

**WARRANT AND PROCEEDINGS
OF BOXBOROUGH SPECIAL TOWN MEETING
held on November 8th and 10th, 1999**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, November 8th, 1999 at 7:30 p.m. to act on Articles 1 through 18 of this Special Town Meeting Warrant.

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

Complete summaries are found under each article printed in this warrant. Please review them carefully.

LIST OF ARTICLES

SPECIAL TOWN MEETING

1. REVOLVING FUND - STEELE FARM
2. REVOLVING FUND - FIRE ARMS PERMITS
3. AMENDMENT TO BID BYLAW
4. AMENDMENTS TO PERSONNEL PLAN
5. AMENDMENTS TO THE FY00 BUDGET
6. CAPITAL IMPROVEMENT - FIRE RESCUE AIR TANKS
7. CAPITAL IMPROVEMENT - FIRE STATION TELEPHONE
8. AFFORDABLE HOUSING CONSULTANT
9. ACTIVE RECREATION FEASIBILITY STUDY
10. TOWN CENTER DESIGN PROJECT
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12. BLANCHARD MEMORIAL SCHOOL CONSTRUCTION
13. DEVELOPMENT OF WELL SERVICE TO TOWN BUILDINGS
14. AMENDMENT TO FINANCE COMMITTEE BYLAW
15. REZONE AGRICULTURAL-RESIDENTIAL PORTION OF PARCEL 113 MAP 6
GROUP 4 TO INDUSTRIAL/COMMERCIAL
16. UPDATE FLOOD MAP REFERENCES
17. TECHNOLOGY FUNDING
18. CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS

This first session of the Town Meeting was called at 7:30 p.m. on Monday by Moderator, Reginald C. Brown, with 154 in attendance. It was announced that the Friends of the Library have calendars for sale for \$8.00; also they have special programs for children.

Mark White presented Ginny Scarlet with a proclamation for the years that she has given to the Conservation Commission, Richard Scarlet was presented with a proclamation for his years on the Planning Board. The Scarlets will be moving from Boxborough to their new home in Spencer within the next couple of months. Ginnie Richardson was presented with a proclamation from the Board of Selectmen and Governor Paul Cellucci, by Mark White for her completion of forty years as a Town Clerk. Pam Resor also made a presentation on behalf of the State Senate.

Mr. Brown made a procedural motion that all matters to come before this Annual Town Meeting requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters. This motion carried unanimously.

ARTICLE 1 AUTHORIZATION OF STEELE FARM REVOLVING FUND (Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 sec. 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Steele Farm up to Ten Thousand One Hundred Dollars (\$10,100), and further to provide that the monies remaining in the fund at the end of fiscal year 2000 be carried over into fiscal year 2001 to pay for expenses not yet completed. This fund shall be controlled by the Steele Farm Advisory Committee, who shall approve all such expenditures by a majority vote; or take any other action relative thereto.

The Board of Selectmen Recommends.

The Board of Selectmen agrees with the reauthorization of this revolving fund. The Steele Farm Advisory Committee (SFAC) has raised these funds through Christmas tree sales and other events. Under the stewardship of the SFAC, a number of important activities will be conducted in fiscal '00, to include but not be limited to, asbestos removal, auction and/or removal of out structures/sheds, and operations of the reconstructed ice house. Additionally, the SFAC will address issues of barn maintenance, and cooperatively with the Historical Commission, the disposition of the residence for Annual Town Meeting.

Steele Farm Advisory Committee Recommends.

The Finance Committee Recommends.

This is simply the reauthorization of the existing revolving fund that is credited with Christmas tree sale proceeds and debited by expenses due to the several necessary maintenance projects undertaken by the Steele Farm Advisory Committee. The expense limit for this year has been increased to accommodate critical deferred maintenance projects on the property.

ACTION ON ARTICLE 1, November 8, 1999. On Mr. Rudolph's motion, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44 sec. 53E1/2 for purposes of receiving monies and paying expenses for the Steele Farm up to Ten Thousand One Hundred Dollars (\$10,100), and further to provide that the monies remaining in

the fund at the end of fiscal year 2000 be carried over into fiscal year 2001 to pay for expenses not yet completed; and provided, further, that this fund shall be controlled by the Steele Farm Advisory Committee, who shall approve all such expenditures by a majority vote.

ARTICLE 2 AUTHORIZATION OF FIRE ARMS PERMIT FEES REVOLVING FUND

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 sec. 53E1/2 to authorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permit up to Two Thousand Dollars (\$2,000); and further to provide that the monies remaining in the fund at the end of fiscal year 2000 be carried over into fiscal year 2001 to pay for expenses not yet completed. This fund shall be controlled by the Police Chief, who shall approve all such expenditures; or take any other action relative thereto.

The Board of Selectmen Recommends.

Under current State firearms law, the Police Department collects fees in conjunction with the issuance of permits, then must send to the State 50% of the collected fees. This revolving fund will allow for the deposit of the total fee into an account from which State payments and expenses associated with the permitting process will be drawn.

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

The Finance Committee Recommends.

This article will allow firearms permit fees to be deposited into a revolving account for the purpose of funding all expenses incurred during the permitting process. This self-funding approach will avoid the inconvenience to citizens of delays resulting from the occasional lack of appropriate forms or other supplies required for the permits.

ACTION ON ARTICLE 2, November 8, 1999. On Mr. Wheeler's motion, the Town did vote, unanimously, to authorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44 sec. 53E1/2 to authorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permit up to Two Thousand Dollars (\$2,000); and further to provide that the monies remaining in the fund at the end of fiscal year 2000 be carried over into fiscal year 2001 to pay for expenses not yet completed; and provided, further, that this fund shall be controlled by the Police Chief, who shall approve all such expenditures.

ARTICLE 3 AMENDMENT TO THE BID BYLAW

(Majority vote required)

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

Unless otherwise provided by vote of Town Meeting, the Board of Selectmen or *Executive Administrator* is authorized to enter into any contract for the exercise of the Town's corporate powers for matters involving General Government, and the School Committee for school matters, on such terms and conditions as are deemed appropriate. Notwithstanding the foregoing, the Board of Selectmen, *Executive Administrator*, or School Committee, shall not contract for any purpose, or on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

by replacing “Executive Administrator” (*in italics*) with “Town Administrator” in the two places referenced in the bylaw; to read as follows:

Unless otherwise provided by vote of Town Meeting, the Board of Selectmen or *Town Administrator* is authorized to enter into any contract for the exercise of the Town’s corporate powers for matters involving General Government, and the School Committee for school matters, on such terms and conditions as are deemed appropriate. Notwithstanding the foregoing, the Board of Selectmen, *Town Administrator*, or School Committee, shall not contract for any purpose, or on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

Or take any other action relative thereto.

The Board of Selectmen Recommends.

This is a housekeeping article consistent with the change to a Town Administrator.

The Finance Committee Recommends.

This article asks the Town to recognize in a pertinent Bylaw the recent change in responsibility and title from the former position of “Executive Administrator” to the current Town Administrator.

ACTION ON ARTICLE 3, November 8, 1999. On Ms. Grossman’s motion, the Town did vote, unanimously, to amend the Bid Bylaw to read as printed in the warrant under Article 3.

ARTICLE 4 AMENDMENT TO THE PERSONNEL PLAN

(Majority vote required)

To see if the Town will vote to amend the Town of Boxborough Personnel Administration Plan by:

Amending Classification of Positions Schedule A by:

Add the position of Police Secretary under the Regular Reduced Hours Schedule

Add the position of Children’s Librarian under the Regular Part-time Schedule

Amending Compensation of Positions Schedule B by:

Add Compensation of Police Secretary as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
10.65	11.02	11.41	11.80	12.12	12.65

Add Compensation of Children’s Librarian as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
12.00	12.42	12.85	13.30	13.77	14.25

Or take any other action relative thereto.

The Board of Selectmen Recommends.

The Library Board of Trustees Recommends.

The Library's Board of Trustees is working with the Library's Director to revise job descriptions so that they match the functions that need to be performed at the Library. One of the primary functions is that of the Children's Librarian, the individual in charge of the Children's collection and the Children's programs. We want to have this position added to the Boxborough Personnel Administration Plan now so that we will be able to budget for it next year and so that we will be able to talk to prospective employees about it. Adding this position to the Town's Personnel Plan will not increase our budget for the current fiscal year.

The Finance Committee Recommends.

The steps indicated are commensurate with the salary and wages of comparable positions in town. The Police Secretary billet is currently filled and funded for this fiscal year. The Children's Librarian position will most likely be filled in FY01. The plan revisions indicated in the warrant were approved by the Personnel Board on 4 October 1999.

ACTION ON ARTICLE 4, November 8, 1999. On Mr. White's motion, the Town did vote, unanimously, to amend the Town of Boxborough Personnel Administration Plan by amending the Classifications of Positions Schedule A and Compensation of Positions Schedule B as printed in the Warrant under Article 4.

ARTICLE 5 AMENDMENTS TO THE FY00 BUDGET

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds or by taxation or otherwise, for the operations and expenses of the Town for the fiscal year beginning on July 1, 1999 by amending the budget voted under Article 5, ATM on May 10, 1999 as follows:

Line Item	Description	Appropriated at ATM, 5/10/99	Proposed increase/<decrease>	Newly Recommended FY00
5	Selectmen Expenses	\$800	\$1,700	\$2,500

The Board of Selectmen Recommends. As the pace of activities associated with the actions of the BOS to work on meeting the needs and business of the Town, it has become apparent that the availability of funds to support various studies and programs has limited its ability to act. This request will provide funds to support miscellaneous consulting support requests, conference fees, and volunteer/employee appreciation activities.

The Finance Committee Recommends. The Finance Committee recognizes that the key land use, economic development, and budgetary/tax policy issues facing the town require from time to time advice or educational interaction with municipal, state, or professional society information sources. The \$1700 increase in this line item provides "seed money" to allow the Selectmen to make initial inquiries into such issues, identify appropriate consultants, and provide stopgap professional advice until more detailed studies can be funded by Town Meeting. Some portion of this increase will also fund volunteer/employee appreciation activities.

Line Item	Description	Appropriated at	Proposed	Newly
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		ATM, 5/10/99	increase/<decrease>	Recommended FY00
9	Town Hall Wages	\$140,773	\$2,050	\$142,823

The Board of Selectmen Recommends. This represents an increase in temporary clerical help for Acton/Boxborough School-to-Career Student Interns.

The Finance Committee Recommends. This increase in the Temporary Clerical Help account represents the continuation of a project started last summer with the ABRHS School to Career Partnership. In this program high school interns assist Town Hall staff in clerical tasks that are not of immediate priority, but which increase the efficiency of Town operations. Examples of proposed tasks include: general filing, culling of dead files to free up storage space, and organizing board and committee records. The added cost of \$2050 is very small in proportion to the operational advantages gained. This was not included in the Annual Town Meeting budget since it was not at that time foreseen how effective the intern program would become.

Line Item	Description	Appropriated at ATM, 5/10/99	Proposed increase/<decrease>	Newly Recommended FY00
63	A/B Regional High School	\$2,622,722	<\$116,303>	\$2,506,419

The Board of Selectmen Recommends. The failure of the School override in Acton forced the Regional School committee to reduce its budget. This change adjusts our voted budget.

The Boxborough Members of the Acton-Boxborough School Committee Recommend. Our assessment is lowered due to the failure of the operating override in the town of Acton.

The Finance Committee Recommends. This change simply accepts the reduction in A/B Regional School Assessment occasioned by the failure of an override vote in Acton during the Spring of 1999. The previous amount was predicated on an ABRHS budget requiring a positive vote in the Acton override election.

Line Item	Description	Appropriated at ATM, 5/10/99	Proposed increase/<decrease>	Newly Recommended FY00
80	Other Benefit Insurance	\$34,388	<\$1292>	\$33,096

The Board of Selectmen Recommends. This change results from review and renegotiations of insurance costs. Our Police Insurance increased \$926, while we experienced decreases in our Fire Insurance of \$268 and our Workers' Compensation of \$1950.

The Finance Committee Recommends. The Finance Committee applauds the efforts of the Town Administrator and Town Hall staff in reviewing insurance needs and bringing a healthy dose of competition to the process of obtaining needed coverage for the Town. These efforts have resulted in a net decrease in this line item of \$1292 from the previously budgeted amount.

Line Item	Description	Appropriated at ATM, 5/10/99	Proposed increase/<decrease>	Newly Recommended FY00
82	Liability Insurance	\$76,408	<\$21,026>	\$55,382

The Board of Selectmen Recommends. This change results from review and renegotiations of insurance costs.

The Finance Committee Recommends. The Finance Committee again and more enthusiastically applauds the efforts of the Town Administrator and Town Hall staff in their efforts to update our process for obtaining the Town's insurance coverage. These efforts have returned to the taxpayer \$21,026 in this line item, as compared to the previously budgeted amount.

Line Item	Description	Appropriated at ATM, 5/10/99	Proposed increase/<decrease>	Newly Recommended FY00
85	Hetz Principal	\$0	\$110,000	\$110,000

The Board of Selectmen Recommends. This change is required to authorize the funds required to pay the first payment on the bonds issued to raise funds for the acquisition of the Hetz property authorized at the ATM.

The Finance Committee Recommends. When the Town voted to purchase the Hetz property in May of 1999, the intent was to finance this purchase in such a way that only interest payments would come due in FY '00. The Annual Town Meeting budget in this line item reflected that intention. Subsequent to the 1999 Annual Town Meeting, investigations by the Treasurer discovered a financing vehicle that reduced the total bonded cost to the town, but required a principal payment in FY '00. This line item change funds that FY '00 principal payment.

Or take any other action relative thereto.

ACTION ON ARTICLE 5, November 8, 1999. On Mr. Wheeler's motion, the Town did vote, unanimously, to amend the FY 2000 budget, as voted under Article 5 at the Annual Town Meeting on May 10, 1999, by adjusting the line items as indicated in the warrant before you under Article 5.

ARTICLE 6 CAPITAL IMPROVEMENTS - FIRE RESCUE AIR TANKS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Forty Thousand Dollars (\$40,000), more or less, for the purpose of acquiring air tanks; or take any other action relative thereto.

The Board of Selectmen Recommends.

While this type of capital expenditure is more typically brought forward at the Annual Town Meeting, recent changes associated with the apparatus require that action be taken immediately. To avoid costs associated with interim/ temporary actions, it is recommended that we approve the expense at this meeting.

The Finance Committee Recommends.

The Fire Department maintains an inventory of 21 Self-Contained Breathing Apparatus (SCBA) Air-Paks for use during fires. These Air-Paks are supported at present by 55 air bottles operating at 2216 psi, the excess number of bottles over Air-Paks allowing replacement of depleted bottles during a fire. Many of our existing air bottles are nearing the end of their useful life, and must soon be replaced. The National Fire Protection Agency recommends conversion of current 2216 psi air bottles to smaller and more maneuverable bottles operating at 4500 psi. The replacement of our entire inventory of air bottles with the new high pressure bottles is proposed at this time to avoid a situation in which new money is spent to maintain an older system that will ultimately be replaced.

ACTION ON ARTICLE 6, November 8, 1999. On Mr. Wheeler's motion, the Town did vote, unanimously, to raise and appropriate the amount of Forty Thousand Dollars (\$40,000) for the purpose of acquiring fire rescue air tanks.

ARTICLE 7 CAPITAL IMPROVEMENT – FIRE STATION TELEPHONE

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of eight thousand dollars (\$8,000), more or less, to fund a new telephone system; or take any other action relative thereto.

The Board of Selectmen Recommends.

This telephone system is required because of failure of the old system due to an electrical storm. Repair of the old system was not possible. Insurance reimbursement for the telephone system will pay for additional costs of the new system.

The proposed new system will have the capacity to accommodate future town requirements as it will include one control box which can provide service to the fire station now, and the police station in the future. The current system, which has been jury-rigged as a temporary solution, is experiencing a variety of intermittent disruptions. Replacing the system immediately is the most prudent solution.

The Finance Committee Recommends.

This article will replace the system destroyed by lightning with an updated version that could also be integrated with a police station system in the future. A replacement is required to maintain reliable communications, and the upgrade to a modular system represents the lowest cost long-term solution.

ACTION ON ARTICLE 7, November 8, 1999. There will be a 50% reimbursement from insurance. On Ms. Grossman's motion, the Town did vote, unanimously, to raise and appropriate the amount of Eight Thousand Dollars (\$8,000) to fund a new telephone system for the Fire Department.

ARTICLE 8 AFFORDABLE HOUSING CONSULTANT
(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Five Thousand Dollars (\$5,000) for the purpose of employing a professional affordable housing consultant to advise the Affordable Housing Study Committee on regulatory, technical, process, organizational, and legal matters relative to the development of a Boxborough affordable housing strategy recommendation and implementation plan. The Board of Selectmen and the Affordable Housing Study Committee will manage the study, in preparation for the next Town Meeting; or any action relative thereto.

The Board of Selectmen Recommends.

The Affordable Housing Study Committee (AHSC) was appointed by the Board of Selectmen in June 1999 to advise the Selectmen on affordable housing matters, and to carry out the research necessary to recommend an affordable housing strategy and implementation plan. From the work to date of the AHSC, it has become clear that due to the complexity of the regulatory, technical, process, organizational, and legal issues related to affordable housing, it is essential that the AHSC seek professional assistance as they carry their work forward. The use of professional technical expertise has been strongly recommended by the Acton Community Housing Corporation, with whom we have had extensive consultation, as well as by Town Counsel. The requested funds will be used to supplement monies we expect to receive from the Massachusetts Housing Partnership Fund for this purpose. Together, they should be sufficient to complete the work needed for a concrete strategy and implementation plan recommendation at Annual Town Meeting in May 2000.

The Finance Committee Does Not Recommend.

The Finance Committee recognizes the high priority attached to developing an effective affordable housing strategy and implementation plan for Boxborough. We will be pleased to recommend funding for professional consulting to the AHSC when overall goals and plans for such consulting are more concrete. The Finance Committee has grave concerns, however, that the AHSC request for consulting funds at this time may be premature. These concerns lie in the following areas:

- The apparent lack of a cogently expressed vision of what we as a town broadly wish to do regarding affordable housing and why we wish to do it,
- Concern that insufficient foundation work has been done to provide a specific charge to the consultant providing a reasonable probability of good value for dollars spent,
- Concern that several of the tasks apparently proposed for the consultant could be done more effectively by townspeople,

- Concern that the \$5000 proposed is at once probably too little to obtain much in the way of results, while being too much to consider as speculative "seed money".

ACTION ON ARTICLE 8, November 8, 1999. The Finance Committee *does not recommend this article*. Mr. Fox stated that we are thirty years late in starting this project. Some of the condo units that we have in Town may be able to be used. We have one comprehensive development of 48 units proposed that will be 25% affordable. This whole procedure is very time consuming and feel that we will need outside input. On Mr. Fox's motion, the Town did vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) for the purpose of employing a professional affordable housing consultant to advise the Affordable Housing Study Committee on regulatory, technical, process, organizational, and legal matters relative to the development of a Boxborough affordable housing strategy recommendation and implementation plan.

ARTICLE 9 ACTIVE RECREATION FEASIBILITY STUDY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Sixty Thousand Dollars (\$60,000), more or less, for the purpose of performing a feasibility and engineering study to address immediate active recreation needs. The Board of Selectmen in consultation with the Recreation Commission will manage the study, in preparation for ready consideration and execution at the next Town Meeting. All expenditures from this fund shall be approved by a majority vote of the Board of Selectmen, requiring a minimum of three in favor; or take any other action relative thereto.

The Board of Selectmen Recommends.

The objective of this study will be to provide the needed field space at minimum net (both immediate and long term) cost or savings to the taxpayer through effective use of town-owned land, possibly including the sale or lease of parcels to defray construction expenses and generate revenue. The study will include, but not be limited to, options providing the collocation of two (2) 11 on 11 soccer fields, a baseball diamond, and requisite access and parking. This study shall take into account not only immediate costs and offsets, but also consider lifecycle costs and revenue streams.

The Board recognizes the immediate and important need for additional active recreation space in town, specifically fields for soccer and baseball. This is not only an issue of parity in supporting our share Acton-Boxborough field space; it is a question of supporting the needs of our community, while accommodating the best interests of the town overall. The Board of Selectmen Land Use & Economic Development Team has worked hard with the Recreation Commission, Finance Committee, and other interested parties to consider several recreational options and their financial impacts. We believe it is necessary to carry out formal engineering and design evaluation studies of a few options to bring to the town sufficient detailed information for consideration and very near term action. Some areas that we intend to be addressed include: 1) fiscal responsibility in addressing costs which are immediate against revenue potential for the long term; 2) creative approaches to defray and avoid costs through use or sale of existing resources; 3) satisfaction of immediate recreational requirements balanced with long term needs.

The issue of active recreation is directly interrelated to the broader issue of land use and economic development. We continue to work toward a common vision and a common framework of near and long-term goals and objectives for land use, for the consideration of the

town as a whole. In pursuing this long-range planning effort, it is our judgment that a feasibility study to address the various options and trade-offs for fulfilling immediate needs in a cost effective manner is the most responsible, and in the long run most efficient, way to proceed. We will be prepared to act at next town meeting and with town approval will have the necessary engineering detail to proceed quickly with implementation.

The Recreation Commission Recommends.

The Recreation Commission strongly recommends this article. We have worked closely with the Land Use Team and a representative of the Finance Committee on drafting this article. There is an immediate need in the Acton/Boxborough area for additional playing fields. We will have to start turning children away from our youth sports programs if we don't find some additional field space. The recent population increases in Boxborough and Acton have led to increased enrollments in the youth programs. We have not had similar increases in field space to handle these children. The fields we do have today are showing the wear and tear of handling so many children. This article will allow us to proceed as quickly as possible in identifying the best solution in Boxborough for adding playing fields.

The Finance Committee Does Not Recommend.

The Finance Committee agrees that additional active recreation field space is needed in Boxborough, and that some amount of surveying and engineering cost will be well spent in identifying the best site among the three to be evaluated. We are dismayed, however, that the study, proposed only to pick a site for recreation facilities, will require approximately one-third to one-quarter of the resources necessary to actually build the proposed fields.

In light of these extremely large study costs, we suggest that the BoS request a joint effort by Recreation Commission, Highway Department, Conservation Commission, and Planning Board to evaluate the Flagg Hill, Steele Farm, and Hetz properties under consideration and determine the likely best site for the proposed fields. An important issue affecting this tradeoff among field sites is the fact that the Hetz property represents a potential sale value to the Town of some \$400,000 in estimated market price as well as recurring tax revenues of from \$100,000 to \$140,000 per year. These recurring and non-recurring revenues would accrue upon sale of only the commercially-zoned portion of the property, leaving the Ag-Res portion available for other Town uses.

Assuming that the Town Meeting wishes to proceed with some form of field development, we would propose an amendment to the current warrant article. This amendment will request surveying/engineering support funds to assist a site evaluation by town board personnel at a "reasonable" level. Such an approach should still result in a proposal for field construction funds at either a Special Town Meeting or the Annual Town Meeting in May of 2000.

ACTION ON ARTICLE 9, November 8, 1999. Mr. Gorman made a motion to amend the motion on Article 9, Active Recreation Feasibility Study in the following particulars:

In line 1 & 2, replace "Forty-Two Thousand Nine Hundred Dollars (\$42,900)" with "Twelve Thousand Five Hundred Dollars (\$12,000)"

In line 3, replace "Hetz and Picnic Trust properties" with "Hetz, Picnic Trust, Steele Farm, and Flagg Hill properties"

In line 4, replace “in consultation with the Recreation Commission” with “in consultation with the Recreation Commission, Conservation Commission, and Planning Board”

No other changes to the motion are here proposed.

Mr. Neville stated that fields are allowable on the Flagg Hill property. Mr. White, Mr. Fournier, and Mr. Rudolph all urged that we vote the amendment down. Ms. Glidden made a motion to move the question. This motion carried. Mr. Gorman’s motion, as read, did not carry. Mr. Turner stated that the Picnic Street property cannot be accessed except through Steele Farm. Ms. Kroll stated that when we bought the Hetz property, it was said that we might sell the Commercial part of it to defray the cost of buying it. Mr. Fox stated that if we sell the Commercial part of the Hetz property there would not be enough land for the playing fields because of the wetlands. Mr. Brown did state that the Acton Baseball Association would donate \$10,00 to \$12,000 to development a baseball field. Ms. Ervais-Bohmiller made a motion to move the question. This motion carried. On Mr. Fox’s motion, the Town did vote to raise and appropriate the sum of Forty-Two Thousand Nine Hundred Dollars (\$42,900) for the purpose of performing a feasibility and engineering study to address immediate active recreation needs on the Hetz and Picnic Trust properties; and provided, further, that the Board of Selectmen in consultation with the Recreation Commission will manage the study, in preparation for ready consideration and execution at the next Town Meeting; and provided, further, that all expenditures from this fund shall be approved by a majority vote of the Board of Selectmen, requiring a minimum of three in favor.

ARTICLE 10 TOWN CENTER DESIGN PROJECT (Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Three Thousand Five Hundred (\$3,500) dollars for the purpose of conducting a spring 2000 design study to address: town center design in the New England area, analyze the existing factors and opportunities specific to the site, provide schematic and other plans, address the circulation system (traffic, pedestrian, and parking), landscaping, and design guidelines consistent with the character of the town, conferences, materials, visual aids/presentations; or take any other action relative thereto.

The Board of Selectmen Recommends.

The Board of Selectmen appointed a Town Center Visioning Committee (TCVC), comprised of representatives of related boards and committees, abutters, and at-large members of the community, to advise on and expedite the execution of the vision of the Boxborough Town Center District. The Committee provides a unifying mechanism across the boards and departments in town government to be responsive to development activities while serving the best interests of the town. The charge of the Committee is to work to enable a creative blend of public, retail, office and housing uses while maintaining the nature and the character of our community.

The TCVC is currently conducting a planning phase this fall 1999, including the Town Center Visioning Conference this past October 16th, which was facilitated by the University of Massachusetts, Department of Landscape Architecture and Regional Planning. The planning phase support is being funded directly by the developer in supporting the TCVC in our mutual endeavor to make Town Center a vital center of our community, of which we will all be proud.

The TCVC phased approach of soliciting feedback, addressing planning issues and subsequently conducting design activities in the spring works in the best interests of the town to address our issues and ideas in Town Center development. The design activity, if conducted by a private firm, would cost as much as ten times more. This activity is a key enabler to follow on deliberate planning, provide design alternatives and potential Town Center District Bylaw updates and other significant information for the ATM in the spring.

The Finance Committee Recommends.

We applaud the use of the University of Massachusetts as a fiscally prudent resource for town center planning. The effectiveness of the proposed consultant in marshalling inputs from a wide variety of sources and organizing the synthesis of such inputs was amply demonstrated at the 16 October 1999 Town Center Visioning Conference.

ACTION ON ARTICLE 10, November 8, 1999. Upon questioning, Mr. Rudolph said that the Town will own about ten to fourteen acres, but it will be mostly wetlands. Several stated how impressed they were by the knowledge of the group from U. Mass. The conference was great. On Mr. Rudolph's motion, the Town did vote, unanimously, to raise and appropriate the sum of Three Thousand Five Hundred Dollars (\$3,500) for the purpose of conducting a spring 2000 design study to address: town center design in the New England area, analyze the existing factors and opportunities specific to the site, provide schematic and other plans, address the circulation system (traffic, pedestrian, and parking), landscaping, and design guidelines consistent with the character of the town, and to pay for conferences, materials, visual aids/presentations.

This session of the Town Meeting adjourned at 10:45 p.m. and reconvened on Wednesday, November 10 at 7:30 p.m. with 61 voters in attendance.

ARTICLE 11 LAND APPRAISAL AND ENGINEERING FEES FUND
(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Twenty Thousand Dollars (\$20,000) for the purpose of having a fund from which appraisals, and/or engineering subdivision conceptual layouts, can be paid prior to land purchases or sales in order for the town to better assess the fair market value of parcels of land it may wish to acquire or sell or of which it may wish to otherwise dispose. This fund shall be controlled by the Board of Selectmen, who shall approve all such expenditures by a majority vote, requiring a minimum of three in favor; or take any other action relative thereto.

The Board of Selectmen Recommends.

As a result of state laws and regulations, the town has a very short time frame in which it can take advantage of many land sales and related issues. We believe it is critical that the town and its various boards and committees be able to react expeditiously to these dynamic situations.

Average costs of a land appraisal are \$2,500, and engineering costs to lay out a potential subdivision use are approximately \$10,000. The engineering plan helps establish the potential market value if the land were to be developed as a subdivision. To certify a vernal pool, costs are approximately \$250. Applications for self help funding require a minimum of two appraisals and procurement requirements request three proposals to arrive at an average valuation.

It is our every intention that these resources be used for preparedness of information so the town, as a whole, can make informed decisions on the substantial issues related to land use and potential acquisition or sale.

The Finance Committee Recommends.

We feel that the establishment of this fund is the quickest and most effective way to evaluate the purchase, for conservation or other municipal purposes, of parcels coming to market with short decision timelines in the Town of Boxborough. Recent experience suggests that the lack of such resources to evaluate potential land purchases has cost the Town dearly in both lost opportunities and excessive legal wrangling during purchase negotiations.

ACTION ON ARTICLE 11, November 10, 1999. On Mr. Rudolph's motion, the Town did vote, unanimously, to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of having a fund from which appraisals, and/or engineering subdivision conceptual layouts, can be paid prior to land purchases or sales in order for the town to better assess the fair market value of parcels of land it may wish to acquire or sell or of which it may wish to otherwise dispose; and provided, further, that this fund shall be controlled by the Board of Selectmen, who shall approve all such expenditures by a majority vote, requiring a minimum of three in favor.

ARTICLE 12 BLANCHARD MEMORIAL SCHOOL CONSTRUCTION

(Majority vote required)

To see if the Town will vote to hear the interim report of the School Building Design Committee; or take any action relative thereto.

The Boxborough School Committee Recommends.

It is important for the Town to receive a status report from the School Building Design Committee.

The Finance Committee Recommends.

We certainly recommend that the Town Meeting hear the report of the School Design Committee outlining the reasons for deferring construction as well as the committee's proposed activities through the May 2000 Annual Town Meeting.

ACTION ON ARTICLE 12, November 10, 1999. On Ms. Markiewicz's motion, the Town did vote, unanimously, to hear the interim report of the School Building Design Committee.

ARTICLE 13 DEVELOPMENT OF WELL SERVICE TO TOWN BUILDINGS

(Majority vote required)

To see if the Town will vote to raise and appropriate or appropriate from available funds, or authorize debt in the amount of Eighty Thousand Dollars (\$80,000) more or less, for the purpose of locating and testing of replacement well(s) to provide a new water source for public facilities (school, police, fire, highway); or take any other action relative thereto.

The Board of Selectman Recommends.

The current wells at the police, fire, and school are experiencing problems with increasing levels of nitrates. These wells have been tested monthly since the Blanchard expansion and the levels of nitrates are continuing to grow at a slow rate at the School. The Fire and Police stations are using bottled water at this time.

It has been recommended that in conjunction with the School Building project there was a need to locate a new source of water that would service the needs of the Police, Fire, and Blanchard facilities as well as the new school. Studies have been completed, as part of the new School design activity to determine possible sites for well development on the Town owned property.

This article will provide the funds required to drill test wells to determine the quantity and quality of water at the most likely sites. If adequate quality water is found, the Town will be asked to fund the installation of the well(s) and the hook up of the well(s) to the public buildings at a future Town meeting.

The Board of Health Recommends.

The Board of Health recommends that the Town approve this article. Nitrate levels in the Fire Station well exceed EPA limits for potable water and require some form of remediation. The nitrate levels at the School, which do not exceed EPA limits at this time, are rising at a rate that makes obtaining a new water source within the next year essential. In addition, the planned new school building will require such a source of potable water. The establishment of a new well as proposed should meet all these needs.

The Finance Committee Recommends.

The deteriorating quality of drinking water at Blanchard School, the Fire Station, and the Police Station demands that action be taken to ensure a continuing healthy water supply at those locations. The proposed plan takes a measured approach of first drilling test wells to determine the quality and volume of water available adjacent to the buildings of interest. In the event that sufficient water is found at one of up to three test wells proposed, this effort will proceed to draft appropriate reports facilitating the various approvals needed to certify a public water supply. We anticipate that a successful effort under this testing and engineering services funding authorization will lead to a request at the Annual Town Meeting in May, 2000 for well/distribution pipe engineering and construction funds. This second phase of the well development effort would drill a producing well at the selected site and construct pipes to bring that water supply to the affected municipal buildings.

ACTION ON ARTICLE 13, November 10, 1999. On Mr. Wheeler's motion, the Town did vote, unanimously to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) for the purpose of locating and testing of replacement well(s) to provide a new water source for public facilities (school, police, fire, highway).

ARTICLE 14 AMENDMENT TO THE FINANCE COMMITTEE BYLAW (Majority vote required)

To see if the Town will vote to amend the Finance Committee Bylaw Section 1, which reads as follows:

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of nine (9) citizens of the Town, other than Town officers, appointed or elected. The Moderator shall appoint nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter three (3) members each year for a term of three (3) years, the terms of said members to expire on the last day of June. No committee member shall serve for more than three (3) consecutive terms. *Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board or the Capital Budget Committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee.* Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

by deleting the fourth sentence (*in italics*) and inserting:

“Any member of said committee who shall remove from the Town, shall upon such removal, cease to be a member of said Committee. Finance Committee members may be appointed by the appropriate appointing authority to any other town board or committee, statutory, standing or ad hoc, as non-voting members. Alternatively a Finance Committee member may be appointed as a full voting member subject to a two-thirds majority vote of the entire appointing authority.”

Or take any other action relative thereto.

The Board of Selectmen Recommends.

While the original bylaw was intended to segregate the Finance Committee from any direct participation to maintain impartiality in the conduct of its activities, there have been numerous examples of the significant value of addressing financial issues with the Finance Committee. Proactive communication and analysis by the Finance Committee is essential to the effective execution of town responsibilities.

The Finance Committee Recommends.

The Finance Committee is sensitive to the original Bylaw's intention to avoid conflicts of interest due to its members' participation on other boards or committees. These other town committees very likely come before FinCom for budget allocations. We believe, however, that it is at least helpful, and often critical to the deliberations of groups such as a school building committee to have an informed perspective on the costs to the town of various policies. The requirement for a 2/3 vote of the appointing authority should minimize the likelihood of inappropriate FinCom participation on other committees.

ACTION ON ARTICLE 14, November 10, 1999. There was a motion to table discussion on Article 14 until Mr. Gorman arrives. This motion carried. At the end of the meetings, when Mr. Gorman still had not arrived, the Town did vote, unanimously, to pass over Article 14, Amendment to the Finance Committee Bylaw.

ARTICLE 15 REZONE AGRICULTURAL-RESIDENTIAL PORTION OF PARCEL 113 MAP 6 GROUP 4 TO INDUSTRIAL-COMMERCIAL

(2/3 vote required)

To see if the Town will vote to amend the Zoning bylaw and Zoning Map by extending Industrial-Commercial District #12A to include the entire parcel 113 on Assessor's Map 6 Group 4; or take any other action relative thereto.

The Board of Selectmen Recommends.

The Planning Board Recommends.

The Finance Committee Recommends.

This zoning change allows the industrial-commercial development of the named parcel of land that is currently difficult to develop as zoned. Furthermore, it is to the benefit of the Town that this land be developed as Industrial-Commercial rather than Agricultural-Residential.

ACTION ON ARTICLE 15, November 10, 1999. Ms. Rawski read the "Report of the Planning Board", as follows:

**ARTICLE 15: REZONE AGRICULTURAL-RESIDENTIAL PORTION OF PARCEL 113
MAP 6 GROUP 4 TO INDUSTRIAL-COMMERCIAL**

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on October 19, 1999 to review Article 15.

The proposed article would rezone the portion of Parcel 113 on Assessor's Map 6 from Agricultural-Residential to Industrial-Commercial. The portion of the lot zoned Agricultural Residential to Industrial-Commercial. The portion of the lot zoned Agricultural-residential could not be developed for residential purposes due to wetland and access constraints.

THE BOXBOROUGH PLANNING BOARD:

Jennie Rawski, Chairman

Anthony D'Agostino, Member

Karen Metheny, Clerk

John Markiewicz, Member

On Ms. Rawski's motion, the Town did vote, by an uncounted two thirds vote, to amend the Zoning bylaw and Zoning Map by extending Industrial-Commercial District #12A to include the entire parcel 113 on Assessor's Map 6 Group 4.

ARTICLE 16 UPDATE FLOOD MAP REFERENCES
(2/3 vote required)

To see if the Town will vote to amend Section 4450 of the Zoning Bylaw to read as follows by adding the dates (*in italics*):

4450. Flood Plain District. Said district includes all special flood hazard areas designated as Zone A, A1-30 on the Boxborough MA Flood Insurance Rate Maps (FIRM), and the Flood Boundary and Floodways Maps, dated May 8, 1978 and effective date September 15, 1978, *revised on September 8, 1999* on file with the Town Clerk, Planning Board and Inspector of Buildings. These maps, as well as the accompanying Boxborough MA Flood Insurance Study, dated March 1978, *and revised September 8, 1999* are incorporated herein by reference; or take any other action relative thereto.

The Planning Board Recommends.

The Finance Committee Recommends.

Boxborough needs to accept the latest revisions to the flood maps so that residents in the affected areas may be eligible for flood insurance. The specifics of the changes have been published by FEMA in the Beacon and have been reviewed at public hearings.

ACTION ON ARTICLE 16, November 10, 1999. Ms. Rawski read the “Report of the Planning Board”, as follows:

ARTICLE 16: UPDATE FLOOD MAP REFERENCES

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on October 19, 1999 to review Article 16.

The proposed article updates the Flood Plain Overlay Zoning District Bylaw by referencing the recently completed Flood Insurance Study. Having an updated bylaw enables the town to continue to participate in the National Flood Insurance Program.

Therefore, the Planning Board recommends approval of Article 16.

THE BOXBOROUGH PLANNING BOARD:

Jennie Rawski, Chairman

Anthony D'Agostino, Member

Karen Metheny, Clerk

John Markiewicz, Member

On Ms. Rawski's motion, the Town did vote, unanimously, to amend Section 4450 of the Zoning Bylaw to read as printed in the Warrant under Article 16.

ARTICLE 17 TECHNOLOGY FUNDING
(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or authorize debt in the amount of Ten Thousand Dollars (\$10,000), more or less, to provide resources to enable the Town to hire consulting and connectivity services to assure operation and

maintenance of town-wide e-mail and network upgrades and for planning for additional services and execution until the next Annual Town Meeting; or take any other action relative thereto.

The Board of Selectmen Recommends.

It is high time to bring information technology infrastructure to Town Hall. The Town Hall is being networked due to the significant efforts of the Computer Advisory Committee, but the resources to professionally manage and provide connectivity are required. The anticipated activities will address connectivity, security policy & firewall software, e-mail accounts/web access individuals and departments at town hall, backups, and completion of network connectivity. The majority of the resources will be utilized for professional services prepare a plan and start to address additional information technology needs, funds permitting. This activity will expand the ways the people of the town can communicate with Town Hall, and vice versa, and opens up a significant set of resources (e.g., state info, comparable town bylaws for planning, etc.) to our town professionals.

The Finance Committee Recommends.

This money is needed to complete efforts already begun to network Town Hall. Benefits include basic productivity enhancements within Town Hall; better communication between Town Hall and Town residents and volunteers; and access for Town employees to a large and growing body of information on the Internet that is relevant to their jobs.

This money is mainly for planning, purchasing, installing and deploying local and Internet network services in Town Hall. The portion for six-month operating cost is small. If there are any funds left over, they can be applied toward a Town website.

ACTION ON ARTICLE 17, November 10, 1999. This amount is to begin a plan, there will be more appropriations in the future. On Mr. Rudolph's motion, the Town did vote, unanimously, to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to provide resources to enable the Town to hire consulting and connectivity services to assure operation and maintenance of town-wide e-mail and network upgrades and for planning for additional services and execution until the next Annual Town Meeting.

ARTICLE 18 CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS

(Majority vote required)

To see if the Town will vote to adopt the provisions of MGL Chapter 71, Section 37M, which allows the consolidation of administrative functions, including but not limited to financial, personnel, and maintenance functions of the school committee with those of the town, provided however, that such consolidation may occur only upon a majority vote of both the school committee and the Annual Town meeting; or take any action relative thereto.

The Board of Selectmen Recommends.

The Board of Selectmen recommends approval of this article which will accept the State statute allowing for consolidation of services. Services currently under consideration are primarily maintenance functions for land and buildings owned by the Town. Consolidation would result in streamlined functions and avoid duplication of services. Acceptance of this statute will simply allow the Board of Selectmen to come before a future Town Meeting with its proposals. At that

time, any such proposals will require a majority vote of Town Meeting as well as of the School Committee. If this statute is not accepted then the Board of Selectmen will take that as an indication that this is not a direction the Town wishes to follow at this time.

The Finance Committee Recommends.

Previous discussions among representatives of the School Committee, Town Hall, and Finance Committee have raised the possibility that some functions currently split up among several segments of Town Government might be consolidated to effect more efficient use of manpower and purchasing dollars. Among the functions consolidated might be purchasing of ordinary office and maintenance supplies, maintenance of all town buildings and grounds, and certain financial functions.

This article asks the Town to accept those provisions of Massachusetts General Laws enabling such consolidation of efforts. Any such change in operational relationships among town and/or school administrative functions in the future would only be effected by majority vote of both the School Committee and Annual Town Meeting upon a specific proposal.

ACTION ON ARTICLE 18, November 10, 1999. This article will appear again in the future. On Mr. White's motion, the Town did vote, unanimously, to pass over Article 18, Consolidation of Administrative Functions.

This meeting was adjourned at 8:15 p.m.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before October 22, 1999.

Mark R. White, Chairman
Board of Selectmen

Donald R. Wheeler, Clerk
Board of Selectmen

Timmi W. Rudolph
Board of Selectmen

Rita Gibes Grossman
Board of Selectmen

Leslie Fox
Board of Selectmen