



# TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Revised  
11/19/2021

**SELECT BOARD**  
**Meeting Agenda**  
**Friday, November 19, 2021**  
**5:00 PM**  
**Conducted via a ZOOM Event**

Item #	Estimated Start Time	Action Vote/ Accept & POF
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*This meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See the end of this Agenda for remote participation instructions for the Regular Session portion of this meeting*

**1. 5:00 PM OPEN SESSION**

Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.

*[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]*

**2. 5:01 PM Appointments**

~~Interim Assistant~~ **Temporary Treasurer/Collector**

**a.)** ~~Vote to confirm the appointment of Karen Guzzardi as Interim Assistant Treasurer/Collector.~~

**Amended**

**Vote to confirm the appointment of Sara Hunter as Temporary Treasurer/Collector.**

**VOTE:**

**b.) New  
Item**

**Request for the Treasurer/Collector's Office**

**Vote to authorize Karen Guzzardi, Assistant Town Clerk & Department Assistant- Tax Collector/Treasurer, and Sara Hunter, Mass Municipal Finance, to be signers on the banks accounts for Middlesex Savings Bank, UniBank, Massachusetts Municipal Deposit Trust (MMDT)**

**VOTE:**

**3. 5:15 PM Adjourn**

**VOTE:**

**2021:** 11/29; and 12/13

**Boxborough Leadership Forum (BLF):** 12/14

**2022:** 1/3; 1/24

**FY 23 Budget Workshop:** Sat. 1/15/22 [Joint w/FinCom]

**To Join Zoom Meeting, click link below:**

<https://us02web.zoom.us/j/87019638101?pwd=cUxodDIVRGk3SkhzbjEzSE5wNFNYZz09>

Meeting ID: 870 1963 8101

Passcode: 107285

One tap mobile

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

**MEMORANDUM**

**To:** SelectBoard  
**From:** Carter Terenzini, Interim Town Administrator  
**Subject:** Nomination of Temporary Treasurer/Collector  
**Date:** November 18, 2021  
**CC:** R. Hudson; K. Guzzardi; S. Bak; B. Neville; J. Fair

*Carter*

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Submitted herewith for your consideration is the nomination of Ms. Sara Hunter as Temporary Treasurer/Collector in accord with MGL Ch. 41 §40. Prior to his departure, we had confirmed with the outgoing Treasurer/Collector that Ms. Guzzardi would be able to make the needed deposits, bank transfers, EFTs and the like. However, the banks are now pushing for someone with a formal designation of authority to be of record before it will honor such requests.

It was originally my intent to submit the nomination of Ms. Guzzardi as Interim Assistant Treasurer/Collector. While the authority to do so is embedded in statute – notwithstanding the Personnel By-Law – it does run afoul of the requirement that such a nomination be made by the Treasurer/Collector. [MGL Ch. 41 §39A “The treasurer... may... appoint, with the approval of the Selectmen... an assistant treasurer who may be an employee in the treasurer's department (*and*) may, in the absence of the treasurer, perform his duties...”. w/parallel authority to appoint an Assistant Collector at MGL Ch. 41 §39C.] However, this approach will not work until we have – at a minimum – a Temporary Treasurer/Collector.

Therefore we turn our attention to MGL Ch. 41 §40 which provides that “If the office of town treasurer, town collector of taxes... in a town having one but one is vacant... the selectmen may in writing signed by them... appoint a temporary officer to hold such office and exercise the powers and perform the duties thereof until another is duly elected or appointed and has qualified... Such officer shall be sworn in by the Town Clerk once they receive the appointment confirmation and we shall proceed to bond them in accord with statute and regulation.

This approach has been reviewed with and vetted thru Town Counsel which also supports the idea that a 1099 employee/firm can be used in such an instance. I hope that this information – and the experience of what can happen when a community has such an under-resourced Finance team – proves instructive when we bring the staffing plan in with the position of Assistant Treasurer/Collector.



## **Sara C. Hunter, CMMT**

Senior Consultant | Mass MuniFin

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### **Sara Hunter, CMMT**

- 10+ years municipal experience as Treasurer/Collector and Finance Consultant
- All duties of a Treasurer/Collector and worked in software programs such as: VADAR, SoftRight, Point Software, Munis. Payroll software such as Harpers, SoftRight, and Munis. Cashbooks such as VADAR, SoftRight, Munis, Quickbooks, and Excel
- Communities served: Town of Ware, Town of Blandford, City of Medford, Town of Uxbridge, Town of Monterey, Town of West Brookfield, Town of Brookfield, Town of Tyngsborough, Town of Dedham, Town of Dover
- Organize, reconcile, restructure, training and implement best practice based off of DOR recommendations