



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**SELECT BOARD
Meeting Agenda
Monday, September 14, 2020
7:00 PM
Conducted via a ZOOM Event**

Item #	Estimated Start Time		Action Vote/ Accept & POF
<hr/> <i>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</i>			
1.	7:00 PM	Call to Order via ZOOM pursuant to the procedures noted above. <i>Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.</i>	
2.	7:01 PM	Announcements	
3.	7:10 PM	Approval of payroll and payable warrants	
4.	7:15 PM	Minutes	
	a.	Regular session I, September 8, 2020	ACCEPT & POF
5.	7:20 PM	Citizens Concerns	
6.	7:30 PM	Update on Town Boards/Committees/Commissions	
	a.	Follow up on Sustainability Committee request to support Massachusetts HB 2010 - Carbon Pricing Bill - Presented by Richard Garrison	
	b.	Pursuant to the recommendation of the Steele Farm Advisory Committee, Vote to appoint Sean Marien, to the Steele Farm Advisory Committee for a three year term effective immediately and ending on June 30, 2023.	
	c.	Pursuant to the recommendation of the Zoning Board of Appeals, Vote to appoint Sean McCormack, as an Alternate Member to the Zoning Board of Appeals for a three year term effective immediately and ending on June 30, 2023.	
	d.	Update Boxborough 2030 - November 9th Joint Planning Board Review	
7.	7:30 PM	Select Board Goals and Objectives in the year ahead Action Items - Review	
	i.	Town Website update and presentation	
	ii.	Communication and Marketing Plan Update - M. Neyland	
	iii.	Inclusivity and equity update e.g. Diversity Task Force, Dept. Heads input-diversity in hiring, diversity in boards/committees	
8.	8:10 PM	Personnel Updates	
	a.	Follow up from September 8th discussions regarding COA and Community Services staffing	

8. 8:25 PM Select Board & Town Administrator's reports/updates

- a. Upcoming FY 21 Goals Workshop - 9/26/2020
- b. COVID-19 Status Update
- c. Reports

9. 8:45 PM Executive Session

Vote to adjourn to conduct an executive session via a separate ZOOM event, and not to reconvene in Open Session after completion of the Executive Session:

- a. *Per C30A §21 (a), subsection 3
To discuss strategy with respect to litigation (984 Massachusetts Avenue, Granite Hill Development) and further to invite Planning Board members, noting that a quorum may be present, to participate in this discussion*
- b. *Per C30A §21 (a), subsection 6
To consider the possible settlement, purchase, exchange, lease or value of real property (Boxboro Hospitality)*
- c. *Per C30A §21 (a), subsection 2
To discuss strategy in preparation for negotiations with respect to:
Collective bargaining units(Police, Dispatch, and Fire)
Nonunion Personnel (Town Administrator)*

if open meeting may have a detrimental effect on the government's bargaining or litigating position,

10. Adjourn

2020: 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

Boxborough Leadership Forum (BLF): TBD

To Join Zoom Meeting

<https://us02web.zoom.us/j/81562061236?pwd=VOZLTOITQVgzYStrTDVyaWZoWjFjQT09>

Meeting ID: 815 6206 1236

Passcode: 942420

One tap mobile

+19292056099,,81562061236# US (New York)

+13017158592,,81562061236# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

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Meeting ID: 815 6206 1236

[Find your local number: https://us02web.zoom.us/j/81562061236?pwd=VOZLTOITQVgzYStrTDVyaWZoWjFjQT09](https://us02web.zoom.us/j/81562061236?pwd=VOZLTOITQVgzYStrTDVyaWZoWjFjQT09)

4a



**BOXBOROUGH SELECT BOARD
Meeting Minutes
September 8, 2020**

Approved: _____

PRESENT: Wes Fowlks, Chair; Les Fox, Member; and Maria Neyland, Member

ALSO PRESENT: Cheryl Mahoney, Administrative Assistant

At 12:03 PM Chair Fowlks called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

Executive Session

- At 12:04 PM Chair Fowlks moved to adjourn to executive session to conduct strategy session in preparation for negotiations with nonunion personnel (Town Administrator), per C30A §21 (a), subsection 2, Chair Fowlks and Member Neyland will be the only Select Board members participating in this session and they shall not reconvene in Open Session after completion of the Executive Session; further noting that to discuss in open session may have a detrimental effect on the negotiating position of the Board. Seconded by Member Neyland. **Approved: 3-0.** Roll Call: Roll Call Neyland "aye," Fox "aye," and Fowlks "aye."

Exhibits

Item#

Agenda



With a carbon pollution fee, rebate & invest system, low and moderate income residents will come out ahead.

Carbon Pollution Pricing: Gains for Low and Moderate Income Households

Representative Jennifer Benson has introduced **H2810 An Act to Promote Green Infrastructure and Reduce Carbon Emissions**. This bill will establish a carbon fee, charging fossil fuel suppliers for the pollution their products emit. The bill supports and protect low income households via:

- Rebates that insulate most low and moderate income households from projected price increases;
- Multi-million dollar investments in Fuel Assistance;
- Multi-million dollar investments in renewable energy, energy efficiency, clean transportation, and resilience, with at least 40% of funding directed to low income people and communities.

Won't carbon pollution pricing hurt low- and moderate-income families? No! The House Bill will actually benefit low- and moderate-income families and poor communities. Why?

- Unlike most fees and taxes, the revenue from the House carbon pricing bill will not go for general government spending. Most will be returned to Massachusetts residents and employers in the form of rebates. The rest will be invested in projects that protect low and moderate income people and help the state transition to a clean economy.
- Every year, all Massachusetts households will get rebate checks. People who use less fossil fuel energy are likely to get back more in rebates than they spend.
- Low and moderate income households will be targeted for larger rebate checks than people with higher incomes.
- On average, because they receive larger checks, most low and moderate income households will get rebates equal to --or slightly larger than--any increased energy costs due to carbon pricing.
- A portion of the revenues from the carbon fee will be invested in the state's Fuel Assistance program to provide home heating assistance to low- and moderate-income households. The bill will provide an estimated **\$16 million** for Fuel Assistance in the first year of carbon pricing, increasing to **\$28 million** by the fifth year.



How do poorer communities benefit?

While most of the carbon fee will be returned to households and businesses, 30% will be invested in a Green Infrastructure Fund (GIF) administered by the Massachusetts Clean Energy Center.

Cities, towns, and regional transit agencies can apply to the fund for money to create new energy efficiency, renewable energy, clean transportation, and resilience projects.

Forty percent of the Green Infrastructure Fund must be spent on projects that benefit low and moderate income households and communities. An estimated **\$133 million** will be targeted to low moderate income people in Year One, increasing to **\$240 million** by Year Five.

These funds will provide critical help to improve public transit, reduce energy costs, support renewable energy, and prepare for the impact of climate change.

What are the Costs of Not Acting?

Low income people and communities, here and abroad, are the populations most likely to be harmed by climate change. Extreme heat, agricultural losses, and increases in allergens and insect-borne diseases are projected to hit low-income people harder than other groups.

How Does Carbon Pollution Pricing Work?

When you buy gasoline or heating fuel, you are paying for drilling, refining and transporting but not for the cost of what the fuel does to our health and our environment.

Carbon pollution pricing uses a “fee” to capture those costs, which reduces demand for fossil fuels and the harmful emissions they generate.

It then “rebates” or passes on most or all of the revenues directly to residents and employers, including businesses and nonprofits. Some may be invested in clean energy and transportation.

What about people who have to drive more than average?

A carbon fee could fall harder on rural residents who do not have good access to public transportation and often must drive long distances to get to jobs, schools, medical facilities, and stores. That is why the House bill will provide an increased rebate for rural households.

How do we make this happen in Massachusetts?

Massachusetts can be a model for legislation across the nation. The **Act to Promote Green Infrastructure and Reduce Carbon Emissions** is a groundbreaking bill that will drive down greenhouse gas emissions and create a just and equitable transition to a clean energy economy.

Want to find out more?

Contact:
Representative Jennifer Benson
(617)-722-2140

MA Campaign for a Clean Energy Future
Cindy Luppi
cluppi@cleanwater.org
(617)-338-8100, x208



IMPACTS OF CARBON POLLUTION PRICING ON MASSACHUSETTS HOUSEHOLDS AT DIFFERENT INCOME LEVELS

An analysis of Massachusetts Bill H.2810, *An Act to Promote Green Infrastructure and Reduce Carbon Emissions*, filed by Representative Jennifer Benson, 2019

By Marc Breslow, Ph.D. | Policy & Research Director

SUMMARY

Massachusetts House Bill 2810, sponsored by Rep. Jennifer Benson, sets up a carbon pollution pricing system in the state. H.2810 imposes a fee on the companies that sell or burn fossil fuels, according to the carbon dioxide (CO₂) emissions released when the fuels are burned. CO₂ emissions are the main cause of climate change, and putting a price on them is intended to reduce the consumption of these fuels and incentivize cleaner alternatives. Fuels used to generate electricity are exempt because Massachusetts is part of the Regional Greenhouse Gas Initiative (RGGI), a regional system covering states from Maine to Maryland, that puts a fee on these fuels.

52.5 percent of the revenue raised by the state government from the fees will be used to provide rebates to households, with the funds shifted toward low and moderate-income residents. For low and moderate-income households, the rebates exceed the expected costs of the program, leading to net positive monetary benefits. The impact of the program on households is shown in Table 3. For the lower three-fifths of households, on average, rebates exceed fees, by \$270 per household for the bottom fifth. For the top-earning two-fifths, fees exceed rebates.

This analysis shows that it is possible to impose fees on carbon pollution, creating a substantial incentive to reduce emissions, while still financially protecting low and moderate-income households. Moreover, this leaves out the 30 percent of funds that will be used for clean energy and adaptation to climate change, providing further benefits to all state residents, along with the 17.5 percent that goes to vulnerable industries.

DESIGN OF H.2810

The bill imposes fees on the wholesalers of energy fuels, which includes distributors of gasoline, diesel motor fuel, natural gas, and heating oil. As Massachusetts does not produce any fossil fuels, this fee focuses on companies that bring energy into the state.

While these wholesalers and the retailers they sell to may absorb a portion of the fees into their budget, in this study we assume that they pass on all costs to consumers, meaning households and other employers.

Of the fee revenue taken by the state government, 70 percent goes to household and employer rebates, and 30 percent is directed to green infrastructure investment. Of the 70 percent rebated, three-quarters goes to households and one-quarter goes to employers, targeted to those industries which are considered vulnerable to the impacts of carbon pricing, mainly those which are “energy intensive and trade-exposed” (EITE).

The funds going to households are targeted toward those of low and moderate-income, as shown in the lower part of Figure 2. Initially, 10 percent of the household rebate funds goes to the bottom fifth of households by income, otherwise known as a “quintile.” Another 10 percent goes to the second-lowest quintile, and 5 percent goes to the middle (third) quintile. The remaining 75 percent of household funds are divided equally per adult, regardless of income level, with children getting half the share of adults.

FIGURE 1 Distribution of rebates to households, employers, and green infrastructure fund

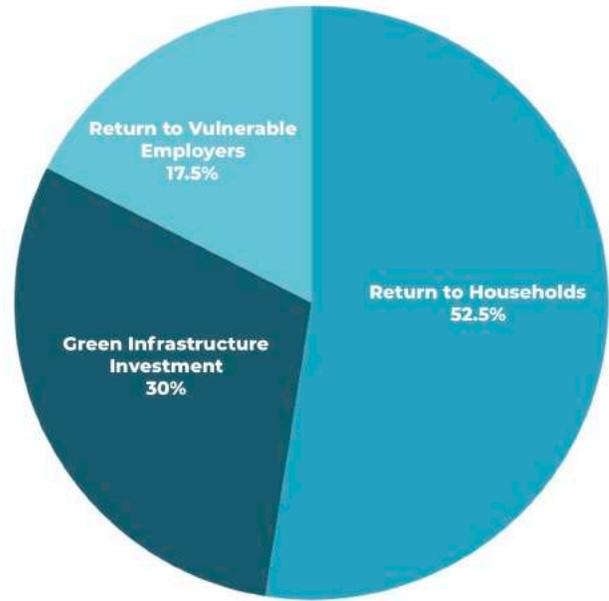
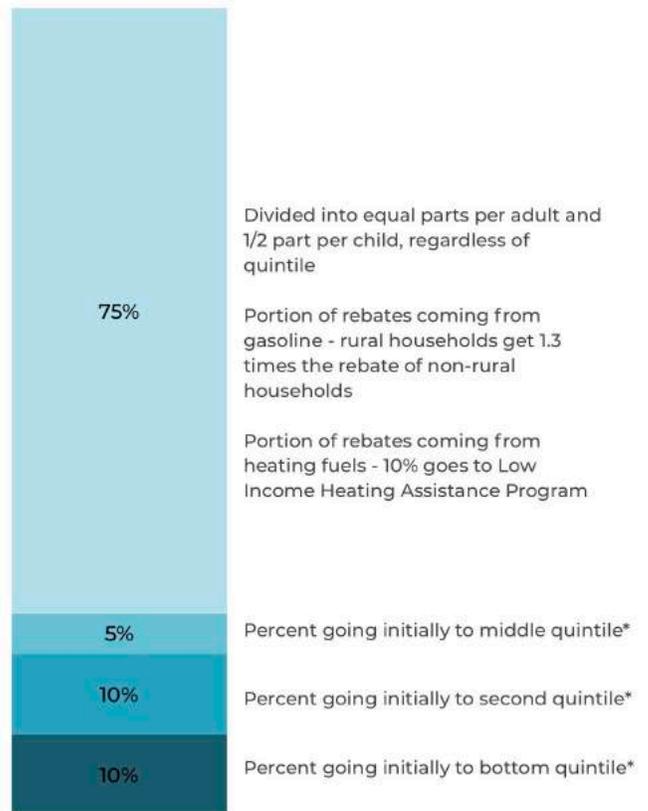


FIGURE 2 Division of rebates among households at different income levels



ABOUT CLIMATE XCHANGE

Climate XChange was founded in 2013 to develop and promote effective and viable policy solutions to reduce carbon emissions. We built and promoted winning climate policies in our home state of Massachusetts and have since brought our expertise, resources and guidance to state-level carbon pricing campaigns around the country. Our mission is to provide research, education, and advocacy tools to enhance climate action through effective policy at the state level. Our extensive expertise in building campaigns enables us to share our knowledge and convene several networks for cross-pollination of strategies.

Learn more at Climate-XChange.org

METHODOLOGY OF THE STUDY

The study is based on a random sample of households in Massachusetts conducted by the U.S. Bureau of the Census on behalf of the Bureau of Labor Statistics, called the Consumer Expenditure Survey, or CES.¹ The Census Bureau asks how much money each household spends on a variety of consumer goods, including major energy expenses – gasoline, electricity, natural gas, fuel oil, and propane.

Each major energy expense (omitting electricity, since it is not charged fees in H.2810) is converted into energy units, based on the cost per unit of energy. This gives us gallons of gasoline, fuel oil, and propane, and therms of natural gas. Since each of these fuels releases different amounts of CO₂ when burned, we then convert the energy units into metric tons of CO₂. Added together this gives the CO₂ that each household will be paying fees on (assuming that

fuel wholesalers pay their increased costs entirely through increased prices for households).

We then divide all households into fifths (quintiles) based on income. Using the formulas in H.2810, as shown in Figure 4, we allocate the rebates to each household. This includes the extra rebates going to rural households from fees on gasoline, and the extra rebates going to low-income households that participate in the Low Income Heating Assistance Program.

Within each fifth (quintile), we calculate the impact on each household by subtracting its carbon fees from its rebates. We then take an average per quintile, which produces the results shown in Figures 3, 4 and 5.

¹ | The random sample consisted of about 675 households

IMPACTS ON LOW, MODERATE, AND HIGH-INCOME HOUSEHOLDS

This study looks at the net impacts on households at different income levels from the combination of fees and rebates. Because higher-income households use more energy to heat their homes and drive their cars than do lower-income households, and because H.2810 directs more of the rebates to go to low and moderate-income households, the bottom three-fifths (quintiles) of households come out ahead on average from adding together the fees and rebates, while the top two-fifths come out behind.

The present study does not examine the benefits to households from the investments in clean energy and transportation, which requires a deeper level of analysis.

As shown in Figure 3, the lowest quintile of households come out, on average, about \$270 ahead. The figure also shows that the second and third quintiles come out ahead, again on average, by \$200 and \$40 respectively; while the highest income fifths come out behind by \$340 and \$410.

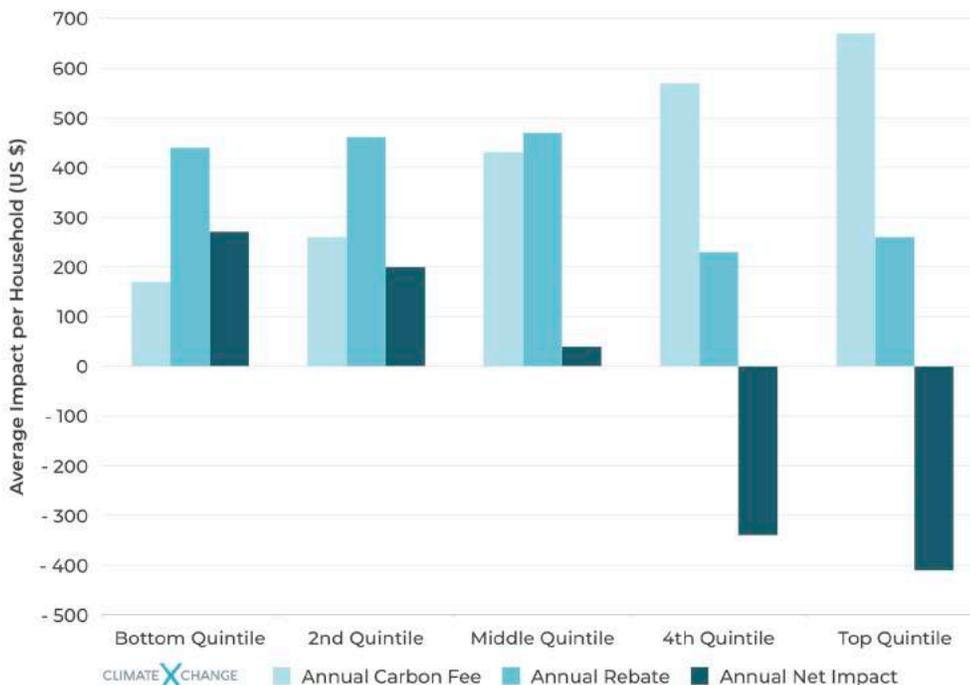


FIGURE 3
Impact of HB 2810 on households by income level

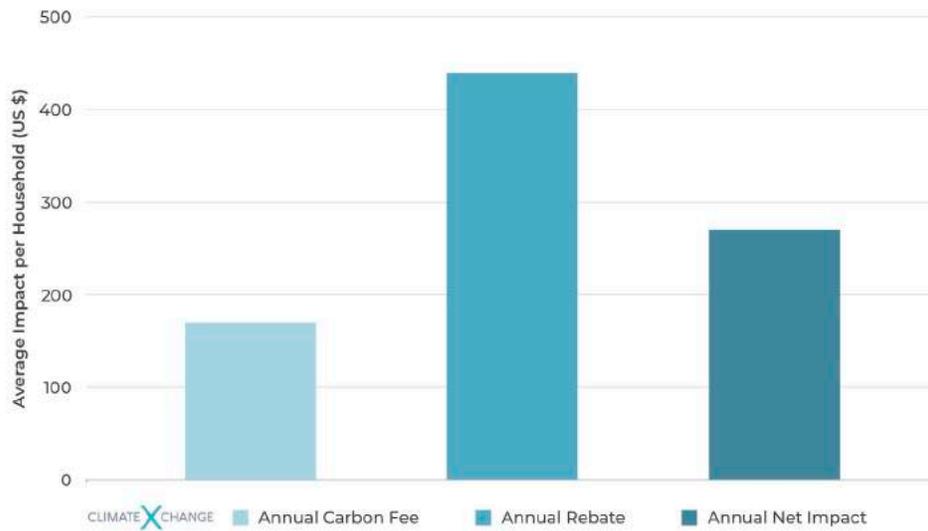


FIGURE 4
Impact of
HB 2810 on
Bottom 5th
of Households

Because energy use varies greatly by household, even at the same income level, fees can vary greatly among low-income households. As a result, the bill was designed to give average rebates for low-income households substantially above their average fees. The result is that the vast majority of low-income households wind up with positive net benefits.

Figure 5 shows the data behind Figures 1 and 2. The last column of Figure 5 shows that the positive impact on low-income households is relatively large as a percent of their average income, while relatively small for moderate and higher-income households.

FIGURE 5 Impacts of 5ths of Households by Income

	Average fee per household	Average rebate per household	Average net impact	Mean household income, Northeast U.S. 2017	Net impact as % of mean income
Bottom Quintile	\$170	\$440	\$270	\$14,350	1.90%
2nd Quintile	\$260	\$460	\$200	\$38,330	0.50%
Middle Quintile	\$430	\$470	\$40	\$66,660	0.10%
4th Quintile	\$570	\$230	-\$340	\$107,220	-0.30%
Top Quintile	\$670	\$260	-\$410	\$240,200	-0.20%

CONCLUSION

The results of this study show that it is possible to impose fees on carbon pollution, creating a substantial incentive to reduce emissions while still financially protecting low and moderate income households, and providing substantial rebates to higher-income households. Moreover, this leaves out the 30 percent

of funds that will be used for clean energy and adaptation to climate change, providing further benefits to all state residents as well as the 17.5 percent of funds that will be used to benefit vulnerable employees. Further research by Climate XChange will examine these additional benefits.

6b

From: Ed Whitcomb
Sent: Friday, September 4, 2020 8:00 AM
To: Cheryl Mahoney
Cc: Sean Marien Subject: New member

Cheryl,

Sean Marienhas been enjoying Steele Farm and the surrounding parcels and would like to be appointed to the SFAC. Your suggestion to put a notice in the kiosk was a good one!

Naturally, we are thrilled.

Can you keep the ball rolling please?

Thanks,

Ed

6c

Shawn Michael McCormack
[REDACTED]
Boxborough, Massachusetts 01719
[REDACTED]

August 31, 2020

BY ELECTRONIC MAIL

Select Board of the Town of Boxborough
c/o Cheryl Mahoney, its Department Assistant
cmahoney@boxborough-ma.gov
29 Middle Road
Boxborough, MA 01719

RE: Letter of Interest, Alternate Member, Zoning Board of Appeals

Dear Members of the Select Board,

I understand you are looking to appoint an alternate member to the Zoning Board of Appeals. Please consider me for the appointment.

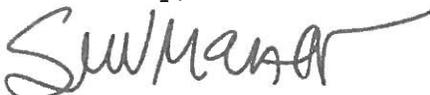
My wife, Julia, and I live on [REDACTED] with my stepson, Miles, and our daughter, Fionnuala. Miles is entering the fourth grade at Blanchard. Fionnuala, who was born in January this year, is technically a Boxborough native. We love Boxborough and are looking to plant roots in the community.

I have been on nearly all sides of zoning issues in my career and have great familiarity with the Zoning Act. Currently, I am a land use and zoning attorney at [REDACTED] in Boston. Prior to entering private practice, I was a law clerk at the Massachusetts Land Court. During college (a long, long time ago), I was an intern for the Martha's Vineyard Land & Water Commission, a regional planning and regulatory authority.

My background would make me a good addition to the Zoning Board of Appeals. I have seen first-hand the effect land use decisions can have on people's lives. I believe serving on the Zoning Board of Appeals would allow me to use my experience and education in a responsible and conscientious way in service to my community.

Thank you for considering me for the appointment. Please do not hesitate to reach out to me with any questions.

Sincerely,



Shawn M. McCormack

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BSB, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the Select Board, keeping all members informed.

Reinforce a high level of accountability flowing down from the BSB to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

	Goal / Project	BSB Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
1	Annual Goals Workshop	BSB Chair	BSB/TA			Annually in September; status of goals to be reviewed semi-annually.		Updated June 17, 2019		Next review February 2020
2	Communication & Technology	Ryan Ferrara	Wes-Fowlks		Aug-18	Jul-19	Develop a more robust website for the Town. Explore use of social media for communications, outreach BSB to explore the use of the email list and social media.	Working with vendor on a new platform to upgrade the website.		On-going New committee established: ATA, Chief of Police, Town Clerk and Abby Reip.

		Goal / Project	BSB Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
3		Capital Asset Management Plan	Ryan Ferrara	BSB Chair BICAO Dept. Heads		Jul-15	Jun-19	Develop a plan to determine the best course of action to pursue this goal. Consider hiring a consultant to do the initial plan and update every 5 years.			On-hold.
4		5 year operational plan	Ryan Ferrara	Major Dept. Heads		Sep-18	FY2021	Comprehensive town wide plan, including staffing, budgeting and growth			Revised goal. Previously handled under the budget. The new goal encompasses a broader view of town operations.
5	a	Disaster Recovery and Continuity of Operations	Ryan Ferrara	Major Department Heads		Feb-18	May-19	Create a written disaster recovery and continuity of operations plan.			Incorporated into Major Department Head performance objectives.
	b		Ryan Ferrara	Fire Chief Wes Fowlks			Ongoing	Updated CEMP, semi-annual meetings			On-hold pending the hiring of a new Fire Chief
	c		Ryan Ferrara	Fire Chief Wes Fowlks				Emergency preparedness guide for residents			On-hold pending the hiring of a new Fire Chief
6		Disposition of Foreclosed & Tax Title Properties	Ryan Ferrara	Town Hall department heads		Fall 2011		Possible revenue to town	Assessor and Treasurer/Collector met with the Select Board to discuss preliminary steps. Need to develop a strategy for next steps		Pending. Input provided by Cons Com, Ag Com, BoH and Housing Board in late 2015. Need to get input from WRC.
7		Stow Road Task Force	Ryan Ferrara Les Fox			Fall 2011	2019	Develop a plan for moving forward with affordable housing project	On hold. May need this site for Public Safety facility, if all other options don't pan out		Scope of work prepared for consultant to develop zoning proposal. TA to prepare contract.

		Goal / Project	BSB Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
8		Policies and procedures for Boards, Committees and Commissions	Susan Bak	Policy Advisory Committee Select Board		Sep-18	2019	Update policies and procedures to ensure they current and reflect the mission of the BSB.	All Select Board policies under review.		On-going.
9		Drug and Alcohol testing policy	Ryan Ferrara Maria Neyland	Police, Fire, Dispatch		Sep-18	2019	Create a written policy for union employees.	No progress		New goal as of September 2018

Master Plan 2030

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
	Master Plan 2030	Select Board and Planning Board provides oversight .	Stakeholder boards Town Planner			Jan-16	Semi-annual	Implementation of Master Plan recommended goals	On hold until we have a new Town Planner in place		BSB/Planning Board to hold semi-annual meetings with stakeholder boards to review implementation of Master Plan.
1	1.1.4.1 Reinstate the Water Resources Committee	Les Fox				Jan-17	Dec-18	Reinstate the Water Resource Committee to proactively plan for water resource management and protection.	Water Resource charter approved and committee appointed.	10/29/18	Completed
2	Offer diversity and anti-bias training. 2.1.1.1 Continue and expand anti-bias and diversity training for all Boxborough employees.	Susan Bak	Chief Ryder Lauren Abraham			May-16	Dec 2018		8 hour curriculum delivered to employees during the summer of 2016. Continuing "small bites" type training under taken by the police department. Community services Director, working on additional training modules		Town wide training modules temporarily on hold while CoA/Community Services Director transitions into her new role.
3	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.1 Develop a town wide communication and outreach plan to increase participation in Town Government	Ryan Ferrara BSB	Staff			Sep-18		e-newsletter to residents	Select Board member Fowlks developed and rolled out a Facebook page, Instagram and Twitter.		On-going

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
4	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.2 Provide a periodical e-newsletter on Town government activities, issues, and decisions encourage residents to sign up on the Town's website.	Ryan Ferrara	Well Being Committee Lauren Abraham			Jun-18	On-going		Quarterly newsletter, "The Boxborough Bee" developed and mailed to resident households September 2018. On the website as of 10/30/2018. Will revisit e-newsletter when new website is completed.		Completed
5	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.3 Explore options for internet-based resident engagement platforms	Ryan Ferrara	Wes-Fowlks				On-going	Utilize Social Media outlets.	Re-visit once we have new platform for Website		On-going
6	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.4 Consider having a language translation ad interpretation firm on	Ryan Ferrara	Lauren Abraham			Jan. 2016	On-going	Important Town publications translated into languages representative of the community.	Used MAPA to translate the New Resident Welcome packet. Will continue to identify other publications on an as needed basis.	2/28/19	Completed
7	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.5 Expand networks and cultivate new relationships with cultural and faith-based	BSB	Town Moderator			Jan. 2016	On-going	Increased diversity on Boards, Committees and Commissions	Increased diversity on the following Boards, Committees and Commissions: Library Trustees ABRS School Committee FinCom PCCC		On-going

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
8	Cultivate new members for Town boards and committees. 2.3.2.1 Periodically hold informal meetings between Town board/committee members and residents to	BSB				Jan-16	On-going		BLF meetings held 10 months/year - open to the public. BSB liaisons with Boards, Committees and Commissions - ongoing.		On-going
9	Cultivate new members for Town boards and committees. 2.3.2.2 Reach out to new Boxborough residents with students enrolled in the	Ryan Ferrara	Town Clerk				On-going	Updated packet.	Welcoming packet mailed to new resident households, not just residents with students enrolled at A-B.. Packet updated 10/30/2018.		On-going
10	Cultivate new members for Town Boards and committees. 2.3.2.3 Establish and maintain a citizen skills bank or volunteer database as a resource to Town boards and committees.	Ryan Ferrara	Cheryl Mahoney			Jan-16	On-going		Town processes resident interest forms to help connect residents with open volunteer opportunities. Continue to maintain informal process. Data base is not necessary at <u>this time.</u>		On-going
11	Cultivate new members for Town Boards and committees. 2.3.2.4 Include information on Town boards and committee openings, roles and responsibilities and	Ryan Ferrara	Wes-Fowlks			Jan-16	On-going		Volunteer opportunities are posted on the web site.		
12	3.1.1.1 Create and designate an Economic Development Committee.	Maria Neyland				Jul-17	Dec 2018	Appoint a committee to create a long-term vision for the town's commercial areas, prioritizing	Completed	Spring 2018	

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
13		4.2.1.1 Continue to explore the creation of or finding locations for new Police and Fire Department facilities and Department of Public Works facilities.	Ryan Ferrara	Les Fox Maria Neyland		Oct-16		Improved facilities for DPW, Fire and Police. Develop and execute a plan for Fire and Police facilities Work w/ business owners to assess land availability	Boxborough Building Committee (BBC) established October 2016 DPW facility purchased February 2018		On-going. BBC continues to explore available options for Police and Fire. DPW Completed.
14		7.1.2.1 Coordinate local transportation options to provide an on-demand shuttle that can serve commuters, reverse commuters and local daytime trips	Ryan Ferrara			Jan-16			The Town terminated our contract with Cross Town Connect as it did not serve the needs of the community. Expanded use of CoA Van.		On-going
15		7.1.2.2 Explore new and innovative options to serve residents' commuting needs such as ride-or-car sharing services.	Ryan Ferrara			Jan-16			The Town terminated our contract with Cross Town Connect as it did not serve the needs of the community.		On-going

Master Plan 2030

	Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
	Master Plan 2030	Select Board and Planning Board provides oversight .	Stakeholder boards Town Planner		Jan-16	Semi-annual	Implementation of Master Plan recommended goals	On hold until we have a new Town Planner in place		BSB/Planning Board to hold semi-annual meetings with stakeholder boards to review implementation of Master Plan.
1	1.1.4.1 Reinstate the Water Resources Committee	Les Fox			Jan-17	Dec-18	Reinstate the Water Resource Committee to proactively plan for water resource management and protection.	Water Resource charter approved and committee appointed.	10/29/18	Completed
2	Offer diversity and anti-bias training. 2.1.1.1 Continue and expand anti-bias and diversity training for all Boxborough employees.	Susan Bak	Chief Ryder Lauren Abraham		May-16	Dec 2018		8 hour curriculum delivered to employees during the summer of 2016. Continuing "small bites" type training under taken by the police department. Community services Director, working on additional training modules		Town wide training modules temporarily on hold while CoA/Community Services Director transitions into her new role.
3	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.1 Develop a town wide communication and outreach plan to increase participation in Town Government	Ryan Ferrara BSB	Staff		Sep-18		e-newsletter to residents	Select Board member Fowlks developed and rolled out a Facebook page, Instagram and Twitter.		On-going

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
4	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.2 Provide a periodical e-newsletter on Town government activities, issues, and decisions encourage residents to sign up on the Town's website.	Ryan Ferrara	Well Being Committee Lauren Abraham			Jun-18	On-going		Quarterly newsletter, "The Boxborough Bee" developed and mailed to resident households September 2018. On the website as of 10/30/2018. Will revisit e-newsletter when new website is completed.		Completed
5	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.3 Explore options for internet-based resident engagement platforms	Ryan Ferrara	Wes-Fowlks				On-going	Utilize Social Media outlets.	Re-visit once we have new platform for Website		On-going
6	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.4 Consider having a language translation ad interpretation firm on	Ryan Ferrara	Lauren Abraham			Jan. 2016	On-going	Important Town publications translated into languages representative of the community.	Used MAPA to translate the New Resident Welcome packet. Will continue to identify other publications on an as needed basis.	2/28/19	Completed
7	Communicate activities and policies widely, with the intention of reaching all households. 2.3.1.5 Expand networks and cultivate new relationships with cultural and faith-based	BSB	Town Moderator			Jan. 2016	On-going	Increased diversity on Boards, Committees and Commissions	Increased diversity on the following Boards, Committees and Commissions: Library Trustees ABRS School Committee FinCom PCCC		On-going

		Goal/Project	BSB Team Leader/Liasion	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
8	Cultivate new members for Town boards and committees. 2.3.2.1 Periodically hold informal meetings between Town board/committee members and residents to	BSB				Jan-16	On-going		BLF meetings held 10 months/year - open to the public. BSB liaisons with Boards, Committees and Commissions - ongoing.		On-going
9	Cultivate new members for Town boards and committees. 2.3.2.2 Reach out to new Boxborough residents with students enrolled in the	Ryan Ferrara	Town Clerk				On-going	Updated packet.	Welcoming packet mailed to new resident households, not just residents with students enrolled at A-B.. Packet updated 10/30/2018.		On-going
10	Cultivate new members for Town Boards and committees. 2.3.2.3 Establish and maintain a citizen skills bank or volunteer database as a resource to Town boards and committees.	Ryan Ferrara	Cheryl Mahoney			Jan-16	On-going		Town processes resident interest forms to help connect residents with open volunteer opportunities. Continue to maintain informal process. Data base is not necessary at <u>this time.</u>		On-going
11	Cultivate new members for Town Boards and committees. 2.3.2.4 Include information on Town boards and committee openings, roles and responsibilities and	Ryan Ferrara	Wes-Fowlks			Jan-16	On-going		Volunteer opportunities are posted on the web site.		
12	3.1.1.1 Create and designate an Economic Development Committee.	Maria Neyland				Jul-17	Dec 2018	Appoint a committee to create a long-term vision for the town's commercial areas, prioritizing	Completed	Spring 2018	

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**Internal Communications and Outgoing Communications
September 14, 2020**

1. Letter from Greg Franks, Sr. Mgr. xfinity [Comcast] Govt. Affairs, dated August 25, 2020 to the Board, regarding program changes.
2. Email communication of August 28, 2020, from TA Ferrara forwarding communication from Town Clerk, Liz Markiewicz advising that she will be retiring in June of 2021. #



**Minutes, Notices and Updates
September 14, 2020**

Minutes

None

Notices – MOST MEETINGS CONDUCTED VIA ZOOM

1. Notice of a Veteran Tribute Committee meeting held August 27, 2020
2. Notice of a Sustainability Committee meeting held September 9, 2020
3. Notice of an Agricultural Commission meeting to be held September 15, 2020
4. Notice of a Personnel Board meeting to be held September 15, 2020
5. Notice of a Cemetery Commission meeting [Site Visit] to be held “Live” September 16, 2020
6. Notice of a Board of Health meeting held September 16, 2020
7. Notice of a Steele Farm Advisory Committee meeting to be held September 16, 2020
8. Notice of a Council on Aging meeting to be held August 17, 2020
9. Legal Notice from the Planning Board – Hearing held August 31, 2020 to consider application of Boxborough Town Center, LLC - 700, 750, & 800 Massachusetts Avenue – Scenic Road, Public Shade Tree, and Stone Wall Application
10. Legal Notice from the Conservation Commission – Hearing to be held September 16, 2020 to consider a Notice of Intent for Blanchard School Bridge Project
11. **Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:**
 - Acton ZBA – Hearing Notice September 9, 2020** to consider the applications of Leo Bertolami for construction of barn and addition to an existing non-conforming dwelling at 62-64 Pope Rd.
 - Harvard Planning Board – Hearing Notices September 14, 2020** to consider:
 - Application of Luciano Manganella, modifications to an existing common driveway special permit at 175 Littleton County Rd.
 - Amendments to the Town’s Protective Bylaw for STM Approval
 - ZBA – Legal Notice hearing September 16, 2020** to consider application of Dennis Quinn, Special Permit for an addition to a pre-existing non-conforming structure at 14 Wilroy Avenue
- Stow – Planning Board Decision** – Granting with conditions the Petition of Bill & Martha Chiarchiano for a Modification of Erosion Control Special Permit and Application for Earth Removal at 79 Edgehill Rd