



## **BOXFORD SELECT BOARD**

**Monday, August 29, 2022  
Town Hall 7A Spofford Road  
Meeting Room 1  
Remote option through Zoom:**

<https://us02web.zoom.us/j/84114063506?pwd=Wm5CcGJJM1dCSkxHTnVBMkVSMXRPUT09>

**This meeting is audio and video recorded**

**7:00 PM Call to Order**

**7:05 PM Announcements**

**7:10 PM Public Hearing – Grant of location Porter Rd and Anna’s Way, 20863997, National Grid**

- Replacement of direct buried cable

**7:20 PM Public Hearing – Municipal Aggregation**

- Updated Aggregation Plan for Boxford Community Electricity, Good Energy

**7:30 PM Meeting with Police Department, Chief James Riter**

- Recognition of Police Department Certification through the Massachusetts Police Accreditation Commission, Lt. Matt Dupont and Officer Kurtis Anderson
- Retirement of Officer William DeCoff
- Appointment of Reserve Officer William DeCoff
- Any other business to come before the Police Chief and the Board not anticipated at the time of this posting

**7:45 PM Meeting with Boxford School Committee Chair Carol Hubbard**

- New school year 2022-2023
- Update on BTA negotiations
- Update on Cole School site project
- Any other business to come before the School Committee Chair and the Board not anticipated at the time of this posting

**8:00 PM Meeting with Land Use Director Ross Povenmire**

- Consider approval of contract for MVP grant
- Update on new MBTA Communities Guidelines

- 8:15 PM Meeting with DPW Superintendent/ Town Engineer Chris Olbrot**
- Rt 133 TIP project next steps
  - Consider approval of Memorandum of Understanding with Merrimack Valley for the Safe Streets for all Comprehensive Planning Grant
  - Any other business to come before the DPW Superintendent/ Town Engineer and the Board not anticipated at the time of this posting

- 8:50 PM Report of the Town Administrator**
- Approval of signage for Danvers YMCA Wildcat 5K, October 8, 2022
  - Performance Evaluations
  - Update on Town-wide Goal Setting Process
  - Update on HR Audit – Personnel Policies
  - Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

- 9:00 PM Routines**
- Correspondence
  - Appointments
  - Approval of Minutes
  - School and Non-School Warrants

**9:10 PM Any other business to come before the Board**

- 9:15 PM Executive Session**
- To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares; Boxford Professional Firefighters, Local 5305

**Adjourn**

**Next Meeting – September 12, 2022**

## New Call to Order

I call this meeting to order and inform all that this meeting is being video and audio recorded.

Pursuant to Chapter 22 of the Acts of 2022, this meeting will be conducted via remote hybrid means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting via virtual means in addition to in person through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar also lists the specific ID number required for virtual attendance via Zoom along with phone numbers to dial into the meeting.

Additionally, the public is able to: Listen to and/or view this meeting via BCATv on FIOS channel #39 or Comcast Channel #22 or through the BCATv website; OR Participate in the meeting virtually.

Members please be aware that, if at least one member attends the meeting remotely, all votes must be roll call votes.



# Apple <sup>2022</sup> Boxford Festival

Saturday, September 17  
10:00am - 3:30pm

Rain Date:  
September 18

Sponsored by the  
Boxford Historical Society





## **BBQ on the Lawn at the Council on Aging**

**WHEN:** Wednesday, August 31 at 12PM

**WHERE:** Council on Aging Lawn

4 Middleton Road

RESERVATIONS ARE REQUIRED - WALK INS WILL BE TURNED AWAY. We ask that you sign up ASAP. Reservations need to be received no later than 9am on the day before the BBQ.

Price is \$5.00/pp.

The COA van is available at no cost for any Boxford senior who wishes to take advantage of this service. Masks must be worn on the bus.

The menu consists of hamburgers and hotdogs with at least one type of salad.

# **TOWN OF BOXFORD**

## **Employment Opportunities**

- [Assistant Town Clerk](#)
- [Motor Oil Recycling Attendant](#)
- [Social Worker - Council on Aging](#)
- [Minutes Secretary - Conservation Commission](#)

To apply for any of the above positions, please visit our website: [www.boxfordma.gov/employmentopportunities](http://www.boxfordma.gov/employmentopportunities)



April 26, 2022

The Board of Selectmen of Boxford, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit, please contact:

**Chris Wellington 978-360-6460**

Please notify National Grid's Lisa Ayres of the **hearing date / time** to [lisa.ayres@nationalgrid.com](mailto:lisa.ayres@nationalgrid.com)

If this petition meets with your approval, please return an executed copy to:

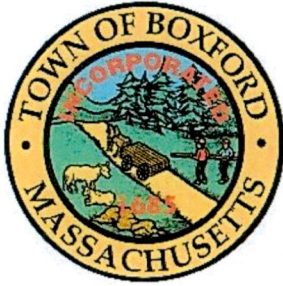
National Grid: Lisa Ayres; 1101 Turnpike Street; North Andover, MA 01845; # 978-725-1418

Very truly yours,

*Dave Johnson/lla*

Dave Johnson  
Supervisor, Distribution Design

Enclosures




## TOWN OF BOXFORD PUBLIC NOTICE

TO: RESIDENTS/ABUTTERS - Porter Road and Anna's Way  
BOXFORD, MASSACHUSETTS

You are hereby notified that a public hearing will be held at the Boxford Town Hall, 7A Spofford Road, Boxford, MA at **7:00** o'clock P.M., on **Monday**, the **29<sup>TH</sup> day of August, 2022** upon the petition of **National Grid Company (North Andover)**, NATIONAL GRID Petition **Plan No. 20863997**; dated **April 26, 2022**, for permission to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures under and across the public way. Beginning at a point approximately 285 feet north of the centerline of the intersection of Ipswich Rd., and continuing approximately 1600 feet in a southeast direction; National Grid to replace direct buried cable with cable in conduit from Pull Box 1 Porter Rd. Ext. to Pad 3, Porter Rd. Ext. to Pad 4 Anna's Way. Location approximately as shown on plan attached.

**THE INSTALLATION OF ANY POLE OR CONDUIT THAT INVOLVES THE CUTTING OF ANY LIVE TREE OR THE REMOVAL OF ANY PART OF A STONE WALL WILL REQUIRE PUBLIC HEARINGS PURSUANT TO M.G.L. CHAPTER 40, SECTION 15C (SCENIC ROADS ACT) AND/OR M.G.L. CHAPTER 87, SECTIONS 3 AND 4 (SHADE TREE ACT).**

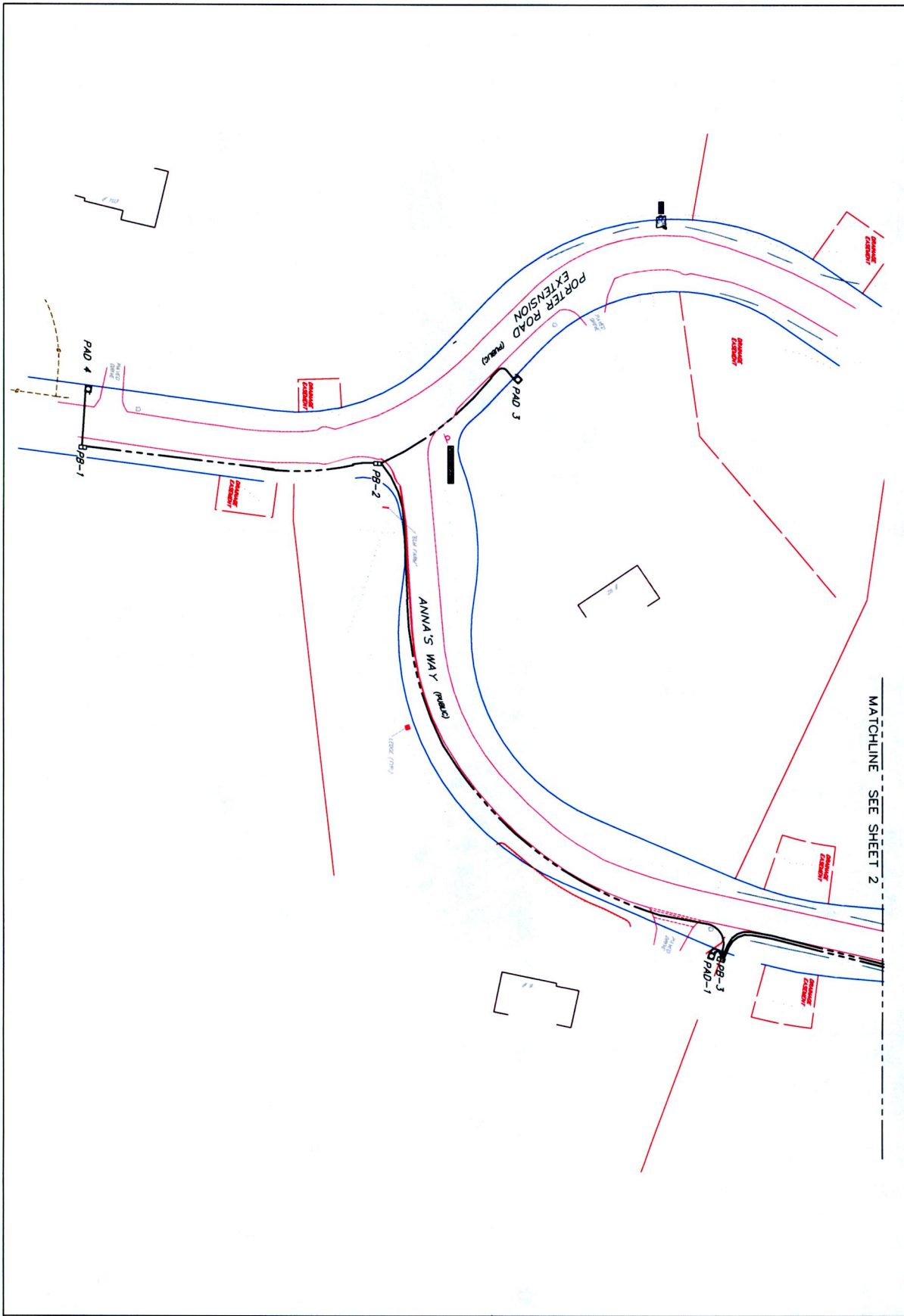
**NO NEW OR REPLACEMENT CHEMICALLY TREATED UTILITY POLES SHALL BE INSTALLED WITHIN 50 FEET OF ANY PUBLIC/PRIVATE WATER SUPPLY OR WITHIN 100 FEET OF ANY PRIVATE WELL SITES; PER ORDER OF BOXFORD BOARD OF HEALTH.**

  
Matthew Coogan, Town Administrator  
TOWN OF BOXFORD

Dated: **August 17, 2022**

*Plan is posted in Town Hall, or is attached herewith.*





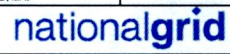
| LEGEND |                   |
|--------|-------------------|
|        | SINGLE PHASE PAD  |
|        | PULLBOX           |
|        | 3 IN. PVC CONDUIT |

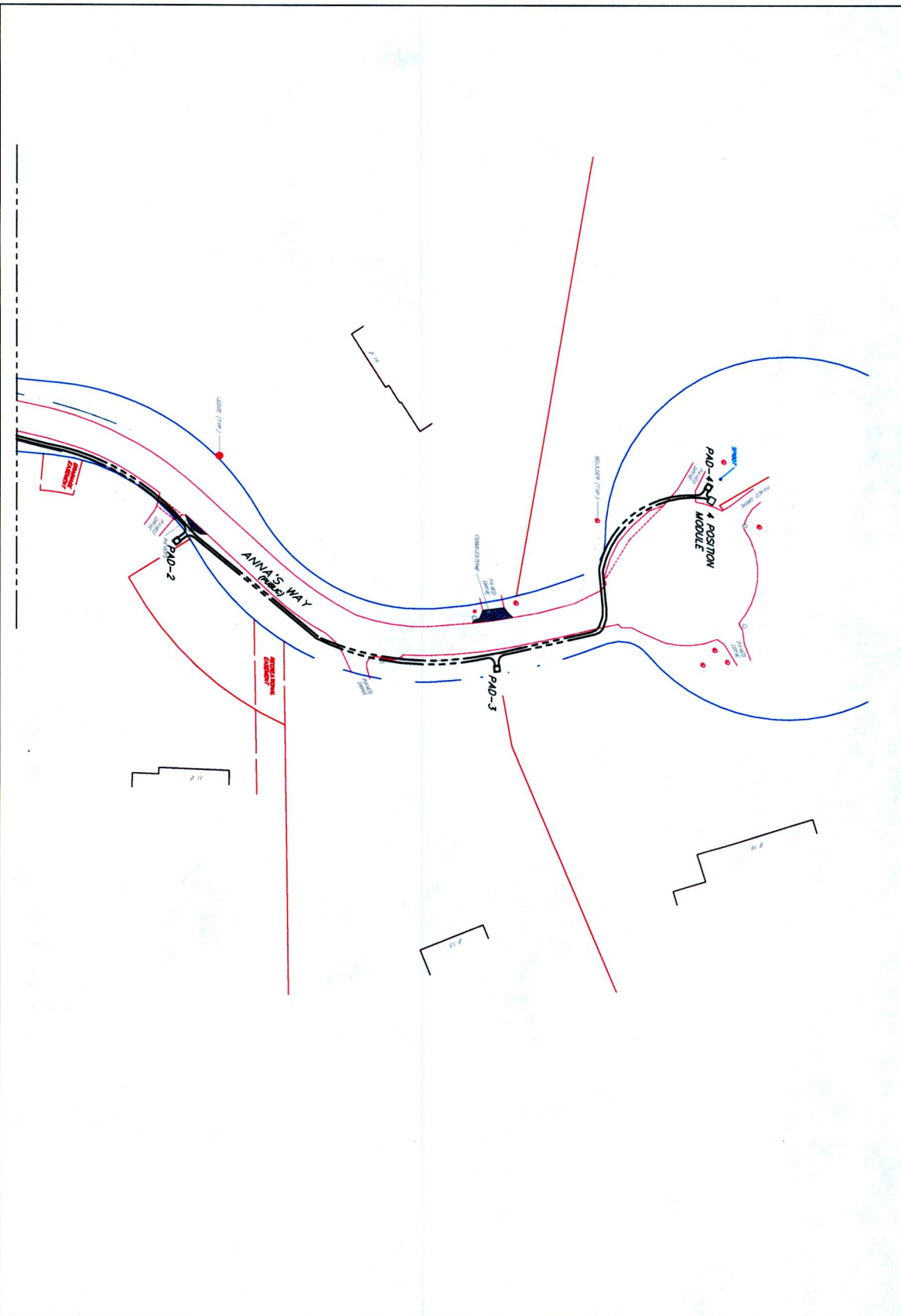
**PETITION**  
PORTER ROAD EXT.

PORTER ROAD  
SHEET 1 OF 2

BOXFORD, MA.

Date: 04/21/2016  
 Designer: SILVERIA MORILLE  
 Work Request: 20863997





| LEGEND |                   |
|--------|-------------------|
|        | SINGLE PHASE PAD  |
|        | 3 IN. PVC CONDUIT |
|        | PULLBOX           |

|                                     |              |   |
|-------------------------------------|--------------|---|
| <b>PETITION</b><br>PORTER ROAD EXT. |              | Date: 04/21/2016<br>Designer: S. PEREZ MORELLE<br>Work Request: 2083997 |
| PORTER ROAD<br>SHEET 2 OF 2         | BOXFORD, MA. |   |

Questions contact – Chris Wellington 979-360-6460

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID  
Of NORTH ANDOVER, MASSACHUSETTS  
For Electric Conduit Location:

To the Board of Selectmen of Boxford

Respectfully represents the Massachusetts Electric Company d/b/a NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Porter Rd. and Anna's Way - Boxford, Massachusetts.

The following are the streets and highways referred to:

**20863997** Porter Rd. and Anna's Way - Beginning at a point approximately 285 feet north of the centerline of the intersection of Ipswich Rd. and continuing approximately 1600 feet in a southeast direction; National Grid to replace direct buried cable with cable in conduit from Pull Box 1 Porter Rd. Ext. to Pad 3, Porter Rd. Ext. to Pad 4 Anna's Way.

Location approximately as shown on plan attached.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Dave Johnson/lla*

BY \_\_\_\_\_  
Engineering Department

Dated: April 26, 2022



July 8, 2022

**Town of Boxford**  
**MUNICIPAL AGGREGATION PLAN**



**July 8, 2022**

**DRAFT FOR PUBLIC REVIEW**



## I. Overview

The following is the Municipal Aggregation Plan (“Plan”) for the Boxford Community Electricity Program (“Program”) of the Town of Boxford (“Town”), developed consistent with the municipal aggregation statute, G.L. Chapter 164, Section 134.

Through the Program, the Town will provide new electricity supply options to Boxford residents and businesses. The Local Distribution Company, National Grid, will remain responsible for distribution of electricity, maintaining electricity infrastructure and responding to power outages. This Plan does not obligate the Town to pursue aggregation if conditions are not favorable.

The Program enables the Town to select the characteristics of the electricity supply options, also known as products. The Program will be open to all residents and businesses in Town, and it will offer a standard product and optional products. At launch, all Eligible Customers<sup>1</sup> will be automatically enrolled in the Program’s standard product unless they exercise their right to opt out or choose an optional product. Once the Program is operational, participating residents and businesses would retain the right 1) to change to an optional product or 2) to opt out of the Program with no penalty and to choose any other electricity supplier or stay with the basic service supply from the Local Distribution Company. Residents and businesses that do not initially participate in the Program may join the Program at any time.

A key focus of the Program will be to provide electricity options that match the diverse needs of our community, which include:

- Using and supporting the growth of renewable electricity.
- Access to stable and competitive prices: It is important to note that the Program cannot guarantee prices will be lower than the National Grid basic service prices at all times, because basic service prices change frequently and future prices are unknown.
- Supporting electrification, particularly for heating and transportation currently powered by fossil fuels.

The Town of Boxford will develop and implement the Program as described in this Plan. The Plan will comply with all requirements of the Commonwealth governing the competitive supply market including notification requirements regarding periodic changes in Program price. Before being implemented, the Plan must be reviewed and approved by the Massachusetts Department of Public Utilities (the “Department”). The Department will ensure that the Program satisfies all of the statutory requirements, including that the Plan provides universal access, a reliable power supply and equitable treatment for all customer classes.

---

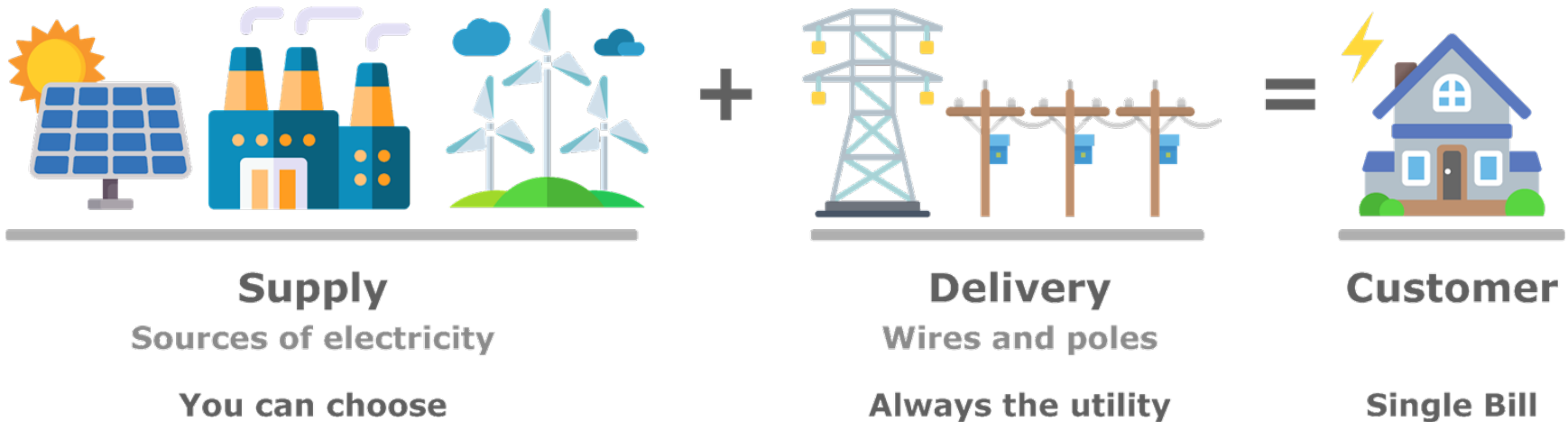
<sup>1</sup> Eligible Customers shall include consumers of electricity located within the geographic boundaries of the Town who are (1) basic service customers; (2) basic service customers who have indicated that they do not want their contact information shared with competitive suppliers for marketing purposes; or (3) customers receiving basic service plus an optional green power product that allows concurrent enrollment in either basic service or competitive supply. The following customers shall be excluded as Eligible Customers: (1) basic service customers who have asked their electric distribution company to not enroll them in competitive supply; (2) basic service customers enrolled in a green power product program that prohibits switching to a competitive supplier; and (3) customers receiving competitive supply service.

# Boxford Community Electricity

Municipal Aggregation Plan Update

July 11, 2022

# Electricity Choice in MA



Boxford Community Electricity is an opportunity to **localize control** over energy supply and extend benefits of competitive market to **residents and small businesses**

## What's Already Been Done

- Town Meeting voted to authorize aggregation
- Energy Committee developed a draft Aggregation Plan
  - Released Dec 2021 for a month of public review
  - Public hearing January 2022
- Received DOER Consultation Letter (June 2022)
- Revised Plan to address new requirements from the Department of Public Utilities
  - Released July 12, 2022 for month of public review
  - Public hearing August 2, 2022

## Review Public Comment

- When will the Program be available?
- Will every resident be notified?
- Is Community Solar available through the Program?
- Is the Program considering time-of-use rates?

# **Additional Public Comments and Questions**

# Moving Forward

- **Board may vote to approve the Boxford Community Electricity Aggregation Plan and submit Plan to Department of Public Utilities (DPU) for its review and approval**
- DPU review is long, so we hope that the Boxford Community Electricity Program is able to launch around fall 2023

Patrick Roche  
617-710-0615  
patrick@goodenergy.com





**August 29, 2022**

**BOS Meeting with Police Department**

**Discussion**

**Certification**

- State Certification award issued by the Massachusetts State Accreditation Commission.
  
- Years long self-initiated process to adopt the standards set forth by the Commission.
  - Self-assessment phase.
  - Mock Assessment (September 2021)
  - Initial Assessment (January 2022)
  - Awarded State Certification on February 28, 2022.
- Compliance to 159 standards.
- Resulted in over 70 interdepartmental forms to document compliance and the internal process.
- Resulted in over 80 internal policies and procedures.
- Discuss specifics about the process – benefits.
- Recognize those involved.
  - Officers Anderson & Barker
  - Scott & June Wilson
- Next Steps Moving forward – Fall 2022.

**Officer Decoff**

- Actions during tanker roll over on July 8, 2022
- Change of Status
- Proposed Motion: I request the Board appoint Officer Decoff as a Reserve Police Officer for a term starting September 1<sup>st</sup> 2022 through June 30<sup>th</sup> 2023

### **New Speed Sign Locations**

- Main Street near Maple?
- Topsfield Road at route 95?
- Main Street in the area at Mill Run?

### **Town Events**

- Start of School
- Triathlon
- Apple Festival

**From:** [Scott Morrison](#)  
**To:** [Matt Coogan](#); [Scott Morrison](#)  
**Cc:** [Carol Hubbard](#); [Stephen Clifford](#); [Steven Greenberg](#)  
**Subject:** Quad Board - Responses to Questions  
**Date:** Wednesday, August 10, 2022 4:43:14 PM

---

**External Sender**

Hi Matt,

Thank you for your email regarding the follow-up to the Quad Board meeting. Below are responses to the questions that were asked. Happy to connect further on any of these topics and Carol, Steve Gr, and Steve C are also cc'd.

Additionally, I know that Board Member Costello recently sent an email about question #2 (the warrant article funding). Will you be responding to him prior to your next BOS meeting or would you like for me to respond to that email?

Scott  
-----

**1) The Select Board did not approve the Quad Board meeting minutes. Although there was not a quorum, they did want to confirm that the School Committee/ Administration had reviewed them before submitting to the Select Board.**

*The BSC did not have a quorum that night, therefore, they were not officially in session so they cannot approve the minutes. I did review the minutes and it appeared to me that they matched what was discussed. Additionally, as the meeting was video-recorded, Boxford Cable would be another resource for the overview of the meeting for any interested parties.*

**2) Update on the budget for project design – what’s been spent and what’s the current balance**

*There was an FY21 warrant article for \$388,000 and an FY22 warrant article for \$336,000 (total = \$724,000). As of today, there is a balance of \$174,646.59. This balance includes encumbered funds for the recent survey work that was completed on 27 Main St and does not include any project design for 27 Main St. along with any type of regulatory process that Weston and Sampson would need to participate in for this property. Additionally, Steve Clifford is reviewing the Schedule of Values to ascertain what, if any other invoices, will be charged against the total as it relates to remaining project scope (bidding, etc). Also, as discussed, we are working with Weston and Sampson to reconcile their time participating in the regulatory process for the project design and permitting.*

**3) 27 Main Street – how the acquisition of this property affects project design, and whether there’s a potential for value engineering**

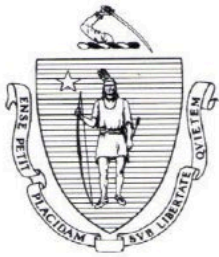
*There is no scope that was displaced or designed differently by not having 27 Main Street, therefore, there is not a specific value engineering recovery for 27 Main Street in a traditional definition. However, value engineering could certainly be viewed as it relates to the project with 27 Main Street in terms of providing Cole School and the community with a lot of value with critical short term and long term enhancements to both the project and the campus respectively. Due to the boutique scale of the Cole campus we have virtually no room for logistics, material laydown or transitional construction phasing including staff / visitor parking without the relief that 27 Main Street provides for this. The rear student recess/visitor overflow parking at Cole school is significantly undersized and awkward. We will seek to improve this with a modest portion of 27 Main. Lastly the Cole athletic fields see heavy youth and adult sports that present challenges with parking and poor access. Post project the goal would be to leave 27 Main to serve the fields for better pedestrian access and parking.*

**4) Carr Way – Can admin. confirm whether or not the access to Middleton Rd from this property was considered in this project?**

*Carr Way was not included in project design as it is not connected in any way to the ADA circumstances that were originally cited and it is not contiguous to our property in a way that would add value to the project design. There was not a needed or desired design scope where this parcel was pivotal nor did it drive any scope to reside elsewhere on the Cole campus.*

**5) Generator – There’s a concern about the replacement of the gas generator with a diesel one?**

*This is a good example of Value Engineering. The fuel source for the replacement generator was designed as diesel for a variety of reasons which all lend value to the project. A diesel generator versus a LNG fueled generator of equal kilowatt rating is 25% - 30% lower in cost to purchase. The infrastructure for an LNG fueled machine would have to be designed and installed adding more expense in piping and trenching to the machines location. A diesel machine is an integrated unit without the need for that subsurface infrastructure.*



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

July 18, 2022

Ross Povenmire  
7A Spofford Pond Road  
Boxford, MA 01921

Dear Ross:

Congratulations! I am pleased to notify you that the Town of Boxford has been awarded a Municipal Vulnerability Preparedness (MVP) program Action Grant in the amount of \$265,900 to complete the project entitled "Increasing Watershed Scale Resiliency in Boxford Through Culvert Upgrades in the Howlett Brook Watershed." We want to thank you for your commitment to implementing priority climate change adaptation actions identified through your MVP planning process, or similar climate change vulnerability assessment and action planning process. We want to commend the Town's outstanding application to our grant program and look forward to partnering with you on this important project.

You will be receiving further instructions from the Executive Office of Energy and Environmental Affairs MVP Program in the coming days. In the meantime, please feel free to contact Kara Runsten ([kara.runsten@mass.gov](mailto:kara.runsten@mass.gov)) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Handwritten signature of Charles D. Baker in blue ink.

Handwritten signature of Karyn E. Polito in blue ink.



# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

|  |                          |  |                            |
|--|--------------------------|--|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> Town of Boxford<br>(and d/b/a):  |                          | <b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Energy & Environmental Affairs<br><b>MMARS Department Code:</b> ENV   |                            |
| <b>Legal Address: (W-9, W-4):</b> 7A Spofford Pond Road, Boxford, MA 01921   |                          | <b>Business Mailing Address:</b> 100 Cambridge St – Suite 900 Boston, MA 02114   |                            |
| <b>Contract Manager:</b> Ross Povenmire, Planning Agent  | <b>Phone:</b> 9784719321 | <b>Billing Address (if different):</b>   |                            |
| <b>E-Mail:</b> rpovenmire@town.boxford.ma.us   | <b>Fax:</b>              | <b>Contract Manager:</b> Kara Runsten  | <b>Phone:</b> 617-312-1594 |
| <b>Contractor Vendor Code:</b> VC  |                          | <b>E-Mail:</b> kara.runsten@mass.gov   | <b>Fax:</b>                |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____<br>(Note: The Address ID must be set up for EFT payments.)   |                          | <b>MMARS Doc ID(s):</b>  |                            |
|  |                          | <b>RF/Procurement or Other ID Number:</b> ENV 23 MVP 02  |                            |
| <input checked="" type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)<br><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)<br><input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)   |                          | <input type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: ____, 20__.<br>Enter <b>Amendment Amount:</b> \$ _____. (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b><br><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)<br><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget) |                            |
| <b>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>   |                          |  |                            |
| <b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>265,900.00</u>  |                          |  |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)   |                          |  |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)<br>To complete the project entitled "Increasing Watershed Scale Resiliency in Boxford Through Culvert Upgrades in the Howlett Brook Watershed" as outlined in Attachment A and Attachment B.   |                          |  |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of ____, 20__, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of ____, 20__, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.  |                          |  |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of June 30, 2024, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.   |                          |  |                            |
| <b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                          |  |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br>Print Name: _____<br>Print Title: _____  |                          | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br>Print Name: _____<br>Print Title: _____  |                            |

**Scope of Services (Attachment A)**  
**FY23 EEA Municipal Vulnerability Preparedness Program – Action Grant**  
**Town of Boxford**  
**July 2022**

**Contractor:**

Ross Povenmire & Neil Shea  
7A Spofford Pond Road  
Boxford, MA 01921  
rpovenmire@town.boxford.ma.us; nshea@ipswichriver.org

**Project Title:**

*Increasing Watershed Scale Resiliency in Boxford Through Culvert Upgrades in the Howlett Brook Watershed*

**Summary:**

*The Town of Boxford, in partnership with the Ipswich River Watershed Association, is going to address 3 priority culverts within the Howlett Brook watershed in order to increase local climate resiliency. Tasks associated with producing final designs and permits will be completed for 3 priority culverts (Georgetown Rd, Herrick Rd, and Pye Brook Lane).*

**Scope:**

The tasks described in Attachment B to this contract will be performed under this contract according to the agreed upon schedule and budget. In addition, a monthly progress report is required and a short case study and a summary PowerPoint slide with project images (templates to be provided) will be included with final project deliverables.

**Funding Distribution:**

**Funding will be distributed by reimbursement upon completion of tasks outlined in Attachment B and submission of invoices.** Costs eligible for reimbursement include all approved project costs incurred between the contract execution date and either June 30, 2023 or June 30, 2024, depending on the end date in the contract. Any additions, deletions, or other changes to the scope must be approved by EEA prior to commencement of such activities. All grant funds must be spent according to the fiscal year breakdown below (before June 30, 2023 for FY23 funds and before June 30, 2024 for FY24 funds, if applicable). Please reference the RFR “ENV 23 MVP 02” for additional details on what is required for reimbursement and contact your MVP regional coordinator with any questions.

**FY23 - \$ 120,900**

**FY24 - \$ 145,000**

To receive grant funding, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- The municipal entity commits to match 25% (or 10% if a Massachusetts economically disadvantaged rural community listed in Attachment N of the RFR) of total project cost using cash or in-kind contributions (or a combination of the two) and acknowledges that the funding under this grant will be provided on a reimbursement basis.
- All matching funds provided by the Applicant or direct project partners have been approved and/or appropriated (or are in the process of being approved).

**Additional details:**

- No payments will be made for Massachusetts sales tax.

- Work done prior to the project start date (the date issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed. No funds will be granted for work performed after **June 30, 2023 for FY23 funds and June 30, 2024 for FY24 funds (if applicable)**.
- Requests for reimbursement are due before **July 31, 2023, for work completed by June 30, 2023 and July 31, 2024 for work completed by June 30, 2024 (if applicable)**.

As tasks are completed and deliverables are submitted to, reviewed and approved by EEA, the contractor must submit a package (template to be provided) containing the following items:

1. A signed letter (on city or town letterhead) from the contractor requesting reimbursement.
2. All relevant invoices, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for EEA to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the task. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rates, etc.
4. A short case study and a summary PowerPoint slide with project images (due at the end of the project, templates to be provided).

**Reimbursement packages should be submitted as tasks are completed as part of the monthly progress report, and reflect work performed according to the schedule of deliverables included in the project budget.** Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package. Reimbursement packages are due before July 31, 2023 for FY23 funds and before July 31, 2024 for FY24 funds, if applicable.

EEA will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

#### **Progress Reporting:**

To help EEA stay current on work being conducted over the course of the project, the Contractor will submit a brief monthly progress report (template to be provided), due by the 30<sup>th</sup> of the month, including:

- Significant activities that have occurred to show progress toward deliverables
- Whether a change in schedule or scope of work is anticipated
- Whether costs are anticipated to be overrun or underrun
- If additional assistance from EEA or partners is needed
- Invoices for work completed to date

The Applicant will be required to be in communication with their MVP Regional Coordinator (RC) throughout the course of the project and submit all reporting documentation through the RC.

#### **Changes in Scope, Schedule, or Budget:**

If a change in the schedule or scope is needed or if you expect an underrun or overrun of the budget, please inform your MVP RC as soon as possible so that we can work with you to take the necessary steps. If circumstances beyond your control make an extension or new split in funding between FY23 and FY24 necessary—please notify us **no later than May 1st** (so that we may discuss a potential amendment before the end of the fiscal year). These requests will be considered on a case by case basis and may not be approved. If the project will be completed under budget, please notify your MVP RC. Rescoping to use the remaining funds on new tasks is unlikely to be approved but may be considered on a case by case basis.



**COVID-19-Related Adjustments to Engagement Tasks:**

Due to the COVID-19 health emergency, the grantee may need to substitute some parts of the agreed upon scope (Attachment B) with comparable virtual or remote engagement strategies. Grantees should work with their MVP RC to approve any adjustments to the scope. Grantees should receive written approval from their MVP RC before commencing with any adjusted activities.

**Regulatory Compliance**

Grantee agrees to comply with all applicable state, federal, and local laws and ordinances. Such compliance is a condition of this grant.

**Boxford FY23 MVP Action Grant Scope/Budget- Attachment B**

| Project Task Description  | Deliverables  | Approximate Start Date | Approximate End Date | Total Grant  | In-Kind Match | Cash Match   | Total Match  | Total Project Cost |
|---|---|------------------------|----------------------|--------------|---------------|--------------|--------------|--------------------|
| <b>Tasks to be Completed by June 30, 2023</b>   |   |                        |                      |              |               |              |              |                    |
| <b>Task 1: Project Kick-off, Management, and Reporting</b>                                    |   |                        |                      |              |               |              |              |                    |
| Sub-task 1.1 Kick-off meeting with Town, EEA, and Consultant                                  | Meeting notes, sign-in sheet  | 9/6/2022               | 9/6/2022             | \$ -         | \$ 240.00     | \$ -         | \$ 240.00    | \$240.00           |
| Sub-task 1.2 Monthly progress reports FY23 (template provided)                                | Monthly progress reports submitted by the 30th of each month of the grant period to your MVP Regional Coordinator | 9/30/2022              | 6/30/2023            | \$ -         | \$ 750.00     | \$ -         | \$ 750.00    | \$750.00           |
| Sub-task 1.3 General project management   | Meeting minutes, coordination emails and calls, scheduling, site visits and updated budgets                       | 8/22/2022              | 6/30/2023            | \$ 10,000.00 | \$ 1,600.00   | \$ -         | \$ 1,600.00  | \$11,600.00        |
| └ Insert additional rows above if needed  |   |                        |                      |              |               |              |              |                    |
| <b>Total Task 1 Cost</b>  |   |                        |                      | \$ 10,000.00 | \$ 2,590.00   | \$ -         | \$ 2,590.00  | \$12,590.00        |
| <b>Task 2: Public Involvement and Community Engagement in FY23</b>                            |   |                        |                      |              |               |              |              |                    |
| Sub-task 2.1 Design and Distribute materials for print engagement (EDDM postcards and flyers) | Flyers and mailers, receipt of mailing  | 2/6/2023               | 3/20/2023            | \$ 1,825.00  | \$ 1,225.00   | \$ -         | \$ 1,225.00  | \$3,050.00         |
| Sub-task 2.2 Create and maintain a project webpage  | Webpage (hosted on IRWA/PIE-Rivers site)  | 9/6/2022               | 6/30/2023            | \$ -         | \$ 2,000.00   | \$ -         | \$ 2,000.00  | \$2,000.00         |
| Sub-task 2.3 Host a public meeting  | Completed survey and recorded zoom  | 4/12/2023              | 4/12/2023            | \$ -         | \$ 1,050.00   | \$ 200.00    | \$ 1,250.00  | \$1,250.00         |
| Sub-task 2.4 Create and distribute a short, PSA-style video                                   | Short video   | 1/2/2023               | 6/2/2023             | \$ 1,400.00  | \$ 1,050.00   | \$ -         | \$ 1,050.00  | \$2,450.00         |
| Sub-task 2.5 Ongoing community engagement management  | Blogs, eNews, social media posts, coordinating of community engagement plan, direct emails to Boxford members     | 9/6/2022               | 6/30/2023            | \$ 1,575.00  | \$ 1,575.00   | \$ -         | \$ 1,575.00  | \$3,150.00         |
| └ Insert additional rows above if needed  |   |                        |                      |              |               |              |              |                    |
| <b>Total Task 2 Cost [Description]</b>  |   |                        |                      | \$ 4,800.00  | \$ 6,900.00   | \$ 200.00    | \$ 7,100.00  | \$11,900.00        |
| <b>Task 3: Background Designs and Permitting Work</b>   |   |                        |                      |              |               |              |              |                    |
| Sub-task 3.1: Resource delineations for all culvert sites                                     | USACE determination form, field notes, photos, resource area impacts report                                       | 9/6/2022               | 11/2/2022            | \$ 13,000.00 | \$ -          | \$ 2,300.00  | \$ 2,300.00  | \$15,300.00        |
| Sub-task 3.2: Geotechnical analysis for all culvert sites                                     | Technical Memo, boring logs and notes   | 9/6/2022               | 11/2/2022            | \$ 35,000.00 | \$ -          | \$ 12,000.00 | \$ 12,000.00 | \$47,000.00        |
| Sub-task 3.3: Hydraulic engineering analysis for all culvert sites                            | H&H Technical Memo, model results   | 9/6/2022               | 11/2/2022            | \$ 40,000.00 | \$ -          | \$ 15,000.00 | \$ 15,000.00 | \$55,000.00        |
| └ Insert additional rows above if needed  |   |                        |                      |              |               |              |              |                    |
| <b>Total Task 3 Cost</b>  |   |                        |                      | \$ 88,000.00 | \$ -          | \$ 29,300.00 | \$ 29,300.00 | \$117,300.00       |
| <b>Task 4: Permitting - Order of Conditions</b>   |   |                        |                      |              |               |              |              |                    |
| Sub-task 4.1: Coordinate and meet with Boxford Conservation Agent                             | Meeting minutes   | 12/5/2022              | 12/10/2022           | \$ -         | \$ 260.00     | \$ -         | \$ 260.00    | \$260.00           |
| Sub-task 4.2: Prepare NOI for Georgetown Rd Culvert (dependent on subtask 3.1)                | Permit application package, abutter and public notices, ConCom meeting attendance, recorded Order of Conditions   | 12/15/2022             | 3/30/2023            | \$ 1,200.00  | \$ 1,725.00   | \$ -         | \$ 1,725.00  | \$2,925.00         |
| Sub-task 4.3: Prepare NOI for Herrick Rd Culvert (dependent on subtask 3.1)                   | Permit application package, abutter and public notices, ConCom meeting attendance, recorded Order of Conditions   | 12/15/2022             | 3/30/2023            | \$ 1,200.00  | \$ 1,725.00   | \$ -         | \$ 1,725.00  | \$2,925.00         |
| Sub-task 4.4: Prepare NOI Pye Brook Ln Culvert (dependent on subtask 3.1)                     | Permit application package, abutter and public notices, ConCom meeting attendance, recorded Order of Conditions   | 12/15/2022             | 3/30/2023            | \$ 1,200.00  | \$ 1,725.00   | \$ -         | \$ 1,725.00  | \$2,925.00         |
| └ Insert additional rows above if needed  |   |                        |                      |              |               |              |              |                    |
| <b>Total Task 4 Cost</b>  |   |                        |                      | \$ 3,600.00  | \$ 5,435.00   | \$ -         | \$ 5,435.00  | \$9,035.00         |
| <b>Task 5: Permitting - Endangered Species Consultation</b>                                   |   |                        |                      |              |               |              |              |                    |
| Sub-task 5.1: Coordinate and meet with MA Natural Heritage and Endangered species program     | Meeting minutes   | 12/12/2022             | 12/14/2022           | \$ -         | \$ 310.00     | \$ -         | \$ 310.00    | \$310.00           |
| Sub-task 5.2: Prepare consultation package for Georgetown Rd culvert                          | NHESP Decision letter   | 12/18/2022             | 2/24/2023            | \$ -         | \$ 600.00     | \$ -         | \$ 600.00    | \$600.00           |
| Sub-task 5.3: Prepare consultation package for Herrick Rd culvert                             | NHESP Decision letter   | 12/18/2022             | 2/24/2023            | \$ -         | \$ 600.00     | \$ -         | \$ 600.00    | \$600.00           |
| └ Insert additional rows above if needed  |   |                        |                      |              |               |              |              |                    |
| <b>Total Task 5 Cost</b>  |   |                        |                      | \$ -         | \$ 1,510.00   | \$ -         | \$ 1,510.00  | \$1,510.00         |

|   |   |           |           |               |              |              |              |               |
|---|---|-----------|-----------|---------------|--------------|--------------|--------------|---------------|
| <b>Task 6: Permitting - MA DOT Chapter 85</b>   |   |           |           |               |              |              |              |               |
| Sub-task 6.1: Coordinate and meet with engineering team and MA DOT                    | Meeting Minutes   | 2/24/2023 | 5/1/2023  | \$ -          | \$ 480.00    | \$ -         | \$ 480.00    | \$480.00      |
| Sub-task 6.2: Design submittals (dependent on subtasks 3.2 and 3.3)                   | Draft Ch. 85 submittals   | 2/24/2023 | 5/1/2023  | \$ 8,000.00   | \$ -         | \$ -         | \$ -         | \$8,000.00    |
| Sub-task 6.3: Incorporate MA DOT comments and submit final mylars                     | Final stamped mylars  | 2/24/2023 | 5/1/2023  | \$ 6,500.00   | \$ -         | \$ -         | \$ -         | \$6,500.00    |
| ↳ Insert additional rows above if needed  |   |           |           |               |              |              |              |               |
| <b>Total Task 6 Cost</b>  |   |           |           | \$ 14,500.00  | \$ 480.00    | \$ -         | \$ 480.00    | \$14,980.00   |
| <b>FY23 project cost</b>  |   |           |           | \$ 120,900.00 | \$ 16,915.00 | \$ 29,500.00 | \$ 46,415.00 | \$167,315.00  |
| <b>Tasks to be Completed by June 30, 2024</b>   |   |           |           |               |              |              |              |               |
| <b>Task 7: Project Kick-off, Management, and Reporting</b>                            |   |           |           |               |              |              |              |               |
| Sub-task 7.1 Monthly progress reports FY24 (template provided)                        | Monthly progress reports submitted by the 30th of each month of the grant period to your MVP Regional Coordinator | 7/1/2023  | 6/30/2024 | \$ -          | \$ 500.00    | \$ -         | \$ 500.00    | \$500.00      |
| Sub-task 7.2 Project Case Study (template provided)                                   | Final Case Study Report, PowerPoint slide, project photos   | 7/1/2023  | 6/30/2024 | \$ -          | \$ 600.00    | \$ -         | \$ 600.00    | \$600.00      |
| Sub-task 7.3 General project management   | Meeting minutes, coordination emails and calls, scheduling, site visits and updated budgets                       | 7/1/2023  | 6/30/2024 | \$ 4,000.00   | \$ 400.00    | \$ -         | \$ 400.00    | \$4,400.00    |
| ↳ Insert additional rows above if needed  |   |           |           |               |              |              |              |               |
| <b>Total Task 7 Cost</b>  |   |           |           | \$ 4,000.00   | \$ 1,500.00  | \$ -         | \$ 1,500.00  | \$5,500.00    |
| <b>Task 8: Design Plans</b>   |   |           |           |               |              |              |              |               |
| Sub-task 8.1: Complete draft 90-100% design plans for Georgetown Road culvert upgrade | Preliminary engineering designs to EEA  | 7/1/2023  | 9/15/2023 | \$ 32,000.00  | \$ 1,960.00  | \$ 10,000.00 | \$ 11,960.00 | \$43,960.00   |
| Sub-task 8.2: Complete 90-100% design plans for Georgetown Road culvert upgrade       | Engineer sealed final designs, tech specifications for bidding, opinion of probabe cost                           | 9/18/2023 | 11/6/2023 | \$ 19,000.00  | \$ 980.00    | \$ 4,500.00  | \$ 5,480.00  | \$24,480.00   |
| Sub-task 8.3: Complete draft 90-100% design plans for Herrick Road culvert upgrade    | Preliminary engineering designs to EEA  | 7/1/2023  | 9/15/2023 | \$ 27,000.00  | \$ 1,960.00  | \$ 8,500.00  | \$ 10,460.00 | \$37,460.00   |
| Sub-task 8.4: Complete 90-100% design plans for Herrick Road culvert upgrade          | Engineer sealed final designs, tech specifications for bidding, opinion of probabe cost                           | 9/18/2023 | 11/6/2023 | \$ 18,000.00  | \$ 980.00    | \$ 4,000.00  | \$ 4,980.00  | \$22,980.00   |
| Sub-task 8.5: Complete draft 90-100% design plans for Pye Brook Lane culvert upgrade  | Preliminary engineering designs to EEA  | 7/1/2023  | 9/15/2023 | \$ 27,000.00  | \$ 1,960.00  | \$ 8,500.00  | \$ 10,460.00 | \$37,460.00   |
| Sub-task 8.6: Complete 90-100% design plans for Pye Brook Lane culvert upgrade        | Engineer sealed final designs, tech specifications for bidding, opinion of probabe cost                           | 9/18/2023 | 11/6/2023 | \$ 18,000.00  | \$ 980.00    | \$ 4,000.00  | \$ 4,980.00  | \$22,980.00   |
| ↳ Insert additional rows above if needed  |   |           |           |               |              |              |              |               |
| <b>Total Task 8 Cost</b>  |   |           |           | \$ 141,000.00 | \$ 8,820.00  | \$ 39,500.00 | \$ 48,320.00 | \$189,320.00  |
| <b>FY24 project cost</b>  |   |           |           | \$ 145,000.00 | \$ 10,320.00 | \$ 39,500.00 | \$ 49,820.00 | \$ 194,820.00 |
| <b>TOTAL PROJECT COST OVERALL</b>   |   |           |           | \$ 265,900.00 | \$ 27,235.00 | \$ 69,000.00 | \$ 96,235.00 | \$ 362,135.00 |

Match

26.57%

# Town of Boxford FY23 MVP Action Grant Proposal

## *Increasing watershed scale resiliency in Boxford through culvert upgrades in the Howlett Brook watershed*

### Project Narrative

#### **1. Project Description, Rationale, and Climate Data (13 points)**

- Up to **8 points** for description & rationale, including:
  - What climate change impacts/vulnerabilities this project will address
    - If applicable, please reference the RMAT Climate Resilience Standards Tool climate exposure ratings and how the project is responding to the climate exposures identified through the tool.
  - What the project's goals and objectives are.
    - If the project is one component/phase of a larger project, please succinctly describe previously completed or future work and the vision for the overall project in addition to the proposed component/phase.
  - Why the project was chosen.
    - How the project will positively impact the [resiliency](#) of the site and community.
    - If applicable, please include quantifiable information about the historic or expected future damages that are likely to occur if the project is not completed (e.g., number of people/homes/structures at risk, number of people depending on the infrastructure being improved, extent of past flooding, expected cost if infrastructure fails, etc.).
  - How the project reflects municipal priorities established in the community's MVP-approved report or subsequent climate resilience report that built upon the MVP process.

In partnership with the Ipswich River Watershed Association (IRWA), the Town of Boxford is proposing to address three priority culverts within the Howlett Brook watershed to increase local climate resiliency. The 10.2 square mile Howlett Brook watershed is a major subbasin of the Ipswich River watershed. Final designs and permitting will be completed for three priority culverts within the Howlett Brook watershed (Georgetown Rd, Herrick Rd, and Pye Brook Lane). All three of these culverts have been identified as high priorities in municipal and resiliency planning documents. This proposal builds on a 2020 MVP grant awarded to Boxford that produced the preliminary designs and modeling for 12 priority stream crossings located within the Howlett Brook watershed.

Advancing culvert upgrade projects on a watershed scale provides efficiencies in cost and time. By drastically reducing commitments from state and local agencies and organizations, we also hope to provide a template to increase the pace of implementation of these resiliency-enhancing projects common to all municipalities. IRWA will provide a comprehensive outreach effort that will include resources to inform the public of the importance of these projects.

This project will primarily address the climate change impacts of extreme precipitation and flooding. The RMAT Climate Resilience Standards Tool identified two climate parameters with a "High" exposure rating for the project area: "Extreme precipitation – urban flooding" and "extreme precipitation – riverine flooding." This project will directly address these vulnerabilities by planning, designing, and permitting upgraded stream crossing structures that will meet

Massachusetts Stream Crossing Standards and be able to pass the 100-year storm flow. Design and engineering of the upgraded structures will take into account increased frequency and magnitude of precipitation events projected to occur over the design life of the structures.

Beginning in 2006, the Town of Boxford has prioritized culvert replacements and has worked with partners and agencies to design and implement climate smart projects. Culvert replacement and upgrade was a primary component of two of the four highest priority actions identified in the Town's [MVP Planning Summary of Findings](#). The vulnerability of Boxford's road network was specifically highlighted in this report, stating that:

*"Many culverts are incorrectly sized or operate improperly, causing the roads to be prone to overtopping and possible washouts...It was also noted that the ability to access many areas of town or roadways accessing nearby areas was highly affected by roadway flooding. Many roads become impassable following storms which limits the number of access points to homes and neighborhood, further isolating areas from emergency services."*

In 2015, the [Great Marsh Barriers Assessment](#) inventoried, assessed, and prioritized over 1000 stream crossing barriers contained within the municipalities of the Ipswich, Parker, and Essex River watersheds. The Town of Boxford alone had over 100 barriers inventoried. In 2020, Boxford partnered with IRWA and the Towns of Ipswich and Topsfield to address regional stream crossing barriers through the MVP Program. The Town was awarded an MVP Action grant to produce 30% and 90% designs for a suite of 12 barrier culverts, all contained within the Howlett Brook watershed—a primary tributary to the Ipswich River. This project successfully provided the three participating Towns with a [case study overview](#) and a [package of preliminary designs](#) that could be used to systematically address the shared climate change vulnerability of stream crossing infrastructure.

This FY23 MVP Action Grant will build on the 2020 MVP Action Grant effort by directly furthering three of the stream crossings addressed in that effort. Additionally, the Town of Boxford Department of Public Works (DPW) independently completed a Culvert & Bridge Asset Management report that comprehensively inventoried, assessed and rated Town-owned culverts and bridges. All structures received a rating of good, satisfactory, fair, poor, or failing. Over 200 structures were included in the assessment, with seven culverts flagged as both "failing" and "high risk" (i.e., significant impact on the public). The Georgetown Road crossing is one of these hyper critical projects.

This FY23 MVP Action Grant proposal will address three culverts that are all critical to Boxford's infrastructure network. Pye Brook Lane, Herrick Road, and Georgetown Road are considered major roadways based on the criteria that failure of any of these culverts would result in a severe interruption to traffic flow and cause congestion and delays throughout the town. Prolonged disruption to any of these routes would also impact public safety by limiting or preventing access to critical services. Based on current cost estimates and previous experiences from emergency responses to catastrophic culvert and road failures, the cost to repair these locations following

failure would be \$1-3 million.<sup>1</sup> The Boxford [MVP Planning Summary of Findings](#) points to the Mother's Day Flood of 2006 as a prime example of town infrastructure becoming overwhelmed. Building resiliency by upgrading these stream crossings using the latest climate projections will ensure that the town is better equipped to deal with and rebound from similar storm events in the future.

According to the [Merrimack Valley Region Multi-Hazard Mitigation Plan Update](#) from 2015, Boxford's population is projected to rise to 10,600 by 2035, a 33% increase from current population estimates. The same plan also reported that almost 12% of Boxford's total land area is vulnerable to flooding, leaving the town with a high community risk rating for floods. Increasing population, more frequent and intense rain events, and vulnerability to flooding make addressing stream crossing infrastructure a critical need. The Town of Boxford and its DPW have recently made significant strides in addressing previously identified climate vulnerabilities; this proposal builds off of those priorities and successes and will provide a measurable impact on the town's climate resiliency.

- **1 point** for utilization and report from the [RMAT Climate Resilience Design Standards Tool](#)
  - Project is focused on a specific site and includes physical asset/s -- e.g., building, infrastructure, natural resources-- at any project phase
    - If box is checked you are required to follow [Attachment E](#) and upload your RMAT tool report with your application. There is a place on the online form to upload this report.
  - Project is NOT focused on a specific site and/or does NOT include physical asset/s --e.g., building, infrastructure, natural resources-- at any project phase
    - You are not required to submit a report and will receive this point.
  
- Up to **3 points** for the degree to which the most up-to-date climate science and data (including data found on resilientma.org, the [RMAT Climate Resilience Design Standards Tool](#), and/or local-level studies) will be utilized, including specific reference to the climate data utilized.
  - **For Project Type 1:** Planning, Assessments, Capacity Building, and Regulatory Updates– What climate data will be used to inform the process or report and how will they be utilized? If it is a regulatory project, how will the regulations use climate data to ensure they will provide reasonable and effective guidance into the future? If it is a project that focuses on a specific site and involves a physical asset, how will the project utilize the preliminary climate risk rating and recommended design standards from the [RMAT Climate Resilience Design Standards Tool](#) at this assessment phase of the project?
  - **For Project Type 2:** Design and Permitting – How will the project utilize the preliminary climate risk rating and recommended design standards from the [RMAT Climate Resilience Design Standards Tool](#) in the design of the project's physical assets? What other climate data and standards will be used to inform the design process and how will they be utilized?
  - **For Project Type 3:** Construction and On-the-Ground Implementation – How does the proposed design meet or fail to meet the recommendations in the [RMAT Climate Resilience Design Standards Tool](#) output report? (e.g. planning horizon, return periods, design criteria, methodology). If the proposed design does not follow the recommended design standards, please explain how climate science, data, and projections were used to inform the design of the project. Please cite specific data sources. If a different type of implementation project (e.g., land acquisition) describe how climate data informed

---

<sup>1</sup> Boxford Culvert & Bridge Asset Management, Report prepared by TEC, Inc. for Boxford DPW, July 26, 2021

the project

Using the [Resilient MA Map Viewer](#), this area of the Ipswich Basin in Boxford is projected to see a 2.48” increase in annual precipitation by 2030 under the High RCP8.5 emissions scenario. By 2090, both the high RCP8.5 and medium RCP4.5 emissions scenario project an almost 4” increase in annual precipitation (3.98” and 3.95” respectively).

Additionally, the number of days with extreme precipitation is projected to increase across the board for this area. The project team will utilize this data to inform the planning and design of the culverts, in addition to incorporating the sizing methodology outlined in the [MA Stream Crossings Handbook](#). This will result in optimally designed culverts that will be able to pass flood flows safely and require minimal maintenance over the projected life spans of the culverts.

Additionally, the RMAAT Climate Resilience Design Standards Tool recommended a Target Planning Horizon of 2070 for all three culverts (RMAAT Report uploaded as Attachment E). The Tool also recommended the design criteria of “Projected Total Precipitation Depth & Peak Intensity for 24-hr Design Storms” and “Projected Riverine Peak Discharge & Peak Flood Elevation.” The results are summarized in the below table:

| Culvert Site  | Recommended Planning Horizon | Recommended Return Period | Projected 24-hr Total Precip Depth (in.) | Tiered Methodology |
|---------------|------------------------------|---------------------------|--|--------------------|
| Georgetown Rd | 2070                         | 100-Year                  | 11                                       | Tier 3             |
| Herrick Rd    | 2070                         | 25-year                   | 8.6                                      | Tier 2             |
| Pye Brook Ln  | 2070                         | 50-year                   | 9.8                                      | Tier 3             |

These recommended design standards will all be considered during the iterative design phase of the three culverts. The previously completed 30% designs from the FY20 MVP Action Grant were highly conservative in estimating design flow discharges and recommended structure sizes. The project team will build off these initial planning level designs and ensure that recommendations of the RMAAT Design Standards Tool are incorporated into the final engineering models that will inform structure size and hydraulic capacity.

- **1 point** for inclusion of MVP yearly progress report ([Attachment D](#))
  - MVP Planning Grant process was completed within the last year
    - No yearly progress report required.
  - MVP Planning Grant process was completed more than a year ago
    - Yearly progress report is required. There is a place on the online form to upload [Attachment D](#). If regional application please include for all MVP-designated municipalities.

Attachment D uploaded to online form.

## **2. Timeline, Scope, and Budget (15 points)**

- Up to **4 points** for project scope. Please detail each task/step of the project here and include a summarized version in [Attachment B](#). For each task, please identify if it is dependent on completion of another task.

### **Task 1: Project kick-off, management, and reporting**

- Sub-task 1.1: Hold a kick-off meeting with Boxford, EEA, IRWA, and consultant staff.
- Sub-task 1.2: Submit monthly progress reports by the 30<sup>th</sup> of each month during FY23.
- Sub-task 1.3: Submit a project case study using the template provided by EEA at the end of the project.
- Sub-task 1.4: General project management (team coordination, deliverables management, budgeting, permitting, etc.) will be completed throughout the project duration by IRWA Restoration Director.

General project management will be taken on by IRWA staff to ease the burden on limited municipal staff time resources. Project management is integral to the success of the project and includes all work necessary to keep the project team on task and ensure deliverables are completed in a timely manner. IRWA is uniquely qualified for this task as we are the leader in the northeast region for municipal assistance in culvert upgrades.

### **Task 2: Public involvement and community engagement in FY23**

- Sub-task 2.1: Design and distribute materials for print engagement (Every door direct mailer (EDDM) postcard and flyers)
- Sub-task 2.2: Create project webpage
- Sub-task 2.3: Host a public meeting
- Sub-task 2.4: Create a short, PSA-style video
- Sub-task 2.5: Ongoing community engagement (targeted emails, blog posts, social media updates)

The IRWA Outreach team will manage the public involvement and community engagement tasks in conjunction with town staff and volunteers. Complete details can be found in the narrative of Section 5 below.

### **Task 3: Background Design and Permitting work**

- Sub-task 3.1: Resource delineations for all culvert sites
- Sub-task 3.2: Geotechnical analysis for all culvert sites
- Sub-task 3.3: Hydraulic engineering analysis for all culvert sites

The background design and permitting task includes the completion of any remaining fieldwork necessary before applying for permits (e.g., wetlands delineation, which was not completed as part of the FY20 MVP work). This also includes the necessary exploratory work to inform the final designs of the culverts. Note that this Task does not include an alternatives analysis as Boxford's FY20 MVP Action Grant produced preliminary designs that recommended all structures incorporate MA Stream Crossing Standards. This recommendation was also stated in the [Great](#)



[Marsh Barriers Assessment](#) and the [Merrimack Valley Region Multi-Hazard Mitigation Plan Update](#).

#### **Task 4: Design Plans**

- Sub-task 4.1: Complete draft 90-100% design plans for Georgetown Road culvert upgrade
- Sub-task 4.2: Complete 90-100% design plans for Georgetown Road culvert upgrade
- Sub-task 4.3: Complete draft 90-100% design plans for Herrick Road culvert upgrade
- Sub-task 4.4: Complete 90-100% design plans for Herrick Road culvert upgrade
- Sub-task 4.5: Complete draft 90-100% design plans for Pye Brook Lane culvert upgrade
- Sub-task 4.6: Complete 90-100% design plans for Pye Brook Lane culvert upgrade

Completion of design plans will be site-dependent, and will be phased in order to share initial drafts with EEA reviewers. Completion of design plans for all sites will utilize their respective 30% designs completed as part of Boxford's FY20 MVP Action Grant (Attachment C). Full designs will reflect the incorporation of climate projections listed above in Section 1 and state Stream Crossing Standards. The design process will also incorporate any unique site constraints revealed in the geotechnical and hydraulic design phase (Task 3). The design process with the selected consultant will be iterative and involve review and input from the Boxford Conservation Agent, the DPW Director, and the EEA reviewers.

#### **Task 5: Permitting – Order of Conditions**

- Sub-task 5.1: Coordinate and meet with Boxford Conservation Agent
- Sub-task 5.2: Prepare NOI for Georgetown Rd Culvert (dependent on subtask 3.1)
- Sub-task 5.3: Prepare NOI for Herrick Rd Culvert (dependent on subtask 3.1)
- Sub-task 5.4: Prepare NOI Pye Brook Ln Culvert (dependent on subtask 3.1)

#### **Task 6: Permitting – Endangered Species Consultation**

- Sub-task 6.1: Coordinate and meet with MA Natural Heritage and Endangered species program
- Sub-task 6.2: Prepare consultation package for Georgetown Rd culvert
- Sub-task 6.3: Prepare consultation package for Herrick Rd culvert

#### **Task 7: Permitting – MA DOT Chapter 85 Review**

- Sub-task 7.1: Coordinate and meet with engineering team and MA DOT
- Sub-task 7.2: Design submittals (dependent on subtasks 3.2 and 3.3)
- Sub-task 7.3: Incorporate MA DOT comments and submit final mylars

Required permits will include an Order of Conditions from MA DEP in coordination with the Boxford Conservation Commission and Chapter 85 Bridge Review from MassDOT, as all three structure designs will likely exceed the span threshold for DOT review of 10 feet. Two of the culverts will also require MA Endangered Species Consultation as they overlap with NHESP Priority Habitats of Rare Species. Permitting will be completed in parallel with completing the designs to the maximum extent practicable. This means engaging the necessary permitting

agencies and Boxford ConCom early and often to adhere to an expedient timeline. Submitting these culvert upgrades as a bundled project will also facilitate back-and-forth between the project team and the permitting agencies, ideally ending up with three shovel-ready projects in the time it typically takes to end up with one.

- Up to **4 points** for the project budget. Applicants will include budget numbers for each task and sub-task via [Attachment B](#). There is a place to upload Attachment B as an Excel spreadsheet on the online form. The “optional budget data” tab on the spreadsheet is optional but can be used to calculate budget numbers to the extent helpful, identify assumed rates for project team time and municipal in-kind match, or justify high grant funding requests for specific tasks by providing greater detail. The Applicant may also use another format to provide greater detail on these items (e.g., a quote from a contractor or a separate spreadsheet). There is a spot to upload additional materials on the online form.<sup>4</sup>

Attachment B uploaded to online form (includes information in the “optional budget data” tab. The Town of Boxford is proposing to use American Rescue Plan Act (ARPA) funds as cash match to go towards the completion of Tasks 3 and 4. All cost estimates are based off of the real costs of similar tasks completed on other IRWA and Town of Boxford projects. Costs were also informed by verbal communication with the Boxford DPW Director and Town Engineer as well as Robert Niccoli, Structures Engineer at TEC, Inc.

- Up to **4 points** for a clear project timeline that can be completed within the specified contract period. For projects that require completion of [Attachment C](#), please include major milestones, regulatory touchpoints and approvals, and information on how any project planning, design, and regulatory compliance efforts will be met during the grant period. Please ensure the timeline dates align with start and end dates for each task in [Attachment B](#).

See next page.

| <b>Boxford Culverts<br/>MVP Action Grant Project Timeline</b>  | <b>2022</b>           | <b>2022</b>          | <b>2023</b>             | <b>2023</b>             |
|--|-----------------------|----------------------|-------------------------|-------------------------|
|  | <b>Q3: Aug.-Sept.</b> | <b>Q4: Oct.-Dec.</b> | <b>Q1: Jan. - March</b> | <b>Q2: April - June</b> |
| <b>Task 1: Project kick-off, management, and reporting</b>   |                       |                      |                         |                         |
| Sub-task 1.1: Kick-off meeting with Boxford, EEA, IRWA, and consultant staff   |                       |                      |                         |                         |
| Sub-task 1.2: Submit monthly progress reports  |                       |                      |                         |                         |
| Sub-task 1.3: Submit a Project Case study  |                       |                      |                         |                         |
| Sub-task 1.4: General project management (team coordination, deliverables management, budgeting, etc.)                   |                       |                      |                         |                         |
| <b>Task 2: Public Involvement and Community Engagement</b>   |                       |                      |                         |                         |
| Sub-task 2.1: Design and distribute materials for print engagement (Every door direct mailer (EDDM) postcard and flyers) |                       |                      |                         |                         |
| Sub-task 2.2: Create and update project webpage  |                       |                      |                         |                         |
| Sub-task 2.3: Host a public meeting  |                       |                      |                         |                         |
| Sub-task 2.4: Create and distribute a short, PSA-style video   |                       |                      |                         |                         |
| Sub-task 2.5: Ongoing community engagement (targeted emails, blog posts, social media updates)                           |                       |                      |                         |                         |
| <b>Task 3: Background Design and Permitting Work</b>   |                       |                      |                         |                         |
| Sub-task 3.1: Resource delineations for all culvert sites  |                       |                      |                         |                         |
| Sub-task 3.2: Geotechnical analysis for all culvert sites  |                       |                      |                         |                         |
| Sub-task 3.3: Hydraulic engineering analysis for all culvert sites   |                       |                      |                         |                         |
| <b>Task 4: Design Plans</b>  |                       |                      |                         |                         |
| Sub-task 4.1: Complete draft 90-100% design plans for Georgetown Road culvert upgrade                                    |                       |                      |                         |                         |
| Sub-task 4.2: Complete 90-100% design plans for Georgetown Road culvert upgrade  |                       |                      |                         |                         |
| Sub-task 4.3: Complete draft 90-100% design plans for Herrick Road culvert upgrade                                       |                       |                      |                         |                         |
| Sub-task 4.4: Complete 90-100% design plans for Herrick Road culvert upgrade   |                       |                      |                         |                         |
| Sub-task 4.5: Complete draft 90-100% design plans for Pye Brook Lane culvert upgrade                                     |                       |                      |                         |                         |
| Sub-task 4.6: Complete 90-100% design plans for Pye Brook Lane culvert upgrade   |                       |                      |                         |                         |
| <b>Task 5: Permitting - Order of Conditions</b>  |                       |                      |                         |                         |
| Sub-task 5.1: Coordinate and meet with Boxford Conservation Agent  |                       |                      |                         |                         |
| Sub-task 5.2: Prepare NOI for Georgetown Rd Culvert (dependent on subtask 3.1)   |                       |                      |                         |                         |
| Sub-task 5.3: Prepare NOI for Herrick Rd Culvert (dependent on subtask 3.1)  |                       |                      |                         |                         |
| Sub-task 5.4: Prepare NOI Pye Brook Ln Culvert (dependent on subtask 3.1)  |                       |                      |                         |                         |
| <b>Task 6: Permitting - Endangered Species Consultation</b>  |                       |                      |                         |                         |
| Sub-task 6.1: Coordinate and meet with MA Natural Heritage and Endangered species program                                |                       |                      |                         |                         |
| Sub-task 6.2: Prepare consultation package for Georgetown Rd culvert   |                       |                      |                         |                         |
| Sub-task 6.3: Prepare consultation package for Herrick Rd culvert  |                       |                      |                         |                         |
| <b>Task 7: Permitting - MA DOT Chapter 85 Review</b>   |                       |                      |                         |                         |
| Sub-task 7.1: Coordinate and meet with engineering team and MA DOT   |                       |                      |                         |                         |
| Sub-task 7.2: Design submittals (dependent on subtasks 3.2 and 3.3)  |                       |                      |                         |                         |
| Sub-task 7.3: Incorporate MA DOT comments and submit final mylars  |                       |                      |                         |                         |

- Up to **3 points** for identification of regulatory project components (including satisfactory completion of [Attachment C](#) if a design, permitting, or construction project). Documented coordination with applicable regulatory agency/ies is encouraged. Projects with significant regulatory compliance barriers identified through assessment of [Attachment C](#) or construction projects that do not have all necessary permits and permissions in hand may be disqualified. There is a place on the online form to upload [Attachment C](#).

IRWA has worked as project manager for multiple culvert upgrade projects through all phases (design, permitting, and construction). Under MA DEP regulations, these projects temporarily impact wetlands and waterways. As detailed in the Statement of Understanding included in Attachment C, both IRWA and Boxford acknowledge and are familiar with the regulatory components involved in these types of projects. IRWA will work cooperatively with the Town of Boxford Conservation Agent and Conservation Commission to develop and submit the required Notices of Intent (NOIs). The NOIs will outline the impacts of the three individual project sites based on the final designs.

Based on the 30% designs generated as part of Boxford’s FY20 MVP Action Grant (Attachment C), none of the three culvert sites are anticipated to exceed any MEPA or USACE thresholds for review, and this will be confirmed as part of Task 3.1. Based on the projected culvert sizes using MA Stream Crossing Standards guidelines in the 30% designs, all three structures will exceed the 10-foot span threshold for MA DOT Chapter 85 review. This will be completed in consultation with the project engineering team and MA DOT.

### ***3. Nature-Based Solutions and Environmental Co-Benefits (16 Points)***

- Up to **10 points** for the degree to which nature-based solutions (i.e., solutions that protect, restore, or manage ecological systems) are incorporated into the overall vision of this project and how the selected strategy/ies will help the community adapt to existing and projected impacts of climate change. More information about nature-based solutions can be found in the [MVP toolkit](#). Consider the following questions in your response:
  - **For Project Type 1:** Planning, Assessments, Capacity Building, and Regulatory Updates– How will this work “set the stage” for future implementation of nature-based solutions?
  - **For Project Type 2:** Design and Permitting – Describe all design options (including nature-based options) that will be evaluated or considered in the design process.
  - **For Project Type 3:** Construction and On-the-Ground Implementation – What are the nature-based solutions being implemented? If the project is not nature-based, describe a clear assessment of design alternatives and discussion of why a nature-based solution was not chosen.

(Note: Hard infrastructure projects in any phase may still receive a maximum of 5 points for a response to this question that demonstrates why this approach was deemed necessary over nature-based approaches and illustrates how environmental conditions will improve with grey infrastructure implementation.)

Each of the three culverts proposed under this project will be designed to meet or exceed the Massachusetts Stream Crossing Standards. The Standards utilize what is called “stream-simulation” guidelines, which dictate that the stream as it runs through the structure is

representative of the stream upstream and downstream from the structure, including bed and banks. MA EEA agencies consider such structures by definition as nature-based since they will allow for fully natural stream and environmental processes to take place as if the structure were not there. Multiple alternative design options were considered through Boxford’s FY20 MVP Action Grant. It was ultimately determined that implementing culvert upgrades that adhered to the Stream Crossing Standards was both technically feasible and recommended to maximize the resiliency benefits. The environmental co-benefits of continuing to address these projects on a watershed scale were outlined in the [case study overview](#) produced at the conclusion of the FY20 MVP Action Grant. Stream crossing upgrades that utilize the Stream Crossing Standards allow streams and rivers to better use their own inherent resilience by minimizing or eliminating the artificial restrictions imposed by undersized culverts.

- Up to **6 points** for identifying and describing environmental co-benefits of the proposed project in the table below. For non-implementation projects, please identify how this work will “set the stage” for future co-benefits.

| Co-Benefit   |                                     | Description of how the project will produce this environmental co-benefit   |
|--|-------------------------------------|---|
| Promotes Biodiversity (habitat restoration, creation, or enhancement)                              | <input checked="" type="checkbox"/> | The projects will be located on a perennial stream targeted by MA DMF for anadromous fish restoration. This project sets the stage to implement structures that utilize the State Stream Crossing Standards, functionally restoring a critical migratory fish (i.e. river herring and eel) route. |
| Restores/remediates Project Site   | <input checked="" type="checkbox"/> | The three culverts are currently a barrier to fish and terrestrial migration and movement and encourage roadkill. The project sets the stage to eliminate these conditions and remediate the impact of artificial barriers that impinge on natural process.                                       |
| Promotes Environmentally-Sustainable Development / Reduces Development in Climate Vulnerable Areas | <input type="checkbox"/>            |   |

|  |                                     |   |
|--|-------------------------------------|---|
| Improved Water Quality and/or Increased Groundwater Recharge                                       | <input type="checkbox"/>            |   |
| Improved Air Quality   | <input type="checkbox"/>            |   |
| Climate Mitigation (carbon sequestration, site-scale improvements for cooling, reduced energy use) | <input type="checkbox"/>            |   |
| Other Environmental Co-Benefit:  | <input checked="" type="checkbox"/> | The project sets the stage to restore and enhance natural stream processes, improving the river’s natural ability to adapt and recover from extreme storms and rain events. |

#### **4. Environmental Justice and Public/Regional Benefits (14 points)**

- Up to **8 points** for a project located within a mapped EJ Population, identified through the Massachusetts [EJ viewer](#), with **demonstrated positive impacts to that community** and **demonstrated support from the community**. To receive full points, the Applicant should:
  - Provide specific relevant demographic information related to the Environmental Justice Population (i.e., income, race, and English isolation) and a description of where the community is located geographically relative to the project site.
  - Demonstrate how the project will increase climate resiliency for this EJ Population.
  - Demonstrate support from the EJ Population that the project is intended to benefit. Demonstration of support may include:
    - Letters of support from residents or community groups representing these populations.
    - Indication that residents or community groups representing these populations will be part of the project team (i.e., the community liaison model described in [Attachment F](#)) and, **if so, specifically how much of the project budget will be used to compensate them for their work and on what tasks?** (Please make sure this partnership is easily identifiable in your [Attachment B](#) scope/budget).

**Note:** Recognizing that there may be members of your community who are highly vulnerable to the impacts of climate change that do not meet the specific criteria or thresholds of an EJ population, the MVP program also recognizes benefits to and involvement of “Climate Vulnerable Populations.” Climate Vulnerable Populations are those who have lower adaptive capacity or higher exposure and sensitivity to climate hazards like flooding or heat stress due to factors such as access to transportation, income level, disability, racial inequity, health status, or age. Projects that benefit and involve Climate Vulnerable Populations outside of a mapped EJ area may receive **up to 4 points** in this category by answering the above questions for the Climate Vulnerable Population(s).

More information on Environmental Justice, Climate Vulnerable Populations, and the MVP program can be found in the [MVP toolkit](#).

This project is not within a mapped EJ population. However, this project will provide benefits to Climate Vulnerable Populations within the Town of Boxford. Data from the MA Department of Public Health show that 22% of Boxford’s population is over the age of 65, and 6.7% of those residents live alone. Populations over the age of 65 are more vulnerable to inland flooding due to the impact on access to medical attention and evacuation services in the event of flooding. Based on the EPA’s Environmental Justice Screening Tool, the areas in the town of Boxford containing these culverts rank in the top 80<sup>th</sup>-90<sup>th</sup> percentiles for populations over the age of 65 and thus are vulnerable to roadway closures due to culvert failures or over-topping. This subset of the population is distributed throughout the Town, which makes Herrick Rd and Georgetown Rd critical interior roadways for inter-town travel and accessing the larger highways.

One area of concern identified in Boxford’s MVP Planning report is the impact of hazards on the town’s vulnerable populations. The elderly and those with disabilities were of particular concern, as disconnection from key services for any extended period of time could be life-threatening. Herrick Road and Georgetown Road are two of the primary north-south routes that connect key services in the south end of town (i.e., the fire department) with the north and western ends of town.

Additionally, senior living facilities located close to the proposed culvert projects are at particular

risk from road closures due to flooding. Four Mile Village off of Ipswich Road contains 96 units of independent living. Four Mile Village is less than one mile from the Georgetown Road and Herrick Road culverts. As these crossings are on opposite sides of the senior living facility, regional flooding would significantly limit emergency access to Four Mile Village. This proposal will allow critical infrastructure to remain open and operable to Climate Vulnerable Populations during periods when non-resilient stream crossings would fail to function.

Up to **3 points** for the degree to which the project has broad and multiple community benefits. Rationale should include:

- How the project will provide the highest level of climate resilience for the greatest number of people and/or largest geographic area possible.
- What community co-benefits the project will provide (e.g., social, economic, public health, recreational, public access, equity, etc.). Please focus on non-environmental co-benefits as environmental co-benefits are included in Question 3 above.

This project is part of a watershed-scale initiative in the Howlett Brook watershed to improve municipal resiliency at priority stream crossings. Working at the watershed scale provides efficiencies in cost and time to provide the greatest benefit to those living in the watershed. Preemptively addressing risks to infrastructure such as improperly sized or failing culverts has many benefits to the community. Waiting to address culverts until they fail puts public safety at risk and burdens the public with additional unnecessary costs.

In addition to the ecological benefits of re-sizing stream crossings, protecting infrastructure from flood damage and maintaining vehicle access to roadways during flood events is a priority of these culvert replacements. Boxford roadways experienced significant flooding during the Mother's Day flood of 2006 and flooding has been identified as a key concern in Boxford's [MVP Planning Summary of Findings](#). In 2021, the Boxford DPW completed a Culvert and Bridge Asset Management Study that identified critical culverts and bridges in need of urgent repair or replacement. One of the culverts included in this application (Culvert B-129 on Georgetown Rd) was identified as part of a group of seven in need of urgent repair to avoid roadway closure or collapse due to culvert failure and is included in Boxford's five-year [capital improvement plan](#).

A resilient road network is a crucial co-benefit to the social and economic health of the town and its residents. Staying ahead of the curve of addressing the Town's aging network of roads and stream crossings is critical to avoiding inflated costs associated with emergency road failures and ensuring that the community can stay connected. Many of Boxford's residents live in isolated areas with limited alternate road routes. Strengthening the existing road network via culvert upgrades will result in long-term money savings for the town and its residents and prevent prolonged periods of isolation for homes and businesses.

- Up to **3 points** if the project is regional/has regional benefits, including:
  - If the project is being led by a regional partnership (i.e., two or more municipalities are submitting the application together). If yes, the application should include a letter of support from each partnering municipality.
  - To what extent resilience benefits of the project go beyond the boundaries of one municipality.



These culvert projects are part of a larger regional effort to improve resiliency in the Great Marsh watershed, as outlined in the [Great Marsh Barriers Assessment](#). The geographic scope of this effort includes all municipalities located within the watersheds of the Parker, Ipswich, and Essex Rivers. In total, the Great Marsh watershed includes approximately 280 square miles and all or parts of 29 towns.

Approaching culvert upgrades from a watershed-scale perspective makes sense because streams and rivers are not beholden to town lines. Even though this FY23 proposal will address Boxford culverts only, the basis for the project comes from a regional effort summarized in our [FY20 MVP Action Grant case study](#). The goal is to continue addressing prioritized stream crossing barriers, regardless of town. This will ensure that the resiliency benefits will be felt regionally and not just on a town-by-town basis.

The Pye Brook Lane culvert is located less than 400 feet from the Boxford-Topsfield town line. Upgrading this culvert will provide resilience benefits that go beyond the Boxford border by improving the overall continuity of the Howlett Brook/Pye Brook system. We are continuing to work with Topsfield and Ipswich to build off of our FY20 MVP Action Grant effort and ensure that previously identified priority culverts will be addressed via future projects. Addressing these culverts systematically will also allow us to determine what (if any) risk there is to downstream structures as a result of upgrading upstream culverts. This is not a concern here as all three culverts drain into significant lakes, ponds, and wetlands a short distance downstream.

### ***5. Public Involvement and Community Engagement (12 points)***

- To complete this section, include a narrative and fill out the matrix below. **For guidance and an example showing how to fill out this section and suggested principal and assisting print, digital, and in-person strategies, see [Attachment F](#). Please note that all tasks proposed here should be clearly incorporated into the required Scope/Budget spreadsheet ([Attachment B](#)).**
  - 1 point for each principal strategy (**up to 3 points total**) as described in the narrative and table below. May have one per print, digital, and in-person category or distribute among those categories (e.g., two in-person, one print, no digital). **The review team will consider the effectiveness of each identified strategy and inclusion in the project scope/budget when awarding points.**
  - 0.5 points for each assisting strategy (**up to 3 points total**) as described in narrative and table below. May distribute among print, digital, and in-person categories as desired. **The review team will consider the effectiveness of each identified strategy and inclusion in the project scope/budget when awarding points.**
  - 1 point for each equitable engagement modifier (**up to 4 points total**) as described in the narrative and table below. May distribute among print, digital, and in-person categories as desired. **The review team will consider the effectiveness of each identified strategy and inclusion in the project scope/budget when awarding points.**
  - Up to **2 points** for how stakeholder feedback will be incorporated into the project and mechanism by which stakeholders will be notified of the results of the public involvement and community engagement process and the final project deliverables (see examples in [Attachment F](#)).

***NOTE: For Project Type 3: Construction and On-the-Ground Implementation – Applicants may fill out the table/narrative and receive points based on community engagement strategies***



*that have occurred in earlier phases of the specific project and how feedback has been incorporated into the final design. Applicants may also describe strategies that will be employed during this project phase. Please make clear which strategies have been completed and which are proposed to be conducted within the proposed phase of the project.*

## **Public Involvement and Community Engagement Plan Narrative:**

### **For Print Engagement**

IRWA staff will lead the effort to create informative and eye-catching print materials that will be used to inform the public and other municipalities about this effort. IRWA's Outreach Manager will work with the Restoration Director designer on the design and messaging. The staff will design project postcards, posters, and flyers. The postcards will be distributed using the Every Door Direct Mailer (EDDM) service provided by USPS, which can target specific neighborhoods with scheduled mailings. The project team will make each resource available in large print to ensure that the objectives and goals of improving local resiliency through infrastructure improvements is conveyed in a format accessible to adults over 65 years.

Boxford is a rural, almost exclusively residential community of just over 8,000 residents, so we will meet residents where they live and work—at community spaces—to notify them of the need for this project. IRWA staff and volunteers will hang posters around town at the Council On Aging, the Community Center, the post office, town hall, and the library. We will send “backpack flyers” home with Harry Lee Cole School students (grades Pre-K through 2) and Spofford Pond School students (grades 3-6) to reach families with young children and invite feedback from parents. IRWA staff are uniquely qualified for this task as they are already the outreach and education leader in Boxford via our existing engagement and educational programs, such as the Keeping Water Clean program taught in Boxford elementary schools.

### **For Digital Engagement**

First, IRWA staff will create a project webpage that will (1) address project content, (2) share progress updates, and (3) encourage Boxford residents and stakeholders to submit comments directly to the project team or click to take our online survey. The webpage will live on Ipswich River Watershed Association's and/or the PIE-Rivers Partnership website. All print materials will be available on the website in large print format for older community members. The digital engagement strategy will also include ongoing social media communication on Instagram, Facebook, and Twitter. For example, the IRWA Outreach Manager will create a Facebook event to promote the in-person public meeting and presentation and share a recording of the presentation for the benefit of those who could not attend in person. A link will be posted to the project video and photos of project updates on Instagram. The link to the online survey requesting resident feedback will be accessible from all of IRWA and Boxford's social channels.

The project team will work with Masconomet high school students (Grades 9-12) to create a

short, PSA-style video about the MVP program, the project, and how it will increase the Town of Boxford's resiliency. Closed captioning will also be added to the video to provide a link to project information for individuals who are deaf or hard of hearing. The video will be available on IRWA's YouTube channel, the project webpage, and IRWA's social media channels. The project team will also link to the video in at least one issue of IRWA's biweekly eNewsletter.

To reach the broadest possible number of Boxford residents, especially those who are not active on social media, the team will work with Boxford Cable Access Television to broadcast the video on their website streaming channel or public access channel. IRWA will share the video with the Town of Boxford, the Council On Aging, the Community Center, and the library and request that they share it in their electronic communications and across their social media channels.

Finally, IRWA also maintains an email distribution list of nearly 4,000 subscribers, including Boxford residents, community stakeholders groups, and residents of neighboring towns like Topsfield. IRWA will use that list to share a link to the online survey and drive subscribers to a blog tracking project updates.

### **For In-person Engagement**

IRWA and Boxford will host a public meeting and presentation at the accessible, sustainable senior/community center in Boxford ("The Center at 10 Elm"). The Center is ADA accessible and serves as a gathering place that everyone in town can use, so there is potential to inform a broad group of residents. The meeting and presentation will be a hybrid event. In other words, it will be live, in-person, and simultaneously broadcasted on Zoom. Participants will have the opportunity to ask questions and get direct answers. At the end of the event, we will distribute a paper survey to in-person participants and an e-survey to virtual attendees to solicit participants' input. The live transcription feature will be activated during the Zoom video meeting so that residents participating virtually can view the meeting with closed captioning. A recording of the presentation will be made available online following the meeting. The link to the recording will also be shared with registrants via email. To increase participation and accommodate residents with working schedules, we will make every effort to schedule the event in the evening. The meeting will be child-friendly and refreshments will be available. The budget reflects potential rental fees for the community center space and funds for refreshments. IRWA volunteers will be on hand to lead an education program for attendees' children. Project team hours will be dedicated to participating in Boxford community events (e.g., tabling) to promote awareness about the project and Boxford's continued efforts to increase local resiliency.

### **How we will incorporate community feedback into the project and the mechanism by which results will be shared**

IRWA and its project partners will collect email addresses at all in-person events using sign-in sheets and registration forms so that we can send surveys, solicit input, and share the results of any surveys and project updates. IRWA will send a call to respond to the survey to all Boxford residents on our mailing list. Surveys will be designed so they can be collected both physically and digitally. IRWA will hold time during team meetings to review public comments and discuss how

they can be addressed and incorporated into the project. To share the results of this process with residents, IRWA will publish a comprehensive response to all comments received from the public and how they were addressed on the project website. This response document will also be available at IRWA's Riverbend headquarters in Ipswich and the public meeting and presentation site.

To accomplish the engagement strategies detailed in this plan, the project team will rely on IRWA staff and volunteers, including IRWA's Restoration Director, Outreach Manager, volunteer graphic designer, and outreach and education volunteers. These volunteers bring diverse experiences, expertise, and contacts to our organization.

**Public Involvement and Community Engagement Plan Table**

| Increasing Watershed Scale Resiliency in Boxford Through Culvert Upgrades in the Howlett Brook Watershed Public Involvement and Community Engagement Plan Table Summary (summarized version of narrative) |   |  |   |
|---|---|--|---|
|   | Print   | Digital  | In-Person   |
| Principal Strategies  | 1. Every Door Direct Mailing (EDDM) to Boxford residents. Large postcard format with promotion of presentation and links to more information, including video.    | 1. Short, PSA-style video about MVP program, the Boxford project, and how it is increasing their town's resiliency.<br><br>2. Project webpage<br><br>3. Disseminate project information and survey link via e-newsletter | 1. Live (and simultaneously cast on Zoom) presentation given by project leads and experts. Q&A and post-event surveying included.   |
| Assisting Strategies  | 1. Flyers posted at Town Hall/Town Library<br><br>2. Backpack Flyers to students in grades Pre-K to 6th, promoting the public meeting and presentation and video. | 1. Video shown on Boxford Community Access TV.<br><br>2. Video shared on IRWA Youtube channel, across social media channels, and with Boxford community stakeholders.  | 1. Recording of presentation made available online and link shared via email to those who register to attend and those who take the survey (i.e., those whose email addresses we have).   |
| Equitable Engagement Modifiers  | 1. Large print for those with poor eyesight.  | 1. Captions on video for hard of hearing.<br><br>2. Print materials in large print format available to download on the project webpage.  | 1. Event will occur in the evening when most people are out of work.<br>2. Event will take place at handicap accessible venue<br>3. Volunteers on hand to lead brief education program for children, for attendees with kids.<br>4. Hybrid meeting format with options to participate in person |

|  |  |  |  |
|--|--|--|--|
|  |  |  | or virtually. Live transcription feature in Zoom will be activated for attendees participating virtually |
| How community feedback will be incorporated into project and mechanism by which results will be shared: <ul style="list-style-type: none"><li>• Email addresses collected at in-person event and surveys sent via email.</li><li>• Link to survey on EDDM and backpack flyers and in video post and at the end of the video.</li><li>• Call to respond to survey for Boxford residents on IRWA mailing list.</li><li>• Survey will collect emails and the results will be sent out via email at the end of the grant period.</li></ul> |  |  |  |

## **6. Project Transferability, Measurement of Success, and Maintenance (8 points)**

- Up to **4 points** for projects that serve as a demonstration project and are transferable to other communities (i.e., innovative projects that provide deliverables that can be easily adopted by other communities or outline processes that will streamline other similar projects). Please outline what these deliverables are and how they will be shared with other communities.

This project can serve as a demonstration project in that it is the first multi-culvert project designed specifically to reduce climate vulnerability and restore habitat connectivity on a stretch of stream in a community in Northeast Massachusetts. Pursuing design and permitting for several culverts at once will also demonstrate ways to achieve project efficiencies, reduce cost, and increase the pace of project implementation, which is increasingly important as climate risks rise. The project is ideally positioned to serve as a model to increase the pace of implementation as it will help advance the [Stream Connectivity Goal of the Parker-Ipswich-Essex Rivers Restoration Partnership \(PIE-Rivers\)](#), the first regional restoration and resiliency Partnership in Massachusetts. As Ross Povenmire, Boxford Conservation Agent and Land Use Planner, is the Steering Committee Chair of the Partnership, and Erin Bonney Casey, IRWA Environmental Planner, is the Administrator, it is ensured that this project's learnings will be readily transferable to the 29 municipalities that are in the PIE-Rivers region.

- Up to **2 points** for how project success will be measured and monitored. Please provide outcomes that can be linked to the project (e.g., reduction in flooding, increase in tree canopy cover, reduced risk of sewer overflows) and any metrics that the applicant will be able to track to indicate whether or not the project is accomplishing these outcomes over time. The review team is not looking for general statements around the completion of tasks in the scope of work (e.g., "the project is successful if we complete it on time").

As a design and permitting project, success will be measured by the successful completion of final design plans and receipt of all necessary permits. If this project is successful, three critical culvert upgrade projects will be "shovel-ready," meaning that the Town of Boxford will be positioned to implement these projects as soon as funding is secured. IRWA will remain engaged with the Town of Boxford following the completion of the grant to ensure implementation funds are pursued. Project success will also hinge on the effectiveness of our outreach and engagement plan. As project managers, IRWA will monitor how this project is received by residents and determine which outreach methods are successful and should be used again for similar projects in the future.

- Up to **2 points** for clear description of plans for how any future maintenance needs of or updates to the proposed project would be addressed to ensure the project's goals continue in the long-term.
  - **For Project Type 1:** Planning, Assessments, Capacity Building, and Regulatory Updates–
    - Describe how the project deliverables will be utilized to continue local resilience work (e.g., regular meetings to track identified plan actions, list anticipated town meeting dates and/or plan to approve updated regulations, how data collection or modeling will support current/scheduled local efforts, etc.)
    - If applicable, how will the plan, assessment, or regulation be updated in the future to make sure it stays current?
  - **For Project Type 2:** Design and Permitting – Describe the path forward for the project –

construction, further regulatory approval, potential funding sources. Describe any initial plans for how the asset would be maintained into the future if/when implemented.

- **For Project Type 3:** Construction and On-the-Ground Implementation – Will this project produce an operation and maintenance plan? If applicable, who is responsible for future maintenance? If applicable, what is the plan for replacing the asset at the end of its useful life and how will you ensure the replacement asset is also resilient?

Assuming successful completion of design and permitting (including all regulatory approval), the path forward is securing funding and implementation. As the project proponents are highly experienced and motivated to implement culvert replacement projects that meet the Stream Crossing Standards, these sites will likely advance to the construction phase immediately after permitting is completed. Assuming this project is approved, funding will be sought on a parallel track. The proponents have experience securing funding from sources appropriate for these specific sites. These sources include: municipal funds, Chapter 90, MVP Action, CRMA, FEMA, NFWF, ILF, and various NOAA habitat restoration grants. Ideally, the projects would continue to move forward as a package in order to ensure that the watershed scale resiliency benefits are fully realized. When implemented, all three culverts will continue to be owned and maintained by the Town of Boxford and will receive regular maintenance alongside the rest of the town's infrastructure network.

## **7. Need for Financial Assistance (6 points)**

- Up to **4 points** based on the equalized valuation per capita, **to be completed by EEA**
- Up to **2 points** for financial need as demonstrated through Applicant narrative, as described below:
  - Demonstration that the municipal budget cannot accommodate this project, including specific examples beyond regular budgetary constraints.
  - Demonstration that other grant programs were considered, and it was determined that MVP was the best programmatic fit.
  - Demonstration that MVP funding would clearly address a funding gap that would make an otherwise robust project unlikely to be implemented.

The Town of Boxford is a low-lying community within three watersheds (Parker, Ipswich, and Merrimack). It has at least 82 culverts and bridges crossing perennial streams, which is a relatively high number compared to other similar municipalities. This figure does not include hundreds of other culverts on intermittent streams or other drainages. The Town of Boxford has completed a comprehensive inventory and prioritization of these crossings. When considering the new MA Stream Crossing Standards and resiliency goals identified in its MVP Plan, even constructing one of these would exceed the line item in the existing municipal budget for such work fivefold. Historically, Boxford was able to replace virtually all these culverts in-kind with in-house labor, equipment, and supplies. Due to the new standards and resiliency goals, the Town staff anticipates that they would have great difficulty planning and implementing these crossings without outside help. As such, the gap between the ability of the town to fund these projects and the need has grown well beyond the ability of the town to implement these projects. Moreover, the inflation associated with these projects has roughly doubled in cost in just the last five years in our experience.

As indicated in Section 6 below, the project team has considerable experience pursuing various sources of funding for this type of project. Additionally, this proposal builds off of a prior MVP-funded project. The MVP program supports a specific category of project matched to this need, and these culverts were explicitly identified as a priority in Boxford's MVP Plan. This gives us confidence that MVP funds are the best match for this project. Moreover, the successful implementation of this proposal makes the construction phase very likely as there are more sources of funding available for construction and implementation.

## **8. Project Feasibility, Support, and Management (6 points)**

- Up to **2 points** for a description of the project team's technical, financial, and management capacity. (Note: If your municipality has a previously awarded MVP Action Grant that will be ongoing at the same time as this proposed project, please list that grant and detail your municipality's capacity to manage multiple grants in FY23.)

The Ipswich River Watershed Association (IRWA) will serve as project manager on behalf of Boxford. As the project manager for Boxford's successful FY20 MVP Action Grant, IRWA is ideally positioned to continue acting in this role. Moreover, IRWA has staff well-versed in culvert assessment and managing culvert upgrade design and permitting projects. IRWA is an active partner in the Massachusetts Stream Continuity Partnership and participated in the development of the North Atlantic Connectivity Collaborative (NACC) culvert assessment protocol. The Town of Boxford staff partners also carry a wealth of technical experience and knowledge when it comes to culvert upgrade projects. Familiarity with the design and permitting process will ensure a streamlined path to completing the project tasks. IRWA staff and Boxford staff time and financial commitments are outlined in Attachment B.

As mentioned in Section 1, Boxford has a proven track record in designing, planning, and implementing climate-smart culvert upgrades. Boxford is a recognized regional leader in implementing projects that exemplify the utilization of the State Stream Crossing Standards. To exemplify this point, the Massachusetts Division of Ecological Restoration (DER) recently selected the Town of Boxford to hold one of its regional municipal culvert upgrade workshops because of this work. Completing the designs and permits for the three culvert upgrades will be made more manageable via the proximity of the culverts and the efficiencies that come with bundling multiple projects of a similar cost and scale.

- Up to **2 points** for letters of support from landowner, public, and/or community partners. Applications with 3+ letters of support from diverse groups (e.g., community-based organizations, local businesses, nonprofits, neighborhood groups, etc.) and a letter of support from landowner (if project is to take place on non-municipal land) will be scored highest. There is a place on the online form to upload support letters that have been combined into a single PDF document. Support letters should be submitted in this fashion and not sent in separately.

Letters attached in online form.

- Up to **2 points** for good standing in the MVP program – based on timely submittal of progress reports, lack of project extensions, timely correspondence, and compliance with program guidelines, **to be completed by MVP program team.**

**End of project narrative. [Note: An additional 10 points will also be allotted based on overall project quality at the discretion of the review committee.]**



# MBTA Communities Act Final Guidelines

8-22-2022

# Legislative Action and Rulemaking

- Signed by Governor Baker January 14, 2021 as part of omnibus economic development package, now codified at MGL Ch. 40 s. 3A.
- Draft Compliance Guidelines published by MassDHCD December 15 2021.
- Comments submitted by Boxford March 31, 2022.
- MBTA Communities Information Form submitted by Boxford April 25, 2022.
- Final Guidelines published August 10, 2022

# Boxford identified as an Adjacent Small Town

- An MBTA Community that (i) has within its boundaries less than 100 acres of developable station area, and (ii) either has a population density of less than 500 persons per square mile, or a population of not more than 7,000 year-round residents as determined in the most recently published United States Decennial Census of Population and Housing.

# New Requirements

- Requires MBTA Communities to have a zoning district for “as of right” multifamily housing without age restrictions and suitable for families with children.
- District must have a multi-family unit capacity of at least 141 units as determined by the DHCD compliance model
- District must allow a gross density of 15 units per acre, including associated dimensional and parking requirements.
- No minimum size of the district.

# Gross Unit Capacity of a District as Determined by the Compliance Model

- Includes consideration of dimensional and parking requirements
- Includes public and private road r.o.w. and “publicly-owned land used for recreation, civic, commercial, and other non-residential uses,” and public land deemed developable.
- Excludes other public lands, rivers, ponds, wetlands and Title V buffer zones, open space protected in perpetuity, land prohibited from development (e.g., wellhead areas), private educational or institutional land.

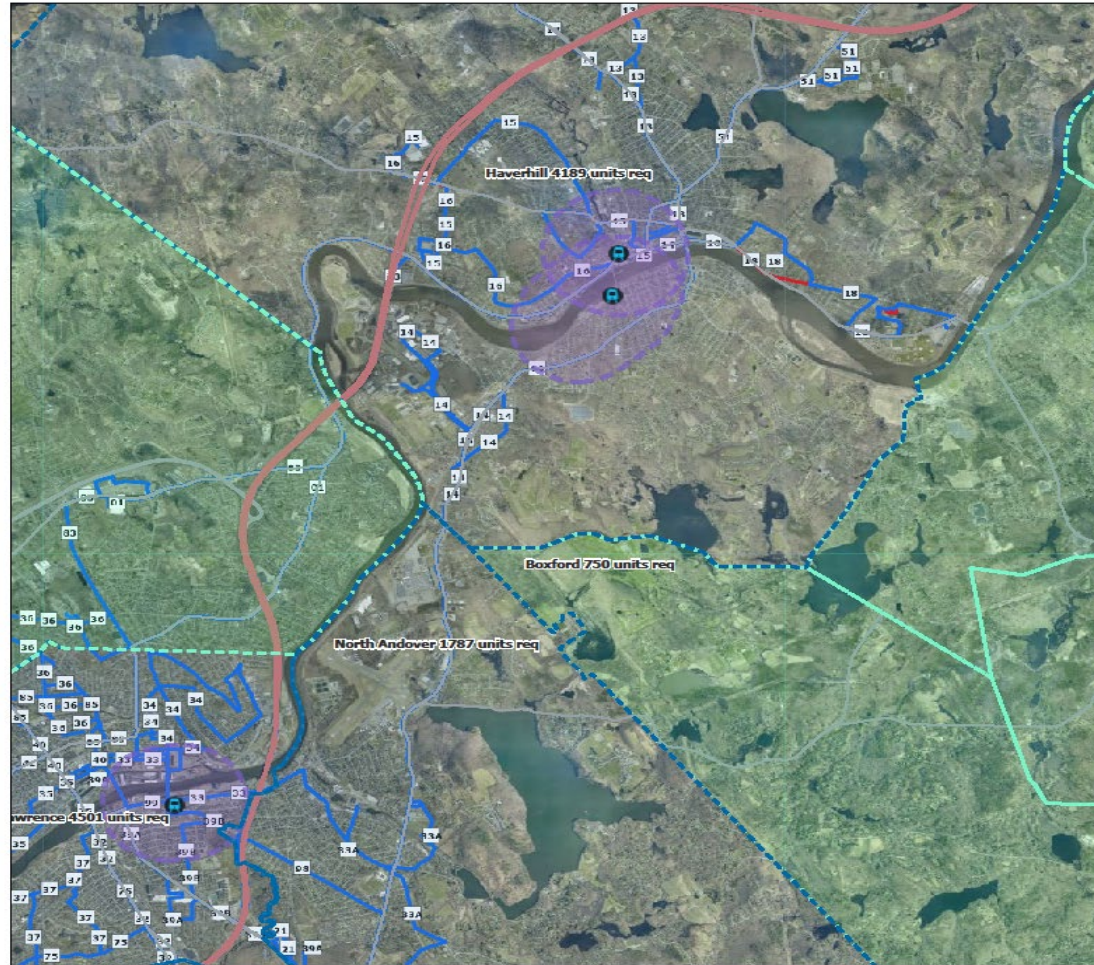
# Unit Capacity vs Density

- Unit Capacity determined by DHCD compliance model, and for Boxford must be equal to at least 141 units.
- The district must allow a unit density of at least 15 units per acre, including associated dimensional and parking requirements/limitations that would allow such a density.
- A particular project may not be able to achieve a density of 15 units per acre due to site constraints and/or infrastructure constraints.

# Locating an MBTA Communities Multi-Family District

- Boxford has no land within 0.5 miles of a transit station.
- DHCD strongly encourages towns to consider locations where there is existing or planned pedestrian and bicycle access to a transit station, or are in areas of concentrated development.

# Multi-Family Zoning Requirement for MBTA Communities

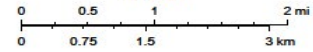


2/3/2022, 12:03:22 PM

- MBTA Unit Requirements
- Adjacent Community
  - Commuter Community
  - Commuter Rail Station
  - MBTA Commuter Rail Stations - 0.5 Mile Buffer
  - Interstate
  - Major Road
  - Route 85
  - Route 83
  - Route 75
  - Route 51
  - Route 41
  - Route 40
  - Route 39B

- Route 39A
- Route 37
- Route 36
- Route 35
- Route 34
- Route 33
- Route 32
- Route 21
- Route 18
- Route 16
- Route 15
- Route 14
- Route 13
- Route 01

1:48,000





# Visualizing what MBTA compliance might look like for Boxford

Four Mile Village currently has 96 units in 12 two story structures, which means 8 units per structure with 4 units per floor, and a unit density of approximately 8.7 for the blue area shown.

To achieve 141 units, would have to add 45 units, which means approximately 4 units and a total of three stories, and a unit density of 12.8 for the blue area shown.

To achieve 15 units per acre (165 units for 11 acres) the structures would be mixed three and four stories.



# Compliance Timeline

- **No later than 1-31-2023:** Submit a proposed Action Plan
- **No later than 12-31-2025:** Implement Action Plan and submit an application for a determination of compliance.

# Penalty for Non-Compliance

- If not in compliance, Boxford would be ineligible for funds from 1) the Housing Choice Initiative, 2) the Local Capital Projects Fund, or 3) the MassWorks Infrastructure Program.
- “Determinations of compliance also may inform funding decisions by EOHED, DHCD, the MBTA and other state agencies which consider local housing policies when evaluating applications for discretionary grant programs, or making discretionary funding decisions.”



## TOWN OF BOXFORD

*Chris A Olbrot, PE*  
*Superintendent of Public Works/Town Engineer*  
7B Spofford Road  
Boxford, MA 01921

colbrot@town.boxford.ma.us

Tel: (978) 352-6555

Fax: (978) 352-5558

### MEMORANDUM

To: Boxford Select Board

From: Chris Olbrot

Date: August 24, 2022

RE: 133 TIP questions

*Can you please tell us how many lane miles you were able to mill and overlay during the recent pavement resurfacing project on Rte 133? Also, can you tell us what the cost was for that resurfacing? (How much would the cost be to re-pave the section in the TIP in a similar manner?)*

The total amount milled was 14,745 SY and filled with 1,767 tons of asphalt. This translates to approximately 1.8 lane miles (14' wide+/-). This does include the paving over the culvert because I coordinated the paving to be done by the same contractor so we wouldn't have two cold joints on either side of the culvert.

The cost for this work was a total of **\$174,197.24**. However, it should be noted that we are contractually obligated by the state to pay for escalation costs of diesel and liquid asphalt. In 20+ years I have never priced out diesel nor have I seen such a sharp increase in liquid asphalt. In Sept 2021 the cost of liquid asphalt was \$562.50. That same ton was priced at \$800 in July! Regardless, the liquid asphalt adjustment was \$20,652 and the fuel surcharge was \$8,902, both included in that \$174 K above. So, I suppose you could say that including the "cost of doing business" with the escalation above, the price per SY is \$11.81.

The current TIP project is approximately 1.4 miles long. Assuming it's about 28' wide throughout, that's about 23,000 SY (not including intersections at Lakeshore, Essex, and Main St.). So that is a conservative estimate. That translates to a \$271,630 paving job. However, a BIG caveat to that price is that we got a very low bid at \$66.00/ton for asphalt. The current (08/21 to 08/22) weighted bid price was more than double that at \$135/ton. So, in short, we are probably looking at a price tag of \$500,000 in today's dollars to just mill and pave what we have now without expanding any pavement widths or changing intersections. What it will be when we

actually go to pave? Only time will tell. If we wanted to reconstruct the corridor and make the improvements that are being proposed in the TIP project (**not** expanding the lane width and not including a signalized intersection) it would be much more due to other improvements such as guard rail, drainage, and culverts, etc. That would be more like \$3 M - \$3.4 M. I have included a very preliminary itemized estimate so you can see that broken down by item.

***How long is the construction timeframe and what will be the impacts?***

If we were to do the reconstruction that is anticipated by the current proposal it is probably an 18 - 24-month project. This would include the drainage improvements, the new large box culvert, roadway widening, and the new intersection at Main St in addition to roadway reconstruction. This impact would be intermittent in nature. We would not be able to shut down/detour this section as we did with the culvert this past summer because the detour is too long. Therefore, we would need to rely on intermittent and alternating traffic utilizing police details and signage.

When replacing the culvert, a specific construction plan will need to be developed as part of the design to ensure one lane of traffic is safely maintained. This comes at a significant cost and usually added wetland permitting complications due to an expanded impact area. This construction may cause commuters to find alternate travel routes. The impact on local businesses is more significant than if the town chose to mill and fill the roadway. To simply mill and pave the roadway is probably closer to 3 weeks. However, the impacts due to the culvert replacement are the same and unavoidable. Installing new guardrails throughout the corridor would also require significant time with alternating traffic. This is also unavoidable as the guard rails have deteriorated significantly.

***Is the Town seeking input from residents and west Boxford businesses? What input do they have?***

Absolutely. As previously mentioned, the fact is that the Town is still very early in the design process despite the length of time afforded to it thus far. We are working with MassDOT in order to advance a 25% Design Package to be submitted to MassDOT for review. MassDOT and the TIP process mandate the town to allow the public to comment on the design. This Design Public Hearing (DPH) is required to follow similar public notification guidelines as other local hearings. MassDOT officials attend this public hearing and ensure that comments and concerns are addressed to the maximum extent practicable with a consensus on the issues where feasible. Additionally, the Select Board always has the discretion to do our own public outreach ahead of design advancement.

***Will it be necessary to take/use any resident's existing yard/property to rebuild/repave the Route 133 corridor from North Andover to Main Street?***

This is a bit complicated but put simply, yes. The existing work is predominantly all within the existing layout of 133 (where we have a Right of Way established). The "layout" however does extend beyond the edge of the pavement. This is true on almost every public roadway. So what people sometimes consider their "yard" is sometimes within the limits of the right of way. However, the plans show areas where "temporary/permanent easements" will be utilized to make these improvements. This is not a "taking" of land, but rather either a temporary or permanent use of land on private property to construct the corridor. This is generally limited to grading changes and utility poles/drainage. Of course, none of this would be able to happen without the land owners' sign-off.

That said, I don't see a scenario where we (Town) would take by eminent domain or otherwise any private properties to complete this project unless the "taking" was mutually agreed upon or in the best interest of the town in order to establish a proper layout through the village.

The reason for this exception in the vicinity of West Village is due to the fact that there is no "layout" or established Right of Way throughout the village, one would need to be established. But again, I don't see a scenario in which we change the roadway and encroach onto private property without consent. For example, Dr. Taylor's assertion that we would install a roundabout or intersection that encroaches into his fence line and beyond was not realistic. Legally, I can't even tell you where the layout through the village is because it's not on record. Nevertheless, the intent is to keep the entire corridor, generally (within a couple of feet) of the existing one. This is all driven by what final cross-section we would go with. If MassDOT requires a larger cross-section than the Town has the appetite for, we may need to find alternatives. In the event that we complete the roadway reconstruction funded locally, it may still be in the best interest of the town to establish this ROW. This comes at a cost and time commitment.

***Will the TIP process expose the town to a review of the posted speed limits and potentially have them raised?***

I have attached the special speed limit regulations for 133. Without going out and measuring where each sign is exactly, it does appear the general speed limit signage is in line with what the regulation spells out.

In terms of the chances, if MassDOT would ask to change or modify speed regulations as part of the future TIP project, MassDOT will sometimes work with Towns to do this; however, I do not believe this is a candidate for that. The 25-mph zone would generally be consistent with the state's Ch90 Sec17C - 25mph law for "thickly settled" or "business district" areas. West Boxford Village would probably qualify or be seen as that business district if the Town ever approved the 17C law. Although if the Town does not approve this 17C law, the perception would be to leave this speed limit alone unless we open up the roadway wider, which is not the case. We would most likely be looking to install additional traffic calming measures when reconstructing or resurfacing the road.

# RTE. 133 TIP Reconstruction Phase 1

## Preliminary Construction Cost Estimate

| ITEM NO.         | DESCRIPTION  | BASE<br>BID QTY | UNIT | UNIT<br>PRICE    |
|------------------|--|-----------------|------|------------------|
| 102.1            | CLEARING AND TRIMMING                                  | 1500.           | FT   | \$ 20.00         |
| 102.51           | INDIVIDUAL TREE PROTECTION                             | 40.             | EA   | \$ 410.00        |
| 120.1            | UNCLASSIFIED EXCAVATION                                | 200.            | CY   | \$ 45.00         |
| 129.             | PAVEMENT MILLING (EXCAVATE BY COLD PLANER)             | 21000.          | SY   | \$ 12.00         |
| 141.1            | TEST PIT FOR EXPLORATION                               | 20.             | CY   | \$ 110.00        |
| 144.             | CLASS B ROCK EXCAVATION                                | 10.             | CY   | \$ 166.00        |
| 151.             | GRAVEL BORROW  | 200.            | CY   | \$ 45.00         |
| 153.             | CONTROLLED DENSITY FILL                                | 40.             | CY   | \$ 180.00        |
| 156.             | CRUSHED STONE  | 500.            | TON  | \$ 50.00         |
| 170.             | FINE GRADING AND COMPACTING                            | 3200.           | SY   | \$ 7.50          |
| 187.3            | REMOVAL AND DISPOSAL OF DRAINAGE STRUCTURE SEDIMENTS   | 1000.           | CY   | \$ 10.00         |
| 201.             | CATCH BASIN  | 20.             | EA   | \$ 4,500.00      |
| 202.             | MANHOLE  | 10.             | EA   | \$ 5,000.00      |
| 204.             | GUTTER INLET   | 5.              | EA   | \$ 2,400.00      |
| 205.             | LEACHING STRUCTURE                                     | 2.              | EA   | \$ 7,500.00      |
| 220.2            | DRAINAGE STRUCTURE REBUILT                             | 20.             | VLF  | \$ 200.00        |
| 222.3            | DRAINAGE FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD | 37.             | EA   | \$ 985.00        |
| 241.12           | 12 INCH REINFORCED CONCRETE PIPE                       | 410.            | FT   | \$ 150.00        |
| 241.15           | 15 INCH REINFORCED CONCRETE PIPE                       | 110.            | FT   | \$ 175.00        |
| 241.18           | 18 INCH REINFORCED CONCRETE PIPE                       | 65.             | FT   | \$ 200.00        |
| 241.24           | 24 INCH REINFORCED CONCRETE PIPE                       | 110.            | FT   | \$ 250.00        |
| 258              | STONE FOR PIPE ENDS                                    | 300.            | SY   | \$ 85.00         |
| 358.             | GATE BOX ADJUSTED                                      | 7.              | EA   | \$ 259.00        |
| 402.             | DENSE GRADED CRUSHED STONE FOR SUB-BASE                | 20.             | CY   | \$ 73.00         |
| 403.             | RECLAIMED PAVEMENT FOR BASE COURSE AND/OR SUBBASE      | 3200.           | SY   | \$ 8.00          |
| 403.1            | CRUSHED STONE FOR BLENDING                             | 200.            | TON  | \$ 32.00         |
| 460.             | HOT MIX ASPHALT  | 3000.           | TON  | \$ 135.00        |
| 472.             | HOT MIX ASPHALT FOR MISCELLANEOUS WORK                 | 250.            | TON  | \$ 225.00        |
| 620.             | GUARD RAIL   | 5575.           | FT   | \$ 42.00         |
| 627.1            | TRAILING ANCHORAGE                                     | 13.             | EA   | \$ 2,100.00      |
| 627.92           | GUARD RAIL END TREATMENT                               | 13.             | EA   | \$ 4,500.00      |
| 690.             | WALL REMOVED AND REBUILT                               | 50.             | CY   | \$ 700.00        |
| 697.1            | SILT SACK  | 40.             | EA   | \$ 175.00        |
| 702.             | HOT MIX ASPHALT DRIVEWAY                               | 100.            | TON  | \$ 215.00        |
| 715.             | RURAL MAILBOX REMOVED AND RESET                        | 15.             | EA   | \$ 500.00        |
| 751.2            | LOAM BORROW AND SEEDING                                | 855.            | SY   | \$ 60.00         |
| 767.7            | FIBER ROLL FOR EROSION CONTROL                         | 2500.           | FT   | \$ 7.00          |
| 767.9            | MATTING FOR EROSION CONTROL                            | 100.            | SY   | \$ 5.00          |
| 832.             | WARNING-REGULATORY AND ROUTE MARKER-ALUMINUM PANEL (T  | 100.            | SF   | \$ 15.00         |
| 860.04           | 4 INCH REFLECTORIZED WHITE LINE (PAINTED)              | 14000.          | FT   | \$ 0.75          |
| 861.04           | 4 INCH REFLECTORIZED YELLOW LINE (PAINTED)             | 14000.          | FT   | \$ 0.75          |
| 865.             | CROSS WALKS AND STOP LINES REFL. WHITE (PAINTED)       | 2400.           | SF   | \$ 1.15          |
| 874.             | STREET NAME SIGN                                       | 10.             | EA   | \$ 85.00         |
| 874.2            | TRAFFIC SIGN REMOVED AND RESET                         | 20.             | EA   | \$ 110.00        |
| 999.901          | 10 X 8 BOX CULVERT                                     | 1.              | LS   | \$ 1,000,000.00  |
|                  |  |                 |      | <b>SUB-TOTAL</b> |
| 5% MOBILIZATION  |  | 1               | LS   | \$ 136,286.90    |
| 20 % CONTINGENCY |  | 1               | LS   | \$ 545,147.60    |
|                  |  |                 |      | <b>TOTAL</b>     |

## RTE. 133 TIP Reconstruction Phase 1

### Preliminary Construction Cost Estimate

| ITEM NO.         | DESCRIPTION  | BASE<br>BID QTY | UNIT | UNIT<br>PRICE    | BASE BID<br>AMOUNT     |
|------------------|--|-----------------|------|------------------|------------------------|
| 102.1            | CLEARING AND TRIMMING                                  | 1500.           | FT   | \$ 20.00         | \$ 30,000.00           |
| 102.51           | INDIVIDUAL TREE PROTECTION                             | 40.             | EA   | \$ 410.00        | \$ 16,400.00           |
| 120.1            | UNCLASSIFIED EXCAVATION                                | 200.            | CY   | \$ 45.00         | \$ 9,000.00            |
| 129.             | PAVEMENT MILLING (EXCAVATE BY COLD PLANER)             | 21000.          | SY   | \$ 12.00         | \$ 252,000.00          |
| 141.1            | TEST PIT FOR EXPLORATION                               | 20.             | CY   | \$ 110.00        | \$ 2,200.00            |
| 144.             | CLASS B ROCK EXCAVATION                                | 10.             | CY   | \$ 166.00        | \$ 1,660.00            |
| 151.             | GRAVEL BORROW  | 200.            | CY   | \$ 45.00         | \$ 9,000.00            |
| 153.             | CONTROLLED DENSITY FILL                                | 40.             | CY   | \$ 180.00        | \$ 7,200.00            |
| 156.             | CRUSHED STONE  | 500.            | TON  | \$ 50.00         | \$ 25,000.00           |
| 170.             | FINE GRADING AND COMPACTING                            | 3200.           | SY   | \$ 7.50          | \$ 24,000.00           |
| 187.3            | REMOVAL AND DISPOSAL OF DRAINAGE STRUCTURE SEDIMENTS   | 1000.           | CY   | \$ 10.00         | \$ 10,000.00           |
| 201.             | CATCH BASIN  | 20.             | EA   | \$ 4,500.00      | \$ 90,000.00           |
| 202.             | MANHOLE  | 10.             | EA   | \$ 5,000.00      | \$ 50,000.00           |
| 204.             | GUTTER INLET   | 5.              | EA   | \$ 2,400.00      | \$ 12,000.00           |
| 205.             | LEACHING STRUCTURE                                     | 2.              | EA   | \$ 7,500.00      | \$ 15,000.00           |
| 220.2            | DRAINAGE STRUCTURE REBUILT                             | 20.             | VLF  | \$ 200.00        | \$ 4,000.00            |
| 222.3            | DRAINAGE FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD | 37.             | EA   | \$ 985.00        | \$ 36,445.00           |
| 241.12           | 12 INCH REINFORCED CONCRETE PIPE                       | 410.            | FT   | \$ 150.00        | \$ 61,500.00           |
| 241.15           | 15 INCH REINFORCED CONCRETE PIPE                       | 110.            | FT   | \$ 175.00        | \$ 19,250.00           |
| 241.18           | 18 INCH REINFORCED CONCRETE PIPE                       | 65.             | FT   | \$ 200.00        | \$ 13,000.00           |
| 241.24           | 24 INCH REINFORCED CONCRETE PIPE                       | 110.            | FT   | \$ 250.00        | \$ 27,500.00           |
| 258              | STONE FOR PIPE ENDS                                    | 300.            | SY   | \$ 85.00         | \$ 25,500.00           |
| 358.             | GATE BOX ADJUSTED                                      | 7.              | EA   | \$ 259.00        | \$ 1,813.00            |
| 402.             | DENSE GRADED CRUSHED STONE FOR SUB-BASE                | 20.             | CY   | \$ 73.00         | \$ 1,460.00            |
| 403.             | RECLAIMED PAVEMENT FOR BASE COURSE AND/OR SUBBASE      | 3200.           | SY   | \$ 8.00          | \$ 25,600.00           |
| 403.1            | CRUSHED STONE FOR BLENDING                             | 200.            | TON  | \$ 32.00         | \$ 6,400.00            |
| 460.             | HOT MIX ASPHALT  | 3000.           | TON  | \$ 135.00        | \$ 405,000.00          |
| 472.             | HOT MIX ASPHALT FOR MISCELLANEOUS WORK                 | 250.            | TON  | \$ 225.00        | \$ 56,250.00           |
| 620.             | GUARD RAIL   | 5575.           | FT   | \$ 42.00         | \$ 234,150.00          |
| 627.1            | TRAILING ANCHORAGE                                     | 13.             | EA   | \$ 2,100.00      | \$ 27,300.00           |
| 627.92           | GUARD RAIL END TREATMENT                               | 13.             | EA   | \$ 4,500.00      | \$ 58,500.00           |
| 690.             | WALL REMOVED AND REBUILT                               | 50.             | CY   | \$ 700.00        | \$ 35,000.00           |
| 697.1            | SILT SACK  | 40.             | EA   | \$ 175.00        | \$ 7,000.00            |
| 702.             | HOT MIX ASPHALT DRIVEWAY                               | 100.            | TON  | \$ 215.00        | \$ 21,500.00           |
| 715.             | RURAL MAILBOX REMOVED AND RESET                        | 15.             | EA   | \$ 500.00        | \$ 7,500.00            |
| 751.2            | LOAM BORROW AND SEEDING                                | 855.            | SY   | \$ 60.00         | \$ 51,300.00           |
| 767.7            | FIBER ROLL FOR EROSION CONTROL                         | 2500.           | FT   | \$ 7.00          | \$ 17,500.00           |
| 767.9            | MATTING FOR EROSION CONTROL                            | 100.            | SY   | \$ 5.00          | \$ 500.00              |
| 832.             | WARNING-REGULATORY AND ROUTE MARKER-ALUMINUM PANEL (T  | 100.            | SF   | \$ 15.00         | \$ 1,500.00            |
| 860.04           | 4 INCH REFLECTORIZED WHITE LINE (PAINTED)              | 14000.          | FT   | \$ 0.75          | \$ 10,500.00           |
| 861.04           | 4 INCH REFLECTORIZED YELLOW LINE (PAINTED)             | 14000.          | FT   | \$ 0.75          | \$ 10,500.00           |
| 865.             | CROSS WALKS AND STOP LINES REFL. WHITE (PAINTED)       | 2400.           | SF   | \$ 1.15          | \$ 2,760.00            |
| 874.             | STREET NAME SIGN                                       | 10.             | EA   | \$ 85.00         | \$ 850.00              |
| 874.2            | TRAFFIC SIGN REMOVED AND RESET                         | 20.             | EA   | \$ 110.00        | \$ 2,200.00            |
| 999.901          | 10 X 8 BOX CULVERT                                     | 1.              | LS   | \$ 1,000,000.00  | \$ 1,000,000.00        |
|                  |  |                 |      | <b>SUB-TOTAL</b> | <b>\$ 2,725,738.00</b> |
| 5% MOBILIZATION  |  | 1               | LS   | \$ 136,286.90    | \$ 136,286.90          |
| 20 % CONTINGENCY |  | 1               | LS   | \$ 545,147.60    | \$ 545,147.60          |
|                  |  |                 |      | <b>TOTAL</b>     | <b>\$ 3,407,172.50</b> |



THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

SPECIAL REGULATION GOVERNING THE SPEED OF MOTOR VEHICLES ON

TOWN WAYS, IN THE TOWN OF BOXFORD

September 3, 1963

SPECIAL SPEED REGULATION NO. 253

Highway Location: BOXFORD

Authority in Control: TOWN OF BOXFORD

Name of Highways: KILLAM HILL ROAD, (ROUTE 97)  
WASHINGTON STREET AND WILLOW ROAD, ROUTE 133  
GEORGETOWN ROAD, ELM ROAD AND TOPSFIELD ROAD

In accordance with the provisions of Section 18 of Chapter 90 of the General Laws (Ter. Ed.), as amended by Section 2 of Chapter 564 of the Acts of 1948, the following Special Speed Regulation made by the Board of Selectmen of Town of Boxford shall be effective immediately upon compliance with the applicable provisions of the above-referenced Section 2.

The following designated speed limits are established at which motor vehicles may be operated in the areas described:

KILLAM HILL ROAD-EASTBOUND - ROUTE 97

Beginning at the Georgetown-Boxford town line,  
thence easterly in Boxford 0.85 miles at 40 miles per hour ending at  
the beginning of State Highway west of Route 95.

And beginning again at the end of State highway east of Route 95,  
thence easterly 0.43 miles at 40 miles per hour  
thence 0.24 miles at 35 miles per hour ending at  
the Topsfield town line; the total distance being 1.52 miles.

KILLAM HILL ROAD-WESTBOUND - ROUTE 97

Beginning at the Topsfield-Boxford town line,  
thence westerly in Boxford 0.24 miles at 35 miles per hour  
thence 0.43 miles at 40 miles per hour ending at  
the beginning of State highway east of Route 95.

And beginning again at the end of State highway west of Route 95,  
thence westerly 0.85 miles at 40 miles per hour ending at  
the Georgetown-town line; the total distance being 1.52 miles.

WASHINGTON STREET AND WILLOW ROAD--EASTBOUND - ROUTE 133

Beginning at the North Andover-Boxford town line,  
 thence easterly in Boxford 0.20 miles at 25 miles per hour  
 thence 0.64 " " 40 " " "  
 " 0.49 " " 25 " " "  
 " 0.49 " " 40 " " "  
 " 0.08 " " 35 " " " to the intersection  
 of Washington Street and Willow Road.

And continuing on Willow Road (Route 133)

0.08 miles at 35 miles per hour  
 thence 1.24 " " 40 " " " ending at the  
 Georgetown town line; the total distance being 3.22 miles.

WILLOW ROAD AND WASHINGTON STREET - ROUTE 133 - WESTBOUND

Beginning at the Georgetown-Boxford town line,  
 thence westerly in Boxford 1.22 miles at 40 miles per hour  
 thence 0.07 " " 35 " " " to the intersection  
 of Willow Road and Washington Street.

And continuing on Washington Street (Route 133)

0.08 miles at 35 miles per hour  
 thence 0.52 " " 40 " " "  
 " 0.49 " " 25 " " "  
 " 0.66 " " 40 " " "  
 " 0.18 " " 25 " " " ending at the North  
 Andover town line; the total distance being 3.22 miles.

GEORGETOWN ROAD--SOUTHBOUND

Beginning at the Georgetown-Boxford town line,  
 thence southerly in Boxford 1.05 miles at 40 miles per hour  
 thence 0.16 " " 20 " " "  
 " 1.34 " " 35 " " "  
 " 0.10 " " 25 " " " ending at Elm Street.  
 the total distance being 2.65 miles.

GEORGETOWN ROAD--NORTHBOUND

Beginning at Elm Street,  
 thence northerly on Georgetown Road  
 0.10 miles at 25 miles per hour  
 thence 1.34 " " 35 " " "  
 " 0.16 " " 20 " " "  
 " 1.05 " " 40 " " " ending at the  
 Georgetown town line; the total distance being 2.65 miles.

ELM STREET--SOUTHBOUND

Beginning at Georgetown Road,  
 thence southerly on Elm Street  
 0.15 miles at 25 miles per hour  
 thence 0.04 " " 20 " " " ending at the  
 intersection of Elm Street and Topsfield Road; the total distance being 0.19 miles.

ELM STREET--NORTHBOUND

Beginning at the intersection of Elm Street and Topsfield Road,  
 thence northerly on Elm Street  
 0.04 miles at 20 miles per hour  
 thence 0.15 " " 25 " " " ending at Georgetown  
 Road; the total distance being 0.19 miles.

TOPSFIELD ROAD-WESTBOUND

Beginning at the Topsfield-Boxford town line,  
thence westerly in Boxford

0.33 miles at 40 miles per hour ending at the  
beginning of State highway east of Route 95.

And beginning again at the end of State highway west of Route 95

0.87 miles at 35 miles per hour

thence 0.15 " " 30 " " "

" 0.04 " " 20 " " " ending at Elm

Street; the total distance being 1.39 miles.

TOPSFIELD ROAD-EASTBOUND

Beginning at Elm Street,  
thence easterly on Topsfield Road

0.04 miles at 20 miles per hour

thence 0.15 " " 30 " " "

" 0.87 " " 35 " " " ending at the

beginning of State highway east of Route 95.

And beginning again at the end of State highway west of Route 95

0.33 miles at 40 miles per hour ending at the  
Topsfield town line; the total distance being 1.39 miles.

Operation of a motor vehicle at a rate of speed in excess of these limits shall be prima facie evidence that such speed is greater than is reasonable and proper.

The provisions of this regulation shall not, however, abrogate in any sense Section 14 of Chapter 90.

The Department of Public Works and the Registrar of Motor Vehicles, acting jointly, do hereby certify in writing that this regulation is consistent with the public interest.

Standard signs must be erected at the beginning of each zone.

DEPARTMENT OF PUBLIC WORKS

JACK P. RICCIARDI  
Commissioner

GEORGE C. TOUMPOURAS  
Associate Commissioner

JAMES R. LAWTON  
Registrar of Motor Vehicles

JOHN D. WARNER  
Associate Commissioner

**Memorandum of Understanding**  
**Merrimack Valley Planning Commission**  
**and**  
**[Municipality]**

For Comprehensive Safety Action Planning activities:

The [name of municipality] hereby agrees to work with the Merrimack Valley Planning Commission on a Comprehensive Safety Action Plan, with financial assistance provided by the U.S. Department of Transportation.

**Purpose**

The purpose of the Comprehensive Safety Action Plan (CSAP) is to increase the safety of Merrimack Valley roadways for all users by focusing on eliminating fatalities and serious injuries caused by roadway crashes. Achieving zero fatalities and serious injuries (also known as Vision Zero) on our roadways is a goal for the Massachusetts Department of Transportation and for the Merrimack Valley Metropolitan Planning Organization. The CSAP is an inclusive, comprehensive process that relies on data, public outreach, engagement of stakeholders and coordination among state and federal agencies. The outcome of the CSAP will provide the Merrimack Valley region and its individual communities with strategies and infrastructure projects, as well as a structure to implement, monitor, and achieve the Vision Zero goal.

**MVPC Responsibilities**

As the regional planning agency, MVPC works closely with our municipal partners on transportation planning through data collection, studies, analyses, planning, technical assistance, federal grant funding and provides staffing for the Merrimack Valley Metropolitan Planning Organization (MVMPO).

As the project lead, MVPC will assemble and manage a project oversight committee comprised of municipal representatives, the consultant, partners and stakeholders (MassDOT, MVRTA, for example). Working with the committee, MVPC will design and manage all aspects of the CSAP, coordinate with our municipal partners, and work with a consultant to implement the planning project, which will include data collection and analysis, extensive public outreach, equity analysis and considerations, policy and process analysis and recommendations, and identification of projects and strategies. For more information on these tasks, please see the table below.

**Municipality Responsibilities**

This planning process will be conducted in close collaboration with municipalities. The City/Town will provide a project liaison to represent the community on the project committee. The City/Town will provide the Commission's project staff (and/or consultant) with relevant data and other information in a timely manner to enable a timely and efficient execution of the Scope of Services. In addition, all City employees, agents, and representatives as appropriate shall be

made aware of the project and MVPC's role so as to help facilitate completion of the Scope of Service.

As part of the CSAP, each municipality will need to commit to Vision Zero, adopt targets and create or assign a committee/task force to implement and monitor progress toward achieving zero fatalities and serious injuries (see first two items in the table.

The City designates \_\_\_\_\_ as the liaison between the City and MVPC.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 City/Town

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Director, Merrimack Valley Planning Commission

**Action Plan components include (Source U.S. DOT Notice of Funding for the Safe Streets and Roads for All (SS4A) Discretionary Grant Opportunity):**

| Component                              | Description  |
|--|--|
| Leadership Commitment and Goal Setting | An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:<br><br>(1) the target date for achieving zero roadway fatalities and serious injuries,<br>OR<br><br>(2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries. |
| Planning Structure                     | A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.  |

|  |   |
|--|---|
| <p>Safety Analysis</p>                 | <p>Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).</p>  |
| <p>Engagement and Collaboration</p>    | <p>Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.</p>   |
| <p>Equity Considerations</p>           | <p>Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.</p>   |
| <p>Policy and Process Changes</p>      | <p>Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.</p>   |
| <p>Strategy and Project Selections</p> | <p>Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.</p> <p>Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.</p> |



**From:** [Betsy Goodrich](#)  
**To:** [Christopher Olbrot](#)  
**Cc:** [Matt Coogan](#)  
**Subject:** Safe Streets For All Comprehensive Planning Grant Application MOU  
**Date:** Wednesday, August 17, 2022 9:05:04 AM  
**Attachments:** [image001.png](#)

---

**External Sender**

Hi Chris,

I am following up on Ross’s email about the Safe Streets for All federal grant to develop a Comprehensive Safety Action Plan (CSAP). MVPC is planning to apply on behalf of the region. The objective of the CSAP is to focus in on crashes that have resulted in fatalities and serious injuries with the objective of having zero by an agreed upon target date. The plan will look at the types of crashes, why they occurred and identify solutions. These could be low-cost solutions, such as painting crosswalks properly, identifying locations for guard rails, or addressing snow and ice better, etc. The plan may also identify more specific projects related to intersection design. This planning process will include MVPC, our partner communities, as well as the MVRTA and MassDOT. MassDOT owns and operates many roadways in our region and some of the strategies will likely also apply on their roadways.

As you can see in the table below, during the period between 2017-2021, Boxford had a total of 37 fatalities and serious injuries as a result of car crashes. I have not yet looked closely to see how many of these might have occurred on the highway as opposed to local roads. However, the objective of such a program is to save lives and the result should reduce overall crashes.

We are asking each community to sign the MOU and participate in the planning project if we are awarded the grant. I’d be happy to talk with you further about it. I am working from home, so the best way is to contact me by cell phone at 978-902-6517.

**Fatalities and Serious Injuries Resulting from Crashes by  
Community 2017-2021**

|                   | <b>Non-<br/>Motorist<br/>Fatalities/<br/>Serious<br/>Injuries</b> | <b>All Fatalities</b> | <b>All Serious<br/>Injuries</b> | <b>Total</b> |
|-------------------|---|-----------------------|---------------------------------|--------------|
| <b>Amesbury</b>   | 2   | 3                     | 22                              | 25           |
| <b>Andover</b>    | 4   | 21                    | 86                              | 107          |
| <b>Boxford</b>    | 1   | 5                     | 32                              | 37           |
| <b>Georgetown</b> | 0   | 4                     | 18                              | 22           |
| <b>Groveland</b>  | 1   | 1                     | 5                               | 6            |
| <b>Haverhill</b>  | 25  | 20                    | 146                             | 166          |
| <b>Lawrence</b>   | 29  | 10                    | 175                             | 185          |

|                      |           |            |            |            |
|----------------------|-----------|------------|------------|------------|
| <b>Merrimac</b>      | 0         | 2          | 9          | 11         |
| <b>Methuen</b>       | 5         | 14         | 90         | 104        |
| <b>Newbury</b>       | 2         | 2          | 24         | 26         |
| <b>Newburyport</b>   | 5         | 6          | 13         | 19         |
| <b>North Andover</b> | 8         | 4          | 44         | 48         |
| <b>Rowley</b>        | 1         | 3          | 17         | 20         |
| <b>Salisbury</b>     | 2         | 7          | 32         | 39         |
| <b>West Newbury</b>  | 1         | 1          | 6          | 7          |
| <b>Grand Totals</b>  | <b>86</b> | <b>103</b> | <b>719</b> | <b>822</b> |

Source: MassDOT

Thanks.

Betsy

|  |   |
|--|---|
|  | <p><b>Betsy Goodrich</b><br/> <b>Senior Transportation Planner</b><br/> Merrimack Valley Planning Commission<br/> 160 Main Street, Haverhill, MA 01830<br/> <i>She/her</i><br/> Office: 978.374.0519 x21<br/> <a href="http://MVPC.org">MVPC.org</a>   <a href="http://WeAreMV.com">WeAreMV.com</a></p> |
|--|---|





**From:** Jerrard Whitten <[jjwhitten@mvpc.org](mailto:jjwhitten@mvpc.org)>

**Sent:** Monday, August 15, 2022 6:14 PM

**To:** Ross Povenmire <[rpovenmire@town.boxford.ma.us](mailto:rpovenmire@town.boxford.ma.us)>

**Subject:** FW: Safe Streets For All Comprehensive Planning Grant Application MOU

External Sender

Hi Ross,

Hope you've been enjoying the summer and things are going well on your end. We wanted to check in with you about the Safe Streets for All grant application that MVPC is submitting on behalf of our Cities and Towns. As you are aware, this is an exciting program that provides funding in two stages (first planning then implementation) all geared towards improving the safety of our transportation network.

I am reaching out to you because we are hoping to include Boxford but have not yet heard back from you on your interest in joining the regional application. Please touch base when you have a chance to let us know if you would like to be included and if you have additional questions I've cc'd Betsy who is coordinating the application development.

Thank you in advance for your consideration,

Jerrard

---



---

**From:** Betsy Goodrich

**Sent:** Thursday, July 21, 2022 1:17 PM

**To:** Amesbury - Angela Cleveland, MVPC Commissioner Alternate

<[clevelanda@amesburyma.gov](mailto:clevelanda@amesburyma.gov)>; Andover - Paul Materazzo, Planning Director  
<[paul.materazzo@andoverma.us](mailto:paul.materazzo@andoverma.us)>; Boxford - Ross Povenmire, Land Use Director  
<[rpoenmire@town.boxford.ma.us](mailto:rpoenmire@town.boxford.ma.us)>; Georgetown - John Cashell, MVPC Commissioner  
<[cashell@georgetownma.gov](mailto:cashell@georgetownma.gov)>; Groveland - Rebecca Oldham, Town Planner, MVPC  
Commissioner <[ROldham@grovelandma.com](mailto:ROldham@grovelandma.com)>; Haverhill - Andrew Herlihy, Community  
Development Division Director <[aherlihy@cityofhaverhill.com](mailto:aherlihy@cityofhaverhill.com)>; Haverhill - William  
Pillsbury, Econ Dev & Planning Dir, MVPC Commissioner Alternate  
<[wpillsbury@cityofhaverhill.com](mailto:wpillsbury@cityofhaverhill.com)>; Lawrence - Pedro Soto, Planning Director, MVPC  
Commissioner <[Psoto@cityoflawrence.com](mailto:Psoto@cityoflawrence.com)>; Merrimac - Carol McLeod, Finance  
Administrator <[cmcleod@townofmerrimac.com](mailto:cmcleod@townofmerrimac.com)>; Methuen - Jack Wilson, Econ &  
Comm Development Director <[jjwilson@ci.methuen.ma.us](mailto:jjwilson@ci.methuen.ma.us)>; Methuen - Kathleen  
Colwell, Planning Div Dir & MVPC Commissioner <[KBColwell@ci.methuen.ma.us](mailto:KBColwell@ci.methuen.ma.us)>;  
Newbury - Martha Taylor, MVPC Commissioner <[planningboard@townofnewbury.org](mailto:planningboard@townofnewbury.org)>;  
Newburyport - Andrew Port, Planning & Development Director  
<[aport@cityofnewburyport.com](mailto:aport@cityofnewburyport.com)>; North Andover - Andrew Shapiro, Planning Director  
<[ashapiro@northandoverma.gov](mailto:ashapiro@northandoverma.gov)>; Rowley - Kirk Baker, Town Planner  
<[kirk.baker@townofrowley.org](mailto:kirk.baker@townofrowley.org)>; Salisbury - Connie Brawdgers, Assistant Planning  
Director <[asstplanner@salisburyma.gov](mailto:asstplanner@salisburyma.gov)>; Salisbury - Lisa Pearson, Planning Director  
<[lpearson@salisburyma.gov](mailto:lpearson@salisburyma.gov)>; West Newbury - Leah Zambenardi, Planner  
<[lzambenardi@wnewbury.org](mailto:lzambenardi@wnewbury.org)>

**Subject:** Safe Streets For All Comprehensive Planning Grant Application MOU

Good afternoon,

As we have been discussing, Merrimack Valley Planning Commission (MVPC) is preparing an application for submission to the U.S. Department of Transportation for a **Safe Streets and Roads For All Comprehensive Safety Action Planning grant**. If awarded, the grant will fund the development of a plan that will help our region and communities eliminate fatalities and serious injuries on our roadways and make them safer for all users (Vision Zero). The end result will be a comprehensive strategy that will be based on data, analysis, and community input that will outline both regional and individual community strategies and projects to be implemented in order to help us eliminate unnecessary deaths and serious injuries. Committing to Vision Zero and having a Comprehensive Safety Action Plan is the first (and required) step to make communities eligible to apply for additional funding opportunities to implement the projects.

Because we are applying as the project lead, we are asking that each community commit to participating in the project. Attached, please find the Memorandum of Understanding that we would like each community to sign. There is a 20% match requirement for this grant application and MVPC is working with MassDOT and identifying other resources to satisfy the match requirement. By indicating your agreement to participate in the Safe Streets and Roads for All program, you are pledging the participation of your staff only. This document does not commit any

municipal funds to the project.

For grant-writing purposes, we would appreciate receiving the signed MOU by August 15.

More information about the grant program can be found at

<https://www.transportation.gov/grants/SS4A>.

Please do not hesitate to contact me or Tony Komornick with any questions.

Thank you.

Betsy

**Betsy Goodrich**

Sr. Transportation Planner  
Merrimack Valley Planning Commission  
160 Main Street  
Haverhill, MA 01830  
e: [bgoodrich@mvpc.org](mailto:bgoodrich@mvpc.org)  
t: 978-374-0519 x21

**From:** [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com) on behalf of [Contact form at Boxford MA](#)  
**To:** [Matt Coogan](#)  
**Subject:** [Boxford MA] Wildcat 5K and signs up (Sent by Suzanne Malach, [smalach@danversymca.org](mailto:smalach@danversymca.org))  
**Date:** Tuesday, August 16, 2022 2:13:03 PM  
**Attachments:** [2022\\_req\\_form.pdf](#)

---

External Sender

Hello mcoogan,

Suzanne Malach ([smalach@danversymca.org](mailto:smalach@danversymca.org)) has sent you a message via your contact form (<https://www.town.boxford.ma.us/user/2766/contact>) at Boxford MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.town.boxford.ma.us/user/2766/edit>.

Message:

Hi Matthew,

I'm not sure if there is a new submittal process but I wanted to make sure that we are on the Town Calendar for the Wildcat 5K Trail Run-Walk-Wag.

Our 5th year! And this is a great event with typically 100 run/walkers coming out to support local community camperships for the Stiles Pond Day Camp during the summer. The camp is located at 4a Stiles Pond Road and the run starts/finishes at the camp, winds down and out and back through the Wildcat Trails. Last year we marked the trails which was a difficult time due to heavy rains to clean which took FOREVER. This year we will be marking the trails with staked signs for easy placement/removal.

I have already notified the Fire Department to arrange the EMT. I would also like to request the ok to put up lawn signs similar in size to the standard around town, 18x24. I would like to post these in the open areas including:

- East Boxford Triangle
- Boston Commons fields entrance
- Triangle at Main and Middleton Rd
- Triangle at Ipswich and Spofford
- Triangle at Kelsey and Route 97
- Triangles along Main at Lawrence & Ipswich & Route 133

Am I missing any??! We would like to post these starting September 15.

Thank you for your help and guidance if I'm missing anything. Please let me know if you have any questions!

Thanks so much for your help!

Suzanne Malach  
17 Sunrise Road  
Danvers YMCA Community Outreach Director  
978-265-9660

# WILDCAT 5K TRAIL

## RUN.WALK.WAG

**\$ PRIZES FASTEST M/F • AGE GROUP AWARDS • PRE-REG ENDS 8/31/22**

**F R E E**  
CIDER DONUTS,  
SWEET TREATS  
& RAFFLES  
FOR ALL!



Hosted by  
The Danvers YMCA

Get wild to give the gift of  
camp to a local child in need  
& support local trails!

**♀ Wild Kitten Fun Run**

Raffle for  
Dog participants  
too!




PRE-REG TO  
GUARANTEE  
FREE SWAG!

# SAT., OCT. 8

9:30am Start, Reg Opens at 8:30

4a Stiles Pond Road, Boxford

Chip Timing by 

100% of proceeds go back into the community and giving the gift of camp to a child in need.  
Danvers Community YMCA- [www.danversymca.org](http://www.danversymca.org)



# WILDCAT 5K TRAIL RUN-WALK-WAG AT STILES POND October 8, 2022 - 9:30am start • Boxford, MA



**TIME: 8:30 am**     **Registration opens**  
**9:30 am**     **5K Run starts, followed by walkers & waggors**  
**10:30 pm**     **Awards Ceremony, Prizes, and Refreshments**

Danvers YMCA  
 34 Pickering St.  
 Danvers, MA 01923

**COST: 5K Run-** \$25 single runner, \$45 for 2 same household, **5K Walk/Wag-** \$15pp, \$10 for youth, 10 and under Free. Pre-Reg Discount ends August 31, 2022.  
 race swag (paying participants only)

**LOCATION: Danvers YMCA Stiles Pond Camp with run through Boxford's Wildcat Trail**  
 4a Stiles Pond Rd., Boxford

**POST-RACE FUN: Includes free fall treats, music, & fun for everyone and an amazing view!**

**PRIZES & AWARDS: \$ Cash prize for 1st Adult M/F Overall.**



*Age group prizes- 12 and under, 13-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+*

**PAY BY CC Online,  
 mail check or call:  
 978-774-2055**

**PRE-REG: Pre-Reg Discount ends August 31, 2022. Must register by September 15 to be guaranteed a commemorative tech-shirt.**



**WAIVER OF LIABILITY:** In consideration of the acceptance of my entry, I, for myself (and any person under my guardianship and/or supervision, my executors, administrators, heirs and assignees, do release, discharge, and hold harmless the Danvers Community YMCA and their respective officers, directors, volunteers, managers and sponsors and the Town of Boxford, from any and all claims, damages or causes whatsoever in any manner directly or indirectly arising out of or related to my participation in the Wildcat 5K Trail Run-Walk event. I give permission without compensation to use my photographs for purpose of promoting the event. I agree to abide by all the rules of participation and understand that the entry fee will not be refunded for any reason.

**PLEASE PRINT CLEARLY (one form per participant):**

- 5K Run    
  5K Walk    
  Tail-Waggers (one dog only per adult, water will be on hand)  
 Adult (18+)    
  Youth (11-17)    
  Child (10 and under)

Name \_\_\_\_\_ Age (race day) \_\_\_\_\_ Male     Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Runner's Signature \_\_\_\_\_

Legal Guardian's Signature \_\_\_\_\_

If under the age of 18.

Shirt Size (check preference:  
 \_\_\_ S    \_\_\_ M    \_\_\_ L    \_\_\_ XL  
 We will try to accommodate as best as possible if a shirt is being offered. Pre-reg only.

Mail and make check payable to: Danvers YMCA, Wildcat 5K, 34 Pickering St, Danvers, MA 01923  
 For more info. contact Suz Malach, Danvers YMCA, 978-774-2055, smalach@danversymca.org.



# TOWN OF BOXFORD

## Personnel Board

7A Spofford Road  
Boxford, MA 01921

### MEMORANDUM

**Date:** August 24, 2022

**To:** Town Non-Union Benefit Eligible Employees, Supervisors and Town Boards

**From:** Tim Feeney, Chair, Personnel Board

**RE:** **FY22 Employee Uniform Performance Review Deadlines and Procedures**

As Chair of the Boxford Personnel Board, I am pleased to kick off the performance evaluation process for all non-union, benefit eligible employees, supervisors, and boards. Performance evaluation is an important tool to secure, on a timely basis, informative employee performance feedback while proactively identifying meaningful goals for the upcoming year. Over the years there have been adjustments to the process, and this memo outlines some of the changes for this year.

Earlier this year, the Personnel Board and Select Board agreed to change the recurring cycle of performance evaluation from a calendar year to a fiscal year review. This shift in process better aligns with the fiscal budgeting cycle and the allocation of resources for certain policies and initiatives as well as with how the Town operates. Going forward, the evaluation process will commence in May with a target completion date prior to the next fiscal year.

***Additionally, we are changing the manner in which information will be collected. Performance evaluations will be accessed and conducted online through Google Forms providing a more streamlined and timely process. Participants will receive links to access the forms. Inputting the data will feel similar to filling out a survey. The data will automatically be compiled for the TA's office to distribute more efficiently. Assistant Town Administrator Brendan Sweeney will be available to provide any support needed for using the Google Forms.***

The Personnel Board is actively involved with the performance evaluation process to ensure reviews and performance objectives are completed and submitted in a timely manner. The Board tasks the Town Administrator's Office to serve as the initial point of contact for collection of all employee prepared self-evaluations, updated job descriptions, supervisor/town board evaluations and, of course, final evaluations. Town Administrator, Matt Coogan, will provide an evaluation for each employee reporting to a volunteer board including those direct reports of the Select Board - except for the Director of Finance.

The Town of Boxford performance evaluation guide identifies and defines five (5) evaluation definitions based on established uniform performance criteria. Final evaluation definitions include:

- **Exceptional-** Outstanding performance, results far exceed the position requirements including all individual objective areas. (Rating: 5)
- **Exceeds expectations-** Performance surpasses that expected of experienced and qualified individuals in this position. Performance often exceeds standards. Individual shows initiative, motivation, and versatility. (Rating: 4)
- **Meets Expectations-** Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. (Rating: 3)
- **Needs Improvement-** Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position. (Rating: 2)
- **Unsatisfactory-** Performance fails to meet position requirements, immediate improvement plan must be prepared or termination is possible. Review performance again within 90 days. (Rating: 1)

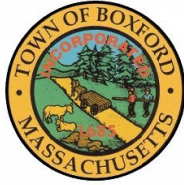
***Evaluation ratings other than Meets Expectations (3) require written narrative substantiating scores that exceed expectations (4 or 5) or do not meet expectations (1 or 2). Users will not be able to submit evaluations unless justification is added for scores above or below Meets Expectations (3).***

Key employee and supervisor deliverable dates for Fiscal Year 2022 employee evaluations are as follows:

|                      |   |
|----------------------|---|
| Wednesday, Aug 24:   | Staff receive link to start self- evaluation process  |
| Wednesday, Sept. 7:  | Staff self-evaluations due  |
| Monday, Sept 12:     | Boards and Committees begin evaluating respective staff   |
| Monday, Sept. 26:    | Boards and Committees Evaluations Due   |
| Wednesday, Sept. 28: | Board and Committee Liaisons begin holding evaluation meetings                                    |
| Friday, October 14:  | All Liaisons report back to respective Boards/Committees and publicly vote to ratify evaluations. |
| Monday, October 17:  | Completed Evaluations submitted to Personnel Board  |

Should you have any questions please do not hesitate to reach out to Brendan Sweeney or the Personnel Board.





**TOWN OF BOXFORD**  
**Office of the Town Administrator**  
7A Spofford Road  
Boxford, MA 01921

**DATE:** August 24, 2022  
**TO:** Select Board  
**FROM:** Brendan Sweeney, Assistant Town Administrator  
**RE:** **Personnel Policies**

In April 2022, HR Key Solutions completed a human resources audit for the Town of Boxford. One of the core components of this audit was a review of the Town's personnel policies.

General recommendations include making all personnel policies available on the Human Resources department webpage and creating a Personnel Policy Handbook for employees.

Additionally, it is recommended that the Town add the following policies:

- CORI Policy
- Domestic Violence Leave Policy
- Pregnant Workers Fairness Act
- Workplace Violence Prevention Act

Finally, it is recommended that the Town update or revise the following existing policies:

- Town of Boxford Family and Medical Leave Policy (Approved July 27, 2015)
- Town of Boxford Parental Leave Policy (Approved July 27, 2015)
- Town of Boxford Alcohol and Controlled Substances Use and Testing Policy for Safety Sensitive Drivers (Accepted December 1, 1996)
- Unlawful Possession, Use and or Distribution of Drugs and Alcohol (Accepted June 30, 1997)
- Town of Boxford Parental Leave Policy (Approved July 27, 2015)
- Town of Boxford Personal Code of Conduct for Volunteer Board, Commission and Committee Members (date unknown)
- Sexual Harassment Policy of the Town of Boxford Massachusetts (Adopted February 27, 1997)
- Town of Boxford Emergency Family Leave Policy (effective April 1, 2020 – December 31, 2020)
- Town of Boxford Emergency Paid Sick Leave Policy (effective April 1, 2020 – December 31, 2020)

The Town Administrator's office is looking forward to working with the Select Board to implement the recommendations of this audit with regards the personnel policies. As new policies are drafted and current policies are updated, the Town Administrator's office will bring these draft policies before the Board for your consideration.

**REQUEST FOR REAPPOINTMENT FY23  
COMMITTEES/BOARD  
August 29, 2022**

| <b>BOARD</b>                     | <b>NAME</b>     | <b>TERM</b> | <b>EXPIRATION DATE</b> |
|----------------------------------|-----------------|-------------|------------------------|
| Masconomet Scholarship Committee | Dorothy Johnson | 1 year      | 6/30/2022              |



# TOWN OF BOXFORD OPEN POSITIONS BOARDS/COMMITTEES

August 25, 2022

## Cable Television Advisory Committee 5 Members

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |

## Computer Management Committee 5 Members

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2025       | Vacant |      |

## Cultural Arts Council 7 Members

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |

## Friends of the Ackerman Playground Committee 5 Members

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2025       | Vacant |      |
| Member   | 6/30/2025       | Vacant |      |

## Historic Districts Commission/ Historical Commission 5 Members, 3 Alternates

| Position  | Expiration Date | Status | Note               |
|-----------|-----------------|--------|--------------------|
| Alternate | 6/30/2025       | Vacant | Alternate          |
| Member    | 6/30/2024       | Vacant | Architect - Vacant |

**Lakes, Ponds and Streams Committee 5 Members**

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2023       | Vacant |      |

**Masconomet Scholarship Committee 5 Members**

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2023       | Vacant |      |

**Personnel Board 3 Members**

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2023       | Vacant |      |

**Recreation Committee 7 Members**

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2024       | Vacant |      |
| Member   | 6/30/2025       | Vacant |      |

**Town Forest Committee 3 Members**

| Position | Expiration Date | Status | Note |
|----------|-----------------|--------|------|
| Member   | 6/30/2023       | Vacant |      |
| Member   | 6/30/2024       | Vacant |      |

**Zoning Board of Appeals 3 Members, 3 Alternates**

| Position  | Expiration Date | Status | Note |
|-----------|-----------------|--------|------|
| Alternate | 6/30/2024       | Vacant |      |