Boxborough 2016 Annual Town Meeting Presentations

Article 2

RECEIVE REPORTS

Boxborough Town Meeting
May 2016

Acton-Boxborough Regional School District

Acton-Boxborough Regional School District

School Committee Members

- Diane Baum
- Brigid Bieber
- Mary Brolin
- Amy Krishnamurthy
- Maya Minkin
- Paul Murphy
- Kathleen Neville
- Maria Neyland
- Deanne O'Sullivan
- Kristina Rychlik
- Eileen Zhang

ABRSD Highlights 2015-2016

Acton-Boxborough Regional High School

Merriam/McCarthy-Towne

Blanchard

Conant

Admin Building

R.J. Grey Jr. High School

Gates

Douglas

Budget Background

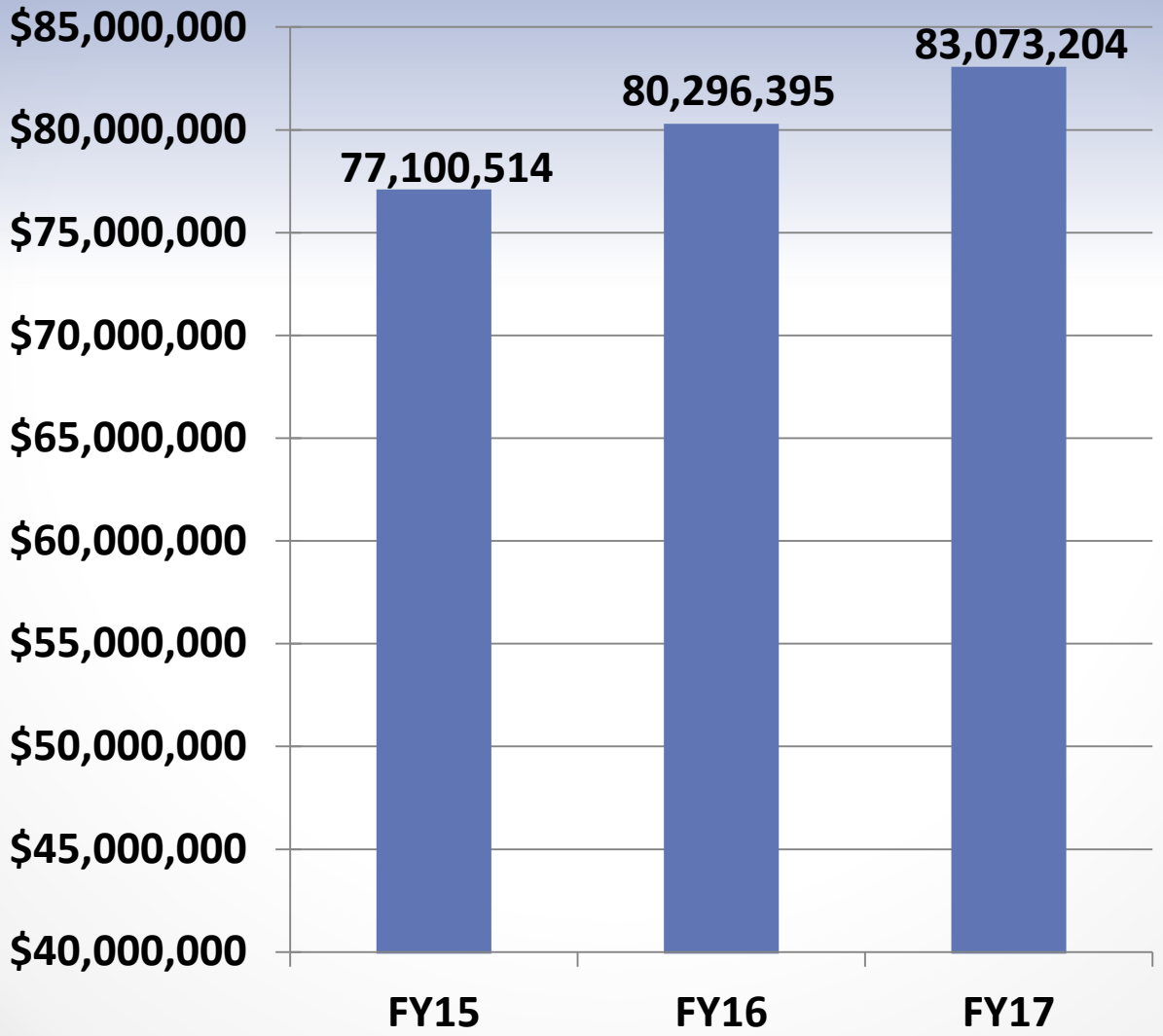
ABRSD Mission

To prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society

Long Range Strategic Plan Goal #6

Develop and implement strategic budgets, aiming for continuous improvement over time in order to achieve all of the District's long-range strategic goals.

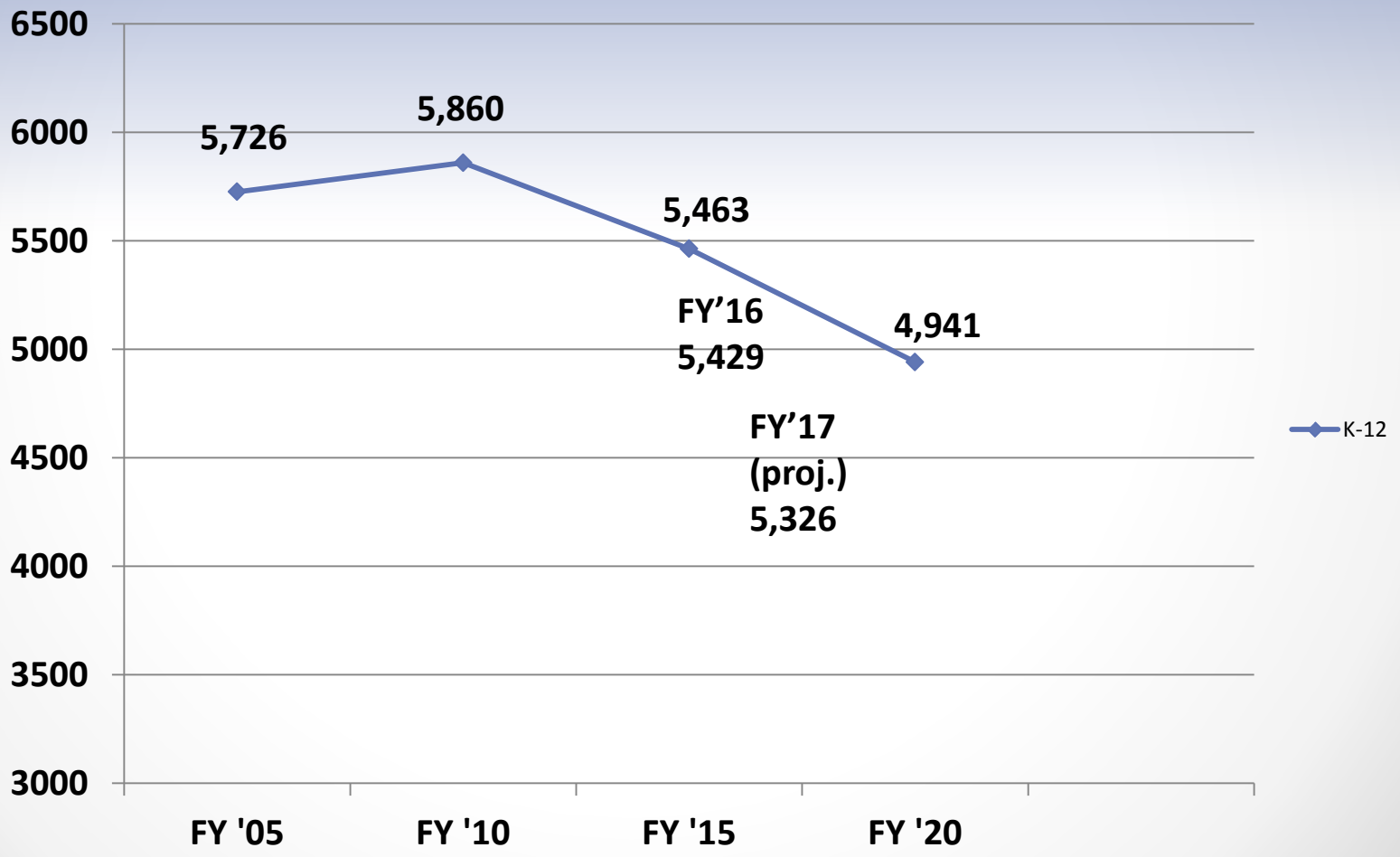
Budget History



Budget Priority #1

Review class sizes K-12 and make staffing adjustments as necessary to meet guidelines for class size ranges.

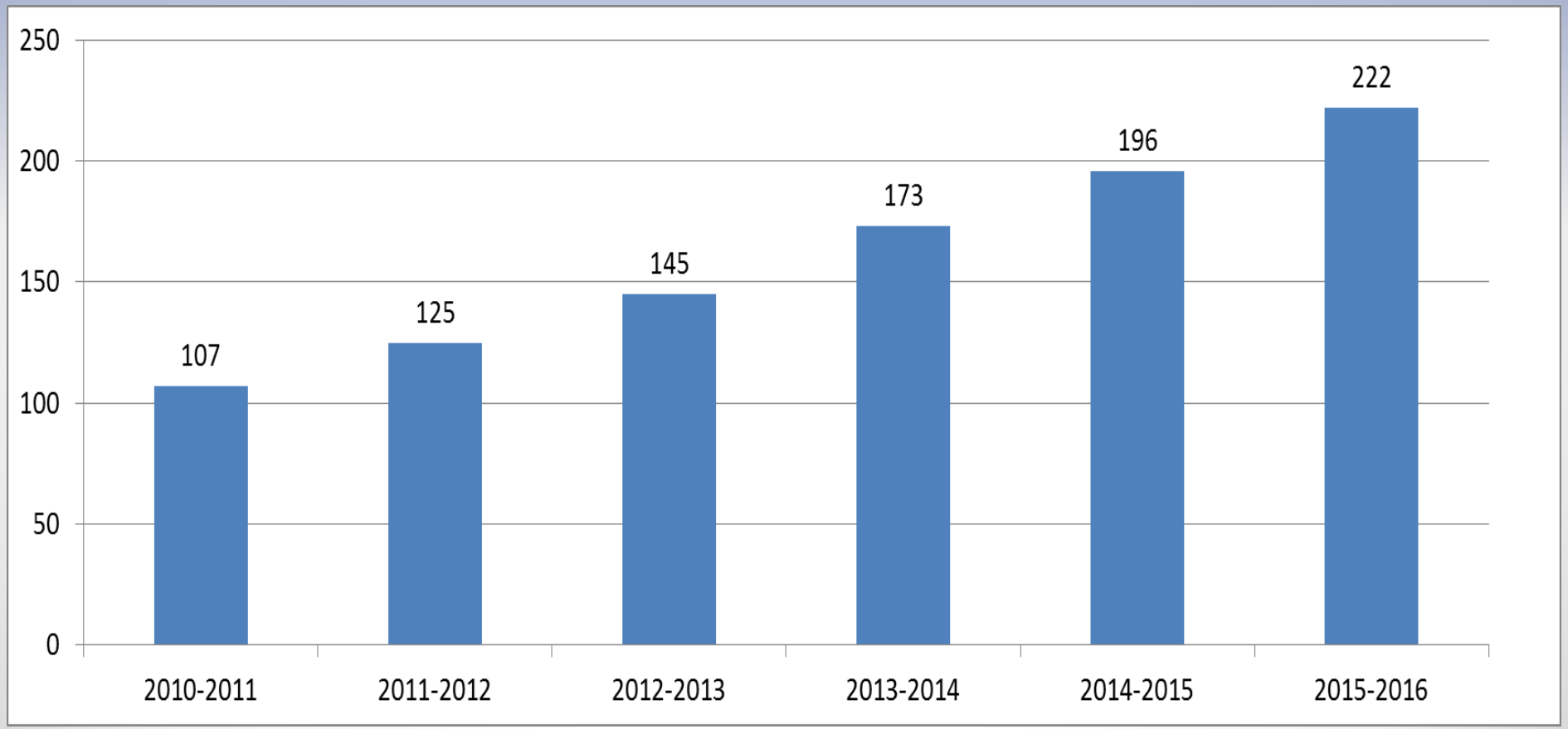
ABRSD K-12 Enrollment FY'05-'20



Budget Priority #2

Move towards staffing levels that support the social, emotional, and learning needs of our increasingly diverse and complex student body.

English Language Learner Enrollment Trends



Our ELL student population continues to grow.

Proposed FY17 Staffing Additions

ELL Teachers	2.0 FTE
Elementary Psychologist	0.8 FTE
Elementary SpEd Learning Center	0.6 FTE
Speech & Language Pathologist	0.3 FTE
JH SpEd Learning Center	2.0 FTE
Pathways Program	1.9 FTE
Strings Program (phase I)	0.4 FTE
Total New Positions	**8.0 FTE**
Reductions	**(2.0 FTE)**
Net Staffing Additions	***6.0 FTE***

Budget Priority #3

Complete capital and educational needs assessments and space review.

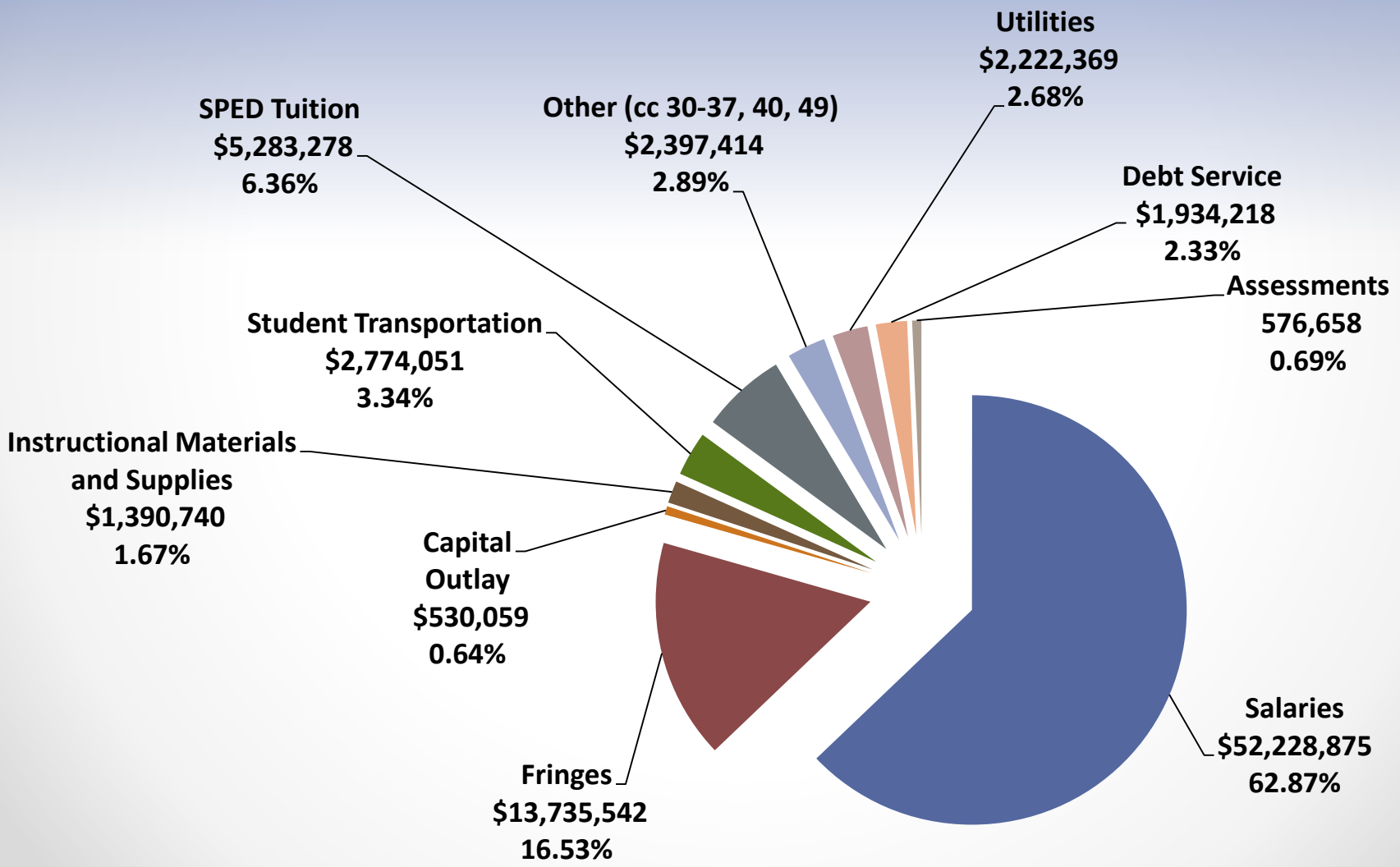
1. *Phase I Existing Conditions Study* ✓
2. *Form school Capital & Space Planning Committee* ✓
3. *Join Acton Capital Improvement Planning Committee* ✓
4. *Phase II Educational Visioning Study – underway*
5. *MA School Building Authority SOI evaluation – underway*
6. *LOTS MORE INFO. at abschools.org/aboutus*

ABRSD FY'17 Operating Budget

FY16 Budget*	$80,296,395
FY17 Budget	$83,073,204
$ Change	$2,776,809
% Change	3.46%

**Restated to reclassify certain revenue offsets as expenses, consistent with FY17*

ABRSD FY '17 Budget by Category



Budget Drivers: Flat Revenue

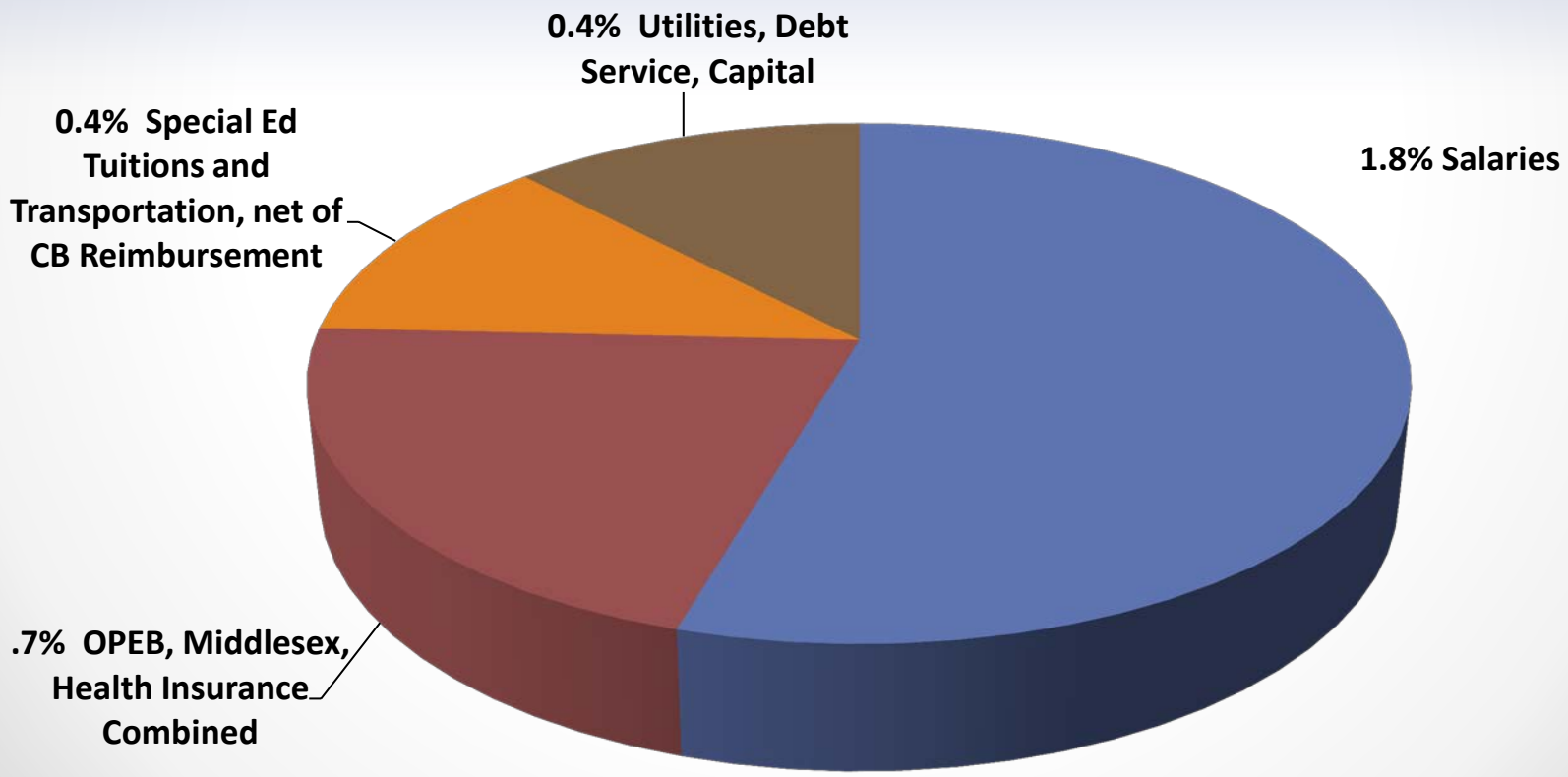
Funding sources are flat, rising only 0.16% while the overall budget costs are rising 3.46%

	FY17 Change
• State Aid: Ch. 70	$137,900
• Regional Transportation Ch.71	($76,283)
• Regional Bonus Aid	($37,200)
• Charter Reimbursement	$ 922
• Total State Aid	$ 25,339

State Aid FY17 $15,822,959

Budget Drivers: Increased "Fixed" Costs

FY16 - FY17 Budget Drivers - % Increase Components



FY'17 ABRSD Assessments

	FY17 Budget	% Change
Preliminary Budget	$83,073,204	3.46%
Funding Sources	$16,022,959	0.16%
Total Assessment	$67,050,245	4.3%
Acton Assessment	$55,547,097	4.5%
Boxborough Assessment	$11,503,148	3.4%

Thank You!

Thank you for your support of the FY 16-17 ABRSD budget

Boxborough Energy Committee

Update and Goals

Boxborough Energy Committee

Frances Nolde - Chair

Richard Garrison

Abby Reip

Keshava Srivastava

Santiago Tapia-Perez

Margaret Webber

Larry Grossman

ENERGY EFFICIENCY

Mission: to help develop a culture of **sustainability** in the community through a partnership with all residents, town government and businesses utilizing innovation, **education**, communication and comprehensive and **strategic planning**

Boxborough Energy Committee

Coordinated the **Solarize Boxborough Program**

35 homes in Boxborough & Littleton installed photovoltaic solar panels

Providing for **254 kW** of clean renewable power from the sun…EVERY YEAR

Each year, Littleton and Boxborough are reducing CO2 emissions equivalent to **451,492 miles** in an average passenger vehicle.

Replacing **4960 regular light bulbs** with compact fluorescent bulbs every year

203,680 pounds of coal can stay in the ground - over 25 years, that's over 5 million pounds.

Implemented **compactors** for recyclables at the Transfer Station

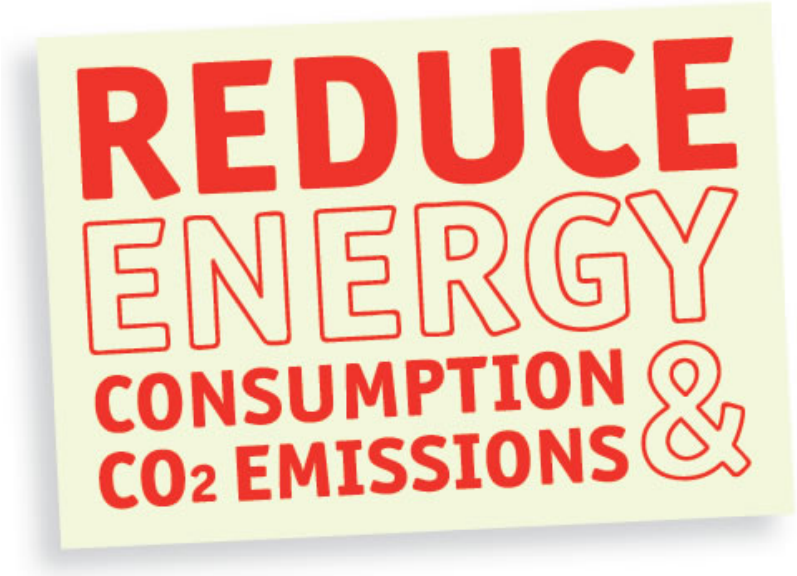
Since implementing the compactors in 2013, the Town has seen a decrease in hauls by almost 2/3rds, resulting in a annual savings of approximately **$20,000/YR.**

Good Results, but we can do better

Future Initiatives

Use the established energy-use baseline for municipal buildings to develop a plan to **reduce energy** by (15%) within five years.

(In the past two years, we began savings and estimate a 5% reduction already)



Consider purchasing **fuel-efficient** town vehicles when/if possible.

Many ‘Green Communities” have multiple hybrid vehicles for their Public Works fleet

Consider **Pay As You Throw** and other methods to reduce solid waste to save the town money.

Nearly a third of the state's cities and towns charge their residents a bag fee.

Towns shifting to pay-as-you-throw have seen disposal cost reduced UP TO **50%**

Acton adopted **Pay As You Throw** last year.

Acton has had a 40% drop in trash disposal.

The sticker price dropped from $55 to $15 for Seniors and from $210 to $100 for others.

Recycle and **compost** as a way to lower greenhouse emissions

- Swap Shed/Swap days
- Compost plan: wet garbage, lawn residue

Take steps for "**Green Living**"

- Buying green or recycled materials
- Conserving water and energy
- Driving and commuting green
- Adopting green building designs

Challenge:

Adopt a five-year plan to reduce personal energy consumption by twenty percent (20%).

Boxborough Energy Committee

Article 5

TOWN OPERATING BUDGET

FINANCE COMMITTEE

FinCom Presentation

Annual Town Meeting

May 9, 2016

Presentation Overview

- FinCom – Roles and Budget Goals
- FY2017 Budget
- Warrant Articles
- Capital Plan
- Cash & Liabilities
- Concluding Remarks

FinCom Role

We represent the taxpayers of Boxborough in the ongoing operations of the town

- **Responsible for receiving and analyzing budgets from Department Heads**
- **General financial oversight of all town matters and short/long-term financial planning**
- **Present a Balanced Budget to Town Meeting**

FY2017 Budget Goals

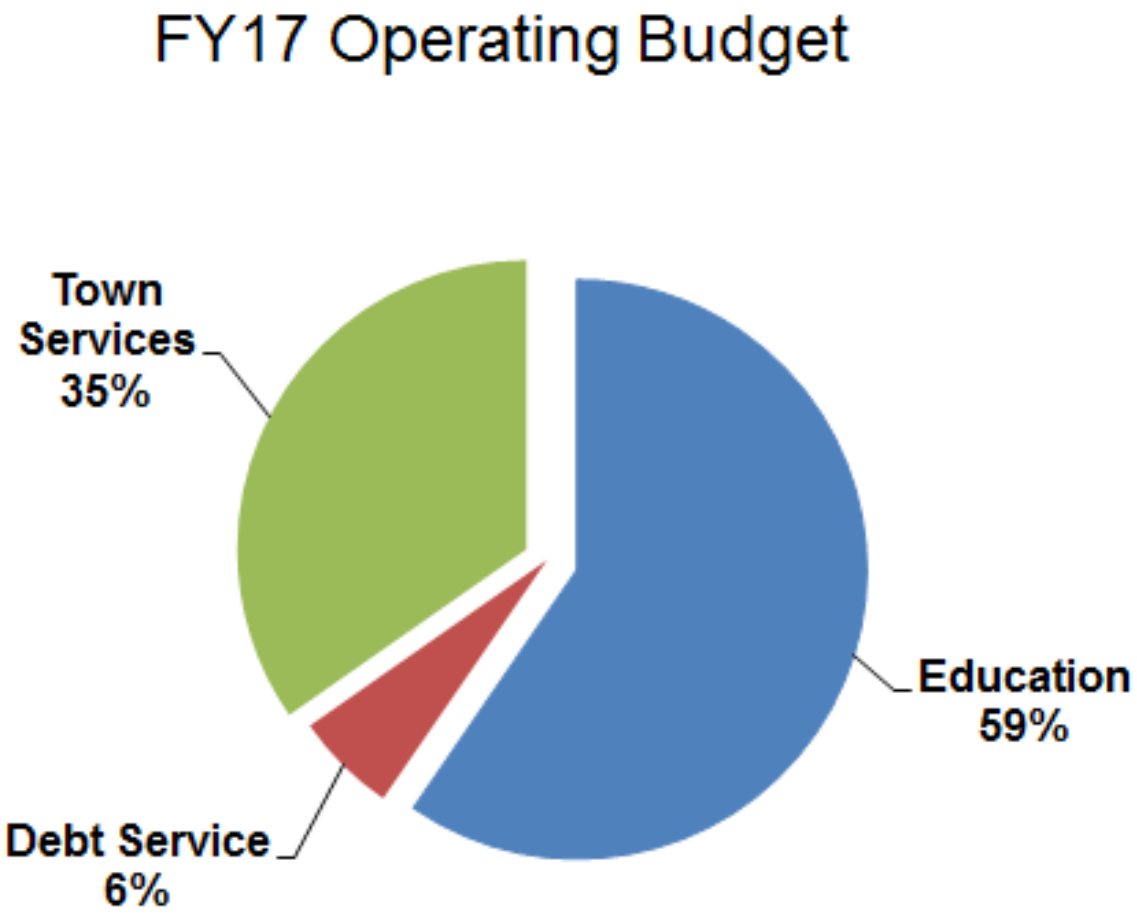
- **Level fund the operating budget - no automatic 2.5% increase**
- **Maintain Services within a level operating budget**
- **Manage Long-Term Debt via Capital Planning Process**
- **Adhere to Financial Policy Guidelines**
- **Address Unfunded retiree health liabilities**

FY17 Budget Overview

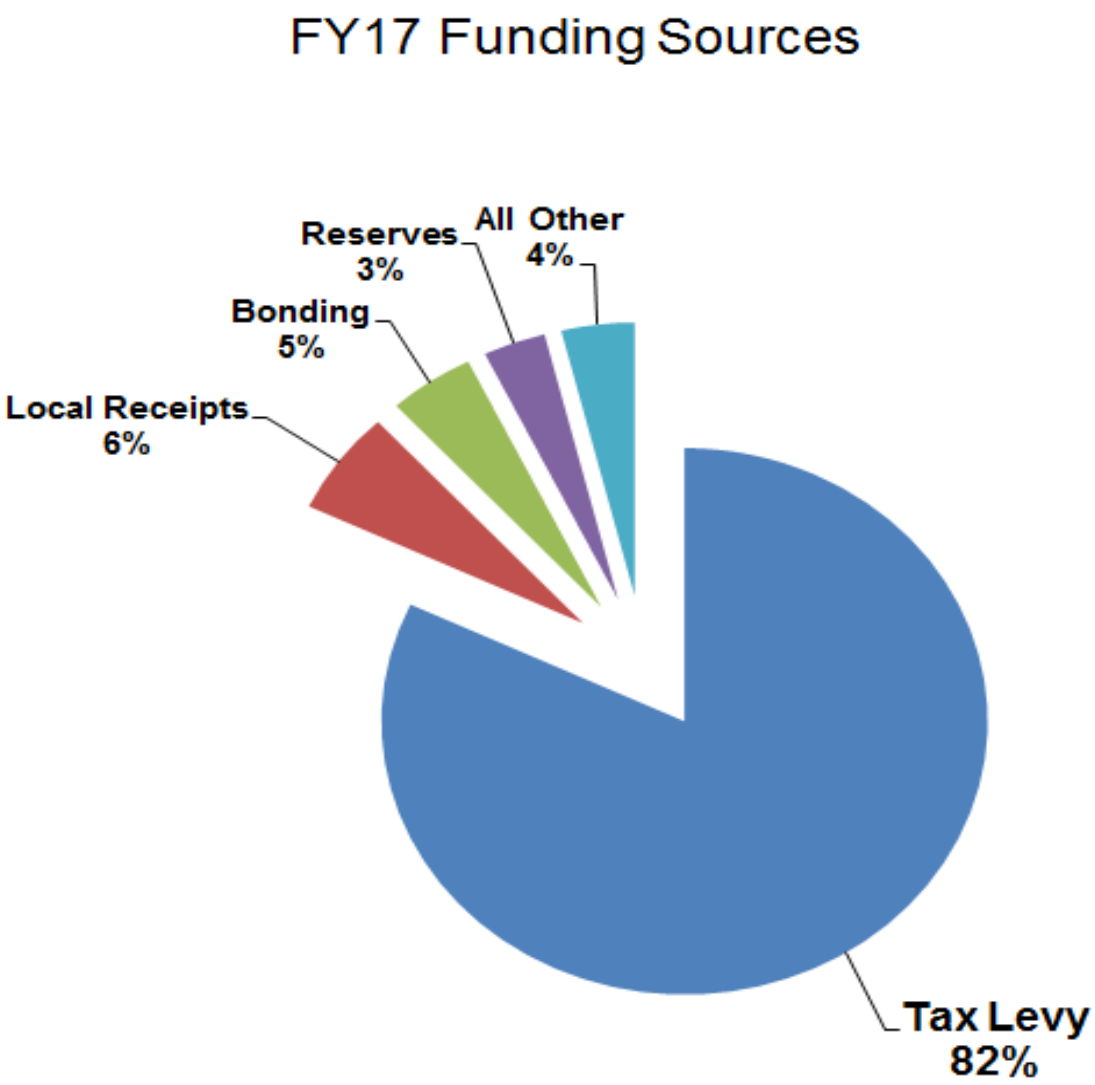
in thousands	FY2016	FY2017	$ AMT	PCT
Operating Budget	$19,055	$19,641	$586	3.1%
Warrant Articles *	$1,570	$1,477	($92)	-5.9%
Grand Total	$20,624	$21,118	$494	2.4%

** excludes Article 5 (Free Cash to reduce tax rate) and Community Preservation Act Articles*

FY17 Budget Overview

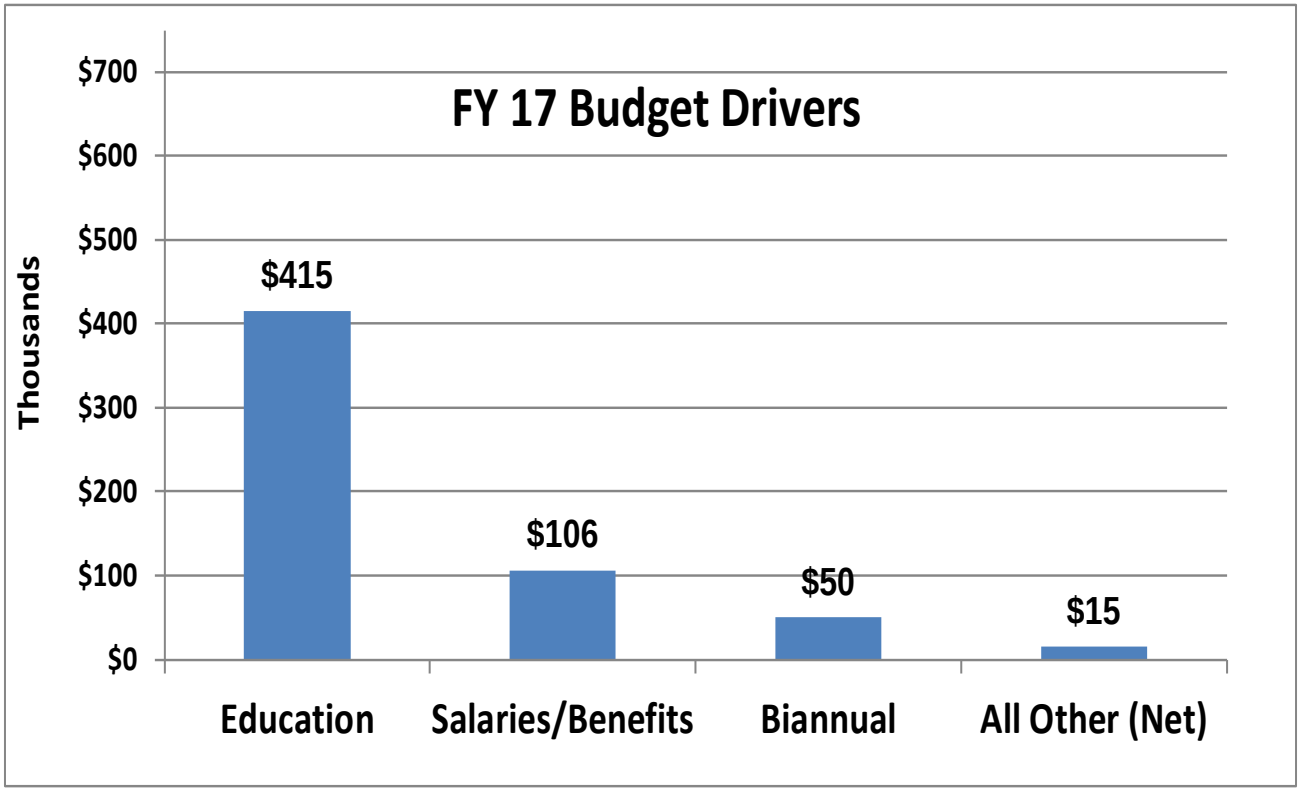


FY17 Budget Overview



FY17 Operating Budget Drivers

FY 17 Operating Budget increases spending by $586,481, or 3.1%. There are three primary budget drivers – Education (71%), Salaries + Benefits (18%) and Biannual expenditures (9%).



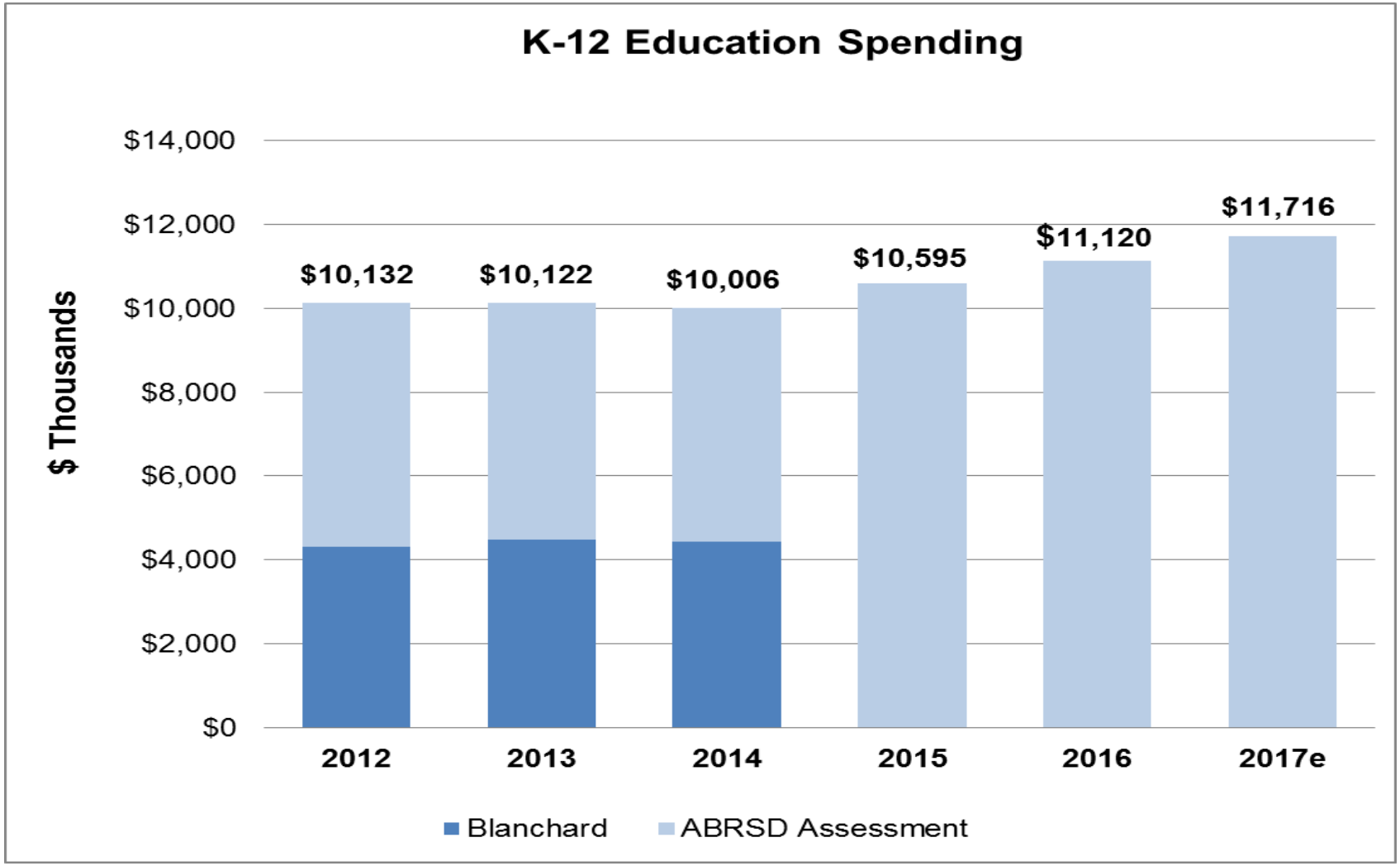
FY 17 Budget Overview

in thousands	FY2016	FY2017	$ AMT	PCT
Expenditures				
Operating Budget + Warrant Articles	$20,624	$21,118	$494	2.4%
Revenues				
Tax Levy	$16,656	$17,666	$1,010	
Local Receipts/State Aid/Other	$2,234	$2,115	($120)	
New Borrowing	$1,201	$988	($214)	
Total Revenue	$20,092	$20,768	$890	3.4%
Shortfall covered by reserves	($533)	($350)	$183	

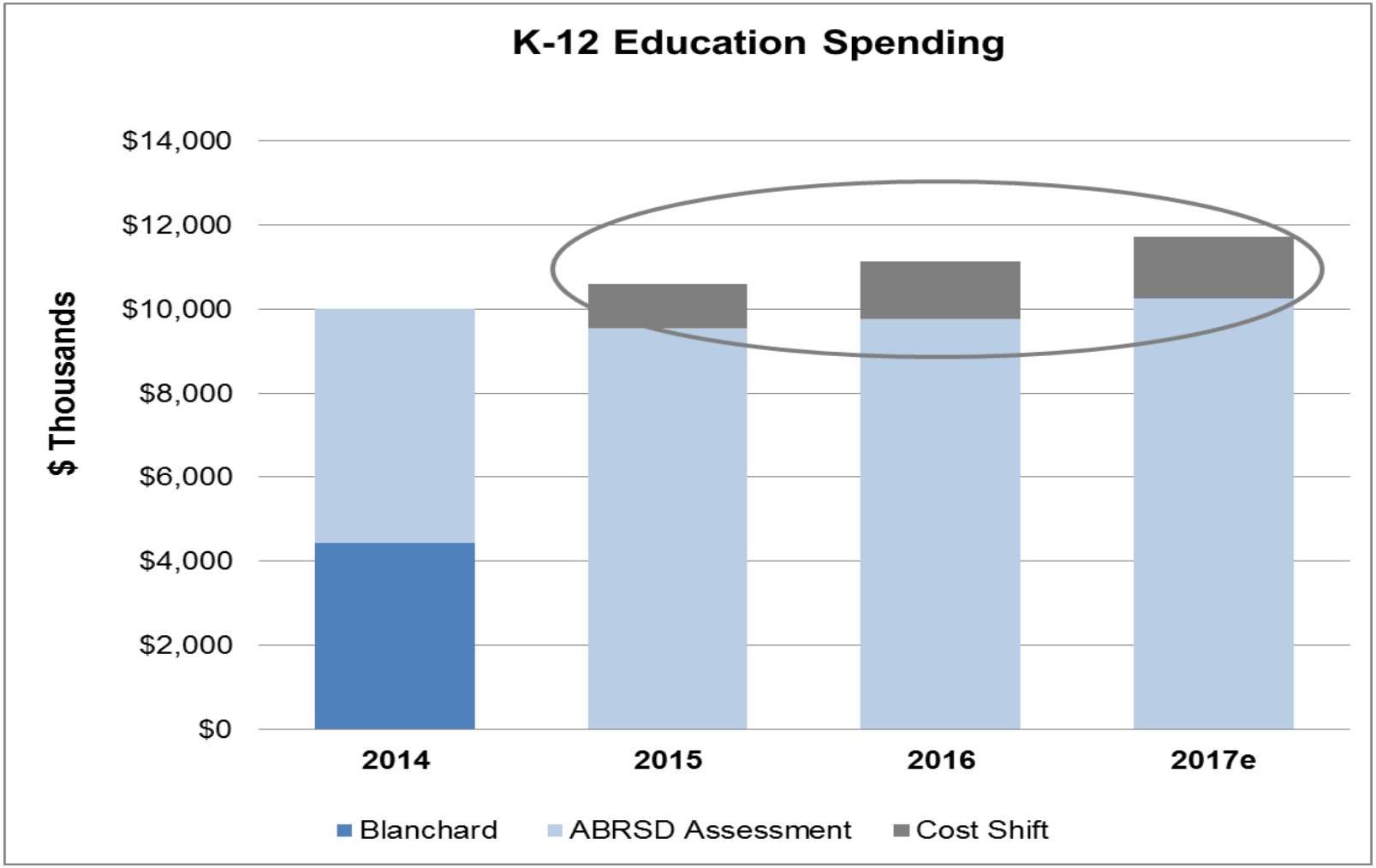
FY2017 Operating Budget
Select Departments

in thousands	FY2016	FY2017	$	%
Police	$1,158	$1,208	$50	4.3%
Dispatch	$316	$322	$6	1.9%
Fire	$912	$929	$17	1.8%
Public Works	$611	$631	$20	3.3%
Library	$363	$378	$14	4.0%
Town Hall	$216	$220	$3	1.6%

Regionalization



Regionalization



FY2017 Warrant Articles
Funding Source Summary

in thousands	FY2016	FY2017	$
Warrant Articles	$1,682	$1,721	$40
Funded by:			
Free Cash	$501	$227	($274)
Stabilization Fund	$0	$143	$143
New Borrowing / Other*	$1,069	$1,251	$182
CPA Funds	$112	$244	$132

** includes cable funds and use of prior year unexpended articles & bond proceeds*

Capital Forecast

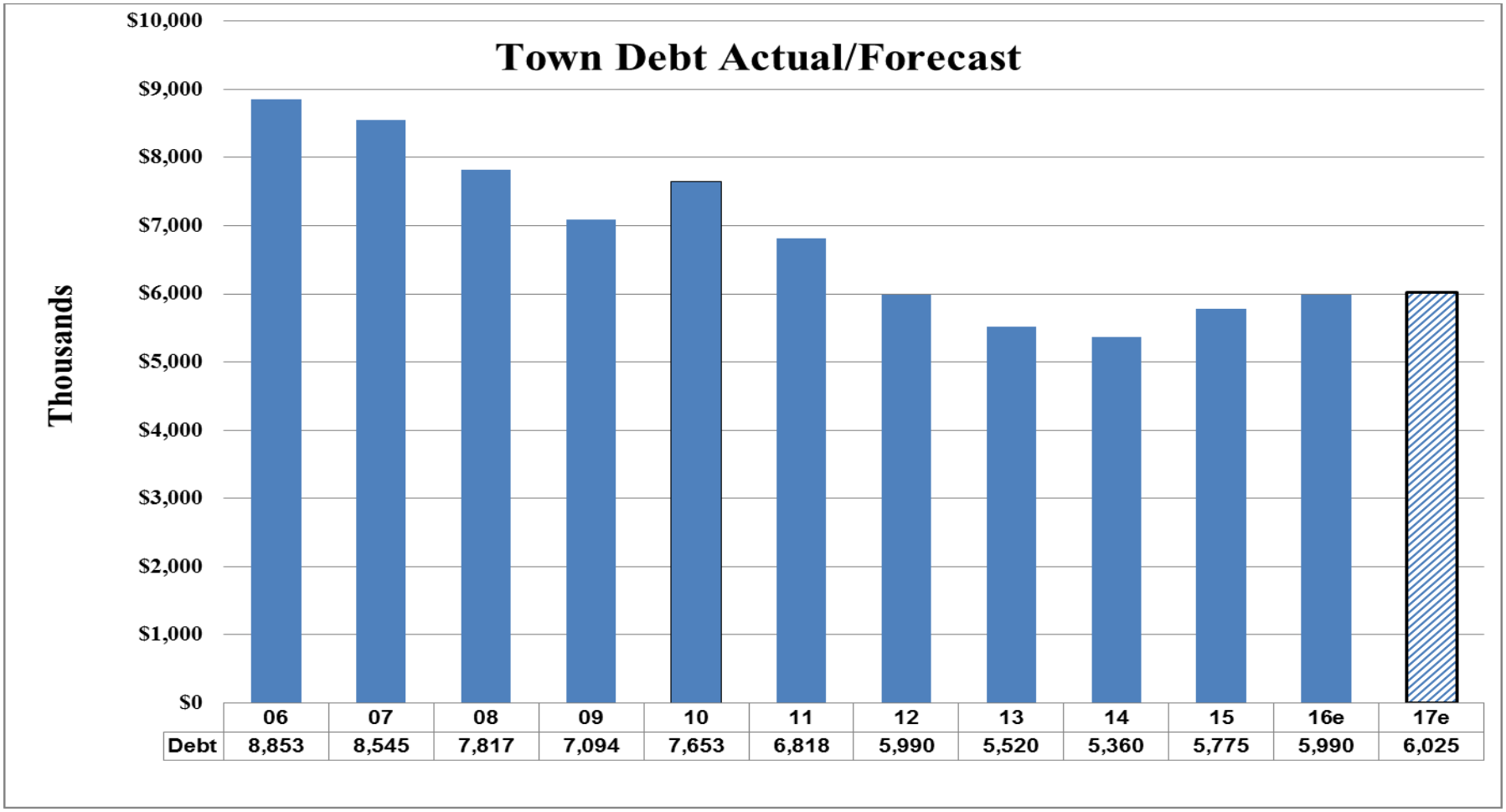
in thousands	FY2017	FY2018	FY2019
Capital Plan	$1,092	$1,283	$602
3 Year Total			$2,977

Current forecast does not include any allocations for ABRSD capital projects or possible new public safety and DPW facilities.

*** Plan includes annual $300k supplements for paving**

Town Debt

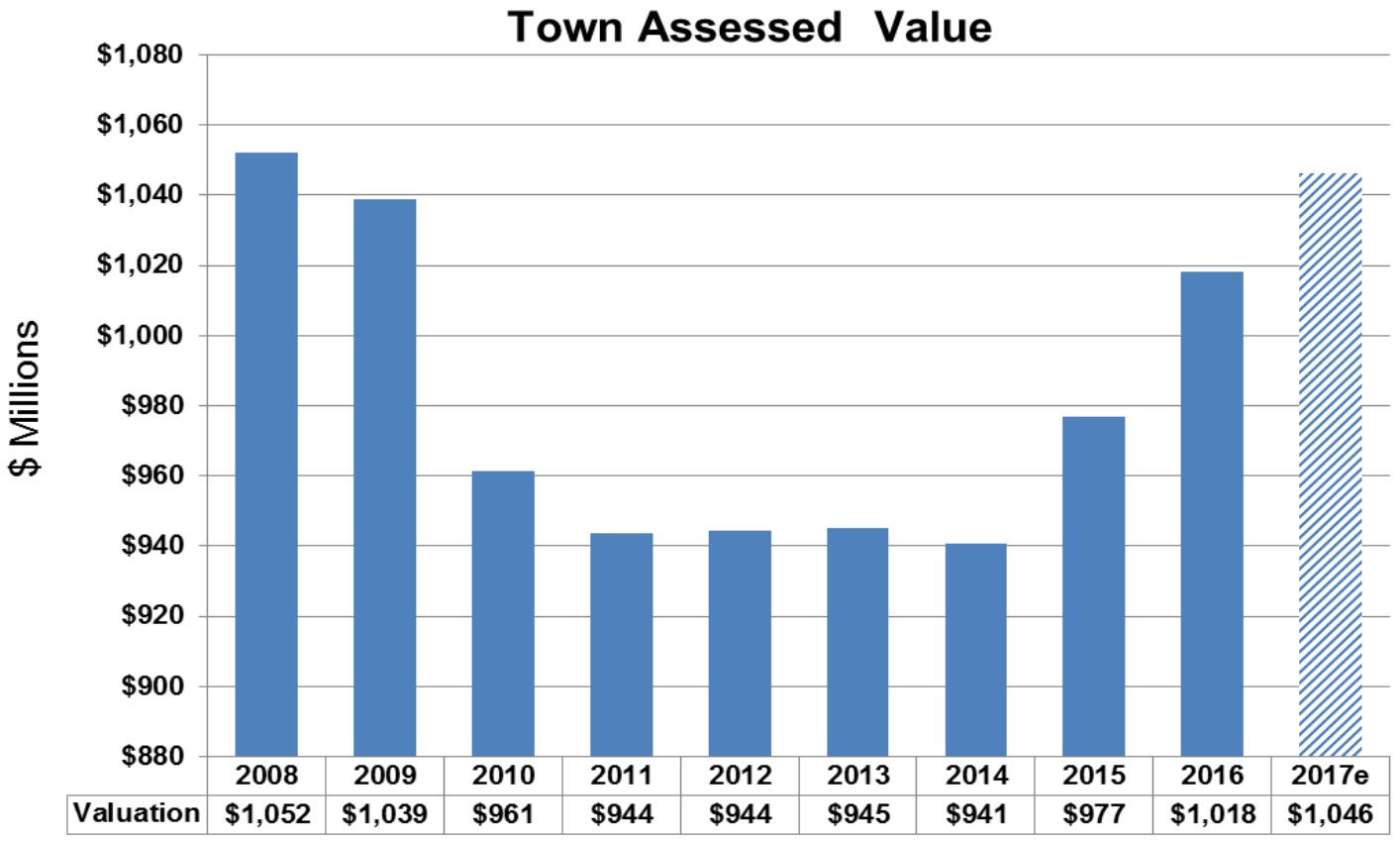
The Town maintained its AAA rating from Standard & Poor's.



	06	07	08	09	10	11	12	13	14	15	16e	17e
Debt	8,853	8,545	7,817	7,094	7,653	6,818	5,990	5,520	5,360	5,775	5,990	6,025

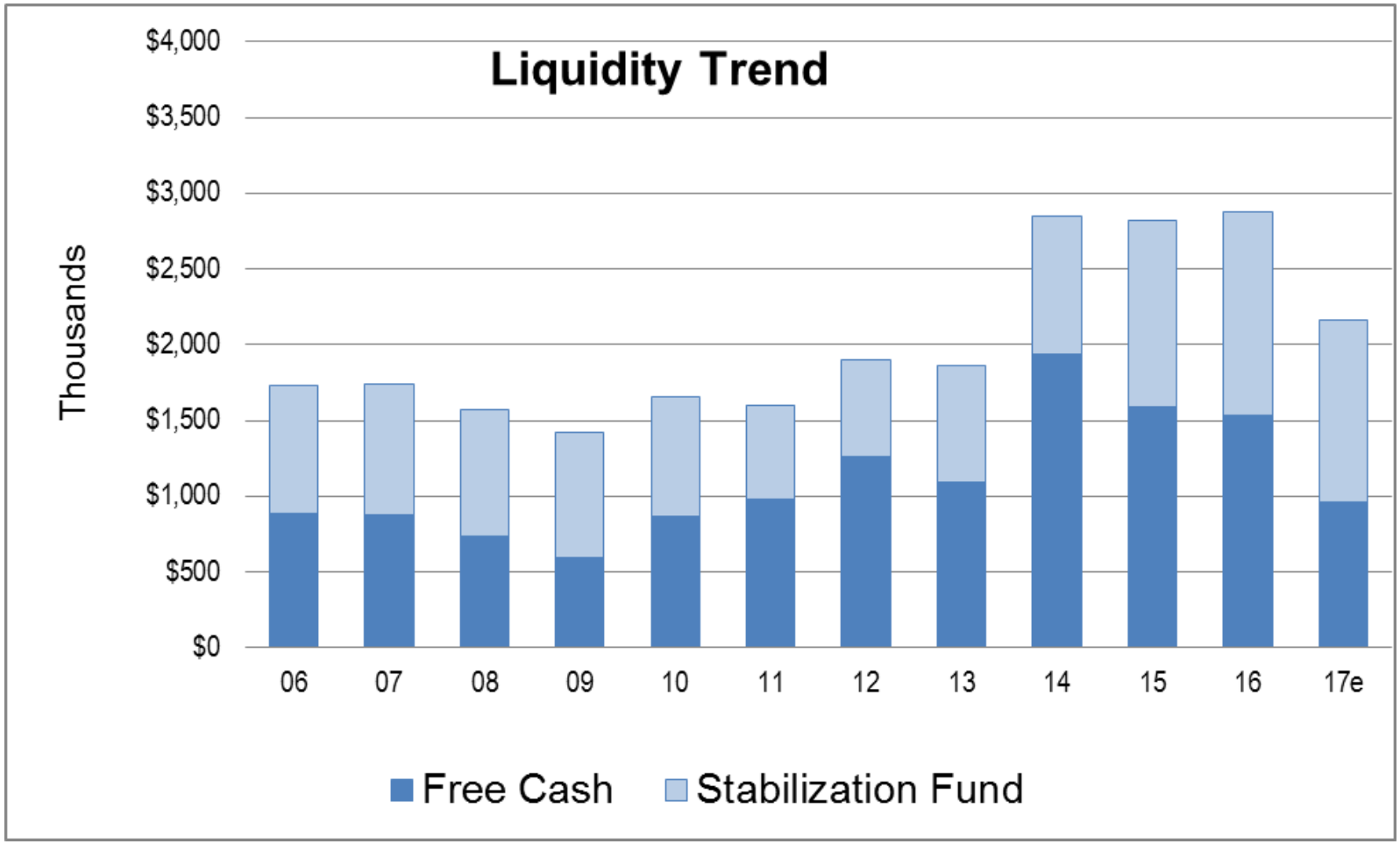
Town Assessed Valuation

Town Assessed Valuation is approaching pre-recession levels due to new development and expiration of Cisco tax breaks which were granted in 2001



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017e
Valuation	$1,052	$1,039	$961	$944	$944	$945	$941	$977	$1,018	$1,046

Town Cash Reserves



Unfunded Liabilities

Total Unfunded Liabilities = <u>$10.3 Million</u>

Defined Benefit Pension Plan

- Managed by Middlesex Retirement Board
- Unfunded liability of $7.8 Million
- Fully funded by 2030

Retiree Health Plan ("OPEB")

- Minuteman Nashoba Health Group
- $2.5 Million Unfunded Liability

Average Single Family Tax Bill

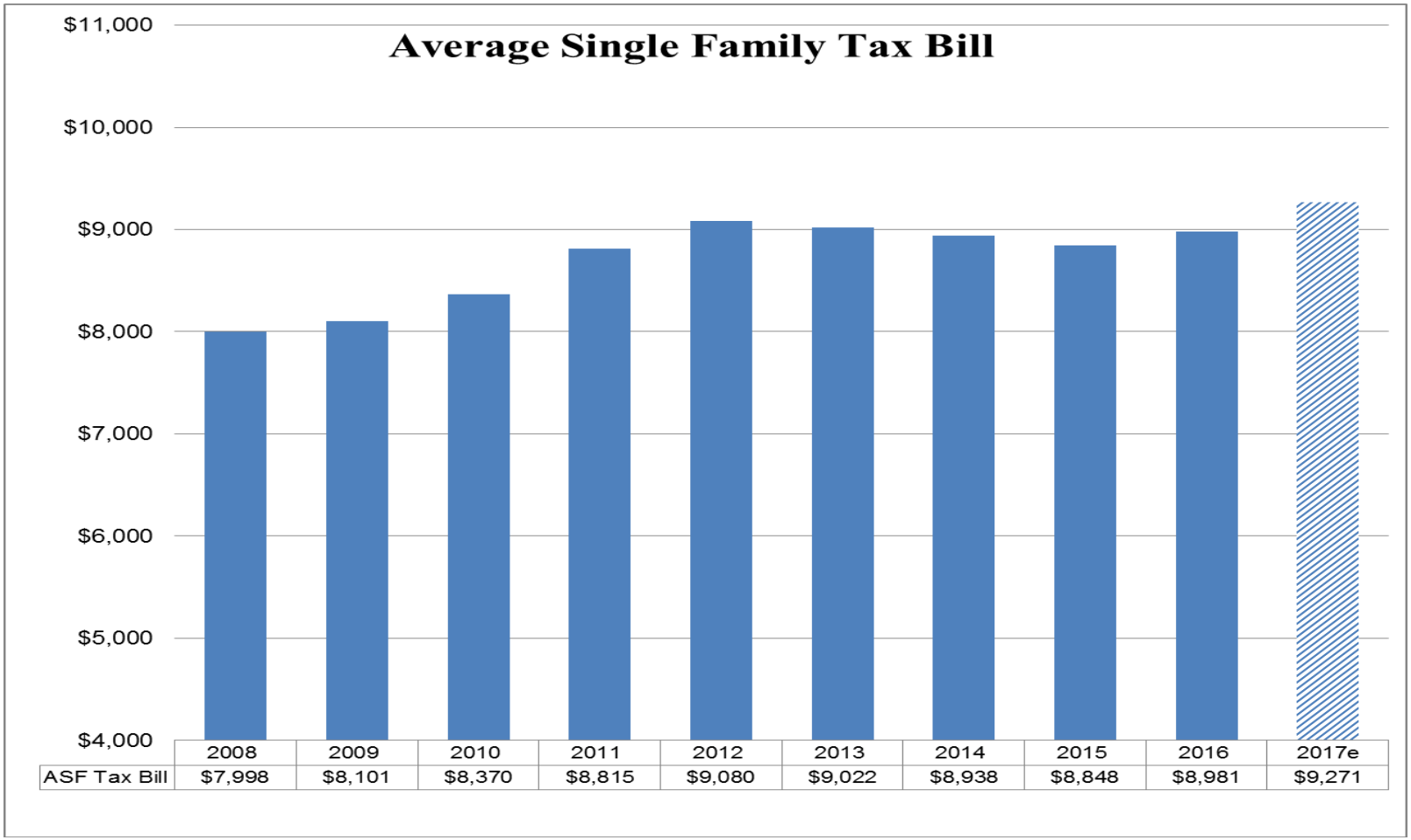
The Boston Globe

By Brenda J. Buote Globe Correspondent March 23, 2016

"No one likes to pay property taxes…The Town of just over 5,000 residents west of Boston is the only Eastern Massachusetts municipality where property tax bills for single-family homes are lower today than they were in 2012. The average bill dropped $99 — or roughly 1 percent — from $9,080 in fiscal 2012 to $8,981 this year. That's even though the average assessed value climbed 8 percent to $548,990.

Average Single Family Tax Bill

FY17 Tax Levy results in 3.2% increase in average family tax bill over FY16



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017e
ASF Tax Bill	$7,998	$8,101	$8,370	$8,815	$9,080	$9,022	$8,938	$8,848	$8,981	$9,271

Mass DOR data

Concluding Remarks

The Budget as proposed projects a Tax Increase

There is a continuing need to maintain fiscal discipline

- **Concerns:**
  - **Potential capital outflows to refurbish or replace public safety/public works infrastructure**
  - **Regionalization has reduced the discretionary budget under our direct control. As a result, we must continue to be cautious with salary and benefits.**

THANK YOU!!

Community Preservation Fund Articles

Community Preservation Fund Articles

ARTICLE 6

Community Preservation Committee

Town Meeting May 2016

Community Preservation Committee

Member Name	Role
Owen Neville	Chair, Planning Board
Dennis Reip	Vice-Chair, Conservation Committee
Rita Gibes Grossman	Clerk, At Large
Hugh Fortmiller	At Large
John Neyland	Agricultural Commission
Alan Rohwer	Historical Commission
John Rosamond	Finance Committee
Mitzi Garcia-Weil	Recreation Commission
Ron Vogel	Housing Board

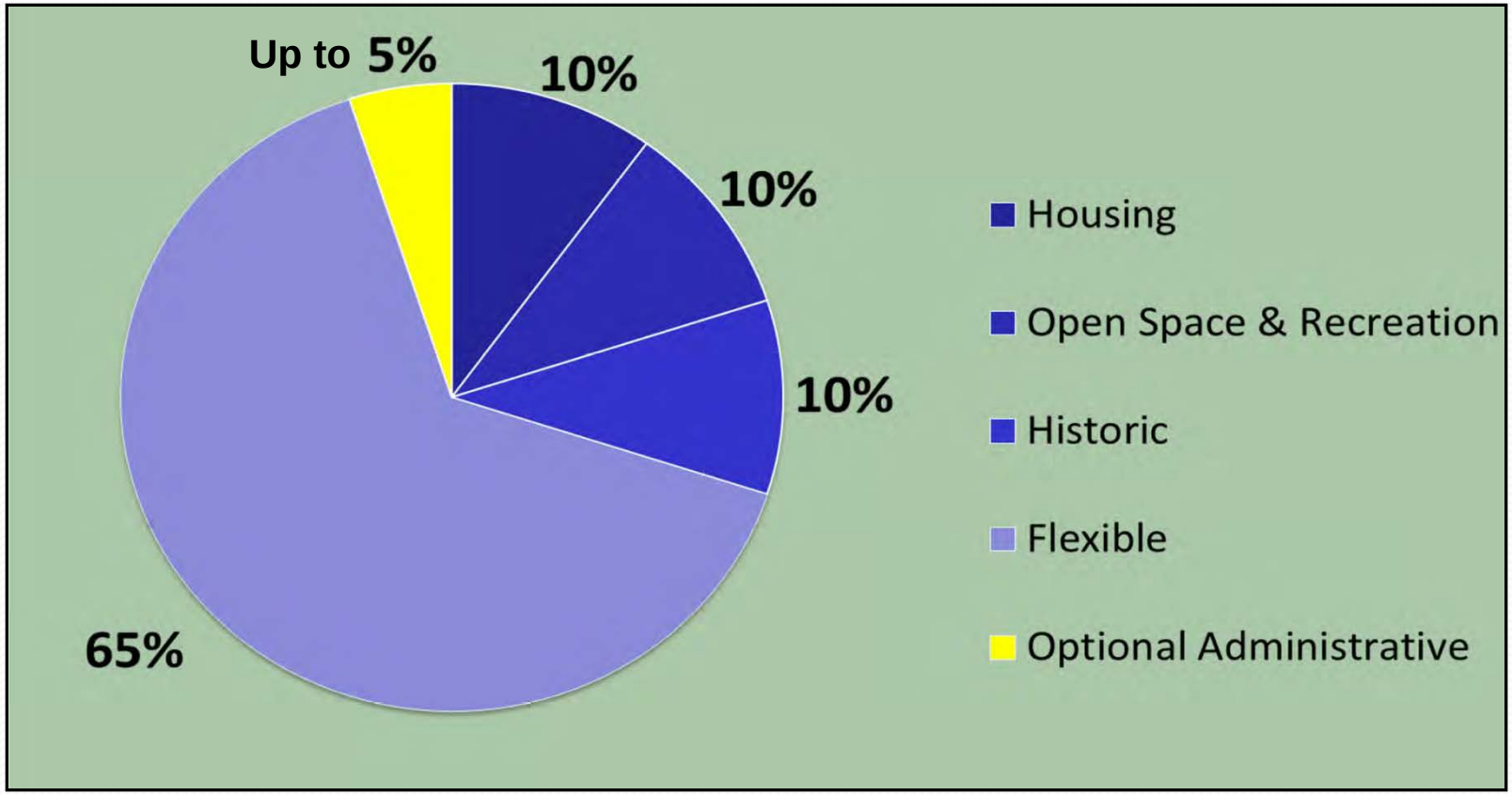
Community Preservation Act

- Community Preservation Act passed in 2014, *effective FY 2015*
- 1% surcharge on real estate tax bill
- Town received first distribution from the Commonwealth last Fall: $46,149 (29% match)

Community Preservation Committee 2015 - 2016

- Met monthly with additional meetings as needed
- Published the Town's Community Preservation Plan
- Prepared FY17 CPA budget based on anticipated revenue
- Recommended Articles 7, 8 & 9 to TM

Annual CPA Spending Requirements



CPA Fund Balance

Community Preservation Fund Balances	Amount
6/30/14*	$0
1% surcharge collected	$154,530
FY15 CP Fund Balance (6/30/15)	**$154,530**
1% surcharge collected (estimate)	$159,202
State Match (29% based on FY15)	$46,149
Less: Appropriations (TM approved May 2015)	($112,000)
Less: Administrative Costs (TM approved May 2015)	($8,000)
Estimated FY16 CP Fund Balance (6/30/16)	**$239,881**
1% surcharge collected (estimate)	$175,000
State Match (30% estimate)	$47,761
Less: Appropriations (TM Proposed May 2016)	($236,020)
Less: Administrative Costs (TM Proposed May 2016)	($8,000)
Estimated FY16 CP Fund Balance (6/30/16)	**$218,622**

* CPA passed TM May 2014 & Ballot Nov 2014; 1% surcharge on amount of property tax; State match

Town Meeting CPA Responsibilities

- Must appropriate the Town's CPA anticipated revenues each year
- Approve or reject CPC recommended projects under Articles 7, 8 and 9

Article 7A

Liberty Fields Study

Article 7a

- Recreation is requesting $5500 to complete a design study at Liberty Fields.
- Scope is to determine if a basketball and tennis court can be added.
- In direct response to resident survey conducted in 2014.

Liberty Field

100 50 0 100 Feet

N W E S

Article 7B

TJ O’Grady Skate Park

History

- TJ was a Boxborough resident, student at RJ Grey and avid skateboard enthusiast
- 2003 Town Meeting supported funding construction - defeated in override vote
- Skate park construction was achieved through private donations, grass roots fundraising and the Town of Acton tax dollars and CPA funds.
- Opened November 2005
- Located at 66 Hayward Rd
  - Abutting the grounds of ABRHS at Lower Fields
  - ½ mile from Acton Public Safety Building

Current Project

- Request will complete the funding needs of $265,000 re-design
- Planned in conjunction with lower fields project
- Final design includes:
  - Single skate bowl with varying depth
  - World Class Triangular skate course
  - Skate Plaza for novice skaters
  - Formal viewing area
  - Improved entrance and parking
  - Handicap accessible park amenities
- $40,000 request is in line with enrollment level at ABRHS

Hayward Rd
Phase 2
Phase 1
Driveway to Parking
Lower Fields
Skate Park Parking
EXISTING SKATE PARK
ROUND GRIND LEDGE
GRIND LEDGE
FLAT BAR
ROUNDED BANK
SPECTATOR SEATING
SWING GRIND LEDGE
NATURAL BIOSWALE
TURF/ BIOSWALE
SPECTATOR SEATING/ BUFFERING
SKATE PARK ENTRANCE
HANDRAIL/ BANK
SPECTATOR SEATING/ BUFFERING
NATURAL BIOSWALE
BANKED HIP TO MATCH EXISTING SKATE PARK
AMOEBA BOWL
ELEVATED TOP DECK
SPECTATOR AREA
SPECTATOR AREA
PHASE 2
PHASE 2
PHASE 1
PHASE 1
PHASE 1

Regional CPA Projects

- 2012 Legislature amended language in the law
- Encourages Regional projects through pooling resources Section 5(b)(1)
  - Creates effective collaboration
  - Positive community wide results
  - Most common in active recreation and open space preservation
- CPC Regional Success Stories
  - Gay Head Lighthouse on Martha's Vineyard
    - All 6 towns contributed CPA funds
  - Frontier Regional HS Tennis Court rehabilitation
    - 4 towns in Western Ma contributed CPA funds
  - Tennis Court restoration at Dennis-Yarmouth Regional High School
    - Both towns contributed CPA dollars
- Each of these projects were realize through regional collaboration of CPA dollars

We Are the ***B*** in

- Member of Regional School District for more than 60 years
  - Blanchard Elementary added in 2013

AB Rotary Club
AB Youth Baseball
AB Pop Warner Football and Cheer
AB Farmers Market
AB Tennis Association
AB Youth Soccer
AB Cultural Council
AB Youth Hockey
AB Relay for Life
AB Youth Lacrosse

- Shared resources with inter-municipal agreements already exist
  - COA Van – Cross Town Connect
  - Minutevan – Town of Acton
  - LELD
  - Littleton Community TV
  - Next Generation 911 (NG-911)
  - Animal Control Services – Littleton and soon to add Stow

- We collaborate with surrounding towns on most everything we do

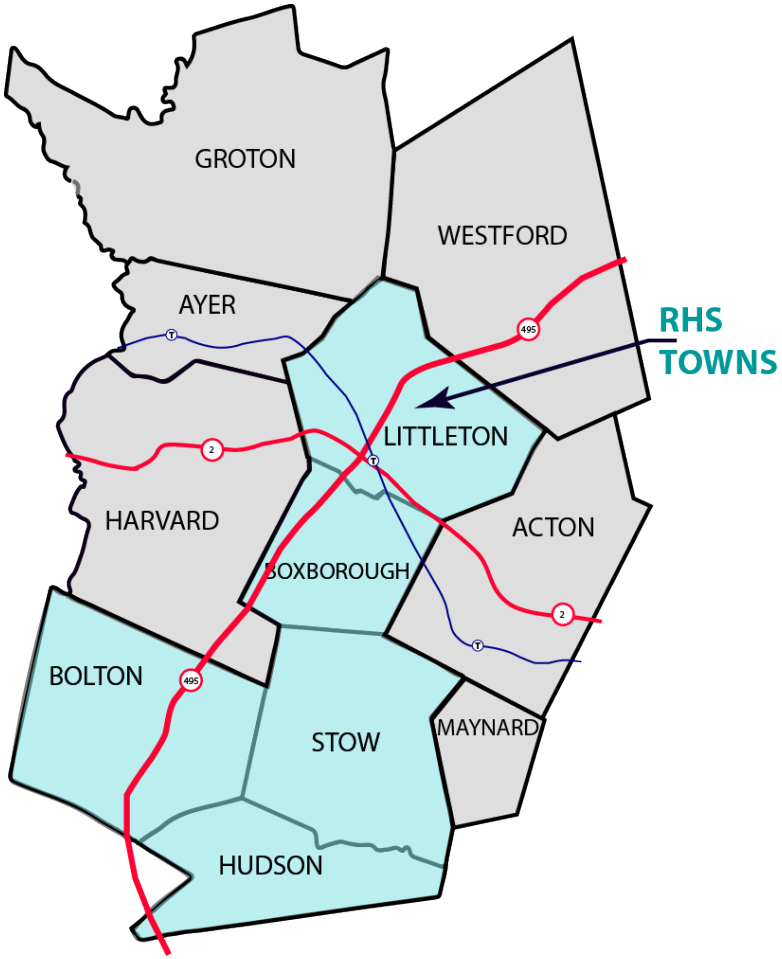
Community Preservation Fund Articles

ARTICLES 8 A & B

COMMUNITY HOUSING

Regional Housing Services (RHS) Collaboration

- RHS Collaboration
  - Involves Boxborough, Bolton, Hudson, Littleton, and Stow
  - Provides services related to the monitoring and maintenance of affordable housing
  - Services are provided by Metro West CD of Watertown, MA
- Mechanics
  - Hudson serves as lead organization
  - 2016 is final year of a three-year contract
  - Expect continuation into 2017



RHS Activities and Funding

- Activities
  - Prepared updated Housing Production Plan
  - Created a repository of project legal documents
  - Assisted Boxborough with refinancing, resales, and assessments
  - Will include assistance with Jefferson at Beaver Brook
- Funding
  - Article 8A requests $5,465 for RHS Year 3 (Calendar Year 2016)
  - Article 8B requests $6,000 for the anticipated RHS Year 4 (Calendar Year 2017)
  - Funds will be transferred to Boxborough's Affordable Housing Trust to avoid funding-cycle difficulties
  - Metro West CD's assistance in the Rental Voucher Program is separately funded under Article 8C
- The RHS Collaboration has worked well, is cost-efficient, and has significantly unburdened Administrative Staff

Community Preservation Fund Articles

ARTICLE 8 C
COMMUNITY HOUSING

Boxborough Rental Voucher Program

- *Boxborough has about 175 households in the extremely-low-income category (annual incomes less than about $24K)*
- *These households are struggling with Boxborough rent levels*
- *We propose a pilot program that will assist about six households with their rental payments so that they can stay in their homes*

Boxborough 2030: A Rural Engaged Community for All

Who We Will Help

- The Community Services Coordinator is already working with a number of Boxborough residents who would benefit from this program. They include:
  - Single parents with young children
  - Elderly and disabled households with fixed income
  - Families dealing with medical crises and job instability
  - Families enrolled in training or degree programs to increase income
  - Households currently on very long waitlists for other rental assistance programs, such as the Federal Section-8 program
  - Families with high school aged children struggling to stay in Boxborough so the children can graduate with their friends

Currently Available Assistance Programs

- Federal Section 8 and Massachusetts Rental-Assistance Programs have long waiting lists
- BRVP would require recipients to apply for all available programs
- BRVP would not endanger applicant’s standing on the waiting lists

BRVP Management

- A committee consisting of the Community Services Coordinator, a Housing Board Member, a Well-Being-Committee Member, and a Community-Preservation-Committee Member should oversee and manage the BRVP.
- Contact will be maintained with recipients throughout
- Administrative tasks will be performed by Metro West CD. These tasks will include:
  - Program development
  - Housing quality standard inspection
  - Help with eligibility determination
  - Monthly Administration (housing-assistance payment, accounting, etc.)

BRVP Selection Procedures

- Key Minimum Requirements
  - Low Income
  - Housing must be in Boxborough
  - Household must agree to monitoring by a case manager
- Key Ranking Considerations for Households Meeting Minimum Requirements
  - Boxborough residency
  - Lowness of income
  - Highest ranked households will be selected; ties will be resolved by lottery
- Benefits will continue until July 1, 2017
- Next year, BRVP will be abandoned if it doesn’t work; an expansion will be requested if it does.

Costs

CPA Funding Request	2016 -2017 Pilot Program
Direct Program Cost	$18,000
Program Development	$1,500
Housing Quality Standard Inspection	$1,500
Eligibility Determination	$1,320
Monthly Administration	$3,960
Total	$26,280

- About Six Households will be helped at $250/Month
- Much of the Administrative Costs for this Pilot Program are One-Time Costs
- Hours Budgeted for Monthly Administration are Comparable to Those of the Acton Housing Authority

SUMMARY

- HELPING LOW-INCOME ELDER AND DISABLED HOUSEHOLDS TO BE SELF-SUFFICENT IS THE RIGHT THING TO DO
- WE WILL BE HELPING RESIDENTS TO BECOME A BETTER ASSET TO BOXBOROUGH AND THE WIDER COMMUNITY

Boxborough 2030: A Rural Engaged Community for All

Backup Slides

The Problem

- The Metropolitan Area Planning Council found in their August 2015 report:
  - Nearly 24% of Boxborough households qualify by income for state and subsidized housing programs, but waiting lists are years long
  - 33% of Boxborough households pay more than 30% of their income for rent, some a lot more than 30% (i.e., are cost burdened or severely cost burdened)
- Boxborough does not have any state or federal subsidized housing communities in town to ease rent burden on low income households.

Households by HUD Income Designations

From Housing Production Plan

	ELI	VLI	LI	LI and Below
# of Households	175	115	180	470
% of Households	8.8%	5.8%	9.1%	23.7%

Boxborough Rents

- Boxborough apartments rent for $1000 to $1200/month
- *Jefferson at Beaver Brook*
  - Market-rate rents will be about $2000/month
  - Affordable rents will be about $1200/month
- A $1000/month rent is not affordable to a household with less than $40K annual income

HUD 2016 FAIR-MARKET RENTALS

Number of Bedrooms	0	1	2	3	4
Rent	$1,056	$1,261	$1,567	$1,945	$2,148

Cost Burden by Income Group in Boxborough

From Housing Production Plan

	ELI	VLI	LI	MI	HI
# of households paying more than 30% of income on housing	145	80	70	45	220
% of households paying more than 30% of income on housing	82.9%	69.8%	38.9%	28.1%	16.2%

2016 HUD INCOME LIMITS

Median Income	$98,100						
Income Limit Category	Fraction	1	2	3	4	5	6
Extremely Low (30%) Limits	30%	$20,650	$23,600	$26,550	$29,450	$31,850	$34,200
Very Low (50%) Limits	50%	$34,350	$39,250	$44,150	$49,050	$53,000	$56,900
60% Limits	60%	$41,250	$47,150	$53,050	$58,900	$63,650	$68,350
70% Limits	70%	$48,100	$55,000	$61,850	$68,700	$74,200	$79,700
Low (80%) Limits	80%	$54,950	$62,800	$70,650	$78,500	$84,800	$91,100
90% Limits	90%	$61,850	$70,650	$79,500	$88,300	$95,400	$102,450
100% Limits	100%	$68,700	$78,500	$88,300	$98,100	$105,950	$113,800
110% Limits	110%	$75,600	$86,400	$97,200	$107,950	$116,600	$125,250
120% Limits	120%	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600

BRVP MINIMUM REQUIREMENTS

- Annual Income must be less than 60% AMI
- Household must pay more than 30% of its income for housing
- Household will not pay more than 50% of its income for housing after assistance
- Current rent is less than 110% of HUD fair-market rent
- Rental housing is in Boxborough
- Landlord agrees and gives good reference
- Household agrees to monitoring and help by a case manager

Ranking Criteria

- 12 points awarded if household contains a Boxborough resident
- 6 Points awarded one or more household members attend AB Regional School System.
- 6 points if household pays more than 50% of its income for housing
- Up to 20 points awarded for extremely low income
- 6 points awarded if household contains one or more seniors (older than 60).
- 6 points if one or more household members is disabled

Administrative Costs

CPA Funding Request	2016 -2017 Pilot Program
Program Development	$1,500
Housing Quality Standard Inspection	$1,500
Eligibility Determination	$1,320
Monthly Administration (housing-assistance payment, accounting, etc.)	$3,960
Total	$8,280

Administrative Costs

- Administrative Time
  - Metro West Collaborative Development estimates 12 hours per household for our six households.
  - Acton Housing Authority annually expends about 11 hours per household for the 171 households that receive Federal and State rental assistance through them.
- We have concluded that Metro West's time estimate is reasonable.
- Other Alternatives
  - Increasing Level of Direct Assistance is inconsistent with this Pilot Program. We want to start slow.
  - Quarterly instead of monthly distribution of benefits would diminish contact with the households
  - Paying a Town employee for these tasks would not yield substantial cost savings.
  - Possible that the HQS housing inspections can be performed by the Boxborough Building Inspector.

Community Preservation Fund Articles

ARTICLE 9 A

HISTORIC RESOURCES

Conservation of Town Records

Before

After

Conservation of Town Records

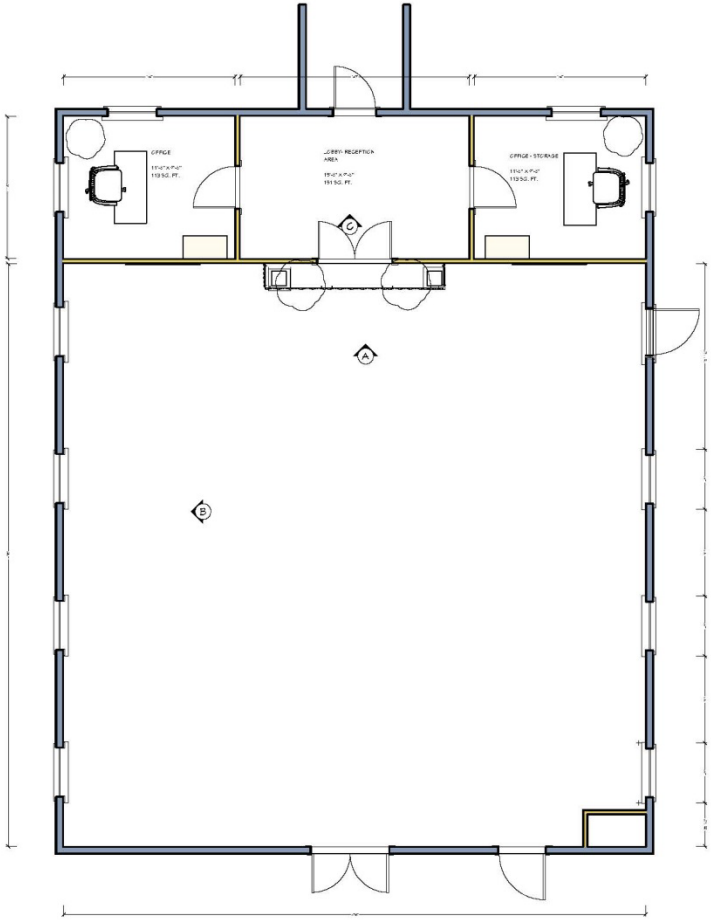
Before

After

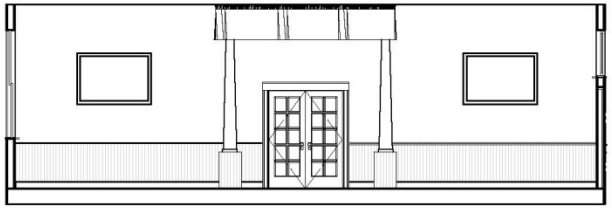
Article # 9
Item B
Town Hall
Rehabilitation of
Grange Meeting Room

The rehabilitation of the Grange Room and creation of a Foyer area will preserve & maintain the Town Hall meeting room while giving it multifaceted use.

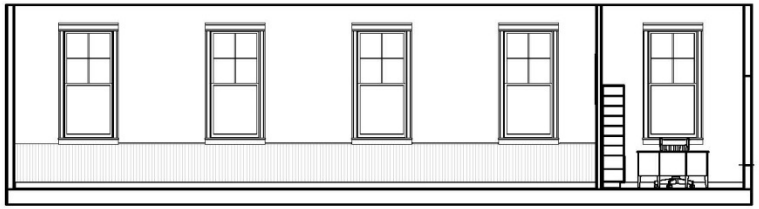
This will allow us to move into the 21st century while maintaining the Grange meeting room historic aspects.



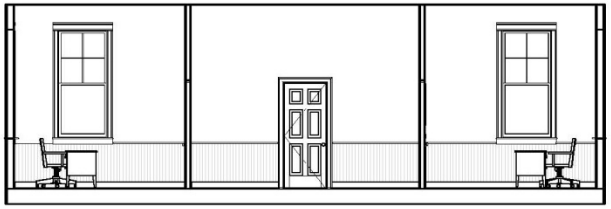
FLOOR PLAN



ELEVATION A

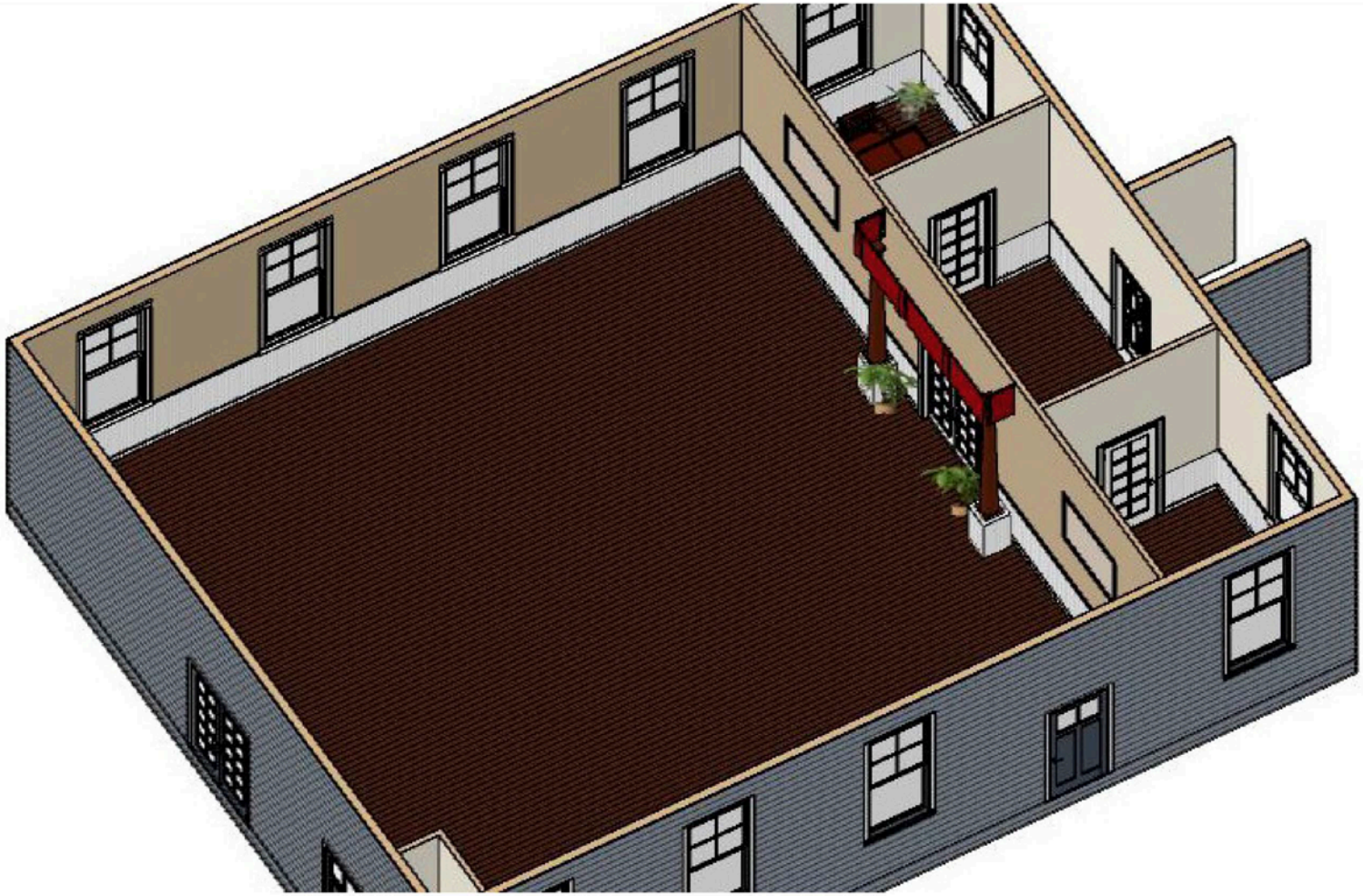


ELEVATION B



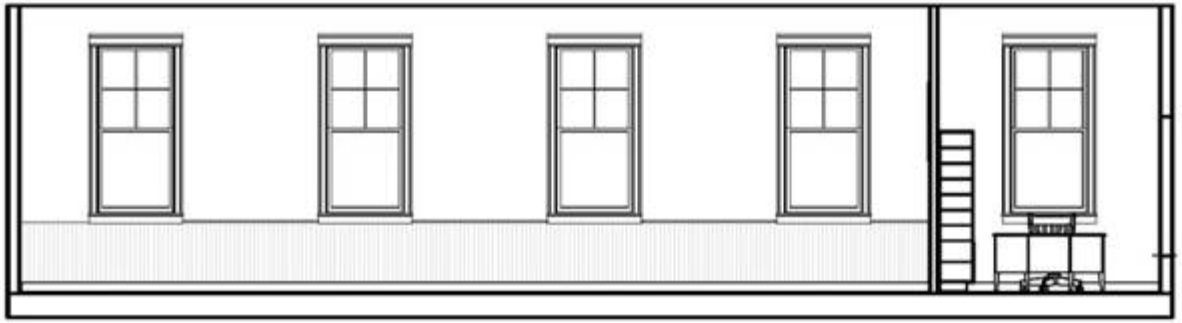
ELEVATION C

DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE	SCALE:	DATE:
GREAT SPACES, INC BOXBOROUGH, MA	TOWN OF BOXBOROUGH GRANGE HALL	FLOOR PLAN & ELEVATIONS					NTS	5/5/2015

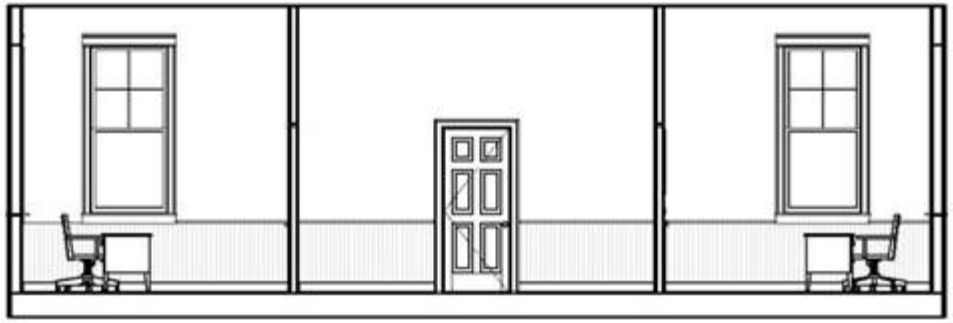


DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE	SCALE:	DATE:
GREAT SPACES, INC BOXBOROUGH, MA	TOWN OF BOXBOROUGH GRANGE HALL	BIRD'S EYE VIEW					NTS	5/5/2015

Provide two additional office/meeting spaces at Town Hall



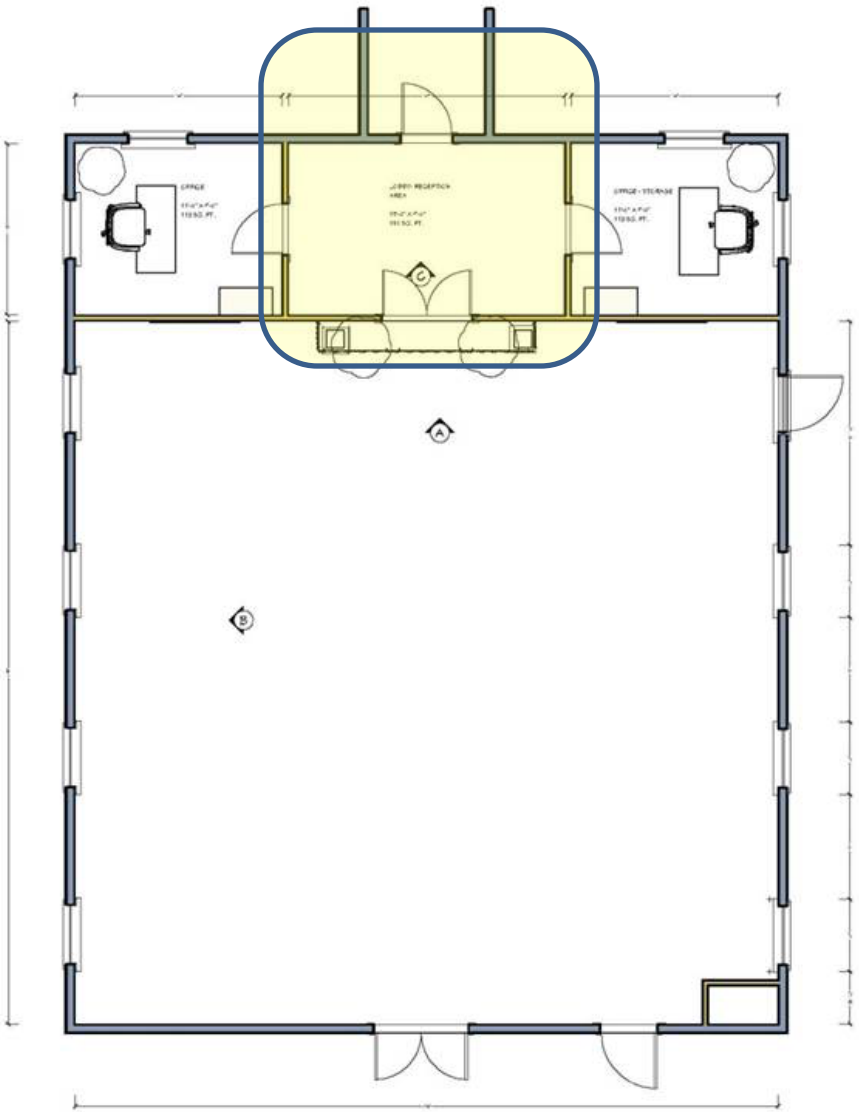
ELEVATION B



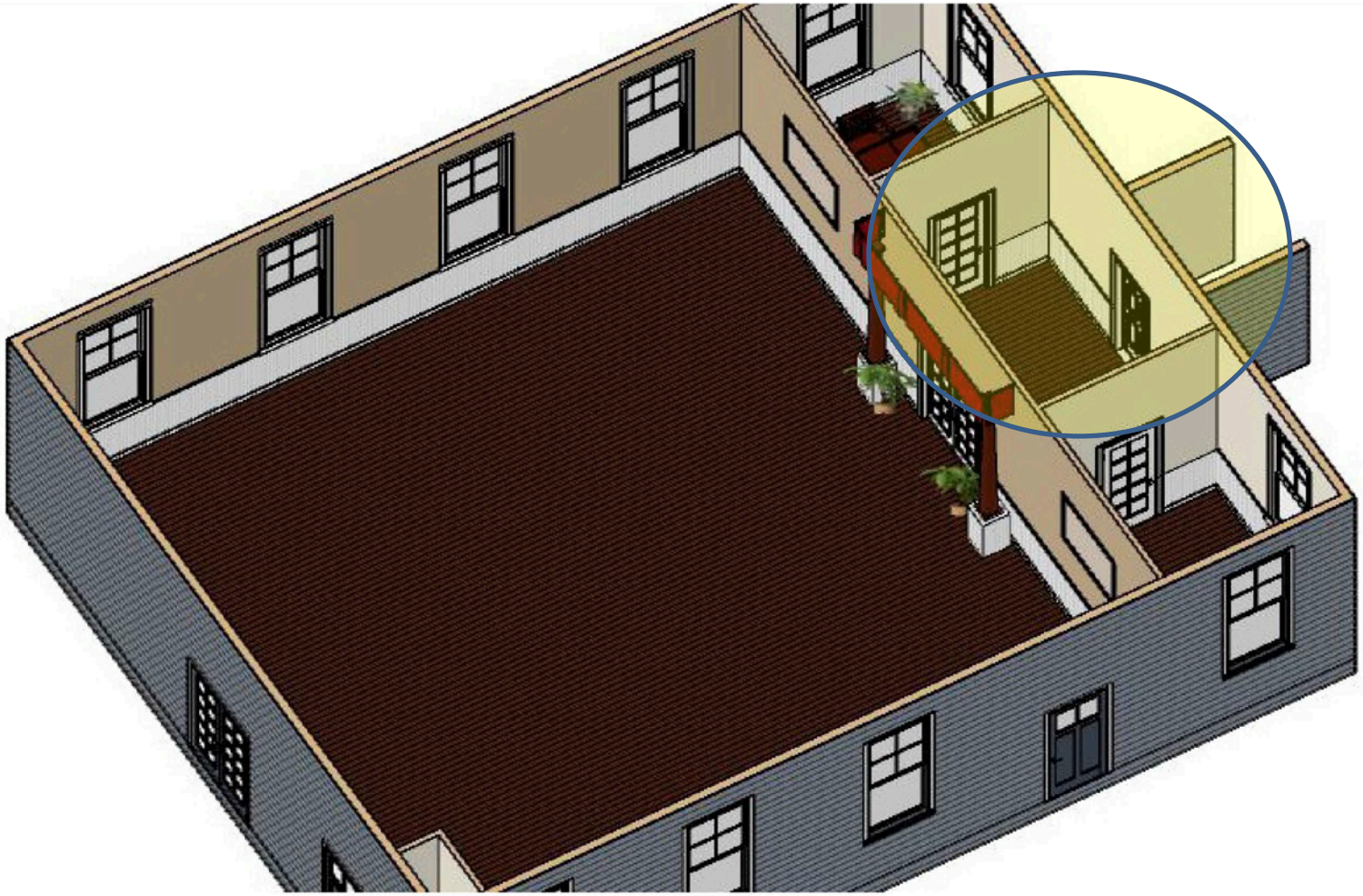
ELEVATION C

Lobby Area

Provide much needed lobby area for people to gather prior to meetings and before entering the polling/ election area.



FLOOR PLAN



DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE	SCALE:	DATE:
GREAT SPACES, INC BOXBOROUGH, MA	TOWN OF BOXBOROUGH GRANGE HALL	BIRD'S EYE VIEW					NTS	5/5/2015

Preserving the columns and the top valance of the stage for its historic presence.

There are people that would like to preserve the stage, but ….

- **The stage does not comply with ADA**
- **Currently being used for storage**

159 SWANSON ROAD
BOX #1

DRAWING PROVIDED BY	PROJECT DESCRIPTION	SHEET TITLE	NO.	DESCRIPTION	BY	DATE	SCALE	DATE
GREAT SPACES, INC BOXBOROUGH, MA	TOWN OF BOXBOROUGH GRANGE HALL	ELEVATION A - COLOR					NTS	5/5/2015

The Rehabilitation of the Grange Room and creation of a Foyer would also allow us to:

- Install audio/visual equipment for multimedia presentations.
- Install new hardwood flooring.
- Plaster ceiling, install new lighting and paint entire hall.
- Finally, install window treatments to accent renovations.

This rehabilitation would allow us to provide:

- A functional, modern and multifaceted community space.

- While maintaining the essential historic elements that make the Grange meeting room uniquely Boxborough.

EXIT

EXIT

Bedford Old Town Hall Meeting Space

Questions ?

Article # 9
Item C
Rehabilitation of Historic Town Hall Exterior Steps

Replacement of the front steps will give the Town Hall a much needed facelift along with preserving the historic entrance to the Grange Meeting Room.

The existing stairs were constructed of brick and mortar that have broken down over time, causing a hazard.

Looking from the top of the stairs, there is no delineation from one step to another; along with the fractures, this poses a life safety hazard.

The brick and mortar will be removed down to the existing substrate.

The new stairs will be constructed of granite veneer with field stone risers to complement the existing historic Town Hall.

Hand railings and guardrails will be installed to complement the stairs as well as to comply with building code.

The revitalized entry to the Grange Meeting Room will have years of lasting effect……

- Residents proud of the historic Town Hall
- Inviting entry to Grange Meeting Room
- Safe travels in and out of Town Hall
- Improved street presence

Questions ?

Article 22

HILL ROAD EASEMENT

FOR REGISTRY OF DEEDS USE ONLY

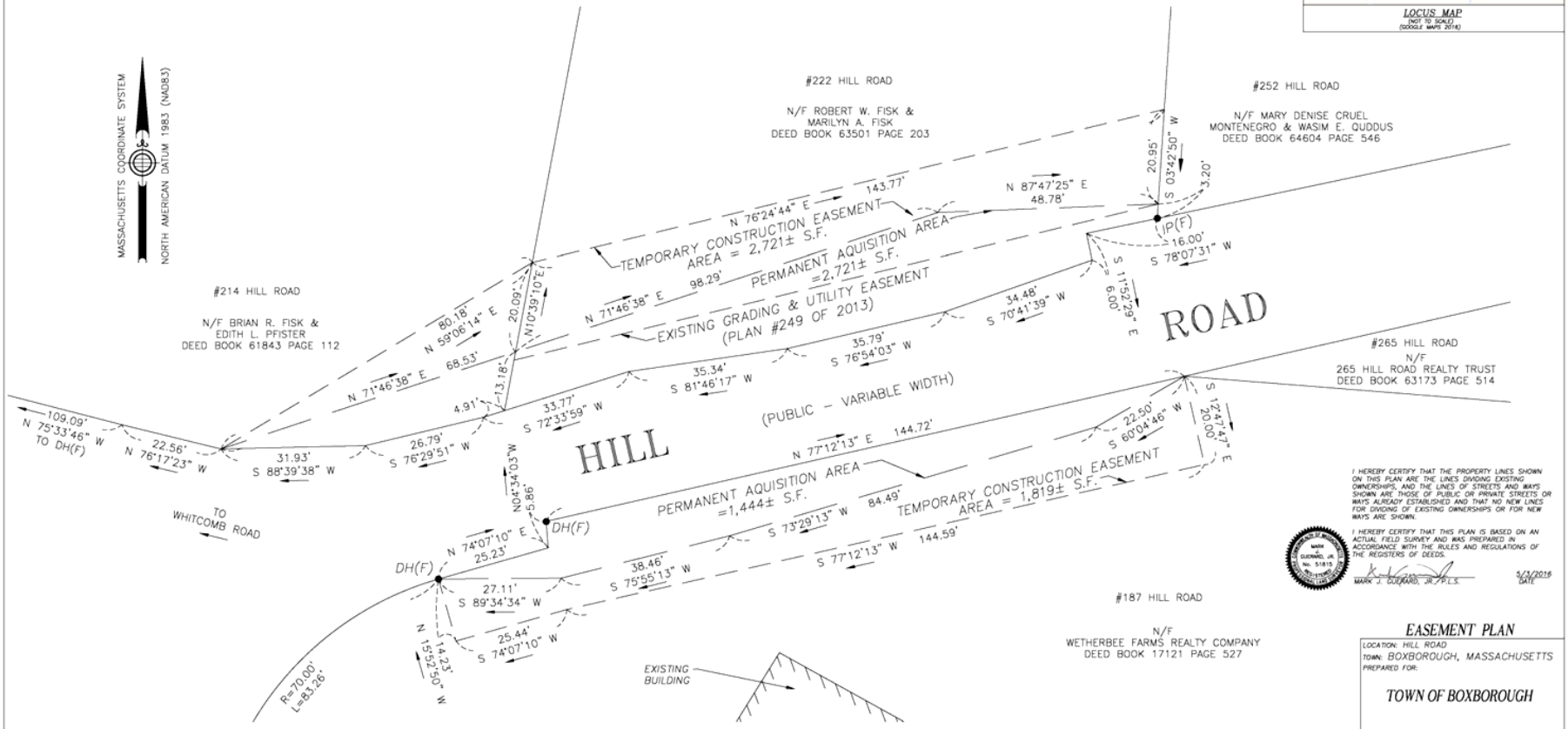
NOTES:

1. FIELD INSTRUMENT SURVEY PERFORMED IN SEPTEMBER 2015 BY PLACES ASSOCIATES, INC.
2. THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF THE PROPERTIES DEPICTED HEREON. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT ASSESSORS RECORDS.
3. SEE MIDDLESEX REGISTRY OF DEEDS FOR RECORD DOCUMENTS.

PLAN REFERENCES

PLAN #1501 OF 1948
PLAN #1163 OF 1969
PLAN #163 OF 1971
PLAN #340 OF 1974
PLAN #398 OF 1976
PLAN #1546 OF 1979
PLAN #249 OF 2013

LOCUS MAP
(NOT TO SCALE)
(GOOGLE MAPS 2016)



LEGEND

DH	DRILL HOLE
IP	IRON PIPE
(F)	FOUND

GRAPHIC SCALE: 1" = 10'

10 5 0 10 20 30 40

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVIDING OF EXISTING OWNERSHIPS OR FOR NEW WAYS ARE SHOWN.

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

MARK J. GUERARD, JR. No. 51815 LICENSED PROFESSIONAL LAND SURVEYOR

MARK J. GUERARD, JR., P.L.S. 5/3/2016 DATE

EASEMENT PLAN

LOCATION: HILL ROAD
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF BOXBOROUGH

SCALE: 1"=10' DATE: MAY 3, 2016

Places Associates, Inc.
Planning, Landscape Architecture, Civil Engineering, Surveying
256 GREAT ROAD, SUITE 4
LITTLETON, MA 01460
978.486.0334 Ph.
978.486.0447 Fax
places@placesassociates.com

PLAN No. 5150-EASE-02 PROJECT No.: 5150

ARTICLE 23
CONSERVATION TRUST FUND (CTF)

To see if the Town will vote to provide for the sum of Five Thousand Dollars ($5,000), said sum to be transferred to the Town's Conservation Trust Fund.

SUMMARY

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

- The appropriation is included in the FY2017 Proposed Capital Plan for FY2017 through FY2021 (Finance Committee Report page 5, Table 6) .

CONSERVATION TRUST FUND (CTF)

- Purchase and Capital Improvement of Land
- Expenses related to land acquisition review such as appraisals, title searches etc.
- Management, planning and improvement of conservation land.
- Monitoring Conservation Restrictions.
- Cost of preparing open space plans and maps.

THE CTF IS SEPARATE FROM OTHER CONSERVATION COMMISSION FUNDS AND DOES NOT PAY FOR:

- Routine Operations and Maintenance (Operating Budget)
- Reviewing and Protecting Wetland Resources (State and Town Fee Funds)

CURRENT CTF BALANCE AND EXPENDITURES

- Current Unencumbered Balance: $15,000.
- 2016 Appropriation: $5,000
- FY 2016 Expenditures/Encumbrances:
  - $9,000 for 10 acre land purchase.
  - $5,800 for invasive plant cutting/treatment.
  - $2,000 for 25 acre Conservation Restriction.

ANTICIPATED CTF EXPENDITURES

- Review of Land Acquisition Opportunities (appraisal, title search, engineering and land use review).
- Control of Invasive Plants.
- Monitoring of Conservation Restrictions.

APPROVAL OF CFT APPROPRIATION

- Is consistent with the Town's Capital Planning efforts and objectives.
- Provides an immediate and dedicated source of money to pay for anticipated needs.
- Avoids the need for ad hoc funding out the Town's annual operating budget.

Animal Control Vehicle

Article 30

ACO duties

- As planned, Boxborough is now providing ACO services under agreements with Littleton and Stow. Covering over 46 square miles.
- We cover normal business hours plus nights and weekends for emergencies
- The ACO is often required to respond to emergencies and incidents involving animals, besides dogs and cats. These events often occur at an emergency scene on the roadway or highway in the covered communities

Responsibilities and risks

- Town has a responsibility to provide our employees with tools and equipment for their job.
  - Vehicle is required for the ACO's job
  - Provide for safety and health of our employees.
  - Insure proper handling and well-being of animals in our custody
- Proper equipment minimizes risk and liability to both the Town and the employee.
- Use of employee's personal vehicle for Town business is <u>NOT</u> recommended by Town Counsel and our insurance provider

ACO vehicle cost

- $40k purchase price - from state list (MHQ)
  - Boxborough will recover 2/3 or $26,666 of the cost under agreements with Stow and Littleton
  - Current mileage reimbursements to the ACO will be eliminated. Over a 5 year period will fund the entire Boxborough share.
  - Vehicle lifespan estimated 8-10 years
- Used vehicle? Not a responsible option.
  - 5 year old truck with 35-40k miles would only be $7k less
  - No warranty
  - Additional maintenance with a used vehicle

Is it a police vehicle?

- The ACO vehicle is NOT a Police Cruiser
- The ACO does fall under the authority of the Police Chief, but this vehicle is not part of the police department assets or budget
- An ACO vehicle has not been included in budgets previously. We expected employee to use their personal vehicle.

Risk avoidance

- Continued use of ACO's personal vehicle exposes the town to risks that can be avoided or minimized with town vehicle:
  - Accident with a personal vehicle
  - Loss or major malfunction with a personal vehicle
  - Temporary or permanent loss of the employee

Similar ACO Vehicle

THANK YOU!

Article 36 – PUBLIC SAFETY BUILDINGS

ADDITIONAL SITE AND BUILDING DATA

Public Safety Space Needs Advisory Group
December 17, 2014 - Present

PUBLIC SAFETY FACILITY COMMITTEE MEMBERS

- Adam L. Duchesneau, Town Planner
- Nancy Fillmore, Planning Board
- Les Fox , Board of Selectmen
- James Gorman, Board of Selectmen
- David Lindberg/Gerry Noel, Building Inspector
- Maria Neyland, Citizen
- Frank Powers, Council on Aging
- Jeff Scott/ Ted Kail, Finance Committee
- Hoff Stuart, Conservation Committee
- Dilip Subramanyam, Finance Committee
- Chief Ryder, Chief White and the HKT Team

HISTORY

- May 2014 - Town Meeting approves $25k to seek professional consultant services to compile a space needs assessment
- RFQ issued – 11 Firms responded – HKT Chosen to study our buildings, needs and present a needs assessment
- December 2014 - Space Needs Advisory Group was formed to provide input, vision and direction to the project
- March 2015 Space Needs Assessment Report received
- May 2015 - Town Meeting approves $69.5k to study Public Safety schematic building designs and cost estimates
- December 2015 - Space Needs Advisory Group considers options for facilities from stand alone buildings, combined Public Safety Facility, improvements to Police and new Fire
- A majority of the committee agreed that a ***New Combined Facility*** was the most effective and responsible approach

SPACE NEEDS ASSESSED BY COMMITTEE & HKT

- Objectives
  - Meet Current Needs & Code Requirements, Redress Deficiencies
  - Provide Room for Growth ~ 15-20 Year Horizon
  - Address both Fire & Police Departments
- Detailed Functional Needs Evaluation by Chiefs & HKT
- Committee Reviewed and Cut Space to Best "Needed" Estimate
  - Combined Facility Saves Space/$$ by Sharing Functional Spaces

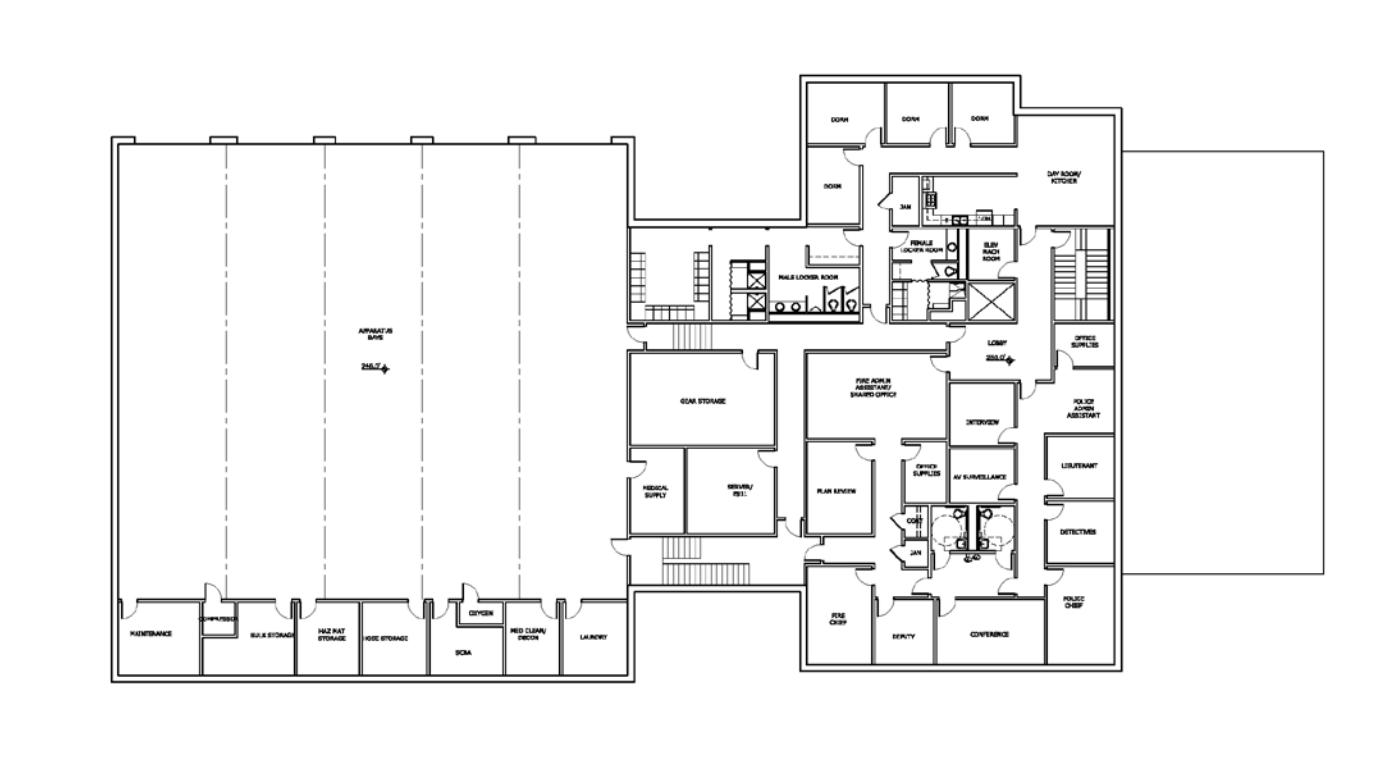
Space Category	Current Space, ft^2	Needed Space, ft^2	
		Integrated	***Split***
Police & Dispatch	4,613	10,179	15,000±
Fire	8,469	18,362	23,182±
Shared	0	6,427	0
Total	13,082	34,968	38,182

FIRST FLOOR PLAN – COMBINED FACILITY

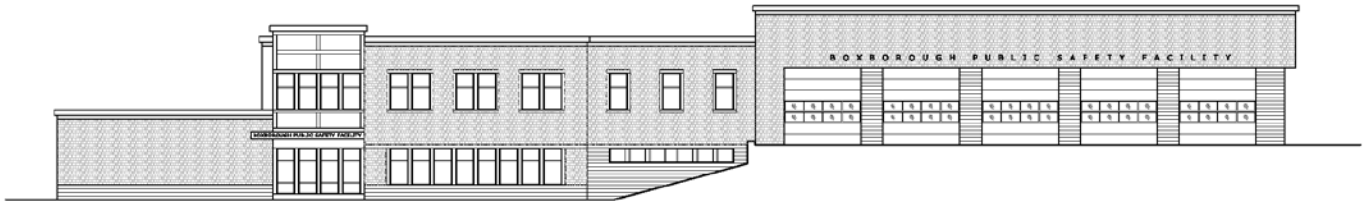
- Best of Seven Concepts Appeared to be “Swap” Police and Fire Station Locations on Current Site – Two Storey
  - Combined Facility Shares Space & Saves $$
  - No Obvious Alternative Sites (Several Considered)
  - FD Operates from Current Building During Construction, Saves $$

SECOND FLOOR PLAN – COMBINED FACILITY

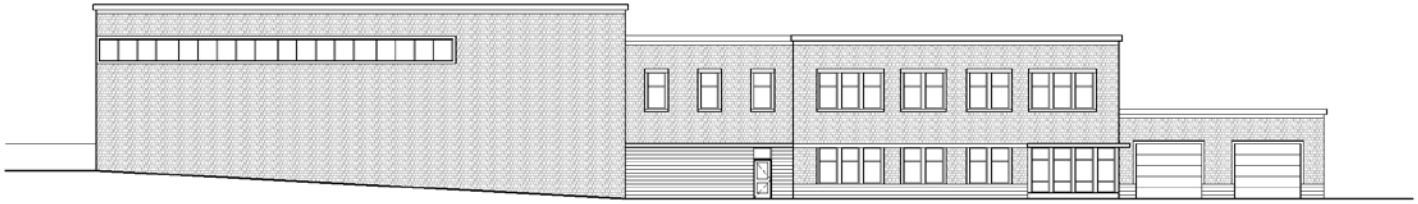
- Fire Apparatus Bays @ PD Elevation, Roll Down to Mass. Ave.
- Equipment Storage & Mechanicals Behind Apparatus Bays
- Police & Fire Personnel & Functional Spaces Share Two Storey Facility Where Current FD Building Resides



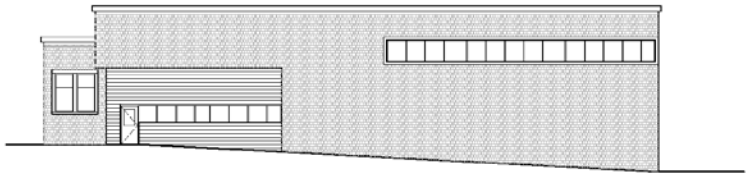
COMBINED FACILITY ELEVATIONS



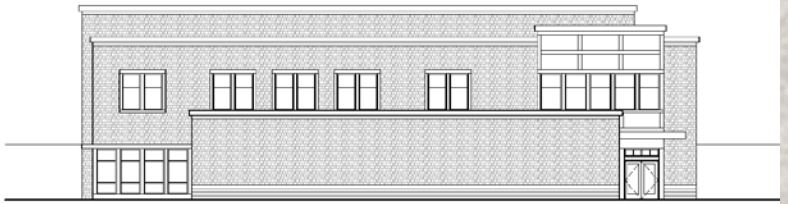
ELEV NORTH ELEVATION
1/8" = 1'-0"
4



ELEV SOUTH ELEVATION
1/8" = 1'-0"
3



ELEV WEST ELEVATION
1/8" = 1'-0"
2



ELEV EAST ELEVATION
1/8" = 1'-0"
1

COSTS DRIVEN BY SPACE & CONTINGENCIES

- Preliminary Cost Estimates for Combined Facility ~ $24 - $25 Million
- Project Unknowns Lead to Large Contingencies

Construction Hard Costs • Demolition • New construction • Site work	**58%**
Hard Cost Contingency • Borrowing/timing • Design & estimating contingency • Construction contingency	**25%**
Soft Cost • Architectural , engineering & other services fees • Permitting, legal, testing, HazMat allowance • Project management • Furnishings & equipment • Relocation cost, temporary buildings	**14%**
Town (Owner) Contingency	**3%**
Total	**100%**

OBJECTIVES FOR THIS ARTICLE

- A majority of the committee agreed that further site analysis is needed before making a Town Meeting building proposal
- Article 36 is seeking $80K for the purpose of:
  - Continuing conceptual design and costing studies ~ $10K
  - Conducting site surveys and geotechnical studies ~ $15K
  - HazMat Determination on present site ~ $ 8K
  - Delineating wetlands boundaries on present site ~ $ 8K
  - Other options for sites/buildings, Eng./Design ~ $39K
    - Inputs from comparable projects in other communities
- Focus may evolve if new insights and options are developed

Additional Work Proposed Reduces Uncertainty & Contingencies Leading to a More Cost-Effective Solution for Town

Article 50

DISCONTINUANCE OF CUNNINGHAM ROAD

FOR REGISTRY OF DEEDS USE ONLY

NOTES:

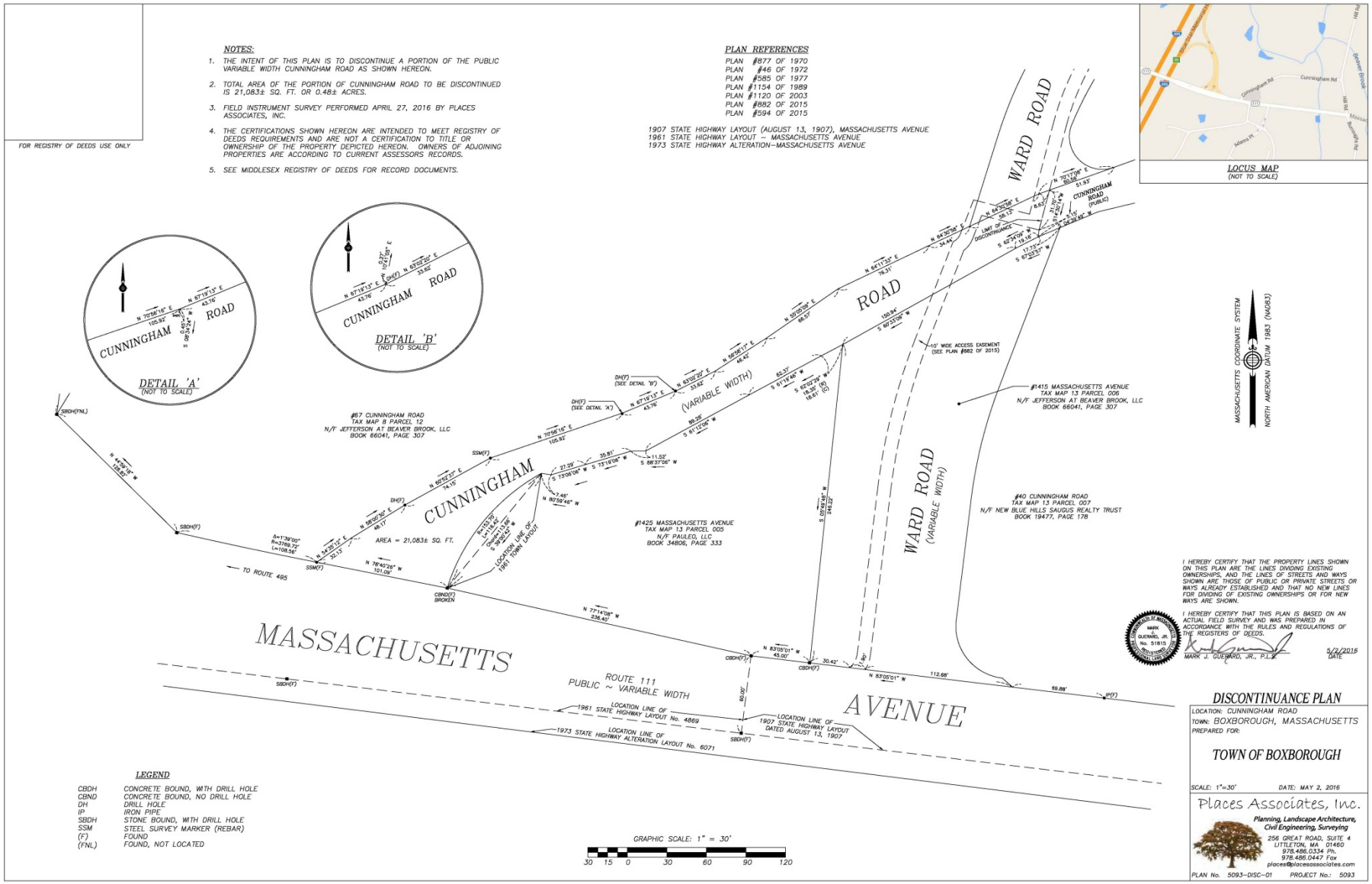
1. THE INTENT OF THIS PLAN IS TO DISCONTINUE A PORTION OF THE PUBLIC VARIABLE WIDTH CUNNINGHAM ROAD AS SHOWN HEREON.
2. TOTAL AREA OF THE PORTION OF CUNNINGHAM ROAD TO BE DISCONTINUED IS 21,083± SQ. FT. OR 0.48± ACRES.
3. FIELD INSTRUMENT SURVEY PERFORMED APRIL 27, 2016 BY PLACES ASSOCIATES, INC.
4. THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF THE PROPERTY DEPICTED HEREON. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT ASSESSORS RECORDS.
5. SEE MIDDLESEX REGISTRY OF DEEDS FOR RECORD DOCUMENTS.

PLAN REFERENCES

PLAN #877 OF 1970
PLAN #46 OF 1972
PLAN #585 OF 1977
PLAN #1154 OF 1989
PLAN #1120 OF 2003
PLAN #882 OF 2015
PLAN #594 OF 2015

1907 STATE HIGHWAY LAYOUT (AUGUST 13, 1907), MASSACHUSETTS AVENUE
1961 STATE HIGHWAY LAYOUT – MASSACHUSETTS AVENUE
1973 STATE HIGHWAY ALTERATION–MASSACHUSETTS AVENUE

LOCUS MAP
(NOT TO SCALE)



LEGEND

CBDH	CONCRETE BOUND, WITH DRILL HOLE
CBND	CONCRETE BOUND, NO DRILL HOLE
DH	DRILL HOLE
IP	IRON PIPE
SBDH	STONE BOUND, WITH DRILL HOLE
SSM	STEEL SURVEY MARKER (REBAR)
(F)	FOUND
(FNL)	FOUND, NOT LOCATED

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVIDING OF EXISTING OWNERSHIPS OR FOR NEW WAYS ARE SHOWN.

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

COMMONWEALTH OF MASSACHUSETTS MARK J. GUERARD, JR. No. 51815 PROFESSIONAL LAND SURVEYOR

MARK J. GUERARD, JR., P.L.S. 5/2/2016 DATE

DISCONTINUANCE PLAN

LOCATION: CUNNINGHAM ROAD
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF BOXBOROUGH

SCALE: 1"=30' DATE: MAY 2, 2016

Places Associates, Inc.
Planning, Landscape Architecture, Civil Engineering, Surveying
256 GREAT ROAD, SUITE 4
LITTLETON, MA 01460
978.486.0334 Ph.
978.486.0447 Fax
places@placesassociates.com

PLAN No. 5093-DISC-01 PROJECT No.: 5093