



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**SELECT BOARD
Meeting Agenda
Monday, March 30, 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>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></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	Announcements	
3.	7:05 PM	<p>Approval of payroll and payable warrants</p> <p>Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)</p>	
4.	7:08 PM	<p>Minutes</p> <p>a. Executive session, February 27, 2020</p> <p>b. Regular session, March 2, 2020</p> <p>c. Executive session, March 2, 2020</p>	<p>ACCEPT & POF</p> <p>ACCEPT & POF</p> <p>ACCEPT & POF</p>
5.	7:10 PM	Citizen's Concerns	
6.	7:15 PM	<p>FY 2021 Budget /Annual Town Meeting/ Election Preparations - Joint Meeting with Finance Committee</p> <p>a. FY 2021 Budget Status Update</p> <p>b. Final Review of Warrant - Voting Recommendations; Ordering of warrant and ATM Scheduling</p> <p>i. <i>Final Votes on the May 2020 Annual Town Meeting Warrant Article recommendations, if necessary</i></p> <p>ii. <i>Vote to move the Town election date to June 2, 2020</i></p> <p>iii. <i>Date change for Annual Town Meeting - Discussion</i></p> <p>iv. <i>written/revised</i></p> <p>NB: Warrant signed</p>	<p>POSSIBLE VOTE:</p> <p>VOTE:</p> <p>POSSIBLE VOTE:</p> <p>VOTE:</p>

Item #	Estimated Start Time		Action Vote/ Accept & POF
		Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast Pre-Town Meeting Forum - April 14, 2020 Town Meeting Preparations. [Presentations, Materials, Motions...]	
7.	8:05 PM	Personnel Updates - TA Ferrara	
8.	8:10 PM	General Business	
	a.	Vote to accept \$12,500 grant from the Littleton Electric Light and Water Department (LELWD) to support the Boxborough Police Department motorcycle program	VOTE:
	b.	Vote to accept \$10,000 to Boxborough Police and \$10,000 to Boxborough Fire gifts from Middlesex Savings Bank	VOTE:
	c.	Vote to approve Animal Control Officer IMA with Town of Littleton	VOTE:
	d.	Vote to appoint camp directors for the Flerra Summer Playground program	VOTE:
9.	8:20 PM	Update on Town Boards/Committees/Commissions	
	a.	Public Celebrations and Ceremonies Committee - 2020 Memorial Day and Fifer's Day Events <i>Pursuant to the recommendation of the Public Celebrations and Ceremonies Committee vote to approve the 2020 Memorial Day and Fifer's parade permit request(s) to be held, on Monday, May 25, 2020 and Saturday, June 20, 2020 - (rain date of June 21,2020), respectively, and to waive any applicable fees</i>	VOTE:
10.	8:30 PM	Select Board & Town Administrator's reports/updates	
	a.	COVID-19 Status Update	
11.	8:45 PM	Adjourn	
		2020: 4/13/20; 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20 Boxborough Leadership Forum (BLF): 4/14/2020 [Pre-Town Meeting Review] 2020 ATM Commences: 5/11/20	

Topic: Boxborough Joint Select Board and Finance Committee Meeting

Time: Mar 30, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/547331052?pwd=WmFHRGVTTVdmeStzVEpzQkJGR01EUT09>

Meeting ID: 547 331 052

Password: 552185

One tap mobile

+13126266799,,547331052# US (Chicago)

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Dial by your location

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Meeting ID: 547 331 052

Find your local number: <https://zoom.us/u/adN4XC5Tp0>



BOXBOROUGH SELECT BOARD
Meeting Minutes
Monday, March 2, 2020

Approved: _____

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member;

ABSENT: Les Fox, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator and Department Assistant, Cheryl Mahoney

At 7:01 PM Chair Neyland called the meeting to order in the Morse/Hilberg 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.

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).

Update on Town Boards/Committees/Commissions

Member Fowlks moved to appoint Larry Grossman, as a representative of the Sustainability Committee, to the Boxborough Building Committee (BBC) effective March 3, 2020 through June 30, 2020. Seconded by Member Bak. **Approved: 3-0.** There was discussion as to the make up on newly re-formed BBC.

Chair Neyland acknowledged, with regret, and placed on file the resignation of Abby Reip from the Planning Board, effective May 1, 2020. As this will now open an unanticipated slot on the Planning Board, an elected Board, the Select Board voted to add this slot to the 2020 Town Ballot. Member Fowlks moved to add a two-year seat on the Planning Board to the May 19, 2020 annual town election ballot. Seconded by Member Bak. **Approved: 3-0.**

The Board took items #6 and #8, out of order.

Citizen's Concerns - John Markiewicz asked about the precedent of offering a town employee a five year contract. The Board advised that the Town has, previously, approved multiply year employment contracts and this specific was approved at the Select Board's last meeting of February 27th.

Select Board & Town Administrator's reports/updates

Chair Neyland reported that bonding for the Douglas/Gates School Building project will be processed on Tuesday and that Supt. Light will send an email to the Town confirming the completion of submission and provide the obtained bonding rate. There was discussion as to the possible rate and the potential cost savings to the two communities.

There were no other reports from Board members.

TA Ferrara reported that:

The Department Assistant for the Building Dept./Board of Health, Cassy Bosworth, has tendered her resignation. He spoke of Bosworth's time with the Town and the excellent support she has provided for the Town Hall team. The position will be advertised this week.

He has been in active discussions with the Chief Ryder and Chief Fillebrown as to Coronavirus preparation measures. Foremost we need to protect our first responders. He will be bringing the schools into these planning discussions. He reviewed the information and links that they are working to provide on the Town's website. This continues to develop and there are still a lot of unknowns. Any updates to FY 2021 Budget will be discussed with the FinCom later in this meeting.

At 7:20 the Select Board took a brief recess, noting they would reconvene at 7:30 PM for the scheduled Personnel Plan Hearing.

Public Hearing

At 7:30 PM Chair Neyland called to order the joint, Select Board and Personnel Board, hearing to consider proposed changes to the Personnel Plan and the Compensation and Classification schedule for FY2021. Members of the Personnel Board were present and a list of attendees is attached and incorporated by reference. Personnel Board Chair Sheila Bauer introduced the proposed revised schedules provided in the packet, providing background; rationale and overview of the efforts of the Personnel Board and their work with the consultant in the recent compensation/salary study and the resulting recommended updates to these schedules and the proposed staffing restructuring being presented tonight. Bauer advised that the Personnel Board unanimously voted to support these recommended revisions. Member Bak, as the Personnel Board liaison, contributed to the discussion. There was discussion of a letter sent by an employee over the weekend with concerns as to how the compensation study was conducted and the proposed updates to the support staff structure. Bauer noted that this person had previously presented these concerns to the Personnel Board; and she spoke to how the Personnel Board took these items under consideration and the rationale of the consultant that the Personnel Board used when forming their recommendation for this staffing update. It was noted that perhaps some of the terminology used by the consultant could have been rephrased. She further noted that the Personnel Board determined that much of what was communicated would be concerns that management would need to take up. Morale is important and the Town should be able provide opportunities for advancement and to recognize specific competencies and experience. Select Board and Personnel Board members provided their input. Chair Neyland opened the floor for comments. In respond to John Markiewicz's queries it was noted that there are currently eight fulltime and part-time Department Assistants across the Town departments and that the consultant has recommended that three of these positions be re-classified to the new support level being proposed. This proposal is a re-classification of existing position(s). Management can review the consultant's process and findings but management would be the ones to see to any follow up with personnel and they would also be the ones to determine how to administer re-classifications. There was discussion as to the revisions to the Stipend section of the Classification and Compensation Schedule, specifically the addition of "Finance Director" to that schedule. There was discussion as to what responsibilities are being addressed; comparisons to other existing stipends and rationale in assigning these responsibilities to specific personnel. ATA Donahue reviewed some of his research findings that the Personnel Board considered when developing the stipend update. As there was no further discussion the hearing was closed at 8:10 PM

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

Members of the Finance Committee and Town Accountant Barrett were present for these discussions.

- TA Ferrara introduced the Town's consultant; Nick Cristofori of Comprehensive Environmental, Inc.; reviewing the work undertaken to address these Federal Stormwater regulation(s); the grant funding the Town has received for these efforts and the augmentations to public works service requirements. Cristofori spoke to a PowerPoint presentation on the proposed Construction and Post Construction Stormwater Bylaw Article for Town Meeting. Cristofori addressed queries from the Select Board, Finance Committee and audience members during his presentation. Cristofori explained the rationale in structuring this as a general bylaw at Town Meeting and not a Zoning Bylaw. This will become part of the site plan approval process. Cristoforo provided information on project/maintenance components that are considered exemptions under these requirements, including acreage minimums and some public works projects (e.g. repaving, not expansion of existing roadways). If this bylaw is not passed at Town Meeting the Town could be deemed as non-compliant; which could subject to penalties including significant fines and EPA compliance order (s). The consensus was that this was a comprehensive presentation. Tonight's presentation will be the basis of their Town Meeting presentation.
- Chief Fillebrown was present to provide information to support his proposed staffing augmentation Town Meeting article along with the requisite FY 21 budget revisions; provided in his PowerPoint presentation. His role in our community is to provide emergency services and address safety concerns. There are numerous factors that can impact the effective and efficient responses to public safety calls, including the number of multi-dwellings; mutual aid relationships/response times; types of calls (e.g. medical, public safety) and the difficulties with recruiting and staffing Per diem personnel. Chief Fillebrown responded to queries of the Select Board and Finance Committee members. Several years ago department implemented working model, based what was being used in Lincoln. Today, the Lincoln Department has 12 full-time Firefighters and Lincoln's population is not that much bigger than ours. Stow is considering similar staffing augmentations It was noted that FinCom's vote on the current article as proposed is 3-0-2, there was discussion on the budget structure and funding sources (including the SAFER Grant) to fund this new staffing model. Accountant Barrett expanded on the information provided including extraneous personnel expenses (benefits e.g. – training, health insurance, holiday, coverage), the benefit eligibility of full time versus per diem personnel, proposed budgeting, funding structure and sources under the scenarios being presented. The feedback provided by Member Fox and a member of the public was discussed. The Select Board and Finance Comm. considered what restructuring of this proposal would be needed to achieve their support, specifically making this proposal budget neutral if the grant is received. There was discussion as to impact of the understaffing that has been identified by Chief Fillebrown. The bare minimum would be adding only one full time Firefighter in FY 2021, which would have to be

funded, solely by the Town, without SAFER Grant funding. There was a review of Select Board Member Fox's comments on this proposed article. We need to provide as much information as possible so the voters can decide.

FY 2021 Budget Status Update

Finance Committee and Accountant Barrett reported on the status of the articles they have voted so far and the proposal to "bundle" paving projects to decrease borrowing costs. The Finance Committee exited to continue their own meeting. Accountant Barrett remained to review the updates/changes to the FY 2021 proposed budget, provided.

Review of Warrant

There was a general status review of articles and the Board's approval process. It was noted that the recommendations voted tonight will be reviewed and possibly re-voted at the next meeting. . The placement of articles and funding sources will be determined at an upcoming meeting. The Petitioner was present and there was a discussion as to how the Board usually does not provide recommendations on zoning articles. However, the Finance Comm. has to provide recommendations on all articles so she left to attend the Finance Comm. meeting. This year the Community Preservation Committee was not unanimous in its support of the presented projects.

- Receive Reports – Member Fowlks moved to accept and recommend the Set Salaries and Compensation of Elected Officers Article. Seconded by Member Bak. TA Ferrara reviewed those positions that will remain status quo and those that are changing. Finance Comm. has already approved this article and these amounts have been incorporated into the respective budgets for FY 2021. There was discussion as to the input that has been received from some of those in those positions, including possibly seeking to amend on Town Meeting floor. **Approved: 3-0.**
- Personnel Plan Amendments - As the FY21 Amendments to the Personnel Plan & Classification and Compensation were discussed at the earlier hearing; Member Bak moved to accept and recommend the Article to Amend FY21 Personnel Plan & Classification and Compensation. Seconded by Member Fowlks. **Approved: 3-0.**
- Operating Budget - As previously discussed there were only minor updates to the current version of the proposed FY 21 Operating Budget. Member Fowlks moved to accept and recommend the article for the Operating Budget in the amount of \$2,352,20. Seconded by Member Bak. **Approved: 3-0.**

CPC Articles

- Reserve/Operating Expenses - The Board reviewed the components of CPA Reserve/Operating Expenses article (aka #6) Member Fowlks moved to accept and recommend CPA Reserves/Operating Expenses article. Seconded by Member Bak. **Approved: 3-0.**
- Library Patio –Member Fowlks moved to accept and recommend the CPA Library Patio project article in the amount of \$35,000. Seconded by Member Bak. **Approved: 3-0.** Member Stemple will be responsible for this recommendation.
- No. Cemetery - Member Fowlks moved to accept and recommend the CPA North Cemetery Quad 3 project article in the amount of \$9,500. Seconded by Member Bak. **Approved: 3-0**
- Town Clerk's Historic Records - This seems to be becoming an annual expense. Member Fowlks moved to accept and recommend the CPA Town Clerk's Historic Records article in the amount of \$10,000. Seconded by Member Bak. **Approved: 3-0.** FinCom is supporting.
- Hager Land Bridge Connection – Member Fowlks moved to accept and recommend the CPA Hager Land Bridge Connection article in the amount of \$54,000. Seconded by Member Bak. There was a protracted discussion including a review of the project's history and their current available funds. As the Board had several questions that needed answers, including the placement of footings on school property, the vote will be held until the next meeting. The Motion was withdrawn. Member Fowlks would be responsible for this recommendation.
- Liberty Field Capital Improvements – The Board discussed the Recreation Comm.'s proposal for a two article structure to fund this project, a CPC article for \$250,000, but also a supplement capital article to fund the balance. The CPC funding would not be contingent on the supplemental funding article, passing. The RecCom. asserts that \$250,000 could cover the proposed initial phase. There was discussion of the placement of these articles and the differing vote thresholds required. Member Fowlks moved to accept and recommend the CPA Liberty Field Capital Improvements article in the amount of Seconded by Member Bak. **Approved: 3-0.** This will be Chair Neyland's recommendation.
- Rental Assistance Program - Member Fowlks moved to accept and recommend the CPA Rental Assistance Program in the amount of \$38,000. Seconded by Member Bak. **Approved: 3-0.** This will be Member Fox's recommendation.

- Regional Housing Services - Member Fowlks moved to accept and recommend the CPA Regional Housing Services article in the amount of \$12,000. Seconded by Member Bak. **Approved: 3-0.** This will be Member Fox's recommendation.
- Flerra Community Garden Water Supply – As an Agricultural Comm. project Chair Neyland declared that her husband is the AgCom Chair. Member Fowlks moved to accept and recommend the CPA Flerra Community Garden Water Supply article in the amount of \$15,000. Seconded by Member Bak. **Approved: 3-0.** This will be Member Fox's recommendation.
- Conservation Trust Transfer – As a Conservation Comm. article Member Bak declared that her husband is a ConsCom member. Member Fowlks moved to accept and recommend the CPA Conservation Trust Transfer article in the amount of \$10,000. Seconded by Member Bak. **Approved: 3-0.** Member Fowlks will be doing this recommendation.

Financial (Non Capital)

- Commercial Appraisal Consulting – There was discussion as to why this article is necessary and the rationale for increasing funding for these tasks. The Board determined this article's funding source would be Free Cash. Member Fowlks moved to accept and recommend the article for Commercial Appraisal Consulting, in the amount of \$75,000, funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Fire - New Positions/ SAFER Grant New positions – The Board reviewed Chief Fillebrown's earlier presentation. There was discussion about the "what ifs" if SAFER Grant is not awarded and developing alternate articles to address various scenarios which would presented/discussed at the March 16th meeting. The consensus would be to support if this staffing proposal was a net zero budget event for this year. Member Fowlks moved to accept and recommend the Fire - New Positions/ SAFER Grant New positions article as a net zero budget event for the first year. Seconded by Member Bak. **Approved: 2-1 (Bak).** There was discussion that the Board would need to re-open and then re-close the warrant at the next meeting to add these alternate articles.
- Cable Infrastructure Appropriation- Member Fowlks moved to accept and recommend the article for Cable Infrastructure. Seconded by Member Bak. **Approved: 3-0.**
- Borrowing Funds - Closing Costs & Premium Use Authority - TA Ferrara provided background on this article. Member Fowlks moved to accept and recommend the article for closing costs and premium use for borrowing for capital events, if funded through free cash. Seconded by Member Bak. **Approved: 3-0**
- Land Appraisal for Water Source - Member Fowlks moved to accept and recommend the article for land appraisal for water source. Seconded by Member Bak. **Approved: 3-0.**
- OPM Services Public Safety Building – It was noted that this was a placeholder title and there was discussion as to proposed expanded purpose of this article. Member Fowlks moved to accept and recommend the article for feasibility study for a public safety facility, for \$100,000, funded through free cash. Seconded by Member Bak. **Approved: 3-0.** It was noted that due diligence funds are still available.
- Transfer to Stabilization Fund - Member Fowlks moved to accept and recommend the article for the Transfer to the Stabilization Fund, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Transfer to OPEB Trust Fund - Member Fowlks moved to accept and recommend the article for the Transfer to the OPEB Trust Fund, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Close Completed Articles to General Fund/Capital Projects Fund - Member Fowlks moved to accept and recommend the article to close out completed articles, returning to the general fund. Seconded by Member Bak. **Approved: 3-0.**
- Departmental Revolving Funds Expense Limits- Member Fowlks moved to accept and recommend the Departmental Revolving Funds Expense Limits article. Seconded by Member Bak. **Approved: 3-0.**
- Chapter 90 Highway Reimbursement Program – TA Ferrara advised that an increase to the State's funding of this program, thanks to MMA lobbying efforts may happen. There is no dollar amount assigned to this article is only to accept the program funds allocated. Member Fowlks moved to accept and recommend the Chapter 90 Reimbursement article. Seconded by Member Bak. **Approved: 3-0.**

Capital Equipment <20K

- Vehicle Radar Units - Member Fowlks moved to recommend the acquisition of Vehicle Radar Units for \$21,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Gas Meters - Member Fowlks moved to recommend the purchase of Gas Meters for \$21,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**

- Fuel System Monitoring - Member Fowlks moved to recommend Fuel System Monitoring for \$20,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Library Patron PCs - Member Fowlks moved to recommend the purchase of Patron PCs for \$7,500, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**

Capital Equipment > 20K

- IT Technology Hardware/Software - Member Fowlks moved to recommend the purchase of IT Technology Hardware/Software for \$65,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.** purchase of IT 3-0
- Police Cruiser - Member Fowlks moved to recommend the purchase of a Police Cruiser for \$55,000, funded through bonding. Seconded by Chair Neyland. **Approved: 3-0.** There was discussion the Town's bonding structure/schedules and the potential impact to the tax rate.
- Public Safety Records Management System Upgrade - Member Fowlks moved to recommend a Public Safety Records Management System Upgrade for \$104,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- Personal Protective Equipment - Member Fowlks moved to recommend the purchase of Personal Protective Equipment for \$40,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.**
- DPW Dump Truck - Member Fowlks moved to recommend the purchase of a DPW Dump Truck for \$215,000, funded through bonding. Seconded by Member Bak. **Approved: 3-0.**
- Toro Infield Groomer - Member Fowlks moved to recommend the purchase of an Infield Groomer for \$21,000, if funded through free cash. Seconded by Member Bak. **Approved: 3-0.** There was discussion of the contribution towards the purchase of this equipment being made by A-B Youth Baseball.
- Paving – There was discussion of the proposed significant increase to this annual appropriation; FinCom's rationale in supporting this increase and funding through bonding. The consensus of the Board was not to support the article with the current appropriation amount. There was support for the previous \$300,000 threshold. Member Fowlks moved to recommend the Paving article for \$1,000,573, funded through bonding. Seconded by Member Bak. **Not Approved: 0-3.** There will be follow up discussions with FinCom on this.
- Liberty Field Capital Improvements – this is the article to supplement the CPA funding through bonding, previously discussed. Member Fowlks moved to recommend the funding of the Liberty Field Capital Improvements for \$1,232,000, funded through bonding. Seconded by Member Bak. **Approved: 2-1 (Bak).**
- Member Fowlks moved to accept and recommend the amendment to the Senior Tax Work-off option Article. Seconded by Member Bak. **Approved: 3-0.**
- Member Fowlks moved to accept and recommend the adoption of the Energy Efficiency Building Code aka "Stretch Code" option article. Seconded by Member Bak. **Approved: 3-0.**
- The Select Board passed over discussion of the proposed Zoning Bylaw articles, as the Board does not, typically, develop recommendations for articles put forth by other elected Boards.
- It was noted that Member Fox has communicated that the he is recommending that the proposed Development of the Stow Rd Public Safety Building Sense of the Meeting placeholder article be pulled.
- Member Fowlks moved to accept and recommend the Construction & Post Construction Stormwater "MS-4" General Bylaw Article. Seconded by Member Bak. **Approved: 3-0.**

It was noted that several items will need further review/discussion including the Hager bridge project.

Executive Session

At 10:25 PM , Chair Neyland moved to adjourn to executive session in the Grange Room Annex to discuss non-public records MGL Chapter 59, Abatement Applications for Real Estate and/or Personal Property Tax, per MGL C30A §21 (a), subsection 7, further noting that to discuss in open session may have a detrimental effect on the negotiating position of the Board. The Select Board will not be reconvening in Open Session after completion of the Executive Session. Seconded by Member Bak. **Approved: 3-0.** Roll Call: Bak "aye;" Fowlks "aye;" and Neyland "aye."

Exhibits

Item#

Exhibits

Item#

Agenda

- 4 b Notice of Intention to Resign from Abby Reip
- c. Clerk's email RE: 2 year Planning Board seat
- 5 Public Hearing materials
2/29/20 Email from Karen Guzzardi
- 7 a. Comprehensive Environmental' s MS4 PPT
Chief Fillebrown's Staffing PPT
Member Fox's Email comments on SAFER grant article
2/29/2020 Letter from Jeanne Kangas
- b. FY 21 Budget Revision Summary
- c. FY 2021 Proposed Articles List
Internal Communication & Outgoing Communications List
Minutes, Notices and Updates
Announcements



William Francis Galvin
Secretary of the Commonwealth of Massachusetts



COVID-19 Elections Updates

The Elections Division of the Secretary of the Commonwealth's office remains open to serve voters and candidates.

We are aware that the ongoing COVID-19 pandemic may change the ways that you vote or run for office. Below, please find information on how COVID-19 is affecting elections and what changes you may expect in the coming weeks.

Voter Registration

We encourage those who need to register to vote to use our [online voter registration system](#) as in person registration may be unavailable at your local election office. If you are not able to register online, you may register [by mail](#).

Town Elections (Updated 11:30am, 3/24/20)

If your town has a local election scheduled in the next few weeks, you should [contact your town clerk](#) about the status of that election. A new law has been passed to allow towns to postpone their local elections by a local vote. Some towns with upcoming elections have already obtained court orders to allow them to move their elections.

Whether or not your town has postponed your local election, a law has been passed to allow early voting by mail in local elections being held on or before June 30, 2020. You may [apply now for your mail-in early ballot](#).

If your town's election has been moved, ballots for the original election date will still be valid. If you have already submitted an absentee ballot, that ballot will be counted.

Special Elections (Updated 11:30am, 3/24/20)

All March 31st special elections have been rescheduled.

The State Senate has adopted an order rescheduling the special elections in the [2nd Hampden & Hampshire and Plymouth & Barnstable districts](#). Those elections will now be held on May 19, 2020.

The State House of Representatives has adopted an order rescheduling the special elections in the [3rd Bristol & 37th Middlesex districts](#). Those elections will now be held on June 2, 2020.

Any absentee ballots already received or returned for any of these four special elections will still be valid. If you have already received your absentee ballot, you do not need a new one.

A new law has been passed allowing early voting by mail for these special elections. You may [apply now for your mail-in early ballot](#).

Voting by Mail (Updated 11:30am, 3/24/20)

Under the Massachusetts Constitution, absentee ballots are available for all elections to voters who are disabled, out of town on Election Day, or have a religious belief preventing them from voting at their polling place.

A new law has been passed clarifying that any person taking precaution related to COVID-19 in response to a declared state of emergency or from guidance from a medical professional, local or state health official, or any civil authority shall be deemed to be unable by reason of physical disability to cast their vote in person at a polling location.

It is the opinion of this office that you qualify for an absentee ballot due to physical disability if:

- You are ill;
- You are confined to your home because you may transmit infection; or
- You cannot leave your home because you are a member of a population vulnerable to illness;
- You are staying in your home or avoiding your polling place as a precautionary measure in response to COVID-19.

The law has also been updated to allow early voting by mail for any election held on or before June 30th. Early voting by mail is similar to absentee voting, but unlike absentee voting, no excuse is required.

Applications for absentee ballots are [available to be downloaded and printed](#), but you may also request an absentee ballot by writing a letter to your clerk's office, if you do not have access to a printer. Be sure to include

your name and address, the election(s) for which you are requesting a ballot, and your signature. If you need the ballot mailed somewhere other than your home, be sure to provide that address.

Early ballot applications are available for upcoming local and special elections now. As with absentee ballot applications, any written request is acceptable.

Completed absentee and early ballot applications must be submitted to your local election office. Applications may be mailed, hand-delivered, faxed, or emailed. If you are emailing your application, you must be able to send an image of the application as an attachment, either by scanning it or by taking a picture of it. A hand-written signature must be visible.

All mail-in ballots must be back at your city or town hall by the close of polls on the day of the election – a postmark is not sufficient. Absentee ballots may be mailed or hand-delivered by a family member. Please be sure to allow enough time for the mailing of your application and your ballot.

The Secretary of the Commonwealth has filed legislation which, if passed, would offer expanded mail-in voting options for all voters for elections this held year. Any updates on new laws will be posted on this page.

Candidate Nomination Papers

As the deadlines and requirements for ballot access are set by state law, nomination paper deadlines and signature requirements cannot be waived without an act of the Legislature or a court order.

Candidates and volunteers should take appropriate precautions as they continue to gather signatures. If you are interacting with voters, be sure to have hand sanitizer or disinfectant wipes available and wash your hands frequently. If possible, consider providing signers with fresh pens and sheets of paper. Try to use a nearby flat surface so that signers can avoid handling a clipboard that you have been touching.

If you need additional nomination papers because you are mailing papers to voters or because you are trying to limit the number of signers touching pages, contact the Elections Division. You may also make exact copies of blank nomination papers you already have. Be sure to have copies printed back-to-front on legal-sized paper. If you are mailing papers, make sure the gray areas of the papers are completed before they are mailed to voters.

Because many city and town halls are currently closed to the public, we are encouraging candidates to submit nomination papers to their local election offices by mail. If you are mailing nomination papers, we recommend the use of some tracking service, in case they are mis-delivered. If you would like the papers returned to you by mail, include a pre-addressed postage paid envelope for the clerk to use to return them to you.

Remember that postmarks are not sufficient for nomination paper deadlines. The papers must be in the local election office by 5 p.m. on the date of the deadline! (PDF)

If you need to file your papers in person, you should contact the local election official for information on their availability. They may ask you to call when you arrive, so they can meet you outside, or they may request that you leave your nomination papers in a drop box. If you are leaving nomination papers in a drop box, be sure to include your contact information, so the clerk can get in touch with you when the papers are ready to be picked up.

Any changes to the laws regarding nomination paper deadlines or ballot access requirements will be posted here.

William Francis Galvin, Secretary of the Commonwealth of Massachusetts

[Terms and Conditions](#)

[Accessibility Statement](#)

6biii

SENATE No. 2608

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

SENATE, March 23, 2020.

The committee on Senate Ways and Means to whom was referred the House Bill relative to host community agreements (House, No. 4398),-- reported, in part, a "Bill granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19" (Senate, No. 2608).

For the committee,
Michael J. Rodrigues

SENATE No. 2608

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

An Act granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter
2 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to
3 the contrary, any city or town with any municipal caucus or annual or special municipal election
4 scheduled between the effective date of this act and May 30, 2020, may postpone such municipal
5 caucus or municipal election in accordance with this act.

6 The select board, town council, board of registrars or city council of the city or town may
7 vote on any day prior to the date of their scheduled municipal caucus or municipal election to
8 postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020.
9 Such rescheduled caucus or election shall be held in accordance with all applicable election laws
10 except as otherwise provided in this act.

11 (b) The select board, town council or city council of a city or town postponing a
12 municipal caucus or municipal election pursuant to this act shall, following consultation with the
13 local election official and the chief operating officer of the municipality as to logistics and
14 feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the
15 vote of the select board, town council or city council and a sample ballot shall be placed on the
16 official municipal website not later than 20 days before the date to which the rescheduled caucus
17 or election has been postponed. Notice of such action shall be provided to the public in other
18 ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and
19 to cast ballots therein. The notice may include, but shall not be limited to, a “reverse-911” call,
20 municipal list-serve notifications, advertisement on local cable television or issuance of a press
21 release sent to local news media.

22 (c) Consistent with section 107 of chapter 41 of the General Laws, an incumbent elected
23 official whose term would have expired at a municipal annual town election if the election was
24 not postponed pursuant to this act shall continue to serve in the official’s position until a
25 successor is elected and qualified.

26 (d) If this act does not take effect until after the date of a scheduled municipal caucus or
27 municipal election during the state of emergency declared by the governor pursuant to executive
28 order 591, Declaration of a State of Emergency to Respond to COVID-19, the actions of the
29 board of selectmen, town council, city council and local election officials to postpone a
30 municipal caucus or municipal election shall be ratified, validated and confirmed as if this act
31 had been in place prior thereto.

32 SECTION 2. The last day to register to vote for any annual or special municipal or state
33 election postponed pursuant to this act or otherwise postponed in response to COVID-19 shall
34 be 10 days before the date to which the rescheduled election has been postponed; provided,
35 however, that the board of registrars shall hold a registration session on that date not less than
36 from 2 PM to 4 PM and from 7 PM to 8 PM. The voting list to be used at such rescheduled
37 election shall include all eligible voters registered as of that date.

38 SECTION 3. The caucus or election materials, including, but not limited to, absentee and
39 official ballots, prepared for a municipal caucus or any annual or special municipal or state
40 election postponed pursuant to this act or otherwise postponed in response to COVID-19 and
41 bearing that date shall be used for the rescheduled caucus or election to the extent practicable. If
42 additional ballots are required to be printed, the ballots shall be identical in form to those
43 prepared for the original caucus or election.

44 SECTION 4. Absentee ballots cast in connection with the original election date for any
45 annual or special municipal or state election postponed pursuant to this act or otherwise
46 postponed in response to COVID-19, whether returned before the original election or otherwise,
47 and received by the local election official before the close of polls on the date of the rescheduled
48 election, shall be processed in accordance with applicable law; provided, however, that any voter
49 who chooses to vote in person on the date of the rescheduled election may do so if their absentee
50 ballot has not yet been counted. Completed applications to vote by absentee ballot in the
51 rescheduled election shall be accepted by the board of registrars until 12:00 noon on the last
52 business day before the rescheduled election.

53 For an election held on or before June 30, 2020 any person taking precaution related to
54 COVID-19 in response to a declared state of emergency or from guidance from a medical
55 professional, local or state health official, or any civil authority shall be deemed to be unable by
56 reason of physical disability to cast their vote in person at a polling location.

57 SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any
58 other general or special law to the contrary, any eligible voter may vote early by mail for any
59 annual or special municipal or state election held on or before June 30, 2020.

60 (b) Any qualified voter wanting to early vote by mail may file with their local election
61 official an application for an early voting ballot. Any form of written communication evidencing
62 a desire to have an early voting ballot be sent for use for voting at an election shall be given the
63 same effect as an application made in the form prescribed by the state secretary. Local election
64 officials shall send early voting by mail ballots to those who have applied as soon as ballots are
65 available. No application shall be deemed to be seasonably filed unless it is received in the office
66 of the local election official before noon on the last business day before the date on which the
67 rescheduled election is held.

68 (c) Local election officials may use absentee ballots for those voters requesting to vote
69 early by mail in municipal elections. An early voting ballot along with an envelope bearing an
70 affidavit as set forth in section 25B of chapter 54 of the General Laws shall be provided to each
71 qualified voter who participates in early voting by mail.

72 (d) The local election officials shall cause to be placed on the voting lists opposite the
73 name of a qualified voter who participates in early voting the letters "EV" designating an early
74 voter.

75 (e) The counting of early voting ballots shall be consistent with section 25B of chapter 54
76 of the General Laws and implemented regulations to the extent practicable. All envelopes
77 referred to in this section shall be retained with the ballots cast at the election and shall be
78 preserved and destroyed in the manner provided by law for the retention, preservation or
79 destruction of official ballots.

80 (f) All early voting ballots voted by mail shall be received by the town clerk before the
81 hour fixed for closing the polls on the date on which the rescheduled election is held. Early
82 voting ballots cast under the authority of this section shall be processed at the polls in a manner
83 consistent with that set forth in said section 25B of said chapter 54.



8a

BOXBOROUGH POLICE DEPARTMENT

520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 • Fax: (978) 268-5123



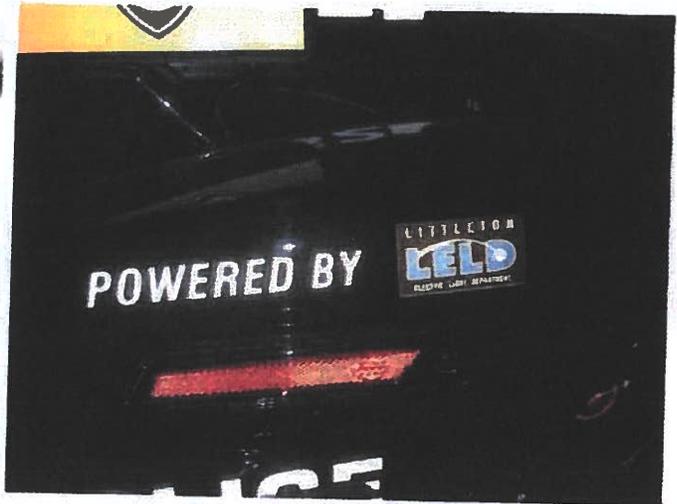
February 11, 2020

Littleton Electric Light Department
Board of Commissioners
39 Ayer Road
Littleton, MA 01460

Dear Board,

In past years, keeping with your tradition of community service, you have continued to generously support the Town of Boxborough with our public safety projects. Your financial assistance is always greatly appreciated as these programs would not exist as they are solely sustained through your support. Your board, management team and line crews are a valued part of our community network and support system that always work with us in the true essence of partnership.

I am appealing to you once again in the consideration of a \$12,500 community grant. We have had a police motorcycle program in Boxborough for the past 19 years. Through last year's grant we currently and proudly display on the motorcycle "Powered by and LELD logo" as the pictures indicate below.



Our motorcycles are part of a unit within the Central Massachusetts Law Enforcement Council, a non-profit organization consisting of over 78 municipal law enforcement agencies and one county Sheriff who assist each other in times of need. We participate in funeral and dignitary escorts, parades and community events all over the Commonwealth. We can be seen at events as large as the Boston Marathon to happenings as meaningful as the annual Fifer's Day road race and parade in Boxborough. Last year I was selected to serve as the Motor Unit Commander.

As a general practice we refrain from using it as an enforcement tool as that is not its intended purpose here in Boxborough. The motorcycle program is by far the most effective tool we have in bridging gaps with our community. Motor Officers are no longer encapsulated inside a vehicle and kids and adults alike are drawn to it as it opens up dialog with people and is a great conversation starter. We are often asked about the LELD logo and what it represents!



I am requesting a portion of the Community Development Grant of \$12,500. to fund this program for the next year. This funding will provide a benefit to the entire town and allow the Boxborough Police Department to continue to offer community based policing. Any assistance and consideration would be appreciated.

Sincerely Yours,

Warren B. Ryder
Chief of Police



CHECK REQUEST

Amount: \$12,500.00 Budget # 0435.004.10.047

Payee: Boxborough Police Dept

Date: 12-Mar-20

Purpose: Community Development Grant

Please forward check to:

Chief Warren Ryder
Boxborough Police Dept
520 Massachusetts Ave
Boxborough, MA 01719

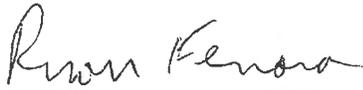
Approval: 

Date: 3-12-20

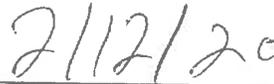
Dear Board,

As Town Administrator for the Town of Boxborough, I support this \$12,500 Littleton Electric Light Department community grant application for the Boxborough Police Department. We understand that this request is for the full 2020 allocated amount available from LELWD.

Thank you for your support,



Ryan Ferrara, Town Administrator



Date

8bi

Previously provided
IC-2/27/2020



Mike Kuza
Vice President

January 28, 2020

Boxborough Fire Department
Attn: Paul Fillebrown, Jr.
502 Massachusetts Avenue
Boxborough, MA 01719

Dear Chief Fillebrown, Jr.,

Middlesex Savings Bank has been part of the community for more than 180 years and we appreciate everything your department does to help protect the citizens of Boxborough.

In a gesture of support for all that you do, we want to provide the Boxborough Fire Department with the enclosed contribution of \$10,000. This is part of a \$520,000 donation that we're gifting to 52 first responders in our community, including 26 fire departments. Although there are no specific requirements with this gift, we would ask that your department not utilize these funds on personnel costs. We look forward to reaching out later in 2020 to learn how the gift made an impact on the department.

Best wishes for a happy and successful 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Kuza", written over a horizontal line.

Mike Kuza
Vice President

8bii

Previously provided
lc- 2/27/2020



Mike Kuza
Vice President

January 28, 2020

Boxborough Police Department
Attn: Warren Ryder
520 Massachusetts Avenue
Boxborough, MA 01719

Dear Chief Ryder,

Middlesex Savings Bank has been part of the community for more than 180 years and we appreciate everything your department does to help protect and serve the citizens of Boxborough.

In a gesture of support for all that you do, we want to provide the Boxborough Police Department with the enclosed contribution of \$10,000. This is part of a \$520,000 donation that we're gifting to 52 first responders in our community, including 26 police departments. Although there are no specific requirements with this gift, we would ask that your department not utilize these funds on personnel costs. We look forward to reaching out later in 2020 to learn how the gift made an impact on the department.

Best wishes for a happy and successful 2020.

Sincerely,

A handwritten signature in black ink that reads "Mike Kuza".

Mike Kuza
Vice President

8d

From: Megan Connor
Sent: Friday, March 13, 2020 4:05 PM
To: Maria Neyland
Cc: Brian Picca; Brian Picca; Hilary Greven
Subject: returning directors for flerra

Hi Maria,

For the Board of Selectman approval, here are the returning directors the recreation commission has agreed to appoint for the July flerra summer playground program:

Lead Director: Brian Picca (also plans to help with the field and sports activities)

Director: Kate Contini, (plans to work with the little ones)

Director: Laura Spurling, (plans to work with the older students)

Director: Courtney Stevens, (as our arts and crafts director)

They are already meeting and established themes for each week of 7/6-7/31 and are coordinating vendors and crafts and activities for each day.

They are also planning for a counselor orientation on June 11th from 6-8 p.m. As our rec comm liaison on the BoS, it would be great if you were to attend to say a few words to our counselors and Counselor in training students on that evening when they come to fill out their paper work and here from the directors about the needs of the program and the work that they will be providing for the town.

Please let me know if you have any questions. Thanks!

Best,

Megan Connor, Chair
Boxborough Recreation Commission

REMOTE PARTICIPATION MEETING CHECKLISTIn Advance of Meeting

- All non-emergency items properly posted *at least* 48 hours in advance
- “Executive Order on Remote Participation” is posted with agenda
- All members received the same documents for meeting
- Supporting documents posted on Town website (does not have to be 48 hours in advance unless required by law)
- For meetings with public participation, encourage written public comments

Initiating Meeting

- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings (script document)
- Note materials for meeting available online on the Town website for the public
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules”

For Zoom Meetings

- Disable Chat Function for Participants
- Click “Record Meeting”
- Advise Participants that Meeting is Being Recorded
- Caution Participants About Screen Sharing

During Meeting

- Each speaker states their name before each presentation, comment, or question
- All votes taken by roll call
- Meeting Minutes reflect remote status

Technical Difficulties

- If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members

CHAIR'S SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS VIA ZOOM

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. State each member's name.
- Staff, when I call your name, please respond in the affirmative. State each staff members' name.
- Anticipated Speakers on the Agenda, please respond in the affirmative. State each anticipated speaker's name.

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of COVID-19 a.k.a. the Coronavirus.

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend large public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom] as posted on the Town's Website identifying how the public may join.

For Zoom Meetings

Please note that this meeting is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other participants may be able to see you. Using the “screen share” function would allow all viewers to see your screen. In addition, anything that you broadcast may be captured by the recording.

Meeting Materials

Exhibits: All supporting materials that have been provided members of this body are available on the Town’s website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking.
 - Please remember to speak clearly and in a way that helps generate accurate minutes.
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their name and address only;
 - Note the following is at the discretion of the board/committee chair: Once the Chair has a list of all public commentators, I will call on each by name and afford **3 minutes** for any comments.
- Finally, *each vote taken in this meeting will be conducted by roll call vote.*

[Any additional preliminary comments tailored to meetings]



**Internal Communications and Outgoing Communications
March 30, 2020**

1. Letter from Police Chief Warren Ryder, dated February 11, 2020, to the Littleton Electric Light Dept. Board of Commissioners requesting that they renew their annual commitment providing his department with a \$12,500.00 community grant to continue to fund their police motorcycle program; including TA Ferrara's statement supporting this request*
2. Copy of statement letter from Town Counsel, Jonathan Eichman, K|P Law, dated March 16, 2020, to Municipal Auditing firm, Roselli, Clark & Associates advising as to the status of any material pending legal matters that they are aware of as of June 30, 2019.
3. Communication from Verizon's Franchise Service Mgr. Niall Connor received March 16, 2020, regarding Boxborough's MA Annual License Fee Statement and payment of same in the amount of \$380.00

*Indicates that the item is included in the agenda packet as well as in the general notebook.



**Minutes, Notices and Updates
March 30, 2020**

Minutes

Finance Committee meeting minutes of March 2, 2020 and March 5, 2020

Notices

1. Notice of a Library Trustees meeting held March 18, 2020 via ZOOM
2. Notice of Finance Committee meetings:
 - a. Held March 26, 2020 – via ZOOM
 - b. To be held [Joint w/BSB] March 30, 2020

3. **Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:**

Harvard ZBA – Hearing Notice for April 8, 2020 to consider a Special Permit application of Ashley Owens, for conversion of 166 Littleton Road to a multiple residence.

Littleton **Planning Board** Hearing Notice for April 2, 2020 to consider a zoning bylaw amendment

Stow - ZBA – Legal Hearings to be held April 6, 2020 filed by:

Samuel and Sandra Hurwitz for the property located at Barton Road – 1. Variance on set back requirements to construct a garage within set back 2. Special Permit to construct a non-conforming Uses/Structures – a garage
K. Andrew and Tania Borg for the property located at 8 Davis Road – 1. Variance on set back requirements for the construction of a single family dwelling and garage 2. Special Permit to allow construction of a non-conforming Uses/Structures – single family dwelling and garage