



BOXBOROUGH SELECT BOARD
Meeting Minutes
November 19, 2021

APPROVED: November 29, 2021

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

ALSO PRESENT: Carter Terenzini, Interim Town Administrator; Rajon Hudson, Assistant Town Administrator; Paul Fillebrown, Jr. Fire Chief; Cheryl Mahoney, Administrative Assistant and Kirby Dolak, BXB-TV

Along with: Becky Neville, and Karen Guzzardi

At 5:01 PM Clerk Fox recognized a quorum was present and opened the Select Board meeting, noting that Chair Markiewicz was experiencing technical issues and would be joining shortly.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date, and are hereby incorporated by reference.

OPEN SESSION

APPOINTMENTS

TEMPORARY TREASURER/COLLECTOR

Terenzini advised that Massachusetts statute allows the Town to implement this temporary appointment. The statute clarifies this temporary measure is allowed good until a qualified treasurer is employed. This has been implemented in other communities. He provided background on the current situation. He thanked Guzzardi for her hard work; trying to cover the Collector/Treasurer responsibilities in the interim. However, the related responsibilities proved to be beyond the training that she was provided when Nick Federico departed. The firm, MassMunFin, was approached to manage some of these outstanding tasks as we work to recruit a permanent replacement. As there are more interviews scheduled next week, he is hoping that this is a short-term fix. The Town will be bonding Ms. Hunter. This responsibility will not add additional costs to what we have contracted. ATA Hudson reported that the bonding paperwork for Guzzardi is also in process. The Bonding Service has requested additional information but once received this process should be complete.

There was discussion to clarify the processes for adding classes versus adding positions, as it is defined in the Personnel Plan. Based on this, it was suggested that that the position of Assistant Town Accountant can be created by ITA and approved by this Board. The only hinderance might be budgeting. The Town's current budgeting strategy is very restrictive, so transferring from related lines and/or departments is difficult. Markiewicz moved to confirm the appointment of Sara Hunter as Temporary Treasurer/Collector. Seconded by Lipari. **Approved: 5-0** by Roll Call Fox "aye," Campbell "aye," Lipari "aye," Fowlks "aye," Campbell "aye," Fox "aye," and Markiewicz "aye."

NEW ITEM-REQUEST FOR THE TREASURER/COLLECTOR'S OFFICE

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

ADJOURN

At 5:17 PM, Markiewicz moved to adjourn. Seconded by Lipari. **Approved: 5-0** by Roll Call Lipari "aye," Fowlks "aye," Campbell "aye," Fox "aye," and Markiewicz "aye."

EXHIBIT

- Agenda
- Memo from ITA Terenzini
- Sara Hunter's Profile



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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Dial by your location

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+1 929 205 6099 US (New York)
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+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
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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

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.

Carter Terenzini, Interim Town Administrator
cterenzini@boxborough-ma.gov



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