



OFFICE OF THE SELECT BOARD

29 Middle Rd.

Boxborough, MA 01719

(978) 264-1700 • Fax: (978) 264-3127

www.boxborough-ma.gov

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

**SELECT BOARD
MEETING AGENDA**

7:00 PM

Monday, June 6, 2022

Conducted via a Zoom Event

- 1. Call the Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Announcements**
- 4. Approval of Minutes & Warrants**
 - a. Regular Session Minutes: 3/28/22, 3/31/22
 - b. Warrants: #2022-32 & PW22-24
- 5. Community Concerns**
- 6. New Business**
 - a. Introductions of New Employees RE: Tracy Murphy
 - b. Appointments:
 - i. Action RE: Personnel Board RE: Lee Slade
 - c. Action RE: Resignation RE: Songbawera Issah (DEI)
 - d. Action RE: Charge & Composition RE: TA Screening Panel
 - e. Action RE: FY'22 Statutory Budget Transfer(s)
 - f. Action RE: Assignment of R. Harris as Project Manager for the LAND Grant
- 7. Old Business:**
 - a. Sustainability Committee Energize Boxborough Website
- 8. Boards & Administrator Comments & Reports**
- 9. Executive Session:**
 - a. 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) (Interim Chief of Police)
 - b. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; per MGL Ch. 30A §21 (a) (3) (Dispatch, DPW, Fire, & Police)
 - c. To investigate charges of criminal misconduct or to consider the filing of criminal complaints, per MGL Ch. 30A §21 (a) (5)
- 10. Adjourn**

Join Zoom Meeting

<https://us02web.zoom.us/j/87252893168?pwd=VWNCL1NKUmpDV0VIT3Rjb3gvbkM2UT09>

Meeting ID: 872 5289 3168

Passcode: 349398

One tap mobile

+13126266799,,87252893168# US (Chicago)

+19292056099,,87252893168# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

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Meeting ID: 872 5289 3168

Find your local number: <https://us02web.zoom.us/u/kcgf8GJBsP>

Draft Motions

4a. I move to approve the Regular Session Minutes of 3/28/22 and 3/31/22 as presented
OR
as amended.

6bi. I move to appoint Lee Slade to the Personnel Board with a term ending June 30, 2024.

6c. I move to accept the resignation of Songbawera Issah from the Diversity, Equity and Inclusion Committee (DEIC) and direct the Town Administrator to send a letter accepting their resignation with the thanks to the Board for their service.

6d. I move to approve the charge to the Town Administrator Screening Panel as presented
OR
as amended
(We hope to be able to report to you who will represent the Personnel Board and the DEIC).

6f. I move to designate Rebecca Harris as project manager for the Local Acquisitions for Natural Diversity (LAND) Grant application to authorize the Town Administrator to file any notification related thereto.

63. I move to approve the FY 23 Statutory Budget Transfer(s) as presented
(yet to be determined if any need to be presented) as we review the budget for the Statutory Budget weekly

9. I move to enter Executive Session Cite a, b, c with Chair declaring necessity as shown on Agenda



SELECT BOARD
Meeting Minutes
March 28, 2022

APPROVED:

PRESENT: Wes Fowlks, Chair; John Markiewicz, Member; Les Fox, Member; Jennifer Campbell, Member and Diana Lipari, Member

ALSO PRESENT: Rajon Hudson, Assistant Town Administrator; and Kirby Dolak, BXBTV

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.

OPEN SESSION

At 7:00PM, Chair Fowlks called Select Board meeting to order, via ZOOM pursuant to the procedures noted.

ANNOUNCEMENTS

Chair Fowlks read the announcements.

MINUTES

None at this time.

INTRODUCTIONS AND APPOINTMENTS

a. Introductions of New Staff

None at this time.

CITIZEN'S CONCERNS

Becky Neville noted that there will be a celebration on May 22nd for John Fallon's retirement as moderator. She noted that she previously sent an email to the Board regarding the Town Accountant. She stressed how important it is to have a full-time person with municipal experience in this role.

NEW BUSINESS

a. Action RE: Springfest Permits

i. Boxborough Regency

Member Markiewicz moved to approve the one-day liquor-license for the Boxboro Regency for April 3, 2022 (with a rain date of April 10, 2022). Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox "aye," Markiewicz "aye," Campbell "aye," Lipari "aye," and Fowlks "aye."

ii. True West Brewing Company

Member Markiewicz moved to approve the one-day liquor-license for the True West Brewing Company, LLC for April 3, 2022 (with a rain date of April 10, 2022). Seconded by Member Lipari.

Approved: 5-0 by Roll Call Fox "aye," Markiewicz "aye," Campbell "aye," Lipari "aye," and Fowlks "aye."

iii. Pony Shack Cider

Member Markiewicz moved to approve the one-day liquor-license for the Pony Shack Cider for April 3, 2022 (with a rain date of April 10, 2022). Seconded by Member Lipari.

Approved: 5-0 by Roll Call Fox "aye," Markiewicz "aye," Campbell "aye," Lipari "aye," and Fowlks "aye."

TOWN MEETING

a. Discussion/Action RE: Town Meeting(s) and Personnel Administration Plan

i. Review of final proposed changes to Personnel Plan

Sheila Bauer called the Personnel Board meeting to order via a roll call vote: Keith Lyons, Bill Litant, and Tracey Sierra all in attendance.

The Board reviewed the proposed changes.

Under Article V, the Position Classification Plan is proposed to be amended to change the word “allocation” to “classification.” Under Article VI, the proposal is to amend the section title to “Promotions & Reclassifications,” and some language within. Article VI, Section 7 is proposed to be amended to remove the language requiring step increases to be voted on at Annual Town Meeting. Step increases would be determined based on if annual reviews have been conducted. The Employee Handbook will require an update around the language for reviews as part of this. Chair Fowlks stated that he believes the Employee Handbook also needs to be updated regarding language about grievances.

In response to a question from Member Markiewicz, Ms. Bauer stated that it is unclear as to who must approve updates to the Employee Handbook.

Ms. Bauer explained that one of the proposed changes is to amend Article VI, by adding Section 11. Regarding Article XI, Section 1 the proposal is to add the language “and regular part-time.”

The second vote will be on the Classification and Compensation Schedule. The Personnel Board met and voted to add the position of Associate Town Planner at level 13. The Personnel Board felt it did not have enough information to add the Assistant Treasurer/Collector and Executive Assistant positions at anything higher than level 11. The position descriptions were not high enough to recommend at higher levels.

In response to a question from Member Markiewicz, Ms. Bauer stated that the things that would help increase the levels for these positions are amount of education and experience required.

Member Lipari stated that the Personnel Plan is clear that the Personnel Board can grade a position without going to Town Meeting as long as there is a group the position would come under. There is also a process, through a formal grievance submittal, for someone to explain why they do not agree with the proposed level for a position. She is concerned with bringing this item to Town Meeting, as it creates an unnecessary step that is not in the Plan. These jobs can be graded with the existing Schedule.

Chair Fowlks stated that he believes being able to acknowledge people’s past experiences as part of applying to a position for the Town is important, even if it is not required for the position. He believes the Town will need to get creative in order to attract and keep employees.

Maria Neyland explained that the Assistant Treasurer/Collector and Executive Assistant positions are not on the compensation schedule, which is why they are proposed to go to Town Meeting as part of this item. This is about transparency.

Member Lipari stated that any new position can be put on the compensation schedule by the Personnel Board, as long as the funding for it is appropriated at Town Meeting. This is where transparency occurs.

The Personnel Board is also recommending removing the following positions from the Temporary, Per Diem, and Intermittent Schedule: Junior Library Page, Library Page, Fire Department Chaplain, Gym Director, and Call Fire Chief.

The third vote is regarding the proposed step increase and 1.9% wage adjustment, effective July 1st.

The Personnel Board meeting was adjourned with a roll call vote.

The Board took a brief two-minute recess.

ii. Review and vote Warrant Articles and designate unwritten recommendations

Member Lipari expressed concern regarding the Select Board’s stipend being listed in the budget, even though the Board previously voted not to take the stipend this year.

Member Markiewicz moved to reconsider the Select Board vote for Article 3. Seconded by Member Lipari.

Discussion:

Maria Neyland noted that, if this Article is voted down, it means voting down the salary for all positions listed, including the Constable and Town Clerk.

Chair Fowlks explained that his intention was to amend the motion for Article 3 on Town Meeting floor to set the stipend for all non-required by statutory law and/or full-time employees, to zero.

Member Markiewicz withdrew his previous motion.

Member Lipari moved to accept the changes to the Personnel Plan, as discussed this evening. Seconded by Member Campbell.
Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Chair Fowlks moved to approve the Town Operating Budget. Seconded by Member Campbell.

Discussion:

Member Lipari stated that she plans to vote against the budget, with the caveat at she does not believe the Fin Com and Police Department should have put back the \$77,000 voted to be removed from the budget at Town Meeting. This is disrespectful to the voters from last year who voted this out. She noted that, overall, there are many errors in the budget document that need to be fixed.

Chair Fowlks stated that he believes things will even themselves out over time, in terms of any small budget document errors. He agrees with approving the budget, but does share the concern regarding the \$77,000 being placed back in.

Member Markiewicz stated that he would prefer for the Fin Com to vote on the budget first. He strongly feels that the cruiser should be a capital item and placed on a warrant article for the public to decide.

Member Campbell agreed with the process of letting the Fin Com vote on the budget first. She withdrew her second of this motion.

The previous motion died on the floor.

Becky Neville stated that the Interim Town Administrator was the one who suggested increasing the amount for the cruiser proposed in the budget. She also suggested that the Board discuss any errors in the budget with the Town Accountant.

Member Campbell moved to recommend Article 9 – First Year Collective Bargaining Agreements. Seconded by Member Markiewicz.

It was noted that this item could be deferred at this time.

Member Campbell withdrew her motion.

Chair Fowlks moved to recommend Article 10 – Fire Addition to Staff as presented in the warrant. Seconded by Member Lipari.

Discussion:

Chair Fowlks noted that he does not believe the Town will be receiving the Safer Grant.

Member Lipari stated that she will be voting against this Article, as she does not believe the Town should be adding additional staff at this time.

Approved: 4-1 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “nay,” and Fowlks “aye.”

Member Lipari moved to recommend Article 11 – Associate Planner. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Chair Fowlks moved to recommend Article 12 – Town Hall Staffing. Seconded by Member Campbell.

Discussion:

Maria Neyland noted that the total for Item C should be decreased. She also noted that the total amounts listed for the positions are incorrect. The listed amount is \$2,186 too high. Chair Fowlks explained that he is mainly voting on the principal of the article, not necessarily the underlying budget amount, as this may change. Maria Neyland stated that she will not vote to recommend this article tomorrow evening if the numbers are still incorrect, as the Fin Com does care about the budget numbers. Member Campbell stated that she will correct the numbers.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend Article 13 – Police/Fire Injury Coverage Transfer. Seconded by Member Markiewicz.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend Article 14 – Cable Services & Equipment, Article 15 – Transfer to OPEB Trust Fund, Article 16 – Revolving Funds, Article 17 – Acceptance of Taylor Farm Road, and Article 18 – Acceptance of a Gift of Land. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend the CPC – Reserves, BRAP, Conservation, and Sargent Road articles. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend the articles for Fire Department – Building Improvements, Cisterns, and Truck Grant; for DPW – and DPW – Dumpster, and Roads. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend the articles for Fire Department – Building Improvements, Cisterns, and Truck Grant; for DPW – and DPW – Dumpster, and Roads. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

The Board tabled the vote on the Steele Farm – Ice House article.

Member Lipari moved to recommend the article to Amend Article 11 from 2020. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Regarding the proposed, Member Lipari stated that she would like to see if grants for this work can be sought. The Board agreed to table a vote on this item for now.

Chair Fowlks moved to recommend the Town Hall PFAS Article. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Chair Fowlks moved to recommend the MGL Fire Suppression Article. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Chair Fowlks moved to recommend the FinCom Bylaw. Seconded by Member Markiewicz.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Lipari moved to recommend the Sense of the Motion Article and the Sargent Road Bonding Article. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Campbell moved to recommend the MS4 Stormwater Article. Seconded by Member Lipari.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Chair Fowlks suggested having a brief meeting on March 31st at 8:30am to discuss the unvoted upon articles.

The Board discussed which members will write the recommendation statements for each article.

OLD BUSINESS – *this was not addressed at this time.*

SELECT BOARD & TOWN ADMINISTRATOR’S OFFICE REPORTS/UPDATES – *this was not addressed at this time.*

ADJOURN

At 9:24 PM, Member Lipari moved to adjourn. Seconded by Member Campbell.

Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Item# Exhibits

Agenda

- 6. I. Application for License/Permit – Boxborough Regency
- II. Application for License/Permit – True West Brewing Company
- III. Application for License/Permit – Pony Shack Cider

- 7. I. Personnel Plan, draft
- II. Annual Town Meeting, draft & Warrant Articles
Internal Communications & Outgoing Communications
Minutes, Notices & Updates



SELECT BOARD
Meeting Minutes
March 31, 2022

APPROVED:

PRESENT: Wes Fowlks, Chair; John Markiewicz, Member; Les Fox, Member; Jennifer Campbell, Member and Diana Lipari, Member

ALSO PRESENT: Carter Terenzini, Interim Town Administrator; Rajon Hudson, Assistant Town Administrator; and Kirby Dolak, BXBTV

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.

OPEN SESSION

At 8:30 AM, Chair Fowlks called Select Board meeting to order, via ZOOM pursuant to the procedures noted.

ANNOUNCEMENTS

Chair Fowlks read the announcements.

MINUTES

None at this time.

INTRODUCTIONS AND APPOINTMENTS

a. Introductions of New Staff

None at this time.

CITIZEN'S CONCERNS

Keith Lyons stated that he is resigning from the Personnel Board, effective immediately. He has completed his own research on budget items of concern and is sickened by the fact that the Fin Com has voted to increase and support the Police Department budget. He believes, at a minimum, the Police Department budget should be flat or depleted. He does not feel safe living in Boxborough, as there are people still working on the Police Department that should not be. The Town should be working to fix this issue immediately. It is deplorable that the Town is not correctly this issue and continuing to push ahead.

TOWN MEETING

a. Discussion/Action RE: Town Meeting

i. Review and vote Warrant Articles and designate unwritten recommendations

Chair Fowlks noted that the Fin Com met on Tuesday and voted to approve the budget, proposed at \$24,595,314.

Member Markiewicz noted that the Fin Com is likely going to request all departments to reduce their budgets by approximately \$10,000.

Member Markiewicz moved to recommend the Town Operating Budget. Seconded by Member Lipari.

Discussion:

Member Campbell stated that she will not vote to recommend this budget because she has not been able to yet view it. She is frustrated with the process thus far. She believes that the Town Accountant needs to review the budget before the Board decides.

Chair Fowlks stated that the Board can defer its recommendation to Town Meeting.

Member Lipari stated that the Board has not even received a copy of the budget yet, and thus, she cannot vote to recommend it.

Member Markiewicz withdrew his previous motion.

Member Markiewicz stated that this concern is that there are a number of warrant articles for assets. There is a \$55,000 asset acquisition in the Police Department budget proposed and he would prefer it be placed on a warrant article. Chair Fowlks suggested that this be presented as information on the floor of Town Meeting.

Member Markiewicz moved to recommend the First Year of the Collective Bargaining Agreement. Seconded by Member Campbell.
Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

The Board discussed the order of the warrant.

Member Markiewicz moved to recommend the Steele Farm – Ice House Article. Seconded by Member Campbell.
Approved: 5-0 by Roll Call Fox “aye,” Markiewicz “aye,” Campbell “aye,” Lipari “aye,” and Fowlks “aye.”

Member Campbell exited the meeting.

Member Markiewicz moved to defer ordering of the warrant to Board members, with the exception of voting first on the budget, followed by the Fin Com article, then the Sargent Road article, followed by the other non-budgetary items. Seconded by Member Lipari.

Approved: 4-0 by Roll Call Fox “aye,” Markiewicz “aye,” Lipari “aye,” and Fowlks “aye.”

OLD BUSINESS – *this was not addressed at this time.*

SELECT BOARD & TOWN ADMINISTRATOR’S OFFICE REPORTS/UPDATES – *this was not addressed at this time.*

ADJOURN

At 8:56 AM, Member Lipari moved to adjourn. Seconded by Member Markiewicz.

Approved: 4-0 by Roll Call Fox “aye,” Markiewicz “aye,” Lipari “aye,” and Fowlks “aye.”

From: Lee Slade
Sent: Thursday, May 26, 2022 5:39:04 PM
To: Wes Fowlks
Cc: Wes F; Lisa Oldham
Subject: Personnel Board Interest

Wes,

Thank you for encouraging me to consider an appointment to the Town's Personnel Board. I have reviewed the board charter on the town website and I do have interest in contributing as a member of the Personnel Board, if you and the Select Board believe I could bring value.

I believe that the strength of virtually every organization is founded on the level of engagement of its employees. Further, virtually every organization is challenged today as never before to provide an engaging and rewarding work environment that includes fair compensation, of course, but also good leadership, a clear and compelling mission, recognition, teamwork, learning and advancement opportunities and competitive benefits. Talent is a seller's market and will be for the indefinite future.

Although I have no formal HR training or experience, for 20 years I was responsible for the entire employee life cycle of up to 350 employees, recruiting, interviewing, hiring, onboarding, compensating, training, performance evaluating, career pathing, and in some cases terminating employees from interns, receptionists, and graduate engineers to senior executives. As a result, I am familiar with salary surveys, engagement surveys, job descriptions, salary grades, compa-ratios, COLA adjustments, employee grievances, employee misbehavior, and the like. All of my professional experience is in the private sector, so I'd have to get up to speed with the rules and compensation strategies specific to the public sector and the Town of Boxborough employees, and am certainly willing to do that. I understand that our Town finds itself in a challenging situation with respect to personnel with some issues that may not be straightforward or easy to resolve. I am not involved in town politics (that I know of!), so I am free to work hard, objectively, and accountably toward positive and sustainable outcomes.

I continue to work full time+, but will make the time to meaningfully contribute to this important activity if I am appointed. I will make myself available for further discussion at any time you feel convenient,

Best, Lee

Stay safe, stay passionate, be compassionate!

Lee

Lee Slade

Diversity equity inclusion committee

Resignation Letter

Wes

On May 24, 2022 9:28 PM, Soung Issah

Hi Wes,

Hope all is well with you. Due to college schoolwork, living in Ohio for school, and other extracurricular commitments I have not been able to give any attention to the committee and do not foresee myself being able to in the future. I apologize for not reaching out sooner as I have been focused on school oriented responsibilities and have let this slip through the cracks. I would like to formally resign from the committee.

Best,

Songbawera Issah



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Vanessa Farny
Executive Office of Energy and Environmental Affairs
100 Cambridge Street – Suite 900
Boston, MA 02114

June 6, 2022

Dear Ms. Farny:

Enclosed please find the Town of Boxborough's application for the Local Acquisitions for Natural Diversity (LAND) Grant FY 2023, BID #: BD-22-1042-ENV-ENV01-72638.

We hereby authorize Rebecca J. Harris, Town Clerk, as Project Manager for the enclosed grant application to apply on behalf of the Town.

Thank you,

Jennifer Campbell, Chair
Select Board

Carter Terenzini
Interim Town Administrator and Chief Procurement Officer