



## Boxborough Leadership Forum (BLF) Agenda Wednesday, October 19, 2022 at 7 PM

**Place:** Grange Room, Boxborough Town Hall.  
29 Middle Road, Boxborough, MA 01719.

### **AGENDA:**

1. Call to Order (Select Board)
2. Introductions (for any new members or staff who may be in attendance)
3. Review and Accept Minutes of September 7, 2022  
*Draft attached*
4. Special Town Meeting
5. Select Board Updates
  - Volunteer Appreciation event
  - TA update and transition
6. Library Updates  
*Note: Library Trustees have a conflict and will not be in attendance*
7. Planning Board Updates
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8. Finance Committee Updates
  - Formal calendar/countdown to ATM
  - Fincom Budget POV
9. AB Regional School Committee and School Building Committee Updates
  - District goals for FY23
  - New school building opening event.
  - A-B select board, FinCom, school committee meeting scheduled for Oct 25th
10. Other Business
11. Next Meeting: TBD (To be Chaired by TBD)
12. Adjourn

*Boxborough Leadership Forum is comprised of members of the Select Board, Finance Committee, Library Board of Trustees, Planning Board and AB School Committee – a quorum of these respective boards may be present for this meeting.*

### **EXHIBITS**

- Agenda
- Minutes of 9/7/22 – Draft

**Boxborough Leadership Forum (BLF)**  
**DRAFT Meeting Minutes**  
**September 7, 2022 at 7:00 PM (Virtual)**

**Attendance –** *(Parties identified herein may not have been in attendance for the duration of this meeting)*

Select Board: Jennifer Campbell (Chair), John Markiewicz, Les Fox

Finance Committee: Maria Neyland (Chair), Gary Kushner, Antony Newton

ABR School Committee: Adam Klein

Library Board of Trustees: Nancy Settle-Murphy, Mary Brolin (Chair, also School Building Committee)

Planning Board: Mark Barbadaro

Other Attendees: John Fallon, Dennis Reip (Town Moderator), Rich Guzzardi

**Call to Order**

At 7:28 PM BSB chair, Jennifer Campbell, called the meeting to order after technical difficulties

**Review and Accept Minutes of June 14, 2022**

Campbell noted a misspelling.

Neyland moved and Markiewicz seconded to approve amended minutes

*Roll call vote: Neyland – Yes, Markiewicz – Yes, Fox – Yes, Campbell – Yes, Kushner – Abstain, Barbado - Abstain*

**Purpose and Focus of BLF Meetings Going Forward (Campbell)**

Campbell went over feedback received. John Fallon said that the TA in the past has attended and been active in BLF as a way to communicate, answer questions, and bring up discussion topics with all boards.

**AB Regional School Committee and School Building Committee Updates (Klein)**

School started last week without incident. Not a single phone call was received about busing issues. The School Committee has met twice. Kyra Wilson-Cook (Acton) is chair, Tessa McKinley is Boxborough's vice chair. Adam Klein is chair of the budget subcommittee.

**School Building Committee (Brolin)**

The new school building opened on time. Teachers were under some pressure as they only had five days to move in. They have a "Day 2" list – things that will happen between now and end-of-year. Site work will continue until next August, including demo of buildings and resurfacing of parking lots. Grand opening 10/15 9:30-12:30.

Graffiti was found in the new building in both elevators. Swastikas were carved. Building was unlocked to help teachers get in, key cards weren't coded, and cameras were not in place. Before school started. Building now is locked unless guard is not on the door. Teachers now have key cards. Sanded it off and it looks good.

Building is under budget. Contingencies and abatements will be known after buildings are demolished, which is expected to be large because of asbestos.

**Select Board Updates (Campbell)**

### **TA search update**

Campbell noted that Interviews will be held in person 9/8 and 9/15. Packet posted on the town's website includes resumes and cover letters for all four finalists. The BSB hopes to have an open discussion to make a selection after the second interview on 9/15 and, if able to agree on a candidate, will meet in executive session to discuss contract. The goal is to fill the position as soon as possible. May take up to a month, depending on the final candidate's contract.

### **Goals for FY 2023**

The BSB set several goals for the year. Highlights include:

- Update policies and procedures (including a hearing for all boards on a potential code of conduct)
- IT concerns (website updates, equipment planning, cloud storage, strategy)
- Employee satisfaction (establish sick bank, look closely at benefits and non-salary incentives, workload)

### **Field use waiver update**

Will be voting soon at a BSB meeting to finally determine field use fees for non-profit youth sports' leagues and will ask the leagues and Rec Comm to attend

### **Library Updates (Brolin)**

Peishan has completed strategic planning and is working with staff how to implement per year. Haven't had a meeting yet to discuss trustee responsibilities.

### **Planning Board Updates (Barbadoro)**

#### **PFAS Remediation in the 111 corridor**

Complaints in town about how we are handling PFAS communication. DEP is requiring bottled water for those with PFAS levels in their water. The complaints are looking for a higher-level of interaction from WRC, BoH, BSB, and Planning Board. We should be thinking about how other communities are responding, such as Stow.

#### **Proposed High Cube Flex Space development throughout Boxborough**

126 million square feet of high cube flex space was proposed for research/development, light manufacturing, etc. The PB is overwhelmed with applications, and needs to determine what we want Boxborough to look like in the future.

#### **Zoning bylaw changes**

Will happen at Fall Town Meeting. PB has drafted a letter to the BSB with zoning changes, and will be attending EDC and FinComm meetings to explain. Changes include:

- Redefining high-cube flex space floor area ratio definition to encourage mixed-use development
- Change to stormwater runoff regulations to address industrial processed water
- Recodification to clean up bylaws. A group was hired to address old definitions, outdated nomenclature and language changes, as well as conflicting rules.

#### **Additional funding for professional consultants**

This will be an STM warrant article. FinComm will discuss at meeting with PB on 9/20.

#### **Possible joint planning EDC charrette for the 111 Corridor**

Rich Guzzardi has been planning an intensive planning session on a specific area and obtain grant funding to be a town center area. Will include discussion about water resources, affordable housing, and

much more. Markiewicz asked if this would require a zoning bylaw change. Barbardo said that there are some areas that allow some of these uses.

### **MBTA Community updates**

State has created regulations. By end-of-year we need an action plan that meets state requirements in order to receive grant funding. Then, two years to come up with zoning changes to satisfy the guidelines. PB will reconsider some of the use of the land we have had delegated for affordable housing to high density. Kushner asked why we have to zone new land, instead of designating existing areas. Barbarodo said the requirements have been focused on by Al Murphy (Affordable Housing Board) and Cindy Markowitz (PB). Fox said he thinks that existing developments can be designated as such. Markiewicz said he believes old guidelines did allow.

### **Finance Committee Updates/Topics for Discussion (Neyland/Kushner)**

Questions were asked, including:

- What is the calendar for September through May ATM, including when budget books will be available and votes occur? Campbell to follow up.
- What positions are open at town hall? Campbell noted we currently have administrative openings for police, accounting, and recreation, some of which may be combined into one position. We also have advertised for a full-time accountant and additional police/dispatch staff.
- What is the update on ARPA spending? Campbell to follow up.

### **Next Meeting**

To be Chaired by BSB. Meeting will be in person on Wednesday 10/19.

### **Adjourn**

At 8:45 PM, Gary moved and Mary seconded to adjourn

*Roll call vote: Neyland - Yes, Fox - Yes, Kushner - Yes, Settle-Murphy - Yes, Brolin - Yes, Klein - Yes, Markiewicz - Yes, Campbell - Yes*