



# TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**SELECT BOARD  
Meeting Agenda  
Monday, April 13, 2020  
7:00 PM  
2nd Floor, Town Hall, 29 Middle Road, Boxborough, MA**

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	7:00 PM	<p><b>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></b></p> <p>2nd Floor, Town Hall, Boxborough, Massachusetts</p> <p><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></p> <p><i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i></p>	
2.	7:00 PM	<b>Announcements</b>	
3.	7:05 PM	<b>Approval of payroll and payable warrants</b> Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)	
4.	7:08 PM	<b>Minutes</b> a. Regular session, March 16, 2020	<b>ACCEPT &amp; POF</b>
5.	7:10 PM	<b>Citizen's Concerns</b>	
6.	7:15 PM	<b>FY 2021 Budget /Annual Town Meeting/ Election Preparations - Joint Meeting with Finance Committee</b> a. FY 2021 Budget - Updates b. Discussion/Updates on 2020 Town Meeting - Articles; Recommendations; Ordering of warrant and ATM Scheduling  i. <i>Possible Votes on revisions to 2020 Annual Town Meeting Warrant Articles, if necessary</i>  <i>Possible Votes on revisions to 2020 Annual Town Meeting Warrant Article recommendations, if necessary</i> ii. <i>necessary</i>  c. Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast Pre-Town Meeting Forum - Re-scheduled to May X, 2020 TBD Town Meeting Preparations. [Presentations, Materials, Motions...] <b>NB: Warrant to be signed 4/27/2020</b>	<b>POSSIBLE VOTE:  POSSIBLE VOTE:</b>
7.	8:05 PM	<b>Personnel Updates - TA Ferrara</b>	

Item #	Estimated Start Time		Action Vote/ Accept & POF
8.	8:10 PM	<b>General Business</b>	
	a.	<i>Vote to approve Animal Control Officer IMA with Town of Littleton</i>	<b>VOTE:</b>
	b.	<i>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, Vote to adopt the Local Option to extend the due date of property tax bills from May 1st until June 1, 2020.</i>	<b>VOTE:</b>
	c.	<i>Vote to approve June 2, 2020 Annual Town Election Warrant</i>	<b>VOTE:</b>
9.	8:20 PM	<b>Update on Town Boards/Committees/Commissions</b>	
	a.	Discussion of plans regarding re-appointment process	
10.	8:25 PM	<b>Select Board &amp; Town Administrator's reports/updates</b>	
	a.	COVID-19 Status Update	
	b.	Reports	
	c.	Discussions Possible Revisions to FY 20 BSB Meeting Calendar: 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20	
11.	8:45 PM	<b>Adjourn</b>	
		<b>2020: 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20</b>	
		<b>Boxborough Leadership Forum (BLF): 4/14/2020</b>	
		[Pre-Town Meeting Review re-scheduled to May 2020]	
		<b>2020 ATM Re-scheduled to: 6/15/20</b>	
		<b>2020 Annual Town Election Re-scheduled to June 2, 2020</b>	

Topic: Boxborough Select Board /Finance Committee Meeting  
Time: Apr 13, 2020 06:55 PM Eastern Time (US and Canada)

To Join Zoom Meeting:

<https://zoom.us/j/172472196?pwd=YWdjTHERNjVLZXdOUFQyVUNUaE11UT09>

Meeting ID: 172 472 196

Password: 666528

One tap mobile

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Dial by your location

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Meeting ID: 172 472 196

Find your local number: <https://zoom.us/u/a1GfQD1a0>



**SELECT BOARD  
Meeting Minutes  
Monday, March 16, 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; Kirby Dolak, BXB-TV Director of Production; and Department Assistant, Cheryl Mahoney; along with Finance Committee members: Becky Neville, Keith Lyons and Sachin Mathur, who arrived at 7:27 pm)

At 7:00 PM Chair Neyland called the meeting to order in the Grange Meeting Room Town Hall 29 Middle Road

*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.*

Chair Neyland read the Announcements; starting with an update on the COVID-19 situation

**Local State of Emergency Declaration**

- TA Ferrara provided an update on the COVID-19 situation and reviewed the steps that he would like to implement with the declaration he is presenting to the Board. Pursuant to the protocols put forth by the Commonwealth of Massachusetts, Member Fowlks moved to declare a State of Emergency for the Town of Boxborough. Seconded by Member Stemple. **Approved: 5-0.**

**Approval of payroll and payable warrants**

- Chair Neyland advised that there is no reason to report on the approval of payroll and payable warrants as a quorum had been available and duly sign pending warrant(s).

**Minutes**

- Member Fowlks moved to approve the regular session minutes of February 27, 2020 as written. Seconded by Member Stemple. **Approved: 3-0-2 Fox and Bak abstained**
- The Board passed over approval of the Executive session minutes of February 27, 2020.

There were no Citizen's Concerns.

**FY 2021 Budget /Annual Town Meeting Preparations - Joint Meeting with Finance Committee**

*Finance Committee members Becky Neville, Keith Lyons were present and Sachin Mathur, who arrived after discussion was underway at 7:27 pm.*

- TA Ferrara reviewed the updates to the FY 2021, noting that FinCom reviewed these changes at their last meeting. (Version 5). The ABRSD Debt Assessment for next year is down; there are revisions to long term borrowing – FY 21 principal and 2<sup>nd</sup> line for interest related to that debt. He reviewed some of the items that would be included into this funding, rolling forward existing debt and potential new debt incurred with this ATM. As they relate to FY 2021 Budgets provided an overview on the proposed additional articles and the reconfigured articles. The Sustainability Committee has submitted an article for the Town to enroll in the Devens Household Hazardous Waste program. This will be discussed in more detail this evening. He presented an article to approve the renewal of the lease for the Community Center, the terms that were negotiated and why an article is necessary. These will be new warrant articles. In response to input from the Select Board and FinCom several articles have been revised. The Assessor's abatement article has been increased; expanding scope and funding significantly. The budget/funding proposal for the Fire Dept.'s SAFER Grant staffing article has been re-structured making it a -0- impact event for FY 21 (reduction of \$ 60,000). DPW Supplemental Paving Article funding has been brought back down to the previous year's level. The articles to fund Recreation Commission's Liberty Field renovation project have been re-worked and these changes are reflected in version 5 FY 21 Budget. He reviewed the status of the Infield Groomer equipment article and the ABYB contribution towards this acquisition.

Member Fowlks moved to Re-open Warrant to possibly add up to 5 Articles to the 2020 Annual Town Meeting Warrant: Seconded by Member Stemple. **Approved: 5-0.**

- NEW Article 199-2: Sustainability Committee: Join Devens Household Hazardous Waste program. Due to social distancing concerns the Sustainability Committee was asked to not attend but materials, they had forwarded, in support of this article were provided at table. Sustainability Comm. Chair Francie Nolde's statement of support was read. There was a review of the Town's current hazardous waste disposal practices and expense; the services available with the Devens program and those related enrollment costs; and the State's "Rewards Dividends" initiative program. There was concern as to the late introduction of this article; the information provided today is minimal so more data is needed and the Sustainability Committee would need to do a lot to educate voters on these processes and costs prior to Town Meeting. The Board can publish it so voters can decide but it will be up to the Committee generate support for this. There was discussion as to issuing recommendations on this article. Member Fowlks moved to add Article 199-2: Sustainability Committee Household Hazardous Waste to the 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved: 3-2 (Neyland and Bak)**
- NEW Article 152-1: Appointment of Town Clerk: Changing from Elected to Appointed. Member Bak opened discussion on this new article, referring to the materials she had provided. She provided the history of the previous conversion of other elected position (e.g. Tax Collector); the review conducted by the Personnel Board and the informal research that ATA Donahue had compiled from communities that converted the Town Clerk position. There was discussion as to the timeline of when this would implemented if adopted at this Town Meeting. FinCom supports this. Member Bak moved to add Article 152-1: Change the Elected Position of Town Clerk to Appointed to the 2020 Annual Town Meeting Warrant. Seconded by Member Fowlks. **Approved: 5-0.**
- Article 175-1: Changes to the Town Center Zoning District Map. This change to the zoning map was part of the settlement terms with the Boxborough Town Center, LLC and was already a placeholder. However, the Select Board is being asked to endorse this change. It was noted that the Board typically does not provide recommendations on Planning Board/Zoning Bylaw articles.
- REVISED TA Ferrara re-opened discussion of SAFER grant article(s) structure. He presented three article scenarios that have been developed. These are complex and well need to be well explained to voters. This will be a zero-sum event if the SAFER grant is awarded. It was noted that FinCom did not recommend this proposal as they support hiring 4 Fire Fighters with or without the SAFER grant. Member Fowlks moved to add Article 220-6 to the 2020 Annual Town Meeting Warrant. Seconded by Member Bak. **Approved: 4-0-1 Stemple abstained.**
- NEW Article 541-2: BBC Lease - As previously noted this is a recent addition is the renewal of the Community Center Lease- Fiscal Year 2021-2023 (three years). Due to the wording of the previous article Town Meeting approval is necessary to ratify this renewal. Language is being added that would authorize the Board to approve these lease renewals going forward. Member Bak moved to add the Renewal of the BBC lease to the 2020 Annual Town Meeting Warrant. Seconded by Member Fowlks. **Approved: 5-0.**
- FinCom member Neville advised that they have voted to pull the Stabilization funding article. There was discussion as to the current fund balance; which hasn't accessed in several years. The purpose/intent of the Stabilization fund; the intent to pay as many articles, as possible, out of Free Cash and the Town's Standard & Poors rating. Member Fowlks moved to remove article ADM 5 – Transfer to Stabilization Fund, from 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved:4-0-1 (Bak Abstained).**

Member Fowlks moved to close 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved: 5-0.**

- There was a review of Funding Sources with FinCom and Final Votes on the May 2020 Annual Town Meeting Warrant Article recommendations. *The Funding Source designation and the Select Board votes on recommendations are provided in the table provided at the end of these minutes.* There was a protracted discussion on the Liberty Fields project funding and the proposed article structures. RecCom supports combining the Liberty Fields project funding into one article. FinCom members reviewed bonding and soft costs related to this along with the impact per household, specifically as to Bonding. It was noted that some recommendations are still outstanding.

#### **Personnel Updates - TA Ferrara**

- TA Ferrara spoke to the work of the Acton-Boxborough District Veteran Services District Officer, James MacRae. This is going well. Vets have expressed their appreciations of this new arrangement. Member Stemple moved to re-appoint, District Veteran Services' Officer, James MacRae, for a term commencing April 1, 2020 and ending March 31, 2021. Seconded by Member Fowlks. **Approved: 5-0.**

## General Business

- Ryan provided an update on Massachusetts Avenue/Route 111 Sidewalk project and the required Order of Taking documents that property owners have provided. This completes that process. He and various personnel are now working on coordinating with MassDoT, trying to deal with some engineering/design and due diligence requirements that were recently presented to the TA. We need a MassDoT permit but it is our project. He will be providing updates as we go forward. There are also some issues with the delays being put in place because of COVID-19. Member Bak moved to approve the Massachusetts Avenue Order of Taking for 211 Massachusetts Avenue Condominium Trust. Seconded by Member Fowlks. **Approved: 5-0.**

## Update on Town Boards/Committees/Commissions

- Chair Neyland moved to appoint the following individuals as members of the Boxborough Building Committee for a 3 year term ending on June 30, 2023: Maria Neyland, Select Board; Les Fox, Select Board; Gary Kushner, Finance Committee; Ling Chen, Finance Committee; Bryan Lynch, Board of Health; Bill Litant, Council on Aging; Becca Edson, Recreation Commission; Al Murphy, Housing Board; Owen Neville, Member At-Large; Than Stuntz, Member At-Large; and Hugh Fortmiller, Member At-Large. Seconded by Member Fowlks. **Approved: 4-0. (Bak out of room)**

## Select Board & Town Administrator's reports/updates

- TA Ferrara provided some details and asked everyone to be patient as we deal on COVID-19. The Town is working to provide remote participation options to our boards/committees; and that this will be tested at Tuesday's BLF meeting.
- How the COVID-19 protocols may impact ATM, will be a discussed at BLF.
- BXB-TV Kirby Dolak advised that Littleton has re-scheduled their ATM to June 1<sup>st</sup>

## Adjourn

- At 10:12 PM, Chair Neyland moved to adjourn. Seconded by Member Fowlks. **Approved: 5-0.**

## Exhibits

### Item#

- Agenda
- 4 a. 2/27/2020 Proposed Executive Session Minutes – Confidential Discussed not public
  - b. 3/2/2020 Proposed Regular Session Minutes
  - 5 Public Hearing materials
  - 6 b. 3/24/2020 Secretary of State's COVID-19 Election Procedures Updates  
Senate Bill No. 2608 "Bill granting authority to postpone 2020 municipal elections....."  
Chief Ryder 3/30/2020 Memo RE: Reviewing FY 21 Capital Requests  
List of Articles  
Draft Warrant
  - 8 a. Communications between Chief Ryder and Littleton Electric Light Dept. concerning the Motorcycle community support grant
  - b. Communications between Middlesex Savings Charitable Foundation and Chief Fillebrown and Chief Ryder presenting each a \$10,000 gift in support of first responders.
  - d. Communications from the RecCom Chair, Megan Connor requesting appointment of Flerra Director(s)
  - 10 a. Remote Participation Meeting Checklist and Chair Script for ZOOM meetings.

Internal Communication & Outgoing Communications List  
Minutes, Notices and Updates  
Announcements

2020 Warrant Article Select Board Recommendation Votes and Funding Source Assignments

Count	Identifier	Dept	Description	Amount	Funding Sources	Moved to			
						Recommend	Seconded	Recom.	Vote
<b>Annual Town Meeting</b>									
1	ADM-1		Choose Town Officers	NA		NA		NA	
2	ADM-2		Receive Reports			W.Fowlks	R. Stemple		5 to 0
3	ADM-3		Set Salaries and Compensation of Elected Officers			W.Fowlks	R. Stemple	Bak	5 to 0
4	ADM-4		Amend FY21 Personnel Plan & Classification and Compensation Schedule			S. Bak	L. Fox	Bak	5 to 0
5	BUDG		Town Operating Budget	\$ 22,654,825	Raise and Appropriate	M. Neyland	L. Fox	Neyland	5 to 0
<b>CPA</b>									
<b>CPC Committee</b>			CPA (FY21)						
6	CPA-1		Reserves Open Space Reserve 10% (23,000)			W.Fowlks	R. Stemple	Fowlks	5 to 0
			Housing Reserve 10% (23,000)	CPA (FY21)					
			Historic Reserve 10% (23,000)	CPA (FY21)					
			FY21 Budget Reserve (147,000)	CPA (FY21)					
			Administrative and operating expenses <5% \$ 5,000	CPA (FY21)					
7	CPA-2	172	Library Patio	\$ 35,000	CPA (10KOpen Sp/25KFB)	R. Stemple	W. Fowlks	Stemple	5 to 0
8	CPA-3	194	North Cemetery Quad 3	\$ 9,500	CPA (Hist)	W. Fowlks	R. Stemple	Fowlks	5 to 0
9	CPA-4	194	Town Clerk's Historic Records	\$ 10,000	CPA (Hist)	S. Bak	M. Neyland	Bak	5 to 0
10	CPA-5	172	Hager Land Bridge Connection	\$ 54,000	CPA (FY21 Rev/FB) (opSp)	W. Fowlks	R. Stemple	Fowlks	5 to 0
			<i>Paused discussion - took CPA-9 out of Order</i>						
11	CPA-9	172	Flerra Community Garden Water Supply	\$ 15,000	CPA (Open Sp)	L. Fox	W. Fowlks	Fox	5 to 0
			<i>Returned to these CPA Articles after #422-5 Paving discussions</i>						
12	CPA-6/1	172	Liberty Field Capital Improvements	\$ 250,000	CPA (FY21 Rev/FB) (opSp)	M. Neyland	W. Fowlks	Neyland	4 to 1 (Bak)
(12)	CPA-6/2	172	Liberty Field Capital Improvements	\$ 1,232,000	Bond				
			would be combined into One Article. Recommending as revised for a combined cost of \$1,472,000.						
13	CPA-7	183	Rental Assistance Program	\$ 38,050	CPA (13K Hsg/25.05K FY21Rev)	L. Fox	W. Fowlks	Fox	5 to 0
14	CPA-8	183	Regional Housing Services	\$ 12,000	CPA (Housing)	L. Fox	W. Fowlks	Fox	5 to 0
15	CPA-10	172	Conservation Trust Transfer	\$ 10,000	CPA (Open Sp)	W. Fowlks	R. Stemple	Fowlks	3 to 2 (Neyland & Stemple)
<b>Financial (Non Capital)</b>									
16	141-1	141	Commercial Appraisal Consulting/Legal Fees/Interest	\$ 150,000	Free Cash	L. Fox	R. Stemple	Fox	5 to 0
17		220	FIRE STAFFING Options						
	220-1	220	New Positions (net amts) incl benefits SAFER Grant (9 months)	-	n/a	NA			
	220-6	220	New Positions (net amts) incl benefits No Grant	-	Raise and Appropriate	W.Fowlks	M. Neyland	Neyland	4-0-1 (Abstained Stemple)
	220-A	220-A	Addition to Staff	-	n/a	W.Fowlks	M. Neyland		3-1 (Bak Nay)-1 (Abstained Stemple)
18	156-2	156	Cable Infrastructure Appropriation	\$ 81,700	Cable	L. Fox	M. Neyland	Fox	5 to 0
19	145-1	145	Borrowing Funds - Closing Costs & Premium Use Auth	\$ 60,000	Free Cash	M. Neyland	R. Stemple	Neyland	5 to 0
20	122-1	122	Land Appraisal for Water Source	\$ 20,000	Free Cash	L. Fox	W. Fowlks	Fox	5 to 0
21	220-4	220	Feasibility Study for Public Safety Building	\$ 100,000	Free Cash	L. Fox	W. Fowlks	Fox	5 to 0
22	ADM-6	950	Transfer to OPEB Trust Fund	\$ 100,000	Free Cash	M. Neyland	L. Fox	Neyland	5 to 0
23	ADM-5	950	Transfer to Stabilization Fund - PULLED BY FINCOM 3/16/2020	-					

2020 Warrant Article Select Board Recommendation Votes and Funding Source Assignments

Count	Identifier	Dept	Description	Amount	Funding Sources	Moved to			
						Recommend	Seconded	Recom.	Vote
24	ADM-7	Multi	Close Completed Articles to General Fund/Capital Projects Fund - Amended to now include "Access Control System" Article(s)	Revised Amount	109,865.10	M. Neyland	W. Fowiks	Neyland	5 to 0
25	ADM-8	Multi	Departmental Revolving Funds Expense Limits		NA	M. Neyland	W. Fowiks	Neyland	5 to 0
26	ADM-9	422	Chapter 90 Highway Reimbursement Program		NA	R. Stemple	W. Fowiks	Stemple	5 to 0
<i>Returned to finish CPA Articles discussions</i>									
<b>Capital Equipment &lt;20K</b>									
27	210-3	210	Vehicle Radar Units	\$ 21,100	Free Cash	M. Neyland	W. Fowiks	Neyland	5 to 0
28	220-2	220	Gas Meters	\$ 22,500	Free Cash	W. Fowiks	M. Neyland	Fowiks	5 to 0
29	422-4	422	Fuel System Monitoring	\$ 20,000	Free Cash	R. Stemple	W. Fowiks	Stemple	5 to 0
30	610-1	610	Patron PCs	\$ 7,500	Free Cash	R. Stemple	W. Fowiks	Stemple	5 to 0
<b>Capital Equipment &gt; 20K</b>									
31	156-1	156	IT Technology Hardware/Software	\$ 65,000	Free Cash	W. Fowiks	M. Neyland	Fowiks	5 to 0
32	210-1	210	Police Cruiser	\$ 55,000	Bond	M. Neyland	W. Fowiks	Neyland	5 to 0
33	210-2	210	Public Safety Records Management System Upgrade	\$ 104,000	Free Cash	W. Fowiks	M. Neyland	Neyland	5 to 0
34	220-3	220	Personal Protective Equipment	\$ 40,000	Free Cash	W. Fowiks	M. Neyland	Neyland	4- 0-1 (Abstained-Stemple)
35	422-1	422	DPW Dump Truck	\$ 215,000	Bond	R. Stemple	W. Fowiks	Stemple	5 to 0
36	422-3	422	Toro Infield Groomer	\$ 19,000	Free Cash	R. Stemple	W. Fowiks	Stemple	5 to 0
37	422-5	422	Paving	\$ 300,573	Bond + TNC	R. Stemple	W. Fowiks	Stemple	5 to 0
<i>At this time returned to CPA Portion to address Liberty Field Article(s) and remaining CPA items.</i>									
<b>Special Legislation</b>									
<i>Returned on completion of votes on remaining CPA items.</i>									
38	541-1	541	Senior Tax Workoff Proxy worker	-		S. Bak	W. Fowiks	Bak	5 to 0
39	199-1	199	Energy Efficiency Building Code	-		R. Stemple	W. Fowiks	Stemple	5 to 0
	152-1	152	New Article - Change Town Clerk Position to Appointed			S. Bak	W. Fowiks	Bak	5 to 0
<b>Zoning Bylaw Amendments</b>									
40	175-1	175	Zoning Map Appendix B - rezone Town Ctr parcels to Ag Res		<i>*Board only endorsing not recommending</i>	L. Fox	M. Neyland		5 to 0
41	PET-1	176	Definition Life Sciences; Footnote	-		NA			
42	175-2A	175	Parking Schedule/Specialty Food Shop Definition	-		NA			
	175-2B	175	Parking Schedule/Specialty Food Shop Definition	-		NA			
43	175-3	175	Lighting/Regulations for illumination	-		NA			
<b>General Bylaw Amendments &amp; New Bylaws</b>									
44	175-4	175	Construction & Post Construction Stormwater Bylaw			L. Fox	M. Neyland	Fox	5 to 0
45	199-2	199	New Article - Sustainability Committee - Devens Household Hazardous Waste	\$ 3,600	Free Cash	R. Stemple	M. Neyland	Stemple	4 to 1 (Bak)
46	541-2	541	New Article - UCC Community Center Lease	\$ 14,425	Raise & Appropriate	S. Bak	W. Fowiks	Bak	5 to 0

## Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 1

		Gary's Cuts		TA Cuts		Other possible cuts	
Elected Salaries		2,000	BSB				Up to BSB and
		1,000	Planning				FinCom and Town
		1,200	Library				Meeting
		600	BoH				
		1,600	School Comm				
		100	Moderator				
122	BSB	780	Travel/Conferences		BSB should decide about # attendees to MMA		
123	TA	1,495	Travel/Conferences	145	Mileage for ATA		
				19,808	Oct 1 Start Date for ATA		
131	FinCom	3,075	Secretary	3,075	Secretary		
135	Acct		Travel/Conferences	270	Travel/Conferences		
141	Assessor	900	Office Suppl	500	Office Supplies		
			Travel/Conferences		Training Required		
145	Treasurer	100	Office Supplies	100	Office Supplies		
			Travel/Conferences		Training Required		
152	Personnel	120	Travel/Conferences				
161	Clerk	770	Travel/Conferences		Training Required		
171	Conservation	650	Equipment Maint				
		230	Conferences				
175	Planning	1,000	Travel/Conferences		Training Required		
176	ZBA	90	Conference	90	Conference		
				3,075	Meeting Secretary		
179	Ag Com	200	Travel/Conferences		don't want to remove whole budget		
192	Town Hall	850	Conferences	425	Conferences		

## Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 2

				Oct 1 Start Date for DA in 10,525 Building		
220	Fire	2,000	Conferences	Training Required		
241	Building Insp	1,850	Conferences	695 Conferences 60 Mileage		
310	Minuteman				102,280	May be able to reduce depending on waitlist
422	DPW	5,000	Training/Conf	Training Required		
541	COA	450	Training/Conf	Conferences (Could shift to Grant)		
610	Library	1,800	Training/Conf	tuition reimbursement only (new employees not eligible yet)	4,000	
630	Rec Com				29,134	Summer Ferra Salary (remainder is prep next summer 2021)
					3,000	Summer Ferra Expenses
Total Cuts:		27,860		43,218	134,414	Will also reduce Revenue by \$30K= No budget impact

## Proposed Fiscal Year 2021 Warrant Articles - Page 3

		FinCom Proposal	Other changes due to cuts	Other possible cuts
ADM-4	Personnel Bd	20,000	Implement Gov HR schedule on Jul 1; postpone 2.6% WI to Jan 1	
CPA-6	Liberty Field	250,000	Postpone whole project to STM	
ADM-6	OPEB	50,000	Reduce from 100k to 50k	50,000 Reduce to \$0 if needed
210-1	Police Cruiser		Change from Bond to Stabilization	
210-2	PS Records			53,000 Video portion reduced if needed
210-3	Radar Units			21,100 Could delay 1 year
422-1	Dump Truck		Change from Bond to Stabilization	
422-5	Paving	300,000	Defer to Another Year	
422-3	Infield Groomer			19,000 Could delay 1 year
Total Cuts:		620,000	-	143,100

**INTERMUNICIPAL AGREEMENT**  
**ANIMAL CONTROL SERVICES**

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Littleton is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Littleton seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Littleton.

NOW THEREFORE the Towns agree as follows:

**Term**

1. The Term of this Agreement shall be from July 1, 2020, through June 30, 2021, subject to appropriation of funding by Littleton.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

**Boxborough's Commitment to Provide ACO Services to Littleton**

5. **Basic Services:** Boxborough shall provide routine ACO services to Littleton as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. **Emergency Services:** For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Littleton to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

**Littleton's Financial Commitment to Pay Boxborough for Animal Control Services**

7. In consideration for the basic services provided under this Agreement, Littleton shall pay Boxborough one-third (1/3) of the total cost of the Animal Control Officer, including wages,

fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down as follows:

Annual Wages (2088 hours @ \$24.26/hour)	\$50,655.00
Medicare (1.45% x\$50,655.00)	734.50
Estimated Medicare on additional compensation (1.45% x \$7,570)	110.00
Health insurance family plan	21,330.00
Vehicle purchase, maintenance and insurance	10,000.00
Cell phone (@ \$90/month plus ipad)	1,080.00
Administration fee (10% x \$50,655.00)	5,065.50
	<b>\$88,975.00</b>

Littleton's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2020 through June 30, 2021 shall be Twenty-nine Thousand Six Hundred Fifty-Eight Dollars and Thirty Three Cents (\$29,658.33), to be paid in eleven monthly installments of Two Thousand Four Hundred Seventy-Two Dollars (\$2,472) and one final installment of Two Thousand Four Hundred Sixty-Six Dollars and Thirty-Three Cents (\$2,466.33).

8. In consideration for the emergency services provided under this Agreement, Littleton shall pay Boxborough the sum of \$36.39 per hour, with a four hour minimum per call, for the period July 1, 2020 through June 30, 2021.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Boxborough's Accountant will invoice Littleton on a monthly basis, and Littleton's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Littleton warrants and represents that it has appropriated funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Littleton warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Littleton has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

**Fees, Licensing and Fines**

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
  - a) \$10 Dog Pick-up fee
  - b) \$50 Dog picked up not displaying a valid license
  - c) \$40 Dog kenneling per day
13. Dog owner shall be responsible for paying licensing and fines directly to Littleton.

14. In the event of non-payment, abandoned animal or unknown animal, Littleton will be responsible for unpaid fees, which will be added to the monthly invoice.

#### **Record Keeping**

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

#### **Personnel**

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Littleton under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Littleton.

#### **Rights and Indemnities**

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

#### **Procedure to Request Services**

20. If available, Littleton Police shall provide initial response to all animal complaints in Littleton and determine if ACO services are required.
21. If Littleton Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Littleton Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Littleton Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

### **Scope of ACO Services**

- 23.** ACO Services under this Agreement shall include the following:
- a) Catching stray and/or injured dogs.
  - b) Seeking treatment for ill/injured impounded dogs as necessary.
  - c) Responding to complaints regarding stray or injured animals.
  - d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
  - e) Working with the Littleton Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
  - f) Verifying rabies and licensing status of impounded dogs.
  - g) Prosecuting violators of Littleton's animal control bylaws.
  - h) Checking dead animals for microchip. Littleton shall be responsible for final disposition.
  - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Littleton shall be responsible for cost.
  - j) Providing advice and information to residents regarding pest control options.
  - k) ACO shall pick up destroyed animals and arrange with Littleton's Animal Inspector for testing if necessary. Littleton shall be responsible for paying the testing fees and for final disposition of destroyed animals.
- 24.** The ACO shall have enforcement jurisdiction in Littleton under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
- 25.** ACO shall attend dog hearings as requested.
- 26.** Littleton Police should destroy severely injured dogs if possible and safe to do so.
- 27.** Littleton Police should destroy rabid animals if possible and safe to do so.
- 28.** This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

### **Administration**

- 29.** The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this

Agreement.

30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Littleton shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

**Termination**

32. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 19 and 20 above.

**Notices**

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Select Board at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Boxborough Select Board at the same address.

**Assignment**

34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

**Entire Agreement**

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2020.

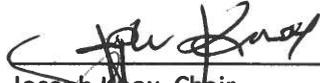
\_\_\_\_\_  
Ryan Ferrara, Boxborough Town Administrator

  
\_\_\_\_\_  
Nina Nazarian, Littleton Town Administrator

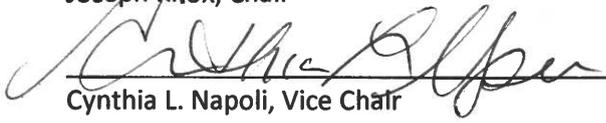
APPROVED BY: Select Board of  
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of  
Littleton

\_\_\_\_\_  
Maria E. Neyland, Chair

  
\_\_\_\_\_  
Joseph Knox, Chair

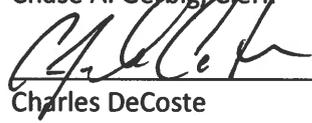
\_\_\_\_\_  
Wesley I. Fowlks, Clerk

  
\_\_\_\_\_  
Cynthia L. Napoli, Vice Chair

\_\_\_\_\_  
Susan M. Bak

\_\_\_\_\_  
Chase A. Gerbig, Clerk

\_\_\_\_\_  
Leslie R. Fox

  
\_\_\_\_\_  
Charles DeCoste

\_\_\_\_\_  
Robert T. Stemple

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Paul Glavey



# Bulletin

BUL-2020-02

## **An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19**

TO: Local Officials  
 FROM: Patricia Hunt, Chief, Bureau of Municipal Finance Law  
 DATE: April 3, 2020  
 SUBJECT: **An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19**

This Bulletin provides guidance to local officials regarding changes in municipal finance laws included in [An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020](#), (the Act). Unless otherwise noted below, these changes became effective on April 3, 2020, upon Governor Baker's signing the Act into law.

### **I. Town Meeting Delays**

#### **A. Power of Boards of Selectmen and Town Councils to Delay Annual Town Meeting**

**Section 1 of the Act** - Before its amendment, [G.L. c. 39, § 9](#) provided that an annual town meeting must take place during the months of February, March, April, May or June; however, a board of selectmen or town council, by vote, could delay the annual town meeting as long as the town meeting completed its business on or before June 30<sup>th</sup>. Section 1 adds the following exception to the June 30<sup>th</sup> deadline "in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency."

This exception is available, if necessary, to towns that must delay their town meetings beyond June 30, 2020 due to the COVID-19 outbreak and the declaration of a state of emergency by the governor. Towns are advised to consult with their local counsel regarding the form of vote. See Section I-B of this Bulletin for recess and continuation of town meetings by a town moderator where the town meeting warrant has already been issued.

## **B. Power of Moderator to Continue Scheduled Town Meetings in Event of Public Health Emergency (Application to Districts)**

**Sections 2 through 4 of the Act** - These sections amend [G.L. c. 39, § 10A](#) by adding “public health” emergencies as a reason for a moderator to recess and continue town meetings already scheduled by warrant. Prior to the amendment, section 10A applied to weather-related and public safety emergencies. Under the amended section 10A, during and for a period of five days after a weather-related, public safety or public health emergency, a town moderator may, in consultation with public safety or public health officials and the board of selectmen, declare a recess and continuance of the town meeting to another time, date and place certain; however, the continuance is limited to a period of 30 days. There are notice, posting and other requirements regarding the time, date and place of the recessed and continued meeting. Additionally, within 10 days after the initial declaration by the moderator of recess and continuance, a local public safety or public health official designated by the board of selectmen must submit a report to the Attorney General providing the justification for the moderation’s continuance.

These amendments also clarify that a moderator may invoke section 10A more than once to recess and continue a town meeting during the same emergency; however, each continuance period must not exceed 30 days and the moderator may not continue the meeting more than 30 days after the rescission of the declaration of emergency by the governor. Additionally, if a town does not have a moderator, the board of selectmen may recess and continue the town meeting under the amended section 10A.

Under [G.L. c. 41, § 119](#) and [c. 48, § 66](#) (fire districts only), the moderator of a district meeting has the powers of a moderator of a town meeting. As a result, a district moderator may recess and continue scheduled district meetings under [G.L. c. 39, § 10A](#). For purposes of section 119, a district means a fire, water, sewer, water pollution abatement, refuse disposal, light, or improvement district, or any other district formed for the purpose of carrying out any of these functions, whether established under general law or special act. [G.L. c. 41, § 1A](#).

Because several town moderators had already invoked Section 10A to recess and continue a scheduled town meeting due to the outbreak of COVID-19, the amendments to section 10A were made retroactive to March 10, 2020. (See Section 19 of the Act.)

## **II. Emergency Liabilities in Excess of Appropriation if the COVID-19 Emergency Prevents the Adoption of an Annual Budget**

**Section 5 of the Act** - Under [G.L. c. 44, § 31](#), no department financed by municipal revenue, or in whole or in part by taxation, of any city, town or special purpose district, except Boston, may incur liabilities in excess of appropriation “except in cases of major disaster, including, but not limited to, flood, drought, fire, hurricane, earthquake, storm or other catastrophe, whether natural or otherwise, which poses an immediate threat to the health or safety of persons or property, and then only upon a declaration by the governor of a state of emergency with respect to the disaster ....” On March 10, 2020, the Governor declared a state of emergency regarding COVID-19. As a result, cities, towns and special purpose districts may, with the approval of the Director of Accounts (director) of the Division of Local Services (DLS), expend from any available funds in the treasury in relation to the emergency without an appropriation by following the procedure described in [Bulletin 2020-1](#).

Section 5 amends [G.L. c. 44, § 31](#) by inserting the following:

If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

This amendment will allow deficit spending, with the approval of the director, on a month-to-month basis in fiscal year 2021 if the town or district was prevented from adopting a budget for fiscal year 2021 due to Governor Baker's Declaration of Emergency issued on March 10, 2020. Additional guidance will be issued by the director, like that contained in [Bulletin 2020-01](#), that will explain the procedure to follow to obtain the director's approval to deficit spend under this provision.

### **III. Director's Authority to Allow Appropriations after June 30, 2020 from Free Cash Certified as of July 1, 2019**

**Section 6 of the Act** provides:

"...[I]f the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to any such undesignated fund balance in an enterprise fund or special revenue account...."

Ordinarily, under [G.L. c. 59, § 23](#), appropriations from certified free cash may only be made until the June 30<sup>th</sup> following its July 1 certification date. As a result, free cash certified by the director as of July 1, 2019 is available for appropriation only up to and including June 30, 2020. This section allows the director to authorize the appropriation from free cash certified as of July 1, 2019 after June 30, 2020 where the city, town or district has been prevented from adopting its FY 2021 annual budget by June 30, 2020 due to the Governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus. Once a city, town or district can meet and adopt its FY 2021 budget, this section will allow the director to permit appropriations from free cash certified as of July 1, 2019 as a funding source for its FY 2021 expenditures. Pursuant to Section 6, the director will issue additional guidance regarding the implementation of this provision.

#### **IV. Amortization of Deficit Resulting from COVID-19 Over a Three-year Period**

**Section 7 of the Act** - Under [G.L. c. 44, § 31](#), deficit expenditures not otherwise provided for must be funded in full when setting the tax rate for the next fiscal year. Section 7 of the Act permits the amortization over a three-year period of the amount of a city, town or district's fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency. This applies to both expenditure deficits and revenue deficits related to the emergency. Examples of revenue deficits that could result from the emergency are reduced meals tax and room occupancy revenues. This legislation is similar to [St. 2015, c. 10, § 58](#) which, due to the extreme snow removal costs incurred the previous winter, permitted amortization of snow and ice expenditure deficits over three years. Again, the director will issue additional guidance on the implementation of this section.

#### **V. Continuation of Expenditure Authorization for Departmental Revolving Funds under [G.L. c. 44, § 53 E ½](#) in FY 2021**

**Section 8 of the Act** - Under [G.L. c. 44, § 53 E ½](#), a city or town may authorize by bylaw or ordinance one or more revolving funds and must annually before July 1 vote the limit on the total amount that may be expended from each revolving account. Section 8 of the Act allows the continued expenditure in FY 2021 from these departmental revolving funds at the same level of expenditure authorized by the city or town for FY 2020 until the city or town adopts its FY 2021 annual budget at which time the legislative body of the city or town must adopt the FY 2021 expenditure limits for each departmental revolving fund.

#### **VI. Suspension of Time Period for Cities and Towns to Exercise Right of First Refusal to Purchase Lands Classified under G.L. c. 61, 61A and 61B**

**Section 9 of the Act** - Section 9 suspends the time periods that require a city or town to "act, respond, effectuate or exercise an option to purchase" under [G.L. c. 61, § 8](#), [c. 61A, § 14](#) and [c. 61 B, § 9](#). The suspension is during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency. If a city or town receives notice of intent to convert or sell classified land during this period, we advise that local counsel be contacted for advice.

#### **VII. Due Dates of Real and Personal Property Tax Bills and Applications for Exemptions and Waiver of Interest on Certain Late Payments**

**Sections 10 and 11 of the Act** include several provisions regarding local tax bills.

##### **A. Local Option to extend the Due Dates of Property Tax Bills**

**Sections 10(a)(i-iii)** include a local option to extend the due dates of property tax bills under [G.L. c. 59, §§ 57](#) and [57C](#) from April 1, 2020 (for semi-annual billing communities with annual

preliminary bills) or May 1, 2020 to a date not later than June 1, 2020. This local option applies to semi-annual tax billing communities and quarterly tax billing communities. The local option is exercised by the chief executive officer of a city, town or district. The chief executive officer is a mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter. In a district, the chief executive officer is the prudential committee or commissioners.

## **B. Local Option to Extend the Due Date for Exemption and Deferral Applications**

**Section 10(a)(iv)** includes a local option to extend the due date under [G.L. c. 59, § 59](#) for applications for exemptions from April 1, 2020 to a date not later than June 1, 2020. This due date extension, if exercised, will automatically apply to deferrals under [G.L. c. 59, § 5\[18A\] and \[41A\]](#), residential exemptions under [G.L. c. 59, § 5C](#) and small commercial exemptions under [G.L. c. 59, § 5I](#). This second local option is exercised in the same manner described in Section VII-A of this Bulletin.

## **C. Local Option to Waive Interest on Certain Payments Made After Due Dates**

**Section 11** includes a local option to waive interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made after its respective due date but before June 30, 2020. This third local option is also exercised in the same manner described in Section VII-A of this Bulletin.

This section allows the waiver of interest and penalties regarding late payments of bills with a due date of March 10, 2020 or after, when such bills are paid late but paid on or before June 30, 2020. This section does not permit waiver of interest and penalties regarding bills with due dates before March 10, 2020 or if the bill is not paid by June 30, 2020.

Section 11 also provides that a city or town shall not terminate an essential service of a resident, including but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with due dates on or after March 10, 2020 if paid on or before June 30, 2020, if the inability to pay resulted from circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency.

## **D. Clarification of Due Dates When Municipal Office is Closed Due to COVID-19**

**Section 10(b)** - Under [G.L. c. 59, §§ 57, 57C](#) and [59](#), there is an automatic extension of due dates for tax payments and applications for exemptions when a municipal office is closed for a weather-related or other public safety emergency until the next day that the municipal office is open. Section 10(b) of the Act clarifies that these automatic extensions do not apply if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020 and that due dates shall only be extended by the exercise of the local options described in Sections VII- A and B of this Bulletin.

## **E. Notice to Taxpayers**

Tax bills (with due dates of April 1, 2020 or May 1, 2020) should have already been mailed in the formats described in [IGR 2019-1](#), [IGR 2019-2](#), [IGR 2019-3](#) or [IGR 2019-4](#), as applicable. Where

tax bills have been mailed, the attached Notice must be sent to taxpayers by separate mailing if any of the local options described above are exercised. If a city or town has not adopted all three local options or June 1, 2020 due dates, the attached Notice must be amended, as appropriate, by the city or town to reflect its exercised options.

If the tax bills have not been mailed and any of the above local options are exercised, the format and content of the tax bills themselves should not be changed. Instead, tax bills should be issued in the form described in [IGR 2019-1](#), [IGR 2019-2](#), [IGR 2019-3](#) and [IGR 2019-4](#), as applicable, and the mailing must include the attached Notice (worded to reflect the local options and due dates approved by the city/town) in the same mailing as the tax bill. (See Sections IV-B-1 of [IGR 2019-1](#), [IGR 2019-2](#) and [IGR 2019-3](#) and Section V-B-1 of [IGR 2019-4](#) for insertion by collector of tax billing information in same envelope as a tax bill.)

### **VIII. Waiver for Hours Worked and Earnings Received During State of Emergency Regarding Services Performed by Certain Retirees Under [G.L. c. 32](#)**

**Section 14 of the Act** includes a waiver for hours worked and earnings received by certain retirees during the state of emergency. Cities and towns are advised to contact the Public Employee Retirement Administration Commission (PERAC) for more information regarding this section.

### **IX. Other Provisions of the Act**

The Act also includes other non-finance provisions related to cities and towns, including **Section 17** regarding the suspension of certain deadlines affecting local permits and local permitting authorities. Cities and towns are advised to review the Act with their local counsel.

SAMPLE NOTICE TO TAXPAYERS  
TO BE INCLUDED WITH TAX BILL OR SEPARATELY MAILED  
(Samples should not be used without the advice of municipal counsel.)

Town/City of \_\_\_\_\_

**Important information Regarding Your Tax Bill**

**Under “An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19,” Chapter 53 of the Acts of 2020, the town/city has adopted local options to extend due dates for real and personal property tax payments and applications for exemptions and a waiver of interest on certain municipal tax and other bills paid by June 30, 2020. See below.**

1. **The due date of your real and personal property tax bill has been extended to June 1, 2020.** June 1, 2020 is the new due date even if the due date for payment on your enclosed or previously mailed tax bill is April 1, 2020 or May 1, 2020.
2. **The due date for applications for property tax exemptions has also been extended to June 1, 2020.** June 1, 2020 is the new due date even if the due date for applications on your enclosed or previously mailed tax bill is April 1, 2020.

This extension applies to applications for the exemptions listed in the third paragraph of G.L. c. 59, § 59, including exemptions under clauses 17, 17C, 17C1/2 and 17D (seniors, surviving spouses, minor children of deceased parent); 18 (financial hardship – activated military, age and infirmity); 22, 22A, 22B, 22C, 22D, 22E, 22F and 22H (veterans, surviving spouses and surviving parents); 37 and 37A (blind persons); 41, 41B, 41C and 41C1/2 (seniors); 42 and 43 (surviving spouse and minor children of firefighter/police officer killed in line of duty); 52 (certain eligible seniors); 53 (certain eligible properties with septic systems); 56 (National Guard and reservists on active duty in foreign countries); and 57 (local option tax rebates). This extension also automatically applies to applications for residential exemptions under G.L. c. 59, § 5C, for small commercial exemptions under G.L. c. 59, § 5I and for deferrals under G.L. c. 59, § 5, clauses 41A (seniors) and 18A (poverty or financial hardship due to change to active military).

3. The town/city has also voted to waive interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made late but before June 30, 2020. This applies to late payments of bills that have a due date of March 10, 2020 or after, when such bills are paid late but paid on or before June 30. This waiver of interest does not apply to bills with due dates before March 10, 2020 or if the bill is not paid by June 30.

**NOTE - If the municipal offices are closed on the June 1, 2020 extended due date for tax payments or filing of exemption applications as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020, the due dates for tax payments and applications for exemptions are not extended – they will be due on June 1, 2020 even if the municipal offices are closed. (See section 10(b) of the Act.)**

[City/town should add information on how/where to make tax payments and file applications for exemptions, for example, by mail, through an on-line payment system or dropping payment into a lockbox (with the location). The city/town should also provide a telephone number where questions to local officials can be directed and the address of any relevant website information.]



# Bulletin

BUL-2020-03

## **Addendum to Bulletin 2020-2**

TO: Local Officials  
FROM: Sean Cronin, Senior Deputy Commissioner for Local Services  
DATE: April 7, 2020  
SUBJECT: Addendum to Bulletin 2020-2

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Please be advised that in lieu of the notice to taxpayers described in Section VII-E of Bulletin 2020-2, cities and towns may provide notice to taxpayers of local options accepted, including the extension of due dates for real and personal property tax bills and due dates for applications for exemptions in the following manner: by posting the notice attached to Bulletin 2020-2 in a prominent location on the city/town's website, by posting information on official municipal social media accounts, and by utilizing technologies such as "reverse-911" and other push notification systems.

**TOWN OF BOXBOROUGH  
ANNUAL TOWN ELECTION WARRANT  
JUNE 2, 2020**

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 G.L. chapter 51, to come to the polls at the Boxborough Town Hall, 29 Middle Road, Boxborough, MA, on Tuesday, June 2, 2020, at 7:00 a.m. The polls will be open continuously until they are closed at 8:00pm.

To vote on 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

You are required to serve this Annual Town Election Warrant by posting copies thereof, attested by you, at the Town Hall, at the Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, seven days at least, before the time appointed for such election.

Hereof, fail not and deliver this Warrant with your return of service thereon to the Town Clerk on or before May 26, 2020.

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Maria E. Neyland, Chair  
Select Board

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Wesley I. Fowlks, Clerk  
Select Board

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Susan M. Bak  
Select Board

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Leslie R. Fox  
Select Board

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Robert T. Stemple  
Select Board

## 9a

## Board, Commission, Committee Appointments - FY 2021

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)</b>					
Ramika	Shah	06/30/14	2020		
VACANT				2022	Formerly held by Nancy Evans
<b>Agricultural Commission - Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural Activities in Town) Established ATM 5/12/08</b>					
Kathie	Becker	07/21/08	2020		
Bryon	Clemence	07/21/08	2020		
<b>Board of Registrars - staggered 3 year terms; 3 members &amp; Town Clerk</b>					
Nancy C.	Brown	06/30/81	2020		
<b>Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07</b>					
R. Allen	Murphy	07/01/07	2020		BHB
Becky	Neville	09/24/18	2020		FinCom
VACANT	At - Large		2021		Resignation of Channing Wagg
<b>Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00</b>					
R. Allen	Murphy	11/18/02	2020		
VACANT				2022	
<b>Boxborough Well-Being Committee - Established November 18, 2013 (At-large members - 3 year terms; Housing Bd, BoH &amp; UCC members - 2 year terms; Ex-officio members - 1 year terms.)</b>					
Mary	Pavlik	09/25/17	2020		At-Large
VACANT				2022	
<b>Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.</b>					
William	Sutcliffe	07/01/09	2020		
<b>Community Preservation Committee - Staggered terms; 9 members CPA/CPC Bylaws Approved 2014 ATM &amp; CPA - MGL c 44B §5(a) Approved at 11/4/14 Election</b>					
Dennis	Reip	11/24/14	2020		Conservation Commission
Alan	Rohwer	11/24/14	2020		Historical Commission
Ron	Vogel	12/15/14	2020		Housing Board
<b>Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)</b>					
David	Follett	09/25/06	2020		
Dave	Koonce	06/30/87	2020		
VACANT				2020	Due to resignation of Charlene Golden
<b>Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)</b>					
Bill	Litant	08/26/19	2020		

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2021**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective</b>					
Bob	Childs	01/22/18	2020		At-large Member
VACANT			2023		Due to resignation of Tim Rudolph
<b>Economic Development Committee - est. 11/13/17 by the BSB.</b>					
<b>Comprised four-six (4-6) At Large Members (staggered 3 year terms); various Board representatives (2 year terms) and Town Planner as ex officio member.</b>					
Richard	Guzzardi	11/13/17	2020		At-large Member
Nate	McKinley	03/26/18	2020		At-large Member
FinCom	VACANT				FinCom Liaison Only
<b>Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985</b>					
Kevin	Mahoney	07/01/12	2020		
VACANT				2022	
VACANT				2021	Formally held by Shirley Warren
<b>MART Representative</b>					
Ryan	Ferrara		2020		
<b>Personnel Board est 1976 (as Advisory Comm) - 3 year terms; 5 members</b>					
Sheila	Bauer	07/02/12	2020		
Hugh	Fortmiller	07/01/14	2020		
<b>Public Celebrations &amp; Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)</b>					
VACANT				2020	Previous held by Susan Chavez
<b>Recreation Commission - Est. 1963; 3 year terms; 7 members;</b>					
<b>Appointing authority changed from Moderator to BSB per 2010 ATM vote (Article 20)</b>					
Claudine	Lesk	04/06/15	2020		
Stacey	O'Connell	02/26/18	2020		
VACANT				2022	Previous held by Kevin Lehner
<b>Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BSB approved increase</b>					
Jim	Moss	02/10/16	2020		
Sarah	Murphy	12/05/16	2020		
VACANT				2021	
<b>Sustainability Committee fka Energy Committee - est. 2/9/09 (Amended 3/8/10, 3/17/14, 3/19/18, 5/6/19);</b>					
<b>8 members (7 voting &amp; 1 non-voting LELWD Rep.); staggered 3 year terms. Also potential for 2 alternate non-voting members (1-yr. terms)</b>					
Molly	Biron	07/30/18	2020		
Connor	Reardon	04/30/18	2020		Ex-officio LELWD Rep.
					Alternate
VACANT				2020	Formerally Brandon Boucher

## BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2021

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Veterans Tribute Committee Est. as Veterans Memorial Comm. October 17, 2016; Amended 3/26/18. Appointed as a permanent Committee on 7/8/2019</b>					
Rick	Barrett	04/30/18	2020		At-large
Karen	Noriega-Baron	12/19/16	2020		At-large
Scott	Pierce	12/19/16	2020		At-large
<b>Water Resources Committee - Established October 29, 2018.</b>					
Les	Fox	10/29/18	2020		
Stephen	Schmitt	10/29/18	2020		
<b>Zoning Board of Appeals - staggered 3 year terms; 5 full &amp; 2 alternate members (1 year terms)</b>					
Kristin	Hilberg	11/03/08	2020		
Michael	Toups	10/02/06	2020		
Chris	Habersaat	09/22/03	2020		Alternate
Vacant			2020		Alternate

**FY 2021  
APPOINTMENTS - EMPLOYEES**

First Name	Last Name	Title/Position	Appoint until
Phyllis	Tower	Animal Control Officer	June 30, 2021
Phyllis	Tower	Field Driver	June 30, 2021
Ed	Kukkula	Co-Cemetery Superintendent	June 30, 2021
Vicki	Rzasa	Co-Cemetery Superintendent	June 30, 2021
VACANT		Assistant Town Administrator	June 30, 2021
Lauren	Abraham	Council on Aging/ Community Services Director	June 30, 2021
Nick	Federico	Treasurer/Collector	June 30, 2021
Jennifer B.	Barrett	Town Accountant	June 30, 2021
Sandy	Genna	Town Assessor	June 30, 2021
Simon	Corson	Town Planner	June 30, 2022
Elizabeth	Markiewicz	Super Records Access Officer	June 30, 2022
Bentley	Herget	Inspector of Buildings and Code Administration Officer	June 30, 2021
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2021
Charles	Weeks	Inspector of Wires	June 30, 2021
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2021
Robert	Norton	Assistant Inspector of Wires - alternate	June 30, 2021
Steven	Bottazzi	Inspector of Gas & Plumbing	June 30, 2021

Kopelman & Paige. PC		Town Counsel	June 30, 2021
Warren B.	Ryder		June 30, 2021
Warren J.	O'Brien	Lieutenant	June 30, 2021
Robert J.	Bielecki	Sergeant	June 30, 2021
Nathan W.	Bowolick	Sergeant	June 30, 2021
Brett A.	Pelley	Sergeant	June 30, 2021
Robert A.	Arakelian	Patrol Officer	June 30, 2021
Maxwell	Bressi	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Philip M.	Gath	Patrol Officer	June 30, 2021
Jeffrey C.	Landgren	Patrol Officer	June 30, 2021
Christopher	Lowney	Patrol Officer	June 30, 2021
Tyler D.	McElman	Patrol Officer [Probationary period 6/3/19-6/30/20]	June 30, 2021
Steven P.	Patriarca	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Timothy	Schaeffer	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Robert R.	DaCosta	Special Police Officer	June 30, 2021
Steven P.	Duffy	Special Police Officer	June 30, 2021
Frank W.	Gordon	Special Police Officer	June 30, 2021
Philip M.	Kearns	Special Police Officer	June 30, 2021
Patrick E.	Mortimer	Special Police Officer	June 30, 2021
Amy	Waxman	Lock-up Attendant	June 30, 2021
Tyler M.	McElman	Patrol Officer	June 30, 2021
Phillip J. , Jr.	Kearns	[Probationary] Special Police Officer	May 6, 2020

**FY 2021  
APPOINTMENTS - EMPLOYEES**

<b>First Name</b>	<b>Last Name</b>	<b>Title/Position</b>	<b>Appoint until</b>
Rick	Barrett	Specialty Instructor, Level 2 (TKD)	June 30, 2021
Melody	Banks	Lead Counselor	June 30, 2021
Siddakk	Chatrath	Program Counselor(TKD)	June 30, 2021
Mikayla	Barrett	Program Counselor (TKD/Winter Program)	June 30, 2021
Brian	Picca	Winter Recreation Program Director	June 30, 2021
Wendy	Barrett	Program Counselor (Winter Program)	June 30, 2021
Rafael	Chavez	Program Counselor (Winter Program)	June 30, 2021
Stephanie	Higgins	Program Counselor (5/23/19) (Running Club)	June 30, 2021
Becky	Everhart	Program Counselor (5/23/19)(Running Club)	June 30, 2021
Kate	Weir	Program Counselor (5/23/19)(Running Club)	June 30, 2021
Becky	Harris	Program Director, Level 1 (Birding)	June 30, 2021
Alissa	Weiss	Program Counselor	June 30, 2021
Jennifer	Walsh	Program Counselor	June 30, 2021
Elizabeth	Mucci	Program Counselor	June 30, 2021
Rachel	Long	Program Counselor	June 30, 2021
Claudine	Lesk	Program Counselor	June 30, 2021
		<b>FLERRA SUMMER PLAYGROUND - JULY 2020</b>	
Brian	Picca	Lead Director	August 31, 2020
Courtney	Stevens	Director	August 31, 2020
Kate	Contini	Director	August 31, 2020
Laura	Spurling	Director	August 31, 2020

**10c**  
**Select Board Meeting Schedule**  
**January - July 2020**

Date		Specifics/Notes	Meeting Locations*
<b>January</b>			
6th	Meeting	Call ATM	Planning Board
7th	BLF - Library		
11th	Budget Saturday	<i>Joint with FinCom</i>	
13th	Meeting	<i>Boxborough 2030 Joint with Planning Board</i>	
20th	No Meeting [MLK Day]		
21st	Meeting, Tuesday		
27th			Planning Board
<b>February</b>			
3rd		<i>Planning Board Public Hearings Zoning Bylaws</i>	Planning Board
8th	Capital Budget Saturday	<i>Joint with FinCom</i>	
10th	MEETING	Final Votes on Operating Budget Due	
11th	BLF - Library		
17th	No Meeting [Presidents' Day]		
24th	MEETING	Select Board Closes Warrant	Planning Board
<b>March</b>			
2nd	MEETING	ATM Public Hearings - (i.e. Personnel Plan Amendments) / Final Votes on Articles	Morse/Hilberg
9th			Planning Board
16th	MEETING	Final Language for Recommendations due 3/11/19. Final Votes on Articles & Budget. Joint BSB/FinCom - Vote Funding Sources	
23rd			Planning Board
30th	MEETING	Sign Warrant	
<b>April</b>			
6th	Planning Bd.		ZOOM
13th	MEETING		ZOOM
20th	No Meeting [Patriots' Day]		
27th	BSB MEETING		ZOOM
	Planning Bd.		ZOOM
<b>May</b>			
4th	Planning Bd.		
11th	Annual Town Meeting Rescheduled		
18th	Planning Bd.		
25th	No Meeting [Memorial Day]		
<b>June</b>			
1st	MEETING	<i>[Re-organization of Board] Appoint-a-thon, Part 1</i>	
8th			
15th	Annual Town Meeting Rescheduled	[continuing, possibly on Tuesday; Thursday - BSB meetings may take place during the duration of ATM]	School
22nd			
29th	MEETING		
<b>July</b>			
6th			
13th	MEETING		
20th			
27th	MEETING		

\*Select Board Meetings in Grange unless otherwise indicated



**Internal Communications and Outgoing Communications**  
**April 13, 2020**

1. Letter from xfinity [Comcast] from Greg Franks, Sr. Mgr. of Gov't Affairs, dated March 19, 2020, to the Select Board regarding the Postponement of Cartoon Network Moving to Digital Preferred Tier.
2. Notice to Customer(s) from **nationalgrid**, dated March 16, 2020, regarding their service procedures during the COVID-19 emergency.
3. Notice from CMG Engineering Services, dated March 24, 2020, to the Chief Municipal Officer serving as their "Notice of Permanent Solution Statement and Immediate Response Action (IRA) Completion" RE: a Roadway Release at I-495 Southbound. [Copies provided to: DPW, ConsCom and BoH]



**Minutes, Notices and Updates  
April 13, 2020**

**Minutes**

NONE

**Notices – ALL MEETINGS CONDUCTED VIA ZOOM**

1. Notices of Personnel Board meetings held:
  - a. April 2, 2020
  - b. April 9, 2020
2. Notices of Finance Committee meetings held:
  - a. April 2, 2020
  - b. April 9, 2020
  - c. To be held April 13, 2020 [& as a Joint w/BSB]
3. Notice of a Council on Aging meeting held April 9, 2020
4. Notice of a Boxborough Leadership Forum to be held April 14, 2020
5. Notice of a Recreation Commission meeting to be held April 14, 2020
6. Notice of a Sustainability Committee meeting to be April 15, 2020
7. Notice of a Historical Commission meeting to be held April 16, 2020
8. Notice of an Acton-Boxborough Cultural Council Film Series Subcommittee meeting to be held April 16, 2020.
9. Notice of the Boxborough Spring Bunny Drive Parade held April 11, 2020
10. ***Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:***  
**Acton ZBA –**  
Hearing Notice for April 14, 2020 to consider a Variance Application of Peter Lukacic to re-construct a collapsed barn at 66 School Street.  
  
Notice of Decision to GRANGE Special Permit #19-15 to Gabril Skripps and April Livermore for the property at 251 Pope Road.