

**Fall Town Meeting  
Tuesday, November 15, 2022 7 PM  
Blanchard Memorial School Gymnasium  
493 Massachusetts Avenue  
Boxborough, Massachusetts**



**TOWN OF BOXBOROUGH  
WARRANT FOR FALL TOWN MEETING  
NOVEMBER 15, 2022**

**MIDDLESEX, SS**

To either of the Constables of the Town of Boxborough in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn all residents of the Town of Boxborough, who shall be qualified to vote in elections and Town affairs, in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Tuesday, November 15, 2022 at 7:00 p.m. to act on the following articles:

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## **TOWN MEETING: A GUIDE FOR RESIDENTS**

At the very end of this warrant book we have included a detailed four-page guide to the procedures and terms often used in a Town Meeting. Below is the most commonly used procedure we expect to use at this upcoming Town Meeting.

### **WHY DO WE USE A CONSENT AGENDA?**

Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “Hold” in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

The articles we anticipate taking up in this manner are indicated by a double asterisk (\*\*).

**ARTICLE 1 PAYMENT OF PRIOR FISCAL YEAR BILLS (\*\*)**

Submitted by: Town Administrator  
Amount: \$12,349.84 (free cash)  
Required Vote: Nine-tenths

To see if the Town will vote to appropriate the sum of Twelve Thousand Three Hundred Forty-Nine Dollars and Eighty-Four Cents (\$12,349.84) to provide for the payment of certain late bills from prior fiscal years for the following invoices in the following amounts:

<b>Late bill vendor list</b>	<b>Invoice</b>	<b>Amount</b>
Creedon and Co.	38960-6	\$4,812.84
Minuteman High School	N/A	\$4,702.00
Mead Talerman & Costa LLC	N/A	\$2,835.00

And to meet said appropriation by a transfer of said sum from certified free cash;

Or take any other action related thereto.

**Summary:**

This is a housekeeping article. These invoices were not processed in time for the closeout of FY 2022<sup>1</sup> and have been identified as outstanding bills for the said fiscal year. Authorization to pay a prior year’s bill must be approved by Town Meeting.

**The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

The Select Board recommends for the reasons stated in the summary.

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

\*\*\*\*\*

<sup>1</sup> MGL Ch 44 §56: “The fiscal year of all towns of the commonwealth shall begin with July first and end with the following June thirtieth, and the returns made to the director under section forty-three shall show the financial condition of the town at the close of business on June thirtieth; provided, however, that the treasurer shall, until July fifteenth, enter in his books all items for the payment of bills incurred...”

**ARTICLE 2: FUNDING OF COLLECTIVE BARGAINING AGREEMENTS**

Submitted by: Town Administrator  
Amount: To Be Determined (Taxation)  
Required Vote: Majority

To see if the Town will vote to appropriate a sum of money to fund the cost items of the first year of three-year collective bargaining agreements between the Town and one or more of the following unions:

A	Boxborough Professional Firefighters, Local 4601	\$ XXXX
B	Massachusetts Coalition of Police, Local 200, Police	\$ XXXX
C	Massachusetts Coalition of Police, Local 200A, Dispatch	\$ XXXX
D	DPW Local 424M, Unit MA Div.125	\$ XXXX

And to meet said appropriation by taxation;

Or take any other action related thereto.

**Summary:**

Funding for the first year of collective bargaining agreements must be approved by Town Meeting. This article is for the funding of the first year of three-year collective bargaining agreements covering the period July 1, 2022 – June 30, 2025 with the Town’s four unions: Massachusetts Coalition of Police, Local 200, Police; Massachusetts Coalition of Police, Local 200A, Dispatch; Boxborough Professional Firefighters, Local 4601; and DPW (United Public Service Employees) Local 424M, Unit MA Div.125. At the time of the printing of the warrant, some of the contracts had not been settled. If they are settled before Town Meeting, they will then be presented.

**The Select Board will defer their actual Yes/No count to Town Meeting**

The Select Board will be recommending the approval of the Collective Bargaining Agreements (CBAs). The CBAs have been negotiated with the unions and the Select Board, in collaboration with the negotiation team, has strived to create agreements that are beneficial to both the Town as well as the respective Unions. At the time of the writing of recommendations, the negotiations have not been finalized but we are hoping to have an update at Town Meeting.

**The Finance Committee will defer their recommendation to Town Meeting.**

**ARTICLE 3: AMENDING THE PERSONNEL ADMINISTRATION PLAN**

Submitted by: Town Administrator  
Amount: N/A  
Required Vote: Majority

To see if the Town will vote to amend the Personnel Administration Plan by deleting the words and/or amounts noted in strikethrough, and inserting the words and/or amounts shown in bold print as follows:

- (a) FY2023 Classification & Compensation Schedule  
Per Diem and Intermittent Employees & Stipends

Hourly (All Non-exempt)	FY-23 Rate
Part Time Dispatcher	<del>19.84</del> <b>22.50</b>
Special Reserve Police Officer	<del>21.86</del> <b>25.00</b>

- (b) ARTICLE VI. THE PAY PLAN

Section 2. Promotions or Reclassifications

~~a. When an employee is promoted to a position in a higher class, the employee's salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted employee shall be increased to the step immediately above the employee's present salary.~~

~~b. When an employee is promoted, or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the minimum rate for the higher grade. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above the employee's current salary step.~~

**When an employee is promoted to a position in a higher class or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the first step which provides them with an increase in pay of at least 5% above their base pay prior to the promotion or reclassification.**

- (c) ARTICLE X. VACATIONS

Section 2. Regular reduced-hours **and regular part-time** employees shall be entitled to vacation according to Section 1 except that the resulting days shall be multiplied by the average number of hours worked each week and then divided by forty (40).

Section 3. ~~Regular part-time,~~ **Per diem**; and intermittent employees do not accrue vacation time

(d) ARTICLE XI. LEAVES OF ABSENCE

Section 1 SICK LEAVE

**h. Sick Leave Bank**

**There is hereby created a Sick Leave Bank (the “Bank”) to provide offsetting pay for a limited time to those participating Town employees (the “Participant”) who have exhausted their personal accrued leave time, in all of its forms, and suffer from a disabling injury or illness. The Bank is a voluntary, participative arrangement entered into by Town employees seeking to provide some measure of relief to ill or disabled peers and does not represent an obligation upon the Town to create time upon the records of the Bank for use by Participants beyond the time contributed by Participants or as otherwise established within this policy.**

**Administration of the Bank:** The records of time contributed to and drawn from said Bank shall be maintained by the Town Officer charged with maintaining such records. Approvals and disapprovals of membership and withdrawals shall be administered by the Town Administrator subject to any appeal process established herein provided, however, that if the Town Administrator shall become a Participant in the Bank, the Chair of the Select Board shall act in the stead of the Town Administrator with respect to any decision required to be made with respect to the Town Administrators participation in the bank.

**Eligibility for the Bank:** All employees eligible to receive and accrue sick leave are eligible to apply to enroll in and participate in the Bank. Any such employee represented by a bargaining unit is only eligible to apply to and enroll in the Bank if the entity bargaining on their behalf has negotiated for the inclusion of this policy within their Collective Bargaining Agreement.

**Initial Membership Application:** Applications for enrollment in the Bank shall be on a form to be designed by the Town Administrator and will only be accepted for consideration during the so-called “Open Enrollment” period established annually for employees to enroll in and/or change their enrollments in the Town’s various insurance programs. However, upon creation of the Bank, there shall be a period of thirty (30) days thereafter in which employees may apply to become a Participant in the Bank.

**Initial Membership Deposit:** Applications for enrollment shall provide authorization for the Town to withdraw an initial deposit of at least two (2) days of sick leave from the accrued sick leave time of the applicant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.

**Annual Membership Deposit:** Annually, during the Open Enrollment Period, Participants must provide authorization for the Town to withdraw an additional deposit of at least two (2) days hours of sick leave from the accrued sick leave time of the Participant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.

**Opt-Out Provision:** Any Participant may remove himself or herself from the Bank at any time; however, once removed, the employee may not withdraw any sick leave contributed to the Bank at the time they initially joined or that they contributed to the Bank as part of any subsequent contribution.

**Loss of Deposits:** Deposits of sick leave time become the sole property of the Bank and are not returned to the Participant for their sole use, except in accordance with the application for a withdrawal as outlined below.

**Application for Withdrawals:** A Participant, or their designee, shall apply to withdraw time from the Bank upon a form to be designated by the Town Administrator. Said form shall require a certification from a qualified medical or mental health professional as to the disabling injury or illness, an indication as to how long the condition may persist, and a certificate of the Town Officer maintaining the Bank of any and all time the applicant has remaining of their personal accrued leave time, in all forms, which must be fewer than eighty (80) hours of total leave time at the time of application.

**Maximum Withdrawal & Use Thereof:** No Participant may be granted more than an initial grant of twenty (20) days of leave from the Bank in any twelve-month calendar year period. Any such grant of leave may not be drawn against until all other available leave time on the books of the Participant has been fully exhausted.

**Continuing Accruals of Sick Leave:** Under no circumstances may a Participant, while using time derived from the Bank, accrue any type of leave.

**Refunds for Monies Recovered:** Any Participant who subsequently receives any form of reimbursement for any Town offered disability or Worker's Compensation Policy covering any illness or disability originally covered by a withdrawal of time from the Bank will reimburse the Bank for the value of the duplicate coverage.

**Appeals:** Should an application for withdrawal be denied, the Participant may appeal to a three-member board which shall be established to hear the matter within 72 business hours. The Town Administrator shall appoint one person to the panel, the Participant shall appoint one member to the panel, and those two members shall appoint a third party who shall decide the matter within 48 hours of appointment.

**Special Levies:** Should the level in the Sick Leave Bank be insufficient to provide the time required to fund an approved application, the Town Administrator may issue a special levy requiring a Participant to contribute at



**least one additional day, but no more than three additional days, of their sick leave time to the Bank. A levy made upon any Participant shall be binding upon all Participants equally. However, no such levy may force any Participant into a negative balance position and the Town Administrator may allow any Participant unable to respond to a special levy to do so when able.**

**Extraordinary Circumstances: In extraordinary circumstances of illness or disability during a period of time in which an employee was not eligible to apply for membership in the Bank, the Town Administrator may make a one-time call for contributions of sick leave time in any amount to a specific employee who shall be identified in the call for voluntary contributions. Any employee granted time under these provisions shall not be eligible to accrue leave time during any such period of time and any voluntary contribution made in excess of that needed to meet the needs of the employee shall be transferred to the permanent records of the Bank.**

Or take any other action related thereto.

**The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

Section(s) (a) is a needed increase in the wage scale to better attract candidates for these positions, (b), and (c) are necessary clarifications to the plan while (d) the establishment of the optional sick bank leave gives an opportunity for employees to share and borrow accrued days donated by plan participants. This is one way the town is trying to provide non-salary incentives and benefits to recruit and retain employees in a most challenging job market.

**The Finance Committee will defer their recommendation to Town Meeting.**

**The Personnel Board will defer their recommendation to Town Meeting.**

**ARTICLE 4: AMENDING THE FY '23 OPERATING BUDGET**

Submitted by: Town Administrator  
Amount: To Be Determined (Free Cash)  
Required Vote: Majority

To see if the Town will vote to amend the FY '23 Operating Budget by appropriating an additional sum of Sixty-Eight Thousand Four Hundred Dollars and No Cents (\$68,400.00) in the following amounts for the following accounts:

Town Clerk – Personnel	\$1,500.00
Assessor – Personnel	\$4,900.00
Treasurer/Collector - Personnel	\$4,500.00
Legal – Expenses	\$50,000.00
Town Insurance	\$7,500.00

And to meet said appropriation by a transfer of said sum from certified free cash.

Or to take any other action related thereto.

**Summary:**

**Town Clerk:** In preparing the FY '23 budget, the wages for two employees were calculated based upon an interpretation of the proposed changes to the bylaw which would establish how wages for persons who were promoted or reclassified were to be determined. In advising the employees of their new pay rate for FY '23, one took an exception to this interpretation believing it should be a different (higher) wage. While Town Counsel believed the interpretation used to set the budget was a fair and reasonable one, he also believed that an argument could be made by the employee. Given this advice, we deemed it in the best interest of employee morale to acquiesce to the request but to take steps to clarify the interpretation for the future (See Article 3). In recalculating the wage of the individual who believed we were not interpreting the wage correctly, we did take the same steps for the employee in the Town Clerk's office which we had also calculated in this same manner. For the first employee, there were sufficient funds in the budget due to a staffing vacancy. For the second employee in the Town Clerk's office there was no such vacancy and thus a lack of sufficient funds to cover the difference. This appropriation covers that difference.

**Assessor:** The FY '23 budget apportioned the time of the Department Assistant (DA) between assessing and accounting. That was based on a belief that we would have a full-time Accountant. However, that plan did not work when our several efforts to hire a full-time Accountant were not successful. We had to step back and reorganize the staffing for accounting which now needed more hours of administrative support. At the same time, we found a need to fill an administrative position at the Police Department. We were able to reduce that position from full-time to part-time and share it with accounting.

Over time, cost of this plan is actually lower and allows us to add some needed hours in assessing. However, it means we need to backfill the assessing budget for those hours we originally thought would be devoted to accounting. We now need to cover the full costs of the Assessing DA out of that budget.

While we considered transferring some of the savings to be realized by reorganizing the position in the police department, we anticipate that their budget will need to be backfilled at some point in the spring due primarily to overtime coverage being incurred to cover officers out with injuries. Transferring money now merely makes the anticipated problem larger in the spring.

**Treasurer/Collector:** In preparing the FY '23 budget, it was believed that the position of Finance Director would not be needed with the anticipated recruitment of a full-time qualified accountant and a minimum of backlog of issues on the agenda for the incoming TA who could act as Finance Director. Neither of those assumptions have proven out and we now believe it is important to have a single designated person as Team Leader to coordinate the finance team.

**Legal Expenses:** Legal expenses are dramatically higher than anticipated due primarily to ongoing litigation that we had hoped would be resolved, numerous requests for public records, many of which need to be reviewed by Counsel, and the need to defend against numerous complaints that various Boards have violated the Open Meeting Law and ongoing collective bargaining.

**Town Insurance:** The injuries in the Police Department negatively impacted our experience rating on our Injured on Duty (IOD) insurance coverage and drove the FY '23 premium renewal far above what was anticipated. It is highly likely the same will occur with other coverages and a backfill of the liability insurance may be needed as we get closer to the spring as well.

**A majority of the Select Board recommends all of the increases to the Operating Budget.**

A majority of the Select Board recommends these changes to the operating budget in order to make up for unanticipated changes and costs associated with the town's operations.

**A minority of the Select Board recommends all the increases with one exception:**

A minority of the Select Board (1) recommends all of the various items except the \$4,500 for the Office of the Treasurer/Collector. The minority feels that it would be better to wait until all members of the finance team have had more time to work together before appointing a finance director which these funds would be used to compensate.

**A majority of the Finance Committee recommends all of the increases to the Operating Budget.**

(See Next Page...)

**A minority of the Finance Committee recommends all of the increases with two exceptions:**

**The Finance Committee recommends on several elements of the article as follows:**

Town Clerk – Personnel (6 Yes – 0 No – 0 Recused/Absent)

Assessing – Personnel (5 Yes – 1 No – 0 Recused/Absent)

The minority does not recommend the \$4,900 increase for Assessors office. While there is no dispute for need for the additional hours for the Department Assistant in the Assessor’s office, it is the funding source that is of concern (Free Cash); as the minority feels that for full transparency this item should be a budget line-item transfer rather than additional funding.

Treasure/Collector (4 Yes – 2 No – 0 Recused/Absent)

The minority does not recommend \$4,500 for the Treasurer/Collector office. The minority feels that an appointment of Finance Director should be done as part of the Annual Budgeting cycle and by the Select Board and new Town Administrator

Legal – Expenses (6 Yes – 0 No – 0 Recused/Absent)

Town Insurance (6 Yes – 0 No – 0 Recused/Absent)

## **ARTICLE 5: FUNDING FOR ASSESSING SERVICES AND SOFTWARE**

Submitted by: Town Assessor  
Amount: \$30,000 (Free Cash)  
Required Vote: Majority

To see if the Town will vote to appropriate the sum of Thirty Thousand Dollars and No Cents (\$30,000.00) to be spent by the Town Assessor for cyclical inspections, periodic personal and real property valuations, full valuations, interim statistical updates and the related software and upgrades and to meet said appropriation by a transfer of said sum from certified free cash.

Or take any other action related thereto.

### **Summary:**

The Town voted to provide the Assessor with the sum of \$120,000 at Annual Town Meeting of 2021 (Art. 18) for similar purposes. However, after meeting with the various vendors and the Department of Revenue (DOR) the Assessor has discovered the Town is further behind in its cyclical inspection program than had been anticipated and they are unable to complete all of the required work as required by FY '24 without further funding. (Communities are required by the DOR to complete a full revaluation of all property every five years and complete an inspection of every property, including tax exempt property, every ten years). During the discussion of the FY '23 budget the FinCom considered a request to begin to include certain funding within the annual operating budget for annual work on the requirement, whether or not to continue to try to do the bulk of the work with one large appropriation or break the estimated amount needed every five years (\$150,000+/-) into an annual sum. This amount will allow the Assessor to demonstrate to DOR that sufficient funds are in hand well enough in advance to ensure that the Town can complete all of the required work, and provide additional lead time to to the staff to ensure they can, in fact, undertake and complete that work.

This set us on the path of appropriating a consistent amount of money in each future year to carry out the needed work. This approach minimizes periodic spike to the budget such as the \$125k appropriation at the 2021 Annual Town Meeting. It is anticipated that these future annual costs will be funded from taxation.

### **The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

The Select Board recommends unanimously. The town is behind in the required cyclical inspections. This money will help to bring us current on a faster cycle and ensure the proper tax assessments.

### **The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

This item is expected to be a recurring expense and will be added to the Capital Plan.

## ARTICLE 6: FUNDING FOR CAPITAL AND SPECIAL ARTICLES

Submitted by: Town Administrator  
Amount: \$57,500 (Transfers, Free Cash and Taxation)  
Required Vote: Majority

To see if the Town will vote to appropriate the sum of Fifty-Seven Thousand Five Hundred Dollars and No Cents (\$57,500.00) for capital and special articles for the following purposes in the following amounts as generally specified below:

MS-4 Permitting Requirements	\$30,000.00
Police Department Storage Facility	\$15,000.00
Water Resources Committee	\$12,500.00

And to meet said appropriation by:

- A. A transfer from certain prior unexpended appropriations in the following amounts; (a) Thirty Two Dollars and Nine Cents (\$32.09) (ATM 2008 Art 20), (b) One Thousand Twenty One Dollars and Ninety Nine Cents (\$1,021.99) (ATM 2017 Art 21), (c) Six Thousand Five Hundred Five Dollars and Sixty Five Cents (\$6,505.65) (ATM 2018 Art 35), (d) Three Hundred Seven Dollars and Thirty Six Cents (\$307.36) (ATM 2020 Art 23), (e) Nine Hundred Ninety Four Dollars and Four Cents (\$994.04) (ATM 2020 Art 31), (f) Two Hundred Ninety Nine Dollars and Sixty Five Cents (\$299.65) (ATM 2015 Art 20), (g) Nine Thousand Thirty Six Dollars and Ninety Cents (\$9,036.90);
- B. A transfer of Nine Thousand Three Hundred Two Dollars and Thirty-Two Cents (\$9,302.32) from certified free cash; and
- C. The balance of Thirty Thousand Dollars and No Cents (\$30,000.00) from Taxation.

Or to take any other action related thereto.

### Summary:

The Town has annual maintenance, development of policies, and reporting requirements that it must undertake under the so-called MS-4 program (Municipal Separate Storm Sewer System) established by the federal government for all communities in an "Urbanized Area". Due to staff turnover, the annual request toward this work was not included in the warrant for the Annual Town Meeting.

At the Police Department, there is a need for a locker room for female officers. Although we have the funds to do this and we have identified a space in which to do it, we need exterior storage space to which we can move the items currently being stored in that location within the building. The current storage structures are deteriorated, incapable of any form of climate control and unsuitable to properly house the items we need to store.

In 2006 the Town developed several exploratory wells on the property of the Harvard Sportsmen Club (HSC) to determine if a well could be established that had sufficient quantity and quality of water to be one element of a public water supply for the area of the

I-495 Interchange. The terms and conditions of the license we were granted to enter onto the HSC property required us to remove the test wells and restore the premises once we were done if they requested us to do so. The HSC has now requested that we do so. These monies will allow us to remove any remaining well casings, seal the wells in accord with DEP's rules and regulations, cover any related costs of removal, site restoration or clean-up, pay attendant legal costs and support continued efforts on the water quality issue at the I-495 interchange.

**The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

The Select Board recommends all three expenses unanimously for the reasons stated in the summary.

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

The Finance Committee unanimously recommends.

## **ARTICLE 7: FUNDING (SUPPLEMENTAL) FOR LIBERTY FIELD**

Submitted by: Recreation Commission  
Amount: \$175,000 (Free Cash)  
Required Vote: Majority

To see if the Town will vote to appropriate the sum of One Hundred Seventy-Five Thousand Dollars and No Cents (\$175,000.00) for the additional expenses incurred in the redevelopments of Liberty Field and to meet said appropriation by a transfer of said sum from certified free cash.

Or take any other action related thereto.

### **Summary:**

At the time of the initial vote for Liberty Field at the 2021 Annual Town Meeting, the supply chain issues and price increases due to the pandemic were unforeseen. The project was put out to bid in mid-May of 2022 and unfortunately, the lowest bid received was considerably over budget. The Recreation Commission voted to modify the bid package by doing a scaled-down renovation of the baseball field, using stone dust for the walking path, and holding off on the basketball court. The modified bid package was rebid in mid-August. Two of the bids received came in under budget, but with a very low construction contingency. These two low bids did not include the paved walking path, basketball court, and sub-drainage for the soccer fields. However, the bids listed estimates for completing each of these elements (paved path, sub-drainage and basketball court) per the original scope of the Liberty Field project.

The funds requested would allow the Liberty Field project to proceed with sub-drainage for the soccer fields, a paved walking path, and basketball court as initially planned, and a reasonable construction contingency. We would also note that this amount will be reduced by a gift of \$50,000 toward the pickleball courts once that element of the project is completed.

### **The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

A majority of the Select Board recommends. The high bids reflect the increase in supply costs that have occurred over the past year and a half since the project was approved at Town Meeting. The soccer field drainage is a major requirement in order to fix a current issue and was part of the reason for the project in the first place. Because of restrictions on the bonding of the project and to ensure the validity of the current bids, this is necessary to do at this time and not wait until Annual Town Meeting.

### **The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

Unfortunately, since ATM, the costs for construction have increased higher than the originally requested amount. Two sets of bids were received, the second set had items that we in Town really wanted and would not receive. By approving this article, we will have a fully functional set of fields. We also want to note to the Town that even with these added funds additional work will be required in the next 4 to 8 years on the baseball field. This



work will be added to the capital plan. The RecCom has a written agreement from a private donor to reimburse the Town for \$50,000 once the pickleball courts are in place as of December 2023.

**The Recreation Commission recommends (5 Yes – 0 No – 1 Recused/Absent)**

The Recreation Commission unanimously supports this article as it will enable Liberty Field to be completed as planned, but with a modified rehabilitation of the baseball field. Approving this funding now will ensure that the town can proceed with the lowest bid (including bid alternates) that was received in September 2022. The Recreation Commission did seek alternate funding in 2022, including the Mass Trails Grant, MA state budget earmark and others; but unfortunately, none was granted. In the coming year, the Recreation Commission will continue to seek other ways of funding to defray the cost of the project.

## **ARTICLE 8: FUNDING (SUPPLEMENTAL) FOR SARGENT ROAD ACQUISITION**

Submitted by: Town Administrator  
Amount: \$25,000 (Free Cash)  
Required Vote: Majority

To see if the Town will vote to appropriate the sum of Twenty-Five Thousand Dollars and No Cents (\$25,000) for the additional expenses incurred in the acquisition and related costs of meeting certain grant obligations and to meet said appropriation by a transfer of said sum from certified free cash.

Or take any other action related thereto.

### **Summary:**

At the May 2022 Annual Town Meeting, the Town voted to acquire 95-105 Sargent Road. The acquisition was a result of a Right of First Refusal (ROFR) offered to the Town because the land had been in Chapter 61 Forestry. The total appropriation was \$1,275,000 (\$1,250,000 for the actual acquisition and \$25,000 for costs related to the acquisition). The \$25,000 for associated costs included, but was not limited to, a boundary survey, title insurance, baseline documentation report and land management plan, and associated legal fees. We had hoped to offset some of those costs by applying for a \$400,000 grant from the Commonwealth of Massachusetts under the Local Acquisitions for Natural Diversity (LAND) program.

The Town has since learned that the full \$400,000 LAND grant was awarded to the Town, resulting in several expenses that the Town needs to incur in order to get the full reimbursement. Due to the timing of the need to close on the purchase and await the final LAND grant paperwork, it was necessary to assign the ROFR to Sudbury Valley Trustees (SVT) in order to apply for the grant. One of the main drivers of the increased expense is the high-interest rates on treasury bills that weren't anticipated (interest will be paid to SVT as part of the Memorandum of Agreement between SVT and the Town in order to apply for the LAND grant). Surveys are currently expensive and legal fees associated with all of the transactions are costlier than anticipated. A trailhead sign is required that acknowledges the LAND grant and it was not originally included in associated budgeted costs.

The Boxborough Conservation Trust (BCT) has now raised \$17,000 above and beyond its original promise of \$200,000. With the LAND grant, BCT contributions, and Community Preservation Committee (CPC) funds, the cost remaining to the taxpayer of the total project is estimated at \$275,000 plus the \$25,000 requested in this article, for a total of \$300,000. Thanks to the successful LAND grant application, this amount is significantly lower than the amount for bonding that was presented at Annual Town Meeting, or \$675,000.

**The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

The Select Board recommends unanimously these expenses to get this worthwhile purchase completed and remains grateful to the BCT for its work in offsetting costs through fundraising and grant applications.

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

The FinCom supports the acceptance of the State LAND grant and the funds required prior to receiving the grant. Spending \$25,000 to save the Town the full amount to purchase the Sargent Road property is a good tradeoff for the Town.

## **ARTICLE 9: FUNDING FOR THE ECONOMIC DEVELOPMENT COMMITTEE**

Submitted by: Economic Development Committee (EDC)

Amount: \$10,000 (Free Cash)

Required Vote: Majority

To see if the Town will vote to appropriate the sum of Ten Thousand Dollars and No Cents (\$10,000.00) for Boxborough's contribution toward the funding of a Technical Assistance Panel to be provided by the Urban Land Institute of New England (ULI/NE) to develop an action plan for Boxborough Town Center

And to meet said appropriation by a transfer of said sum from certified free cash.

Or take any other action related thereto.

### **Summary:**

This funding is a contribution by the Town to engage the Urban Land Institute of New England (ULI/NE) to provide a Technical Assistance Panel (TAP) focused on revitalizing our Town Center to be an expanded and economically viable commercial, social and cultural center. To accomplish this, there is much work to be done. "Town Center" needs to be re-imagined as an expanded village center incorporating the current Town Center district with adjacent commercial and municipal properties along Rt. 111 and on Middle and Stow Roads (See Map). The institute facilitates a panel of independent planners, engineers, real estate experts and other professionals who provide time and resources working with communities throughout New England to help revitalize their commercial centers. A completed TAP has a value of \$30,000-\$40,000, and ULI/NE requests a \$10,000 contribution from the community. At the conclusion of the TAP, the Town will receive an assessment and set of recommendations and actions for us to move forward with realizing a viable and expanded Town Center.

Establishing a vibrant Town Center has been a long-established goal for Boxborough. There are multiple strategies and actions in the Boxborough 2030 Master Plan calling for efforts to further our Town Center. This was reaffirmed in the survey conducted by UMASS, indicating that people in town desire a mixed-use, village style development for the Town. The Economic Development Committee believes this approach puts the Town on a path to realizing our vision for a Town Center, and is committed to working with all boards, committees, residents and businesses to bring this vision to life.

This funding request is in conjunction with an effort to secure grant funding from the Commonwealth of Massachusetts for Town Center Revitalization. An application was submitted in June for \$47,000 in funding to allow the town to hire a consultant to complete an assessment of our constraints and opportunities for an expanded town center. Grant decisions are expected in the Fall of 2022. Should Boxborough not be successful in securing the grant funding, this \$10,000 for ULI/NE will enable us to keep moving forward to realizing a viable and expanded Town Center, better positioning us for grant funding in 2023. Should we be successful in winning this grant funding, this \$10,000 will enable us to

jump start the effort before starting the grant work, which will provide Boxborough the largest benefit.

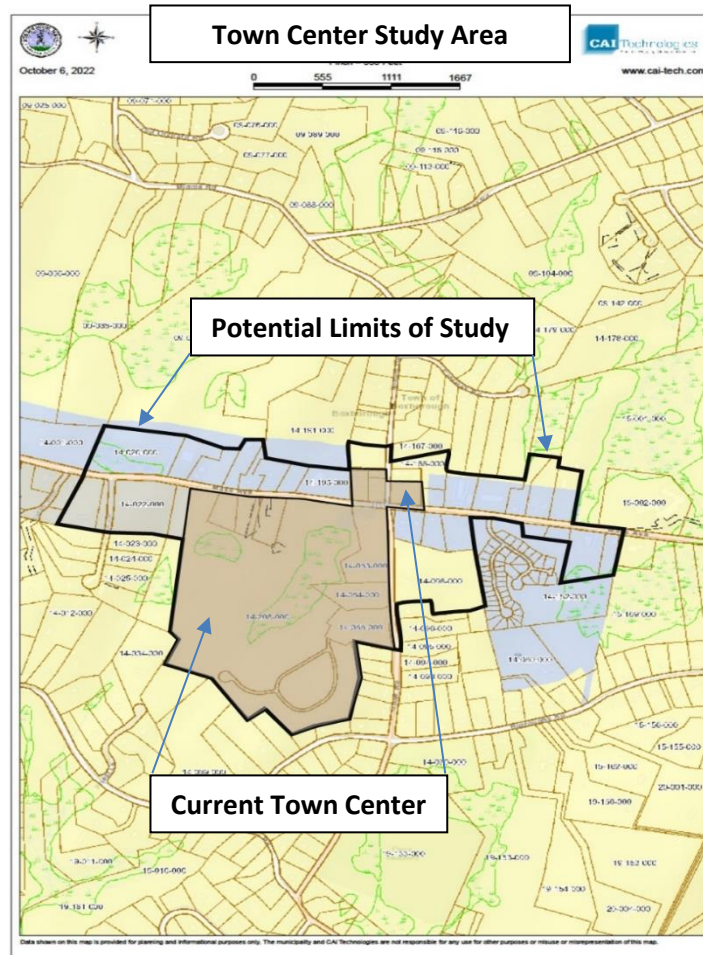
**The Select Board recommends (4 Yes – 1 No – 0 Recused/Absent)**

It is the opinion of the majority of the Select Board that the value of the input we receive far outweighs the small cost for this project. It will allow the Economic Development Committee and other boards and committees to use this data to plan for the future.

It is the opinion of the minority of the Select Board that the proposed funding for another study regarding the Village Town Center is unnecessary. The Boxborough 2030 Master Plan was quite clear about the priorities for such a Town Center. The University of Massachusetts study, which cost the Town approximately \$25,000, iterated those goals. While there may be some minor benefits for another look at the process of creating such a Town Center, the minority believes that it is now time to be doing the work with the help of our Town Planner, not doing another study of the work to be done. The proposed funds would be better spent in more productive and fruitful ways.

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

**The EDC recommends (4 Yes – 0 No – 2 Recused/Absent)**



## **ARTICLE 10: AMENDING THE ZONING BYLAW RELATIVE TO RECODIFICATION**

Submitted by: Planning Board  
Amount: N/A  
Required Vote: Two-Thirds

To see if the Town will vote to amend the Zoning Bylaw Article I through Article IX by adopting the Recodification of the existing Zoning Bylaw as shown in a 100 page document entitled “Proposed Zoning Bylaw Recodification,” on file at the Town Clerk’s office, Town Planner’s office, and viewable on the Town of Boxborough’s Website if you [Click Here](https://www.boxborough-ma.gov/DocumentCenter/View/2708/boxborough_zbl_9_28_22) (https://www.boxborough-ma.gov/DocumentCenter/View/2708/boxborough\_zbl\_9\_28\_22)

By taking the following actions:

1. Deleting in their entirety the following provisions and all their subparts of the existing Zoning Bylaw:

Article I	Authority, Purpose, and Regulations
Article II	Definitions
Article III	Establishment of Districts
Article IV	Use Regulations
Article V	Dimensional Requirements
Article VI	General Regulations
Article VII	Special Regulations
Article VIII	Site Plan Approval & Design Review
Article IX	Administration

2. Substituting the following provisions and their subparts in the zoning article on file in the office of the Town Clerk and Town Planner:

Article 1	Authority and Purpose
Article 2	Administration
Article 3	Establishment of Districts
Article 4	Use Regulations
Article 5	Dimensional Requirements
Article 6	General Regulations
Article 7	Special Regulations
Article 8	Special Districts
Article 9	Definitions

Or do or take any other action on this matter.

### **Summary:**

The purpose of the recodification is to make the Bylaw easier for users to navigate, simplify and update its language, and provide a better structure for predictability and flexibility in both the interests of current use and future adaptability by:

Reorganizing, repositioning, and renumbering portions of the Zoning Bylaw to enhance accessibility and adaptability;

Editing sentence structure, word choice, and paragraph formatting throughout, for clarity;  
Providing consistency with present State law;

Consolidating all definitions under a single article and grouping some topic-specific definitions;

Reformatting Section 4003 “Use Regulation Schedule” to identify the special permit granting authority for each use;

Eliminating redundant or unnecessary provisions; correcting spelling and typographical errors, and eliminating or updating outdated statutory references, and

Removing administrative procedures (such as plan submission requirements) that would be better suited to the Planning Board’s Rules and Regulations document.

**The Select Board defers to the Planning Board on matters of zoning.**

**Planning Board recommends (4 Yes – 0 No – 1 Recused/Absent)**

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

## **ARTICLE 11: AMENDING THE ZONING BYLAW RELATIVE TO CALCULATING THE GROSS FLOOR AREA OF A BUILDING**

Submitted by: Planning Board

Amount: N/A

Required Vote: Two-Thirds

To see if the Town will vote to amend the definition of the “Floor Area Ratio”, as found in the Zoning Bylaw Article II Section 2136 or in Section 9.2 of the recodified Zoning ByLaw, to add the language in bold as follows:

Floor Area Ratio shall mean the ratio of the total gross floor area of all buildings on a lot to the total area of the lot. **When calculating the total Gross Floor Area of buildings on a lot, any Gross Floor Area of buildings with a ceiling height greater than 12’0” other than residential buildings and their accessory structures, shall be added twice to the total.**

Or to take any other action on this matter.

### **Summary:**

The purpose of this amendment is to limit the amount of high cube flex space buildings on a property. This change will encourage mixed uses in multistory facilities instead of land-intensive warehouse facilities without any prohibition of the use. The change shall promote *mixed-use development* in accordance with Strategy 3.1.4 of the Recommendations and Implementation Plan of the Master Plan (*Boxborough 2030*). This also gives the Planning Board more flexibility to potentially provide Floor Area Ratio (FAR) density bonuses for potential future commercial and housing developments that incorporate active agricultural management or open space preservation in their overall development design as identified in Action 3.4.3.2 of the *Boxborough 2030* Master Plan.

**The Planning Board recommends (4 Yes – 1 No – 0 Recused/Absent)**

**The Finance Committee recommends (0 Yes – 6 No – 0 Recused/Absent)**

The Finance Committee unanimously does NOT recommend this article. Changing the Floor Area Ratio to 12’ will significantly restrict the redevelopment of our office parks and reduce the amount of commercial property tax the Town will be able to collect. Boxborough has several Office Parks ready for redevelopment and being located at the junction of Routes 2 and 495 makes them very desirable. This change in the FAR will make it more difficult for many projects to go forward. Most office buildings and restaurants being built today have a ceiling height of greater than 12’. The Finance Committee would like to see these properties thoughtfully redeveloped so that the tax burden can be shifted from the residents to commercial taxpayers.

**The Economic Development Committee Recommends (0 Yes – 4 No – 2 Recused/Absent)**

The EDC believes the current bylaws, as written, is already restrictive, and any further change to make it more restrictive will further inhibit commercial development within the districts the Town has zoned for such development.



**ARTICLE 12: AMENDING THE ZONING BY-LAW RELATIVE TO ALIGNING IT WITH THE STORM WATER BY-LAW AND REGULATIONS**

Submitted by: Planning Board

Amount: N/A

Required Vote: Two-Thirds

To see if the Town will vote to strike footnote 1 as found in the Zoning Bylaw Subsection 5002 entitled “Dimensional Schedule, or in Section 5.1.2. entitled “Dimensional Requirements” of the recodified Zoning Bylaw as follows:

**~~1-Unless drainage retention structures such as filtered catch basins, impoundments etc., are constructed which will ensure that the recharge rate will not be reduced by an amount more than the 30% coverage would produce.”~~**

Or to or take any other action on this matter.

**Summary**

The purpose of this amendment is to create consistency with the Planning Board Stormwater Rules and Regulations, which are required by state and federal regulations to be more restrictive than the current restrictions in the Zoning Bylaw. Currently the Zoning Bylaw allows for up to 100% lot coverage by buildings, structures, and impervious surfaces in the Office Park and Industrial Commercial zoning districts, if certain engineered stormwater systems are in place. The amendment will place a limit on the developable area of a lot to protect our most environmentally sensitive areas in these districts, similar to the other commercial districts.

**The Planning Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

**The Finance Committee recommends (6 Yes – 0 No – 0 Recused/Absent)**

**ARTICLE 13: AMENDING THE ZONING BY-LAW TO ALIGN THE DEFINITION OF LOT COVERAGE WITH THE REQUIREMENTS IN THE DIMENSIONAL TABLE**

Submitted by: Planning Board

Amount: N/A

Required Vote: Two-Thirds

To see if the Town will vote to amend the definition of “Lot Coverage” as found in Zoning Bylaw Article II entitled “Definitions” subsection 2158 or in Article 9 entitled “Definitions” subsection 9.2 of the recodified Zoning Bylaw to add the language in bold, as follows:

Lot coverage shall mean the percentage of the lot area that is occupied by buildings, **structures, and impervious surfaces.**

Or do or take any other action on this matter.

**Summary:**

The purpose of the additional language is to harmonize the definition of Lot Coverage with the requirements contained in table 5002 of the Zoning Bylaw. The definition of “Lot Coverage” in Section 2158 only includes the area covered by buildings; however, table 5002 “Maximum Lot Coverage” also includes *Structures and impervious surfaces*. This change will not alter the current requirements, but it will clarify them.

**The Planning Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

**The Finance Committee recommends (1 Yes – 4 No – 1 Recused/Absent)**

A majority of the Finance Committee does NOT recommend this article. We are concerned that it will put too many constraints on a developer. Thoughtful redevelopment of our existing office parks and business district is important to help shift the tax burden from the residential tax payers to commercial tax payer.

One member of the FinCom felt that there are issues with water runoff due to impervious surfaces. We as a town need to protect the water aquifer refill.

**TOWN OF BOXBOROUGH  
TOWN MEETING: A GUIDE FOR RESIDENTS**

*On behalf of all the elected and appointed officials of the Town of Boxborough:*

***WELCOME TO TOWN MEETING.***

*This is your chance to make your voice heard and make your vote count.*

***Remember: YOU Are the Town Government.***

**What is Town Meeting?**

Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote count. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 4,000, while 200 legislators in the State House and Senate represent 7 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some comes from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with power to make laws, levy taxes, and authorize expenditures.

**What is the Warrant?**

The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

**What about the Election?**

Although it is held at a separate place and time, at Town Hall on the Tuesday in May after the Annual Town Meeting opens, the election is the part of Annual Town Meeting at which

Town officials are elected. Some Town Meeting expenditures and sometimes other items require both an affirmative vote at Town Meeting as well as the passage of a ballot question. Tax and debt exclusion overrides are decided by election ballot. A debt exclusion exempts from the Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently.

### **Who Participates in Town Meeting?**

**Voters:** Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

**Moderator:** The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. [Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings.] The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

**Town Clerk:** The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

**Town Counsel:** A representative from KP | LAW, the firm providing legal services to the town, attends town meeting to offer advice as to the legality of proposed actions the town may be considering.

**Boxborough Select Board:** Members of the Select Board have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

**Finance Committee:** This branch of town government is a standing committee appointed by the Moderator. They have authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

**Boards and Committees:** These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special

presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

**Petitioners:** Any ten voters have the right to petition the Select Board to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To insure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

### **What Happens at Town Meeting?**

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by majority vote. Each article is taken up in a similar way.

**Motion:** First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and makes a presentation offering background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

**Debate:** Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases speakers are recognized using “alternating microphones” which may be labeled “yes” and “no”. Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator and/or meeting members. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a “point of order”.

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough’s limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker’s case.] When no more debate is offered, or debate is ended by “Moving the Previous Question”, a vote is taken.

**Voting:** Most articles are decided by a simple majority. Some votes carry higher requirements, for example zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

**Amendments:** Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. “Amendments to amendments” are generally not allowed except for the personnel plan, the operating budget article, or to clarify the amendment. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

**Consent Agenda:** Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “Hold” in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

**Operating Budget:** The operating budget for the Town is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department’s budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

**Quorum:** There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at her/his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

**Reconsideration:** Unless the Town Meeting votes to set rules otherwise, an article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

### **Selected Common Parliamentary Motions:**

***I move that this meeting be dissolved:*** This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

***I move to lay on the table:*** This motion, if passed, ends debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

***I move to take Article \_\_\_off the table:*** This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

***I move the previous question:*** This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two-thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

You are required to serve this Fall Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before November 1, 2022.



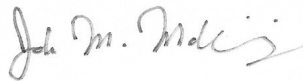
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Jennifer Campbell, Chair  
Select Board



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Diana Lipari, Clerk  
Select Board



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John M. Markiewicz  
Select Board



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Leslie R. Fox  
Select Board



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Wesley I. Fowlks  
Select Board



Town of Boxborough  
29 Middle Road Boxborough, MA 01719

PRSR-STD  
ECRWSS  
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Permit No. 26

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Boxborough, MA 01719

Please bring this Warrant to the Meeting

VISIT THE BOXBOROUGH TOWN WEBSITE  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)