



BOARD OF SELECTMEN
Meeting Minutes
January 25, 2016

Approved: February 22, 2016

PRESENT: Vincent Amoroso, Chair; Susan Bak, Clerk; Les Fox, Member; and Jim Gorman, Member

ABSENT: Robert Stemple

ALSO PRESENT: Cheryl Mahoney, Department Assistant

Chair Amoroso called the meeting to order at 7:03 P.M. in the Boxborough Community Center.

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

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- Owen Neville, Community Preservation Committee (CPC) Chair, Owen Neville was present to discuss CPC activities and to provide updates. The CPC's Plan has been posted to their webpage along with their application forms and procedures. They first met in Jan. of 2015, continued meeting regularly and have held several public hearings pursuant to the state's CPA requirements. They have joined a resource sharing group, the Community Preservation Coalition, to help them work through the CPA process. CPC presented three projects at the 2015 Town Meeting – Steele Farm Barn renovation, Town Clerk's records preservation and Town Hall exterior repairs. The Barn repairs have been completed along with the first phase of the Town records preservation. The Town Hall's exterior work is being re-assessed. For this year, they have received 7 submissions (one was withdrawn.). There was a general discussion about the three project categories Open Space, Housing and Preservation and also the specifics of those applications submitted this year. He thanked Selectmen Bak for her active participation at their meetings. He also noted that Town Hall staff has been very helpful and supportive. At this time CPC has no plans to seek bonding for the items in their Town Meeting Article. CPC will be meeting with Town Counsel to inform them as to how the Town can access and use CPA funds. Neville further clarified that the CPC is the one that decides how to fund these submitted projects. The state's current match is at 18%.

The Board took agenda items #4(a) and #5 out of order.

MINUTES

- Member Fox moved to accept the minutes for the regular session, January 11, 2016, as revised. Seconded by Member Bak.
Approved 4-0.

SELECTMEN REPORTS

- Member Fox reported that the Master Plan Update Comm. has supposedly held its last meeting, as it has made its recommendation to the Planning Bd.; which the Planning Board is presenting tonight.
- He also reported that the proposed Stow Road RFP has been circulated to stakeholders and that special counsel has been retained to review it. He noted that the Affordable Housing Trust will be paying for the special counsel's legal fees.
- Member Fox reported that he met with Chief Ryder and conducted a brief review of FY 17 police budgets.
- Chair Amoroso reported that he had attended a Minuteman School Comm. meeting as Boxborough's Representative.

The Board took agenda items #8 (a-c) out of order.

NEW BUSINESS

- Council on Aging Chair, Frank Powers was present regarding the resignation of CoA member, Susan Page. Member Fox moved to accept with regrets the resignation of Susan Page from the Council on Aging. Seconded by Member Bak. **Approved 4-0.**
- Energy Committee Chair, Francie Nolde was present regarding the resignation of EnCom member Rebecca Morris. Chair Amoroso moved to accept with regrets the resignation of Rebecca Morris from the Energy Committee. Seconded by Member Bak. **Approved 4-0.**
- Member Gorman opened discussion on a request from the Conservation Commission for DPW assistance. This is a process put in place several years ago to request that DPW perform tasks outside of their normal work. He explained this project. In the last few years, DPW has been asked to take on more and more. Member Gorman moved to authorize the DPW use of the flail and other equipment to clear a path along the “red trail” at Hager Meadow, as shown on the Town trail maps. Seconded by Member Fox. **Approved 4-0.**
- Discussion opened on designating a polling location for the March 1st Presidential Primary Election. Historically we have held elections in the Grange Meeting Room. Though work is underway the work to replace the Town Hall chairlift may not be completed by the election and the Grange Meeting Room may therefore not be ADA Compliant. The Town Clerk has advised that she will be able to conduct this election in the Library’s Meeting Room. Chair Amoroso moved that the location for the March 1 Presidential Primary be moved to the meeting room of the Sargent Memorial Library located at 427 Massachusetts Avenue, Boxborough, MA. Seconded by Member Bak. **Approved 4-0.**

There was additional discussion on the status of the chairlift replacement project.

The Selectmen took a brief recess.

PUBLIC FORUM - BOXBOROUGH2030 (MASTER PLAN)

- The Planning Board and Board of Selectmen opened the public forum to consider the adoption and endorsement of the Town’s updated Master Plan, “Boxborough2030.” Planning Board Chair Owen Neville; Planning Board members: Master Plan Update Comm. (MPUC) Chair John Markiewicz; MPUC members; Town Planner, Adam Duchesneau, MAPC Sr. Regional Planner, Manisha Bewtra; and members of the public were present. Planning Board Chair Neville called the Planning Board to order at 7:30 PM; and turned the floor over to MPUC Chair Markiewicz. Markiewicz referred to the MPUC’s Power Point presentation. He reviewed the formation and background of this effort. The presentation addressed the MPUC’s key findings and identified needs. They also broke out priorities and aspirations. With tonight’s forum the work of the MPUC is concluded, however, the Town needs to treat the Boxborough2030 Plan as a planning tool and utilize it as a living document. There needs to be a regular review of the identified action items. The Planning Board is willing to take the lead on this effort. Markiewicz opened the floor for Planning Board and Selectmen comments and questions. There was no additional input from the Planning Board. Several Selectmen discussed the implementation component and concerns about the potential need for Town Hall support services in these efforts. The public also provided input - Comm. Preservation Comm. member Rita Grossman encouraged Boxborough2030 stakeholders, going forward, to reach-out to the CPC. Resident George Krusen was encouraged that the Plan seeks to protect our greenery. We should be aware of our carbon footprint; preserve the greenery land abutting the I-495 corridor and the 3 streams in Town. He also noted that we were part of the Nashoba Praying Village and would like to see the preservation of the Native American sites we have in Town. Markiewicz also addressed Francie Nolde’s inquiry about how revisions and changes to the Plan would be undertaken. Ms. Bewtra provided her summary of the MPUC endeavor and thanked Town Planner Duchesneau and the MPU Committee for their hard work in bringing this about. Discussion closed. Planning Board Member Nancy Fillmore moved to endorse the Town’s approved, updated Master Plan, entitled “Boxborough 2030” and the implementation process as laid out in the Plan. Seconded by Eduardo Pontoriero. **Approved unanimously**, and adjourning their meeting at 7:57 PM. Selectmen Chair Amoroso moved to endorse the Town’s approved, updated Master Plan, entitled “Boxborough 2030” and the implementation process as laid out in the Plan. Seconded by Member Fox. **Approved 4-0.**

Upon further discussion it was confirmed that the Master Plan Update Committee (MPUC)’s work is now complete. Selectmen Chair Amoroso moved dissolve MPUC. Seconded by Member Fox. **Approved 4-0.**

The Selectmen took a brief recess.

APPOINTMENTS (Continued)

- Police Chief Warren Ryder was present to discuss the proposed FY 17 Police Department and Public Safety Dispatch Dept. budgets. He had just finished reviewing his budget presentation meeting with Finance Comm. He reviewed the changes in the

Police Dept. including several retirements, a new hire and an opening yet to be filled. The Salary line is based on a two-officer shift model, contractual terms and CoLA. Overtime is increased because some officers will need additional trainings and overtime is required to back fill these vacant shifts. There was discussion regarding levels of training for special officers and the related equipment usage. There was discussion about the department's plan to acquire replacement tasers; and the Finance Comm's input regarding a bulk acquisition and a possible capital article. He has scheduled a cruiser acquisition for FY 17. He has been able to reduce both his electric and heating expenses. LELD rates have decreased and an issue with the generator has been corrected. One item that has increased is Bldg./Grounds due to an increase need for bio-hazard (sanitary) cleaning services. There are also several capital improvements that he has been pushing off in anticipation of the building project being discussed, which he detailed in a hand-out. He is working with the Finance Comm. on these items. Animal Control came under his purview this year. The Animal Control Officer (ACO) is currently using her personal vehicle, which is not best practice. He would like to acquire a Town vehicle for the ACO. There was also discussion about the IMA for Animal Control services with Littleton and Stow. There are no drastic changes to the Dispatch budget. Phones are switching to fiber so many of the communication costs will go away. There have been very few services issues since we switched vendors.

- Fire Chief Randolph White was present to discuss the proposed FY 17 Fire Department budget. Chief White advised that he just finished meeting with the Finance Comm. He has kept his budget lean for FY 17 with just a 1.81% increase overall. This includes CBA terms and CoLA. With five fully-trained FTEs, overtime has been decreased for FY 17. He explained why overtime actuals were up this year and how, by reducing call back hours to back fill, and he was able to fund other line items. He advised that in prior years, he has experienced a shortfall in the utility budget lines so he is using actuals, including these overages, going forward for FY 17. There was discussion regarding the generator repairs and the impact on electrical usage previously and going forward. He noted that the chemicals used to treat winter roadways is causing undercarriage corrosion, which affect their vehicle maintenance costs. He advised that the Brush truck will be delivered in the next few weeks and the new engine has been ordered and should be on-line this fall. He provided a handout outlining points of interest in the FY 17 budget and the two proposed articles. He outlined the rationale for creating a full-time/permanent Fire Captain position and the administrative responsibilities it would entail. This addition would be budget neutral as there is no longer a Call Deputy Chief; thus reducing Call Back hours. He will combine the Call Deputy responsibilities into this new position. The Captain would be a union position and the CBU has indicated they are happy with this proposal. The Lieutenant he is considering for this position has already taken on many of these responsibilities and should be recognized and compensated for this. This would allow the Dept. to create a succession plan and improve the command structure. It would also let personnel know that an opportunity for advancement within the Dept. is possible, thus improving morale. His other article would be to acquire a specialized 4x4 utility truck (w/power lift gate). This vehicle would address a critical need for the Dept. - the ability to respond to incidents on trails and off-road locations. It could also be used on inspections, transportation to off-site trainings, plowing public safety facilities; towing various public safety trailers garaged at the station and transporting equipment (i.e. generators, snow blowers) using the specialized lift gate. There may also be grant funds available to offset some of the fire services equipment buildout.
- There were no Citizens concerns.

OLD BUSINESS

- The Board took up discussion on the Feb. 24th Special Town Meeting; reviewing the warrant; providing input on the draft recommendations and reviewing the Moderator's proposed STM news release. They also signed the warrant. There was a review of the Special Town Meeting discussions and recommendation votes that took place at the Joint Selectmen/Finance Comm. meeting held last week. Finance Comm. will be writing the recommendation for Article 1 (Reserve Fund). The Board reviewed and provided suggested edits on Chair Amoroso's draft recommendations for Articles # 2 and #3, related to the Minuteman School District. Chair Amoroso read back revised language on the respective recommendations. It was noted that Member Stemple is not present for this vote nor when the recommendations were voted on Jan. 21st. The Board would like to give him the opportunity to vote on these recommendations at a future meeting. Member Fox moved to approve the Selectmen's Article #2 Recommendation, as revised. Seconded by Member Gorman. **Approved: 3-1 (Bak)**. Member Gorman moved to approve the Selectmen's Article #3 Recommendation, as revised. Seconded by Member Fox. **Approved: 4-0**. There was a brief discussion on the proposed STM news item. Member Fox moved to approve the Moderator's announcement of February 9, as written. Seconded by Chair Amoroso. **Approved 4-0**. The Selectmen signed the February 24th, Special Town Meeting Warrant.

ADJOURN

The meeting was adjourned at 10:00 PM

SELECTMEN'S ANNOUNCEMENTS
FEBRUARY 8, 2016

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage. <http://www.boxborough-ma.gov/board-of-selectmen>

- **A Special Town Meeting will be held on Wednesday, February 24th** (with a snow date of February 25), starting at 7 PM, at the Blanchard Memorial School. The primary purpose of this Special Town Meeting will be to vote on a new amended agreement for the Minuteman Regional Vocational School District (MRVSD), as well as to consider a vote to withdraw from the District. There will also be an article included on the warrant to consider an appropriation from Free Cash to increase the reserve fund by \$50,000. An informational session will be held at 7:00 PM tomorrow, Tuesday, February 9th (with a snow date of February 11) at the Sargent Memorial Library, 427 Mass. Ave to provide residents with a better understanding of the issues regarding the Minuteman School District related articles. The Special Town Meeting Warrant, and presentation of the Vocational Education Advisory Committee and related materials are now available on the Town's website.

- Now, as the cold weather has arrived, many people are using **fireplaces and woodstoves** to keep warm. In the last 9 weeks, the Boxborough Fire Department has responded to two fires that were attributed due to improper disposal of ashes." Please take care when using your fireplace and woodstove, and review the safety tips posted on the town's website.

- The **annual street listing/census forms** have been mailed to residents. Please review, correct as necessary, sign and return promptly to the Town Clerk. Voters not completing their census will be put on the inactive voter list. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions.

- Dog owners please note that you can now apply for your **2016 dog license** on-line. Applications have also been included in with the street census mailing and are due back to the Town Clerk by March 10th.

- **The FY 2017 budget process has begun.** The current draft budget is available on the Town's website. You are encouraged to attend Selectmen, Finance Committee, Library Trustee and A-B School Committee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- Boxborough's Annual Town Meeting will begin on Monday, May 9th at 7PM in the Blanchard School Gym.
- The Fire Department has implemented an **on-line system for issuing permits during Opening Burning Season** which runs until May 1st. Residents would go to the Fire Department's Burn Permit webpage on the day they wish to burn. Posted will be whether burning is allowed that day. If allowed, residents would follow the prompts to register for a Daily Permit. The Department's Open Burning Rules & Regulations are also posted. Alternatively, residents call the Fire Dept. at 978-264-1770 to activate a permit or for more information.
- **Construction for Jefferson at Beaver Brook development**, at the intersection of Mass. Ave. and 495, is underway. Please refer the Town's website for information on this development.
- Residents are advised that a **winter parking ban** now in effect and will run until April 1st. On-street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecast. Also, no overnight or weekend parking is allowed at any Town-owned facilities without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website or call DPW at 978-264-1790 for more information.
- **You can now apply and pay for Transfer Station Stickers and Bulk Item Disposal Vouchers on-line.** Go to the Transfer Station's webpage for more information.
 - If you are looking to **dispose of bulk items**, please consider donating your items to the local not-for-profit organization, Household Goods (HGRM) www.hgrm.org. They are happy to accept clean, functional items in good working condition. Please refer to the Transfer Station webpage or call the DPW for more information.
- Come see Boxborough's Treasures at the Boxborough Museum at 575 Middle Road from 2:00 to 4:00 PM Sunday, February 14th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss the Treasures and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.
- We invite you to explore the Town's website www.boxborough-ma.gov. Information such as the **Transportation options** available for those living or working in Boxborough has been posted on our Town website's homepage on the left-hand side under Resources.

- **The Town's Video On Demand service**, which features Board of Selectmen meetings and recordings of other public meetings, can now be viewed by the following link from the Town website's homepage on the left-hand side under Resources: **BXB-TV On Demand**, <http://bxbtv.pegcentral.com/index.php>

- Are you 18 or older with two years or more of audio/video experience and are willing to work on an as-needed basis, then **BXB-TV**, our government channel broadcast provider, is looking for you. **Qualified candidates** would assist with the filming of various Town-related meetings and events. Please submit your resume to BXB-TV Video Production Supervisor Kirby Dolak at Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460, or submit via email to kdolak@littletonma.org

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Acton-Boxborough Cultural Council (2), Conservation Commission (1), Council on Aging (2), Design Review Board (1 at-large member), Housing Board (1), Public Celebrations & Ceremonies Committee (3), Recreation Commission (1), Steele Farm Advisory Committee (3) and the Well-Being Committee has (2 at-large vacancies). Also, the Town Moderator is seeking two (2) volunteers to serve on the Finance Committee. Please consider participating on a Town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- The **Selectmen want to hear from you**, and we invite residents to contact them regarding issues of concern. The Board can be contacted via email from the link on the Selectmen's webpage.



BOARD OF SELECTMEN
Meeting Agenda
January 25, 2016
Boxborough Community Center
30 Middle Road

(January 26, 2016, if snow date is necessary, location TBD)

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Owen Neville, Community Preservation Committee (CPC) Chair, to discuss activities of the CPC, 7:05 PM
- b) Police Chief Warren Ryder, to present proposed FY 17 Police Department and Public Safety Dispatch Department budgets, 8:30 PM
- c) Fire Chief Randolph White, to present proposed FY 17 Fire Department budget, 9:15 PM
- d) Citizens concerns

4. MINUTES

- a) Regular session, January 11, 2016

ACCEPT & POF

5. SELECTMEN REPORTS

6. PUBLIC FORUM - BOXBOROUGH2030 (MASTER PLAN), 7:30 PM

The Planning Board and Board of Selectmen are jointly hosting a public forum to consider the adoption and endorsement of the Town's updated Master Plan, "Boxborough2030." Town Planner, Adam Duchesneau, Manisha Bewtra, Sr. Regional Planner, MAPC, and members of the Master Plan Update Committee will also be present

[The Planning Board will vote to adopt, then the BoS will vote to endorse the adopted Plan]

Move to endorse the Town's approved, updated Master Plan, entitled "Boxborough 2030" and the implementation process as laid out in the Plan

VOTE:

7. OLD BUSINESS

- a) Special Town Meeting – February 24, 2016 [review and vote recommendations and sign warrant]
 - i. *Move to approve the recommendations as written... as revised.*
 - ii. Sign warrant

VOTE:

8. NEW BUSINESS

- a) Resignation from Council on Aging – Susan Page

Move to accept with regrets the resignation of Susan Page from the Council on Aging

VOTE:

- b) Resignation from Energy Committee – Rebecca Morris

Move to accept with regrets the resignation of Rebecca Morris from the Energy Committee

VOTE:

- c) Request from the Conservation Commission for DPW assistance

Move to authorize the DPW use of the flail and other equipment to clear a path along the “red trail” at Hager Meadow, as shown on the Town trail maps

VOTE:

- d) March 1 Presidential Primary Election – Designation of polling location

Move that the location for the March 1 Presidential Primary be moved to the meeting room of the Sargent Memorial Library located at 427 Massachusetts Avenue, Boxborough, MA

VOTE:

[While plans for installation of the lift are moving forward (prep work has been completed and contract with lift vendor has been executed, there is not sufficient certainty that lift will be completed in time for the election. Prudent course is to move and provide the voting public with ample notice of the new polling location]

9. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN

FY17 Capital/Special Articles – ROUGH DRAFT

Police

1. Carpeting (\$7,500): Carpeting was last replaced in 2008 and on the capital plan for scheduled replacement in FY17. The carpets have been regularly maintained and cleaned however intense 24/7 traffic has worn them down past the state of repair.
2. Building Repairs and Maintenance (\$25,000):
 - a. Doors: Exterior doors are original to the building are failing as they are rusting and the hinges, shock absorbers and mechanisms are worn. The frames are out of square and jam when humid. The combination push button locks are dated and are problematic. Modern access control is needed.
 - b. Detention, Cell walls: The DPH has failed our inspection citing porous walls and rusted fixtures.
3. Building Exterior (\$12,000):
 - a. Clapboards rot and caulking
 - b. Caulking is needed around all exterior gaps to prevent insect infestation
4. Garage Doors (\$6,000):
 - a. Rails, rollers and openers are original to the building and are worn and damaged.
 - b. Doors (replaced in 2008) are worn and due for replacement.
5. Parking Lot and Walkways (\$60,000):
 - a. Original to building was passed over in 2012 when other town building done
 - b. Walkway heaves and has lifted causing trip hazards
 - c. Area around generator needs regrading as snow melt causes a hazard all winter
6. Interior lighting and access control (\$20,000):
 - a. Many of lights have failed beyond bulb replacement
 - b. Several inoperative switches need replacement
 - c. Modern Access Control is needed for security and supervision
7. Exterior Lighting (\$15,000):
 - a. Light poles original to building and rebuilt in 2008
 - b. Many not working and rotted beyond repair
 - c. Far rear of property not covered by illumination
8. Security Cameras (\$18,000)
 - a. Server over 10 years old and is past end of life (EOL '13)

- b. Low resolution/ poor quality and unable to record
 - c. Should be tied to access control
 - d. Additional cameras needed for coverage
 - i. Incl. Fire Dept doors and bays
9. Office Furniture (\$9,000):
- a. Replace two aged desks
 - b. Update report writing area with usable furniture
10. Defibrillators (\$12,000):
- a. 4 units, one is out of service 10 years old
 - b. Expected life is 5 to 7 years
 - c. Out of warranty and not serviceable
 - d. FD/EMS recommends replacement (Heart Safe Community)
11. AFIS Fingerprinting (\$28,500)
- a. Current method (ink) is antiquated and problematic.
 - b. Instant, modern method for criminal identification and forensic analysis
 - c. Firearms Licensing
 - d. Sex Offender Registrations
 - e. Staff Security checks and audits
12. Lobby/Evidence (\$25,000):
- a. Increase lobby area
 - b. Replace heating element
 - c. Add access control (ability to lock front door to create a “safe room”)
13. Firearms (\$4,800)
- a. Firearms are end of life and worn
 - b. Covert from .40 Cal to 9MM (Glock)

Animal Control

- 1. Vehicle (\$40,000)

PRIORITY	Building and Grounds	Dates Last Replaced	DOR Useful life in years	Years Overdue at year end	Notes	Cost
1	Rugs	2008	7	1	Common areas and hallways are past due	7,500
1	Repairs & Painting - interior	2010	10		Several doors that need replacing / Cell Walls	10,000
1	Electrical System - Access Control	1990	20	6	Interior lighting and access control	20,000
1	Plumbing System	1990	20	6	Replace cell fixtures	15,000
1	Front lobby / Property Room				checking on actual fixes	25,000
TOP PRIORITY BUILDING AND GROUNDS						77,500

2	Repairs & Painting - exterior	2013	5		Clapboard repairs and caulking/ Garage Doors	12,000
2	Exterior Lighting	2008			Light poles (original to building) Replaced and rebuilt several times -2008 (broken/dim)	15,000
2	Garage Door Replacement	2008			Worn rails and operating mechanisms (orig to build) - Doors and rollers are worn/damaged	6,000
2	Parking Lot and Walkways	1990	20	6	Quote /estimate for repaving received on October 2012	60,000
SECONDARY PRIORITY BUILDING AND GROUNDS						93,000

ALL BUILDING AND GROUNDS TOTAL 170,500

PRIORITY	Other Capital	Dates Last Replaced	DOR Useful life in years	Years Overdue at year end	Notes	Cost
1	Video System	2004	10	2	End of Life - not recording - poor quality	18,500
1	Police Defibrillators				End of life - not serviceable	12,000
1	Firearms Replacement				Replace dated firearms	4,800
TOP PRIORITY OTHER						35,300

2	AFIS digital finger printing system				To provide instant verification versus manual system. 300 to 600 per year (arrests, permits, licenses, registrations, security checks)	28,500
2	Copier	2006	5	5	Over DOR useful lifespan	7,000
2	Office Furniture			7-10	2 Desks and Report Writing Areas	9,000
SECONDARY PRIORITY OTHER						44,500

ALL OTHER TOTAL 79,800

COMBINIED TOTAL 250,300



BOARD OF SELECTMEN
Meeting Minutes
January 11, 2016

Approved: _____

PRESENT: Vincent Amoroso, Chair; Susan Bak, Clerk; and Les Fox, Member

ABSENT: Jim Gorman and Robert Stemple

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

Chair Amoroso called the meeting to order at 7:00 P.M. in the Boxborough Community Center.

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

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

Vocational Education Advisory Committee (VEAC) members: Brigid Bieber, Hugh Fortmiller, Gary Kushner and Anne McNeece were present to present their findings. Members of the public were also present. Chair Amoroso thanked the Comm. for all of their hard work and provided background on this effort. Member Bak, as the VEAC Chair opened with their PowerPoint presentation. She explained their mission; framework for their investigation and identified some of the resources used. They narrowed their investigation to target/profile three vocational school districts - Minuteman, Assabet and Nashoba. She provided the comparative data along with what the respective facilities offer and related the Comm. members' interactions and experiences at these schools. Chair Amoroso, provided input on the Out-of-District tuition charges - what a District is allowed to charge; new Capital contribution provision and how he anticipates Minuteman may manage charging for capital. Nashoba and Assabet have recently completed capital projects and do not have any further capital improvements planned in the near future. VEAC member McNeece addressed the feedback received from their interviews with Minuteman students, parents and alumni. Member Bak spoke to the options available to the Town and the impact of these options. Their comparison dealt with the repercussions of what happens if Boxborough - stays as a member of the Minuteman District; attempts to join another district or decides not to be part of any district; providing residents just out-of-district placement. There was discussion on the fiscal impact data; and the difference under Minuteman's current and the revised agreement. It was noted that the portion of our assessment for the AB middle school program skews the per pupil cost. It was suggested that this middle school assessment be charged directly to the AB School District. VEAC member Fortmiller spoke to the "District buy-in" information they obtained when Ayer sought to join the Nashoba Vocational District. There was discussion as to the acceptance practices of the three Districts regarding Out-of-District applicants. There was also discussion regarding the logistics and estimated fiscal impact of various transportation options regarding Out-of-District placements. It was also noted that the Selectmen would be responsible for administration of concerns related to Out-of-District Vocational placements. Member Bak reported that they were told Assabet is not interested in adding any towns to their District and Nashoba is not actively seeking new members. She further noted that joining a new district could be a protracted, onerous and an expensive undertaking. She concluded noting that VEAC determinations measured as to what is in the best interest of students and the financial impact on taxpayers. Chair Amoroso opened the discussion to the other Selectmen. It was noted that there were no interviews of students or parents in the Assabet or Nashoba Districts. It was also noted that we just don't know what will be the ultimate impact if Boxborough decides to withdraw from its current vocational school district - giving up representation in a district; and getting our students accepted as Out-of-District placements to name a few. The dilemma is quality versus cost. Chair Amoroso noted that these concerns are not taking place within vacuum. Voters are going to be asked to vote on two things in February - Amending the Minuteman District Agreement and Boxborough withdrawing from the District. He spoke to his concerns about remaining in the Minuteman District under the amended agreement - weighted voting, our current nominal enrollment and an increased assessment due to the capital project and the addition of a wealth factor into the equation. He also opined why Boxborough should support the proposed amendments, including his proposal that lets towns that want to leave, leave. A revised agreement would get the building built with the state reimbursing the District for 1/3 of the construction costs.

Minuteman's accreditation is at risk due to the condition of the current building and the proposed project would give us a state-of-the-art facility. If we don't approved the amendments it would be almost impossible to exit the District. There would be no reimbursement from the State and member towns would be responsible for 100% of all of the repair costs to maintain the existing building, with costs estimated at \$100,000,000. DESE will only approve the withdrawal if Boxborough comes up with an acceptable plan. He also provided his input regarding the comparison of the respective school districts, handing out the DESE "report card" summaries for the three targeted schools, and this data indicates that Nashoba is our best option – their test scores are higher; being just off of I-495 should result in a shorter commute and it is the cheapest. The DESE report card also shows Minuteman is the lowest ranked and it is the most expensive. Chair Amoroso noted that VEAC's data supports this. It would not be difficult to operate as an Out-of-District sending community; representation on a school committee is not that important; withdrawing is in the best interest of our students and we can always join another school district at some point in the future. Boxborough should approve the agreement and get out. Chair Amoroso opened the discussion to the public. Becky Neville noted that we agreed to weighted voting when we consolidated the Blanchard into the A-B School District, so the concern about the proposed weighted voting structure should not be a strong argument and we would still have a voice. In response to a question, Neville was advised that the VEAC was created to advise the Selectmen and had not been instructed to vote nor develop a recommendation. She suggested that recommendation from VEAC be included in warrant. Maria Neyland asked about the fiscal impact; possibly contracting (IMAs) for guaranteed spots with Assabet and Nashoba and suggested that data could be developed comparing potential debt service versus buy-in and possibly data on students that attend Nashoba or Assabet as "Choice Students." Chair Amoroso expanded on the rationale for approving the amendments in response to a question from Al Murphy. "Sandy" noted that they moved to Boxborough expressly so their son could attend Minuteman and is concerned. Chair Amoroso assured her that if her son is enrolling in 2016 he would be able to matriculate and graduate from Minuteman regardless if the Town votes to withdraw. Michael Toups noted the positives of being part of the Minuteman community and voiced several concerns including that he is dubious that we could join another district in the future and that as Out-of-District attendees Boxborough students would have limited options available to them. We would save money but at what cost. Cheryl Mahoney noted the SPED percentages, Nashoba having the smallest and Minuteman the largest at 50% +, indicated on the DESE Report cards noting its impact on the reported test scores. She also inquired about the gross transportation and the process to identify a "Preferred" school. Trina Toups advised that she was informed by a parent from Lunenburg that Assabet does not accept their students. Dave Follett suggested that it might be helpful if a comparison graph be created. It was clarified that this presentation was to inform the Selectmen and no vote would be taken tonight.

The Selectmen took a brief recess and then resumed their meeting.

- Frank Hubley of Old Harvard Rd., spoke under Citizens Concerns regarding the Public Safety Communication Update project currently under way. He has been in the communications business for 40 years. He had spoken to Chief Ryder about this project around Thanksgiving and Chief Ryder has provided him with some documentation. He has concerns about the information provided by the Chief; and the process under which this project is taking place. Hubley was asked to write out these concerns so that they can be provided to Selectman Gorman, the Police Dept. liaison, so Selectman Gorman can discuss these issues with Chief Ryder.

MINUTES

- Member Fox moved to accept the minutes for the Executive sessions of December 18, 2015 & December 21, 2015, and the Regular sessions of December 21, 2015 & December 30, 2015, all as written. Seconded by Member Bak. **Approved 3-0.**

SELECTMEN REPORTS

- Chair Amoroso reported that he continues to have communication with stakeholders from the other Minuteman communities. All have scheduled a Special Town Meeting to consider the amended agreement.
- On a related note Member Fox reported that 9 of the 13 MAGIC member towns also belong to the Minuteman School District and at a recent MAGIC meeting he opened, what turned out to be a lively discussion of the upcoming STM action to consider these amendments.

OLD BUSINESS

- There was a discussion of the Special Town Meeting; its timeline, processes and deadlines. Chair Amoroso moved to close the warrant for the Special Town Meeting to be held on February 24, 2016, with a snow date of Feb. 25th. Seconded by Member Fox. **Approved 3-0.**
- Member Fox opened discussion on the draft Request for Proposals (RFP) for the development of the 70-72 Stow Road as affordable housing. Housing Board Chair, Al Murphy was also present to answer any of the Selectmen's questions. Through the hard work of the Stow Road Development Committee and the Stow Road RFP working group they were able to develop the draft RFP provided in the packet. He outlined the process that they went through to develop this document. It has been distributed to all of the relevant stakeholders and they will now be seeking feedback. Subsequent to the groups final review of

this draft it was suggested that there are Municipal attorneys that specialize in just this type of undertaking. Such an attorney has been identified and will be approached about reviewing this RFP. The Affordable Housing Trust will be covering the cost of this consultation. Once the final RFP is published and submissions are received an ad hoc board would have to be created to review these submissions and provide the Selectmen with their recommendations. Member Fox and BHB Chair Murphy reviewed the history of this property from the Town's acquisition to the present. The Selectmen were further advised that supporting documentation related to this effort, including studies/reports and conceptual drawings are available.

NEW BUSINESS

- Member Fox moved to call the annual town meeting, to begin on Monday, May 9, 2016, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting. Seconded by Member Bak. **Approved 3-0.**
- Member Fox moved to authorize the Chairman of the Boxborough Board of Selectmen to designate Robert T. Stemple as the Town's voting delegate at the MMA and MIA Annual Meetings to be held on January 23, 2016. Seconded by Member Bak. **Approved 3-0.**
- Member Fox moved that Acting under authority granted in MGL Ch.138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2016; the population will remain at approximately 5,000. Seconded by Member Bak. **Approved 3-0.**
- The Selectmen took up a Reserve Fund Transfer for the Town Hall Lift replacement. It was noted that the reason the Selectmen had to meet here in Boxborough Community Center is because the access "chair" lift is broken so their regular meeting room is not ADA accessible. They are working to identifying an estimated completion date. The Finance Comm. has already approved this RFT. Member Fox moved to approve the transfer of \$39,000 from the Reserve Fund to Town Hall – Capital Outlay,#001-192-5820-0000, for the purpose of replacing the Town Hall vertical platform lift. Seconded by Member Bak. **Approved 3-0.**
- There were no questions or concerns regarding the initial draft of the proposed FY 2017 budget.

CONCERNS OF THE BOARD

- There was discussion on the status of the updated road improvement/paving schedule and efforts to address the poor surface conditions along the stretch of State Route 111 between the School/Library and the Acton line.

ADJOURN

- The meeting was adjourned at 9:48 PM



**BOXBOROUGH
2030**
A RURAL, ENGAGED COMMUNITY FOR ALL

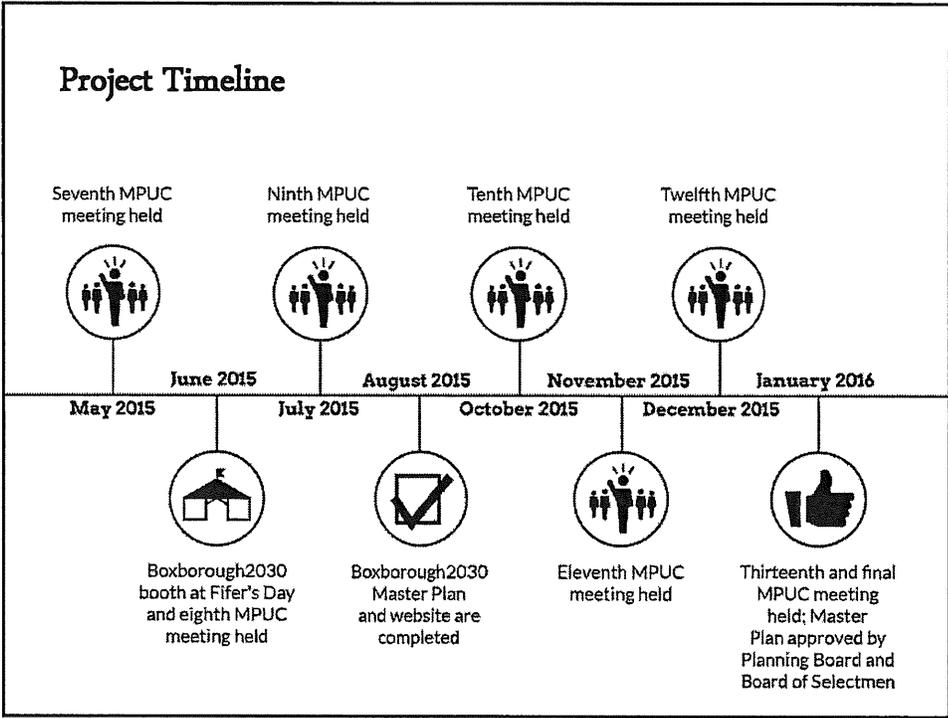
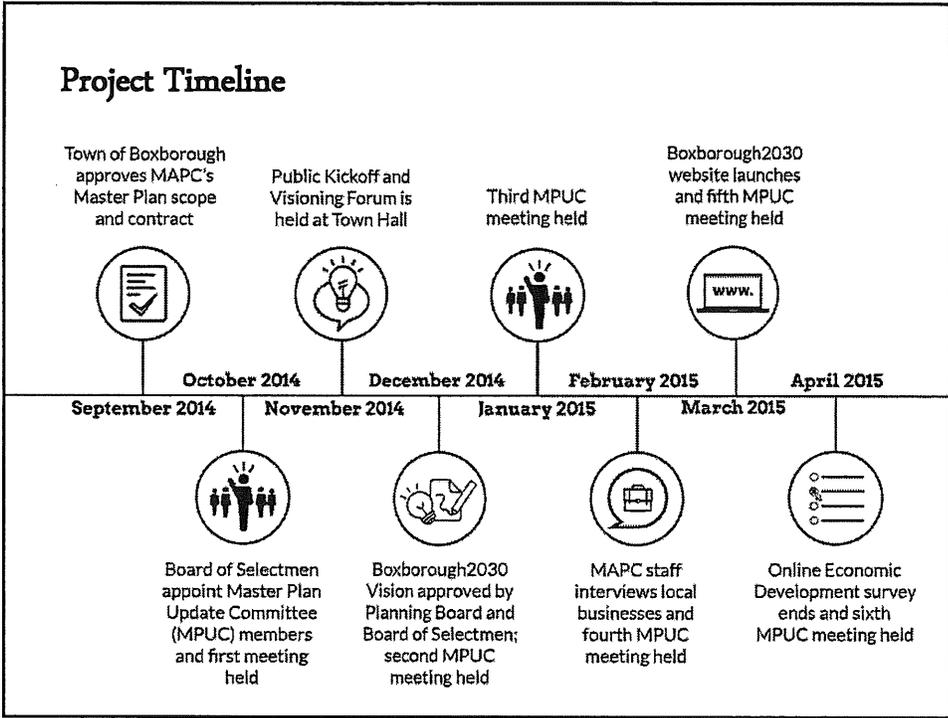
**Presentation for the Town of Boxborough
Board of Selectmen and Planning Board**

January 25, 2016

Boxborough2030 Vision

A Rural, Engaged Community for All

Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations.



Key Findings – Residents are primarily happy with the state of the town.

1. Maintain the rural character and sense of community.
2. Protect the openness of the landscape.
3. Maintain the high quality of public services, especially the school system.
4. Explore appropriate economic development.
5. Additional opportunities for community interaction (ex. events, facilities, etc.).

Aspirations: Boxborough...

1. Maintains its rural character and celebrates its heritage.
2. Is engaged and welcoming.
3. Is thoughtfully developed.
4. Provides quality services and amenities.
5. Is conscientious about consumption.
6. Is affordable and accessible.
7. Is regionally well-connected.

Top Priorities

- Encourage appropriate economic development which will improve the quality of life for residents.
- Improve local and regional transportation infrastructure and mobility, including providing designated bicycle and pedestrian travel lanes on selected Town roads.
- Plan for long-term water resource management and protection.
- Establish strategies for energy conservation and carbon footprint reduction.
- Address community needs pertaining to social services, modestly priced housing, recreational facilities, and open space for all ages.
- Explore improving municipal facilities.

Implementation Process

- By Massachusetts General Law, the Planning Board owns the plan.
- Joint Public Meetings between the Board of Selectmen and Planning Board.
- 2-3 meetings per year.
- Review critical recommended Action items.
- Responsible Boards or Committees will make recommended updates to Boxborough2030 as needed.

Acknowledgements

The Boxborough2030 Master Plan was developed by the Metropolitan Area Planning Council in partnership with the Town of Boxborough, Massachusetts. Funding for this project was provided by the Town of Boxborough and supplemented with funds from District Local Technical Assistance.

Town of Boxborough

Town Planner

Adam Duchesneau, AICP

Master Plan Update Committee

Voting Members

John Markiewicz, Chair, Planning Board Member
Leslie Fox, Vice Chair, Board of Selectmen Member
Marie Cannon, PE, Board of Health Chair
Bryon Clemence, PE, Agricultural Commission Member
David Follett, Conservation Commission Member
Mitzi Garcia-Weil, Recreation Commission Treasurer
Rebecca Morris, Energy Committee Member
R. Allen Murphy, Housing Board Member
Frank Powers, Council on Aging Chair

Ex-Officios

Steve Ballard, Esq., Finance Committee Member
Dmitry Bykhovsky, Owner of AlphaCars
Tom Garmon, Department of Public Works Director
Kevin Mahoney, Historical Commission Member
Maria Neyland, School Committee Chair
Warren B. Ryder, Chief of Police
Randolph T. White, Fire Chief
Selina Shaw, Town Administrator

Metropolitan Area Planning Council

Manisha Gadia Bewtra, AICP, Project Manager
Christine Madore
Emma Schnur
Jessica Robertson
Ani Krishnan
Eliza Wallace, PhD
Tim Reardon
Armin Akhavahn
Lydia Osborne
Mark Racicot
Jennifer Raitt
Tanya Paglia
Ralph Willmer, FAICP
Joan Blaustein
Amanda Linehan
Karen Adelman

Virtual Towns and Schools

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MBTA

BOXBOROUGH 2030

A RURAL, ENGAGED COMMUNITY FOR ALL

www.boxborough-ma.gov/boxborough2030



A Master Plan for the Town of Boxborough, Massachusetts

Prepared by the Metropolitan Area Planning Council
Adopted January 2016



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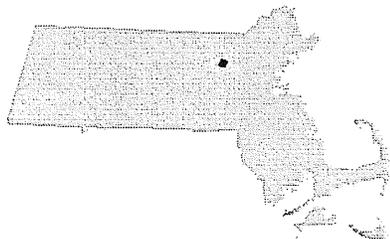
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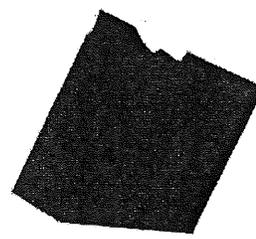
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Massachusetts



MAPC Region



Boxborough

A Letter from Your Town Planner

Dear Boxborough Community Members,

After more than a year in the making, the Town of Boxborough will embark on the next decade guided by Boxborough2030, a visionary Master Plan aimed to maintain the town's traditional values as a rural, engaged community for all. This sentiment was voiced by you, the community, in the public forums, meetings, and surveys conducted during the Master Plan Update process. Throughout the process residents, property owners, and business owners assisted the Master Plan Update Committee, Town staff, and the Metropolitan Area Planning Council in identifying not just the community's strengths and opportunities, but also its weaknesses and potential threats, to develop a plan to capitalize on town assets and address potential future challenges.

It is easy for a well-rounded community such as Boxborough to simply sit on its laurels and enjoy the lifestyle which is currently being provided, but without a plan for the future and public involvement, the preferred quality of life will not last. Change is inevitable in every community and if we want to keep Boxborough the way it is, we have to plan for its future to maintain the aspects of the town which make it the rural, engaged community that we all enjoy. Boxborough2030 not only speaks to preserving the town's rural landscape, educational system, and conservation lands, but it also addresses many other topics which are less often contemplated such as housing, economic enhancement, energy efficiency, and transportation. All of these items greatly impact the way we live, but they are often overlooked as simple background aspects of a community when in actuality they are the factors that directly determine its quality of life.

Boxborough2030 is not the end of the process, or even the beginning of the end of the process. It is the end of the beginning for the future of Boxborough. It is a plan in which you, the community, have realized where the town is positioned today on a variety of town-wide issues and where you want the community to be on these issues in 10 to 15 years. However, in order to get there and maintain the quality of life the town currently enjoys, continued public involvement on all of these issues is needed. Boxborough2030 can easily be viewed as the heart of the community, the basis from which all initiatives should spawn and be consistent, and your involvement is the critical next step to its success and fulfillment.



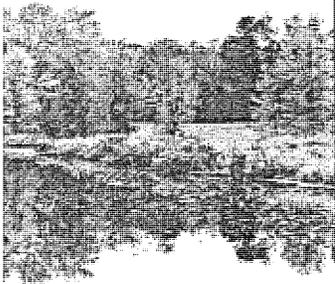
Adam L. Duchesneau, AICP
Town Planner





Executive Summary

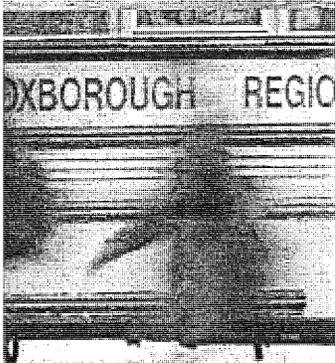
Boxborough's Vision: A Rural, Engaged Community for All
Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations.



The Boxborough2030 Master Plan provides an excellent opportunity for our town to develop a long-term vision for the community and to create steps for implementing this vision. The last Master Plan for Boxborough was completed in January of 2002. After 13 years it was time to update it. Town staff, the Master Plan Update Committee (MPUC), and the Metropolitan Area Planning Council (MAPC) have produced an updated Master Plan for the Town entitled Boxborough2030. This updated Master Plan will serve as Boxborough's planning guide for the Town over the next fifteen years, through 2030. Moreover, it will help Boxborough achieve and maintain its vision of "A Rural, Engaged Community for All."

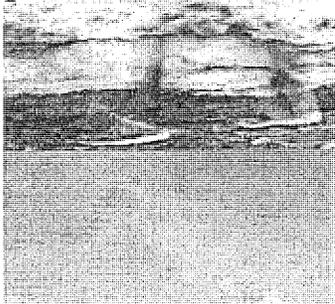


Through public outreach and community sensing throughout the Boxborough2030 process, the MPUC learned that residents are mostly happy with the state of the town. Key elements of a Master Plan vision developed in 2009 were confirmed and found to still be valid today:



- Keep the small-town, rural atmosphere and maintain our character and sense of community;
- Protect the openness of the landscape and quality of environmental resources;
- Maintain the high quality of public services and the school system.

These persistent values are embodied in the succinct vision adopted for Boxborough2030, which has been organized around a set of high level community aspirations.



During community sensing and outreach, a few themes and suggestions consistently emerged. The community takes great pride in the excellent Acton-Boxborough Regional School system. In June 2013, Town Meeting voted to join Boxborough's Blanchard School to the region which now includes grades K through 12. Support for education and youth recreational needs continues unabated. Most often, we heard that people feel strongly about maintaining the rural quality of the town. Residents are passionate about our protected lands, trails, and natural resources; we would like bikeways on selected roads; we should consider new recreational facilities for all. There were differing opinions about the need to attract more commercial development, but the consensus is that development which enhances quality of life is more important than the pursuit of commercial tax revenue. All suggestions from community members were taken into account as we developed this plan.



The most significant planning guidance embodied in Boxborough2030 for potential future action can be summarized as follows:

- Encourage economic development which will improve the quality of life for residents, such as supporting development of a village-like area with restaurants, pubs, shops, fitness and health services, and other amenities. Economic development should not be pursued simply to increase the commercial tax base.

- Increase transportation infrastructure and mobility, including providing designated bicycle and pedestrian travel lanes on selected Town roads.
- Plan for long-term water resource management and protection.
- Establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency.
- Address community needs pertaining to social services, modestly priced housing, recreational facilities, and open space for all ages.
- Explore improving municipal facilities.

Boxborough2030 is meant to be a living planning tool, not a dusty document filed on a shelf. To this end, we have adopted a new approach to implementation. The Board of Selectmen and Planning Board will regularly host a joint status review of the plan where all stakeholders, boards and committees, and residents can participate. The town boards and committees will carry out the tactical work within their purview. It is intended and hoped this collaborative review process will facilitate the kind of complex cross-organizational activities that promote the vision and key strategies.

The full plan, detailing over a year of research about Boxborough's existing conditions, a critical community engagement process, and in-depth recommendations with implementation steps is available online at www.boxborough-ma.gov/boxborough2030. Boxborough2030's website serves as an excellent repository of information about the town and is meant to be accessible and interactive for those interested in learning more about Boxborough, the Town's master planning process, and the recommendations for meeting the Boxborough2030 Vision. The website is intended to be actively used as Town staff, boards, and commissions work to implement the plan over the next fifteen years.

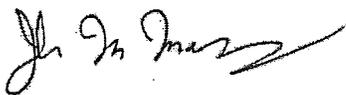
The Town would like to thank the Master Plan Update Committee members as follows who devoted countless hours of time and energy to help to create Boxborough2030:

Voting Members

- Marie Cannon, Board of Health
- Bryon Clemence, Agricultural Commission
- David Follett, Conservation Commission
- Les Fox, Board of Selectmen
- Mitzi Garcia-Weil, Recreation Commission
- John Markiewicz, Planning Board
- Rebecca Morris, Energy Committee
- Al Murphy, Housing Board
- Frank Powers, Council on Aging

Ex-Officio Members

- Steven Ballard, Finance Committee
- Dmitry Bykhovsky, Local Business Owner
- Adam Duchesneau, Town Planner
- Tom Garmon, Public Works Director
- Kevin Mahoney, Historical Commission
- Maria Neyland, School Committee
- Warren Ryder, Police Chief
- Randolph White, Fire Chief
- Selina Shaw, Town Administrator

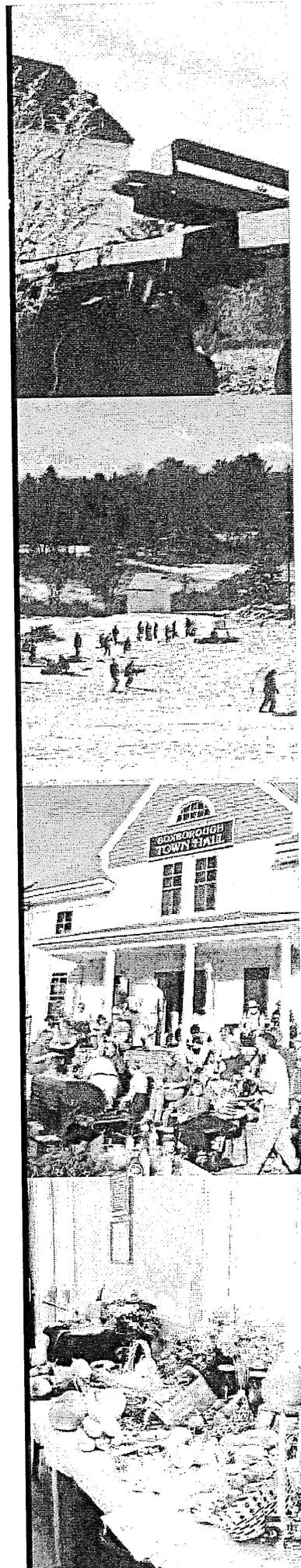


John Markiewicz
MPUC Chair



Les Fox
MPUC Vice Chair

To get involved with the implementation of Boxborough2030, please participate in the public status reviews or contact Town Planner Adam Duchesneau, AICP at ADuchesneau@Boxborough-MA.gov or 978-264-1723. We look forward to your interest and involvement with making Boxborough2030 a reality.



PROJECT



Town of Boxborough
approves MAPC's
Master Plan scope
and contract

Public Kickoff and
Visioning Forum is
held at Town Hall

Third MPUC
meeting held

Boxborough2030
website launches
and fifth MPUC
meeting held



October 2014

December 2014

February 2015

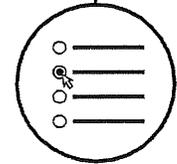
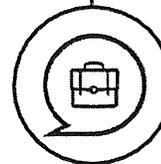
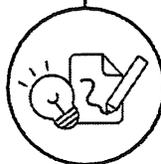
April 2015

September 2014

November 2014

January 2015

March 2015



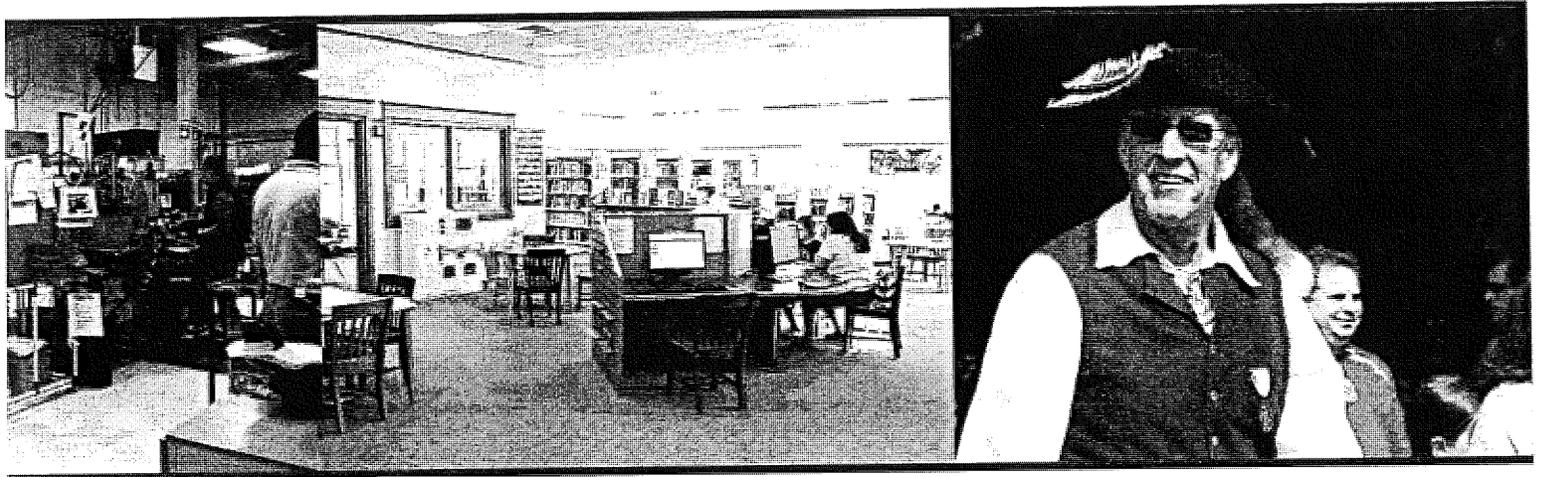
Board of Selectmen
appoint Master Plan
Update Committee
(MPUC) members
and first meeting
held

Boxborough2030
Vision approved by
Planning Board and
Board of Selectmen;
second MPUC
meeting held

MAPC staff
interviews local
businesses and
fourth MPUC
meeting held

Online Economic
Development survey
ends and sixth
MPUC meeting held

TIMELINE



Seventh MPUC meeting held

Ninth MPUC meeting held

Tenth MPUC meeting held

Twelfth MPUC meeting held



June 2015

August 2015

November 2015

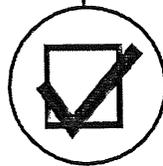
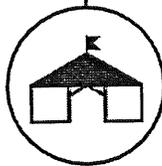
January 2016

May 2015

July 2015

October 2015

December 2015



Boxborough2030 booth at Fifer's Day and eighth MPUC meeting held

Boxborough2030 Master Plan and website are completed

Eleventh MPUC meeting held

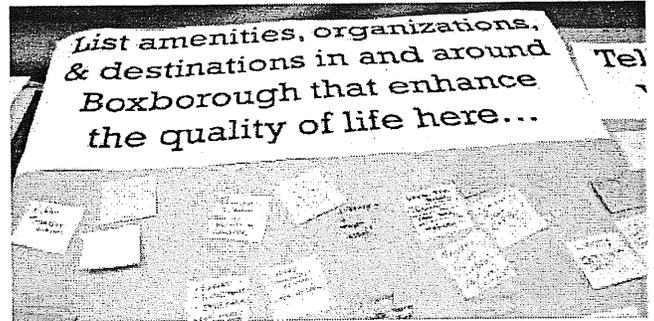
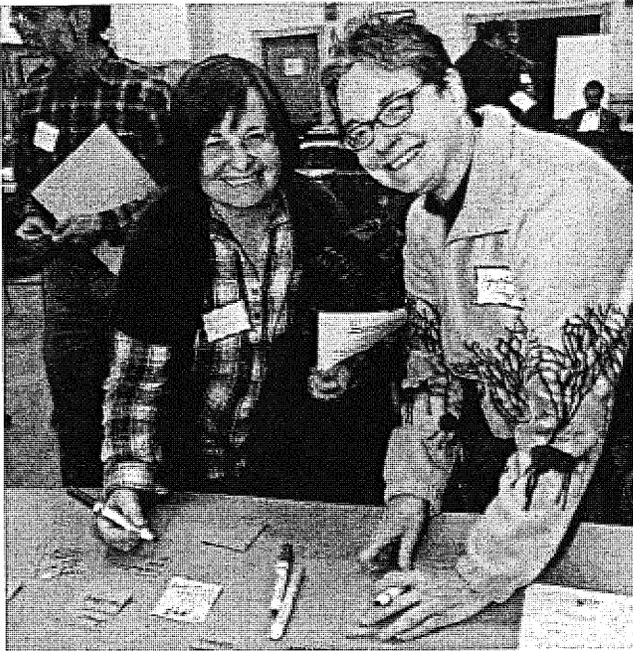
Thirteenth and final MPUC meeting held; Master Plan approved by Planning Board and Board of Selectmen

Local Input

Community input was critical to the success of Boxborough2030. These are some of the ways we gathered this input.

1

Public Kickoff and Visioning Forum



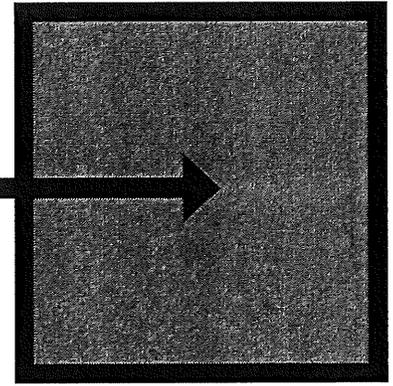
MAPC held a Public Kickoff and Visioning Forum for Boxborough residents at Town Hall on November 19, 2014. Participants viewed maps and posters about Boxborough while providing MAPC with input on their own experiences in town. Maps were marked up with dot stickers; brown paper, markers, and sticky notes were used to capture responses to a variety of questions.

2



The nine members and nine ex-officios on the MPUC were people with expertise and interest in the various topics within the Master Plan and they represented a variety of community decision makers and constituencies in town. The MPUC met monthly with the Town Planner and MAPC to discuss plan topics and drafts, brainstorm community outreach strategies, and receive updates from MAPC on the plan's progress.

Monthly Master Plan Update Committee Meetings



3

Economic Development Community Survey

MAPC conducted in-person interviews with local business owners and employees, and created an online survey for community members to take. The purpose of both the interviews and the survey was to learn about the community's sentiment towards economic development.



4

Interviews with Local Business Owners



Engaging community members in the planning for Boxborough's future culminated at Fifer's Day on June 20, 2015. The MPUC's Boxborough2030 booth included data posters, a timeline of the planning process, and three fun and thought-provoking activities. The activities allowed participants to rank their favorite aspirations for Boxborough, suggest action steps for achieving the aspirations, and prioritize goals for the Town.

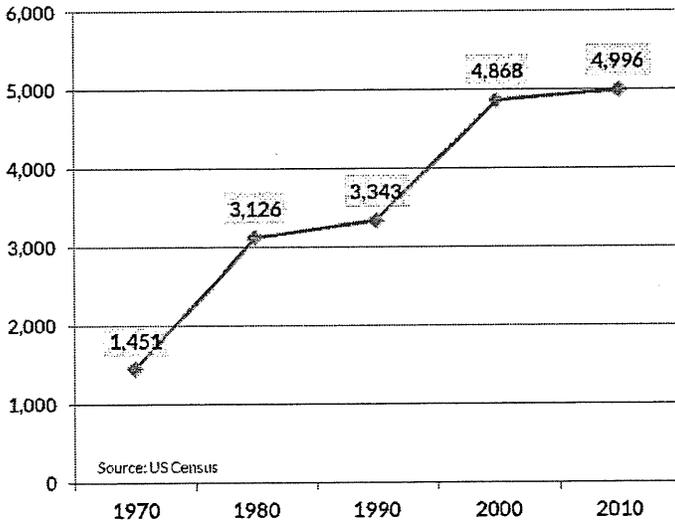
Boxborough2030 Booth at Fifer's Day

5

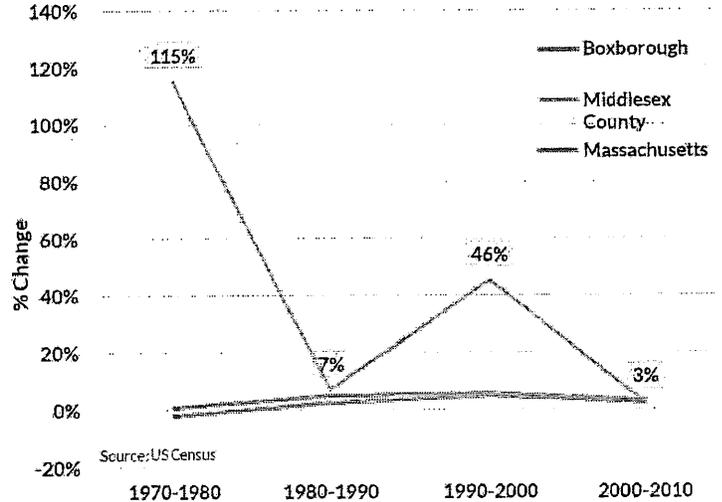
BOXBOROUGH BY THE NUMBERS

Past, Present, and Future Population

Boxborough Total Population

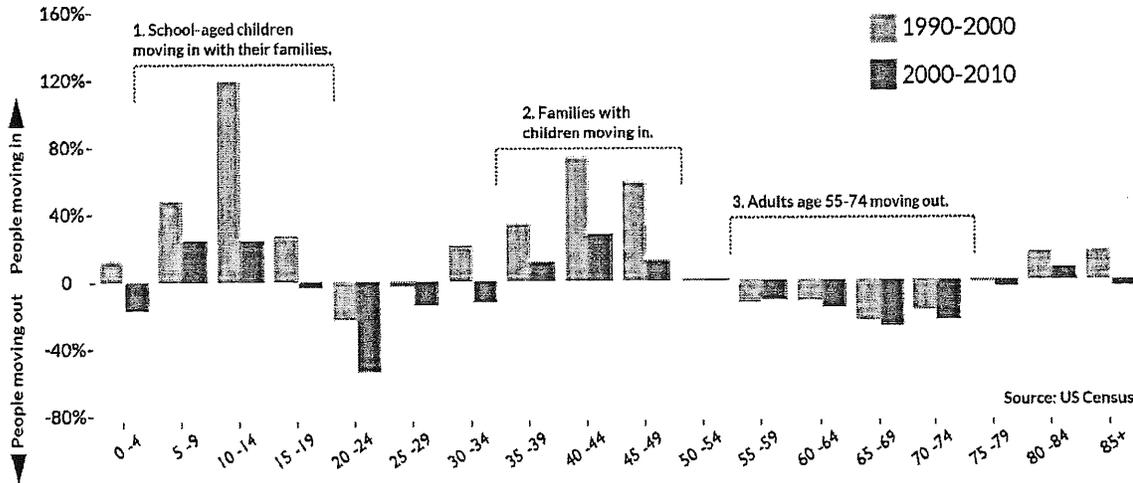


Population Change by Decade



Boxborough grew rapidly during the 1970s and 1990s, but grew much more slowly during the 1980s and 2000s. Boxborough has generally grown faster than Middlesex County and Massachusetts, which have grown relatively slowly over the same time period.

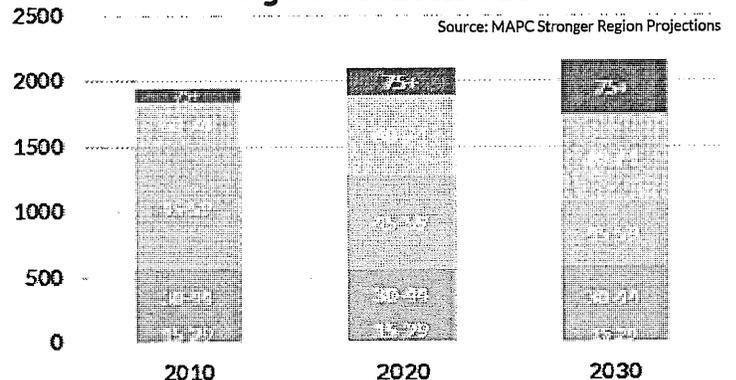
Net Migration by Age in Boxborough, 1990-2010



The largest segments of the town's population consist of adults between the ages of 40 and 60 and children under 18. While attractive to family households raising children, migration data trends from the US Census reveal that Boxborough's elder population, or those aged 55 and above, may be moving out of town.

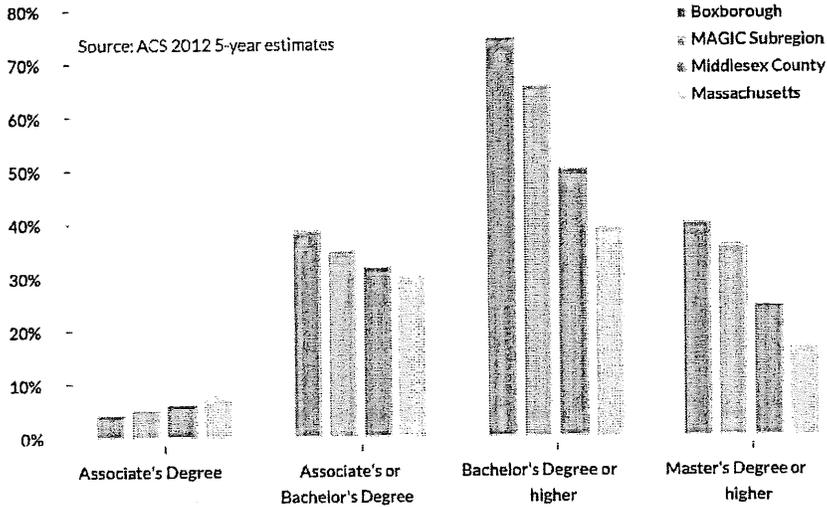
MAPC projects that Boxborough's population will decrease by 5% between 2010 and 2030. However, the total number of households will increase as the age make-up changes. By 2030, 47% of residents in Boxborough will be older than 60 and transitioning from larger to smaller households.

Household Projections by Age of Householder



Demographics

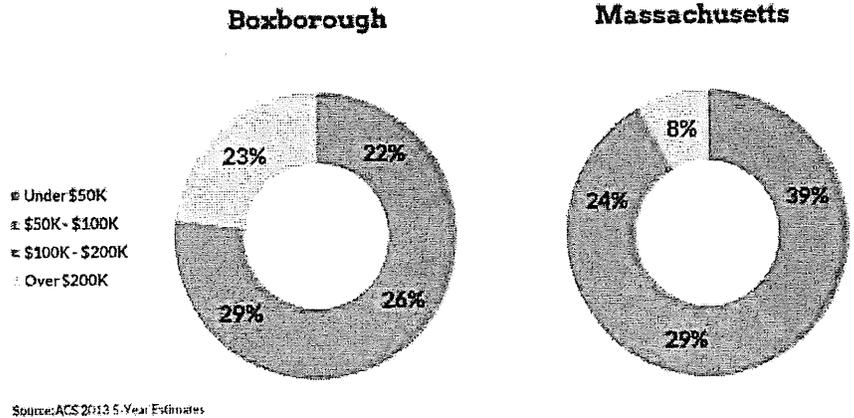
Educational Attainment



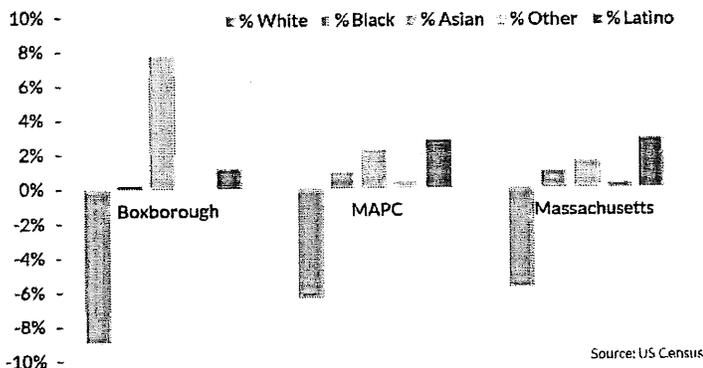
Boxborough's population is well-educated. 78.5% have a Bachelor's degree or higher level of educational attainment, which is about 1.5 times the rate in Middlesex County and twice that of Massachusetts as a whole. Educational attainment is also noticeably higher than throughout the MAGIC Subregion, 13 communities including Boxborough northwest of Boston.

Income

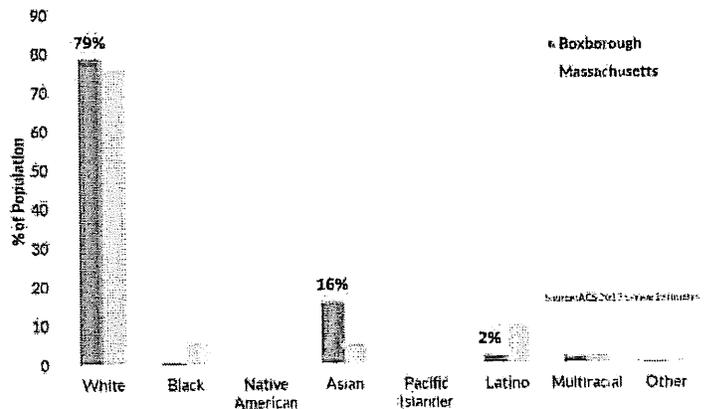
The median household income (\$101,502) of Boxborough residents is higher compared to the county (\$82,090) and the state (\$66,866). While only 8% of Massachusetts residents make over \$200K a year, almost a quarter of Boxborough residents do so.



Change in Racial and Ethnic Share, 2000-2010



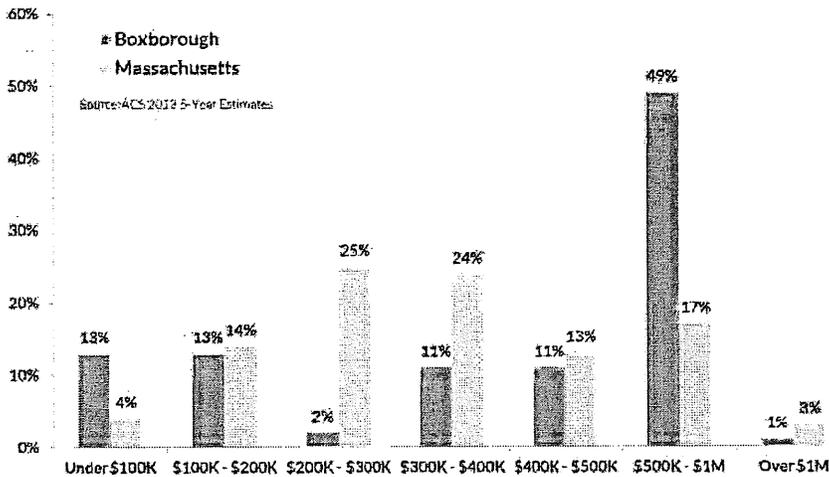
Racial Makeup



Between 2000 and 2010, Boxborough became more racially and ethnically diverse. The share of Boxborough's population that identified as White on their US Census form decreased by 8.9%. Like its neighboring communities, the majority of Boxborough's population is White (79%). However, the town's proportion of Asian population (16%) is among the highest in the state, which has an overall Asian population of 5.3%.

Living, Working, and Getting Around

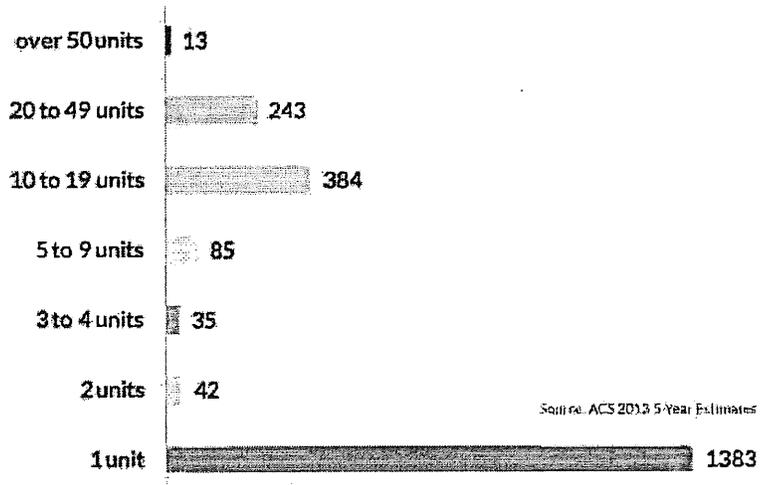
Value of Owner Occupied Housing Units



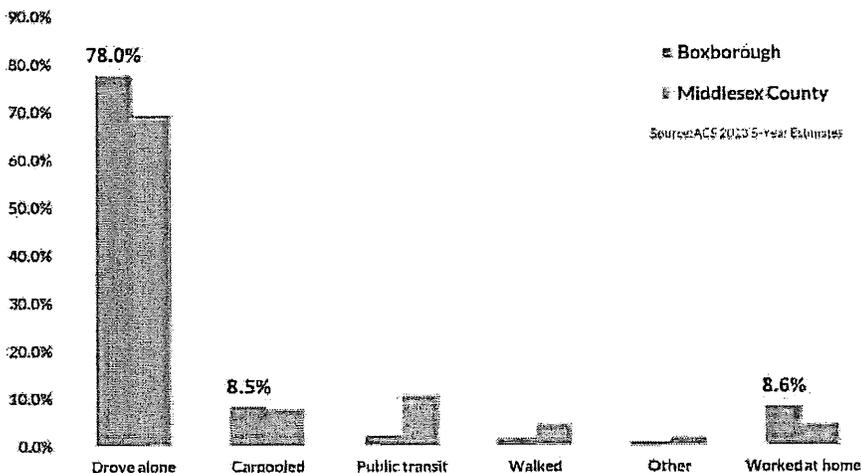
Associated with Boxborough's high level of income and educational attainment is a high value of owner occupied housing units. The median value of owner-occupied housing units in Boxborough is about \$492,700. This is about 25% higher than the rest of Middlesex County, where the median value was \$398,200 and about 1.5 times the amount for Massachusetts, which was about \$330,100.

Of Boxborough's total number of housing units, the largest majority belongs to single-family homes: about 63% of the town's 2,185 housing units. The next most common building type are those with 10 - 19 units which represent about 18% of Boxborough's total dwelling units. The least common housing structure in town are those containing 50 or more units. For structures with over 20 units, they are almost exclusively condominiums. Only 20% of the housing units in Boxborough are renter-occupied; owners occupy the other 80%.

Number of Housing Units in Structure

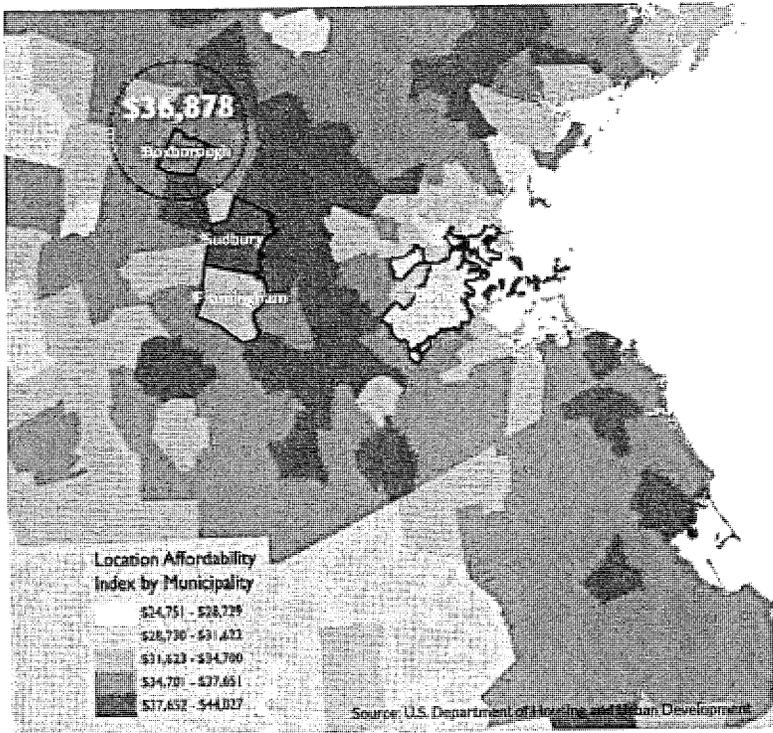


Means of Transportation to Work



78% of Boxborough workers age 16 and over drove alone to work, roughly 9% carpooled, and roughly 9% worked from home. Boxborough residents work primarily in Boxborough and in communities along the Commuter Rail/Route 2 corridor into Boston, such as Acton, Concord, Waltham, and Cambridge. Of all the people who work in Boxborough, about one in seven also live in Boxborough.

Location Affordability Index

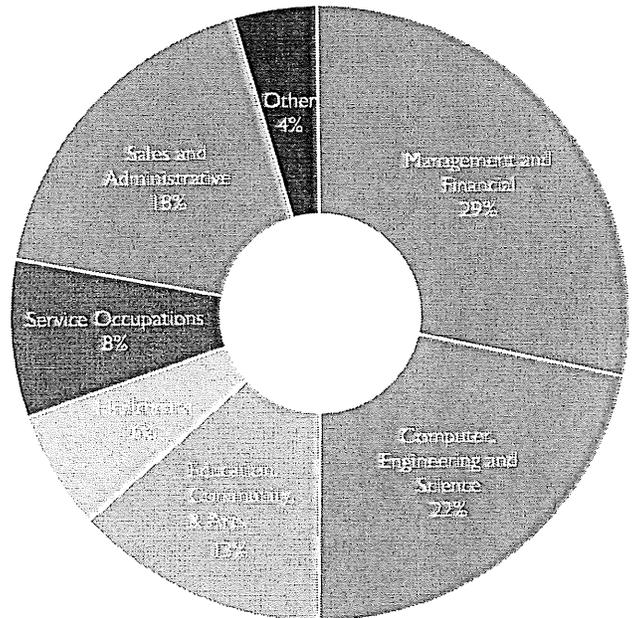


The Location Affordability Index (LAI) is the average combined cost of housing and transportation. In Boxborough, the LAI for a 2-person household is roughly \$36,878 per year. By comparison, the cost in Sudbury is \$41,812, the cost in Framingham is \$34,229, and the cost in Boston is \$31,267. That is, while Boxborough's affordability is comparable or lower than nearby towns, it is well above that of Boston and other inner metro communities.

Boxborough's unemployment rate of 4% as of 2014 is comparable to Middlesex County and slightly lower than Massachusetts (5.5%). Over half of the reported occupations in Boxborough are management, finance, computer engineering, and science.

Reported Occupations

Source: ACS 2012 5-Year Estimates



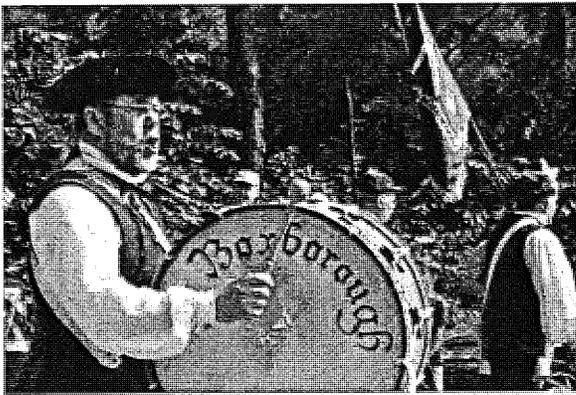
Key Takeaways

As a community, Boxborough is affluent and well-educated. While residents that can afford to live in Boxborough benefit from its rural character and low density, it is important that housing options exist which allow the town to be both racially and socioeconomically diverse. Further, like many other towns in the region, Boxborough's population is aging. In order for residents to grow old in Boxborough, the town must have accessible and affordable housing options other than its large stock of single-family homes. Boxborough should embrace its rural character and valuable open spaces while offering housing, transportation services, and other resources that benefit a diverse population.

Boxborough 2015

In order to provide recommendations and a plan for implementation to achieve the Boxborough2030 Vision, it was important to understand the “lay of the land” today. MAPC undertook substantial research to learn about Boxborough in 2015 as it pertains to local government, housing, economic development, and much more. Visit www.boxborough-ma.gov/boxborough2030/pages/boxborough-2015 to find detailed information about each of the following categories.

Boxborough Today



Drummer at Fifer's Day

Boxborough is located in Middlesex County along the Interstate 495 corridor and about 30 miles northwest of Boston. The majority of the town consists of a rural mix of farms and subdivisions, with limited commercial areas and a technology cluster anchored by Cisco Systems, Inc. near I-495. Boxborough's main arterial road is Route 111, though the town does not have a clearly defined town center and many Boxborough residents obtain goods and services in nearby communities. Boxborough is governed by the open Town Meeting legislative body with a five member Board of Selectmen representing the Town's executive branch. There are over 30 boards and committees in Town as well.

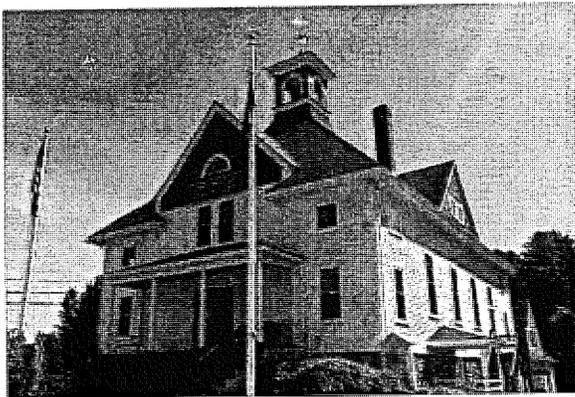
Population Characteristics



Residents at Kickoff Forum

Boxborough is a small, rural town that experienced a recent population boom in the 1990s. As of 2013, the town's population is approximately 5,000 residents. About 1 in 3 households have children aged 18 or under and 75% of all Boxborough households are married couple households. While the town is predominately White, it has become more ethnically and racially diverse in recent years; about 23% of the population speaks a language other than English at home. Boxborough residents, on average, are considerably more educated and affluent than those in the rest of Middlesex County and Massachusetts. The town has a low unemployment rate and a majority of residents are employed in knowledge-based sectors.

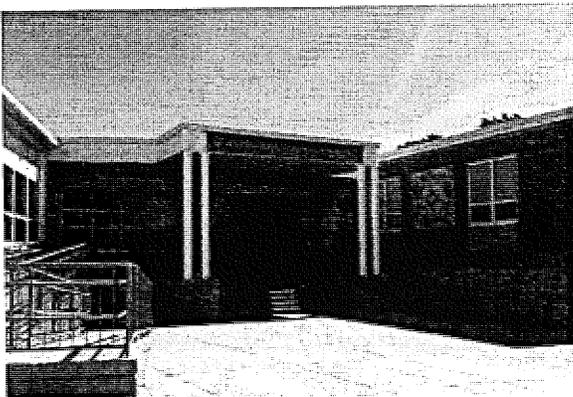
Community Assets



Boxborough Town Hall

Boxborough's heritage, rural character, and community resources are part of what make it unique and contribute to the quality of life in town. Open space, recreation, historic properties and landscapes, and cultural resources are enormous assets for this small community. An Open Space and Recreation Plan was recently completed and describes valued open spaces like Steele Farm, Flerra Meadows, and Fifer's Field. Over 30% of land in town is established as conservation land. There are many historic properties in Boxborough such as the early 1900s Richardson Ice House and the Victorian Era Town Hall building. Festivals such as Fifer's Day and WinterFest provide cherished opportunities for community gathering.

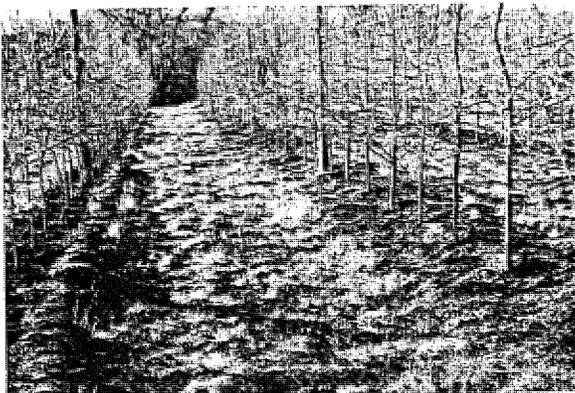
Local Services and Facilities



Blanchard Memorial School

For a small town, Boxborough boasts many local services and facilities that contribute to the safety and community fabric of the town. Highly utilized and necessary facilities and services include Boxborough Town Hall, the prized Acton-Boxborough Regional School System, Police and Fire Departments, medical and emergency resources, and Sargent Memorial Library. The Department of Public Works operates the transfer station and maintains the local roadways, Town buildings and grounds, cemeteries, and conservation land. The Town recently created a Community Services Coordinator position that provides social services to Boxborough residents. A constraint on the town is the lack of a municipal water supply or wastewater facilities.

Land Use



Trellised Orchard at Burroughs Farm

Boxborough is primarily a residential community. Approximately 40% of the town's land area is devoted to residential use. About a fifth of the town's land area consists of office parks, where many high-technology and light manufacturing firms can be found. The majority of the Town of Boxborough's tax-exempt land consists of tracts of open space, many of which are owned by the Town. Boxborough has a total of seven zoning districts that closely reflect its existing land use patterns, with only the Town Center district allowing mixed-use developments by right. Further growth and development in the town is limited by infrastructural, environmental, and regulatory constraints, as well as a reticence toward increased development.

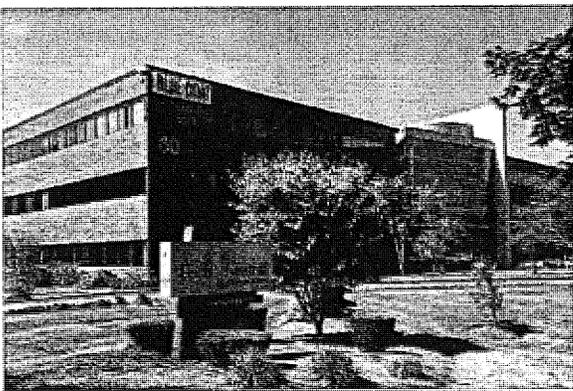
Housing and Neighborhoods



Hill Road Senior Housing

About 80% of Boxborough residents moved into their current home in the 1990s or more recently. Most of the town consists of high-valued, single-family homes with a high rate of homeownership. In most cases, Boxborough residents identify with the road they live on or closest to, rather than identifying with specific neighborhoods. There are a few parts of town which are known by their subdivision or development project name, and can function like neighborhoods, such as Boxborough Meadows and Applewood Village. The Boxborough Housing Board was established in 2000 to manage and encourage the production of affordable housing in town. The Town recently completed a Housing Production Plan that also promotes the Board's goals.

Economic Development



Blue Coat - Tech Central

For a primarily residential community, Boxborough has an unusually strong office sector and job base. Unlike surrounding rural communities, Boxborough has large commercial areas that serve as a significant regional employment center, especially for high-wage jobs. Firms such as Cisco, Setra Systems, and AMD can be found along I-495 and Route 2. As of 2013, 189 business establishments are based in Boxborough (employing more than 4,000 people). About 15% of all businesses are small and home-based. MAPC sought local perspectives on economic development through one-on-one interviews with local businesses and by conducting two online surveys. Detailed survey results can be found at bit.ly/box2030-survey.

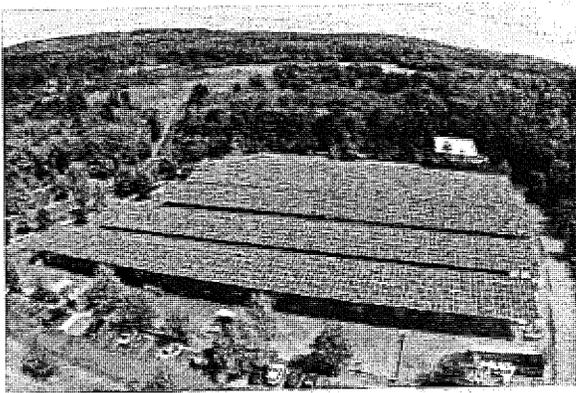
Transportation



South Acton Train Station

As a primarily rural and residential community, Boxborough lacks the dense networks of multimodal transportation options that are present in more urban communities; however, Boxborough has avoided the traffic congestion that plagues many other communities. Interstate 495 and Route 2 are key highways that border Boxborough and connect it to Boston and the rest of the region. While there is no MBTA service within Boxborough, the Commuter Rail Fitchburg Line stops in neighboring Littleton and Acton. Seniors and people with disabilities can take advantage of a van service provided by Montachusett Area Regional Transit. While the town has many walking trails, sidewalks are few in Boxborough.

Energy



Cisco Systems Carport Solar Panels

Boxborough consumed around 148 million kWh of electricity in 2013. The commercial sector alone was responsible for 124 million kWh (83%) of this consumption. The three largest businesses accounted for 82% of the town's commercial and industrial load. Boxborough's residential sector is conducive to the adoption of energy efficiency and renewable energy measures, particularly due to its high median household income and high percentage of owner-occupied units. These figures imply that residents have the means and vested interests to explore energy improvements for their homes. The Town's municipal energy consumption is dominated by the School Department for the Blanchard Memorial Elementary School.

Environmental Conditions



Flerra Meadows

While Boxborough's open lands provide great value to the community in terms of recreational opportunities and a strong rural character, they also come with conditions and constraints for their protection. This is particularly true for the town's water wells, wetlands, brooks, and aquifers. The Town has established a ground water monitoring program via a cooperative venture with the Littleton Water Department. In addition, there are a number of environmental challenges that residents, businesses, and property owners have to address. Some of these challenges include development impacts, hazardous waste sites, forestry issues, invasive species, environmental equity, chronic flooding, and ground and surface water pollution.



Boxborough2030

The Boxborough2030 Vision was adopted in December 2014. From this, using conversations with the Master Plan Update Committee, input from public forum participants and from community surveys, and data from existing planning documents such as the recently completed Housing Production Plan and Open Space and Recreation Plan, MAPC outlined a list of seven community aspirations. These seven aspirations then each have goals, strategies, and specific action steps that can serve as the roadmap for Boxborough2030.



Organization of Recommendations – From Vision to Action

Vision: The vision is a statement of what the community wants Boxborough to be as it approaches the year 2030.

Aspirations: What do we value? These are the community values and ambitions elicited by the vision, broken down into categories that each evoke a distinct theme. The plan recommendations will be organized by aspiration.

Goals: What do we want to achieve?

Strategies: How do we get there?

Actions: What specific steps do we need to take?



The Boxborough2030 Vision: A Rural, Engaged Community for All

Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations.

Community Aspirations: Boxborough...



1. Maintains its rural character and celebrates its heritage: Boxborough cherishes its rural heritage. Preservation of the ecological, agricultural, historic, and scenic resources that contribute to the community's rural character is of critical importance to the community. New development and redevelopment of existing structures will be physically designed to blend with the town's rural landscape.



2. Is engaged and welcoming: Boxborough residents have many options for becoming more involved in the community and have a great deal of pride in their community. An even larger share and more diverse mix of residents will regularly participate in municipal policymaking, attend local events, and frequent local destinations.



3. Is thoughtfully developed: The community will build on and maintain its existing assets. Economic development will be focused in existing commercial areas supported by responsible use and management of water resources with provisions for adequate wastewater treatment facilities. The community's agricultural assets will be leveraged for economic development and to enhance quality of life. Transportation options will continue to improve in order to ensure a pleasant and safe travel experience for various modes of transportation, including walking and bicycling.



4. Provides quality services and amenities: Boxborough is known for offering a high quality of life for its residents. The community endeavors to provide a balanced mix of housing, businesses, and services to enhance this high quality of life. Boxborough residents prize the community's regional school system and excellent municipal services.



5. Is conscientious about consumption: The community is conscientious about its energy consumption and climate change resiliency. It seeks to reduce its carbon footprint through improvements in energy efficiency, high standards for building practices, reductions in its communitywide energy usage, and reduced reliance on fossil fuels.



6. Is affordable and accessible: The community will work to ensure that local policies, housing supply, and housing prices support the ideal of a more inclusive, welcoming Boxborough so that current and prospective residents at all income levels, abilities, and in all stages of life can live here.



7. Is regionally well-connected: Boxborough sees itself as part of a regional economy with goods, services, employment, and gathering places nearby – sometimes in town, and sometimes in neighboring towns. Convenient access to regional transportation systems, including transit options, will help ensure efficient commuting options for Boxborough residents. Boxborough's municipal government, including Town boards and committees, will collaborate with surrounding communities and regional entities.

Top Priorities

These six priorities were chosen by the Master Plan Update Committee, along with many other Town boards and commissions, as those of highest importance for implementation. Visit www.boxborough-ma.gov/boxborough2030/pages/recommendations for the complete list of goals, strategies, and actions associated with each of the seven Boxborough2030 aspirations.

Encourage economic development which will improve the quality of life for residents, such as supporting development of a village-like area with restaurants, pubs, shops, fitness and health services, and other amenities. Economic development should not be pursued simply to increase the commercial tax base.

Increase transportation infrastructure and mobility, including providing designated bicycle and pedestrian travel lanes on selected Town roads.

Plan for long-term water resource management and protection.

Establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency.

Address community needs pertaining to social services, modestly priced housing, recreational facilities, and open space for all ages.

Explore improving municipal facilities.

Acknowledgments

The Boxborough2030 Master Plan was developed by the Metropolitan Area Planning Council in partnership with the Town of Boxborough, Massachusetts. Funding for this project was provided by the Town of Boxborough and supplemented with funds from District Local Technical Assistance.

Town of Boxborough

Town Planner

Adam Duchesneau, AICP

Master Plan Update Committee

Voting Members

John Markiewicz, Chair, Planning Board Member
Leslie Fox, Vice Chair, Board of Selectmen Member
Marie Cannon, PE, Board of Health Chair
Bryon Clemence, PE, Agricultural Commission Member
David Follett, Conservation Commission Member
Mitzi Garcia-Weil, Recreation Commission Treasurer
Rebecca Morris, Energy Committee Member
R. Allen Murphy, Housing Board Member
Frank Powers, Council on Aging Chair

Ex-Officios

Steve Ballard, Esq., Finance Committee Member
Dmitry Bykhovsky, Owner of AlphaCars
Tom Garmon, Department of Public Works Director
Kevin Mahoney, Historical Commission Member
Maria Neyland, School Committee Chair
Warren B. Ryder, Chief of Police
Randolph T. White, Fire Chief
Selina Shaw, Town Administrator

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[www.boxborough-ma.gov/
boxborough2030](http://www.boxborough-ma.gov/boxborough2030)



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BOXBOROUGH 2030

A RURAL, ENGAGED COMMUNITY FOR ALL

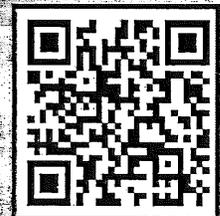
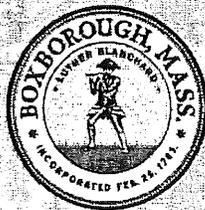
www.boxborough-ma.gov/boxborough2030

Recommendations & Implementation Plan

Adopted January 2016

A Master Plan for the
Town of Boxborough, Massachusetts

Prepared by the Metropolitan Area Planning Council



Boxborough2030 Recommendations

from Vision to Action

This Implementation Plan includes a series of recommendations that will help achieve *The Boxborough Vision*.

Boxborough2030 is the master plan for the Town of Boxborough developed in 2014-2015. The plan was developed by the Metropolitan Area Planning Council (MAPC) with direction from the Boxborough Town Planner and Master Plan Update Committee. Boxborough2030 serves as the Town's decision-making guide to realize its vision as a rural, engaged, community for all. The full plan is available online at <http://www.boxborough-ma.gov/boxborough2030>.

This document includes the plan's recommendations, informed by extensive research and public input on the town's geographic characteristics, population, community assets, services and facilities, land use, housing and neighborhoods, economic development, transportation, energy consumption, and environmental conditions. In some cases, these recommendations include activities the Town is already conducting and should continue doing; in other cases the recommendations identify new activities which should be undertaken.

Vision: The vision is a statement of what the community wants Boxborough to be as it approaches 2030.

This vision guides Boxborough2030 and the Aspirations, Goals, Strategies, and Actions in this plan are intended as pathways toward achieving this vision for Boxborough's future.

Aspirations: What do we value? These are the community values and ambitions elicited by the vision, broken down into categories that each evoke a distinct theme. The plan recommendations are organized by Aspiration.

The community's wishes for Boxborough's future emerged as seven Aspirations for Boxborough2030. The intent for organizing the plan by these Aspirations rather than by plan topics is that in order to achieve *The Boxborough Vision*, cross-cutting approaches that address multiple topics are necessary.

Goals: What do we want to achieve?

At the Goal level, the Implementation Plan moves from the community's wishes toward the specifics of how to realize these wishes by 2030.

Strategies: How do we get there?

Strategies break down the Goals into tasks that would help to accomplish each Goal.

Actions: What specific steps do we need to take?

Actions are suggested specific activities assigned to one or more Town Board, Committee, or Department. In addition to assigning lead responsibility, these Actions list other Town Boards, Committees, and Departments that the lead parties should coordinate with, as well as a recommended timeframe and potential resources, which include funding sources, technical assistance providers, and entities that may be of assistance in accomplishing the Action. It is recognized that these Actions may change over time.

Abbreviations Used in this Document

Town Boards, Committees, &

Departments

AgCom	Agricultural Commission
BD	Building Department
BoH	Board of Health
BoS	Board of Selectmen
Clerk	Town Clerk
CoA	Council on Aging
ConsCom	Conservation Commission
CSC	Community Services Coordinator
DPW	Department of Public Works
DRB	Design Review Board
EC	Energy Committee
EDC	Economic Development Committee
FC	Finance Committee
HB	Housing Board
HC	Historical Commission
LBT	Library Board of Trustees
LS	Land Stewards
MPUC	Master Plan Update Committee
PB	Planning Board
PCCC	Public Celebrations & Ceremonies Committee
PFD	Police & Fire Departments
RC	Recreation Commission
SC	School Committee
SFAC	Steele Farm Advisory Committee
SML	Sargent Memorial Library Staff
Staff	Town of Boxborough Staff
TA	Town Administrator
TP	Town Planner
WBC	Well-Being Committee
WRC	Water Resources Committee

Other entities

495/MW	495/MetroWest Partnership
ABRSD	Acton-Boxborough Regional School District
ABWG	Anti-Bias Working Group
ADA	Americans with Disabilities Act
BCT	Boxborough Conservation Trust
BDMC	Boxborough District Minutemen Company
BHS	Boxborough Historical Society
Consultants	Third-Party Consultants
CPA	Community Preservation Act Funds
CrossTown	CrossTown Connect
CWC	Commonwealth Workforce Coalition
EOHED	Massachusetts Executive Office of Housing and Economic Development
LELD	Littleton Electric Light Department
LFG	Land for Good
MAFB	Massachusetts Farm Bureau
MAGIC	Minuteman Advisory Group on Interlocal Coordination (a 13-town subregional council of MAPC)
MAPC	Metropolitan Area Planning Council
MassAudubon	Massachusetts Audubon Society
MassDev	MassDevelopment
MassDOT	Massachusetts Department of Transportation
MassWorks	EOHED MassWorks Infrastructure Program
MDI	EOHED Massachusetts Downtown Initiative
MHC	Massachusetts Historical Commission
MPO	Boston Region Metropolitan Planning Organization
MWCC	MetroWest Chamber of Commerce
NESFP	New Entry Sustainable Farming Project
NG	National Grid
NVN	Nashoba Valley Neighbors
PTF	Blanchard Parents, Teachers, and Friends
RHC	Regional Housing Consultant
Rotary	Rotary Club of Acton-Boxborough
Towns	Neighboring Towns: Harvard, Littleton, Acton, and Stow
TPL	Trust for Public Land
TTOR	The Trustees of Reservations
USDA	United States Department of Agriculture and Rural Development, Rural Community Development Initiative
Volunteers	Volunteers

Timeframe Symbols

Critical action	
	Short term: 1-3 years/by 2018
	Short-medium term: 1-7 years
	Medium term: 4-7 years/by 2022
	Medium-long term: 4-10+ years
	Long term: 8-10+ years/2023 or later
	Ongoing

These recommendations were developed with substantial community input.

On November 19, 2014, community members came together to share their ideas for Boxborough's future at the *Public Visioning and Kickoff Forum* for Boxborough2030. From the input at this meeting, the Boxborough2030 Master Plan Update Committee developed **The Boxborough Vision**, which was approved by the Planning Board and endorsed by the Board of Selectmen on December 15, 2014.



Boxborough's Vision: A Rural, Engaged Community For All

Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations.

MAPC worked with the Master Plan Update Committee (MPUC) to refine and categorize what we learned at the visioning forum as well as from two community surveys and several interviews with local businesses. Seven distinct themes emerged from this analysis, which became the **Community Aspirations** for 2030. Additionally, MAPC drafted Goals and Strategies for public input.

On June 20, 2015, Boxborough2030 was featured at Fifer's Day, where draft plan recommendations were shared with fair participants for feedback on priorities and to obtain ideas for Actions to help achieve the community's Aspirations.

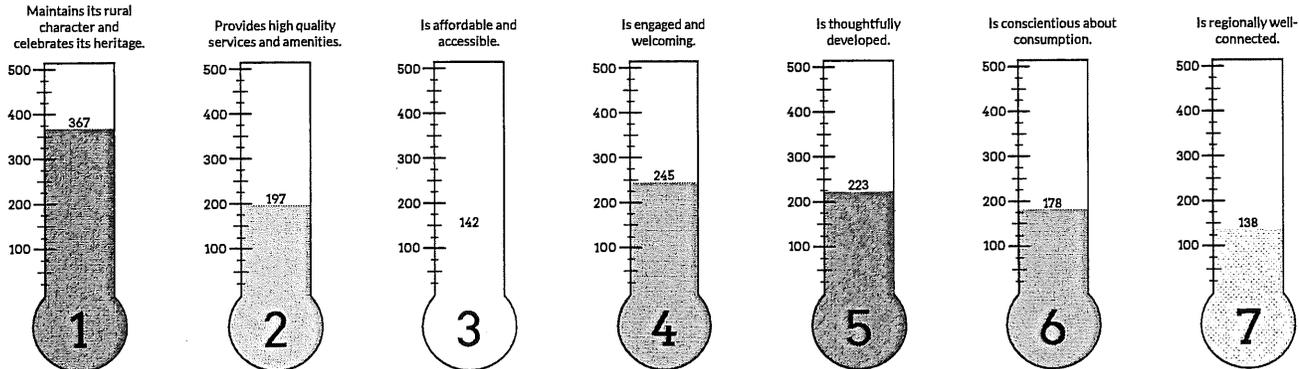
The Aspirations and Goals included in this **Implementation Plan** are arranged in order of the priorities identified by Fifer's Day participants.



Boxborough2030 is not intended to sit on a shelf.



Community Aspirations: Boxborough is...



At Fifer's Day in June 2015, Boxborough community members ranked these seven Aspirations by allocating ten poker chips each among seven labeled baskets. Over 150 fairgoers participated in this activity, and the thermometers below indicate the final results. This Implementation Plan is organized in order of this ranking.

The MPUC met five more times following Fifer's Day to refine plan recommendations and to identify the Top Priorities for Boxborough2030. Boxborough2030 includes the website <http://www.boxborough-ma.gov/boxborough2030> and two documents available in print or for download, a magazine-style summary of the plan and this document, the *Recommendations & Implementation Plan*. This fifteen-year vision and master plan for Boxborough was approved by the Town's Board of Selectmen and Planning Board at a joint public meeting on January 25, 2016.

Implementation Process: One of the biggest concerns the Master Plan Update Committee (MPUC) had regarding the update of the Town's Master Plan was how it would be implemented. After substantial discussion and debate, the MPUC settled on a collaborative, joint, public review process for the Action items within the plan. The implementation process for Boxborough2030 will involve joint meetings hosted by the Boxborough Board of Selectmen and Planning Board, with public invited, along with representatives of Town boards and commissions. These meetings, or review sessions so to speak, would cover a number of the Strategies and Actions items within Boxborough2030 with discussions regarding progress, updates, and brainstorming on how to overcome obstacles for each initiative. Similar items and those topics which pertain to the same board or committee would be discussed at these meetings, but not all subject matters within Boxborough2030 will be covered at each meeting. Topics to be reviewed would be announced in advance. The respective Town board or committee who is responsible for taking the lead role on particular Action items which will be covered at these meetings is expected to send a representative to discuss their relevant items with the Board of Selectmen and Planning Board. It is intended that discussing the Strategies and Action items at a public meeting with both the Board of Selectmen and Planning Board will help communicate the plan to town residents and motivate all Town boards and committees to be conscientious in pursuing their respective actions and initiatives to implement the Goals of Boxborough2030. It is anticipated that these joint review meetings would occur at least twice a year, but perhaps even more frequently should the need arise for particular initiatives.

Web Content and Implementation Tracking: Content on most pages of the Boxborough2030 website are expected to stay the same during the plan, representing data, analysis, conclusions, and recommendations from the vantage point of 2015, when the bulk of the plan was developed. The website includes an Implementation section, which will summarize progress on the plan throughout its fifteen years. Tracking implementation in this publicly accessible way will help the whole community follow the plan's progress.

Top Priorities

These six priorities were chosen by the Master Plan Update Committee as those of highest importance for implementation. The recommendations on the following pages will help to advance these critical priorities for Boxborough.

Encourage economic development which will improve the quality of life for residents, such as supporting development of a village-like area with restaurants, pubs, shops, fitness and health services, and other amenities. Economic development should not be pursued simply to increase the commercial tax base.

Increase transportation infrastructure and mobility, including providing designated bicycle and pedestrian travel lanes on selected Town roads.

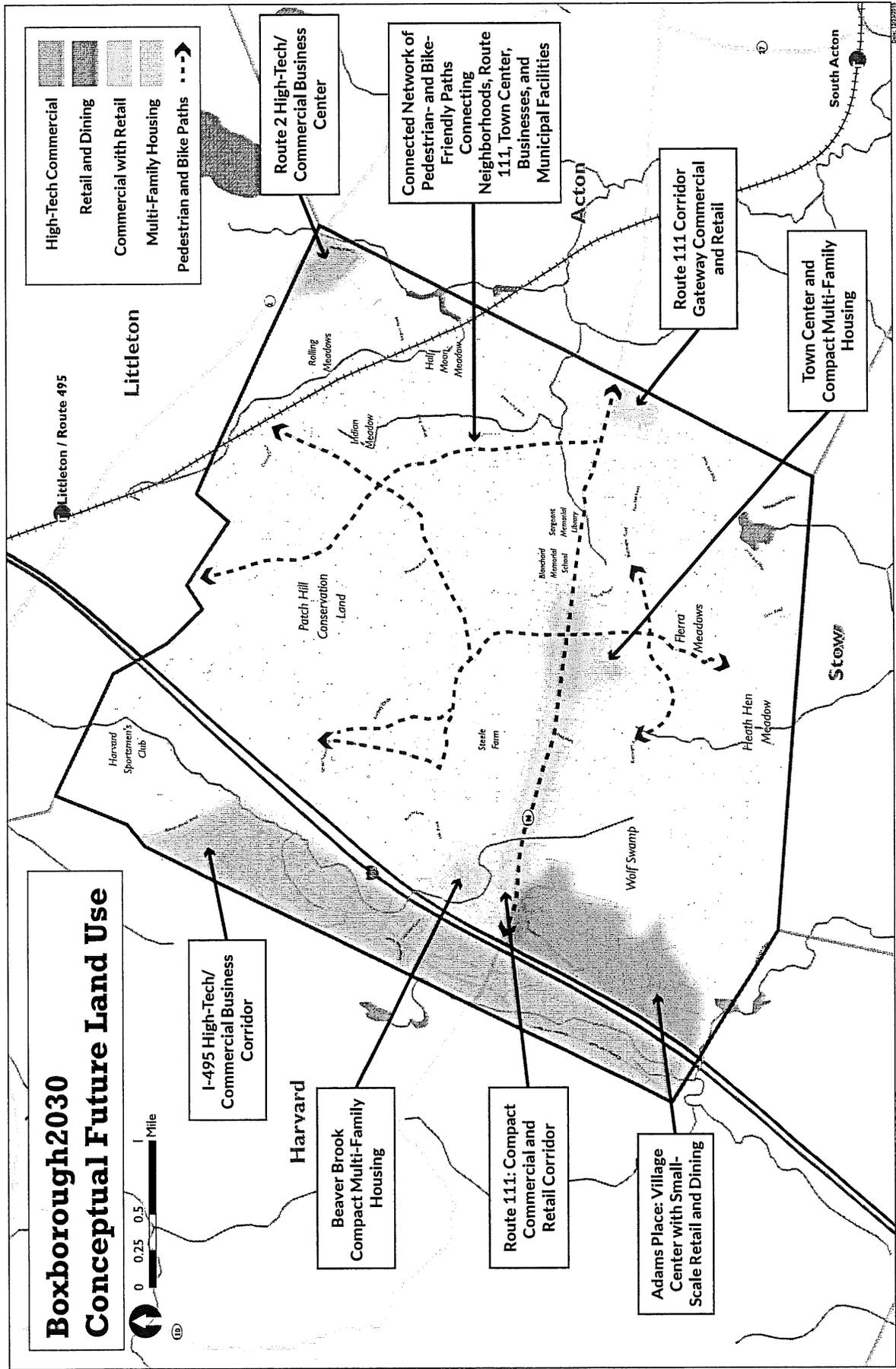
Plan for long-term water resource management and protection.

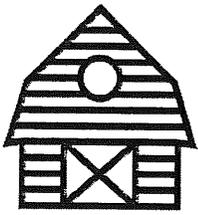
Establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency.

Address community needs pertaining to social services, modestly priced housing, recreational facilities, and open space for all ages.

Explore improving municipal facilities.

The map below visually represents the plan's goals with respect to land use development areas and improved transportation connections.





Aspiration 1. Maintains its rural character and celebrates its heritage: Boxborough cherishes its rural heritage. Preservation of the ecological, agricultural, historic, and scenic resources that contribute to the community's rural character is of critical importance to the community. New development and redevelopment of existing structures will be physically designed to blend with the town's rural landscape.

Goal 1.1. Protect the town's heritage and character through the preservation of both natural and historical scenic areas, roadways, and landscape features.

Strategy 1.1.1. Protect the town's most important landscape features.

Action 1.1.1.1. Review and prioritize recommendations of *Boxborough Reconnaissance Report: Freedom's Way Landscape Inventory* and implement as appropriate.

Lead responsibility: HC

Coordinate with: ConsCom, AgCom

Timeframe:

Resources: CPA, BCT

Action 1.1.1.2. Continue to review recommendations of the Massachusetts Audubon Society report *Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, Massachusetts*. Implement recommendations as appropriate.

Lead responsibility: ConsCom

Coordinate with: AgCom

Timeframe:

Resources: CPA, BCT

Action 1.1.1.3. Provide input to the ongoing evolution of the *Steele Farm Management Plan*.

Lead responsibility: SFAC

Coordinate with: HC, ConsCom, AgCom

Timeframe:

Resources: CPA, TTOR, BHS

Action 1.1.1.4. Conduct a survey and inventory of historic resources.

Lead responsibility: HC

Coordinate with: AgCom

Timeframe:

Resources: MHC, CPA, Staff, consultants

Action 1.1.1.5. Consider additional protections for local historic resources in consultation with the Massachusetts Historical Commission.

Lead responsibility: HC

Coordinate with: AgCom

Timeframe:

Resources: MHC, CPA, Staff

Strategy 1.1.2. Preserve and reinforce the Town Center District as Boxborough's center for governance, municipal services, and town-wide events.

Action 1.1.2.1. Review existing Town Center zoning and design guidelines, making necessary amendments to preserve character and encourage appropriately scaled and designed developments.

Lead responsibility: PB

Coordinate with: DRB

Timeframe:

Resources: Staff, Consultants

Action 1.1.2.2. Create signage (e.g., "Welcome to Boxborough") in Town Center District to enhance town image and visibility as well as to improve ease of navigation.

Lead responsibility: HC

Coordinate with: DRB, DPW

Timeframe:

Resources: CPA, MDI

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing

Strategy 1.1.3. Promote the town's natural, recreational, and historical assets.

Action 1.1.3.1. Develop a heritage/scenic guide to generate awareness and promote community assets, events, programs, and resources to local residents and regional visitors.

Lead responsibility: RC

Coordinate with: HC

Timeframe:

Resources: BCT, BDMC, CPA

Action 1.1.3.2. Explore opportunities to hold seasonal walking tours for local trails and historical points of interest.

Lead responsibility: LS

Coordinate with: RC, WBC, SFAC, HC

Timeframe:

Resources: Volunteers

Action 1.1.3.3. Update the *Town of Boxborough Open Space and Recreation Plan* before expiration of the 2015-2022 plan.

Lead responsibility: TP

Coordinate with: ConsCom, RC, AgCom

Timeframe:

Resources: Staff, Consultants

Strategy 1.1.4. Proactively plan for water resource management and protection.

Action 1.1.4.1. Reinstate Water Resources Committee.

Lead responsibility: BoS, BoH

Timeframe:

Resources: Staff

Action 1.1.4.2. Plan for long-term water supply and wastewater management to support private and municipal goals.

Lead responsibility: WRC

Coordinate with: BoH, BoS, EDC, PB, EC

Timeframe:

Resources: Staff, Consultants, Towns

Action 1.1.4.3. Review Watershed and Aquifer Protection zoning to protect Zone IIs and existing and potential well sites in Boxborough and neighboring towns.

Lead responsibility: WRC, BoH, PB

Timeframe:

Resources: Staff, consultants, Towns

Goal 1.2. New development and redevelopment will be physically designed to blend into the town's rural landscape.

Strategy 1.2.1. Strengthen the design review process for any development without hindering economic development.

Action 1.2.1.1. Review existing design guidelines for Town Center District and update guidelines to include considerations for larger scale developments in other commercial areas.

Lead responsibility: DRB

Coordinate with: PB, TP

Timeframe:

Resources: Staff, Consultants

Action 1.2.1.2. Adopt and incorporate updated building design guidelines into the review process to ensure future developments are physically consistent with town character.

Lead responsibility: DRB

Coordinate with: PB, TP

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Goal 1.3. Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

Strategy 1.3.1. Proactively review and amend the list of existing and desired parcels of land for acquisition and preservation.

Action 1.3.1.1. Continue to review and prioritize acquisition of lands that protect multiple resources and assets.
 Lead responsibility: PB
 Coordinate with: FC, ConsCom, AgCom, BoH, WRC
 Timeframe: 
 Resources: Staff, CPA

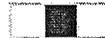
Action 1.3.1.2. Periodically review land classified under MGL Chapters 61, 61A, and 61B and be prepared to make appropriate recommendations, including exercising Town's right of first refusal.
 Lead responsibility: PB
 Coordinate with: FC, ConsCom, AgCom, BoH, WRC
 Timeframe: 
 Resources: Staff, CPA

Action 1.3.1.3. When acquisition may not be feasible, work with private landowners, investors, and conservation groups to place appropriate conservation easements or agricultural restrictions on their land to ensure it remains undeveloped in perpetuity.
 Lead responsibility: ConsCom, AgCom
 Coordinate with: PB
 Timeframe: 
 Resources: Staff, TPL, CPA, BCT

Action 1.3.1.5. Include a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition.
 Lead responsibility: ConsCom
 Coordinate with: AgCom, FC, BoS
 Timeframe: 
 Resources: Staff, CPA, BCT

Action 1.3.1.6. Consider long-term bonds using Community Preservation Funds for land acquisition.
 Lead responsibility: FC
 Coordinate with: BoS
 Timeframe: 
 Resources: Staff, CPA

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Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing



Aspiration 2. Is engaged and welcoming: Boxborough residents have many options for becoming more involved in the community and have a great deal of pride in their community. An even larger share and more diverse mix of residents will regularly participate in municipal policymaking, attend local events, and frequent local destinations.

Goal 2.1. Support diversity by valuing, respecting, appreciating, and welcoming individuals – those who reside, visit, work, or pass through Boxborough – of all ages, genders, socioeconomic levels, cultural heritages, racial/ethnic backgrounds, sexual orientations, gender identities, religions, and ability levels.

Strategy 2.1.1. Offer diversity and anti-bias training to the community.

Action 2.1.1.1. Continue and expand anti-bias and diversity training for all Boxborough employees.

Lead responsibility: BoS

Coordinate with: CSC, WBC

Timeframe:

Resources: ABWG

Action 2.1.1.2. Offer free diversity and anti-bias workshops for the community.

Lead responsibility: CSC

Coordinate with: WBC

Timeframe:

Resources: ABWG

Strategy 2.1.2. Explore the needs of the Boxborough community as they relate to diversity.

Action 2.1.2.1. Apply for a Community Health Needs Assessment grant and work to implement recommendations as they relate to diversity.

Lead responsibility: CSC

Coordinate with: WBC, TA

Timeframe:

Resources: ABWG

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing

Goal 2.2. Increase resident participation in town-wide events, programs, and government.

Strategy 2.2.1. Work with community organizations and networks to encourage public participation in town events and utilization of community assets.

Action 2.2.1.1. Continue leveraging private resources by collaborating with local businesses, nonprofit organizations, and community networks in promoting town-wide festivals such as Fifer's Day, WinterFest, and the Harvest Fair, as well as community service activities such as the Adopt-a-Highway program.

Lead responsibility: PCCC
 Coordinate with: RC, WBC, AgCom, CoA
 Timeframe: 
 Resources: BDMC, PTF, MWCC, Rotary

Action 2.2.1.2. Encourage one or more local organizations to sponsor and hold welcoming events for newcomers.

Lead responsibility: PCCC
 Coordinate with: WBC, BoS
 Timeframe: 
 Resources: BDMC, PTF, MWCC, Rotary, NVN

Action 2.2.1.3. Continue using local venues such as the Sargent Memorial Library and annual events such as Fifer's Day, WinterFest, and the Harvest Fair as opportunities to convey a welcoming atmosphere in town and an "open door policy" with municipal officials.

Lead responsibility: LBT, PCCC
 Coordinate with: WBC, BoS
 Timeframe: 
 Resources: BDMC, PTF, SML, Staff

Action 2.2.1.4. Explore establishment of (a) new community garden(s).

Lead responsibility: AgCom
 Coordinate with: BoS, ConsCom
 Timeframe: 
 Resources: Staff

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Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Goal 2.3. Increase resident participation in Town government.

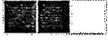
Strategy 2.3.1. Communicate activities and policies widely, with the intention of reaching all households.

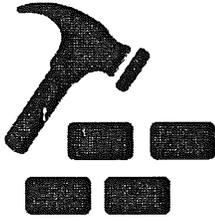
<p>Action 2.3.1.1. Develop a town-wide communication and outreach plan. Lead responsibility: BoS Coordinate with: TA Timeframe:  Resources: Staff</p>	<p>Action 2.3.1.2. Provide a periodical e-newsletter on Town government activities, issues, and decisions; encourage residents to sign up on the Town's website. Lead responsibility: BoS Coordinate with: TA Timeframe:  Resources: Staff, Volunteers</p>	<p>Action 2.3.1.3. Explore options for Internet-based resident engagement platforms. Lead responsibility: BoS Coordinate with: TA Timeframe:  Resources: Staff</p>
<p>Action 2.3.1.4. Consider having a language translation and interpretation firm on retainer for important Town publications and events. Lead responsibility: BoS Coordinate with: TA, WBC Timeframe:  Resources: Staff, Volunteers, Consultants</p>	<p>Action 2.3.1.5. Expand networks and cultivate new relationships with cultural and faith-based organizations to encourage participation in Town governance that reflects the town's growing diversity. Lead responsibility: BoS Coordinate with: WBC Timeframe:  Resources: PTF</p>	

Strategy 2.3.2. Cultivate new members for Town boards and committees.

<p>Action 2.3.2.1. Periodically hold informal meetings between Town board/ committee members and residents to exchange ideas and information. Lead responsibility: BoS Coordinate with: TA, WBC Timeframe:  Resources: Staff</p>	<p>Action 2.3.2.2. Reach out to new Boxborough residents with students enrolled in the Acton-Boxborough School District to welcome them to town and provide information. Lead responsibility: BoS Coordinate with: SC, TA Timeframe:  Resources: PTF, Staff</p>	<p>Action 2.3.2.3. Establish and maintain a citizen skills bank or volunteer database as a resource to Town boards and committees. Lead responsibility: TA, BoS Coordinate with: Clerk Timeframe:  Resources: Staff</p>
<p>Action 2.3.2.4. Include information on Town boards and committee openings, roles and responsibilities, and opportunities to get involved at Town events and prominently on the Town's website. Lead responsibility: BoS Coordinate with: TA Timeframe:  Resources: Staff</p>		

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

<p>Critical Action</p>	<p> Short term: 1-3 years/by 2018</p>	<p> Short-medium term: 1-7 years</p>	<p> Medium term: 4-7 years/by 2022</p>	<p> Medium-long term: 4-10+ years</p>	<p> Long term: 8-10+ years/2023 or later</p>	<p> Ongoing</p>
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Aspiration 3. Is thoughtfully developed: The community will build on and maintain its existing assets. Economic development will be focused in existing commercial areas supported by responsible use and management of water resources with provisions for adequate wastewater treatment facilities. The community's agricultural assets will be leveraged for economic development and to enhance quality of life. Transportation options will continue to improve in order to ensure a pleasant and safe travel experience for various modes of transportation, including walking and bicycling.

Goal 3.1. Guide and concentrate commercial growth in Business, Office Park, and Town Center districts.

Strategy 3.1.1. Create a long-term vision for the town's commercial areas, prioritizing enhanced quality of life over expanding the commercial tax base.

<p>Action 3.1.1.1. Create and designate an Economic Development Committee (EDC) or similar committee.</p> <p>Lead responsibility: BoS</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.1.1.2. Develop a 10-15 year Economic Development Plan under the guidance of the EDC.</p> <p>Lead responsibility: EDC</p> <p>Timeframe: </p> <p>Resources: Staff, Consultants</p>	<p>Action 3.1.1.3. Index commercial development opportunity sites for potential private acquisition, assembly, or development.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: PB, FC</p> <p>Timeframe: </p> <p>Resources: Staff</p>
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Action 3.1.1.4. Conduct a thorough market analysis to identify local and regional retail market opportunities.

Lead responsibility: EDC

Timeframe:

Resources: Staff, Consultants, 495/MW, MAPC

Strategy 3.1.2. Continue to assess the need for and feasibility of implementing public water supply in key areas.

Action 3.1.2.1. Identify priority areas for receiving a public water supply based on need and feasibility.

Lead responsibility: WRC

Coordinate with: EDC, BoH

Timeframe:

Resources: Staff

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<p>Critical Action</p>	<p></p> <p>Short term: 1-3 years/by 2018</p>	<p></p> <p>Short-medium term: 1-7 years</p>	<p></p> <p>Medium term: 4-7 years/by 2022</p>	<p></p> <p>Medium-long term: 4-10+ years</p>	<p></p> <p>Long term: 8-10+ years/2023 or later</p>	<p></p> <p>Ongoing</p>
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Strategy 3.1.3. Establish a village business district as Boxborough's commercial center.

Action 3.1.3.1. Explore development of an area for a village business district and obtain property owner buy-in, if necessary.

Lead responsibility: EDC

Coordinate with: PB

Timeframe:

Resources: Staff

Action 3.1.3.2. Investigate potential zoning amendments to encourage and support appropriate development and utility support in a village business setting.

Lead responsibility: EDC

Coordinate with: PB

Timeframe:

Resources: Staff, Consultants

Action 3.1.3.3. Recruit appropriate businesses to the village business district through marketing efforts or financial incentives such as relocation tax credits.

Lead responsibility: EDC

Coordinate with: FC

Timeframe:

Resources: Staff, MWCC, Rotary

Strategy 3.1.4. Implement land use policies that support and encourage appropriately scaled and mixed-use developments in key areas of town.

Action 3.1.4.1. Conduct a thorough review of the Town's land use controls, including dimensional requirements and conservation bylaws on commercially zoned land, to identify barriers to growth for appropriately scaled development.

Lead responsibility: PB

Coordinate with: EDC, ConsCom, AgCom, BoH

Timeframe:

Resources: Staff, Consultants

Action 3.1.4.2. Consider regulatory tools that can guide and encourage growth in appropriate areas, such as incentive zoning overlays or floor area ratio (FAR) density bonuses for developments that incorporate affordable housing, or agricultural or open space management.

Lead responsibility: EDC

Coordinate with: PB, ConsCom, HB, AgCom, BoH

Timeframe:

Resources: Staff, Consultants

Strategy 3.1.5. Catalyze private investment in key commercial districts.

Action 3.1.5.1. Invest in public infrastructure in commercial areas to attract private development.

Lead responsibility: EDC

Coordinate with: PB, BoS, BoH, WRC

Timeframe:

Resources: Staff, MassWorks, MassDev

Action 3.1.5.2. Engage in public-private partnerships to stimulate appropriate forms of development and redevelopment on key opportunity sites.

Lead responsibility: EDC

Coordinate with: PB, BoS

Timeframe:

Resources: Staff

Action 3.1.5.3. Consider financial incentives to encourage property improvements, local hiring, or capital improvements through reduced tax rates, abatements, or small grants.

Lead responsibility: EDC

Coordinate with: FC, BoS

Timeframe:

Resources: Staff, USDA

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Critical Action						
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Goal 3.2. Attract and retain businesses in key existing and emerging industries.

Strategy 3.2.1. Promote Boxborough as a great place to do business for existing and prospective businesses.

<p>Action 3.2.1.1. Develop and implement a marketing strategy plan to attract appropriate types of development or businesses to the town's commercial districts.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: BoH</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, Rotary, 495/MW, Consultants</p>	<p>Action 3.2.1.2. Engage in partnerships with area chambers of commerce or merchants associations.</p> <p>Lead responsibility: EDC</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, Rotary</p>	<p>Action 3.2.1.3. Identify target industries to market development incentives and land use policies to attract and retain businesses in those industries.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: PB, WRC</p> <p>Timeframe: </p>
<p>Action 3.2.1.4. Consider financial incentives to attract small businesses, such as establishing revolving loan funds or implementing relocation tax credits.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: FC, BoS</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, USDA</p>		

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<p>Critical Action</p>	<p></p> <p>Short term: 1-3 years/by 2018</p>	<p></p> <p>Short-medium term: 1-7 years</p>	<p></p> <p>Medium term: 4-7 years/by 2022</p>	<p></p> <p>Medium-long term: 4-10+ years</p>	<p></p> <p>Long term: 8-10+ years/2023 or later</p>	<p></p> <p>Ongoing</p>
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Strategy 3.2.2. Foster Boxborough’s participation in a sustainable regional agricultural economy.

<p>Action 3.2.2.1. Develop a community food plan to create a vision, identify issues, barriers, challenges, and opportunities in the agricultural economy.</p> <p>Lead responsibility: AgCom Coordinate with: EDC Timeframe:  Resources: Staff, MAPC, Consultants</p>	<p>Action 3.2.2.2. Ensure that Town policies and regulations are supportive of agriculture.</p> <p>Lead responsibility: AgCom Coordinate with: PB Timeframe:  Resources: Staff</p>	<p>Action 3.2.2.3. Recruit existing local farmers and work with non-profit organizations to cultivate workforce development, training, and educational programs.</p> <p>Lead responsibility: AgCom Coordinate with: EDC Timeframe:  Resources: CWC, NESFP, MAFB</p>
<p>Action 3.2.2.4. Expand land lease programs for local farms and farmers using town-owned lands to increase agricultural viability.</p> <p>Lead responsibility: AgCom Coordinate with: SFAC, BoS, ConsCom Timeframe:  Resources: LFG, MAFB</p>	<p>Action 3.2.2.5. Periodically review the Boxborough Right to Farm Bylaw and make amendments as necessary.</p> <p>Lead responsibility: AgCom Coordinate with: PB Timeframe:  Resources: Staff</p>	<p>Action 3.2.2.6. Review Town policies and regulations and amend as necessary to ensure clarity and consistency of agricultural use definitions.</p> <p>Lead responsibility: AgCom Coordinate with: PB Timeframe:  Resources: Staff, MAFB</p>

Action 3.2.2.7. Consider adding “Agricultural Business” in the Zoning Bylaw’s Use Regulations as a permitted use in residential and business districts to allow farm stands and similar agricultural business operations at existing and future farms.

Lead responsibility: AgCom
 Coordinate with: PB, TP
 Timeframe: 
 Resources: Staff, MAFB

Strategy 3.2.3. Preserve farmland and areas with soils favorable for agriculture.

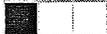
<p>Action 3.2.3.1. Identify and index opportunity sites for farmland preservation in accordance with the 2015-2022 <i>Open Space and Recreation Plan</i>.</p> <p>Lead responsibility: AgCom Coordinate with: FC Timeframe:  Resources: Staff</p>	<p>Action 3.2.3.2. Identify federal and state incentives or supplemental revenue streams to support viability for working farms.</p> <p>Lead responsibility: AgCom Coordinate with: FC, BoS Timeframe:  Resources: Staff</p>	<p>Action 3.2.3.3. Consider using CPA funds to acquire and preserve farmlands, giving priority to properties under Chapter 61A and 61B.</p> <p>Lead responsibility: AgCom Coordinate with: FC, BoS Timeframe:  Resources: Staff, BCT, CPA</p>
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Critical Action	 Short term: 1-3 years/by 2018	 Short-medium term: 1-7 years	 Medium term: 4-7 years/by 2022	 Medium-long term: 4-10+ years	 Long term: 8-10+ years/2023 or later	 Ongoing
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Goal 3.3. Create a positive business environment and seek to attract businesses that would enhance the quality of life for Boxborough residents.

Strategy 3.3.1. Build municipal capacity to improve local business environment.

Action 3.3.1.1. Review current permitting regulations and make necessary amendments to improve consistency in fees and enforcement.
 Lead responsibility: BD
 Coordinate with: EDC
 Timeframe: 
 Resources: Staff

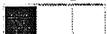
Action 3.3.1.2. Develop a guide for permitting or doing business in Boxborough to streamline business regulatory processes and promote transparency.
 Lead responsibility: EDC
 Coordinate with: BD, TP
 Timeframe: 
 Resources: Staff, Consultants

Action 3.3.1.3. Proactively meet with local businesses to understand needs for space and employee amenities.
 Lead responsibility: EDC
 Timeframe: 
 Resources: Staff

Goal 3.4. Local regulations will reflect community aspirations and yield desired results.

Strategy 3.4.1. Minimize development impact by protecting town’s limited water supply and managing stormwater runoff.

Action 3.4.1.1. Review areas where stormwater runoff issues exist due to concentration of impervious surface.
 Lead responsibility: ConsCom
 Coordinate with: PB, DPW, BoH, WRC
 Timeframe: 
 Resources: Staff

Action 3.4.1.2. Incorporate low-impact design guidelines into the development review process.
 Lead responsibility: PB
 Timeframe: 
 Resources: Staff, MAPC, Consultants

Action 3.4.1.3. Revisit subdivision regulations regarding roadway widths and amend as appropriate.
 Lead responsibility: PB
 Coordinate with: DPW, PFD
 Timeframe: 
 Resources: Staff

Strategy 3.4.2. The development review process will look to limit traffic and air quality impacts of new development.

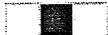
Action 3.4.2.1. Consider hiring a consultant with air quality impacts/public health experts to determine appropriate expectations for new development.
 Lead responsibility: TP
 Coordinate with: BoH, EDC
 Timeframe: 
 Resources: Staff, Consultants

Action 3.4.2.2. Determine the scale of development that would require additional traffic impact analysis and incorporate guidelines into the development review process.
 Lead responsibility: TP
 Coordinate with: DPW, BoH, EDC
 Timeframe: 
 Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing

Strategy 3.4.3. New housing and commercial development will prioritize design quality, energy efficiency, and preservation of open space.

<p>Action 3.4.3.1. Explore the potential use of regulatory tools such as transfer of development rights (TDR), natural resource protection zoning, or payment-in-lieu-of-taxes (PILOT) programs to support open space preservation and affordable housing development in the Town's Agricultural-Residential Zoning District.</p> <p>Lead responsibility: PB</p> <p>Coordinate with: FC, ConsCom, HB, AgCom</p> <p>Timeframe: </p> <p>Resources: Staff, Consultants</p>	<p>Action 3.4.3.2. Provide floor area ratio (FAR) density bonuses for commercial and housing development that incorporate active agricultural management or open space preservation in their overall development design.</p> <p>Lead responsibility: PB</p> <p>Coordinate with: FC, AgCom, HB</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.4.3.3. Modify the Building Code as necessary to require excellence in energy efficiency for commercial and residential development, considering incorporation of the Massachusetts Stretch Energy Code and Leadership in Energy and Environmental Design (LEED) green building standards into the code.</p> <p>Lead responsibility: EC</p> <p>Coordinate with: BD</p> <p>Timeframe: </p> <p>Resources: Staff</p>
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Action 3.4.3.4. Consider proposing requirements for larger developments to include at least one passive building (with net-zero energy consumption) in new construction, retrofit, or redevelopment plans.

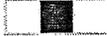
Lead responsibility: EC

Coordinate with: BD

Timeframe: 

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action	 Short term: 1-3 years/by 2018	 Short-medium term: 1-7 years	 Medium term: 4-7 years/by 2022	 Medium-long term: 4-10+ years	 Long term: 8-10+ years/2023 or later	 Ongoing
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Aspiration 4. Provides high quality services and amenities:

Boxborough is known for offering a high quality of life for its residents. The community endeavors to provide a balanced mix of housing, businesses, and services to enhance this high quality of life. Boxborough residents prize the community’s regional school system and excellent municipal services.

Goal 4.1. Ensure conservation and recreation attractions are well maintained, safe, and easy to access.

Strategy 4.1.1. Maintain and enhance trail networks.

Action 4.1.1.1. Maintain trail markers, kiosks, and boardwalks.

Lead responsibility: LS

Coordinate with: ConsCom, DPW

Timeframe:

Resources: Staff, Volunteers

Strategy 4.1.2. Ensure ease of access to conservation properties.

Action 4.1.2.1. Assess the need for additional off-street parking at conservation properties.

Lead responsibility: ConsCom

Coordinate with: RC, DPW, TP

Timeframe:

Resources: Staff

Action 4.1.2.2. Assess the need for bicycle parking at trailheads and other conservation properties.

Lead responsibility: ConsCom

Coordinate with: RC, LS, DPW, TP

Timeframe:

Resources: Staff, MAPC

Goal 4.2. Maintain excellent municipal facilities and services.

Strategy 4.2.1. Regularly review Town’s capital improvements needs and continue to plan for maintenance, in concert with the Town’s annual capital plan and Town Meeting.

Action 4.2.1.1. Continue to explore the creation of or finding locations for new Police and Fire Department facilities and Department of Public Works facilities.

Lead responsibility: BoS

Coordinate with: FC, PB, PFD, DPW, TP, CoA, ConsCom

Timeframe:

Resources: Staff

Action 4.2.1.2. Explore regionalization or sharing of key pieces of equipment which the Town needs on a part-time basis.

Lead responsibility: BoS

Coordinate with: FC, PFD, DPW

Timeframe:

Resources: Staff, MAPC

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing

Goal 4.3. Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.

Strategy 4.3.1. Address known recreational needs by upgrading or developing new facilities when feasible.

Action 4.3.1.1. Investigate options for the creation of a public swimming facility.

Lead responsibility: RC

Coordinate with: FC

Timeframe:

Resources: CPA

Action 4.3.1.2. Investigate the feasibility of developing tennis and basketball courts at Liberty Fields and Fifer's Field.

Lead responsibility: RC

Coordinate with: FC

Timeframe:

Resources: CPA

Action 4.3.1.3. Develop a consensus regarding the creation of bike and horse trails and create a plan for making these improvements where they are deemed appropriate.

Lead responsibility: RC

Coordinate with: ConsCom, LS

Timeframe:

Resources: Staff, Consultants

Action 4.3.1.4. Consider demand for, find appropriate locations for, and develop additional playing fields.

Lead responsibility: RC

Coordinate with: FC, TP

Timeframe:

Resources: CPA

Action 4.3.1.5. Improve and update the playground at Flerra Field.

Lead responsibility: RC

Coordinate with: DPW

Timeframe:

Resources: Staff, CPA

Strategy 4.3.2. Identify recreational needs, particularly for teens and seniors.

Action 4.3.2.1. Survey teens and seniors to determine specific needs.

Lead responsibility: RC

Coordinate with: CoA, SC, CSC

Timeframe:

Action 4.3.2.2. Coordinate with schools and Council on Aging to establish new recreational programs for teens and seniors.

Lead responsibility: RC

Coordinate with: CoA, SC, CSC

Timeframe:

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	



Aspiration 5. Is conscientious about consumption: The community is conscientious about energy consumption and climate change resiliency. It seeks to reduce its carbon footprint through improvements in energy efficiency, high standards for building practices, reductions in its communitywide energy usage, and reduced reliance on fossil fuels.

Goal 5.1. Reduce the town's overall carbon footprint.

Strategy 5.1.1. Actively explore options to adopt renewable energy generation sources for the town's electricity needs.

Action 5.1.1.1. Collaborate with the Littleton Electric Light Department to expand its net metering program in order to allow continuation of solar installations, started by LittleBoxSolar, in the residential sector, and to create incentives for local businesses to install solar.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, MAPC, LELED

Action 5.1.1.2. Seek guidance from MAPC on *Greening Boxborough*, the town's long-range sustainability plan. One area for follow up is to assess the feasibility of solar photovoltaic (PV) panels on municipal roofs.

Lead responsibility: EC

Coordinate with: FC, BD

Timeframe:

Resources: Staff, MAPC, LELED

Action 5.1.1.3. Negotiate with Littleton Electric Light Department to have them change their policy on net metering to allow more than bi-directional net metering. This would allow the town to develop a community-shared system for solar for use by residents and businesses in town.

Lead responsibility: EC

Coordinate with: FC, BD

Timeframe:

Resources: Staff, MAPC, LELED

Strategy 5.1.2. Promote energy efficiency and conservation measures for all buildings in the municipal, residential, and commercial sectors.

Action 5.1.2.1. Collaborate with the Littleton Electric Light Department to create a communication strategy for available and expanded energy reduction incentive programs.

Lead responsibility: EC

Timeframe:

Resources: LELED

Action 5.1.2.2. Conduct outreach, awareness, and education programs for Boxborough's residents and businesses regarding energy reduction strategies, and make this information available in an online resource library.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, LELED, NG

Action 5.1.2.3. Encourage residents and businesses to reduce their energy consumption by 20%. Research and adopt means to measure reduction.

Lead responsibility: EC

Timeframe:

Resources: Staff, LELED, NG

Action 5.1.2.4. Reduce municipal building energy consumption by 20%. Use existing database established by Energy Committee to measure reductions.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, LELED

Key: Critical Action

Short term	Short-medium term	Medium term	Medium-long term	Long term		Ongoing

Strategy 5.1.3. Develop mechanisms to support use of alternative fuel vehicles.

Action 5.1.3.1. Explore a plan for conversion of Town fleet to electric or hybrid vehicles.

Lead responsibility: EC

Coordinate with: FC, DPW, PFD

Timeframe:

Resources: Staff

Action 5.1.3.2. Explore a plan for using alternative fuel vehicles for municipal vehicles.

Lead responsibility: EC

Coordinate with: FC, SC

Timeframe:

Resources: Staff, ABRSD

Action 5.1.3.3. Explore a plan for incentives to encourage new residential developments to install electric vehicle (EV) charging stations.

Lead responsibility: EC

Coordinate with: PB

Timeframe:

Resources: Staff, LELD

Action 5.1.3.4. Explore a plan for incentives to encourage new and existing office developments to install electric vehicle charging stations.

Lead responsibility: EC

Coordinate with: PB

Timeframe:

Resources: Staff, LELD

Strategy 5.1.4. Implement strategies for climate change resiliency and adaptation.

Action 5.1.4.1. Complete a climate change resiliency action plan.

Lead responsibility: TP

Coordinate with: EC, AgCom, BoS, BoH, WRC

Timeframe:

Resources: Staff, MAPC, MAGIC, MassAudubon

Action 5.1.4.2. Implement climate change resiliency recommendations, including updating the Town's Hazard Mitigation Plan.

Lead responsibility: TP

Coordinate with: BoH, AgCom, BoS, EC, DPW, WRC

Timeframe:

Resources: Staff, Consultants

Strategy 5.1.5. Pursue a Massachusetts Green Communities designation.

Action 5.1.5.1. Continue to pursue designation of Boxborough as a Green Community.

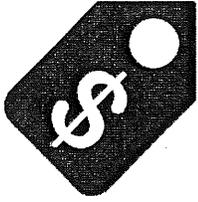
Lead responsibility: EC

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing



Aspiration 6. Is affordable and accessible: The community will work to ensure that local policies, housing supply, and housing prices support the ideal of a more inclusive, welcoming Boxborough so that current and prospective residents at all income levels, abilities, and in all stages of life can live here.

Goal 6.1. Increase the availability of housing in Boxborough, including subsidized, market rate, rental, and for sale homes.

Strategy 6.1.1. Continue current efforts to maintain and improve upon the availability of affordable homes.

Action 6.1.1.1. Monitor units on the Town's Subsidized Housing Inventory to ensure compliance with affordability restrictions.
 Lead responsibility: HB
 Timeframe:
 Resources: RHC

Action 6.1.1.2. Update the *Boxborough Housing Production Plan* as necessary.
 Lead responsibility: HB
 Coordinate with: TP
 Timeframe:
 Resources: Staff, RHC, Consultants

Action 6.1.1.3. Support the development of rental housing through the Comprehensive Permit process.
 Lead responsibility: HB
 Timeframe:
 Resources: Staff

Action 6.1.1.4. Identify strategies that would allow extremely-low income and very-low income households to access rental housing through tenant-based rental assistance programs.
 Lead responsibility: HB
 Timeframe:
 Resources: Staff

Strategy 6.1.2. Support the development of a diverse mix of housing that meets the needs of Boxborough residents across all income and age groups.

Action 6.1.2.1. Identify ways to develop housing in Boxborough that is affordable to households with moderate incomes.
 Lead responsibility: HB
 Timeframe:
 Resources: Staff

Action 6.1.2.2. Develop a down-payment assistance program that could be used in conjunction with LIP/Chapter 40B homeownership projects.
 Lead responsibility: HB
 Coordinate with: FC
 Timeframe:
 Resources: Staff, CPA, RHC

Action 6.1.2.3. Prioritize seniors' housing needs, such as accessibility features, in the permitting and development of all multi-family development projects.
 Lead responsibility: PB
 Coordinate with: CoA, HB
 Timeframe:
 Resources: Staff

Action 6.1.2.4. Analyze the prevalence of "tear-downs" in Boxborough to determine if the demolition of existing single-family homes is contributing to the limited supply of homeownership opportunities for moderate-income households.
 Lead responsibility: PB
 Timeframe:
 Resources: Staff

Strategy 6.1.3. Proactively plan for Boxborough's housing needs to improve the quality, design, and variety of available housing.

Action 6.1.3.1. Identify existing municipally owned parcels of land that are suitable sites for Local Initiative Program (LIP) affordable housing projects.

Lead responsibility: HB

Coordinate with: TP

Timeframe:

Resources: Staff

Action 6.1.3.2. Identify privately owned parcels of land that could be acquired by the Town for affordable housing development.

Lead responsibility: HB

Coordinate with: TP

Timeframe:

Resources: Staff, CPA

Strategy 6.1.4. Amend local policies and monitor regulatory compliance to reduce regulatory barriers and proactively plan for Boxborough's housing needs.

Action 6.1.4.1. Review the Town's Zoning Bylaw land use controls, including quadrangle requirements, to better understand how this requirement affects the development potential of oddly shaped, but otherwise suitable land parcels.

Lead responsibility: PB

Coordinate with: TP

Timeframe:

Resources: Staff

Action 6.1.4.2. Identify barriers to multi-family development, including use and intensity restrictions, in the Town's Zoning Bylaw as a means to support more housing options in Boxborough.

Lead responsibility: PB

Coordinate with: TP

Timeframe:

Resources: Staff

Action 6.1.4.3. Analyze the efficacy of accessory dwelling units, both attached and detached, as a means to meet affordable housing needs in Boxborough. Review the bylaw language, as well as units that have been constructed since the bylaw was enacted, to determine if amendments are necessary to expand its use.

Lead responsibility: PB

Coordinate with: TP

Timeframe:

Resources: Staff

Strategy 6.1.5. Promote universal/ inclusive design for new construction and renovations to increase accessibility for all, including people with disabilities.

Action 6.1.5.1. Identify barriers to universal/ inclusive design in existing zoning bylaws and amend as necessary.

Lead responsibility: PB

Coordinate with: CoA, DRB, CSC, BD

Timeframe:

Resources: Staff, Consultants

Action 6.1.5.2. Improve recreational facilities beyond MassDOT and ADA guidelines, such as adding handicap accessible portable toilets at the Town's recreational fields.

Lead responsibility: RC

Coordinate with: FC, CoA, LS, ConsCom

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action					
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	
					Ongoing



Aspiration 7. Is regionally well-connected: Boxborough sees itself as part of a regional economy with goods, services, employment, and gathering places nearby – sometimes in town, and sometimes in neighboring towns. Convenient access to regional transportation systems, including transit options, will help ensure efficient commuting options for Boxborough residents. Boxborough’s municipal government, including Town boards and committees, will collaborate with surrounding communities and regional entities.

Goal 7.1. Increase the quality, safety, accessibility, and reliability of transportation options for all income and age groups.

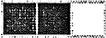
Strategy 7.1.1. Encourage active modes of transportation, such as walking and biking.

<p>Action 7.1.1.1. Consider adoption of “Complete Streets” policy that would improve safe road access for all users, including bicyclists and pedestrians. Lead responsibility: PB Coordinate with: BoS, DPW, TP Timeframe:  Resources: Staff, MAPC, Consultants</p>	<p>Action 7.1.1.2. Develop a prioritized plan for new sidewalks and bicycle infrastructure to connect to 1) schools, 2) recreational resources, 3) shopping/ dining, 4) Commuter Rail, and 5) residential areas. Include input from residents, businesses, and regional organizations in the plan. Lead responsibility: PB Coordinate with: RC, EDC, CoA, TP, DPW Timeframe:  Resources: Staff, MAPC, Consultants</p>	<p>Action 7.1.1.3. Implement the 2003 <i>Economic Development Trail Master Plan</i> along Route 111/ Massachusetts Avenue. Lead responsibility: PB Coordinate with: DPW, ConsCom Timeframe:  Resources: Staff, MassWorks, CPA</p>
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Action 7.1.1.4. Provide bicycle parking at destinations throughout town including but not limited to Town Hall, Fifer’s Field, Hayward Farm/ Oscar’s Burritos, Nashoba Valley Olympia, and additional capacity at Liberty Fields.
 Lead responsibility: RC
 Coordinate with: EDC, DPW, PB, TP
 Timeframe: 
 Resources: Staff, MAPC

Strategy 7.1.2. Identify and promote solutions to improve local transportation options.

<p>Action 7.1.2.1. Coordinate local transportation options to provide an on-demand shuttle that can serve commuters, reverse commuters, and local daytime trips. Lead responsibility: BoS Coordinate with: TA, CoA Timeframe:  Resources: Staff, CrossTown, 495/ MW</p>	<p>Action 7.1.2.2. Explore new and innovative options to serve residents’ commuting needs, such as ride- or car-sharing services. Lead responsibility: BoS Coordinate with: TA, CoA Timeframe:  Resources: Staff, CrossTown, 495/ MW</p>
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Key:       

Short term Short-medium term Medium term Medium-long term Long term Ongoing

Goal 7.2. Continue to engage in partnerships with surrounding towns and the region.

Strategy 7.2.1. Continue participation in regional planning conversations and decision-making.

Action 7.2.1.1. Continue participation in MAPC (Metropolitan Area Planning Council) and MAGIC (Minuteman Advisory Group on Interlocal Coordination) subregional council meetings and initiatives.

Lead responsibility: BoS
 Coordinate with: PB, TP, TA
 Timeframe: 
 Resources: Staff, MAPC

Action 7.2.1.2. Continue to advocate for regional transportation solutions with Regional Transportation Authorities (RTAs) and as a member of the Boston Region Metropolitan Planning Organization, CrossTown Connect Transportation Management Association, and 495/MetroWest Partnership, and with other regional entities and neighboring towns.

Lead responsibility: BoS
 Coordinate with: PB, TP, TA, CoA
 Timeframe: 
 Resources: Staff, MAPC, MPO, CrossTown, 495/MW, Towns

Goal 7.3. Pursue regional approaches for open space and recreation.

Strategy 7.3.1. Explore opportunities to improve open space and recreation opportunities across municipal borders with neighboring communities.

Action 7.3.1.1. Identify recreational services and facilities in Boxborough and neighboring towns and plan for sharing of these facilities where feasible and desirable.

Lead responsibility: RC
 Coordinate with: DPW
 Timeframe: 
 Resources: Staff, MAPC, Towns

Action 7.3.1.2. Coordinate with neighboring communities to develop a regional open space and trail network.

Lead responsibility: TP
 Coordinate with: ConsCom, RC, BoS
 Timeframe: 
 Resources: Staff, MAPC, Towns

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Boxborough2030



A Rural, Engaged Community for All

www.boxborough-ma.gov/boxborough2030

For more information, please contact:

Metropolitan Area Planning Council

60 Temple Place, 6th Floor

Boston, MA 02111

(617) 933-0700

www.mapc.org

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7a



**TOWN OF BOXBOROUGH
SPECIAL TOWN MEETING
FEBRUARY 24, 2016
LIST OF ARTICLES**

- 1. AMEND FY 16 OPERATING BUDGET (RESERVE FUND)**
- 2. WITHDRAWAL OF THE TOWN OF BOXBOROUGH FROM THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
- 3. AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

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 Wednesday, February, 24, 2016 at 7:00 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

ARTICLE 1 AMEND FY 16 OPERATING BUDGET (RESERVE FUND)

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000), more or less, to provide for the operations and expenses of the Town for the fiscal year beginning July 1, 2015 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 11, 2015 by increasing the Reserve Fund, Department #132, as indicated below; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/11/15	Proposed Increase/ <Decrease> Appropriation	Total FY 16 Allocation
132	Total Other – Reserve Fund	\$185,000	\$50,000	\$235,000

The Finance Committee recommends (x-y).

The Board of Selectmen recommends (x-y).

DRAFT

**ARTICLE 2 WITHDRAWAL OF THE TOWN OF BOXBOROUGH FROM THE MINUTEMAN
REGIONAL VOCATIONAL SCHOOL DISTRICT**

(Majority vote required)

To see if the Town will vote to withdraw from the Minuteman Regional School District effective July 1, 2017, contingent upon the acceptance, on or before March 1, 2016, by all of the current members of the Minuteman District, and the approval, on or before December 31, 2016, by the Commissioner of Education, of the Amended Regional Agreement dated December 21, 2015 which has been submitted to the member towns by the Minuteman Regional School Committee; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

DRAFT

**ARTICLE 3 AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE
MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

(Majority vote required)

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated “Regional Agreement” bearing the date of December 21, 2015 to the Board of Selectmen of each member town; or take any other action relative thereto.

Summary

Background: In March 2014, the Minuteman Regional School Committee approved a set of amendments to the Agreement, which were sent to all member towns for consideration at their 2014 annual town meetings. The motivation for the proposed amendments was the need to obtain the unanimous consent of the member towns in order to undertake the vital and long overdue capital campaign necessary to bring the existing, antiquated school structure into compliance with building codes. Ten member towns voted to approve, one town voted against, and five towns, including Boxborough, passed over the article. Because adoption of the Amended Agreement requires unanimous vote of the member towns, the School Committee presented the amendments to those six towns to consider again in 2015. Boxborough voted to pass over the article and the remaining five towns did likewise or did not take any further action.

It was clear that the proposed amended agreement would have to be further modified in order to achieve a unanimous vote of support. After a good deal of discussion among selectmen in the member towns, as well as members of the school committee, further revisions to the March 2014 draft were recommended and endorsed, and on December 21, 2015, the Minuteman Regional School Committee unanimously approved a new Regional Agreement, with additional revisions providing for a streamlined process for withdrawal by member towns, reduction of the minimum enrollment charge from five students to one, and requiring out-of-district communities to help pay for their share of capital costs of a new building.

The full text of the amended Regional Agreement, on which you are being asked to vote, is available in both clean and red-line versions, at the Boxborough Town Clerk’s office, the Sargent Memorial Library and on-line, by clicking the town meeting links from the home page of the Boxborough web.

A summary of all the changes reflected in the draft December 21, 2015 Regional School District Agreement of the Minuteman Regional Vocational School District is available below:

INSERT TABLE SHOWING CHANGES

The Board of Selectmen...

The Finance Committee...

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before February 10, 2016.

Vincent M. Amoroso, Chairman
Board of Selectmen

Susan M. Bak, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Robert T. Stemple
Board of Selectmen

DRAFT

Recommendation of the Board of Selectmen on Article 2

The Board of Selectmen recommends (3-1)¹

Background

Articles 2 and 3 are the result of a seven year effort to address the inadequacies of the facility at Minuteman Regional Vocational Technical High School ("Minuteman"). The current facility, built in the early 1970's, has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot properly support Minuteman's vocational-technical education programs. The facility MUST be repaired or replaced in order to ensure a SAFE building for our students. If we do nothing, Minuteman could lose its academic accreditation. It is important to note that the deterioration did not result from a refusal by the member towns to approve requests for repairs. Rather than seek sufficient funds to repair the existing structure, Minuteman's administration and school committee put its effort into seeking approval to build a new school with funding help from the Massachusetts School Building Authority (MSBA). That effort has been underway since 2009. It is the oldest school building project in the MSBA pipeline.

Minuteman proposes to build a new school at a cost of \$145 million, with a completion date of September 2020. If the member towns agree to fund this project by June 30, 2016 MSBA will pay for 1/3 of the cost, leaving the member towns to pay the remaining 2/3 or \$97 million. If that deadline is not met, Minuteman will lose MSBA funding and the member towns will pay the full cost. Minuteman estimates the cost of refurbishing the facility (instead of replacing it) at \$100 million. No MSBA funding is available for that.

Some of the member towns have expressed reluctance to embark on such a costly capital project under the terms of the current Minuteman Regional Agreement. Seven towns are actively considering withdrawal from the District. The changes in the revised agreement and their affect on Boxborough will be addressed more fully in our recommendation for Article 3. In summary, the revised agreement would:

¹ *On July 20, 2015, the Board of Selectmen appointed the Vocational Education Advisory Committee, an ad-hoc fact finding committee to research, analyze, evaluate, and recommend to the Board the best options for Vocational Technical Education that are both academically and financially appropriate for the Town of Boxborough and its students. The Board has received the Committee's report and makes this recommendation based on its evaluation and discussion of the information reported by VEAC and by the Department of Elementary and Secondary education as noted above. The Board thanks the members of VEAC for their assistance: Susan Bak, Chair, Anne McNeece, Brigid Bieber. Gary Kushner, and Hugh Fortmiller.*

1) adopt weighted voting so that a member's vote would be related to its enrollment, instead of each community having an equal vote, as currently provided;

2) adopt a new assessment formula for sharing capital costs that would introduce a wealth based factor into the formula, increasing Boxborough's assessment;

3) adopt a four year rolling average for enrollment based charges instead of using the most recent year's enrollment;

4) permit appointment of school committee members by the Board of Selectmen instead of by Town Moderator; and

5) provide an easier process for Members to withdraw from the District.

DISCUSSION

Boxborough has been a member of the Minuteman High School Regional School District since 1970. It's enrollment at Minuteman has declined steadily and dramatically in recent years. The time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the District.

Withdrawing from the District will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students would be able to apply to other fine schools that are considerably more convenient, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they would still be able to apply to Minuteman on the same basis as students from other non-member towns. This year 41% of Minuteman's enrollment comes from non-member towns. It is a common practice across the Commonwealth.²

² *The Massachusetts Department of Elementary and Secondary Education (DESE) addressed the issue of withdrawal from a regional vocational school district in a January 15, 2016 letter from Deputy Commissioner Jeffrey R. Wulfson to Minuteman Superintendent Edward A. Bouquillon:*

*"I'd like to clarify the process for DESE review of a town's proposed withdrawal from a regional vocational school district. The Department's primary role in this situation is to ensure that the withdrawal conforms to the procedural requirements set out in the regional agreement, and to assist the district and the withdrawing town in addressing the various financial and logistical issues that arise from a withdrawal. **There is no requirement that a withdrawing town submit a plan on providing alternative access to vocational education. Although we encourage towns to provide or arrange for appropriate vocational education opportunities for their students, there is no legal requirement that they do so. State law (G.L. c74, s.7) already provides a mechanism for students to enroll in out-of-district vocational programs.***

Withdrawal would take effect after approval by the Commissioner of Education. The earliest effective date would be July 1, 2017. All students enrolled at Minuteman before the effective date will be able to complete their high school years at Minuteman.

We have compared these three schools in several important respects: 1) Academics, 2) Convenience, and 3) Cost. We will discuss Convenience and Cost first, because they involve determinations of time and money about which there can be no dispute.

1) Convenience. The mileage from Town Hall to the three schools is similar: 11.1 (Nashoba), 13.2 (Minuteman), and 13.4 (Assabet). However, the commuting times are very different:

- 1) Nashoba: 14 minutes
- 2) Assabet: 16 minutes
- 3) Minuteman: 34 minutes.

The commute to and from Minuteman is on Route 2 during rush hour. It is 20 minutes longer each way than the commute to Nashoba. Compared to that, our students spend an extra 40 minutes/day, or 3 hours 20 minutes per week, in traffic. Our students could put this time to better use.

Minuteman is by far the least convenient.

2) Cost. We have considered our per pupil costs, including transportation, for each school based on an enrollment of 5 students. In the case of Minuteman, we have used the projections given us by the Administration, including the capital costs for the new school project. The results are:

- 1) Nashoba: \$26,700
- 2) Assabet: \$28,200
- 3) Minuteman: \$42,254.

Minuteman is by far the most expensive.

3) Academics. We compare academic performance last because it is the most important and the least susceptible to a purely numerical analysis. Nevertheless, there is a wealth of numerical data available on

This is a different situation than a town seeking to withdraw from a regional academic school district. Every town has a legal obligation to provide an academic course of study for its resident children, either by operating its own school, joining a regional academic school district, or entering into a tuition agreement with another district. Towns seeking to withdraw from a regional academic district would be required to provide a satisfactory plan for meeting this obligation."

the website of the Massachusetts Department of Elementary and Secondary Education (DESE), and we have examined it closely. You can find DESE's 2015 Report Card Overviews for each school at these links:

Assabet:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08010605&fycode=2015&orqtypecode=6&>

Minuteman:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08300605&fycode=2015&orqtypecode=6&>

Nashoba:

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=08520605&fycode=2015&orqtypecode=6&>

Our analysis of this data shows that, compared to Assabet and Nashoba, Minuteman has the lowest graduation rate and percentage of students attending institutions of higher education. It has the lowest MCAS performance in Math and STE (Science and Technology/Engineering). It has the highest dropout rate, poorest attendance rate, and worst suspension rate. On the other hand, it has the highest combined SAT scores, the highest MCAS performance in ELA (English Language Arts) and the lowest student-teacher ratio. The schools vary significantly in their enrollment of SPED students, with Assabet and Nashoba at about 33% and Minuteman at about 51%. We do not know to what extent this difference may affect the above performance data.

Evaluating the academic quality of these schools ultimately requires us to make a judgment as to priorities. How much weight should we give to SAT scores as compared to graduation rate? Are language arts or science and technology/engineering more important for our students attending a vocational/technical high school? Is a lower student-teacher ratio more important than the rate at which our students go on to institutions of higher education? Your priorities may be different, and we encourage you to look at the DESE report card links and decide for yourself.

Conclusion

In our judgment, Minuteman's overall academic performance is certainly no better than the other two schools, and arguably worse. There is no doubt that Minuteman is, by far, the least convenient and most expensive of the three schools compared.

The Board of Selectmen recommends that you vote "Yes" to withdraw from the Minuteman Regional School District effective July 1, 2017.

Recommendation of the Board of Selectmen on Article 3

The Board of Selectmen recommends (4-0) whether the Town votes "Yes" or "No" on Article 2.

As discussed in our recommendation on Article 2 above, Articles 2 and 3 are the result of a longstanding effort to address the inadequacies of the facility at Minuteman Regional Vocational Technical High School ("Minuteman"). Technically speaking, there is no link between the Regional Agreement and Minuteman's plans to build a new school with financial help from the Massachusetts School Building Authority (MSBA). The MSBA is not requiring Minuteman to secure a new Agreement. Practically and politically speaking, however, there is a direct link. Several town officials have said they could not support the Minuteman project in their towns until a new Regional Agreement is approved by all 16 towns.

Principal features of the revised Regional Agreement include:

- 1) A new formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, each community's relative ability to pay, and a minimum share for each community. The current formula attributes a five-student minimum to low-enrolling communities but otherwise is based on enrollment only. The new formula would employ a one-student per year minimum.
- 2) A new formula for assessments using a four year rolling average for enrollment based charges. Assessments are currently based only on previous year enrollment.
- 3) Weighted voting on the Minuteman School Committee with 50% of vote strength shared equally among members and 50% based on each community's 4-year rolling average enrollment. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a higher percentage of the costs. The new Agreement calls for weighted voting in most cases. Exceptions include votes to incur debt, which require approval by 2/3 of all School Committee members regardless of enrollment.
- 4) Appointment of Minuteman School Committee members by the boards of selectmen of the member town (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities. Towns wishing to retain the moderator's appointing authority may do so by bylaw/charter.
- 5) A more workable process for communities to withdraw from the district. The revised agreement provides seven communities¹ the option to withdraw as part of the ratification process. Going forward, a

¹ The seven towns are: Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston, accounting for a total of less than 10% of the District's enrollment.

member town could withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.

DISCUSSION

A) If the Town votes "Yes" on Article 2, it needs to vote "Yes" on Article 3 in order to give effect to its decision to withdraw. If approved by all sixteen member towns, the new Regional Agreement would provide seven towns, including Boxborough, the ability to receive the necessary unanimous approval with this vote.

B) If the Town votes "No" on Article 2, it should still vote "Yes" on Article 3 and approve the new Regional Agreement because the benefits would outweigh the drawbacks. A "Yes" vote will also provide a safer and better educational experience for Boxborough's students who will continue to attend Minuteman because it will permit the construction of a new, safe, state of the art school building.

Benefits

The principal benefit is the opportunity to build a new school for our students. Revision of the Regional Agreement is critical to approval of the School Building Project by the member towns. If that Project is not approved, the District will face difficult challenges operating and maintaining its existing facility. All member communities will share those costs, which, without MSBA assistance, may be higher than the cost to build a new school.

The new Agreement could also make it easier to attract new members. Some non-member towns who have sent their students to Minuteman for years have been deterred from joining the district because the current agreement requires unanimity in order to withdraw. If they decide to join the District, they would pay a greater share, and our costs (should we stay) would decrease.

In addition, the new Agreement provides a more workable process for withdrawing should the Town wish to do so at any time in the future. Going forward, a member town could withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw. **The withdrawal provision of the Revised Regional Agreement was not in the original 2014 proposed amendments.**

Drawbacks

The principal downsides to the new agreement result from changes to the formulas for voting and assessments.

VOTING:

Each member town would no longer get an equal vote. Instead, weighted voting will be employed, with 50% of vote strength shared equally among members and 50% based on the 4- year rolling average enrollment. Incurring debt is specifically excepted and would require approval by 2/3 of all school committee members regardless of enrollment share or actual attendance at the committee meeting. Boxborough's vote would decrease from 1/16, or 6.25%, to approximately 4%. That number will vary slightly with changes in enrollment and will be affected by how many towns vote to withdraw.

We do not consider this to be a significant change in our overall voting power.

ASSESSMENTS:

1) ANNUAL OPERATING COSTS: Based on 4-year rolling average enrollment share, instead of the most recent year.

2) CAPITAL COSTS: Each member community would pay a base 1% of yearly total. 50% would be based on 4-year rolling average enrollment share. The remaining 49% would consider certain factors used in calculating Chapter 70 state aid to education along with enrollment. In calculating the rolling average, a one-student minimum enrollment per year would be used, replacing the five-student minimum enrollment used for capital assessment under the present agreement. **This provision was not in the 2014 proposed amendments.**

If withdrawal is properly pursued following a District-wide election that authorizes new debt, the subject community would not be liable for a share of the debt that its own voters disapproved in that election.

These changes would increase Boxborough's assessments if enrollment continues at the recent 5 student level or increases. If enrollment continues to decline, as it has in recent years, to below 5 students, Boxborough's assessment could decline as a result of the decrease in minimum student enrollment charge from 5 to 1. In addition, if a future capital project (not the current building proposal) is proposed, Boxborough can disapprove the new debt and would not be liable for it if it votes to withdraw at that time, even if withdrawal is not approved.

We consider this to be an acceptable provision because it could actually reduce our assessment if enrollment continues to decline, and gives us a way to avoid liability for new debt. Under either of those circumstances, the revised capital assessment formula would no longer be a drawback but a benefit.

Conclusion

The Board concludes that, for Boxborough, the best course is to withdraw from the Minuteman Regional School District now. If the Town votes to do so, it should approve the revised Regional Agreement in order to give effect to its decision. If the Town votes to remain in the District, it should also approve the revised Regional Agreement so that the District will be better able to serve the vocational education needs of our students by constructing a new, safe, state of the art school building.

The Board of Selectmen recommends that you vote "Yes" to accept the amendments to the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District.

Announcement Beacon: February 9 STM Informational Session: DRAFT 1/23/2016
LRF

Town Meeting Information Meeting: February 9

Boxborough is having a very important Special Town Meeting on Wednesday, February 24th (snow date of February 25), at the Blanchard Memorial School starting at 7:00 PM. Two of the articles on this Special Town Meeting are of critical importance to the future of the Minuteman Regional Vocational School District and the future of Boxborough's relationship to that District. Boxborough residents will be asked to vote on a new amended Agreement for the District and also whether the Town should withdraw from the district.

These are complicated subjects. To provide Boxborough residents with a better understanding of the issues, an informational session will be held at 7:00 PM on Tuesday, February 9th (snow date of February 11) at the Sargent Memorial Library, 427 Massachusetts Avenue. Representatives of the Board of Selectmen, Finance Committee, and the Town's Vocational Education Advisory Committee will be present and answer questions.

Information, including the report of the Town's Vocational Education Advisory Committee, is available on the Town's website www.boxborough-ma.gov.

8a

[REDACTED]
Boxborough, MA 01719
[REDACTED]

December 9, 2015

Received
1-7-2016

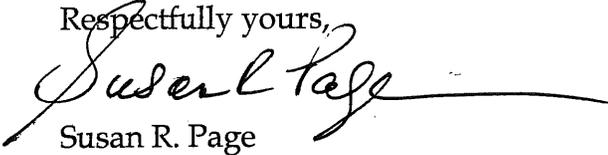
Elizabeth Markiewicz
Town Clerk
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Liz,

I am writing to submit my resignation from the Council on Aging Board, effective End of January 2016. If I weren't moving, I would certainly continue with the Board, as I've enjoyed working with Frank Powers and all the members and associates of the Board on behalf of Boxborough seniors.

About a month ago, I let Frank know that I would be leaving and recommended some people as replacements. As of end of January, I'll be living in Concord.

Respectfully yours,


Susan R. Page

Copy to Vincent Amaroso ✓
Chair, Board of Selectmen

8b

Selina Shaw

From: Rebecca Morris [REDACTED]
Sent: Wednesday, January 13, 2016 3:46 AM
To: Selina Shaw
Cc: Francie Nolde; Francie Nolde
Subject: resignation from Energy Committee and MPUC

Selina,

I'm very sorry to tell you that I must resign from the town Energy Committee and from the Master Plan Update Committee. I have very much enjoyed serving on both committees and wish I could continue, but current health issues make that impossible right now. I hope to participate again in town government at some future date.

Thanks very much,
Rebecca

Rebecca Morris
[REDACTED]
Boxborough, Massachusetts 01719

[REDACTED]

 Save Paper - Do you really need to print this e-mail?

8c



Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
Phone: 978.264.1722
www.boxborough-ma.gov

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Hoff Stuart

To: Boxborough Board of Selectmen

From: Dennis Reip, Chair

CC: Tom Garmon, Boxborough DPW
Selina Shaw, Town Administrator

Date: January 6, 2016

Subject: Request for DPW Assistance

The Town owns conservation land near the intersection of Hill Road and Picnic Street. The parcel is called Hager Meadow and it abuts land currently owned by Bruce Hager. The Commission is requesting that the Selectmen authorize or approve the DPW use of the flail and other equipment to clear a path along the red trail shown on the Town trail maps.

The current trail in the meadow area has 3 problems: multiflora rose bushes with lethal thorns, Asian bittersweet vines and autumn olive bushes. These are all non-native invasive plants. Some of the multiflora rose bushes are 7 feet high with an equal diameter.

The open meadow is the only area that we need help with. This trail connects to the Have Not Pond conservation land which has 2 trail heads on Hill Road and 1 trail head on East Whitcomb Road.

Norm Hanover, Commissioner, has discussed clearing the meadow with Tom Garmon. Tom believes that the DPW has the right equipment to do the job.

Thank you for your consideration.

8d

Selina Shaw

From: Elizabeth Markiewicz <emarkiewicz@boxborough-ma.gov>
Sent: Wednesday, December 16, 2015 12:37 PM
To: 'Bob Stemple'; James Gorman; 'Les Fox'; sbak@comcast.net; 'Vince Amoroso'
Cc: 'Selina S. Shaw'; 'Maureen Strapko'; johnfallon@verizon.net
Subject: Polling location at Sargent Memorial Library

Hello,
Maureen, John Fallon and I met on Tuesday to check out the library meeting room as an alternate polling location for the Presidential Primary on March 1. Two DPW workers were also there and we were able to set up the room as it would be for an election. We all agreed that the meeting room would be the preferred alternative to the Grange Hall for this election.

- It is handicap-accessible
- Plenty of parking
- Enough space to accommodate indoors a potential line of voters

The Community Center was ruled out for the following reasons:

- Side entrance, while handicap-accessible, is too narrow to accommodate voter traffic
- Not enough space to accommodate indoors a potential line of voters
- Front entrance has no sidewalk leading to it
- Parking is significant distance from polling place/not town-owned
- Community Center agreement grants town use only during the day

As you know, a change in polling location is made by a vote of the Board of Selectmen and that all registered voters must be notified of the change at least 20 days in advance of the election. State Elections has confirmed that including notice of the change on the warrant for the February Special Town Meeting would satisfy this requirement.

I respectfully request that the BOS put this item on agenda for January 11, 2016.

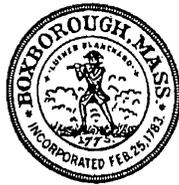
Please let me know if you have any questions.

Regards,
Liz

Elizabeth A. Markiewicz
Town Clerk
29 Middle Road
Boxborough, MA 01719
978-264-1727
Hours:
Mon-Thurs: 9am-2pm
Monday evenings: 6pm-8pm

Alternative Polling Locations

Location	Sq. Ft.	Parking Spaces	Comments
Grange Hall	1600	54	Not available March 1 due to ADA compliance issues
Community Center	1400	59	Close to Town Hall. Not town-owned. Parking is far from Community Center entrance. ADA-compliant doorway is narrow—can only accommodate one-way traffic. Space would not accommodate a line of voters waiting inside. Accessibility with snow/ice on ground would be difficult. Boxborough Children’s Center in session during the day.
Library	1250	58	Plenty of parking. Library Director has agreed to close the library for the day. Easily accommodates line of voters within the building. Separate entrance and exit to polls possible—a plus.
Blanchard School Gym			Not viable if school is in session due to parking and security concerns. Permission from the ABRSD needed.



**Internal Communications and Outgoing Communications
For January 25, 2016**

1. Planning Board's Application Review Request regarding an Application of Marni Kaplan-Earle for a Special Permit for a Freestanding Sign at the property located at 8 Hill Road. #



Minutes, Notices and Updates
January 25, 2016

Minutes

- 1. Vocational Education Advisory Committee minutes from the meeting held January 4, 2016
- 2. Zoning Board of Appeals minutes from the meeting January 5, 2016

Notices

- 1. Notices of A-B School Regional School District related meetings:
 - a. Regular School Committee meetings
 - i. Held January 14, 2016
 - ii. Held January 23, 2016 (FY 17 Budget "Budget Saturday")
 - b. ABRSC Budget Subcommittee meeting to be held January 27, 2016
 - c. ABRSC Policy Subcommittee meeting to be held January 27, 2016
 - d. AB Special Ed. Parent Advisory Council meeting held January 13, 2016
 - e. Concord Area Special Education Collaborative held January 15, 2016
 - f. Acton /Acton-Boxborough Health Insurance Trust to be held January 29, 2016
- 2. Notice of Minuteman School Committee meeting held January 19, 2016
- 3. Notice of a Historical Commission meeting held January 20, 2016
- 4. Notice of a Vocational Education Advisory Committee meeting held January 20, 2016
- 5. Notice of a Public Celebrations & Ceremonies Committee meeting to be held January 27, 2016
- 6. Notice of a Personnel Board meeting to be held February 3, 2016
- 7. Notice of a Well-Being Committee meeting to be held February 23, 2016
- 8. Legal Notice from the Conservation Commission for a Public Hearing held January 20, 2016 to consider a Notice of Intent filed by James D'Agostine, Commonwealth Properties, Inc., for the construction of a 4 bedroom dwelling & subsurface sewage system out of the buffer zone and a driveway crossing the buffer zone and displacing 356 ft. of wetlands at the properties located at 79 Meadow Land and 94 Chester Road.
- 9. Legal Notice from the Planning Board for a Public Hearing to be held February 8, 2016 to consider amendments to the Town's Zoning Bylaw.
- 10. Decision No. 2015-10 from the Zoning Board of Appeals, dated January 19, 2016, granting the application, subject to the listed conditions, filed by Marni Kaplan-Earle dba The Taylor School for a Special Permit to erect a freestanding sign at the property located at 8 Hill Road.

9c



**General Correspondence
For January 25, 2016**

1. Notice of an Open House for the Taylor School on February 13 & 14, 2016.