SELECT BOARD
Meeting Minutes
August 12, 2020

Approved: August 24, 2020

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

TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Wednesday, August 12, 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 understanding.*	
2.	**7:01 PM**	**Review and approve proclamation in support of Indian Independence Day - Saturday, August 15th**	**VOTE:**
3.	**7:05 PM**	**Review and vote of support to apply for a Racial Equity Municipal Action Plan (REMAP) Program through the Metropolitan Area Planning Council (MAPC) - Submission deadline August 20, 2020**	**VOTE:**
4	**7:15 PM**	**Select Board & Town Administrator's reports/updates** **a.** COVID-19 Status Update **b.** Reports	
5	**7:25 PM**	**Adjourn**	

To Join Zoom Meeting
https://us02web.zoom.us/j/81656992661?pwd=REUvSkVXeWZFZkoxenZjOEFDdTh1dz09

Meeting ID: 816 5699 2661

Passcode: 791488
One tap mobile
+13126266799,,81656992661# US (Chicago)
+19292056099,,81656992661# US (New York)
Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 816 5699 2661
Find your local number: https://us02web.zoom.us/u/kd8qxKwaQJ

Town of Boxborough, Massachusetts

WHEREAS, India is the largest free democratic country in the world, her beauty and rich cultural heritage are unmatched; and

WHEREAS, the Indian independence movement was led by patriots like Rani Laxmi Bai, Mahatma Gandhi, C.R Das, Jawaharlal Nehru, Subhash Chandra Bose, Lala Lajpat Rai, Bhagat Singh, Maulana Azad, Raja Gopalachari and Sardar Patel, which later became a model of Civil Rights movement around the globe, including the movement led by Martin Luther King Jr. in the U.S.A; and

WHEREAS, on August 15, 1947, India gained her independence from two hundred years of colonial rule with peaceful civil disobedience and nonviolence. That movement in turn became a new weapon to fight against inequality and injustice in the world.

WHEREAS, the Constituent Assembly of India created a most democratic constitution of its own, taking clues from the British, American and French constitutions; and

WHEREAS, India has shown an unsurpassed growth in education, health, agriculture, and technology since its independence 73 years ago; and

WHEREAS, India's Independence Day is celebrated by over 1.3 billion people across the country with flag-hoisting ceremonies, kite-flying, and parades; and

WHEREAS, India has the largest diaspora in the world, with around 18 million Indians living in other countries, with over 2.4 million Indian immigrants residing in the United States, who contribute greatly to the social, economic, and civic health of the nation; and

WHERAS: India is a composite civilization – a nation extraordinarily unique as a cultural mosaic of people embracing a prodigious diversity of ethnic groups, religions, languages, customs, traditions, clothing, manners, food habits, climatic conditions and natural resources, and yet presenting an underlying unity; and

NOW, THEREFORE, I, Wesley I. Fowlks, Chairperson, and on behalf of the Boxborough Select Board of the Town of Boxborough, do hereby proclaim August 15, 2020 to be:

INDIA DAY

And encourage all residents to join the Indian Community to celebrate/commemorate the 73rd Anniversary of India's Independence.

Issued on this 12th day of August 2020

[Insert Signature Here]

Wesley I. Fowlks,
Chairperson, Boxborough Select Board

Smart Growth & Regional Collaboration

MEMORANDUM

To: MAPC Mayors, Town Managers/Administrators, and Council Representatives
From: Marc D. Draisen, Executive Director
Subject: Notice of Grant Opportunity for the Development and Implementation of a Racial Equity Municipal Action Plan (REMAP)
Date: July 31, 2020

The disproportionate impact of COVID-19 on communities of color, the growing national outrage about police violence, and recent evidence of massive discrimination in the housing market have again surfaced racial inequity and racial bias as critical issues for local leaders throughout our region, and indeed throughout the nation.

Many communities are grappling with the daily impacts of the racial wealth divide, unequal law enforcement, and persistent segregation. At an even more operational level, the public has raised critical questions about municipal hiring, decision-making processes, and funding priorities. Cities and towns are looking for ways to address racism in an up-front and effective manner. But the ways forward to address the root causes of inequality and to make effective change are not always clear, and strong differences of opinion within individual communities can bar the way to progress.

In an effort to support local communities through this process, the Federal Reserve Bank of Boston ("FRBB"), the Government Alliance on Race and Equity ("GARE"), and the Metropolitan Area Planning Council ("MAPC")[1] are collaborating to promote a racial equity training and action program for municipalities in our region. This is a unique opportunity to receive tailored training from a nationally recognized organization and to work with other municipalities in the region to address shared challenges and learn from best practices. In this year-long program, the first four months will focus on training, reflection, and self-assessment; the next eight months will focus on developing a Racial Equity Municipal Action Plan ("REMAP") and beginning to implement elements of the plan.

We can support three to five communities in this effort. If we are successful, we hope to expand the program next year. Please consider responding to this Notice of Grant Opportunity and joining in this effort. The deadline for applications is August 20. We also invite you to learn more about the program and to ask questions in a webinar scheduled as follows:

Thursday, August 6th, 2020
9:00 - 10:00 AM
Register Here

[1] Together FRBB, GARE, and MAPC are referred to herein as "REMAP Partners".

REMAP Program Description

The purpose of REMAP is to support municipalities that are looking to address racial inequity by engaging in a year-long assessment and planning process. A key goal will be to build racial equity practices by establishing racial equity as a community value, developing shared understanding of key equity concepts, and fostering partnerships within the community to address racial inequity. We aim to work with each municipality to enhance staff and organizational capacity to support racial equity work both internally within municipal government and externally throughout the community.

Participating municipalities will learn to use GARE's Racial Equity Toolkit, which will help them to create and implement a Racial Equity Municipal Action Plan (REMAP), including embedding new systems for measurement and accountability. Each plan will include local projects, policies, and actions that facilitate long-term innovative changes and improve the delivery of services to address the impacts of inequity. If we are successful, the program will help municipalities to achieve tangible community-level economic and administration improvements and by addressing institutional and structural policies and practices that contribute to racial inequity.

Municipalities eligible to participate in the program must be among the 101 communities of the MAPC region. REMAP is looking to serve a variety of municipalities, with varying demographics. Some are likely to be communities with substantial low/moderate-income populations and/or communities of color, and which are seeking to ensure a more racially just future for all their residents; others are likely to be communities with less diversity that are looking forward to a future that is both racially equitable and more diverse. All communities are encouraged to apply!

Project Roles and Responsibilities

Participating Municipalities: Municipalities whose applications are accepted into the REMAP Program will each appoint a Core Team[2] of 6 to 12 individuals including leaders who will be responsible for designing, coordinating, and organizing their racial equity plans, and who will be involved for the duration of the program. We strongly urge each participating municipality to appoint a racially diverse Core Team that includes voices from various communities and backgrounds. The Core Team may include local elected officials, appointed officials, municipal staff,[3] leaders or staff of key institutions or community organizations, or other leaders of local opinion. The members of the Core Team are expected to share a common understanding that racial equity is a serious problem in the community, and they should all have a commitment to seek meaningful change.

Each member of the Core Team should expect to devote a minimum of 75 hours in Part 1 of the program and 150 hours in Part 2 of the program. Core Team members should commit time and effort to participate in trainings (either virtually, or if safe to do so, in person), peer exchanges, research and data accumulation, internal action planning and strategy meetings. At the end of the program, the staff will be expected to convey what they have learned to staff within departments and other community leaders through facilitation, coaching, and technical assistance to community leaders/staff across departments. In addition, all recipients will complete a brief interim progress report at the end of Part 1 as well as a final report within a month of the program's conclusion.

MAPC: MAPC staff will provide technical expertise to assist the Core Team in developing immediate

[2] More information on racial equity Core Teams can be found at: https://www.racialequityalliance.org/wp-content/uploads/2018/11/RaceForward_COREteamsToolGuide_Final.pdf

[3] This can include representatives from multiple municipal departments, the senior leadership team, managers, supervisors, and/or line staff.

action steps in Part 1 and the Racial Equity Municipal Action Plans in Part 2.[4] This assistance includes 1) organizing meetings to develop and discuss action steps among the participating communities; 2) having MAPC staff with expertise in various racial equity topics assist municipal staff in goal development and action planning through data analysis and research; and, 3) cultivating partnerships with additional community organizations and groups, particularly those representing communities of color.

GARE: GARE will serve as the trainers for the participating municipalities throughout the duration of the project. GARE will incorporate into the curriculum some of the topics where they have developed nationally-regarded expertise, including "Advancing Racial Equity: The Role of Government", "Communicating Effectively About Race", "Leadership for Racial Equity", and "Developing a Racial Equity Action Plan", as well as how to use and operationalize the Racial Equity Toolkit.

FRBB: FRBB has a long history of research, analysis, and policy recommendations to address the racial wealth divide and related equity issues throughout the New England region. FRBB has contracted with GARE to provide GARE's expertise to the participating municipalities. It will remain an active partner throughout the entirety of the project.

Staff support provided by MAPC, GARE and the Federal Reserve Bank of Boston is covered by a variety of internal and external funding sources.

Program Elements and Projected Timeline

Part 1: Months 1 to 4

Part 1 is anticipated to take approximately 4 months, (although there may be overlap between Part 1 and Part 2). This part of the program will focus on learning, training, self-assessment, and reflection regarding racism and racial inequity in the participating communities, and in the society at large.

Part 1 Goals:

1. Develop shared understanding of the government's role in contributing to racial inequity and the responsibility to advance racial equity; develop a shared racial equity analysis, including definitions of key concepts and terminology; learn how to utilize GARE's Racial Equity Toolkit.

2. Surface key issues in each community; tackle those issues as a Core Team; develop goals and objectives to address those issues.

3. Develop consensus around "immediate action steps," small steps that can be implemented quickly to demonstrate commitment and to develop an action-oriented mind set.

4. Share lessons among participating communities; learn from each other's work.

5. Develop baseline indicators to measure progress toward achieving goals and objectives developed in #2, above.

Part 2: Months 5 to 12

Part 2 is anticipated to take approximately 8 months, and it may overlap with Part 1. This part of the

[4] At this time, MAPC cannot provide participating municipalities with funding for their participation in REMAP. However, MAPC will continue to fundraise, and should additional funds become available during the term of the project, those funds will be made available to participating municipalities.

program will focus on creating the Racial Equity Municipal Action Plan (REMAP), building internal organizational capacity through quick and direct action and launching a long-term commitment to addressing issues of racism and racial inequity.

1. Use GARE's Racial Equity Toolkit to draft a Racial Equity Municipal Action Plan (REMAP), complete with priorities and timeline. These steps could include regulatory changes, funding programs, policy shifts, changes in leadership diversity, or improved messaging, all of which will be developed through a process that advances understanding of the underlying racial inequities in our society. The steps could include quick, short-term actions that can be implemented promptly, as well as longer-term reforms that might require more time to advance.

2. Develop a communication strategy to educate the public and key leaders on the elements of REMAP; partner with other institutions in the community, especially grassroots and "grasstops" (that is, community leaders) individuals and organizations to advance racial equity; seek input and recommendations, with an emphasis on input from individuals and communities of color.

3. Advocate for implementation of REMAP through engagement with local elected and appointed officials, key private sector institutions and businesses, community and faith-based organizations, and others.

4. Assess progress using baseline indicators developed in Part 1; make changes as needed.

5. Share results across participating municipalities and beyond.

Submission of Project Concept

The deadline for submission is August 20, 2020. MAPC will acknowledge receipt of proposed project concepts within two business days. MAPC anticipates beginning the review of submitted applications after August 20 and decisions should be announced by September 3, 2020.

Municipalities are invited to submit concepts that include a description of key municipal staff who will serve as the Core Team that will remain engaged throughout the process, as well as achievable goals that will be pursued as part of the process. Municipalities whose applications are accepted into the REMAP Program must sign an agreement on a scope of work, based off of their application, with MAPC.

Eligible projects may cover a wide variety of topics, including but not limited to, public safety and racial justice, housing/housing choice, workforce development, small business development, financial stabilization, economic mobility, procurement, public health, and the integration and representation of marginalized populations.

Please submit a completed application form, as well as a short, 2-3 page maximum project concept on municipal letterhead to Raul Gonzalez at rgonzalez@mapc.org with a subject heading of "Racial Equity Municipal Action Plan" followed by the name of your municipality. The following are the elements we ask you to include in your project concept. Additional details can be found in the application form.

1. Municipality and Contact for Submittal
2. Description and Context
3. Project Need
4. Project Deliverable(s) and Outcomes

5. Municipal Commitment
6. Municipal Contribution
7. Signature

Decision-Making Process

The following criteria will be used in evaluating each project concept (further details to be added). As you devise your project concept, please provide us with information that will help us to evaluate your application based on the following criteria:

1. Ability of applicant to create a Racial Equity Municipal Action Plan and to take action toward implementation.
2. Ability to incorporate real-time learning and evaluation into process.
3. Applicant values racial equity.
4. Applicant is committed to collaborating regionally.
5. Ability to measure or quantify improvements.
6. Ability to create opportunities for learning, replication, and/or development of best practices.
7. Applicant demonstrates commitment to implementing racial equity outcomes.

The Selection Committee will include staff from GARE, MAPC, and an allied organization, the Interaction Institute for Social Change.

For any questions or to check on the status of your submittal, contact Senior Planner Raul Gonzalez at 617.933.0763 or rgonzalez@mapc.org.

REMAP Program Launch

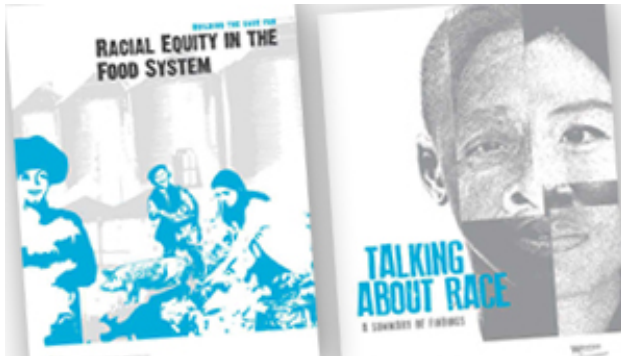
Advancing Racial Equity

August 6, 2020

About Race Forward

Race Forward catalyzes movement building for racial justice.

In partnership with communities, organizations, and sectors, we build strategies to advance racial justice in our policies, institutions, and culture.



Government Alliance on Race and Equity

A national network of government working to achieve racial equity and advance opportunities for all.

- ✓ Membership network – Over 200 members
- ✓ Transforming the public sector network - 32 states / 250+ cities
- ✓ Provide tools to put theory into action

Objectives

- GARE Grounding Assumptions
- What is a racial equity learning community?
- What will we learn about?
- What is the timeframe and commitment?

Racial Equity Learning Community Overview

LOCAL AND REGIONAL
GOVERNMENT ALLIANCE ON
RACE & EQUITY

race forward

GARE Grounding Assumptions

- Race matters
- We aren't just talking about individual acts of bigotry.
- Institutions rely upon processes and procedures that can perpetuate inequity. We are all a part of institutions and systems.
- We have a responsibility for advancing racial equity.

Race explicit, but not exclusive

always bring an "intersectional" analysis

Why a Learning Community?

- Operationalizing racial equity in government is a developing field
- Developing standards of practice requires us to broadly share how we apply concepts and skills to achieve racial equity results*
- Peer exchange is the medium for supporting learning, innovation and strategizing to change organizational culture

* Results – ways people's lives are measurably improved

REMAP Cohort : Why and Why Now?

- Focus on local challenges and solutions
- Building on existing programs and practices
- Comprehensive racial equity training
- Support adoption of promising practices
- Opportunity to learn alongside and from other communities in the region
- Share what we are learning with a national network

What Are We Learning?

Normalize

- A shared analysis and definitions
- Urgency / prioritize

Visualize

Organize

- Internal infrastructure
- Partnerships

Operationalize

- Racial equity tools
- Data to develop strategies and drive results

REMAP Cohort Overview and Next Steps

September 10: Municipalities Selected

Phase 1: October 2020 – February 2021

- Municipal CORE Teams formed
- Government's Role in Racial Equity
- Creating the Infrastructure for Change
- Using Data and Racial Equity Tools
- Local and Regional Racial Equity Focus Areas

REMAP Cohort Overview and Next Steps

Phase 2: February – September 2021

- Community participation and involvement informs municipal racial equity agendas
- Racial equity tool pilot projects underway
- Municipalities create Racial Equity Action Plans grounded in results and assessed using community indicators
- Peer-exchanges, assistance and coaching

What is the commitment?

- Form a team of up to 12 participants that represent the depth and breadth of your municipal team (*this is predominately muni elected officials and staff, and may also include community leaders*)
- Phase 1: Monthly attendance at REMAP online capacity building sessions (*75 hours anticipated)
- Phase 2: Municipal team work to apply what you are learning (*150 hours anticipated)
- Commitment to sharing what you are learning with the REMAP cohort and the GARE network

*includes attendance at training sessions and work in municipal core teams

Questions

Contact information

Gordon F. Goodwin
ggoodwin@raceforward.org
(763) 258-3328

www.raceforward.org

www.racialequityalliance.org

REMAP Grant Application Form

1. APPLICANT INFORMATION

Municipality: _____

Municipal Staff Project Manager (Name, Title):_____

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: _____

_____

Phone Number: _____

Email address: _____

Municipal Partner(s), if applicable:

Name of Partner Agency(ies), Businesses, Institutions, or Community-Based Organization(s):

_____

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.