

**WARRANT and PROCEEDINGS  
of the SPECIAL TOWN MEETING  
held on MAY 8<sup>TH</sup>, 2000**

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, Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2000 at 7:30 p.m. To act on Articles 1 through 3 of this Special Town Meeting Warrant.

The Special Town Meeting was called to order at 7:30 p.m. By Moderator, Reginald C. Brown, with 176 voters in attendance.

**ARTICLE 1 WELL DEVELOPMENT COSTS**

(Majority vote required)

To see if the Town will vote to raise and appropriate or appropriate from available funds, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000) more or less, to supplement the funds already authorized for development of well service to town buildings and voted under Article 13, STM on November 10, 1999; or take any other action relative thereto.

**The Board of Selectmen Recommends.**

The additional funds are required to meet a DEP request to test the wells at maximum volume so that knowledge of future availability is determined. The current plans are to qualify and permit the wells at a lesser volume.

**The Board of Health Recommends.**

These funds are essential to move forward with the development of the well for the Blanchard School, Fire Station, Police Station and possibly other Town buildings. If we do not conduct these tests, we will only be able to use the well as a low-yield water supply. Furthermore, if we conduct the tests at a later date, the costs will be considerably greater.

**The Finance Committee Recommends.**

The supplemental appropriation of this article will complete the well exploration tasks begun by vote of the November 8, 1999 STM to remediate the deteriorating water quality at the Blanchard School, the Fire Station, and the Police Station. This well exploration and related testing activities were undertaken in response to DEP concerns and findings. The very large flows experienced in one test well make it prudent to qualify that well at a level that would cover future needs of the Town on a wide scale, even though current plans for the Blanchard School water quality remediation do not require the large flow rates expected. The original STM warrant article contemplated testing only at the lower flow rates consistent with meeting Blanchard School and the modest Fire/Police station needs. The requested

funds would cover testing of that well at high flow rates for extended operation. Construction funding for well installation, piping, and pumping/storage facilities is requested in the Annual Town Meeting Warrant below.

**ACTION ON ARTICLE 1, MAY 8, 2000.** On Mr. White's motion, the town did vote, unanimously, to pass over article 1.

## **ARTICLE 2 RESCIND UNUSED BALANCE OF HETZ BOND AUTHORIZATION**

(Majority vote required)

To see if the Town will vote to rescind the balance of the borrowing authority authorized under Article 1, STM of April 5, 1999 for the purchase of the Hetz property, said amount being Seventy-One Thousand Seven Hundred Dollars (\$71,700); or take any other action relative thereto.

### **The Board of Selectmen Recommends.**

The Town included bonding and loan interest costs in its original authorization amount of \$581,700. Bonds were never sold, and interest costs should not be included in any authorization (State law prohibits it).

### **The Finance Committee Recommends.**

The original bonding authorization for the Hetz parcel was \$581,700, as indicated in the warrant article text. The ultimate purchase price of the parcel was \$510,000. Additional costs associated with the bond sale, and intended as part of the original authorization, were not incurred since the Hetz notes were bundled with other authorizations for a considerable economy in the overhead expense. Additionally, interest costs that should have been carried in operating budget lines were inadvertently combined in the bonding authorization. The net result is that we have \$71,700 in authorized but unused bonding. The Town's auditing firm has recommended that we clear this residual bonding authority prior to the end of FY '00 so as to ensure the most favorable terms for future bonding.

**ACTION ON ARTICLE 2, May 8, 2000.** On Mr. Gorman's motion, the Town did vote, unanimously, To rescind the balance of the borrowing authority authorized under Article 1, STM of April 5, 1999 for the purchase of the Hetz property, said amount being Seventy-One Thousand Seven Hundred Dollars (\$71,700).

## **ARTICLE 3 ACCEPTANCE OF M.G.L. CHAPTER 40, SECTION 22F – SETTING OF FEES**

To see if the town will vote to accept M.G.L.. Chapter 40, section 22f, which provides for the fixing of reasonable fees and charges by any municipal board or officer so empowered to issue a license, permit, or certificate, said fees to be subject to the review and approval of the appropriate elected board; or take any other action relative thereto.

### **The Board of Selectmen Recommends (5 – 0).**

Acceptance of this section of the Massachusetts General Laws is necessary to enable those so empowered to set the fees for the licenses and permits that come under their purview.

### **The Finance Committee Recommends.**

This is a housekeeping article. Traditionally, fees for various services provided to citizens of the town have been set by the appropriate municipal board or officer and approved by the Board of Selectmen. However, the corresponding authorization language appears to missing from the Town Bylaws.

Approval of this article merely accepts the statute that authorizes this mechanism of fee-setting, and validates current town practice.

**ACTION ON ARTICLE 3**, May 8, 2000. On Mr. Fox’s motion, the Town did vote to accept M.G.L. Chapter 40, Section 22F, which provides for the fixing of reasonable fees and charges by any municipal board or officer so empowered to issue a license, permit, or certificate, said fees to be subject to the review and approval of the appropriate elected board.

You are required to serve this Special 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 28, 2000.

**BOXBOROUGH BOARD OF SELECTMEN**

\_\_\_\_\_  
Donald R. Wheeler, Clerk

\_\_\_\_\_  
Leslie Fox, Member

\_\_\_\_\_  
Rita Gibes Grossman, Member

\_\_\_\_\_  
Timmi W. Rudolph, Member

POSTED: April 21, 2000

BY: David L. Birt  
Constable

**WARRANT AND PROCEEDINGS  
of the ANNUAL TOWN MEETING  
held on MAY 8<sup>TH</sup> AND MAY 9<sup>TH</sup>, 2000  
at the **BOXBOROUGH TOWN HALL****

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, Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2000 at 7:30 p.m. To act on Articles 2 through 40 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 Monday the 15<sup>th</sup> day of May, 2000 at 7:00

a.m. For the Election of Town Officers pursuant to Article 1 and Question 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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## CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator, and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

### **THE CONSENT AGENDA WILL BE TAKEN UP AS THE SIXTH ORDER OF BUSINESS AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 8, 2000.**

Please do your homework. If you have any questions about the consent articles, motions or procedure, please feel free to call the Town Administrator, 263-1116 before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If two or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please review the list of articles and motions proposed for each Consent Item. Complete summaries are found under each article printed in this warrant. Please review them carefully.

### **ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

**One Moderator** for a one year term

**One Town Clerk** for a one year term

**Two Selectmen Members** for a three year term

**One Collector of Taxes** for a three year term

**One Board of Health** member for three years

**Two Library Trustees** for a three year term

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

**One Planning Board** member for a one year unexpired term

**One Planning Board** member for a two year unexpired term

**One School Committee member Local and of the Regional School Committee** for a three year term

**One School Committee member** for a three year term for the Local School Committee only

As well as other Town Officers as may be necessary, and to vote on the following question.

## QUESTION 1

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to construct a replacement wastewater disposal system and a new potable water source for the Blanchard Memorial School, including costs incidental and related thereto?

**The vote on Question 1 was 142 in favor; 47 opposed; 54 blanks.**

**ACTION ON ARTICLE 1**, May 15, 2000. Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk in the absence of a Police Officer on duty. The Election Officials—all duly sworn in before beginning their duties—were Warden, Donald Wheeler; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Diane Machamer, Jacqueline Cumming, Barbara Wheeler, Janet Richards and Shirley Warren. The Counters were Charlene Golden and Barry Harsip. In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Both check lists indicated that 243 persons had voted and 243 ballots were taken from the Ballot Box (this included 6 absentee ballots). There were 2684 registered voters. The count was completed at 8:30 p.m. The results of the election were as follows:

### MODERATOR, One Year

Reginald C. Brown	211
Others	2
Blanks	30

### TOWN CLERK, One Year

Virginia B. Richardson	222
Blanks	21

### SELECTMEN, Three Years Vote for not more than two

Simon C. Bunyard	162
David L. Birt	176
Kathleen Klier	81
Other	2
Blanks	65

### TAX COLLECTOR, Three Years

Mary P. Shemowat	216
Blanks	27

### SCHOOL COMMITTEE, Three Years Local and Regional

Carole W. Nonomura	188
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Blanks	55
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SCHOOL COMMITTEE, Three Years  
Local Only

Elizabeth A. Markiewicz	188
Blanks	55

LIBRARY TRUSTEES, Three Years  
Vote for not more than two

Gregory A. Ross	191
Elaine Garabedian	208
Blanks	87

PLANNING BOARD, Three Years

G. Michael Ashmore	177
Others	2
Blanks	64

PLANNING BOARD, Two Years  
(Unexpired Term)

Jennie L. Rawski	190
Other	1
Blanks	52

PLANNING BOARD, One Year  
(Unexpired Term)

Owen J. Neville	12
Blanks	231

BOARD OF HEALTH, Three Years

Philip J. Alvarez	196
Blanks	47

The first session of the Annual Town Meeting was called at 7:40 p.m. by Moderator, Reginald C. Brown with 306 voters in attendance. There was a moment of silent prayer for those who passed away during the past year.

Mr. Brown made a motion that on Town Meeting matters requiring a two thirds vote by statute a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15. This motion carried.

**ARTICLE 2 HEAR AND ACCEPT REPORTS**

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

**The Board of Selectmen Recommends.**

**The Finance Committee Recommends.**

This article provides for the acceptance of the Annual Town Report and any other reports which Town Boards and Committees may need to offer as well as acceptance, if any, of reports of committees chosen at previous Town Meetings.

**ACTION ON ARTICLE 2, May 8, 2000.** On Mr. White’s motion, the Town did vote, unanimously, to accept the reports of the Selectmen and other Town Officers, Agents and Committees as printed in the Town Report.

**ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2000 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$39,956.00 year
Town Clerk	\$26,024.00 year
Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

Or take any other action relative thereto.

**The Board of Selectmen Recommends.**

This article establishes the salaries for all elected members of Town Government.

**The Finance Committee Recommends.**

We recommend the several salaries and compensations established herein for elected officials, but reserve the right to amend certain of these amounts so as to be consistent with Personnel Board guidelines for non-union staff.

**ACTION ON ARTICLE 3, May 8, 2000.** Mr. White made a motion to fix the salaries and compensation of various officials for the year beginning July 1, 2000 as printed in the warrant under Article 3. Mr Gorman made a motion to amend the Tax Collector’s salary by decreasing it by \$700.00 to a total of \$39,256.00 and by decreasing the Town Clerk’s salary by decreasing it by \$361.00 to a total of \$25,663.00. Ms. Richardson spoke in favor of retaining the amounts as submitted. Mr. Gorman’s motion did not carry. Mr. White’s motion carried unanimously.

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

To see if the Town will vote to make the following changes to the Personnel Administration Plan:

CHANGE all occurrences of "probationary" to "training."

ADD to Article I, Section 1:

This Personnel Administration Plan does not create a contract nor is it to be interpreted or construed as creating any contractual obligations of any kind between the Town and any of its employees.

REPLACE Article III, Section 3 with:

"Pay Week" is a seven-day period that begins on Monday at 12:01 am and ends the following Sunday at midnight.

ADD Article III, Section 7:

"At Will." Employment with the Town is voluntarily entered into and is therefore "at will." The employee is free to resign at any time. Similarly the Town may terminate the employment relationship at any time, with or without cause, so long as there is no violation of applicable state or federal law.

ADD to Article IV:

Section 6a. A central personnel file for all positions subject to the Classification and Compensation plans and the employees occupying these positions shall be established in the Office of the Board of Selectmen. Original files shall be maintained for the Personnel Board by the Town Administrator or person designated by the Town Administrator. A copy of the files may be maintained by the Department Head, on site, provided the file copies are under lock and key and access is restricted.

These records shall contain the information prescribed in Article IV, Section 6, above. Each employee of the Town, and all future employees except elected officials and those employees under the direction and control of the School Committee, shall be required to complete the "Application for Employment" form in order to update and maintain the basic personnel file data. The Town Administrator will furnish these forms to each Department Head. The Department Head shall be responsible for furnishing all data needed for the completion of the personnel record.

No material derogatory to an employee may be filed in a personnel record without the knowledge of the individual employee.



Employees shall have the right to inspect the contents of their personnel files in the presence of the Town Administrator or the designated representative of the Town Administrator.

ADD to Article VII, Section 7:

All non-exempt employees, including per diem, are paid overtime for working on holidays.

ADD to Article X:

Section 14. VACATION PAY

If a payday falls during a scheduled vacation, the employee may request that money be paid in advance. In order to minimize the impact on Payroll and Accounting, advance vacation pay must be requested, in writing to the Town Treasurer, not less than 28 days in advance of the date the check would be issued. Employees' written requests will be acknowledged to minimize the chances for error.

For employees on direct deposit, no special request is necessary. Pay will be deposited, as usual, during the vacation period.

ADD to Article XI:

Section 6. MGL 149, 52D became effective on August 4, 1998 and requires employers with more than 50 employees to provide eligible employees 24 hours of unpaid leave time per year to accomplish certain activities with their children and elderly relatives. Eligible employees may take this "small necessities" leave in addition to the 12-week unpaid leave permitted under the Family and Medical Leave Act.

Eligible employees are those who have worked for their employer for at least one year and for 1,250 hours during the year preceding their scheduled "small necessities" leave.

The following activities qualify for "small necessities" leave:

- Participation in school activities directly related to the educational advancement of the employee's child (whether at public or private, primary or secondary schools, Head-Start programs or child-care facilities).
- Accompanying the employee's child to a routine medical or dental appointment such as a check-up or vaccination.
- Accompanying an elderly relative (one who is over 60 years of age and is related to the employee by blood or marriage) to routine medical or dental appointments.
- Employee appointments for professional services related to elder care, such as interviewing nursing or group homes.

If the need for leave time is foreseeable, the employee must provide at least seven days' notice. If it is unforeseeable, the employee should provide as much notice as is practicable.

Although the statute provides that "small necessities" leave is to be unpaid, employees may elect, or employers may require, that accrued vacation, personal, medical, or sick leave be used. Employers may require a "certification" from the employee substantiating the employee's need for the leave time.

Section 7. UNPAID LEAVES OF ABSENCE (current Section 6)

Section 7a. COURT APPEARANCES

Except for Police Officers who must testify, employees who make court appearances other than Jury Duty, i.e., As plaintiff, defendant, or witness, may use vacation time or take unpaid leave.

CHANGE Article XV, Section 2, STEP ONE:

Replace "fifteen (15) calendar days" with "ten (10) working days."

ADD the following Articles to the Personnel Administration Plan:

ARTICLE XVIII. PERFORMANCE REVIEWS

Section 1. INTENT

The employee performance review is intended to:

- a. Provide a method of improving the effectiveness and efficiency of the individual.
- b. Serve as a conduit for communication and feedback outside of routine daily interactions.
- c. Provide a means of reflecting upon, summarizing, and quantifying performance.
- d. Provide a process for establishing goals and objectives.
- e. Provide a basis for formal personnel decision making.
- f. Serve as a basis for recognizing accomplishments and needs for guidance, development, training, and support.

Section 2. ADMINISTRATIVE PROCEDURES

The Department Head shall review performance at the end of the initial training period and annually thereafter.

Performance shall be reviewed on an Employee Evaluation Form that directly correlates to the respective job description for each employee. Attendance, promptness, performance, and length of service shall be considered in making recommendations. A satisfactory written evaluation shall entitle an employee to a one-step increase until the maximum step of the class has been reached.

Appraisal forms with only header information are sent by the Town Administration to the Department Head approximately 60 days prior to the due date for the employee's review.

During the next 15 days, the Department Head must complete the evaluation form, sign it, and forward it to the Town Administrator.

The Town Administrator then has 14 days to consider the evaluation. If the Town Administrator approves the evaluation and any suggested pay change, a Pay Change Request is forwarded to the Town Accountant and Treasurer for implementation. The approved evaluation and Pay Change Form are returned to the Department Head for discussion with the employee. If the Town Administrator does not approve the evaluation, the Administrator must meet with the Department Head to resolve any differences. The Town Administrator must assure that any

resultant pay changes conform to contractual obligations and/or the approved Personnel Administration Plan, including Schedules A and B.

After discussing the review with the Department Head, the employee must sign the evaluation form indicating that the employee has seen the evaluation.

The completed evaluation form is then returned to the Town Administrator for filing in the employee's file. Employees and Department Heads may, and are encouraged to, keep copies of the evaluation if they choose.

### Section 3. RATINGS

1. SUPERIOR. This rating is for the employee who consistently goes beyond the job description. The employee works promptly and is always willing to do extra for co-workers.
2. GOOD. This rating applies to the employee who completes the tasks required for the position and at times goes beyond the requirements.
3. ADEQUATE. This rating applies to the employee who does what is asked but does not put in any extra effort. This employee does the minimum work required for the position.
4. NEEDS IMPROVEMENT. This rating applies to the employee who does not complete all of the tasks required in the job description. When using this rating, the Department Head must indicate if there are other factors, such as training, that should be considered.
5. UNSATISFACTORY. This rating is for the employee who fails to do what is expected. The employee is not fulfilling responsibilities in a manner acceptable to sustaining employment. When using this rating, the Department Head must indicate if there are other factors, such as health, that should be considered.

The annual rating should never come as a surprise to the employee. Ratings 4 and 5 above may not be used unless prior, documented, discussions of the issues have been held between the Department Head and the employee.

## ARTICLE XIX. AFFIRMATIVE ACTION POLICY

### Section 1. STATEMENT OF EQUAL OPPORTUNITY

The Town of Boxborough is an equal opportunity employer. All employment decisions are made on a non-discriminatory basis without regard to race, color, national or ethnic origin, sex, marital status or sexual orientation, age, disability, religious or political beliefs, veteran status, or any other factors which cannot lawfully be the basis for an employment decision.

### Section 2. AMERICANS WITH DISABILITIES ACT

The Town of Boxborough is committed to full compliance with the Americans with Disabilities Act ("ADA") and to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation will be made available to all disabled employees capable of performing the essential functions of the job with reasonable proficiency.

Qualified individuals with disabilities are entitled to equal pay and equal treatment with regard to other forms of compensation (or changes in compensation) as well as in job assignments, classifications, job descriptions and seniority lists.

This policy is neither exhaustive nor exclusive. The Town of Boxborough is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and other applicable federal, state, and local laws.

### Section 3. IMMIGRATION LAW COMPLIANCE

In order to comply with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town of Boxborough within the past three years, or if their previous I-9 is no longer retained or valid.

## ARTICLE XX. ALCOHOL AND DRUG FREE WORKPLACE POLICY

Section 1. The Town of Boxborough hereby notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited, and violation of such prohibition in the workplace can lead to dismissal.

As a condition of continuing employment, employees will:

- a. Abide by the terms of this policy.
- b. Notify the Town Administrator in writing of any criminal drug statute conviction for violation occurring in the workplace (i.e., Any department of the Town of Boxborough) no later than five calendar days after such conviction.

The Town will take one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is convicted of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance:

- a. Taking appropriate personnel action against such an employee, up to and including termination; or
- b. Requiring such employee to satisfactorily complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Section 2. This policy shall not apply to Police Officers lawfully engaged in investigative or enforcement actions, nor to any other activity within the lawful scope of the powers and duties of law enforcement officers.

## ARTICLE XXI: HARASSMENT POLICY

### Section 1. INTENT

It is the goal of the Town of Boxborough to promote a workplace which is professional and which treats all of those who work here with dignity and respect. Sexual harassment is unlawful and will not be tolerated by the Town of Boxborough. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will also not be tolerated.

Because the Town of Boxborough takes allegations of sexual harassment seriously, the Town will respond promptly to complaints of sexual harassment. Where it is demonstrated to the Town's satisfaction that such harassment occurred, the Town will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action where appropriate.

## Section 2. DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, by supervisors, employees and, in some instances, third parties, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers. Prohibited conduct also extends to any function or activity that is officially sponsored by the Town of Boxborough. While it is not possible for the Town to list all those circumstances that would be considered sexual harassment, the following are some examples:

- a. Unwelcome sexual advances, whether they involve physical touching or not.
- b. Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews
- c. Assault or coerced sexual acts.

The following conduct may also constitute sexual harassment in certain circumstances:

- a. Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- b. Displaying sexually suggestive objects, pictures, cartoons, etc.
- c. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- d. Inquiries into one's sexual experiences.
- e. Discussion of one's sexual activities.
- f. Comments regarding gender stereotypes that demean, embarrass or humiliate employees.

### Section 3. PRIVATE COUNSELING OPTION

If an employee believes that he or she is the victim of sexual harassment, in addition to the right to file a complaint, the employee may also seek advice from the Town Administrator. This person is available to discuss any concerns the employee may have and to provide information about the Town's policy on sexual harassment and the complaint process. If the employee desires, this individual will work with the employee to find a way of resolving concerns in an informal manner acceptable to the employee and in a manner which would offer as much privacy and confidentiality as is possible. If this option does not resolve the complaint, the employee may proceed through the complaint procedure set forth in Section 4, below.

### Section 4. COMPLAINTS OF SEXUAL HARASSMENT

If any Town employee believes that he or she has been subjected to sexual harassment, it is the Town's policy to provide the employee with the right to file a complaint with the Town. This may be done in writing or orally to the Affirmative Action Officer (AAO) who is designated below. When a complaint is received, the AAO will then investigate the allegation in a fair and expeditious manner. The AAO's investigation may include a private interview with the person filing the complaint and with witnesses. The AAO will also interview the person alleged to have committed sexual harassment. The AAO may, if necessary, request written statements in addition to the private interviews. If the AAO is unable to resolve the complaint, the AAO will report the investigation findings to the Board of Selectmen.

If the investigation reveals that sexual harassment did occur, the Town will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action which could include termination from employment. In addition, when the investigation is completed, through formal or informal procedures, the Town will inform the person filing the complaint and the alleged harasser of the results of that investigation, including allegations that have not been sustained.

If an employee would like to file a complaint, he or she may do so by contacting the Town Administrator, the Affirmative Action Officer. If the Affirmative Action Officer is the offending party then complaints may be made to the Chairman of the Board of Selectmen.

### Section 5. DISCIPLINARY ACTION

If sexual harassment has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment. All disciplinary action shall be conducted pursuant to the provisions of a collective bargaining agreement for union personnel and the Personnel Administration Plan of the Town of Boxborough for non-union personnel.

### Section 6. STATE AND FEDERAL REMEDIES

In addition to the above, if an employee that believes that he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the following government agencies:

1. The United States Equal Employment Opportunity Commission  
Congress Street, 10th Floor, Rm. 1001  
Boston, MA 02114 (617) 565-2300
2. The Massachusetts Commission Against Discrimination Boston Office  
One Ashburton Place - Room 601  
Boston, MA 02108 (617) 727-3990
3. Springfield Office  
424 Dwight Street, Room 220  
Springfield, MA 01103 (413) 739-2145

## ARTICLE XXII: HIRING POLICY

### Section 1. INTENT

It shall be the policy of the Board of Selectmen in the Town of Boxborough that all hiring will be performed in an open environment. Appointment and hiring decisions shall be made based on qualifications, recommendations, background checks, fitness-for-employment tests, psychological and physical, proof of special licenses, proof of specific skills and training. All information will be kept on file with the application if the person is hired. Not all applicants will have to meet all the above requirements. The specific requirements are set forth below for each particular position.

### Section 2. CONFLICT OF INTEREST AND APPEARANCE

The Conflict of Interest law prohibits a municipal official from participating in any particular matter affecting the financial interest of an "immediate family member." The purpose of the broad prohibition against acts of nepotism is to prevent potential conflicts or the appearance of favoritism which arise whenever a public official's personal loyalty to a family member competes with the need to make objective personnel decisions. "Immediate family member" is defined in the law as the employee, employee's spouse, their parents, children, brothers, and sisters.

Beyond the scope of the conflict of interest law, the policy of the Board of Selectmen is that the Town, through its Officials, shall not hire any employee as a favor to anyone, or which has the appearance of being a favor.

Department Heads shall be careful while interviewing and hiring with regard to applicants with whom they have had past relationships, as well as with friendships between the applicant, the applicant's family members and the Department Head. It is not in the best interests of the Town to start an employment relationship that appears to be a favor or appearance of a conflict. In all cases where there is an appearance of a conflict or favoritism the Department Head shall make a written disclosure to the Board of Selectmen during the preliminary application phase. The Board shall make the final determination on the hire. Applicants and Department Heads shall

not attempt to hide any friendship or relationship. If an employee is hired without disclosure by the Department Head or the new Employee, it shall be grounds for disciplinary action against both parties.

### Section 3. ADVERTISING FOR POSITIONS

- a. Department Head positions should be advertised at least one time with the time for submission of applications being a minimum of 4 weeks except in extenuating circumstances and with prior approval of the Board of Selectmen.
- b. All other positions should be advertised at least one time with the time for submission of applications being a minimum of 2 weeks.
- c. All ads shall be reviewed by the Town Administrator as to form and legality prior to placement in the paper.
- d. All positions shall be posted on the bulletin board in the appropriate Town buildings and at Town Hall for 2 weeks.

### Section 4. APPLICATION REVIEW

- a. The applicants shall use the proper application for the position. In addition to a resume, all applicants must fill out and sign a standard Town of Boxborough application form appropriate to the position.
- b. Applications for non-appointed positions must be made available to the BOS for review as requested.
- c. Applications shall be checked for completeness and accuracy. A letter must be signed giving the town permission to request recommendations, to perform background checks and to receive the results of physical tests, if required. These letters shall be provided at Town Hall.
- d. The Board of Selectmen shall set the education and training level for each position. All applications shall be submitted to Town Hall where they will be reviewed for the minimum standards of education and training as set by the Board. The Department Head will then review and process those applications that have met the initial screening requirements.

### Section 5 REQUIREMENTS FOR POSITIONS

#### NON-APPOINTED PERSONNEL

- a. The Department Head shall review with the Town Administrator eligibility of the new hire for benefits before offering such benefits.
- b. A letter shall be written offering the position including salary and benefits. The letter shall be placed in the personnel file.
- c. The Department Head shall ensure that new hires fully read the Employee Handbook and New Employee Information Package and that, before the employee is sent to Town Hall to complete the necessary enrollment forms, the employee has all records needed for enrollment.

Letters shall be sent to the other applicants thanking them for their interest.

#### PERSONNEL APPOINTED BY BOARD OF SELECTMEN

- a. The Department Head shall review with the Town Administrator eligibility of the new hire for benefits before offering such benefits.



- b. Provide the Town Administrator with application and background material to be presented to the BOS prior to the interview meeting.
- c. The Board of Selectmen may require proof of any finalist's degrees, course curriculum, and any other certifications before making an appointment.
- d. The Department Head shall ensure that new hires fully read the New Employee Information Package and that before the employee is sent to Town Hall to complete the necessary enrollment forms that the employee has all records needed for enrollment.

Letters shall be sent to the other applicants thanking them for their interest.

Section 6. AFTER HIRE

- a. After an offer is made the Department Head shall arrange for any medical or psychological testing which must be completed. All offers are made contingent on passing all medical and psychological examination.
- b. The Department Head shall review with the Town Administrator eligibility of the hire for benefits.
- c. After tests are completed satisfactorily the hiring package shall be completed with the Department Head, i.e., All forms for taxes & benefits and forms returned to the Town Administrator and the Treasurer.
- d. In the case of employees with a six-month training period, the department head must submit a written performance review to the Town Administrator at three months and after five and one half months.
- e. In the case of employees with a twelve-month training period, the Department Head must submit a written performance review to the Town Administrator at three months and after nine months with a final recommendation at eleven and one half months.

Section 7. The above policy is meant to be the minimum standards and procedures for any hire. Additional requirements may be added by the Department Head.

**And by:**

Amend Schedule B, after completion of any Union Contract or contract with an individual, to remove positions covered by said contract from the Schedule. Any new Contract will incorporate the compensation schedules within the contract for the duration of the contract;

Adjust steps for an across the Board 3.4 percent increase for non-contractual employees; or take any other action relative thereto.

**TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN**

**COMPENSATION OF POSITIONS FY2001 SCHEDULE A**

**POSITION TITLE**

**PAYMENT SCHEDULE**

**REGULAR FULL-TIME SCHEDULE**

Town Administrator

Deleted from schedule; now covered by contract

**Administrative Assistant**

**Annual**

**Treasurer**

**Annual**

Assessor

Deleted from schedule; now covered by contract

## TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN

### COMPENSATION OF POSITIONS FY2001 SCHEDULE A

#### POSITION TITLE

Planner  
Accountant  
Secretary I  
Secretary II  
Secretary III  
Building Insp./Code Enforcement  
Police Chief  
Fire Chief  
Firefighter/EMT  
DPW Director  
**DPW Foreman**  
**DPW Worker**  
**DPW Semi-skilled Worker**  
Custodian

#### PAYMENT SCHEDULE

Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**  
Deleted from schedule; now covered by contract

#### REGULAR REDUCED HOURS SCHEDULE

Secretary I  
Secretary II  
Secretary III  
**Police Secretary**  
**Library Director**  
**DPW Worker**

Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**

#### REGULAR PART-TIME SCHEDULE

Secretary I  
Secretary II  
Secretary III  
**Clerk**  
**Children's Librarian**  
**Sr. Library Technician**  
**Library Technician**  
Custodian  
**Transfer Station Operator I**  
COA Coordinator

Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
Deleted from schedule; now covered by contract  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**  
Deleted from schedule; now covered by contract  
**F/W Hourly**  
Deleted from schedule; now covered by contract

#### PER DIEM SCHEDULE

**Fire Lieutenant/EMT**  
**Call Firefighter/EMT**  
**Call Firefighter**  
**Special Police Officer**

**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**

#### INTERMITTENT SCHEDULE

**Cemetery Superintendent**  
**Cemetery Laborer**  
**Registrar Chairperson**  
**Clerk of Elections**

**Annual**  
**F/W Hourly**  
**F/W Hourly**  
**F/W Hourly**

## TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN

### COMPENSATION OF POSITIONS FY2001 SCHEDULE A

<u>POSITION TITLE</u>	<u>PAYMENT SCHEDULE</u>
Election Worker	F/W Hourly
Registrar Member (plus .31 a head)	F/W Hourly
Deputy Fire Chief	F/W Hourly
Fire Captain	F/W Hourly
Fire Lieutenant	F/W Hourly
Call Firefighter/EMT	F/W Hourly
Call Firefighter	F/W Hourly
Special Police Officer	F/W Hourly
Lock-Up Attendant	F/W Hourly
Seasonal Maintenance Worker	F/W Hourly
Snow Plower	F/W Hourly
Seasonal Conservation Worker	F/W Hourly
Assistant Building Inspector	F/W Hourly
Wiring Inspector	Fees
Gas Inspector	Fees
Plumbing Inspector	Fees
Oil Inspector	Fees
Dog Officer	Annual
Assistant Dog Officer	Per Call
Fence Viewer	F/W Hourly
Field Driver	F/W Hourly
Library Page	F/W Hourly
Jr. Library Page	F/W Hourly
Director of Gymnastics	F/W Hourly
Director of Summer Playground	F/W Hourly
Director of Winter Programs	F/W Hourly
Instructor of Summer Playground	F/W Hourly
Recreation Aide	F/W Hourly
Recreation Jr. Aide	F/W Hourly
Intern (Town Hall)	F/W Hourly

**BOLD indicates Personnel Board directed positions**

**COMPENSATION OF POSITIONS FY2001 SCHEDULE B**

<b><u>POSITION TITLE</u></b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
<b><u>REGULAR FULL-TIME SCHEDULE</u></b>						
Town Administrator	Deleted from schedule; now covered by contract					
<b>Administrative Assistant</b>	<b>38,708.80</b>	<b>40,063.61</b>	<b>41,465.83</b>	<b>42,917.14</b>	<b>44,419.24</b>	<b>45,973.91</b>
<b>Treasurer</b>	<b>37,812.59</b>	<b>39,136.03</b>	<b>40,505.79</b>	<b>41,923.49</b>	<b>43,390.82</b>	<b>44,909.50</b>
Assessor	Deleted from schedule; now covered by contract					
Planner	Deleted from schedule; now covered by contract					
Accountant	Deleted from schedule; now covered by contract					
Secretary I	Deleted from schedule; now covered by contract					
Secretary II	Deleted from schedule; now covered by contract					
Secretary III	Deleted from schedule; now covered by contract					
Building Insp./Code Enforcement	Deleted from schedule; now covered by contract					
Police Chief	Deleted from schedule; now covered by contract					
Fire Chief	Deleted from schedule; now covered by contract					
Firefighter/EMT	Deleted from schedule; now covered by contract					
DPW Director	Deleted from schedule; now covered by contract					
<b>DPW Foreman</b>	<b>16.05</b>	<b>16.61</b>	<b>17.19</b>	<b>17.79</b>	<b>18.42</b>	<b>19.06</b>
<b>DPW Worker</b>	<b>12.75</b>	<b>13.20</b>	<b>13.66</b>	<b>14.14</b>	<b>14.63</b>	<b>15.14</b>
<b>DPW Semi-skilled Worker</b>	<b>11.59</b>	<b>12.00</b>	<b>12.42</b>	<b>12.85</b>	<b>13.30</b>	<b>13.77</b>
Custodian	Deleted from schedule; now covered by contract					
<b><u>REGULAR REDUCED HOURS SCHEDULE</u></b>						
Secretary I	Deleted from schedule; now covered by contract					
Secretary II	Deleted from schedule; now covered by contract					
Secretary III	Deleted from schedule; now covered by contract					
<b>Police Secretary</b>	<b>11.01</b>	<b>11.40</b>	<b>11.80</b>	<b>12.21</b>	<b>12.64</b>	<b>13.08</b>
<b>Library Director</b>	<b>19.15</b>	<b>19.82</b>	<b>20.51</b>	<b>21.23</b>	<b>21.97</b>	<b>22.74</b>
<b>DPW Worker</b>	<b>12.75</b>	<b>13.20</b>	<b>13.66</b>	<b>14.14</b>	<b>14.63</b>	<b>15.14</b>
<b><u>REGULAR PART-TIME SCHEDULE</u></b>						
Secretary I	Deleted from schedule; now covered by contract					
Secretary II	Deleted from schedule; now covered by contract					
Secretary III	Deleted from schedule; now covered by contract					
<b>Clerk</b>	<b>8.19</b>	<b>8.48</b>	<b>8.77</b>	<b>9.08</b>	<b>9.40</b>	<b>9.73</b>
<b>Children's Librarian</b>	<b>14.48</b>	<b>14.98</b>	<b>15.51</b>	<b>16.05</b>	<b>16.61</b>	<b>17.19</b>
<b>Sr. Library Technician</b>	<b>10.60</b>	<b>10.97</b>	<b>11.35</b>	<b>11.75</b>	<b>12.16</b>	<b>12.59</b>
<b>Library Technician</b>	<b>8.98</b>	<b>9.29</b>	<b>9.61</b>	<b>9.95</b>	<b>10.30</b>	<b>10.66</b>
Custodian	Deleted from schedule; now covered by contract					
<b>Transfer Station Operator I</b>	<b>12.75</b>	<b>13.20</b>	<b>13.66</b>	<b>14.14</b>	<b>14.63</b>	<b>15.14</b>

**COMPENSATION OF POSITIONS FY2001 SCHEDULE B**

<b><u>POSITION TITLE</u></b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
COA Coordinator	Deleted from schedule; now covered by contract					

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT	12.96
Call Firefighter/EMT	11.78
Call Firefighter	11.78
Special Police Officer	11.78

**INTERMITTENT SCHEDULE**

Cemetery Superintendent	6,188.49	Annual
Cemetery Laborer	7.76	
Registrar Chairperson	663.91	Annual
Clerk of Elections	8.16	
Election Worker	7.50	
Registrar Member (plus .31 a head)	199.20	Annual
Deputy Fire Chief	14.25	
Fire Captain	13.60	
Fire Lieutenant	12.96	
Call Firefighter/EMT	11.78	
Call Firefighter	11.78	
Special Police Officer	11.78	
Lock-Up Attendant	10.65	
Seasonal Maintenance Worker	9.62	
Snow Plower	15.23	
Seasonal Conservation Worker	9.02	
Assistant Building Inspector	16.85	
Wiring Inspector	Fees	
Gas Inspector	Fees	
Plumbing Inspector	Fees	
Oil Inspector	Fees	
Dog Officer	8,000.00	Annual
Assistant Dog Officer	275.00	Annual/per call
Fence Viewer	32.23	
Field Driver	35.00	
Library Page	7.50	
Jr. Library Page	6.00	(\$6.75 effective 1/1/01)
Director of Gymnastics	13.20	
Director of Summer Playground	13.73	

**COMPENSATION OF POSITIONS FY2001 SCHEDULE B**

<b><u>POSITION TITLE</u></b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
<b>Director of Winter Programs</b>	<b>13.20</b>					
<b>Instructor of Summer Playground</b>	<b>10.00</b>					
<b>Recreation Aide</b>	<b>7.50</b>					
<b>Recreation Jr. Aide</b>	<b>7.01</b>					
<b>Intern (Town Hall)</b>	<b>7.50</b>					

**BOLD indicates Personnel Board directed positions**

**The Board of Selectmen Recommends (4 – 0).**

**The Finance Committee Recommends.**

The proposed changes and additions to the Personnel Administration Plan continue Boxborough’s progress toward a fair and professional personnel practice consistent with the ever-growing needs of Town Government. The Personnel Board should be commended for their time and diligence in researching and formulating these provisions.

ACTION ON ARTICLE 4, May 8, 2000. On Ms. Grossman’s motion, the Town did vote, unanimously, to amend the Town of Boxborough Personnel Administration Plan as printed in the warrant under Article 4.

On May 9<sup>th</sup>, Mr. Rudolph made a motion to reconsider Article 4. This motion carried. As Article 40 was voted in the affirmative, it is necessary to amend Article 4 to reflect the changes. On Mr. Rudolph’s motion, the Town did vote, unanimously, to amend the Town of Boxborough Personnel Administration Plan as printed in the warrant under Article 4 with the following changes:

Amending Classification of Positions Schedule A by:

Add the position of Dispatcher under the Regular Full-Time and Part-Time Schedules.

Amending Compensation of Positions Schedule B by:

Add Compensation of Dispatcher as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
11.50	11.90	12.32	12.75	13.20	13.66

Add Compensation of Part-Time Dispatcher as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
11.50	11.90	12.32	12.75	13.20	13.66

**ARTICLE 5 TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2000 or take any other action relative thereto.

**FY 2001 Budget Worksheet  
Summary Sheet**

Dept. #	Line #	Account Name	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
114	1	Moderator Salary	125	125	0	0.00
119	75	Town Constable Exp	200	200	0	0.00
122	4	Selectmen Salary	2,000	2,000	0	0.00
		Selectmen Consulting	0	15,000	15,000	N/A
	5	Selectmen Other Exp.	3,100	3,875	775	25.00
		Selectmen Total	5,100	20,875	15,775	309.31
123	9	Town Administrative Salary	88,765	97,732	8,967	10.10
131	2	Finance Committee	285	400	115	40.35
132	3	Reserve Fund	120,000	120,000	0	0.00
135	11	Town Accountant Salary	43,892	51,402	7,510	17.11
	12	Town Accountant Other	13,780	12,480	-1,300	-9.43
		Town Accountant Total	57,672	63,882	6,210	10.77
141	17	Assessor Salary	70,271	65,908	-4,363	-6.21
	18	Assessor Other	7,200	7,950	750	10.42
		Assessor Total	77,471	73,858	-3,613	-4.66
145	13	Town Treasurer Salary	40,506	50,084	9,578	23.65
	14	Town Treasurer Other	20,406	15,720	-4,686	-22.96
		Town Treasurer Total	60,912	65,804	4,892	8.03
146	15	Tax Collector Salary	45,242	46,502	1,260	2.79
	16	Tax Collector Other	14,385	14,385	0	0.00
		Tax Collector Total	59,627	60,887	1,260	2.11
151	7	Legal Services	50,000	50,000	0	0.00
	8	Legal Expenses	4,000	4,000	0	0.00
		Legal Total	54,000	54,000	0	0.00
152	31	Personnel Board Expenses	200	200	0	0.00
161	19	Town Clerk Salary	31,870	42,521	10,651	33.42
	20	Town Clerk Other	3,080	5,279	2,199	71.40
		Town Clerk Total	34,950	47,800	12,850	36.77
162	21	Elections & Reg. Salary	5,685	3,383	-2,302	-40.49

**FY 2001 Budget Worksheet  
Summary Sheet**

Dept. #	Line #	Account Name	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
	22	Elections & Reg. Other	3,620	3,756	136	3.76
		Elections & Reg. Total	<b>9,305</b>	<b>7,139</b>	-2,166	-23.28
171	27	Conservation Comm. Salary	10,069	11,272	1,203	11.95
	28	Conservation Comm. Other	1,130	2,066	936	82.83
		Cons. Comm. Total	<b>11,199</b>	<b>13,338</b>	2,139	19.10
175	23	Planning Board Salary	55,411	58,956	3,545	6.40
	24	Planning Board Other	6,159	6,374	215	3.49
		Planning Board Total	<b>61,570</b>	<b>65,330</b>	3,760	6.11
176	25	Board of Appeals Salary	9,347	10,550	1,203	12.87
	26	Board of Appeals Other	500	340	-160	-32.00
		Board of Appeals Total	<b>9,847</b>	<b>10,890</b>	1,043	10.59
192	9	Town Hall Salary	53,183	72,994	19,811	37.25
	10	Town Hall Expenses	55,107	60,575	5,468	9.92
		Town Hall Total	<b>108,290</b>	<b>133,569</b>	25,279	23.34
195	29	Town Reports	<b>2,500</b>	<b>2,800</b>	300	12.00
<b>Subtotal General Government</b>			<b>762,018</b>	<b>838,829</b>	76,811	10.08
210	34	Police Dept. Salary	434,550	557,870	123,320	28.38
	35	Police Dept. Other	148,539	162,275	13,736	9.25
		Police Dept. Total	<b>583,089</b>	<b>720,145</b>	137,056	23.51
220	36	Fire Dept. Salary	382,356	396,599	14,243	3.73
	37	Fire Dept. Other	64,547	69,033	4,486	6.95
		Fire Dept. Total	<b>446,903</b>	<b>465,632</b>	18,729	4.19
241	38	Building Inspector Salary	45,505	59,508	14,003	30.77
	39	Building Inspector Other	2,825	6,305	3,480	123.19
		Building Inspector Total	<b>48,330</b>	<b>65,813</b>	17,483	36.17
249	40	Asst. Building Insp. Salary	<b>500</b>	<b>6,500</b>	6,000	1200.00
291	45	Emergency Mgmt., Civil Def.	<b>500</b>	<b>500</b>	0	0.00
292	42	Dog Officer Salary	8,000	8,275	275	3.44
	43	Dog Officer Other	1,235	1,235	0	0.00
		Dog Officer Total	<b>9,235</b>	<b>9,510</b>	275	2.98
299	32	Field Driver Salary	35	35	0	0.00



**FY 2001 Budget Worksheet  
Summary Sheet**

Dept. #	Line #	Account Name	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
		Field Driver Other	20	20	0	0.00
		Field Driver Total	<b>55</b>	<b>55</b>	0	0.00
<b>Subtotal Protection</b>			<b>1,088,612</b>	<b>1,268,155</b>	179,543	16.49
300	62	Blanchard School	<b>3,513,584</b>	<b>3,782,365</b>	268,781	7.65
	63	A/B Regional School	<b>2,506,419</b>	<b>2,791,547</b>	285,128	11.38
	64	Minuteman Regional Voc.	<b>113,327</b>	<b>145,830</b>	32,503	28.68
<b>Subtotal Education</b>			<b>6,133,330</b>	<b>6,719,742</b>	586,412	9.56
422	55	Public Works Salary	172,149	187,364	15,215	8.84
	56	Public Works Other	62,395	78,418	16,023	25.68
		Public Works Total	<b>234,544</b>	<b>265,782</b>	31,238	13.32
423	57	Snow & Sanding Salary	26,484	26,484	0	0.00
		Snow & Sanding Other	27,670	27,670	0	0.00
		Snow & Sanding Total	<b>54,154</b>	<b>54,154</b>	0	0.00
424	44	Street Lighting	<b>2,400</b>	<b>2,400</b>	0	0.00
429	33	Fuel Expenses	<b>22,550</b>	<b>31,720</b>	9,170	40.67
431	58	Hazardous Waste Collection	<b>3,995</b>	<b>0</b>	-3,995	-100.00
433	60	Transfer Station Salary	12,234	13,151	917	7.50
	61	Transfer Station Other	158,400	199,770	41,370	26.12
		Transfer Station Total	<b>170,634</b>	<b>212,921</b>	42,287	24.78
439	59	Recycling Salary	8,119	10,972	2,853	35.14
		Recycling Other	13,250	13,500	250	1.89
		Recycling Total	<b>21,369</b>	<b>24,472</b>	3,103	14.52
491	72	Cemetery Salary	6,975	7,212	237	3.40
	73	Cemetery Other	1,650	2,655	1,005	60.91
		Cemetery Total	<b>8,625</b>	<b>9,867</b>	1,242	14.40
510	48	Landfill Monitoring	<b>7,000</b>	<b>7,000</b>	0	0.00
511	46	Board of Health Salary	8,882	10,094	1,212	13.65
	47	Board of Health Other	2,515	2,705	190	7.55
		Board of Health Total	<b>11,397</b>	<b>12,799</b>	1,402	12.30
519	49	Environmental Services	<b>8,895</b>	<b>8,895</b>	0	0.00
521	54	Family Services	<b>4,000</b>	<b>4,000</b>	0	0.00
522	53	Nursing Services	<b>2,191</b>	<b>2,191</b>	0	0.00

**FY 2001 Budget Worksheet  
Summary Sheet**

<b>Dept. #</b>	<b>Line #</b>	<b>Account Name</b>	<b>FY '00 Budget</b>	<b>FY '01 Rec.</b>	<b>\$ Change</b>	<b>% Chng</b>
523	50	Human Services	7,000	7,000	0	0.00
<b>Subtotal Health/Public Works</b>			<b>558,754</b>	<b>643,201</b>	<b>84,447</b>	<b>15.11</b>
541	30	Council on Aging Salary	6,648	10,101	3,453	51.94
		Council on Aging Other	820	820	0	0.00
		Council on Aging Total	<b>7,468</b>	<b>10,921</b>	<b>3,453</b>	<b>46.24</b>
543	74	Veteran's Agent Salary	N/A	0		N/A
		Veteran's Agent Other	250	250	0	0.00
		Veteran's Agent Total	<b>250</b>	<b>250</b>	<b>0</b>	<b>0.00</b>
599	51	Animal Inspector	<b>700</b>	<b>700</b>	0	0.00
600	52	Animal Control Officer	<b>1,900</b>	<b>1,900</b>	0	0.00
610	66	Library Salary	58,475	72,761	14,286	24.43
	67	Library Other	31,332	34,839	3,507	11.19
		Library Total	<b>89,807</b>	<b>107,600</b>	<b>17,793</b>	<b>19.81</b>
630	68	Recreation Comm. Salary	14,423	14,900	477	3.31
		Recreation Comm. Other	4,650	5,300	650	13.98
		Recreation Comm. Total	<b>19,073</b>	<b>20,200</b>	<b>1,127</b>	<b>5.91</b>
691	71	Historical Commission	<b>600</b>	<b>600</b>	0	0.00
692	69	Public Celebrations Salary	300	300	0	0.00
		Public Celebrations Other	840	885	45	5.36
		Public Celebrations Total	<b>1,140</b>	<b>1,185</b>	<b>45</b>	<b>3.95</b>
699	70	A/B Cultural Council	<b>1,000</b>	<b>1,000</b>	0	0.00
<b>Subtotal Other Town Services</b>			<b>121,938</b>	<b>144,356</b>	<b>22,418</b>	<b>18.38</b>
710		Maturing Debt Principal	<b>1,017,400</b>	<b>1,047,433</b>	30,033	2.95
751		Maturing Debt Interest	<b>493,002</b>	<b>390,416</b>	-102,586	-20.81
<b>Subtotal Debt Service</b>			<b>1,510,402</b>	<b>1,437,849</b>	<b>-72,553</b>	<b>-4.80</b>
830	77	County Retirement Assess.	<b>172,495</b>	<b>181,881</b>	9,386	5.44
912	80	Other Benefit Insurance	<b>33,318</b>	<b>37,252</b>	3,934	11.81
913	81	Deferred Compensation	<b>6,350</b>	<b>6,000</b>	-350	-5.51
914	79	FICA	<b>11,000</b>	<b>11,800</b>	800	7.27
915	78	Medical, Life, & LTD Ins.	<b>490,000</b>	<b>550,005</b>	60,005	12.25
945	82	Liability Insurance	<b>55,382</b>	<b>44,928</b>	-10,454	-18.88

**FY 2001 Budget Worksheet  
Summary Sheet**

Dept. #	Line #	Account Name	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
		<b>Subtotal Employee Benefits</b>	<b>768,545</b>	<b>831,866</b>	63,321	8.24

<b>Budget Total</b>	<b>10,943,599</b>	<b>11,883,998</b>	940,399	8.59
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Summary by Category	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
General Government	762,018	838,829	76,811	10.08
Protection	1,088,612	1,268,155	179,543	16.49
Education	6,133,330	6,719,742	586,412	9.56
Health and Public Works	558,754	643,201	84,447	15.11
Other	121,938	144,356	22,418	18.38
Debt Service	1,510,402	1,437,849	-72,553	-4.80
Employee Benefits	768,545	831,866	63,321	8.24
<b>Budget Total</b>	<b>10,943,599</b>	<b>11,883,998</b>	940,399	8.59

Summary Mandated Expenses	FY '00 Budget	FY '01 Rec.	\$ Change	% Chng
A-B Regional High School	2,506,419	2,791,547	285,128	11.38
Minuteman Voc. Tech	113,327	145,830	32,503	28.68
County Retirement	172,495	181,881	9,386	5.44
Debt Service	1,510,402	1,437,849	-72,553	-4.80
<b>Total Mandated Expenses</b>	<b>4,302,643</b>	<b>4,557,107</b>	254,464	5.91
<b>Total Discretionary Expenses</b>		<b>7,326,891</b>	685,935	10.33
<b>Budget Total</b>	<b>10,943,599</b>	<b>11,883,998</b>	940,399	8.59

**The Finance Committee Recommends.**

The several operating budget categories and sums presented in the tabulation below are recommended to the town for the execution of the governmental, financial, public safety, educational, and maintenance functions provided for Boxborough's citizens.

**ACTION ON ARTICLE 5, May 8, 2000.** On Mr. Gorman's motion, the Town did vote, unanimously, that the Town raise and appropriate by taxation or otherwise the sum of

\$11,886,471

For the operations and expenses of the Town during the fiscal year beginning July 1, 2000, 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 warrant, under the heading FY '01 Recommendation, except for,

Department #146, Tax Collector Salary, \$46,502 is increased by \$700 to \$47,202  
 Department #161, Town Clerk Salary, \$42,521 is increased by \$361 to \$42,882  
 Department #241, Building Inspector Salary, \$59,508 is increased by \$1,412 to \$60,920

For a net increase of \$2,473

And to meet this appropriation that	\$8,323,602
Be raised by taxation, that estimated Cherry Sheet Aid of	\$2,004,864
And estimated local receipts of	\$1,546,000
Be applied against this appropriation, and that	\$12,005
Be transferred from other available funds as follows:	
To Department #171, Conservation Commission Salary Be applied from the Wetlands Protection Fund	\$2,000
To Department #171, Conservation Commission Other Be applied from the Wetlands Protection Fund	\$1,300
To Department #422, Public Works, Other Be applied from the Peter Whitcomb Fund Interest	\$6,000
To Department #491, Cemetery Salaries and Wages Be applied from the Cemetery Perpetual Care Interest Fund	\$1,500
To Department #491, Cemetery Other Be applied from the Cemetery Perpetual Care Interest Fund	\$1,205

**ARTICLE 6 ACTON BOXBOROUGH REGIONAL SCHOOLS CAPITAL IMPROVEMENT PROJECTS**

(Majority vote required)

To see if the Town will vote to appropriate the sum of Sixty-Seven Thousand Five Hundred and Twenty-Six Dollars (\$67,526), more or less, to the Acton-Boxborough Regional School District for the purpose of remodeling and making extraordinary repairs to the regional high school and for the purchase of equipment including any architect's fees and engineering fees and other costs incidental thereto and to determine whether such funds be raised by taxation, transferred from available funds or otherwise; or take any other action relative thereto.

**The Boxborough members of the Acton-Boxborough School Committee Recommend.**

The total amount of health, safety, maintenance and technology special article funds requested by the Region for FY 2001 is \$369,602. Boxborough's 18.27% share is \$67,526.

There are three main components:

- g. \$135,000 phone, communications and public address system for the senior high school to enable communication with all areas of the building.
- h. \$100,502 for senior high school maintenance and equipment and engineering and contingency costs including a new sidewalk from Hayward to Charter Road, replacement of hardware on fire doors and other security related items.
- i. \$132,100 for technology including upgrade of computers to handle mandated Special Education software, an update of the network, replace of physics lab and Counseling Department computers, replacement of some existing old computers, and an addition of twenty computers (one per classroom) in the Senior High School.

**The Finance Committee Recommends.**

The total Acton/Boxborough Regional School capital improvement budget is \$369,602. Per the regional agreement, Boxborough's 18.27% share is \$67,526. It should be noted that this entire capital improvement budget is aimed at the high school, as corresponding R.J. Gray capital expenses are being covered under the ongoing and reimbursable construction project. Assuming that Acton approves this line item in their town meeting, then it is Boxborough's obligation per the regional agreement to approve this amount.

What the A/B Regional High School plans for these funds includes:

- Updated security communication system
- Phonemaster software system
- Intellikey security system and locks
- Surveillance equipment
- Macintosh powerbook computers
- New sidewalk from Hayward to Charter Annex
- Additional parking
- Replacement hardware on fire doors

**ACTION ON ARTICLE 6, May 8, 2000.** On Mr. Fallon's motion, the town did vote, unanimously, to raise and appropriate the sum of Sixty-Seven Thousand Five Hundred and Twenty-Six Dollars (\$67,526) authorized by vote of the Acton-Boxborough Regional School District School Committee on March 2, 2000, to the Acton-Boxborough Regional School District for the purpose of remodeling and making extraordinary repairs to the regional high school and for the purchase of equipment including any architect's fees and engineering fees and other costs incidental thereto.

**ARTICLE 7 ELECTRICAL INSPECTION REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Twenty Five Thousand (\$25,000) dollars, to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies

remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

This article is required to reauthorize the revolving fund to pay inspectors from fees collected for the indicated purpose, and to set the maximum disbursement from the fund. The disbursement is capped at the same level as was authorized in FY '00 (\$25,000) and has no financial impact on the Town.

**ACTION ON ARTICLE 7**, May 8, 2000. On Mr. White's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 7.

**ARTICLE 8 PLUMBING AND GAS INSPECTION REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand (\$15,000) dollars to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

This article is required to reauthorize the revolving fund to pay inspectors from fees collected for the indicated purpose, and to set the maximum disbursement from the fund. The disbursement is capped at the same level as was authorized in FY '00 (\$15,000) and has no financial impact on the Town.

**ACTION ON ARTICLE 8**, May 8, 2000. On Mr. White's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 8.

**ARTICLE 9 FIRE ARMS PERMITS REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

Under current State firearms law, the Police Department collects fees in conjunction with the issuance of permits, then must send to the State 50% of the collected fees. This revolving fund will allow for the

deposit of the total fee into an account from which State payments and expenses associated with the permitting process will be drawn.

If the fund should build up a fund carry balance in excess of the Two Thousand Dollars (\$2000), funds can be transferred to other Police expenses with approval of the Town Meeting.

**The Finance Committee Recommends.**

This article merely reauthorizes the existing revolving fund for the next fiscal year for the reasons articulated by the Board of Selectmen in their recommendation above.

**ACTION ON ARTICLE 9**, May 8, 2000. On Mr. White's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 9.

**ARTICLE 10 STEELE FARM REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of Christmas trees and other fundraising activities and paying expenses for the Steele Farm up to Ten Thousand One Hundred Dollars (\$10,100), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

The Board of Selectmen agrees with the reauthorization of this revolving fund. The Steele Farm Advisory Committee (SFAC) has raised these funds through Christmas tree sales and other events. Under the stewardship of the SFAC, a number of important activities will be conducted to enhance the usability and preservation of the site. The reconstructed ice house is a tangible expression of progress.

**The Finance Committee Recommends.**

This housekeeping article simply reauthorizes the revolving fund for the next fiscal year in the same amount voted last year, allowing the Steele Farm Advisory Committee to spend up to \$10,100 from amounts raised through Christmas tree sales or other fundraising events. These monies must be spent to maintain or improve Steele Farm. Reauthorization of this revolving fund has no financial impact on the town.

**Steele Farm Advisory Committee Recommends.**

This fund allows for the property to be managed and the buildings to be kept weather-tight, safe and secure.

**ACTION ON ARTICLE 10**, May 8, 2000. On Mr. White's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 10.

**ARTICLE 11 REVOLVING FUND FOR DOG LICENSE FEES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 Section 53E 1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

This housekeeping article simply reauthorizes for the next fiscal year the revolving fund created at the March 27, 2000 STM to accept license fees and pay expenses associated with both licensing and damage to livestock/fowl. The amount cited is simply the maximum allowed expenditure from the self-sustaining fund, and has no financial impact on the Town.

**ACTION ON ARTICLE 11**, May 8, 2000. On Mr. White’s motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 11.

**ARTICLE 12 AMENDMENT TO THE DRIVEWAY APPROACH BYLAW\*\***

(Majority vote required)

To see if the Town will vote to amend Section 1 of the bylaw as now written below:

“No person shall break or dig up the ground in any street for any purpose whatever, or set or place any fence, post, tree or edgestone, or alter or change the position or direction of any fence, post or edgestone, or swing any door or gate in, upon or over, or change the grade or width of any public way without, in the case of a single house lot, a written permit of the Board of Selectmen, or in all other cases, a driveway permit issued by the Planning Board, except as specified in Section 6.7.4.1 of the Zoning Bylaw as it refers to Private Common Driveways.”

By replacing reference to the Board of Selectmen with reference to the Director of Public Works, or the Planning Board, and by deleting reference to Section 6.7.4.1 of the Zoning Bylaw.

The amended Section 1 of the bylaw shall read as follows:

“No person shall break or dig up the ground in any street for any purpose whatever, or set or place any fence, post, tree or edgestone, or alter or change the position or direction of any fence, post or edgestone, or swing any door or gate in, upon or over, or change the grade or width of any public way without, in the case of a single house lot, a written permit of the Director of Public Works, or in all other cases, approval granted by the Planning Board.”

Or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This activity is a technical activity that can best be carried out by the Director of Public Works who better and more immediately understands the various stages of road maintenance and relationship to ongoing projects.



**The Finance Committee Recommends.**

This article basically transfers the responsibility of issuing such driveway approach permits from the Board of Selectmen to the Public Works Director, who has a better understanding of the technical issues and impacts involved in such constructions.

**ACTION ON ARTICLE 12**, May 8, 2000. On Mr. White’s motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 12.

**ARTICLE 13 RESCIND BOND AUTHORIZATION FOR SCHOOL CONSTRUCTION\*\***

(Majority vote required)

To see if the Town will vote to rescind the balance of the borrowing authority authorized under Article 1, STM of May 8, 1995, said amount being Forty-Nine Thousand Two Hundred and Forty-One Dollars (\$49,241); or take any other action relative thereto.

**The School Committee Recommends.**

The construction project had bonded \$7,000,000.00 and the Town voted to authorize bonding for \$7,049,241.00 through this authorization.

**The Finance Committee Recommends.**

This is a housekeeping article consistent with the recommendation of the Town’s auditor to clear unused bonding authority from prior years in order to present the best possible financial scenario to potential investors in future town bonding issues. The \$49,241 in bonding authority at issue here was included as part of a \$7 Million (+) authorization to fund the Blanchard School Expansion some 5 years ago. The project has been completed, and there is no need for the residual bonding authorization.

**ACTION ON ARTICLE 13**, May 8, 2000. On Mr. White’s motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 13.

**ARTICLE 14 GREEN ACRES EASEMENT - ACCEPTANCE OF FIRE POND\*\***

(Majority vote required)

To see if the Town will vote to accept the Grant of Easement to the fire pond located in the Green Acres Subdivision. The easement is for a fire pond and cistern, dry hydrant and other appurtenant structures for the purpose of maintaining a system for the purpose of fire fighting.

Or take any other action relative thereto.

**The Planning Board Recommends.**

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

Passage of this article accepts a fire pond and allows the placement of associated structures and/or equipment that will benefit the public safety of the town.

**ACTION ON ARTICLE 14**, May 8, 2000. On Mr. White's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 14.

**ARTICLE 15 TOKATAWAN SPRING ROAD ACCEPTANCE\*\***

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Tokatawan Spring Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way shown on the plans entitled: "Definitive Plan of Steele Farm Subdivision in Boxborough, Mass.," Prepared for: J.S Kangas and Associates, scale 1"=40', dated: October 6, 1989, last revised March 10, 1995 drawn by: Acton Survey and Engineering, Inc. 277 Central Street, Acton, MA 01720, recorded with Middlesex South District Registry of Deeds as Plan No. 1142 of 1996, in Book 26807, Pages 333-337, and to which plan reference may be had for a more particular description of said Tokatawan Spring Lane; and "As Built Plan for Steele Farm Tokatawan Spring Lane" prepared by Stamski and mcrary Inc., Dated November 23, 1999.

And to authorize the Selectmen to acquire by gift or otherwise for highway purposes the fee or any lesser interests as well as easements for drainage or otherwise in any of the lands that may be necessary for such Town Way.

Or take any other action relative thereto.

**The Planning Board Recommends.**

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

The passage of this article allows the town to assume the responsibility for the road.

**ACTION ON ARTICLE 15**, May 8, 2000. On Ms. Metheny 's motion, the Town did vote to pass over Article 15, as the necessary information for the passage of this article was not forwarded to Town Counsel in a timely manner.

**ARTICLE 16 PARCEL X LAND GIFT\*\***

(Majority vote required)

To see if the Town will vote to accept a gift for conservation purposes pursuant to M.G.L. Ch. 40, s. 8C, of certain parcels of land situated in Boxborough, Middlesex County, Massachusetts, being Parcel X on a plan entitled: "Definitive Plan of Steele Farm Subdivision in Boxborough, Mass.," Prepared for: J.S Kangas and Associates, scale 1"=40', dated: October 6, 1989, drawn by: Acton Survey and Engineering, Inc. 277 Central Street, Acton, MA 01720, recorded with Middlesex South District Registry of Deeds as Plan No. 1142 of 1996, in Book 26807, Pages 333-337, and to which plan reference may be had for a more particular description of said Parcel X. Parcel X contains 10.96 acres of land, more or less, according to said plan.

Or take any other action relative thereto.

**The Planning Board Recommends.**

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

The passage of this article accepts this land gifted by the developer for conservation purposes. The residual value of this parcel for tax purposes is quite small.

**ACTION ON ARTICLE 16**, May 8, 2000. On Mr. White’s motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 16.

**ARTICLE 17, CEDARWOOD ROAD ACCEPTANCE\*\***

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Cedarwood Road as shown on the plan entitled: “Definitive Plan, Boxborough, Massachusetts, Pine Burroughs Homes,” dated September 23, 1988, last revised February 10, 1989, drawn by desimone Surveying Services Inc. And Joseph R. Henry Associates, Inc., And recorded with Middlesex South District Registry of Deeds as Plan No. 464 of 1989, in Book 19798, Page 173 and also shown on the plan entitled: “As Built Plan of Cedarwood Road in Boxborough, Mass” prepared for J.J O’Brien and Sons Inc., Dated January 1995 drawn by David E. Ross Associates Inc. And to authorize the Board of Selectmen to acquire by gift and to accept a deed to the inhabitants of the Town of the fee simple interest in Cedarwood Road, as described on the Plan, upon such terms and conditions as it shall deem appropriate, for the purposes of a public way and further to authorize the Board of Selectmen to acquire by gift or otherwise for highway purposes the fee or any lesser interests as well as easements for drainage.

Or take any other action relative thereto.

**The Planning Board Recommends.**

**The Board of Selectmen Recommends (5 – 0).**

**The Finance Committee Recommends.**

The passage of this article allows the town to assume the responsibility for the road.

**ACTION ON ARTICLE 17**, May 8, 2000. On Ms. Metheny’s motion, the Town did vote, unanimously, to pass over Article 17, as the deed, which needed to be signed by all homeowners, was not ready by the deadline.

**ARTICLE 18 CAPITAL IMPROVEMENTS - FIRE PROTECTIVE EQUIPMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Thirty Four Thousand Dollars (\$34,000), more or less, for the purpose of acquiring 25 sets of protective equipment (PPE); or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This is a routine replacement of old fire protective gear. This equipment has a life span of five years and it is now exceeding its warranty period by two years. The old gear will be used for training new hires.

**Finance Committee Recommends.**

These funds will purchase protective gear worn by firefighters in the performance of their duties. Life expectancy for this equipment is 5 years and the current equipment is going on to its 6th year. This is a personnel safety issue that should not be deferred.

**ACTION ON ARTICLE 18**, May 8, 2000. This equipment has a life of five years and ours is in 7<sup>th</sup> year. The old equipment will be used for practice. On Ms. Grossman’s motion, the Town did vote, unanimously, to raise and appropriate the sum of Thirty Four Thousand Dollars (\$34,000) for the purpose of acquiring 25 sets of protective equipment (PPE).

**ARTICLE 19 FIRE CHIEF POWERS AND DUTIES – CH 48 S. 42**

(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 48, Section 42, to establish a fire department under the control of an officer to be known as the chief of the fire department, or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

Consistent with the professionalism displayed and required of our Fire Chief, the acceptance of this law maintains accountability of the Chief to the Town while allowing him to more directly manage the affairs of the Department.

**The Finance Committee Recommends.**

The Strong Chief warrant article proposed here would give the power to hire and fire and develop policy Chief to the Fire. Budget development and approval would follow the current process.

**ACTION ON ARTICLE 19**, May 8, 2000. On. Mr. Wheeler’s motion, the Town did vote, unanimously, to accept M.G.L. Chapter 48, Section 42, to establish a fire department under the control of an officer to be known as the chief of the fire department.

**ARTICLE 20 CAPITAL IMPROVEMENTS – DPW DUMP TRUCK AND SANDER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Seventy Five Thousand Dollars (\$75,000), more or less, for the purpose of acquiring a dump truck and sander; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This purchase of additional equipment will be utilized to facilitate the additional roads in Town, and lessen the wear and tear on existing equipment.

**The Finance Committee Recommends.**

Both of these items were requested by the Highway Department as part of the Five Year Capital Plan. The proposed sander will replace one that has already exceeded its life expectancy. The dump trucks currently owned by the Town are all close to their life expectancies, and the new truck will be used not only to reduce wear and tear on the existing vehicles but also to manage the needs of increased road miles in town.

**ACTION ON ARTICLE 20**, May 8, 2000. On Mr. Wheeler’s motion, the Town did vote, unanimously, to borrow the sum of Seventy-Five Thousand Dollars (\$75,000) for the purpose of acquiring a dump truck and sander.

**ARTICLE 21 CAPITAL IMPROVEMENTS – POLICE BULLET PROOF VESTS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Ten Thousand Five Hundred Dollars (\$10,500), more or less, for the purpose of acquiring 15 bullet proof vests; or take any other action relative thereto.

**The Board of Selectmen Recommends (5- 0).**

These funds will be used to replace old vests which have exceeded their five year warranty period and to purchase additional vests for new hires. The Police Chief has applied for a federal grant that may reimburse our expenditures for the new vests at 50%.

**The Finance Committee Recommends.**

The bulletproof vests currently used by the Boxborough Police Department have reached the end of their nominal five-year life-span. In order to afford our police officers’ maximum safety in a life-threatening situation, they must be replaced. Each full-time and part-time officer employed by the town will receive a vest. Chief Vance has applied for a Federal Bureau of Justice Assistance (BJA) grant which, if received, will result in a 50% reimbursement to the Town. The Town must appropriate the full amount, and the reimbursement received will be deposited into the general fund, reverting to free cash in FY ’02.

**ACTION ON ARTICLE 21**, May 8, 2000. On Ms. Grossman’s motion, the Town did vote unanimously, to raise and appropriate the sum of Ten Thousand Five Hundred Dollars (\$10,5000) for the purpose of acquiring 15 bulletproof vests.

**ARTICLE 22 REVOLVING FUND – POLICE DETAILS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to authorize a revolving fund for purposes of receiving fees and paying Police Officers for special duty assignments which are reimbursable; and further to initiate this fund with Ten Thousand Dollars (\$10,000) which would be raised and appropriated, or appropriated from available funds, to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that monies remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

During the past year, the bos has been working with the Chief of Police to identify opportunities to improve officer retention. One of the issues raised was the amount of time that it takes for an officer to receive payment for special duty tasks which are reimbursable by businesses. Current policy is to pay after receipt of the payment to the Town. This revolving account will allow the Police Chief to authorize the payment in anticipation of the receipts.

**The Finance Committee Recommends.**

This article will create and seed a revolving fund to be used to pay Boxborough Police Officers for details worked outside of their primary responsibilities (such as traffic control jobs for private contractors or municipal agencies). Due to the municipal billing process, without this fund officers must often wait several weeks to be paid for the services they provide. The Town Treasurer and Accountant both support the use of a Revolving Fund for the purpose of reimbursing officers in a timely fashion.

**ACTION ON ARTICLE 22, May 8, 2000.** This article is being presented so that the officers can be paid in a more timely manner. On Mr. Wheeler’s motion, the Town did vote to authorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for purposes of receiving fees and paying Police Officers for special duty assignments which are reimbursable; and further to initiate this fund with Ten Thousand Dollars (\$10,000) which would be raised and appropriated to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that monies remaining in the fund at the end of fiscal year 2001 be carried over into fiscal year 2002 to pay for expenses not yet completed.

**ARTICLE 23 POLICE CHIEF POWERS AND DUTIES – CH 41 S. 97A**

(Majority vote required)

To see if the Town will vote to accept the provisions of M.G.L. Chapter 41, Section 97A, to establish a police department under the supervision of an officer to be known as the chief of police; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 - 0).**

Consistent with the professionalism displayed and required of our Police Chief, the acceptance of this law maintains accountability of the Chief to the Town while allowing him to more directly manage the affairs of the Department.

**The Finance Committee Recommends.**

This article enables the Chief of Police to directly manage the affairs of the Police Department. The Finance Committee believes that Chief Vance should be allowed to manage the department according to his knowledge and expertise.

**ACTION ON ARTICLE, May 8, 2000.** This is consistent with a strong chief. On. Mr. Fox’s motion, the Town did vote, unanimously, vote to accept the provisions of M.G.L. Chapter 41, Section 97A, to establish a police department under the supervision of an officer to be known as the chief of police.

**ARTICLE 24 QUINN BILL ACCEPTANCE**

(Majority vote required)

To see if the Town will vote to accept the provisions of M.G.L. Chapter 41, Section 108L to provide for a Police Career Incentive Pay program; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 - 0).**

The Board of Selectmen endorses the ideas of a knowledgeable workforce through higher education. This is made all the more palatable by reimbursement of a large percentage of the benefit by the state (with a minimal lag). Effectively the adoption of this article, with addressed contract action, makes the adoption of this provision cost neutral to the town while benefiting our Police Department significantly, ultimately benefiting the town.

**The Finance Committee Recommends.**

This article provides a monetary incentive for Police Officers who receive advanced degrees in their profession. The state will reimburse 50% of the cost to the Town should this article be approved. The Police Department worked with the Finance Committee and Board of Selectmen to adjust their budget, resulting in a net reduction in cost to the town if this article passes.

**ACTION ON ARTICLE 24, May 8, 2000.** This is being done through the Department of Education. An increase in wages will happen sometime in the future. On Mr. White's motion, the Town did vote, unanimously, to accept the provisions of M.G.L. Chapter 41, Section 108L to provide for a Police Career Incentive Pay program.

**ARTICLE 25 DESIGN REVIEW AND OTHER TOWN CENTER ZONING BYLAW CHANGES**

(2/3 vote required)

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map by adopting a new Section 5900 Design Review; amending Sections 2234, 2310, 3280, 5350, 5433, 5460, and 6200; and rezoning Parcel 103.3 on Assessor's Map 6, Group as follows:

A) Adopt a new section 5900 Design Review as follows:

5900. Design Review

5910. Purpose

The intent of this section is to provide for a detailed review of certain structures in the Town; to enhance the natural and aesthetic qualities of the Town; to preserve the value of land and buildings; and to protect and preserve the historic and cultural aspects and heritage of the Town.

5920. Design Review Board

The Design Review Board shall be composed of five residents of the town who shall be appointed by the Board of Selectmen for three-year terms as designated by the respective organizations as follows:

- a. One member of the Planning Board or their designee;
- b. One member of the Board of Selectmen or their designee;
- c. One member of the Historical Commission or their designee;
- d. One member of the Permanent Building Committee or their designee; and
- e. One member representing the community at-large, who shall be elected by the four designees as listed above and brought forward to the Board of Selectmen for appointment.

Partial terms shall be designated by the respective board/commission, or elected in the case of the at large member, and duly appointed by the Board of Selectmen.

5930. Applicability and Authority

Design Review in accordance with this section shall be required for: (1) new construction, exterior alteration or expansion of buildings in the Town Center District (except for pre-existing single-family dwellings as specified in Section 2262) where such new construction, alteration or expansion is subject to site plan approval under Section 5400 or is subject to a special permit; and (2) new or modified signs in the Town Center District.

5940. Procedures

Upon receipt of an application for site plan review, or an application for a special permit, in connection with any activity subject to design review pursuant to Section 5930, the recipient Planning Board or Board of Appeals shall forward a copy of said application to the Design Review Board with a request for its recommendations.

The applicant shall be responsible for submitting the following materials and documentation at the time of application. All drawings shall be to scale.

- a. Completed Design Review Board application.
- b. Color photographs showing existing buildings and site conditions on and adjacent to the proposed project area.
- c. Building elevations showing the proposed configuration, details, and adjacent site/building conditions.
- d. Plans showing footprint and relationships of structures, including relationship to structures on contiguous lots.
- e. Full lot and building section, including relationship of building height and street width.
- f. Other plans (including landscaping), sections, elevations and detailed drawings as may be required to demonstrate design attributes are being addressed.
- g. Samples of finished materials.
- h. Samples of colors.

The Design Review Board shall evaluate the proposed construction, alterations, or expansion based upon its published Design Guidelines, and shall submit its written findings and recommendations to the Planning Board or the Board of Appeals, as appropriate, and to the applicant. Said findings and recommendations shall be advisory only. The Design Review Board shall not delay the site plan review in preparing recommendations or requiring additional information.

Anyone seeking a permit under Section 3220 to erect or modify a sign in the Town Center District which is not subject to approval by the Planning Board or the Board of Appeals shall, prior to submitting the sign permit application to the Building Inspector, submit to the Design Review Board a scale drawing specifying sign dimensions, materials, illumination, letter size and styles, colors, and structural elements, and showing the proposed location of the sign on the lot



or building with all relevant measurements, for a written determination that the proposed sign conforms to the applicable Design Guidelines. A copy of the Review Board's determination must be appended to the sign permit application submitted to the Building Inspector.

5950. Design Attributes and Guidelines

The Design Review Board shall review projects based on the following attributes:

1. Rhythm of solids and voids
2. Façade and openings
3. Massing and spacing of buildings
4. Placement and orientation of buildings within a lot
5. Architectural details, materials, and color
6. Roof slopes and shapes
7. Signage and lighting
8. Landscaping

The Design Review Board shall publish and make available to the public, on request, a booklet of guidelines further detailing the specific Design Attributes cited above to effectuate the purposes of this section. The Zoning Bylaws will take precedence over any prepared guidelines.

B) Amend the existing footnote 8 in Section 2234 (the Use Schedule) for retail stores in the Town Center District as follows:

<sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building.

To read as follows:

<sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 6200 for definitions).

C) Amend the existing footnote 2 in Section 2310 (the Dimensional Schedule), which currently reads:

From lot line. Minimum setbacks from Stow Road and Burroughs Road are 50 feet. Minimum setbacks from Massachusetts Avenue (Route 111) are 75 feet. Where the lot line in the Town Center District abuts the Agricultural-Residential District, the minimum building setback for a residential building shall be 40 feet; and the minimum building setback for a nonresidential building shall be 75 feet. Parking shall not be allowed in the front yard, and all parking shall be screened from ways and adjacent properties by vegetative buffers.

To read as follows:

From lot line. Minimum setbacks from Stow Road and Burroughs Road are 50 feet. Minimum setbacks from Massachusetts Avenue (Route 111) are 75 feet. Where the lot line in the Town Center District abuts the Agricultural-Residential District, the minimum building setback for a residential building shall be 40 feet; the minimum building setback for a nonresidential building shall be 75 feet; and, the minimum parking lot setback shall be 50 feet. Parking shall not be allowed in the front yard, and all parking shall be screened from ways and adjacent properties by

vegetative buffers. For commercial or mixed use structures in the Town Center District, there shall be no front or side minimum setback.

D) Amend the existing footnote 3 in Section 2310 (the Dimensional Schedule), which currently reads:

<sup>3</sup> Excluding sidewalks.

To read as follows:

<sup>3</sup> As calculated for the entire site as shown on a Site Plan in accordance with Section 5400, excluding sidewalks.

E) Replace the existing footnote 5 in Section 2310 (the Dimensional Schedule), which currently reads:

Maximum Building Size: No building shall exceed 8,000 square feet gross floor area. Notwithstanding the above, any building in excess of 8,000 square feet gross floor area, but less than 15,000 square feet gross floor area may be allowed by special permit of the Board of Appeals pursuant to Section 5300 of this Bylaw.

With a new footnote 5 to read as follows:

Maximum Building Size: For business or mixed-use structures in the Town Center District, the largest footprint of a single rectangular building shall be 45 feet x 65 feet and no more than 2925 square feet per story. Such business or mixed-use buildings may be joined to form contiguous square footage greater than 8,000 square feet gross floor area by special permit of the Board of Appeals pursuant to Section 5300 of this Bylaw. Buildings which are neither retail nor mixed use may exceed 8,000 square feet gross floor area but less than 15,000 square feet gross floor area by special permit of the Board of Appeals pursuant to Section 5300 of this Bylaw.

F) Amend Section 3280, which currently reads:

3280. Signs Permitted in the Town Center District shall include: (Signs in the Town Center District should be oriented to the pedestrian. Building facades shall not be cluttered with signs and signs shall not overpower the facades to which they are attached.)

To read as follows:

3280. Signs Permitted in the Town Center District. Any new sign or alterations to existing signs shall require Design Review in accordance with Section 5900. Signs in the Town Center District should be oriented to the pedestrian. Buildings' facades shall not be cluttered with signs and signs shall not overpower the facades to which they are attached.

G) Replace Section 5350, which currently reads as follows:

5350. Special Permits in the Town Center District. In addition to the standards set forth in Section 5340 of this Bylaw, when granting a Special Permit for uses set forth in the Town Center District, the Special Permit Granting Authority shall also find that the benefits to the town in allowing the requested use outweigh any adverse affects, after considering the following:

With the following new Section 5350 to read as follows:

5350. Special Permits in the Town Center District. In addition to the standards set forth in Section 5340 of this Bylaw, when granting a Special Permit for uses set forth in the Town Center District, the applicant shall demonstrate to the Special Permit Granting Authority that the benefits to the town in allowing the requested use outweigh any adverse affects. Design Review in accordance with Section 5900 will be conducted prior to granting Special Permits, (but need

not be redundant if already accomplished as part of the site plan review). Where the Special Permit Granting Authority shall render a decision contrary to the recommendations of the Design Review Board, the Special Permit Granting Authority shall state the reasons in writing. Additionally, the following shall also be considered in granting special permits in the Town Center District:

H) Delete Section 5433 (Site Plan Approval Exemptions) which currently reads as follows:

5433. In the Town Center District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of 1,000 square feet, including the basement, if applicable.

I) Amend Section 5460, which currently reads as follows:

5460. Decision. Site plan approval shall be granted upon determination by the Planning Board that new buildings or other site alterations have been designed in the following manner, after considering the qualities of the specific location, the proposed land use, the proposed building form, grading, egress points, and other aspects of the development.

To read as follows:

5460. Decision. Site plan approval shall be granted upon determination by the Planning Board that new buildings or other site alterations have been designed in the following manner, after considering the qualities of the specific location, the proposed land use, the proposed building form, grading, egress points, and other aspects of the development. Where the Planning Board renders a decision contrary to the recommendations of the Design Review Board, the Planning Board shall state the reasons in writing.

J) Add to Section 6200, Definitions the following:

Mixed-use shall mean any combination of two or more of the following principal uses: retail, office, dwelling.

K) Expand the Town Center District to include Parcel 103.3 as shown on Assessor's Map 6 Group 4 by rezoning said parcel from Agricultural/Residential District to Town Center District and amending the Zoning Map and the Definition of Districts accordingly.

Or take any other action relative thereto.

### **Summary**

The proposed article creates an advisory design review process proposes Bylaw changes related to Town Center District, and expands the Town center district by including 103.3. If these Bylaw changes are approved, then the Design Review Board would adopt the draft guidelines addressing the design attributes used to review projects and provide recommendations in an advisory capacity. The design review process is a balance to changes proposed for the TC district, including relaxed commercial and mixed-use setbacks and expansion of the district itself.

### **The Planning Board Recommends.**

#### **The Board of Selectmen Recommends (5 – 0).**

The Board of Selectmen strongly recommends the adoption of this article. This article is the result of a very successful process combining many members of various boards, committees, commissions as well as abutters and members of the business community and at-large. As importantly, this article represents a significant collaboration of the Town Center Visioning Committee with the Town Center developers. Using the expertise from the University of Massachusetts, we developed a team attitude and a vision as

well as conducted a Spring Design Phase ultimately leading to the development of these Zoning Bylaw changes. This article has many components, but fundamentally balances an accountable design review process with changes allowing an effective mixed use Town Center of which we can all be proud.

The process of design review is an important component of many towns in the Commonwealth. Design review has proven to be a mechanism to help ensure that the nature and the character of specific areas are consistent with the nature and character of the town. For this article, the entire focus on design review is in the context of Town Center. It is very important to understand, however, that the creation of a Design Review Board and the subsequent refinement of Design Guidelines is advisory only. The Design Review Board, comprised of designees from the appropriate representative organizations, prepares recommendations that may or may not be implemented by the elected Planning Board (or the appointed ZBA where they act as the Special Permit Granting Authority). This level of town oversight and review was recognized as a major theme of our October Town Center Visioning Conference and subsequently through significant comments and suggestions on the process. This process balances less restrictive setbacks and other changes required to create a village core (with a town common) in a way which meets both a design aesthetic and a functional composition for a vital Town Center. Increasing the District size itself allows the development of housing off to the side of the core commercial area (where the housing would have otherwise been located), allowing the project be economically viable and sustainable.

This article is a major step in realizing the Town Center vision.

#### **The Finance Committee Recommends.**

It is time to make the long-anticipated Town Center a reality in order to accrue the manifest financial and lifestyle benefits to both the Town and business community. The entire Finance Committee supports the Zoning Bylaw changes proposed for the Town Center District. Members of the Finance Committee have major reservations both procedural and substantive with the Design Review Process/Board. Some consistency of design in the Town Center District is desirable, but the existing diversity in Boxborough's building stock belies the notion of a dominant colonial character that needs be preserved. The appointing authority for any design review board should be the Planning Board, since they are the elected officials charged with zoning and development issues. We are further concerned that the "advisory" nature of the Design Review Process proposed may become mandatory if the provisions of the guidelines are routinely applied as part of site plan review. For these reasons, we suggest that the Design Review portion of this article be severed to allow separate vote on the two distinct issues at hand: 1) zoning changes to allow the Town Center project to proceed, and 2) adoption of the proposed design review process and board.

#### **The Permanent Building Committee Recommends.**

The design guidelines provide an easily understood description of the character of the existing town and the design qualities which result in its distinct rural New England flavor. The proposed Bylaw changes provide for an effective and collaborative methodology for working with builders and developers, using the design guidelines, to ensure that future development remains sympathetic to the essential scale and character of the Town, and thereby maintaining its desirability as a place to live and work, long into the future.

#### **The Boxborough Historical Commission Recommends.**

We wish to endorse the adoption of Section 5900 Design Review article. We are pleased that the historical Commission is included for representation on the Review Board and that the Board will have an advisory role in plans for development in the Town Center and other districts as appropriate. We

support the Design Guidelines and their encouragement of the use of design features complementing the existing historic architectural styles in the Town.

**ACTION ON ARTICLE 25**, May 8, 2000. Ms. Rawski read the “Report of the Planning Board”, as follows:

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 4, 2000 to review Article 25.

The proposed article creates an advisory design review process, amends certain dimensional requirements in the Town Center District; and extends the Town Center Zoning District to include parcel 103.3 on Assessor’s Map 6, Group 4.

The Town Center articles are the product of a year long planning process on behalf of the Town Center Visioning Committee (TCVC). The amendments are a result of a cooperative venture between the TCVC and the primary land owners in the Town Center District. The amendments balance the landowner’s development needs and the town’s desire to review the architectural style and landscaping of the buildings located in the center. The amendments to the dimensional requirements in the Town Center evolved from a design study performed by graduate students in the Department of Landscape Architecture and Regional Planning at the University of Massachusetts. In general, the modifications allow for the development of a commercial core, consisting of commercial or mixed-use buildings centered around a common open space or common. The residential area, which was originally planned in the core area, has been moved to parcel 103.3, the proposed land to be rezoned.

**THE BOXBOROUGH PLANNING BOARD:**

\_\_\_\_\_  
Jennie Rawski, Chairman

\_\_\_\_\_  
Michael Ashmore, Member

\_\_\_\_\_  
Karen Metheny, Clerk

\_\_\_\_\_  
John Markiewicz, Member

Mr. Gorman made a motion to amend by dividing the question under Article 25 by first considering the question of whether to amend the Zoning By-Laws to provide for design review of certain development projects and signs in the Town Center District, as addressed in Subsections (a), (f), (g), and (i) of Article 25, and second, the question of whether to amend the Zoning By-Laws as addressed in subsections (b), (c), (d), (h), (j), and (k) of Article 25. Chris Hood stated that this should be considered as a whole and not picked apart. Mark White wanted to wait until after the presentation. Larry White made a motion to move the question. This motion carried. Mr. Gorman’s motion did not carry. Kathy Becker made a motion to divide out subsection (k) from the rest of the article. This motion was tabled until after the report was given. A motion was made to take Ms. Becker’s motion off the table. This motion carried. It was explained that this section was necessary for the financial outcome of the project. There would be

about 18 to 20 units of senior housing in this project. Scott Robinson made a motion to move the question. This motion carried. Ms. Becker's motion to divide out subsection (k) did not carry. Linda Kroll stated that she would love a Town Center like this, but is concerned that we are advocating and cutting the rights of the people. We are setting up a design review committee that we have no direct voter access to; the guidelines would not be voted on at Town Meetings; plan can change and we have no control; they might want to extend to the rest of the Town. Mr. Mazur stated that he owns property on Mass. Ave. which has a mixed use. His uses are grandfathered. In order to change or expand use, he would need to apply for a Special Permit, and he would not be able to start a business in his home if it was not already established. Ms. Rawski stated that they were now testing for the well, and that there would be a sewage treatment plant in a small building located on site. The Library shown would be 12,000 square feet. Susan Ervais-Bohmiller made a motion to move the question.

On Ms. Rawski's motion, the Town did vote, by an uncounted two-thirds vote, to amend the Zoning Bylaw and Zoning Map by adopting a new Section 5900 Design Review; amending Sections 2234, 2310, 3280, 5350, 5433, 5460, and 6200; and rezoning Parcel 103.3 on Assessor's Map 6, Group 4 as printed in the warrant under sub-sections (a), (b), (c), (d), (f), (g), (h), (i), (j), and (k) of Article 25.

The first session of this Town Meeting adjourned at 11:34 p.m. and reconvened at 7:30 p.m. on Tuesday, May 9<sup>th</sup>.

## **ARTICLE 26 FUNDING FOR TOWN MASTER PLAN**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow or otherwise provide the sum of Seventy-Five Thousand Dollars (\$75,000) more or less to complete the Boxborough Master Plan. The Master Plan will contain the components specified in Massachusetts General Laws Chapter 41 Section 81-D: Goals and Policy Statements; Land Use Plan; Housing; Economic Development; Natural Resources; Open Space and Recreation; Public Services and Facilities; Traffic Circulation; and Implementation. The Master Plan is a long-range comprehensive plan to guide development and land use decisions for the next ten to fifteen years. Plan implementation will include zoning and land use changes, and a targeted land acquisition strategy to achieve the town's goals. The Master Planning process will be conducted within the context of maximum town boards/committee, and citizen participation.

Or take any other action relative thereto.

### **The Board of Selectmen Recommends.**

Consistent with the consensus of the All Boards Meeting held on April 1, 2000, the completion of the Master Plan was viewed as one of the most important priorities of the town. The Master Plan serves as the policy document guiding the work of the town's legally sanctioned boards and committees. A Master Plan allows the town to anticipate and plan for growth and development in a manner consistent with the values of the residents and their vision for the future.

### **The Finance Committee Defers Recommendation until Town Meeting.**

While favoring the long range planning objectives of this article, we defer recommendation pending clarification of the specific efforts involved by town personnel and consultant(s). We further anticipate some clarification on the specific dollar amounts proposed and the mechanism for funding same.

**ACTION ON ARTICLE 26**, May 9, 2000. As Cisco is providing funding for the Master Plan, on Ms. Metheny's motion, the Town did vote, unanimously, to pass over Article 26,

**ARTICLE 27 ACCEPT CH. 170 OF THE ACTS OF 1999 – AN ACT ALLOWING  
ADDITIONAL COMPENSATION FOR TOWN CLERK OR MUNICIPAL  
COLLECTOR OR TREASURER UPON CERTIFICATION**

(Majority vote required)

To see if the Town will vote to accept Chapter 170 of the Acts of 1999, or take any other action relative thereto.

**Summary:**

In any Town that votes to accept this Chapter, any Town Clerk, Collector or Treasurer who has completed coursework specified in this law will receive an additional compensation of 10 % of their annual compensation, up to \$1,000 annually in addition to their regular salary which shall be paid by the Town. There is a limit to receiving only one \$1,000 award when more than one certificate has been awarded. The amount can be prorated for mid-year awarding of the certification.

**The Board of Selectmen Recommends (5 – 0).**

This act recognizes the achievement of professional certification associated with activities in executing the functions of town government.

**The Finance Committee Recommends.**

We believe that increasing the education, capabilities, and professionalism of town staff is an important goal furthered by the adoption of this Chapter of Mass. General Laws. The stipend awarded for the completion of the respective certification program(s) is a small but meaningful reward for the efforts of the individuals involved. These efforts at furthering their skills and standing within the professional society are reflected in increased effectiveness of Town Hall operations.

**ACTION ON ARTICLE 27**, May 9, 2000. On Ms. Grossman's motion, the Town did vote, unanimously, to accept Chapter 170 of the Acts of 1999.

**ARTICLE 28 CONSERVATION TRUST FUND**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of replenishing the Town's Conservation Trust Fund; or to take any other action relative thereto.

**The Board of Selectmen Recommends (4 to 1).**

This fund enables the Conservation Commission to carry out a variety of activities including land value assessment, engineering and other services for the purpose of identifying appropriate land for conservation purchase by the town.

**The Finance Committee Recommends.**

Parcels of land come to the attention of the town for purchase at unpredictable times throughout the fiscal year. Some of these potential deals do not allow time for Town Meeting to vote resources for background investigation. The Trust Fund allows the Conservation Commission to pursue such prudent engineering, wetlands, or surveying activities in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity. The proposed amount returns the Trust Fund to its historical level of \$20,000 after a period in which several projects have drawn down its resources.

**The Conservation Commission Recommends.**

**ACTION ON ARTICLE 28**, May 9, 2000. On Ms. Grossman’s motion, the Town did vote, unanimously, to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of replenishing the Town’s Conservation Trust Fund.

**ARTICLE 29 TO CLOSE OUT ARTICLE 8 OF ATM FY00 FOR BLANCHARD MEMORIAL SCHOOL CONSTRUCTION DESIGN AND TO HEAR THE INTERIM REPORT OF THE SCHOOL BUILDING DESIGN COMMITTEE**

(Majority vote required)

To see if the Town will vote to rescind the balance of the borrowing authority authorized under Article 8, ATM of May 10, 1999, said amount being Five Hundred Seventy Thousand Dollars (\$570,000), and further to see if the Town will vote to hear the interim report of the School Building Design Committee; or take any other action relative thereto.

**The Boxborough School Committee Recommends.**

**The Finance Committee Recommends.**

This article rescinds the unused portion of the \$730,000 borrowing authority voted for Blanchard Memorial School Construction Design at the Annual Town Meeting in May of 1999. The School Design Committee will present the reasons for not pursuing the project further at this time. The amount spent to date from the bonding authorization is approximately \$160,000. The funds expended provided valuable understanding of the suitability of various sites in Town for schools or other Town buildings. This expenditure has also developed design concepts and expertise within the Town that will enhance the cost-effectiveness of future building projects. Rescinding this authority has no direct effect on the Town operating budget in FY '01 or beyond and will make future borrowing easier.

**ACTION ON ARTICLE 29**, May 9, 2000. On Ms. Madden’s motion, the Town did vote, unanimously, to rescind the balance of the borrowing authority authorized under Article 8, ATM of May 10, 1999, said amount being Five Hundred Seventy Thousand Dollars (\$570,000), and further to hear the interim report of the School Building Design Committee.

**ARTICLE 30 WATER RESOURCES STUDY**

(Majority vote required)



To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Thirty Thousand Dollars (\$30,000), more or less, for the purpose of hiring a Water Resource Study consultant and to authorize the Water Resource Committee and the Board of Selectmen to contract with the consultant to define and execute a Town wide study which will identify and define possible locations for municipal public water supply wells; or take any other action relative thereto.

**The Board of Selectman Recommends (5 – 0).**

As Boxborough reaches its build out, it is important that a study be conducted to evaluate current and future water supply needs and potential aquifer resource areas to meet these requirements. The Board of Health is planning to initiate a water resources committee which will work with the consultant to accomplish the following objectives:

1. Define future requirements
2. Assess and identify sites which need to be set aside / acquired for possible well development
3. Prepare a plan and recommendation for future Town Meeting action

**The Board of Health Recommends.**

Our current mix of private and public water supplies is generally acceptable to meet our current needs. However, we need to identify and protect potential sources of public water now while the opportunity exists. If we fail to this, and the need for public water arises in the future, we may have to purchase that water from nearby towns, the cost for which could be quite high.

**The Finance Committee Recommends.**

The issues of water quality and adequate supply become more critical as Boxborough approaches residential and commercial buildout. This Water Resources Study was identified by the Board of Health on the Five-Year Capital Plan two years ago, and would have been funded in FY '99 or FY '00 had an effective mechanism existed for directing the study at those times. The imminent creation of an independent Water Resources Board, coupled with recent water quality issues at Blanchard School, other town buildings, and certain residential areas, has focussed both the need and means to accomplish such a study effectively. We therefore recommend this article as an essential safeguard to Boxborough's future water supply and public health.

**ACTION ON ARTICLE 30, May 9, 2000.** On Mr. Alvarez motion, the Town vote, unanimously, to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) for the purpose of hiring a Water Resource Study consultant and to authorize the Water Resource Committee and the Board of Selectmen to contract with the consultant to define and execute a Town wide study which will identify and define possible locations for municipal public water supply wells.

**ARTICLE 31 2/3 VOTE COUNT BYLAW**  
(Majority vote required)

To see if the Town will vote to amend its General Bylaw by adding the following Bylaw:

On Town Meeting matters requiring a two thirds vote by statute a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws); or take any other action relative thereto.

**The Board of Selectmen Recommends (3 – 2).**

This article has been requested by the moderator, and has failed at a previous meeting. The BoS by split vote is recommending this change again, based on the actions at the prior Town Meetings to accept a motion from the floor adopting this provision for the meeting. Approval of this article will eliminate the need to move and consider this change at each meeting.

**The Finance Committee Does Not Recommend.**

The Finance Committee is sensitive to the issue of streamlining town meeting procedures, but believes that the current system of voting the 2/3 Vote Count Rule at each meeting is an easy and useful reminder to the voters of their rights. We believe that passage of this change may in some distant future age, when a Moderator may not be so sensitive to voter's rights, lead to an undue burden for quick thinking and concerted action on the part of voters in the sometimes turbulent wake of a contentious vote. In the tradeoff between efficiency and voter's rights, we prefer to err on the side of the voter.

**ACTION ON ARTICLE 31, May 9, 2000.** Mr. Wheeler's motion to amend the Town's General Bylaws by adding the Bylaw as printed in the warrant under Article 31 did not carry.

**TOWN OF BOXBOROUGH**  
**ANNUAL TOWN MEETING**

I, Virginia B. Richardson, Clerk of the Town of Boxborough, hereby do certify that the following is a true copy of the action taken on Article 32 of the Annual Town Meeting held on Tuesday, May 9, 2000, at the Blanchard Memorial School in Boxborough, Massachusetts

**ARTICLE 32 BLANCHARD MEMORIAL SCHOOL POTABLE / WASTEWATER IMPROVEMENTS**

(2/3 vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of One Million Seven Hundred Thousand Dollars (\$1,700,000), more or less to construct a replacement wastewater disposal system and a new potable water source for the Blanchard Memorial School, (with possible connectivity as required to some Town buildings), including costs incidental and related thereto and, in that connection, to authorize the School Committee, the Water Resource Committee and the Board of Selectmen to hire an engineering consultant to design the projects, obtain regulatory and construction permits, prepare bid documents, bid the project for construction and observe construction of the proposed systems and contract with successful bidder(s) to construct the systems. This vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C (k). Or take any other action relative thereto.

**The School Committee Recommends.**

**The Board of Selectman Recommends (5 – 0).**

At the fall STM, an article was approved to explore and drill on the Hager property (east of the School) wells to determine availability of a new potable water supply which would satisfy a DEP requirement to relocate the School's well outside the septic discharge area. In April of 2000, it was determined that the current School septic system has failed Title V and that the School must replace/repair it within two years. This article would fund a project to satisfy the requirement to relocate the well and fix the septic by construction located on Town owned property adjacent to the School property. As a fall out of this activity, the Town will have an opportunity to facilitate a new water source for adjacent Town properties.

**The Board of Health Recommends.**

These funds are needed to bring the School into compliance with the Department of Environmental Protection (DEP) regulations. Specifically, they are essential to satisfy the conditions of the Administrative Consent Order currently being negotiated by the School with the DEP.

**The Finance Committee Recommends.**

The Title V inspection failure of the Blanchard Memorial School septic system in April '00, and corresponding DEP direction that this situation be remediated within two years demands that early action be taken. This article authorizes debt to pay for the engineering services, design, and construction of the required septic and potable water system improvements. The urgency of this activity is such that

the fincom recommends the entire amount, while expecting that additional options for the equipment installation and possible staging of the expense will be investigated and presented to the voters at Town Meeting. All should be aware that this article requires, in addition to a successful vote at Town Meeting, an affirmative vote in the election to exempt the associated debt service costs from the provisions of Proposition 2 1/2. The operating budget levels proposed within Article 5 above are such that the expenses for this warrant article, if not exempted, would drive the FY '01 tax levy above the limits set by Proposition 2 1/2.

**ACTION ON ARTICLE 32**, May 9, 2000. Mr. Turner stated that no design has been made yet; that we should appropriate money for septic design and come back at another Town Meeting. Mr. Wheeler said that the engineers have looked at it and put figures together. We need to move forward. One well has already been drilled and needs to be tested. The old system was repaired in 1995. Mr. Neville made a motion to move the question. This motion carried. On Ms. Markiewicz's motion, the Town did vote, by an uncounted two-thirds vote, to appropriate One Million Seven Hundred Thousand Dollars (\$1,700,000), to construct a replacement wastewater disposal system and a new potable water source for the Blanchard Memorial School, (with possible connectivity as required to some Town buildings), including costs incidental and related thereto and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$1,700,000, pursuant to G.L. Chapter 44, and any other enabling authority, and to issue bonds and notes therefore and to authorize the School Committee, the Water Resource Committee and the Board of Selectmen to hire an engineering consultant to design the projects, obtain regulatory and construction permits, prepare bid documents, bid the project for construction and observe construction of the proposed systems and contract with successful bidder(s) to construct the systems. This vote shall be contingent upon passage of a proposition two and one-half debt exclusion vote in accordance with M.G.L. Chapter Fifty-Nine, Section Twenty-One C(k).

A true copy, attest;

**VIRGINIA B. RICHARDSON**  
Town Clerk of Boxborough

**ARTICLE 33 AMENDMENT TO ZONING BYLAW TO AMEND MAPS**

**By petition from Carl Johnson**

(2/3 vote required)

To see if the Town will vote to amend its Zoning Bylaw and in connection therewith, to amend its Zoning Map on file in the office of the Town Clerk, to extend the Business District #14 from the existing corner of the zone at Burroughs Road at a point on the boundary line between Parcel 204 and Parcel 203 as shown on Assessors Map 10, Block: 4, running in a northwesterly direction along said boundary line and extending to the current zone line between said Business District #14 and the Agricultural- Residential Zone, then turning and running in a northeasterly direction along the line between said Districts to a point on the northeasterly bound of Parcel 203, then turning and running in a southeasterly direction along the boundary line between Parcel 203 and Parcels 176.10 and 176.1 to a point where the present Business District #14 and Agricultural-Residential Zones intersect with such line, or to take any action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

The bos agrees with the current owner that access to their property is reasonable for the prescribed business use. This correction is very straightforward and prevents the need to create a wetlands crossing in the proximity.

**The Finance Committee Defers Recommendation to Town Meeting.**

The Finance Committee agrees that access to the property for the business purpose at issue is reasonable, but understands that there may be alternative remedies with lesser implications for future use. We expect that the owners and responsible Town boards may explore agreeable alternatives prior to Town Meeting, and defer our recommendation in the hope that the situation may be resolved without resort to zoning changes.

**ACTION ON ARTICLE 33, May 9, 2000.** Mr. Markiewicz read the “Report of the Planning Board”, as follows:

ARTICLE 33: Petition Article – Carl Johnson

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 4, 2000 to review Article 33.

The petitioner requests that the driveway which currently crosses an agricultural-residential district to gain access to the Business zoned portion of the property be rezoned so that the entire property falls within the Business District. It is the Planning Board’s opinion that the driveway could be used for access to the limousine company’s property by special permit for a change to a preexisting, nonconforming use. If the land is rezoned in accordance with the petitioner’s request, then any business use allowed by right could locate on the property without any review by the Board of Appeals.

Therefore, the Planning Board recommends disapproval of Article 33.

THE BOXBOROUGH PLANNING BOARD:

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Jennie Rawski, Chairman

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Michael Ashmore, Member

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Karen Metheny, Clerk

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John Markiewicz, Member

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The Finance Committee does not have a recommendation on this article. The use of this land cannot be granted by a Special Permit and it is not grandfathered; it can be accessed by relocating the driveway over wetlands, which would be expensive. Simon Bunyard made a motion to move the question. This motion carried. Mr. Markiewicz's motion to amend the Boxborough Zoning Bylaw and in connection therewith, to amend its Zoning Map as printed in the warrant under Article 33 did not carry.

**ARTICLE 34 AMEND THE ZONING BYLAW BY INCREASING THE MINIMUM FRONT SETBACK IN THE BUSINESS AND BUSINESS-1 DISTRICTS**

(2/3 vote required)

To see if the Town will vote to amend the Zoning Bylaw, Section 2300. Dimensional Requirements by changing the Minimum front setback in the Business and Business-1 Districts from 50 feet to 100 feet.

Or take any other action relative thereto.

**Summary**

The proposed article increases the front yard setbacks in the Business districts. The purpose of this article is to preserve the tree canopy along Massachusetts Avenue by requiring that buildings and parking areas have greater setbacks than are currently required. This proposal is consistent with the goal of preserving the tree canopy along Massachusetts Avenue presented in the Land Use and Development along Massachusetts Avenue (Route 111) Master Plan Report.

**The Planning Board Recommends.**

**The Board of Selectmen Recommends (4 – 1).**

The Board of Selectmen agrees with the existing reports and Planning Board intent to preserve the tree canopy along Massachusetts Avenue.

**The Finance Committee Does Not Recommend by a 4-3 Vote**

The majority view is that due to the limited area of the B and B-1 districts, this increase in setbacks could adversely impact landowners without offering substantially improved protection for the tree cover. The majority is comfortable with the current setback requirements.

**ACTION ON ARTICLE 34, May 9, 2000.** Mr. Markiewicz read the "Report of the Planning Board", as follows:

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on April 4, 2000 to review Article 34.

The proposed article increases the front yard setbacks in the Business districts from 50 feet to 100 feet. The purpose of this article is to preserve the tree canopy along Massachusetts Avenue by requiring that buildings and parking areas have greater setbacks than are currently required. This proposal is consistent with the goal of preserving the tree canopy along Massachusetts Avenue presented in the Land Use and Development along Massachusetts Avenue (Route 111) Master Plan Report.

Therefore, the Planning Board recommends approval of Article 34.

**THE BOXBOROUGH PLANNING BOARD:**

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Jennie Rawski, Chairman

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Michael Ashmore, Member

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Karen Metheny, Clerk

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John Markiewicz, Member

The Finance Committee does not recommend this Article. Many spoke opposing this article. The fact that the Planning Board was saying that this would protect the canopy of trees was construed as being hypocritical. Ms. Richardson noted that if there were wetlands on the property, or on property adjoining, this would mean losing another 100 feet because of the buffer zone. Ms. Ruether made a motion to move the question. This motion carried. Mr. Markiewicz's motion to amend the Zoning Bylaw, Section 2300, Dimensional Requirements, by changing the Minimum front setback in the Business and Business-1 Districts from 50 feet to 100 feet, did not carry.

Mr. Gorman made a motion to reconsider the 10:30 p.m. time limit so that we could finish this meeting tonight. This motion carried.

**ARTICLE 35 RECREATION FIELD DEVELOPMENT**

(2/3 vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Two Hundred Ninety-Five Thousand Dollars (\$295,000) more or less, for the purpose of developing playing fields on the Hetz Property. The work to be done with these funds is as follows:

- Clear the trees from the front portion of the property
- Remove and dispose of stumps grade the land, adding fill where required
- Install the well and power required for an irrigation system (donated by ABYS)
- Install an irrigation system (donated by ABYS).
- Add loam and hydro-seed the cleared and graded area
- Build a gravel parking lot for approximately 120 cars
- Install a baseball diamond (donated by ABYB)

Or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

This article would fund active recreation fields on the Hetz property in accordance with the Recreation Commission's long-range plans and needs assessments. The Recreation Commission has obtained commitments from Acton-Boxborough Youth Soccer and Acton Boxborough Youth Baseball for supplemental funding to cover the costs of a well and irrigation system and installation of a baseball diamond. Study and evaluation of the Hetz as well as alternative field sites was carried out as authorized under Article 9 of the November 8, 1999 STM, which also provided funds for the preparation of the engineering and site plans for this proposal. The Recreation Commission has carried out due diligence as agreed to present the Hetz option as the best choice among alternatives.

The Recreation Commission has worked closely with the Board of Selectmen, the Conservation Commission, and other town resources to carry out their work and prepare plans. The proposed field development would make a significant contribution to much needed recreational fields in town. The Board of Selectmen strongly recommends approval of this article.

**The Finance Committee Recommends.**

There has been an overwhelming need for additional recreational field space over the last several years due to the increased population growth in town, and participation in organized sports. Extensive research has been done over the last several years in order to make this a reality. While playing fields on this site represent the potential loss of future revenue due to sale/lease and tax proceeds, the Hetz parcel represents the only currently viable location for substantial field placement in Boxborough. We commend the Recreation Commission for their hard work and perseverance

**The Recreation Commission Recommends.**

The Recreation Commission recommends the development of the Hetz Property for active recreational use. This proposal includes two 11 x 11 soccer fields, a minor league baseball field and a gravel parking lot for approximately 120 cars. The need for these fields is well documented by the increased number of participants in youth sports. Additionally, the location of the Hetz Property provides the best traffic solution. This site also allows for future recreational development.

**ACTION ON ARTICLE 35, May 9, 2000.** There were many questions on this article as the cost of the project is inconclusive. The money cannot be borrowed until all the funds for the project are covered. It will take about 18 months, after completion, before these fields can to be used. Mr. Noble stated that we would not know the full cost until we go out for a sealed bid. The ceiling is \$360,000.00. Charlene Golden made a motion to move the question. This motion carried. On Mr. Fox’s motion, the Town did vote, by an uncounted two-thirds vote, to authorize the Town to borrow the sum of Two Hundred Ninety-Five Thousand Dollars (\$295,000) for the purpose of developing playing fields on the Hetz Property.

**ARTICLE 36 LIBRARY ARCHITECTURAL FEASIBILITY STUDY & DESIGN**

(Majority vote required)

To see if the Town will vote to authorize the Library Trustees to expend the sum of Forty-Five Thousand Dollars (\$45,000), of which Twenty-Five Thousand Dollars (\$25,000) is to be raised and appropriated, or appropriated from available funds, or borrowed or otherwise provided, and Twenty Thousand Dollars (\$20,000) is to be made available from existing library state grants and funds, for the purpose of hiring professional architects to provide the Town with a feasibility study and schematic design for a new library facility and to authorize the Library Trustees to apply for, accept, and expend



any State funds that may be available for the library building planning project which would be used to offset money appropriated by the Town. Or take any other action relative thereto.

**Library Board of Trustees Recommends.**

The current library building is inadequate and does not provide some of the basic library services which are available in other towns. As the Town continues to grow, current services will not be able to keep up with demand. We are asking that \$25,000 of Town monies be combined with \$20,000 of library grants/funds to fund a design study for a new library. The results will be presented at the May 2001 Town Meeting to determine whether to proceed with a new library.

**The Board of Selectmen Recommends (5 – 0).**

The Board of Selectmen recognizes the importance of a study and design if the Town decides it wants a new library. While the target for the library may range between \$2.8 million to over \$3.2 million, not including land costs, this study will provide a better understanding of issues and better costing data. This article should be used as the first test to determine if the Town is willing to resource such a large public project or if alternative approaches should be pursued.

**The Finance Committee Recommends.**

We believe that this article offers two things to the town meeting. One is to determine if the town supports a new library. The second is to determine the actual costs associated with constructing a new library and outfitting it with the material required. The costs for the feasibility study are quite low due to the matching funds from other sources. A new library would provide the town with amenities that are currently in short supply including meeting rooms and a potential home to town historical and cultural material.

**ACTION ON ARTICLE 36, May 9, 2000.** The present library was built in 1966. The services are trying to keep up, but it is hard with a large increase in population. We need more popular materials, videos, audios, etc. and quiet space; a reference room; computer space for internet; computer center and accessibility for the physically challenged; space for historical artifacts. Mr. Alvarez made a motion to move the question. This motion carried. On Mr. Ross's motion, the Town did vote to authorize the Library Trustees to expend the sum of Forty-Five Thousand Dollars (\$45,000), of which Twenty-Five Thousand Dollars (\$25,000) is to be raised and appropriated and Twenty Thousand Dollars (\$20,000) is to be made available from existing library state grants and funds, for the purpose of hiring professional architects to provide the Town with a feasibility study and schematic design for a new library facility and to authorize the Library Trustees to apply for, accept, and expend any State funds that may be made available for the library building planning project which would be used to offset money appropriated by the Town.

**ARTICLE 37 TO HEAR THE INTERIM REPORT OF THE CONSERVATION COMMISSION REGARDING THE POTENTIAL PURCHASE OF TWO PARCELS FOR CONSERVATION**  
(Majority vote required)

To see if the Town will vote to hear the interim report of the Conservation Commission; or take any other action relative thereto.

**The Board of Selectmen Recommends.**

**The Finance Committee Recommends.**

**The Conservation Commission Recommends.**

**ACTION ON ARTICLE 37**, May 9, 2000. On Ms. Grossman's motion, the Town did vote to hear the interim report of the Conservation Commission regarding the potential purchase of two parcels of land. Ms. Golden explained that they were expecting to have two parcels of land ready to bring before this Town Meeting, but they didn't have all the information that they needed.

**ARTICLE 38 GEOGRAPHIC INFORMATION SYSTEMS (GIS) FUNDING**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of One Hundred Forty-Four Thousand Ninety-Seven Dollars (\$144,097) more or less, for the purpose of implementing a Town-Wide Geographic Information System (GIS); or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

The Board of Selectmen applauds the efforts of the GIS Team in producing a solution which will provide assistance and consistency amongst many Town departments. GIS helps us better understand, track, and manage land use issues.

**The Finance Committee Defers its Recommendation until Town Meeting.**

The GIS system will indeed benefit the Town with its planning capabilities as well as its ability to automatically track current geographical, public safety, highway, assessor, permitting, and various other information now laboriously collated manually. However, current budget constraints faced by the town necessitate some prioritization by the Finance Committee and suggest that this purchase in its present form ought not be part of the FY '01 operating budget. We understand that alternative funding sources are being sought that may defray some or all of the expense associated with implementation of the GIS. The Finance Committee therefore defers its recommendation pending the resolution of alternative funding mechanisms with their potentially beneficial impact on FY '01 expenditures. The GIS Committee should be commended for their excellent research and preparation for this article.

**The GIS Committee Recommends.**

The GIS Committee urges passage of this article. After an exhaustive needs assessment of town boards, commissions, and departments, there was unanimous support for the implementation of a Geographic Information System. Our town is facing severe pressures for development, which will affect every aspect of our lives in Boxborough, from water supplies, our rural character, open space, traffic, and schools. At every Town Meeting and meetings throughout the year, the call for more and better planning is heard. A comprehensive Geographic Information System, GIS, is an essential tool for effective planning. GIS provides an important upgrade of records management and workflow processing for Town Hall operations, allowing us to be more responsive to the needs of the residents, commercial and residential developers, and existing businesses. With GIS, more comprehensive analysis and a wide range of mapping and reporting can be accomplished. This ready access to geographic information provides the visual element, which will facilitate the town's decision-making process.

**ACTION ON ARTICLE 38**, May 9, 2000. On Mr. Fox's motion, the Town did vote, unanimously, to pass over Article 38.

**ARTICLE 39 CAPITAL IMPROVEMENT - COMPUTERS FOR BUILDING DEPARTMENT & BOARD OF HEALTH**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Four Thousand Dollars (\$4,000), more or less, for the purpose of acquiring two computers and related peripheral equipment for the Building Department and Board of Health, or take any other action relative thereto.

**The Board of Selectmen Recommends (4 -1).**

These capital assets are required for the execution of the Building Department & Board of Health activities. In the future, expenses of this low a threshold should be reviewed by the Town Administrator and Boxborough Technology Council for cost efficiency and sufficiency for tasks and made part of the normal departmental budget.

**The Finance Committee Recommends.**

The projected increased pace and complexity of building permit activity in town demands graphics, mapping, drafting, and database capabilities that are beyond the effective capacity of existing computers in these departments. This proposal will provide effective computer support for the Building Inspector and Board of Health and free-up the existing computers for less onerous tasks in Town Hall or other locations. The required investment in hardware and software is very small in comparison to the productivity benefits obtainable by the new computers.

**ACTION ON ARTICLE 39**, May 9, 2000. On Mr. Wheeler's motion, the Town voted, unanimously, to pass over Article 39.

**ARTICLE 40 DISPATCH CENTER FUNDING**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Two Hundred One Thousand Eight Hundred Four Dollars (\$201,804) more or less, for the purpose of implementing a Town-Wide Dispatch Center; or take any other action relative thereto.

**The Board of Selectmen Recommends (5 – 0).**

In terms of public safety, time and quality of communications is a critical element which can mean the difference between life and death. Given our current agreements with different towns for both Fire and Police calls, a Town Dispatch Center will reduce the latency of having information forwarded and will enable tighter coupling of the Town's assets to respond to emergencies requiring both Police & Fire Departments. As well, this article will allow for upgraded coverage of radio assets, which will reduce time lag and instances where there is signal blockage. This article will provide a needed capability for the town, particularly as it grows and the responsibilities associated with further economic development require.

**The Finance Committee Recommends.**

We believe that this is an important matter of public safety. The current system of contracted dispatch services is becoming overloaded and in some cases unresponsive to the needs of Boxborough's rapid growth. Presently, response to an emergency situation is disjointed with multiple steps passing through the Acton and/or Littleton dispatch centers. The new system would connect emergency calls directly to a dispatch center in Boxborough and reduce response time. The dispatch center at the Police Station will further be manned 24 hours per day, seven days per week in the new system. Much of the up-front capital cost will be borne by state grants for E911 capable equipment. The proposed dispatch budget provides for the remaining capital equipment needs and operations starting in September '00. Some overlap of the current contracted dispatch services and the new local dispatch center is planned to avoid "holes" in coverage and ensure a smooth transition. The operating cost of the local dispatch system will be offset by the elimination in future years of the approximately \$75,000 paid to Acton and Littleton for the current disjoint dispatch services.

ACTION ON ARTICLE 40, May 9, 2000. On Mr. Rudolph's motion, the Town did vote to raise and appropriate the sum of Two Hundred Twenty-Three Thousand Five Hundred Forty-Five Dollars (\$223,545) for the purpose of implementing a Town-Wide Dispatch Center.

You are required to serve this Special 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 21, 2000.

**BOXBOROUGH BOARD OF SELECTMEN**

\_\_\_\_\_  
Donald R. Wheeler, Chairman

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Timmi W, Rudolph, Clerk

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David L. Birt

\_\_\_\_\_  
Simon C. Bunyard

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Leslie Fox

POSTED: April 21, 2000  
BY: David L. Birt, Constable