Works and the Sargent Memorial Library.

Summary

During the past several months, secure wireless access has been provided at the Town Hall and Police Department. Funding for this article will provide for the installation of a secure mesh (wireless) network which will enhance Boxborough’s commitment to providing efficient and effective services under an open and transparent form of government. The wireless network will provide access to Town information resources and transmission of data to the public as well as provide secure high-speed access to the Internet for committee members and volunteers. Mobile access (phone, tablet, laptop, etc) to information from any municipal facility in Town will be made possible through a secure network. All consumer grade wireless access points dispersed across the network will be systematically removed (eliminating the current security risk they represent).

In addition to the benefits to the public, committee members and volunteers, town staff will be able to connect seamlessly and securely from any municipal facility in town.

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

The Finance Committee recommends (5-0).

The purchase of the wireless access ports will provide the employees and residents of the Town easier access to the Internet including Fire, DPW and the Library. Access at Town Hall is greatly increasing productivity and we believe this will continue with the addition of these secure access points.

ARTICLE 22 POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to transfer from Free Cash the sum of Forty-Nine Thousand Five Hundred Dollars (\$49,500) to provide for the following building repairs and maintenance at the Police station:

	Purpose	Amount	Comment
22A	Carpeting	\$10,500	Was last replaced in 2008 and was on the capital plan for scheduled replacement in FY 2017 (passed over). The carpets have been regularly maintained and cleaned; however, intense 24/7 traffic has worn them down past the state of repair. Replacing hallways, locker room, conference room and offices.
22B	Interior Lighting	\$15,000	Many of lights have failed beyond bulb replacement and several inoperative switches need replacement. We are seeking to replace fixtures with energy efficient LED lighting, which will likely provide for savings in our utility bills over time.
22C	Interior Painting	\$10,000	The interior paint is faded, stained or damaged in many places. Also, minor wallboard repairs are needed from years of constant (24/7) use.
22D	Duct Cleaning	\$6,000	Air Duct Cleaning refers to the removal of dust and contaminants within the ductwork. This includes the supply and return air ducts as well as the registers and diffusers in each room. Powerful vacuums are used to remove all dust and debris, preventing it from re-circulating throughout the PD. This will create a cleaner and healthier working environment. By reducing allergens and irritants, it helps everyone breathe easier, improves air flow and provides for energy efficiency.
22E	Server/IT Room HVAC	\$8,000	The unit is located in the 911 data room that houses public safety servers, town-wide LAN and internet services. The server room AC runs 24/7 and requires continuous operation and full function at subzero temperatures. Since the HVAC unit was first installed in FY 2007, the amount of equipment in the data room has tripled. The equipment runs constantly, generates heat and must stay at a reasonable temperature to operate correctly. It is imperative to keep the equipment running smoothly in a temperate facility to ensure that we can continuously provide for the public safety needs of the community.
TOTAL:		\$49,500	

Summary

This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. As noted above the duct cleaning will provide for a cleaner, healthier environment. The server room must be maintained in a temperate environment to ensure the continuous operations of the 911 and IT equipment. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.

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

The Board of Selectmen support these improvements for the reasons outlined in the summary above.

The Finance Committee recommends (5-0).

The Finance Committee recommends these capital improvements for the police department. These capital improvements have been on the capital plan and it is recommended that these items be addressed immediately.

ARTICLE 23 POLICE DEPARTMENT - EQUIPMENT**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirteen Thousand Five Hundred Dollars (\$13,500) to acquire the following equipment for the Police Department:

	Purpose	Amount	Comment
23A	Office Furniture	\$5,000	To replace aged desks, chairs and conference table. We have been getting by with used office furniture awaiting this funding.
23B	Photocopier	\$8,500	Has become less reliable and parts are no longer readily available. It is beyond the DOR useful lifespan and was on the FY 2017 capital plan.
TOTAL:		\$13,500	

Or take any other action relative thereto.

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

The Selectmen support the replacement of this equipment for the Police Department.

The Finance Committee recommends (5-0).

The Finance Committee recommends both these capital acquisitions for the police department. These items have been on the capital plan and it is recommended that these items be acquired as soon as possible.

ARTICLE 24 FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Six Thousand Dollars (\$6,000) for the purpose of acquiring one replacement ruggedized tablet for the Fire Department.

Summary

This proposed article is to replace one (1) 2010 ruggedized tablet for the Pumper (E-63). This was purchased as a refurbished unit, and is becoming less reliable as it approaches its suggested lifespan. In-vehicle computer technology has become an important tool to help firefighters and EMT's mitigate any problems they may encounter. This ruggedized tablet connects to Dispatch and has access to our Computer Aided Dispatch (CAD) site information database. It also provides an on-line chemical database for emergency personnel. The funding will also provide for miscellaneous bracketry and installation.

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

As noted in the summary, this article seeks to replace one, seven-year-old refurbished tablet which has reached its useful life. The tablet is currently used in the pumper truck. It connects to Dispatch and has access to a site information database. It also provides an on-line chemical database for emergency personnel. The tablet is an essential tool for emergency management personnel.

The Finance Committee recommends (5-0).

The Finance Committee recommends this article to purchase one ruggedized tablet for the Pumper truck. The current unit is becoming unreliable and was originally purchased as a refurbished unit.

ARTICLE 25 DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Ten Thousand Four Hundred Dollars (\$10,400) for the purpose of acquiring two new dumpsters, one for metal, the other for wood (non-metal).

Summary

This article will fund two new open-top dumpsters that are used for bulk metal and wood/other recycling. The current dumpsters are quite old and have been repaired numerous times. It would be a waste of money and not feasible to continue repairing them. It is time for them to be recycled and replaced!

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

This expense is on the capital plan.

The Finance Committee recommends (5-0).

This article will provide funds for the purchase of two dumpsters for the transfer station, replacing the current dumpsters that are beyond further repair. This is on the capital plan.

ARTICLE 26 TOWN HALL EXTERIOR PAINT TOUCH-UP

(Majority vote required)

Ms. Bak moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) to provide for touching up the exterior paint work at the Town Hall.

Summary

Town Hall exterior paintwork is cracking and peeling. The requested appropriation will provide for necessary routine maintenance and touch-up of the paintwork. The newer section of town hall was painted in 2012; the older section was last painted in 2013.

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

The Finance Committee recommends (4-1).

The majority on the Finance Committee recommends. The proposed project will cover both routine maintenance and touch-up needs to the exterior of Town Hall. By completing this work, we hope it will extend the life of the current paint job completed in 2012 & 2013.

The minority view of the Finance Committee is that the cost of \$10,000 for a touch-up is excessive for a building which was painted 4-5 years ago.

Action on Article 26: Motion carried by majority vote.

ARTICLE 27 SOUTH CEMETERY - STONE WALL

(Majority vote required)

Becky Neville, Chair of the Cemetery Commission, moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of constructing a farmer's stone wall between the South Cemetery and the residential lot next door.

The Cemetery Commission recommends (2-1).

The Cemetery Commission is requesting the funding in order to build a stone wall between the South Cemetery and the residential house lot next door. The wall will be a farmer's stone wall (which will look like the existing stone wall around the rest of the cemetery) and will be between 350-400' long. The Commission believes it is necessary to define the cemetery boundaries because plots are now being sold in the eastern part of the cemetery.

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

The Board of Selectmen recommend support of this article in order to ensure that the cemetery boundaries are clearly identified as plots are now being sold in the eastern portion of the cemetery.

The Finance Committee recommends (5-0).

This article will provide funds for the construction of a stone wall to demarcate the boundary of the South cemetery, adjacent to a residential lot. This will be in keeping with existing walls around the cemetery.

Katie Neville asked if Becky could give the minority opinion. Don Morse was the minority opinion and voted against because he was worried that it would be vandalized.

Action on Article 27: Motion carried unanimously.

ARTICLE 28 LIBRARY - REPLACE CARPETING

(Two-thirds vote required)

Jennifer Campbell, chair of the Library Board of Trustees, moved that the sum of Ninety-Five Thousand Dollars (\$95,000) be and hereby is appropriated for the purpose of removing and replacing the existing carpet at the Sargent Memorial Library, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The Library Board of Trustees recommends unanimously.

The library carpeting is now 12 years old. The carpet, which is cleaned regularly, is now worn, permanently soiled, and frayed. Parts of the carpet edges are coming up, creating a tripping hazard.

By replacing the old carpet with carpet squares, we will be able to make future repairs to individual areas as needed, rather than replace the carpet throughout the entire building at once.

The amount requested will include the removal of existing carpeting, labor and materials for replacing the carpet, as well as costs associated with moving and storing library materials and furniture, including picking up the stacks and books, during the process.

The Library Trustees unanimously recommend this expenditure to maintain our investment in this important resource in our community. This replacement has been a part of the town's long term capital plan.

The Finance Committee recommends (5-1).

The majority on the Finance Committee recommends this article. Replacement has been on the Capital Plan since 2012 per the DOR seven-year replacement recommendation. And it has been moved ahead for the last 5 years. This is the original carpet and is many years overdue in being replaced.

The minority view is that even though replacement has been in the capital plan for several years, the carpet seems to be in good condition overall. The carpet, in its current condition, does not appear to negatively impact patrons' experience in the library (aesthetics), nor does it impede their use of library services.

Becky asked if they looked at rubber tile? Jennifer thought the aesthetics would argue against rubber tile. How long will the library be closed? The estimate is 2 weeks.

Jim Moss asked about change over 12 years—will squares be replaceable? That was discussed with vendors. He asked if they would stock up on extra squares.

Molly Wong said that changing the carpeting it would allow the layout of the library to be changed over time.

Carol Guttierrez asked if they had seen this carpeting in other libraries. They plan to see libraries with the squares.

Action on Article 28: Motion carried by two-thirds majority, as declared by the moderator.

ARTICLE 29 INFORMATION TECHNOLOGY

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Ninety-One Thousand Four Hundred Dollars (\$91,400) to provide for the following information technology upgrades and equipment:

29A	Hardware Upgrades	\$31,400
29B	Town Facilities Access Control System	\$60,000

	Purpose	Amount	Comment
29A	Hardware Upgrades	\$31,400	This will provide for the replacement of seven desktop computers, one switch and one Town Hall server.
29B	Town Facilities Access Control System	\$60,000	This will provide automated access to all town buildings, excluding the Police department, which is currently operating under this system. The system will ensure that only <u>current</u> employees and chairs of committees, boards or commissions have access to the building during non-business hours.
TOTAL:		\$91,400	

Summary

The Capital Plan has been updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our equipment. We are seeking to replace PC's that were placed in service in 2010 and 2011 as well as a network switch at Town Hall and the server that houses the Assessing system that was placed in service in 2007.

This article will also fund the deployment of a town-wide monitoring and access control system for all town buildings, except the Police department: Town Hall, Fire Station, DPW, Library and Museum. Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.

An IP-enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at most card-reader equipped doors.

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

The proposed hardware upgrades are part of the town's normal and regular IT equipment refresh cycle and have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen, the department heads, and Guardian Information Technologies, our IT consultant and services provider.

The access control system will improve the town's ability to provide a safe and secure environment for employees, volunteers and visitors to town facilities, as well as equipment. The basement of the museum now houses a portion of the new public safety radio system, and additionally is being utilized to store town records and archives. These assets should also be protected with an access control and monitoring system especially since the museum is not normally staffed.

A previous version of this article was brought to Town Meeting in May 2016, asking for \$45K to fund an initial phase of deployment at only town hall and the public safety facilities. The discussion at Town Meeting in May 2016 indicated support for such a system but that it should be deployed across all town buildings. This was also the recommendation of the Finance Committee. The increased funding to \$60K under this article will permit deployment at all buildings including the library and museum.

The Finance Committee recommends (6-0).

A. Hardware and Software Upgrades

These hardware upgrades will replace various PC's utilized by Town staff that were originally purchased in 2010 & 2011. In addition, this article will purchase a network switch at Town Hall and server that supports the Town's Assessing system that has been in usage since 2007. We feel this is an appropriate investment in the Town's IT infrastructure and hardware systems.

B. Town Facilities Access Control System

Currently, Town Hall, Fire Station, DPW, Library and Museum are all accessed by physical keys to authorized individuals under a master key system. This has led to challenges in keeping an accurate inventory of keys issued to various Board's, Committees, and staff members. To avoid this liability, this article proposes replacing the current system with an IP-enabled access control system that will utilize RFID cards for access. Access to the previously mentioned Town facilities will be given by card readers that query the card presented and ensure access authorization has been given to the individual using their card. This will eliminate current concerns with key inventory and allow the Town more control of person to person access.

Dave Follett, Cobleigh Rd., asked how this is a cost savings? Mr. Fox said that the cost is more administrative time keeping track of keys. Police are already doing it. Mr. Follett wondered if there had been unauthorized access in town buildings? No. He felt it was very expensive. What problem is being solved. Mr. Fox thought it would be more convenient.

John Markiewicz, Patch Hill Rd., spoke against the motion. Keys and locks are cheap.

Michael Touns asked if PIN's would be required. No. What does the new system buy you?

Dick Wagman says that if we have one disgruntled person leave, we can just devalidate the key.

Mary Brolin said that the cards can be programmed for times –it would be helpful for the library. Right now trusting people to return the key.

Mr. Markiewicz moved to divide the question. Motion passed.

Action on Motion 29A, Article 29: Motion to transfer from Free Cash the sum of Thirty-One Thousand Four Hundred Dollars (\$31,400) to provide for hardware upgrades carried.

Discussion on 29B:

Tom Horsky Depot Rd. asked if the card was tied into a security monitoring system. Mr. Fox asked the chief to address the issue. The chief said that it was monitored at the police station. Dispatch opens the door.

Heather Fleming, Depot Rd., there's more things that can go wrong with a card. Nothing can go wrong with a key.

Carolyn Guttierres was in support.

Michael Toups asked how the key would work after hours. Card keys can be issued temporarily to board members. Dispatch can make sure it's locked. System can be programmed to keep door open for a certain amount of time.

Will Neville moved the question. Motion to vote now carried unanimously.

Action on Motion B, Article 29: Motion carried. Yes: 62 No: 32

Moved and seconded to adjourn Annual Town Meeting to 7pm Thursday, May 11.

May 11, 2017

Moderator John Fallon called the meeting to order at 7:00pm.

ARTICLE 30 POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND MAINTENANCE

(Two-thirds vote required)

Mr. Barrett moved that the sum of Eighty-Five Thousand Dollars (\$85,000), be and hereby is appropriated for the purpose of repaving the parking lot and providing for landscaping improvements at the Police Station, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary

The pavement is failing and is original to the building. This work was passed over in 2012 when other town facilities were done. Additionally, the area around the generator needs regrading as snow melt causes an ice hazard all winter. This project is expected to cost \$75,000.

This article also requests funding for landscaping improvements, which have been estimated at \$10,000. The shrubs in front of the PD and along the visitor parking lot are original to the building (1989). Overgrowth, ice and snow damage, along with incorrect pruning have contributed to disease and general unattractiveness of our shrubs. The benefits of well-placed trees and shrubs can reduce energy consumption during the hot summer months as well as reduce storm water runoff, erosion and flooding.

The grass/lawn areas around the building are extremely poor. Lack of regular maintenance has left poor and compacted soil that is infested with weeds and insects. In many places the soil won't even support weed growth. Aside from aesthetics, lawns act as natural filters taking up dust, pollutants, and particulate matter from the air and water. A healthy lawn will help with drainage, prevent erosion and insect infestation.

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

The Board of Selectmen support this article for the reasons outlined in the summary above.

The Finance Committee recommends (6-0).

The Finance Committee recommends both these building and grounds capital improvements. The parking lot repaving has been on the capital plan since 2012 and is in need of repair given the level of deterioration. Therefore, the Finance Committee recommends this capital investment.

Becky Neville asked about the grounds maintenance. Mr. Ryder provided a response.

Walter VanRoggen asked how it fits in with the new building project. Mr. Ryder said the police department is the lowest priority and it may be a number of years—5 or more-- before a new or renovated building. Have to maintain what we have till then.

Owen Neville asked about the landscaping costing \$10,000 because things have been maintained poorly. Maybe it's a terrible area for a lawn. He's against spending that for landscaping. And questioned why it wasn't combined with Fire.

Action on Article 30: Motion carried by two-thirds as declared by the moderator.

ARTICLE 31 FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT

(Two-thirds vote required)

Ms. Bak moved that the sum of Ninety Thousand Dollars (\$90,000), be and hereby is appropriated for the purpose of repaving the parking lot at the Fire station, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary

The requested appropriation will provide for repairs to and repaving of the Fire station parking lot, including associated regrading and drainage work. The paving at the Fire station is in very poor condition, rendering travel and maintenance difficult. More importantly, the sunken ruts in front of the apparatus bays cause poor drainage and safety risks. This project would enable us to regrade the driveway and parking lot to allow for better management of storm water, keeping it away from the building, while also providing for a smooth and sound driveway / parking area.

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

The surface of the parking lot is in poor condition. The ruts in front of the apparatus bays cause poor drainage, safety risks and potential damage to equipment. While the Boxborough Building Committee is currently studying various sites for a new Fire Department, their recommendations, proposals and a vote on those recommendations at ATM, in all likelihood is years away from fruition. Under the circumstances, we need to make the necessary repairs to the parking lot. The Board of Selectmen asks that you support this article.

The Finance Committee recommends (6-0).

The Finance Committee recommends this article to repave the fire department parking lot including some reshaping of the slope and to provide berms where required. The parking lot has not been repaved in many years and is past due. While we understand that long term there could be changes in the usage of the facility, the parking lot is at the point where the Town needs to make the investment. The parking lot is also used as overflow for the Blanchard school and safety is always something to be monitored and acted upon.

Action on Article 31: Motion carried by two-thirds, as declared by the moderator.

ARTICLE 32 FIRE DEPARTMENT EQUIPMENT

(Majority vote required))

	Purpose	Amount	Comment
32A	Mobile and Portable Radios	\$26,000	The Fire Department needs to replace its current outdated/discontinued two way radios: 5 mobile units and 14 portable radios. These radios are unreasonable to repair and are beyond their suggested lifespan and are becoming less reliable. The requested funding would also provide for miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the radios.
32B	Public Safety Radio Upgrade - Continuation	\$100,000	The funding would enable the continuation of an integrated communications network for the Fire Department. The recently installed Fire Department radio system still experiences a lack of coverage throughout the town. The project includes upgrading the existing towers at Swanson Road & Hager site with new UHF radio simulcasting transmitter/repeaters to improve coverage and provide failsafe redundancy.
TOTAL:		\$126,000	

Motion on Article 32A: Mobile and Portable Radios

(Majority vote required))

Ms. Bak moved to transfer from Free Cash the sum of Twenty-Six Thousand Dollars (\$26,000) to provide for the replacement of mobile and portable radios at the Fire Department.

This article seeks to replace five (5) mobile and fourteen (14) portable two-way radios. The radios are 10-15 years old, obsolete and beyond their useful life. The replacement cost includes, batteries, clips and chargers.

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

Action on Article 32A, May 11, 2017: Motion carried unanimously.

Article 32B was taken out of order and voted on May 9.

Motion on Article 32B - Public Safety Radio Upgrade – Continuation

(Two-thirds vote required)

Ms. Bak moved that the sum of One Hundred Thousand Dollars (\$100,000), be and hereby is appropriated for the purpose of providing for the continuation of an integrated communications network for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

In May 2014, the Town voted funding in the amount of \$415,194 to upgrade existing radio towers on Swanson Road and at the Hager site with new UHF/VHF radio transmitter/repeaters and to install a transmitter/repeater unit at Middle Road. The upgrade and installation solved most problems associated with communications by the Police Department. However, because of the forty-five (45) foot zoning bylaw height restriction, the transmitter/repeater unit on Middle Road did not provide adequate coverage for the northeast area of the town including Liberty Square Road, Depot Road, Sargent Road, upper Hill Road and Central Street. Currently there is limited transmission coverage to this area of town.

This article seeks funding to correct the existing problems of inadequate coverage and dead zones so that the Fire Department can safely communicate with dispatch, police and mutual responders. The plan is to replace/upgrade the Hager cell site UHF antenna and transmission cable, swap out the current single transmitter/repeater equipment at Swanson and Hager and replace it with an upgraded simulcasting transmitter/repeater, so that both sites will be “talking and listening” sites. Currently, Swanson and Hager are only “listening” sites. The Middle Road site will be changed to a “listening” only site. The vendor we’re working with has agreed to give us a partial credit for the equipment swap. This new equipment also includes a backup system (fail safe redundancy) in the event of a power outage, lightning strike or some other unforeseen event.

For the safety of residents and first responders, the Board of Selectmen asks that you support this article. Ms. Bak asked that Fire Chief Randy White speak to the motion. Mr. White provided a summary of what has been done so far on radio improvements and what is planned assuming a positive vote of town meeting. He described coverage issues and how they would be addressed.

The Finance Committee recommends (6-0).

The Finance Committee recommends this article to greatly improve the Town coverage by the Fire department. The original design of the communications system depended on an 85-foot antenna at the corner of Middle and Hill Road (close to the highest point in Town if not the highest point). Through a series of meetings, the tower height was reduced to 45 feet or the maximum height allowed by Town bylaw. The communications budget was approved and the installation occurred. We have now found that the outer 4 corners of Town are not being covered. Computer simulation is showing that by changing the design from one talk/listen station at middle road to a simulcast system between Swanson and the Hager property that the Town coverage will be just about fully covered. The mobile and portable radios are reaching their end of useful working life and need to be replaced.

Discussion:

John Treacy, Depot Rd. asked if there was a possibility of interference. No.

Frank Hubley, Old Harvard Rd., had a number of technical questions. He said he was in support of improved coverage, but questioned the need for simulcast technology. He thought it was too expensive. Mr. White asked the consultant to speak to the questions.

Maria Neyland, Picnic St., asked if the system would do what you need it to do? Yes.

Action on Article 32B, May 9, 2017: Motion carried by two-thirds majority, as declared by the moderator.

ARTICLE 33 DEPARTMENT OF PUBLIC WORKS EQUIPMENT

	Purpose	Amount
33A	Update Radio Equipment	\$50,000
33B	Six-Wheel Combination Dump Truck/Spreader	\$210,000
33C	One-Ton F550 Truck	\$60,000
33D	Re-Furbish 1996 Loader	\$20,000
TOTAL:		\$340,000

Article 33A was taken out of order and voted on May 9.

Motion on 33A - Update Radio Equipment

(Two-thirds vote required)

Mr. Fox moved that the sum of Fifty Thousand Dollars (\$50,000), be and hereby is appropriated for the purpose of providing for updated radio equipment at the Department of Public Works, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary

This article will fund the upgrade of the DPW radio system substantially as described in Article 34 May 2016 ATM except that only one transmitter will be located at the Hager Well site, reducing the complexity and cost of the previously proposed so-called "simulcast" design employing multiple transmitter/repeaters. The estimate of \$50,000 is based on a vendor quote. Compared to last year's request of \$95,000 this article represents a savings of \$45,000. The repurposing of former Police Department repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the current estimate.

The DPW currently operates a Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article will fund replacement of the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and DPW vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. The new system will include a VHF transmitter at the Hager site, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel.

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

The DPW radio system is beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies where coordination among Police, Fire and DPW is essential to safe and efficient operations.

The Finance Committee recommends (5-0).

This article will provide funds to replace what is effectively an obsolete system used by the DPW. The plan represents a significant saving on the proposal that was rejected by ATM in May 2016.

Discussion:

Dick Wagman, Leonard Rd., asked why the needs of DPW were different from Fire. Mr. Fox said that communication for Public Safety purposes is more critical.

Action on Article 33A, May 9, 2011: Motion carried unanimously.

Motion on 33B - Six-Wheel Combination Dump Truck/Spreader & 33C - One-Ton F550 Truck:

(Two-thirds vote required)

Mr. Fox moved that the sum of Two Hundred Seventy Thousand Dollars (\$270,000), be and hereby is appropriated for the purpose of providing for the following equipment at the Department of Public Works:

33B	Six-Wheel Combination Dump Truck/Spreader	\$210,000
33C	One-Ton F550 Truck	\$60,000

including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary on 33B

This will replace a 2001 Chevrolet 10-ton dump truck with salt spreader that has 40,000 miles on it and is badly corroded. We have been experiencing increasing mechanical problems with the current truck. The proposed new truck will have a stainless-steel body with deicing tanks.

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

This procurement is on the capital plan and is necessary to ensure we can operate reliably next plowing and salting season. We expect the new truck with stainless steel body will last longer than previous painted steel models.

The Finance Committee recommends (5-0).

This will provide funds for a replacement truck for salting and plowing to replace the current truck that is unreliable. This purchase is in the capital plan.

Summary on 33C

This article will fund purchase of a one-ton truck with the normal accessories including radios. This purchase is on the capital plan for FY 2018.

The one-ton trucks are the workhorses of the DPW. They are each fitted with a plow and a dump body and a rear hitch to pull the equipment trailers. Each road crew on mowing, brush or tree detail uses one of these trucks. We normally operate with three trucks after the oldest truck has been sold at surplus auction. After new trucks are purchased, the two newest of the fleet are in active use with the oldest of the three kept as a spare. We need three one-tons to operate with full crews plus a spare.

This purchase will replace the truck that was sold at surplus auction. Following our normal practice a 2007 truck would have become our third and oldest one-ton after this new purchase. In February, due to a freak mechanical failure, the 2007 caught fire and burned, resulting in a total loss. Together with the insurance settlement and use of the reserve fund, we have replaced the burned truck, but are still short one truck. With purchase of a new truck with this article, we will have a full fleet of three one-tons. Since the burned truck replacement will also be new, we will be able to push out the capital plan schedule for replacement of the next one-ton.

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

This truck purchase is necessary to maintain our one-ton truck fleet strength. It is on the capital plan.

The Finance Committee recommends (5-0).

This purchase is on the capital plan and will allow the DPW to maintain their full strength of trucks for everyday use.

Action on Articles 33B & C: Motion carried unanimously.

Motion on 33D - Re-Furbish 1996 Loader

(Two-thirds vote required)

Mr. Fox moved that the sum of Twenty Thousand Dollars (\$20,000), be and hereby is appropriated for the purpose of re-furbishing the 1996 loader at the Department of Public Works, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Summary

This article will fund work to refurbish the 1996 John Deere Model 344G loader. Although it is a 1996 model, this loader has relatively low hours and is in excellent mechanical condition. We expect at least 10 more years of useful life provided we keep up with regular maintenance. The next scheduled maintenance on the capital plan is in FY 2022. This article will fund maintenance and repairs on the cab and doors, seats, bucket and booms, and various other items including sandblasting and painting. This expenditure is on the capital plan with a cost based on a vendor estimate.

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

This is the older of two DPW loaders. The \$20,000 cost to refurbish it is necessary equipment maintenance required to protect a valuable DPW resource. For comparison, the newer DPW loader was purchased in 2016 for about \$180,000. This article expenditure is a sensible investment in protecting capital equipment.

The Finance Committee does not recommend (5-0).

The Finance Committee believes we should await a new DPW Director to put in place a strategy for replacement or refurbishment of the loader. This could be further reviewed at a subsequent Town Meeting.

Nancy Fillmore asked about the loader. She said if the loader was necessary for next winter how would we get the roads sanded.

Dave Follett said that a 30 or 40-year lifespans is not unreasonable for this equipment if properly maintained.

Cheryl Mahoney asked whether it was on the capital plan. Yes, it is, but the FinCom wanted to delay the maintenance so the new director could make the decision.

Vince Amoroso said the new DPW director doesn't own the asset, the town does and needs to maintain it.

Peggy Carver, Avebury Circle asked about the details of the equipment—are there safety concerns? Mr. Fox asked that the foreman of the DPW Scott Dowdy speak. He said there were some safety concerns.

Frank Powers said that the Building Committee said that from an equipment perspective, DPW is the number one priority.

Anne Canfield moved the question. Motion carried unanimously.

Action on Article 33D: Motion carried by two-thirds, as declared by the moderator.

ARTICLE 34 DEPARTMENT OF PUBLIC WORKS - ROAD PAVING

(Two-thirds vote required)

Mr. Fox moved that the sum of Three Hundred Thousand Dollars (\$300,000), be and hereby is appropriated for the purpose of paving roadways in Boxborough, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, and/or any other enabling authority; and to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

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

This article continues the action begun at the 2015 Annual Town Meeting of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving town roads. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town's approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents.

The road projects the DPW would like to address in FY 2018 are:

Road	Estimated cost
Robinson Road	\$300,000
Burroughs Road (eastern portion from Mass. Ave. to Stow Road)	\$300,000
Hill Road paving and guard rail	\$870,000
Joseph Road	\$210,000
Emanuel Road	\$90,000
Total cost estimate	\$1,770,000

The estimated cost of these projects is about \$1,770,000. We have on hand \$1,082,500 available from prior appropriations and balance of prior year's Chapter 90 monies. We estimate we will receive about \$200,000 in FY

2018 Chapter 90 funds, giving us about \$1,282,500 for FY 2018 projects. The additional \$300,000 requested in this article would make available total funds of \$1,582,000. This would enable completion of a substantial portion of the current priority projects. The DPW will work with the contractor to plan the most advantageous and maximum use of these funds. We would like to complete whole road sections where possible and minimize the amount carried forward for FY 2019 projects. We intend to use a multi-year bid process for Chapter 90 funds to get more favorable pricing, greatly reduce the Ch90 administrative overhead, and allow the work to proceed more efficiently.

Road paving requests are likely to be continuing from year to year until such time as we have “caught up” with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

The Finance Committee recommends (6-0).

There is a significant backlog of road paving work outstanding, and despite concerns about the administrative load in handling a large number of projects, the Finance Committee believes that approving this article will allow most of the priority repaving projects to be completed before next winter.

Dick Wagman asked about the paving plan and why we had to pay so much.

Rita Grossman asked how the roads were picked—judgment of DPW director.

Katie Neville asked to have it built into the budget.

Marjorie Kamp Old Orchard Lane asked about coordination with utilities so that newly paved roads don’t get immediately torn up.

Hugh Fortmiller asked if repair and rebuilding of shoulders is included. Hugh asked to add white lines to the edges of the roads. Make them easier to navigate at night.

Action on Article 34: Motion carried unanimously.

ARTICLE 35 DEPARTMENT OF PUBLIC WORKS - REPLACE GARAGE ROOF (OLD SIDE)

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of replacing the roof on the “old” side of the DPW garage.

Summary

This article will fund replacement of the oldest half of the DPW garage roof which is original dating from 1970. At 47 years, it is well past expected life and is leaking. This expenditure is on the capital plan with a cost based on a vendor estimate. This work will be put out to bid.

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

This is necessary building maintenance work and is on the capital plan.

The Finance Committee recommends (6-0).

The Finance Committee recognizes the need to replace this original section of the roof on the DPW building, and the project is on the capital plan. There is concern at what seems to be a relatively high cost for something that has a potentially short life, but we believe that due diligence during the bidding process could significantly reduce this cost of this project.

Action on Article 35: Motion carried unanimously.

ARTICLE 36 MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit.

Summary

The United States Environmental Protection Agency (EPA) has promulgated regulations to protect the waters of the United States from pollutants introduced by runoff from roads and construction sites. In Massachusetts, this will be implemented via the issuance of municipal permits under authority delegated to the Massachusetts Department of Environmental Protection (Mass DEP). The new permit rules become effective July 1, 2017, and there is limited time to begin the permit filing process. All municipalities are impacted and all are required to comply by obtaining permits. The permitting process is complex and beyond the capabilities of our town boards and staff. It amounts to an unfunded mandate. This article will fund the work we are required to do in FY 2018.

Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), and then often discharged, untreated, into local water bodies. An MS4 is a conveyance or system of conveyances that is:

- *Owned by a state, city, town, village, or other public entity that discharges to waters of the United States,*
- *Designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),*
- *Not a combined sewer, and*
- *Not part of a sewage treatment plant, or publicly owned treatment works (POTW).*

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 Small MS4 Permit) that covers "traditional" (i.e., cities and towns) and "non-traditional" (i.e., federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remains in effect for authorized operators until operators are authorized under the 2016 MS4 General Permit. The 2016 Massachusetts Small MS4 General Permit was signed April 4, 2016 and will become effective on July 1, 2017. The final Massachusetts Small MS4 General Permit establishes Notice of Intent (NOI) requirements, prohibitions, and management practices for stormwater discharges from Small MS4s in Massachusetts. The final Massachusetts Small MS4 General Permit reflects modifications to the draft Small MS4 General Permit released for comment on September 30, 2014 and replaces the 2003 Small MS4 General Permit for MS4 operators within the Commonwealth of Massachusetts.

There are a number of requirements to be met to achieve and maintain compliance with the Small MS4 General Permit including the submission of a Notice of Intent (NOI) by September 29, 2017; development of a Stormwater Management Program Plan; public outreach, education, involvement, and participation; illicit discharge detection and elimination; construction site runoff control; post-construction site control; pollution prevention; and annual reporting. Town staff does not have the expertise or capacity to handle all aspects of the requirements for this mandatory permit to achieve and maintain compliance, and therefore an outside consultant is needed to assist with this task.

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

The US Environmental Protection Agency has issued regulations governing municipal systems for management of stormwater and sewerage. The intent is to protect drinking water and the waters of the United States by insuring that sewerage and stormwater are handled in separate systems, not comingled. Implementation is via master permits issued by the EPA to the states. In Massachusetts, the responsible permitting authority is the Mass Department of Environmental Protection. The net result is that all municipalities in the Commonwealth must apply to the DEP for Permits for their “Municipal Separate Storm Sewer System”, hence “MS4 Permit”.

Mr. Fox asked Adam Duchesneau, Town Planner, to provide an overview of the MS4 Permit. He presented a number of slides with a definition of MS4 and the purpose and details of the permit. He explained that it was an unfunded mandate from the state with which we must comply. There are civil penalties for not complying. He said that he believed that Boxborough’s financial and administrative burden would be light.

The Finance Committee recommends (5-0).

The Finance Committee originally did not recommend this article primarily due to the dollar amount identified. After learning more about the program and realizing the unlikelihood of getting a waiver, the FinCom revoted the Article in favor of recommending.

George Krusen, Depot Road, gave some history on water pollution control in the state. Massachusetts was a leader. He was pleased to see runoff from town roads is being tackled.

Dick Wagman asked what are the goals of the program? Mr. Duchesneau said the goal is to improve water quality in streams, rivers, wells, etc.

Action on Article 36: Motion carried unanimously.

ARTICLE 37 RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND

(Two-thirds vote required)

Mr. Reip moved to authorize the Board of Selectmen to release, upon such terms and for such consideration as the Board of Selectmen shall determine, that certain access easement held by the Town in the property known as 120 Cobleigh Road in the location depicted as “50 Ft. Wide Right of Way” on that plan recorded with the Southern Middlesex Registry of Deeds as Plan 609 of 1974, and conveyed to the Town pursuant to that deed recorded with said Registry in Book 12938, Page 145; and further to authorize the Board of Selectmen to acquire, for conservation and passive recreation purposes by gift, purchase, or eminent domain, and upon such terms and for such consideration as the Board of Selectmen shall determine, a portion of the property at 120 Cobleigh Road of approximate area and location as depicted on a plan entitled “Plan of Land, 120 Cobleigh Road, Boxborough, MA; prepared for: The Town of Boxborough & David R. and Pamela L. Follett;” scale: 1”=40’, dated: March, 2017, a copy of which is on file with the Town Clerk, such land to be held in the care, custody and control of the Conservation Commission pursuant to G.L. c.40, §8C.

Summary

The Conservation Commission proposes that the Town release an existing and unused easement in exchange for a gift of land on the same property. The new gift of land is located such that it will provide a direct connection between the existing Town-owned Hager Land and the nearby recently conserved Inches Woods Land. Inches Woods is owned by the Boxborough Conservation Trust with the Town holding a permanent Conservation Restriction. The intent of acquiring the gifted land is to connect and extend the trail network from the Hager Land to the new (and future) trails on the Inches Woods Land. The existing easement to be released was established circa 1974 as part of the original Cobleigh Road subdivision and serves no practical purpose today.

Conserving the proposed gift of land and extending the trail network is consistent with the goals and objectives of the Town's Open Space and Recreation Plan and Boxborough2030.

The Conservation Commission recommends.

The proposed release of easement is in exchange for a new gift of land to the Town that allows for connectivity and the extension of the existing trail network on the Hager Land over to and through the newly acquired Inches Woods conservation parcel (owned by the Boxborough Conservation Trust). This is a beneficial deal for the Town that permanently conserves land and is a great example of cooperation between the Town, a private land trust (the BCT), and land owner.

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

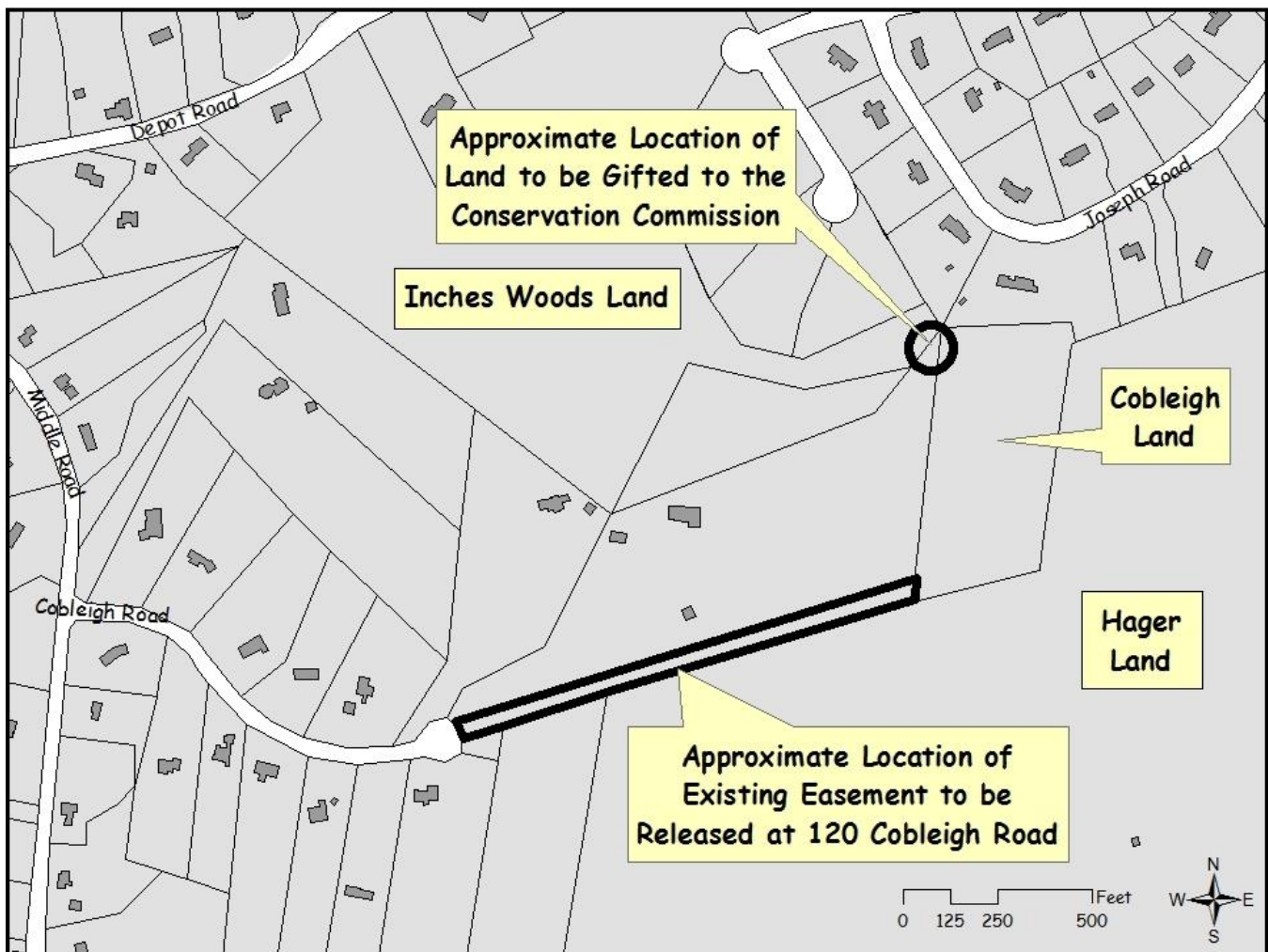
The Finance Committee recommends (5-1).

The majority of the Finance Committee recommends as the easement to be released is now unused and of no current practical purpose to the town. The gifted land the Town will receive in exchange, on the other hand, would be valuable for Town conservation efforts as it would permit the Town to connect and extend the trail network from the Hager Parcel to the new, future trails on the Inches Woods Parcel.

The minority view is that we should be concerned about a potential conflict of interest. This article would release an easement affecting the property of a current voting member of the Conservation Committee, who has sponsored this article. Therefore, the homeowner could financially benefit from this change upon the sale of their property.

The Finance Committee recommends these capital improvements for the police department. These capital improvements have been on the capital plan and it is recommended that these items be addressed immediately.

RELEASE OF EXISTING EASEMENT AT 120 COBLEIGH ROAD



Mr. Reip said that the vote to recommend 6-0 with 1 abstention. Mr. Follett abstained due to conflict of interest as he was the owner of the property in question. He explained the advantages that the town would get by doing this.

Discussion:

Owen Neville spoke in favor of the concept of the deal. He didn't think it's structured correctly. He doesn't think it's explicit what we get for releasing an easement. Dennis said that easements were often added to developments—this easement ends in a wetland and has no value.

Owen said that the gift is not defined—wants the definitive plan.

Rita Grossman thanked the Follett family for the gift. We are now able to link the trails on Inches Woods with the trails on Hager.

Gary Kushner doesn't understand giving up the easement. Dennis said that the town is releasing the easement in order to trade it for the land. We have done it before. Gary asked if that impacted the taxes on the property. No.

Mr. Follett, the land owner, said that the mortgage company doesn't like easements so this would be helpful.

Dick Wagman if we get a guarantee that we aren't going to give up the easement until we have the property? Dennis said that would be the case. Counsel will be involved in the transaction.

Becky Neville asked about the size of the land—the size of a parked car. Would giving away the easement give the Folletts more frontage for potential subdivision. No, based on the wetlands on the property.

Vince Amoroso said he has a storm drain easement under his driveway. He said the easement has no impact on frontage. We are giving away something with no value to get something of great value. The BOS will be sure to look after the interests of the town.

Beth Fetterman moved the question. Motion carried unanimously.

Action on Article 37: Motion carried by two-thirds, as declared by the moderator.

John Markiewicz, Chair of the Planning Board, read the following statement:

The Planning Board held a duly advertised public hearing on the proposed Zoning Bylaw amendments as printed in the 2017 Annual Town Meeting Warrant under Articles 38 through 42 inclusive on Monday, February 6, 2017, and voted to recommend each of them.

ARTICLE 38 ZONING BYLAW AMENDMENT - AMEND SECTION 9004 PENALTY

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 9004 Penalty, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 38.

9004 Penalty

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals and Planning Board of the Town of Boxborough made under the provisions of said Bylaw, shall be punished by a fine ***of one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense, three hundred dollars (\$300) for the third offense, and three hundred dollars (\$300) for each succeeding offense***~~of not exceeding one hundred dollars for each offense or for each day of a continued offense~~, in the absence of an express provision for another penalty. ***Each day that a violation continues shall constitute a separate offense.***

Summary

The current language of Section 9004 of the Boxborough Zoning Bylaw only allows for the issuance of fines up to one hundred dollars (\$100) per day for violations. The proposed amendment would implement a tiered system for fines and also allow for the maximum fine amount (\$300) to be issued each day to those violators who do not comply. The proposed amendment also makes clear that each day a violation continues it will constitute a separate offense, which will make this section of the Zoning Bylaw clearly consistent with existing zoning enforcement practices.

The Planning Board recommends (5-0).

The Planning Board finds a tiered system for zoning violation fines will provide an opportunity for violators to achieve compliance prior to maximum fines being implemented. Additionally, the Planning Board sees no reason why the Town of Boxborough should not be charging the maximum amount for fines allowed by the state (\$300) for continued violators. The current maximum fine amount in the Boxborough Zoning Bylaw is only \$100 per day and this amount does not appear to be a great deterrent to a perpetual violator. Therefore, the Planning Board recommends.

The Finance Committee recommends (6-0).

The Finance Committee believes that with the increase in fines and with each day defining a separate violation will help to persuade those in non-compliance to move in to compliance at a rapid pace.

Discussion:

Mr. Follett said that the ConsCom had similar fine structure and had difficulty collecting. John said that the Planning Board can make the fine structure and it will be up to the Building Inspector to enforce.

Ms. Weil agreed with the importance of enforcement.

Action on Article 38: Motion carried by two-thirds, as declared by the moderator.

**ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS,
SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING
SCHEDULE**

(Two-thirds vote required)

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 2100 Definitions, Section 4003(4) Business/Industrial Uses, and Section 6006 Parking Schedule, to implement a “Building Trade” use category, to add the language in bold italics and to renumber various sections accordingly throughout the Zoning Bylaw, all as printed in the 2017 Annual Town Meeting warrant under Article 39.

2100 Definitions

2117 Building Trade shall mean an establishment for use by tradesmen such as a carpenter, welder, plumber, electrician, roofer, builder, mason, building cleaning service, painter, contractor, or similar occupation.

4003(4) BUSINESS/INDUSTRIAL USES

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP ¹³
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y ³	N	SP ³
Bank	N	N	Y	Y	Y	Y ⁴	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP

(Continued on next page)

4003(4) **BUSINESS/INDUSTRIAL USES**

	DISTRICTS						
	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Restaurant	N	N	SP ⁵	SP ⁵	SP	SP ⁵	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y ⁶	SP
Craft shop or art studio	N	N	Y	Y	SP	Y ⁷	SP
Printing shop/Copy Shop/ Word Processing center	N	N	Y ¹²	Y ¹²	Y ¹²	N	Y ¹²
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N ¹⁸	Y ⁸	N ¹⁸
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y ⁹
Wholesale operations	N	N	Y ⁹	Y ⁹	SP ⁹	N	Y ⁹
Light Manufacturing	N	SP ¹⁰	Y ^{11,1} ₂	Y ^{11,1} ₂	Y ¹²	N	Y ¹²
Manufacturing	N	N	N	Y ^{11,1} ₂	N	N	Y ¹²
<i>Building Trade</i>	<i>N</i>	<i>N</i>	<i>SP</i>	<i>SP</i>	<i>N</i>	<i>N</i>	<i>Y</i>
Landscaping Services	Y ¹⁹	N	Y	Y	SP	Y ¹⁹	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

¹ See Section 5004.

² In accordance with Boxborough Earth Removal Bylaw.

³ Provided that hazardous materials are not a primary part of the business.

⁴ Drive-through windows or drive-through ATMs are prohibited.

⁵ Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.

⁶ No dry cleaning shall be done on the premises.

⁷ Hours of operation 6:00 a.m. to 10:00 p.m. only.

⁸ Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

⁹ Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

¹⁰ Provided that five or fewer persons are employed therein.

¹¹ Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

¹² Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

¹³ Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

¹⁴ The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

¹⁵ Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

¹⁶ See Section 5005.

¹⁷ See Section 7200 Wireless Communication Facilities.

¹⁸ Except retail stores customarily incidental and subordinate to the principal use of the premises.

¹⁹ Allowed only as a Home Occupation pursuant to Section 4102 & 4103.

6006 Parking Schedule

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per 100 square feet of area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 square feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per 150 feet of gross floor area with a minimum of four spaces per establishment
Craft Shop or Art Studio	One space per 150 feet of gross floor area of the sales space
Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Automobile Service Station, Repair or Storage Garage	Three spaces for each service bay plus one space for each employee on the largest shift
Car Sales	One space per 1,500 square feet of gross floor area of indoor and outdoor display area
<i>Building Trade</i>	<i>One space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater</i>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees
Any other use; or any use involving a combination of functions similar to or listed herein	A number of spaces as determined by the Inspector of Buildings by application of the ratios above or most nearly similar to the above

Summary

The proposed amendment would establish a definition for “Building Trade” and create a new “Building Trade” use category which would be allowed as-of-right in the Industrial-Commercial Zoning Districts and by Special Permit in the Business and Business-1 Zoning Districts. The proposed amendment would also establish parking requirements for the “Building Trade” use category of one space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater.

The Planning Board recommends (5-0).

The use categories in Section 4003 of the current Zoning Bylaw do not specifically allow for tradesmen type uses such as carpenters, welders, plumbers, electricians, roofers, painters, etc. However, these are uses which make sense in some of the designated Zoning Districts in town. As such, when these types of businesses seek to occupy an existing space or property, the Building Inspector is forced to combine two or more use categories to classify the proposed use accordingly. The current process is not streamlined, it is confusing, and often times creates parking requirements which are extremely onerous for the prospective business. The proposed amendment would create a use category specifically for tradesmen type uses including a specific definition for this type of use and associated reasonable parking requirements. This proposed change will make zoning enforcement and analysis of these types of businesses much easier for Town staff. Therefore, the Planning Board recommends.

The Finance Committee recommends (5-0).

The Finance Committee supports the creation of a definition of Building Trade and the creation of a Building Trade use category with the associated parking and space usage.

Action on Article 39: Motion carried by two-thirds, as declared by the moderator.

**ARTICLE 40 ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4)
BUSINESS/INDUSTRIAL USES**

(Two-thirds vote required)

Abby Reip, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 4003(4) Business/Industrial Uses, to adjust the permitted zoning districts for the “Landscaping Services” and “Landscaping Contractors” use categories, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 40.

4003(4) BUSINESS/INDUSTRIAL USES

	DISTRICTS						
	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP ¹³
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y ³	N	SP ³
Bank	N	N	Y	Y	Y	Y ⁴	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP
Restaurant	N	N	SP ⁵	SP ⁵	SP	SP ⁵	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y ⁶	SP
Craft shop or art studio	N	N	Y	Y	SP	Y ⁷	SP

(Continued on next page)

4003(4) BUSINESS/INDUSTRIAL USES

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Printing shop/Copy Shop/ Word Processing center	N	N	Y ¹²	Y ¹²	Y ¹²	N	Y ¹²
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N ¹⁸	Y ⁸	N ¹⁸
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y ⁹
Wholesale operations	N	N	Y ⁹	Y ⁹	SP ⁹	N	Y ⁹
Light Manufacturing	N	SP ¹⁰	Y ^{11,1} ₂	Y ^{11,1} ₂	Y ¹²	N	Y ¹²
Manufacturing	N	N	N	Y ^{11,1} ₂	N	N	Y ¹²
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	Y ¹⁹ N	N	Y	Y	SP N	Y ¹⁹ N	Y
Landscaping Contractors	N	N	SP	SP	SP N	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

¹ See Section 5004.

² In accordance with Boxborough Earth Removal Bylaw.

³ Provided that hazardous materials are not a primary part of the business.

⁴ Drive-through windows or drive-through ATMs are prohibited.

⁵ Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.

⁶ No dry cleaning shall be done on the premises.

⁷ Hours of operation 6:00 a.m. to 10:00 p.m. only.

⁸ Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

⁹ Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

¹⁰ Provided that five or fewer persons are employed therein.

¹¹ Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

¹² Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

¹³ Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

¹⁴ The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

¹⁵ Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

¹⁶ See Section 5005.

¹⁷ See Section 7200 Wireless Communication Facilities.

¹⁸ Except retail stores customarily incidental and subordinate to the principal use of the premises.

¹⁹ ~~Allowed only as a Home Occupation pursuant to Section 4102 & 4103.~~

Summary

The proposed amendment would change the “Landscaping Services” and “Landscaping Contractors” use categories from being allowed only by Special Permit to not being allowed in the Office Park Zoning District. The proposed amendment also changes the “Landscaping Services” use category designation from a “Y” to an “N” in the Agricultural-Residential and Town Center Zoning Districts, and removes footnote 19 in its entirety from Section 4003 of the Zoning Bylaw. These administrative changes would make clear that the “Landscaping Services” use category is only allowed as a Home Occupation in these Zoning Districts. Sections 4102 and 4103 regarding Home Occupations would remain unchanged.

The Planning Board recommends (5-0).

In reviewing the potential implementation of the “Building Trade” use category, the Planning Board felt the Zoning Districts where the “Landscaping Services” and “Landscaping Contractors” use categories were permitted should be fairly consistent with the “Building Trade” use category. As such, the Planning Board found it appropriate to prohibit “Landscaping Services” and “Landscaping Contractors” uses in the Office Park Zoning District. To further clarify, the “Landscaping Services” use category is also allowed as a Home Occupation. The proposed amendment removes a redundant footnote, and makes Section 4003 of the Zoning Bylaw more clear and consistent with existing zoning enforcement practices. Therefore, the Planning Board recommends.

The Finance Committee recommends (6-0).

The Finance Committee supports the creation of a definition of Landscaping services and Landscaping Contractors to tie in with the Building Trade category.

Discussion:

Rita Grossman verified that landscaping business would be a home occupation. Employees and owners must live on premises. She asked about pesticide and insecticides. Ms. Reip said that storage of chemicals would be permitted as it would be for any homeowner.

Action on Article 40: Motion carried by two-thirds, as declared by the moderator.

**ARTICLE 41 ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED
IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-
COMMERCIAL DISTRICTS SHALL INCLUDE:**

(Two-thirds vote required)

Abby Reip, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2017 Annual Town Meeting warrant under Article 41.

6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area per side and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet per side advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area per side nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (6) Accessory signs on the premises not greater than six (6) square feet in size may be permitted by special permit by the Board of Appeals.***
- (67) Historical markers erected or placed by a bonafide historical association or a governmental agency.

Summary

The current language in Section 6307 of the Boxborough Zoning Bylaw does not allow for accessory signage for wayfinding, deliveries, or other identification at properties within the Business, Business-1, Office Park, or Industrial-Commercial Zoning Districts. "Accessory Signs" are designated as a separate category in the Zoning Bylaw by definition, but only for the purposes of grandfathering, and are not otherwise referenced in the Zoning Bylaw. The proposed amendment would allow Applicants to apply for a discretionary Special Permit from the Zoning Board of Appeals to implement wayfinding, delivery, identification, and other accessory signage, no greater than six (6) square feet in size, at properties in the Business, Business-1, Office Park, and Industrial-Commercial Zoning Districts. The definition of "Accessory Sign" would not be adjusted and will continue to read as follows:

2102 *Accessory Sign shall mean any sign that advertises or identifies the person or persons occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, or which gives directions or announcements with respect to the property or the use of the property, and contains no other matter.*

The Planning Board recommends (5-0).

The Planning Board finds the proposed amendment will provide property owners and businesses with the opportunity to potentially implement accessory signage at businesses and office properties for wayfinding, delivery, identification, and other similar purposes. This issue arose in dealing with accessory signage requests at properties where there are multiple delivery doors for a variety of businesses. The Planning Board finds the proposed amendment provides an opportunity to businesses and property owners to avoid confusion, and the Special Permit requirement allows the Town to maintain a significant amount of control over the size, number, and location of signage on a property. Therefore, the Planning Board recommends.

The Finance Committee recommends (6-0).

The Finance Committee recommends the change to the zoning bylaw to allow accessory signage. This will allow the businesses in Town to provide clear directions when required.

Action on Article 41: Motion carried unanimously.

ARTICLE 42 ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

(Two-thirds vote required)

Nancy Fillmore, member of the Planning Board, moved to amend the Boxborough Zoning Bylaw by adding the new Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, that would provide as printed in the 2017 Annual Town Meeting warrant under Article 42, and further to amend the Table of Contents to add Section 7700 Temporary Moratorium on Recreational Marijuana Establishments.

7700 Temporary Moratorium on Recreational Marijuana Establishments

7701 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c.94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting application for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

7702 Definition

“Recreational Marijuana Establishment” shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

7703 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Summary

Please see proposed Section 7701 Purpose above which is part of the proposed Temporary Moratorium on Recreational Marijuana Establishments Zoning Bylaw amendment. The moratorium would be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.

The Planning Board recommends (5-0).

The Planning Board recommends the Town hereby adopt a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. Therefore, the Planning Board recommends.

The Finance Committee recommends (6-0).

While the Finance Committee understands that there are potential short-term revenue impacts we support the moratorium at this time.

Mr. Follett asked about June 30, 2018. Nancy said that we are waiting for state government to come up with guidelines. Adam Duchesneau said that moratoriums with long horizons are deemed unacceptable. June 30, 2018 was recommended by town counsel.

Action on Article 42: Motion carried by two-thirds, as declared by the moderator.

Mr. Fox moved to approve the consent agenda, Articles 43 through 45, inclusive, as printed in the 2017 Annual Town Meeting warrant under Articles 43 through 45 inclusive.

Action on Article 43 through 45, inclusive: Motion carried unanimously.

ARTICLE 43 TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION**

(Two-thirds vote required)

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation and passive recreation purposes, the care, custody and control of that Town-owned parcel of land described in a deed recorded with the Southern Middlesex Registry of Deeds in Book 12938, Page 1.

Summary:

The Conservation Commission proposes that the Town transfer the existing Town-owned Cobleigh municipal land to the care, custody and control of the Conservation Commission such that this parcel is permanently protected as Conservation Land. The Cobleigh Land is almost entirely wetlands and cannot be developed for any practical use beyond that of conserved open space. The Commission intends to extend the existing trail network from the abutting Hager Land across the Cobleigh Land to connect to the nearby recently conserved Inches Woods Land. Designating the Cobleigh Land as “Conservation Land” is consistent with the intended use for recreation trails, the goals and objectives of the Town’s Open Space and Recreation Plan, and Boxborough2030.

The Conservation Commission recommends.

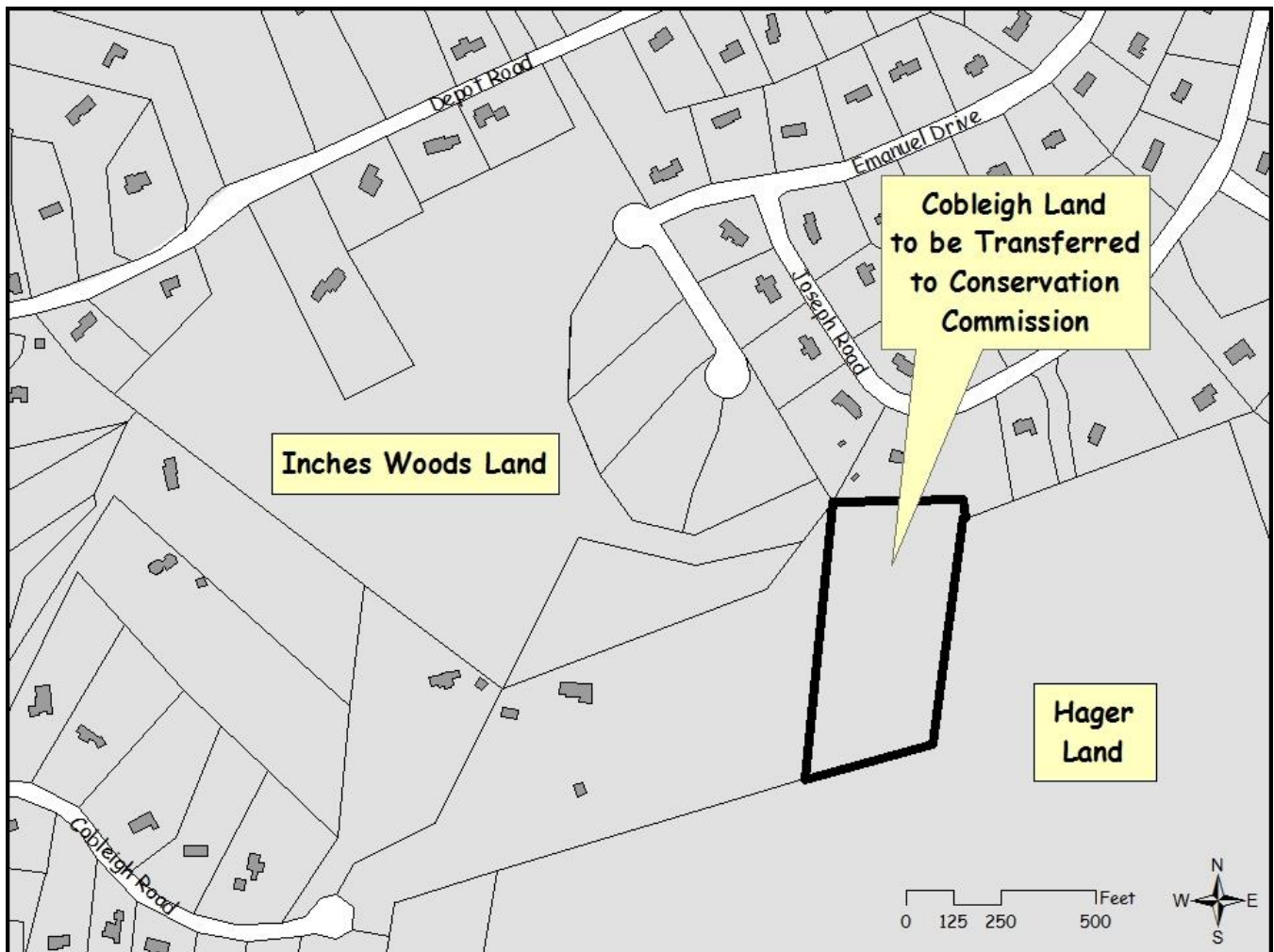
The proposed transfer to Conservation is consistent with the best use for this parcel.

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

The Finance Committee recommends (6-0).

The Finance Committee recommends this article as there is no foreseeable municipal usage for this land.

TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH LAND



ARTICLE 44 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen 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.

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

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY 18 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

The Finance Committee recommends (6-0).

The Finance Committee recommends this article which allows the Town to accept and spend funds provided by the State for necessary paving projects in the Town.

ARTICLE 45 GENERAL BYLAW – REVOLVING FUNDS (AND EXPENSE LIMITS) **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying 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 each fund, as printed in the 2017 Annual Town Meeting warrant under Article 45.

And further, to set FY 2018 spending limits for such revolving funds, also as printed in the 2017 Annual Town Meeting warrant under Article 45.

Departmental Revolving Funds

Section 1. There are hereby established in the Town of Boxborough pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

Revolving Fund	Use of Fund	Authority to Spend Fund	Revenue Source
GIS Assessor Maps	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees
Conservation Commission	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw
Community Gardens	Management & care of Community Gardens	Agricultural Commission, by majority vote	Rental of plots
Fire Alarm System Maintenance	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	Fire Chief	Annual fire alarm service fees
Plumbing & Gas Inspection	To pay the Plumbing/Gas Inspector for inspections conducted by him	Building Inspector	Plumbing/gas inspection fees
Electrical Inspection	To pay Electrical Inspector for inspections conducted by him	Building Inspector	Electrical inspection fees
Animal Control	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services; report to receiving towns on services provided per IMA	Police Chief	Receipts for animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to

Revolving Fund	Use of Fund	Authority to Spend Fund	Revenue Source
			Inter-municipal Agreement(s)
Council on Aging Programs	To pay expenses attributable to general programs sponsored by the Council on Aging	Council on Aging & Coordinator	Council on Aging general programs fees
Senior Van	To defray expenses associated with the operations of the senior van; reported to Council on Aging via CoA Coordinator	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)
Library Fines	To defray costs of library material acquisitions/ services; reported to Library Trustees	Library Director	Library fees, fines & penalties
Library Photocopier	To pay expenses attributable to the copy machine (e.g., copier supplies and maintenance)	Library Director	Fees from Sargent Memorial Library copy machine use
Field Permitting	Management and care of fields and permit administration	Town Administrator	Field permitting fees
Recreation Programs	To pay expenses attributable to general programs sponsored by the Recreation Committee	Town Administrator	Recreation program fees
Steele Farm	To defray related expenses of the Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees

Section 2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And further, to set FY 2018 spending limits for such revolving funds as follows:

Revolving Fund	FY 2018 Spending Limit
GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$10,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$60,000
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Field Permitting	\$10,000
Recreation Programs	\$5,000
Steele Farm	\$10,000

Summary

Revolving funds must now be established by bylaw or ordinance, and the expenditure limits must be established annually and prior to July 1. The Municipal Modernization Act eliminates the per board and total limitations on the size of such funds.

No new revolving funds are being sought.

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

The Finance Committee recommends (6-0).

The Finance Committee recommends this article which will enable the Town to correctly maintain and manage its revolving funds. Recently modified Massachusetts law, specifically M.G.L. c.44, §53E½, as amended effective November 7, 2016, now specifically requires the Town to enact either a bylaw or ordinance for its revolving funds, and requires expenditure limits for funds to be set annually prior to the start of each fiscal year. This article will not create any new revolving funds but will allow the Town to continue the lawful operation of its existing funds, which have proved to be useful financial tools.

Motion to dissolve Annual Town Meeting carried unanimously at 8:40pm.