

**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 13, 2013  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
  2. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601**
  3. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**
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**ANNUAL TOWN MEETING**

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3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
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18. **CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT**

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20. ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL
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22. CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY
23. CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL
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26. ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS
27. ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004
28. ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT
29. GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW
30. GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW
31. GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW
32. ESTABLISH VETERANS TAX WORK OFF PROGRAM
33. PERSONAL REAL ESTATE EXEMPTIONS\*\*
34. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
35. REVOLVING FUNDS\*\*

**LEGEND**

**## SUBMITTED BY PETITION**

**\*\* CONSENT AGENDA**

**BOXBOROUGH SPECIAL TOWN MEETING**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote 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 Monday, May 13, 2013 at 7:00 p.m. to act on Articles 1 through 5 of this Special Town Meeting Warrant.

You are required to serve this Special 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 April 26, 2013.

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Leslie R. Fox, Chairman  
Board of Selectmen

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Vincent M. Amoroso, Clerk  
Board of Selectmen

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Francis J. Powers  
Board of Selectmen

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Robert T. Stemple  
Board of Selectmen

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Raid M. Suleiman  
Board of Selectmen

At 7:06pm, John Fallon, Town Moderator, welcomed residents and called the Annual Town Meeting to order. There were 237 registered voters in attendance. He made some introductory remarks and announcements. He invited the meeting to stand for the Star Spangled Banner sung by the Blanchard School Vocal Ensemble, led by Chorus Director Margie Callaghan. Nicole Doucette and Lydia Fetterman led the meeting in the Pledge of Allegiance.

Les Fox, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 14th; Thursday, May 16th; Wednesday, May 22nd and Thursday, May 23rd; and further, that no debate will begin on any new article after 10:30pm. The motion passed by majority vote.

Mr. Fox moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator. The motion passed by majority vote.

Mr. Fox moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting. The motion passed by majority vote.

Mr. Fallon explained how voting on Collective Bargaining agreements worked.

**ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE (Majority vote required)**

Mr. Fox moved to pass over Article 1. The motion to pass over Article 1 passed by majority vote.

**Summary**

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015.

The Board of Selectmen recommends (4-0-1).

Contract negotiations had not been completed at the printing of the warrant. The Selectmen will move a specific funding request at town meeting, and make available information about the new agreement to inform voters. This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14.

The Finance Committee defers its recommendation until Annual Town Meeting.

At the time of the printing of the warrant the collective bargaining contracts were not available.

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601 (Majority vote required)**

Mr. Fox moved to transfer from Free Cash the sum of One Thousand Eight Hundred Thirty-Seven Dollars (\$1,837) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2012 to June 30, 2015).

### Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Boxborough Professional Firefighters, Local 4601, for the term July 1, 2012 – June 30, 2015.

The Board of Selectmen recommends unanimously (5-0).

This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14. Mr. Fox made a presentation explaining the details of the contract.

Jim Ham said that the Finance Committee recommends 4-2. Mr. Raad presented the dissenting view. Owen Neville, Middle Road, asked a question about line items to be funded. Mr. Fallon said it was unnecessary.

Phil Kicelemos, Picnic Street, spoke against the motion. He was concerned about the impact on property taxes.

Casey Cornett, Picnic St., asked was the total COLA increase was. Les said 1.5%, 1.75% and 1.75%.

**Action on Article 2: The motion carried by majority vote.**

### **ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH (Majority vote required)**

Mr. Frank Powers moved to transfer from Free Cash the sum of \$3,825 to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015).

### Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200A, Dispatch, for the term July 1, 2012 – June 30, 2015.

The Board of Selectmen recommends unanimously (5-0).

This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14. Mr. Fox made a presentation on the details of the contract.

The Finance Committee recommends by vote of 5-1. Mr. Ham said the majority of the FinCom thought it was reasonable.

At the time of the printing of the warrant the collective bargaining contract

**Action on Article 3: The motion carried by majority vote.**

### **ARTICLE 4 PRIOR YEAR BILL – DOG OFFICER (Nine-tenths vote required)**

Mr. Fox moved to transfer from Free Cash the sum of Two Hundred Dollars (\$200) for the purpose of reimbursing the Dog Officer for the acquisition of a modular kennel in FY 2012.

Summary: This is a housekeeping article. Funding of a prior year's bill must be approved by town meeting. The expense was incurred by the Dog Officer in FY12.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0)

**Action on Article 4: The motion carried unanimously.**

**ARTICLE 5 CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION - DPW  
(Majority vote required)**

Mr. Amoroso moved to transfer the unexpended balance of Fourteen Thousand Three Hundred Eighty Dollars and thirty-four cents (\$14,380.34) from Article 16 of the May 2012 Annual Town Meeting (Reconfiguration of Transfer Station – Feasibility Study) and to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of undertaking the implementation phase for the reconfiguration of the transfer station.

**Summary**

At May 2012 ATM, the town approved \$18,000 for a Feasibility study to reconfigure the Transfer Station. The goal was to reduce hauling fees by installing a compactor to be used for the recyclable items, as was currently being done with the solid waste. As indicated in the FY12 article, the intention was to proceed with reconfiguration of the transfer station to take full advantage of savings on recyclables if the feasibility study was successful. The recycling compactor has been operational since mid September. We are averaging 4 hauls a month of compacted recyclables at a cost of \$720 in hauling fees. Previous to this, we were averaging 13 hauls a month at a cost of \$2,849. These savings speak for themselves. The experiment is a success and in fact exceeded expectations on savings and ROI, at a cost to date of only \$3620 for electrical fit-up and temporary structures. We have enough confidence to proceed now to full implementation which means installation of an additional compactor for recyclables and reconfiguration to accommodate the added equipment and improve traffic flow. Based on experience during the feasibility study, the DPW Director has concluded that the necessary work can be done at modest cost.

In addition, the DPW has been awarded a DEP sustainability grant of \$7,500 to be used towards the purchase of an additional recycling compactor. One of the conditions of the grant is that the compactor is in place and operating by the end of December 2013. We will fund the remainder of the cost of the compactor unit with the \$5,010 balance remaining in ATM 2011, Article 20 (Capital Equipment Acquisition – Replace Two Dumpsters) and the savings we have realized in trucking fees. The addition of a second compactor will continue to increase our savings, as we will be able to fill the compactors to full capacity before hauling.

The next step in the reconfiguration is to fill the recesses where the compactors now sit, creating one level area. Next, new pads will be poured, electrical hook up installed and the compactors shifted over, creating five single lanes for traffic. We plan to do this in stages so that we can keep the station operating with minimal inconvenience to our residents during the changeover.

The Board of Selectmen recommends unanimously (5-0).

The feasibility study on compacted recyclables has been a resounding success. The DPW is already saving money on trucking due to the new compactor currently being rented. The addition of a second compactor will improve overall efficiency and reliability of operations, and should generate even more

savings. The second compactor will be purchased with funds from a DEP grant supplemented with available funds remaining from an FY11 article for dumpsters. Re-purposing the balance of funds from Article 16 of the May 2012 Annual Town Meeting, together with an additional \$10,000 from free cash will allow the DPW to complete all work. This article is placed on the special town meeting warrant so that, if approved, the funds may be expended immediately to begin work to ensure the December 2013 deadline of the DEP grant can be met.

The Finance Committee recommends unanimously (7-0).

The Energy Committee recommends.

The Energy Committee applauds the success our DPW has accomplished in the first phase of reconfiguring the Transfer Station. We have evidence that one recycling compacter saves the town money by reducing both the amount of disposable trash and number of trips to the waste and recycling center. Now it's time to complete the work by adding a second recycling compacter for even more savings.

KC Donovan, Flagg Hill Rd., pointed out that this is one of the few times the town will vote on an article that will bring money back and asked people to recognize the hard work of the Energy Committee.

**Action on Article 5: The motion carried by majority vote.**

**Mr. Fox moved to dissolve Special Town Meeting. The motion carried unanimously.**

## **BOXBOROUGH ANNUAL TOWN MEETING**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote 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 Monday, May 13, 2013 at 7:00 p.m. to act on Articles 2 through 35 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 20th day of May, 2013 at 7:00 a.m. for the Election of Town Officers (and Question One) pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

You are required to serve this Annual 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 April 26, 2013.

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Leslie R. Fox, Chairman  
Board of Selectmen

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Vincent M. Amoroso, Clerk  
Board of Selectmen

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Francis J. Powers  
Board of Selectmen

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Robert T. Stemple  
Board of Selectmen

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Raid M. Suleiman  
Board of Selectmen



**ARTICLE 1 CHOOSE TOWN OFFICERS**

**(Majority vote required)**

- One Moderator for a one-year term
- One Town Clerk for a three-year term
- One Board of Selectmen member for a three-year term
- One Board of Health member for a three-year term
- Two Library Trustees, each for a three-year term
- Two Planning Board members, each for a three-year term
- One Planning Board member to complete a one-year unexpired term
- One School Committee (Local and of the Region) member for a three-year term
- One School Committee (Local) member for a three-year term
- One School Committee (Local) member to complete a two-year unexpired term
- One Constable for a three-year term
- One Constable for a two-year term

As well as other Town Officers as may be necessary, and to vote on the following question:

**Question 1 Change the Elected Position of Tax Collector to Appointed**

**(Majority vote required)**

Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?

Yes \_\_\_ No \_\_\_

**ACTION ON ARTICLE 1, May 20, 2013:** Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Constable. The Election Officials—all duly sworn in before beginning their duties—were Warden: Virginia Richardson; Constables: David Birt and Norm Hanover; Clerk: Elizabeth Markiewicz; Tellers: Barbara Wheeler, Ellen Landry, Lisa St. Amand, Helen Argento, Nancy Faulkner, Mary Nadwairski, Kristin Hilberg, Anne Canfield and Jackie Cumming. The counters were Charlene Golden and Barry Harsip. The polls were opened at 7:00 a.m. and closed at 8:00 p.m. Out of 3,476 registered voters, there were 273 ballots cast, including 7 absentees. The count was completed at 9:00 p.m. The results of the election are as follows:

Office	Term (yrs)	Name	Address	Votes
Moderator	1	John G. Fallon	118 Russet Lane	251
Town Clerk	3	Elizabeth A. Markiewicz	71 Patch Hill Rd.	259
Selectman	3	James J. Gorman	654 Hill Rd.	247
School Committee Local & Regional	3	Mary F. Brolin	153 Guggins Ln.	225
School Committee Local	3	Gary J. Kushner	158 Flagg Hill Rd.	230
School Committee Local	2	Kathleen M. Neville	317 Middle Rd.	217
Planning Board	3	James M. Faulkner	394 Littlefield Rd.	225
		John M. Markiewicz	71 Patch Hill Rd.	220
		Philip Kicelemos	307 Picnic St.	46
Planning Board	1	Eduardo Pontoriero	46 Loreto Dr.	210
Library Trustees	3	Sandra W. Haber	101 Richardson Rd.	219
		Robert W. McNeece	297 Stow Rd.	215
Board of Health	3	Bryan F. Lynch	436 Littlefield Rd.	228
Constable	3	David L. Birt	107 Swanson Rd. #103	237
Constable	2	Kevin J. Mahoney	188 Liberty Square Rd.	72
		Owen J. Neville	317 Middle Rd.	175

**QUESTION 1 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED**  
(Majority vote required)

**Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?**

**Yes: 138 No: 115**

**ARTICLE 2 RECEIVE REPORTS**  
(Majority vote required)

Mr. Suleiman moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2012 Annual Town Report and further, to hear and receive reports as presented at Annual Town Meeting.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (6-0).

Action on Article 2: Motion carried by majority vote.

Mr. Fox presented the report of the Selectmen. He said that the Board of Selectmen voted unanimously to support Regionalization. He also outlined the background on the Cordish Company casino proposal. He said that the BOS voted 4-1 against pursuing the proposal at their meeting before the ATM.

Maria Neyland, Chair of the Boxborough School Committee, presented the report of the School Committee. She outlined the key elements of the contract just recently negotiated with the Boxborough Teachers' Association. She urged people to get informed about regionalization.

**ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**  
(Majority vote required)

Mr. Fox moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2013 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$61,573.30/year
Town Clerk	\$41,561.97/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

The Board of Selectmen recommends unanimously (5-0).  
This article establishes the salaries for Boxborough's elected officials.

The Finance Committee recommends unanimously (6-0).

This includes an approximate increase to the Tax Collector of \$1,207 and to the Town Clerk of \$815. All other salaries remain unchanged from previous years.

**Action on Article 3: The motion carried by majority vote.**

**ARTICLE 4 SUBMITTED BY PETITION  
(Majority vote required)**

Mr. Kicelemos moved to approve Article 4 as printed in the Annual Town Meeting warrant.

This article that I am asking you to sign to be added to the town warrent for the forthcoming annual town meeting taking place on May 13, 2013 is as follows:

Due to our current \$17.69 Real Estate Tax Rate one of the highest in the state taking in just under \$20,000,000. In Real Estate Taxes. Article request's the following,

A twelve month/one year freese on all new hiring of any new town employees, full or parttim each department. This article also requires an income freese on all employees, both full and part time all departments in our community for one year. It also is to include any promotions to a higher position, title, etc. on their current job position for one year.

Due to the fact that our economy in Massachusetts is in deplorable conditions

Continued:

And retirees residing here are being forced into poverty as well as current residents many of whom are having difficulty with living costs, paying their bills, fileing bankrupsy with no end in sight.

I am asking you as a registered voter to join with me to address this ever growing serious problem.

The Finance Committee does NOT recommend (6-0). The budget process is the correct way to

Mr. Fallon explained that the motion conflicts with state law and if passed will be treated as a "sense of the meeting" motion.

Mr. Fox moved to indefinitely postpone discussion on the article and to ask town counsel to explain. Town Counsel provided the opinion that the legislative body was seeking to restrict the executive bodies. Town meeting doesn't have the right to impose restrictions on the Executive branch.

Jim Moss, Bicentennial Way, said he understood what the petitioner was trying to say. Perhaps the town should think of ways to help the seniors.

Dennis Reip, Old Harvard Road, wants to vote on the article and reject the motion to pass over.

Ed Russell, Inches Brook Ln, wants to vote on the article

Motion to pass over failed.

**Action on Article 4: Motion was defeated.**

## ARTICLE 5 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

Anne Canfield, Personnel Board, moved to amend the Personnel Administration Plan, as well as the Classification of Positions (Schedule A) and Compensation of Positions (Schedule B), as printed in the Annual Town Meeting warrant under Article 5.

- 1) Striking the language in Article VI. The Pay Plan, Section 7. Merit Salary Adjustments in its entirety and replacing with the italicized language below.

(Current language)

~~Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.~~

~~New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.~~

(Proposed language)

*On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.*

- 2) Amending Article VIII. Other Forms of Pay by adding a new section 2, shown in italics, and re-numbering subsequent sections.

### *Section 2. Detail Pay*

1. *Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.*
2. *Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.*

Further by amending Classification of Positions (Schedule A) by:

- 1) Adding a new position of Media Production Technician to the Intermittent Schedule
- 2) Respectively re-naming the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.

- 3) Re-naming the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

And by amending Compensation of Positions (Schedule B) by:

- 1) Adding a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page
- 3) Adding wages for Media Production Technician @ \$12.50/hour

The Personnel Board recommends unanimously (5-0). Ms. Canfield said the change in language is to provide flexibility to the Personnel Board and BOS in dealing with employee salaries. She explained that the Town is hiring a consultant to do a compensation study, which hasn't been done for a number of years.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen and Personnel Board held a public hearing on March 18. The proposed change to Article VI, Section 7 will provide more flexibility to the Board of Selectmen and Personnel Board and will allow the freezing of employees covered by the town's personnel plan in their current steps, if so determined necessary in any given fiscal year. The proposed change also clarifies the meaning of existing vs. new employee, as well as makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to the steps that are in the next highest job classification.

The proposed language for Article VIII, Section 2 (Detail Pay) will formalize the practice of paying a different rate for in-town and private details performed by Special Police Officers and Per Diem Firefighters/EMT's.

The Finance Committee recommends unanimously (6-0).

Jim Gorman, Hill Rd., asked if the change is only for those not on union contracts. Ms. Canfield said yes. He asked if step freezes would be across the board or individualized.

Mr. Gorman moved to amend the motion by deleting in its entirety the section "1) striking the language in Article VI. The Pay Plan, Section 7. Merit Salary adjustments..." which language refers to changes in how and whether step advancements are granted to employees who are paid under the personnel plan. This amendment to the motion leaves intact the current language of the personnel plan, Article VI, The Pay Plan, Section 7.

Ms. Canfield explained in more detail the rationale for wanting more flexibility.

Mr. Raad, FinCom, explained that you have to start somewhere in saving money on salary increases and recommended against the motion to amend.

Mr. Gorman said that every time you deny steps to one category of employee, it is unfair. He would like to find a more equitable solution.

Michael Toups, Flagg Hill Rd., doesn't like step increases but does like fairness. Feels it is arbitrary.

Jeanne Kangas, Hill Rd., said the original motion is a step in the right direction. She wondered if step increases were only found in the public sector. She was not in favor of the amendment.

Mr. Gorman provided some background on the origins of “steps”.

Mr. Donovan, Flagg Hill Rd., said that most companies have performance reviews and raises tied to the performance reviews.

Action on the amendment: The motion to amend failed.

Norm Hanover, Box Mill Rd., asked about detail pay. Is the rate required by the state? Wondered if they had to be police officers. Police Chief Ryder said the rate of pay is set in the union contract. To control traffic, state law requires a police officer.

Marie Cannon, Littlefield Rd., pointed out that even if it’s not a police officer, the person gets paid the union rate.

**Action on Article 5: The motion carried unanimously.**

Schedule a – classification of positions

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

Accountant  
Assessor  
Inspector of Buildings/ Code Administration Officer  
Planner  
Treasurer  
Information Systems Coordinator

**Non-Exempt Employees**

Secretary  
Department Assistant  
DPW Foreman  
DPW Worker  
DPW Semi-skilled Worker  
Building & Grounds Maintenance Worker

**REGULAR REDUCED HOURS SCHEDULE**

COA Coordinator  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
DPW Worker  
Inspector of Buildings/ Code Administration Officer

**REGULAR PART-TIME SCHEDULE**

Secretary  
Department Assistant  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
Transfer Station Operator I  
Conservation Agent  
Van Dispatcher  
IT Support Technician

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT  
Call Firefighter/EMT  
Call Firefighter  
Special Police Officer  
Dispatcher

**INTERMITTENT SCHEDULE**

Cemetery Superintendent  
Cemetery Laborer  
Registrar Chairperson  
Clerk of Elections  
Election Worker  
Registrar Member  
Veterans' Agent  
Call Fire Chief  
Deputy Fire Chief  
Fire Captain  
Fire Lieutenant  
Call Firefighter/EMT  
Fire Department Chaplain  
Call Building Inspector  
Special Police Officer  
Lock-up Attendant  
Dispatcher  
Seasonal Maintenance Worker  
Snow Plower  
Seasonal Conservation Worker  
Assistant Building Inspector  
Wiring Inspector  
Plumbing and Gas Inspector  
~~Dog Officer~~ Animal Control Officer – Dogs & Cats  
~~Assistant Dog Officer~~ Asst. Animal Control Officer –  
Dogs & Cats  
Animal Control Officer - Other  
Animal Inspector  
Fence Viewer  
Field Driver  
Director of Summer Playground  
Director of Gymnastics  
Director of Winter Programs  
Lead Counselor  
Counselor  
Counselor-in-Training  
Intern (Town Hall)  
Library Page  
Junior Library Page  
Van Driver  
Media Production Technician

*The following information is not part of Schedule A and is placed here for informational purposes only. These positions are governed by personal contract or collective bargaining agreement, or are elected.*

**DEPARTMENT HEADS**

*DPW Director  
Fire Chief  
Library Director  
Police Chief  
Town Administrator*

**UNION EMPLOYEES**

*Police Sergeant  
Police Officer (StepA1/A1)  
Firefighter/EMT  
Dispatch Supervisor  
Dispatcher*

**ELECTED POSITIONS**

*Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk*



Proposed FY 2014 Compensation of Positions - Schedule B

Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	G Plus
<b><u>Salaried (Exempt) Employees</u></b>								
Grade 60	\$ 56,752.18	\$ 58,738.50	\$ 60,794.35	\$ 62,922.15	\$ 65,124.43	\$ 67,403.78	\$ 69,762.92	\$ 70,809.36
Information Systems Coordinator								
Inspector of Buildings/Code Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	\$ 49,349.67	\$ 51,076.91	\$ 52,864.60	\$ 54,714.86	\$ 56,629.88	\$ 58,611.93	\$ 60,663.35	\$ 61,573.30
Grade 40	\$ 44,059.83	\$ 45,601.92	\$ 47,197.99	\$ 48,849.92	\$ 50,559.67	\$ 52,329.25	\$ 54,160.78	\$ 54,973.19
Grade 30	\$ 39,342.68	\$ 40,719.67	\$ 42,144.86	\$ 43,619.93	\$ 45,146.62	\$ 46,726.76	\$ 48,362.19	\$ 49,087.63
Grade 20	\$ 35,123.91	\$ 36,353.25	\$ 37,625.61	\$ 38,942.51	\$ 40,305.50	\$ 41,716.19	\$ 43,176.26	\$ 43,823.90
Grade 10	\$ 31,936.90	\$ 33,054.70	\$ 34,211.61	\$ 35,409.02	\$ 36,648.33	\$ 37,931.02	\$ 39,258.61	\$ 39,847.49
<b><u>Hourly (Non-Exempt) Employees</u></b>								
Grade 60	\$ 27.27	\$ 28.23	\$ 29.22	\$ 30.24	\$ 31.30	\$ 32.39	\$ 33.53	\$ 34.03
Grade 50	\$ 23.74	\$ 24.57	\$ 25.43	\$ 26.32	\$ 27.24	\$ 28.19	\$ 29.18	\$ 29.61
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$ 21.19	\$ 21.93	\$ 22.69	\$ 23.49	\$ 24.31	\$ 25.16	\$ 26.04	\$ 26.43
Youth Services Librarian								
Conservation Agent								
Grade 30	\$ 18.91	\$ 19.57	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 23.59
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$ 16.88	\$ 17.47	\$ 18.08	\$ 18.72	\$ 19.37	\$ 20.05	\$ 20.75	\$ 21.06
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$ 15.36	\$ 15.90	\$ 16.46	\$ 17.03	\$ 17.63	\$ 18.24	\$ 18.88	\$ 19.17
Library Assistant								
Secretary								
Van Dispatcher								
<b><u>Per Diem Schedule (No Steps)</u></b>								
Fire Lieutenant/EMT	\$ 18.31							
Call Fighter/EMT	\$ 16.63							
Call Firefighter	\$ 16.63							
Special Police Officer	\$ 16.63							
Dispatcher	\$ 16.63							

**Intermittent Schedule (No Steps)**

Cemetery Superintendent	\$ 8,732.32	annually
Cemetery Laborer	\$ 10.95	
Registrar Chairperson	\$ 900.34	annually
Clerk of Elections	\$ 11.43	
Election Worker	\$ 10.17	
Registrar Member	\$ 270.12	annually
Veterans' Agent	\$ 15.46	
Call Fire Chief	\$ 42.90	
Deputy Fire Chief	\$ 20.11	
Fire Captain	\$ 19.21	
Fire Lieutenant	\$ 18.32	
Call Firefighter/EMT	\$ 16.63	
Fire Department Chaplain	\$ 16.63	
Call Building Inspector	\$ 42.90	
Special Police Officer	\$ 16.63	
Lock-up Attendant	\$ 14.88	
Dispatcher	\$ 16.63	
Seasonal Maintenance Worker	\$ 13.57	
Snow Plower	\$ 21.50	
Seasonal Conservation Worker	\$ 12.46	
Assistant Building Inspector	\$ 26.45	
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Animal Control Officer - Dogs & Cats	\$ 11,006.26	annually
Asst. Animal Control Officer - Dogs & C	\$ 10.77	4 hour call min
Animal Control Officer - Other	\$ 2,681.02	annually
Animal Inspector	\$ 987.74	annually
Fence Viewer	\$ 40.00	annually
Field Driver	\$ 45.00	annually
Director of Summer Playground	\$ 18.79	
Director of Gymnastics	\$ 18.10	
Director of Winter Programs	\$ 18.10	
<b>Intermittent Schedule (No Steps) (continued)</b>		
Lead Counselor	\$ 12.50	
Counselor	\$ 9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50	i.e. 8.50
Junior Library Page	min wage	[currently \$8.00]
Van Driver	\$ 13.25	
Media Production Technician	\$ 12.50	

**NOTE**

\*Fee maximum is 1% of F13 levy (or \$167,162)

*The following information is not part of Schedule B and is placed here for informational purposes only.  
 These positions are elected, or pay is set by bargaining unit or personal contract.*

**Department Heads**

		<b>FY 2013</b>	<b>FY 2014</b>	
DPW Director	Contract expires 6/30/14	\$ 78,045.81	\$79,608**	<i>**The Board of Selectmen may amend the FY 2014 salaries at ATM</i>
Fire Chief	Contract expires 6/30/14	\$ 88,880.00	\$90,658**	
Library Director	Contract expires 12/31/11	\$ 72,894.00	\$74,352	
Police Chief	Contract expires 6/30/14	\$ 100,950.00	\$102,969**	
Town Administrator	Contract expires 6/30/13	\$ 95,095.00	\$96,997**	

**Union Employees**

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

**Elected Positions**

	<b>FY 2013</b>	<b>FY2014</b>
Selectman	\$ 400.00 annually	\$ 400.00 annually
Board of Health Member	\$ 166.67 annually	\$ 166.67 annually
Planning Board Member	\$ 109.00 annually	\$ 109.00 annually
Library Trustee	\$ - annually	\$ - annually
Moderator	\$ - per meeting	\$ - annually
Constable	\$ 3.00 /warrant posted/location	\$ 3.00 /warrant posted/location
Tax Collector (Grade 50, G+)	\$ 60,365.98	\$ 61,573.30
Town Clerk (Grade 50, G+)	\$ 40,747.04	\$ 41,561.97

**ARTICLE 6 TOWN OPERATING BUDGET**  
**(Majority vote required)**

Mr. Raad moved that the Town raise and appropriate the sum of  
\$19,598,284

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 6 of the Annual Town Meeting warrant, under the heading FY2014 Budget.

The Finance Committee recommends unanimously (7-0).  
Please see the Report of the Finance Committee in the back of the warrant for more detail.

The Board of Selectmen may move to amend the following departmental budgets on Town Meeting floor:

Department #	Department Title	
123	Total Salaries - Town Administrator	TA Salary
210	Total Salaries - Police	Chief’s salary and other departmental salaries (if contract negotiations have been completed)
220	Total Salaries - Fire	Chief’s salary and other departmental salaries (if contract negotiations have been completed)
221	Total Salaries - Dispatch	Departmental salaries (if contract negotiations have been completed)
422	Total Salaries – Public Works	DPW Director’s salary

Mr. Raad presented the Finance Committee report.

Mr. Fallon explained that we will go through the budget line item by line item.

Mr. Fox moved that the Town increase Department 123, Total Salaries – Town Administrator by Four Thousand Five Hundred Three Dollars (\$4,503), and to meet this appropriation, that an additional amount of Four Thousand Five Hundred Three Dollars (\$4,503) be transferred from free cash.

He explained that Department Heads in Boxborough are underpaid vs. the market. The 2% increase in the budget is not enough to get the salary to the mid-range for town administrators.

The Finance Committee recommends (4-2). Susan Bak said after looking at the Consultant’s report, a majority of the committee recognized that the position is underpaid, especially considering the experience of the current town administrator. The minority viewpoint was expressed by Karim Raad is that other employees are getting 2% and that a 6.7% increase on top of 5% last year is excessive.

Jeanne Kangas, Hill Rd., said she read the Stone Consultant salary report and can’t find anything wrong with it, except she wanted to point out that we shouldn’t be trying to “keep up with the Jones’s” on salaries.

David Follett, Cobleigh Rd., asked about the process for bringing the salary up to market rate. Mr. Fox said that the compensation increase had nothing to do with performance, just years of service in the position vs. other towns. The town wants to make up a 1/3 of the difference per year for three years.

Mr. Bunyard, Hill Rd., spoke in favor of the motion.

Nancy Fillmore, Burroughs Rd., spoke against the motion. She thinks 2% is enough.

Casey Cornett, Picnic St., asked again about the methodology. He said that everyone is tightening their belt and the raise seems high.

Mr. Raad, Houghton Lane, said we'll never catch up. Every town keeps piggybacking on the raises of the next town. He advocated against the motion.

Raid Suleiman, Russet Lane, said that although the percentage looks big, it would cost more if the town administrator left and we had to hire from outside.

Susan Bak, Burroughs Rd., said that she has given large raises to employees in the private sector to bring them up to par.

KC Donovan, Flagg Hill Rd., said that the reason she's underpaid is she was hired from the inside and the town didn't have to pay market rate.

Cheryl Mahoney, Liberty Square Rd, pointed out that in FY10 Selina took a 0% increase.

Anne Canfield moved the question. The motion to vote now carried by two-thirds as declared by the moderator.

**The motion to increase Department 123, Total Salaries—Town Administrator by Four Thousand Five Hundred Three Dollars (\$4,503) carried by majority vote.**

Mark White, Sara's Way, had a question on line item 175 Planning Board--Total Other. Elizabeth Hughes said that it was to implement online GIS, with a one-time setup fee.

Mr. Fox moved that the Town increase Department 210, Total Salaries – Police by Two Thousand Nine Hundred Thirty-one Dollars (\$2,931), and to meet this appropriation, that an additional amount of Two Thousand Nine Hundred Thirty-one Dollars (\$2,931) be transferred from free cash. Mr. Fox said that the Chief is not paid enough according to the salary survey. The FinCom does not recommend unanimously. Mr. Ham said that experience should play a key role. Three years of experience does not merit an increase of this magnitude.

**The motion to amend Department 210, Total Salaries – Police failed.**

Mr. Fox moved that the Town increase Department 220, Total Salaries – Fire by One thousand ninety-two Dollars (\$1,092) and to meet this appropriation, that an additional amount of One thousand ninety-two Dollars (\$1,092) be transferred from free cash. The FinCom does not recommend.

Lorraine Carvalho, Massachusetts Ave, asked what the fire chief is making. Mr. Fox said his salary was \$88,880.

**The motion to amend Department 220, Total Salaries – Fire failed.**

Mr. Fox moved that the Town increase Department 220, Total Other – Fire by Sixteen Thousand Dollars (\$16,288), and to meet this appropriation, that an amount of Sixteen Thousand Dollars (\$16,288) be transferred from free cash. This was to fund the current year of the Collective Bargaining Agreement.

**The motion to amend Department 220, Total Salaries – Fire by Sixteen Thousand Dollars (\$16,288) carried by majority vote.**

Mr. Fox moved that the Town increase Department 220, Total Other by Four Hundred Dollars (\$400), and to meet this appropriation, that an amount of Four Hundred Dollars (\$400) be transferred from free cash.

**The motion to amend Department 220, Total Other--Fire by Four Hundred Dollars (\$400) carried unanimously.**

Mr. Fox moved that the Town increase Department 221, Total Salaries – Dispatch by Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589), and to meet this appropriation, that an additional amount of Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589) be transferred from free cash.

**The motion to amend Department 221, Total Salaries – Dispatch by Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589) carried by majority vote.**

Mr. Fox moved that the Town increase Department 221, Total Other – Dispatch by Two Hundred Dollars (\$200), and to meet this appropriation, that an additional amount of Two Hundred Dollars (\$200) be from transferred from free cash.

**The motion to amend Department 221, Total Other – Dispatch by Two Hundred Dollars (\$200) carried by majority vote.**

Mr. Fox moved that the Town increase Department 422, Total Salaries – Public Works by Seven Hundred Ninety-two Dollars (\$792), and to meet this appropriation, that an additional amount of Seven Hundred Ninety-two Dollars (\$792) be transferred from free cash. He explained that this was to bring the DPW director salary up to market rate. The Fincom does not recommend.

Mr. Kicelemos, Picnic St., said that the DPW is a hard-working crew. He spoke in favor of the amendment.

**The motion to amend Department 422, Total Salaries – Public Works by Seven Hundred Ninety-two Dollars (\$792) carried by majority vote.**

Nancy Fillmore asked about line item 541, Total Other on the COA budget. Why did it increase so much from last year? Frank Powers explained that the lease for the Community Center is now in the COA budget, rather than a special article.

Michael Toups asked about Line Item 830. Is that where the unfunded liabilities come from? FinCom member Neal Hesler said yes and also Line Item 915.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114 Total Other - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
114 Total Moderator Expenses	\$ 50	\$ 50	\$ 50	\$ -	0.00%
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119 Total Other - Town Constable	\$ 38	\$ 175	\$ 175	\$ -	0.00%
119 Total Constable Expenses	\$ 38	\$ 175	\$ 175	\$ -	0.00%
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122 Total Other - Selectman	\$ 4,851	\$ 2,018	\$ 2,149	\$ 131	6.49%
122 Total Selectman Expenses	\$ 6,851	\$ 4,018	\$ 4,149	\$ 131	3.26%
123 Total Salaries - Town Administrator	\$ 91,000	\$ 95,095	\$ 96,997	\$ 1,902	2.00%
123 Total Other - Town Administrator	\$ 2,775	\$ 2,775	\$ 2,825	\$ 50	1.80%
123 Total Expenses - Town Administrator	\$ 93,775	\$ 97,870	\$ 99,822	\$ 1,952	1.99%
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131 Total Other - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
131 Total Expenses - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
135 Total Salaries - Accountant	\$ 68,396	\$ 69,421	\$ 70,810	\$ 1,389	2.00%
135 Total Other - Accountant	\$ 25,735	\$ 25,666	\$ 26,666	\$ 1,000	3.90%
135 Total Expenses - Accountant	\$ 94,131	\$ 95,087	\$ 97,476	\$ 2,389	2.51%
141 Total Salaries - Assessor	\$ 39,700	\$ 39,700	\$ 39,700	\$ -	0.00%
141 Total Other - Assessor	\$ 9,589	\$ 9,008	\$ 9,023	\$ 15	0.17%
141 Total Expenses - Assessor	\$ 49,289	\$ 48,708	\$ 48,723	\$ 15	0.03%
145 Total Salaries - Treasurer	\$ 69,396	\$ 70,421	\$ 71,810	\$ 1,389	1.97%
145 Total Other -Treasurer	\$ 12,355	\$ 12,480	\$ 12,495	\$ 15	0.12%
145 Total Expenses - Treasurer	\$ 81,751	\$ 82,901	\$ 84,305	\$ 1,404	1.69%
146 Total Salaries - Tax Collector	\$ 60,475	\$ 61,366	\$ 62,574	\$ 1,208	1.97%
146 Total Other -Tax Collector	\$ 16,761	\$ 16,761	\$ 17,076	\$ 315	1.88%
146 Total Expenses - Tax Collector	\$ 77,236	\$ 78,127	\$ 79,650	\$ 1,523	1.95%
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151 Total Other - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%
151 Total Expenses - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%

123 Total Salaries - Town Administrator - BoS may propose to amend.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152 Total Other - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152 Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161 Total Salaries - Town Clerk	\$ 41,145	\$ 41,748	\$ 42,562	\$ 814	1.95%
161 Total Other - Town Clerk	\$ 2,103	\$ 2,283	\$ 2,320	\$ 37	1.62%
161 Total Expenses - Town Clerk	\$ 43,248	\$ 44,031	\$ 44,882	\$ 851	1.93%
162 Total Salaries - Elect & Regist	\$ 3,391	\$ 5,251	\$ 2,601	\$ (2,650)	-50.47%
162 Total Other - Elect & Regist	\$ 5,518	\$ 6,320	\$ 4,355	\$ (1,965)	-31.09%
162 Total Expenses - Elect & Regist	\$ 8,909	\$ 11,571	\$ 6,956	\$ (4,615)	-39.88%
171 Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171 Total Other - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
171 Total Expenses - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
175 Total Salaries - Planning Board	\$ 68,941	\$ 69,966	\$ 71,355	\$ 1,389	1.99%
175 Total Other - Planning Board	\$ 4,672	\$ 4,497	\$ 8,900	\$ 4,403	97.91%
175 Total Expenses - Planning Board	\$ 73,613	\$ 74,463	\$ 80,255	\$ 5,792	7.78%
176 Total Salaries - Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	0.00%
176 Total Other - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
176 Total Expenses - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
179 Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179 Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179 Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192 Total Salaries - Town Hall	\$ 153,067	\$ 180,805	\$ 176,450	\$ (4,355)	-2.41%
192 Total Other - Town Hall	\$ 52,372	\$ 57,756	\$ 58,582	\$ 826	1.43%
192 Total Expenses - Town Hall	\$ 205,439	\$ 238,561	\$ 235,032	\$ (3,529)	-1.48%
199 Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199 Total Other - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
199 Total Expenses - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
Total Salaries - Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
Total Other - Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
Total Expenses - Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%

162 - Total Expenses - Elect & Regis - Decreased due to fewer planned elections in FY 14.

175 - Total Other - Planning Board - Increased due to planned acquisition of web-based MapGeo.



<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
210 Total Salaries - Police	\$ 927,616	\$ 937,794	\$ 952,389	\$ 14,595	1.56%
210 Total Other - Police	\$ 152,858	\$ 137,706	\$ 140,799	\$ 3,093	2.25%
210 Total Expenses - Police	\$ 1,080,474	\$ 1,075,500	\$ 1,093,188	\$ 17,688	1.64%
220 Total Salaries - Fire	\$ 672,877	\$ 716,199	\$ 723,208	\$ 7,009	0.98%
220 Total Other - Fire	\$ 96,550	\$ 102,650	\$ 105,303	\$ 2,653	2.58%
220 Total Expenses - Fire	\$ 769,427	\$ 818,849	\$ 828,511	\$ 9,662	1.18%
221 Total Salaries - Dispatch	\$ 229,565	\$ 233,898	\$ 241,448	\$ 7,550	3.23%
221 Total Other - Dispatch	\$ 34,287	\$ 35,347	\$ 36,710	\$ 1,363	3.86%
221 Total Expenses - Dispatch	\$ 263,852	\$ 269,245	\$ 278,158	\$ 8,913	3.31%
241 Total Salaries - Building Insp	\$ 22,798	\$ 44,500	\$ 65,427	\$ 20,927	47.03%
241 Total Other - Building Insp	\$ 1,348	\$ 2,689	\$ 2,442	\$ (247)	-9.19%
241 Total Expenses - Building Insp	\$ 24,146	\$ 47,189	\$ 67,869	\$ 20,680	43.82%
292 Total Salaries - Dog Officer	\$ 10,684	\$ 10,791	\$ 11,007	\$ 216	2.00%
292 Total Other - Dog Officer	\$ 1,622	\$ 1,625	\$ 1,625	\$ -	0.00%
292 Total Expenses - Dog Officer	\$ 12,306	\$ 12,416	\$ 12,632	\$ 216	1.74%
299 Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299 Total Other - Field Driver	\$ 6	\$ 50	\$ 50	\$ -	0.00%
299 Total Expenses - Field Driver	\$ 51	\$ 95	\$ 95	\$ -	0.00%
<b>Total Salaries - Protection</b>	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
<b>Total Other - Protection</b>	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
<b>Total Expenses - Protection</b>	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%

210 - Total Salaries - Police - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

220 - Total Salaries - Fire - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

221 - Total Salaries - Dispatch - BoS may amend salaries (if contract negotiations have been completed).

241 - Total Salaries - Building Insp - Increased due to additional hours to cover facilities management function as authorized by STM on 1/7/13.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
300 Total Salaries - Blanchard School	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
300 Total Other - Blanchard School	\$ 1,406,602	\$ 1,488,370	\$ 1,312,703	\$ (175,667)	-11.80%
300 Total Expenses - Blanchard School	\$ 5,598,917	\$ 5,802,751	\$ 5,798,320	\$ (4,431)	-0.08%
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
310 Total Expenses - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
320 Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320 Total Other - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
320 Total Expenses - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
Total Salaries - Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Total Other - Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Total Expenses - Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%

310 - Total Other - Minuteman Vocational HS - Decreased due to lower enrollment.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
422 Total Salaries - Public Works	\$ 447,350	\$ 479,505	\$ 489,140	\$ 9,635	2.01%
422 Total Other - Public Works	\$ 226,613	\$ 226,640	\$ 227,040	\$ 400	0.18%
422 Total Expenses - Public Works	\$ 673,963	\$ 706,145	\$ 716,180	\$ 10,035	1.42%
423 Total Salaries - Snow & Ice	\$ 37,323	\$ 50,347	\$ 51,336	\$ 989	1.96%
423 Total Other - Snow & Ice	\$ 62,690	\$ 110,539	\$ 109,550	\$ (989)	-0.89%
423 Total Expenses - Snow & Ice	\$ 100,013	\$ 160,886	\$ 160,886	\$ -	0.00%
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424 Total Other - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
424 Total Expenses - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
425 Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425 Total Other - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
425 Total Expenses - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429 Total Other - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
429 Total Expenses - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431 Total Other - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
431 Total Expenses - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
491 Total Salaries - Cemetery	\$ 8,476	\$ 8,562	\$ 8,733	\$ 171	2.00%
491 Total Other - Cemetery	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
491 Total Expenses - Cemetery	\$ 9,476	\$ 9,562	\$ 9,733	\$ 171	1.79%
Total Salaries - Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
Total Other - Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
Total Expenses - Public Works - Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%

431 - Total Other - Hazardous Waste Coll - Decreased; no collection in FY 14. Held every other year.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510 Total Other - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
510 Total Expenses - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
511 Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511 Total Other - Board of Health	\$ 16,228	\$ 16,990	\$ 16,990	\$ -	0.00%
511 Total Expenses - Board of Health	\$ 16,728	\$ 17,491	\$ 17,491	\$ -	0.00%
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519 Total Other - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
519 Total Expenses - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522 Total Other - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
522 Total Expenses - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
523 Total Salaries - Mental Health Svrces	\$ -	\$ -	\$ -	\$ -	0.00%
523 Total Other - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
523 Total Expenses - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
541 Total Salaries - Council on Aging	\$ 41,652	\$ 43,119	\$ 43,981	\$ 862	2.00%
541 Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 14,390	\$ 11,340	371.80%
541 Total Expenses - Council on Aging	\$ 44,702	\$ 46,169	\$ 58,371	\$ 12,202	26.43%
543 Total Salaries - Veterans	\$ 631	\$ 670	\$ 670	\$ -	0.00%
543 Total Other - Veterans	\$ 3,145	\$ 355	\$ 355	\$ -	0.00%
543 Total Expenses - Veterans	\$ 3,776	\$ 1,025	\$ 1,025	\$ -	0.00%
599 Total Salaries - Inspect of Animals	\$ 959	\$ 969	\$ 988	\$ 19	1.96%
599 Total Other - Inspect of Animals	\$ 34	\$ 100	\$ 100	\$ -	0.00%
599 Total Expenses - Inspect of Animals	\$ 993	\$ 1,069	\$ 1,088	\$ 19	1.78%
600 Total Salaries - Animal Control Officer	\$ 2,602	\$ 2,629	\$ 2,682	\$ 53	2.02%
600 Total Other - Animal Control Officer	\$ 330	\$ 400	\$ 400	\$ -	0.00%
600 Total Expenses - Animal Control Officer	\$ 2,932	\$ 3,029	\$ 3,082	\$ 53	1.75%
<b>Total Salaries - Health Services</b>	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
<b>Total Other - Health Services</b>	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
<b>Total Expenses - Health Services</b>	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%

541 - Total Other - Council on Aging - Increased due to inclusion of Community Center lease; was covered by an article in FY 13.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
610 Total Salaries - Library	\$ 197,046	\$ 200,391	\$ 206,521	\$ 6,130	3.06%
610 Total Other - Library	\$ 111,589	\$ 115,764	\$ 116,435	\$ 671	0.58%
610 Total Expenses - Library	\$ 308,635	\$ 316,155	\$ 322,956	\$ 6,801	2.15%
630 Total Salaries - Recreation Comm	\$ 18,639	\$ 25,954	\$ 25,954	\$ -	0.00%
630 Total Other - Recreation Comm	\$ 8,126	\$ 9,600	\$ 9,600	\$ -	0.00%
630 Total Expenses - Recreation Comm	\$ 26,765	\$ 35,554	\$ 35,554	\$ -	0.00%
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691 Total Other - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
691 Total Expenses - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
692 Total Salaries - Public Celebrations & Cerem	\$ -	\$ -	\$ -	\$ -	0.00%
692 Total Other - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
692 Total Expenses - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693 Total Other - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
693 Total Expenses - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
699 Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699 Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
699 Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Total Salaries - Culture & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
Total Other - Culture & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
Total Expenses - Culture & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710 Total Other - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
710 Total Expenses - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751 Total Other - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
751 Total Expenses - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Total Expenses - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830 Total Other - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
830 Total Expenses - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912 Total Other - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
912 Total Expenses - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
915 Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915 Total Other - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
915 Total Expenses - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
945 Total Salaries - Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
945 Total Expenses - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Total Expenses- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
132 Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
132 Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
132 Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

830 -Total Other - County Ret Assessment - Increased due to results of most recent actuarial study.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
<b>SALARIES</b>					
Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
Protection	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
Health Services	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
Cultural & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
Total Town	\$ 3,216,274	\$ 3,391,647	\$ 3,460,889	\$ 69,242	2.04%
Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL SALARIES</b>	<b>\$ 7,408,589</b>	<b>\$ 7,706,028</b>	<b>\$ 7,946,506</b>	<b>\$ 240,478</b>	<b>3.12%</b>
<b>OTHER EXPENSES</b>					
Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
Protection	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
Health Services	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
Cultural & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
Total Town	\$ 1,046,029	\$ 1,131,986	\$ 1,148,692	\$ 16,706	1.48%
Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 12,075,074</b>	<b>\$ 11,958,283</b>	<b>\$ 11,651,778</b>	<b>\$ (306,505)</b>	<b>-2.56%</b>
<b>TOTAL EXPENSES</b>					
Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%
Protection	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%
Public Works & Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%
Health Services	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%
Cultural & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%
Total Town	\$ 4,262,303	\$ 4,523,633	\$ 4,609,581	\$ 85,948	1.90%
Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 19,483,663</b>	<b>\$ 19,664,311</b>	<b>\$ 19,598,284</b>	<b>\$ (66,027)</b>	<b>-0.34%</b>
Budget Prior to Reserve Fund Calculation	\$ 19,483,663	\$ 19,479,311	\$ 19,413,284	\$ (66,027)	-0.34%

**Blanchard Memorial School  
FY 2014 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY14 v.FY13</u>	
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>\$ Change</u>	<u>% Change</u>
1100	School Committee	\$ 7,641	\$ 7,588	\$ 7,600	\$ 12	0.2%
1200	Superintendent Office	218,757	219,269	223,065	3,796	1.7%
1400	Finance & Admin	113,488	113,851	116,765	2,914	2.6%
1450	Districtwide Info Tech	-	-	15,251	15,251	
2100	Special Ed Office	47,542	60,225	65,335	5,110	8.5%
2200	Principal Office	134,376	144,670	147,997	3,327	2.3%
2250	Building Technology	37,880	49,435	42,106	(7,329)	-14.8%
2300	Teaching	3,590,591	3,825,705	3,923,869	98,164	2.6%
2350	Prof. Development	85,839	81,440	81,440	-	0.0%
2400	Textbooks	-	4,500	10,500	6,000	133.3%
2451	Instructional Tech.	101,150	136,489	144,314	7,825	5.7%
2500	Library & Media	71,631	72,957	76,347	3,390	4.6%
2700	Guidance/Psych	112,896	115,693	127,924	12,231	10.6%
3100	Attendance	-	-	1,500	1,500	
3200	Health Services	57,203	57,545	59,045	1,500	2.6%
3300	Transportation	352,630	348,329	335,987	(12,342)	-3.5%
3400	Food Services	38,792	38,791	39,172	381	1.0%
4130	Utilities	152,059	179,938	179,938	-	0.0%
4220	Maintenance	239,211	236,648	240,533	3,885	1.6%
4400	Network & Technology	19,560	15,452	19,057	3,605	23.3%
5100	Retirement	107,234	86,039	-	(86,039)	-100.0%
6300	Crossing Guards	5,359	5,872	5,930	58	1.0%
7000	Capital	28,848	19,643	34,693	15,050	76.6%
9000	Tuition to other districts	597,916	548,030	426,681	(121,349)	-22.1%
	<b>TOTALS</b>	<b>\$ 6,120,602</b>	<b>\$ 6,368,109</b>	<b>\$ 6,325,049</b>	<b>\$ (43,060)</b>	<b>-0.7%</b>
Less Funding sources:						
	School Choice	116,145	175,000	120,000	(55,000)	-31.4%
	Circuit Breaker	96,415	88,921	103,600	14,679	16.5%
	Grants	182,773	116,437	113,129	(3,308)	-2.8%
	Fee Programs	126,353	185,000	190,000	5,000	2.7%
	<b>Totals</b>	<b>\$ 521,686</b>	<b>\$ 565,358</b>	<b>\$ 526,729</b>	<b>\$ (38,629)</b>	<b>-6.8%</b>
	<b>Town Appropriation</b>	<b>\$ 5,598,916</b>	<b>\$ 5,802,751</b>	<b>\$ 5,798,320</b>	<b>\$ (4,431)</b>	<b>-0.1%</b>



Mr. Raad moved that the Town raise and appropriate the sum of:

\$19,628,056

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 8 of the Annual Town Meeting warrant, under the heading FY2014 Budget except for:

Department 123, Total Salaries – Town Administrator, \$96,997 is increased to \$101,500,

Department 220, Total Salaries – Fire, \$723,208 is increased to \$739,496

Department 220, Total Other – Fire, \$105,303 is increased to \$105,703,

Department 221, Total Salaries – Dispatch, \$241,448 is increased to \$249,037

Department 221, Total Other – Dispatch, \$36,710 is increased to \$36,910,

and that

Department 422, Total Salaries – Public Works, \$489,140 is increased to \$489,932.

**Action on Article 6: The motion carried by majority vote.**

## **ARTICLE 7 TRANSFER TO STABILIZATION FUND**

### **(Two-thirds vote required)**

Mr. Raad moved to transfer the sum of Two Hundred Thousand Dollars (\$200,000) from Overlay Surplus to the Stabilization Fund.

The Finance Committee recommends unanimously (7-0).

The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. Capital needs can be paid for by one or more of the following - free cash, stabilization fund, or borrowing. The current balance of the stabilization fund is \$904K. Capital funding requests for next year and cumulatively for the next three years are currently projected to exceed \$1 million and \$3.8 million, respectively. The Finance Committee believes it is prudent to continue to reserve funds to support these upcoming capital requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3rds vote of ATM) to utilize these funds, which is appropriate for large expenditures.

This item will add \$.2105 per \$1,000 of valuation, or \$107.37 for an average priced house if not funded from available funds.

The Board of Selectmen recommends unanimously (5-0).

**The motion on Article 7 carried unanimously.**

**ARTICLE 8 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND  
(Majority vote required)**

Mr. Suleiman moved to transfer the sum of One Hundred Thousand Dollars (\$100,000) from Overlay Surplus to the OPEB Trust Fund.

**Summary**

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was authorized by Town Meeting in 2012 to start funding that liability. This transfer would enable the town to continue to fund the liability.

The Board of Selectmen recommends unanimously (5-0).

As explained in the summary, the amount proposed in this article will continue the effort started last year to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2014 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to \$10,901,246 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (7-0).

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010. In addition to pension benefits, the Town provides retired employees with health care and life insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to start setting aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability. Our last actuarial study was completed in fiscal 2011 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$10,900,000. The amount we propose to set aside is slightly under 1% of that amount, or \$100,000.

This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds.

Lorraine Carvalho, Mass Ave, asked what is the average house price used. The response was \$510K. Someone asked about the plan to close the gap on the unfunded liability. Mr. Hesler said that we don't set aside the required amount (which is in the neighborhood of \$800-900K per year). Most towns don't. Right now we are in "pay-as-you-go" mode.

**Action on Article 8: The motion carried by majority vote.**

**ARTICLE 9 CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS  
(ORIGINAL SECTION)**

**(Two-thirds vote required)**

Mr. Suleiman moved to appropriate the sum of Thirty-five Thousand Dollars (\$35,000) for the purpose of replacing the windows in the original section of town hall with insulated, energy efficient windows, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-five Thousand Dollars (\$35,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

The Board of Selectmen recommends unanimously (5-0).

The windows in the original portion of town hall date back to its construction in 1901. They are in various stages of disrepair and are loose fitting and draughty. This appropriation would facilitate the installation of energy efficient windows that have insulated glass and proper weather stripping. As part of a comprehensive program to make the town hall more energy efficient, replacement of the windows will significantly reduce the heating and air conditioning costs.

The Finance Committee recommends unanimously (7-0).

The plan to replace the town hall windows is in the capital plan and is part of an overall comprehensive plan to make town hall more energy efficient.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

The Energy Committee recommends.

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of windows in Town Hall.

**Action on Article 9: The motion carried by 2/3 as declared by the moderator**

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –INSPECTOR OF BUILDINGS  
(Majority vote required)**

Mr. Suleiman moved to transfer from free cash the sum of Twenty Thousand (\$20,000) for the purpose of replacing the Building Inspector's seventeen year old vehicle.

The Board of Selectmen recommends unanimously (5-0).

The Building Inspector's vehicle is seventeen years old and should be replaced as the integrity of the frame and mechanical systems are in doubt. The steering is loose and sloppy and the brakes are in need of significant repair work. This article would provide the funds to replace the seventeen year old vehicle with a new or slightly used vehicle.

The Finance Committee recommends unanimously (7-0)

This article is to replace an existing 1996 GMC Jimmy which has reached the end of its usable life. The new vehicle will be used by the Building Inspector / Facilities Manager.

This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.

**Action on Article 10: The motion carried by majority vote.**

**ARTICLE 11 COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE DEPARTMENT RADIO GRANT**

**(Majority vote required)**

Mr. Powers moved to transfer from free cash the sum of Thirty-five Thousand (\$35,000) for the purpose of: 1) hiring a consultant to do a design study for an integrated, interoperable public safety radio communications system and, 2) providing the town's share of a grant-funded purchase of new radio equipment which will be used by the fire department as an essential element of the new integrated, interoperable public safety radio communications system; further that no fund may be expended under this vote for the radio equipment until the Town has been awarded a grant under the 2012 Assistance to Firefighters Regional Grant Program (Radios Boxborough, Littleton, & Stow).

The Board of Selectmen recommends unanimously (5-0).

The radio system currently used by the Fire Department is outdated and is in serious need of upgrading.

This article will provide funding for two purposes:

1. Conduct of a study to specify the configuration of a new, integrated, interoperable public safety town-wide radio communications system (there will be no equipment purchased under this study); and
2. The town's share of a state grant for an initial complement of radio equipment that will resolve current operational problems and be integral components of the new future radio system.

The Fire Department currently uses radio equipment that operates primarily in what is called the Very High Frequency (VHF) low band (46.50 MHz). All other towns in Fire Service District 14 (our District) have updated their systems to use radios that operate in a higher frequency band, referred to as the Ultra High Frequency (UHF) band (471.6 MHz). Operation in the UHF band avoids the congestion and interference problems that occur in the VHF band. To enable communication with other towns, the Fire Department has a limited number of analog radios capable of operating in the UHF band. The proposed study (with a cost of \$15,000) will define an equipment configuration, including recommended transmitter and receiver locations and control equipment that will enable our Firefighters, Police, Dispatch and School personnel to communicate effectively over a common digital-capable radio system and to be interoperable with like entities in other towns.

The second part of this article will provide \$20,000 as the town's share of a regional grant from the state to equip the department with new, digital-capable radios that operate in the UHF band. These radios will enable effective interoperable radio communications with other town units as well as with units from other towns in emergency situations. It is emphasized that these radios will be central elements of the new integrated, interoperable radio system defined by the study referred to above in item 1. If we do not qualify for the grant, this portion of the article funding will be withdrawn and resubmitted next year.

The Finance Committee recommends unanimously (7-0).

The amount requested includes \$15K for the study by the consultant and an additional \$20K for the town's share of the cost of radios in the event the grant application is approved. The consultant is expected to make recommendations on the location of a radio transmitter on the east side of town and on a console system to ensure interoperability of radio equipment between the fire and police.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

John Neyland, Picnic St., asked if we really had to pay a consultant for this. Surely there are plenty of examples of towns that have done this. Chief White said that every community is unique and has unique requirements in terms of design.

Mr. Kicelemos, Picnic St., felt that the Chief should be able to figure this out on his own without the need for a study.

**Action on Article 11: The motion carried by majority vote.**

**Mr. Fox moved to adjourn the meeting to 7pm Tuesday night. The motion carried unanimously.**

May 14, 2013: John Fallon called the second session of Annual Town Meeting to order at 7:10pm. He made a few announcements.

Les Fox said a few words about Frank Powers, who was leaving the Board of Selectmen after two terms on the board. He recognized Frank's many contributions to the town, including the senior/community center.

## **ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT**

### **(Two-thirds vote required)**

Mr. Powers moved to appropriate the sum of Forty-seven Thousand Five Hundred Dollars (\$47,500) for the purpose of acquiring and equipping an emergency response command vehicle for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Forty-seven Thousand Five Hundred Dollars (\$47,500) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

The Board of Selectmen recommends unanimously (5-0).

This article will provide funds to purchase and equip a new command vehicle for the Fire Department. The Fire Chief is the primary user of this vehicle and he requires this vehicle to fulfill his responsibility as the designated Emergency Management Director for the town of Boxborough. Major equipment items included in equipping the new command vehicle are: new digital-capable radios (replacements for the existing non-supportable, obsolete radios) and some new emergency medical equipment. Where feasible, existing medical equipment will be transferred from the old command vehicle to the new vehicle.

For the past 2 years, a request for replacement of the Fire Chief's command vehicle has been included on the ATM warrant but not executed. Two years ago, this item was passed over because the leadership of the department was in transition. Last year this replacement was defeated in the face of budget cuts. Meanwhile this vehicle has continued in service but has aged and maintenance costs have risen sharply. This vehicle, which the chief uses as a command center for emergency situations, is now 9 years old and has 125,000 miles on it. Maintenance expenses in FY 13 are already at \$2,000 and reliability is degrading as one would anticipate with an older vehicle such as this. The time has come to replace this vehicle with the planned SUV-type vehicle, equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, Incident Command System vests, a medical kit, gas meter, and a defibrillator. The current command vehicle would be reassigned to Fire Prevention for conducting general inspections, transport to/from training activities and related department business.

The Finance Committee recommends (6-0).

The current vehicle is 9 years old with 126,000 miles on it. This item has been deferred twice in the past and the majority felt that this was something that was needed in the next fiscal year especially since maintenance costs for this vehicle are increasing. It is estimated that the vehicle will cost \$42K and added equipment will cost \$5.5K.

This item will add \$.05 per \$1,000 of valuation, or \$25.50 for an average priced house if not funded from available funds or borrowing.

Jim Moss, Bicentennial Way, said he has a 13-year old vehicle with even more mileage on it. However, he feels the Fire Department needs a reliable vehicle.

Phil Kicelemos, Picnic St., asked about the dollar value of the average home. Neal Hesler answered \$510,000. Mr. Kicelemos said he thought that the current vehicle should be traded in to reduce the amount of the new SUV. He felt you could get another year out of the current vehicle.

**The action on Article 12 carried by 2/3 majority, as declared by the moderator.**

### **ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE - FIRE DEPARTMENT**

**(Two-thirds vote required)**

Mr. Powers moved to appropriate the sum of Two Hundred Twenty Thousand Dollars (\$220,000) for the purpose of replacing (acquiring and equipping) the ambulance for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Two Hundred Twenty Thousand Dollars (\$220,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

The Board of Selectmen recommends unanimously (5-0).

The purpose of this article is to provide funds for purchasing and equipping a new ambulance as a replacement for our existing, outdated ambulance. Major equipment items that will be fitted in the new ambulance include digital-capable radios, a power stretcher (enables automated raising and lowering a stretcher) and a battery-powered rescue tool (commonly referred to as the “Jaws of Life”).

Our current ambulance is now 7 years old and has 68,000 miles on it. Maintenance costs for our ambulance have been steadily increasing with \$6,700 expended in FY 13 just for the ambulance, approximately 50% of the department’s total equipment maintenance budget. One consequence of increasing maintenance, and more specifically during the downtime associated with maintenance actions is the loss of revenue from ambulance runs. In FY 12 the town received approximately \$125,000 from ambulance revenue. FY 13 revenue is somewhat less and part of the reason for this is ambulance downtime during which ambulance revenues go to the town supporting us with ambulance service. It is very important to retain an available ambulance for several reasons: 1) most importantly to minimize the response time in a medical emergency situation and, 2) to serve the community and be able to collect revenue for that service.

Another factor dictating replacement of our ambulance is that when fully loaded (with medical equipment, EMTs, a patient and often an accompanying family member), our current vehicle exceeds U.S. Department of Transportation gross vehicle weight restrictions. The frame of this original ambulance was, unfortunately, not specified with adequate weight-handling capacity necessary for current ambulance operations.

In addition to the increasing maintenance expense and exceeding U.S. DOT weight restrictions, guidelines provided by the U.S. Fire Service Administration identify a typical ambulance replacement interval of 4.3 years, a figure that our ambulance has far exceeded. The current ambulance will be used in trade for a new ambulance to reduce the acquisition cost.

Chief Randy White made a brief presentation to further expand on the reasons behind the request for a new ambulance.

The Finance Committee recommends (4-2).

#### Majority Opinion

Although the cost of this acquisition is significantly higher than the last time such a purchase was made, the payback is less than two years due to the revenue stream from its use. The current vehicle is 8 years old and is experiencing reliability problems which increase the risks of a breakdown during patient transport (which did happen once) but also reduce the revenue stream. Given the town's location, reliable transport is important. The cost includes the option of a motorized device to load the stretcher into the vehicle which reduces the risk of injury to the emergency response team.

#### Minority Opinion

It was felt that the cost was very high and not enough comparison data was presented to demonstrate the value of the vehicle against other alternatives.

This item will add \$.2316 per \$1,000 of valuation, or \$118.11 for an average priced house if not funded from available funds or borrowing.

Jim Moss, Bicentennial Way, asked if the Fire Department had investigated putting the existing body and fitting it on a new chassis. Chief White did not know if that option was even available at this time. He said the conversion would take months if it were even possible and would leave the town without an ambulance. He said the project would go out to bid.

Nancy Fillmore, Burroughs Rd, said her husband, a mechanic, has worked on the ambulance and says it's in bad shape and should be replaced. She was in favor of the motion.

**Action on Article 13: The motion carried by 2/3 as declared by the moderator.**

### **ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT**

#### **(Majority vote required)**

Frank Powers moved to transfer the unexpended balance of Three Thousand Two Hundred Ten Dollars (\$3,210) from Article 21 of the May 2012 Annual Town Meeting (Installation of Central Air Conditioning at Fire Station) and to transfer from Free Cash the sum of Eight Thousand Four Dollars (\$8,004) for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department; further that no funds may be expended under this article until the Town has been awarded a grant under the 2012 Assistance to Firefighters Local Grant Program (Air-Paks).

The Board of Selectmen recommends unanimously (5-0).

This article is to provide the town's share of a federal grant which will enable the replacement of all 27 air-paks and oxygen bottles for the fire department. The U.S. Department of Transportation requires replacement of the bottles every 15 years. We are at year 14 of our use cycle of this equipment and have applied for a grant to assist us in this replacement action. If we receive the grant, the federal government

will provide approximately \$215,000 for this purpose. If we do not receive this grant, we will withdraw this article and submit another grant request for next year.

Finance Committee recommends unanimously (6-0).

The amount requested is the town's share in the event that the grant application is approved. If the grant is not approved, this money will not be spent.

This item will add \$.0118 per \$1,000 of valuation, or \$6.02 for an average priced house if not funded from available funds or borrowing.

**Action on Article 14: The motion carried unanimously.**

**ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW**

**(Two-thirds vote required)**

Vince Amoroso moved to appropriate the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of acquiring a four wheel drive all terrain mower for the DPW to replace the existing mower, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow One Hundred Thousand Dollars (\$100,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**Summary**

The DPW uses a tractor-mounted flail mower to cut brush along roadsides and trails. The existing mower is mounted on a 2000 New Holland tractor. This equipment is used four days a week for seven months of the year and takes a beating. The New Holland is somewhat undersized for the flail mower which has some limitations in articulation and reach. Some of the parts, such as the flails and bushings, are obsolete or take months to acquire, as they are only available from overseas. We had to have bushings custom made in order to get through this past season. The New Holland has had transmission problems over the past three years. Repair costs over the past two years were \$7,606. Even so, the old mower is eligible for trade in.

The Kubota tractor and mower we wish to acquire has a two section articulated boom, which will increase maneuverability when reaching around stationary objects. The mid mounted joystick controls provide ease of operation and a clearer sightline for the driver, improving both operational efficiency and crew safety. The four-wheel drive will permit better off-road operations for maintenance of the town municipal and conservation lands. This is a multipurpose machine that has a rear hook up for attaching a stump grinder, brush hog, or other accessories without having to remove the flail arm. It also has an enclosed cab, which allows for mowing during inclement weather. It also keeps brush, poison ivy and such from entering the cab.

This mower is available on state contract, which will keep the cost down and streamline the purchasing process.

The requested funding is net of the trade-in value of the current New Holland tractor/mower.

The Board of Selectmen recommends unanimously (5-0).

This is a sensible investment in DPW equipment that will improve efficiency of operations, permitting more work to be done in a given time, over more terrain and conditions than with the current mower. The vendor made the Kubota available for testing and evaluation in the field by the DPW crew in the



summer of 2012. All were favorably impressed with the machine's ruggedness and capabilities in dealing with a massive infestation of bittersweet, bramble rose, grapevines and brush. This equipment is on the capital plan for the DPW.

The Finance Committee recommends unanimously (5-0).

The DPW purchased a Tractor in 2001 (Article #22) with several attachments for a total of approximately \$47K. The Tractor has been used for road side mowing since that purchase, but the tractor was not the right equipment for the job. The current tractor has reached its age usefulness and the DPW is looking to replace it with an appropriate vehicle for the job needed, including a side mounted boom arm and a covered cab for more safety protection.

This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds or borrowing.

**Action on Article 15: The motion carried by 2/3 majority as declared by the moderator.**

**ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW  
(Two-thirds vote required )**

Mr. Amoroso moved to appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of acquiring two replacement roll-off containers to be used at the Transfer Station, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Twenty Thousand Dollars (\$20,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**Summary**

The Transfer Station currently has two solid waste compactor units in use. These units were purchased in 1996 and were scheduled for replacement. We have repeatedly welded pieces of scrap steel over the rusted out bottoms and sides. These containers are hauled on a weekly basis and we are required to assure that there is no leakage. We would like to replace them with two 45-yard octagonal roll-off containers. The tapered design allows for tighter compaction rates than our existing rectangular containers. These dumpsters are available on state contract.

The Board of Selectmen recommends unanimously (5-0).

This is to replace two container/dumpsters for solid waste (trash) disposal (not for recyclables). The existing dumpsters have been repeatedly repaired to keep them in service. It would be a waste of money to attempt continued repairs. It is time to replace them.

The Finance Committee recommends unanimously (7-0).

The amount requested will replace 2 old containers purchased in 1996 that are falling apart and need regular welding and maintenance. The new containers will be bigger (45 yards) and a better fit for the new Transfer Station configuration.

This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.

Owen Neville, Middle Rd., asked about the wording on the borrowing. Does the treasurer have to borrow the \$20K? The motion has to be a specific amount because it is an appropriation. The town can borrow only the amount they actually spend.

**Action on Article 16: The motion carried by 2/3 majority as declared by the moderator.**

**ARTICLE 17 CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS – POLICE STATION**

**(Two-thirds vote required)**

Mr. Fox moved to transfer the unexpended bond proceeds in the amount One Thousand Four Hundred Seventy-eight Dollars and eleven cents (\$1,478.11) from Article 17 of the May 2011 Annual Town Meeting (Fire Department - Replace Roof and Insulation), transfer the unexpended bond proceeds in the amount of One Thousand Three Hundred Forty-two Dollars (\$1,342) from Article 22 of the May 2011 Annual Town Meeting (Blanchard Memorial School Gymnasium School Flooring), and to appropriate the sum of Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) for the purpose of installing heating, ventilation and air conditioning units at the Police Station that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**Summary**

The HVAC systems currently in use at the police station consist of three separate units. Two of these units are 23 years old and are original to the building. During the summer of 2012 there were several breakdowns and necessary repairs to the aging systems. Technicians strongly suggested replacing both units at that time. Preliminary quotes have come in ranging from \$21,000 to \$30,000. This funding would be used to research, engineer and install the most cost effective and energy efficient systems available.

The Board of Selectmen recommends (4-0-1).

These old HVAC systems are a maintenance liability and at end of life. They need to be replaced.

The Finance Committee recommends unanimously (7-0).

Two of the three HVAC units are original to the building, are 23 years old and in need of immediate replacement due to heavy repairs during 2012. This project was in the Capital Plan, and the Finance Committee supports it.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

The Energy Committee recommends.

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of the Police Station HVAC.

**Action on Article 17: The motion carried by 2/3 majority, as declared by the moderator.**

**ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT**

**(Majority vote required)**

Mr. Fox moved to transfer from free cash the sum of Thirty-eight Thousand Three Hundred Forty Dollars (\$38,340) for the purpose of acquiring two-way radios and related equipment necessary for the installation and operation thereof for the Police Department.

**Summary**

The Police Department needs to replace its current supply of 13 year old Motorola two way radios, as they are outdated/discontinued models that are unreasonable to repair. All of the Police Department radios are years beyond their suggested useful lifespan and are becoming less reliable and problematic. These radios are often the only means of direct communication between police officers in the field and the dispatch center or neighboring towns. This article will fund approximately 13 portable (walkie-talkie) and 4 mobile (car) two-way radios, as well as the miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the units.

The Board of Selectmen recommends (4-0-1).

The current radios need to be replaced. The technical requirements for the police radios are known and specific to police department needs. They will be an integral part of the town’s evolving public safety communications system. The study being requested by the Fire Chief under a separate article will address selection and optimum placement of stationary radio transmitter and receiver stations to ensure radio coverage for both departments throughout town.

The Finance Committee recommends unanimously (7-0).

The current communications equipment for the police force are discontinued equipment that are 13 years old, well past their useful lifetime and need to be replaced. The Finance Committee supports this warrant article project.

This item will add \$.0404 per \$1,000 of valuation, or \$20.58 for an average priced house if not funded from available funds or borrowing.

**Action on Article 18: The motion carried by majority vote.**

**ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES - POLICE DEPARTMENT**

**(Majority vote required)**

Mr. Fox moved to transfer from Overlay Surplus the sum of Thirteen Thousand Dollars (\$13,000) for the purpose of acquiring electronic control devices (commonly known as “tasers”) for the Police Department.

**Summary**

The current traditional law enforcement response to resistance is fists, kicks, batons or chemical spray leading to not only a likely suspect injury but an officer injury. The American Medical Association finds that electronic control devices (ECD’s), when used appropriately, can save lives during interventions that would have otherwise involved the use of deadly force. These devices are used by over 17,000 agencies in over 100 countries that report dramatic decreases in injuries to the officer and the public. Currently about 50% of Massachusetts law enforcement agencies are using ECD’s to not only prevent injuries or death but, reduce liability and workers compensation claims. This article will fund approximately 12 electronic control devices as well as the miscellaneous holsters, supplies etc. necessary for the deployment and operation of the units.

The Board of Selectmen recommends (4-0-1).

ECD's ("tasers") provide an alternative tool for officers to use in controlling belligerent or violent suspects without resorting to more drastic and potentially deadly means.

Police Chief Warren Ryder spoke about the advantages of using tasers as a safe alternative to the baton for controlling unruly people.

The Finance Committee recommends unanimously (7-0).

This article is for the purchase of approximately 12 ECD units for the police force. These units are needed to provide a more effective and safer method of enforcing public safety in the town. This project is in the Capital Plan and the Finance Committee supports it.

This item will add \$.0137 per \$1,000 of valuation, or \$6.98 for an average priced house if not funded from available funds or borrowing.

Gary Kushner, Flagg Hill Rd., said that the tasers were in the capital plan and related a story. A police officer told him that suspects are more scared of tasers than guns and felt they were effective. Can tasers be shared? The Chief said that it was too important a device to be shared.

Vince Amoroso, Liberty Square Rd., asked about excessive use of tasers. He asked the chief what training will be put in place to prevent tragedies. He said that there will be strict policies on how and when tasers can be used. Each time a Boxborough police officer uses force he has to file a report with the chief. Usage is also monitored by the state.

Jim Moss asked about the probability of suffering a cardiac arrest as a result. The chief cited evidence from around the world showing that tasers saved lives and caused fewer serious injuries than other methods of force.

Phil Kicelemos told about an incident in California where a person was paralysed as a result of being tasered. He felt that police officers should be strong enough to subdue an individual without having to use a taser. He was against the motion.

Raid Suleiman, Russet Lane, asked how many times our police officers have had to use force. He said that in the past three years there have been numerous incidents of hand-to-hand combat where batons and pepper spray were used. Three officers have been injured. Mr. Suleiman expressed his concern about misuse of tasers.

Mark White, Sara's Way, spoke in favor of the motion. He reminded the meeting that the police put their bodies between us and the bad guys and they need the tools to do it more safely.

Roy Gustafson, Old Orchard Lane, asked what towns around use these weapons. Chief Ryder said that he knew of Ayer, Littleton and Groton.

Mildred Kicelemos, Picnic St., reminded people that these tasers could be used on our children. If you have weapons, you want to use them. She thinks tasers are too extreme.

Mr Bunyard moved the question. The motion to vote now carried by majority.

**Action on Article 19: The motion carried by majority vote.**

**ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL**

**(Two-thirds vote required)**

Maria Neyland, Chair of the Boxborough School Committee, moved to appropriate the sum of Ninety Thousand Dollars (\$90,000) for the purpose of removing and replacing windows at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Ninety Thousand Dollars (\$90,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

The Boxborough School Committee recommends unanimously (5–0).

The School Committee unanimously recommends the replacement of windows as part of the capital plan and to ensure the integrity of the school building. The windows addressed by this warrant article are leaking, are energy inefficient and are compromising the integrity of the building where they are located.

Russo Barr Associates prepared the Condition Survey report on the Building Envelope, January 31, 2012, a copy of which is on file at the Blanchard Memorial School. This survey assessed roofs, windows and exterior masonry to assist in scheduling the future repairs and replacements needed within the town’s capital planning. The report prioritized recommendations as Priority 1, 2, or 3. With the scheduled completion of the roof section replacement and masonry repairs in FY13, the remaining Priority 1 item is the replacement of certain windows.

This article is to seek funding to remove and replace the oldest areas of windows (aluminum frames dating from 1975) with energy efficient aluminum windows, matching the white aluminum framed windows installed in 1997. The windows are mill finished (non painted), aluminum frames, and include fixed and hopper style operable windows. It appears that the frames of these windows may date from a 1975 addition, however the glazing units may have been replaced during the 1997 renovation. The original frames appear to have a relatively inefficient thermal break (if any exists), and the replaced insulated glazing units are less than ½” thick, providing poor thermal and energy performance.

The Finance Committee recommends unanimously (7-0).

FinCom recommends funding to remove and replace the oldest areas of windows from 1975 with energy efficient aluminum windows.

This item will add \$.0947 per \$1,000 of valuation, or \$48.32 for an average priced house if not funded from available funds or borrowing.

Becky Neville, Middle Rd., asked whether we should wait until after the vote on regionalization to do the windows. Ms. Neyland said the proposed agreement says that the debt will go with Blanchard to the region. And Acton’s debt will also. She doesn’t want to put it off for another year, in case regionalization does not pass.

Town Counsel said the current draft of the amendment contemplates the transfer of the building and debt to the region. Intermunicipal agreements will individually be negotiated by the Boards of Selectmen from both Boxborough and Acton with the Region. If the selectmen aren’t satisfied with negotiations, they won’t sign the agreement and there would be no transfer of the building to Acton.

Dave Follett, Cobleigh Rd., if we regionalize how is the decision to upgrade made. Regionalization won’t happen for a year. The BSC will do the renovations.

Beth Fetterman, Burroughs Rd., said the school is ours now and needs new windows.

Mr. Gorman asked what happens if the BOS doesn't complete an intermunicipal agreement. Town Counsel said if no intermunicipal agreement is reached, Boxborough doesn't have to convey Blanchard School to the region. It would prevent the implementation of regionalization. The regional school committee would have to amend the agreement again. Debt on Blanchard School would be something to be negotiated between the BOS and the Regional School Committee as part of an intermunicipal agreement.

Jeff Scott, Meadow Lane, spoke in favor of the motion.

Jim Moss suggested we vote this down since the future is uncertain.

**Action on Article 20: The motion passed by 2/3, as declared by the moderator.**

## **ARTICLE 21 CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL**

### **(Two-thirds vote required)**

Ms. Neyland moved to appropriate the sum of Forty Thousand Dollars (\$40,000) for the purpose of installing upgraded security systems at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Forty Thousand Dollars (\$40,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

The Boxborough School Committee recommends unanimously (5–0).

The School Committee unanimously recommends this article to fund safety and security upgrades at the Blanchard School.

Following the tragic events in Newtown, CT all school districts across the Commonwealth and nation have been vigilant in reviewing their current school safety policies, plans and procedures. At Blanchard, concerned parents/guardians provided their thoughts and ideas about school safety to Dr. Bates. The Blanchard Memorial School Council members, the Blanchard Leadership Team, Boxborough School Committee, Boxborough Police Chief, Boxborough Fire Chief, and Boxborough Building Inspector have met to assure that student safety is paramount. We are not only spending time reviewing our current practices but reflecting on improvements that might be needed. After much discussion and consideration, we recommend the following two school safety/security upgrades for the Blanchard Memorial School:

- Update the master lock system in the school with small format interchangeable cores to improve classroom security, by allowing any teacher to lock any classroom from the inside. Further, acquire new locks and hardware as required to update the school's interior and exterior locks for a new master lock system.
- Install camera-monitored door access electronic control at five exterior doors. This includes the purchase and installation of the base software and hardware package for a security center, and equipment to provide door access control for five exterior doors, including electronic access and camera installation. Integrated security software allows up to five people at a time to monitor the entry doors from their workstations, thereby ensuring coverage at all times school is in session.

The Finance Committee recommends unanimously (7-0).

FinCom recommends both initiatives to ensure greater security at Blanchard.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 21: The motion carried by 2/3 as declared by the moderator.**

**ARTICLE 22 CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY**

**(Majority vote required)**

Ms. Neyland moved to transfer from free cash the sum of Forty Thousand Dollars (\$40,000) for the purpose of replacing concrete sidewalks at the entrances of the Blanchard Memorial School and the Sargent Memorial Library.

The Boxborough School Committee recommends unanimously (5–0).

The School Committee unanimously recommends this article to replace the cracked and crumbling concrete sidewalks in the front of the building to correct what has become a safety issue.

The concrete apron at the base of the front stairway of the Blanchard School is degrading, with multiple cracks. Efforts to fill gaps and crumbled areas before winter for student and pedestrian safety were only temporary and are already failing.

The School Business Manager and Library Director are coordinating their efforts with the assistance of the Inspector of Buildings to address similar concerns at both the School and Library in an effort to combine this work into one bid to gain efficiencies.

The Library Board of Trustees recommends unanimously (6–0).

The concrete on the sidewalk in front of the library has degraded, with multiple cracks and broken pieces. The surface is no longer level and presents a hazard for patrons and staff, particularly for those who are less stable walking or who use walking aides. Efforts to patch the gaps and crumbled areas have lasted only a short time and are once again failing. A recent insurance safety inspection highlighted the hazard and recommended that the Library address the issue as soon as possible. Moreover, with the Blanchard Memorial School addressing a similar issue at the same time, we anticipate a more efficient process hiring one contractor and potentially realizing a cost savings due to the economy of scale.

The Finance Committee recommends unanimously (7–0).

FinCom recommends replacing the concrete sidewalks at the entrance of both Blanchard and the Library due to the degrading sidewalks which poses a safety risk for pedestrians.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

Jim Moss asked if something less damaging could be put down in the winter. Librarian Maureen Strapko said that she has talked to the DPW and concrete companies and will use whatever they recommend. Mr. Garmon, DPW Director, said the usual mix is too strong.

Cheryl Mahoney, Liberty Square Rd., asked how old the sidewalks at the schools. The response was they have been there since 1996. She expressed concern that so many repairs are being done on the library.

**Action on Article 22: The motion carried unanimously**

**ARTICLE 23 CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL**

**(Majority vote required)**

Ms. Neyland moved to pass over Article 23. The School Committee felt there wasn't enough time to get bids for the project.

The Boxborough School Committee recommends unanimously (5-0).

The School Committee unanimously recommends this article to fund a cell phone repeater at the Blanchard school as part of a safety and security upgrade.

There currently is very limited cell phone service coverage on the Blanchard School property. Cell phone service within the Blanchard School building itself is not available. On a daily basis, this is an annoyance. In the case of an emergency at the School, or in the event the Blanchard School is used as the Town's designated emergency shelter, the lack of cell service creates a safety issue. In fact, as part of the recent security review the lack of cell phone coverage in at the Blanchard School was raised as a concern. The installation of a cell phone repeater would ensure that cell service is available and would allow a second (or backup in case the landlines were down) line of communication with emergency personnel, as well as general communication.

The Board of Selectmen supports the Boxborough School Committee in its pursuit of improved cell phone reception for public safety purposes.

The Finance Committee does NOT recommend (6-1).

**Majority Opinion**

While cell phone access is important, not enough information was provided to support a large capital investment versus lower cost alternatives, including smaller repeaters that can be deployed inside the school, as well as commercial extenders that can work over a network. Also, it would be prudent to discuss the lack of coverage for the school with the Cell Phone Carriers, which was not done prior to submitting this Warrant Article.

**Minority Opinion**

Blanchard is considered a shelter for the Town, but does not have any cell phone reception. What's more, if the school is in lockdown, it's critical to be able to communicate with others outside the school.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 23: The motion to pass over carried unanimously.**



**ARTICLE 24 CAPITAL IMPROVEMENTS – STEELE FARM BARN  
(Majority vote required)**

Mr. Stemple moved to pass over Article 24 because of lack of hard quote.

The Steele Farm Advisory Committee recommends.

The Board of Selectmen recommends unanimously (5–0).

The barn at Steele Farm is in urgent need of routine carpentry repairs and a coat of paint. The doors and windows are in rough shape and there are areas of clapboard siding that need to be replaced. This appropriation will enable the most critical work to be performed to re-establish weather-tightness and safeguard the building from further water damage. Following the completion of the repairs the building will be properly prepared and painted. Large scale renovations and structural work will be addressed in the future in the capital plan

The Board of Selectman along with the Steele Farm Advisory Committee recommends the \$40,000 article.

The Finance Committee recommends (4-2).

**Majority Opinion**

Members of the FinCom have viewed evidence of disrepair and agree that painting and repairs are required. While a more complete assessment may surface additional requirements, we agree that it is important to begin the important job of preserving this historic property.

**Minority Opinion**

While Steele Farm certainly needs to be painted as well as undergo some carpentry repairs, it is not clear the Steele Farm Advisory Committee has put a comprehensive plan to accomplish and complete the necessary work on the building. There is a concern lead paint can be found, which will require a lot more funding than the requested \$40,000 in this article to do both the painting and carpentry work. Given all of the other capital improvements slated for FY2014, this capital improvement should be deferred at this time until a more detailed plan is put forward for the structure.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 24: The motion to pass over carried unanimously.**

## **ARTICLE 25 CONSERVATION TRUST FUND**

### **(Majority vote required)**

Dennis Reip, Chair of the Conservation Committee, moved to transfer from free cash the sum of Five Thousand (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

### **Summary**

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

### **Justification and Need**

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
  - Purchase of Land
  - Capital Improvement of Land
  - Expenses related to land purchase such as appraisals, title searches etc.
  - Improvement of conservation land.
  - Monitoring of Conservation restrictions.
  - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$14,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2013:
  - \$3,200 for land survey, and an easement plan and description for a new trail easement on the Fabian Property.
  - \$851.98 for electric fence materials for use in control of invasives at Rolling Meadows.
  - \$13,000 for preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
  - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
  - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
  - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

### **Background Information**

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to "replenish" the fund in 2000.
3. The last 2 year's (2011 and 2012) ATM approved an appropriation of \$5,000 each year.

4. Routine operations and maintenance are funded separately at approximately \$1,000 per year.
5. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

**Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:**

1. Providing this appropriation to the Conservation Trust Fund is consistent with the Town's current Capital Planning efforts and objectives.
2. The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

**Arguments Against a \$5,000 appropriation to the Conservation Trust Fund:**

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

The Conservation Commission recommends (7 – 0).

The Board of Selectmen recommends (5 – 0).

The Board of Selectmen supports the Commission in its request to increase the fund by \$5,000 to a level of approximately \$30,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee does NOT recommend (6-1).

The majority of FinCom did not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission's goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. If approved, this article will be paid out of free cash.

This item will add \$.0053 per \$1,000 of valuation, or \$2.68 for an average priced house if not funded from available funds or borrowing.

Simon Bunyard, Hill Rd., said that if we value conservation land we should support this motion. The commission needs money in hand to move quickly when things come up.

Owen Neville, Middle Rd., spoke in favor of the motion.

Mr. Moss asked about the use of an electric fence to control invasives. Mr. Reip said the fencing was for the goats to graze and thereby control the invasives.

Rita Grossman, Depot Rd., spoke in favor of the motion. She asked about the legal responsibility for monitoring the town's conservation restrictions. Mr. Reip did not know how many conservation restrictions the town held.

**Action on Article 25: The motion carried by majority vote.**

**ARTICLE 26 ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS (Two-thirds vote required)**

Jim Faulkner, Planning Board member, moved to amend the Town’s Zoning Bylaw by adding a new Section 7900, Temporary Moratorium On Medical Marijuana Treatment Centers, that would provide as follows, and further to amend the Table of Contents to add Section 7900, “Temporary Moratorium on Medical Marijuana Treatment Centers”, as printed in the Annual Town Meeting warrant under Article 26.

**Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers**

*Section 7901 Purpose*

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

*Section 7902 Definition*

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

*Section 7903 Temporary Moratorium*

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

**Explanation**

On November 6, 2012, the voters of the Commonwealth approved legislation allowing marijuana for medical purposes. This law became effective on January 1, 2013. The State Department of Public Health has stated that it intends to have draft regulations ready for consideration for adoption by May 8th. Should those regulations be adopted, they would take effect May 24th. On March 13th, the Attorney General disapproved a Wakefield zoning bylaw that would have imposed an outright ban on medical marijuana treatment centers

Currently under the Town of Boxborough’s Zoning Bylaw, a medical marijuana treatment facility is not a permitted use in the Town. Any regulations promulgated by the Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including medical marijuana treatment centers. The regulation of medical marijuana raises novel and complex legal and planning issues. The Town needs time to study and consider the regulation of medical marijuana treatment centers and address such complex issues, the potential impact of the state regulations on local zoning, and time to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana.

For these reasons, the Planning Board is recommending Town Meeting adopt a temporary moratorium until June 30, 2014 on the use of land and structures in the Town for medical marijuana treatment centers so as to allow sufficient time to engage in a planning process to address the effects of such structures and use in the Town and to enact bylaws at the 2014 Annual Town Meeting in a manner consistent with sound land use planning goals and objectives.

The Planning Board recommends.

The Finance Committee recommends (6-1).

**Action on Article 26, May 14, 2013: The motion carried by 2/3 majority as declared by the moderator.**

**ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004**

**(Two-thirds vote required)**

John Markiewicz, Planning Board member, moved to amend the Boxborough Zoning Bylaw Section 4003(1) Residential Uses to change two-family dwellings reserved exclusively for elderly occupancy from an allowed use to a special permit use in the Town Center District, as printed in the Annual Town Meeting warrant under Article 27.

4003(1) RESIDENTIAL USES	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Two-family dwelling, reserved exclusively for elderly occupancy	SP	N	N	SP <sup>1</sup>	N	<del>SP</del>	N

and further to amend Sections 4301, 4302, and 4303 of the Boxborough Zoning Bylaw to add the ***bold, italicized*** language and delete the strikethrough language as follows:

*4301 Single-Family Dwellings and Two-Family Dwellings Reserved Exclusively for Elderly Occupancy in the Town Center District*

In order to promote mixed uses in the Town Center District and to discourage the conversion of a majority of undeveloped Town Center land to residential uses, single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** shall only be permitted ***in the Town Center District*** by special permit in conjunction with ***non-residential commercial*** development in a Mixed Use Development.

*4302 Applicability*

The Planning Board shall be the special permit granting authority for single-family dwellings ***and two-family dwellings reserved exclusively for elderly occupancy*** in the Town Center ***District***. Single-family dwellings in existence prior to the effective date of this Bylaw shall not be subject to this Bylaw nor shall any extension or

alteration to any existing single-family dwelling or a single-family dwelling previously approved under this Bylaw, provided that such extension or alteration complies with the applicable dimensional requirements of the Zoning Bylaw. Building permits for new single-family dwellings *and/or two-family dwellings reserved exclusively for elderly occupancy* may be withheld unless *the* dwellings comply with the provisions of the Bylaw and any special permit rendered hereunder.

New single-family dwellings *and/or two-family dwellings reserved exclusively for elderly occupancy* may only be permitted *in the Town Center District* as part of a Mixed Use Development. Mixed Use Developments may include any use permitted as of right in the Town Center District, or any use for which a special permit has been granted by the Board of Appeals. ~~as well as single family dwellings.~~

#### 4303 *Criteria*

Prior to the issuance of a special permit for single-family dwellings, *and/or two-family dwelling reserved exclusively for elderly occupancy* in a Mixed Use Development, the Planning Board shall find the following:

- (1) The proposal is consistent with the current Master Plan;
- (2) The proposal meets all the applicable dimensional requirements of the Zoning Bylaw;
- (3) The proposed commercial uses are compatible with *the* ~~single family~~ residential uses;
- (4) No more than 30 percent of the Gross Floor Area of the Mixed Use development may be used for *residential* ~~single family~~ purposes;
- (5) The commercial development will be constructed at the same or greater pace than the residential development on a square footage basis;
- (6) Each single-family dwelling is located on its own lot;
- (7) Buildings meet the architectural standards in Section 80076(9) for the Town Center District.

and further to delete subsection (1) of Section 5004 of the Boxborough Zoning Bylaw, as follows:

#### ~~5004 — Supplementary Intensity Regulations~~

- ~~(1) For multi family dwelling in TC district reserved exclusively for elderly occupancy, density not to exceed 10 units/80,000 sq. ft. land area.~~

Or take any action relative thereto.

#### Explanation

The Town Center Zone District was established to promote mixed uses and to discourage the conversion of a majority of undeveloped Town Center land to residential uses. Currently Section 5004 of the Zoning Bylaw allows by right elderly duplexes in the Town Center Zone District with no requirement that it be part of a mixed use development.

The Planning Board is proposing to amend the Zoning Bylaw to delete Section 5004 and amend Sections 4301, 4302 and 4303 so that elderly duplexes are allowed by Special Permit and have to be part of a mixed use development.

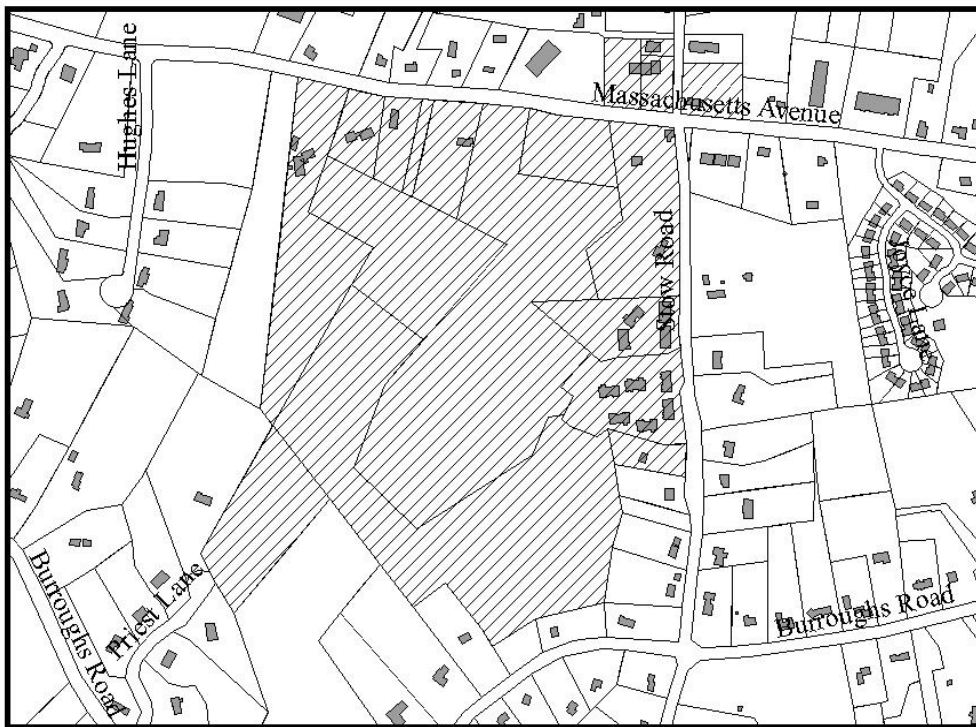
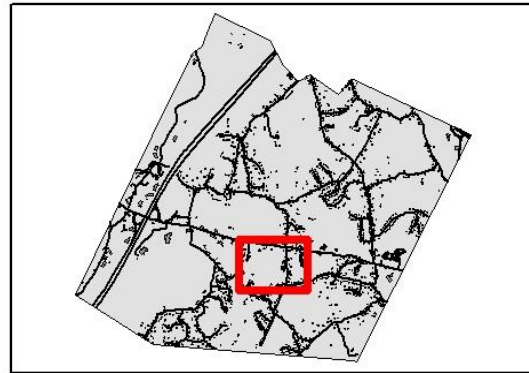
The Planning Board recommends.

The Finance Committee recommends unanimously (7-0).

**Action on Article 27: The motion carried by 2/3 as declared by the moderator.**



Town Center District





**ARTICLE 28 ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT**

**(Two-thirds vote required)**

Nancy Fillmore, Planning Board Chair, moved to amend the Boxborough Zoning Bylaw Section 4107 Accessory Apartment by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 28.

*4107 Accessory Apartment*

As provided herein, the ***Building Inspector*** ~~Planning Board~~ may grant ~~in the 1<sup>st</sup> year up to 20 permits and thereafter~~ a total of 5 permits each calendar year for accessory apartments meeting the requirements set forth herein. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By **Building Permit and Certificate of Use and Occupancy***

The ***Building Inspector*** ~~Planning Board~~ may grant a ***building permit and a Certificate of Use and Occupancy Special Permit*** for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and,
- (b) provided that all of the following additional requirements are met:
  - 1. No more than one accessory apartment may be located on the lot.
  - 2. The accessory apartment shall be a use secondary and incidental to the single family dwelling on the lot, and shall contain no more than 600 square feet of habitable space.
  - 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
  - 4. ~~Either~~ The single-family dwelling ~~and/or~~ the accessory apartment shall be occupied by ***either*** the owner of the lot, ***the owner's family members, or in-home care providers for said owner or their family members.*** For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
  - 5. The private water and on-site sewage disposal systems shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
  - 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
  - 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
  - 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
  - 9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
  - 10. ~~The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.~~

**104.** The number of occupants in the accessory apartment shall be limited to three people.

Or take any action relative thereto.

**Explanation**

The accessory apartment bylaw was adopted to encourage a range of housing accommodations, a greater diversity of population, a more efficient and economic use of existing housing stock and to potentially help families who require at-home caregivers or perhaps parents with older children who financially cannot live on their own yet share space and the burdens of homeownership.

Currently, an accessory apartment can be permitted by a Special Permit from the Planning Board. Since the accessory apartment bylaw was passed by Town Meeting in 2007, only 3 permits have been issued.

The Planning Board is proposing to change the permitting requirement for an accessory apartment from a Special Permit by the Planning Board to a building permit from the Building Inspector to streamline the process and reduce the cost burden on the property owner.

The Planning Board recommends.

The Finance Committee recommends unanimously (7–0).

Mark White, Sara's Way, said there's no way to get an accessory apartment because you need a separate septic system.

Marie Cannon, Littlefield Rd, said that as a member of the Board of Health, even though only 3 accessory apartment permits were issued, it doesn't mean that there aren't accessory apartments. She prefers the special permit process because the BOH needs to review these applications. Ms. Fillmore said that the Building Inspector will be responsible to ensure that accessory apartments are compliant with zoning bylaws. Ms. Cannon wanted to know what the protocol will be that will ensure that this would still be put before the Board of Health. Elizabeth Hughes, Town Planner, responded. She said that septic systems are different and not part of the zoning bylaw but a Board of Health requirement. Two systems are not necessary—two tanks are. Ms Hughes said that the Building permit process has numerous steps that will ensure compliance by requiring sign-offs from the Board of Health, Tax Collector, Conservation Commission and others.

Norm Hanover, Boxmill Rd, said that we've asked our Building Inspectors for a lot and have not had good results. He's reluctant to put a new responsibility on the Building Inspector.

Cheryl Mahoney, Liberty Square Rd., shared her experience with accessory apartments. She prefers to keep the process through special permit.

**Action on Article 28: The motion carried by 2/3 as declared by the moderator.**

**ARTICLE 29 GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW  
(Majority vote required)**

Karim Raad, Finance Committee Chair, moved to amend Section 1 of the Finance Committee Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 29.

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of *no fewer than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters* of the Town, ~~other than Town officers, appointed or elected.~~ *No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the* The Moderator shall appoint ~~nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter three (3) members~~ *to staggered terms* each year for a term of three (3) years, ~~the terms of said members to expire on the last day of June.~~ *A quorum of the Finance Committee shall be a majority of the number of members currently serving.* No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

As amended, Section 1 shall read:

There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no fewer than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town . No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint members to staggered terms. A quorum of the Finance Committee shall be a majority of the number of members currently serving. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

The Finance Committee recommends unanimously (7–0).

**Action on Article 29: The motion carried by majority vote.**

**ARTICLE 30 GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW  
(Majority vote required)**

Mr. Fox moved to amend the Dog Control Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 30, and further, by deleting "Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

**A. Underlying Philosophy:**

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

**B. Bylaw:**

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others *or to constitute a nuisance or danger in any other way. Any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.*

**C. Responsibility for Enforcement:**

Responsibility for enforcing the bylaw and the provisions of the General Laws concerning dogs in Chapter 140 is vested with the ~~Dog Officer~~ **Animal Control Officer – Dogs and Cats**, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. In *addition to any powers or authority granted under Chapter 140 of the General Laws, in* order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs *in accordance with applicable provisions of Chapter 140 of the General Laws*, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws, *including filing a complaint with the selectmen pursuant to M.G.L. Chapter 140, Section 157.*
3. Any person may make a written complaint to the selectmen that any dog owned or kept within the Town of Boxborough is a ~~nuisance~~ **Nuisance Dog or a Dangerous Dog**, as *those terms are* defined in ~~Section F of this bylaw.~~ **M.G.L. Chapter 140, Section 157.** The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination ~~on~~ *under* oath of the complainant **at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog**, and ~~may shall~~ make such order concerning the restraint or disposal of such dog as ~~may be deemed necessary.~~ **provided in M.G.L. c.140, Section 157.** Violations of such orders shall be subject to the enforcement provisions of ~~Section D of this bylaw~~ **M.G.L. Chapter 140, Section 157 and 157A, Section D of this bylaw and/or any other remedy available at law or equity.**

**D. Fines**

~~The provisions of Non-Criminal Disposition,~~ **In accordance with M.G.L. Chapter 140, Section 173A, and General Law M.G.L. Chapter 40, Section 21D, Non-Criminal Disposition Fines** may be used to enforce this bylaw. The ~~Dog Officer~~ **Animal Control Officer – Dogs and Cats**, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, per dog, shall be as follows:

First offense:	Written warning, no fine
Second offense:	<del>Fifteen Dollars (\$15.00)</del> <b>Fifty Dollars (\$50.00)</b>

Third offense: ~~Twenty-five Dollars (\$25.00)~~ **Sixty Dollars (\$60.00)**  
Subsequent offenses: ~~Fifty Dollars (\$50.00)~~ **One Hundred Dollars (\$100.00)** for each offense.

~~Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.~~

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital~~ **Animal Control Officer – Dogs and Cats** a boarding charge of not less than ~~ten dollars (\$10.00)~~ **forty dollars (\$40.00)** per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

***The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.***

#### E. Violation Abatement or Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

#### F. Definitions of Terms Used in Dog Control Bylaw

**"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.**

~~"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:~~

- ~~● biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~● exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~● chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~● chasing or jumping upon any vehicle on a public way~~
- ~~● attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~● damaging property other than that of the owner or keeper~~
- ~~● defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~● running free on school property during school hours; except those animals certified by the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

#### Summary

The proposed amendment brings the Animal Control Bylaw into compliance with recent changes to the Commonwealth's animal control laws.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fines is in accordance with new language in relevant sections of M.G.L. Ch 140.

The Finance Committee recommends unanimously (7–0).

**Action on Article 30: The motion carried by majority vote.**

**ARTICLE 31 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW  
(Majority vote required)**

Mr. Fox moved to amend the Dog Licensing Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 31.

Section 1. All dogs ***six months or older*** in the Town of Boxborough shall be licensed by the Town Clerk ***annually*** beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its ~~owner's~~ ***owners*** or keeper's property. ***The License Period shall be January 1 to December 31 of each calendar year.***

Section 2. Fees for dog licenses are:

<del>Spayed</del> /Neutered	\$10.00
<del>Un-neutered</del> <b><i>Intact</i></b>	\$15.00
<del>Kennel up</del> <b><i>Up</i></b> to 4 dogs	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the March 10 deadline in any year, shall be subject to a penalty of ~~five (\$5.00)~~ ***fifty dollars (\$50.00)*** ***per dog*** to be payable to the Town Clerk upon demand by the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, in addition to the license fee; and said penalty is to be paid to the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats*** as compensation by the Town Clerk. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 4. Any person who by March 20 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty-five (\$25.00)~~ ***seventy-five dollars (\$75.00)*** to be collected as provided in Section 3 of this bylaw ***per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats***, in addition to the license fee. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 5. Any person who by March 30 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats*** by certified ***and regular*** mail for immediate payment of the license fee, ~~\$25~~ ***one hundred dollars (\$100.00)*** fine ***per dog*** and the cost of the postage. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.*** Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Or take any action relative thereto.

Summary

The proposed amendment brings the Animal Licensing Bylaw into compliance with recent changes to the Commonwealth's animal control laws and clarifies some existing language.

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fees and penalties is in accordance with relevant sections of M.G.L. Ch 140.

The Finance Committee recommends unanimously (7-0).

**Action on Article 31: The motion carried by majority vote.**

## **ARTICLE 32 ESTABLISH VETERANS TAX WORK OFF PROGRAM**

### **(Majority vote required)**

Mr. Suleiman moved to accept G.L. c. 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by

- 1) allowing an approved representative for persons physically unable to provide such services to the Town; or
- 2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00.

### Summary

Last May, the Legislature created a new local option by which cities and towns may establish programs to allow qualified veterans to volunteer to provide services to that city or town in exchange for a reduction in real property tax obligations, in addition to any exemption or abatement to which that person may otherwise be entitled. This is similar to the tax work off program for senior citizens that has been very successful in Boxborough. The maximum exemption allowed under the program would be based upon 125 volunteer service hours calculated at the current minimum wage, which is currently \$8/hour.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0).

Lorraine Carvalho asked if veterans would have preference. Mr. Suleiman said no. She wondered how the work would be allocated.

Michael Toups asked why the rate is pegged to minimum wage. Mr. Suleiman said it was set by state law.

**Action on Article 32: The motion carried unanimously.**

Mr. Fox moved to approve Articles 33, 34 and 35 as part of the Consent Agenda.

**The motion carried unanimously.**

Ms. Kangas moved to dissolve this meeting.  
The motion was approved unanimously.

The meeting was dissolved at 9:15pm.

**ARTICLE 33 PERSONAL REAL ESTATE EXEMPTIONS\*\***

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: [duane.adams@town.boxborough.ma.us](mailto:duane.adams@town.boxborough.ma.us).

The Board of Selectmen recommends unanimously (5-0).

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

The Finance Committee recommends unanimously (7-0).

**Action on Article 33: The motion on Article 33 passed as part of the Consent Agenda.**

**ARTICLE 34 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (7-0).

**Action on Article 34: The motion on Article 34 passed as part of the Consent Agenda.**



**ARTICLE 35 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens’ plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2015 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2015 to pay for expenses not yet completed
Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$50,000	Carryover to FY 2015
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2015 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2015 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
		copying fees			
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

The Board of Selectmen recommends unanimously (5-0).  
The Finance Committee recommends unanimously (7-0).

**Action on Article 35: The motion on Article 35 passed as part of the Consent Agenda.**

