TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Monday, August 24, 2020
7:00 PM
Conducted via a ZOOM Event

Item #	Estimated Start Time		Action Vote/ Accept & POF
		This meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See the end of this Agenda for remote participation instructions for the Regular Session portion of this meeting	
1.	7:00 PM	**Call to Order via ZOOM pursuant to the procedures noted above.** *Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your earlier]*	
2.	7:01 PM	**Announcements**	
3.	7:10 PM	**Approval of payroll and payable warrants**	
4	7:15 PM	**Minutes**	
	a.	Regular session, July 13, 2020	**ACCEPT & POF**
	b.	Regular session, August 12, 2020	**ACCEPT & POF**
5.	7:20 PM	**Citizens Concerns**	
6.	7:30 PM	**General Business**	
	a.	**Community Center Lease with the UCC: Fiscal Year 2021-2023 (three years)** *Pursuant to the approval of Article 14 of the 2020 Annual Town Meeting, vote to ratify and execute the lease agreement for the Boxborough Community Center for a three year term, commencing July 1, 2020.*	**VOTE:**
	b.	**Action Items - Review**	
	i.	Improve the information on the Town Website (usability and search ability)	
	ii.	Creating a multi-prong marketing plan for communication and engagement	
	iii.	Select Board memo on the website	
	c.	Diversity/Equity/Inclusion -MAPC Racial Equity Municipal Action Plan (REMAP) program update -Discussion with Police Chief, Fire Chief and DPW Director regarding prospective strategies to increase diversity of the candidate/applicant pool -Diversity/Equity/Inclusion Task Force -Communication & Outreach Presentation	
7.	8:30 PM	**Personnel Updates - TA Ferrara**	
	a.	Community Services/CoA Director position update	

b. Town Offices - Support Structure per 2017 Town Government Study Report, regarding departments, staffing and board/committee support from Town Hall staff

8. 8:45 PM Update on Town Boards/Committees/Commissions

a. Sustainability Committee Appointment

Pursuant to the recommendation of the Sustainability Committee, Vote to appoint Suresh Jasrasaria, to the Sustainability Committee for a term effective immediately and ending on June 30, 2023. **VOTE:**

b. Steele Farm Advisory Committee Appointment

Pursuant to the recommendation of the Steele Farm Advisory Committee, Vote to appoint John Skinner, to the Steele Farm Advisory Committee for a term effective immediately and ending on June 30, 2022. **VOTE:**

c. Update Boxborough 2030 - November 9th Joint Planning Board Review

9. 9:00 PM Select Board & Town Administrator's reports/updates

a. Upcoming FY 21 Goals Workshop - 9/26/2020

b. COVID-19 Status Update

c. Reports

10. 9:15 PM Adjourn

2020: 9/14; 9/28; 10/5; 10/19; 11/2; 11/16; 11/30; 12/14

2021: 1/4; 1/25

Goals Workshop Saturday: 9/26/2020

Joint [Planning Bd] Boxborough 2030 Review: 11/9

FY 22 Budget Saturday: 1/9/2021

To Join Zoom Meeting

https://us02web.zoom.us/j/88923028074?pwd=bTlyRjUrWGZjRlRQbTh2RHBsRW53QT09

Meeting ID: 889 2302 8074

Passcode: 304600

One tap mobile

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Dial by your location

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Meeting ID: 889 2302 8074

Find your local number: https://us02web.zoom.us/u/kvDq8T9IV

4a

BOXBOROUGH SELECT BOARD
Meeting Minutes
July 13, 2020

Approved:_____

PRESENT: Wes Fowlks, Chair; John Markiewicz, Clerk; Les Fox, Member; Maria Neyland, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator; and BXB-TV Coordinator, Kirby Dolak; John Fallon, Moderator. Jennifer Barrett, Town Accountant; Sustainability Comm. Chair, Francie Nolde, and Well Being Comm. Chair, Liz Markiewicz.

Along with: State Representative, Danillo Sena; State Senator Jamie Eldridge; Residents - Lovingsky Jasim; Hugh Fortmiller; Jeanne Kangas, Becky Neville, Fred Harris, and Karen Stuart

At 7:01 PM Chair Fowlks called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

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 Fowlks read the Announcements.

Approval of payroll and payable warrants
- TA Ferrara advised that the Board had approved any pending of payroll and payable warrants as a quorum; duly signing electronically.

Minutes
- Member Fox moved to approve the regular session minutes of June 15, 2020, as written. Seconded by Member Markiewicz. **Approved: 4-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," and Fowlks "aye." [*Stemple unavailable at the time of vote*]

- Member Fox moved to approve the executive session minutes of June 22, 2020, as written. Seconded by Member Neyland. **Approved: 4-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," and Fowlks "aye." [*Stemple unavailable at the time of vote*]

Select Board Goals and Objectives in the year ahead - Chair Fowlks provided an overview and intended purpose of this new agenda item. He is seeking the Board's input, informally, on action items in the coming year, and in preparation for the Board's annual Goals Workshop in September. Input was provided.
- *How do we keep the voters that came to Town Meeting for the first time engaged; identify what resources facilitated their interest?*
- *Readily providing information to the public – updates and important information, community outreach, encouraging involvement, transparency, and providing user-friendly multi-pronged resources e.g. website; social media and printed materials. Review of communication efforts has frequently a Board goal over the years. Updated website will be more searchable and user friendly*
- *What information resources are preferred by residents? What works for them?*
- *How do we create a brand or targeted marketing for the Town?*
- *Develop materials diagraming and delineating the timeline of various town processes to provide a context to residents e.g. the tax abatement process.*

This agenda item will be revisited periodically in the coming months.

The Board took items # 6 (b & c) and 9, out of order

Update on Town Boards/Committees/Commissions

- Planning Board recommended appointments to Town Boards/Committees -
  - Pursuant to the recommendation of the Planning Board, Member Neyland moved to appoint Mark Barbadoro, to the Water Resources Committee to complete the term of Nancy Fillmore, effective immediately and ending on June 30, 2022. Seconded by Member Fox. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."
  - Pursuant to the recommendation of the Planning Board, Member Neyland moved to appoint Robin Lazarow, to the Community Preservation Committee to complete the term of Abby Reip, effective immediately and ending on June 30, 2022. Seconded by Member Fox. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."
  - Member Fox provided background on Metropolitan Area Planning Council (MAPC) functions and the purpose and responsibilities of the alternate MAPC member. Pursuant to the recommendation of the Planning Board, and in accordance with MGL Chapter 40B, § 24, Member Neyland moved to appoint Cindy Markowitz, as the Alternate Representative to the Metropolitan Area Planning Council for a one-year term, effective immediately and ending on June 30, 2021. Seconded by Member Fox. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."
  - Appointment to the Minuteman Advisory Group on Interlocal Coordination (MAGIC) - Member Fox advised that the term previously voted of the Planning Board's MAGIC appointee was in error and will be have to be revoted at an upcoming meeting. Member Fox moved to appoint Wesley Fowlks, as a Representative to the Minuteman Advisory Group on Interlocal Coordination (MAGIC) for a one-year term, effective immediately and ending on June 30, 2021. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."

Annual Town Meeting (ATM) – Review - Town Moderator John Fallon reported that the Town was able to successfully hold a safe, well attended, Town Meeting while adhering to current COVID-19 protocols. We addressed the significant items that will allow the Town to continue to operate for the next twelve months. TA Ferrara advised that this agenda item is also to solicit the Board's feedback as to the implemented processes and article discussions; if a fall town meeting may be required and the possible processes/protocols that might be considered going forward in the foreseeable future. The Board members noted that Town Meeting went well and voters seemed to be able to follow the revised processes and were appreciative of the necessary safety protocols. They thanked everyone involved with this event for their commitment and hard work. They recognized the trust and commitment of the voters that did participate. They were encouraged by the participation, seeing many new faces. They would like to explore outdoor options. They have also received public input in support of an outdoor venue, including that some may chose not to attend as it was held indoors. An outdoor event could be doable for our ATM in May, but would be problematic for a fall Special Town Meeting in November/December. Planning is the key. It was noted that an outdoor event could prove expensive. It was suggested that it might be prudent to develop a contingency budget in case we find ourselves in similar circumstances. There was discussion of how other communities managed their ATMs.

Update on Town Boards/Committees/Commissions (Continued)

- Sustainability Committee Chair Francie Nolde introduced State Senator Jamie Eldridge and our new Representative Dan Sena to discuss the Sustainability Committee's request that the Town support Massachusetts HB 2810 - Carbon Pricing Bill. This request for support of this bill was a pre-COVID initiative from the Sustainability Comm. however, they believe that Sen. Eldridge and Rep. Sena are better suited to explain this pending legislation. Sen. Eldridge took up the discussion. This bill was originally championed by former State Rep. Benson. The goal of this legislation is to reduce carbon emissions. There has been significant discussion on this during the current legislative session, so it is unlikely that these discussions will be finalized during the current session. He spoke to some of the key components of HB 2810, including the revenue generating and fund allocation proposals. The Green Energy Infrastructure terms would be allocated for green initiative in communities like Boxborough and provide rebates to residents, focusing on low to middle income households. The Board provided their feedback and requested additional information on some of the proposed components of the legislation.

The Board took Item #8 (a & b), out of order

Budget

- Town Accountant Barrett spoke to the measures to close out FY 2020, specifically Reserve Fund (RFT) and Interdepartmental (IDT) Transfer Request(s); the fiscal processes related to these two types of transfer requests; the necessary measures to address the COVID-19 crisis that brought about the need for these transfers; efforts underway to apply for reimbursement of the Town's COVID-19 expenditures in FY 2020, and possible timeline for these reimbursements. TA Ferrara also provided his input.
  - Reserve Fund Transfer Update (provided for information purposes only – no action required by BSB; under purview of Finance Committee)

- Police OT (001-210-5134-0000): $47,500.00
- Police Other COVID (001-210-5599-CVID): $13,700
- Dispatch OT (001-215-5134-CVID): $2,850
- Dispatch Other (001-215-5599-CVID): $3,030
- Fire Other COVID (001-220-5599-CVID): $7,860
- DPW Fields Maintenance (001-422-5241-0630): $4,200
- Hager Well Maintenance (001-425-5241-0000): $2,470
- Transfer Station Trucking (001-433-5291-0000): $5,760

o Pursuant to the recommendation of the Finance Committee Member Neyland moved to approve the transfer of Sixty-six Thousand Dollars ($66,000) from the Fire Per Diem Salary (001-220-5116-0000) to Police COVID OT (001-210-5134-CVID) Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."

Community Commitment

- Well Being Committee (WBC) Chair, Liz Markiewicz spoke to the WBC's request that the Town show support for human rights by putting up "*All lives can't matter until black lives matter*" sign(s) at Town Hall. The WBC has discussed possible concrete steps to indicate that the Town's support of diversity and inclusion, including posting these signs. Other communities, including major urban areas, are posting similar signage. The Select Board provided their input. The Boxborough 2030 "MasterPlan" overarching statement to be "a rural and engaged community for all," with many of the aspirations built around this statement. The Select Board also recently issued a public statement acknowledging systemic racial disparity. This statement could be the basis to initiate community dialogue; identifying concerns and concrete measures to address disparity. Positive community actions are more productive then just signs. In the current climate, the original core phrase has become politicized. Allowing this posting on Town property might set a precedent allowing other parties, with competing interests, to seek similar placement(s) of their signs. The Board would like to concentrate the Town's resources on actions to address complex human rights issues. Getting involved is how one makes a difference. Chair Fowlks opened the floor for public comment. Some of the input provided was - As a predominately white community, towns like Boxborough need to demonstrate to their black/brown residents that they are supported. We don't need to go into urban areas to show support; we can make an effort here in our own community. This sign is not a political statement it is a human statement. There was discussion on the Boxborough2030's affirmation "A rural and engaged community for all." Town should look to do more in promoting diversity in hiring; more diversity is needed on Town Board/Committees; sectors of our population are underrepresented in Town; more affordable housing opportunities are needed; including inclusionary zoning. Other local communities are creating diversity committees and equity coordinator positions. Change cannot happen without engagement, outreach and education. There was a general discussion about the local governmental processes and that many do not understand the process. Getting involved is essential. Participation and inclusion is where we start healing. There was discussion about researching other communities' efforts and those Boards/Committees that could be involved in this process. The Board thanked the participants for their input. The consensus of the Board was that they overwhelmingly support the diversity statement they previously issued, however, the Board does have concerns about allowing this sign to be placed on Town property. If it had not already been done, the Board directed that their public statement acknowledging racial disparity be posted to the website.

Community Services Coordinator

- Well Being Committee (WBC) Chair, Liz Markiewicz remained to introduce a WBC proposal to staff a 24-hour p/w Community Services Coordinator (CSC) position providing additional support to the CS/CoA department. In 2019 the CSC position was combined with the Council on Aging Coordinator (CoA) position to create the full-time CS/CoA Director position. Prior to this, the CSC position was a shared staffing partnership with Stow, part-time in each community. Additional support has provided to the CS/CoA department by an intern, but that was not permanent nor consistent. The CSC position was originally created as a result of residents were reaching out to the Acton CSC to obtain services. Due to the COVID-19 situation, residents seeking services has increased. This was proposed by the WBC earlier this year; but they missed the necessary benchmarks needed to present it at Annual Town Meeting. The WBC intends on developing this proposal to restore the Community Services Coordinator (CSC) for action at Town Meeting. The CSC position is still on the Personnel Plan. The current CS/CoA Director supports this proposal. TA Ferrara spoke to this proposal. When the CSC/CoA positions were combined, support staff was hired to assist the CSC/CoA Director including the scheduling of van services. Our recent Town Meeting approved additional CS/CoA support staff hours. Community services continue to be provided by CS/CoA Dir. Abraham. Due to the COVID-19 situation, Town Hall currently has several unfilled positions with staffing needs that continue to remain unaddressed. This proposed addition of a CS Coordinator would have to be part of a broader, overall staffing conversation. It was noted that there was a review and discussion of the CSC/CoA departmental workload that occurred earlier this year between CSC/CoA Dir. Abraham; TA Ferrara and then Chair Neyland. At that time, it was determined that this CS staffing proposal would-be put-on hold and other measures would be explored to address time management concerns before seeking any additional staffing. There are many unknowns as we look to the future. Town Meeting made it clear that residents are concerned

about Town expenses; specifically, payroll. It was noted that any discussion on this should tie in to the bigger holistic community equity and diversity conversation taking place. Education and outreach will be needed.

There were no citizen's concerns.

Budget (Continued)

- FY 2021 Update – TA Ferrara thanked everyone for their hard work and the effort put in to developing the initial budget and then coming back and identifying approximately $500,000 in reductions. As part of FY 2020 close out process; the auditors will be in next month. We finished off the year well, even with the many modification that had to be implemented to normal operations and responsibilities due to the COVID-19 crisis and the FY 2020 budget transfers discussed/voted on earlier. It has been a hard year for staff but everyone pulled together. He noted that the if we do experience a resurgence we may need to reinstate Emergency Operations protocols and part of this response may require additional staff hours that may result in overtime. There was discussion as to the COVID-19 Reimbursement process and the components that the auditors may want to track/address.

Select Board & Town Administrator's reports/updates

- COVID-19 Status Update – TA Ferrara reported that we continue to maintain at 30 impacted households for the last few weeks with no increase since Town Meeting.
  - He continues to meet weekly with the Acton and the A-B School District Administrations. The District queried families concerning the upcoming academic year 80% are willing to return to school and 20% preferring to continue with virtual learning. The District is exploring establishing a "Virtual" academy; a very different educational model. They are still working out the details on the in-school protocols and necessary modifications.
  - Chief Fillebrown was awarded a COVID-19 grant which he will be using to acquire additional Personal Protective Equip. (PPE).
  - TA Ferrara was asked for an update on the re-opening of Town Hall. He advised that there are no immediately plans to reopen. He continues to weigh concerns and options as information becomes available. In keeping with the State's current guidelines; staffing during the day is maintained at 50% capacity. This is managed with offsetting in-office hours and/or working remotely. Protocols and protections are in place. Masks are required in all public areas; social distancing is practiced when possible; surfaces are cleaned/sanitized and Plexiglass barriers have been installed. Staff has been able to address most requests remotely via email, phone calls and on-line applications/payments. If necessary, staff is scheduling appointments on an as needed basis. He has not received any complaints as to the Town Hall not being open to the Public. The imperative is to meet the needs of the Town, and we seem to be able to do that. Most departments are staffed by just one person so if they get sick that department would be unable to provide services. He continues to evaluate the situation. The Board requested that a statement on this be published to the website to inform the public.

Reports

- TA Ferrara reported that:
  - The 3rd bid posting for the Veterans Memorial Project proved successful and has been awarded to Ludlow Memorials. He will be meeting with Veterans Tribute Comm. members to begin the process and is hoping to break ground soon.
  - Route 111 Sidewalk project is currently in flux as subsequent to previous approvals MassDoT has informed the Town that they are dissatisfied with the current condition of the roadway and are now requiring additional components to the project. These add-ons would result in doubling the projected costs; making this prohibitive. Also, this is a State, not a Town owned roadway. The Town Planner and Engineer are in active discussions with MassDoT on this. The Town has also reached out to our legislators requesting that they assist us in facilitating communication with MassDoT administrators as we attempt to resolve these issues so we can proceed with the project.
  - BLF is scheduled for this Tuesday night; Select Board is chairing.

- Member Neyland reported that:
  - The School Building project is currently on budget and within their timeline. However, testing revealed high levels of naturally occurring arsenic on the Gates sports fields. In addressing this, revisions are needed including ones to the septic layout. The School Building Committee will be working with the Acton Board of Health on this.
  - Mark White is now the chair of the Zoning Board of Appeals with Kirstin Hilberg as Clerk.
  - Dennis Reip continues as chair and Rita Gibes Grossman is Vice-Chair of the Community Preservation Comm. At their last meeting there was a query as to abatements; when they begin to impact revenue numbers and if they impact CPA funds.

- There is a proposed joint Economic Development Comm. and Planning Bd. meeting. The Board discussed possible quorum concerns and what protocols might need to be followed. She has been unable to access the Welcome Letter in English on the Town's website. The vendor will be contacted. This may be due to the work to transition to the new website.

- Member Stemple reported that the Sustainability Comm. prepared for tonight's presentation at their last meeting.

- Member Fox reported that:
  - He has forwarded materials to the Water Resources Comm. members for review as they work to schedule their next meeting.
  - He is working on putting together "the next steps" to share with the Boxborough Building Comm. as part of the BBC's educational process.

- Member Markiewicz reported that he will be attending his first Economic Development Comm. meeting as BSB liaison. He also spoke to a recent Boston Globe article on 128 and 495 belt landlords coaxing metro centric businesses out to the suburbs. Member Fox advised that EDC Chair Guzzardi has informed him that the bank was the only bidder at the CISCO property auction. The accepted bid was half of the current assessed value.

- Chair Fowlks reported that he is working with Planning Bd. Chair Markowitz on November's joint Boxborough2030 review.

Adjourn
At 9:52 PM Member Neyland moved to adjourn. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Neyland "aye," Markiewicz "aye," Fox "aye," Stemple "aye," and Fowlks "aye."

Exhibits

Item#		
		Agenda
4	a	Regular Minutes of 6/15/20 – Draft
	b	Executive Session Minutes of 6/22/2020 – Draft
6	a	Materials from the Sustainability Committee supporting Carbon Pricing bill
7	a	Yard sign sample
8	a	Email from Accountant J. Barrett
		Internal Communication & Outgoing Communications
		Minutes, Notices and Updates
		Announcements

46

SELECT BOARD
Meeting Minutes
August 12, 2020

Approved:_____

PRESENT: Wes Fowlks, Chair; John Markiewicz, Clerk; Les Fox, Member; and Bob Stemple, Member
ABSENT: Maria Neyland, Member
ALSO PRESENT: Ryan Ferrara, Town Administrator and Cheryl Mahoney, Administrative Assistant
At 7:00 PM Chair Fowlks called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order
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.

- The Board reviewed the proposed event to recognize Indian Independence Day - Saturday, August 15th that will be held on Friday, August 14th at Town Hall and the proclamation in support of this. There was discussion as to the history of this celebration and the contributions of the Indian community to our Town and the world in general. Celebrating diversity in our town. Member Markiewicz moved to approve the issuance of a proclamation in support of Indian Independence Day - Saturday, August 15th. Seconded by Member Stemple. **Approved 4-0, by Roll Call Vote: Fox "aye," Markiewicz "aye,"," Stemple "aye," and Fowlks "aye."**

- Chair Fowlks spoke to a proposal to participate in the Racial Equity Municipal Action Plan (REMAP) Program through the Metropolitan Area Planning Council (MAPC), and to submit an application. He touched on some of the pertinent information related in last week's introductory webinar that he and Member Markiewicz attended, providing an overview of the program's objectives and the organizations that are partnering in the efforts. This program is to provide technical assistance to communities in an effort to conduct racial and equity training in said communities. They are will be choosing a small group of communities (3-5) that reflect a broad spectrum to participate in this initial effort. Some Board members expressed concern as to the commitment that is being be asked for those chosen communities as to staff work hours and the number of study members which seems significant and very specific. There would also be a requirement to participate in regional workshops in an effort to share experiences. This is a two phased program – Part 1 from October 2020 – February 2021; Part 2 – February – September 2021. If the Board supports this application, Chair Fowlks volunteered to take the lead; if Boxborough is chosen to participate. The intention is to make some of the data/materials that are generated available for those communities that were not able to participate. We should be forward thinking. Many Town committees could benefit from this program. The organizers are seeking additional funding to expand this program to more communities. Member Markiewicz moved to support to Boxborough's application for the Racial Equity Municipal Action Plan (REMAP) Program through the Metropolitan Area Planning Council (MAPC) by August 20th. Seconded by Member Stemple. **Approved 4-0, by Roll Call Vote: Fox "aye," Stemple "aye," Markiewicz "aye," and Fowlks "aye."**

Select Board & Town Administrator's reports/updates
COVID-19 Status Update – TA Ferrara reported that two more cases have been reported bringing of up the total impacted household since the rise of the COVID-19 Pandemic to 33. He further noted that these two are the only active cases.

Reports

The Board members provided their respective updates on the CISCO situation.

The Economic Development Comm. (EDC) is reviewing this situation and the potential impacts.

TA Ferrara seems to have a positive relationship with the interested parties.

He and other town stakeholders are in active communication with these interested parties.

An advisory group has been formed, consisting of TA Ferrara, Member Markiewicz, Planning Bd. Chair Markowitz and EDC Chair Guzzardi.

There are a lot of variables at this time. Unlike when CISCO was seeking accommodations when they first came to town, there is very little incentive for the interested parties to seek the Town's largesse now. So, it is unlikely that the Town would be allowed a significant voice as to the entity that would acquire the property.

The UMass Study could give the Town the ability to have a proactive presence in these discussions.

Adjourn

At 7:27 PM, Member Stemple moved to adjourn. Seconded by Member Markiewicz. **Approved 4-0, by Roll Call Vote: Fox "aye," Stemple "aye," Markiewicz "aye," and Fowlks "aye."**

Exhibits

Item#	
	Agenda
2	Proclamation – Indian Independence Day – 8/15/2020
3	Materials REMAP Program

6a

COMMUNITY CENTER LEASE

1. PARTIES

The United Church of Christ, Congregational, of Boxborough, MA (UCCB) (hereinafter referred to as LESSOR) does hereby lease to the Town of Boxborough acting by and through its Select Board, with a mailing address of 29 Middle Road, Boxborough, MA 01719 (hereinafter referred to as LESSEE), and LESSEE hereby leases the following described premises.

2. PREMISES

The Leased Premises include the upper level, which is approximately 2176 square feet in size, of the building known as the Community Center, located at 30 Middle Rd., Boxborough, MA, including exclusive use of a lockable walk-in storage closet, as shown on the plan attached hereto as **Exhibit A**. In addition, specific cupboard and drawer space in the Community Center kitchen has been allocated to the Boxborough Council on Aging (COA) and so labelled, and all COA equipment should be stored there. Space for shelves for storage to be used by the COA shall also be provided in the lower level of the Community Center. In addition, the LESSEE shall have use of one half of the outdoor area southerly of the Community Center between the Community Center and the church building and all of the outdoor area easterly of the Community Center between the Community Center and Middle Road to be used for outdoor recreation purposes, together with a parking area westerly of the Community Center containing 36 parking spaces and an aisle. LESSEE shall also have the non-exclusive use of the parking area driveway for access to the Leased Premises from Middle Road, including access by van.

LESSEE shall have exclusive use of the Community Center upper level from 8:30 AM to 4:00 PM, Monday through Friday. Upon provision of at least 7 days' prior written notice to the LESSOR, LESSEE may request occasional use of the Community Center upper level outside of those hours, or occasional use of space in the church building. Said requests shall not be unreasonably denied by the LESSOR. The parties shall mutually agree upon the terms for such additional use. If the number of said requests for either the Community Center upper level or space in the church building exceeds four (4) during the LESSEE's fiscal year, LESSEE and LESSOR shall mutually agree upon an additional amount of rent for said use.

3. TERM

The term of this lease shall be for thirty-six months commencing on July 1, 2020 and ending on June 30, 2023.

4. RENT

The base rent shall be One Thousand One Hundred and Thirty-Six Dollars ($1,136) per month for the period from July 1, 2020 to June 30, 2021; One Thousand One Hundred and Eighty-Two Dollars ($1,182) per month for the period from July 1, 2021 to June 30, 2022 and One Thousand Two Hundred and Thirty Dollars ($1,230) per month for the period from July 1, 2022 to June 30, 2023.

The fee for cleaning services provided by the LESSOR (scope of services reflected in Section 10: MAINTENANCE OF PREMISES) shall be Sixty-Six Dollars ($66) per month for the period from July 1, 2020 to June 30, 2021; Sixty-Nine Dollars ($69) per month for the period from July

1, 2021 to June 30, 2022 and Seventy-One Dollars ($71) per month for the period from July 1, 2022 to June 30, 2023.

Total monthly rent, inclusive of the base rent and cleaning service fee, shall be One Thousand Two Hundred and Two Dollars ($1,202) per month for the period from July 1, 2020 to June 30, 2021; One Thousand Two Hundred and Fifty-One Dollars ($1,251) per month for the period from July 1, 2021 to June 30, 2022 and One Thousand Three Hundred and One Dollars ($1,301) per month for the period from July 1, 2022 to June 30, 2023.

Each monthly payment shall be payable on or before the first day of each month.

5. **UTILITIES**

LESSOR shall, throughout the term of this lease, provide and pay all charges when due for all utilities used in and about the Leased Premises, including, without limitation, heat, hot water, air conditioning and electricity. LESSOR shall not be responsible to LESSEE for the failure or interruption of any of the foregoing services unless due to LESSOR's failure to arrange for or pay charges for said services.

6. **USE OF LEASED PREMISES**

LESSEE shall use the leased premises for the following purpose and for no other purpose without the written consent of LESSOR, which consent shall not be unreasonably withheld, conditioned or delayed: As a community center, including social and recreational activities, counseling services and meals, and other activities customarily carried out in a municipal "community center" and other related purposes. Use of the Community Center by the LESSEE shall conform to the requirements of the LESSOR's policy on Serving of Alcoholic Beverages.

7. **EQUIPMENT AND FURNISHINGS**

LESSEE will purchase and install all outdoor recreation furnishings and equipment as may be desired by LESSEE; LESSOR may use such recreational furnishings and equipment on Sundays and other occasions as mutually agreed. Both LESSOR and LESSEE may use each other's interior furnishings in their respective programs. LESSOR and LESSEE shall be respectful of each other's personal property.

Repairs to damaged furniture or equipment shall be made by the party responsible for damage as determined by agreement of LESSOR and LESSEE. All LESSEE's equipment on the upper level of the Community Center must be able to be stored in an 8' x 8' area of the upper level upon the request of LESSOR. LESSEE may, at any time remove any equipment provided by LESSEE, and may, at the termination of the Lease, remove fixtures provided by LESSEE if removal can be accomplished without damage to the Leased Premises.

8. **COMPLIANCE WITH LAWS**

LESSEE shall, throughout the term of this lease, procure and maintain any licenses and permits required for any use made of the leased premises by LESSEE. LESSEE shall also throughout the term hereof comply with all present and future laws, rules, regulations, ordinances, requirements and orders of public authorities, including, without limitation, building and zoning laws,

requirements of the Board of Health and requirements of any other federal, state or local agencies having jurisdiction of the demised premises or LESSEE's operation. Notwithstanding the foregoing, LESSOR agrees that LESSEE shall not have any responsibility for undertaking and/or paying for physical alteration, repair or replacement of any structural components of the Leased Premises and common areas in order to comply with applicable laws, in particular the Americans with Disabilities Act ("ADA") and MA Architectural Access Board Regulations, and for any environmental remediation or mitigation required for a release of hazardous waste, materials or oil on the Leased Premises or the remainder of LESSOR'S property that was not directly caused by LESSEE. During the term of this lease, the kitchen shall be capable of supporting the heating and serving of prepared meals in compliance with all applicable laws.

9. INSURANCE

LESSEE will not do or suffer to be done, or keep or suffer to be kept, or omit to do anything in, upon, or about the leased premises which may prevent the obtaining of any insurance on the leased premises or on any property therein including, without limitation, fire, extended coverage and public liability insurance, or which may make void or voidable any such insurance, or which may create any extra premiums for, or increase the rate of any such insurance.

10. MAINTENANCE OF PREMISES

LESSEE agrees to maintain the leased premises in the same condition as they are at the commencement of the term or as the premises may be put in during the term of this lease, reasonable wear and tear, and damage by fire and other casualty and damage by other users only, excepted. LESSEE shall not permit the leased premises to be overloaded, damaged, stripped, or defaced, nor suffer any waste. LESSEE shall obtain written consent of LESSOR'S Building and Grounds Committee or its representative before erecting any sign on the premises, which consent shall not be unreasonably withheld, conditioned or delayed.

Notwithstanding any provision contained herein to the contrary, LESSOR shall be responsible for maintaining and keeping in good order and repair the structural elements of the building containing the Leased Premises, which shall include the foundation, roof, floor, exterior and structural walls, and all of the common areas including, but not limited to, the parking lot. In addition, LESSOR shall be responsible for any necessary maintenance, repair and replacement of the Building's HVAC system, electrical system, plumbing system, life safety and mechanical systems.

LESSOR shall also be responsible for performing weekly cleaning of the Leased Premises by performing the following tasks: sweeping the floor, cleaning both bathrooms, cleaning the kitchen, emptying the trash, and mopping the floor. These tasks shall be performed during the regular work hours of the LESSOR's custodian. Floor mopping shall be completed at such a time that mopping and drying time do not interfere with programs on the COA schedule. LESSEE shall empty trash and return kitchen to its previous condition after major events such as the COA monthly luncheon. LESSOR shall provide paper products and soap for bathroom use. LESSOR shall also provide trash removal service.

Notwithstanding the LESSOR's responsibility for cleaning the Leased Premises, the LESSEE shall leave the space in the same condition in which it was found. The LESSEE will label items in the kitchen, including in the refrigerator, and will dispose of outdated food items.

LESSEE shall close all windows, lock all doors and shut off all water faucets and interior lights at the close of LESSEE's use period each day.

11. SNOW REMOVAL

The LESSEE will be responsible for clearing snow from the stairs and ramp of the Community Center, and from the driveway between the parking lot and the base of the stairs/ramp, over the period Sunday night/Monday morning until approximately 4 pm on Friday evening.

Priority for clearing the snow from the stairs, ramp, and driveway from the parking lot to the base of the stairs/ramp of the Community Center, will be determined by a number of factors, including but not limited to: the requirement to clear Town roads, the availability of Boxborough's Department of Public Works (DPW) staff and scheduled activities at the Community Center. For example, if there is no activity scheduled at the Community Center on a particular morning (during the LESSEE's Monday through Friday period of use), then the DPW may place a lower priority on clearing the Community Center stairs/ramp/driveway and accomplish this at a more convenient time during the day. If, on the other hand, an activity is scheduled for early morning on a given day of the LESSEE's occupancy, then the DPW will make every effort to clear snow from the stairs/ramp/driveway prior to the scheduled activity.

If a non-town event is scheduled for an evening outside the LESSEE's occupancy hours, i.e. after 4 pm Monday through Friday, the LESSOR shall be responsible for clearing snow from the stairs and ramp, and from the driveway from the parking lot to the base of the stairs/ramp of the Community Center.

Communication and coordination are key to understanding when snow removal from the Community Center stairs/ramp/driveway is required or scheduled and to minimize the opportunity for misunderstanding.

To determine the schedule for LESSEE activities at the Community Center, the points of contact for the LESSEE shall be the COA Coordinator and the DPW Department Assistant.

To coordinate between the LESSEE and the LESSOR, the points of contact shall be the COA Coordinator for the LESSEE and the UCCB Administrative Assistant for the LESSOR.

12. ALTERATIONS & ADDITIONS

LESSEE shall not make structural alterations or additions to the Leased Premises, but may make non-structural alterations provided the LESSOR consents thereto in writing, which consent shall not be unreasonably withheld, conditioned or delayed. Any alterations or improvements made by the LESSEE shall become the property of the LESSOR at the termination of occupancy as provided herein.

13. ASSIGNMENTS & SUBLETTING

The LESSEE shall not assign or sublet the whole or any part of the leased premises without LESSOR's prior written consent. Notwithstanding such consent in the case of a sublease, LESSEE shall remain liable to LESSOR for the payment of all rent and for the full performance of the covenants and conditions of this lease.

14. **SUBORDINATION**

This lease shall be subject and subordinate to any and all mortgages, deeds of trust and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the property of which the leased premises are a part, and the LESSOR shall, when requested, execute and deliver within 15 days such written instruments as shall be necessary to show the subordination of this lease to said mortgages, deeds of trust or other such instruments in the nature of a mortgage, provided, however, that this Lease shall not be subordinate to any mortgage which does not currently constitute a lien on the Leased Premises unless the holder of such mortgage agrees that this Lease shall remain in full force and effect and that LESSEE's possession of the Leased Premises shall not be disturbed so long as LESSEE is not in default under any of the terms and provisions of this Lease (and, with respect to any existing mortgage, LESSOR agrees that, upon LESSEE'S request, it will obtain such an agreement from the holder of such mortgage).
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15. **LESSOR'S ACCESS**

The LESSOR or agents of the LESSOR may, at reasonable times and upon reasonable prior notice to LESSEE, enter to view the leased premises and make repairs and alterations as LESSOR should elect to do, and may show the Leased Premises to others, provided the same does not interfere with the use of the Leased Premises by the LESSEE. Any other use by LESSOR during the times for LESSEE's exclusive occupancy shall be by permission of LESSEE, which may be given by the Town Administrator or his/her designee, in consultation as necessary with the COA Coordinator; any such request to be at least 48 hours prior to the desired use; the LESSEE may be granted a proportionate rent reduction for the following month based upon any such occupancy by LESSOR.

16. **INDEMNIFICATION**

The LESSEE, to the extent permitted by law, agrees to defend and save the LESSOR, its agents and employees harmless from any and all injury, loss or damage and any and all claims for injury loss or damage of whatever nature caused by or resulting from any act, omission or negligence of LESSEE or anyone claiming under LESSEE occurring in or upon the Leased Premises and the common areas unless the same is due to the fault of the LESSOR, its agents or employees.

LESSOR agrees to defend and save the LESSEE and its officials, boards, agents and employees harmless from any and all injury, loss or damage and any and all claims for injury loss or damage of whatever nature caused by or resulting from any act, omission or negligence of LESSOR or anyone claiming under LESSOR occurring in or upon the Leased Premises and the common areas unless the same is due to the fault of the LESSEE, its agents or employees.

17. **LIABILITY INSURANCE**

LESSEE shall, at its own cost, maintain with respect to the leased premises and the property of which the leased premises are a part, comprehensive public liability insurance in the amount of One Million Dollars ($1,000,000) and One Million Dollars ($1,000,000) with respect to property damage in responsible companies qualified to do business in Massachusetts and in good standing therein, insuring the LESSOR as well as the LESSEE against injury to persons or damage to property as provided. LESSEE shall deposit with the UCCB Administrative Assistant certificates for such insurance at or prior to the commencement of the term, and thereafter within thirty (30)

days prior to the expiration of such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten (10) days prior written notice to each assured named therein. LESSEE shall not be responsible for Leased Premises outside of the time periods of LESSEE's permitted use under this Lease. The LESSOR shall be named as an additional insured on LESSEE's policies.

At all times during the term hereof, LESSOR shall, at its own cost and expense, maintain with respect to the leased premises and the property of which the leased premises are a part, comprehensive public liability insurance in the amount of One Million Dollars ($1,000,000) and shall keep the building containing the Leased Premises insured against loss or damage by fire and such other insurance risks, casualties and hazards as are insured against by owners of comparable property in an amount equal to one hundred percent (100%) of the full replacement cost of such building(s). All insurance to be furnished by LESSOR under this Section shall be by policies which shall name as insureds LESSOR and LESSEE as their interests may appear.

18. FIRE, CASUALTY, EMINENT DOMAIN

Should a substantial portion of the Leased Premises, or of the property of which they are a part, be substantially damaged by fire or other casualty, rendering the Leased Premises unsuitable for their intended use, or be taken by eminent domain, either party may elect to terminate this lease. The LESSOR reserves, and the LESSEE grants to the LESSOR, all rights which the LESSEE may have for damages or injury to the Leased Premises for any taking by eminent domain, except for damage to the LESSEE's fixtures, property or equipment. In the event of fire or other casualty not involving a substantial portion or substantial damage or in any event if neither party elects to terminate this lease, then the LESSOR shall have the damage repaired and the Leased Premises restored to at least its prior condition within a reasonable time and shall proportionately reduce the rent for any period when the Leased Premises may not be occupied in whole or in part due to such casualty or due to any taking by eminent domain.

19. DEFAULT & BANKRUPTCY

In the event that:

(a) The LESSEE shall default in the payment of any installment of rent or other sum herein specified and such default shall continue for ten (10) days after written notice thereof, or

(b) The LESSEE shall default in the observance or performance of any other of the LESSEE'S covenants, agreements or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof or if such default cannot be cured within thirty (30) days then such long period of time as reasonably necessary to cure such default provided that such cure is commenced within the initial thirty (30) day period, or

(c) The LESSEE shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of LESSEE'S property for the benefit of creditors,

then the LESSOR shall have the right thereafter, while such default continues, to re-enter and take complete possession of the Leased Premises, to declare the term of the lease ended, and remove the LESSEE's effects, without prejudice to any remedies which might be otherwise used for arrears of rent or default. If the LESSEE is in default hereunder, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the LESSEE. If the LESSOR makes any expenditures or incurs any obligations for the payment of money in connection therewith, including but not

limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred shall, subject to appropriation, be paid to the LESSOR.

In the event that LESSOR shall fail in the performance or observance of any agreement or condition in this Lease contained on its part to be performed, or observed, and if the default is not cured within thirty (30) days from the date on which LESSEE sends LESSOR written notice specifying the default (or, if the default is of such a nature that it cannot reasonably be cured within said thirty (30) day period, or if LESSOR, having commenced the cure within said thirty (30) day period thereafter fails to diligently prosecute the same to completion), LESSEE may, at its option, without waiving any claim for damages for breach of agreement or any other remedy available to LESSEE, at any time thereafter cure such default for the account of LESSOR and any amount paid or any contractual liability incurred by LESSEE in so doing shall be deemed paid or incurred for the account of LESSOR and LESSOR shall reimburse LESSEE therefor and save LESSEE harmless therefrom. Provided, however, that LESSEE may cure any such default as aforesaid prior to the expiration of said waiting period, without notice to LESSOR if an emergency situation exists, or after notice to LESSOR, if the curing of such default prior to the expiration of said waiting period is reasonably necessary to protect the Leased Premises or LESSEE's interest therein or to prevent injury or damage to persons or Leased Premises.

20. SURRENDER

The LESSEE shall, at the expiration or other termination of this lease, remove all LESSEE'S goods and effects from the Leased Premises. LESSEE shall deliver to the LESSOR the Leased Premises and all keys, locks thereto, and other fixtures connected therewith, and all alterations and additions made to or upon the leased premises, in the same condition as they were at the commencement of the term, or as they were put in during the term hereof, reasonable wear and tear and damage by fire or other casualty only excepted. In the event of the LESSEE'S failure to remove any of the LESSEE's property from the premises after thirty days' prior written notice to remove such property, LESSOR is hereby authorized, without liability to LESSEE for loss or damage thereto, to retain same under LESSOR's control or to sell at public or private sale, without further notice any or all of the property not so removed, and to apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.

21. SECURITY DEPOSIT [INTENTIONALLY DELETED]

22. HOLD OVER BY LESSEE

In the event LESSEE remains in possession of the Leased Premises after the termination of this lease, and without the execution of a new lease, LESSEE, at the option of LESSOR, shall be deemed to be occupying said Leased Premises as a tenant from month to month, subject to all other conditions, provisions and obligations of this lease insofar as the same are applicable to a month to month tenancy.

23. RIGHT TO TERMINATE/ LEASE EXTENSION

The LESSEE shall have the right to terminate this lease with or without cause and without penalties, fees, costs or damages or requirement to pay any rent following termination, upon at least forty-five (45) days prior written notice to LESSOR.

If the LESSEE gives written notice to the LESSOR not less than 120 days prior to the date of

termination of this lease or any then applicable extension of this lease, the LESSEE and LESSOR agree to negotiate in good faith for an extension or further extension of this lease, conditional upon (i) mutual agreement on a rental rate for the extended term, (ii) appropriation of adequate funding by the Boxborough Town Meeting to cover each term, and (iii) compliance with Massachusetts General Laws c. 30B, if applicable.

24. **QUIET ENJOYMENT**

LESSOR covenants that at all times during the term hereof, so long as LESSEE is not in default hereunder, LESSEE'S quiet enjoyment of the Leased Premises or any part thereof shall not be disturbed by any act of LESSOR, or by anyone acting by, through or under LESSOR. LESSEE will allow LESSOR to make necessary repairs during LESSEE's normal hours provided that the parties have mutually agreed that such repairs are necessary and are unable to be carried out at other times, and do not unreasonably interfere with LESSEE's use of the Leased Premises. LESSOR shall, when possible, provide, at least 48 hours notice to LESSEE of the need to carry out such repairs.

25. **GOOD TITLE**

LESSOR warrants and represents, upon which warranty and representation LESSEE has relied in the execution of this Lease Agreement, that LESSOR is the owner of the Leased Premises, in fee simple absolute, free and clear of all encumbrances, except for the easements, covenants and restrictions of record as of the date of this Lease Agreement, provided that such exception(s) shall not impede or interfere with the quiet use and enjoyment of the Premises by LESSEE. LESSOR further warrants and covenants that this Lease Agreement shall not be subordinate to any encumbrance except as set forth in **Exhibit B** attached hereto; that LESSOR has full right and lawful authority to execute this Lease Agreement for the term, in the manner, and upon the conditions and provisions herein contained; and that there is no legal impediment to the use of the Premises as set out herein.

26. **SEVERABILITY**

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions, and this Lease Agreement shall be construed in all respects as if such invalid or unenforceable provision had not been contained herein.

27. **BENEFIT**

This Lease Agreement shall inure to the benefit of and be binding upon the parties and their respective legal representatives, successors and assigns. The provisions hereof are solely for the benefit of the parties and their respective legal representatives, successors and assigns, and shall not be deemed or construed to create any right for the benefit of any other person.

28. **CONSTRUCTION**

Whenever a singular word is used herein, it shall also include the plural wherever required by the context, and vice versa. The terms and conditions hereof represent the results of bargaining and negotiations between the parties, each of which has been represented by counsel of its selection, and neither of which has acted under duress or compulsion, whether legal, economic or otherwise, and represent the results of a combined draftsmanship effort. Consequently, the terms

and conditions hereof shall be interpreted and construed in accordance with their usual and customary meanings, and the parties hereby expressly waive and disclaim, in connection with the interpretation and construction hereof, any rule of law or procedure requiring otherwise, specifically including but not limited to, any rule of law to the effect that ambiguous or conflicting terms or conditions contained here in shall be interpreted or construed against the party whose counsel prepared this Lease Agreement or any earlier draft hereof.

29. ENTIRE AGREEMENT; WRITTEN MODIFICATION

This Lease Agreement contains the entire integrated understanding between the parties with respect to the subject matter hereof; all representations, promises, and prior or contemporaneous understandings, between the parties with respect to the subject matter hereof are expressed in this Lease Agreement; and any other understandings between the parties with respect to the subject matter hereof are hereby canceled. This Lease Agreement shall not be amended, modified or supplemented without the written agreement of the parties at the time of such amendment, modification or supplement.

30. GOVERNING LAW

This Lease Agreement shall be governed by and subject to the laws of the Commonwealth of Massachusetts.

31. CAPTIONS

The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not to be considered in the interpretation of any part hereof.

32. NOTICES

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

To LESSOR: Treasurer
United Church of Christ, Congregational
723 Massachusetts Avenue
Boxborough, MA 01719

To LESSEE: Town Administrator
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

or to such other address as shall be furnished in writing by either party to the other.

IN WITNESS WHEREOF, the LESSOR and LESSEE have hereunto set their hands and seals this day.

LESSOR	LESSEE
United Church of Christ, Congregational, of Boxborough:	TOWN OF BOXBOROUGH acting by and through its Select Board:
By _____	_____
Title _____	_____
	_____
	_____
	_____
DATE _____	DATE _____

EXHIBIT A

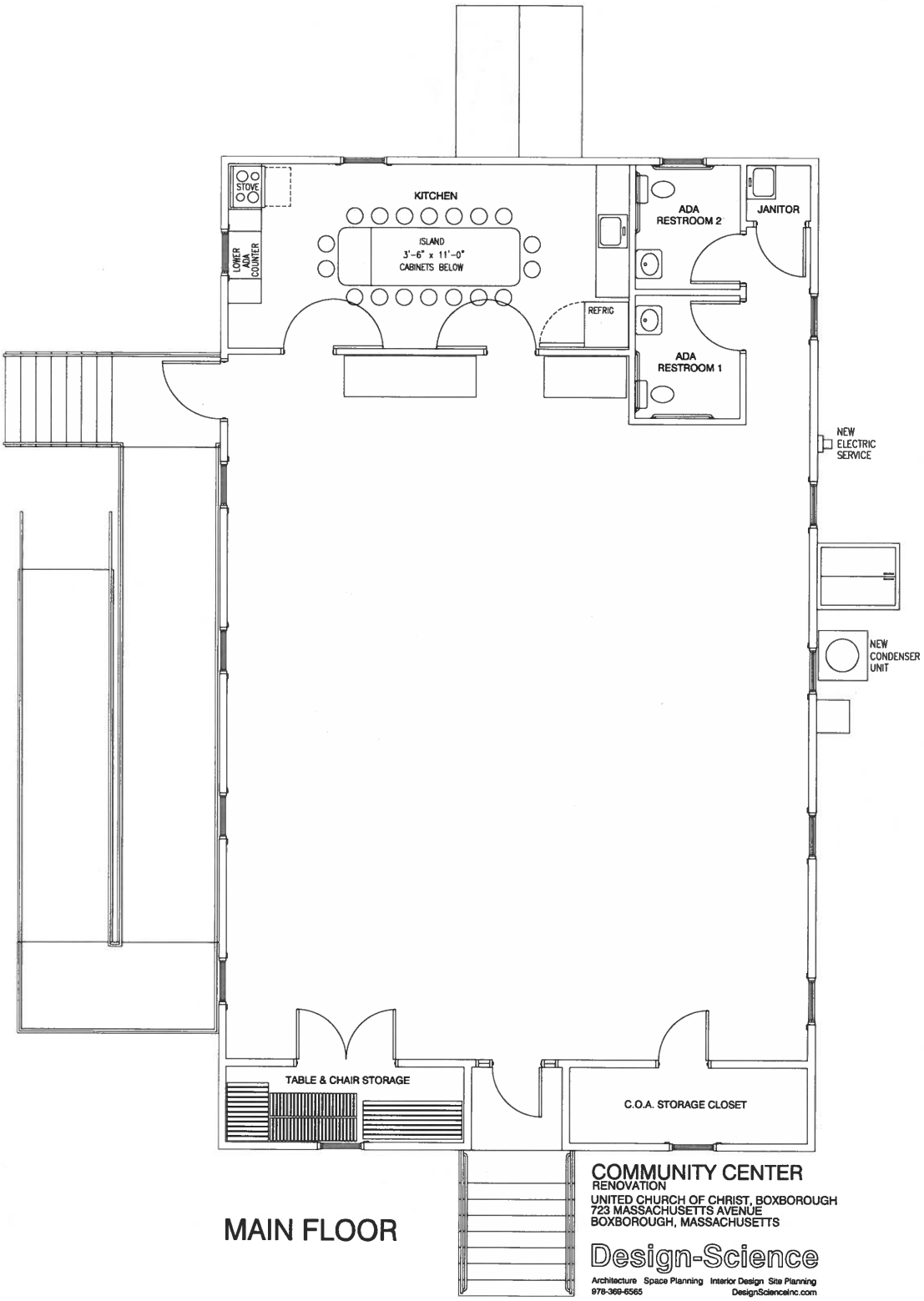

STOVE
KITCHEN
LOWER ADA COUNTER
ISLAND
3'-6" x 11'-0"
CABINETS BELOW
REFRIG
ADA RESTROOM 2
JANITOR
ADA RESTROOM 1
NEW ELECTRIC SERVICE
NEW CONDENSER UNIT
TABLE & CHAIR STORAGE
C.O.A. STORAGE CLOSET
MAIN FLOOR
COMMUNITY CENTER
RENOVATION
UNITED CHURCH OF CHRIST, BOXBOROUGH
723 MASSACHUSETTS AVENUE
BOXBOROUGH, MASSACHUSETTS
Design-Science
Architecture Space Planning Interior Design Site Planning
978-369-6565
DesignScienceinc.com

EXHIBIT B

Town of Boxborough
Attn: Select Board
29 Middle Road
Boxborough, MA 01719

Re: Community Center Lease

To whom it may concern:

On behalf of the United Church of Christ, Congregational, of Boxborough, I warrant and represent that the Church is the owner of the property known as the Community Center, located at 30 Middle Road, Boxborough, MA 01719.

I further warrant that said property is free and clear of all encumbrances, except for the easements, covenants, and restrictions of record as of the date of this Community Center Lease, and that such exception(s) shall not impede or interfere with the quiet use and enjoyment of the premises by the Town of Boxborough, through its Select Board, as LESSEE. I further warrant and covenant (a) that the Community Center Lease shall not be subordinate to any encumbrance except for a construction loan through the United Church of Christ Cornerstone Fund, (b) that the church as LESSOR has full right and lawful authority to execute the Community Center Lease for the term July 2020 through June 2023 in the manner set forth in the Lease agreement, and (c) that there is no legal impediment to the use of the Leased Premises as described in the Lease agreement.

Sincerely yours,

Gregg R. Hamlin
Moderator
United Church of Christ, Congregational, of Boxborough

UNITED CHURCH OF CHRIST BOXBOROUGH
723 Massachusetts Ave., Boxborough, MA 01719 | 978.263.7387 | boxborochurch@verizon.net | boxboroughucc.org

6c

From: Gonzalez, Raul
Sent: Thursday, August 20, 2020 2:56 PM
To: Wes Fowlks
Cc: Ryan Ferrara; Cheryl Mahoney
Subject: RE: Racial Equity Municipal Action Plan Boxborough

Good afternoon,

This email is to acknowledge receipt of your application to the Racial Equity Municipal Action Plan program.

Further information will be forthcoming after the deadline.

Thank you,
Raul Gonzalez

Raúl González
Senior Planner
[redacted]
Preferred pronouns: he, him, his

Metropolitan Area Planning Council
60 Temple Place, Boston, MA 02111
www.mapc.org

MetroCommon × 2050
Get involved in Greater Boston's next Regional Plan!
MetroCommon.mapc.org

From: Wes Fowlks
Sent: Thursday, August 20, 2020 1:57 PM
To: Gonzalez, Raul
Cc: Ryan Ferrara; Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Subject: Racial Equity Municipal Action Plan Boxborough

Hello Raul,

Please find attached the application from Boxborough for the Racial Equity Municipal Action Plan. Please let me know if there is anything else you need from me.

Have a wonderful day!

Wes

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

6c

BOXBOROUGH SELECT BOARD
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1712 · Fax: (978) 264-3127
www.boxborough-ma.gov

Wesley Fowlks, Chair John Markiewicz, Clerk Leslie Fox Maria Neyland Robert Stemple

Why Boxborough?

If you are not familiar with Boxborough, you would not be alone. We are a small town about 20 miles west of Boston, located near the intersection of 495 and route 2. In 2010 we had a population of approximately 5000 residents, and we are currently around 5,500, and by all accounts we are not particularly diverse, as evident by the 2010 Census.

Boxborough Demographics

Race	Number of People	Percent of Boxborough
White	4,023	80.5
Black	24	0.5
American Indian and Alaska Native	2	0
Asian	814	16.3
Asian Indian	283	5.7
Chinese	391	7.8
Filipino	9	0.2
Japanese	15	0.3
Korean	41	0.8
Vietnamese	11	0.2
Other Asian	64	1.3
Native Hawaiian and Other Pacific Islander	1	0
Samoan	1	0
Some Other Race	32	0.6

2010 Census, 4996 total residents.

Ryan Ferrara, Town Administrator
rferrara@boxborough-ma.gov

As a community that would describe itself as rural, inclusive and engaged; after the brutal killing of George Floyd many residents began to realize that the town is not as inclusive and equitable as they once believed. So began our journey as a town to figure out what we could do to build racial equity within the town and make all feel welcome and included.

The Well-Being committee, which is responsible for finding ways to improve the health and welfare of town residents, immediately added racial equity to their agenda. Additionally, the Select Board has had frequent discussions about diversity, equity and inclusion. The Select Board is in the process of forming a Diversity, Equity and Inclusion committee to help drive change throughout the town to make it more equitable and to drive these outcomes in the long term for Boxborough. This committee would consist of most of the core team that, if selected for this program. would be responsible for creating the Racial Equity Municipal Action Plan. This committee will consist of members from boards around town and will focus on having a diverse makeup, diversity in gender, age, and race, and work closely with a community organization that has developed lead by a Boxborough resident "Racial Justice for Black Lives". Other boards, committees and groups who are in support of our Diversity, Equity and Inclusion efforts are: The Select Board, the Economic Development Committee, the Boxborough School Committee, the Library, Well-Being Committee, Planning Board, Boxborough Housing Board, Boxborough Affordable Housing Trust, and also many residents.

Working with these groups we have identified a few areas where Boxborough could improve. Among them are: A review of our bylaws and policies to ensure that they are anti-racist and racially equitable, ways to increase and utilize the $340,000 in our affordable housing trust, increasing the diversity of applicants to town positions, and increasing the diversity of our boards and committees.

There is currently an unfolding situation which has an opportunity to benefit from a REMAP. Our largest taxpayer, Cisco, has notified the town of their intent to sell the property they own by the end of year, totaling over 240 acres, the majority of which are undeveloped. The Economic Development Committee is currently working to see how we can work with the new owner to develop the parcels in a way that is beneficial to the owner as well as the town and would greatly benefit from assistance of the REMAP.

One important trait that differentiates Boxborough is our commitment to communication and transparency. The Select Board is investing time and money to increase and improve the channels of communication with residents, because it is almost impossible to have any diversity if we are not communicating effectively.

Recently, Boxborough was one of 32 communities who worked with IAGB (India Association of Greater Boston), to issue a proclamation in recognition of India Day (August 15th, recognizing India's independence from the United Kingdom).

We know that to make these changes will be more of a marathon than a sprint and require a lot of investment in terms of people and capital to build the town we envision, but we are committed to developing and implementing sustainable changes. We have attached the statement released by the Select Board in the wake of the killing of George Floyd, and while we recognize that the statement alone is just words, we would more than welcome any assistance in turning words and sentiment into a Racial Equity Municipal Action Plan for Boxborough, so that we may build a better tomorrow for all residents and help build a better state and country by sharing the knowledge we gain with other municipalities.

Sincerely,

Wesley Fowlks

Chair, Boxborough Select Board

REMAP Grant Application Form

1. APPLICANT INFORMATION

Municipality: Boxborough

Municipal Staff Project Manager (Name, Title): Wesley Fowlks, Chair of the Select Board

This is the person who will be the day-to-day contact for the project and who will represent the municipality in regular communication with the project partners.

Lead Municipal Address: 29 Middle Road, Boxborough, MA, 01719

Phone Number: 978-505-9157

Email address: wfowlks@boxborough-ma.gov

Municipal Partner(s), if applicable:

Name of Partner Agency(ies), Businesses, Institutions, or Community-Based Organization(s):
Racial Justice for Black Lives

Please list any additional partners in Section 2 (Project Concept).

2. PROJECT CONCEPT

In two to three pages on municipal letterhead, please provide a description of the project. The project description should answer the questions listed below. In doing so, please make an effort to provide information that will help us to evaluate your application based on the selection criteria listed in the Notice of Grant Opportunity.

- Description and Context: Provide 1-3 paragraphs describing the demographics of your community, a frank assessment of racial equity challenges and efforts and an overview of recent or current planning efforts, relevant policies, programs, or funding streams.

- Project Need: Describe the community need(s) that REMAP will address. What are the racial equity needs in your community relative to wealth creation, municipal staff training, small business development, home ownership, health care, law enforcement, or other areas? What do you think are the barriers that your community faces with regards to racial equity?

- Project Deliverable(s) and Outcomes: Identify the specific deliverables your municipality expects in technical assistance and training. Identify the anticipated outcomes and changes in the municipality that you hope will be achieved. This could include immediate action steps that could implemented during the project, or longer-term objectives.

- Municipal Commitment: Describe the municipal commitment to the project by indicating commitment from your municipal CEO (Mayor or City Manager in the case of a city; Select Board and/or Town Manager/Administrator in the case of a town). Also, indicate any support of municipal boards, committees, commissions, and/or other partners. Describe the municipality's commitment to the goals of the project by explaining how your Core Team will represent a variety of interests and power centers in the community, and their commitment of time and resources to this effort.

- Municipal Contribution: Define in-kind and/or financial contribution by the municipality to the project, e.g., X hours of municipal planner staff time or board/committee volunteer time to participate in program; X dollars towards direct costs, such as translation and interpretation.[1] As indicated in the Notice of Grant Opportunity, we estimate the commitment of time to be approximately 75 hours per Core Team member in Part 1, and approximately 150 hours in Part 2.

3. SIGNATURE

The submittal must be signed (either physically or via e-signature) by the Mayor or City Manager (in the case of a city) or Select Board Chair and/or Town Manager/Administrator (in the case of a town). Please include authorization from the Chief Executive Officer identifying the Municipal Staff Project Manager in page one above.

[1] Please note that municipal financial contributions to the project are encouraged, but not required.

BOXBOROUGH SELECT BOARD
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1712 · Fax: (978) 264-3127
www.boxborough-ma.gov

Wesley Fowlks, Chair | John Markiewicz, Clerk | Leslie Fox | Maria Neyland | Robert Stemple

We, the Boxborough Select Board, can no longer stay silent or overlook the racism and bias that exists in our town, state and country. The turbulence created in the wake of recent events is not the time to be silent. We are committed to the Acknowledgment, Affirmation and Action required to bring about change in our great town.

George Floyd has been added to an ever-growing list of victims of police brutality and neglect by the justice system: Ahmaud Arbery, Tony McDade, Breonna Taylor, Stephon Clark, Philando Castile, Alton Sterling, Walter Scott, Sandra Bland, Tamir Rice, Michael Brown, Eric Garner, Atatiana Jefferson, Pamela Turner, Trayvon Martin and so many others we will never know.

We acknowledge that there is racism, prejudice and intolerance in Boxborough, Massachusetts, America and in the world. We also acknowledge that we all have unintentionally benefited from the systematic oppression of Blacks and other minorities.

Dismantling something that is so engrained in our society, will take time, energy and education. It will be exhausting, and it will be difficult however Boxborough, our state and our country will be better for the work we are doing to end the plight of racism and hate.

We would like to encourage residents of Boxborough and beyond to lead with empathy. Seeking to learn and become educated on what people have turned a blind eye to for too long.

We acknowledge and affirm that ALL LIVES CANNOT MATTER UNTIL BLACK LIVES MATTER.

It took the murder of George Floyd by a white police officer, one of so many unarmed Blacks who have died at the hands of the police over the last several decades, to get people in our town to have the kind of discussions we all need to stand up to, and ultimately end, the systematic racism that has been in plain sight all along.

Therefore, we place anti-racism at the top of our priorities in order to fulfill our ethical obligations. And we will not stop until Boxborough is a welcoming and engaged community for all.

The Boxborough Select Board
June 15, 2020

Ryan Ferrara, Town Administrator
rferrara@boxborough-ma.gov

COMMUNICATING WITH THE COMMUNITY

August 24, 2020

Why Communicate?

Town officials have acknowledged the need to more consistently and adequately inform residents about issues, programs and initiatives that will have a direct impact on them and to regularly engage individuals in open and meaningful dialogue.

- Do a better job communicating with all audiences.
- Build trust between the town and the community.
- Build a shared community vision for our town.
- Build community ownership of town priorities and initiatives, and town ownership of community priorities.
- Advance economic and social equity within the town

How do we communicate

Current communication

- Social media
- The Bee- only 4 times a year
- Website
- BSB announcements
- Mailings included in tax bills
- Email list serve– not up and running
- Reverse 911- in cases of emergency
- COA Newsletter – under utilized by BSB

But is this reaching everyone in our community?

How do we gather feedback from the community on communication?

A short survey three- five questions

- Links sent out through all the regular channels
- Paper survey sent through tax bills, The Bee and COA news letter

Means of expanding outreach

- Bulk mailing to all homes
- Use of neighborhood email lists

Things we can do immediately

- Weekly or bi-weekly newsletter from Town Hall, at a minimum this should include an update from BSB, FinCom and Planning Board.
- New residents should receive a electronic or Snail mail Welcome Package that include info on transfer station, Town Meeting
- Clearer content on the main page of the website

Sample Survey Questions

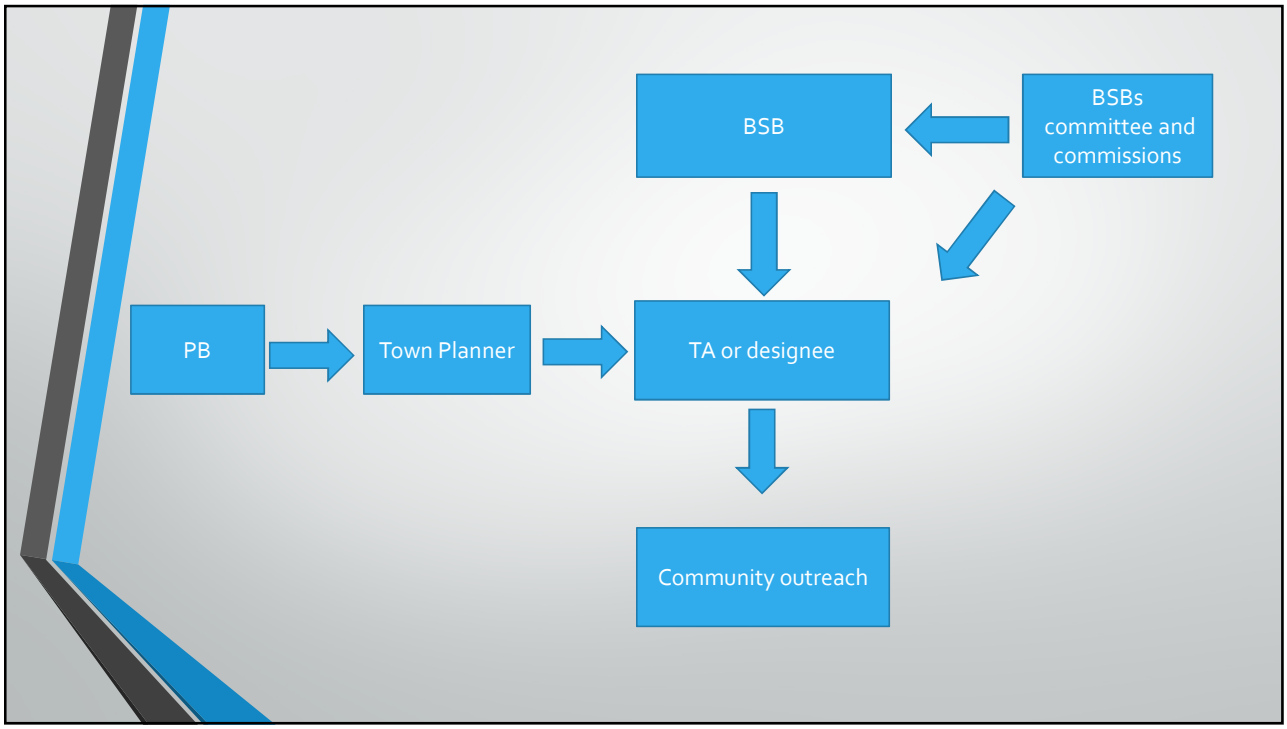
What is the best way to reach you for communication: (multi select):

- ☐ Town Website
- ☐ Email
- ☐ Newspaper
- ☐ Facebook
- ☐ Twitter
- ☐ Instagram
- ☐ Weekly/Bi-weekly **newsletter** available in print at Town Hall
- ☐ Reverse 911
- ☐ Other (and have an input field)_____

How frequently would you like communication from the town on the platforms you chose above:

- ☐ Daily
- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Yearly

What would you like to hear from the Town?


BSB
BSBs committee and commissions
PB
Town Planner
TA or designee
Community outreach

Thoughts?

7a

Council on Aging and Community Services Director

Position Purpose:

Employee provides professional and supervisory work associated with outreach services, programming, and personal counselling for the Council on Aging (COA) and for all other age groups needing social services in Boxborough. Through the COA, the Coordinator helps the Town's elders remain independent, active, and involved in the community. The Coordinator also facilitates access to social services for all other age groups within the Boxborough community by providing residents with information, guidance and referrals. Work includes assessing individual needs and referring clients of all ages to the appropriate resources for assistance; preparing reports and correspondence; responding to inquiries, requests, and complaints; maintaining and updating files and records; providing follow-up as needed; and taking responsibility for a variety of related administrative and support functions.

Supervision Received and Given

Works under the administrative direction of the Town Administrator within policies established by the Select Board and the COA.

Maintains contacts with staff in other Town departments, and with appropriate Town Committees and Boards. Also maintains contacts with the general public, vendors, suppliers, agencies, religious support groups, elder-service organizations, veterans services, health care providers, and Federal, State, and Town officials. These contacts call upon the Coordinator to explain, discuss, and interpret cases and issues.

Guides and advises volunteers who provide support services to Town residents.

Establishes department goals and prepares the department budget for review and approval by the appropriate Town administrators and the COA.

Supervises operations of the senior van, including supervision of the Van Dispatcher and drivers.

Distinguishing Characteristics:

Performs responsibilities of a professional and administrative nature requiring the exercise of judgment in solving both common and unusual problems and issues. Work activities often require further research and investigation in order to make a decision or determine a course of action.

Avoids errors of omission or commission which could result in legal repercussions, monetary loss, loss of service, loss of goodwill, and/or failure to meet deadlines.

Maintains department-related, confidential information as well as confidential information regarding individuals and families the department serves.

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions; the work then requires the determination of appropriate actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting at times. The Coordinator must use appropriate guidelines and good judgment to analyze specific situations and determine appropriate actions. When making decisions, the Coordinator is expected to weigh efficiency and relative priorities in conjunction with procedural concerns. The Coordinator needs to study and remain familiar with current community service trends and governmental and non-profit resources the Coordinator might recommend to those needing help.

Position Functions:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

Provides support to the COA by posting meetings, planning meeting agendas, producing minutes, and following through on decisions and actions.

Identifies the psychosocial, economic, and physical needs of clients of all ages; assesses and reassesses the availability and effectiveness of client support systems, community resources, and other factors in order to develop and implement an appropriate service plan for each client.

Follows State and Federal regulatory guidelines and budget limitations in developing and implementing a case plan for intervention strategies to meet a client's needs, including alternative placement, job training, socialization, nursing services, legal and medical intervention, and financial assistance.

Refers clients to appropriate medical, emotional, economic, and social support organizations; advocates for or assists clients in obtaining such services

Conducts casework interviews with clients, family members, service providers, employers, and others to obtain information for formulating program and service eligibility and to advise those seeking help. Provides follow-up regarding the progress of cases.

Explains agency and program rules, regulations and procedures; assists clients in gathering necessary documentation and in completing the required forms and applications clients need in order to receive supplemental services or other benefits.

Prepares statistical and written reports about COA and Community Service activities and program attendance. Prepares the department's annual report.

Files required reports with the Executive Office of Elder Affairs.

Advises the COA, Town Administrator, and Select Board on legislative changes, developments, and trends in gerontology and programs and services related to both the elderly and other segments of the population; researches and identifies services which will serve the needs of the population; advocates for services and prepares proposals for funding and Town approval.

Works with the COA on researching demographics and population needs to support the preparation and development of ongoing planning of COA's services.

Researches grant opportunities; prepares grant applications; administers the use of grants received.

Recruits, trains, and schedules COA and other social service volunteers; coordinates the Senior Work-Off Program. Develops and builds relationships with State and local officials, community leaders, charitable foundations, "Friends of Boxborough COA," and other citizens groups serving and supporting elders and other Town residents.

Maintains a list of resources such as service providers and in-kind assistance as well as help available from informal, public, private, non-profit, civic, religious, fraternal, and educational organizations.

Provides ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs, including ongoing eligibility for services. Tracks client progress and well-being and evaluates the effectiveness of case plans. Manages resources to prevent conflicting case plans and duplication of services.

Arranges for speakers and instructors for educational and public interest sessions; speaks to groups and organizations regarding COA and Community Service functions and activities. Prepares and leads educational and public interest sessions for elders, families, children, and other groups. Prepares contracts and negotiates speaker and instructor fees, as required.

Provides basic intervention as required; provides crisis intervention, including responses to emergency calls. Reports instances of neglect or abuse to the appropriate authorities; utilizes appropriate controls for individuals who may be aggressive, combative, or hostile by following established protocols and policies.

Prepares complete and accurate case notes; writes correspondence, reports and other written materials; compiles statistical reports and summaries as needed; inputs data. Maintains current, accurate, and confidential records on all clients.

Initiates and promotes COA services and activities for seniors by preparing a monthly schedule of activities and by preparing and distributing newsletters and press releases.

Initiates programs and meetings appropriate to the Social Services needs of the general population of the Town.

Organizes and leads care-giving support groups.

Contributes to the efficiency and effectiveness of Community Services for townspeople by offering suggestions and directing or participating as an active member of a work team.

Confers with other Boxborough service providers (including the COA, Veterans Agent, Schools, EMT, Fire Department, and Police Department) regarding cases and the coordination and scheduling of community service activities.

Develops an information and referral network with various agencies; corresponds with representatives to obtain information and assistance or to refer clients for services.

Schedules appointments for home or office visits to assess a client's need for various services.

Arranges for the transportation of clients to appointments with various agencies and acts as an advocate for the client.

Attends seminars and conferences related to services, to remain abreast of current information in the field.

Conducts office administration responsibilities, including the answering of correspondence and telephone calls; manages accounts receivable and payable for COA and community services; coordinates enrollment in activities and programs; keeps inventory of supplies and makes purchases.

Performs other position-related duties as assigned.

II – Knowledge, Ability and Skills

Knowledge:

Has a working familiarity with Federal, State, and local laws, practices, and regulations regarding human service and elder programs. Has knowledge of community service and elder needs; had a knowledge of the referral resources available to meet those needs.

Knows the programs and eligibility requirements of the Social Security Administration, Veterans Administration, State Medicaid, County Social Service, Food Stamps, and other relevant programs.

Has a command of current information pertaining to the symptoms, control, treatment, and effects of substance abuse, mental illness, chronic illness, and associated family dynamics and dysfunctions.

Has a thorough familiarity with public and private social services providers available to clients within the community. Must also have knowledge of community resources and programs available to clients with specific or special needs.

Understands principles, practices, and techniques of social work and case management techniques appropriate to the needs of the Town. Also understands collaborative case planning.

Has a command of de-escalation and crisis intervention techniques.

Knows techniques for dealing in person, through email, and by telephone with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

Understands contract administration and compliance.

Knows how to follow record-keeping principles and practices.

Has a command of psychosocial assessment skills.

Proficient in the use of general office equipment, computer applications, including knowledge of newsletter formatting, databases, and word processing. Must have organizational and office management skills, as well as planning skills.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience

Training equivalent to a master's degree in Social Work or a closely related field, and three years of case work experience in a social service agency, health care facility, or an equivalent combination of education and experience.

Special Requirements

A valid Massachusetts driver's license or equivalent. A current (or provisional) Social Worker license issued by the State Board of Examiners for Social Workers.

Physical Requirements

The Coordinator works in a moderately noisy office setting and conducts home visits as needed. At times, the Coordinator is exposed to outdoor weather conditions and unsanitary living conditions. The Coordinator must be able to sit, talk, listen, use hands, and reach with hands and arms. The Coordinator must be able to stand, walk, climb, balance, and sometimes to taste or smell. The Coordinator occasionally carries and lifts items weighing no more than 25 pounds. The position has normal vision requirements. The Coordinator must be able to operate equipment, including an automobile, medical equipment, office machines, and computers.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential function of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

Community Services Coordinator

Definition

Professional and administrative work associated with facilitating access to social services for all age groups within the Boxborough community by providing residents with information, guidance and referrals. Work includes assessing individual needs and referring clients to the appropriate resources for assistance; preparing reports and correspondence; responding to inquiries, requests, and complaints; maintaining and updating files and records; providing follow up as needed; and performing a variety of related administrative and support responsibilities.

Distinguishing Characteristics

Employee works under the general direction of the Board of Health and under the administrative direction of the Town Administrator within policies established by the Board of Selectmen and Board of Health. Employee plans and prioritizes work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems or unusual situations by adapting methods or interpreting guidelines accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Employee may be required to work beyond normal business hours as needed to complete required duties. Employee has access to confidential personal information of clients. The position requires the employee to exercise courtesy, tact, diplomacy and empathy in dealing with a diverse population.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting at times. Employee uses judgment to analyze specific situations and determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Assignments typically concern such matters as studying trends in the field for application to the work; assessing situations and recommending appropriate resources.

Errors can result in a delay or loss of service.

The position has constant contact with the public, performs case management duties including conducting assessments, making referrals, and providing follow up. Other contacts are with other town departments, and state and local agencies for the purpose of maintaining a network of resources and referrals, answering inquiries and complaints, giving or receiving information, and/or explain policies and procedures. Contacts occur in person, in writing and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

1. Makes assessments of residents; identifies individuals/families in need of services; receives information and referrals from outside agencies regarding potential clients and provides follow up as appropriate.

2. Provides outreach, advocacy, and referral services to all diverse segments of the Boxborough population.

3. Conducts casework interviews with clients, family members, service providers, employers and others to obtain information for formulating program/service eligibility and case status

4. Identifies psychosocial, economic and physical needs of clients; assesses and reassesses client's support systems, available community resources and other factors to plan, develop, and implement an appropriate service plan.

5. Develops and implements a case plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, nursing services, legal and medical intervention and financial assistance according to State and federal regulatory guidelines and budget limitations.

6. Provides ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs including ongoing eligibility for services; tracks client progress and well-being, evaluates case plan effectiveness, and effectively manages resources; prevents conflicting case plans and duplication of services.

7. Refers clients to appropriate community medical, emotional, economic and social support organizations; advocates for or assists the client in obtaining such services.

8. Provides basic intervention as required; provides crisis intervention to include responding to emergency calls; reports instances of neglect or abuse to the appropriate authorities; utilizes appropriate controls for individuals who may be aggressive, combative or hostile by following established protocols and policies.

9. Prepares complete and accurate case notes; writes correspondence, reports and other written materials; may prepare statistical reports and summaries; inputs data. Maintains current, accurate, and confidential records on all clients.

10. Explains agency and program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentation.

11. Confers with other town of Boxborough service providers including the Council on Aging, Veterans Agent, School, EMT, Fire and Police Departments, regarding cases and scheduling and to coordinate activities.

12. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

13. Develops an information and referral network with various agencies, corresponds with representatives to obtain information and assistance or to refer clients for services.

14. Schedules appointments for home or office visits to assess the client's need for various services.

15. Arranges for the transportation of clients to appointments with various agencies and acts as an advocate for the client.

16. Coordinates clients with the completion of forms and applications in order to receive supplemental services or other benefits.

17. Provides follow up services to ensure that the client's needs are being met, ensuring for the adequacy of assistance.

18. Attends seminars and conferences related to services to remain abreast of current information in the field.

19. Performs other duties inherent to the position of Community Services Coordinator.

Recommended Minimum Qualifications

Physical and Mental Requirements

The employee works in a moderately noisy office setting, and conducts home visits as needed. Employee is exposed to outdoor weather conditions and unsanitary living conditions at times. Employee is required to sit, talk or listen/hear, use hands, and reach with hands and arms, stand, walk, climb, balance, and taste or smell some of the time. The employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes automobile, medical equipment, office machines, and computers.

Education and Experience

Training equivalent to a Master's Degree in Social Work or a closely related field and three years of case work experience in a social service agency, health care facility or an equivalent combination of education and experience.

Special Requirements

A valid Massachusetts driver's license or equivalent. Social worker, or provisional license issued by the State Board of Examiners for Social Workers.

Knowledge, Skills and Abilities

Must have knowledge of:

- Principles and practices of social work and case management techniques used in the assigned program arena.
- De-escalation and crisis intervention techniques.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Contract administration and compliance.
- Current information pertaining to the symptoms, control, treatment, and effects of substance abuse, mental illness and family dynamics in families dealing with chronic illness.
- Public and private social services providers within the community and community resources and programs available to clients with identified needs.
- Collaborative case planning.
- Computer applications related to the work including proficiency in Microsoft Word and Excel, and use of basic Access applications.
- Record keeping principles and practices; correct business English, including spelling, grammar and punctuation.
- Programs and eligibility requirements for the Social Security Administration, Veterans Administration, State Medicaid, County Social Service and Food Stamps, and other relevant programs.
- Federal, state and local laws, regulations, policies, programs and department operations.

Skill in:

- Effective communication both orally and in writing, including advanced interviewing skills.
- Listening, observing, and assessing a situation.
- Psychosocial assessment skills.
- Organizing and prioritizing work and scheduling clients.

And the ability to:

- Analyze, interpret, apply and explain applicable complex laws, codes, regulations and procedures.
- Assess cases appropriately and utilize the most appropriate community resources to provide effective client services.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate a computer and software applicable to the position, including word processing and spread sheet applications in an accurate manner.
- Use initiative and independent judgment within established procedural guidelines; organize own work, set priorities and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate exceptionally well orally, in writing and over the telephone.

- Establish and maintain harmonious working relationships with others; work effectively with all age groups.
- Organize care-giving support groups.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _ _____

Council on Aging Coordinator

Definition:

Professional, administrative and supervisory work associated with providing outreach services and programming to enable the Town's elders to remain independent, active and involved in the community.

Distinguishing Characteristics:

Works under the administrative direction of the Town Administrator within policies established by the Board of Selectmen and Council on Aging.

Performs responsibilities of a professional and administrative nature requiring the exercise of judgment in solving both commonly encountered and unusual problems/issues. Work activities often require further research and investigation prior to determining a course of action or making a decision.

Contacts are with staff in other departments, the general public, vendors, suppliers, agencies, religious and elder-service organizations, health care providers, Town officials, and State officials and requires the explanation, discussion and interpretation of issues. The position requires the employee to exercise courtesy, tact, diplomacy and empathy in dealing with a diverse population.

Provides guidance to volunteers who provide support services to the Town's elders.

Establishes department goals and prepares department budget in conjunction with the COA Treasurer for review/approval.

Errors of omission or commission could result in legal repercussions, monetary loss, loss of goodwill, and/or failure to meet deadlines.

Maintains department-related confidential information, as well as confidential information regarding population served.

Work is performed under favorable office conditions. Work requires attendance at Town meetings and work after Town offices are closed.

Negligible physical effort required in performing the duties under typical office conditions. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts. May require site visits to the home-bound.

Examples of Work:

Provides support to the Council on Aging; posts meetings; plans meeting agendas; produces minutes and follows-through on decisions/actions.

Prepares statistical and written reports of the department's and COA's activities, program attendance including the annual report; files required reports with Executive Office of Elder Affairs.

Advises COA, Town Administrator and Board of Selectmen on legislative changes, developments and trends in gerontology and programs/services; researches and identifies services based on needs of the population; advocates for services and prepares proposals for funding and approval.

Oversees operations of senior van, including supervision of Van Dispatcher and drivers.

Works with COA on researching demographics, population needs to support the preparation and development of ongoing planning of COA's services.

Researches grant opportunities; prepares grant applications; administers grant funding received.

Recruits, trains, and schedules volunteers; coordinates the Senior Work-Off Program.

Develops and builds relationships with state and local officials, community leaders, charitable foundations, "Friends of Seniors" and other citizens groups serving and supporting elders; maintains listings of resources (service providers, in-kind, informal, public, private, non-profit, civic, religious, fraternal, educational).

Provides direct services (e.g., needs assessment), including information & referral, counseling (e.g., professional guidance) and other support/assistance. Requires counseling elders on their eligibility for services; assists elders in applying for services.

Arranges for speakers and instructors for educational and public interest sessions; speaks to groups/organizations regarding COA functions and activities; prepares and leads educational and public interest sessions for elders; prepares contracts and negotiates speaker/instructor fees, as required.

Maintains up-to-date "intake" files, including basic demographic, and service need information; maintains databases including "File for Life".

Prepares and promotes services and activities by preparing monthly schedule of activities, preparing and distributing newsletters and press releases.

Conducts office administration responsibilities to include answering correspondence and telephone calls; manages accounts receivable and payable for the department; coordinates enrollment in activities/programs; inventories supplies and makes purchases.

Performs other position related duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

I – Education and Experience

College degree. Minimum of three years of responsible work in a community organization, social work, gerontology, human relations, recreation or related field. Master's degree preferred; or any equivalent combination of education and experience.

II – Knowledge, Ability and Skills

Knowledge:
Should have a working familiarity with state and local laws, practices and regulations regarding human service (elder) programs. Knowledgeable regarding elder needs and referral resources.

Ability:
Ability to respect/preserve confidentiality. Contacts require patience, understanding, and courtesy. Must present information clearly and in an understandable manner. Good written and oral communication skills, counseling skills, management/leadership ability, and the ability to exercise independent judgement and empathize with elders. Ability to establish and maintain effective working relationships with co-workers, town officials, financial supporters, and diverse general public. Ability to maintain accurate records.

Skills:
Proficiency in the use of general office equipment, computer applications, including knowledge of newsletter formatting, databases, and word processing, Organizational and office management skills, as well as planning skills.

III - Special Requirements

Massachusetts Class D Drivers License. Monthly evening meeting attendance.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is generally performed under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Ability to operate a computer and view screen for extended periods of time. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust

focus. Occasionally carries and/or lifts items, weighing no more than 25 pounds. Requires access to other town departments and to senior homes and/or site visitations.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____Date: _____

Boxborough Town Government Study Committee

Final Report: September 1, 2017

Executive Summary

Call for Review:

The current Town Administrator (TA) is retiring July 31, 2018. Before seeking a replacement, the Board of Selectmen (BoS) established the 2017 Town Government Study Committee (TGSC) to review current and alternative town government structures for positions and departments reporting to the BOS.

History:

From 1999 to 2006, Boxborough had a TA who acted as a Chief Operating Officer (COO). All Town Hall departments and employees, as well as the Police Chief, Fire Chief, and Director of Public Works reported to the BoS through the TA. The TA also had the support of an Assistant Town Administrator (ATA). Many surrounding towns currently use this model.

Beginning in 2006, the Town changed the role of the TA to that of a Chief Administrative Officer (CAO). All Town Hall department heads and employees continue to report to the TA, but the heads of Police, Fire, and the Department of Public Works (DPW) reported directly to the BoS. The TA became "first among equals." Also in 2006, the ATA position was eliminated as was the related budget.

Current Study:

The TGSC saw its task as recommending a structure that would serve the Town's long- term needs, rather than focusing primarily on the implications for current department heads, employees, or BOS incumbents.

The TGSC first reviewed a number of documents, including earlier Town government studies, sections of Massachusetts General Law (MGL), and the job descriptions for TAs of similar towns. The TGSC then initiated interviews with members of Boxborough's government and with officials in other towns; the interviews helped the Committee identify the strengths and weaknesses of the current structure and how changes might improve the way Town government works in the future.

Recommendations:

The Committee unanimously recommends:

a) The BoS continues to act as a policy making Board.

b) The TA becomes a COO. Police, Fire and DPW heads report directly to the TA. Police and Fire Chiefs remain "strong chiefs" as defined by Massachusetts General Law (MGL).

c) The BoS maintains liaison roles for communication and guidance rather than for management and direct oversight.

d) The position and budget of an ATA that was eliminated in 2006 should be re-instated. Hiring should be done so either the TA or ATA would have strong HR experience.

The TGSC realizes that making these changes will not be easy or comfortable for some; however, the Committee urges the Board of Selectmen to carefully consider our recommendations, bearing in mind the long-term future of the Town.

Committee Background and Charge:

After learning that the current TA would be retiring July 31, 2018, the BoS appointed the ad hoc TGSC in February 2017. The BoS charged the TGSC with "Studying, reviewing and exploring alternative town government structures including reporting relationships, responsibilities, authority and communication between and among the Board of Selectmen, departments and the public to ensure the best structure for the Town."

a) The study was limited to departments, committees, and boards reporting to the BoS; for example, the Library, Finance Committee, and Town Meeting were not included.

b) As they have for some time, the Police and Fire Chiefs would remain "strong chiefs" as defined by MGL.

The TGSC met 14 times between February and September 2017. All meetings were posted and open to the public.

Committee Members:

Susan Bak, Chair	Board of Selectmen
Sheila Bauer	Personnel Board
Thomas Begin	Finance Committee
Jennifer Campbell	Library Trustee
John Fallon, Clerk	Town Moderator
Hugh Fortmiller	Personnel Board alternate
Nancy Settle-Murphy	At large
Selina Shaw	Town Administrator (ex officio, non-voting)
Bob Stemple	Board of Selectmen

Boxborough TA History and Earlier Town Government Studies:

Prior to 1990, many local towns, including Boxborough, had a BoS supported by an Executive Secretary. In the 1990s, many of these towns moved to a TA model. Most TAs acted as a COO, with all heads of departments – including Police, Fire and DPW - reporting to the TA.

A Sense of Meeting vote at the 1997 Town Meeting prompted the formation of the ***Town Government Study Committee of 1998***. In 1999, the Town adopted the Committee's recommendation to follow the lead of other towns in creating a COO TA position, with the heads of Police, Fire, and DPW reporting to the BoS through the TA. The Town also agreed with the recommendation to establish and fund a position that became an ATA.

In response to a 2001 request from the TA, BoS, and Tax Collector, the Massachusetts Department of Revenue Division of Local Services prepared a ***Town of Boxborough Financial Management Review***. The Review prompted the Town to follow a number of strategies for improving financial management and to establish the Boxborough Leadership Forum. The Review suggested no changes in the TA's responsibilities.

In 2006, the then current TA resigned to take to take a position in another town, and the BoS formed the ***Town Government Structure Study Committee***. The task of this Committee was to review and validate reorganization directions proposed by the BoS. In 2006, the BoS implemented the current structure, changing the TA's role from COO to CAO; Police, Fire and DPW heads no longer reported to the BoS through TA, instead reporting directly to the BoS, with primary communication through formal BoS liaisons. The BoS also eliminated the ATA position and the related budget. The TA became "first among equals" with no supervisory responsibility over the Police, Fire or DPW.

Data Gathering:

The Committee gathered both internal and external data:

a) Internal interviews with past and current members of the BoS, the TA, Police and Fire Chiefs, Finance Committee members, and the Town Clerk.

b) Job descriptions and duties and responsibilities for TAs of selected towns.

c) Interviews with the TAs of selected towns similar to Boxborough: Bolton, Harvard and Stow.

Consideration of Findings:

The first major decision was to define the mission of the Committee. After considerable discussion, the TGSC saw its task as recommending a structure that would serve **the long term needs of the Town rather than focusing primarily on the implications for current department heads, employees, and members of the BoS**. Boxborough has always had many outstanding employees and dedicated and talented members of the BoS. However, the Committee tried to focus on the structure that would best serve the Town for 5, 10, or 15 years.

The internal interviews revealed a general feeling that the relationship between the BoS and the heads of Police, Fire, and DPW "works," and the current liaison structure has led to productive relationships. The Town is well managed, there is a good budget process, and the independence of the heads of Police, Fire and DPW directors has advantages.

However, there is a cost. The current structure requires that the BoS be involved in the day-to-day operations of the Police, Fire, and DPW. Being directly responsible for these three major departments requires a larger commitment of time and effort from the BoS than most members anticipated and considerably more than if these departments reported directly to the TA. The resulting workload on the BoS limits the pool of available candidates and may discourage townspeople from becoming BoS candidates. The work of BoS members seems particularly difficult for those who already hold full-time jobs. The Town may not always be as fortunate as it has been to attract BoS members who can spend the time required.

Because the heads of Police, Fire and DPW now report directly to the BoS, when these department heads need immediate decisions, they must wait for a BoS meeting. Therefore, delays may make performance issues increasingly difficult to resolve. The Open Meeting Law makes performance reviews more difficult. Since the TA has no supervisory role over Police, Fire, and DPW, a leadership vacancy in one of these major departments often burdens the BoS with responsibility for the department.

Boxborough is extremely fortunate that the current TA and current heads of Police, Fire, and DPW have a close working relationship. However, as personalities and relationships change over time, without a centralized, professional management team, the independence of the Police, Fire, DPW and TA could create coordination problems in the future.

Town government has become more complex over the years with an ever-increasing number of regulations that need attention, especially in HR and procurement. After a 15-year period of stability, the Town is starting to grow in size, with a 10% increase in population possible in the next few years.

Nearly everyone interviewed said that Boxborough could use additional support in HR, procurement, and IT areas. While the Town can continue to purchase outside IT services, the reestablishment of the ATA position would allow for HR expertise to be added in-house and create more time for procurement support and IT oversight.

The Committee's Unanimous Recommendations:

The Town Administrator:

a) The TA becomes the COO of the Town. The heads of Police, Fire, and DPW report directly to the TA. The Police and Fire Chiefs remain "strong chiefs" as defined by Massachusetts General Law.

b) The TA becomes responsible for negotiating union and department head contracts under parameters set by the BoS.

c) The TA becomes responsible for the development of the budget that goes to the Finance Committee for the areas under the purview of the BoS, following priorities set by the BoS.

d) The TA becomes responsible for performance review and monitoring of all department heads, including Police, Fire and DPW.

The Board of Selectmen:

a) The BoS maintains liaison roles, for communication and guidance rather than management and direct oversight.

b) The BoS continues as a policy-making board. The BoS will set priorities, guidelines, and goals for Town departments. The BoS will evaluate the work of the departments, but the BoS will not become involved in the work itself or management of employees.

c) The BoS sets budget priorities and reviews the bottom line budget developed by the TA for the areas reporting to the BoS.

The Assistant Town Administrator:

a) Reestablish the position of ATA and budget that was eliminated in 2006.

b) The ATA or the TA must have strong HR experience.

Rationale for Changes:

The Committee believes that these recommendations provide a model that will work well for the future growth and improvement of the Town. The TA will become the one point of contact for the heads of Police, Fire, and DPW, and all other department heads. Rather than having to postpone many

decisions for the next BoS meeting, the TA will be able to give immediate attention to difficult issues, performance-related matters, and under-performing departments.

The changes will allow the BoS to spend more time considering policy-related issues and less time on operational and HR-related matters. The changes will also give the BoS a more reasonable and manageable scope of work, leaving much of the highly technical and complex regulatory matters to the attention of professionals. These changes are important given the variability of the expertise, interests, and time availability found among the changing members of the BoS.

The TGSC realizes that making these changes may not be easy or comfortable for some; however, the Committee urges the Board of Selectmen to carefully consider our recommendations, bearing in mind the long-term future of the Town.

With help from the current and future TA, the BoS will need to oversee a thoughtful transition process to implement these changes. The TA and the BoS must communicate intensely and frequently with the Town's staff, to discuss the rationale and implications for change and to create a cooperative and smooth transition.

Respectfully Submitted,

Susan Bak, TGSC Chair

Attachments:

a) BoS Roles, Responsibilities, and Tasks

b) TGSC Presentation

8a

From: Francie Nolde
Sent: Wednesday, August 12, 2020 9:11 PM
To: Ryan Ferrara
Cc: Robert Stemple; Cheryl Mahoney; Suresh Jasrasaria; Francie Nolde

Subject: New member for the Sustainability Committee

Dear Ryan,

I'd like to introduce to you Suresh Jasrasaria who has volunteered to become a member of the Sustainability Committee. He is eminently qualified to become a member.

Could you please find time to appointment him at your next meeting, August 24, 2020? And please tell us how the swearing in, and signing of the documents, occur during the Covid-19 era.

Thanks very much,
Francie

Francie Nolde
Chair, Boxborough Sustainability Committee

8b

From: Ed Whitcomb
Sent: Wednesday, August 12, 2020 7:37 PM
To: Cheryl Mahoney
Subject: Re: SFAC needs new members

John Skinner is going to step up and join the SFAC.

What do we need to do to accomplish that?

Thanks,

Ed

Internal Communications and Outgoing Communications
August 24, 2020

1. Letter from Middlesex DA Marian Ryan, dated July 31, 2020, to TA Ferrara advising of MassDoT's Shared Streets and Spaces Grant Program. [Deadline – 9/29/20]

2. Communications from xfinity [Comcast]:
   a. Email from Patrick Moore, dated August 4, 2020, to TA Ferrara and others providing the 2nd Quarter 2020, Franchise Fee Report (PEG) [*Marked Confidential*] and notification of electronic payment of $11,826.55
   b. Letter from Greg Franks, Sr. Mgr. Govt. Affairs, dated August 14, 2020 to the Board, providing program updates and & Internet Essentials Information.

3. Copy of a certified letter from Conservation Commission Chair Dennis Reip, dated August 12, 2020, to Salvatore Panetta III and Darlene Chiasson-Durkin as a 3rd notification regarding their activities at 498 Stow Rd. as a continuing encroachment on Town conversation land. [with map delineating boundaries and observed encroachment]

4. Email communication Verizon's Viola Baboola, dated August 14, 2020, to Cheryl Mahoney providing the 2nd Quarter 2020, Franchise Fee Report (PEG) and notification of payment of $11,439.77.

Minutes, Notices and Updates
August 24, 2020

Minutes

Minutes from the Economic Development Committee meetings held May 21, 2020; June 6, 2020; and June 25, 2020

Notices – *ALL MEETINGS CONDUCTED VIA ZOOM*

1. Notice of an Agricultural Commission meeting held August 11, 2020
2. Notice of a Sustainability Committee meeting held August 12, 2020
3. Notice of a Recreation Commission meeting held August 12, 2020
4. Notice of a Water Resources Committee meeting held August 12, 2020
5. Notice of a Board of Health meeting held August 18, 2020
6. Notice of a Council on Aging meeting held August 20, 2020
7. Notice of a Well-Being Committee meeting held August 20, 2020
8. Notice of a Historical Commission meeting held August 20, 2020
9. Notice of a Planning Board meeting to be held August 24, 2020
10. Notice of an Economic Development Committee meeting to be held August 25, 2020
11. Notice of a Finance Committee meeting to be held August 25, 2020
12. The Zoning Board of Appeals' Notice of Vacancy – 2 Alternate Positions
13. Notice of a MART meeting held August 18, 2020
14. ***Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:***

Acton Planning Board – Hearing Notices

August 18, 2020 to consider the applications of:

- Susanne Fuller, Preliminary Subdivision Approval for the premises proposed at 40 High St
- Chris Coughlin, REMAND HEARING, Planned Residential Community, Special Permit for the premises located at 180 Newtown Road.

September 15, 2020, to consider petition of Mark Starr to approve a Planned Residential Community, Special Permit for the premises located at 22 Elm Street

Board of Selectmen – Notice of Decisions

Site Plan Special Permit #05/21/2020 – 479 Approved w/Conditions – Calare Properties premises: 50 Nagog Park

Comprehensive Permit #20-1 Granted w/Conditions – Apartments at Powder Mill, LLC premises: 2, 4 & 12 Powder Mill Rd.

ZBA – Notice of Decisions

Appeal of Determination Denied – Kennedy Livestock Corp. premises: 960-962 Main St. Behind Comprehensive Permit #20-5 Granted w/Conditions – Grandview Acton LLC premises: 361 & 363 Great Rd.

Harvard ZBA – Legal Notice hearing August 12, 2020 to consider application of Bruce Gallagher & Joyce Vassallo, Special Permit to alter a pre-existing non-conforming structure at 104 Still River Rd.

Planning Board – Hearing Notices August 17, 2020

- Cello Partnership d/b/a VERIZON WIRELESS, Special Permit/Site Plan Approval premises located at 12 Woodchuck Hill Rd.
- Grant MacLean dba Chestnut Tree & Landscape, Special Permit/Site Plan Review premises located at 320 Ayer Rd.

Decisions

- Special Permit/Site Plan Approval Granted – Michael Hood – Three Seasons Landscape premises 264 Ayer Rd.
- Special Permit/Site Plan Approval Granted –Daniel & Anne Ferguson premises 39 Glenview Dr.

Stow – ZBA –

Hearing Notices, September 9, 2020 –

- David Quinn Special Permit application demo existing garage/office and construct addition at 129 Red Acre Rd
- Christopher & Jennifer Rodstrom Special Permit/Variance application construct shed and addition at 9 Assabet Str.
- David & Rose Baird Special Permit/Variance application replace & expand deck at 26 Pine Point Rd.

Notices/Decisions

- Robert & Lynne Corkum, Special Permit Granted w/conditions premises at 143 North Shore Dr.
- David & Dana Ellis, Special Permit Granted w/conditions premises at 21 Sandy Brook Dr.
- Ernest & Sherryl Sthonebraker, Special Permit Granted w/conditions at 181 Randall Rd
- Jessica & Brian Moriarty, Special Permit Granted w/conditions at 23 Hastings St.
- Decision on Remand – Comprehensive Permit RE: Plantation I located 252 Great Rd./22 Johnson Way Approved with Conditions
- Decision on Remand – Comprehensive Permit RE: Plantation II located 252 Great Rd./22 Johnson Way Approved with Conditions

Planning Board – Hearing Notice, August 11, 2020 Petition of Bill & Martha Chiarchiano for a Modification of Erosion Control Special Permit and Application for Earth Removal at 79 Edgehill Rd