

# **Town of Boxborough, Massachusetts**



## **Annual Town Meeting Monday, May 13, 2024, 7:00 PM**

Voter check-in begins at 6:30 PM  
Meeting will begin promptly at 7:00 PM

## **Including Special Town Meeting Monday, May 13, 2024 7:15 PM**

Blanchard Memorial School, Gymnasium  
493 Massachusetts Ave. Boxborough

*Please bring this Warrant to the Annual Town Meeting*

<b>Annual Town Election Tuesday, May 21, 2024 7:00 AM – 8:00 PM Town Hall, 29 Middle Rd., Boxborough</b>
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Dear Residents of Boxborough,

We extend our heartfelt thanks to each of you for taking the time to read through this warrant and attending the Annual Town Meeting. Understanding the intricacies of our town's fiscal health and being willing to engage thoughtfully is the foundation upon which our community thrives. As you read through this warrant, please consider not just the figures and forecasts but the spirit and resilience that characterize our Town.

Many hours were spent preparing the budget and warrant articles as presented here, and many difficult decisions were made along the way. Those decisions resulted in a reduction of over \$400,000 from the warrant articles and many line items being removed from the Operating Budget. Department heads and their staff, along with elected and appointed officials, all worked together to find common ground where services would be least impacted and we could continue to meet the needs and expectations of our community. We thank everyone involved for their cooperation and believe this demonstrates Boxborough's proactive and thoughtful financial stewardship in an evolving economic environment.

Our current financial landscape is being shaped by incremental yet significant changes reminiscent of the "boiling frog" scenario, where the gentle warmth of prosperity and economic ease has given way to the heat of inflation and financial challenges. Facing escalating costs and a tightening levy capacity, we anticipate that a budget override in 2025 may become necessary. This is not a scenario we'll approach lightly. Our commitment to preserving the quality and accessibility of municipal services amid growing financial pressures will factor into every decision we make both as a board and on what's ultimately presented to you at future Town Meetings.

The tight fiscal scenario we face today did not arise in isolation, it is the result of years of underfunded and understaffed departments amidst the extraordinary commitment of our town employees. Their dedication to the town, frequently working extra hours without proper acknowledgment or pay, has been commendable but ultimately led to burnout and staff turnover. This threatened the reliability and quality of all town services and in response, the town invested in additional staff, updated our Personnel Plan and revisited the goals and objectives for each department. The result has been a stabilization of all departments, higher employee morale, and an improved delivery of services to our community. The additional support staff being requested this year will be the culmination of these efforts.

In addition to our commitment to municipal services, we also wholeheartedly recognize the value the Acton Boxborough Regional School District brings to our community. Their continued academic and extracurricular excellence is known nationwide and we're proud to note that they accomplish this at a per-pupil expenditure of approximately \$1,000 less per student than the state average. This year, the school district faced unforeseen fiscal challenges due to the insolvency of its self-insured medical plan, and these challenges are reflected in its budget. The district responded swiftly, securing a new insurance provider that offers predictability, reliability, and cost savings.

The constraints of Proposition 2 ½, which limits annual tax increases to 2.5%, further compound our fiscal challenges. Something to note is the fact that in 27 of the 33 years since its enactment in 1980, inflation rates and social security cost of living adjustments have exceeded this 2.5% cap, illustrating the inadequacy of the law to accommodate real-world economic conditions. Moreover, union salary increases have consistently surpassed the 2.5% threshold, placing additional pressure on our budget. While these salary adjustments are justified and reasonable, they highlight the structural financial strain created by the current law.

Given this context, considering a budget override in the near future is not only inevitable but will be necessary to protect the quality of education and public services that underpin the value of our homes and

the quality of life in our town. An override would represent a critical investment in our community's future, ensuring that our town remains a desirable place to live, learn, and thrive. Engaging in thoughtful community dialogue and continuing to work within the spirit of transparency and cooperation is imperative as we navigate these challenges together, ensuring that our decisions reflect both our immediate needs and our long-term goals.

As we present this year's warrant, the Select Board is acutely aware of the crucial role that community engagement and support play in shaping the living standards and services in Boxborough. Your involvement at Town Meeting is the driving force that empowers us to confront our current fiscal challenges while continuing to invest in our shared future.

We extend our sincere thanks for your active participation. Each vote cast is more than a democratic right; it is a deliberate stride towards shaping our community's enduring legacy.

In humble service to our community and with gratitude,  
The Select Board

# ANNOUNCEMENTS

## **Town Meeting Nights**

As discussed at last year's Annual Town Meeting schedule, please note Town Meeting will run consecutive nights without skipping Wednesday. Town Meeting starts Monday, May 13<sup>th</sup>. If Town Meeting requires more time then it will continue on May 14<sup>th</sup>, 15<sup>th</sup> (if needed), and 16<sup>th</sup> (if needed).

**Childcare of school-aged children** will be provided and sponsored by the Acton-Boxborough Regional School District and the Acton Boxborough Education Association on night one of Town Meeting, May 13<sup>th</sup> from 6:30 PM – 9:00 PM. To RSVP, please email Betty Ann Vitale - [bavitale@hotmail.com](mailto:bavitale@hotmail.com) indicating the number of spots needed no later than Friday, May 10<sup>th</sup>.

## **Annual Town Election**

Tuesday, May 21, 2024

7:00 AM – 8:00 PM

Town Hall, Grange Room

29 Middle Road

## **Town Hall will be collecting for the Acton Food Pantry**

[WWW.ACTONFOODPANTRY.ORG](http://WWW.ACTONFOODPANTRY.ORG)

### **Current needs**

Cereal	Flour	Nuts
Spaghetti Sauce	Canned Tomatoes	Adult Depends Size S & M
Juice Boxes	Canned Fruits	Tissues
Mac & Cheese	Fruit Cups	Diapers Size 5 & 6
Kids Snacks	Jelly	

## **Citizens' Academy**

Boxborough Citizens' Academy continues its second year in September and runs through early December. The program is designed to expose residents to the various Town departments so they can gain a better understanding of how municipal government works. Through presentations, discussions, and visits to Town departments, participants have the opportunity to hear from various directors and managers and stakeholder groups to learn about the operations of Town programs and services. It is intended as a two-way dialogue between Town staff and residents. Participants discover new opportunities for public involvement and the role they can play in Town government. Topics include Fire and Emergency Services, Town Meetings and Elections, Public Works, Police, Human Services, Town Finances, Library Services, and more. The Academy is an annual Town program, held once a week in the evenings, and enrolls approximately 25-35 residents. If you are interested in participating, please contact Rajon Hudson, Assistant Town Administrator at [rhudson@Boxborough-ma.gov](mailto:rhudson@Boxborough-ma.gov) or 978-264-1718.

**TOWN OF BOXBOROUGH**  
**TOWN MEETING A GUIDE FOR RESIDENTS**

*On behalf of all the elected and appointed officials of the Town of Boxborough:*

**WELCOME TO TOWN MEETING.**

***This is your chance to make your voice heard and make your vote count.***

***Remember: YOU Are the Town Government.***

**What is Town Meeting?**

Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote counted. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 4,000, while 200 legislators in the State House and Senate represent 7 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some come from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with the power to make laws, levy taxes, and authorize expenditures.

**What is the Warrant?**

The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length, and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

**What about the Election?**

Although it is held at a separate place and time, at Town Hall on the Tuesday in May after the Annual Town Meeting opens, the election is the part of Annual Town Meeting at which Town officials are elected. Some Town Meeting expenditures and sometimes other items require both an affirmative vote at Town Meeting as well as the passage of a ballot question. Tax and debt exclusion overrides are decided by election ballot. A debt exclusion exempts from the Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently.

**Who Participates in Town Meeting?**

**Voters:** Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of

Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

**Moderator:** The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings. The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

**Town Clerk:** The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

**Town Counsel:** A representative from KP | LAW, the firm providing legal services to the town, attends Town Meeting to offer advice as to the legality of proposed actions the town may be considering.

**Finance Committee:** This branch of town government is a standing committee appointed by the Moderator. They have the authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget, and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

**Boxborough Select Board:** Members of the Select Board have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

**Boards and Committees:** These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

**Petitioners:** Any ten voters have the right to petition the Select Board to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To ensure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

### **What Happens at Town Meeting?**

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by a majority vote. Each article is taken up in a similar way.

**Motion:** First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and makes a presentation offering background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

**Debate:** Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases, speakers are recognized using "alternating microphones" which may be labeled "yes" and "no". Any registered voter may speak to an article, ask questions, voice comments or criticism,

or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator and/or meeting members. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a “point of order”.

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough’s limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker’s case.] When no more debate is offered, or debate is ended by “Moving the Previous Question”, a vote is taken.

**Voting:** Most articles are decided by a simple majority. Some votes carry higher requirements, for example, most zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

**Amendments:** Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. “Amendments to amendments” are generally not allowed except for the personnel plan, the operating budget article, or to clarify the amendment. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

**Consent Agenda:** Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identifies those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “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 for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

**Operating Budget:** The operating budget for the Town is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During the debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department’s budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

**Quorum:** There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at her/his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

**Reconsideration:** Unless the Town Meeting votes to set rules otherwise, an article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

## **Selected Common Parliamentary Motions:**

***I move that this meeting be dissolved:*** This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

***I move to lay on the table:*** This motion, if passed, ends the debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

***I move to take Article \_\_\_ off the table:*** This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

***I move the previous question:*** This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two-thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

***I move that debate on the pending motion be limited to \_\_\_ minutes or \_\_\_ minutes per speaker:*** This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

***I move that the pending motion be amended by...:*** This motion, if passed, changes the content of the motion being debated. Once the motion to amend is made and seconded, debate ceases on the main motion until the motion to amend is voted up or down. The motion to amend can be debated, and takes a majority vote to pass no matter what vote is needed to pass the original motion.

***I move reconsideration of Article \_\_\_:*** This motion, if passed, nullifies a previous vote of Town Meeting and brings a previously passed or defeated article back to the floor for debate a second time. This article can be debated, and cannot be amended. Unless the Town Meeting votes to set rules otherwise, in Boxborough it is always in order and takes a simple majority to pass. If the reconsideration article passes, it is as if the earlier debate and vote never took place.

***Point of order:*** This is the one time that a speaker at a microphone can be interrupted from the floor. This is not really a motion at all but a question or comment, and thus cannot be debated or voted. The Moderator will immediately stop the discussion, listen to the point of order and rule on it. Points of order could relate to the right of the speaker to the floor, the germaneness of the speaker’s comments to the article under consideration, proper procedure, the conduct of a speaker, or an error on the part of the Moderator.

## **Selected Quotes:**

**“It has been said that democracy is the worst form of government except for all those other forms that have been tried from time to time.”** Sir Winston Churchill, Speech in House of Commons 1947.

**“We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully we will still be friends.”** Reginald C. (Reg) Brown, Boxborough Town Moderator 1977 to 2005.

**“Civility at Town Meeting is not optional.”** Various and sundry Town Moderators in Massachusetts.

*Prepared by former Boxborough Moderator John Fallon with assistance from a great many people*



**TOWN OF BOXBOROUGH  
MAY 13, 2024  
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## **CONSENT AGENDA INFORMATION**

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Select Board will again use Consent Agendas. This will speed the passage of articles which the Select Board, after consulting with Town Counsel, the Moderator, and the Finance Committee, feels should generate no controversy and can be properly voted without debate. The purpose of a Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

This year, there will be **6** Consent Agendas:

1. Special Town Meeting Consent (Articles #1 through #4) because these articles have been unanimously approved by both the Select Board and Finance Committee. These articles are indicated with (\*)
2. The Financial (Non-Capital) Consent (Articles #6 through #17, inclusive) includes articles considered to be non-controversial. This consent includes a combination of staffing hours proposals, standard authorizations, annual transfers and reoccurring programs. These articles are indicated with (\*\*)
3. The Capital Consent (Articles #18 through 29, inclusive) includes several capital items which have been supported by both the Finance Committee and Select Board and are proposed to be funded with Free Cash or Raise & Appropriate. These articles are indicated with (\*\*\*)
4. Community Preservation Fund Consent (Articles #30 through #34, inclusive) includes articles considered to be non-controversial approved by the Community Preservation Committee, Select Board, Finance Committee, and other boards/committees for unanimous/majority support. These articles are indicated with (\*\*\*\*)
5. Consent (Non-Financial) (Articles #35 and #36, inclusive) includes articles considered to be non-controversial that have minimal financial impact to taxpayers. These articles are indicated with (\*\*\*\*\*)
6. Two-Thirds Vote Required Consent (Articles #37 through #40, inclusive) includes articles that require two-thirds votes by either stabilization or bonding. These articles are indicated with (\*\*\*\*\*\*)

At the call of each Consent Agenda, the Moderator will announce the number of each article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After 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 carefully review the list of articles proposed for each Consent Item. Summaries are included under each article printed in this warrant.



**TOWN OF BOXBOROUGH**  
**SPECIAL TOWN MEETING**  
**MAY 13, 2024**

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 MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2024 at 7:15 PM to act on Articles 1 through 4 of this Special Town Meeting Warrant.

**SPECIAL TOWN MEETING**  
**CONSENT**  
**AGENDA 1 (\*)**

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## **ARTICLE 1 COMPREHENSIVE BOXBOROUGH TRAFFIC STUDY (\*)**

\$60,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000), more or less, for the funding of a comprehensive traffic study, focused primarily along the Route 111 corridor, and other key intersections, to consider the impacts of future growth, and make comprehensive recommendations on how best to address present and future traffic and public safety, or take any other action relative thereto.

**Summary:**

*To adequately assess the impacts of new growth, the Planning Board proposes this study to establish a baseline existing condition, review projected new traffic impacts, and recommend improvements to ensure safer streets in Boxborough. The baseline analysis will include crash data and traffic counts conducted along Massachusetts Avenue and an analysis of at least 12 key intersections.*

*The selected consultant will account for traffic anticipated by recently approved projects, as well as anticipated projects. A projection will be prepared for future growth through the year 2035, and the selected consultant will make recommendations to improve the studied ways for public health and safety. The recommendations will include four conceptual design plans for improvements.*

*The Planning Board issued an RFP to several traffic engineering firms to ensure that the proposed scope of work could be conducted at the lowest cost. Upon review of three proposals, the Planning Board identified the lowest cost bidder, an experienced firm with a proven track record with the Town. The Planning Board anticipates that having this Town-wide baseline and future growth study will allow it to make informed planning decisions that will help mitigate traffic impacts due to anticipated growth, with identified improvements potentially borne by future project proponents.*

*The Town Planner will investigate and evaluate several grant programs, with the hope of offsetting future costs by grant award prior to Annual Town Meeting.*

**The Planning Board Recommends this article 5-0.** The Planning Board has experienced a significant increase in applications for commercial development and firmly believes that this study will improve their decision-making when considering future projects. While project applicants submit traffic studies to assess impacts associated with their specific project, the Planning Board feels strongly that a comprehensive look at the major roadways and intersections need to be assessed for proper future planning for the entire Town. Such a study along with targeted recommendations will give the Planning Board a specific basis to develop conditions of approval to mitigate traffic impacts resulting from future projects, and equip the Town Planner with evidence needed to pursue high-value capital grants for traffic improvement projects.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends. The Planning Board has requested this study to help them when approving applications received by the Planning Department. It will help them when making decisions about what to require of a developer regarding traffic. The Finance Committee has been told the results of the study will be valid for 10 years. The Traffic Study will be added to the Capital Plan. **Tax impact to the average home is \$.03 per \$1,000 or \$31 per year.**

**The Capital Committee recommends (5-0-0).**

**The Select Board does not comment on articles proposed by other elected boards.**

## **ARTICLE 2 POLICE DEPARTMENT: POLICE ACADEMY TRAINING AND COVERAGE CONTINGENCY (\*)**

\$51,000 Free Cash  
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fifty-One Thousand Dollars (\$51,000), more or less, for affiliated expenses associated with the labor replacement costs for full-time, police academy-trained police personnel, including all costs incidental and related thereto, or take any other action relative thereto.

### ***Summary:***

*The funds would be used to cover the costs related to the replacement of officers attending the police academy. To return to full professional staffing levels in the department, the intention is to use funding from this article to place currently qualified and accepted dispatch staff into the May 2024 Police Academy. Relevant expenditures will include:*

- *Overtime costs to cover replacement shifts during:*
  - *Application Period (Advertising & Recruiting)*
  - *Interviews and Selection Period*
  - *Background Investigation*
  - *Psychological Testing, Medical and Drug Screening*
  - *Academy Training*
  - *Field Training*
- *Academy, salary, Field Training Period OT, training OT, tuition, gear, and mileage*
- *Department uniforms and gear*
- *Medical and drug tests and psychological evaluations*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article as it strategically addresses our Police Department's funding needs when the Town hires a recruit who needs to go to the Academy. By allocating funds now for the training and preparation of new officers, we significantly reduce the likelihood of needing to tap into reserve funds—typically reserved for unforeseen expenses—later in the year. This approach not only ensures we maintain a fully staffed and well-trained police force but also rightly anticipates training as a normal and expected part of our employment lifecycle. It's a practical move that underscores our commitment to both fiscal responsibility and the unwavering safety of our community.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends (8-0). This fund has been created so the Police Department has the ability to send one new Police Officer to the Police Academy and also cover the cost of filling the shifts while the officer is attending the Academy.

**No tax impact for FY25.**

### **ARTICLE 3 FIRE DEPARTMENT: RECRUIT ACADEMY TRAINING, COVERAGE CONTINGENCY & FIRE DEPARTMENT PHYSICALS (\*)**

\$60,000 Free Cash  
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Sixty Thousand Dollars (\$60,000), more or less, for staff replacement coverage for new full-time firefighters while they attend the 10-week training program of the Massachusetts Firefighter Recruit Academy and coverage for all pre-employment physicals for new full-time, per-diem, and call Fire Department members, or take any other action relative thereto.

#### ***Summary:***

*This fund would be used to cover 1) the costs related to shift coverage when new full-time firefighters to the Town of Boxborough are at the 10-week Massachusetts Full-Time Firefighter Recruit Academy and 2) all pre-employment physicals required for new full-time, per-diem, and call staff.*

*When a new full-time firefighter is hired, they are usually replacing a member who has retired, transferred to another department, promoted, or otherwise left employment with the Town. The Collective Bargaining Agreement requires that these new full-time firefighters must attend the Career Recruit Massachusetts Firefighting Academy Class unless they already graduated from the academy while working in another municipality. An employee attending the academy creates approximately twenty (20) shifts of twenty-four (24) hours each, that need to be covered.*

*This amount used to be covered within the Fire Department budget, but instead, we are asking for this to be in an article that can carry year to year and be funded, as needed, due to the unknowns that come with potential openings and academy scheduling. There may be years where multiple personnel need to attend and there may be years where none need to attend.*

*The Fund would also cover the costs of pre-employment physicals for all new Fire Department employees to the Town of Boxborough (full-time, per-diem, call). The number of recruitments in a given year varies, especially at the per-diem level, depending on the number of openings created by existing members. This cost has historically been maintained in the fire operational budget, but given the variability and the need to cross fiscal years at some points, it is recommended that this amount be carried as an article.*

*Relevant expenditures include:*

- *Overtime costs to cover all shifts while the Recruit is in the Academy as well as during the Orientation period (2 weeks) before going on shift.*
- *All pre-employment department Physicals for New Members (Full-Time, Per-Diem, Call)*
- *Initial set of department uniforms and gear for recruits*
- *All Academy Required Exam and Reading Materials*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends the establishment of a fund to support our Fire Department's staffing and training needs. This proactive measure mirrors the successful approach taken with our Police Department, addressing the essential training of new full-time firefighters and covering pre-employment physicals for all new Department members. By earmarking funds specifically for these purposes, we not only ensure continuous, high-quality emergency services by adequately preparing our firefighters through the 10-week Massachusetts Firefighter Recruit Academy but also manage staffing transitions smoothly without the financial unpredictability of past practices. This fund will carry over year-to-year, providing a flexible and responsive financial tool to accommodate the fluctuating demands of training schedules and recruitment, thereby reducing the need to divert funds unexpectedly from our operational budget. This initiative represents a commitment to both our firefighters'

readiness and our community's safety, underscoring the importance of planning and fiscal responsibility in meeting the ongoing needs of Boxborough.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends this for the reasons stated above.

**No tax impact in FY25.**

#### **ARTICLE 4 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE (\*)**

\$424,000 Bond

\$635 TNC (Transportation Network Company)

(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of Four Hundred Twenty-Four Thousand Dollars (\$424,000), more or less, and transfer the sum of Six Hundred Thirty-Five Dollars (\$635), more or less, from the Transportation Network Company Fund for the purpose of maintaining roadways in Boxborough, or take any other action relative thereto.

##### ***Summary:***

*Approval of this article will enable the Town to continue the long-term project of bringing all our roadways up to good condition. It will continue the action, beginning at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The level of Chapter 90 funding alone in recent years has been insufficient to repave even one mile per year of the Town's approximately 30 miles of roadway. In Fiscal Year 2021, a consultant was hired to provide a comprehensive roadway assessment study of conditions throughout Boxborough. By studying all the roads and determining the various degrees of degradation, we can manage the repair and maintenance more fully by different types of sealing before undertaking a full paving project. The proposed projects for the Fiscal Year 2024 and Fiscal Year 2025 road construction seasons include a combination of sealing and paving projects. In Fiscal Year 2025, the usual Road Maintenance amount of \$300,000.00 is increased by \$124,000.00 to partially fund major reconstruction of the failing culvert on Liberty Square Road, where it crosses Guggins Brook. The culvert repair will also be partially paid for with Federal ARPA Grant funds. In the past year, Guggins Brook has topped Liberty Square Road three times, following major rainfall events. While temporary repairs were made during one of the storms, to prevent road failure, the culvert is still inadequate to provide sufficient passage of water under the road. The Town is planning to reconstruct the culvert when school is out, so that road closure does not impact bus routes, and will need funding prior to the start of the new fiscal year. The minor amount of \$635 from TNC<sup>+</sup> is included with this article since a specific Town Meeting appropriation for road-related work is required by statute in order to expend the funds.*

<sup>+</sup>TNC – Transportation Network Company - The Transportation Network Company Division (“TNC Division”) of the Department of Public Utilities collected assessments from all Transportation Network Companies (“TNCs”) operating in the Commonwealth in 2017. The collected assessments were credited to the Commonwealth Transportation Infrastructure Fund pursuant to St. 2016, c. 187, §8(c)(i). One half (½) of the amount received has been distributed proportionately to each city and town based on the number of TNC rides that originated in that city or town. The funds received by each city or town are special revenue and must be used “to address the impact of transportation network services on municipal roads...” St.2016,c.187, §8(c)(i).

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article to address urgent infrastructure needs, specifically the repair of the failing culvert on Liberty Square Road. Delaying these repairs risks higher future costs and safety issues. We support the Department of Public Works' thorough and practical road maintenance plan, which is vital for our Town's infrastructure and well-being.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated above, which supplements the State's Chapter 90 funds to pave and maintain our public streets to ensure our residents safety on an annual basis, and to allow for the needed repair of the hazardous condition

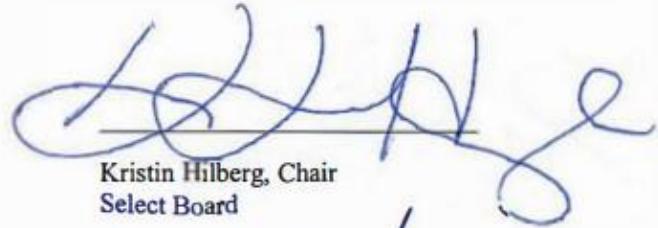
on Liberty Square Road where Guggins Brook crosses underneath the road, which is close to collapse due to the unusual high amount of rainwater this past year.

**The Capital Committee recommends (5-0-0).**

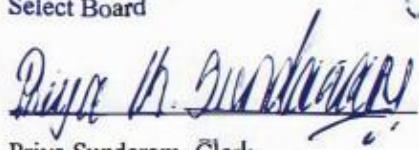
**END OF CONSENT AGENDA 1 (\*)**

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

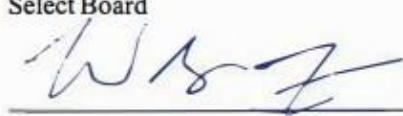
Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 29, 2024.



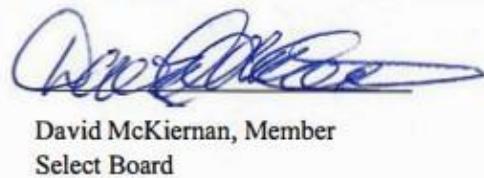
Kristin Hilberg, Chair  
Select Board



Priya Sundaram, Clerk  
Select Board



Wesley Fowlks, Member  
Select Board



David McKiernan, Member  
Select Board

# **ANNUAL TOWN MEETING**

## **MAY 13, 2024**

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 MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2024 at 7:00 PM to act on Articles 1 through 45 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Town Hall, Second Floor, Grange Meeting Room, 29 Middle Road, Boxborough, MA, on Tuesday the 21st day of May at 7:00 AM for the Election of Town Officers. The polls will be open continuously until 8:00 PM when they shall be closed.

**ANNUAL TOWN MEETING  
INITIAL ARTICLES  
AGENDA**

ARTICLE 1: CHOSE TOWN OFFICERS .....	24
ARTICLE 2: RECEIVE REPORTS .....	25
ARTICLE 3: SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS .....	26
ARTICLE 4: AMEND FY 2025 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE.....	27
ARTICLE 5: TOWN OPERATING BUDGET.....	35

**BELOW IS A REPRESENTATION OF WHAT WILL APPEAR  
ON THE TUESDAY, MAY 21, 2024 BALLOT:**

**ARTICLE 1                    CHOOSE TOWN OFFICERS**

(Majority Vote Required)

**Moderator, One seat**, for a one-year term

**Select Board** members, **Two seats**, each for a three-year term

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

**Library Trustees**, **Two seats**, each for a three-year term

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

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

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

As well as other Town Officers as may be necessary.

## **ARTICLE 2 RECEIVE REPORTS**

(Majority Vote Required)

To see if the Town will vote to receive the reports of the Select Board and other Town Officers, Agents, and Committees, including those published in the 2023 Annual Town Report, or take any other action relative thereto.

**The Select Board recommends (4-0-0).**

**The Finance Committee recommends (8-0-0).**

**No tax impacts.**

**ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**  
(Majority Vote Required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2024, as follows:

Select Board Members	\$0.00
Board of Health Members	\$0.00
Town Clerk	\$80,131
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$0.00
Boxborough Members of A-B Regional School Committee	\$0.00
Library Board of Trustees	\$0.00
Town Moderator	\$0.00

or take any other action relative thereto.

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends.  
**Tax impact is reflected under Article 5.**

## ARTICLE 4 AMEND FY 2025 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority Vote Required)

To see if the Town will vote to amend certain sections of the Personnel Administration Plan including the Classification and Compensation Schedule in the manner that is set forth in the document on file with the Town Clerk titled "Proposed Changes to Personnel Administration Plan and also available on the Town's website, or take any other action relative thereto.

### *Summary:*

#### *Vote 1: Administrative changes to the plan*

##### *a. FY2025 Classification & Compensation Schedule*

Human Services Director – Retitle of the position from Council on Aging and Community Services Director  
Add Recreation Services Coordinator to the schedule – Proposed Grade 14

##### *Per Diem and Intermittent Employees & Stipends*

Change the grade for the Deputy Fire Chief – Proposed Grade 16  
Add Call Firefighter to the schedule – Proposed Grade 10  
Add Call EMT to the schedule – Proposed Grade 10  
Delete Special Police Officer from the schedule  
Rename Substitute Librarian to Substitute Library Assistant

*Commentary: These changes reflect new positions, changes to previous positions (grade changes and title revisions) to the schedule for the upcoming fiscal year.*

*The new positions being added this year are Recreation Services Coordinator, Call EMT, Call Firefighter. These positions are being added at the request of Town Administration and the Fire Department for growing needs in the community.*

##### *b. Article III, Definitions*

##### *Proposed Additions and Modifications*

Article III. DEFINITIONS, Section 2, Employee Categories

Modify the following in Section a

a. Regular, Full-Time Employees are employees of the Town who are regularly scheduled to work 40 hours during their regular work week ~~and employees of the Library who are regularly scheduled to work for at least 33 hours during the regular work week.~~

Modify paragraphs below by delete stricken language and add words in bold.

The term Special Police Officer is replaced by the more accurate Reserve Police Officer where mentioned in the Plan, as follows:

j: Per Diem Workers are those workers who are hired to meet the staffing needs of the Town, e.g., ~~special Reserve~~ Police Officers, part-time firefighters, and other intermittent employees. Per Diem Firefighter/EMT's references throughout this document refer to the following positions: Call

Firefighter or EMT, Per Diem Firefighter/EMT, Per Diem Fire Lieutenant/EMT, Per Diem Captain/EMT, and Per Diem Deputy Chief.

Article III. DEFINITIONS, Section 4b: Regular Work Period **Special Reserve Police Officers** - The regular work period for **Special Reserve** Police Officers shall consist of a maximum of 40 hours in any one week.

c. Article VII, Hours of Work and Overtime

Amend Section 3

Section 3. The regular work period for **Special Reserve** Police Officers shall consist of a maximum of 40 hours per week.

d. Article VIII: OTHER FORMS OF PAY, Section 2, Detail Pay

1. Town Details. A **Special Reserve** Police Officer **or Police Lieutenant** working a town detail will be compensated at one and a half (1.5) times the hourly rate established for **Special Reserve** Police Officer under the Schedule, **with a minimum of four hours per detail**.

*Commentary: This paragraph has been amended to replace the term “Special Police Officer” with the more accurate “Reserve Police Officer” and to make the methodology and amount of compensation of Reserve Police Officers and Police Lieutenants (who sometimes perform Town Details) consistent with that of full time Police Officers. Full time police officers are currently paid for a minimum of four hours for Town details. Town details make up a very small percentage of total special details. Most Reserve Police Officers must drive to Boxborough to perform special Town details, and the four-hour minimum makes the assignment pay fairer, more attractive, and easier to staff, with minimum cost to the Town.*

2. Private Details

Current language:

a. A **special Reserve** Police Officer working in a private detail will be compensated at a rate of fifty-eight dollars (\$58) per hour for a minimum of four (4) hours. After four (4) hours worked an employee working the private detail will be compensated at a rate of fifty-eight dollars (\$58) per hour for minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at a rate of eighty-seven dollars (\$87) per hour for those hours in excess of eight (8) hours.

Current language to be deleted and replaced with revised language, below:

a. From 7AM to 7PM Monday through Friday, a **Special Reserve** Police Officer or Police Lieutenant working in a private detail will be compensated at a rate of sixty dollars (\$60) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of sixty dollars (\$60) per hour for a minimum of (8) hours. Any hours over eight shall be billed in four-hour increments at \$90 per hour. From 7PM to 7AM Monday through Friday along with Saturdays, Sundays, and Holidays (as described in Article IX Holidays), the hourly rate of pay shall be \$90. The hourly rate for private strikes and labor actions shall be \$95 per hour.

*Commentary: This paragraph has been amended to replace the term “Special Police Officer” with the more accurate term “Reserve Police Officer” and to make the methodology and amount of*

*compensation of Reserve Police Officers and Police Lieutenants (who sometimes perform Private Details) consistent with that of career Police Officers. This will make Private Details more attractive to Reserve Police Officers, who often must travel from neighboring Towns to work the Private Detail. Because Private Details are compensated by the private entity requesting them, there is no cost to the Town for this change.*

Section b. Current Language to be deleted and replaced with revised language

Current Language

b. A Per Diem Firefighter/EMT working a private detail will be compensated at the rate of fifty-two dollars (\$ 52) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of fifty-two dollars (\$ 52) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at the rate of seventy- eight dollars (\$ 78) per hour for those hours in excess of eight (8) hours.

Revised Language

b. A Per Diem Firefighter/EMT working a private detail will be compensated at the rate of sixty ~~fifty two~~ dollars (\$60) ~~(\$52)~~ per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of sixty ~~fifty two~~ dollars (\$60) ~~(\$52)~~ per hour for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour-to-hour basis at the rate of ninety ~~seventy eight~~ dollars (\$90) ~~(\$78)~~ per hour for those hours in excess of eight (8) hours. Any Acton Boxborough School District and Town funded and sponsored events details shall be compensated at fifty-five dollars (\$55) per hour.

*Commentary: This paragraph has been amended to make the methodology and amount of compensation of Per Diem Firefighters/EMTs consistent with that of career Firefighters. Because Private Details are compensated by the private entity requesting them, there is no cost to the Town for this change.*

Section 4, part b, revise as follows:

A Per Diem Firefighter/EMT shall be paid at one and one-half (1.5) times their regular rate for work:

1. in excess of fifty (50) hours worked in one (1) week, including collectively all scheduled shifts, public education courses, and department hosted training combined, or
2. in excess of their shift hours, when required in an emergency or safety threatening situation.

Add Section 9

**9. Fire Department Callbacks and Public Education** – For all fire department callbacks and public education programs, the employee shall be compensated for the time worked at the employee's hourly rate, but in no event shall the employee's compensation be measured by less than four hours.

*Commentary: This paragraph is amended to provide a minimum of four hours of pay for a callback, which generally requires additional travel by per diem firefighters/EMTs. This paragraph has also been amended to include public and departmental education as hours counted toward pay accrual.*

*This encourages employees to obtain additional training throughout their career. The cost to the Town is nominal and included in the budget.*

e. Article IX, Leaves of Absence

Add Section 3

3. Any Per Diem Firefighter/EMT who works on a holiday shall be compensated at 1.5 times the employee's hourly rate. For the purposes of New Year's Day, Independence Day, and Christmas Day, the Holiday shall be defined as January 1, July 4, and December 25, respectively, and not the actual date of observance designated by state law.

*Commentary: The changes to the Plan are made to align with current practice and to provide clarity for the Fire Department operations as they pertain to scheduling and payroll processing for Per Diem Firefighters.*

f. Article X. Vacations

Amend Section 1.

**Section 1.** All regular full-time employees shall accrue vacation with pay as follows:

<b><i>SERVICE</i></b>	<b><i>ACCRUAL RATE</i></b>	<b><i>Maximum Fiscal Year Accrual</i></b>
Date of hire to one (1) year	6.67 hours per month	
After one (1) year	8 hours per month	96 hours, equivalent to twelve (12) work days for regular full-time employee
After five (5) years	11.33 hours per month	136 hours, equivalent to seventeen (17) work days for regular full-time employee
After ten (10) years	14.67 hours per month	176 hours, equivalent to twenty-two (22) work days for regular full-time employee

Regular full-time employees shall be allowed to use vacation in half-day increments (i.e. four (4) hours for a normal work day).

Employee accrual rate will increase on the anniversary of their hire date for years of service.

Amend Section 2.

**Section 2.** Regular reduced-hours and regular part-time employees shall be entitled to vacation in accordance with Section 1, except that the vacation accrual and Maximum Fiscal Year Accrual shall be pro-rated for the average number of weekly hours such employees are expected to work. Accordingly, such employees shall accrue vacation with pay as follows:

<b><i>SERVICE</i></b>	<b><i>ACCRUAL RATE</i></b>	<b><i>Maximum Fiscal Year Accrual</i></b>
Date of hire to one (1) year	Hourly accrual rate per month = $6.67 \times \text{expected average weekly hours} \div 40$	
After one (1) year	Hourly accrual rate per month = $8 \times \text{expected average weekly hours} \div 40$	Max hours accrual = $96 \times \text{expected average weekly hours} \div 40$
After five (5) years	Hourly accrual rate per month = $11.33 \times \text{expected average weekly hours} \div 40$	Max hours accrual = $136 \times \text{expected average weekly hours} \div 40$
After ten (10) years	Hourly accrual rate per month = $14.67 \times \text{expected average weekly hours} \div 40$	Max hours accrual = $176 \times \text{expected average weekly hours} \div 40$

Regular reduced-hours and regular part-time employees shall be allowed to use vacation in four-hour increments, or for the total number of hours in a scheduled work day.

*Commentary: These changes are being made to provide clarity on vacation time accruals for regular-reduced hours employees and part-time employees and to reflect current practice. The changes will also make payroll processing less cumbersome for the Treasurer/Collector's Office. There is no cost to the Town for this modification. The Plan was also modified to adjust the start date for accruals to the employee's anniversary date to improve fairness for all employees. The cost to the Town for this modification is nominal and included in the budget.*

## **Vote 2: FY2025 Wage Adjustment**

### **FY2025**

The Personnel Board voted a 3.00% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) effective July 1, 2024 (FY2025). **The total increase in salaries is \$34,052.**

Employees on the Temporary, Per Diem and Intermittent Schedule will receive a 3.00% wage adjustment, effective July 1, 2024.

**The Personnel Board recommends (4-0) for Vote 1.**

**The Personnel Board recommends (4-0) Vote 2.**

**The Select Board recommends (4-0) Vote 1.**

**The Select Board recommends (4-0) Vote 2.** The Select Board unanimously supports the proposed amendments to the Personnel Administration Plan, including updates to the Classification and Compensation Schedule. These amendments reflect the Personnel Board's diligent work in adapting our town's staffing needs to its evolving demands and ensuring fair and equitable pay adjustments for all employees. By reclassifying positions, adjusting compensation grades, and introducing new roles such as the Recreation Services Coordinator and Call Firefighter/EMT, we're addressing the growing needs of our community head-on. Furthermore, the inclusion of a 3.00% wage adjustment for employees on the Temporary, Per Diem, and Intermittent Schedule from July 1, 2024, demonstrates our commitment to recognizing the valuable contributions of all town employees. These changes not only bring clarity and efficiency to our administrative processes but also ensure that our personnel policies remain responsive to the needs of both our employees and the broader community.

**The Finance Committee recommends (8-0) Vote 1.** The Finance Committee recommends. The changes in the Plan clean up and make the Plan more consistent.

**Tax impact is reflected under Article 5.**

**The Finance Committee recommends (8-0) Vote 2.** The Finance Committee recommends the 3% Cost of Living Adjustment for Personnel Plan employees.

**Tax impact is reflected under Article 5.**

**FY2025 Classification and Compensation Schedule (3.0% Wage Increase added)**  
**Regular Full-Time, Reduced Hours and Part-Time Employees**

GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator Police Lieutenant	Exempt Non-exempt	89,920	92,168	94,473	96,834	99,255	101,737	104,280	106,887	109,559	112,298	115,106	117,983	120,933	123,956
15	Human Services Director *Inspector Bldgs Commissioner (BICO) **Town Accountant *Town Assessor *Town Planner Town Treasurer/Collector	Exempt	76,529	78,443	80,404	82,414	84,474	86,586	88,751	90,969	93,244	95,575	97,964	100,413	102,923	105,497
14	Community Services Coordinator Council on Aging Coordinator Town Clerk/Temporary Town Clerk Recreation Services Coordinator	Exempt Non-Exempt	65,130	66,758	68,427	70,138	71,891	73,688	75,531	77,419	79,354	81,338	83,372	85,456	87,592	89,782
13	Associate Town Planner Youth Services Librarian Information Services Librarian Technical Services Librarian	Exempt Non-exempt	60,109	61,612	63,152	64,731	66,349	68,008	69,708	71,451	73,237	75,068	76,944	78,868	80,840	82,861
12	Assistant Town Accountant Administrative Assistant Conservation Agent	Non-Exempt	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.62	33.44	34.27	35.13	36.01	36.91
11	Animal Control Officer Department Assistant	Non-exempt	24.92	25.54	26.18	26.83	27.50	28.19	28.89	29.62	30.36	31.12	31.89	32.69	33.51	34.35
10	Sr. Library Assistant Local Transit Operator	Non-exempt	23.17	23.75	24.34	24.95	25.57	26.21	26.87	27.54	28.23	28.93	29.65	30.40	31.16	31.93
9	Library Assistant	Non-exempt	21.56	22.10	22.65	23.21	23.79	24.39	25.00	25.62	26.27	26.92	27.59	28.28	28.99	29.72
8	Van Dispatcher	Non-exempt	20.06	20.56	21.07	21.60	22.14	22.69	23.26	23.84	24.44	25.05	25.67	26.31	26.97	27.65

\* Under three year contract

\*\*Under two year contract

New or Revised position

**FY2025 Classification & Compensation Schedule (3.0% Wage Increase added)**  
**Temporary, Per Diem and Intermittent**

<b>SG</b>	<b>Hourly (All Non-exempt)</b>	<b>FY25 Rate</b>
0	CIT	15.30
0	Intern (Town Hall)	15.30
1	Counselor	15.90
1	Asst. Animal Control Officer	15.90
1	Election Workers	15.90
2	Media Production Technician	16.49
2	Seasonal Conservation Officer	16.49
3	Laborer - Cemetery	15.10
3	Clerk of Elections	17.11
4	Lead Counselor	17.75
5	Van Driver	18.42
6	Seasonal Maintenance & Cemetery Worker	19.11
8	Lock Up Attendant	22.70
8	Winter Sports Director	22.70
8	Specialty Instructor Level I	22.70
9	Substitute Library Assistant	21.56
10	Special Police Officer	
10	Specialty Instructor Level II	23.26
10	Summer Recreation Director	23.26
10	Snow Plow Operator	23.26
10	Call EMT	23.26
10	Call Firefighter	23.26
11	Firefighter/EMT	24.92
11	Animal Control Officer	24.92
11	Lead Summer Recreation Director	24.92
11	Veterans Services Officer	24.92
11	Part Time Dispatcher	24.92
13	Reserve Police Officer	28.90
14	Fire Lieutenant	31.31
15	Fire Captain	36.79
16	Deputy Fire Chief	43.23
NR	Asst. Building Inspector	31.99
NR	Call Building Inspector	37.23

<b>Stipends (Annual)</b>	<b>Rate</b>
Field Driver	\$45
Registrar Member	\$275
Registrar Chairperson	\$925
Cemetery Superintendent	\$5,000
Animal Inspector	\$1,015
Technology Liason	\$7,500
Finance Director	\$6,000

<b>Fee Based</b>	<b>Rate</b>
Wiring Inspector	90% Permit Fees
Plumbing & Gas Inspector	90% Permit Fees
Meeting Secretaries	\$138.24/meeting

New and renamed positions

## **ARTICLE 5 TOWN OPERATING BUDGET**

\$27,996,663 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Twenty-Seven Million Nine Hundred Ninety-Six Thousand Six Hundred Sixty-Three Dollars (\$27,996,663), more or less, the operations and expenses of providing public services for the Fiscal Year beginning July 1, 2024, or take any other action relative thereto.

**The Finance Committee recommends (6-0-0).** The Finance Committee recommends unanimously. *For more information, refer to the Finance Committee Report at the end of this Warrant.*

**The Select Board recommends (4-0-0).** The Select Board unanimously supports the proposed budget for the upcoming fiscal year. This budget is the result of strategic planning that began immediately after the last Town Meeting, and is designed to maintain the level of services our residents expect and deserve. The Board is mindful that this budget approaches our levy limit—the maximum amount the Town can raise through taxation. We approach this threshold with serious consideration, recognizing the financial diligence required to support our Town's needs and aspirations.

For additional insights into the budget and a discussion of the historical factors influencing future fiscal planning, we invite you to read the Select Board's letter at the start of the warrant.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
114 Total Salary	0	0	0.0%	100
114 Total Other	80	80	0.0%	80
114 <u>Total Moderator</u>	80	80	0.0%	180
119 Total Salary	0	0	0	0
119 Total Other	160	160	0.0%	160
119 <u>Total Town Constable</u>	160	160	0.0%	160
123 Total Salary	360,305	344,593	4.6%	292,870
123 Total Other	75,703	63,509	19.2%	52,770
123 <u>Total Executive Office</u>	436,008	408,102	6.8%	345,640
131 Total Salary	3,625	0	100.0%	0
131 Total Other	700	700	0.0%	385
131 <u>Total Town Finance Comm</u>	4,325	700	517.9%	385
135 Total Salary	182,835	125,283	45.9%	97,583
135 Total Other	43,400	45,900	-5.4%	43,600
135 <u>Total Accountant</u>	226,235	171,183	32.2%	141,183
141 Total Salary	121,023	118,014	2.5%	112,775
141 Total Other	46,470	32,445	43.2%	21,220
141 <u>Total Assessor</u>	167,493	150,459	11.3%	133,995
145 Total Salary	109,465	119,888	-8.7%	114,792
145 Total Other	46,750	29,200	60.1%	28,700
145 <u>Total Treasurer/Collector</u>	156,215	149,088	4.8%	143,492
151 Total Salary	0	0	0	0
151 Total Other	130,000	130,000	0.0%	78,400
151 <u>Total Legal</u>	130,000	130,000	0.0%	78,400
152 Total Salary	0	0	0	0
152 Total Other	345	345	0.0%	345
152 <u>Total Personnel Board</u>	345	345	0.0%	345
156 Total Salary	0	0	0.0%	7,500
156 Total Other	267,503	216,000	23.8%	251,775
156 <u>Total Technology</u>	267,503	216,000	23.8%	259,275
161 Total Salary	122,930	114,262	7.6%	107,837
161 Total Other	17,088	14,052	21.6%	11,024
161 <u>Total Town Clerk</u>	140,018	128,314	9.1%	118,861
171 Total Salary	0	0	0	0
171 Total Other	1,700	1,700	0.0%	1,600
171 <u>Total Conservation Comm</u>	1,700	1,700	0.0%	1,600

151 Executive Office Total Other: Training was increased by \$12,000. This is for Professional Development across all department for all employees.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
174 Total Salary	309,756	296,010	4.6%	284,046
174 Total Other	29,130	21,200	37.4%	17,000
<b>174 Total Land Use &amp; Permitting</b>	<b>338,886</b>	<b>317,210</b>	<b>6.8%</b>	<b>301,046</b>
175 Total Salary	0	3,913	-100.0%	5,913
175 Total Other	7,942	7,942	0.0%	5,425
<b>175 Total Planning Board</b>	<b>7,942</b>	<b>11,855</b>	<b>-33.0%</b>	<b>16,888</b>
176 Total Salary	0	1,304	-100.0%	1,304
176 Total Other	635	635	0.0%	635
<b>176 Total ZBA</b>	<b>635</b>	<b>1,939</b>	<b>-67.3%</b>	<b>1,939</b>
179 Total Salary	0	0		0
179 Total Other	300	300	0.0%	200
<b>179 Total Ag Comm</b>	<b>300</b>	<b>300</b>	<b>0.0%</b>	<b>200</b>
182 Total Salary	0	0		0
182 Total Other	4,250	4,250	0.0%	3,750
<b>182 Total Economic Development</b>	<b>4,250</b>	<b>4,250</b>	<b>0.0%</b>	<b>3,750</b>
192 Total Salary	0	0	0.0%	0
192 Total Other	235,377	241,100	-2.4%	289,734
<b>192 Total Building &amp; Grounds</b>	<b>235,377</b>	<b>241,100</b>	<b>-2.4%</b>	<b>289,734</b>
196 Total Salary	0	0		0
196 Total Other	19,860	17,200	15.5%	15,015
<b>196 Total Facilities</b>	<b>19,860</b>	<b>17,200</b>	<b>15.5%</b>	<b>15,015</b>
199 Total Salary	0	0		0
199 Total Other	950	950	0.0%	950
<b>199 Total Sustainability Comm</b>	<b>950</b>	<b>950</b>	<b>0.0%</b>	<b>950</b>
<b>Total Salaries - Town Government</b>	<b>1,209,939</b>	<b>1,123,267</b>	<b>7.7%</b>	<b>1,024,720</b>
<b>Total Other - Town Government</b>	<b>928,343</b>	<b>827,668</b>	<b>12.2%</b>	<b>822,768</b>
<b>Total Town Government</b>	<b>2,138,282</b>	<b>1,950,935</b>	<b>9.6%</b>	<b>1,847,488</b>

175 Planning Board & 176 ZBA Total Salary: Salaries for the Meeting Secretary has been moved to 174 Land Use & Permitting.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
210 Total Salary	1,586,751	1,478,007	7.4%	1,466,013
210 Total Other	151,972	133,683	13.7%	121,845
210 <u>Total Police</u>	1,738,723	1,611,690	7.9%	1,587,858
215 Total Salary	52,853	424,033	-87.5%	0
215 Total Other	18,640	61,300	-69.6%	0
215 <u>Total Dispatch</u>	71,493	485,333	-85.3%	0
220 Total Salary	1,388,818	1,272,823	9.1%	1,180,839
220 Total Other	123,662	126,983	-2.6%	126,520
220 <u>Total Fire</u>	1,512,480	1,399,806	8.0%	1,307,359
292 Total Salary	19,448	18,706	4.0%	18,061
292 Total Other	4,879	5,197	-6.1%	5,495
292 <u>Total ACQ</u>	24,327	23,903	1.8%	23,556
<b>Total Salaries - Protection</b>	3,047,870	3,193,569	7.1%	2,664,913
<b>Total Other - Protection</b>	299,153	327,163	4.5%	253,860
<b>Total Protection</b>	3,347,023	3,520,732	-4.9%	2,918,773

210 Police Total Salary: A part of this line item will allow for a promotion of an officer to Sergeant.

Total other: Include the increase for the K9 Unit as voted at the FTM 2023

215 Dispatch Total Dispatch: The large decrease is due the Town joining regional Dispatch.

220 Fire Total Salary: The increase in Total Salary is attributed to the increase of personnel.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
300 Total Salary		0	0.0%	1,600
300 Total Other	171,669	304,641	-43.6%	294,378
<b>300 <u>Total Education</u></b>	<b>171,669</b>	<b>304,641</b>	<b>-43.6%</b>	<b>295,978</b>
310 Total Salary		0	0.0%	0
310 Total Other	15,960,274	13,944,299	14.5%	13,257,674
<b>310 <u>Total ABRSD</u></b>	<b>15,960,274</b>	<b>13,944,299</b>	<b>14.5%</b>	<b>13,257,674</b>
<b>Total Salaries - Education</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,600</b>
<b>Total Other - Education</b>	<b>16,131,943</b>	<b>14,248,940</b>	<b>13.2%</b>	<b>13,552,052</b>
<b>Total Education</b>	<b>16,131,943</b>	<b>14,248,940</b>	<b>13.2%</b>	<b>13,553,652</b>

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
422 Total Salary	705,781	688,856	2.5%	650,063
422 Total Other	231,140	227,640	1.5%	223,430
422 <u>Total DPW</u>	936,921	916,496	2.2%	873,493
423 Total Salary	92,293	92,293	0.0%	66,880
423 Total Other	114,297	114,297	0.0%	139,710
423 <u>Total Snow &amp; Ice</u>	206,590	206,590	0.0%	206,590
424 Total Salary	0	0		0
424 Total Other	3,900	3,900	0.0%	3,000
424 <u>Total Street Lighting</u>	3,900	3,900	0.0%	3,000
425 Total Salary	0	0		0
425 Total Other	66,800	64,700	3.2%	61,280
425 <u>Total Hager Well</u>	66,800	64,700	3.2%	61,280
431 Total Salary	0	0		0
431 Total Other	10,000	0	100.0%	10,000
431 <u>Total Hazardous Waste</u>	10,000	0	100.0%	10,000
433 Total Salary	0	0		0
433 Total Other	197,500	158,950	24.3%	123,700
433 <u>Total Transfer Station</u>	197,500	158,950	24.3%	123,700
490 Total Salary	1,015	1,015	0.0%	1,015
490 Total Other	0	0	0.0%	0
490 <u>Total Animal Inspector</u>	1,015	1,015	0.0%	1,015
491 Total Salary	5,000	5,000	0.0%	5,000
491 Total Other	2,300	2,300	0.0%	500
491 <u>Total Cemetery</u>	7,300	7,300	0.0%	5,500
<b>Total Salaries - Public Works</b>	804,089	787,164	2.2%	722,958
<b>Total Other - Public Works</b>	625,937	571,787	9.5%	561,620
<b>Total Public Works</b>	1,430,026	1,358,951	5.2%	1,284,578

431 Hazardous Waste Total Other: The town holds a hazardous waste day every other year.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
511 Total Salary		0	0.0%	600
511 Total Other	77,131	69,103	11.6%	52,679
511 <u>Total BoH</u>	<u>77,131</u>	<u>69,103</u>	11.6%	<u>53,279</u>
529 Total Salary		56,030	53,074	5.6%
529 Total Other		5,375	8,415	-36.1%
529 <u>Total Community Services</u>		<u>61,405</u>	<u>61,489</u>	-0.1%
541 Total Salary		82,766	78,767	5.1%
541 Total Other		20,550	10,950	87.7%
541 <u>Total COA</u>		<u>103,316</u>	<u>89,717</u>	15.2%
543 Total Salary		0	0	0
543 Total Other		36,300	35,875	1.2%
543 <u>Total Veterans</u>		<u>36,300</u>	<u>35,875</u>	1.2%
<b>Total Salaries - Health Services</b>	138,796	131,841	5.3%	127,181
<b>Total Other - Health Services</b>	139,356	124,343	12.1%	104,923
<b>Total Health Services</b>	278,152	256,184	8.6%	232,104

511 Board of Health Total Other: 55% increase in Landfill monitoring

529 Community Service Total Other: Decrease in Printing and Supplies

541 Council on Aging Total Other: Transfer the cost of Go Boxborough from ARPA funds to the general budget. This is a service used by Seniors to transport them to medical appointments outside of the MART van hours and/or destination area.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
610 Total Salary	303,518	288,632	5.2%	276,462
610 Total Other	112,490	109,275	2.9%	108,500
<b>610 <u>Total Library</u></b>	<b>416,008</b>	<b>397,907</b>	<b>4.5%</b>	<b>384,962</b>
630 Total Salary	59,476	54,983	8.2%	52,298
630 Total Other	13,225	13,225	0.0%	11,900
<b>630 <u>Total Rec Comm</u></b>	<b>72,701</b>	<b>68,208</b>	<b>6.6%</b>	<b>64,198</b>
691 Total Salary	0	0	0	0
691 Total Other	350	350	0.0%	350
<b>691 <u>Total Hist Comm</u></b>	<b>350</b>	<b>350</b>	<b>0.0%</b>	<b>350</b>
692 Total Salary	0	0	0	0
692 Total Other	1,500	1,500	0.0%	1,500
<b>692 <u>Total Public Celebrations</u></b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,500</b>
699 Total Salary	0	0	0	0
699 Total Other	1,500	1,500	0.0%	1,400
<b>699 <u>Total AB Cultural Council</u></b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,400</b>
<b>Total Salaries - Culture &amp; Rec</b>	<b>362,994</b>	<b>343,615</b>	<b>5.6%</b>	<b>328,760</b>
<b>Total Other - Culture &amp; Rec</b>	<b>129,065</b>	<b>125,850</b>	<b>2.6%</b>	<b>123,650</b>
<b>Total Culture &amp; Rec</b>	<b>492,059</b>	<b>469,465</b>	<b>4.8%</b>	<b>452,410</b>

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
710 Total Salary	0	0		0
710 Total Other	1,028,492	1,334,132	-22.9%	1,294,632
<u>710 Total Retirement of LT Debt</u>	<u>1,028,492</u>	<u>1,334,132</u>	<u>-22.9%</u>	<u>1,294,632</u>
911 Total Salary	0	0		0
911 Total Other	1,325,502	1,245,470	6.4%	1,218,757
<u>911 Total County Retirement Assmt</u>	<u>1,325,502</u>	<u>1,245,470</u>	<u>6.4%</u>	<u>1,218,757</u>
912 Total Salary	0	0		0
912 Total Other	244,125	230,000	6.1%	223,333
<u>912 Total Other Insurance</u>	<u>244,125</u>	<u>230,000</u>	<u>6.1%</u>	<u>223,333</u>
915 Total Salary	0	0		0
915 Total Other	1,413,059	1,183,600	19.4%	1,051,073
<u>915 Total Employee Benefits</u>	<u>1,413,059</u>	<u>1,183,600</u>	<u>19.4%</u>	<u>1,051,073</u>
Total Salaries - Administration	0	0		0
Total Other - Administration	4,011,178	3,993,202	0.5%	3,787,795
<u>Total Administration</u>	<u>4,011,178</u>	<u>3,993,202</u>	<u>0.5%</u>	<u>3,787,795</u>
132 Total Salary	0	0		0
132 Total Other	168,000	155,000	8.4%	150,000
<u>132 Total Reserve Fund</u>	<u>168,000</u>	<u>155,000</u>	<u>8.4%</u>	<u>150,000</u>

710 Retirement of LT Debt Total Other: decreased by \$300,000 in debt

915 Employee Health Benefits Total Other: The town is switching to a new provider which will save us money in future years. This years increase due to a one time buy down expense.

**FY2024 Budget Summary**  
**Town of Boxborough**

	FY25 Submitted Budget	FY24 Budget	FY25 VS FY24	FY23 Budget
Total Salaries - Town Government	1,209,939	1,123,267	7.7%	1,024,720
Total Salaries - Protection	3,047,870	3,193,569	-4.6%	2,664,913
Total Salaries - Public Works	804,089	787,164	2.2%	722,958
Total Salaries - Health Services	138,796	131,841	5.3%	127,181
Total Salaries - Culture & Rec	362,994	343,615	5.6%	328,760
<b>Total Salaries</b>	<b>5,563,688</b>	<b>5,579,456</b>	<b>-0.3%</b>	<b>4,868,532</b>
Total Other - Town Government	928,343	827,668	12.2%	822,768
Total Other - Protection	299,153	327,163	-8.6%	253,860
Total Other - Public Works	625,937	571,787	9.5%	561,620
Total Other - Health Services	139,356	124,343	12.1%	104,923
Total Other - Culture & Rec	129,065	125,850	2.6%	123,650
<b>Total Town Other</b>	<b>2,121,854</b>	<b>1,976,811</b>	<b>7.3%</b>	<b>1,866,821</b>
Total Town Government	2,138,282	1,950,935	9.6%	1,847,488
Total Protection	3,347,023	3,520,732	-4.9%	2,918,773
Total Public Works	1,430,026	1,358,951	5.2%	1,284,578
Total Health Services	278,152	256,184	8.6%	232,104
Total Culture & Rec	492,059	469,465	4.8%	452,410
<b>Total Town Expenses</b>	<b>7,685,542</b>	<b>7,556,267</b>	<b>1.7%</b>	<b>6,735,353</b>
Total Other - Education	16,131,943	14,248,940	13.2%	13,553,652
Total Other - Administration	4,011,178	3,993,202	0.5%	3,787,795
Total Reserve Fund	168,000	155,000	8.4%	150,000
<b>Total Other Costs</b>	<b>20,311,121</b>	<b>18,397,142</b>	<b>10.4%</b>	<b>17,491,447</b>
<b>TOTAL</b>	<b>27,996,663</b>	<b>25,953,409</b>	<b>7.9%</b>	<b>24,226,800</b>

## **FINANCIAL (NON-CAPITAL) CONSENT**

### **AGENDA 2 (\*\*)**

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## **ARTICLE 6 ASSESSOR CYCLICAL REVALUATION (\*\*)**

\$30,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000), more or less, to be spent by the Town Assessor for cyclical inspections, periodic personal and real property valuations, full valuations, interim statistical updates, and the related software and upgrades and to meet said appropriation, or take any other action related thereto.

***Summary:***

*The Town voted to provide the Assessor with the sum of \$120,000 at the Annual Town Meeting of 2021 (Art. 18) for similar purposes. However, after meeting with the various vendors and the Department of Revenue (DOR) the Assessor has discovered the Town is further behind in its cyclical inspection program than had been anticipated and they are unable to complete all of the required work as required by FY '24 without further funding. (Communities are required by the DOR to complete a full revaluation of all property every five years and complete an inspection of every property, including tax-exempt property, every ten years). During the discussion of the Fiscal Year 2023 budget, the Finance Committee considered a request to begin to include certain funding within the annual operating budget for annual work on the requirement, whether or not to continue to try to do the bulk of the work with one large appropriation or break the estimated amount needed every five years (\$150,000+/-) into an annual sum. This amount will allow the Assessor to demonstrate to DOR that sufficient funds are available in advance to ensure that the Town can complete all of the required work, and provide additional lead time to the staff to ensure they can undertake and complete that work.*

*This set us on the path of appropriating a consistent amount of money in each future year to carry out the needed work. This approach minimizes periodic spikes to the budget such as the \$120,000 appropriation at the 2021 Annual Town Meeting. It is anticipated that these future annual costs will be funded by taxation.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends for the reasons stated in the summary to meet the Department of Revenue (DOR) requirements for assessment.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**Tax impact to the average home is \$.02 per \$1,000 or \$15 per year.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 7 CABLE SERVICES AND EQUIPMENT (\*\*)**

\$113,004 Cable Fund

(Majority Vote Required)

To see if the Town will vote to appropriate the sum of One Hundred Thirteen Thousand and Four Dollars (\$113,004), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation, for the purposes of providing for FY2025 cable TV Operations and for the acquisition of new equipment to improve the Town's cable television broadcast quality, and to expand meeting coverage, or to take any other action relative thereto.

### ***Summary:***

*This provides funding for Media Technicians to staff Select Board, Planning Board, and Finance Committee meetings, as well as other Town Government events such Town Meeting and information series, etc. (\$3,605). LCTV services are the majority of this appropriation (\$97,600) and include all organizational, operations, and management services for Cable broadcasting. The remainder of the budget is for On-Demand Service (\$5,799), and any new Hardware (\$6,000) including converters, cables, video equipment, etc. There are also encumbered legal funds (\$7,000) to support the renegotiation of the cable franchise contract with Comcast.*

*The funds for this article are appropriated from Cable Franchise fees paid to the Town from Comcast and Verizon subscribers. Any funds remaining unspent at the end of the year are returned to the Cable fund for re-appropriation in a subsequent year.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously this article, as it believes broadcasting and recording of meetings provides an important democratic civic service to residents.

**The Finance Committee recommends (7-0-0).** This article accepts the funds provided by Comcast and Verizon to pay for the public broadcast of the Select Board, Planning Board, FinCom meetings and Town Meetings.

**No tax impacts.**

## **ARTICLE 8 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (\*\*)**

(Majority Vote Required)

To see if the Town will vote to authorize the Select Board to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

***Summary:***

*This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining Town roads and consulting for pavement management plans. The Fiscal Year 2025 funds accepted by this Town Meeting action will be used for road maintenance projects in the Town.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. This authorization is required every year to receive Chapter 90 state highway reimbursement funds.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impacts.**

**ARTICLE 9 DEPARTMENT REVOLVING FUNDS EXPENSE LIMITS (\*\*)**  
(Majority Vote Required)

To see if the Town will vote pursuant to the provisions of G.L. c. 44 §53E½, as most recently amended, and the Town's Revolving Fund Bylaw to set the FY 2025 spending limits for the Town's Revolving Funds as follows:

Revolving Fund	Limit
GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$20,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$75,000
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Recreation All Programs	\$120,000
Steele Farm	\$15,000

Or take any other action relative thereto.

**Summary:**

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

*There are two increases for the Revolving Funds this year. The first is an increase in the Recreation All Programs Fund. The intention of raising the Recreation Revolving Fund ceiling from \$35,000 to \$120,000 this year is to start having Recreation programs be as self-sufficient as possible, enabling much of the year-round wages and expenses to be covered by user fees, reducing the amount needed from taxation. The second increase is the raising of the ceiling from \$10,000 to \$15,000 for the Steele Farm Revolving Fund. The increase provides additional assistance with the ongoing projects occurring at Steele Farm this year.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. These revolving fund spending limits were set up to carry out the Departments' normal function and defray the routine, predictable expenses associated therein.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**There is no tax impact.**

## **ARTICLE 10 MS4 PERMITTING (YEAR 7) OFFICE OF LAND USE AND PERMITTING (\*\*)**

\$30,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000), more or less, to implement the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit, or take any other action relative thereto.

### ***Summary:***

*This funding is required for the Town's continued compliance with our Municipal Small System Stormwater (MS4) Permit. The funding requested will include the following items, to be completed by our consultant Comprehensive Environmental Incorporated:*

- *Annually inspecting structural stormwater water quality control measures*
- *Providing an annual training session on illicit discharges and stormwater pollution plan implementation*
- *Assisting with regulatory review and updates*
- *Completing and submitting an annual report to EPA*
- *Miscellaneous plan updates and general consulting*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends for the reasons stated in the Summary. This article is necessary to comply with the Massachusetts MS4 requirements.

**The Finance Committee recommends (8-0-0).** This is an unfunded State mandate.  
**Tax impact to the average home is \$.02 per \$1,000 or \$15 per year.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 11 POLICE & FIRE INJURY COVERAGE TRANSFER (\*\*)**

\$50,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000), more or less, to the Injury Leave Indemnity Fund, established under Article 8 of the 2016 December Special Town Meeting, and authorized by MGL Ch 41 § 111F or take any other action relative thereto.

### ***Summary:***

*Special Town Meeting in December 2016, Section 60 of the Acts of 2016 (from the Municipal Modernization Act) was accepted, establishing the fund for this purpose. Calculations have shown that a balance of \$50,000 is an optimal amount to cover the absence of one injured employee for a year. This fund is used to offset the difference in any insurance payments received to cover the unfilled shifts caused by an employee who is absent due to on-the-job injury. In the event of an off-the-job injury, this fund could be used to offset the difference between budgeted sick leave and actual costs for an extended absence. This fund would also be used for independent medical examinations requested by the Town.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article which replenishes the Injury Leave Indemnity Fund, a crucial resource established to support our Police and Fire Department personnel who suffer on-the-job injuries. This fund has proven essential in maintaining our commitment to the health and safety of our emergency services personnel and caring for them when they get injured, making sure we have a funding source to pay the replacements to cover their shifts. Replenishing this fund ensures that we can continue to cover the financial gap left by insurance payments for unfilled shifts due to work-related injuries, as well as expenses for off-the-job injuries and independent medical examinations as needed. By proactively maintaining this fund, we eliminate the need for Reserve Fund Transfers (RFTs) for these purposes, demonstrating our commitment to responsible financial planning and the well-being of our Town's critical service providers.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the Summary. We feel it is important for the town to ensure funding is in place in the unfortunate instances where an employee is injured so that we can continue to operate fully staffed. All funds received from the insurance company will flow into the General Fund.

**No tax impact for FY25.**

**ARTICLE 12 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS  
FUND (\*\*)**  
(Majority Vote Required)

To see if the Town will vote to transfer the unexpended balance of monies, as voted by past Town Meetings, and as indicated in the table below:

Article	Title	Amount	Original Source
ATM18 ART18	DPW Facility Improvements	\$1,609.03	Free Cash
STM19 ART03	Police Academy Training & Coverage Contingency	\$ 9.99	Free Cash

or take any other action relative thereto.

**Summary:**

*The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source.*

**The Select Board recommends (4-0-0).** Select Board unanimously recommends.

**The Finance Committee recommends (8-0-0).** The Finance Committee unanimously recommends.  
**No tax impact for FY25.**

## **ARTICLE 13 SALARY RESERVE (\*\*)**

\$10,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Ten Thousand Dollars (\$10,000) more or less, for the purpose of establishing a Salary Reserve Article to help cover unfunded vacation accrual payouts, long-term illness/injury liabilities, and employee-related & Town approved salary increase expenses, or take any other action relative thereto.

***Summary:***

*This budget line item is proposed to create efficiencies with personnel management and reduce any potential liabilities the Town could incur due to unforeseen changes or impacts to staffing. All payments from the Salary Reserve Article will be reported by the Town Administrator and/or Finance Director to the Select Board and Finance Committee. This budget may be utilized for the following:*

- *Pay out vacation accruals to retirees, resigned, and terminated employees,*
- *Cover the difference in any workers' compensation insurance payments received to cover the duties of an employee who is absent due to on-the-job injury.*
- *In the event of an off-the-job injury or long-term illness, this budget could be used to cover the period of vacancy of an employee who is out for an extended absence.*

**The Select Board recommends (4-0-0).** The creation of a Salary Reserve Budget is the most efficient and cost-effective way to allow the Town to cover unanticipated yet necessary expenses that can occur due to changes in staffing throughout the year.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact FY25.**

## **ARTICLE 14 ADMINISTRATIVE ASSISTANT: ADDING BENEFITS (\*\*)**

\$10,000 Raise & Appropriate  
\$5,000 Revolving Fund  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000), more or less, and transfer the sum of Five Thousand (\$5,000), more or less, from the Recreation Revolving Fund to support the benefits for the Human Services Administrative Assistant, or take any other action relative thereto.

### ***Summary:***

*This article is going to cover the benefits of the position covering three human services components (Council on Aging, Recreation Commission, and Community Services Coordinator). The position is currently being filled through a Boxborough-based business specializing in temporary employment. The consolidation of administrative support to the three components has thus far proven to be highly effective and efficient, providing more consistent, and reliable service delivery to residents, without additional hours or salary.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for reasons stated in the summary.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**Tax impact to the average home is \$5.00 or \$.01 per \$1,000.**

**The Council on Aging recommends (6-0-0).** The Council on Aging recommends unanimously for the reason stated in the summary.

## **ARTICLE 15 RECREATION: ADDITION TO HUMAN SERVICES STAFF (\*\*)**

\$32,300 Revolving Fund  
(Majority Vote Required)

To see if the Town will transfer from the Recreation Revolving Fund the sum of Thirty-Two Thousand Three Hundred Dollars (\$32,300), more or less, to support the hiring of a Recreation Services Coordinator, or take any other action relative thereto.

### *Summary:*

*The new Recreation Services Coordinator will be responsible for the management and coordination of all recreation activities and programs in the Town. This employee will serve as direct staff support to the Recreation Commission, and manage a community recreation program with year-round activities for children, teens, and adults which is culturally, socially, mentally, and physically based. This position is also tasked with serving as an advocate for recreation needs for the community and working with community organizations to develop collaborative initiatives. This is an unbefited 19.5 hour per week, part-time position. This position reports to the Human Services Director and is supported by the Human Services Administrative Assistant.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The Recreation Commission has worked tirelessly to develop excellent programs, activities, and playgrounds. The time has come to provide them with the support that they need to continue this high level of service for the families of Boxborough. The position does not add to the tax base.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

## No tax impact for FY25.

**The Recreation Commission recommends (4-0-0).** The Recreation Commission is in full support of the article for a part time Recreation Coordinator. This has been a full-time unpaid position for the Recreation Commission members for many years. Our programs continue to grow. Flerra Summer playground had its highest enrollment last summer and continues to grow with more families moving into town and older students wanting be involved working in the program. Our successful running, basketball, flag football and tae kwon do programs continue to become more robust as well. With the expansion of growing two annual events, Winterfest and the Run BXB 5K race events, we need support now more than ever to continue community engagement. Also, with the Liberty Field renovations, we want to use this space for further community engagement opportunities by keeping our residents happy and healthy. Many program ideas are in the works for this space and we need support at town hall to allow the recreation commission the time and space to grow the vision for recreational opportunities with less burnout of our volunteers.

## **ARTICLE 16 ASSOCIATE TOWN PLANNER: INCREASED HOURS (\*\*)**

\$47,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Forty-Seven Thousand Dollars (\$47,000), more or less, to support the increased hours and benefits for the Associate Town Planner, or take any other action relative thereto.

### ***Summary:***

*The current Associate Town Planner position is budgeted at 19.5 hours. This article will increase the number of hours for the Associate Town Planner from 19.5 to 40 hours, an increase of 20.5 hours. The Town has been unable to successfully fill this position. The workload in the Land Use Department necessitates filling this position, and multiple job offers to desirable candidates, who took other full-time offers with benefits has proven that we need to offer this as a full-time position with benefits to attract, and retain potential candidates, in this highly competitive job market.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for the reasons stated in the summary. The Town Planner has expended considerable effort to fill the role with a part-time position. Changing the position to full-time will not only speed up the hiring process but will also enable the Town Planner to dedicate more time to all his responsibilities and securing grant funding for the Town, which is one of his strength of our Town Planner.

**The Finance Committee recommends (7-0-0).** The Town Planners' time is stretched very thin supporting our many volunteer boards and commissions. In addition to supporting the Planning Board and the Zoning Board of Appeals, he also offers assistance and support to the Economic Development Committee, the Housing Board, the Sustainability Committee, and others. An Associate Planner will be able to assist the Town Planner by offering support and pursuing grants.

**Tax impact to the average home is \$ 24.00 or \$.03 per \$1,000.**

**The Planning Board recommends (5-0-0).** The establishment of a new Land Use Department has resulted in an increased workload for the Town Planner, who must now manage more boards and tasks with fewer resources. Creating a full-time position for this role will provide the Town with greater flexibility in selecting the most suitable candidate.

The Planning Board has been inundated with a growing number of increasingly complex applications, a trend we expect to continue. To ensure efficient and effective work, both the Town Planner and the Planning Board require adequate resources. This new position will enable the Land Use Department, particularly the Planning Board, to better fulfill the Town's objectives.

The Planning Board wholeheartedly and unanimously recommends this decision, for the reasons stated above.

## **ARTICLE 17 EMERGENCY MANAGEMENT TRAINING (\*\*)**

\$2,500 Raise & Appropriate  
(Majority Rote Required)

To see if the Town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (\$2,500), more or less, to support Emergency Management Training, or take any other action relative thereto.

### ***Summary:***

*This allocation will be utilized to bolster training and acquire necessary equipment, and technology upgrades by ensuring a robust and effective emergency management framework to ensure the safety and well-being of our community members and businesses.*

### ***Training and Education***

*Conduct specialized training sessions for emergency responders to enhance their skills in crisis management and coordination.*

*Provide educational resources for community members to increase awareness and preparedness for potential disasters.*

### ***Equipment and Supplies***

*Procure essential emergency supplies such as first aid kits, emergency lighting, and communication devices to support response efforts.*

*Invest in additional personal protective equipment (PPE) to ensure the safety of frontline responders during emergencies.*

### ***Community Engagement***

*Organize community outreach events and drills to promote emergency preparedness and resilience.*

*Develop informational materials and campaigns to educate residents on evacuation procedures and emergency contact information.*

*Improved Preparedness: Investing in training and education will equip our responders with the necessary skills and knowledge to effectively manage emergencies, minimizing the impact on our community.*

### ***Enhanced Response Capability***

*Acquiring essential equipment and supplies will ensure that our responders have the resources needed to respond swiftly and efficiently to emergencies, saving lives and protecting property.*

### ***Community Resilience***

*Engaging with the community through outreach events and educational campaigns will empower residents to take proactive measures and support each other during times of crisis.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for the reasons stated in the summary. Preparation and training are key to effective management of emergencies and require funding. While grants are always being applied for this purpose, the receipt of sufficient grant dollars is not guaranteed.

**The Finance Committee recommends (6-0-1).** The Finance Committee recommends for the reasons stated above and to ensure that the residents are provided for in the case of an emergency and assistance to ongoing education/training of the staff.

**Tax impact to the average home is \$1.00 or <\$.01- per \$1,000**

**END CONSENT AGENDA 2 (\*\*)**

## **CAPITAL CONSENT CONSENT AGENDA 3 (\*\*\*)**

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**ARTICLE 18 SARGENT MEMORIAL LIBRARY: ADDITIONAL FUNDING FOR APPROVED  
ROOF REPLACEMENT PROJECT (\*\*\*)**

\$50,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000), more or less, to supplement the previously approved amount for the repair and replacement of the existing roof, or take any other action relative thereto.

***Summary:***

*In the 2023 Annual Town Meeting, \$175,000 was approved to replace the Library's roof, which has reached its 20-year lifespan and is now deteriorating. This amount did not account for architectural consultant fees we later learned were required in the preparation of the bidding documents. Additionally, the estimated cost for the roof provided by the architectural firm was higher than the original quote we obtained in 2022. The Library is requesting an additional \$50,000 of funding for the project to compensate for the difference.*

**The Board of Library Trustees recommends (4-0-0).** The Trustees recommend for the reasons stated in the summary.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact FY25.**

**The Capital Committee recommends (5-0-0).**

**The Select Board does not comment on articles proposed by other elected boards.**

**ARTICLE 19 SARGENT MEMORIAL LIBRARY: REPLACEMENT OF WELL WATER BOOSTER PUMP (\*\*\*)**

\$25,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Twenty-Five Dollars (\$25,000), more or less, to provide for the replacement of the water pump booster, or take any other action relative thereto.

***Summary:***

*The water pressure at the Library is unacceptably low and requires the use of a well water booster pump to bring water into the building. The current water booster has reached its end of life and needs replacement.*

**The Board of Library Trustees recommends (4-0-0).** The Trustees recommend for the reasons stated in the summary.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact FY25.**

**The Capital Committee Recommends (5-0-0).**

**The Select Board does not comment on articles proposed by other elected boards.**

**ARTICLE 20 SARGENT MEMORIAL LIBRARY: REPLACE HVAC CIRCULATION PUMP #2**

(\*\*\*)

\$15.000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fifteen Thousand Dollars (\$15,000), more or less, to provide for the replacement of circulating pump #2 of the HVAC system, or take any other action relative thereto.

***Summary:***

*The Library's HVAC system uses two circulating pumps to move water to heat or cool the building temperature. Pump #2 has required several repairs in the past two years. An attempt was made to rebuild the motor in 2022, which has since failed, requiring a replacement now.*

**Library Board of Trustees recommends (4-0-0).** The Trustees recommend for the reasons stated in the summary.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact FY25.**

**The Capital Committee recommends (5-0-0).**

**The Select Board does not comment on articles proposed by other elected boards.**

## **ARTICLE 21 TOWN HALL: EXTERIOR PAINT (\*\*\*)**

\$70,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Seventy Thousand (\$70,000), more or less, to provide exterior painting at Town Hall, or take any other action relative thereto.

***Summary:***

*The Town Hall's exterior paint is peeling and there is exposed bare wood in many areas. The requested appropriation will provide for necessary routine maintenance to protect the wood and the building's integrity. Town hall was painted in 2012; the older section was painted in 2013. The cost of the project is \$80,000, including contingency funds for clapboard repairs. Scraping, priming, and painting estimates from 2023 are approximately \$64,000. There was \$10,000 appropriated by Article 26 in the May of 2017 Town Meeting for paint touchups that was never spent and is available.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The Town Hall is overdue to be painted, and we look forward to seeing it looking its best again!

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact in FY25.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 22 TOWN HALL: GUTTER & FASCIA REPAIRS (\*\*\*)**

\$7,500 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Seven Thousand Five Hundred Dollars (\$7,500), more or less, for the purpose of repairing the Town Hall gutters and fascia, or take any other action relative thereto.

***Summary:***

*The entire estimated cost of this work is \$20,000. To make up the balance, there was \$12,500 appropriated by Article 22 in the May of 2014 Town Meeting for Town Hall facility improvements that was never spent and is available.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. These are very necessary repairs which need to be completed on the Town Hall. We appreciate the Town Finance and Administration teams for finding previously unspent funds from 2014 and 2018 which will be used to alleviate the expense to today's taxpayers.

**The Finance Committee recommends (6-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact in FY25.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 23 POLICE DEPARTMENT: MOBILE DATA TERMINALS (\*\*\*)**

\$38,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Thirty-Eight Thousand Dollars (\$38,000), more or less, for the acquisition of seven (7) Mobile Data Terminals (MDTs) for the Police Department, or take any other action relative thereto.

### ***Summary***

*The Police Department is looking to purchase seven (7) Mobile Data Terminals (MDTs) allowing one for each of the Boxborough Police Department Cruisers. These MDTs are essential equipment for Police Officers to conduct communications with Police Dispatchers and to send and receive pertinent information while conducting patrol operations in the Town of Boxborough. This would be used to replace existing MDTs that are out of warranty and at the end of their useful life. The price includes installation. The MDTs are a high-priority item as this is an officer safety issue.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article and the transfer of funds for the acquisition of seven new Mobile Data Terminals (MDTs) for the Boxborough Police Department. These terminals are not merely equipment; they are lifelines that connect our officers with dispatchers and critical information necessary for their safety and effectiveness while on patrol. Updating these MDTs is imperative. The current units are at the end of their useful life and no longer under warranty, posing risks not just to officer safety but also to the efficiency of our police operations. Ensuring our police cruisers are equipped with functional, reliable MDTs is a priority that underscores our commitment to the safety of both our officers and the community they serve.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Capital Committee recommends (5-0-0).**

**ARTICLE 24****POLICE DEPARTMENT: POLICE VEHICLE (MARKED CRUISER) (\*\*\*)**

\$76,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Seventy-Six Thousand Dollars (\$76,000), more or less, for the acquisition of a Marked Cruiser for the Police Department, or take any other action relative thereto.

***Summary***

*It is vital to continually update the patrol fleet to ensure calls for service and proactive activity continue in a timely and professional manner. Officers spend a considerable amount of time each shift in a marked police vehicle patrolling and working on reports/investigations. Providing a safe, clean, reliable vehicle is paramount to the residents and visitors we serve and to our employees. The oldest two patrol vehicles are from 2017, both have over 13,000 hours of use. The estimated cost of a vehicle plus outfitting the vehicle (radio, communications, lighting, storage, etc.) is \$75,869.33. Although transitioning to an all-hybrid fleet is the eventual goal, this article allows for the flexibility to purchase a gasoline vehicle due to the numerous electrical issues that have persisted in new hybrid police cruisers and the severe lack of availability (the hybrid police cruiser that was ordered as a result of the vote at the May 2023 Town Meeting has yet to be delivered).*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for the reasons stated in the summary. Having reliable public safety vehicles is important for the well-being of our residents and community.

**The Finance Committee recommends (8-0-0).** Last year (May 2023) the Town voted to purchase a hybrid vehicle. Ford has suspended all manufacturing of hybrid police vehicles, so our new cruiser has not yet hit the assembly line. Due to the unknown delivery time-line, maintenance and repair cost the Finance Committee supports the Chief in his desire to move forward with a gasoline vehicle. The Town has not purchased a new patrol vehicle since 2020. We have two 2017 cruisers, and this new vehicle would replace one of them. Both vehicles have around 14,000 “engine hours” on them.

**Tax impact to the average home is \$.04 per 1,000 or \$39.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 25 FIRE DEPARTMENT: PERSONAL PROTECTION EQUIPMENT (\*\*\*)**

\$20,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of acquiring Personal Protective Equipment (PPE) for the Fire Department, or take any other action relative thereto.

### ***Summary:***

*The appropriation of these funds will enable the purchase of Personal Protective Equipment (PPE), also known as turnout gear, which is worn by Boxborough Firefighters, in the safety and performance of their duties. PPE has a 10-year lifespan and is unique to each firefighter. This allows for regular replacement of PPE due to new hires, gear reaching its useful or contractual life, or equipment damaged during an emergency call.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for the reasons stated in the Summary.

**The Finance Committee recommends (7-0-0).** In the past, we used to buy replacement PPE (coats, boots and pants for both summer gear and normal gear) all at once for the existing EMT/FF's. This process did not fully work as we have personnel leaving and hiring new personnel with all different sizes including men and women. The new/current strategy is to fund the warrant articles each year. BFD will be able to outfit new employees or replace damaged gear in real-time. The Finance Committee expects that there will be a PPE article in each future warrant unless not needed for the following year when sufficient funds are in place.

**No tax impact for FY25.**

**The Capital Committee Recommends (5-0-0).**

**ARTICLE 26****ACCOUNTING: BUDGET & FINANCIAL DASHBOARD SOFTWARE**

(\*\*\*)

\$14,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fourteen Thousand Dollars (\$14,000), more or less, for the purchase, implementation, and training in the use of cloud-based budgeting and financial dashboard software, or take any other action relative thereto.

***Summary:***

*This project will allow the Town to more effectively, efficiently, and transparently work through the annual budget process from department level to Annual Town Meeting, allowing for smooth, seamless process work with fewer interruptions, mistakes, and repetition; ultimately producing a more reliable budget package. Additionally, the budget management process will be more easily accessible to the community in both numerical and graphic form.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article to acquire cloud-based financial dashboard software. This upgrade will significantly enhance our budget planning process, making it more efficient, transparent, and error-free from the departmental level all the way to the Annual Town Meeting. By integrating this software with the Town's website, we ensure that our community can easily access and understand budget details in both numerical and graphical formats. This step forward in our financial management practices promises greater consistency and reliability in our budget packages, directly benefiting our Town's governance and community engagement. Additionally, it aligns with our Town's IT strategy of moving services to the cloud when it makes sense to.

**The Finance Committee recommends (6-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 27 TREASURER-COLLECTOR: ACCRUAL & PAYROLL SOFTWARE (\*\*\*)**

\$22,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Twenty-Two Thousand Dollars (\$22,000), more or less, for the purchase, implementation, and training in the use of new payroll, accrual, and human resources software, or take any other action relative thereto.

### ***Summary:***

*This project will allow the Town to more effectively, efficiently, and transparently process employee payroll, track employee's accrued leave time, and onboard/offboard employees with new software that allows the Town to efficiently manage critical processes. The Town is looking to move from the current payroll software to a more robust and comprehensive software service that allows for better workforce management and employee experience. Additionally, the process will be a lot more accessible for employees to track accrued time and have new additional options for self-service features that the Town does not have currently.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article for upgrading to a new, comprehensive payroll, accrual, and human resources software. This transition is a crucial step in our ongoing effort to modernize Town operations, streamlining how we manage payroll, track employee benefits, and handle HR processes. The new system will centralize and simplify what has been a time-consuming and fragmented task, ensuring a single, auditable source of truth for all departments. It will also enhance the employee experience by offering self-service features for monitoring benefits, a capability our current system lacks. This upgrade aligns with our strategic IT plan to modernize and centralize our infrastructure, significantly reducing management overhead and improving efficiency and trust across the board.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact in FY25.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 28 INFORMATION TECHNOLOGY – HARDWARE UPGRADES AND REPLACEMENTS (\*\*\*)**

\$32,000 Free Cash  
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Thirty-Two Thousand Dollars (\$32,000), more or less, to provide for the replacement and upgrade of information technology hardware, or take any other action relative thereto.

***Summary:***

*The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes the replacement of desktops and laptops (18 pieces of hardware) for all departments.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article as part of our commitment to maintaining a modern, efficient, and secure information technology infrastructure for all Town departments. Upgrading and replacing aging desktops, laptops, and other critical IT hardware is not just an operational necessity; it's a proactive measure to ensure our municipal services remain robust, responsive, and capable of meeting the community's needs. This initiative, aligned with our updated Capital Plan, addresses the phased replacement of equipment that has reached its end-of-life, ensuring our Town's technology infrastructure remains up-to-date and functional.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends to support the purchase of replacement PC's and monitors for the Town employees on a rotational basis. By utilizing the warrant for the purchase of the computers the funds will remain available in a future year if not consumed in FY25.

**Tax impact for FY25.**

**The Capital Committee recommends (5-0-0).**

**ARTICLE 29****INFORMATION TECHNOLOGY – INFRASTRUCTURE UPGRADES AND  
REPLACEMENTS (\*\*\*)**

\$16,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of Sixteen Thousand Dollars (\$16,000), more or less, to provide for the replacement and upgrade of information technology equipment (servers, uninterruptible power supplies (UPS's), domain controllers), or take any other action relative thereto.

***Summary:***

*The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes the replacement of servers, uninterruptible power supplies (UPS's), and domain controllers (hardware and software associated) for all departments.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article to fund crucial upgrades and replacements for our Town's Information Technology Infrastructure, including servers, uninterruptible power supplies (UPSs), and domain controllers. These improvements are essential for maintaining continuous, reliable municipal services and safeguarding against disruptions. By aligning this initiative with our updated Capital Plan, we demonstrate a commitment to the responsible and strategic use of taxpayer funds. This investment ensures our technology systems remain robust and capable of supporting all Town Departments effectively.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends. This article covers the Town's infrastructure needs including the replacement of the police server, backup devices, networking devices, multi-user printers, and including desktop computers. By utilizing the warrant for the purchase of the infrastructure the funds will remain available if not consumed FY25 and can be used in a future year.

**No tax impact FY25.**

**The Capital Committee recommends (5-0-0).**

**END CONSENT AGENDA 3 (\*\*\*)**

## **COMMUNITY PRESERVATION FUND CONSENT CONSENT AGENDA 4 (\*\*\*\*)**

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## **ARTICLE 30 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY25 RESERVES (\*\*\*\*)**

(Majority Vote Required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY25 Community Preservation budget and to appropriate from the Community Preservation Fund FY25 estimated annual revenues the sum of Five Thousand Dollars (\$5,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY25; and further, to reserve for appropriation from said estimated annual revenue Twenty-Nine Thousand, One Hundred Sixty-Four Dollars (\$29,164), more or less, for Open Space, including land for recreational use, Twenty-Nine Thousand One Hundred Sixty-Four Dollars (\$29,164), more or less, for community housing, and Twenty-Nine Thousand One Hundred Sixty-Four Dollars (\$29,164), more or less, for historic resources purposes, and Two Hundred Four Thousand One Hundred Fifty-Two Dollars (\$204,152), more or less, for a FY25 Budgeted Reserve; all as recommended by the Community Preservation Committee, or take any other action relative thereto.

### ***Summary:***

*Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.*

*This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:*

\$29,164	<i>open space, including land for recreation use</i>
\$29,164	<i>community housing purposes</i>
\$29,164	<i>historic resources</i>
\$204,152	<i>FY 25 budgeted reserve</i>

*Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.*

*“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e., FY 2025, under the local surcharge and the November state matching funds for the prior fiscal year.*

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

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No additional tax impact FY25.**

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for reasons stated in the summary.

## **ARTICLE 31 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING-BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP) (\*\*\*\*)**

\$44,000 CPA

Housing Reserve

(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Forty-four Thousand Dollars (\$44,000), more or less, for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee or take any other action relative thereto.

### **Summary:**

*The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in Boxborough. The program provides housing stability and housing opportunities to cost-burdened renters. It targets households that have low incomes and assists seniors, disabled adults, and families with minor children. It helps households attain self-sufficiency. Although State and Federal programs with similar goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, currently exist, they are oversubscribed and have long waiting lists. The BRAP has been used as a model for similar programs in other Massachusetts towns.*

*A subsidy of \$250 per month is provided by BRAP and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. Participating landlords have expressed appreciation for the program and a desire to help their tenants. This will be the ninth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to twelve households in 2017. The proposal this year is to increase the amount by \$6,000 and expand it to fourteen households.*

*We expect to continue as part of the Assabet Regional Housing Collaboration that is implemented by Metro West Collaborative Development (Metro West CD). The table below includes the budget for administrative support of the BRAP. Eligibility determination will be performed through Metro West DC, as in previous years. In addition, administrative funds are requested to expand the program's outreach. BRAP flyers are now available in English, Portuguese, and Spanish. The total program costs are shown below.*

<b>Cost Category</b>	<b>Total BRAP Costs 7/1/24 to 6/30/25</b>
Direct Program Cost	\$42,000
Administrative Costs	\$2,000
<b>Total</b>	<b>\$44,000</b>

*The current funds requested are \$44,000. Administrative costs are \$2,000, representing 4.5% of total.*

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

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends the continued funding of the Boxborough Rental Assistance Program (BRAP). The program continues to be fully utilized.

**No tax impact FY25.**

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The Boxborough Rental Assistance Program (BRAP) has been a very successful program that has given much-needed help to many members of the Boxborough Community. We applaud the work of the Town's Community Services Coordinator who has been so instrumental in the administration of this program.

### **The Capital Committee recommends (5-0-0).**

### **The Housing Board recommends (7-0-0).**

**ARTICLE 32****COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) CONSERVATION TRUST FUND (\*\*\*\*)**

\$10,000 CPA

Open Space Reserve

(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars (\$10,000), more or less, and transfer the funds to the Conservation Trust Fund for Community Preservation purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

***Summary:***

*The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 13 years, the CTF has been funded by the approval of an Annual Warrant Article at Town Meetings with funding for the last 7 years provided by the Town CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provide an immediate and dedicated source of money to pay for the anticipated land management needs.*

*Approving CPA funds for the CTF is consistent with Boxborough 2030, Town's Open Space, and Recreation Plan:*

- *Action 1.3.1.5. include a line in the Town Meeting Warrant each year for the Town's Conservation Trust fund, to provide funding for land acquisition.*

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

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for reasons stated in the summary. The Conservation Commission has used this fund to deal with the expense of maintaining and evaluating conservation land, and it also serves as a resource that can be used to help with possible land acquisitions along with the due diligence process (environmental testing, design, legal support, etc.) for the same.

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

**ARTICLE 33****COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) FENCING FLERRA MEADOWS COMMUNITY GARDEN (\*\*\*\*\*)**

\$6,000 CPA

Open Space Reserve

(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Six Thousand Dollars (\$6,000), more or less, for fencing at the Flerra Meadows Community Garden as recommended by the Community Preservation Committee, or take any other action relative thereto.

***Summary:***

*The Flerra Meadows Community Garden has for over a decade provided space for residents to pursue gardening using organic practices. One particular challenge has been the fencing which is needed to keep wildlife from reaping too much of the harvest.*

*Currently, each year the gardeners hand drive posts and install single-use plastic barriers around the garden in an attempt to keep wildlife from entering. This is only minimally effective, wasteful of resources, and quite arduous.*

*The purpose of this project is to obtain effective, efficient, sustainable fencing using long-lasting components. The materials used in this project are vastly more sustainable than those used in the current practice. Once the fence is installed the Agricultural Commission anticipates that any needed maintenance will be funded through the community garden revolving fund.*

*The new fence will provide a more positive experience for gardeners as they will suffer less crop damage and should increase the amount of locally grown food available to the gardeners and the community as a whole.*

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

**The Finance Committee recommends (4-0-2).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Selection Board recommends (4-0-0).** The Select Board recommends unanimously for reasons stated in the summary.

**The Capital Committee recommends (5-0-0).**

**The Agricultural Commission recommends (5-0-0).**

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

**ARTICLE 34 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES –  
CEMETERY RESTORATION (\*\*\*\*)**

\$9,500 CPA

Historic Resources Reserve  
(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Five Hundred Dollars (\$9,500), more or less, for Cemetery Restoration as recommended by the Community Preservation Committee, or take any other action relative thereto.

***Summary:***

*This project will allow the Cemetery Commission to continue the process, begun six years ago, of stabilizing and restoring the monuments and other structures in the North and South cemeteries. Age and other factors have brought this far beyond normal perpetual care. To date, work on this ongoing project has proved successful in making our two cemeteries safer and more presentable while being respectful of those interred, their families and friends, and the public.*

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

**The Finance Committee recommends (5-0-1).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Selection Board recommends (4-0-0).** The Select Board recommends unanimously and fully supports the continued renovation and repair of North and South cemeteries as a historic town site.

**The Cemetery Commission recommends (3-0-0).**

**The Historical Commission recommends (4-0-0).**

**END CONSENT AGENDA 4 (\*\*\*\*)**

**NON-FINANCIAL CONSENT**  
**CONSENT AGENDA 5 (\*\*\*\*\*)**

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## **ARTICLE 35 AUTHORIZE WATERLINE EXTENSION EASEMENT (\*\*\*\*\*)**

(Majority Vote Required)

To see if the Town will vote to authorize the Select Board to convey to the Town of Littleton an easement to construct, install, and maintain utilities for the supply of water in any portion of the public ways in Boxborough, being a portion of Whitcomb Road, where it intersects with Beaver Brook Road and extending south along Swanson Road, and Codman Hill Road to its terminus around 330 Codman Hill Road in Boxborough, excepting therefrom any portion within the MassDOT right of way for State Route 111, as shown on the plan set entitled "Water Supply from Littleton to Boxborough, Town Contract No. IFB-2024 DWSRF No. 12397 Contract No. 2", dated February 2024, prepared by Weston & Sampson Engineers, Inc., a copy of which is on file with the Town Clerk, and as may be amended; and further to authorize the Select Board to enter into such agreements and execute such documents and instruments as may be necessary or convenient to effectuate the purposes of this article; or take any other action relative thereto.

**Summary:**

*To mitigate PFAS contamination exceeding regulatory levels, high sodium chloride, and protection of wellheads, the towns of Boxborough, Littleton, and Littleton Water Department (LWD) entered into an Intermunicipal Agreement (IMA) for plans to extend Littleton's water system into this area to provide treated clean drinking water. To facilitate construction and maintenance of the waterline extension, LWD will need access to and permission (easement) onto Boxborough public roadways, and the Easement IMA will allow this. There is no cost impact to the Town or taxpayers as a result of this article.*

**The Select Board recommends (4-0-0).** Simply put, in order to bring Littleton Town Water to the areas in town most affected by PFAS and sodium contamination, we must allow an easement on the roads listed above to be able to install the necessary infrastructure.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact FY25.**

## ARTICLE 36

**AMEND GENERAL BYLAW: COUNCIL ON AGING (COA) BYLAW LANGUAGE (\*\*\*\*\*)**

(Majority Vote Required)

To see if the Town will vote to amend the Council on Aging Bylaw as indicated below by deleting the language indicated by strikethroughs.

The Council on Aging shall, annually, at their first regularly scheduled meeting in the fiscal year, select from its membership a Chair, Vice Chair and Secretary, ~~provided, however, that no member shall hold such office for a period of more than two consecutive years.~~

or take any other action relative thereto.

### *Summary:*

*At its September 11, 2023 meeting, Council on Aging Board members discussed the COA Bylaw's proscribing officers from serving more than two consecutive years in office. The Board feels that as officers must regularly be elected/re-elected, there is no reason nor need for such limitation. At this meeting, the Board voted unanimously to seek to strike the two-year limitation.*

**The Council on Aging recommends (6-0-0).** The Council on Aging recommends unanimously for the reasons stated in the summary.

**Finance Committee recommends (7-0-0).** The Finance Committee recommends for the reasons stated in the summary.

## No tax impact FY25.

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The Council on Aging has a very dedicated group of individuals who work well together. By approving this article to amend the Bylaw, the Council on Aging will no longer be forced to remove skilled, energetic individuals from key roles that make valuable contributions to support Boxborough seniors.

**END CONSENT AGENDA 5 (\*\*\*\*\*)**

**TWO-THIRDS VOTE REQUIRED CONSENT**  
**CONSENT AGENDA 6 (\*\*\*\*\*)**

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**ARTICLE 37****TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB)  
TRUST FUND (\*\*\*\*\*)**

\$50,000 Free Cash

\$150,000 Stabilization

(Two-thirds Vote Required)

To see if the Town will vote to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000), more or less, and appropriate from stabilization the sum of One Hundred and Fifty Thousand Dollars (\$150,000), more or less, for the Other Post-Employment Benefits Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

***Summary:***

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

*In the recent OPEB audit, the Town's actuary recommended funding at \$300,000 to stay on schedule, however, given the challenges of balancing the budget with a significant school assessment increase this year, we feel it is prudent to fund it at \$100,000 less at Annual Town Meeting, and revisit OPEB at Fall Town Meeting to consider funding the other recommended balance of \$100,000.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The amount proposed in this article will continue our contribution to fund the Town's liability for retirees' healthcare benefits. The proposed amount of our Fiscal Year 2025 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

**The Finance Committee recommends (7-0-0).** Other Post-Employment Benefits (OPEB) cover the non-pension aspects of our retirees including health insurance. Currently, post-employment benefits are included in the operating budget but over time the OPEB fund will help to defray the costs.

**No tax impact for FY25.**

**ARTICLE 38****DEPARTMENT OF PUBLIC WORKS (DPW): HAGER WELL  
PERMANENT CHLORINE SYSTEM (\*\*\*\*\*)**

\$72,000 Bonding

\$108,000 ABRSD Capital (within 2024 ATM Article 5 AB School Budget)  
(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of Seventy-Two Thousand Dollars (\$72,000), more or less, and accept the transfer of the sum of One Hundred Eight Thousand Dollars (\$108,000), more or less, from Acton-Boxborough Regional School District (ABRSD) Capital, more or less, to provide for the installation of a new permanent chlorine system at the Hager Well, or take any other action relative thereto.

***Summary:***

*For several years, the water testing at Hager Well was generating numerous Coliform hits. Although this was not serious, it is an indication of water contamination and possibly other issues if the water is not treated. Most of the issues were found at the school during the summer months because the water was not being circulated enough when school was not in session. Due to the numerous Coliform hits, MassDEP required the Town to install a chlorine drip system for the clear well. This system was temporary to get it up and running quickly. MassDEP has indicated that a permanent system needs to be installed. The cost of the project is \$200,000, including a ten percent (10%) contingency. There was \$20,000 appropriated by Article 23 in the May of 2023 Town Meeting that was never spent and is available.*

**The Select Board recommends (4-0-0).** Where we share the Hager Well with the Acton Boxborough Regional School District, we will also be sharing the expense to remediate the water. Per the summary above, this is a permanent chlorine drip system that must be installed to treat the water and prevent coliform Contamination. The Acton-Boxborough Regional School District will be charged for approximately 65% of the cost of this project.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends this for the reasons stated above. This repair is necessary to maintain the drinkable quality of the water per State regulations, for use at Blanchard, Library, Fire Department and Police Department.

**Tax impact to the average home is \$2.00 or <\$01 per \$1,000.**

**The Capital Committee recommends (5-0-0).**

**ARTICLE 39****ANIMAL CONTROL OFFICER: 2024 FORD F-150 4WD CREW CAB  
PICKUP TRUCK (\*\*\*\*\*)**

\$21,000 Stabilization Fund

\$45,000 Revolving Fund

(Two-thirds Vote Required)

To see if the Town will vote to appropriate from the Stabilization Fund the sum of Twenty-One Thousand Dollars (\$21,000), more or less, and vote to transfer the sum of Forty-five Thousand Dollars (\$45,000), more or less, from the Animal Control Revolving Fund for the acquisition of a new 2024 Ford F-150 4WD Crew Cab Pickup Truck for the Animal Control Officer, or take any other action relative thereto.

***Summary:***

*This vehicle will be utilized by the Animal Control Officer. The Inter-Municipal Agreement (IMA) between Boxborough, Stow, and Littleton has annually contributed to a revolving fund for "Vehicle purchase, maintenance, and insurance". At this time, there is \$45,000 saved in this account for the purchase of a new vehicle. The expected vehicle will be a 2024 Ford F150 4WD Crew Cab Pickup Truck and will be utilized in the daily operations of the Animal Control Officer.*

**The Select Board recommends (4-0-0).** The Select Board unanimously recommends this article for the acquisition of a new truck for our Animal Control Officer. This purchase is not just an upgrade; it's a necessary investment in the efficiency and effectiveness of our animal control operations. The majority of the funding comes from a revolving fund, contributed to annually through our Inter-Municipal Agreement (IMA) with Stow and Littleton. This means that acquiring this vehicle will not impact the tax bills of our residents. The new truck is overdue for our Animal Control Officer, who needs dependable transportation to carry out daily responsibilities safely and efficiently. By supporting this article, we ensure our Animal Control Officer has the necessary tools to serve our community.

**The Finance Committee recommends (8-0-0).** The Finance Committee recommends for the reasons stated in the summary.

**No tax impact for FY25.**

**The Capital Committee recommends (5-0-0).**

## **ARTICLE 40 FIRE DEPARTMENT: AMBULANCE (\*\*\*\*\*)**

\$342,000 Ambulance Reserve Account  
\$133,000 Bonding  
(Two-thirds Votes Required)

To see if the Town will vote to transfer the sum of Three Hundred Forty-Two Thousand Dollars (\$342,000), more or less, from the Ambulance Revolving Fund and to borrow the sum of One Hundred Thirty-Three Thousand Dollars (\$133,000), more or less, for the purpose of purchasing an ambulance, power stretcher, and associated equipment, or take any other action relative thereto.

### ***Summary:***

*The total price of a new ambulance is currently \$475,000, and the time of delivery is 24 months from the time of order. This article intends to lock in current pricing and confirm that the Town will have a replacement for the aging ambulance in service. The Ambulance Revolving Fund will continue to increase, which will decrease the amount to be bonded by the time the new ambulance is ready for delivery. By the time this ambulance has to be paid for, it is expected based on annual revenues from ambulance receipts, that the full cost of the new ambulance will be covered by the Ambulance Reserve Account, and no bonding will be necessary.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for the purchase of an additional ambulance as a backup to support simultaneous dispatches. The existing ambulance generates annual revenue of approximately \$140,000 with half of it being set aside for an ambulance replacement account (approximately \$70,000/yr). As of the print of this warrant, there is \$342,000 in the Ambulance Reserve Account. The ambulance that would be purchased would be a demo unit which would be cheaper than the custom-built unit. The Town Meeting can only authorize up to the current balance in the replacement account (\$342,000). The balance of \$133,000 requires a bond authorization which would allow the Town to place an order for the ambulance and lock in the price. The expected delivery date is Spring 2026 by which time the Ambulance Reserve Account would have accrued the additional amount needed for the purchase, and therefore the Town would not need to officially bond any amount.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends. We expect that the actual receipt of the ambulance will be at least a year away, but by placing the order now we lock in the price though we will not pay the invoice until the ambulance is received. Five years ago, the Select Board along with the FinCom created a reserve account that is funded by 50% of ambulance receipts. The plan was to have sufficient funds in the reserve account to cover the cost or at least a large majority cost of the ambulance. If we had gone the full 7 years, we would have been close to having the full required amount. Due to the long lead time for new ambulances, the Fire Department leadership is recommending that we put in the order now knowing it will be at least 2 years and potentially up to 3 years for delivery. It should be noted that until the new ambulance arrives, we will continue to add to the reserve account. The final amount to be borrowed will be much lower.

**This will not be bonded until at least FY26. No impact for FY25.**

**The Capital Committee recommends (5-0-0).**

**END OF TWO-THIRDS VOTE REQUIRED AGENDA CONSENT (\*\*\*\*\*)**

## **ADDITIONAL ARTICLES**

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## **ARTICLE 41 STAFFING STRUCTURAL CHANGE – HUMAN SERVICES DIRECTOR**

\$10,000 Raise & Appropriate  
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000), more or less, for salary to support the promotion of a Human Services Director, or take any other action relative thereto.

### **Summary:**

*The objective of promoting a Human Services Director is to provide a more cohesive, effective, and efficient structure for all the human services components (Community Services, Council on Aging, Recreation, and Veterans Services), by incorporating the long-range goals for all human services needs in the community. Specific responsibilities of the Human Services Director will include a focus on long-term visioning for future human service needs, identifying and applying for key grant opportunities, and developing procedures and policies to ensure effective department operations and responsiveness. The goal of this position is to create a greater collaboration within human services staff, clear lines of communication, and valuable wrap-around service delivery to support the growing need for diverse care and services in Boxborough. This article intends to create an internal promotion for this position. There is no additional headcount to staffing with this article.*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. As the Town has grown, it's become clear that the needs of our residents have grown also. The Human Services Director will be responsible for coordinating all of the programs listed above, which in turn will allow us to provide better services to all.

### **The Finance Committee does not recommend (3-4-0).**

**Majority Opinion:** The majority of the Finance committee does *not* recommend. While this structure may make sense in the long run, financially this is not the year to add this.

**Minority Opinion:** The minority of the Finance Committee recommends. Human Services are an increasingly important part of the support offered by the Town to the community. This position will allow a closer alignment between each of the Human Services functions, improved coordination and use of resources, and increased focus on long-term goals.

**Tax impact to the average home is \$.01 or \$5.00 per \$1,000.**

**The Council on Aging recommends (6-0-0).** The Council on Aging recommends unanimously for the reason stated in the summary.

**The Recreation Commission does not recommend (0-6-0).** The Recreation Commission does not recommend the Human Services Director role. For years, the Recreation Commission has been maintaining programs on a volunteer basis only. We feel there is no point of this role if the assistant town administrator manages the HR aspects of the town and this role will just create more unnecessary bureaucracy, making it more difficult for the commission to get things done. We have not had a Recreation Commission coordinator and feel that we should at least start with this role for the first time to see what else might be needed down the road.

**The Well-Being Committee recommends (5-0-0).** The Well-Being Committee supports this article. Combining the Council on Aging Coordinator, the Community Services Coordinator, Recreation and Veterans Services under a director-level position acknowledges the key role that human services play in our community. The new structure will allow for more streamlined provision of services and a more holistic approach to meeting the needs of residents.

## **ARTICLE 42 FIRE DEPARTMENT: PROFESSIONAL SERVICES FOR NEW FIRE STATION**

\$350,000 Raise & Appropriate

\$150,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Three Hundred and Fifty Thousand Dollars, (\$350,000), more or less, and to transfer from free cash the sum of One Hundred and Fifty Thousand Dollars (\$150,000), more or less, for the purpose of procuring professional design and owner's project manager services related to the construction of a new fire station, or take any other action relative thereto.

### ***Summary:***

*For over 15 years, the Town has studied the building needs of both the fire and police departments and determined the most pressing need is the Fire Station. For the past several years, the Boxborough Building Committee has studied numerous sites around Boxborough to build a new fire station or public safety facility. This funding allows for the hiring of an Owner's Project Manager (OPM) and continued design work to bring forward plans for the actual construction of a new fire station (expected at a Fall 2024 Town Meeting). Design & OPM scope of work and deliverables within this article are expected to include overseeing and coordinating the following for the duration of the project.*

- *Comprehensive Project Budget - Inclusive of building construction, site development, testing, furnishings, phasing options, moving expenses, equipment, demolition of old fire station, and contingency*
- *Assist the Town in presenting the project and recommendations to Town Meeting*
- *Analysis of site(s)*
- *Provide lifecycle cost analysis, energy analysis, MassDOT coordination, design and approvals, MA DEP submissions, and attendance at meetings*
- *Handle Local, State, or Federal regulatory analysis, applications and approvals*
- *Building code analysis and compliance*
- *Respond to peer review comments and oversee redesign if required*
- *Coordinate fire flow testing and design fire pump*
- *Design computer, security, radio, and communications equipment*
- *Oversee the design and procurement of furniture, fixtures, and equipment*
- *Analysis, design and procurement of photovoltaic array system*
- *Assistance in achieving LEED certification*
- *Coordinate environmental impact and permitting requirements*
- *Oversee feasibility studies*
- *Integrate sustainability, resilience, and flexibility considerations into the design*
- *Provide cost analysis and present findings to town meeting*
- *Progress through schematic design, architectural renderings, design development (including structural, interior, exterior, materials selection, landscape and systems)*
- *Coordinate demolition plan and oversight*
- *Budget and schedule management*
- *Design oversight and review*
- *Coordinate survey design and reviews*
- *Conduct off-site utility design*
- *Oversee testing of soils for percolation and water*
- *Coordinate geotechnical testing and bearing capacity analysis*
- *Vehicle turning movement analysis*
- *Schematic building layout options and final design*

- *Oversee preliminary MEP layouts*
- *Attendance at public informational meetings, hearings and town meetings*

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously. The Town has been working towards replacing the Fire Station for over a decade and, the time has come where we can't put it off any longer. These funds will be used to hire the correct professionals to determine the best location for the fire station, design, and price a facility that meets the needs and requirements of the Town's fire services, and bring this information back to a future Town Meeting where we will decide on the best course of action.

**The Finance Committee recommends (7-0-0).** The Boxborough Building Committee is moving forward in regards to their charter to find, develop plans and build a fire station. To prepare the project for a future Annual Town Meeting (ATM) there are needs for funds to move forward. These funds will include hiring of an Owner's Project Manager (OPM), base designs, hiring of an architectural firm and other uses that will be defined in the presentation. It should be noted that the hiring of the OPM at this stage is extremely important to a project of this scale as the OPM will aid the Town in the search and hiring of an architectural firm.

**Tax impact to the average home is \$.20 per \$1,000 or \$178.00.**

**The Capital Committee recommends (5-0-0).**

**ARTICLE 43****COMMUNITY PRESERVATION FUND – OPEN SPACE INCLUDING RECREATION – BLANCHARD PLAYGROUND PROJECT**

\$171,000 CPA

Open Space Reserve/Budgeted  
Reserve/General fund balances  
(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Fifty One Thousand Two Hundred Seventy Dollars (\$51,270), more or less, to appropriate from the Community Preservation FY25 budgeted reserve the sum of Sixty Thousand Eight Hundred Sixty Dollars (\$60,860), more or less, and to appropriate from the Community Preservation general fund balances the sum of Fifty-Eight Thousand Eight Hundred Seventy Dollars (\$ 58,870), more or less, for the Renovation and Equipping of the playground at the Blanchard Memorial School as recommended by the Community Preservation Committee, or take any other action relative thereto.

***Summary:***

*The Office of Land Use and Permitting and the Acton Boxborough Regional School District are seeking \$171,000 of Community Preservation Act Funding to support the renovation and equipping of the Blanchard Elementary School Playground. The Blanchard Playground Project will include the following:*

- Removal of existing damaged structures and replacement with new structures.
- A new turf surface, that will meet the Americans with Disability Act and the Standards set by Massachusetts Building Code and the Architectural Access Board;
- Labor to install all products and the proposed surface; and,
- 5% contingency to account for escalation in material costs or revisions in the field.

*The total project cost has been bid at \$310,000, with requested CPC funding of \$171,000 (55%). To date, the School System has raised over \$139,000 (45%), receiving donations from grants, corporate donations, and various student activities, the Blanchard, Parent, Teachers, and Friends, and a 5K race sponsored by the Boxborough Recreation Commission. This fundraising shows the breadth and depth of community support for the project.*

*The proposed improvements are supported by injury data and poor code compliance, and meet goals set forward by the Town's Open Space and Recreation Plan (2022-2027). Goal four of the Open Space and Recreation plan is to "Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability." This project directly improves the quality of a recreation facility, one which is used by children more so than any other in Town. The improved space will be far more accessible to those with mobility challenges, further achieving the goal.*

*Since approximately 75% of the over 500 students at Blanchard come from Boxborough, the bulk of the benefit will accrue to Town residents. It is estimated that over 90% of the after-school/weekend/summer use will come from Boxborough children especially since this is the only playground in Town reachable by a sidewalk.*

*Since its dedication in 1949, the Blanchard Memorial school has provided students with a safe environment to learn and play. Now operated through the Acton Boxborough Regional School District, Blanchard upholds the values of wellness, equity, and engagement. In order to meet these values, and to continue providing a truly equitable space, the Office and Land Use and Permitting and the School System propose Blanchard's Playground Project. This exciting project seeks to replace several pieces of outdated equipment, providing a safe and accessible space for children to play. The playground space will become*

*fully accessible to students of limited mobility, utilizing a turf surface. The proposed turf surface will further improve the space, by providing a safe and low-impact surface, drastically reducing the risk of tripping hazard and injury from falls.*

*While the existing playground has remained a cherished piece of student culture, the space is in dire need of repair. Between the 2021-22 and 2022-23 school years, a 31% rise in nurse visits related to the playground was documented; with over 220 injuries reported to the nurse resulting from playground and recess injuries. The replacement of broken play structures, and the installation of the new turf surface, is expected to significantly diminish these incidents and their severity. As stipulated in the Town's Open Space and Recreation Plan, enhancing the quality of recreation facilities is of high priority to the Town, and the Blanchard Playground Project is one such project.*

*In conjunction with this CPC application, the Blanchard Playground Project will need approval by the Conservation Commission.*

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

**The Finance Committee does not recommend (0-6-0).** The Finance Committee does NOT recommend this article for the Blanchard Playground. We applaud the school's efforts to fundraise for the playground. The ask from CPC is \$171,000. Since the application was submitted additional funds have become available (\$10,000 in donations, \$40,000 in site work that the district will supply, and \$34,000 from the district's capital fund. Even though the need for funds has decreased, the school administration has not reduced the amount being requested. This will tie up CPC funds for potential projects next year as the preliminary applications for projects are due in October. Some members of the Finance Committee also feel that since this is an ABRSD project, the Region should be asking both towns for the funds.

**No tax impact for FY25.**

**The Select Board recommends (4-0-0).** The Select Board recommends unanimously for reasons stated in the summary.

**The Capital Committee recommends (5-0-0).**

**The Recreation Commission takes no position (2-2-0).**

## **ARTICLE 44 ZONING BYLAW AMENDMENT - COMMERCIAL DUMP**

(Two-thirds Vote Required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6.6.2 by adding the following language in bold italics, and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

### **6.6.2 Nuisances**

No use of any building, structure, or land shall be lawful in any district if the proposed use is reasonably likely to be injurious to the neighborhood by reason of the emission of smoke, dust, dirt, odor, fumes, sewage, gas, refuse, noise, excessive vibration or other cause. No process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltages in excess of 10 percent off the premises. No land or structure shall be used in any district as:

- (a) a rendering plant, a slaughterhouse, a junk yard, *a commercial dump*, a farm for fox, mink or other fur bearing animals, or;

#### ***Summary:***

*Following the zoning recodification during Special Town Meeting 2022, the Attorney General advised the Town that certain terms and language must be deleted of the Bylaw, including the prohibition of a “commercial dump.” This deletion cited Mass General Law which dictates the use type may not be prohibited in industrial districts, unless adopted prior to a specific date. Without adequate information available, the Attorney General was unaware that Boxborough met the date of exemption by having adopted a prohibition on “Commercial Dumps” prior to the date required, and therefore made their determination in error. The proposed language corrects this error, and upon approval at Town Meeting will be submitted to Attorney General with appropriate evidence.*

**The Planning Board recommends (5-0-0).** The Planning Board recommends passage for the reasons listed in the summary.

**The Finance Committee recommends (7-0-0).** The Finance Committee recommends.  
**No tax impacts.**

**The Select Board does not comment on articles proposed by other elected boards.**

## ARTICLE 45

## AMENDMENT OF THE BOXBOROUGH ZONING BYLAW TO ALLOW DETACHED ACCESSORY DWELLING UNITS

(Majority Vote Required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4.2.2 and 5.3 (e) by adding the following language in bold italics, striking the text struck-through and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

### 4.2.2 Accessory Apartment or Accessory Dwelling Unit.

- (a) ~~The Inspector of Buildings may grant building permits for accessory apartments, also known as Accessory Dwelling Units (ADU) in accordance with the following provisions of this bylaw.~~
- (b) ~~An Accessory Apartment or an Accessory Dwelling Unit (ADU) may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of:~~
- (c) The Inspector of Buildings may grant a Building Permit and a Certificate of Occupancy for an Accessory Apartment or **ADU** provided that all of the following conditions are met:
  - 1) The Accessory **Apartment or ADU** shall be within the building containing the principle dwelling unit, or be within a detached accessory structure in existence on or before March 8, 2007, and that conforms to the minimum setback for residential dwellings.

### 5.3 Intensity Regulations

- (e) No more than one single-family dwelling may be located on a lot. *An Accessory Apartment or Accessory Dwelling Unit (ADU) as defined in Section 9.2 may be permitted on a lot with one single family dwelling unit if it is in compliance with Section 4.2.2.*

#### **Summary:**

*The purpose of this amendment to the Zoning Bylaw is to (1) resolve a conflict between Sections 4.2.2 (Accessory Apartment or Accessory Dwelling Unit) and 5.3 (Intensity Regulations), paragraph (e), (2) implement changes resulting from determinations by the Massachusetts Attorney General to the Zoning Bylaw amendments approved at the May 2023 Annual Town Meeting, and (3) clean up other language inconsistencies. With regard to item (1), Section 4.2.2 of the Zoning Bylaw (amended at the May 2023 Annual Town Meeting) allows for Accessory Apartments in an accessory building that was in existence as of March 8, 2007. However, Section 5.3(e) specifically limits a lot to containing only one single family dwelling unit. Without a change to Section 5.3(e), the Town would be prevented from permitting an Accessory Apartment in an accessory building on any lot. This amendment resolves that conflict by changing the language in Section 5.3(e) to comply with what May 2023 ATM approved specifically stating that Accessory Apartments or Accessory Dwellings are allowed in accessory buildings in existence as of March 8, 2007.*

*In addition, the Massachusetts Attorney General did not approve the limitation of ten (10) permits per year for Accessory Apartments approved at the May 2023 ATM. As such, Section 4.2.2 (a) of the Zoning Bylaw was published with the limitation of 10 permits per year removed from the language. This amendment cleans the Zoning Bylaw up by eliminating paragraph (a) in its entirety, creating clearer language.*

*Finally, in review of this bylaw amendment, other language usage inconsistencies were noted by the Planning Board, and those changes are reflected in this proposed amendment.*

**The Planning Board recommends (5-0-0).** The Planning Board recommends passage for the reasons listed in the summary.

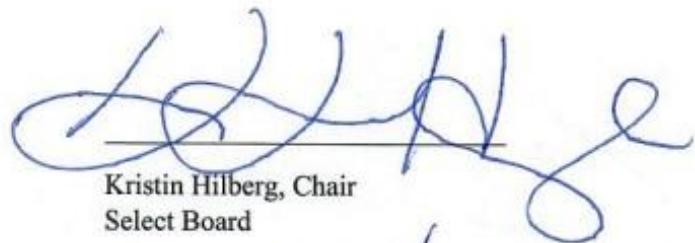
**The Finance Committee recommends (7-0-0).** The Finance Committee recommends. If residents take advantage of building Accessory Dwelling Units the Town may reap the benefit of additional real estate tax revenue.

**No immediate tax impacts.**

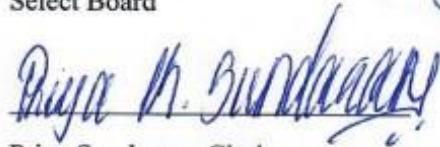
**The Select Board does not comment on articles proposed by other elected boards.**

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

Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 29, 2024.



Kristin Hilberg, Chair  
Select Board



Priya Sundaram, Clerk  
Select Board



Wesley Fowlks, Member  
Select Board



David McKiernan, Member  
Select Board

# **FINANCE COMMITTEE REPORT**

## **Finance Committee**

Boxborough's Finance Committee is comprised of between five and nine members (currently at 8) appointed by the Moderator for individual three-year terms. The Finance Committee are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." The FinCom are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous October and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums. The Finance Committee operates as an open meeting with public participation in person and via Zoom. All meetings are broadcast live on local cable TV and are recorded for later viewing.

## **Overall Town Finances**

Boxborough continues to maintain a AAA bond rating due to high reserves and other favorable budgetary, debt, OPEB planning and financial management metrics as measured by Standard & Poor's. FY25 will be a challenging year due to the budgetary challenges detailed below. The Town is in the process of hiring a full time Accountant/ Financial Director which will greatly benefit management of the ongoing financial issues.

## **FY25 Budget - Operating Budget**

Note that all figures presented in this report were correct at time of Warrant printing and are subject to change. Final figures will be presented at Town Meeting.

The proposed FY25 Operating Budget of \$27,996,663 is an increase over FY24 of 7.87%.

The main challenge impacting the FY25 budget is the significant increase in the Acton Boxborough Regional School District (ABRSD) assessment. The assessment increased by 14.46% for FY25 (assuming Acton passes their override). Increases were driven by large unexpected charges from the School insurance trust, increases in Special Education (SPED) costs and SPED transportation costs. This was compounded by an adjustment to the Boxborough share of the assessment driven by increased Boxborough student enrollment. The increase in the school budget was despite reductions from 'level service' including some staff reductions and program eliminations. The proposed FY25 R&A budget of \$27,996,663 increases spending over FY24 by 7.87%. The primary budget driver in FY25 is the school assessment at a 14.46% increase. The non ABRSD Budget increased by 0.23%. The non ABRSD budget benefited from reductions in long term debt payments and the regionalization of Dispatch. Due to these savings improvements to services have been proposed in the FY25 budget.

	<b>FY25 Proposed</b>	<b>FY24</b>	<b>Increase</b>
Non ABRSD	\$12,036,389	\$12,009,110	0.23%
ABRSD	\$15,960,274	\$13,944,299	14.46%
<b>Total R&amp;A</b>	<b>\$27,996,663</b>	<b>\$25,953,409</b>	<b>7.87%</b>

### Operating Budget Drivers

**Other Education.** Boxborough students have the option of attending any vocational school of their choice if space exists. For FY24 the Town had 2 students attend Minuteman, 1 Nashoba and 1 Assabet. For FY25, FinCom expects enrollment to remain level at Assabet and Minuteman

**Salaries.** Higher salaries reflect CPI-U increases plus steps. Total salaries decreased 0.3% due to the impact of dispatch regionalization.

	<b>FY25</b>	<b>FY24</b>	<b>Increase</b>
Total Salaries - Town Government	\$1,209,939	\$1,123,267	7.7%
Total Salaries - Protection	\$3,047,870	\$3,193,569	-4.6%
Total Salaries - Public Works	\$804,089	\$787,164	2.2%
Total Salaries - Health Services	\$138,796	\$131,841	5.3%
Total Salaries - Culture & Rec	\$362,994	\$343,615	5.6%
<b>Total Salaries</b>	<b>\$5,563,688</b>	<b>\$5,579,456</b>	<b>-0.3%</b>

**Benefits.** Employee benefits continue to be one of the largest and fastest growing line items in the budget and for FY25 will increase 11.5%

**Debt Service.** Overall costs for debt service will fall by 22.9% in FY25 for a favorable impact on the budget. For FY25 items planned for bonding include road maintenance, a new ambulance, and necessary updates to the Hager well.

**Reserve Fund.** The Operating Budget also includes a planned allocation to the Reserve Fund for unforeseen or emergency expenses. In FY24 the Reserve Fund allocation will be 0.6% of the Operating Budget (\$168,000) based on policy developed by FinCom.

### Warrant and CPA Articles

Proposed warrant articles total \$2,873,800. Items in the warrant include long term and large costs that have been identified on the Capital Plan.

	<b>R&amp;A</b>	<b>Free Cash</b>	<b>CPA</b>	<b>Bond</b>	<b>Revolving</b>	<b>Stabilization</b>	<b>Total</b>
CPA			\$245,500				\$245,500
Culture and Rec.		\$97,500					\$97,500
DPW				\$496,000	\$108,000		\$604,000
Employee Benefits		\$50,000				\$150,000	\$200,000
Health Services	\$20,000				\$5,000		\$25,000
Protection	\$448,500	\$349,000		\$149,000	\$403,300	\$21,000	\$1,370,800
Town Government	\$167,000	\$164,000					\$331,000
Debt Service							\$0
<b>Total</b>	<b>\$635,500</b>	<b>\$660,500</b>	<b>\$245,500</b>	<b>\$645,000</b>	<b>\$516,300</b>	<b>\$171,000</b>	<b>\$2,873,800</b>

### **Revenues**

In addition to Property Tax, funds are available from Local Receipts and State Aid, CPA funds and other minor sources.

<b>Revenues</b>	<b>Estimated FY25</b>	<b>Budget FY24</b>
State Aid	\$352,014	\$352,933
Local Receipts	\$1,355,800	\$1,653,500
CPA Funds	\$245,500	\$379,550
Other Funds		\$120,255
<b>Total Receipts</b>	<b>\$1,953,314</b>	<b>\$2,506,238</b>

## Tax Rate Calculation

Property Tax is budgeted to raise \$27,321,554. This will generate a tax rate of \$15.66 per \$,000 of property valuation based on a total Town valuation of \$1,744,634,604 (preliminary estimate). This is within the limit of property tax increase allowed by Proposition 2 ½. The Proposition 2 ½ limit for FY25 (maximum allowable levy) is estimated at \$28,185,095.

	<b>FY23</b>	<b>FY24</b>	<b>FY25 (Prelim)</b>
Previous Year Levy Limit	\$23,615,104	\$25,300,653	\$26,290,419
Allowed Levy Increase (2.5%)	\$590,378	\$632,516	\$657,260
New Growth Revenue	\$1,095,171	\$357,250	\$300,000
Levy Limit	\$25,300,653	\$26,290,419	\$27,247,679
Excluded Debt	\$937,416	\$947,048	\$937,416
Maximum Allowable Levy	<b>\$26,238,069</b>	<b>\$27,237,467</b>	<b>\$28,185,095</b>
Levy	<b>\$22,900,834</b>	<b>\$24,906,736</b>	<b>\$27,321,554</b>
Assessed Value	\$1,481,813,416	\$1,661,556,766	\$1,744,634,604*
Tax Rate (\$ per \$,000)	<b>\$ 15.52</b>	<b>\$ 14.99</b>	<b>\$15.66</b>
Average Value	\$764,691	\$844,900	\$887,145*
Average Tax	\$11,868	\$12,665	\$13,893

\*estimate

## Use of Reserves

Reserves (Free Cash and Stabilization Fund) will be used to balance the budget. It should be noted that the planned Free Cash reserve post ATM is below the policy guideline.

FY25	Pre ATM	Action	Proposed Post ATM	As % of Operating Budget
Reserve Fund	\$155,000	Return surplus to Free Cash. Fund FY25 at 0.6%	\$168,000	0.60%
Stabilization Fund	\$1,586,587	\$171,000 for Warrant Articles	\$1,415,587	5.38%
Free Cash	\$2,043,338	\$660,500.00 for Warrant Articles. Add surplus Reserve Fund	\$1,537,838	4.96%

## Use of Debt

\$645,000 of new debt will be assumed as the result of this budget. Debt will be in the form of a BAN (Bond Anticipatory Note) in advance of issuance of a Bond. Typically, a Bond is not issued until a minimum amount of debt has been accrued on BANs.

## Budget Overview

The proposed budget balances the Operating Budget and taxed Warrant Articles with Receipts in order to calculate a taxation requirement. Others sources and uses of funds are balanced. In this budget Free Cash and Debt are used to minimize taxation impact.

FY25	Outgoing		Incoming
Operating Budget 2025	\$27,996,663	Taxation	\$27,321,554
Warrant Articles (R&A)	\$635,500		
<b>Sub Total</b>	<b>\$28,632,163</b>		<b>\$27,321,554</b>
Warrant Articles (Non R&A)	\$2,238,300	Local Receipts	\$1,355,800
State Charges	\$97,205	State Aid	\$352,014
Overlay Reserve	\$300,000	From Reserves (Free Cash)	\$660,500
		From Reserves (Stabilization)	\$171,000
		Debt	\$645,000
		CPA Funds	\$245,500
		Other Funds	\$516,300
<b>Sub Total</b>	<b>\$2,635,505</b>		<b>\$3,946,114</b>
	<b>\$31,267,668</b>		<b>\$31,267,668</b>

Note: Revenues are estimates

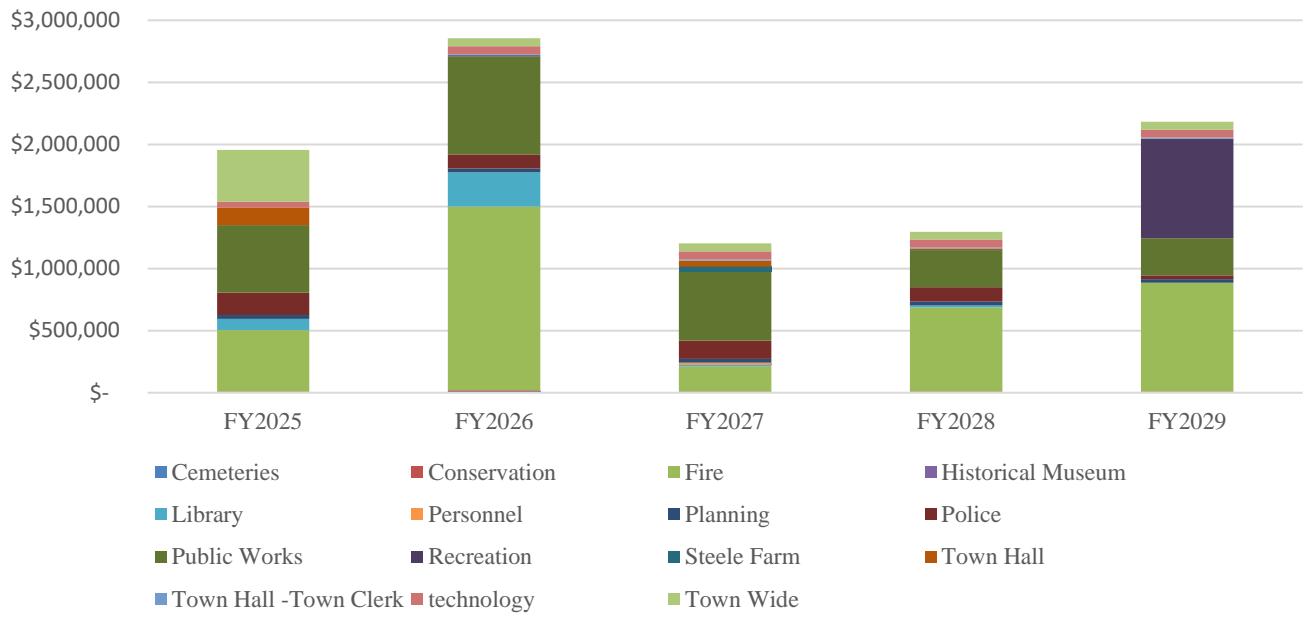
## Capital Plan

A Capital Committee has been formed comprised of the Town Administrator, 2 members of FinCom, 2 members of Select Board. An updated Capital Plan has been developed and will continue to be updated in collaboration with Town departments and committees.

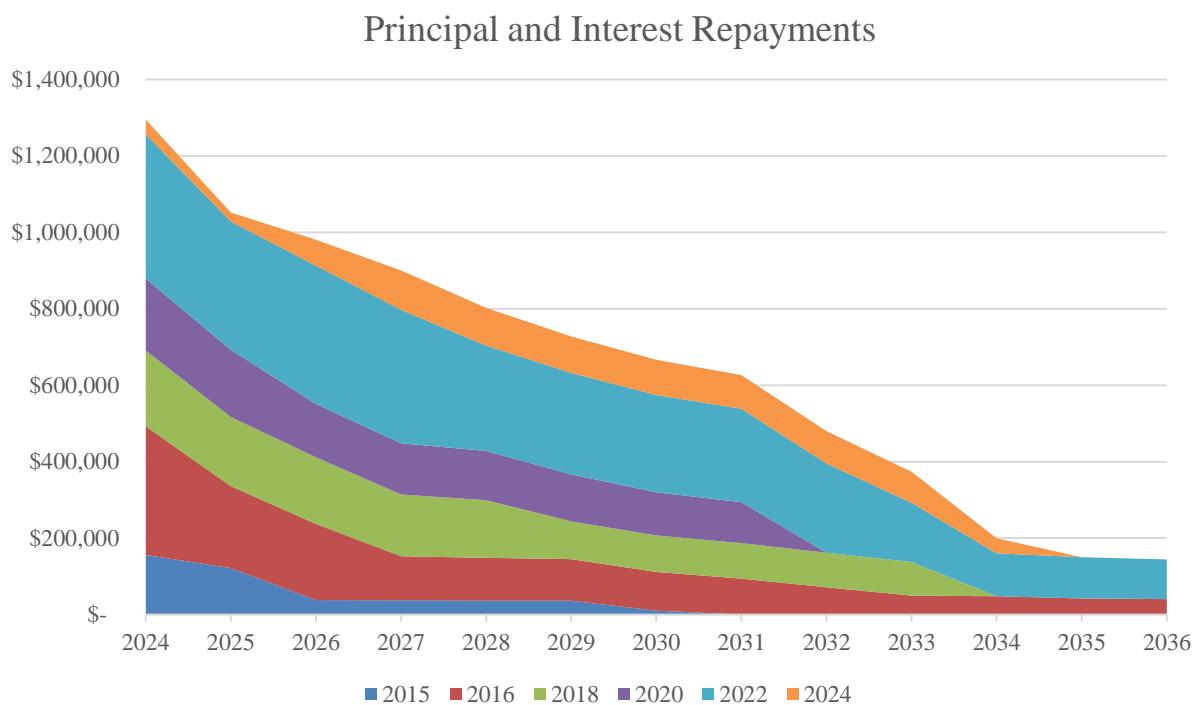
	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>5 Year Total</b>
Cemeteries		\$10,000	\$0	\$0	\$0	\$10,000
Conservation	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Fire	\$495,000	\$1,480,000	\$200,000	\$678,000	\$875,000	\$3,728,000
Library	\$90,000	\$275,000	\$18,000	\$15,000	\$0	\$398,000
Personnel	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Planning	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Police	\$180,000	\$113,500	\$146,000	\$116,000	\$30,000	\$585,500
Public Works	\$544,000	\$789,000	\$555,000	\$300,000	\$300,000	\$2,488,000
Recreation	\$0	\$10,000	\$0	\$0	\$800,000	\$810,000
Steele Farm	\$0	\$0	\$40,000	\$0	\$0	\$40,000
Town Hall	\$141,891		\$50,000	\$10,000	\$0	\$201,891
Town Hall -Town Clerk	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Technology	\$48,000	\$64,000	\$64,000	\$64,000	\$64,000	\$304,000
Town Wide	\$417,000	\$64,000	\$64,000	\$64,000	\$64,000	\$673,000
<b>Total</b>	<b>\$1,955,891</b>	<b>\$2,855,500</b>	<b>\$1,202,000</b>	<b>\$1,297,000</b>	<b>\$2,183,000</b>	<b>\$9,493,391</b>

\*\* Above figures do not include anticipated capital costs for proposed Fire Station

## 5 Year Capital Plan



**Debt** Long term debt will decrease over the next 10 years. Through proper capital planning the town can take on additional debt for future projects such as the Fire station and ABRSD refurbishments.



**Note the above chart does not include future projects.**

## Financial Policies

The Finance Committee has developed a comprehensive Financial Policies document that guides the budgeting process. An abbreviated summary of the Financial Policies is below.

### Budget Policy

- The Operating Budget should be developed in order to balance expenses, revenues, and use of Free Cash.
- Free Cash should be maintained at a minimum of 5% of the Operating Budget.
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the Operating Budget in following years.
- Recurring expenses (non-bonded) in the town will be added to the warrant as an article in the first year and then will be added to the Operating Budget in following years.
- A Reserve Fund should be allocated at 0.6% of the total Operating Budget

### Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.

- Capital improvement items must be approved as articles at ATM or STM

The Capital Plan shows the projected item and the year in which the item is planned to be purchased. This forecast will change on an annual basis and will not reflect all the unplanned projects that arise on future warrant articles.

### **Debt Management**

- Debt service should not exceed 10% of revenues.

## **Conclusion**

The budget presented is balanced and takes into consideration the current financial status of the Town as well as potential future needs. The Town is currently in a solid financial condition however budgetary challenges may make a proposition 2 1/2 override necessary in the future.

The Finance Committee has developed, and will continue to review, policies to help guide future budgeting and long-term capital planning activities.

It is the objective of the Finance Committee to provide clear financial information to the Town to allow informed decision making.

## Appendix

Definitions and issues that must be considered when approving a budget.

- Levy Limit – The maximum the tax levy can be in any given year, based upon the previous year's limit plus certain allowable increases. This value is generally a good deal less than 2.5% of the Town's full and fair cash value.
- Maximum Allowable Levy – The sum of the Levy Limit for any given year plus the amount of debt service that has been excluded from the provisions of Proposition 2 1/2 by prior Town Meeting and election/ballot actions.
- Levy Ceiling – The maximum value that the Levy Limit can be, equal to 2.5% of the Town's total full and fair cash value of all real and personal property in the community.
- General Levy Limit Override – Proposition 2 1/2 allows a community to assess taxes in excess of the automatic annual 2.5% increase by authorizing a general override for a specific dollar amount in excess of the normal limits. When passed, the Levy Limit for an override is calculated by adding the amount of the override to the normally increased Levy Limit. The override amount becomes a permanent increase in the Levy Limit of the Town.
- Debt Exclusion – Proposition 2 1/2 allows communities to exempt certain debt service costs from the normal Levy Limit constraints, adding the amount of such debt service costs to the normally calculated Levy Limit for the life of the debt. Debt exclusion does not become a permanent increase to the Town's Levy Limit.
- Capital Outlay Exclusion – This exclusion from the provisions of Proposition 2 1/2 allows communities to add the costs of approved capital projects to the normally calculated Levy Limit. Such capital outlay exclusion does not become a permanent addition to the Town's Levy Limit.
- Abatements – Taxpayers, including owners of commercial properties, can and do request a review of their property taxes. When it is found that the value of the property is recorded higher than evaluation calculations merit, then the correction is made financially which results in an abatement back to the taxpayer. The overlay account in the Town budget covers these unknown, but not unexpected abatements.

## **Finance Committee**

Maria Neyland, Chair

Gary Kushner, Clerk

John Connor, member

George Elenbaas, member

Becky Neville, member

Antony Newton, member

Keshava Srivastava, member

Robert Stemple, member

## **New Members Welcome**

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. Prospective members should indicate their interest to the Town Moderator, Dennis Reip.

## COMMUNITY PRESERVATION COMMITTEE REPORT

The Community Preservation Committee (CPC) is primarily responsible for evaluating proposals for the appropriation of the Town's Community Preservation Act (CPA) funds and for making recommendations for these appropriations at Town Meeting. CPA funds may be used to support projects or expenses in three general categories:

- Open Space and Recreation
- Community Housing
- Historic Resources

The Community Preservation Committee meets once a month with the following annual goals and objectives:

- Evaluate the needs and resources of the Town regarding Community Preservation projects and expenditures in coordination with other municipal boards, including the Conservation Commission, Historical Commission, Planning Board, Recreation Commission, Agricultural Commission, and Housing Board
- Conduct an annual Public Hearing to consider Community Preservation proposals and resources
- Update the Town's Community Preservation Plan
- Review CPA account balances and spending, and ensure that annual CPA state filing requirements are met
- Prepare a CPA budget and make project recommendations for Town Meeting approval

For FY2025 The CPC recommends five CPA appropriations for 2024 Annual Town Meeting:

- One for \$44,000 for the Boxborough Rental Assistance Program (BRAP) in the category of Community Housing:
- Three in the category of Open Space and Recreation for funding the Conservation Trust Fund for \$10,000, for Blanchard Play Ground for \$171,000, and the third for Fencing Flerra Gardens for \$6,000.
- The last for \$9,500 in the category of Historic Resources for funding restoration and stabilization of monuments and other structures in the North and South cemeteries

The following worksheet shows the accounting for available funds and the accounting areas the monies came from.

ATM 2024 (FY 2025) Community Preservation Financial Worksheet						
	Undesignated/General	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	Total
June 30, 2024 Fund Balance (est)	\$58,870	-\$9,856	\$40,420	\$33,870	\$10,846	\$134,150
CPA 1% surcharge on levy (FY2025) (est)		\$171,500	\$24,500	\$24,500	\$24,500	\$245,000
State match FY 2025 (est)		\$32,652	\$4,664	\$4,664	\$4,664	\$46,644
Articles closed out FY 2025 (est)						\$0
Available Balance FY2025 (est)	\$58,870	\$194,296	\$69,584	\$63,034	\$40,010	\$425,794
Reserved for appropriation: ATM May 2024		\$204,152	\$29,164	\$29,164	\$29,164	
FY 2025 Appropriations		Allocation to/from the 3 Specific Reserves				
	Undesignated/General	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	Total
Available Balance FY 2025 (est)	\$58,870	\$194,296	\$69,584	\$63,034	\$40,010	\$425,794
Requested Appropriations: May 2024 ATM						
Administrative Expenses		\$5,000				\$5,000
Rental Housing Assistance Program				\$44,000		\$44,000
Conservation Trust Fund			\$10,000			\$10,000
Blanchard Play Ground	\$58,870	\$60,860	\$51,270			\$171,000
Fencing Flerra Gardens			\$6,000			\$6,000
Cemetery Restoration					\$9,500	\$9,500
<b>Total Requested</b>	<b>\$58,870</b>	<b>\$65,860</b>	<b>\$67,270</b>	<b>\$44,000</b>	<b>\$9,500</b>	<b>\$245,500</b>
Request Breakdown:						
Amount from Specific Reserve			\$67,270	\$44,000	\$9,500	\$120,770
General Fund/FY 2025 Budgeted Reserves	\$58,870	\$65,860				\$124,730
June 30, 2025 Fund Balance (est)	\$0	\$128,436	\$2,314	\$19,034	\$30,510	\$180,294
Page   107	Undesignated/General	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	

The following is a list of all CPC projects and their status to date.

Project	ATM Year	Category	Amount	Status
Steele Farm Barn Exterior Restoration	2015	Historic Resources	\$90,000	Complete
Preservation and Restoration of Historic Town Hall Exterior Front Steps	2015	Historic Resources	\$10,000	Complete
Conservation of Historic Town Records	2015	Historic Resources	\$12,000	Complete
Site Plan for Basketball and Tennis Courts at Liberty Fields	2016	Open Space and Recreation	\$5,500	Complete
Regional Housing Monitoring Services (Year 3 – Calendar Year 2016)	2016	Community Housing	\$5,465	Complete
Regional Housing Monitoring Services (Year 4 – Calendar Year 2017)	2016	Community Housing	\$6,000	Complete
Boxborough Rental Voucher Program	2016	Community Housing	\$26,280	Complete
Conservation of Historic Town Records	2016	Historic Resources	\$11,000	Complete
Rehabilitation of Grange Meeting Room	2016	Historic Resources	\$106,775	Complete
Rehabilitation of Historic Town Hall Exterior Front Steps	2016	Historic Resources	\$35,000	Complete
Conservation Trust Fund	2017	Open Space and Recreation	\$5,000	Complete
Regional Housing Monitoring Services (Year 4 – Fiscal Year 2018)	2017	Community Housing	\$3,025	Complete
Boxborough Rental Assistance Program	2017	Community Housing	\$37,650	Complete
Conservation of Historic Town Records	2017	Historic Resources	\$10,000	Complete
North Cemetery Restoration	2017	Historic Resources	\$9,025	Complete
Preservation of Steele Farmhouse	2017	Historic Resources	\$30,000	Complete
Flerra Meadows Playground Rehabilitation	2018	Open Space and Recreation	\$62,000	On-going
Boxborough Rental Assistance Program	2018	Community Housing	\$37,650	Complete
Conservation Trust Fund	2018	Open Space and Recreation	\$10,000	Complete
Veterans Monument	2018	Historic Resources	\$105,000	Complete
Preservation of Steele Farmhouse	2018	Historic Resources	\$190,000	Complete
Boxborough Rental Assistance Program	2019	Community Housing	\$37,650	Complete
Flerra Baseball Field Rehab.	2019	Open Space and Recreation	\$8,000	Complete
Flerra Playground Fence	2019	Open Space and Recreation	\$7,600	Complete
Conservation Trust Fund	2019	Open Space and Recreation	\$10,000	Complete

Project	ATM Year	Category	Amount	Status
Sargent Memorial Library - Brick Patio Renovation and Expansion	2020	Open Space and Recreation	\$35,000	Complete
Flerra Community Garden Water Supply	2020	Open Space and Recreation	\$15,000	Complete
North Cemetery Restoration	2020	Historic Resources	\$9,500	Complete
Preservation Of Historical Records	2020	Historic Resources	\$10,000	Complete
Boxborough Rental Assistance Program	2020	Community Housing	\$38,050	Complete
Regional Housing Services	2020	Community Housing	\$12,000	Complete
Hager Land Connection	2020	Open Space and Recreation	\$54,000	On-going
Conservation Trust Fund	2020	Open Space and Recreation	\$10,000	Complete
Liberty Field Capital Improvements	2021	Open Space and Recreation	\$300,000	On-going
Boxborough Rental Assistance Program	2021	Community Housing	\$38,050	Complete
Conservation Trust Fund	2021	Open Space and Recreation	\$10,000	Complete
Boxborough Rental Assistance Program	2022	Community Housing	\$38,050	Complete
Conservation Trust Fund	2022	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2022	Historic Resources	\$9,500	Complete
Land Acquisition Sargent Road	2022	Open Space and Recreation	\$400,000	On-going
Rental Housing Assistance Program	2023	Community Housing	\$38,050	On-going
Regional Housing Services	2023	Community Housing	\$12,000	Complete
Conservation Trust Fund	2023	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2023	Historic Resources	\$9,500	On-going
Steele Farm Phase II Stabilization	2023	Historic Resources	\$310,000	On-going

*The Community Preservation Committee would thank the Town's various employees and volunteers who contribute to accomplishing our mission.*

## **Town Meeting Notes**

**Town of Boxborough  
29 Middle Road Boxborough, MA 01719**

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**Please bring this Warrant to the Meeting**

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WEBSITE AT  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)**