

APPENDIX “A”

Town Hall Department/Board General Description of Public Records Maintained

**This list is not an exclusive list of records; This list represents commonly requested records and/or records that are maintained by the department as outlined in the Municipal Records Retention Schedule, issued by the Supervisor of record. All requests will be addressed in accordance with the public records law.*

Online documents can be accessed here: <https://www.boxborough-ma.gov/DocumentCenter/>

Town Clerk

Records maintained & available on the Town’s website:

- Election Results (listed by election type under Town Clerk [here](#))
- Meeting Agendas (under committee name, older records available by request)
- Meeting Minutes (under committee name, older records available by request)
- Public Hearing Notices (under committee name, older records available by request)
- Town Meeting Warrants and Minutes ([here](#))
- Town Bylaws (under Town Clerk [here](#))
- MGLs and Special Acts of the Legislature accepted at Town Meeting
(as an Appendix to Bylaws, under Town Clerk [here](#))

Records maintained & available upon request:

- Annual Street List
- Voter Extracts (Voter Lists & Voter Turn Out records, etc.)
- Dog Owner Lists
- Business Certificate Listing
- Raffle permit listing
- Public Records Requests
- Conflict of Interest Disclosures
- Compliance Documents - State Ethics & Opening Meeting Law
- Election Warrants
- Vitals – birth, death, and marriage certificates

Town Administrator’s Office

Records maintained & available on the Town’s website:

- Annual Town Reports ([here](#))
- Collective Bargaining Agreements ([here](#))
- Annual Operating and Capital Budgets
- Gross Annual Employee Earnings

Records maintained & available upon request:

- Applications for Select Board’s Licenses and Permits

Planning Department (Conservation Commission / Planning Board / Zoning Board of Appeals)

Records maintained & available on the Town Planner's website: <https://www.boxborough-ma.gov/234/Town-Planner>

- 2015 to 2022 Open Space and Recreation Plan
- Approval Not Required Application: Form A
- Boxborough Wetland Bylaw
- Buffer Zone Minor Maintenance Policy
- Conservation Land Use Regulations
- Conservation Trail Use Regulation and Trail Etiquette
- Definitive Subdivision Application: Form C
- Design Review Board Design Guidelines
- Driveway Approach Bylaw
- Earth Removal Bylaw
- Earth Removal Permit Application
- Earth Removal Rules and Regulations
- Master Plan: Boxborough2030
- Planning Board Fee Schedule
- Preliminary Subdivision Application: Form B
- Private/Common Driveway Guidelines
- Private/Common Driveway Special Permit Application
- Regulations for the Wetland Bylaw
- Road Acceptance Application
- Road Acceptance Procedures
- Rule Regarding Security
- Rules and Regulation Governing the Subdivision of Land
- Scenic Road / Public Shade Tree Removal / Stone Wall Removal or Alteration Permit Application
- Scenic Road Requirements
- Site Plan Approval Application
- Site Plan Approval Rules and Regulations
- Stone Walls Bylaw
- Storm Damage Policy for Trees
- The Planning Board Development Review Process: An Abutter's Guide
- Zoning Board of Appeals Application
- Zoning Board of Appeals Fee Schedule
- Zoning Bylaw

Assessor's Office

Records maintained & available on the Town's website:

- Property Record Cards ([here](#))
- Current vs. Previous Assessment Details by location ([here](#))

Records maintained & available upon request:

- Abatement certificates
- Exemption certificates
- Betterment Records
- Tax Rate Recapitulation forms

Building Department (Inspectional Services)

Records maintained & available by request submitted to the Building Department. Note: some addresses have no information available.

- Residential
- Minor Repairs
- Commercial
- Electrical
- Plumbing
- Gas Fittings
- Sheet Metal
- Demolitions
- Fire Alarms
- Fire Sprinklers
- Banner Applications
- Signs
- Solid Fuel Appliances
- Tent/Temp Structures
- Solar Applications

Board of Health

Records available by request submitted to Nashoba Board of Health www.nashoba.org or Boxborough Building Department. Note: some addresses have no information available.

- Septic System plans & permits
- Food Permits

OTHER Maintained Records (available upon request from Nashoba Board of Health www.nashoba.org:

- Complaint records as related to public health, includes housing complaints
- Septic pumping records
- Title V inspection reports
- Percolation test results
- Inspection Reports

Applications available from Nashoba Board of Health:

- Swimming pool permits
- Family style campground motel / mobile home park
- Food service permit
- Temporary food permit
- Temporary food operation checklist
- Recreational programs for children
- Septage hauler
- Septic system installers
- Sewage disposal permit
- Sewage disposal permit – renewal or transfer
- Lot testing
- Installers as-built and certification form
- Well permit
- Request for information – research form
- Workers compensation insurance affidavit

Municipal Finance (Town Accountant / Treasurer-Collector)

Records maintained & available on the Town's website

(See department / town accountant /town budget & reports)

- Annual Budgets
- Annual Reports
- Capital Plan
- Procurement Policy and Procedure

Records maintained & available upon request

- Real estate and personal property billing and payment information
- Municipal Lien Certificates
- Verification of Employment forms
- Audit reports