



# TOWN OF BOXBOROUGH

29 Middle Rd.  
Boxborough, MA 01719  
(978) 264-1700 • Fax: (978) 264-3127  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Jennifer Campbell, Chair • Diana Lipari, Clerk • Wesley Fowlks • John Markiewicz • Leslie Fox

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## SELECT BOARD WORKSHOP MEETING AGENDA 7:00 PM Tuesday, May 31, 2022 Conducted via a Zoom Event

1. Call the Meeting to Order & Meeting Announcement et al
2. Citizen Concerns
3. New Business:
  - a. Action RE: Y/E Statutory Budget Transfer(s) MGL C44 § 33B(b) RE:
  - b. Presentation & Discussion RE: Town Administrator Search & Screening Panel Charge (B. Lynch)
  - c. Discussion RE: FY'23 Meeting Calendar
  - d. Discussion RE: Liaisons - Purpose and Role
  - e. Discussion RE: General Operating Policies
1. Executive Session
  - a. To investigate charges of criminal misconduct or to consider the filing of criminal complaints, per MGL Ch. 30A §21 (a) (5)
  - b. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; per MGL Ch. 30A §21 (a) (2) (Town Administrator)
4. Adjourn



Topic: BXB Select Board, 5/31/2022, 7pm  
Time: May 31, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86923882404?pwd=U1NEbTBoTndoNWZReIBXMFRJV3IzdZ09>

Meeting ID: 869 2388 2404  
Passcode: 573597

One tap mobile

+13017158592,,86923882404# US (Washington DC)  
+13126266799,,86923882404# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

Meeting ID: 869 2388 2404

Find your local number: <https://us02web.zoom.us/j/86923882404?pwd=U1NEbTBoTndoNWZReIBXMFRJV3IzdZ09>

*Judy Reid*

LCTV Production Coordinator

[jreid@littletonma.org](mailto:jreid@littletonma.org)



LCTV website <https://www.littletonma.org/littleton-community-television>

LCTV on YouTube <https://www.youtube.com/c/lctv01460>

LCTV on demand <https://littleton.vod.castus.tv/vod>

**DRAFT MOTION(s)**

**2.a. I move to authorize the various transfers within the FY '22 Operating Budget, in accord with MGL Ch. 44 §33B (b), to fund the payment of the Consulting Interim Town Treasurer/Collector as requested by the Town Administrator as approved by the Finance Committee on May 23, 2022.**

**3. a. I move to enter into executive session under per C30A §21 (a) (5) for the purpose of to investigate charges of criminal misconduct or to consider the filing of criminal complaints and reconvene in public session only for the purpose of adjournment or if action is anticipated.**

**Note: A roll call is needed to go into executive session.**





**BOXBOROUGH SELECT BOARD**  
29 Middle Road, Boxborough, Massachusetts 01719

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Wesley Fowlks, Chair Leslie Fox, Clerk John Markiewicz Jennifer Campbell Diana Lipari

**MEMORANDUM**

**To:** SelectBoard

**From:** Carter Terenzini, Interim Town Administrator

**Subject:** Miscellaneous 05/31 Agenda Items

**Date:** May 25, 2022

**CC:** R. Hudson

*Carter*

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This is to supplement your packet whenever a full memorandum is no enclosed or information is needed to supplement what may have been provided.

**3.c.** It has been my experience that well established procedures and processes can lend great stability to an organization. The current Annual report would tell people that you meet on “Mondays as posted”. Given the several specials we have had to have and given the staff overload where you were understanding enough to cancel meetings if there was not a “full agenda”, that has not worked well from my perspective. In my experience a calendar of 1<sup>st</sup> and 3<sup>rd</sup> or 2<sup>nd</sup> and 4<sup>th</sup> (fill in day of week) has worked well for all to understand. Oft many communities will add a periodic “Workshop” for policy development (goal setting retreats, brainstorming on a topic, OPEX or CAPEX reviews and the like). It is also to codify when a meeting is moved to if it collides with a holiday is helpful also. For instance; if you hold your meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays you will have seven meetings in FY '23 collide with holidays or the Annual Town Meeting. If you hold your meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays you will have three meetings in FY '23 collide with holidays or the Annual Town Meeting. While this will vary from year to year as the dates move toward the leap year calendar but you get a sense of I mean.

Additionally, the Chair – rightfully in my view – please a major task calendar of things you want to accomplish in any given month is a great way to codify the timing of needed actions (as opposed to someone with institutional knowledge trying to remember them). Her first cut

Draft is attached as well as the FY '23 holiday calendar. Once we have your thoughts on this we will prepare a final FY '23 Meeting calendar for your action.

**3. d.** The Town Government Study Committee, in recommending the role of the Town Administrator as Chief Operating Officer (and I would submit Chief Financial Officer) recommended that:

- a) The BoS **maintains liaison roles, for communication and guidance** rather than management and direct oversight.
- b) The BoS continues as a policy-making board. The BoS will set priorities, guidelines, and goals... **the BoS will not become involved in the work itself or management of employees.**

Although the Board of Selectmen title has since changed to Select Board, the concept remains the same. I understand the intent to minimize change and preserve the small Town feeling of connection of the staff and volunteers to the SB. However, in my limited time with you, I can tell you that, as it is currently practiced, it has proven most challenging to implement the model of a COO. This was amply demonstrated this past Monday evening when the FinCom asked – not for the Town Administrator to be present – but for the SB Liaison to be present. I have had other Committees – and Department Heads – tell me “but I spoke to my SB Liaison”. I have had another community I worked with create the role of Liaisons with the Department Heads – exactly for this feel of connection and as a secondary communicating channel – only to abandon it within a few years because of the confusion it created. I have had peers and state officials express reservations over this confusion as well. While you may wish to pose this question to Mr. Lynch, I do believe it important you consider this issue closely as it may impact your pool of candidates fearful of their ability to succeed if this is not clarified. This is particularly true of the phrase “communication and **guidance**” currently in the policy as below:

Annually, Board members shall be assigned as liaisons to specific Departments, appointed Committees, Boards or Commissions. The liaison role with department heads is one of communication and guidance, rather than management and direct oversight. The liaison is responsible for providing the full Board with substantive information about initiatives, activities, problems, upcoming events, budgets and warrant articles. A Board liaison cannot commit the Board to a position or decision until after a full and fair opportunity to weigh the merits of an issue during a Board meeting.

I would respectfully suggest you limit your liaisons to the various Boards and Committees as follows:

Board members shall be assigned as Liaisons, appointed Committees, Boards or Commissions (the “Committees”). The responsibility of the Liaison is to maintain communication with their assignees on behalf of the Select Board. The Liaison is responsible for providing the full Board with substantive information about initiatives, activities, problems, upcoming events, budgets and warrant articles and for communicating back to the Committees the status of Select Board activity on items under

the purview of those Committees. The Liaison is an observer and not an active participant. The Liaison shall not express an opinion, in particular as that of the Board's, unless it has been so voted. The Liaison shall recognize that the day-today support for these Committees comes through the Town Administrator's office and town staff and shall reinforce the role of the Town Administrator and staff support speaking to the Town Administrator whenever there is a question by the Committees of that support to understand the priorities that have been set and the resources available or needed to achieve that priority.

Whatever your decision, do please remember that the words only lay out the concept while it is the practice by the SB members that will determine the impact upon the TA as COO.

**3. e.** I'd like to walk you through a discussion of the highlights of issues perhaps worthy of expansion in the [current Operating Procedures](#) (Citizen Input, general or item by item, how long per/total and items you may have mentioned to me throughout my time with you.)





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Wesley Fowlks, Chair Leslie Fox, Clerk John Markiewicz Jennifer Campbell Diana Lipari

**MEMORANDUM**

**To:** B. Neville: Chair, FinCom  
**From:** Carter Terenzini, Interim Town Administrator *Carter*  
**Subject:** End of Year Statutory Transfers  
**Date:** May 24, 2022  
**CC:** R. Hudson; J. Aponte; L. McQuade; K. Pontbriand; SB

This is to replace a prior Request for Transfer from the FinCom Reserve submitted by Mr. Hudson to pay invoices for the firm acting as the Interim Treasurer/Collector and Consultant to the Office. As of today the outstanding invoices are \$55,397.90. We are anticipating one last invoice of \$7,500+/- . Totaling \$62,900+/- . We have approximately \$250 remaining in the expense line time and believe we can get thru with an infusion of \$62,500. Below shows the proposed transfers to fund this request:

Transfer to Account		Current Balance	Transfer Request	Balance after Transfer
001-145-5306-0000	Treasurer Consulting	\$ 277.70		\$ 62,777.70
Transfer From Account				
001-135-5112-0000	Accountant Salary	\$ 24,601.11	\$ 9,000.00	\$ 15,601.11
001-135-5154-0000	Finance Director Stipend	\$ 6,000.00	\$ 6,000.00	\$ -
001-135-5301-0000	Accountant Audit	\$ 5,345.00	\$ 5,000.00	\$ 345.00
001-156-5582-0000	Tech Hardware	\$ 40,407.35	\$ 12,500.00	\$ 27,907.35
001-241-5112-0000	Building Inspector Salary	\$ 47,474.65	\$ 17,500.00	\$ 29,974.65
001-529-5116-0000	Community Svc Coord Salary	\$ 23,176.35	\$ 12,500.00	\$ 10,676.35
	Total		\$ 62,500.00	

Mr. Hudson will be available tonight to address any concerns about the remaining balances but they should be sufficient to get us thru the end of the year.

As to several other items on your agenda; I would ask that you defer several items (Financial Management Legacy issues together w/the audit you suggest, the Hotel abatement granted by the ATB in CY 2020 but never entered into your assessing records, and the proposed process for addressing remaining staffing shortages) until I and the entire Finance Team can be with you to answer any questions over what they found upon entry, what they find daily, the status - as we know it - of the multitude of Management Letters accompanying your annual audits and the like.

## Boxborough Town Administrator Screening Panel

Item 3b

### Panel Charge DRAFT 05/23/22

The Town Administrator Screening Panel is responsible for presenting the names of 3-4 individuals, who shall be considered finalists, to the Boxborough Select Board for consideration as appointment as the Town Administrator of Boxborough. The Screening Panel members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Position Statement that has been prepared by the Town's recruitment consultant with the input and information of the Select Board and other town officials; and that will be utilized in conducting outreach to solicit candidates for the position. The Screening Panel shall work collaboratively with the Town's recruitment consultant in executing their responsibilities.

The Screening Panel's work shall include:

1. Meet to choose a Panel Chairperson and Clerk
2. Meet with the Town's Recruitment Consultant to discuss questions regarding the Position Statement, review process of interviews, discuss questions as prepared by recruitment consultant and possible additional questions, and set interview dates.
3. Receive and review resumes of Semi-finalists as presented by the recruitment consultant.
4. Conduct interviews of selected candidates utilizing established questions.
5. Compare the experience, qualifications, and interview performance of candidates to identify and choose up to 4 unranked finalists for presentation to the Select Board, contingent upon a satisfactory reference background review by the recruitment consultant.
6. Meet with the recruitment consultant, as needed, to review the outcome of the reference and background checks.
7. Chairperson meets with the Select Board to present names and resumes of the Finalists for consideration and selection as Town Administrator.

It is anticipated that the work of the Screening Panel will be completed within four weeks of the first meeting, as called by the Town's recruitment consultant. The Panel shall function as a governmental body of the Town as defined in the Massachusetts Open Meeting Law and utilize the provisions of said law pertaining to Executive Session in order to act in the best interests of the Town.

To the extent permitted by law, the Screening Panel shall maintain the names and any information about the candidates in strict **confidence** until it votes its recommendations. Names and information pertaining to candidates not chosen as Finalists shall be retained as **confidential**.

## Calendar for July 2022–June 2023 (United States)

**July 2022**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August 2022**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2022**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6*	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2022**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2022**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8*	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December 2022**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2023**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2023**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2023**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2023**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2023**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8*	9*	10	11	12	13
14	15	16*	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June 2023**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holidays:		
Jul 4, 2022 Independence Day	Dec 25, 2022 Christmas Day	Feb 20, 2023 Presidents' Day
Sep 5, 2022 Labor Day	Dec 26, 2022 'Christmas Day' day off	May 29, 2023 Memorial Day
Oct 10, 2022 Columbus Day	Jan 1, 2023 New Year's Day	Jun 19, 2023 Juneteenth
Nov 11, 2022 Veterans Day	Jan 2, 2023 'New Year's Day' day off	April 17 Patriots Day
Nov 24, 2022 Thanksgiving Day	Jan 16, 2023 Martin Luther King Jr. Day	

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)

### Additional

\* 09/06; 11/08; 05/16 Town Elections

\*\* Town Meeting

1<sup>st</sup> & 3<sup>rd</sup> Collision w/Holidays or TM = 7

2<sup>nd</sup> & 4<sup>th</sup> Collision w/Holidays or TM = 3

# Select Board Schedule

May, 2022

## June

- Elect officers
- Say Pledge of Allegiance
- Set meeting schedule
- Assign liaisons
- Appoint board members and staff

*Determine schedule for discussion/votes regarding field use fees*

## July

- Close out previous year budget

## August

- Review goals for upcoming year
- Volunteer/Staff appreciation event

## September

- Goal setting workshop (Saturday morning)
- Start process of Collective Bargaining Agreements (CBAs) and Department Head contract renewals

## October

- Discuss possible warrant articles for ATM

## November

- Tax classification hearing – adoption of residential factor

## December

- Vote on warrant items sponsored by the Select Board
- Receive budget books

## January

- Budget Saturday
- Capitol Saturday

## February

- Vote on budget and warrant items
- Personnel Plan Classification Hearing
- Finalize CBAs and Department Head contracts

## March

- Write recommendations for the warrant

- Write Select Board statement for Annual Town Report

Item 3c

## April

- Assign speakers for motions/presentations for ATM

## May

- Annual Town Meeting

## Ongoing items:

- Committee Spotlight (monthly?)
- Policy review (select related policies to review/discuss monthly)
- Boxborough Bee (Select Board corner articles, rotate authors)

DRAFT