



**BOXBOROUGH SELECT BOARD**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1712 • Fax: (978) 264-3127  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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Maria E. Neyland, Chair

Wesley I. Fowlks, Clerk

Susan M. Bak

Leslie R. Fox

Robert T. Stemple

December 4, 2019

Ms. Kara Runsten  
Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
ATTN: RFR ENV 20 MVP 01

**RE: MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP) FY20 – PLANNING GRANT**

The Town of Boxborough is pleased to submit this Municipal Vulnerability Preparedness Grant Program (MVP) FY20 Planning Grant application.

Boxborough has a strong commitment to protecting its infrastructure, residents, and the environment from the effects of climate change. Within Boxborough's 2030 Master Plan, one of the top six priorities is to establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency. While Boxborough adopted a Hazard Mitigation Plan in 2010, the 2030 Master Plan makes the recommendation to update this Plan, as well as implementing other climate change resiliency programs. This grant will allow the Town to continue to optimize its future needs and improvements in order to address future climate change impacts.

The Town of Boxborough is committed to this project and will participate in a leadership role throughout the workshop process. Boxborough is committed to match in the form of contributing sufficient staff time to complete this planning exercise. We are further committed to completing the project including all deliverables and reporting requirements by June 30, 2020.

Sincerely,

*Ryan Ferrara*

Ryan Ferrara  
Town Administrator

Enclosures

**Attachment A: Cover Sheet Requirements**

**MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 20**  
**PLANNING GRANT**  
**RFR ENV 20 MVP 01**

**Applicant** (name of municipality): Town of Boxborough

**Address:** 29 Middle Road  
Boxborough, MA 01719

**Local Project Manager and Point of Contact:**

Name:	Mr. Simon Corson
Department/Committee/Municipal Role:	Town Planner
Email:	<a href="mailto:scorson@boxborough-ma.gov">scorson@boxborough-ma.gov</a>
Phone:	978.264.1723

## Attachment B: Application

### MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM IMMEDIATE NEEDS ROUND FY 20

#### Planning Grant

#### RFR ENV 20 MVP 01

- 1. A signed letter of support from the chair of the board of selectmen, mayor, a town administrator, or similar city or town official showing commitment to the project and a willingness to lead on this issue. The letter should also state that municipal leadership will participate in the workshop process.**

The preceding letter provides a commitment to the project, leadership readiness, and willingness to participate throughout the workshop process.

- 2. A short statement of the municipality's commitment to taking on this grant and planning for the impacts of climate change, including their plans for assigning a local project manager and developing a core team to support the project, outlined in the Community Resilience Building guide. Please also outline the municipality's commitment to providing sufficient staff time match to complete the project and how that will be accomplished within current resources.**

Boxborough is committed to taking on this grant to continue our longstanding efforts to plan resilient projects to help protect against current and future climate change. The Town updated its Hazard Mitigation Plan in cooperation with the Metropolitan Area Planning Council (MAPC) in 2010, and this grant will help to supplement current planning efforts.

We are committed to assigning a dedicated local project manager and establishing a core team to complete all steps outlined in the Community Resilience Building Guide. See Section 3 below for more information about our Boxborough's project leader. Further, Boxborough is committed to providing sufficient staff time to assure proper completion of this planning exercise and ensure adequate community engagement. We understand that match will include completing a number of activities, including:

- Implementing and maintaining a contract with the State of Massachusetts;
- Help to establish a core team;
- Helping to partner with critical internal and external stakeholders;
- Help facilitate meetings, including at least one public listening session;
- Conduct public outreach at workshops and working sessions;
- Coordinate staff interviews and document review;

- Commit to working on continued municipal outreach and engagement; and
- Other activities to ensure successful project completion.

Boxborough's dedicated local project manager will help facilitate the project by setting up and facilitating working sessions and other meetings, and help to coordinate between local departments and the Town's consultant. Additional Town staff will be involved throughout the process and participate in MVP workshops.

**3. The name and qualifications (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the local project manager, assemble a core team to work on the project, and serve as the point of contact for the grant.**

This project will be led locally by Mr. Simon Corson, Town Planner. Mr. Corson acted as Town Planner in Amherst NH for 3 years where he successfully led a multitude of municipal planning projects, and was recently hired by the Town of Boxborough earlier this year. His resume and brief summary of qualifications are attached. Mr. Corson is committed to providing sufficient time match to complete the project.

The Town of Boxborough will be assisted by Comprehensive Environmental Inc. (CEI) to serve as the official MVP Provider. CEI is an Executive Office of Energy and Environmental Affairs (EEA) MVP Approved Vendor and currently has five certified providers with diverse areas of expertise to cover the full range of infrastructure and environmental topics:

- Nick Cristofori, P.E.: Stormwater and Drainage
- Bob Hartzel, CLM, CPESC: Watershed Planning and Ecology
- Matt Lundsted, P.E., CFM: Transportation
- Michael Ohl, P.E., CFM: Drinking Water
- Dave Roman, P.E., CFM, CPESC: Water Resources

CEI is an award-winning civil engineering and environmental services firm with offices in Bolton, MA, Merrimack, NH, and New Britain, CT. Founded in 1987, CEI provides premier engineering and environmental services to municipal and private clients throughout the Northeast. CEI is employee-owned with a technical staff of approximately 35, including professional engineers (civil, environmental, geotechnical, and chemical), environmental scientists, Certified Floodplain Managers (CFM), Certified Professional in Erosion and Sediment Control (CPESC), Professional Geologists (PGs), Certified Lake Managers (CLM), wetland scientists, drinking water facility operators, hydrologists and other technical staff with expertise in CADD, MicroStation, and GIS. CEI has been working with the Town of Boxborough for approximately two years on stormwater-related projects and is familiar with a multitude of Town needs.

**4. A summary statement of municipal support, including at least 3 letters of support indicating interest in participating in the planning process from all relevant local**

**boards, departments, commissions, businesses, organizations and other partners, including local, regional and statewide agencies or groups focused on climate change adaptation, emergency preparedness, planning, natural resources and land conservation. These partners are critical to the planning process and will ensure the city or town is able to develop a robust final report and build support for future work.**

Boxborough is fully committed to participating in the planning process and has multiple departments committed to providing assistance throughout the duration of the project. Letters of support have been attached to this application.

Final departments and boards that will be involved throughout the planning process are to be determined, however will likely include: Board of Health, Building Department, Community Preservation Committee, Conservation Commission, Department of Public Works, Fire Department, Planning Board, Police Department, Select Board, Sustainability Committee, Town Administrator, Town Planner and Water Resource Committee.

**5. A description of how the municipality will use the results of this process to inform ongoing or new planning efforts including local hazard mitigation plans (HMP), open space and recreation plans, master plans, etc., and how results from this process would be used to inform that plan. Municipalities who clearly state their intention to incorporate results from the MVP program into a new or ongoing planning process may be eligible to receive additional funding through this opportunity. Please note the status of your local HMP, including if you have an active or expect to be soon completing a local HMP process (for plans expiring in 2019-2020). Municipalities with no current HMP or those with plans expiring in 2019 or 2020 are eligible for additional funding to complete or update a full draft of the HMP for MEMA review, in concert with the tasks described in Section 1B. Municipalities who are requesting this additional funding for HMP completion/updates should clearly indicate this request in the application by filling out the questions in (a), (b), and (c) below. If this is a regional proposal, please fill out these questions for each city/town in the region. A merged scope of work for incorporating the tasks in Section 1B with those required to complete a full draft of an HMP will be provided during award contracting**

In part, this process will allow Boxborough to better understand a variety of community issues impacting a broad cross-section of stakeholders and how they relate to climate change in order to adequately plan moving forward. Boxborough prepared a HMP in 2010 with assistance from the MAPC. Although prepared relatively recently, the HMP does not specifically address climate change or resiliency. As such, the results of this grant will be used to supplement the HMP with regard to these items.

As noted in Boxborough's Master Plan titled *Boxborough 2030*, the community in part wishes to "establish strategies for energy conservation, carbon footprint reduction, and climate change resiliency". Additionally, "the community is conscientious about energy

consumption and climate change resiliency. It seeks to reduce its carbon footprint through improvements in energy efficiency, high standards for building practices, reductions in its communitywide energy usage, and reduced reliance on fossil fuels.” Since the Master Plan does not comprehensively address climate change or flooding, the results of this Planning Grant will be used directly in support of the Town’s Master Plan future action recommendations.

As noted in Boxborough’s 2015 Open Space and Recreation Plan, “further development in town can bring new impervious areas and more engineered drainage systems, which can result in the possibility of future flooding problems. Therefore, protection of open space and strong development controls will be necessary to mitigate against future flooding.” The Town has taken various steps to minimize encroachment in the floodplain and property damage by adopting a Flood Plain Overlay District and local wetland bylaw that limits development to low intensity, low impact uses. Additionally, the Town has noted approximately eight areas of town that have experienced past flooding as a result of beaver activity, undersized culvert, and proximity to floodplain. This Planning Grant will be used to supplement findings of the open space plan.

- a. What is the Town/City’s Hazard Mitigation Plan (HMP) status? (Check and fill out all that apply)
  - Does not have an HMP
  - HMP approved in 2010 and expired/expires in 2015
  - HMP update underway
- b. Based on answers above, check one of the following:
  - The Town/City does NOT have a Hazard Mitigation Plan (HMP) **and is requesting additional funds to complete a NEW HMP in concert with the MVP process** to be presented to MEMA for review
  - The Town/City has an EXPIRED/EXPIRING Hazard Mitigation Plan (HMP) **is requesting additional funds to UPDATE this plan in concert with the MVP process**, to be presented to MEMA for review
  - The Town/City is not requesting additional funds to develop or update an HMP
- c. Please list all additional funding applied to for HMP creation/updates including source; amount applied for; and whether the funding was awarded, declined, or is pending. Not Applicable

Note, the town is not requesting money to update its HMP, as the original was prepared in conjunction with the Metropolitan Area Planning Council. It is envisioned that any plan updates will be done with MAPC at a regional level.

**6. Please tell us about your need to address climate change. What are the expected climate change impacts in your community, and what do you think are the biggest risks? Has your community done any work to address climate change impacts in the past? Have you experienced significant loss or damage from extreme weather events, flooding, heat waves, drought, sea level rise, storm surge, or other climate change impacts?**

The Town has experienced damage over the years from a number of disaster-related events. As noted in the Town's HMP, flooding was identified as a "high" frequency, with "serious to extensive" severity. Historically, significant rain events have occurred approximately every five years, and global climate change has the potential to exacerbate these issues with the potential for changing rainfall patterns leading to larger storms.

In support of floodplain management, the Town has enacted a number of protective measures, including implementing a Floodplain Zoning District, a Wetlands and Watershed Zoning District, and Aquifer Protection District, as well as other regulatory mechanisms such as wetlands protection bylaw and regulations, site plan regulations and subdivision regulations. The Town also proactively maintains much of its drainage structures, including catch basins and culverts.

Under the Town's HMP, Boxborough identified ten different sites that have historically experienced flooding. The Town also noted that numerous critical infrastructure "such as the Fire Station, Blanchard Library, and Blanchard School are within... locally-identified flooding areas". Although the HMP addressed flooding and other environmental hazards, it did not specifically address climate change as a whole. Thus, this process will allow Boxborough to get a better understanding on future impacts of climate change on its infrastructure.

**7. Please indicate if your municipality contains Environmental Justice communities or other populations that may be particularly vulnerable to climate change impacts and natural hazards. Please describe how you will work proactively to involve these groups in the planning process.**

Environmental justice communities are not located within the Town; however, the Town intends to take a comprehensive look at all issues and communities that could be vulnerable to the impacts of climate change as part of the MVP planning process. We are committed to seeking out broad representation of the entire Boxborough community in the MVP process.

**8. Municipalities may apply for Expanded Scope funding to expand the scope of the planning grant to include additional tasks such as follow-up workshops or public listening sessions, further or more robust community outreach and education (especially to Environmental Justice communities or other particularly vulnerable groups), targeted vulnerability assessments of critical sectors to gather more data, or additional steps they believe would build on the MVP planning process and further advance their community resiliency building efforts. Expanded Scope funding can be used to address barriers to outreach to and participation by a diverse set of stakeholders, especially Environmental Justice communities and other vulnerable groups. Activities eligible for Expanded Scope funding might include provision of non-English translation services, stipends for attendance, or childcare during workshops or other engagement events**

Like many communities within Massachusetts, Boxborough at times struggles with how to responsibly balance regulation of development providing desirable services to the community while also ensuring that environmental concerns are addressed and mitigated. This has become even more apparent during recent years as a result of EPA's Municipal Separate Storm Sewer (MS4) regulations, as well as data showing ongoing impacts of climate change.

Boxborough's existing development is somewhat unique to the surrounding area, in that a sizable portion of its tax base is provided by a handful of large commercial businesses and office parks generally located along the I-495 corridor. Many of these office parks are only 60% full despite the recent economic boom, and should an economic downturn occur in the future, Boxborough's tax base could be extremely impacted by only a handful of business closures. These areas also contain a large amount of impervious area, much of which provides only minimal stormwater treatment or flood resiliency. Due to the relatively large vacancy rates, these properties are thus being underutilized from an economic standpoint while still contributing full-scale environmental impacts associated with impervious area.

Additionally, future development options within Boxborough are in part limited by its availability of public infrastructure, primarily a lack of wastewater disposal options. As noted in the Town's Open Space & Recreation Plan, "...Boxborough's soils are only capable of supporting low intensity development because of septic and building constraints. About 85% of the town is categorized as having severe constraints for septic system disposal", such as shallow depth to bedrock, high groundwater tables, steeply sloped areas, and/or soils unsuitable for infiltration. Thus, future development must be responsibly managed to ensure proper environmental protection while also sustainably supporting the local economy.

In light of the above, Boxborough proposes a follow-on task to conduct an analysis of existing conditions in the town and a comprehensive regulatory review to assess ways to mitigate both the effects of large-scale development projects while encouraging responsible future development within the community. It is anticipated that this task will

result in recommendations for regulatory changes as well as a brief plan with recommendations and next steps.

**List of Attachments:**

- Town Administrator letter of support (cover page)
- Expanded Scope and Budget Template
- Resume and qualifications for local point of contact, Simon Corson, Town Planner
- Letters of support:
  - Planning Department
  - Department of Public Works
  - Building Department
  - Fire Department

## Attachment D: Expanded Scope and Budget Template

### MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 20 RFR ENV 20 MVP 01

Note: This ONLY needs to be completed if the municipality is requesting expanded scope funding under **Question 8a** in the application. **Add task lines as necessary.**

Project Task Description	Deliverables	Deliverable Due Date	Funds Requested
<b>Task 1:</b> Regulatory Assessment for Responsible Development and Climate Change Resiliency	Letter report and matrix of recommended regulatory changes and next steps	June 30, 2020	\$12,000
Task 2:			
Task 3:			
Task 4:			
<b>Total Requested:</b>			<b>\$12,000</b>

# **Simon Corson**

(603) 897-5896 - corsonsimon@gmail.com

## **EXPERIENCE**

**Planner, Town of Amherst, Amherst, NH**

Winter 2016-

- Zoning code and customer service
  - Supported municipal regulatory boards such as the Planning Board, Zoning Board, and Historic District Commission
  - Interacted with developers, contractors, real estate agents, and residents answering zoning and building code questions
  - Collaborated with the Planning Board, staff colleagues, and legal counsel to update the Zoning Ordinance
- Stormwater planning and EPA compliance
  - Submitted the Notice of Intent for the MS4 General Permit and received Authorization to Discharge from the EPA
  - Prepared the Stormwater Management Program under the MS4 General Permit prior to the July 2019 deadline
  - Supervised employees responsible for GIS analysis, water testing, and field data collection
- GIS implementation
  - Migrated the Town's existing GIS data from various systems to an asset management solution
  - Generated interactive maps and web applications to inventory historic and cultural resources
  - Configured applications to capture natural resource and wildlife information using ArcGIS Collector

**Member, Nashua/Manchester Regional Stormwater Coalition, Merrimack, NH**

Winter 2017-

- Meet monthly with representatives from the NH Department of Environmental Services, University of NH Stormwater Center, and municipal colleagues to discuss collaborative approaches for compliance with the MS4 General Permit

**At-Large Member, NHDOT Complete Street Advisory Committee, Concord, NH**

Winter 2017-

- Voting member advocating for bicycling, walking, and transit as safe, convenient, and sustainable forms of transportation
- Supporting Alta Planning + Design to create the New Hampshire Statewide Pedestrian and Bicycle Transportation Plan

**Intern, Boston Cyclists Union, Boston, MA**

Fall 2016

- Advocated for the inclusion of protected bike lanes in the Boston area to make streets safer and healthier
- Managed social media accounts, created policy briefs, and helped with fundraising

**Member, City and Town of Geneva Collaborative Workgroup, Geneva, NY**

Spring 2015- Spring 2016

- Voting member of board that discusses inter-municipal agreements regarding water, sewer, and drainage

**Project Manager, Business Improvement District Board, Geneva, NY**

Spring 2015- Spring 2016

- Met with property owners, business owners, and community stakeholders to develop a parcel inventory tool for economic development using ArcGIS Online

**Intern, StudyMyCity, Westport, CT**

Summer 2015

- Conducted data analysis with the goal of connecting people with similar work experiences through social media platforms

## **RELEVANT COURSEWORK**

Graduate Level Course at Boston University's Metropolitan College

Summer 2016

- Illustrated how the Roxbury Crossing Station could be improved through transit-oriented development

Sustainable Community Development capstone course at Hobart and William Smith Colleges

Spring 2015

- Helped the Town of Canandaigua, New York develop their master plan
- Researched zoning, economic development, farmland protection, flood resilience, transportation planning, public infrastructure and view shed planning

Urban Studies capstone course at Hobart and William Smith Colleges

Spring 2014

- Compared and contrasted New York City and Toronto using a sociological and economic framework to study homelessness

**Independent Study** focusing on the collaboration between the Town and City of Geneva, New York

Fall 2014

- Worked closely with City Manager and Town Supervisor to support ways for municipalities to work together
- Conducted forty interviews across departments as well as job description analysis and 2015 budget comparison
- Presented my findings at the inaugural public meeting between Town Board and City Council
- Honored as Hobart College's sole recipient of the 2014-2015 Community Engaged Scholar Award

## **EDUCATION**

**Hobart College, Geneva, NY**

Spring 2016

Bachelor of Arts in Urban Studies

Minors in Sustainable Community Development and Sociology

Honors: Community Engaged Scholar Award, President's Civic Leadership Award, Heritage Scholar

Skills: Microsoft Office Suite, ArcGIS Desktop 10.7, Trimble GeoExplorer 6000, Google Earth Pro, Adobe Illustrator, Canva, Outwit Hub

December 10, 2019

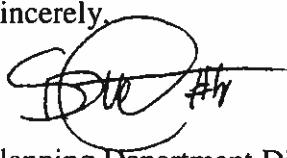
Ms. Kara Runsten  
Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
ATTN: RFR ENV 20 MVP 01

**RE: MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP)  
FY20 – PLANNING GRANT, LETTER OF SUPPORT**

The Planning Department is pleased to provide this support letter for the Town of Boxborough's MVP Planning Grant application to help improve the Town's resiliency to future climate change. Boxborough has been impacted by a number of environmental issues during previous years, most often related to flooding. We anticipate that disaster events will continue to worsen as a result of ongoing climate change and we are committed to helping the Town minimize and prevent adverse impacts in part through completion of this program. This grant will allow the Town to continue to optimize its future needs and improvements to address climate change impacts.

The Planning Department is committed to this project and is interested in participating in workshop sessions to develop a comprehensive final report. We commit to providing the necessary staff support throughout the planning process. We fully support the grant application and look forward to continued funding of projects supporting local communities.

Sincerely,



Planning Department Director, Simon Corson

December 6, 2019

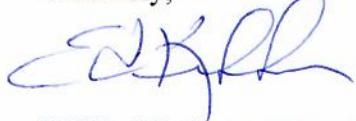
Ms. Kara Runsten  
Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
ATTN: RFR ENV 20 MVP 01

**RE: MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP)  
FY20 – PLANNING GRANT, LETTER OF SUPPORT**

The Department of Public Works is pleased to provide this support letter for the Town of Boxborough's MVP Planning Grant application to help improve the Town's resiliency to future climate change. Boxborough has been impacted by a number of environmental issues during previous years, most often related to flooding. We anticipate that disaster events will continue to worsen as a result of ongoing climate change and we are committed to helping the Town minimize and prevent adverse impacts in part through completion of this program. This grant will allow the Town to continue to optimize its future needs and improvements to address climate change impacts.

The Department of Public Works is committed to this project and is interested in participating in workshop sessions to develop a comprehensive final report. We commit to providing the necessary staff support throughout the planning process. We fully support the grant application and look forward to continued funding of projects supporting local communities.

Sincerely,



Public Works Department Director, Edward Kukkula

December 10, 2019

Ms. Kara Runsten  
Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
ATTN: RFR ENV 20 MVP 01

**RE: MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP)  
FY20 – PLANNING GRANT, LETTER OF SUPPORT**

The Building Department is pleased to provide this support letter for the Town of Boxborough's MVP Planning Grant application to help improve the Town's resiliency to future climate change. Boxborough has been impacted by a number of environmental issues during previous years, most often related to flooding. We anticipate that disaster events will continue to worsen as a result of ongoing climate change and we are committed to helping the Town minimize and prevent adverse impacts in part through completion of this program. This grant will allow the Town to continue to optimize its future needs and improvements to address climate change impacts.

The Building Department is committed to this project and is interested in participating in workshop sessions to develop a comprehensive final report. We commit to providing the necessary staff support throughout the planning process. We fully support the grant application and look forward to continued funding of projects supporting local communities.

Sincerely,

A handwritten signature in blue ink that appears to read "Bentley Herget C.B.O."

Building Department Director, Bentley Herget



## Boxborough Fire Department

502 Massachusetts Avenue  
Boxborough, MA 01719  
Business 978-264-1770 Fax 978-263-0038  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Paul B. Fillebrown  
*Fire Chief*

December 10, 2019

Ms. Kara Runsten  
Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
ATTN: RFR ENV 20 MVP 01

**RE: MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP)  
FY20 – PLANNING GRANT, LETTER OF SUPPORT**

The Fire Department is pleased to provide this support letter for the Town of Boxborough's MVP Planning Grant application to help improve the Town's resiliency to future climate change. Boxborough has been impacted by a number of environmental issues during previous years, most often related to flooding. We anticipate that disaster events will continue to worsen as a result of ongoing climate change and we are committed to helping the Town minimize and prevent adverse impacts in part through completion of this program. This grant will allow the Town to continue to optimize its future needs and improvements to address climate change impacts.

The Fire Department is committed to this project and is interested in participating in workshop sessions to develop a comprehensive final report. We commit to providing the necessary staff support throughout the planning process. We fully support the grant application and look forward to continued funding of projects supporting local communities.

Sincerely,

Fire Chief, Emergency Management Director, Paul B. Fillebrown