

Acton-Boxborough Cultural Council

Film Subcommittee Meetings

- 6:30 pm
- 3rd Thursday of every month
- Sargent Memorial Library

Regular Meetings

- 7:30 pm
- 1st Tuesday of every month
- ZOOM

Agendas & Minutes

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Members (Openings: many)

- Benjamin Davies, Chair, Term expires: 2027
- Brian Ditchek, Treasurer, Term expires: 2027
- Jennifer Rehkamp, Term expires: 2027
- Hongbing Tang, Term expires: 2026

Overview

The [Acton-Boxborough Cultural Council](#) was established in 1980 to promote the arts in the Acton-Boxborough community and to award and administer the [Massachusetts Cultural Council](#) grant funds. The council may consist of up to 22 members from Acton and Boxborough.

The Boxborough members of the Acton-Boxborough Cultural Council are appointed by the Boxborough Select Board to a three-year term.

Affordable Housing Trust

Meetings

- Meets when needed
- Boxborough Town Hall

Agendas & Minutes

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Members

- Les Fox, Chair, Term expires: 2027
- Kristin Hilberg, Select Board, Term expires: 2026
- R. Allen "Al" Murphy, Term expires: 2026
- Joe Stulpin, Finance Committee, Term expires: 2027
- Diane Friedman, Housing Board, Term expires: 2028

Overview

Pursuant to a 2005 Town Meeting vote, the Town of Boxborough formed a Municipal Affordable Housing Trust. Per the [Boxborough Affordable Housing Trust Bylaw \(PDF\)](#), the purpose of the Trust shall be to provide for the creation and preservation of affordable housing for the benefit of low and moderate income households, and to support the activities of the Boxborough Housing Board through grants of real and personal property.

The Town has also engaged [Metro West Collaborative Development](#), a non-profit community development corporation, to work on affordable housing issues in the community.

Agricultural Commission

Meetings

- 7:30 pm
- 2nd Tuesday of every month
- Town Hall

Agendas & Minutes

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Members

- Owen Neville, Chair, Term expires: 2028
- Kathie Becker, Vice-Chair, Term expires: 2026
- Bryon Clemence, Clerk, Term expires: 2026
- Margaret Delano, Term expires: 2027
- John Neyland, Term expires: 2027

Overview

The Boxborough Agricultural Commission is a 5-member board established by a vote of Town Meeting in 2008 to promote the practice of agriculture in Boxborough. Members are appointed by the Select Board. At least 3 of the members, 1 of whom may be a non-resident, must be directly engaged in agriculturally related activities in the town. Each member serves for a 3-year term.

The mission of the Boxborough Agricultural Commission is to represent, enhance and sustain agriculture, farming and related activities within the town. The responsibilities of the commission include, but are not limited to:

- Representing the interests of the agricultural community
- Encouraging and sustaining the pursuit of agriculture
- Preserving the rural character of the town as exemplified by the farming of open spaces
- Researching, educating, negotiating and informing on farming and forestry issues
- Advising Town boards and commissions
- Working with private individuals or organizations to enhance agricultural activities
- Providing a forum for the discussion of agricultural questions and concerns
- Advocating for the preservation, protection and restoration of farmlands and forests
- Fostering active agricultural uses of Town owned land

Boxborough Building Committee (currently inactive, see FSBC)

Meetings

- 6 pm
- Meets as needed
- Town Hall

Agendas & Minutes

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Members

- Kristin Hilberg, Chair, Term expires: 2024
- Gary Kushner, Vice Chair, Term expires: 2024
- Hugh Fortmiller, Term expires: 2024
- Leslie Fox, Term expires: 2026
- Larry Grossman, Term expires: 2026
- Bill Litant, Term expires: 2025
- Bryan Lynch, Term expires: 2026
- Al Murphy, Term expires: 2025
- Owen Neville, Term expires: 2025
- Robert Stemple, Fin Com Rep, Term expires: 2025
- Than Stuntz, Term expires: 2024
- Priya Sundaram: Select Board, Term expires: 2024
- Mark White, Term expires: 2025

Overview

The Boxborough Building Committee (BBC) is responsible for:

- Acting in an advisory capacity
- Making specific, detailed recommendations including cost projections with respect to any facility or building construction or renovation that the Committee deems necessary in order to meet the needs of the Town of Boxborough for Public Safety and Public Works
- Reviewing conceptual designs
- Gathering input from the Department heads, citizens, users and potential users; assessing needs

Membership is comprised of a minimum of eleven (11) members who shall be individuals residing in and being registered voters of the Town of Boxborough. Each member shall have one vote. A quorum shall consist of half the appointed members plus one (1). The Board shall appoint at least one member each from the Select Board and the Finance Committee (FinCom). The Board may appoint one additional member each from the Select Board and Finance Committee.

This responsibility shall encompass the Fire Department, Police Department, and Department of Public Works (DPW).

The Building Committee charge is [here](#), updated February 27, 2023.

Boxborough Capital Committee

Meetings

- As needed
- Town Hall or Zoom

Agendas & Minutes

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Members

- Michael Johns, Chair, Term expires: 2026
- John Connor, Term expires: 2027
- Gary Kushner, Term expires: 2026
- Robert Stemple, Term expires: 2027
- Priya Sundaram, Term expires: 2026

Overview

The Boxborough Capital Budget Committee (CapCom) exists to establish, track and recommend the Town's long-term capital needs for items **over \$10,000** and a **useful life of more than 5 years**. Capital Committee will review the capital plan with the Town departments and committees and regularly update the Capital plan. The Plan will be presented to the Town on Capital Saturday. If Capital Saturday does not occur in a specific year, then the plan will be presented to a joint SB/FinCom meeting. The final plan for the upcoming fiscal year will then be passed to the Finance Committee to be presented in their Report in the Spring ATM Warrant.

Cemetery Commission

Meetings

- 10 am
- 1st Thursday of every month
- Department of Public Works or Town Hall

Agendas & Minutes

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Members

- Owen Neville, Chair, Term expires: 2027
- Jim Moss, Clerk, Term expires: 2028
- William Sutcliffe, Term expires: 2026

Overview

The Cemetery Commission is responsible for North Cemetery on Hill Road and South Cemetery on the corner of Burroughs and Stow Roads. Cemetery Superintendent Ed Kukkula oversees the maintenance and the operation of both cemeteries.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter114/Section27>

Community Preservation Committee

Meetings

- 7:30 pm
- Typically the first Thursday evening of the month, as posted on the [Town Calendar](#)
- Town Hall

Agendas & Minutes

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Members

- John Fallon, Chair (At-large), Term expires: 2028
- Rita Gibes Grossman (At-large), Term expires: 2027
- Claudine Lesk (Recreation Commission), Term expires: 2026
- Chris Dowdy (Planning Board), Term expires: 2026
- Michelle Ryan (Finance Committee), Term expires: 2026
- John Neyland (Agricultural Commission), Term expires: 2027
- Chad Childers (Historical Commission), Term expires: 2028
- Stephen Schmitt (Conservation Commission), Term expires: 2028
- Gryphyn Vermin (Housing Board), Term expires: 2027

EX OFFICIO

- Kristin Hilberg (Select Board Liaison)
- Alec Wade (Town Planner)

Overview

The Community Preservation Committee was established by a vote of Town Meeting in May 2014. The mission of the Community Preservation Committee is to:

- Study the needs, possibilities, and resources of the Town regarding community preservation pursuant to Massachusetts General Laws Chapter 44B.
- Consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission, and the Boxborough Housing Board in conducting such studies.
- Review the Town's Capital Plan, maintained by the Finance Committee, and identify such overlap as may exist between Capital Plan prescriptions and community preservation proposals.
- Hold one or more public informational hearing(s) annually on the needs, possibilities, and resources of the Town regarding community preservation possibilities and resources.

Further, the Community Preservation Committee shall:

- Make recommendations to Town Meeting for the acquisition, creation, and preservation of open space, for the acquisition, preservation, rehabilitation, and restoration of historic resources, for the acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use, for the acquisition, creation, preservation, and support of community housing, and for the rehabilitation or restoration of open space and community housing that is acquired or created.
- Recommend, wherever possible, the reuse of existing buildings or

- construction of new buildings on previously developed sites.
- Conform its proposed expenditures to the long-term capital spending profile outlined in the Town's Capital Plan, so as to moderate fluctuations in the Town's direct and debt service spending.

The Community Preservation Committee may include in its recommendation to Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

The Committee will be comprised of seven members appointed by the Select Board for an initial term ending May 31, 2019 with the expectation that the term may be extended. The committee will be comprised of:

- Chair of the Traffic Safety Committee
- Six stakeholders representative of pedestrians, bicyclists, seniors, parents of young children, youth, and equestrian activities
- Ex-officio non-voting members include: the Town Planner, Department of Public Works Director, Chief of Police, and Fire Chief

Conservation Commission

Meetings

- 7:30 pm
- 1st and 3rd Wednesday of every month
- Town Hall

Agendas & Minutes

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Members (Openings: 1)

- Elizabeth Markiewicz, Chair, Term expires: 2027
- Rich Grady, Term expires: 2028
- Lucy Indge, Term expires: 2028
- Steven Jeffreys, Term expires: 2027
- David Koonce, Term expires: 2026
- Stephen Schmitt, Term expires: 2027

Overview

The Boxborough Conservation Commission is a seven-member board (with a quorum of 4) that is appointed by the Select Board to a three-year term. The Conservation Commission (ConsCom) spends a majority of its time fulfilling its legal obligations under the [Massachusetts Wetlands Protection Act](#) and the [Boxborough Wetland Bylaw \(PDF\)](#). The Conservation Commission is also responsible for the following:

- Issuing Orders of Conditions, Certificates of Compliance, Extensions and Determinations of Applicability.
- Performing site inspections as needed.
- Trying to protect unique habitats, rare species and [vernal pools](#).
- Holding meetings, hearings and Commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the [Land Stewardship program](#).

Land Management

The Commission also reviews and decides offers of land sale or gifts for conservation purposes. Approvals are then presented to town meeting for authorization. State and federal assistance funds for these purchases are managed by the Commission. Members periodically attend seminars and workshops.

The Commission has also revised the [Open Space and Recreation Plan \(PDF\)](#). The Commission continues to review the [Boxborough Wetland Bylaw \(PDF\)](#) and has recently updated its [Regulations for the Wetland Bylaw \(PDF\)](#).

Additionally, the Commission continues examining and discussing conservation land management practices. As part of this program, the Commission engaged the Massachusetts Audubon Ecological Extension Service to conduct breeding bird and vegetation surveys of grasslands and meadows on eight town-owned properties. Their findings and recommendations can be reviewed in [Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough \(PDF\)](#). See [photographs taken by the Audubon consultants of the various properties \(PDF\)](#).

Council on Aging Board

Meetings

- Once a month
- Town Hall

Agendas & Minutes

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Members

- Bill Litant, Chair, Term expires: 2026
- Santosh Verma, Vice-Chair, Term expires: 2027
- Barbara Birt, Secretary, Term expires: 2028
- Sonali Bhatia, Term expires: 2027
- Karen Johnson, Term expires: 2027
- Ed Knights, Term expires: 2028
- Maureen Masciola, Term expires: 2026

Council on Aging Board (CoA) Mission

The CoA acts in an advisory capacity to the CoA Coordinator to enhance the lives of Boxborough senior residents. The board works to identify and address the ongoing needs and interests of the Boxborough senior population.

The Council on Aging Board is a group of seven Town residents appointed by the Select Board for three-year terms. The COA Bylaw is [here](#) (page 35).

CoA Board Goals & Objectives

- To assist and work with the CoA Coordinator as requested.
- To utilize the senior newsletter, The Boxborough Buzz, as a means of providing information to seniors about planned programs, trips, and events.
- To help plan activities that enable seniors to meet and socialize with each other and other members of the Boxborough community.
- To work with the Friends of the Council on Aging (FCoA) in its support of Boxborough seniors.

Design Review Board

Meetings

- Meets as needed
- Town Hall

Agendas & Minutes

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Members

- Rebecca Verner, Chair, Term expires: 2027
- Brian Picca, Clerk, Term expires: 2028
- Richard Hilton, Term expires: 2028
- Kimberly Musto, Term expires: 2026

Overview

The Design Review Board (DRB) was created in May of 2000 through the adoption of Zoning Bylaw changes proposed by the Town Center Visioning Committee at Annual Town Meeting. The purpose of the DRB is to augment the typical planning process and provide a detailed review of design attributes in the Town Center Zoning District and other areas, if designated, to complement the design qualities of the town and enhance the scenic, historic, and rural character of the town.

The Design Review Board derives its authority and responsibilities from Section 8100 of the Zoning Bylaw. The DRB is comprised of five members. Representatives are designated from the Select Board, Planning Board, Historical Commission, and the DRB itself elects two at-large members. The DRB conducts a design review process in support of the Planning Board and the Zoning Board of Appeals.

Design Guidelines & Review

The DRB approves [Design Guidelines \(PDF\)](#) which include detail on attributes for the design review process as enumerated in the Zoning Bylaw:

- Architectural details, materials, and color
- Facade and openings
- Landscaping
- Massing and spacing of buildings
- Placement and orientation of buildings within a lot
- Rhythm of solids and voids
- Roof slopes and shapes
- Signage and lighting

The appropriate boards transmit plans to the Design Review Board for review and comment. The Board reviews the plans and then makes its advisory recommendations to the Planning Board or other Special Permit Granting Authority as defined in the Zoning Bylaw. The DRB performs a significant, and hopefully expanding service for the community, helping to support the appropriate boards for review of new developments and expansion projects consistent with the character of the town.

Diversity, Equity and Inclusion Committee

Meetings

- 7:00 pm
- Zoom

Agendas & Minutes

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Members (Openings: 4)

- Wes Fowlks, Chair, Term expires: 2028
- Amy Osenar, Clerk, Term expires: 2026
- Peishan Bartley, Term expires: 2025
- John Fallon, Term expires: 2027
- Lakshmi Kaja, Term expires: 2027
- Brenda Martinez, Term expires: 2027

Overview

On October 19, 2020 The Boxborough Select Board formed Diversity, Equity and Inclusion (DEI) Committee. Diversity, Equity and Inclusion (DEI) have been brought to the forefront of public awareness and Boxborough has made a commitment to create and foster a welcoming, inclusive and equitable town for all residents and guests regardless of their age, gender, orientation, race or socio-economic status. In this commitment, the Select Board is forming the Diversity, Equity and Inclusion Committee to help research and propose changes to the respective Boards and Committees who oversee the respective areas where changes are proposed.

The Diversity, Equity and Inclusion (DEI) Committee shall consist of a minimum of 5 members but no more than 10 members. Membership is encouraged to be diverse in age, gender, race and type of residence (owners, renters, single family homes, multi-family homes, condominiums, etc.). The Boxborough Select Board shall appoint one member from the Select Board as a voting member. A quorum shall consist of half the appointed voting members plus one (1). The term for serving on this board is a 3-year term and shall be staggered, after the initial appointment of the Committee. The Select Board shall consider but is not required to appoint individuals who identify as an under-represented minority in Town.

The Town Administrator, Police Chief, Fire Chief, and other non-residents may, at the discretion of the Board, serve as non-voting advisors to the DEI Committee. Members of the DEI Committee shall serve for the length of their term.

Charge of the Diversity, Equity & Inclusion Committee

Economic Development Committee

Meetings

- 7:30 pm
- Typically the 3rd Thursday of every month (as posted)
- Town Hall or Zoom

Agendas & Minutes

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Members

- Abby Reip, Chair, Term expires: 2026
- Megan Connor, Clerk, Term expires: 2028
- Rich Guzzardi, Planning Board Rep, Term expires: 2026
- John Neyland Term expires: 2027
- Levanya Selvaraj, Term expires: 2028
- Mark White, Term expires: 2028
- Alec Wade, Town Planner, Ex-Officio
- Becky Neville, Finance Committee, Ex-Officio

Overview

The Economic Development Committee (EDC) is a 4-8 member board, plus two ex-officio members (Select Board and Finance Committee) appointed by the Boxborough Select Board. The EDC was formed as a result of an action in the Boxborough2030 Master Plan, calling for the reconstitution of the EDC to work with the Planning Board, Finance Committee and other boards, commissions and committees, as needed, to execute the action items called out in the Master Plan and further the economic development of Boxborough in accordance with its values and vision. The main purpose of the EDC is to develop and promote balanced business development that is in keeping with the town's character.

Mission

The EDC Mission Statement is as follows:

Improve Boxborough's economic viability and quality of life through thoughtful development in keeping with the town's rural character and sense of community. The Charge from the Select Board is [here](#).

Strategies

The EDC has established Economic Development Strategies [4 key economic development strategies](#), which along with its mission guide the work and focus of the committee.

Information on the [UMASS Study](#): The EDC, with the support of the Planning Board, Boxborough Select Board and Finance Committee has commissioned the University of Massachusetts - Amherst, Center for Economic Development, School of Landscape Architecture and Regional Planning (LARP) to conduct an Economic Development Study for the Town of Boxborough. The purpose of the study is to help us assess our current economic environment and provide viable recommendations for our future, aligned with the [Boxborough2030 Master Plan](#) and the needs and desires of the town.

Emergency Reserve Corps Executive Committee

Meetings

- 7 pm

Agendas & Minutes

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Members

- Ronald Sisco, Chair
- Diane Ford

Summary

The Boxborough Emergency Reserve Corp (BERC) is a subcommittee of the Board of Health and we retain our membership in the Massachusetts Medical Reserve Corp Region 4A, a coalition of 34 communities around Boston. The BERC is group of volunteers committed to assisting our first responders and preparing residents of Boxborough to be better prepared to face emergencies. We continue to seek additional members to reach our goal of 50 to 60 volunteers to train and serve as a reserve for the town in the face of disaster.

Our Mission is to make our community safer and better able to handle natural or man-made disasters through volunteer training, community education and planning, and through integration with public safety officials.

Finance Committee

Meetings

- 1st and 3rd Tuesday of the month until January and then every Tuesday until Annual Town Meeting
- 7:00 pm
- Town Hall, hybrid as possible

Agendas & Minutes

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Members

- Antony Newton, Chair, Term expires: 2028
- John Connor, Vice-Chair and Clerk, Term expires: 2026
- John Greven, Term expires: 2027
- Maria Neyland, Term expires: 2026
- Michelle Ryan, Term expires: 2027
- Joseph Stulpin, Term expires: 2028

Gary Kushner, Meeting Clerk

Summary

Boxborough's Finance Committee is comprised of between five and nine members appointed by the Town Moderator to a three-year term. Established by state statute, the powers and duties of the Finance Committee are more particularly defined in the Town Bylaws. Following is a list of some of the powers and duties:

- To "consider all matters of business included within the articles of any warrant for a town meeting, and after due consideration report thereon in print its recommendations as to each article."
- To report to annual town meeting on "the doings of the committee during the year, with such recommendations or suggestions as it may seem advisable on any matters pertaining to the welfare of the town."
- To provide the various town departments, boards, officers and committees with annual budget forms, and "duly consider the estimates and statements" so filed and "there upon recommend such sums and in such division of items as it considers necessary."
- Meet with other boards, commissions, town officers and committees to discuss municipal issues, and short and long-range financial planning.
- Has the authority to approve reserve fund transfers for extraordinary or unforeseen expenses during the year.

The Finance Committee's primary responsibility is the preparation of the budget, a process which begins in early fall with the distribution of the budget package. Each Finance Committee member serves as a liaison to one or more departments or committees to ensure timely submission and discussion of each budget and special article, if any. This Finance Committee member will write the recommendation for the town meeting warrant and speak to the budget or article at town meeting.

Qualifications

Members of the Finance Committee need not have backgrounds in finance or public administration; the committee is representative of the various town constituencies and serves as the "fiscal conscience" of the town. Finance Subcommittee Bylaw - General Bylaw

Fire Station Building Committee

Meetings

- 2nd and 4th Thursday of the month unless otherwise indicated
- 7:00 pm
- Town Hall, hybrid and televised

Agendas & Minutes

[View agendas and minutes for the Fire Station Building Committee](#)

Members

- Mary Brolin, Chair, Term expires: 2027
- Mac Reid, Vice-Chair, Term expires: 2027
- Sara Lavado, Clerk, Term expires: 2027
- Alan Ford, Term expires: 2027
- Larry Grossman, Term expires: 2027
- Maria Neyland, Finance Committee Rep., Term expires: 2027
- Priya Sundaram, Select Board Rep., Term expires: 2027
- Mike Johns, Ex-Officio
- John Kivlan, Ex-Officio

Summary

The Fire Station Building Committee is an advisory committee charged with overseeing the design and construction of a new Fire Station. The Committee consists of various Town Officials and residents appointed by the Boxborough Select Board.

Historical Commission

Meetings

- 7:00 pm
- As needed
- Town Hall

Agendas & Minutes

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Members (Openings: up to 4)

- Alan Rohwer, Chair, Term expires: 2027
- Brian Picca, Term expires: 2028
- Chad Childers, Term expires: 2028

Summary

The Historical Commission is chartered under Massachusetts General Laws to inventory and assist in preservation of Town historical assets. The Commission consists of five to seven members appointed by the Select Board. It participates in the Town planning process, working with other Town Boards and Commissions in protecting historical properties. In addition, the Commission works with private Town bodies, such as the Historical Society, to enhance awareness of the Town's heritage.

Housing Board

Meetings

- 7:30 pm
- 4th Tuesday of the month
- Town Hall

Agendas & Minutes

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Members (Openings: X)

- R. Allen "Al" Murphy, Chair, Term expires: 2027
- Diane Friedman, Term expires: 2028
- Phyn Vermin, Term expires: 2028
- Brittany Zorn, Term expires: 2028
- Leslie Fox, Ex-Officio
- Dave Koonce, Ex-Officio

Overview

At the Special Town Meeting on October 30, 2000, the Affordable Housing Study Committee delivered their [Final Report \(PDF\)](#) and the voters approved a [General Bylaw \(PDF\)](#) establishing the Boxborough Housing Board (BHB) to provide structure and mechanisms to meet Boxborough's affordable housing needs.

The Housing Board shall consist of not less than five voting members who shall be residents of the Town of Boxborough appointed by the Select Board for staggered three-year terms, such appointments to be made annually on or before June thirtieth. Current voting members of other statutory town boards, whether elected or appointed, shall not be eligible to serve as voting members of said Housing Board. The Select Board shall invite other boards to designate ex-officio representatives to serve in an advisory capacity as non-voting members.

The Housing Board is vested with the responsibility for the production and management of affordable housing stock in Boxborough. Production includes both construction of new units and conversion of selected existing units of housing to create a balance of mix deed-restricted affordable housing addressing both the state mandate under [Massachusetts General Law \(MGL\) Chapter 40B](#) and the [Affordable Housing Board's Long Range Plan \(PDF\)](#) as approved at Town Meeting according to bylaw.

The Board is required to use the public hearing process to develop affordable housing plans and a set of policies to guide their implementation.

Responsibilities

As defined in the bylaw the key responsibilities of the Housing Board include:

- Responsibility to bring to Town Meeting for voter approval a proposal or set of proposals for an affordable housing long-range plans.
- Responsibility to develop specific affordable housing implementation and funding plans and bring them to Town Meeting for voter approval.
- Responsibility for managing Town-initiated development of affordable housing. This includes both broad program management duties as well as project-level

- oversight of the Town's specific affordable housing development activities.
- Responsibly for real estate transactions pursuant to both unit conversions and new construction under Town programs.
- Stewardship and utilization of designated Town funds and lands for affordable housing purposes.
- Management of affordable housing cooperative projects with commercial and non-profit development partners.
- Acting as the Town's agent on private affordable housing projects.
- Conducting the affordable housing lottery in compliance with MGL Chapter 40B and Massachusetts Department of Housing and Community Development (DHCD) regulations. This also includes the development of a policy defining Boxborough's criteria for the local preference.
- Monitoring and managing the resale of deed-restricted housing to income-qualified buyers.
- Preparation and submission to the Select Board of the annual affordable housing certifications report in compliance with DHCD guidelines.

Land Stewards

Meetings

- 7:30 pm
- Meets as needed
- Town Hall

Agendas & Minutes

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Members (Openings: many)

The Land Stewards are coordinated by David Barnett. Contact [Dave](#) to volunteer.

Overview

The Boxborough Land Stewards group was formed in March, 2004, to provide land stewardship support to the Boxborough Conservation Commission. The town has over 1,200 acres of conservation and municipal land, with 30+ miles of trails, which are maintained by the stewards, in cooperation with the ConsCom, the Department of Public Works, and other town departments.

Updates

Trail work is an ongoing activity and we are always looking for new members. [Follow us on Facebook to learn more about our trails.](#)

Trails

- Thanks to a conservation restriction and a pedestrian easement agreement with Cisco, we have an accessible trail system that goes through the Cisco campus, at the end of Swanson Road. [See some pictures of what you will see along the way.](#)
- [Trail maps](#) can also be downloaded from the town website. For a live trail map on your phone, go to [OpenStreetMap](#) and click on the "Show Location" icon.
- [Several of our trails have letterboxes for you to discover.](#)

Resources

1. [Trail Maintenance Guidelines \(PDF\)](#)
2. [Trail Map \(PDF\)](#)

Permanent Building Committee

Meetings

- As needed
- Town Hall

Agendas & Minutes

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Members (Openings: many)

This board has vacant positions

Overview

The Permanent Building Committee provides:

- Expertise, guidance, and opinions to the administration on matters arising with regard to the design, construction, and maintenance of Town buildings
- Input through membership on relevant town committees, such as the [School Building Committee](#), the new Library Construction Committee, the Design Review Board, and the [Council on Aging](#)
- Counsel with regard to additional planning activity at the School and Town Hall
- Advises on the painting of public buildings and supports the efforts of the Historical Commission in town

The Committee has no operating budget or guidelines and is totally dependent on the skill, enthusiasm, and willingness of its members to serve on other committees and address ad hoc inquiries for its effectiveness.

Personnel Board

Meetings

- Usually 2nd Tuesday of the month at 5:00 p.m., or as posted
- Town Hall

Agendas & Minutes

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Members (Openings: 1)

- Allan MacLean, Chair, Term expires: 2026
- Cheryl Mahoney, Clerk, Term expires: 2028
- Jon Cappetta, Term expires: 2028
- Barbara Birt, Term expires: 2027
- Sheila Bauer, Associate Member, Term expires: 2026

Summary

The Personnel Board is made up of five individuals appointed by the Select Board to a three-year term of office. The Board recommends and administers the Personnel Bylaw. The specific responsibilities of the Personnel Board are as follows:

- Development and periodic review of the [Personnel Administration Plan \(PDF\)](#), including the Classification and Compensation Schedule for recommendation to the Select Board and when appropriate town meeting.
- Development and periodic review of the Classification and Compensation Schedule of positions of town personnel for approval by the Select Board and when appropriate by town meeting.
- Serving as a review board to consider employee appeals in all personnel matters with the authority to settle such appeals.

Members are assigned projects based on a priority schedule set by the Board of Select Board. There are no specific qualifications for membership on this Board; personnel expertise would be helpful but is not necessary.

Documents

1. [2021 Annual Town Meeting - Personnel Board Presentation Materials](#)
2. [Classification and Compensation Study \(PDF\)](#)
3. [Criminal Offender Record Information \(CORI\) \(PDF\)](#)
4. [Employee Handbook \(PDF\)](#)
5. [Full Time and Reduced Hours Employment Application \(PDF\)](#)
6. [Part-Time Employment Application \(PDF\)](#)
7. [Personnel Administration Plan \(PDF\)](#)

Public Celebrations & Ceremonies Committee

Meetings

- As needed
- Town Hall or Zoom

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members (Openings: many)

- Jennette Kollmann, Chair, Term expires: 2026
- Becky Neville, Clerk, Term expires: 2028
- John Fallon, Term expires: 2026
- Bharti Gudipaty, Term expires: 2027
- Cassie LaRussa, Term expires: 2028
- George Powell, Term expires: 2028

Overview

The members of the Public Celebrations and Ceremonies Committee (PCCC) are appointed by the Select Board to a three-year term. The Committee was established in 1968. The Committee works in conjunction with other groups within Town coordinates celebrations within the town and engages in various projects to preserve the nature and heritage of Boxborough. The three major events in the town year are:

Memorial Day Parade

The route takes marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorial at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop, the names of deceased veterans are read, flowers are placed and remarks made. View the [Memorial Day Parade map \(JPG\)](#).

Fifer's Day Festival

The festival is held on the third Saturday in June and is a collaborative effort of the Public Celebrations and Ceremonies Committee, Boxborough Minuteman Company, and the Recreation Commission. A firemen's muster, sponsored by the Boxborough Firefighter's Association, is usually held in conjunction with the festival. The parade goes from Blanchard School to Town Hall to Flerra Field where the festival takes place, and is led by the annual Golden Fife recipient, the Parade Marshal and sixth-grade students from Blanchard representing Luther Blanchard and Lucie Hager, the historian who shared Luther's story.

At Flerra Field the Golden Fife Award is given to a pre-selected citizen(s) of the town in recognition of long service to the town. This is the highest civic honor the town can bestow.

Holiday Tree and Menorah Lighting

The [holiday tree lighting ceremony](#) is held on the first weekend of December, in front of the Fire Station on Mass Ave. After the tree lighting and singing, refreshments are served. Boxborough's first Menorah Lighting took place in December 2025. Families were invited to light the Menorah on each night.

Recreation Commission

Meetings

- Usually 2nd Tuesday of each month
- Town Hall/Zoom

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members (Openings: 3)

- Hilary Greven, Chair, Term expires: 2027
- Matt Spurling, Vice-Chair, Term expires: 2027
- Claudine Lesk, Term expires: 2026
- Stacey O'Connell, Term expires: 2026

Overview

The Recreation Commission is responsible for the following:

- Development and implementation of recreational programs for the youth and other citizens of Boxborough.
- Management of the recreational activities at the [Flerra Meadows](#), [Liberty](#) and Fifer's Fields.
- Sponsorship of programs during the winter, spring and summer months for the youth of Boxborough. Winter programs include floor hockey, soccer, and gymnastics. Summer playground is available for town elementary age children. These programs emphasize the basic fundamentals and fun associated with participation in youth sports.

History: the Recreation Commission was founded in 1963 at the December 16th Special Town Meeting, consisting of seven members with staggered terms, originally appointed by the Town Moderator.

Steele Farm Committee

Meetings

- As needed
- Steele Farm Barn, 484 Middle Rd.

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members (Openings: some)

- Chris Hydak, Chair and Clerk, Term expires: 2026
- Andreas Bauer, Term expires: 2026
- Catie Coyne, Term expires: 2027
- Joseph Ferguson, Term expires: 2027
- Melissa MacGillvray, Term expires: 2027
- Ray Sanne, Term expires: 2028
- Frederick Waugh, Term expires: 2028

Overview

As a result of the vote of May 1994 annual town meeting and a subsequent override election, the Town purchased the Steele Farm on Middle Road consisting of roughly 36 acres and three buildings. The charge of the Steele Farm Committee is to make recommendations to the Select Board as to the use of the property and buildings.

A vote at the November STM in 2009 empowered the Select Board to "complete and to put into place preservation restrictions on the Steele Farm property". The Board determined that mechanism for doing this should be a multi-part legal agreement among Boxborough, the Commonwealth of Massachusetts through the Secretary of the Executive Office of Environmental Affairs and the Massachusetts Historical Commission, and the holders of the restriction, which would be The Trustees of the Reservation and the Boxborough Historical Society.

In March 2024 the Select Board voted to change the name from Steele Farm Advisory Committee to Steele Farm Committee.

Documents

1. [CBI Schematic Design Submission - December 2017](#)
2. [2016 Redhawk Studios - Conditions Assessment and Preservation Plan for the Levi Wetherbee Farmhouse \(PDF\)](#)
3. [07-17-2014 Groton Engineering Report - Levi Wetherbee Farmhouse \(PDF\)](#)
4. [Steele Farm Management Plan \(PDF\)](#)
5. [TToR Monitoring Report \(PDF\)](#)
6. [National Register of Historic Places Submission Packet \(PDF\)](#)
7. [Steele Farm - Conservation and Historic Preservation Restriction Recorded Version\(PDF\)](#)
8. [Steele Farm Preservation Restriction Approved Without Signatures](#)
9. [Steele Farm Deed Restriction Timeline \(PDF\)](#)
10. [Steele Farm Overnight Camping Policy \(PDF\)](#)
11. [Friends of Steele Farm Poster \(PDF\)](#)
12. [Wetherbee \(Steele\) Farmhouse - Future Use Questionnaire \(PDF\)](#)

Sustainability Committee

Meetings

- Usually 2nd Thursday of the month, 7pm
- Town Hall/Zoom

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members

- Kate Davies, Chair, Term expires: 2026
- Jay Krishasamy, Clerk, Term expires: 2026
- Johanna Choo, Term expires: 2026
- Richard Garrison, Term expires: 2027
- Suresh Jasrasaria, Term expires: 2026
- Palmer Moore, Term expires: 2028
- Barbara Salzman, Term expires: 2027
- LELWD Representative, Connor Reardon, Member

Overview

We are the Boxborough Sustainability Committee: an all-volunteer committee of up to seven members and two non-voting alternates appointed by the Select Board to help the Town promote a culture of sustainability fully integrated into our community for the benefit of present and future generations. The Charter is [here](#). A sustainable community means shifting to non-carbon emitting power sources, building and maintaining homes and businesses that conserve energy, and making smart choices in the things we buy and dispose of. It also includes finding a more benign mode of transportation to reduce carbon emissions.

Boxborough Sustainability Policy

[Read more about the details of this policy!](#)

Select Board Climate Change Declaration

We, the Boxborough Select Board, are committed to raising awareness about the importance of mitigating Climate Change. We are convinced Climate Change is caused largely by human activities, and the need to take action is urgent. The responsibility belongs to all of us to be vigilant about ways to contain this growing threat to human survival. [Read more here!](#)

Water Resources Committee

Meetings

- As needed, 3rd Tuesday of every month, 7pm
- Town Hall/Zoom

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members

- Leslie Fox, Chair, Term expires: 2026
- Bryon Clemence, Ag. Comm., Clerk, Term expires: 2027
- Janet Keating-Connolly, Assoc. member, Planning Board, Term expires: 2028
- Bryan Lynch, Term expires: 2028
- John Markiewicz, Term expires: 2026
- John Neyland, EDC, Term expires: 2025
- Stephen Schmitt, Cons. Comm., Term expires: 2027
- Alec Wade, Town Planner, *Ex Officio*
- Michael Johns, Town Administrator, *Ex Officio*
- John Kivlan, Fire Chief, *Ex Officio*
- Ed Kukkula, DPW Director, *Ex Officio*
-

Overview

The Boxborough Water Resources Committee (WRC) is a committee of seven members that guides the Town in protecting its water resources and meeting its long-term water supply needs. It holds regular meetings and welcomes input from others. It collects and analyzes water data, evaluates water supply needs and potential threats, makes recommendations to Town boards and officials, and the public regarding sound water management, and coordinates with other stakeholders. It may conduct engineering studies, report the results, participate in negotiations on behalf of the Town, and hire outside experts to help meet its goals. The WRC is consistent with [Boxborough 2030](#), the Town's master plan, and it acts in accordance with the [goals of its charter \(PDF\)](#).

Well-Being Committee

Meetings

- 1st Monday of every month, 10:00 am
- Town Hall

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members (Openings: some – see Charter)

- Mary Pavlik, Chair, Term expires: 2026
- Elizabeth Markiewicz, Term expires: 2028
- Anne McNeece, Term expires: 2026
- R. Allen (Al) Murphy, Term expires: 2028
- Mary-Halvey Dove, Term expires: 2027
- Jenna Montgomery, Nashoba Board of Health, *Ex officio*
- Michael Johns, Town Administrator, *Ex officio*
- Wendy Trinks, Community Services Coordinator, *Ex officio*

Overview

The Boxborough Well-Being Committee was established by the Select Board in 2013. Its mission is to look at ways to improve the health and welfare of town residents. The Committee identifies factors that impact the well-being of Boxborough residents and determines ways and identifies resources to support improvements. Its Charter is [here](#).

Zoning Board of Appeals

Meetings

- 7:30 pm
- 1st and 3rd Tuesdays of each month, as needed
- Town Hall

Agendas & Minutes

[View Most Recent Agendas and Minutes](#)

Members

In Boxborough, the Zoning Board of Appeals (ZBA) consists of five members and two alternates appointed by the Select Board to three-year staggered terms. The terms are arranged so that the term of one member expires each year. Although the Zoning Act permits the appointment of associate members, this has not been incorporated into the Boxborough Zoning Bylaw.

- Mark Barbadoro, Chair, Term expires: 2028
- Shawn McCormack, Clerk, Term expires: 2026
- Stefano Caprara, Term expires: 2025
- Than Stuntz, Term expires: 2027
- Michael Toups, Term expires: 2026
- Mark White, Term expires: 2027
- Andrew Tavalacci, Alternate, Term expires: 2028

Overview

The Zoning Board of Appeals is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the [Boxborough Zoning Bylaw \(pdf\)](#).

Documents

1. [Comprehensive Permit Rules \(PDF\)](#)
2. [Zoning Board of Appeals Application \(PDF\)](#)
3. [Zoning Board of Appeals Application Procedures \(PDF\)](#)
4. [Zoning Board of Appeals Fees \(PDF\)](#)