



**OFFICE OF THE SELECT BOARD**

29 Middle Rd.

Boxborough, MA 01719

(978) 264-1700 • Fax: (978) 264-3127

[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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

**SELECT BOARD WORKSHOP**

**MEETING AGENDA**

**3:00 PM**

**Monday, June 27, 2022**

**Conducted via a Zoom Event**

- 1. Call the Meeting to Order with Roll Call**
- 2. Meeting Announcements**
- 3. Citizen Concerns**
- 4. New Business:**
  - a. Action RE: Y/E Statutory Budget Transfer(s) MGL C44 § 33B(b)**
  - b. Presentation RE: WRC RE: Water Quality Issues @ 495 Interchange**
  - c. Discussion RE: Proposed Field Use Policy (E. Kukkula)**
  - d. Discussion RE: Charge & Composition RE: VokeTech (ATM Article 35)**
  - e. Discussion RE: Employee/Volunteer Event & Recognition**
  - f. Discussion RE: Cable Negotiation Update**
  - g. Discussion RE: Town Administrator Job Description**
- 5. Executive Session** Vote to adjourn to conduct an Executive Session via a separate ZOOM event, and to not reconvene in Open Session after completion of the 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) (Police Chief)**
- 6. Adjourn**

## **Draft Motions**

3a. I move to approve the FY'22 Statutory Budget Transfer(s) as presented (yet to be determined if any need to be presented as we review the budget for any needed Statutory Budget weekly

Join Zoom Meeting

<https://us02web.zoom.us/j/83015397083?pwd=GESPEf87eZNj9jQ6QJWmbTRC05zOw!.1>

Meeting ID: 830 1539 7083

Passcode: 893728

One tap mobile

+13126266799,,83015397083# US (Chicago)

+19292056099,,83015397083# 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)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 830 1539 7083

Find your local number: <https://us02web.zoom.us/j/83015397083?pwd=GESPEf87eZNj9jQ6QJWmbTRC05zOw!.1>



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# **Western Water Update Status and Recommendation**

**Water Resources Committee  
June 2022**

# Western water issues

476 condo units built in early 1970's. Non-conforming under amended zoning Bylaw.

1200 residents = 20% of town.

Wells and wastewater systems too close, no room to re-locate.

- Built in 1970's before modern water and wastewater regulations. Now non-compliant systems.
- Costly upgrades to renew DEP wastewater discharge permits.
- High sodium and chloride (road salt) and PFAS levels

# Impact on housing

Western condos are a key housing resource

476 units, 1200 residents

- 20% of town
- 30% investor-owned
- Designated Environmental Justice area

Town has vested interest in long-term viability

Economic threat from water, wastewater issues

# Recent Updates

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New water source may become available in Littleton. HSC land/well not needed at this time.

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Could serve western Boxborough.

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LWD has initiated engineering studies and new source approval process to expand system.

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LWD pursuing federal infrastructure funding via state SRF process. MADOT design funds available.

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Legislators and LWD want to hear from Town of Boxborough.

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More information is needed.

# Western water options

<p>Extend LWD system to condos</p>	<p><b>Recommendation of WPI / DEP study.</b></p> <ul style="list-style-type: none"> <li>• Lowest cost solution</li> <li>• Fund via grants and betterments on owners</li> <li>• Utilize potential new source</li> <li>• Requires IMA, special legislation, numerous state approvals</li> </ul>
<p>Encourage owners to collaborate on solution</p>	<p>Several DEP-sponsored meetings with stakeholders:</p> <ul style="list-style-type: none"> <li>• Investor-owners</li> <li>• Management companies</li> <li>• Condo boards</li> </ul> <p><b>No traction or interest</b> <b>Town has no leverage</b></p>
<p>Town develops municipal system</p>	<ul style="list-style-type: none"> <li>• <b>No town-owned water source</b></li> <li>• <b>Cost ~ \$20M.</b></li> <li>• Huge effort requiring new staffing, ongoing management operations.</li> </ul>
<p>Do nothing</p>	<ul style="list-style-type: none"> <li>• Long-term risk to important housing resource, public health and welfare.</li> <li>• Possible legal, liability issues</li> </ul>

# WRC recommendation

Communicate	Communicate to Littleton that Select Board supports continued feasibility study of LWD extension, including financing options and economics.
Brief and engage	Brief and engage our legislative delegation.
Begin	Begin outreach to affected owners (engage RCAP Solutions).
Continue	Continue evaluation with LWD, gather more information.





### FIELD PERMIT APPLICATION

Department of Public Works  
Phone: (978) 264-1790  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)  
Town of Boxborough, MA

DRAFT

**COMPLETE SECTIONS I AND II ONLY.** File application at the Boxborough Department of Public Works (DPW) at least **TWO WEEKS** prior to the date desired, Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit and Weather Policy (available online or at the Boxborough DPW) for a field permit to be granted. Incomplete applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application the applicant will be contacted by email and payment will be due to secure your field rental. Once payment is received the Permit will be issued

#### SECTION I

Application Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Organization: Resident Non-Resident Number of Participants: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

#### SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** Configuration of fields at each location may be determined by Town. Rain dates are not offered.

\_\_\_\_\_ Flerra Soccer          \_\_\_\_\_ Liberty Soccer          \_\_\_\_\_ Fifer's Soccer

11 v 11    6 v 6                      11 v 11    6 v 6                      11 v 11    6 v 6  
8 v 8    4 v 4                      8 v 8    4 v 4                      8 v 8    4 v 4

\_\_\_\_\_ Flerra Baseball          \_\_\_\_\_ Liberty Baseball          \_\_\_\_\_ Other

Seasons of Usage-Yearly:    **Spring 4/01-6/30    Summer 7/01-8/31    Fall 9/01-11/17**

DATE(S) REQUESTED:

1<sup>st</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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2<sup>nd</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will Food/Beverages be served? \_\_\_\_\_ If Yes, be specific \_\_\_\_\_

Will alcohol be served? \* \_\_\_\_\_ Has a permit been obtained by the Board of Selectmen? \_\_\_\_\_

\* A separate application for the liquor license must be obtained through the Town Administrator's Office (978-264-1712). please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

You must obtain a permit from the Fire Department to bring gas or Charcoal grills.

Permit obtained (Y) (N)

Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

\_\_\_\_\_  
(Applicant's Signature) (Date)

**PERMIT FOR USE OF RECREATION FACILITIES**

( ) THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

( ) THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

\_\_\_\_\_  
\_\_\_\_\_

Permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
DPW Director

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Application received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Application approved/denied on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant contacted on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: Phone Email

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Payment made by:   Cash       Money Order       Check # \_\_\_\_\_

Amount paid: \$ \_\_\_\_\_   Date paid: \_\_\_\_/\_\_\_\_/\_\_\_\_   Received by: \_\_\_\_\_

Application Withdrawn: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Copy to (if necessary):**

\_\_\_\_\_ Authorized Rep.   \_\_\_\_\_ Police   \_\_\_\_\_ Fire   \_\_\_\_\_ Rec. Comm.

This application revokes and replaces all previous applications on this including the application titled Field Permit Application last revised 02/03/2020.

**SCHEDULE OF FIELD PERMIT FEES**  
**Effective TBD**



Department of Public Works  
 Phone: (978) 264-1790  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)  
 Town of Boxborough, MA

**DRAFT**

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field Use	\$60	\$120	\$120	\$240
Multiple Day Use (Up to 10 days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Camps/Clinics	\$500 per field/day		\$600 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.

This application revokes and replaces all previous applications on this including the application titled Field Permit Application last revised 03/01/2020



## Field Use Permit Policy

Department of Public Works

Phone: (978) 264-1790

[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Town of Boxborough, MA

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the Boxborough Field Use Permit Policy.

### Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

### Seasons of Usage - Yearly

Spring 4/01 – 6/30  
 Summer 7/01 – 8/31  
 Fall 9/01 - 11/17

### Field Permit Policy

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit at the Boxborough Department of Public Works (DPW).
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the Boxborough DPW.
5. All permits must be approved by the Director of Public Works, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
6. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
7. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature. Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator as well as a copy to the DPW.

All requests must be submitted no less than 30 days prior to the desired start date of field use.

All fees due must be paid and fee waiver requests must be approved prior to the first day of field usage.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports programs.

### **Subletting of fields**

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation.

### **Cancellation Policy**

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

### **Field Closure and Inclement Weather Field Use Policy**

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. Field closings are the responsibility of the Boxborough DPW during weekdays and will communicate field closings to the permitted organizations. Group users will make field closure determinations on weekends. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:
  - a. The field has standing water on it (i.e. puddles).

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- b. Base paths on softball and baseball fields have any standing water.
  - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
  - d. Lightning is present. There is no exception to this rule.
  - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
  4. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
  5. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date, or request a full refund for that day.

**Removal of Trash**

Carry in-carry out! It is the permit holder’s responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the **Boxborough Field Use Permit Policy**.

\_\_\_\_\_  
Representative’s Name and Organization

\_\_\_\_\_  
Representative’s Signature & Date

This policy revokes and replaces all previous policies on this topic including the policy titled Field Use Permit Policy last revised 02/03/2020