



TOWN OF BOXBOROUGH

NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Monday, June 1, 2020
7:00 PM
Conducted via a ZOOM Event

Revised:
June 1, 2020

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	7:00 PM	Call to Order - <i>this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See Page 3 of this Agenda for remote participation instructions.</i>	
		<i>Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.</i>	
		<i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i>	
2.	7:00 PM	Announcements	
3.	7:05 PM	Approval of payroll and payable warrants Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)	
4.	7:08 PM	Minutes	
	a.	Regular session, April 27, 2020	ACCEPT & POF
	b.	Regular session, May 11, 2020	ACCEPT & POF
5.	7:10 PM	Citizen's Concerns	
6.	7:15 PM	General Business	
	a.	Route 111/Massachusetts Avenue Sidewalk Project <i>Vote to approve the Order of Taking for a Permanent Easement for property adjacent to 211 Massachusetts Avenue to allow for the construction of a sidewalk as endorsed by Town Meeting at the December 10, 2019, Special Town Meeting, and further to authorize Chair Maria Neyland to sign on behalf of the Select Board.</i> <i>N.B.: Ratification of the Board's vote of March 16, 2020</i>	VOTE:
	b.	Bond Anticipation Note (BAN) Approval Process - Town Accountant Jennifer Barrett <i>NB: Vote shall be pursuant to the materials provided by Town Accountant Barrett</i>	VOTE:
7.	7:25 PM	FY 2021 Budget /Annual Town Meeting/ Election Preparations	
	a.	Review of Town Meeting presentations, provided to date <i>Possible vote on Select Board Article #2 Report presentation</i>	
	b.	Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast	
	i.	Resident Feedback - COVID-19/Social Distancing Concerns	
	ii.	Pre-Town Meeting Forum of May 12th	
	iii.	Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions...]	VOTE:
	c.	Update on June 2nd Election Preparations	
	i.	Review of Disclosures of financial interest and determination by appointing authority, M.G.L. c. 268A	

Item #	Estimated Start Time	Action Vote/ Accept & POE
	As required by G.L. c. 268A, §19 and §20 the Board has reviewed the matter and the financial interest identified and brought forward by the following personnel and/or Board member, as it concerns a family member that will be performing work related to the June 2nd Election event:	
	<ul style="list-style-type: none"> ○ Town Accountant, Jennifer Barrett regarding her daughter, Mikayla Barrett [G.L. c. 268A, §19] ○ Library Trustee, Mary Brolin regarding her two daughters, Siena Brolin and Alison Brolin ○ Library Trustee, Jennifer Campbell regarding her daughter 	
	<i>Vote to notify the individuals identified herein, that the Board has determined that the financial interest that she disclosed is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from them.</i>	VOTE:
	<ul style="list-style-type: none"> ○ Select Board Chair, Maria Neyland regarding her daughter Julia Neyland [G.L. c. 268A, §20] 	
	<i>Vote to notify Maria Neyland, that the Board has determined that the financial interest that she disclosed is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from them.</i>	VOTE:
	d. FY 2021 Budget - Updates	
8.	8:00 PM Personnel Updates - TA Ferrara	
9.	8:15 PM Update on Town Boards/Committees/Commissions	
	a. Various board members to be considered for (re) appointment <i>[Unless otherwise noted, the motion for each appointee should read "Move to (re-) appoint... to the... for a three year term effective July 1, 2020 through June 30, 2023]</i>	
	i. Nate McKinley, Economic Development Committee (At-large)	VOTE:
	ii. Becky Neville, (FinCom) Affordable Housing Trust	VOTE:
	iii. Claudine Lesk, and Stacey O'Connell, Recreation Commission	VOTE:
	iv. Connor Reardon, LELWD Rep/Ex-officio Member, Sustainability Committee	VOTE:
	v. Rick Barrett, Veterans Tribute Committee	VOTE:
	vi. Kristin Hilberg, Zoning Board of Appeals	VOTE:
	vii. Kimberly Musto, At-Large member of the Design Review Board, effective immediately through June 30, 2023	VOTE:
10	8:30 PM Select Board & Town Administrator's reports/updates	
	a. COVID-19 Status Update	
	b. Reports	
11	8:45 PM Adjourn	

2020: 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 7/14/2020 [Town Meeting Review]

2020 ATM Re-scheduled to: 6/22/2020

2020 Annual Town Election Re-scheduled to 6/2/2020

To Join Zoom Meeting

<https://us02web.zoom.us/j/87524415022?pwd=WGNubXliakpXcldNY2daTk5vem9pdz09>

Meeting ID: 875 2441 5022

Password: 767093

One tap mobile

+19292056099,,87524415022# US (New York)

+13017158592,,87524415022# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 875 2441 5022

Find your local number: <https://us02web.zoom.us/u/kbM1LyGJfz>



BOXBOROUGH SELECT BOARD
Meeting Minutes
April 27, 2020

Approved: _____

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member; Les Fox, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; Jennifer Barrett, Town Accountant; Liz Markiewicz, Town Clerk; John Fallon, Moderator; and BXB-TV Coordinator, Kirby Dolak.

Along with Finance Committee Chair Kushner; members - Keith Lyons; Becky Neville; and Ling Chen and resident, Jeanne Kangas

At 7:01 PM Chair Neyland called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Announcements

Chair Neyland read the Announcements.

Approval of payroll and payable warrants

- Chair Neyland reported that there were seven warrants that were approved by her as the designate representative of the Select Board and all of the Board members were provided same for review.

Payables 2020-36 dated 3/31/20, Total \$147,375.09

Payables 2020-36NC dated 3/31/20, Total \$1,164,344 (2 signatures)

Payables 2020-37 dated 4/7/20, Total \$304,251.62

Payroll 20-20 dated 4/8/20, Total \$154,177.50

Payables 2020-39 dated 4/21/20, Total \$99,271.70

Payroll 20-21 dated 4/22/20, Total \$160,096.50

Payables 2020-40 dated 4/28/20, Total \$33,281.56

The Board passed over Item#4-Minutes and took Item #5, out of order

Citizen's Concerns

Jeanne Kangas spoke on several items; providing her input on not filling vacant positions, freezing wages and on another community's furloughing of staff during the current crisis. The Board noted that these items would be discussed further during the joint Finance Committee discussion. Kangas also spoke to the article to change the Clerk to an appointed position; suggesting that preference should be given to a qualified Boxborough resident when hiring.

Annual Town Meeting/ Election Preparations - Joint Meeting with Finance Committee

Finance Committee Chair, Gary Kushner, called the Finance Committee to order. Present were Chair Kushner; members - Keith Lyons; Becky Neville; and Ling Chen; along with Town Accountant, Jennifer Barrett.

- There was discussion of the two Elections re-scheduled to Tuesday, June 2nd. Town Clerk Markiewicz advised that holding COVID-19 social distancing practices have required changes to her normal election procedures. She has re-located these Elections to the Blanchard School Gym and is working to determine what will be necessary to address health/sanitary concerns.
 - Member Bak moved to notify residents of the Annual Town Election to be held on Tuesday, the second day of June, 2020, from 7:00 A.M. to 8:00 P.M. at the Blanchard Memorial School Gym, 493 Massachusetts Avenue, Boxborough, MA 01719, for the following purpose: To cast their votes in the Annual Town Election for candidate for the following offices: Select Board, 3-year term 2 seats; Library Trustees, 3-year term, 2 seats; School Committee, 3-year term, 2 seats; Board of Health, 3-year term, 1 seat; Planning Board, 3-year term, 2 seats; Planning Board, 2-year term, 1 seat; Moderator, 1-year term, 1 seat. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Stemple "aye," Bak "aye," Fox "aye," Fowlks "aye," and Neyland "aye." The motion was made and seconded and then a friendly amendment was suggested by Clerk Markiewicz which was accepted as moved and seconded.
 - Member Fowlks moved to notify residents of the Special State Election for the office of the Representative in General Court, Thirty-seventh Middlesex District, to be held at Blanchard Memorial School Gym, 493 Massachusetts Avenue, Boxborough, MA

01719, on Tuesday, the second day of June, 2020, from 7:00 A.M. to 8:00 P.M. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Stemple “aye,” Bak “aye,” Fox “aye,” Fowlks “aye,” and Neyland “aye.”

- Clerk Markiewicz spoke to an item just recently added to this agenda, concerning encouraging absentee/early voting for the Elections of June 2nd. There has been interest about preemptively mailing out ballots; but, State law does not allow this. We are, however, allowed to send absentee/early voting applications to all registered voters. She related how she would manage this mailing and the cost involved in this effort (≈ \$1.00 per household). The consensus of the Select Board was this was sensible to protect our residents and supported the Clerk’s efforts. Markiewicz noted that she does not have the funds for this so she has drafted a Reserve Fund Transfer Request (RFT). The Finance Committee provided input as to the appropriate amount to cover the anticipated costs. This RFT is on the FinCom’s agenda for Thursday night. As this is an effort to encourage social distancing, this may be a COVID-19 this should be a reimbursable expense. It was suggested that Reverse 911 call could be used to get the word about absentee/early voting. Clerk Markiewicz clarified that the Polling location will be fully staffed and opened for the times that the Select Board just voted for those that still want to come in and vote. Member Fowlks moved to recommend that the Boxborough Finance Committee consider, upon the recommendation of the Town Clerk, to allocate \$3,000 from the Reserve Fund (Reserve Fund 132 - Account #001-132-5960-0000) to the Election and Registrars Budget-162 (Election and Registrars Printing Services - Account #001-162-5317-0000) for the purpose of mailing absentee/early voting applications to all registered voters in Boxborough for the June 2, 2020 Special State Election and Annual Town Election. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak “aye,” Stemple “aye,” Fox “aye,” Fowlks “aye,” and Neyland “aye.”

Minutes

- Member Fowlks moved to approve the regular session minutes of March 30, 2020, as amended. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak “aye,” Stemple “aye,” Fox “aye,” Fowlks “aye,” and Neyland “aye.”

FY 2021 Budget /Annual Town Meeting/ Election Preparations - Joint Meeting with Finance Committee (Continued)

- Discussion opened on the FY 2021 Budget. There have been significant changes to budgets – including the suspension of CPIU increase of 2.6% until January. Accountant Barrett reviewed some of the various revisions – e.g. salaries; consulting; conference; debt expenses and salary lines. There was discussion as to the upcoming 2020 Flerra Playground program and the financial impact. With the reductions, to these non-fixed costs, the proposed FY 21 Budget that the FinCom will be presenting has been reduced to \$22,250, 815.00. TA Ferrara related his discussions, today, with ABRSD Supt. Light regarding the District’s FY 21 budget, which they are still reviewing. Supt. Light has a real concern about those unanticipated expenses that will be necessary to ensure social distancing for the safety of students and personnel; including decreasing class sizes when they return in September. There was discussion on the status of the District’s E&D funds and the maximum levy in Acton. We don’t know what this will look like in September but the District needs to understand that every little bit helps. Kushner spoke to the School Fiscal Review Comm.’s efforts. With so many unknowns, they do not have defined number. District is hoping to provide more clarity by Town Meeting. Acton still needs to set a new Town Meeting date.
- There was a review of the updates on 2020 Town Meeting - Articles; Recommendations; Ordering of warrant and Scheduling. TA Ferrara thanked Barrett and Fallon for all of their work in developing this warrant. The intention was to make these articles as concise and transparent as possible in an effort to keep ATM to two nights. He reviewed the index as to ordering/structure (consent)/funding sources. There were some revisions since the version distributed on Friday. TA Ferrara identified several articles that were previously in the Consent Agenda, but had been pulled out and placed at the front of the warrant. There was a review of the structure presented. BSB Chair Neyland spoke to the joint letter at the front of warrant that she and FinCom Chair Kushner drafted. TA Ferrara discussed the relocation of the ATM and Elections noted in the front of the warrant. There was a review of some minor revisions to some recommendations. Articles that needed further discussion were called out by the participants
 - Article 3 – Elected Officials Salaries – Kushner reported that he had communicated with the effective Boards on the proposal to forego salaries in FY 21. and there were no adverse responses. It was noted that the ABRSC also supports this. This saves \$6,500.00.
 - Article 4 – Personnel Plan/Schedule Amendments – recent edits reviewed and others were suggested. It was determined that only one table – 2.5% increase indicator would be included. It was noted that these increases would not occur until January 2021.
 - Article 6 & 7 – Fire Personnel/SAFER Grant – personnel has been re-identified as firefighter/EMT.
 - Article 8 – Feasibility Study – expanded scope, editorial edits and revisions to recommendations were reviewed.
 - Article #9 - Discussion was opened on the Town Clerk appointment article (#9), specifically as to the earlier Citizen concern’s comment on preference for resident applicants. The participants shared their experience and public sector training as to “best practices” regarding issues with this type of qualifier; along with the impact on the candidate pool, if required. The Town did not include this preference when we converted the Tax Collector position over several years ago. It was noted that the Clerk’s responsibilities have become increasingly complex, with all of the open meeting law and transparency mandates put in place by

the State. Current Clerk, Markiewicz spoke to this; she may speak at Town Meeting to not support this change; as there many residents that would be qualified. However, she noted that as an appointed position you could attract those with professional experience in this field. This would not go into effect until Markiewicz's term runs out in 2022. At that time, the hiring process would be similar to other department head position and like those other department heads they would report to the Town Administrator. It was noted that this resident preference could be included in a job posting but not in this Town Meeting article motion. Comments from Town Meeting floor will be taken under advisement if it is approved. This is outside of the Consent Agenda as there was there was one recommendation that was not unanimous.

The four consent agendas; some of the articles therein; along with the required voting thresholds for them were reviewed.

- **Financial/Authorization Consent Agenda**

- o Most of these are "housekeeping" in nature.
- o Borrowing costs –Accountant Barrett the borrowing scenarios/options that are being discussed with the Bonding consultant.
- o OPEB Trust Transfer is reduced to \$50,000.
- o The UCC Lease article language has been updated so the Select Board would now be able to approve these renewals **doing going** forward.
- o Cable Funding – The FY 21 IMA for Cable services should be presented at the next Select Board's meeting.
- o Closing out Articles returning approximately \$110,000. Responses as to why some articles are being closed out should be prepared, if necessary. There was a side discussion as to the status of the Acton Skate Park project.
- o Language has been added to the Ch. 90 paving reimbursement that speaks to the decision made to refrain from having the supplemental paving article that we've had the past few years.
- o Senior Work-off amendment is to approve a proxy doing the work to receive credit.
- o The MS-4 Bylaw is a General Bylaw not a ZBA bylaw, implementing this is an EPA requirement.

- **Free Cash/Capital Consent Agenda**

No major changes here.

- **Stabilization/Capital Consent Agenda**

The funding for two capital articles - the DPW Dump Truck and 2nd Cruiser (marked) have been moved from borrowing to Stabilization. The standing cruiser replacement cycle was discussed. FinCom supports the rationale for a 2nd cruiser in FY 21.

- **CPA Consent Agenda**

There is nothing controversial in the CPA Articles #29-35.

The two remaining CPA articles – Hager Bridge project and the Conservation Trust Transfer did not receive unanimous recommendations so they are outside of Consent.

- **Planning Consent Agenda**

- o Consists of the ZBA Bylaw articles. It was agreed that the recommendations provided by Economic Development Comm. can be added. The article redistricting the Priest Lane parcel was part of the Town Center settlement agreement.
- o The proposed Lighting Bylaw Article did not receive FinCom's unanimous approval.
- o Citizen's Petition –The Moderator has worked very hard with the Petitioner. Moderator Fallon reviewed his efforts and provided an update of her intentions, including possibly passing over this at Town Meeting to further refine this proposal. This is the last article.
- FinCom report, in the back, was reviewed. The ABRSD statement submitted prior to the lockdown, by Supt. Light may not be included as circumstances have changed significantly since then. The warrant should now be complete, with a few exceptions. TA Ferrara requested that the Board's vote be qualified to allow for revisions based on Town Counsel's review and any administrative changes that may be identified.
- Member Fowlks moved to reschedule Boxborough's Annual Town Meeting to June 22, 2020. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye."
- Member Fowlks moved to approve 2020 Annual Town Meeting Warrant of April 27, 2020, as presented and as possibly amended for administrative changes. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye." The Board expressed their appreciation to the staff members for this work during a difficult time.

There was discussion of Resident outreach efforts: The Town is receiving positive feedback for the changes to Town Meeting being implemented. The new date and location will be announced using a Reverse 911 and circulated on social media. Moderator Fallon and Chair Neyland will be submitting a Beacon Guest Editorial.

- Town Meeting Preparations: Pre-Town Meeting Forum - Re-scheduled to May 12, 2020. Social distancing and required PPE logistics are being worked on. We need to rethink everything, including the layout in the different venue. Dolak provided input as to the broadcast equipment that may be available. TA Ferrara noted that the Regency is allowing us use of the Parade Room for two nights, at no charge. However, the Town will have to pay for any technical support/infrastructure that the hotel provides. This is going to require a lot of coordination and communication. The June 3rd presentation submission deadline will not change, even with the new June 22nd schedule.

Finance Committee adjourned their meeting at 8:49 PM

Personnel Updates - TA Ferrara

- Though the Assistant Town Administrator and Building Dept. Support positions are vacant, he has put hiring on hold until October. He will make a determination at that time, if a further delay is necessary.
- However, two public safety dispatchers were retiring and those positions had to be filled. After advertising, Chiefs Ryder and Fillebrown were able to interview candidates via Zoom, and offers have been made.

General Business

- TA Ferrara provided an update on the Route 111/Massachusetts Avenue Sidewalk Project; the regular construction concerns are further complicated by COVID-19 issues. They are meeting on Thursday with MassDoT to discuss. The Order of Taking presented tonight is different from the previous Order of Taking; this is for construction purposes only. Member Stemple moved to approve the Order of Taking for a Temporary Construction Easement for property adjacent to 329 Massachusetts Avenue to allow for the construction of a sidewalk as endorsed by Town Meeting at the December 10, 2019, Special Town Meeting, and to designate Chair Neyland to sign on behalf of the Board, given the COVID 19 situation. ~~Seconded by Member Bak.~~ **Member Bak initially seconded but then removed same as she had received an abutter's notice. Subsequently seconded by Member Fowlks. -Approved: 5-0 by** Roll Call Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye." Member Bak abstained.
- The Board re-opened discussion the availability of Local Options under the "*Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020*". TA Ferrara provided an overview on both proposed local options to be considered by the Board. There was discussion as to the process to announce these extensions and getting the word out to residents (e.g. web posting, Reverse 911)
 - Pursuant to an "Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020", effective April 3, 2020, Member Fowlks moved to adopt the Local Option to Extend the Due Date for Exemption and Deferral Applications, Section 10(a)(iv). Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye."
 - Pursuant to an "Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020", effective April 3, 2020, Member Fowlks moved to adopt the Local Option to Waive Interest on Certain Payments Made After Due Dates Section 11. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Bak "aye," Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye."

Update on Town Boards/Committees/Commissions

- Member Stemple spoke to Molly Biron's resignation from the Sustainability Committee. Member Fowlks spoke to Biron's various efforts in the community, especially involving local students. Member Stemple moved to accept the resignation of Molly Biron from the Sustainability Committee. Seconded by Member Bak. **Approved: 5-0 by** Roll Call Bak "aye," Stemple "aye," Fox "aye," Fowlks "aye," and Neyland "aye."

Select Board & Town Administrator's reports/updates

- Member Bak reported that:
 - The Public Celebrations and Ceremonies Comm. has decided, in light of current crisis, to cancel the Memorial Day parade. They are working on posting a Memorial display on website. They also decided to defer presenting the Golden Fife and Parade Marshal this year. The intention is to award two of each in 2021.
 - The Economic Development Comm. continues to work with the UMass Amherst team. They are currently focusing on Mass. Ave. businesses. They are looking to do the charette in September. They are working on an informational flyer for Town Meeting.
- Chair Neyland reported on the School Building Comm. efforts. They are working on their upcoming MSBA submission. They had previously got a low quote on modular, but that was before the COVID 19 crisis, and other schools may be looking at acquiring them for social distancing. They are still looking at the original project start date. Though there are currently many unknown; they are still committed to staying in budget.

- TA Ferrara provided a COVID-19 Status Update: Web posting of confirmed case numbers has been reworded from “cases” to “households.” Those numbers increased over the weekend from 9 to 13. The Emergency Response Team meets daily Monday – Friday, via Zoom. He meets with Acton and ABRSD administrators every Tuesday. He also participates in a weekend conference with Partners Healthcare, Mayors and other Town Administrators/Managers. Currently, Gov. Baker has set May 4th for reopening, but this will probably be pushed off. We are a long way off from normal. There are a lot of questions and proposals for re-opening protocols. There was discussion about the many available information sources and resources. There was discussion about managing social distancing in the Town’s open spaces and how various businesses/public facilities are addressing their re-openings. Planning and data continues to be fluid and evolving. There was discussion as to how the potential reimbursement for the COVID-19 related expenses are being tracked. TA Ferrara that the standard is 75%, however all of the submitted expenses are subject to review and audit before they approved. He also noted that any reimbursement submission/processing is likely to be 1 ½ to 2 years out. He is pleased with how Town personnel and the Response Team have been working through our new normal. He asked that the Board share any resident feedback they receive with him.

Adjourn

At 9:29 PM, Member Fowlks moved to adjourn. Seconded by Member Bak. **Approved: 5-0** by Roll Call Bak “aye,” Stemple “aye,” Fox “aye,” Fowlks “aye,” and Neyland “aye.”

Exhibits

Item#

Agenda

- 4 a Regular Minutes of 3/30/20 – Draft
- 6 a Proposed Annual Town Election Warrant
2020 Special State Election Warrant
- c Draft Warrant
- 8 a Order of Taking – Temporary Construction Easement
- b. DLS Bulletin 4/3/20
- 9 a Emailed resignation from Molly Biron
- 10 a Email from Senator Eldridge – “Social Safety Net for Vulnerable Populations in our Communities
Internal Communication & Outgoing Communications
Minutes, Notices and Updates
Announcements



BOXBOROUGH SELECT BOARD
Meeting Minutes
May 11, 2020

Approved: _____

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member; Les Fox, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; Jennifer Barrett, Town Accountant; Liz Markiewicz, Town Clerk; John Fallon, Moderator; and BXB-TV Coordinator, Kirby Dolak.

Along with Becky Neville; Sheila Bauer (7:45p) and Alan Rohwer (8:00pm ≈)

At 7:01 PM Chair Neyland called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date, and are hereby incorporated by reference.

Announcements

Chair Neyland read the Announcements.

Approval of payroll and payable warrants

- Chair Neyland reported that, due to the COVID-19 restrictions, there were four warrants that were approved by her as the designate representative of the Select Board, and all of the Board members were provided same for review.
 - Payables 2020-41 dated 5/5/20, Total \$168,357.57
 - Payables 2020-41NC dated 5/5/20, Total \$1,053,360
 - Payroll 20-22 dated 5/6/20, Total \$158,964.06
 - Payables 2020-42 dated 5/12/20, Total \$73,509

Minutes

Member Fowlks moved to approve the regular session minutes of April 13, 2020, as revised. Seconded by Member Fox. **Approved: 5-0** by Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."

Citizens' Concerns

Though the public was present, no concerns were presented.

General Business

- Intermunicipal agreement with Town of Littleton for Littleton Community Television (LCTV) discussion. This is a renewal of our existing agreement; similar to previous terms. There were updates on the salary structure. We continue to have a good relationship with Coordinator Dolak and the Littleton Town administration. Dolak is flexible, going above and beyond. Dolak provided his input; we have a good relationship and he is pleased that the compensation is in-line with the market. Member Fowlks moved to approve the intermunicipal agreement between the Boxborough and the Town of Littleton for the provision of Littleton Community Television (LCTV) for the term July 1, 2020 – June 30, 2021. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."
- Establish maximum useful life of: departmental equipment for which borrowing was authorized at May 2019 Annual Town Meeting (Article 28 & 31) Barrett opened discussion. This came in on Friday. Bond counsel reached out to complete this process to BAN of the previously approved articles to identify a "useful life." This is standard procedure. Member Fowlks moved that the maximum useful life of the departmental equipment listed below, to be financed with the proceeds of the borrowings authorized by the vote of the Town as described below, is hereby determined pursuant to G.L. c. 44, §7(1) to be as follows:

Purpose	Borrowing Amount	Maximum Useful Life
Fire Department Ambulance	\$290,000	5 Years
Roll Off Truck	\$210,000	15 Years

Seconded by Member Stemple. **Approved: 5-0** by Roll Call Bak "aye," Fowlks "aye," Stemple "aye," Fox "aye," and Neyland "aye."

FY 2021 Budget /Annual Town Meeting/ Election Preparations

- **Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast**
 - BXB-TV broadcast – This might be manageable as a ZOOM event. TA Ferrara and Moderator Fallon determined the primary focus would be on COVID-19 logistics and protocols for ATM and to a lesser point speaking to the articles. Dolak noted they are discussing a webinar format – walking people through process for that night.
 - Community outreach is essential. The Town needs to adhere to the legal processes while preserving public health and safety. Social media posting could help with this.
- **Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions...]**
 - Feedback is being received about Town Meeting and allowing remote access and/or electronic voting. It is not possible to implement either. The State is considering ZOOM allowances but only for representational Town Meetings, which we are not. Electronic voting requires a significant IT infrastructure and significant lead-time to successfully deploy (It took over a year in Acton)
 - TA Ferrara reported that he had a walk-through of the Regency's function rooms with the Town Meeting Preparation Team and public safety personnel. He shared the proposed floor plans, for both the Parade Room (Town Meeting) and the Federal Banquet Room (Check in), that he had developed after this meeting. This layout allows for 196 voters; Staff would be watching from the on-site Emergency Response meeting room. Following the current order, all participants and attendees would be required to be masked, masks would also be available if needed. However, more research is necessary as to the legality of enforcing the mask requirement in this setting. We would also be encouraging the wearing of gloves by those handling equipment (e.g. microphones). There is discussion about having ushers to maintain social distancing and to direct voters to their seats, as we cannot allow for socializing as we have enjoyed in the past. There was general discussion about sanitary measures; audio/ broadcast /presentation equipment; and possible social distancing protocols for exiting at the end of the evening. It was suggested that voters with sight or hearing issues could be seated up front. TA Ferrara continues to work with the Town Clerk and Moderator on these concerns. There was a review of how we are proposing to manage the stakeholder motions/recommendations; seating and presenters speaking from the podium. We are looking to reducing the presentation times; specifically, the updates made at the beginning.
 - Boxborough Leadership Forum (BLF)/Pre-Town Meeting Forum - May 12, 2020 – this information will also be presented at tomorrow's BLF/Pre-Town Meeting Forum.
 - The completed Warrant is at the printer. They are still targeting a May 22nd mailing. He is in the process of reviewing motions with Town Counsel.
 - He is also working with the Town Clerk and other stakeholders on the layout and protocols for the June 2nd Elections at the Blanchard School.

Personnel Updates - TA Ferrara

- TA Ferrara spoke to the necessity for the Town Collective Bargaining Units Side Letters, to address the maintaining of essential services and functions during the COVID-19 declaration of emergency. Staffing and coverage was a conversation he and the Chiefs had early on. The goal was to maintain staffing. So far, our public safety personnel remain healthy, and continue to practice the sanitary and social distancing protocols initiated. However, there was a real concern in allowing paid time off during the crisis. So, we started conversations with the Unions to provide a one-time buyback of any vacation time that they have been unable to use before the end of the fiscal year. We did not seek out this accommodation, but we felt it was the responsible thing to maintain staffing at this time; being equitable to our staff. Now that we are scaling back, as we approach the lifting of restriction, staff can now take some time off, but this still needs to be addressed. TA Ferrara advised that based on current balances, with some interdepartmental cooperation, the Town be able to cover these expenses without the need for a Reserve Fund Transfer. The outside estimated cost may be around \$75,000, but hoping it will be less; especially as this time-off restriction is being eased. Barrett reviewed some of the actuals. The Town will be including these COVID-19 related salary expenses for reimbursement, but this may be a year out. We will continue to track these expenses. The focus has been in preserving public safety staffing, however, he will be discussing allowing non-union personnel to carry over their vacation time at the next Personnel Board meeting.
- Member Fowlks moved to approve the Side Letter of Agreement between the Boxborough Professional Firefighters, Local 4601 and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Bak. **Approved: 5-0** by Roll Call - Bak "aye," Fowlks "aye," Fox "aye," and Neyland "aye." Member Stemple Abstained.

- Member Fowlks moved to approve the Side Letter of Agreement between the Local 200 Massachusetts Coalition of Police and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."
- Member Fowlks moved to approve the Side Letter of Agreement between the Local 200A Massachusetts Coalition of Police, Dispatch and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

FY 2021 Employee Appointments

- The Board reviewed the list provided. They expressed their gratitude to of Town employees for being flexible and stepping up during this crisis. Member Fowlks moved to appoint the employees identified in the "FY 2021 Employee Appointment List", provided, for terms commencing July 1, 2020 and ending on June 30, 2021; unless otherwise noted, and further amended changing Town Counsel's appointment term to 2021, and Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

Update on Town Boards/Committees/Commissions

- Member Fowlks moved to reappoint the follow board members for their respective boards for a three-year term effective July 1, 2020 through June 30, 2023, unless otherwise noted.
 - Kathie Becker and Bryon Clemence to the Agricultural Commission
 - Nancy Brown to the Board of Registrars
 - R. Allen "Al" Murphy to the Housing Board and Affordable Housing Trust
 - Mary Pavlik to the Well-Being Committee
 - William Sutcliffe to the Cemetery Commission
 - Dennis Reip (ConsCom), Alan Rohwer (Hist.Comm), and Ron Vogel (Housing.Bd.) as representative of their Board to the Community Preservation Committee.
 - David Follett and David Koonce to the Conservation Commission
 - Bill Litant to the Council on Aging
 - Bob Childs, At-large member to the Design Review Board
 - Rich Guzzardi, At-large member to the Economic Development Committee
 - Kevin Mahoney to the Historical Commission
 - Sheila Bauer to the Personnel Board
 - Ryan Ferrara as MART Representative for a one-year term July 1, 2020 – June 30, 2021
 - Sarah Murphy to the Steele Farm Advisory Committee
 - Karen Noriega-Baron to the Veterans Tribute Committee
 - Les Fox and Stephen Schmitt to the Water Resources Committee
 - Michael Touns to the Zoning Board of Appeals
 - Larry Grossman to the Boxborough Building Committee
 - Christian Habersaat as Alternate member to the Zoning Board of Appeals for a one-year term July 1, 2020 – June 30, 2021
 - Susan Bak to the Personnel Board commencing July 1, 2020 through June 30, 2023 friendly amendment to change Susan's term.
- Seconded by Member Stemple. **Approved: 5-0 by** Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

Select Board & Town Administrator's reports/updates

- TA Ferrara provided an update on the COVID-19 Status. We are in a better situation than some of our surrounding communities. The primary focus over the past week has been how to return to the new normal. On May 18th, Gov. Baker will be outlining a 4-step process to do this. He is continuing his daily response team meetings, but will be scaling this back soon. He held a staff meeting today to discuss re-opening. The Library Trustees are meeting tonight to discuss plans for the Library. DPW is looking at what to do. With Town Hall, we need to determine how to manage interactions with the public. Bldg. Inspector Herget has installed plexiglass at the counter windows. He is considering split shifts for the shared spaces. We continue to address requests on-line and will meet by appointment, while practicing social distancing. How we are going to communicate the new normal to resident as Town Hall has been a very social environment. We need to educate all during this process. There is going to require a lot more planning; physical barriers are a start. The Council on Aging will not be returning to physical interactions/events until, at least, the fall.

Reports

- Member Bak reported that Economic Development Comm. Chair Rich Guzzardi has advised that they are looking at developing a working group to discussion 1414 Mass Ave and the CISCO site.

- Chair Neyland reported that:
 - FinCom Chair Kushner is looking for an update on the Veterans Tribute project at Tuesday's BLF meeting. TA Ferrara advised that he can assist with this; noting that he is working on getting this out for bid – third time's a charm.
 - School Building Comm. activities - The Committee is pushing back on recent cost projects from the contractor that puts the project 5-7 Million over budget, and we haven't even broken ground. They are doing some value engineering on various components. They now need to also factor in the necessitated social distancing into designs. They will resolve these budgetary issues. Brolin should be able to provide further information at BLF. Member Fox asked that this information be shared with the BBC, as both projects have similar fact patterns.
- Member Fox reported that he and Chair Neyland are working to organize a BBC meeting but the members approved in March still need to be appointed and the Clerk has some process concerns. There was discussion as to electronic signature processes.

Adjourn

At 8:35PM, Member Fowlks moved to adjourn. Seconded by Member Stemple. **Approved: 5-0** by Roll Call - Bak "aye," Stemple "aye," Fowlks "aye," Fox "aye," and Neyland "aye."

Exhibits

Item#

Agenda

- 3 5/11/20 Accountants email – (payable/payroll warrants report)
- 4 a Regular Minutes of 4/13/20 – Draft
- 6 a FY 21 BXB-TV IMA
- b Useful Life Statement – 2019 ATM Capital Article Vehicle acquisitions
- 7 aii. 2020 ATM Calendar
- Preparation Materials
- ATM Warrant
- Proposed ATM floor plans
- 8 a CBU – Side Letters (BPF, Local 4601; MCOP, Local 200 & MCOP, Local 200A)
- b. FY 21 Employee Appointments
- 9 a FY 21 Board/Committee member Re-appointments
- Internal Communication & Outgoing Communications
- Minutes, Notices and Updates
- Announcements

6a

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

TOWN OF BOXBOROUGH

ORDER OF TAKING

At a regularly convened meeting of the SELECT BOARD of the TOWN OF BOXBOROUGH held this ____ day of _____, 2020, it was voted and ordered as follows:

The SELECT BOARD of the TOWN OF BOXBOROUGH, duly elected, qualified, and acting on behalf of the Town, in accordance with the provisions of Massachusetts General Laws, Chapter 79, and the vote under Article 4 of the December 10, 2019 Annual Town Meeting of the Town of Boxborough, and of any and every other power and authority which is hereunto in any way enabling, does hereby take, on behalf of the Town, a **permanent easement** for all purposes for which public ways are used in the Town of Boxborough, which purposes shall include, without limitation, surveying, constructing, reconstructing, installing, supporting, inspecting, using (including public use), maintaining, repairing, replacing, removing or abandoning in place a roadway, curbing, sidewalks, guardrails, support structures, landscaping, utilities, drains, and related improvements, and the right to enter upon the easement premises, from time to time, by foot, vehicle, or heavy equipment, for all purposes stated herein and uses incidental thereto, over, in, through, under and upon the lands lying within or abutting Massachusetts Avenue and Liberty Square Road in the Town of Boxborough, Massachusetts, depicted as "Parcel T-1, 2043± SF" on that plan entitled: "Taking Plan, Massachusetts Ave/Route 111, Town: Boxborough, Massachusetts, Prepared for: Town of Boxborough", dated November, 2019, prepared by Places Associates, Inc., a copy of which is attached hereto and incorporated herein.

This taking does not include any structures presently situated on the easement premises, but does include the right of the Town to remove such structures whenever their removal shall be required for said easement purposes. This taking further includes trees, shrubs, and other vegetation within the easement premises whose removal is necessary to carry out the purposes of the easements taken herein, but shall not include private utility lines and structures.

The lands affected by this taking are owned, or supposedly owned, by the owners listed in Schedule A, attached hereto and incorporated within. If in any instance the name of any owner is not correctly stated in Schedule A, it is understood that in such instance the land referred to is owned by an owner or owners unknown to the Town.

The owners listed in **Schedule A** have waived damages and a right of appraisal of said damages, and we therefore award no damages to those persons for the herein taking, all in accordance with the provision of General Laws, Chapter 79, Section 6, as amended.

No betterments are to be assessed under this taking.

The purpose of this order is to ratify and confirm that taking performed pursuant to the order recorded with the Southern Middlesex Registry of Deeds in Book 74557, Page 495.

[signatures on following page]

IN WITNESS WHEREOF, we, the duly elected and qualified Select Board for the Town of Boxborough have hereunto set our hands and seal on the date set forth above.

TOWN OF BOXBOROUGH
SELECT BOARD

Maria E. Neyland, Chair

THE COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss _____, 2020

Then personally appeared the above-named member of the Select Board for the Town of Boxborough, as aforesaid, and proved to me through satisfactory evidence of identification, which was Maria E. Neyland, Chair of the Select Board, to be the person whose name is signed on the foregoing instrument in my presence, and further acknowledged the foregoing instrument as his/her free act and deed, and the free act and deed of the Town of Boxborough, before me.

Notary Public
My Commission Expires:

712099/BOXB/0001

SCHEDULE A

Property Address	Owner	Book	Page
211 Massachusetts Ave. Boxborough, MA	The 211 Massachusetts Avenue Condominium (The 211 Massachusetts Avenue Condominium Trust, u/d/t recorded in Book 65064, Page 102)	65064	81

From: Jennifer Barrett
Sent: Monday, June 1, 2020 10:14 AM
To: Maria Neyland; Wes Fowlks; Ryan Ferrara; Cheryl Mahoney
Cc: Les Fox; Susan Bak; Richard Sullivan (powersandsullivan); Nick Federico; Elizabeth Markiewicz
Subject: Additional item for tonight's meeting-BAN paperwork

Hi All,

We had talked about this several weeks ago and somehow I didn't get an email last week with the paperwork to remind me to get it onto tonight's agenda. I have everything now and am attaching all the pieces for the BAN approval for tonight. Cheryl will revise the agenda and update the posting today. There are 8 documents for review and the documents 1-4 are those that need signatures. I will cue them up as one document, with multiple places to sign each, in the signing portal for everyone for tonight. Document 0 is the cover letter that outlines documents 1-7. Documents 5-7 are for Nick's signature only. Wes, the motion for the board is quite lengthy, you'll want to take a look at it in advance I think. Please let me know if you have any questions.

-Jennifer Barrett

Town Accountant
Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-264-1716
Fax 978-264-3127

Boxborough: A Rural, Engaged Community for All

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential. If you have received this communication in error, please notify me immediately by replying to this message. Thank you.

Please consider the environment before printing this email

From: Jennifer Barrett
Sent: Monday, June 1, 2020 10:18 AM
Subject: Motions for tonight

I move to approve the sale of a \$1,512,900 1.25 percent General Obligation Bond Anticipation Note (the "Notes") of the Town dated June 12, 2020, and payable February 12, 2021, to Oppenheimer & Co., Inc. at par and accrued interest plus a premium of \$1,726.00.

I move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 13, 2020, and a final Official Statement dated May 21, 2020, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

I move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

I move that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

I move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I move that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

-Jennifer Barrett

Town Accountant
Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-264-1716
Fax 978-264-3127

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Please consider the environment before printing this email

7b

From: website on behalf of Contact form at Boxborough MA **Sent:** Monday, May 18, 2020 9:19 AM

To: Select Board

Subject: [Boxborough MA] Annual Town Meeting (Sent by George Elenbaas)

Hello Board of Selectmen,

Message:

It seems to me that having an actual Town Meeting (with social distancing) is pretending that our likelihood of community transmission has diminished between May and June.

Only our efforts at social distancing have had an impact on the number of cases and therefore lowered the probability of infection.

I have to go to the store; I do not have to participate in a Town Meeting; I do not have to vote, but I want to. I think having a Town Meeting this year essentially disenfranchises a large number of citizens, not unlike the Milwaukee debacle we recently witnessed. It is patently unfair.

My suggestion is that you propose a single budget based on last year's budget in a way that supports the Town's immediate needs and is easy to explain to the voters.

Then hold an electronic (listen only) Town Meeting where this can be explained to the voters. Provide a dial-in service for those citizens who do not have computer access. Zoom offers this.

Solicit written (emailed) questions and followup with a second meeting where the most relevant questions can be answered.

Vote the budget either by mail or via normal ballot at the Town Hall. A proper way of voting by email is also possible, but I don't know whether the supporting software for generating random tokens and then checking the tokens is readily available.

This is only one suggestion for proceeding in some fair way. Whatever is decided, please do not pretend that things can be handled in an adjusted-normal fashion. That will not be possible for quite some time. Proceeding with your current plan is absolutely unfair to the voters who do not care to take unnecessary risks with Covid19. Sitting in a town meeting is not at all like a quick trip to the store.

I hope you will consider my comments seriously.

regards,

George Elenbaas

From: Maria Neyland
Sent: Tuesday, May 19, 2020 10:00 PM
To: George Elenbaas
Cc: Select Board; John Fallon; Ryan Ferrara
Subject: Re: [Boxborough MA] Annual Town Meeting (Sent by George Elenbaas)

Mr. Elenbaas,

Thank you for your email. It is clear you have put a great deal of thought into an alternative to the social distancing ATM that town has planned. Unfortunately much of what you are proposing is not legal in the state of Massachusetts at this time.

The town has worked hard with our Public Safety personnel, Town Moderator and board of health to be able to hold a safe ATM. While we certainly can not guarantee the meeting will be 100% safe, I assure you we are following the safety protocols issued by the Department of Health and best practices used by other communities also holding ATM. Currently 90% of the towns with open town meetings are going forward with plans for a meeting before June 30th.

We relocated ATM to the Boxborough Regency, by moving to the Regency we were able to put a plan in place that allows us to have a social distance ATM. We will be taking over two of the largest rooms which allows us to set up check-in one room, check in will include a temperature check . The second room will be the site of the actual meeting and will be set up with a minimum 6 foot distance between chairs, microphones are set up so that there is 7 feet between anyone waiting to speak and we are currently working on a plan to make sure the microphone are safe for each speaker. Everyone will be required to wear masks.

This years ATM will not be the same as past years and we can only hope it will be "normal" next year. The BSB and Town Moderator are flexible and will cancel ATM if the Governor or State health departments issue guidance that town meetings should not be held, put forward protocols that are not feasible for Boxborough or if at anytime we feel we can not proceed safely.

I am happy to discuss this further. Please feel free to call me.

Stay safe.
Thank you,
Maria
978-549-4991

Maria E. Neyland, Chair
Boxborough Select Board

7c

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Jennifer Barrett
Title or Position:	Town Accountant
Municipal Agency:	Town of Boxborough
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1716
Office E-mail:	jbarrett@boxborough-ma.gov
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. My daughter Mikayla intends to work for the Elections department. As such, she is eligible for pay.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. As Accountant, I process election pay on a payables warrant as provided by the Elections department. I also sign the Warrants Payable.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. The current pay rate for the position my daughter is applying for is \$12.00/hour. She may

	up to 8 hours per day due to her age.
Employee signature:	
Date:	5/19/20

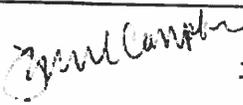
DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Boxborough Select Board
Title or Position:	Clerk
Agency/Department:	Town of Boxborough
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1712
Office E-mail	selectboard@boxborough-ma.gov
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Jennifer T. Campbell
Title or Position:	Library Trustee
Agency/Department:	Sargent Memorial Library
Agency address:	427 Massachusetts Ave
Office Phone:	[REDACTED]
Office E-mail:	[REDACTED]
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	My daughter, Emma Campbell, will be a paid election worker on June 2 nd .
What responsibility do you have for taking action or making a decision?	She will be working alongside me, but we will both be working at the direction of the Town Clerk. I have no authority over her.
Explain your relationship or affiliation to the person or organization.	She is my daughter.
How do your official actions or decision matter to the person or organization?	In my opinion, None.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	Although she is being paid, and I did suggest her to the Town Clerk as a worker, I have no authority over how the elections are run. In addition, the elections are not in conflict with my duties as a Library Trustee.
If you cannot confirm this statement, you should recuse yourself.	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
Employee signature:	
Date:	5/27/2020

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Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

Form revised July, 2012

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Mary Brodin
Title or Position:	Volunteer - chair Library Board of Trustees - chair ABESD
Agency/Department:	Library and Regional School District School Building Committee
Agency address:	—
Office Phone:	—
Office E-mail:	[REDACTED]
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	Elected positions for the Library Board of Trustees and School Committee
What responsibility do you have for taking action or making a decision?	None, these are elected positions
Explain your relationship or affiliation to the person or organization.	I am chair of the Library Board of Trustees and on a subcommittee for the School Committee
How do your official actions or decision matter to the person or organization?	As long as I remain objective during my work at the polls, as I will, my actions or decisions will not matter to the persons or organizations.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	The Library seats are not contested so low risk The School Committee seats are 2 open seats for 3 candidates and although I have a preference it will not affect my work at the polls.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Mary J. Beolin</i>
Date:	5/28/20

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(c)**

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	<i>Maria E. Neyland</i>
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input checked="" type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	<i>Select Board Member</i>
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency."
Agency Address:	
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected
Starting date as a	

special municipal employee.	
<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input checked="" type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>Name and address of municipal agency that made the contract</p>	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>This is the "contracting agency."</p>

Write an X to confirm this statement.	<input type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.
FILL IN THIS BOX OR THE NEXT BOX	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU. - Please explain what the contract is for.
	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for? <i>Julia Neyland, Daughter to work the Special/Town Election being held on June 2, 2020 and working the ATM to be held June 22, 2020</i>
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired the financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. <i>Employment with the town at the hourly rate of \$12.00.</i>
Date when your immediate family acquired the financial interest	<i>05/2020</i>
Employee signature:	<i>Electronic Signature—Maria E. Neyland</i>
Date:	<i>05/26/2020</i>

Attach additional pages if necessary.

File your completed, signed Disclosure with the city or town clerk.

8avii

From: Rebecca Verner
Sent: Wednesday, May 27, 2020 1:03 PM
To: Mary Nadwairski <MNadwairski@boxborough-ma.gov>
Cc: Ryan Ferrara <rferrara@boxborough-ma.gov>; S Corson <scorson@boxborough-ma.gov>; Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Subject: Re: FW: Design Rev Board

Thank you Mary for forwarding this to me.

Cheryl and Ryan,

The Design Review Board very much welcomes Ms. Musto's expressed interest in joining the Board, we certainly could use an additional member. Ms. Musto certainly seems to be seasoned with twenty years of relevant experience in the field. We would be thrilled to have her join us.

Best regards,
Rebecca

On Tue, May 26, 2020 at 11:27 AM Mary Nadwairski <MNadwairski@boxborough-ma.gov> wrote:
Rebecca

I confirmed with Kim receipt of her email.

Procedurally, as Chair, you need to follow up with Select Board (Ryan and Cheryl) on behalf of Kim. Cheryl takes it from there and schedules appointment at BSB meeting. Please let me know if you have any questions.

Mary O. Nadwairski
Dept. Assistant
Conservation & Zoning Bd. of Appeals
Mon/Tu/Wed
Thur 12:00 – 4:00
978.264.1722
www.boxborough-ma.gov<<http://www.boxborough-ma.gov/>>
Boxborough: A Rural, Engaged Community for All

From: Kimberly Musto
Sent: Tuesday, May 26, 2020 9:29 AM
To: Mary Nadwairski <MNadwairski@boxborough-ma.gov>; S Corson <scorson@boxborough-ma.gov>
Subject: Re: Design Rev Board

Hi Mary,
Thank you for getting back to me. Here is my background and interest email for the Design Review Board position that is available

I have been working in the shopping center field and commercial real estate for over 20 years. I am currently employed with Simon Property Group as a Sr. Tenant Coordinator. My experience is in the design and construction business as it relates to interior mall build outs and exterior mall expansions.

I have been responsible for many projects throughout Massachusetts, New York and New Jersey and have extensive experience working with architects, developers, townships and tenants. My most recent project is working with tenants and construction companies developing and building a lifestyle center (exterior) with a gym, sporting goods store, dance studio and restaurants in New Jersey. I have been involved with the expansion of the Burlington Mall, Northshore Mall, Southshore Mall and many others.

I have been a resident of Boxborough for over 20 years and would certainly be interested in contributing to the design review board and feel I am very qualified to help with the future of the Town in assisting the Planning Board and any other Town departments that might need some design guidance.

If you would please let me know that you have received this and anything else I might need to do, I'd greatly appreciate it.

Thank you.

Kim Musto

[REDACTED]

Boxborough, MA 01719

[REDACTED]



**Internal Communications and Outgoing Communications
June 1, 2020**

1. Communication from xfinity [Comcast] from Patrick Moore, dated May 16, 2020, to TA Ferrara and others providing the 1st Quarter 2020, Franchise Fee Report (PEG) and notification of electronic payment of \$11,886.14
2. Email communication Verizon's Viola Baboola, dated May 15, 2020, to Cheryl Mahoney providing the 1st Quarter 2020, Franchise Fee Report (PEG) and notification of payment of \$10,874.48)



**Minutes, Notices and Updates
June 1, 2020**

Minutes

NONE

Notices – ALL MEETINGS CONDUCTED VIA ZOOM

1. Notices of Planning Board Meetings:
Held May 18, 2020
To be held June 1, 2020
2. Notice of a Zoning Board of Appeals meeting held May 19, 2020
3. Notice of a Recreation Commission meeting to be held May 20, 2020
4. Notice of an Economic Development Committee meeting held May 21, 2020
5. Notices of Finance Committee meetings held: May 21, 2020 May 28, 2020
6. Notice of the Boxborough Building Committee meeting held May 28, 2020
7. Notice of a Design Review Board meeting held May 28, 2020
8. Notice of a Personnel Board meeting to be held June 17, 2020
9. Legal Notice – Invitation for Bids Re-bid May 2020 of the Veterans Tribute Stonework & Bronze Plaques
10. **Notices from surrounding communities [e.g. Virtual Public Hearing Notices/Decisions]:**
Acton ZBA –
Hearing Notice for June 9th - application of Nicholas & Kathleen Ammendolia for an addition on a non-conforming lot at 6 Elm Court.
Decisions:
Special Permit #20-1 Granted with conditions to Rodger & Joan Kloph, 97 Parker St.
Special Permit # 20-3 Peter Lukacic & Sandra Mika - Denied
Planning Board –
Hearing Notice for June 16th - Definitive Subdivision application of Mark Gallagher- 4 lots located at 46 High St.
Decisions:
Special Permit #19-08 Granted with conditions to Douglas & Anna Herrick, 40 Brooks St.
Special Permit # 19-09 Granted with conditions to Silver Unicorn Book Store, 12 Spruce St.
Special Permit # PB 20-1 Granted with conditions to Elysha Bemis, 82 Powder Mill Rd.

Harvard ZBA –

Hearing Notice for May 27th to consider Special Permit application of Sean & Diandra Bilodeau, addition to a pre-existing non-confirming structure at 134 Old Littleton Rd.

Planning Bd –

Hearing Notices:

June 1st – Site Plan and Special Permit Review application of Scott Patterson, commercial entertainment & recreation at 256 Ayer Rd.

June 15th - Site Plan and Special Permit Review application of Daniel & Anne Ferguson, creation of a hammerhead lot at 39 Glenview Dr.

Stow ZBA –

Hearing Notices for June 1st - Daniel Correia/Greendale LLC, for a proposed dwelling w/garage at 44 Pine Point Rd.

Variance application for front and side yard set backs

Special Permit for construction of a dwelling w/garage

Decision on Variance application of Marco Coppola, 230 Hudson Rd. GRANT, with conditions

Decision on Special Permit application of Samuel & Sandra Hurwitz, 156 Barton Rd, GRANTED with conditions