

Personnel Administration Plan - Classification and Compensation Schedule
Annual Town Meeting General Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO GENERAL BYLAWS**

The Board of Selectmen and Personnel Board will jointly hold a public hearing on Monday, October 16, 2017 at 7:05 p.m. in the Morse-Hilberg Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Administration Plan's Classification and Compensation Schedule. The Board of Selectmen will continue the public hearing to consider the amendment of the Annual Town Meeting General Bylaw. The proposed amendments will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

FY 2018 Classification and Compensation Schedule
Proposed for STM December 4, 2017

REGULAR FULL-TIME, REDUCED 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
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	<i>Assistant Town Administrator</i>	<i>Exempt</i>	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	<i>Human Resources Manager</i>	<i>Exempt</i>									
	Inspector of Buildings	Exempt									
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
Town Treasurer/Collector	Exempt										
14	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt									
	(DPW) Business Administrator	Non-exempt									
	Youth Services Librarian	Exempt									
12	Conservation Agent	Non-exempt	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.58
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	Animal Control Officer	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

FY 2018 Classification and Compensation Schedule
Proposed for STM December 4, 2017

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly (All Non-exempt)	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Control Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07
Stipends (Annual)	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
Fees-based	
Wiring Inspector	
Plumbing & Gas Inspector	

ANNUAL TOWN MEETING

The Annual Town Meeting for the election of town officers shall take place on the ~~third~~ Tuesday following the third Monday in May of each year and that the Annual Meeting for the transaction of other business shall take place on the second Monday in May of each year.

Adopted:	February 4, 1957
Amended:	November 21, 1966
Approved by the Attorney General:	May 21, 1968
Amended:	March 5, 1974
Approved by the Attorney General	April 9, 1974
Amended:	May 12, 2016
Approved by the Attorney General	June 28, 2016

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 SECOND MONDAY ANNUAL TOWN MEETING BEGINS	15 THIRD TUESDAY MUNICIPAL ELECTION PER CURRENT BYLAW	16	17	18	19
20	21 THIRD MONDAY	22 TUESDAY FOLLOWING THE THIRD MONDAY MUNICIPAL ELECTION PER PROPOSED BYLAW	23	24	25	26
27	28	29	30	31		

Road Layout Alteration

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING**

In accordance with MGL Chapter 82, Sections 21 & 22, the Board of Selectmen will hold a public hearing on Monday, October 30, 2017, at 7:05 PM, in the Morse-Hilberg Meeting Room, Boxborough Town Hall, 29 Middle Road, on the proposed road layout alteration and extension of Emanuel Drive.

All are welcome to attend.

Per Order
Board of Selectmen

Property Description
Emanuel Drive
Boxborough, Mass.

A Parcel of land situated on the westerly side of Emanuel Drive, a public way in the Town of Boxborough., County of Middlesex, Commonwealth of Massachusetts and bounded and described as follows.

Beginning at a found drill hole in a stone wall at the southwesterly side of Emanuel Drive at land of Thomas W. & Brigid O. Bieber.

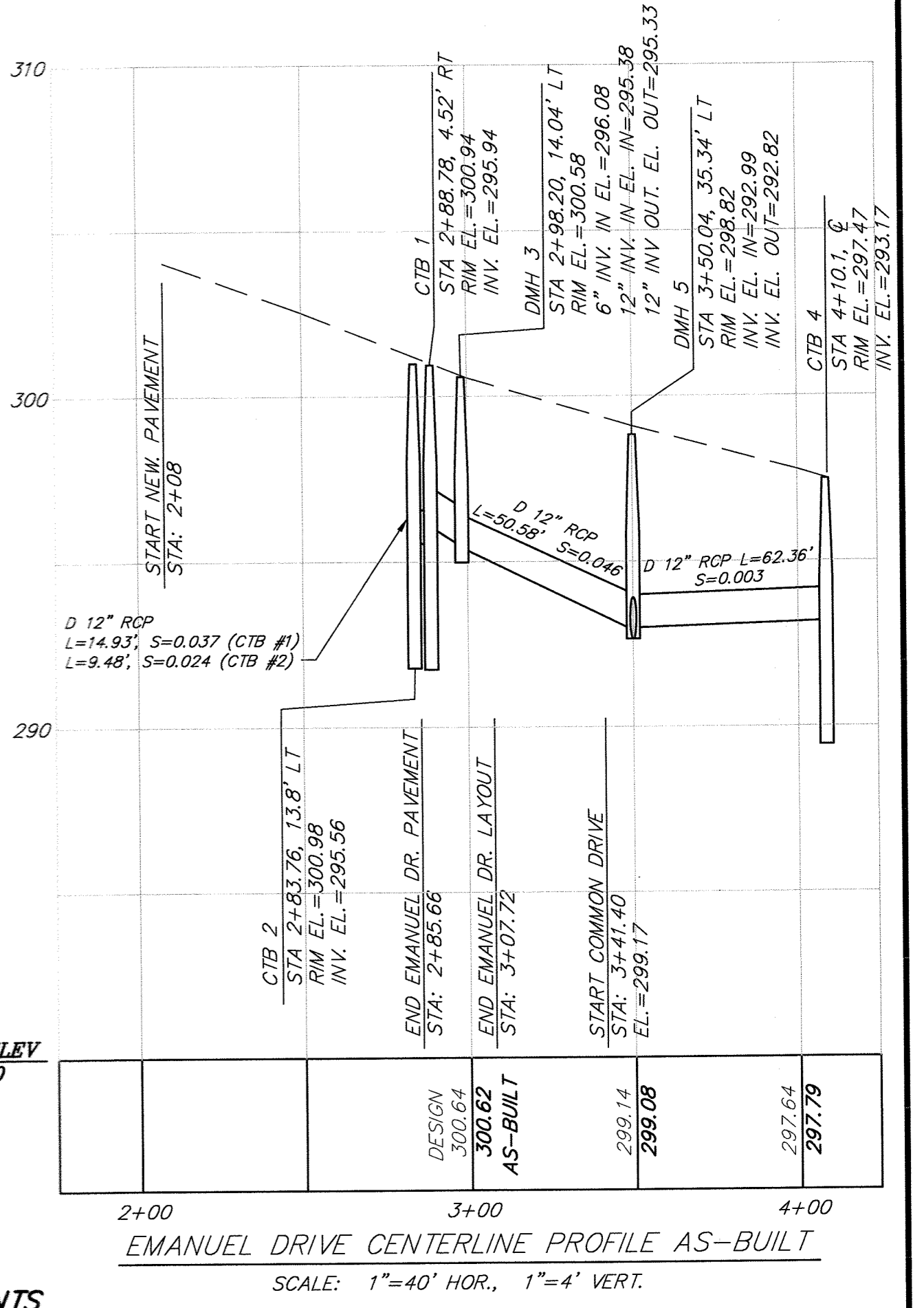
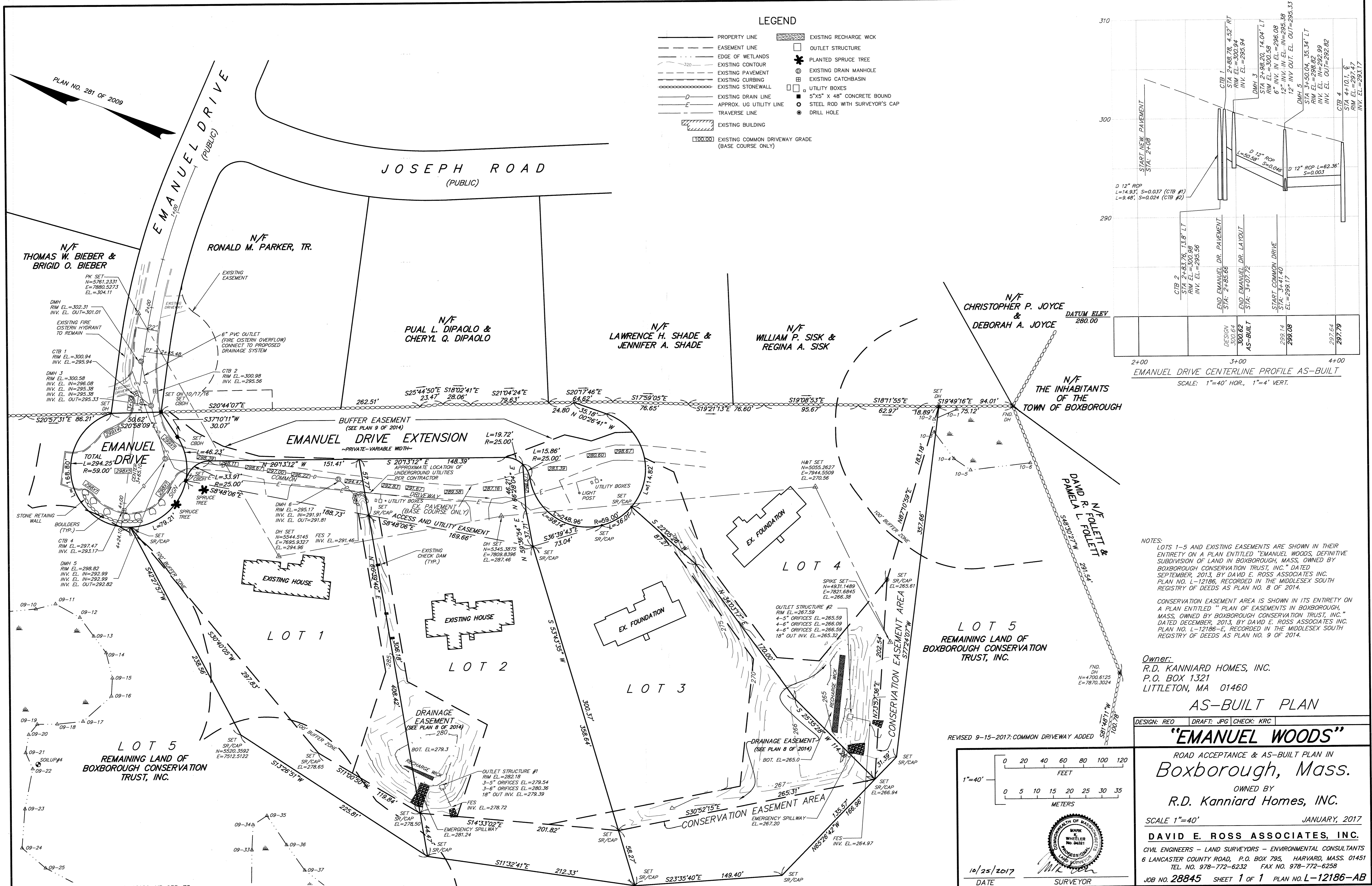
- Thence S20°-58'-09"E by Emanuel Drive fifty and 62/100 (50.62') to a set concrete bound with a drill hole at Emanuel Drive Extension.
- Thence S37°-10'-11"W by Emanuel Drive Extension thirty and 07/100 (30.07') feet to a set concrete bound with a drill hole.
- Thence Southwesterly by Emanuel Drive Extension on a curve to the right having a radius of fifty nine and 00/100 (59.00') feet, an arc distance of forty six and 23/100 (46.23') feet to a set concrete bound with a drill hole.
- Thence Southwesterly, Westerly, Northerly and Northeasterly by Lot 1 and Lot 5 on a curve to the right having a radius of fifty nine (59.00') feet, an arc distance of two hundred forty eight and 01/100 (248.01') feet to the point of beginning.
- Containing 42,012 Square feet

Being shown as "Emanuel Drive" within that subdivision of land depicted on a plan entitled "Emanuel Woods, Definitive Subdivision of land in Boxborough, Mass. owned by Boxborough Conservation Trust, Inc." dated September 2013, prepared by David E. Ross Associates, Inc. and recorded with the Middlesex South District Registry of Deeds as Plan No.8 of 2014.

PLAN NO. 281 OF 2009

LEGEND

- PROPERTY LINE
- - - EASEMENT LINE
- - - - - EDGE OF WETLANDS
- - - - - EXISTING CONTOUR
- - - - - EXISTING PAVEMENT
- - - - - EXISTING CURBING
- - - - - EXISTING STONEWALL
- - - - - EXISTING DRAIN LINE
- - - - - APPROX. UG UTILITY LINE
- - - - - TRAVERSE LINE
- ▭ EXISTING BUILDING
- ▭ EXISTING COMMON DRIVEWAY GRADE (BASE COURSE ONLY)
- EXISTING RECHARGE WICK
- OUTLET STRUCTURE
- * PLANTED SPRUCE TREE
- ⊙ EXISTING DRAIN MANHOLE
- ⊕ EXISTING CATCHBASIN
- UTILITY BOXES
- 5"X5" X 48" CONCRETE BOUND
- STEEL ROD WITH SURVEYOR'S CAP
- ⊙ DRILL HOLE



NOTES:

LOTS 1-5 AND EXISTING EASEMENTS ARE SHOWN IN THEIR ENTIRETY ON A PLAN ENTITLED "EMANUEL WOODS, DEFINITIVE SUBDIVISION OF LAND IN BOXBOROUGH, MASS, OWNED BY BOXBOROUGH CONSERVATION TRUST, INC." DATED SEPTEMBER, 2013, BY DAVID E. ROSS ASSOCIATES INC. PLAN NO. L-12186, RECORDED IN THE MIDDLESEX SOUTH REGISTRY OF DEEDS AS PLAN NO. 8 OF 2014.

CONSERVATION EASEMENT AREA IS SHOWN IN ITS ENTIRETY ON A PLAN ENTITLED "PLAN OF EASEMENTS IN BOXBOROUGH, MASS, OWNED BY BOXBOROUGH CONSERVATION TRUST, INC." DATED DECEMBER, 2013, BY DAVID E. ROSS ASSOCIATES INC. PLAN NO. L-12186-E, RECORDED IN THE MIDDLESEX SOUTH REGISTRY OF DEEDS AS PLAN NO. 9 OF 2014.

Owner:
R.D. KANNIARD HOMES, INC.
P.O. BOX 1321
LITTLETON, MA 01460

AS-BUILT PLAN

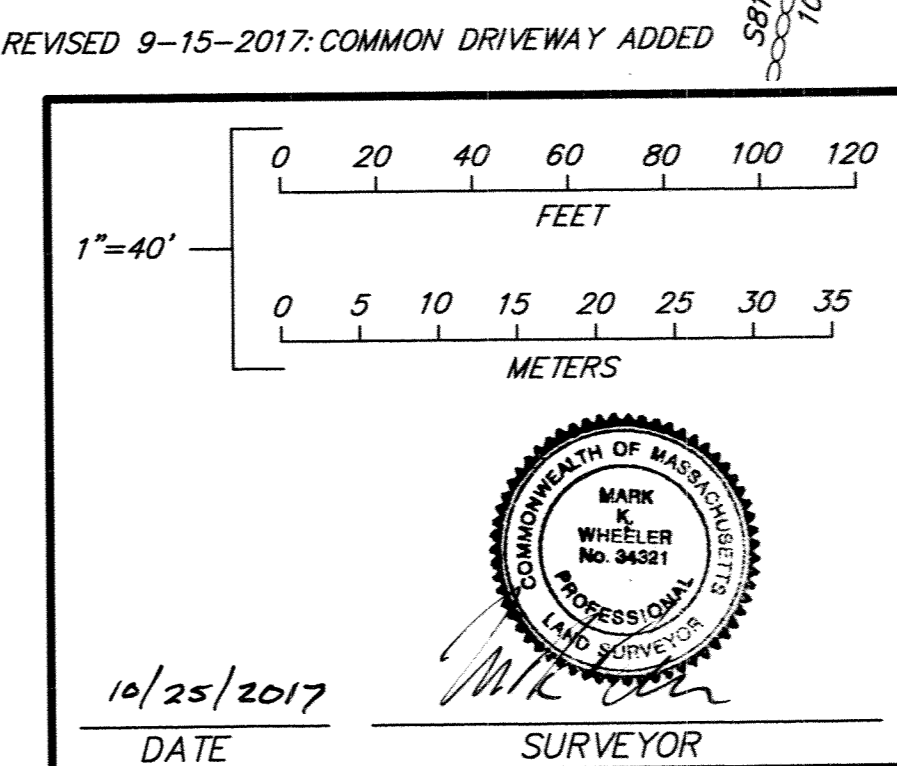
DESIGN: REO DRAFT: JPG CHECK: KRC

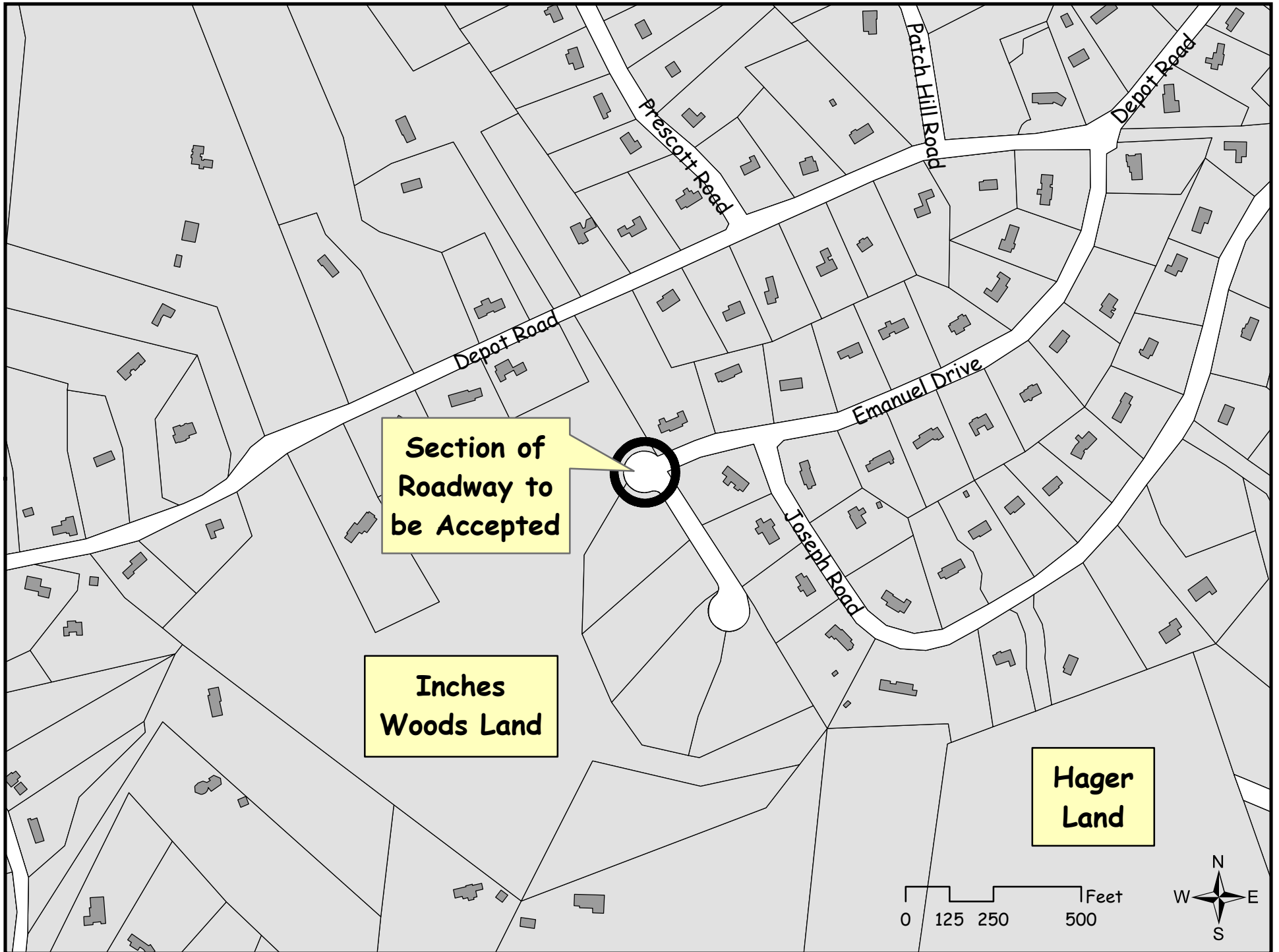
"EMANUEL WOODS"
ROAD ACCEPTANCE & AS-BUILT PLAN IN
Boxborough, Mass.
OWNED BY
R.D. Kanniard Homes, Inc.

SCALE 1"=40' JANUARY, 2017

DAVID E. ROSS ASSOCIATES, INC.
CIVIL ENGINEERS - LAND SURVEYORS - ENVIRONMENTAL CONSULTANTS
6 LANCASTER COUNTY ROAD, P.O. BOX 795, HARVARD, MASS. 01451
TEL. NO. 978-772-6232 FAX NO. 978-772-6258

JOB NO. 28845 SHEET 1 OF 1 PLAN NO. L-12186-AB





**Section of
Roadway to
be Accepted**

**Inches
Woods Land**

**Hager
Land**

0 125 250 500 Feet

