



**TOWN OF BOXBOROUGH  
ANNUAL TOWN MEETING MINUTES  
MAY 14, 2018  
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2019 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

**FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENTS**

- 6. COLLECTIVE BARGAINING AGREEMENTS**
  - A. MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
  - B. MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**
  - C. BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601**

**COMMUNITY PRESERVATION FUND – CONSENT AGENDA**

- 7. CPC REPORT AND ESTABLISH FY 2019 RESERVES\*\***
- 8. OPEN SPACE (INCLUDING RECREATION) - Flerra Meadows Playground\*\***
- 9. COMMUNITY HOUSING - Boxborough Rental Assistance Program (BRAP)\*\***

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- 10. OPEN SPACE (INCLUDING RECREATION) - Conservation Trust Fund**
- 11. HISTORIC RESOURCES - Veterans Monument**
- 12. HISTORIC RESOURCES - Preservation of Steele Farm House**

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- 14. POLICE DEPARTMENT - ADDITIONAL POLICE OFFICER\*\***
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- 18. FY 2019 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS\*\***
- 19. CABLE SERVICES AND EQUIPMENT\*\***

20. OPEB ACTUARIAL STUDY\*\*
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#### CAPITAL CONSENT AGENDA

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23. TOWN HALL - REPOINT FOUNDATION\*\*
24. POLICE DEPARTMENT - E-TICKETING HARDWARE/SOFTWARE\*\*
25. POLICE DEPARTMENT - SPEED AWARENESS TRAILER\*\*
26. DPW - CIRUS SALT SPREADER CONTROL SYSTEM\*\*
27. DPW – NEW FACILITY OFFICE FURNISHINGS\*\*
28. LIBRARY - EXTERIOR ANNOUNCEMENTS SIGN\*\*
29. INFORMATION TECHNOLOGY - HARDWARE UPGRADES\*\*
30. POLICE DEPARTMENT - ADMINISTRATIVE CRUISER\*\*
31. FIRE DEPARTMENT - COMMAND VEHICLE\*\*
32. DPW - ROAD PAVING\*\*
33. DPW EQUIPMENT\*\*
  - A. FARM TRACTOR WITH FIELD CUTTER AND ACCESSORIES
  - B. ASPHALT HOT BOX (TRAILER MOUNTED – DUMP STYLE)
34. DPW - FACILITY IMPROVEMENTS (NEW BUILDING)\*\*
  - A. INSTALLATION OF NEW HIGH BAY GARAGE DOOR
  - B. DESIGN SERVICES AND SITE PREPARATION FOR RECONSTRUCTION OF RECEPTION AREA AND BACK OFFICES – PHASE 1
  - C. MOBILE FOUR COLUMN VEHICLE LIFT (TRUCKS & AUTOS)
  - D. INFORMATION TECHNOLOGY SERVICES, NETWORKING, SECURITY, FIRE ALARM
35. LIBRARY- EXTERIOR PAINTING\*\*

#### OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE

36. TOWN HALL - GRANGE MEETING ROOM CAPITAL IMPROVEMENTS – SUPPLEMENTAL FUNDING
37. RECREATION COMMISSION - T.J. O'GRADY SKATE PARK EXPANSION

#### SENSE OF THE MEETING (NON-BINDING)

38. BOARD OF SELECTMEN - GENDER NEUTRAL LANGUAGE
39. BOARD OF SELECTMEN - BROADCASTING OF PUBLIC MEETINGS

#### ZONING BYLAW AMENDMENTS (NON-CONSENT)

40. ZONING BYLAW AMENDMENT - ADD SECTION 7800 SOLAR ENERGY SYSTEMS
41. ZONING BYLAW AMENDMENT - AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

#### NON-MONETARY CONSENT AGENDA

42. ZONING BYLAW AMENDMENT - AMEND SECTION 2100 DEFINITIONS\*\*
43. ZONING BYLAW AMENDMENT - AMEND SECTION 4203 REGARDING NONCONFORMING USES AND STRUCTURES\*\*

44. **GENERAL BYLAW AMENDMENT - BID BYLAW\*\***
45. **GENERAL BYLAW AMENDMENT - DISPOSITION OF TOWN PROPERTY\*\***
46. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

**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 14, 2018 at 7:00 p.m. to act on Articles 2 through 46 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 22nd day of May, 2018 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.

Moderator John Fallon called the meeting to order at 7:04PM. There were 219 registered voters in attendance. He explained how the meeting would be run and made some announcements. Margie Callahan led the Blanchard Vocal Ensemble in singing the Star-Spangled Banner. Sixth-grader Wendy Barrett led the Pledge of Allegiance.

Susan Bak, Chair of the Board of Selectmen, acknowledged the service of Rick Barrett, a former member of the Board of Selectmen, who resigned because of the time commitment. She then invited retiring Town Administrator Selina Shaw to come to the podium. Ms. Bak presented a bouquet and plaque to Selina in honor of her 20 years of service to the town. She also presented Selina with citations from the State House and Senate. Selina thanked everyone, especially the volunteers and employees.

Jennifer Campbell, Chair of the Library Trustees, asked Maureen Strapko, retiring Library Director, to come to the podium to be recognized for her years of service to the town. Ms. Strapko expressed her appreciation for the people of Boxborough.

Brigid Bieber, Vice Chair of the School Committee, introduced the School Committee members present. Mary Brolin, member of the School Committee, recognized two Boxborough members of the school committee who were going off the committee: Katie Neville and Brigid Bieber. Ms. Bieber introduced ABRSD staff members who were present.

Mr. Fallon introduced other town staff.

Ms. Bak moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 15th; Thursday, May 17th; Wednesday, May 23rd and Thursday, May 24<sup>th</sup>, and further, that no debate will begin on any new article after 10:30 p.m.

Becky Neville, Middle Rd., said that there's a band concert at the Junior High tomorrow and next Thursday is a Regional School Committee meeting. She expressed frustration at the lack of respect for Boxborough.

**Action on the motion: Motion carried by majority vote.**

Ms. Bak 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 vote.**

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

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

**One Acton-Boxborough Regional School Committee** member, to complete a two-year unexpired term

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

**One Constable**, for a three-year term

**ANNUAL TOWN ELECTION RESULTS  
BOXBOROUGH, MASSACHUSETTS  
MAY 22, 2018**

Office	Term (yrs)	Name	Votes
Moderator	1	John G. Fallon Blank	389 54
Selectman	3	Maria E. Neyland Robert T. Stemple Keith Lyons* Blank	344 322 2 218
Selectman	1	Lakshmi Kaja Wesley I. Fowlks Keith Lyons* Blank	120 185 88 50
School Committee	3	Adam G. Klein Blank	347 96
School Committee	2	Carrie E. Weaver Zhiyu Bo Blank	163 267 13
Planning Board	3	Hongbing Tang Blank	386 57
Library Trustees	3	Mary F. Brolin Jennifer Campbell Blank	348 361 177
Board of Health	3	Pamela L. Follett Blank	378 65
Constable	3	Owen J. Neville Blank	385 58

\*Write-In Candidate

## ARTICLE 2 RECEIVE REPORTS

### (Majority vote required)

Ms. Bak moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2017 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee recommends (4-0).**

**Action on Article 2: Motion carried unanimously.**

Brigid Bieber, Vice-Chair of the Regional School Committee, gave the Regional School Committee report. She discussed the mission and goals of the school—wellness, equity and engagement. She said the budget increase for next year is 3.06%. However, the Boxborough assessment actually declined by 2%. Health insurance costs will decrease by 5%. High School and Junior High will have later start times. Enrollment is not expected to decline, as was forecast in the past. English Language Learners have increased district wide. The budget seeks to add 5 teachers and increase capital spending. She presented some projected assessments for Boxborough to FY2022, which show an increase in the assessment based on an expected increase in Boxborough students over that time period. She thanked the town for supporting the schools.

Susan Bak, Chair of the Board of Selectmen, gave the BOS report. She welcomed Ed Kukkula, DPW Director, and Ryan Ferrara, the incoming Town Administrator. She said that the board had finalized 3 collective bargaining agreements. Town Government Study recommendations were accepted—BOS will be the policy-making entity, with the Town Administrator as the “Chief Operating Officer” with Police, Fire, and DPW reporting to them. She spoke of other board initiatives, including a new DPW facility, MassDOT funding for new sidewalks. She thanked AMD and Crown Castle for their community service on behalf of the town. She thanked the over 170 volunteers serving on boards and committees.

## ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

### (Majority vote required)

Ms. Bak moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2018 as printed in the 2018 Annual Town Meeting warrant under Article 3:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$49,714.21/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee recommends (4-0).**

Katie Neville, Middle Rd, moved to amend Article 3 by adding the line: Boxborough Members of the AB School Committee: \$400 each member/year. She spoke of the time and effort involved.

**Action on amendment to motion: Motion to amend Article 3 passed by majority vote.**

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$49,714.21/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year
<i>School Committee</i>	<i>\$400.00 each member/year</i>

Wes Fowlks, Stow Rd., asked that we amend the stipends to be a substantial amount or not have it at all. Why give tax dollars to the Federal Government. He moved that, with the exception of Town Clerk and Constable, to change all numbers to \$600 per person.

Michael Toups, Pine Hill Rd., pointed out that we have a lot of boards. He doesn't think anyone runs for these offices for the stipend. If we start increasing compensation willy-nilly seems like a poor way to spend money. That motion failed.

**Action on Article 3, as amended: Motion carried by majority vote.**

**ARTICLE 4 AMEND FY 2019 PERSONNEL ADMINISTRATION PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**

**(Majority vote required)**

Sheila Bauer, Chair of the Personnel Board, moved to amend certain sections of the Personnel Administration Plan 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 2018" and also available on the Town's website, and further to amend the FY 2019 Classification and Compensation Schedule by adding:

the position of Fleet Maintenance Mechanic to Grade 12 to the Regular Full-time, Reduced and Part-time Employees Schedule and the positions of Specialty Instructor Level I, Specialty Instructor Level II, and Lead Summer Recreation Director to the Temporary, Per Diem and Intermittent Employees Schedule, and by providing for wages and salaries as indicated in the FY 2019 Classification and Compensation Schedule as printed in the Annual Town Meeting warrant under Article 4 (and as displayed on the screen).

**Summary**

***Administrative changes to the plan***

**Article VII, §4**

*Clarify definition of "hours worked" for purposes of paying overtime*

**Article VIII, § 3**

*Modify section on tuition reimbursement to clarify conditions for the benefits*

**Article XI, § 2**

*Increase the maximum number of days for bereavement leave from three to five days for the death of the spouse/partner, child, foster child, step-child, grandchild, father, mother, step-parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law of a regular, full-time employee*

#### Article XI, §4

*Modify language on Military Leave. Section had referred to a statute, which was repealed by the Legislature. This section provides for paid leave for the purposes of military training for a period not to exceed 17 days in a calendar year.*

#### Housekeeping Changes

*There are also a number of housekeeping changes to: make language gender-neutral, correct grammar, change spouse to “spouse/partner”, ensure that terms are used consistently, and otherwise clarify ambiguities.*

#### **Classification and Compensation Schedule**

*All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated into the Personnel Plan. It is proposed to add the following positions:*

#### Regular Full-time, Reduced and Part-time Employees Schedule

<b>Position</b>	<b>Grade</b>
Fleet Maintenance Mechanic	12

#### Temporary, Per Diem and Intermittent Employees

<b>Position</b>
Specialty Instructor Level I
Specialty Instructor Level II
Lead Summer Recreation Director

#### The Personnel Board voted to provide wage adjustments as follows:

*Regular Full-Time, Reduced and Part-Time Employees: 1.4% wage adjustment and step as appropriate; for those already on top step move to MAX Step at 2% wage adjustment (no step)*

*Temporary, Per Diem and Intermittent Employees: 1.4% wage adjustment, generally, with the following exceptions:*

- i. retain the 7/1/17 rates for the positions of CIT, Intern (Town Hall), Junior Library Page, and Library Page, as well as the positions listed under “Stipends (Annual)”
- ii. maintain the minimum wage for Counselor
- iii. increase the wages for Van Driver, to keep more in-line with the other communities in our regional transportation group, CrossTown Connect.

**The Personnel Board recommends.** Ms. Bauer said that many of the changes were housekeeping and to change the pay schedule to reflect new salaries.

#### **The Board of Selectmen recommends unanimously (4-0).**

The Board of Selectmen and Personnel Board held a joint public hearing on March 19, 2018 at Town Hall on the proposed changes to the Personnel Plan including a 1.4% wage adjustment for all regular employees, a 2% wage adjustment for employees currently on step 9 and a 2.5% Step increase for all eligible employees. 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.

**The Finance Committee recommends (4-0).**

A working group of Finance Committee members, Selectmen, and Personnel Board members met throughout the year to figure out a formula for pay increases for employees covered by the Personnel Plan. The Finance Committee has reviewed all the changes made to the Personnel Plan and is pleased to see actual dollar amounts around tuition reimbursement. We believe it will make budgeting easier.

**Action on Article 4: Motion carried unanimously.**

**FY 2019  
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	MAX Step
16	No Positions		75,374.02	77,258.37	79,189.83	81,169.57	83,198.81	85,278.78	87,410.75	89,596.02	91,835.92	92,379.32
15	Assistant Town Administrator	Exempt	68,525.93	70,239.08	71,995.05	73,794.93	75,639.80	77,530.80	79,469.07	81,455.79	83,492.19	83,986.23
	Human Resources Manager	Exempt										
	Inspector of Buildings	Exempt										
	Information Systems Coordinator	Exempt										
	Police Lieutenant	Exempt										
	Town Accountant	Exempt										
	Town Assessor	Exempt										
	Town Planner	Exempt										
	Town Treasurer/Collector	Exempt										
14	Town Clerk	Elected	58,884.20	60,356.30	61,865.21	63,411.84	64,997.14	66,622.06	68,287.62	69,994.81	71,744.68	72,169.20
13	Community Services Coordinator	Non-exempt	27.12	27.80	28.50	29.21	29.94	30.69	31.46	32.24	33.05	33.25
	Council on Aging Coordinator	Non-exempt										
	(DPW) Foreman	Non-exempt										
	(DPW) Business Administrator	Non-exempt										
	Youth Services Librarian	Exempt										
12	Conservation Agent	Non-exempt	23.79	24.38	24.99	25.62	26.26	26.91	27.59	28.28	28.98	29.15
	<b>Fleet Maintenance Mechanic</b>	Non-exempt										
11	Department Assistant	Non-exempt	21.04	21.57	22.11	22.66	23.22	23.81	24.40	25.01	25.64	25.79
	DPW Worker	Non-exempt										
	IT Support Technician	Non-exempt										
	Technical Services Librarian	Non-exempt										
10	Animal Control Officer	Non-exempt	20.36	20.87	21.39	21.93	22.47	23.04	23.61	24.20	24.81	24.96
	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	18.52	18.98	19.45	19.94	20.44	20.95	21.47	22.01	22.56	22.70
8	Van Dispatcher	Non-exempt	16.83	17.25	17.68	18.13	18.58	19.04	19.52	20.01	20.51	20.62

Temporary, Per Diem and Intermittent Employees		
Hourly (All Non-exempt)	FY19	Comment
CIT	10.00	No change
Intern (Town Hall)	10.00	No change
Junior Library Page	10.00	No change
Library Page	10.25	No change
Counselor	11.00	Minimum wage
Election Workers	11.15	
Asst. Animal Control Officer - Dogs & Cats	11.47	
Laborer - Cemetery	11.82	
Clerk of Elections	12.94	
Media Production Technician	13.32	
Seasonal Conservation Officer	13.45	
Lead Counselor	13.66	
Van Driver	15.90	
Seasonal Maintenance Worker	14.97	
Lock Up Attendant	16.13	
Part Time Dispatcher	18.19	
Fire Department Chaplain	18.52	
Firefighter/EMT	18.52	
Special Police Officer	18.52	
Substitute Librarian	18.52	
Gym Director	20.01	
Winter Recreation Director	20.01	
<b>Specialty Instructor Level I</b>	<b>20.01</b>	
Fire Lieutenant	20.36	
<b>Specialty Instructor Level II</b>	<b>20.50</b>	
Summer Recreation Director	20.50	
Animal Control Officer	20.36	
<b>Lead Summer Recreation Director</b>	<b>21.04</b>	
Fire Captain	21.04	
Veterans Services Officer	21.04	
Snow Plow Operator	23.62	
Deputy Fire Chief	23.79	
Cemetery Superintendent	23.79	
Asst. Building Inspector	28.19	
Call Building Inspector	32.81	
Call Fire Chief	45.70	
<b>Stipends (Annual)</b>		
Fence Viewer	40.00	No change
Field Driver	45.00	No change
Registrar Member	270.12	No change
Registrar Chairperson	900.34	No change
Animal Inspector	987.74	No change
<b>Fees-based</b>		
Wiring Inspector		
Plumbing & Gas Inspector		

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

		<b>FY 2019</b>				
<b>Personal Contracts</b>						
<b>Position</b>	<b>Contract Expiry Date</b>		<b>FY 2018</b>	<b>FY 2019</b>		
DPW Director	<i>Contract expires 6/30/20</i>		\$ 95,900.00	\$ 97,850.00		
Fire Chief	<i>Contract expires 6/30/21</i>		\$ 105,038.00	\$ 110,290.00		
Library Director	<i>TBD</i>		\$ 85,800.00	<i>TBD</i>		
Police Chief	<i>Contract expires 6/30/20</i>		\$ 126,524.00	\$ 131,585.00		
Town Administrator	<i>TBD</i>		\$ 117,600.00	<i>TBD</i>		
<b>Positions Governed by CBA's (in negotiations at time of printing)</b>						
<b>Position</b>						
<i>Police Sergeant</i>						
<i>Police Officer</i>						
<i>Fire Captain</i>						
<i>Fire Lieutenant</i>						
<i>Firefighter/EMT</i>						
<i>Dispatch Supervisor</i>						
<i>Dispatcher</i>						
<b>Elected Officials</b>						
<b>Position</b>	<b>FY 2018</b>		<b>FY 2019</b>			
Selectman	\$ 400.00	<i>annually</i>	\$ 400.00	<i>annually</i>		
Board of Health Member	\$ 166.67	<i>annually</i>	\$ 166.67	<i>annually</i>		
Planning Board Member	\$ 109.00	<i>annually</i>	\$ 109.00	<i>annually</i>		
Library Trustee	\$ -	<i>annually</i>	\$ -	<i>annually</i>		
Moderator	\$ -	<i>per meeting</i>	\$ -	<i>annually</i>		
Constable	\$ 3.00	<i>/warrant posted/location</i>	\$ 3.00	<i>/warrant posted/location</i>		
Town Clerk	\$ 48,759.03	<i>(Grade 14-9)</i>	\$ 49,714.21	<i>(Grade 14-9)</i>		

## ARTICLE 5 TOWN OPERATING BUDGET

### (Majority vote required)

Ted Kail, Chair of the Finance Committee, moved that the Town raise and appropriate the sum of Twenty Million Four Hundred Forty-Two Thousand Three Hundred Ninety-Six Dollars (20,443,996) for the operations and expenses of the Town during the fiscal year beginning July 1, 2018, 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 Article 5 of the Annual Town Meeting warrant, under the heading FY19 Budget,

except for:

Department #123, Total Salaries – Town Administrator, which has been increased to \$ 139,200, and

Department #123, Total Other, which has been increased to \$5,000

Department # 300, Total Salaries – School Committee, increased to \$1600

### **The Finance Committee recommends (7-0).**

### **The Board of Selectmen unanimously recommends (4-0).**

Mr. Kail presented the Finance Committee report. He talked of the goals of the Finance Committee—level fund the operating budget & maintain service levels. He talked about the role of the FinCom and the process of coming up with a town budget and capital plan. Average single-family tax bill is projected to be \$9,730 for FY19. He showed a five-year capital expenditure projection and a 10-year projection for town debt. The budget presented shows increased contributions to OPEB, stabilization and reserve funds.

Mr. Fallon explained that he would go through the budget line item by line item. If anyone has a question, bring it up at that time.

Rosemary Sedgwick, Hill Rd., asked about #156, IT consultant services—why not add a staff member for that amount of money. Les Fox said that a previous town meeting had voted to outsource IT. BOS felt it was a good deal for the town, since it avoids adding head count and provides broader range of services.

Michael Toups had issues with lines #310, #311 and #312. Where are the projected savings that were promised when we withdrew from the Minuteman regional agreement? Ms. Bak said there were 7 students at Minuteman this year, next year will have 8. We have 2 at Assabet, will have 3 next year, and adding one at Nashoba. Jennifer Barrett, Town Accountant, said there would be more students next year and the budget includes tuition and transportation.

Mark White, Sara's Way, asked why it cost \$49,000 for one student at Nashoba. How much is transportation? Tuition is \$16,600 and the transportation is the rest. He said that seems excessive.

Leslie Garrison, Whitney Ln., asked about new DPW move. Is it budgeted in Line #422? Is decommissioning the old facility budgeted for? Mr. Fox said that the old facility would still be used for fuel and salt storage.

### **Action on Article 5: Motion carried unanimously.**

	Department Totals	FY19 Budget	FY18 Budget	\$ Change FY18 v 19	% Change FY18 v 19	FY17 Budget
114	Total Salary	0	0	0	0.0%	0
114	Total Other	57	50	7	14.0%	50
114	<u>Total Moderator</u>	<u>57</u>	<u>50</u>	<u>7</u>	<u>14.0%</u>	<u>50</u>
119	Total Salary	0	0	0	0.0%	0
119	Total Other	150	150	0	0.0%	145
119	<u>Total Town Constable</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>0.0%</u>	<u>145</u>
122	Total Salary	2,000	2,000	0	0.0%	2,000
122	Total Other	2,865	3,265	(400)	-12.3%	2,818
122	<u>Total Selectmen</u>	<u>4,865</u>	<u>5,265</u>	<u>(400)</u>	<u>-7.6%</u>	<u>4,818</u>
123	Total Salary	139,200	117,600	21,600	18.4%	113,100
123	Total Other	5,000	2,700	2,300	85.2%	2,700
123	<u>Total Town Administrator</u>	<u>144,200</u>	<u>120,300</u>	<u>23,900</u>	<u>19.9%</u>	<u>115,800</u>
131	Total Salary	0	0	0	0.0%	0
131	Total Other	375	400	(25)	-6.3%	480
131	<u>Total Town Finance Comm</u>	<u>375</u>	<u>400</u>	<u>(25)</u>	<u>-6.3%</u>	<u>480</u>
135	Total Salary	75,640	72,777	2,863	3.9%	69,609
135	Total Other	39,585	37,180	2,405	6.5%	36,390
135	<u>Total Accountant</u>	<u>115,225</u>	<u>109,957</u>	<u>5,268</u>	<u>4.8%</u>	<u>105,999</u>
141	Total Salary	78,531	73,777	4,754	6.4%	70,609
141	Total Other	18,970	13,475	5,495	40.8%	14,990
141	<u>Total Assessor</u>	<u>97,501</u>	<u>87,252</u>	<u>10,249</u>	<u>11.7%</u>	<u>85,599</u>
145	Total Salary	78,531	75,596	2,935	3.9%	72,350
145	Total Other	19,690	19,140	550	2.9%	16,745
145	<u>Total Treasurer/Collector</u>	<u>98,221</u>	<u>94,736</u>	<u>3,485</u>	<u>3.7%</u>	<u>89,095</u>
151	Total Salary	0	0	0	0.0%	0
151	Total Other	87,600	67,600	20,000	29.6%	48,500
151	<u>Total Legal</u>	<u>87,600</u>	<u>67,600</u>	<u>20,000</u>	<u>29.6%</u>	<u>48,500</u>
152	Total Salary	0	0	0	0.0%	0
152	Total Other	320	320	0	0.0%	320
152	<u>Total Personnel Board</u>	<u>320</u>	<u>320</u>	<u>0</u>	<u>0.0%</u>	<u>320</u>

114 Total Other - Moderator: FinCom increased to match actual costs supplemented out of pocket by Moderator

122 Total Other - Selectmen: Misc expenses reduced

123 Total Salary - Town Administrator: Includes 1 month current TA contract; plus new TA contract

123 Total Other - Town Administrator: Expenses directly related to TA contract re-allocated from Town Hall

141 Total Other - Assessor: Increased consulting for 5-year revaluation

151 Total Other - Legal: Increased Town Counsel services

156	Total Salary	0	0	0	0.0%	0
156	Total Other	138,340	129,070	9,270	7.2%	123,312
156	<u>Total Technology</u>	<u>138,340</u>	<u>129,070</u>	<u>9,270</u>	<u>7.2%</u>	<u>123,312</u>
161	Total Salary	49,715	48,760	955	2.0%	47,823
161	Total Other	1,855	2,725	(870)	-31.9%	2,043
161	<u>Total Town Clerk</u>	<u>51,570</u>	<u>51,485</u>	<u>85</u>	<u>0.2%</u>	<u>49,866</u>
162	Total Salary	7,742	3,658	4,084	111.6%	6,400
162	Total Other	6,575	6,990	(415)	-5.9%	6,312
162	<u>Total Elect. &amp; Registr.</u>	<u>14,317</u>	<u>10,648</u>	<u>3,669</u>	<u>34.5%</u>	<u>12,712</u>
171	Total Salary	0	0	0	0.0%	0
171	Total Other	2,150	2,150	0	0.0%	2,150
171	<u>Total Conservation Comm</u>	<u>2,150</u>	<u>2,150</u>	<u>0</u>	<u>0.0%</u>	<u>2,150</u>
175	Total Salary	78,076	73,322	4,754	6.5%	70,154
175	Total Other	4,805	3,880	925	23.8%	6,445
175	<u>Total Planning Board</u>	<u>82,881</u>	<u>77,202</u>	<u>5,679</u>	<u>7.4%</u>	<u>76,599</u>
176	Total Salary	0	0	0	0.0%	0
176	Total Other	225	210	15	7.1%	135
176	<u>Total ZBA</u>	<u>225</u>	<u>210</u>	<u>15</u>	<u>7.1%</u>	<u>135</u>
179	Total Salary	0	0	0	0.0%	0
179	Total Other	200	1,300	(1,100)	-84.6%	200
179	<u>Total Ag Comm</u>	<u>200</u>	<u>1,300</u>	<u>(1,100)</u>	<u>-84.6%</u>	<u>200</u>
192	Total Salary	185,846	180,627	5,219	2.9%	174,444
192	Total Other	43,875	47,910	(4,035)	-8.4%	45,160
192	<u>Total Town Hall</u>	<u>229,721</u>	<u>228,537</u>	<u>1,184</u>	<u>0.5%</u>	<u>219,604</u>
196	Total Salary	0	0	0	0.0%	0
196	Total Other	12,555	12,240	315	2.6%	11,940
196	<u>Total Facilities Leases</u>	<u>12,555</u>	<u>12,240</u>	<u>315</u>	<u>2.6%</u>	<u>11,940</u>
199	Total Salary	0	0	0	0.0%	0
199	Total Other	1,200	500	700	140.0%	300
199	<u>Total Energy Comm</u>	<u>1,200</u>	<u>500</u>	<u>700</u>	<u>140.0%</u>	<u>300</u>

Total Salaries - Town Government	695,281	648,117	47,164	7.3%	694,165
Total Other - Town Government	386,392	351,255	35,137	10.0%	332,516
<b>Total Town Government</b>	<b>1,081,673</b>	<b>999,372</b>	<b>82,301</b>	<b>8.2%</b>	<b>1,026,681</b>

156 Total Other - Technology: Increased IT consultant services to reduce in-house workload

161 Total Other - Town Clerk: Reduced conference budget

162 Total Other - Elections & Registrars: Additional major election

175 Total Other - Planning: Increased town engineer services

179 Total Other - Agricultural Commission: Signage purchased in FY18

192 Total Other - Town Hall: Re-allocated TA contract expenses

199 Total Other - Energy Committee: Recycling program supplies

210 Total Salary	1,140,458	1,083,447	57,011	5.3%	1,063,333
210 Total Other	166,965	153,975	12,990	8.4%	144,740
<b>210 Total Police</b>	<b>1,307,423</b>	<b>1,237,422</b>	<b>70,001</b>	<b>5.7%</b>	<b>1,208,073</b>

215 Total Salary	291,517	295,608	(4,091)	-1.4%	285,936
215 Total Other	48,380	35,405	12,975	36.6%	36,395
<b>215 Total Dispatch</b>	<b>339,897</b>	<b>331,013</b>	<b>8,884</b>	<b>2.7%</b>	<b>322,331</b>

220 Total Salary	845,806	838,429	7,377	0.9%	819,259
220 Total Other	111,065	109,400	1,665	1.5%	109,480
<b>220 Total Fire</b>	<b>956,871</b>	<b>947,829</b>	<b>9,042</b>	<b>1.0%</b>	<b>928,739</b>

241 Total Salary	78,478	72,777	5,701	7.8%	72,211
241 Total Other	15,155	21,585	(6,430)	-29.8%	11,215
<b>241 Total Building Insp</b>	<b>93,633</b>	<b>94,362</b>	<b>(729)</b>	<b>-0.8%</b>	<b>83,426</b>

291 Total Salary	2,445	1,660	785	47.3%	2,787
291 Total Other	645	550	95	17.3%	545
<b>291 Total ACO</b>	<b>3,090</b>	<b>2,210</b>	<b>880</b>	<b>39.8%</b>	<b>3,332</b>

292 Total Salary	15,588	14,997	591	3.9%	14,158
292 Total Other	4,385	3,635	750	20.6%	4,850
<b>292 Total ACO Dog &amp; Cat</b>	<b>19,973</b>	<b>18,632</b>	<b>1,341</b>	<b>7.2%</b>	<b>19,008</b>

299 Total Salary	45	45	0	0.0%	45
299 Total Other	20	20	0	0.0%	20
<b>299 Total Field Driver</b>	<b>65</b>	<b>65</b>	<b>0</b>	<b>0.0%</b>	<b>65</b>

Total Salaries - Protection	2,374,337	2,306,963	67,374	2.9%	2,257,729
Total Other - Protection	346,615	324,570	22,045	6.8%	307,245
<b>Total Protection</b>	<b>2,720,952</b>	<b>2,631,533</b>	<b>89,419</b>	<b>3.4%</b>	<b>2,564,974</b>

210 Total Salary - Police: Does not include CBA negotiated 1st year items

210 Total Other - Police: Annual vehicle purchase, anticipate new model  
 215 Total Salary - Dispatch: Does not include CBA negotiated 1st year items  
 215 Total Other - Dispatch: Contract services for new radio systems after year 2 warranty  
 220 Total Salary - Fire: Does not include CBA negotiated 1st year items  
 241 Total Other - Building Inspector: Reduced consulting services  
 291 Total Salary - Animal Control: Increased hours based on FY18 actuals to date  
 291 Total Other - Animal Control: Increased mileage based on FY18 actuals to date  
 292 Total Salary - Animal Control Dogs & Cats: Boxborough salary portion of IMA only  
 292 Total Other - Animal Control Dogs & Cats: Increased routine vehicle maintenance

310	Total Salary	0	0	0	0.0%	0
310	Total Other	191,845	165,232	26,613	16.1%	197,492
310	<u>Total Minuteman</u>	<u>191,845</u>	<u>165,232</u>	<u>26,613</u>	<u>16.1%</u>	<u>197,492</u>

311	Total Salary	0	0	0	0.0%	0
311	Total Other	66,300	48,864	17,436	35.7%	0
311	<u>Total Assabet</u>	<u>66,300</u>	<u>48,864</u>	<u>17,436</u>	<u>35.7%</u>	<u>0</u>

312	Total Salary	0	0	0	0.0%	0
312	Total Other	49,000	0	49,000	100.0%	0
312	<u>Total Nashoba</u>	<u>49,000</u>	<u>0</u>	<u>49,000</u>	<u>100.0%</u>	<u>0</u>

320	Total Salary	0	0	0	0.0%	0
320	Total Other	11,351,355	11,593,781	(242,426)	-2.1%	11,503,148
320	<u>Total ABRSD</u>	<u>11,351,355</u>	<u>11,593,781</u>	<u>(242,426)</u>	<u>-2.1%</u>	<u>11,503,148</u>

Total Salaries - Education	0	0	0	0.0%	0
Total Other - Education	11,658,500	11,807,877	(149,377)	-1.3%	11,700,640
<u>Total Education</u>	<u>11,658,500</u>	<u>11,807,877</u>	<u>(149,377)</u>	<u>-1.3%</u>	<u>11,700,640</u>

310 Total Other - Minuteman: 1 Additional student, increased SpEd costs, reduced costs for debt  
 311 Total Other - Assabet: 1 Additional student  
 312 Total Other - Nashoba: 1 New student  
 320 Total Other - ABRSD: Year 5 Regional Agreement 40% benefit, reduced health insurance costs

422	Total Salary	562,273	548,823	13,450	2.5%	537,008
422	Total Other	129,270	111,070	18,200	16.4%	94,150
422	<u>Total DPW</u>	<u>691,543</u>	<u>659,893</u>	<u>31,650</u>	<u>4.8%</u>	<u>631,158</u>

423	Total Salary	64,636	64,337	299	0.5%	62,881
423	Total Other	133,800	128,800	5,000	3.9%	105,875
423	<u>Total Snow &amp; Ice</u>	<u>198,436</u>	<u>193,137</u>	<u>5,299</u>	<u>2.7%</u>	<u>168,756</u>

424	Total Salary	0	0	0	0.0%	0
424	Total Other	3,500	5,000	(1,500)	-30.0%	5,500
424	Total Street Lighting	3,500	5,000	(1,500)	-30.0%	5,500
425	Total Salary	0	0	0	0.0%	0
425	Total Other	23,500	23,500	0	0.0%	27,800
425	Total Hager Well	23,500	23,500	0	0.0%	27,800
429	Total Salary	0	0	0	0.0%	0
429	Total Other	77,500	76,175	1,325	1.7%	75,300
429	Total Fuel	77,500	76,175	1,325	1.7%	75,300
431	Total Salary	0	0	0	0.0%	0
431	Total Other	10,000	0	10,000	100.0%	10,000
431	Total Hazardous Waste	10,000	0	10,000	100.0%	10,000
433	Total Salary	0	0	0	0.0%	0
433	Total Other	122,570	124,800	(2,230)	-1.8%	133,350
433	Total Transfer Station	122,570	124,800	(2,230)	-1.8%	133,350
491	Total Salary	5,234	5,162	72	1.4%	9,085
491	Total Other	1,000	1,000	0	0.0%	1,000
491	Total Cemetery	6,234	6,162	72	1.2%	10,085
	Total Salaries - Public Works	632,143	618,322	13,821	2.2%	608,974
	Total Other - Public Works	501,140	470,345	30,795	6.5%	452,975
	Total Public Works	1,133,283	1,088,667	44,616	4.1%	1,061,949

422 Total Other - DPW: Utilities added for new facility, street sweeping service (instead of purchase)

424 Total Other - Street Lighting: Street lights updated to LED; agreement for reduced municipal invoicing

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

505	Total Salary	990	1,008	(18)	-1.8%	1,003
505	Total Other	200	200	0	0.0%	216
505	Total Animal Inspector	1,190	1,208	(18)	-1.5%	1,219
511	Total Salary	501	501	0	0.0%	501
511	Total Other	42,700	41,605	1,095	2.6%	40,467
511	Total BoH	43,201	42,106	1,095	2.6%	40,968
529	Total Salary	27,604	26,560	1,044	3.9%	25,302
529	Total Other	975	775	200	25.8%	545
529	Total Community Services	28,579	27,335	1,244	4.6%	25,847

541	Total Salary	60,748	51,052	9,696	19.0%	50,034
541	Total Other	11,675	5,675	6,000	105.7%	5,675
541	Total COA	72,423	56,727	15,696	27.7%	55,709
543	Total Salary	2,900	3,000	(100)	-3.3%	4,068
543	Total Other	990	990	0	0.0%	360
543	Total Veterans	3,890	3,990	(100)	-2.5%	4,428
	Total Salaries - Health Services	92,743	82,121	10,622	12.9%	80,908
	Total Other - Health Services	56,540	49,245	7,295	14.8%	47,263
	Total Health Services	149,283	131,366	17,917	13.6%	128,171

529 Total Other - Community Services: Mileage reimbursement added to budget

541 Total Salary - COA: No increased hours; re-allocation of expenses due to MART changes in reimbursement policy, see STM Dec 2017

541 Total Other - COA: No increased services; re-allocation of expenses due to MART changes in reimbursement policy, see STM Dec 2017

610	Total Salary	248,656	245,661	2,995	1.2%	243,191
610	Total Other	148,000	139,650	8,350	6.0%	134,700
610	Total Library	396,656	385,311	11,345	2.9%	377,891

630	Total Salary	29,621	26,204	3,417	13.0%	25,481
630	Total Other	8,430	8,030	400	5.0%	10,840
630	Total Rec Comm	38,051	34,234	3,817	11.1%	36,321

670	Total Salary	0	0	0	0.0%	0
670	Total Other	1,800	1,800	0	0.0%	1,500
670	Total Steele Farm	1,800	1,800	0	0.0%	1,500

691	Total Salary	0	0	0	0.0%	0
691	Total Other	3,450	3,550	(100)	-2.8%	4,045
691	Total Hist Comm	3,450	3,550	(100)	-2.8%	4,045

692	Total Salary	0	0	0	0.0%	0
692	Total Other	1,200	1,200	0	0.0%	965
692	Total Public Celebr	1,200	1,200	0	0.0%	965

699	Total Salary	0	0	0	0.0%	0
699	Total Other	1,400	1,400	0	0.0%	1,500
699	Total AB Cultural Council	1,400	1,400	0	0.0%	1,500

	Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	268,672
	Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	153,550
	Total Culture & Rec	442,557	427,495	15,062	3.5%	422,222

610 Total Other - Library: Increased training/education

630 Total Salary - Recreation Commission: Summer Playground increased enrollment/preparation

710	Total Salary	0	0	0	0.0%	0
710	Total Other	930,000	1,112,000	(182,000)	-16.4%	955,000

710	Total Retirement of LT Debt	930,000	1,112,000	(182,000)	-16.4%	955,000
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751	Total Salary	0	0	0	0.0%	0
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751	Total Other	212,657	154,415	58,242	37.7%	167,858
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751	Total Debt Interest	212,657	154,415	58,242	37.7%	167,858
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830	Total Salary	0	0	0	0.0%	0
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830	Total Other	843,801	791,841	51,960	6.6%	671,055
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830	Total County Retirement Assmt	843,801	791,841	51,960	6.6%	671,055
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912	Total Salary	0	0	0	0.0%	0
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912	Total Other	89,195	73,285	15,910	21.7%	72,637
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912	Total Other Insurance	89,195	73,285	15,910	21.7%	72,637
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915	Total Salary	0	0	0	0.0%	0
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915	Total Other	888,250	834,800	53,450	6.4%	677,800
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915	Total Employee Benefits	888,250	834,800	53,450	6.4%	677,800
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945	Total Salary	0	0	0	0.0%	0
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945	Total Other	92,245	90,320	1,925	2.1%	85,756
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945	Total Liability Insurance	92,245	90,320	1,925	2.1%	85,756
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	Total Salaries - Administration	0	0	0	0.0%	0
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	Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106
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	Total Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106
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132	Total Salary	0	0	0	0.0%	0
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132	Total Other	200,000	185,000	15,000	8.1%	185,000
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132	Total Reserve Fund	200,000	185,000	15,000	8.1%	185,000
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710 Total Other - Debt: Retired school building debt authorized 1997;

New Bonding May 2018 DPW Facility & ATM 2017 Articles

751 Total Other - Debt Interest: Current Debt schedule extends to 2036

New Bonding 2015, 2016 and 2018 variable interest 2.5%-3.75%

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

912 Total Other - Other Insurance: Increased accident insurance premiums

915 Total Other - Employee Benefits: Insurance plans increased average 7.5%

132 Total Other - Reserve Fund: FinCom increased to 10% of current budget

Total Salaries - Town Government	695,281	648,117	47,164	7.3%	694,165
Total Salaries - Protection	2,374,337	2,306,963	67,374	2.9%	2,257,729
Total Salaries - Public Works	632,143	618,322	13,821	2.2%	608,974
Total Salaries - Health Services	92,743	82,121	10,622	12.9%	80,908
Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	268,672
<b>Total Salaries</b>	<b>4,072,781</b>	<b>3,927,388</b>	<b>145,393</b>	<b>3.7%</b>	<b>3,910,448</b>
 Total Other - Town Government	 386,392	 351,255	 35,137	 10.0%	 332,516
Total Other - Protection	346,615	324,570	22,045	6.8%	307,245
Total Other - Public Works	501,140	470,345	30,795	6.5%	452,975
Total Other - Health Services	56,540	49,245	7,295	14.8%	47,263
Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	153,550
<b>Total Town Other</b>	<b>1,454,967</b>	<b>1,351,045</b>	<b>103,922</b>	<b>7.7%</b>	<b>1,293,549</b>
 Total Town Government	 1,081,673	 999,372	 82,301	 8.2%	 1,026,681
Total Protection	2,720,952	2,631,533	89,419	3.4%	2,564,974
Total Public Works	1,133,283	1,088,667	44,616	4.1%	1,061,949
Total Health Services	149,283	131,366	17,917	13.6%	128,171
Total Culture & Rec	442,557	427,495	15,062	3.5%	422,222
<b>Total Town Expenses</b>	<b>5,527,748</b>	<b>5,278,433</b>	<b>249,315</b>	<b>4.7%</b>	<b>5,203,997</b>
 Total Other - Education	 11,658,500	 11,807,877	 (149,377)	 -1.3%	 11,700,640
Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,630,106
Total Reserve Fund	200,000	185,000	15,000	8.1%	185,000
<b>Total Other Costs</b>	<b>14,914,648</b>	<b>15,049,538</b>	<b>(134,890)</b>	<b>-0.9%</b>	<b>14,515,746</b>
 <b>Total Expenses</b>	<b>20,442,396</b>	<b>20,327,971</b>	<b>114,425</b>	<b>0.6%</b>	<b>19,719,743</b>

**ARTICLE 6****FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENTS****(Majority vote required)**

<b>6A</b>	Massachusetts Coalition of Police, Local 200, Police
<b>6B</b>	Massachusetts Coalition of Police, Local 200A, Dispatch
<b>6C</b>	Boxborough Professional Firefighters, Local 4601

**Summary**

*Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for the funding of the collective bargaining agreements with the Town's three collective bargaining units for the term July 1, 2018 – June 30, 2021: Massachusetts Coalition of Police, Local 200, Police; Massachusetts Coalition of Police, Local 200A, Dispatch and Boxborough Professional Firefighters, Local 4601, Funding for years two and three will be included in the FY 2020 and FY 2021 budget requests under Article 5.*

**Board of Selectmen recommends.**

Ms. Bak and Ms. Neyland spoke in favor of the motions and provided background on all the changes.

**The Finance Committee recommends.**

6A. Ms. Bak moved to raise and appropriate the sum of Forty Thousand Seven Hundred Forty-Five (\$40,745) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 210, Total Salary - Police: Increase by the sum of Thirty-Seven Thousand Four Hundred Forty-five Dollars (\$\$37,445).

Department 210, Total Other - Police: Increase by the sum of Three Thousand Three Hundred Dollars (\$3,300).

**Action on Article 6A: Motion carried by majority vote.**

6B. Ms. Neyland moved to raise and appropriate the sum of Sixteen Thousand Seven Hundred Thirty-Nine Dollars (\$16,739) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 215, Total Salary - Dispatch: Increase by the sum of Sixteen Thousand Seven Hundred Thirty-nine Dollars (\$16,739).

**Action on Article 6B: Motion carried by majority vote.**

6C. Ms. Neyland moved to raise and appropriate the sum of Nine Thousand Three Hundred Five Dollars (\$9,305) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2018 – June 30, 2021) and further that the following adjustments be made to the FY 2019 budget:

Department 220, Total Salary - Fire: Increase by the sum of Nine Thousand Three Hundred Five Dollars (\$9,305).

**Action on Article 6C: Motion carried by majority vote.**

## **COMMUNITY PRESERVATION FUND-CONSENT AGENDA\*\* ARTICLES 7-9**

Mr. Fallon went through each article in the Consent Agenda. None were held.

Ms. Bak moved to approve the Community Preservation Fund Consent Agenda, articles 7 through 9, as printed in the 2018 Annual Town Meeting warrant under articles 7 through 9 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 14, 2018 Motions" handout.

**Action on Articles 7-9: Motion carried unanimously.**

### **ARTICLE 7 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH FY 2019 RESERVES\*\***

**(Majority vote required)**

Move to hear and act on the report of the Community Preservation Committee on the FY 2019 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2019 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 2019; 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 Thirty-Two Thousand Dollars (\$132,000) for a FY 2019 Budgeted Reserve;

all as recommended by the Community Preservation Committee.

### **Summary and Recommendations**

#### **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>
\$132,000	<i>FY 2019 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 2019, under the local surcharge and the November state matching funds for the prior fiscal year.*

**The Community Preservation Committee recommends unanimously (9-0).**

**The Finance Committee recommends (6-0).**

**The Board of Selectmen recommends unanimously (4-0).**

## **ARTICLE 8 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – FLERRA MEADOWS PLAYGROUND\*\***

### **(Majority vote required)**

Moved to appropriate from the Community Preservation Fund Open Space (Including Recreation) Reserve the sum of Sixty-Two Thousand Dollars (\$62,000) for the rehabilitation of the Flerra Meadows Playground, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$62,000	Flerra Meadows Playground Rehabilitation	Recreation Commission

### **Summary and Recommendations**

#### **Summary**

*The Recreation Commission proposes to rehabilitate and make capital improvements to the existing playground located at Flerra Field creating a more desirable spot for families and children of all ages and capabilities, with the goal of becoming a widely-used meeting place in town. The updates/improvements will include:*

- *Adding several play components to complement the existing main playground structure (one playhouse; one new springer toy for toddlers and younger children; three pieces of rotating play equipment for all ages; and one climbing/exercise structure for older children, teens, and adults)*
- *Building additional seating along a portion of the perimeter of the fenced-in playground area*
- *Paving a path from the parking lot to the playground making it accessible for those with disabilities*
- *Replacing the steep, narrow stairs to the tall slide with a safer access structure*
- *Lowering the collars on the platform leading to the bridge on the south side of the structure one inch to eliminate a head entrapment hazard*
- *Expanding the usable playground surface area to the fence, which encloses it, by leveling the area and adding more wood chips*

**The Community Preservation Committee recommends unanimously (9-0)**

**The Recreation Commission recommends unanimously (6-0).**

As the only playground in Boxborough, the Flerra playground sees much use from children attending Summer Playground, Kindergarten meet-ups, families attending soccer and baseball games and practice, and parents/caregivers seeking outdoor activity for their children.

The Recreation Commission believes that improvements to the current playground area will correct some safety hazards, make it accessible to folks with disabilities, and create a more enjoyable space for children of all ages and their caregivers.

The playground was built in 1999 with the equipment purchased completely with private funds raised by the now defunct Boxborough Family Network. Other than a few repairs to broken items, the playground has not

seen any updates since it was built. In October 2016, a playground inspection of Flerra was conducted by the Massachusetts Interlocal Insurance Association. Several deficiencies and areas for improvement were identified, some of which have been addressed by the funds appropriated at the Special Town Meeting in December 2016; others will be addressed with this request for funding.

**The Finance Committee recommends (6-0).**

The Finance Committee fully supports this article to appropriate \$62,000 for the rehabilitation of Flerra Playground and installation of additional play amenities. The Finance Committee believes this is a great project and a suitable use of CPA funding. In addition, by utilizing CPA funds for this project, this removes the need to bond a necessary project through the capital budget, reducing the long-term financial impact of the project to residents.

**The Board of Selectmen recommends unanimously (4-0).**

This warrant article is in alignment with the Town's 2030 Master plan to ensure that the recreational needs of the community meet the current and future demand among all age groups and levels of ability, and to ensure that facilities are upgraded to provide a safe and pleasant recreational experience.

**ARTICLE 9 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP)\*\***

**(Majority vote required)**

Moved to appropriate the sum of Twenty-Two Thousand Dollars (\$22,000) from the Community Preservation Fund Community Housing Reserve and the sum of Fifteen Thousand Six Hundred Fifty Dollars (\$15,650) from the Community Preservation Fund Balance for the implementation of the Boxborough Rental Assistance Program (BRAP), as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board

**Summary and Recommendations**

**Summary**

*The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in the town of Boxborough. The goal of the program is to provide greater housing stability and housing opportunities to cost-burdened renters in Boxborough. 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 and helps households attain self-sufficiency. Although state and federal programs currently exist with much the same goals, such as the federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.*

*A subsidy of \$250/month is provided by the program and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The financial assistance has allowed participating households to maintain stable housing while*

redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. One family was able to save enough funds to move to a more appropriately sized unit in Acton and graduated from the program. Participating landlords have expressed appreciation for the program and a desire to help their tenants.

All 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.

The BRAP was developed by a team made up of Town employees, Adam Duchesneau (Town Planner) and Lauren Abraham (Community Services Coordinator), together with volunteers, Al Murphy (Housing Board) and Channing Wagg (Well-Being Committee). Eligibility requirements, ranking methods, procedures to distribute assistance funds to landlords each month, and an objective and confidential application-review process were developed. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses. The Boxborough Housing Board and the Well-Being Committee provided help and guidance throughout this process. The guidelines and procedures of the BRAP are now in place; the program is now well past the pilot stage.

In the past year, the Boxborough Housing Board (BHB) formally adopted oversight of the BRAP to establish a clear management hierarchy and to ensure that it continues to serve town interests. The BRAP team will continue to be responsible for the administrative elements of the program. Any changes to the program will be presented to the Housing Board for approval prior to implementation. Lauren Abraham, Community Services Coordinator, will serve as a primary contact to the Board and will report to the BHB as appropriate.

FY 2017 funding for the BRAP was initially approved by the 2016 Town Meeting. The 2017 Town Meeting continued funding for FY 2018 and expanded the program from six to twelve households. We are pleased with the response to this program and are proposing to continue the program at the same funding level as last year, which will enable us to assist twelve households. The proposed budget is shown below:

<b>BRAP Costs</b>	
<b>Cost Category</b>	<b>7/1/18 to 6/30/19</b>
Direct Program Cost	\$36,000
Administrative Costs	\$1,650
<b>Total</b>	<b>\$37,650</b>

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 2019 administrative expenses is the same as the funds requested for FY 2018 (\$1,650) and any unspent administrative funds will be returned to the CPA. We anticipate expending the full \$36,000 of direct rental assistance by September 2019.

**The Community Preservation Committee recommends unanimously (9-0).**

**The Well-Being Committee recommends.**

**The Housing Board recommends.**

The Boxborough Rental Assistance Program (BRAP) was approved by the 2015 and 2016 Town Meetings. 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 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.

One of the six participants in the first year of BRAP graduated, i.e., the household secured housing with reduced rent burden. The remaining five households remain in the program. Fifteen new applications were received for the present year. Of these, twelve were complete, and seven were screened as eligible by Metro West. Eleven households and landlords presently participate in the program. Two additional qualified applicants have been identified, but the landlord has declined in both cases. Application review continues.

The program received inquiries from households in surrounding towns, but all submitted applications were from current Boxborough households. About half of the households are single-parent families with children in the AB 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. We unanimously recommend the continuation of this program at funding levels that will enable the assist assistance of twelve households.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The Boxborough Rental Assistance Program (BRAP) was able to assist 12 households during FY18 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intents on continuing this level of support during FY19 and their request of \$37,650 will allow this to proceed. In addition, 95.6% of these funds are expended on the actual rental assistance, with only 4.4% being spent on administrative costs.

**The Board of Selectmen recommends unanimously (4-0).**

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, now in its third 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.

**ARTICLE 10 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION) - CONSERVATION TRUST FUND**

**(Majority vote required)**

Dennis Reip, Chair of the Community Preservation Committee, moved to appropriate from the Community Preservation Fund Open Space (Including Recreation) Reserve the sum of Ten Thousand Dollars (\$10,000), to be transferred to the Conservation Trust Fund, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$10,000	Conservation Trust Fund	Conservation Commission

**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 seven years, the CTF has been funded by an approval*

*of an annual warrant article at Town Meeting wth funding for FY 2018 provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF.*

**The Community Preservation Committee recommends unanimously (9-0).**

**The Conservation Commission recommends unanimously (5-0).**

Mr. Reip made a presentation in favor of the motion and talked about recent acquisitions made by using these funds. He justified the increase from \$5000 to \$10,000 because expenditures have been increasing. Need to keep a certain reserve to be able to respond quickly to new opportunities. 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 Boxborough 2030 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". Approving this transfer of CPA funds to the CTF is essential to the accomplishing the vision of Boxborough 2030.

**The Finance Committee recommends (3-3).**

Pro: Becky Neville provided the FinCom recommendation in favor of the motion. In the past, Town Meeting and the CPC has approved funding of an annual request for the Conservation Trust Fund (CTF) in the amount of \$5,000 in support of potential land purchases and the required services that go along with it (environmental testing, design, legal support, etc). This year's request is to transfer \$10,000 to the CTF. This increase is to replenish the CTF to a level that is consistent with past years.

Con: Gary Kushner provided the FinCom recommendation against the increase.

This fund was set up to cover expenses that arose when land became available and funds were required prior to either Special or Annual Town Meeting. The agreement was to fund this at a level of \$5,000 per year. There was never a discussion regarding a minimum fund amount. Some members of the Finance Committee believe that the Town should stay with the agreed to funding of \$5,000 per year.

**Discussion:**

Beth Fetterman, Burroughs Rd., asked if this increase would be for every year. Dennis said it was just for this year at this point.

Rita Grossman, Depot Rd., spoke in support. Land becomes available at various times and town must be able to act quickly. Appraisal fees, legal fees are all increasing.

**Board of Selectman recommends unanimously (4-0).**

The Board of Selectmen supports the Conservation Commission in its request. The Conservation Trust Fund enables the Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

**Action on Article 10: Motion carried by majority vote.**

## ARTICLE 11 COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES - VETERANS MONUMENT (Majority vote required)

Alan Rohwer, Chair of the Historical Commission, moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eleven Thousand Dollars (\$11,000) for the relocation of the historic World War I memorial and reconstruction of the historic World War II memorial, and the sum of Ninety-Four Thousand Dollars (\$94,000) from the Community Preservation Fund Balance for the construction of a veterans monument, all to be located on a site at the Sargent Memorial Library, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$105,000	Veterans Monument	Veterans' Tribute Committee

### Summary and Recommendations

#### **Summary**

*The Veterans Tribute Committee recommends the construction of a new monument that will be a tribute to the service of all military veterans and their families. This will also include the relocation of the existing historic WWI memorial and the reconstruction of the current WWII memorial on a new site at the Sargent Memorial Library property. This project is intended to foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families, to convey to every individual that sees or enters the site 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, to honor selfless service, and to provide the opportunity for the public to reflect on their rights and freedoms enjoyed as citizens of the United States of America.*

#### **The Veterans Tribute Committee recommends.**

Karen Noriega-Baron, Chair of the Veterans' Tribute Committee, made the presentation on behalf of the Committee. The Committee wants to relocate the WWI and WWII to new location for a fitting tribute to our veterans. Looked at a number of potential sites. Sargent Memorial Library was selected as the most appropriate site, because it was prominent, visible and often visited. Construction would start this summer with a dedication date of Veterans' Day 2019.

#### **The Community Preservation Committee recommends (5 – 3 – 1).**

Alan Rohwer, Chair of the Historical Commission, said the majority of the Committee supports the proposed Veterans Monument as an eligible and worthy project. Members in favor of approval believe that the firm commitment of CPA funds would provide the foundation of public support needed for this project as the Veterans Tribute Committee pursues additional funding sources and a final plan for construction.

Mr. Reip presented the opposing view. Although all members are supportive of a Veterans' Monument in Boxborough, three members of the Committee did not support moving the application forward for this Annual Town Meeting (ATM). The design lacks many details and needs clarification, especially for parking and handicap access which was not clearly addressed in the drawings or application. In addition, the projected donated funds and services to make up the project's budget have not been officially committed. There are no formal confirmations or pledged funds. This project is not urgent and, therefore, the dissenters would like to see the project refined from a financial and design standpoint (parking and access) prior to committing CPA funds. This is an important project that should not be rushed. An accurate budget and additional design considerations should be completed so that the project can be brought forth to ATM 2019.

**The Finance Committee recommends (5-1).**

**Majority Opinion**

The Finance Committee recommends this article. We reviewed the presentation and believe the design is well thought out and the issues raised by the CPC are addressed in a fiscal and appropriate manner.

**Minority Opinion**

While this is a great project and the members of the Veterans' Tribute Committee have done a wonderful job, there are a few items that a portion of Finance Committee members feel need to be completed prior to project funding. This project has a heavy reliance on fundraising to help offset the costs. At the time Finance Committee reviewed this proposal, there was a lack of fundraising, which could negatively impact this project and ultimately require additional funding from Town Meeting. In addition, a number of important items have not been addressed (management of the US flag on a daily basis, no formal plan on how to go about fundraising). A portion of Finance Committee members feels the project is little rushed and could use a little more time to iron out logistical items/fundraising/etc.

**The Board of Selectmen recommends unanimously (4-0).**

This Article will provide the funding necessary to establish a proper tribute and site to recognize the men and women of this town who have served their country in the armed forces, in order that the residents of this town can enjoy the rights and freedoms this country offers to them, as detailed above. The monument will also serve to honor families of the veterans.

**The Historical Commission recommends unanimously (3-0).**

The Historical Commission endorses this project and its recognition of those veterans who have served Our Country.

The Historical Commission endorses the relocating and updating the WW1 & WW2 Memorials in conjunction with the overall Veterans Monument Project. These memorials are historic in their own right and deserve to be part of the new memorial.

The WW1 Memorial (boulder with plaque) is itself a historic item. The monument was erected shortly after WW1 and is one of the earliest memorials to The Great War in the Commonwealth. It is listed as a historic resource on the Town's historic resources survey on file with the Massachusetts Historical Commission. The boulder itself was relocated earlier in its life, from the church lawn to its present location in front of Town Hall. To relocate it again as part as a larger recognition to all veterans seems appropriate.

**Discussion:**

Jim Moss, Bicentennial Way, asked about parking and handicapped parking. Ron Vogel, member of the Veterans' Tribute Committee, said parking is an issue. There's plenty of room along the driveway.

A resident asked how they arrived at the amount of money they asked Town Meeting for, given the total cost is higher. Mr. Vogel said the DPW would do a lot of the site work, the committee will apply for grants, and do fund-raising. If the grants don't come through, what then? Mr. Vogel said that the scope could be reduced.

Mitzi Garcia-Weil, Burroughs Rd., spoke as a member of the Veterans' Tribute Committee. She said that there are numerous opportunities for grants for veterans and for fund-raising, but the Committee can't apply for any grants without a positive vote of town meeting.

Mr. Toups expressed concern about the site. What about the Veterans' Day Parade? Mr. Vogel said that the committee would have liked a site along the parade route, but there were so many positives about the library—close to the school and the visibility that the library would provide the monument. Mr. Toups was also concerned about the parking.

Abby Reip, Old Harvard Rd., said that her concern was also about parking, especially handicapped parking. She had concerns about volunteer labor being relied on.

Jessica Eichelberg, Hill Rd., thought the location was dangerous. Why not move it somewhere else. Is septic field an issue—No said Mr. Vogel. The only places with good parking were Museum and Flerra, but there were other negatives with those sites. Can you relocate somewhere else on the library property. Not really. Can't put it on the septic system.

Carolyn Gutierrez, Hill Rd., said she couldn't tell from the drawings what it would look like. Mr. Vogel said that there's a large drawing in the back of the room. She would like a more contemplative place for reflection. She would like to wait on the vote.

Frank Coolidge, Hill Rd., a member of the Veterans' Tribute Committee, said that the committee was lucky to have a construction engineer on the committee. He disagreed with the previous speaker, and found the space conducive to contemplation.

A resident asked what happens if there's no grant funding—how much can you complete. Mr. Vogel said that they could move the WWI memorial and have a plaque for WWII and others.

Heather Fleming, Stow Rd., asked what happens if there's a no vote. Mr. Vogel said if no Town Meeting funding, the Committee can't apply for grants without the affirmative vote.

### Action on Article 11: Motion carried by majority vote.

Mr. Fallon recused himself from presiding over Article 12 to avoid the appearance of conflict of interest.

Ms. Bak moved that town meeting elect Frank Powers as Temporary Moderator for the purpose of presiding over Article 12.

### Action on the motion: Motion carried by majority vote.

## ARTICLE 12

## **COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATION OF STEELE FARM HOUSE**

(Majority vote required)

Mr. Rohwer moved to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eleven Thousand Dollars (\$11,000), and the sum of One Hundred Seventy-Nine Thousand Dollars (\$179,000), from the Community Preservation Fund Balance for the preservation of the 1784 Levi Wetherbee/Steele Farm House, as recommended by the Community Preservation Committee.

Amount	Purpose	Applicant
\$190,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

## Summary

*The Steele Farm Advisory Committee (SFAC) is seeking funds to stabilize the 1784 Levi Wetherbee/Steele Farmhouse. The Farmhouse was purchased by the Town in 1994. The Farmhouse is the gateway to the Farm and many families in Boxborough use the Farm and love the view. The house was built by the Wetherbees, a founding family of Boxborough who lived there in 1784. To date, only an average of \$220 per year has been spent to maintain the Farmhouse. Partial collapse of central chimney foundation alerted us to the dire needs of the house and the long overdue need to stabilize and restore the house. If we do not stabilize the house, we will lose an essential part of the history of the Farm and the Town.*

## **The Steele Farm Advisory Committee recommends.**

Ed Whitcomb, chair of the Steele Farm Advisory Committee, introduced Sarah Murphy to do the presentation in favor of the motion. She talked about where the money would be spent. The money will be used to stabilize the

building and keep it from falling down. Foundation walls are crumbling. A stabilization plan was developed using funds appropriated at a previous TM. Phase I is to stabilize and Phase II is to repair. Over 175 families have donated to the Historical Society's Capital Campaign.

**The Community Preservation Committee recommends (8-0-1).**

**The Finance Committee does NOT recommend (4-1-1).**

**Majority Opinion**

Andrew Bernard gave the majority report: A majority of the Finance Committee has a number of concerns regarding the article. The first major concern is a lack of a long-term plan for reuse of this historical facility. While the Steele Farm Advisory Committee (SFAC) has conducted preliminary research on what a facility like this could be reused as, at the present time there is no clear long range plan. This has led to the second main concern with this project and that is investing public funds into a facility that lacks a long-term plan. The indication that has been given to the Finance Committee by the SFAC is that this request will be the first for funding of this project. While a concrete number is lacking for future requests, the SFAC has indicated future requests either through CPA funds or bonded funding, which will exceed \$600K. It is the belief of a number of FinCom members that without a clear plan for reuse and what that project cost will be, expenditure of public funds at this time for this proposal would be an inappropriate use of tax-payer funding.

**Minority Opinion**

Ted Kail gave the minority report: The minority opinion of the Finance Committee is that the Steele Farmhouse has a tremendous amount of long-term potential for the Town of Boxborough. He encouraged the Steele Farm Advisory Committee (SFAC) to develop and present multiple options regarding the long-term plan and vision, which would enable the town to reach the full potential of the facility. Given the current condition of the Farmhouse, an investment is required to prevent the facility from collapsing, which would eliminate any hope for the future. He urged voters to support this investment to preserve a historic facility and maintain all possible options that could benefit the Town of Boxborough moving forward.

**Board of Selectman recommends unanimously (4-0).**

Mr. Stemple said that as noted above, this Article will allow the Steele Farm Advisory Committee to continue its work to stabilize the farmhouse and will enable the preservation of the National Historic site, which is an integral part of this town's past enjoyed by our residents and visitors alike.

**The Historical Commission recommends unanimously (3-0).**

Mr. Rohwer said that the Historical Commission endorses this project as work to preserve a Town treasure. The farmhouse is a vital remembrance of our historical past as acknowledged by its inclusion on the National Register of Historic Places.

Jeanne Kangas, Hill Rd., member of the Steele Farm Advisory Committee, spoke in favor. You can't save everything, but you can save things that are one of a kind. The farmhouse is one of a kind. Without the farmhouse, you don't have a farm.

Lisa St. Amand, Burroughs Rd, spoke as a member of the Historical Society Capital Campaign. Their goal was to show that there is community support for saving the farmhouse. A total of more than \$150K was raised. It is clear that the community supports saving the farmhouse. Why save the house? By continuing to stand in its current location it reminds us of our agricultural past.

Mr. Moss, member of Steele Farm Advisory Committee, said the house was occupied until 1995. Structural elements are original and need repair. Many questions can be answered as part of this renovation. Just because there is no plan for the buildings use, doesn't mean the investment isn't worth it.

Owen Neville, Middle Rd., said that there is historic value in the existing building.

Nikki Veley, Depot Rd., was on the Capital Campaign. She itemized some of the grants already received: Middlesex \$10,000, the Liam foundation \$25,000, the state appropriated \$50,000, Heritage Foundation pledged as well. Owners of the house fought in the revolutionary war and were founders of the town. It is an architecturally significant house.

Norm Hanover, Boxmill Rd., wondered if spending \$600K was worth it. What would we restore it to? An 18th century farmhouse or a more usable 20th century version. Not clear how we could use the space without making major alterations. Wants a plan.

Arden Veley, Depot Rd., knows the farmhouse well as former SFAC member. The fireplaces are beautiful and are on two floors, hand-hewed rafters, fieldstone foundation. There are so many structural problems, no one can go in to see the unique architectural elements. If repairs aren't made, the building will likely need to be torn down. Nancy Howe, Liberty Square Rd., said spending all that money for a building we don't have any use for is not right. Upkeep will also be expensive.

Bruce Hager, Hill Rd., the town has owned the house for 25 years with minimal investment. Historic conservation requires that we do basic maintenance. The house is a historic treasure—and that is reason enough to preserve it. If we wait to stabilize the building, it will cost even more. We need to spend the money now – and the building could immediately be opened to the public for viewing. We can argue about future use later.

Mark White, Sara's Way, thanked the committee for all their work, but asked why is there no plan for the use of the building after 25 years? He thinks the total cost will be over \$1M and it still won't be usable. Won't vote without a plan for use.

Katie Neville moved the question. Motion carried by two-thirds as declared by the moderator.

**Action on Article 12: Motion carried by majority vote.**

#### **FINANCIAL CONSENT AGENDA\*\*: ARTICLES 13-21**

Mr. Fallon went through each article to see if anyone wanted an article held. None were held.

Ms. Bak moved to approve the Financial Consent Agenda, articles 13 through 21, as printed in the 2018 Annual Town Meeting warrant under articles 13 through 21 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 14, 2018 Motions" handout.

**Action on Consent Agenda Articles 13-21: Motion carried unanimously.**

#### **ARTICLE 13 CONSULTANTS TO PERFORM DUE DILIGENCE ON UNKNOWN PARCEL(S) FOR POTENTIAL FIRE & POLICE FACILITIES\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of procuring the services of consultants to perform due diligence on unknown parcel(s) which may be considered for acquisition by the Town for potential fire & police facilities.

Summary

The Town must undertake due diligence when considering the acquisition of potential land/buildings suitable to house municipal facilities. This due diligence includes 21E evaluation, appraisal, site evaluation, engineering,

conceptual cost estimating, etc. The funding requested under this article will enable the Building Committee to contract with consultants to provide the required services.

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

With the acquisition of 873 Mass Ave for a DPW building now complete, the Boxborough Building Committee (BBC) will again turn its attention to finding suitable sites for fire and police stations, with the first priority being fire. The BBC has expended all the funds appropriated at previous town meetings for site selection and feasibility studies. Based on their experience last year, the BBC expects to expend \$2,000 - \$5,000 just for paper feasibility studies on each site considered. Detailed engineering feasibility investigations that might require test borings, structural drawings and the like would require much more – perhaps \$10,000 - \$20,000 per site. Development of conceptual plans for a target site would likewise require significant sums.

The BBC has requested sufficient funds to continue site selection and perform feasibility studies to support bringing an article for acquisition to town meeting in 2019. The Selectmen support this request so that the town can continue to make progress on facilities for the Fire and Police Departments.

The Finance Committee recommends (6-0).

The Boxborough Building Committee (BBC) is actively working on potential sites for municipal facilities. The BBC will be working with engineering firms for site reviews, costing analysis, environmental reviews, water and septic designs and other costs related to this stage of development. The cost of these stages is currently not known, but we believe it is advantageous to provide sufficient funds without requiring an STM when the costs are known.

This article is being funded out of free cash.

#### **ARTICLE 14 POLICE DEPARTMENT - ADDITIONAL POLICE OFFICER\*\***

##### **(Majority vote required)**

It was moved to support the hiring of an additional patrol officer for the Police Department.

##### **Summary**

Originally brought forward in Fall 2016 in response to the directive to fully staff all shifts with two officers, the Police Chief proposed a phased approach to increase the head count at the Police Department in order to reduce the use of overtime for full-time officers to staff regular shifts. Phase 1, which was approved at Special Town Meeting in December 2016, added one officer. This addition was made possible by reducing the overtime budget by \$21,704 through the transfer of \$17,187 to FT Salaries and \$4,517 to Other Expenses (uniforms), and transferring \$9,000 from Free Cash for Employee Benefits.

This article proposes Phase 2 (of potentially three phases), which would add one more patrol officer, but with a net \$0 increase as follows:

Police Overtime (001-210-5134-0000)	(New line total: \$65,914)	\$<78,898>
Police Salary - FT Officer (001-210-5114-0000)	(New line total: \$745,842)	55,398
Police Total Other (includes cell phone, uniforms, equipment maintenance supply)	(New Total Other: \$174,965)	8,000
Town Other Benefits (health insurance)		15,500
Net Cost		\$0

**The Board of Selectmen recommends unanimously (4-0).**

An additional police officer will provide the Police Chief the flexibility he needs in scheduling departmental personnel to maintain public safety in the town, while also ensuring the safety of his officers. Additional staffing will help prevent working too many shifts. Over-fatigue caused by working excessive hours can result in more injuries to our officers as well as lead to poor performance. As described in the table above, there will be no additional cost to the town; existing expenses will be re-allocated.

**The Finance Committee recommends (6-0).**

This article has no financial impact to the taxpayer this year, but will be part of the operating budget next fiscal year. For the past few years a police staffing plan has been discussed and adding another officer was a key consideration. This additional officer will help decrease the challenges of scheduling shifts for the entire department and will be funded 100% out of the overtime budget. Therefore, the Finance Committee recommends your support for this article.

#### **ARTICLE 15 TRANSFER TO STABILIZATION FUND\*\***

**(Majority vote required)**

It was moved to transfer the sum of Two Hundred Fifty Thousand Dollars (\$250,000) from Free Cash to the Stabilization Fund.

**The Finance Committee recommends (7-0).**

The Finance Committee reviewed the free cash and the Town budget and believes that this year is a good year to add additional funds to the stabilization fund as the long-term savings account for the Town. Funding for this article is from free cash.

**The Board of Selectmen recommends unanimously (4-0).**

This article continues our recent practice of making regular contributions to the Town's Stabilization Fund. A healthy balance in the Stabilization Fund (currently 7% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

#### **ARTICLE 16 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of One Hundred Thousand Dollars (\$100,000) 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**

*This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees. To-date, the Town has authorized the transfer of \$500,000 to the Fund.*

**The Board of Selectmen recommends unanimously (4-0).**

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retirees' healthcare benefits. The Town's FY 2019 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844; however, the unfunded liability is currently estimated at \$2.9M. 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 2019 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).**

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

**ARTICLE 17 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND \*\***

**(Majority vote required)**

It was moved to transfer the following unexpended balance of monies as voted by past Town Meetings, and as printed in the 2018 Annual Town Meeting warrant under Article 17:

Three Thousand Eight Hundred Twenty-Four Dollars and Thirty-Two Cents (\$3,824.32) to the General Fund;

One Thousand Two Hundred Fifty-Seven Dollars and Ninety-Five Cents (\$1,257.95) to the Stabilization Fund; and

Two Thousand Six Hundred Twenty-Eight Dollars and One Cent (\$2,628.01) to the Receipts Reserved for Appropriation for Capital Projects Account.

Article	Title	Amount	Source
ATM16, Art11	Fraud Risk Assessment	3,500.00	Free Cash
ATM16, Art17	Museum Dehumidifier & Shelving	215.33	Free Cash
ATM17, Art24	Fire Toughbook	108.99	Free Cash
	<b>Total to be transferred to the General Fund</b>	<b>\$3,824.32</b>	
ATM07, Art7	Fire Dept Capital Improvements	1,257.95	Stabilization
	<b>Total to be transferred to the Stabilization Fund</b>	<b>\$1,257.95</b>	
ATM13, Art15	Terrain Mower	4.29	Borrowed
ATM15, Art20D	DPW Pickup Truck	1.64	Borrowed
ATM16, Art14	TH HVAC	2,100.00	Borrowed
ATM16, Art16	Library A/V	9.80	Borrowed
ATM16, Art29	Fire Pickup Truck	406.03	Borrowed
ATM16, Art33	DPW Pickup Truck	106.25	Borrowed
	<b>Total to be transferred to Receipts Reserved for Appropriation for Capital Projects Account</b>	<b>\$2,628.01</b>	
	<b>GRAND TOTAL OF TRANSFERS</b>	<b>\$7,710.28</b>	

## **Summary**

*The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source. Unexpended balances in articles that had been approved for borrowing will be transferred to the Receipts Reserved for Appropriation for Capital Projects Account and will be held to offset a future appropriation requiring borrowing for a term of 20 years or more. Town Meeting will be required to authorize future expenditure from the Account.*

### **The Board of Selectmen recommends unanimously (4-0).**

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

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. These projects have been completed and currently contain a remaining balance that is a surplus from the original appropriation. By approving this article, the Town will be able to return funds to the General Fund and Stabilization Fund. Future borrowing may be reduced by appropriating monies from the Receipts Reserved for Appropriation for Capital Projects Account.

## **ARTICLE 18                    FY 2019 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS\*\***

### **(Majority vote required)**

It was moved to set the FY 2019 spending limits for the Town's revolving funds pursuant to the provisions of G.L. c. 44 §53E1/2, as most recently amended and the Town's Revolving Fund Bylaw, as printed in the 2018 Annual Town Meeting warrant under Article 18:

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 (increased from \$5,000)	\$15,000
Steele Farm	\$10,000

## **Summary**

*In 2016, the Municipal Modernization Act provided for the establishment of revolving funds by bylaw. In May 2017, Town Meeting approved a general bylaw, which established the various revolving funds for the Town, as well as specified the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend from each fund. Moving forward, instead of having to re-authorize the revolving funds each year, Town Meeting is required only to establish the spending limits for the various revolving funds. The proposed spending limits are noted in the table above.*

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

These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The revolving fund spending limits must be approved on an annual basis by Town Meeting. This year, the revolving account expenditure limit for Recreation Programs is proposed to increase to \$15,000. This will allow the Recreation Committee to continue to offset program operating costs through utilization of revolving account funds. In addition, this increase will allow for more opportunities to create additional recreational programs through the revolving fund.

**The Library Board of Trustees recommends unanimously.**

This article will permit the library to use fees and fines that are collected up to \$10,000 per year for the acquisition or replacement of materials and services provided by the library.

This article will also permit the library to use fees and fines that are collected up to \$2,500 per year for the acquisition of materials for public use of the library copier/printer.

**ARTICLE 19                    CABLE SERVICES AND EQUIPMENT\*\***

**(Majority vote required)**

It was moved to appropriate the sum of Eighty-Two Thousand Dollars (\$82,000), 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 2019 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**

*The majority of the funding request is being sought to pay for the services provided by Littleton Community Television (LCTV) to manage Boxborough's cable operations. Through an intermunicipal agreement with the Town of Littleton, LCTV has been providing services to Boxborough since 2015.*

*Additional funding is being sought for the acquisition of equipment:*

***The modulator is 10+ years past its life expectancy.***

*A modulator takes the audio-video output signal from our broadcast gear and combines it together into a frequency/channel that Comcast recognizes as ours and then feeds it through their head-end and out for broadcast. This is a critical path item in getting our channel out to Comcast only. The Verizon signal is output differently.*

***The Leightronix Nexus is at the end of its useful life, and out of service warranty early April 2018.***

*The Leightronix Nexus playback server is the repository of videos and a weekly scheduler of the playback of those videos on the government (GOV) channel. The Nexus also transcodes and sends our videos up to the Leightronix On-Demand site for storage and playback in standard definition (SD), not high definition (HD).*

*The proposal is to replace the complete Leightronix Nexus with a Castus One-Channel playback server and a Castus transcoder. Both pieces are required. The One-Channel playback server provides video storage and a video playback scheduler. It also initiates the upload to the Castus Transcoder box and then on to their on-demand site. This equipment will enable the live HD viewing of BoS meetings on web-enabled devices and computers that don't have Comcast or Verizon. The new camera system and video switcher are already HD; therefore, those on-demand live views and playbacks will be in high definition (HD) as well.*

*The first year's video on demand (VOD) subscription service is included in the price of the Castus hardware; therefore, there will be no additional VOD fees in FY 2019. However, in year two (FY 2020), \$2,000 should be included in the budget to provide for the VOD services.*

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

<i>LCTV Services</i>	<i>\$60,500</i>
<i>Contract Videographers (~150 hours @ \$13.14/hr.)</i>	<i>2,000</i>
<i>Equipment</i>	
<i>Frequency Agile Analog Modulator</i>	<i>900</i>
<i>Castus Single Channel Playback Server</i>	<i>9,995</i>
<i>Castus VOD/Streaming Server</i>	<i>8,250</i>
<b><i>TOTAL</i></b>	<b><i>\$81,645</i></b>

In 2016, Town Meeting authorized the establishment of a 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. Although Town Meeting must approve these appropriations, they do not affect anyone's tax bill. No tax revenues are involved.

**The Board of Selectmen recommends unanimously (4-0).**

The bulk of this appropriation will fund the next year of contracted services with Littleton Cable Television (LCTV). It will also fund replacement of existing video recording and playback equipment that is out of warranty or well past its life expectancy. The new equipment will expand our Video-on-Demand service to include streaming to mobile devices and computers, thereby increasing public access to government process via modern media.

**The Finance Committee recommends (4-0).**

The Finance Committee recommends this article.

**ARTICLE 20                    OPEB ACTUARIAL STUDY \*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Eleven Thousand Dollars (\$11,000) to provide for the hiring of a consultant to prepare an actuarial study to ensure that the Town is in compliance with the requirements of GASB 74 and 75.

**Summary**

*To ensure that the Town is in compliance with the requirements of GASB 74 and 75 for the FY 2018 Audit, which will be completed in November 2018, the Town must hire a consultant to complete an updated actuarial study*

based on our status at June 30, 2017. We have not had a full OPEB revaluation since 2014, which at that time was based on our 6/30/2014 employees which included the Blanchard School.

**The Board of Selectmen recommends unanimously (4-0).**

The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 75 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the study every three years. An actuarial study was last completed in 2014.

**The Finance Committee recommends (6-0).**

OPEB or Other Post-Employment Benefits is a long-term fund for covering our employee's post-retirement benefits in future years. This study will help guide the Town on the expected amounts to be required by benefits in the future. It should be noted that currently the Town is covering benefits in the operating budget. Funding for this article is from free cash.

**ARTICLE 21 ENERGY COMMITTEE - RECYCLING EDUCATION\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of One Thousand Five Hundred Dollars (\$1,500), to the Boxborough Energy Committee for the purpose of administering a recycling education program in partnership with the Boxborough Department of Public Works and the Massachusetts Department of Environmental Protection (MassDEP).

**Summary**

*The appropriation is intended to fund the implementation of a recycling education program in Boxborough. This program will provide Boxborough residents with a greater awareness about recycling and hopefully lead to an increase in the quantity of materials they reuse, recycle, and compost, which will ultimately save the Town money.*

**Background Information**

*The cost to the Town to dispose of trash (solid waste) is far greater than that of recyclables. Every ton of recyclable material that can be removed from the solid waste stream and placed in the recycling or reuse containers or composted will produce both environmental and economic benefits.*

*MassDEP statistics show that Boxborough residents dispose of approximately one ton of trash per household per year which is substantially higher than many surrounding towns. In an effort to address this issue, the Boxborough Energy Committee (EnCom) considered a Pay-As-You-Throw system which has been demonstrated to reduce solid waste through increased recycling and composting. However, given the unique circumstances in Boxborough, the Board of Selectman and EnCom recommend first implementing a robust education program to stimulate increased reuse, recycling, and composting in the Town.*

**Program objectives**

1. *Provide updated and accurate information about the range of materials that can be reused, recycled, and composted and methods to accomplish these activities either at the Town Transfer Station or elsewhere.*
2. *Educate residents on the value of participation.*

3. *Eliminate contaminants and problem materials from the recycling stream that degrade the value of collected recyclables and cause operational difficulties at the Materials Recycling Facility (MRF) that processes our single-stream materials.*

The proposed program will be based in large part on the proven success of MassDEP's Recycling IQ Kit and Backyard Composting educational materials. The EnCom intends to use relevant collateral materials and best practices offered by these programs.

### Expenditures

*Funds will be used for promotional materials that include printed materials and transfer station signage.*

**The Energy Committee recommends 5-0.**

## **The Finance Committee recommends (7-0).**

We applaud the Energy Committee's goal of recycling education. We believe that signage at the transfer station will help guide the Town in their recycling effort. Funding for this article is from free cash.

**The Board of Selectmen recommends unanimously (4-0).**

The Board supports the efforts of the Energy Committee in educating the town residents about the benefits of recycling.

## **CAPITAL CONSENT AGENDA: ARTICLES 22-35\*\***

Mr. Fallon went through each article to see if anyone wanted an article held. There was a request to hold Article 22.

Ms. Bak to approve the Capital Consent Agenda, Articles 23 through 35, as printed in the 2018 Annual Town Meeting warrant under articles 23 through 35 inclusive, to be appropriated as printed in the "Town of Boxborough Annual Town Meeting May 14, 2018 Motions" handout.

## Action on Consent Agenda Articles 23-35: Motion carried unanimously.

## ARTICLE 22 ELECTIONS - VOTING MACHINE

**(Majority vote required)**

Ms. Bak moved to transfer from free cash the sum of \$5,000 for the purpose of acquiring a new voting machine.

## Summary

*The funding requested under this article will provide for the acquisition of a new voting machine (tabulator) to replace the existing AccuVote machine. The AccuVote tabulator is over 15 years old and is based on technology developed in the 1990's. LHS, the vendor, is no longer manufacturing the AccuVote machine and at some point, will run out of parts for refurbishing the older machines. The Town Clerk has recommended that the new technology should be in place and field-tested well in advance of the February 2020 Presidential Primary in order to ensure that the machine runs smoothly and the election workers have ample time to be trained in the new technology.*

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article. The current voting machine is over 15 years old and currently functioning on outdated technology. With this purchase, the Town would update a necessary piece of

technology while giving the Town Clerk's office an opportunity to field test and train election staff on the machine prior to the 2020 Presidential Primary. Funding for this article is from free cash.

**The Board of Selectmen recommends unanimously (4-0).**

The Board of Selectmen recommends unanimously for the reasons stated in the summary.

**Discussion:**

Lori Crowley, Massachusetts Ave., asked how the machine worked. Liz Markiewicz, Town Clerk, responded that the new machine, like the current machine, was an optical scanner that read and tabulated paper ballots. Ms. Gutierrez asked if they could be hacked. Ms. Markiewicz said that the voting machine was not connected to the internet.

**Action on Article 22: Motion carried unanimously**

**ARTICLE 23 TOWN HALL - REPOINT FOUNDATION\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of repointing the foundation of Town Hall.

**Summary**

*The Inspector of Buildings has completed an assessment of the exterior of the Town Hall and has noted a number of cracks in the foundation of the structure. Funding is being sought to repair the cracks ("re-point") in the foundation.*

**The Board of Selectmen recommends unanimously (4-0).**

The foundation at Town Hall is suffering from problems due to age. Repointing of the foundation, which will include power washing and repair where needed will help prevent further deterioration that would lead to more serious repair/replacement requirements in the future.

**The Finance Committee recommends (6-0).**

This is a necessary maintenance to keep the mortar between the rocks in the Town Hall foundation from crumbling and falling apart. Funding for this article is from free cash.

**ARTICLE 24 POLICE DEPARTMENT - E-TICKETING HARDWARE/SOFTWARE \*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Seven Thousand Dollars (\$7,000) to provide for the upgrade of four Mobile Data Terminals (MDTs) in the four marked patrol vehicles with license bar code scanners and thermal printers.

**Summary**

*The Motor Vehicle Automated Citation and Crash System (MACCS) was developed by the Executive Office of Public Safety and Security (EOPSS) through partnerships with the Massachusetts Department of Transportation (MassDOT), Executive Office of the Trial Courts (Courts), Registry of Motor Vehicles (RMV), Merit Rating Board (MRB), Massachusetts State Police (MSP) and municipal police agencies. The goals of the MACCS program are to:*

- *Improve officer safety*
- *Streamline data collection*
- *Improve data quality*
- *Eliminate redundant data entry processes across agencies*
- *Improve timeliness of reporting to state and federal entities*
- *Make data available to law enforcement agencies*

*The MACCS Application is a browser-based module within the Criminal Justice Information System (CJIS) web portal and provides a crash and citation data collection and reporting tool, which is used frequently by law enforcement agencies across the Commonwealth. Legislation allowing for the issuance of electronically generated citations and the use of officers' electronic signatures was enacted in the Commonwealth in November 2016.*

4 units	@ \$1,600	\$6,400
Miscellaneous (mounts, cables, etc).		600
<b>Total Requested</b>		<b>\$7,000</b>

**The Board of Selectmen recommends unanimously (4-0).**

This Article will provide for the acquisition of a system that not only will minimize officers' exposure to risk at the roadside but it will provide for greater efficiencies by automating the collection and dissemination of motor vehicle incident data, which in turn will improve the accuracy and timeliness of reporting.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article since it will improve officer safety, streamline data collection and improve data quality. This is a significant improvement to the ongoing operations of the police department.

**ARTICLE 25 POLICE DEPARTMENT - SPEED AWARENESS TRAILER\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Nine Thousand Nine Hundred Seventy-Five Dollars (\$9,975) to provide for the acquisition of a speed awareness trailer for the Police Department.

**Summary**

*Funding requested under this article will enable the placement of a speed-awareness trailer on neighborhood roadways, as deemed necessary by the Police Chief to examine speeding concerns. The solar-powered trailers are equipped with a radar unit that tracks and displays motorists' speeds. By simply raising awareness of their speeds, most motorists will take heed and reduce their speeds, providing a safer traffic environment for neighborhoods.*

*The speed awareness trailer will collect traffic data from each deployment that can be used for further analysis and review by the Police Department and Traffic Safety Committee.*

Unit cost	\$9,500
1 Trailer Hitch	325
Miscellaneous	150

<b>Total Requested</b>	<b>\$9,975</b>
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**The Board of Selectmen recommends unanimously (4-0).**

The speed awareness trailer will serve as an educational tool and improve motorists' awareness about the speeds they are traveling. As speed awareness increases, motorists' driving habits will improve; they will tend to slow down. The speed awareness trailer will provide a traffic calming solution, which will lead to improved road safety for all of our residents.

The trailer will also provide for much better use of the patrol officer's time. With fewer speed-related incidents, the officer can concentrate his/her efforts in other areas.

**The Finance Committee recommends (6-0).**

This article has been on the capital plan for a few years and the Finance Committee recommends. In previous years, the costs associated with a speed trailer was in excess of \$20,000 so we believe this is a good investment and will hopefully result in safer traffic conditions throughout Town. Funding for this article is from free cash.

**ARTICLE 26 DPW - CIRUS SALT SPREADER CONTROL SYSTEM\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Twelve Thousand Dollars (\$12,000) for the purpose of acquiring one Cirus Salt Spreader Control System for the Department of Public Works.

**Summary**

*A winter road maintenance system for snowplow trucks integrates vehicle sensors, an automated electronic spreader control system and wireless data transfer to provide accurate data for building maps and reports that will be used to improve operations and reduce costs.*

*The automated electronic spreader control system provides calibrated spreading of salt and other deicing materials and liquids. Using the system's sensors, the spreader controller detects the ground speed of the snowplow truck and adjusts the truck's material delivery rate in proportion to its speed. Using spreader sensors, the closed-loop ground speed spreader controller automatically relates the speed of a truck and the calibrated speed of its salt/sand or liquid flow rate on the discharge end. The controller uses both data sources.*

*The spreader controller collects and records data — every six seconds — on the amount and type of granular or liquid materials applied to winter roadway surfaces. The controller can be programmed to spread materials and liquids at a specific rate per lane mile. A wireless data transfer system collects, compiles and automatically downloads to a server the snowplow truck spreading application data at regularly timed intervals. The user is then able access accurate "raw" data as well as easy-to-use reports and maps on spreading activities using any PC with web access.*

*There are many benefits to using such a system:*

- *It's environmentally responsible to know what you're putting out for materials and where.*
- *It provides a measure of safety. Without the system, the driver has to think about driving, plowing and working the controls to deliver the proper amount of salt to the road. Now all the driver has to think about now is driving while plowing snow. The system delivers the material without operator input.*
- *It will also provide general cost accountability. Knowing how much material is going out on the routes and how much material is being used overall is essential. Because of the spreader controllers and the maintenance management system's data and reports we're able to see how much salt was used, and how many hours the trucks are in operation.*

*Salt is expensive and we can't manage what we can't measure accurately.*

**The Board of Selectmen recommends unanimously (4-0).**

Review and analysis of our DPW winter operations beginning in 2010 indicated that the town should discontinue the previous practice of treating roads with a sand-salt mix and begin moving to all salt, primarily to save money on cost of materials and sand clean-up. After ten years of experience we know this was a good decision. We reduced operational costs. Now it is time to take another step for further economy by controlling how much salt we put down during operations. As described, the spreader control system will regulate the rate of salt application according to vehicle speed ensuring the right amount is put down uniformly. Our newest truck, received in February, came equipped with a salt control system. Experience with it to date through several heavy snow storms has been very good. The salt savings we have observed so far on one truck indicates that the payback period for the control system is 2-3 years. This is consistent with experience in other municipalities. Salt spreader control systems are used by MassDOT for state roads, and by a number of municipalities throughout the Commonwealth.

This article would fund installation of a control system on the “next newest” 2009 truck. As the remaining older 2005 and 2009 trucks are replaced during FY 2020, FY 2021 per the capital plan, we will specify they be equipped with salt control systems.

**The Finance Committee recommends (4-0).**

The Finance Committee favors using new technology to improve the safety and cost-efficiency of town operations. In this regard, purchasing a second salt spreader control system is a sensible investment. The funding for this article is via free cash.

**ARTICLE 27 DPW - NEW FACILITY OFFICE FURNISHINGS\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of acquiring office furnishings for the new Public Works facility located at 873 Massachusetts Avenue.

**Summary**

*This will fund purchase of office equipment and furniture for the staff offices, lobby/reception area and breakroom.*

*The new facility currently has two offices behind a large reception area. We plan to convert this combined space into a small reception area with breakroom and locker area for the staff and office for the DPW Director.*

*The existing DPW garage did not have a proper breakroom and all of the old furnishings came from either the Transfer Station or Cisco Systems and are in generally fair to poor condition. The 873 Mass Ave building will be reconfigured to have a proper breakroom and training area, which will need the following items: cabinets, countertop, sink with faucet, stove, refrigerator, conference table and chairs, microwave over stove and countertop microwave.*

*The renovated space will require some new furnishings as well, including: vendor and visitor reception area chairs and table, new desk and chair for DPW Director, four (4) drawer lateral filing cabinets, four (4) drawer vertical filing cabinets, and lockers. The current (old) building does not have a proper desk for the Director. The existing desk for the Department Assistant will be moved to the new building.*

*This is a rough estimate of total furnishings costs. We may be able to reduce this by:*

1. Use of surplus office furniture from Lincoln Properties (former Cisco inventory); and,
2. Use of some Kaizen furnishings that we will acquire with the building.

**The Board of Selectmen recommends unanimously (4-0).**

These items are required to properly equip the new building for use in the reception, office and breakroom areas. We hope to minimize our costs by using existing or surplus items where possible. Most of the furniture in the old building is quite worn and was already slated for replacement prior to acquisition of 873 Mass Ave.

**The Finance Committee recommends (4-0).**

The old DPW furnishings need to be updated and additional, new furniture is needed. The Finance Committee supports the effort to lower the cost by acquiring surplus furniture from Lincoln Properties and some Kaizen furnishings. The funding for this article is via free cash.

**ARTICLE 28 LIBRARY - EXTERIOR ANNOUNCEMENTS SIGN\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) to provide for the removal and replacement of the existing exterior sign of the Sargent Memorial Library.

**The Library Board of Trustees recommends unanimously.**

The library exterior sign located by the library door is now 12 years old. The sign has deteriorated over time with weather conditions. The original wood has rotted and will not hold paint. Direct exposure to the sun melts the plastic lettering. Changing messages is difficult and inefficient.

Replacing the old sign with an electronic message sign, which can be remotely programmed using LED lighting, is energy efficient and timely.

The amount requested will include the removal of existing sign, labor, materials and installation of the new sign

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

**The Finance Committee recommends (6-0).**

Many schools and municipal departments in the area are moving to electronic signs.

The Sargent Memorial Library is host to numerous educational, cultural, town government, and community service meetings and events. Collectively, Boxborough residents and non-residents visit the library approximately 90,000 times per year. An electric sign will allow library staff to more easily keep the sign messages up-to-date and to display multiple messages more easily. The funding source is via free cash.

**ARTICLE 29 INFORMATION TECHNOLOGY - HARDWARE UPGRADES\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Fifty-Five Thousand Dollars (\$55,000) to provide for the upgrade of information technology equipment.

**Summary**

*The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes replacement of 12 desktops, five laptops, the back-up domain controller at Town Hall, five uninterruptible power supplies (UPS's) and one switch at the Police Station.*

**The Board of Selectmen recommends unanimously (4-0).**

These IT hardware upgrades are part of our regular, scheduled maintenance and are on the capital plan.

**The Finance Committee recommends (4-0).**

The Finance Committee reviewed the article with the department heads. The article covers the appropriate replacement schedule. This technology investment is identified in the capital plan. Funding is via free cash.

**ARTICLE 30 POLICE DEPARTMENT - ADMINISTRATIVE CRUISER\*\***

**(Two-thirds vote required)**

It was moved that the sum of Forty-Six Thousand Dollars (\$46,000) be and hereby is appropriated for the purpose of providing for the acquisition of an administrative cruiser for the Police 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.

**Summary**

*The Capital Plan included two police vehicles scheduled for replacement in FY18; however, after due consideration was given to the age and mileage of the police fleet, a unified decision was made to replace only one and defer the second vehicle to this upcoming year (FY19). Collectively, the police fleet travelled 167,000 miles in the last year.*

*Looking forward to FY20, there will be two vehicles scheduled for replacement, as overall age and mileage of the fleet will continue to be high.*

<b>Vehicle Cost</b>	<b>\$37,381</b>
<i>Emergency Lighting</i>	<i>5,819</i>
<i>Communications</i>	<i>2,800</i>
<b>Total Requested</b>	<b>\$46,000</b>

**The Board of Selectmen recommends unanimously (4-0).**

It is vital that the Department has safe and reliable vehicles on the road, as well as fuel efficient vehicles. The fleet must be kept up-to-date and provide a dependable means of transport for our officers to respond to residents' concerns.

**The Finance Committee recommends (5-0-1).**

This article has been on the capital plan and due to the number of miles traveled this past year the investment is recommended by the Finance Committee. This will maintain an up to date fleet and reduce any downtime due to older vehicles. Funding is via borrowing

**ARTICLE 31****FIRE DEPARTMENT – COMMAND VEHICLE\*\*****(Two-thirds vote required)**

It was moved that the sum of Fifty-Two Thousand Nine Hundred Dollars (\$52,900) be and hereby is appropriated for the purpose of providing for the acquisition of a command vehicle 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.

**Summary**

*The primary reason for this acquisition is to facilitate a frontline emergency command vehicle for the Fire Chief. This vehicle is a direct replacement of the existing five (5) year old Chevy Tahoe, which is scheduled for replacement on the FY 2019 Capital Plan. The intention is to repurpose the existing command vehicle with its equipment within the department to be used by the second-in-command (the Captain). This vehicle would provide command supervision when the Fire Chief is unavailable.*

*This is an instrumental part of the succession plan that was implemented in FY 2017. The Fire Chief recommends moving forward with this scheduled replacement per the FY 2019 Capital Plan. FY 2020 is already expected to include replacement of the ambulance; deferring the purchase of the command vehicle would increase the burden on the taxpayers in FY 2020.*

**The Board of Selectmen recommends unanimously (3-0-1).**

This article will provide funds to purchase and equip a new command vehicle for the Fire Department. The Fire Chief is the primary user of this vehicle to fulfill his responsibility as Fire Chief and Emergency Management Director for the town of Boxborough.

This vehicle is a direct replacement of the existing five (5) year old SUV, which is scheduled for replacement on the FY 2019 Capital Plan. The new vehicle will be equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, ICS vests, medical equipment, gas meter, and a defibrillator. The current command vehicle would be reassigned within the department to provide command supervision nights, weekends and other related department business.

**The Finance Committee recommends (6-0).**

The Finance Committee supports this article to replace the Fire Department command vehicle. The command vehicle is in the capital plan. Funding is via borrowing.

**ARTICLE 32 DPW – ROAD PAVING\*\*****(Two-thirds vote required)**

It was 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.

**Summary**

*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 roads in Town. The expected level of Chapter 90 funding in recent years has been insufficient to repave even one 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. It is anticipated that the funding of this article, if approved, will enable repaving of Joseph Road and Emanuel Drive.*

**The Board of Selectmen recommends unanimously (4-0).**

For each of several years now we have supplemented state Chapter 90 funding with \$300,000 of town appropriations to ensure our roadways are in acceptable condition. We would fall behind relying only on Chapter 90 funding (\$214,412 for FY19). These large sums are used for contracted complete road replacement projects: grinding, new catch basins, curbing, and new asphalt. The DPW carries out local small-scale patching where and as needed.

**The Finance Committee recommends (6-0).**

There is a significant backlog outstanding for road paving, which heightens the need for supplemental funding at this time. The funding source is by borrowing.

**ARTICLE 33 DPW – EQUIPMENT\*\*****(Two-thirds vote required)**

It was moved that the sum of One Hundred Ten Thousand Dollars (\$110,000) be and hereby is appropriated for the purpose of providing for a Farm Tractor with Field Cutter and Accessories and an Asphalt Hot Box (Trailer mounted – dump style) for 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.

	<b>Purpose</b>	<b>Amount</b>
33A	Farm Tractor with Field Cutter and Accessories	\$60,000

33B	Asphalt Hot Box (Trailer mounted – dump style)	\$50,000
<b>TOTAL: \$110,000</b>		

## Summaries and Recommendations

### 33A - Farm Tractor with Field Cutter and Accessories

*There are numerous fields in town that are mowed constantly during the grass growing season. The tractor is 58 years old, becoming unreliable and parts are obsolete. Last year the automatic leveling pin used to keep the cutter level while the tractor is moving over uneven land got bent. No replacement part could be found and it was taken to a local repair shop where it was straightened out so the mowing could be completed for the remainder of the year.*

*Also, of great concern, the existing tractor has no safety features to protect the operator. No seatbelt is provided and it never came equipped with a rollover bar. A new tractor will come equipped with these safety features.*

#### **The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, it is time to replace this 58-year old tractor. The new tractor will come with a roll-over bar for operator safety. It is on the FY19 capital plan.

#### **The Finance Committee recommends (4-0).**

The town likely realized a return on its investment in a tractor many years ago. A new tractor will be safer and more energy efficient. The funding source is via borrowing.

### 33B - Asphalt Hot Box (Trailer Mounted – Dump Style)

*This trailer-mounted asphalt hot box would replace the DPW's current truck-bed unit that is too small for their needs. In 2014, the DPW purchased the existing truck-mounted hot box for \$7,500 using limited winter storm-recovery funds from the state. The DPW has used it, but it is too small to serve well. Although the DPW will be continuing with a regular program to resurface town roads over the coming years, they will always need to regularly patch and repair the roads. The proposed replacement unit is insulated and thermostatically controlled which means that it will be able to maintain a constant temperature of fresh hot mix and patch material over an extended period of time. The DPW will be able to work more efficiently and reduce wastage of unused asphalt. The unit can be used year-round for patching during the winter months. This trailer mounted hot box will permit the DPW to load larger amounts of material at the asphalt plant, keep it hot longer, and apply it more efficiently than with their current equipment.*

*The trailer mounted unit will also be better for the DPW crews. When repairing small patches or patching potholes using the existing unit, the employee must raise his arms just over shoulder height and attempt to push a shovel into the asphalt then slide it back. Doing this numerous times during the course of a day causes stress on the shoulders and arms. As the temperature of the mix drops, it becomes more difficult to push the shovel in. The trailer mounted unit will allow the worker to open a small door on the rear of the unit that is approximately waist high, and will enable easy access to the asphalt or will lift the body to allow a small amount to spill out. The mix is constantly kept warm to make it easier to shovel and allows the mix to be spread out on the road more easily and compacted more efficiently.*

#### **The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, the trailer-mounted hot-box will permit the DPW to repair and patch roads more efficiently, and reduce wasted asphalt. It is on the FY19 capital plan. The old truck-mounted hot box will be sold as surplus.

**The Finance Committee recommends (4-0).**

A trailer-mounted hot-box will reduce waste, increase efficiency, facilitate year-round use, and reduce the risk of employee injury. The funding source is via borrowing.

**ARTICLE 34 DPW - FACILITY IMPROVEMENTS (NEW BUILDING)\*\***

**(Majority vote required, or two-thirds if Borrowed)**

It was moved that the sum of One Hundred Twenty-Four Thousand Dollars (\$124,000) be and hereby is appropriated for the purpose of providing for the following facility improvements for the newly acquired Department of Public Works building at 873 Massachusetts Avenue: A) Installation of New High Bay Garage Door; B) Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1; C) Mobile Four Column Vehicle Lift (Trucks & Autos); and D) Information Technology Services, Networking, Security, Fire Alarm; including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the sum of Sixty-Two Thousand Dollars (\$62,000) be transferred from Free Cash, and the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of Sixty-Two Thousand Dollars (\$62,000) under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, 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.

	<b>Purpose</b>	<b>Amount</b>
34A	Installation of New High Bay Garage Door	\$22,000
34B	Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1	\$40,000
34C	Mobile Four Column Vehicle Lift (Trucks & Autos)	\$40,000
34D	Information Technology Services, Networking, Security, Fire Alarm	\$22,000
<b>TOTAL:</b>		<b>\$124,000</b>

**Summaries and Recommendations**

**34A - Installation of New High Bay Door**

*The main garage area currently has only one high-bay door for vehicle and equipment access. There is also a high door in the adjoining dynamometer room which is currently closed off from the main garage. In the near future, the dynamometer room will be repurposed and reconfigured to permit vehicle access to the main garage.*

*A second high-bay door opening directly into the main garage space will improve utilization of the area for storage and maneuvering of vehicles. Without an additional door, wasteful maneuvering of vehicles would be required to make efficient use of the space, and to get equipment in and out.*

**The Board of Selectmen recommends unanimously (4-0).**

For the reasons stated in the summary, the additional door will increase the utilization of the main garage area. The cost is based on a quote we have obtained for materials and installation, including electrical work, at prevailing wage.

**The Finance Committee recommends (4-0).**

The town saved a significant amount of money by purchasing the Kaizen building. This improvement is a worthwhile investment to improve the building's functionality. The funding source is borrowing.

**34B - Design Services and Site Preparation for Reconstruction of Reception Area and Back Offices – Phase 1**

*The new facility currently has two offices behind a large lobby and reception area that is approximately 24 ft. x 28 ft. This article will fund a design study and interior preparation to reconfigure the total space into a smaller lobby area with reception, a break-room, and office areas for the DPW Director and Department Assistant.*

*The break-room will provide a comfortable space for the staff to eat meals together and relax. This kind of socialization is known to boost morale, improve productivity, promote teamwork, and urge conversation that helps lead to improvements in the work environment. The break-room will also be used for group meetings and training sessions.*

*These spaces will require design, electrical, plumbing and construction work at prevailing wage.*

*In the first phase, we will look at the best and most cost-effective way to utilize the combined spaces for administration functions and staff needs. We believe a substantial portion of the work can be carried out with the funds requested in this article, but recognize that supplemental funds might be required, depending on what is learned during the first phase.*

**The Board of Selectmen recommends unanimously (4-0).**

This work is needed to provide adequate and appropriately configured space for the DPW staff, administration, and training.

**The Finance Committee recommends (4-0).**

The town saved a significant amount of money by purchasing the Kaizen building. This first phase to improve the reception area and back offices is supported by the finance committee. The funding source is via free cash.

**34C - Mobile Four Column Vehicle Lift (Trucks & Autos)**

*Four post mobile automotive lifts are capable of raising all types of public works vehicles including pick-ups, one-tons, snow plow trucks, loaders, and all regular type passenger vehicles.*

*Mobile columns will add flexibility to the DPW's space. Both the plug-in and hybrid powered option can be moved out to the shop floor as needed and then stored in a small area when not in use. They can even be used outside, further expanding the available work area and truck parking. Mobile options allow for a truly open floor plan. They are versatile and easy to use. The columns can be configured for use on a wide range of vehicles, and are easy to move in and out of place.*

*Another benefit of vehicle lifts is improved vehicle maintenance. By being able to walk under a vehicle and better see underneath, the mechanic can more easily spot any "trouble" signs such as leaks, wear or missing or broken parts, which helps to prevent a more expensive breakdown.*

*Safety is another major benefit of a lift. In the old facility, our DPW employees work on their backs and on creepers in a somewhat dark environment. These conditions can expose them to knee issues, neck aches, back strains, hand pinches and knuckle busting as they work in awkward positions or are constantly transitioning from prone to standing. It can also be difficult to get up and down or even to slide under the trucks. Vehicle lifts can address all of these issues by simply lifting the vehicle to an ergonomic position. Staff will be able to work in a more comfortable standing position and work more efficiently. The lift will also provide more lighting under the vehicle and reduce the chance of materials dropping in employees' eyes.*

**The Board of Selectmen recommends unanimously (4-0).**

Any well-equipped mechanic's garage should have vehicle lifts. Due to space constraints, it was not feasible to install them in the old facility. Lifts will permit the DPW to service their own vehicles more efficiently and safely, and enable it to perform some maintenance on other town vehicles.

**The Finance Committee recommends (4-0).**

It is expected that the four-column vehicle lift will improve vehicle maintenance practices, employee productivity, and employee safety. It will also support all other town vehicles except for the large fire trucks. The funding source is via borrowing.

**34D - Information Technology Services, Networking, Security, Fire Alarm**

*This article will fund installation of equipment needed to put the building at 873 Mass Ave on the town networks and fire alarm system. The funds will be used to:*

1. *Purchase and install a radio box for the building fire alarm system. This will send fire alarm signals directly to Boxborough Dispatch, rather than rely solely on a dial-up line. The Fire Chief and Captain are advising on equipment selection. **Rough estimate \$6,000***
2. *Put the new building on the town's network. This will entail running fiber from Town Hall to 873 Mass Ave, plus a gateway and switch. These will support data and voice for the town's new IP phone system. The Kaizen building already has network cabling throughout but will need to be integrated with the town LAN. Additional network drops will need to be installed in the redesigned office/lobby and breakroom areas. LEED may be able to run the fiber but we will have to pay for splicings and any Police details. **Rough estimate \$8,000***
3. *The 873 Mass Ave building will also need to be integrated into the town access and control system. The May 2017 ATM appropriated \$60,000 for a town-wide system, but this estimate did not include the new site. We hope to be able to integrate the existing Kaizen security system with the Town, and use a portion of the funding previously allocated to Access and Control for the old DPW facility. **Rough estimate \$5,000***
4. *Integration of existing Kaizen video surveillance system with town's system. **Rough estimate \$2,000***
5. *Breakroom shared computer and monitor, two to three inkjet network printers. **Rough estimate \$1,000***

**The Board of Selectmen recommends unanimously (4-0).**

This work is required to incorporate the Kaizen building at 873 Mass Ave into Boxborough's existing local area (town) network for data and voice, and support the implementation of the Access and Control system at this site. We need to have a fire alarm radio box for this building just as have at all our buildings.

**The Finance Committee recommends (4-0).**

The town saved a significant amount of money by purchasing the Kaizen building. The finance committee supports the funding of these IT-related expenditures. The funding source is free cash.

**ARTICLE 35 LIBRARY - EXTERIOR PAINTING\*\***

**(Majority vote required)**

It was moved to transfer from Free Cash the sum of Twenty-Five Thousand Dollars (\$25,000) to provide for painting the exterior of the Sargent Memorial Library and costs incidental and related thereto.

**Summary**

*The building was last painted in the summer of 2012. The paint has peeled in many areas; it has mildew and is in need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.*

**The Library Board of Trustees recommends unanimously.**

The Library Trustees unanimously recommend this expenditure. The building was last painted in the summer of 2012. The paint has peeled in many areas; it has mildew and is in need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

**The Finance Committee recommends (6-0).**

It is important for Boxborough to regularly and properly maintain its buildings. Neglecting to perform preventative maintenance could lead to more significant issues in the future. This has been budgeted in the capital plan. The funding source is free cash.

**ARTICLE 36 GRANGE MEETING ROOM CAPITAL IMPROVEMENTS – SUPPLEMENTAL FUNDING**

**(Two-thirds vote required)**

Ms. Neyland moved that the sum of One Hundred Seventy-Nine Thousand Dollars (\$179,000) be and hereby is appropriated for the purpose of providing for the continued rehabilitation of the Grange Meeting Room, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the sum of Fourteen Thousand Six Hundred Forty-Seven Dollars and Twenty-Three Cents (\$14,647.23) be transferred from Article 12 of the 2010 Annual Town Meeting (Capital Improvements – Town Hall and Police Station), the sum of Three Hundred Fifty-Two Dollars and Seventy-Seven cents (\$352.77) be transferred from Free Cash, and the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of One Hundred Sixty-Four Thousand Dollars (\$164,000) under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, 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 appropriation sought under this article seeks to complete the rehabilitation of the Grange Meeting Room, which was started last year with funding made possible through the Community Preservation Fund. In the first phase the stage was removed, two offices/small meeting rooms and a lobby area for the Grange Meeting Room were constructed, HVAC work was completed and some electrical and data work were done. We were also able to hire an architect to develop plans for the completion of the rehabilitation project, for which we are now seeking a supplemental appropriation from Town Meeting.*

*The remaining work to be done includes: replacement of the wainscoting and chair rail, encapsulation and painting of the walls, installation of new ceiling tiles and lighting, installation of flooring and improvements to the cable infrastructure, the latter of which will be paid from the town's cable fund. All of this work must be done at prevailing wage, which adds a significant premium to the cost of the construction. The work is expected to be completed in roughly six months.*

**The Board of Selectmen recommends unanimously (4-0).**

The May 2016 Town Meeting approved an article for \$106,775, that was graciously funded through CPA monies. At the time, the project was presented as a complete renovation of the Grange Meeting Room. Unfortunately,

the cost of the project was under-estimated. Once it became clear that the project was significantly over-budget, a project manager was hired to provide more detailed drawings, secure an accurate cost estimation and provide a timeline for completion.

The high usage and traffic of the Grange Hall Meeting Room by boards, committees, commissions and other groups for meetings and functions on a regular basis has taken a toll on the space. The original plaster ceiling was replaced by a suspended ceiling with inefficient fluorescent lighting. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked and damaged and the room needs to be repainted or encapsulated to deal with lead paint in some areas.

This article and a previously funded article for the flooring will provide for new flooring, replacement of ceiling tiles with a more period accurate tile, more energy efficient lighting and fresh paint or encapsulation of the walls and wood. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or others. Data, communication and CATV cables will be run under the floors for enhanced broadcast of meetings on cable TV.

Architectural elements such as the two wood columns from the stage have been preserved and will be re-installed, to maintain the original spirit of the 1901 building. This project will improve the functionality of a one-hundred-year-old building and attempt to adapt to the demands of the 21st century. Funding for the CATV infrastructure will be from the proceeds granted under licensing agreements with Verizon and Comcast.

**The Finance Committee recommends (7-0).**

The Finance Committee unanimously supports this article. This proposal will finally allow for completion of the needed improvements to the Grange Meeting Room, as identified in the warrant. Funding is primarily from borrowing.

**Discussion:**

Ms. Weil asked if this number is real—the first estimate was so far off and insufficient. Ms. Neyland said that yes it has been costed out by a professional estimator.

Mr. Toups also questioned the estimate provided at last town meeting that was so off base. He asked if we knew that we would get so little when the contract was awarded. Ms. Neyland said that we knew that the money was insufficient, but we went forward anyway to get the stage removed and two offices created. Mr. Toups asked, should we have expended the money, knowing that it was insufficient? That process sounds wrong.

Mr. Reip said the project is long overdue.

Owen Neville asked about window treatments. There are new shades in all windows—but they are flimsy.

Becca Edson, resident and architect for the project, said that there is some money for unknown costs.

**Action on Article 36: Motion carried unanimously.**

**Ms. Bak moved to adjourn the meeting to 7pm tomorrow—May 15-- in Blanchard gym.**

**Action on the motion to adjourn: Motion carried unanimously.**

**May 15, 2018**

Moderator John Fallon called the adjourned session called to order at 7:02pm. There were 114 registered voters in attendance.

## ARTICLE 37 RECREATION COMMISSION - T.J. O'GRADY SKATE PARK EXPANSION

### **(Majority vote required)**

Becca Edson, member of the Recreation Commission, moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) to provide for the expansion of T.J. O'Grady Skate Park.

Ms. Edson made a presentation in favor of the motion.

### **Summary**

*The T.J. O'Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O'Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically lost his life while skateboarding on a street in Boxborough. T.J. had a passion for history, friends and skateboarding. He co-founded the Grey JHS Skateboard Club.*

*Phase two of the two-part expansion of the T.J. O'Grady Skate Park consists of a triangular Skate Plaza, designed by Stantec and converts the barren 100' x 100' area remaining after the original Skate Park parking lot was removed to support the Lower Fields' synthetic turf field complex installation. This project will provide an attractive formal entrance and viewing area for onlookers, and handicap accessible park amenities. It features a world-class triangular skating course around a bio-retention area.*

*The funding requested from Boxborough will supplement Acton Community Preservation Committee's recommended appropriation of \$76,000, an Acton 2016 CPA grant of \$135,000 and a contribution from the Acton Recreation Department of \$14,000.*

### **The Recreation Commission recommends unanimously (6-0).**

The appropriation of \$20,000 will supplement Town of Acton CPA appropriations: a proposed 2018 appropriation, which is subject to appropriation by the Acton Town Meeting (\$76,000), and a 2016 appropriation (\$135,000) and will enable the completion of the multi-phased T.J. O'Grady Skate Park at 66 Hayward Road. The Commission believes the Skate Park offers a unique outdoor space helping to meet the unfulfilled need of recreational activities (outside of organized sports) for teens in Boxborough. Furthermore, this plan is in keeping with Acton Police Department School Resource Officer recommendation to provide more seating at the park creating a family-friendly setting.

As cited in the Town of Boxborough's Open Space and Recreation Plan, per The National Recreation and Parks Association (NRPA), Boxborough's total dedicated acreage for public active and passive recreation falls well below the national standards. To account for limited recreation space, Boxborough residents frequently visit recreation space and facilities in neighboring towns such as Acton, the T.J. O'Grady Skate Park being one of them.

Approving these funds would support the following goals and objectives of the Town of Boxborough's Open Space and Recreation Plan:

#### **Goal/Objective 3**

To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability. To increase recreational programs for teens and seniors.

#### **Goal/Objective 8**

To pursue regional approaches, where possible, to achieving the goals of this Open Space and Recreation Plan. To continue to pursue a regional approach to providing recreational opportunities.

While this is considered a shared recreation space honoring a deceased Boxborough resident, to date, the Town of Boxborough has not contributed any funds to support the skate park, leaving the Town of Acton to carry the entire project. Previous Town of Acton CPA spending and appropriations for this project total \$401,500; the total cost for completion of phase two of the Skate Park is \$240,000. The contribution of \$20,000 from the Town of Boxborough would constitute only 8% of the completion cost. The Recreation Commission believes that it is due time that the Town of Boxborough demonstrate its commitment to support a shared Town of Acton recreation resource by voting in favor of this Article.

**The Finance Committee does NOT recommend (6-0).**

Thomas Begin spoke on behalf of the Finance Committee: The Finance Committee strongly opposes funding of this project. This park is located in Acton and is not part of the school district. The Finance Committee believes this is not the proper use of Boxborough funds. In addition, a similar request for project funding was previously brought before Town Meeting and voted down by residents for similar reasons. Capital investment in this park and future maintenance/upkeep is the responsibility of Acton as its location is within that Town's borders and therefore not the financial responsibility of Boxborough residents. The funding source is free cash.

**Board of Selectmen recommends unanimously (4-0).**

Boxborough's 2030 Master plan promotes/encourages the enhancement of the "quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability". The skate park serves a segment of the teen population that may not be served by other sports programs. Please consider that funding for the park in Acton is far less expensive than building a new facility in Boxborough.

**Discussion:**

Becky Neville, Middle Rd., spoke against the motion. The Town has voted this down before. It is unreasonable to use Boxborough funds to support an Acton facility. We don't ask them to pay for a playground at Flerra.

Hilary Greven, a member of the RecCom, spoke in favor. She said that the space is unique and used extensively by Boxborough. Further, it is in memory of a deceased Boxborough resident. Shared recreational facilities expand our recreational opportunities. Pursuing a regional approach is a recommendation of our own Open Space & Recreation Plan.

Jeanne Kangas, Hill Rd., spoke against the article. Plenty of better places to spend the money.

Alex Kerin, Prescott Rd., spoke in favor of the motion. He talked of the reasons that it was originally voted down. Should we spend \$20,000 on a shared skate park or spend \$500K to build our own.

Maria Neyland, Picnic St., said she originally voted against it. After that vote, many parents spoke to her that she was judging the types of kids who used the skate park. She is now in favor of spending some funds to provide increased variety of recreational options to our kids.

Frank Powers moved the question.

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

**Action on Article 37: Motion carried. Yes: 61 No: 43**

**ARTICLE 38 SENSE OF THE MEETING - BOARD OF SELECTMEN - GENDER NEUTRAL LANGUAGE**

**(Majority vote required; non-binding)**

Ms. Bak moved that it be the sense of this meeting that the Board of Selectmen should change the name of the Board to reflect more gender-neutral language; and further, that said name shall be determined by vote of the Board of Selectmen no later than December 31, 2018, it being understood that, regardless of the name change,

the Board of Selectmen shall retain all authority and responsibility of a board of selectmen under the General Laws and the bylaws of the Town.

### **Summary**

*The term "Selectmen" was coined at a time when women did not have the right to vote, or hold elected office. At the time, it was an accurate description; however, language has evolved to reflect the changing times. This sense of the meeting article is intended to reflect the public's awareness of the importance of language and the nature and value of inclusivity that gender-neutral language helps promote, as well as to send a message of welcome to all members of the Boxborough community.*

*If this sense of the meeting is supported by the voters at Town Meeting, the Board would encourage feedback from the public regarding the appropriate gender-neutral nomenclature by which to identify the chief elected officials of the Town. Boxborough would join the growing number of towns (32 and counting) that have changed the name of the Town's executive to a gender-neutral name.*

### **The Board of Selectmen has no recommendation on this article.**

While the Board of Selectmen can change the name of the board without town approval, that would mean, that at any time, the Board of Selectmen could vote on what they want to be called. One year we could be the Board of Selectmen, the next year we could be the Select Board or the Town Council or some entirely different name. So before endeavoring to make any change, the Board of Selectmen wants input from town residents. First the Board is seeking Town Meeting's input on whether the Board should adopt gender-neutral nomenclature. If a majority of the voters decide in favor, then within the next several months after Town Meeting, the Board of Selectmen will seek further input from the residents on what that name should be.

Amy Burke, Sargent Rd., made a presentation in favor of the motion. She said that the term Selectmen was defined at a time when women didn't have a vote, let alone hold public office. Words matter.

Costs of change would be minimal. Over 40 towns have adopted Selectboard or other gender neutral term, as has the MMA. This vote is a first step. A bylaw change would be necessary.

### **The Finance Committee recommends (5-2).**

#### **Majority Opinion**

The majority opinion of the Finance Committee is that this change has no fiscal impact on the Town. If we use the term Congressmen and Congresswoman why is that logic not applied to local government. Furthermore, this change would align with the direction of other Town's adopting new language that is more gender neutral. The Finance Committee encourages you to support this article enabling the Town and volunteers to identify a reasonable solution.

#### **Minority Opinion**

The dissenting opinion believes that this proposed change is not necessary as "Board of Selectmen" is in line with an overwhelming majority of other communities within the Commonwealth. In addition, Massachusetts General Law utilizes the name "Board of Selectmen" and is a good guide as to what the Board should be referred. We believe that this should be brought as a bylaw to provide guidance to the Town rather than leave decision outside of the ATM.

#### **Discussion:**

Mary Brolin, Guggins Ln., said it's a simple change and reflects the fact that we have women as well as men on the Board.

Cheryl Mahoney, Liberty Square Rd., asked if there was an estimate for staff time to implement change.

Carolyn Guttierres, Hill Rd., said it's really unfortunate that we have to ask for this small change. For her, it's a very important change. Language is important. What if the name of the Board was Board of Selectwomen, how would men feel about that? We have a long way to go on gender equality.

Jennifer Campbell, Patch Hill Rd., said that when you use outdated language you are sending the wrong message.

Alex Kerin, Prescott Rd., thinks it's time to change.

Ms. Neville said that she objects to the actual sense of the meeting motion. Should go right for the bylaw change.

Richard Hilton, Littlefield Rd., says that the term Selectmen is not descriptive anymore. Changing the name to gender neutral is not just politically correct, it is just correct.

Paula Grieco, Depot Rd., said there's a lot of research on the negative impact of gender specific language on equality.

Beth Fetterman, Burroughs Rd., has no problem with changing the name. She objects to asking the Board of Selectmen to come up with a name.

Rita Grossman, Depot Rd., spoke in favor in favor of the motion.

Jeanne Kangas, Hill Rd., said that she was the first woman Selectman in the early '70's. She is in favor of using gender-neutral terms and will vote in favor of the article as a first pass.

#### **Action on the Article 38: Motion carried by majority vote.**

### **ARTICLE 39 SENSE OF THE MEETING - BOARD OF SELECTMEN - BROADCASTING OF PUBLIC MEETINGS**

#### **(Majority vote required; non-binding)**

Ms. Bak moved that it be the sense of this meeting that meetings of boards, committees and commissions other than the Board of Selectmen should be broadcast and/or made available for viewing on demand.

#### **Summary**

*Transparency in government is a primary goal of the Board of Selectmen. The Town has over twenty volunteer committees who provide countless hours of service to town government. These committees hold open meetings and provide minutes of their meeting. The public is encouraged to attend meetings; however, the meetings are not broadcast for public viewing on the cable stations or on-demand through the Town's website.*

*Currently only Board of Selectmen meetings are broadcast or made available on-demand. The Board is seeking Town Meeting's input on broadcasting and/or making available on-demand meetings of other town committees. A further question is which of these committees' meetings would the voters like to see.*

*The Town has equipment available to record the meetings. Resources would have to be allotted to operate the equipment and for post-production. The cost per meeting would be approximately \$54 (this assumes a 2-hour meeting, an hour total for set-up/take-down and an hour for post-production).*

#### **The Board of Selectmen has no recommendation on this article.**

The Board has no recommendation on this article and seeks input from town residents. Please keep in mind that not all boards, committees and commissions are appointed by the Board of Selectmen. The Board of Selectmen cannot require any elected board (Planning Board, Board of Health, Library Trustees) or the Finance Committee, who is appointed by the Town Moderator, to record their

meetings for public broadcast. That being said, the Board would like your opinion on videotaping all boards, committees and commissions, appointed or elected.

**The Finance Committee recommends (4-1-1).**

Majority Opinion

The Finance Committee recommends this article as it provides more transparency and engagement of the community. There is a financial impact to the Town for the camera management.

Minority Opinion

The minority view of the Finance Committee is as follows:

1. Boxborough currently has more than 30 committees/boards. With the current limited equipment and resources, it would significantly increase the difficulties for each committee/board to schedule their regular meetings, given that each committee/board tries to have residents attend the meetings.
2. Unlike the elected committees/boards, in-front-of-the-camera may have an impact to the willingness of the people who consider serving in the appointed committees/boards. The impact analysis is yet to be done.

**Discussion:**

Alan Rohwer, Chair of the Historical Commission, expressed concern about the logistics of accommodating all the meetings seems unrealistic and unnecessary. Private citizens can live-stream any meeting they attend. He urged a no vote.

Mitzi Weil, Burroughs Rd., asked if equipment is not available would meetings have to be cancelled? No, said Ms. Bak. She said that maybe not all boards would be filmed, but maybe a few.

Ms. Kangas spoke against the motion. She expressed concern about the potential cost.

Diana Lipari, Littlefield Rd., said the cost is a concern, but she thinks meetings should be taped. Leaving it to a participant to live stream is not the answer.

Mr. Kerin said he was on two committees and said that the filming seemed impractical and expensive.

Michael Fetterman, Burroughs Rd., said that he serves on the Housing Board. He spoke against the motion. He doesn't want an additional barrier to people volunteering for a board.

John Markiewicz, chair of the Planning Board, said that all meetings can be live-streamed or videotaped. He thinks managing the process would be cumbersome. Not about transparency—can always read the minutes.

Les Fox, member of the Board of Selectmen, gave some background on the rationale behind the article. The Grange and the library are the only places in town that can live broadcast. Cable funds can be used to make other rooms broadcast-capable. Should the BOS try to reach more people by making more meetings available? A resident said as a parent of young children she commends the BOS for attempting to make town board meetings more accessible.

Mr. Toups asked about legal liability in regards to filming. Town Counsel, Jonathan Eichman, said that it can work both ways. Sometimes you want more evidence in the form of verbatim record.

Cheryl Mahoney, Liberty Square Rd., pointed out that this Town Meeting is being recorded. She said that many people watch the BOS meeting at home while doing other things and find it useful.

Anne Canfield, Stow Rd., said that live broadcasting was not necessary for all boards. She recommends improving the current system that broadcasts the BOS meetings—sound is terrible.

Wes Fowlks, Stow Rd., said that he was the one recording all the Planning Board meetings and said people found it helpful. He thinks broadcasting some meetings on more than cable is a good idea.

**Action on Article 39: Motion was defeated.**

**(Two-thirds vote required)**

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 2018 Annual Town Meeting Warrant under Articles 40 through 43 inclusive on Monday, February 5, 2018 and voted to recommend each of them.

Mr. Markiewicz moved to pass-over Article 40, “Zoning Bylaw Amendment - Add Section 7800 Solar Energy Systems”.

Mr. Markiewicz said the board had second thoughts about the article and wants more time to come up with a more comprehensive article.

**Finance Committee recommends passing over.**

**7800 Solar Energy Systems**

*In the Agricultural-Residential and Residential-1 Zoning Districts, solar collectors or panels for Solar Energy Systems as defined in M.G.L. Chapter 40A, Section 1A shall only be allowed on the roof tops of buildings. In all other zoning districts, solar collectors or panels for Solar Energy Systems shall only be allowed on the roof tops of buildings or over parking areas. Solar collectors shall be noiseless and motionless.*

Or take any other action relative thereto.

**Summary**

*The proposed amendment would restrict the permissible locations of solar collectors or panels on properties.*

**The Planning Board Recommends (4 - 1).**Majority Opinion

With the recent approval of an approximately 20-acre Solar Energy System on the property at 1414 Massachusetts Avenue, the Planning Board is seeking to take steps to regulate the implementation of future Solar Energy Systems. Ultimately, the Planning Board intends to propose a robust amendment to the Zoning Bylaw regulating these systems, but this item is still a work in progress. Until a more detailed amendment can be proposed, the Planning Board seeks to amend the Zoning Bylaw to protect the community from offensive installations of solar collectors and panels. The Planning Board feels the proposed amendment would provide some protection to residential properties in particular until a more detailed bylaw can be implemented. Therefore, the Planning Board recommends.

Minority Opinion

This proposed bylaw was hastily written and recommended by the majority of the Planning Board in reaction to the Site Plan Approval granted for the 4MW solar installation on the land behind 1414 Massachusetts Avenue. The argument to restrict solar installations defies the effort to reduce our dependence on fossil fuels in accordance with Massachusetts' Global Warming Solutions Act of 2008 (GWSA) and the Commonwealth's Clean Energy and Climate Plan for 2020.

The proponents' recommendations state that this is a “work in progress” which further bolsters the argument that the bylaw, as written, is impetuous, ill-advised, and incomplete. If passed, this bylaw is permanent, as there is no sunset clause.

Many surrounding communities have adopted solar bylaws that are comprehensive, well-structured, and sensible. As demonstrated by the brevity of the proposed bylaw, the complex considerations of a solar bylaw were not considered or addressed.

This matter deserves in-depth examination and considerable public input. With help from voters, the Planning Board needs to put considerable time and effort into creating a responsible solar bylaw. This Article gives us license to avoid that responsibility.

**The Finance Committee does not recommend (3-0-1).**

This bylaw affects individual homeowners and would only allow solar panels on a roof. If a homeowner wanted to put solar panels in their yard the Finance Committee feels they should not be prohibited from doing so. There is no financial impact to the town.

**The Energy Committee unanimously does not recommend (5-0).**

We believe in our Town's ability to reduce energy costs, improve the environment, and maintain the charm of Boxborough, through collaborative and thoughtful bylaws. The proposed Article directly opposes that notion. It permanently restricts the solar energy options the town can consider – for residents and businesses. We should be encouraging creative solar energy solutions and environmental stewardship, not discouraging it.

This bylaw specifically blocks any size of ground-mounted solar arrays, which are common throughout Massachusetts and the country. Ground-mounted solar panels, in particular, allow residents and businesses to install solar panels when they cannot be placed on rooftops.

The Energy Committee looks forward to following the lead of the Planning Board to help voters, and other Town committees and boards, create a comprehensive, well-researched, forward-looking bylaw governing solar use in Boxborough. But, let us be clear, the current Article is not that.

This Article, disguised as a temporary solution that is good for the town, should be defeated, and unfettered work on a comprehensive bylaw should begin.

**Action on Article 40: Motion to pass-over carried by majority vote.**

**ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

**(Two-thirds vote required)**

Mr. Markiewicz moved to amend Boxborough Zoning Bylaw Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, to add the language in bold italics and to delete the language indicated by strikethroughs, all as printed in the 2018 Annual Town Meeting warrant under Article 41 (and as displayed on the screen).

**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~~**on March 23, 2018**, 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~~**December 31, 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**

*The existing temporary moratorium on Recreational Marijuana Establishments is 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. This proposed amendment would extend the temporary moratorium for six months to December 31, 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 Cannabis Control Commission issued regulations regarding the licensing of commercial activities for Recreational Marijuana Establishments on March 23, 2018. The Town needs time to review and analyze the effect of these regulations in order to consider and adopt such effective and consistent local regulation as may be required to address Town concerns regarding Recreational Marijuana Establishments. Therefore, the Planning Board recommends the Town hereby extend the temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana until a detailed analysis of the Cannabis Control Commission regulations can be completed. The proposed six-month extension of the moratorium shall be in effect through December 31, 2018 or until such time as the Town

adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. The Planning Board recommends.

Mr. Markiewicz said the current moratorium expires in June. The Planning Board wants to extend the moratorium to give more time to develop a marijuana bylaw. The Attorney General has just recently issued regulations.

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

In November 2016, the town of Boxborough voted in favor of legalizing marijuana. The Finance Committee would like the bylaw developed so the town can take advantage of potential tax revenue. The town may assess a “community impact fee” that can amount up to 3% of gross sales for up to five years. The town may also vote to impose a local sales tax of up to 3% of total sales.

Minority of FinCom supports moratorium.

Maria Neyland, Picnic St, supports the moratorium. Wants to make sure we have a plan before we have to respond to requests to establish marijuana sales

**Action on Article 41: Motion carried by two-thirds, as declare by the Moderator.**

Mr. Fallon went through the Non-Monetary Consent Agenda in case someone wanted to hold.

Mr. Toups asked about two-thirds requirement on some of the articles. Mr. Fallon said that a motion would have to pass by two-thirds.

**NON-MONETARY CONSENT AGENDA: ARTICLES 42 THROUGH 46**

Ms. Bak moved to approve the Non-Monetary Consent Agenda, articles 42 through 46, as printed in the 2018 Annual Town Meeting warrant under articles 42 through 46 inclusive.

**Action on Consent Agenda Articles 42-46: Motion carried unanimously.**

**At 8:15pm, Becky Neville moved to dissolve Annual Town Meeting.**

**Action on the motion to dissolve Annual Town Meeting: Motion carried.**

**ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS\*\***

**(Two-thirds vote required)**

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2100 Definitions, to insert a definition for “Gross Floor Area”, as follows, and to renumber the subsections in Section 2100 accordingly and references thereto throughout the Zoning Bylaw:

**2100 Definitions**

***2136 Gross Floor Area shall mean the sum of all horizontal areas of the floors of a building measured from the exterior face of exterior walls. Gross Floor Area shall also include garages, porches, basements, storage rooms, and attic rooms, all with ceiling heights greater than 5'-0" for residential uses or 7'-0" for***

***all other uses. Gross Floor Area shall exclude unroofed porches, decks, balconies, unroofed exterior stairs, and bay windows or similar projections of less than two feet beyond the main walls.***

Or take any other action relative thereto.

#### **Summary**

*The proposed amendment would establish a definition for "Gross Floor Area".*

#### **The Planning Board Recommends (5 - 0).**

The term "Gross Floor Area" is used 23 times in the Zoning Bylaw but there is currently no definition for the term. This is problematic for property owners, applicants, and others seeking to perform calculations to ensure compliance with the Zoning Bylaw which involve this term, as well as for Town staff seeking to provide interpretations of the Zoning Bylaw where the term is used. This proposed change will make zoning enforcement and analysis of these types of issues easier for both constituents and Town staff. It should also be noted the implementation of this definition would have absolutely no impact on the assessment of properties or tax amounts. The Town Assessor uses their own, completely separate methodology to generate property tax assessments. Therefore, the Planning Board recommends.

#### **The Finance Committee recommends (6-0).**

This bylaw defines what gross floor area is and should make it easier for applicants when building or making modifications to an existing or new building.

### **ARTICLE 43 ZONING BYLAW AMENDMENT – AMEND SECTION 4203 REGARDING NONCONFORMING USES AND STRUCTURES\*\***

#### **(Two-thirds vote required)**

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4203 by adding the following language in bold italics:

4203 No change, alteration, or extension of any nonconforming use or structure shall result in an extension of the structure or an increase in the use to more than one hundred percent in excess ***of the gross floor area*** of the structure or ***of the total area of the*** use existing or begun when this Bylaw was adopted.

Or take any other action relative thereto.

#### **Summary**

*The proposed amendment to Section 4203 would make clear the unit of measurement to be used when calculating "one hundred percent" of the nonconforming use or structure shall be the gross floor area of that particular use or structure.*

#### **The Planning Board Recommends (5 - 0).**

Within the last year, the Zoning Board of Appeals dealt with an application where it was unclear as to what unit of measurement should be used when determining one hundred percent of the nonconforming use or structure. The Planning Board finds the proposed amendment will provide residents, property owners, businesses, and other constituents, as well as Town staff, clarity as to how much an applicant can seek to change, alter, or

extend their nonconforming use or structure with only the need for a Special Permit, as opposed to a Variance. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article.

**ARTICLE 44****GENERAL BYLAW AMENDMENT - BID BYLAW\*\*****(Majority vote required)**

To see if the Town will vote to amend the Bid Bylaw as indicated below by deleting the language indicated by strikethroughs and adding the following language in bold italics, or take any other action relative thereto.

Unless otherwise provided by a vote of Town Meeting, the Board of Selectmen or Town Administrator is authorized to enter into any contract for the exercise of the Town's corporate powers for matters involving General Government, ~~and the School Committee for school matters~~, on such terms and conditions as are deemed appropriate. Unless authorized by the General Laws or town meeting, any Town officer or board so authorized may solicit and award contracts for the procurement of goods and services for terms exceeding three years, but not to exceed five (5) years, including any renewal, extension or option, provided in each instance that the longer term is determined to be in the best interest of the Town. Notwithstanding the foregoing, the Board of Selectmen, ~~or~~ Town Administrator, ~~or School Committee~~, shall not contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

**Summary**

*The proposed amendment is simply housekeeping and will remove references to the School Committee because Boxborough no longer has a local school committee.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee Recommends (6-0).**

The Finance Committee recommends this article.

**ARTICLE 45 GENERAL BYLAW AMENDMENT - DISPOSITION OF TOWN PROPERTY BYLAW AMENDMENT\*\*****(Majority vote required)**

To see if the Town will vote to amend the Disposition of Town Property Bylaw as indicated below by deleting the language indicated by strikethroughs and adding the following language in bold italics, or take any other action relative thereto.

Whenever a board or officer having charge of personal property or materials belonging to the Town shall determine that such property has become obsolete or is no longer needed, said board or officer may sell, or otherwise dispose of said property or material if the fair market value of said property or materials does not, in the opinion of the Selectmen, exceed ~~four ten~~ thousand ~~(\$4,000)~~ dollars ~~(\$10,000)~~.

**Summary**

*In its current form, the Disposition of Town Property bylaw allows a board or officer having charge of personal property or materials belonging to the Town with a value less than \$4,000 to dispose of said property, applying best practices for disposition or disposal. The Town's bylaw is more stringent than G.L. c. 30B, §15. The proposed amendment will increase the threshold for requiring Board of Selectmen approval for disposition of Town property from \$4,000 to \$10,000, bringing the bylaw in line with Massachusetts general laws.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee Recommends (6-0).**

The Finance Committee recommends this article.

## **ARTICLE 46 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, or take any other action relative thereto.

### **Summary**

*This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining town roads. The FY 2019 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town.*

**The Board of Selectmen recommends unanimously (4-0).**

**The Finance Committee Recommends (4-0).**

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.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2018.

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Susan M. Bak, Chair  
Board of Selectmen

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Robert T. Stemple, Clerk  
Board of Selectmen

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Leslie R. Fox  
Board of Selectmen

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Maria E. Neyland  
Board of Selectmen