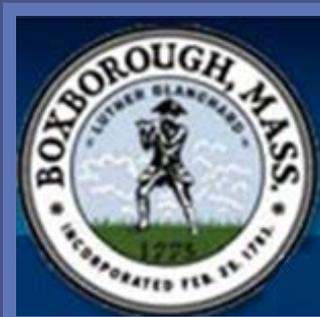




# **Boxborough 2016 Annual Town Meeting Presentations**

# Article 2

**RECEIVE REPORTS**

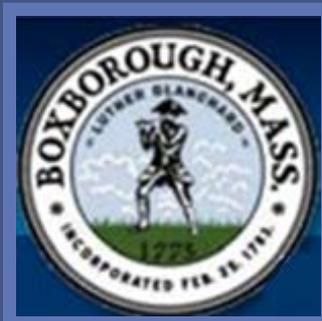


# Boxborough Town Meeting May 2016



## Acton-Boxborough Regional School District



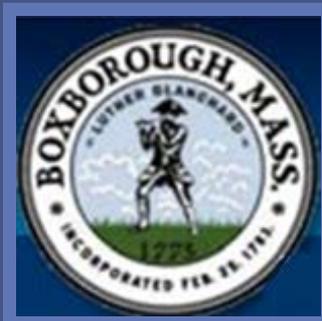


# Acton-Boxborough Regional School District

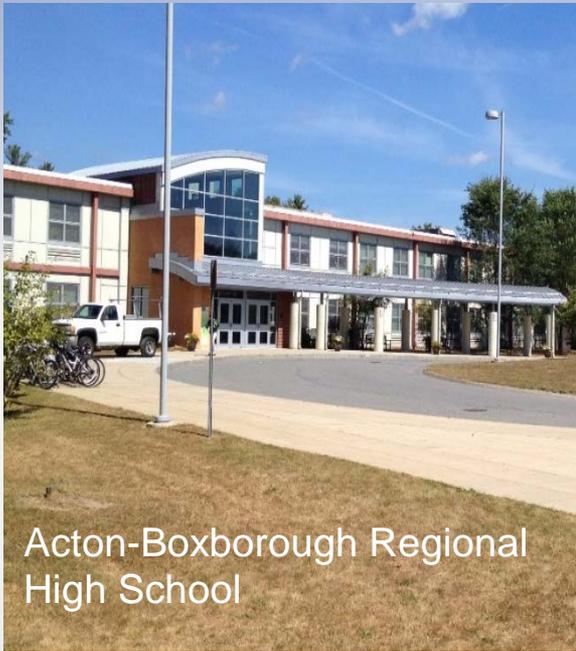


## School Committee Members

- Diane Baum
- Brigid Bieber
- Mary Brolin
- Amy Krishnamurthy
- Maya Minkin
- Paul Murphy
- Kathleen Neville
- Maria Neyland
- Deanne O'Sullivan
- Kristina Rychlik
- Eileen Zhang



# ABRSD Highlights 2015-2016



Acton-Boxborough Regional High School



Merriam/McCarthy-Towne



Blanchard



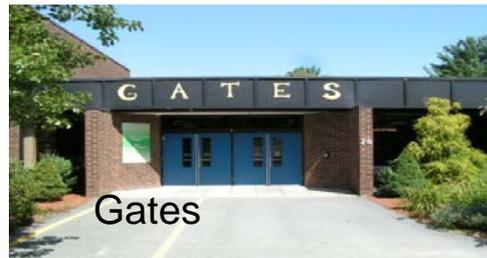
Admin Building



Conant



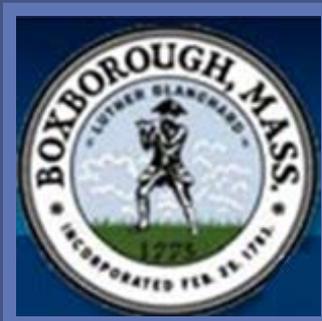
R.J. Grey Jr. High School



Gates



Douglas



# Budget Background

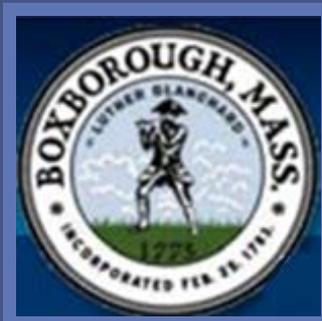


## ABRSD Mission

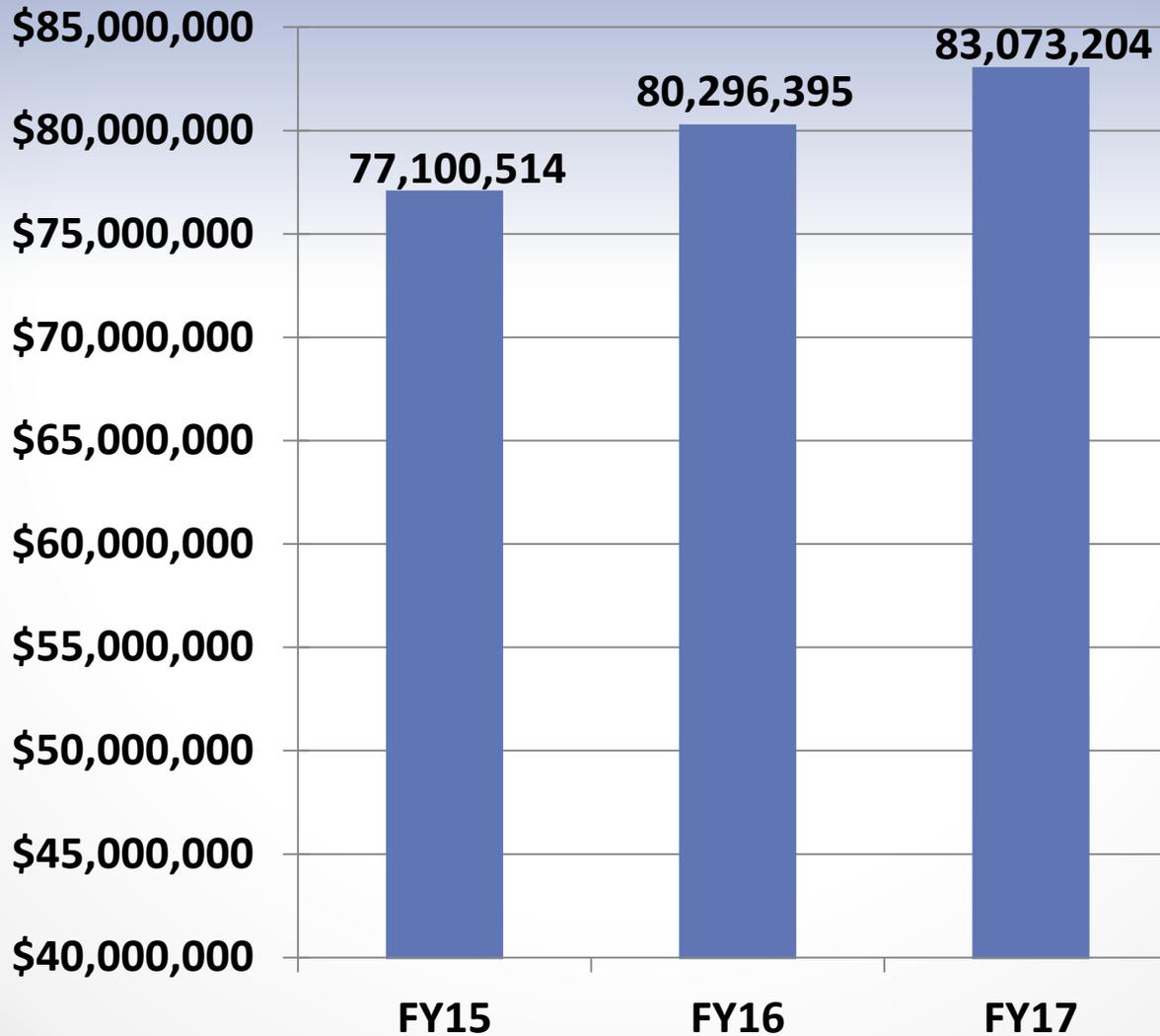
*To prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society*

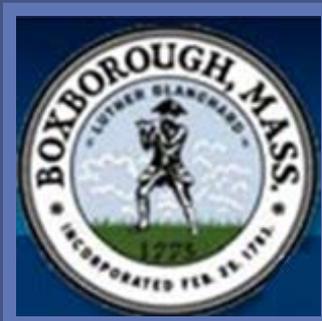
## Long Range Strategic Plan Goal #6

*Develop and implement strategic budgets, aiming for continuous improvement over time in order to achieve all of the District's long-range strategic goals.*



# Budget History





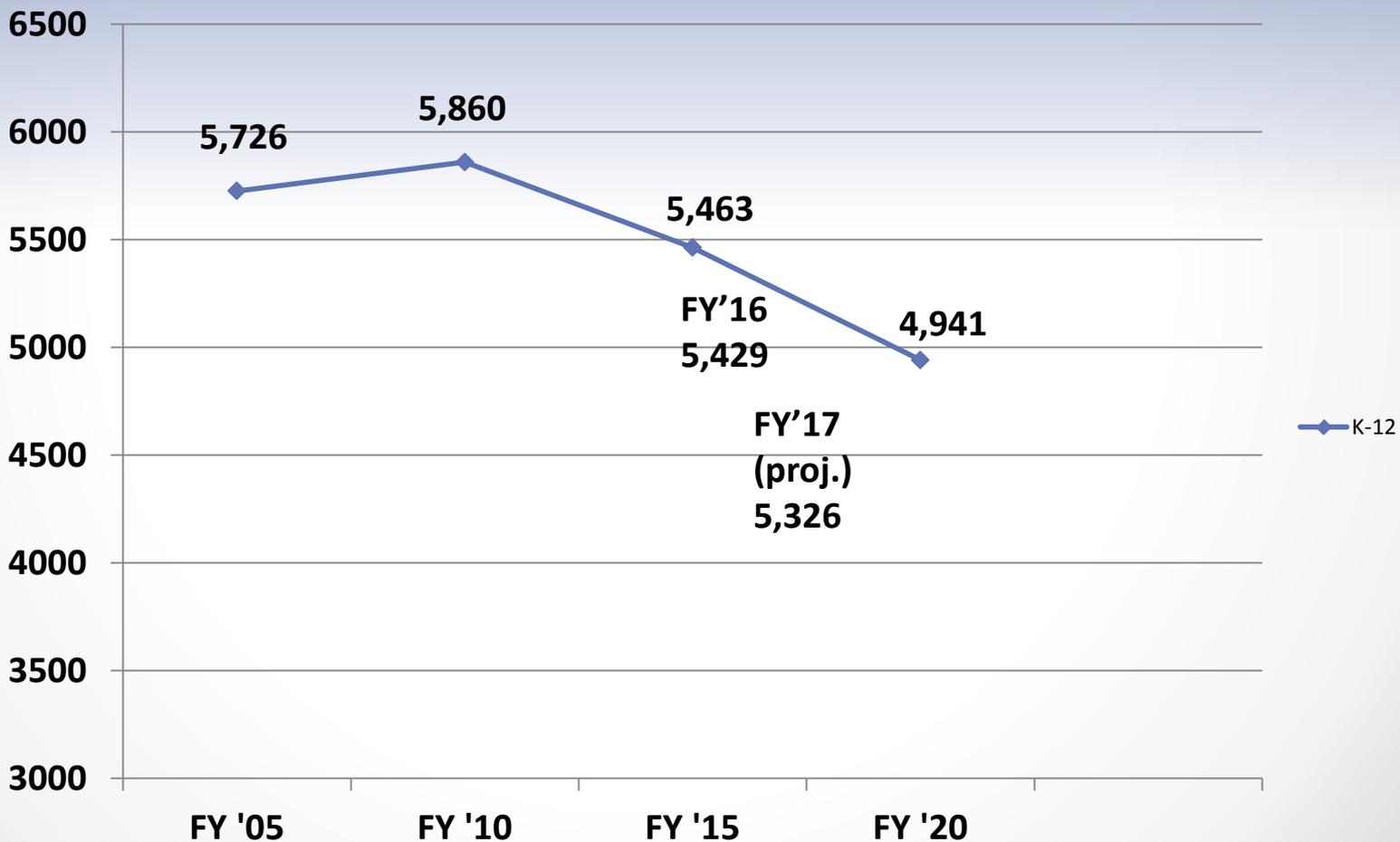
# Budget Priority #1

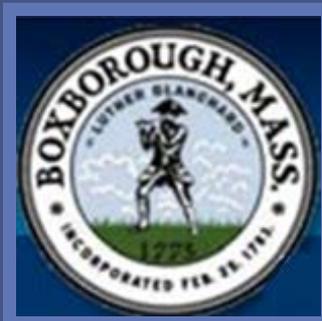


***Review class sizes K-12  
and make staffing adjustments  
as necessary to meet guidelines  
for class size ranges.***



# ABRSD K-12 Enrollment FY'05-'20

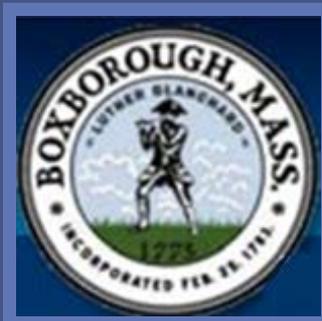




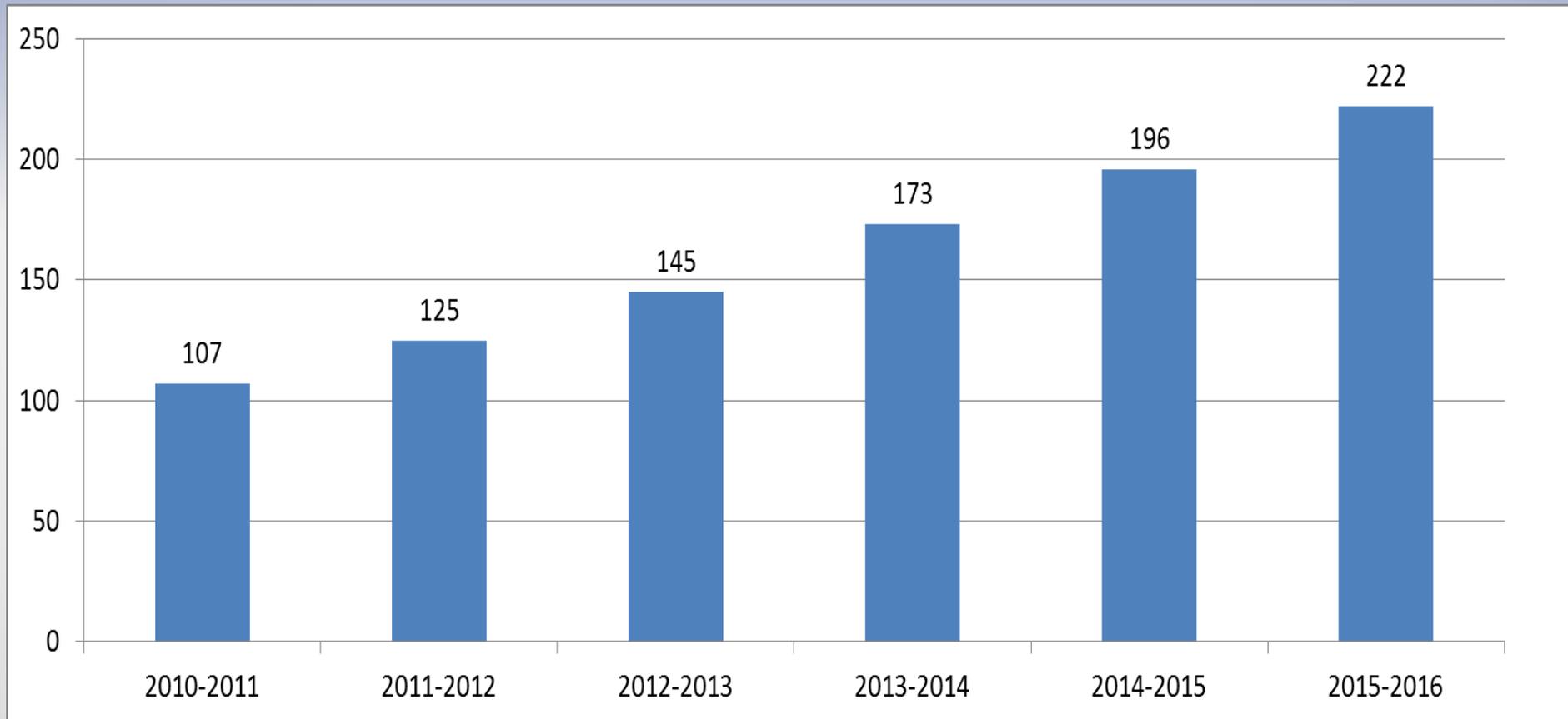
# Budget Priority #2



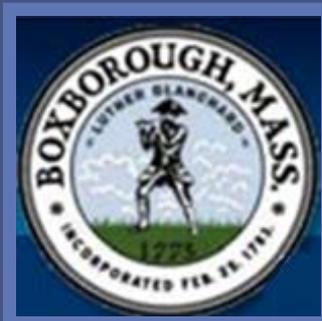
***Move towards staffing levels that support the social, emotional, and learning needs of our increasingly diverse and complex student body.***



# English Language Learner Enrollment Trends



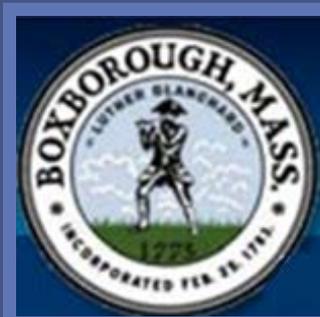
***Our ELL student population continues to grow.***



# Proposed FY17 Staffing Additions



ELL Teachers	2.0 FTE
Elementary Psychologist	0.8 FTE
Elementary SpEd Learning Center	0.6 FTE
Speech & Language Pathologist	0.3 FTE
JH SpEd Learning Center	2.0 FTE
Pathways Program	1.9 FTE
Strings Program (phase I)	0.4 FTE
<b>Total New Positions</b>	<b>8.0 FTE</b>
<b>Reductions</b>	<b>(2.0 FTE)</b>
<b><i>Net Staffing Additions</i></b>	<b><i>6.0 FTE</i></b>



# Budget Priority #3



## ***Complete capital and educational needs assessments and space review.***

1. *Phase I Existing Conditions Study* ✓
2. *Form school Capital & Space Planning Committee* ✓
3. *Join Acton Capital Improvement Planning Committee* ✓
4. *Phase II Educational Visioning Study – underway*
5. *MA School Building Authority SOI evaluation – underway*
6. *LOTS MORE INFO. at [abschools.org/aboutus](http://abschools.org/aboutus)*



# ABRSD FY'17 Operating Budget

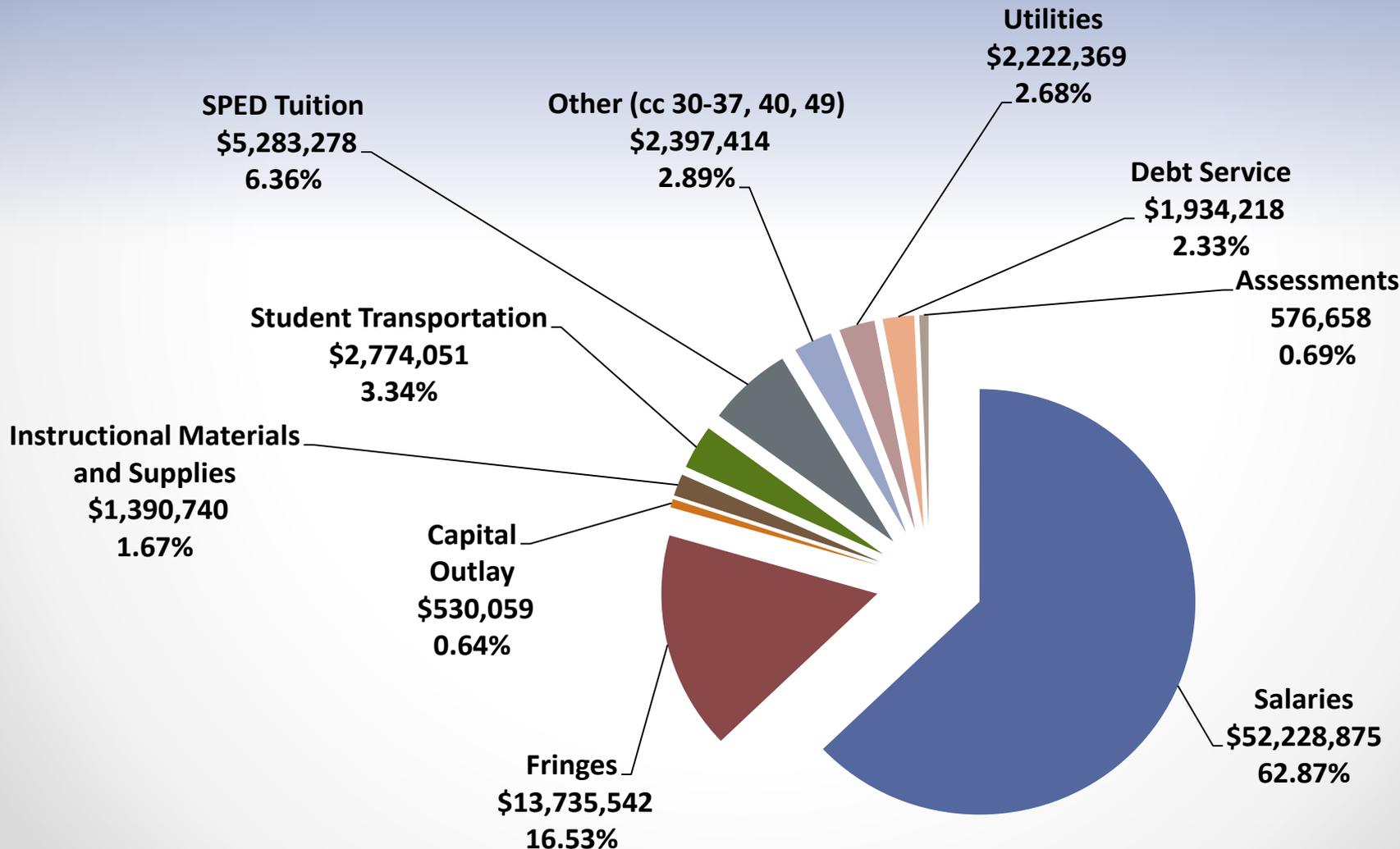


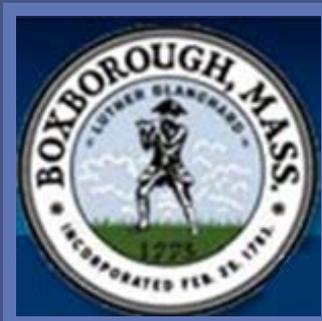
FY16 Budget*	\$80,296,395
FY17 Budget	\$83,073,204
\$ Change	\$2,776,809
% Change	3.46%

*\*Restated to reclassify certain revenue offsets as expenses, consistent with FY17*



# ABRSD FY '17 Budget by Category





# Budget Drivers: Flat Revenue



Funding sources are flat, rising only 0.16% while the overall budget costs are rising 3.46%

	<u>FY17 Change</u>
• State Aid: Ch. 70	\$137,900
• Regional Transportation Ch.71	(\$76,283)
• Regional Bonus Aid	(\$37,200)
• Charter Reimbursement	<u>\$ 922</u>
• Total State Aid	\$ 25,339

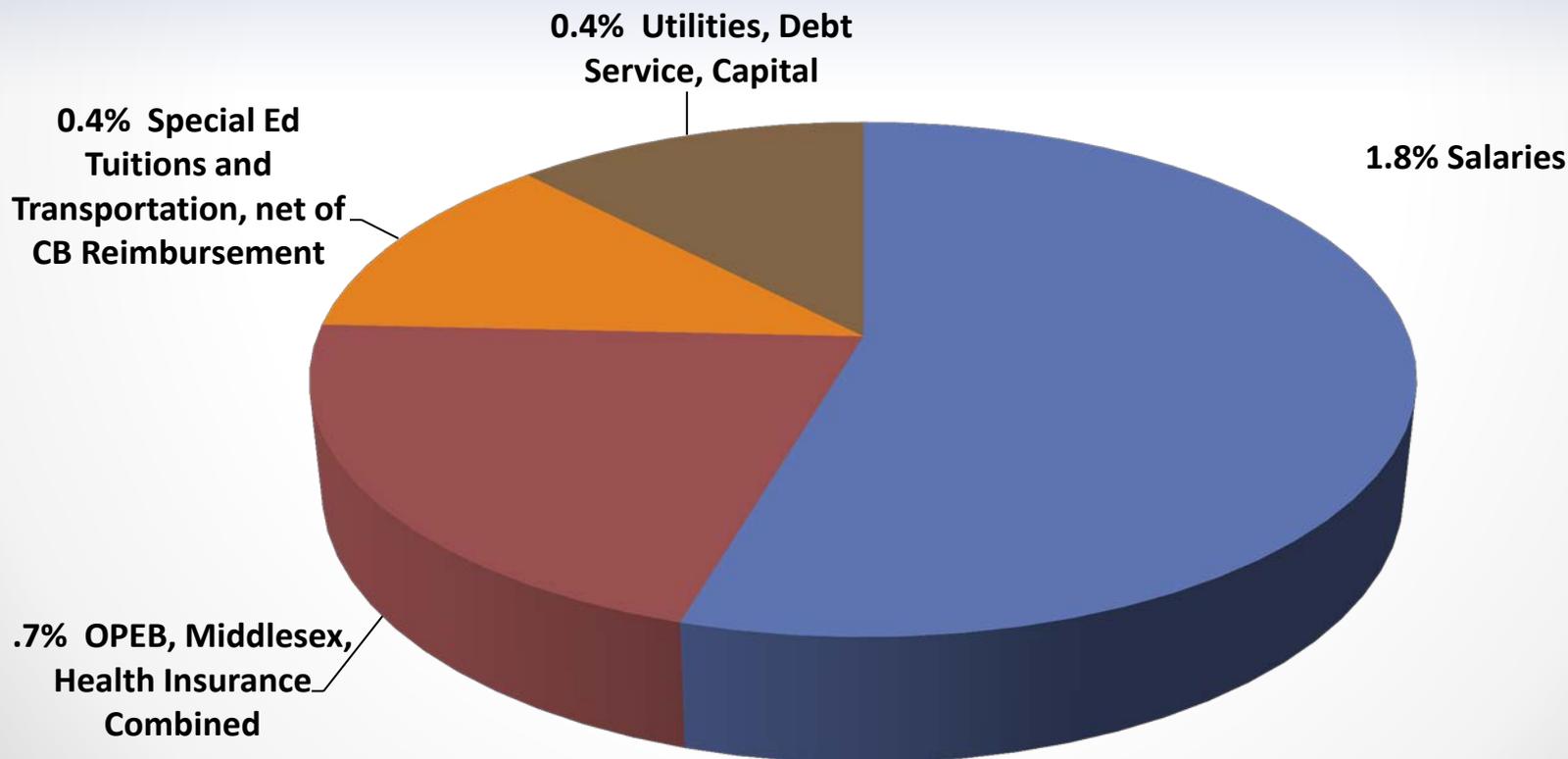
**State Aid FY17 \$15,822,959**

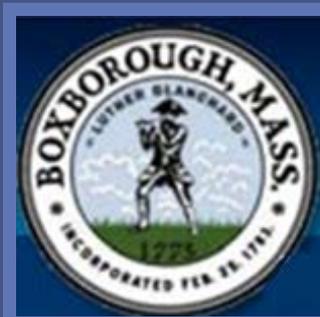


# Budget Drivers: Increased “Fixed” Costs



## FY16 - FY17 Budget Drivers - % Increase Components

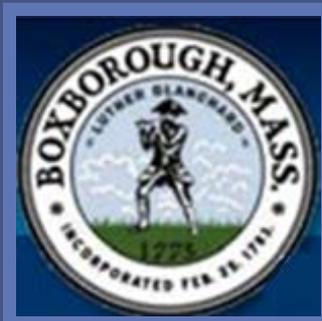




# FY'17 ABRSD Assessments



	<b>FY17 Budget</b>	<b>% Change</b>
<b>Preliminary Budget</b>	\$83,073,204	3.46%
<b>Funding Sources</b>	\$16,022,959	0.16%
<b>Total Assessment</b>	\$67,050,245	4.3%
<b>Acton Assessment</b>	\$55,547,097	4.5%
<b>Boxborough Assessment</b>	\$11,503,148	3.4%



**Thank You!**

***Thank you for your support of the  
FY 16-17 ABRSD budget***



# Boxborough Energy Committee

## Update and Goals

# Boxborough Energy Committee

Frances Nolde - Chair

Richard Garrison

Abby Reip

Keshava Srivastava

Santiago Tapia-Perez

Margaret Webber

Larry Grossman



# ENERGY EFFICIENCY



Mission: to help develop a culture of **sustainability** in the community through a partnership with all residents, town government and businesses utilizing innovation, **education**, communication and comprehensive and **strategic planning**



Coordinated the **Solarize Boxborough Program**

**35 homes** in Boxborough & Littleton installed photovoltaic solar panels

Providing for **254 kW** of clean renewable power from the sun...EVERY YEAR

Boxborough Energy Committee



Each year, Littleton and Boxborough are reducing CO2 emissions equivalent to **451,492 miles** in an average passenger vehicle.

Replacing **4960 regular light bulbs** with compact fluorescent bulbs every year

**203,680 pounds of coal** can stay in the ground - over 25 years, that's over 5 million pounds.



Implemented **compactors** for  
recyclables at the Transfer Station

Since implementing the compactors in 2013, the Town has seen a decrease in hauls by almost 2/3rds, resulting in a annual savings of approximately **\$20,000/YR.**

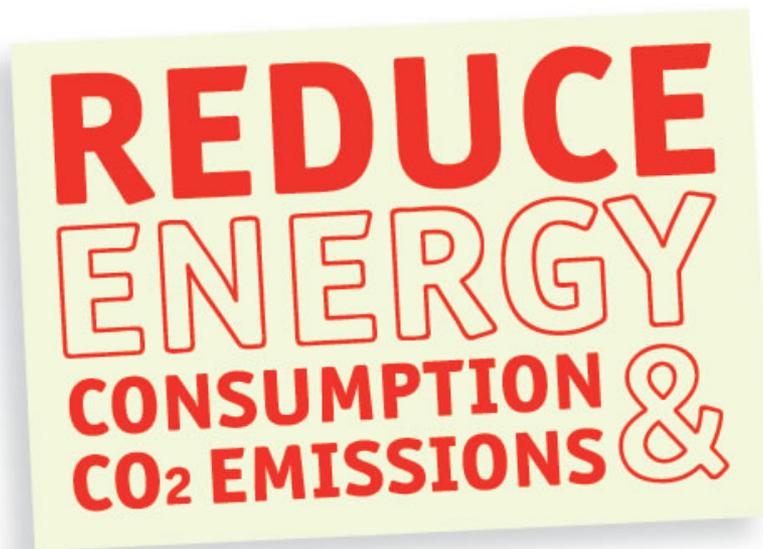
**Good Results, but we can do better**

# **Boxborough** A "Green Community"

## **Future Initiatives**

Use the established energy-use baseline for municipal buildings to develop a plan to **reduce energy** by (15%) within five years.

(In the past two years, we began savings and estimate a 5% reduction already)



Consider purchasing **fuel-efficient** town vehicles when/if possible.

Many 'Green Communities" have multiple hybrid vehicles for their Public Works fleet



Consider **Pay As You Throw** and other methods to reduce solid waste to save the town money.

Nearly a third of the state's cities and towns charge their residents a bag fee.

Towns shifting to pay-as-you-throw have seen disposal cost reduced UP TO **50%**

Acton adopted **Pay As You Throw** last year.

Acton has had a 40% drop in trash disposal.

The sticker price dropped from \$55 to \$15 for Seniors and from \$210 to \$100 for others.

**Recycle** and **compost** as a way to lower greenhouse emissions

- Swap Shed/Swap days
- Compost plan: wet garbage, lawn residue



Boxborough Energy Committee

## Take steps for “**Green Living**”

- Buying green or recycled materials
- Conserving water and energy
- Driving and commuting green
- Adopting green building designs



## Challenge:

Adopt a five-year plan to reduce personal energy consumption by twenty percent (20%).





**Boxborough Energy Committee**

# Article 5

## TOWN OPERATING BUDGET

### FINANCE COMMITTEE



# FinCom Presentation

## Annual Town Meeting

**May 9, 2016**

# Presentation Overview

- **FinCom – Roles and Budget Goals**
- **FY2017 Budget**
- **Warrant Articles**
- **Capital Plan**
- **Cash & Liabilities**
- **Concluding Remarks**

# FinCom Role

**We represent the taxpayers of Boxborough in the ongoing operations of the town**

- **Responsible for receiving and analyzing budgets from Department Heads**
- **General financial oversight of all town matters and short/long-term financial planning**
- **Present a Balanced Budget to Town Meeting**

# FY2017 Budget Goals

- **Level fund the operating budget - no automatic 2.5% increase**
- **Maintain Services within a level operating budget**
- **Manage Long-Term Debt via Capital Planning Process**
- **Adhere to Financial Policy Guidelines**
- **Address Unfunded retiree health liabilities**

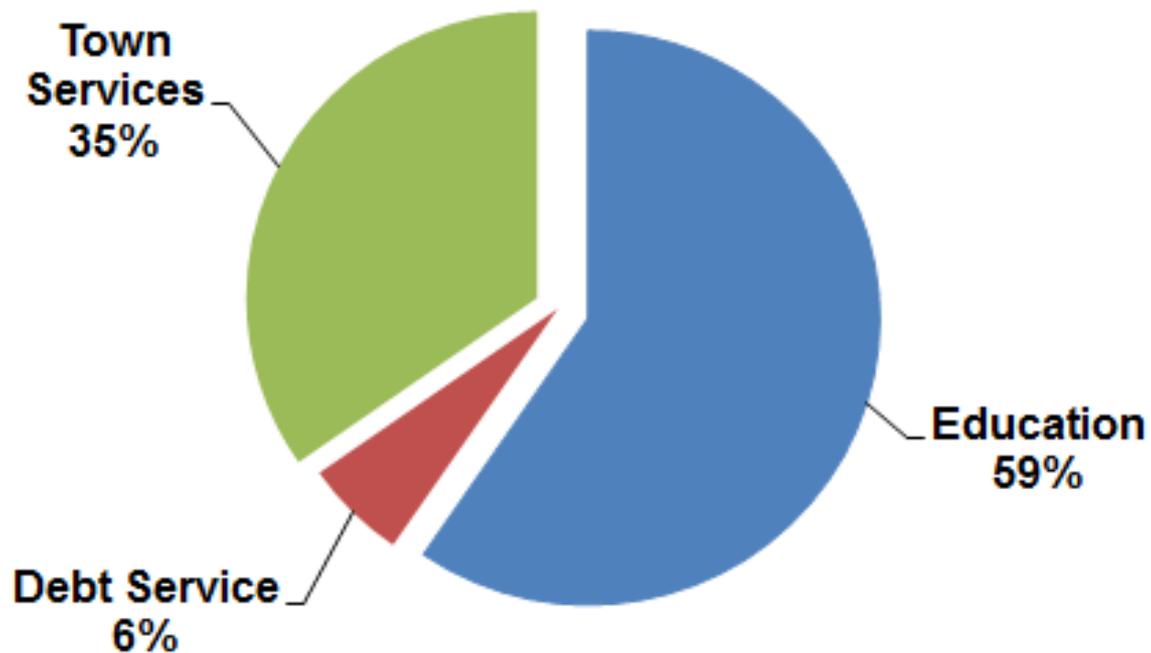
# FY17 Budget Overview

<i>in thousands</i>	<b>FY2016</b>	<b>FY2017</b>	<b>\$ AMT</b>	<b>PCT</b>
<b>Operating Budget</b>	\$19,055	\$19,641	\$586	3.1%
<b>Warrant Articles *</b>	\$1,570	\$1,477	(\$92)	-5.9%
<b>Grand Total</b>	\$20,624	\$21,118	\$494	2.4%

*\* excludes Article 5 (Free Cash to reduce tax rate) and Community Preservation Act Articles*

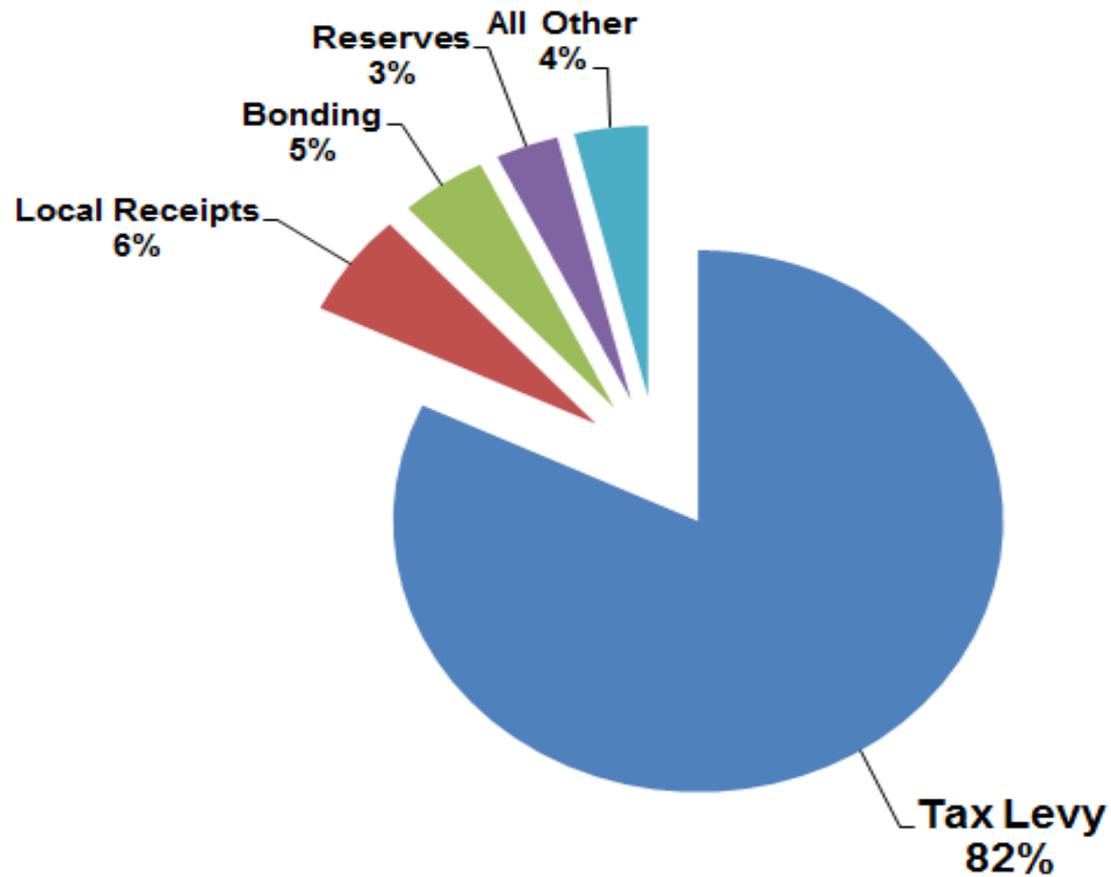
# FY17 Budget Overview

## FY17 Operating Budget



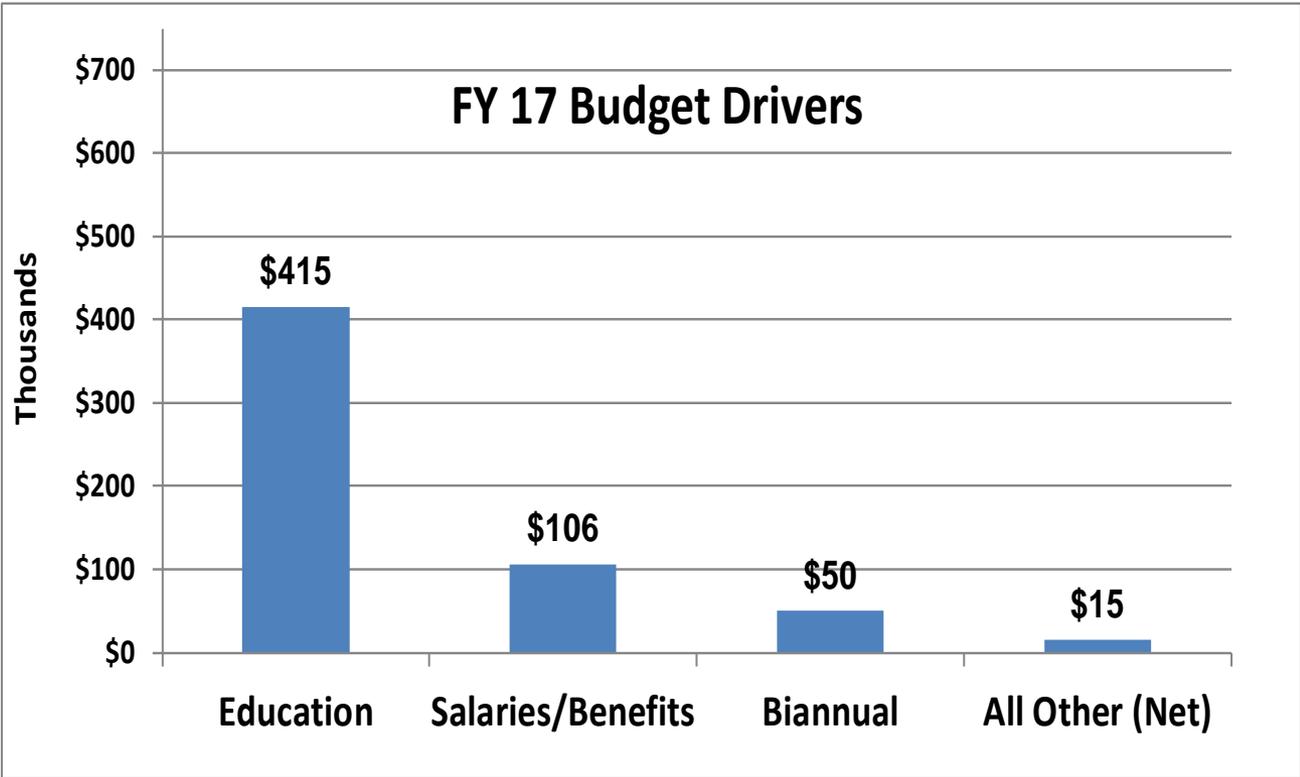
# FY17 Budget Overview

## FY17 Funding Sources



# FY17 Operating Budget Drivers

FY 17 Operating Budget increases spending by \$586,481, or 3.1%. There are three primary budget drivers – Education (71%), Salaries + Benefits (18%) and Biannual expenditures (9%).



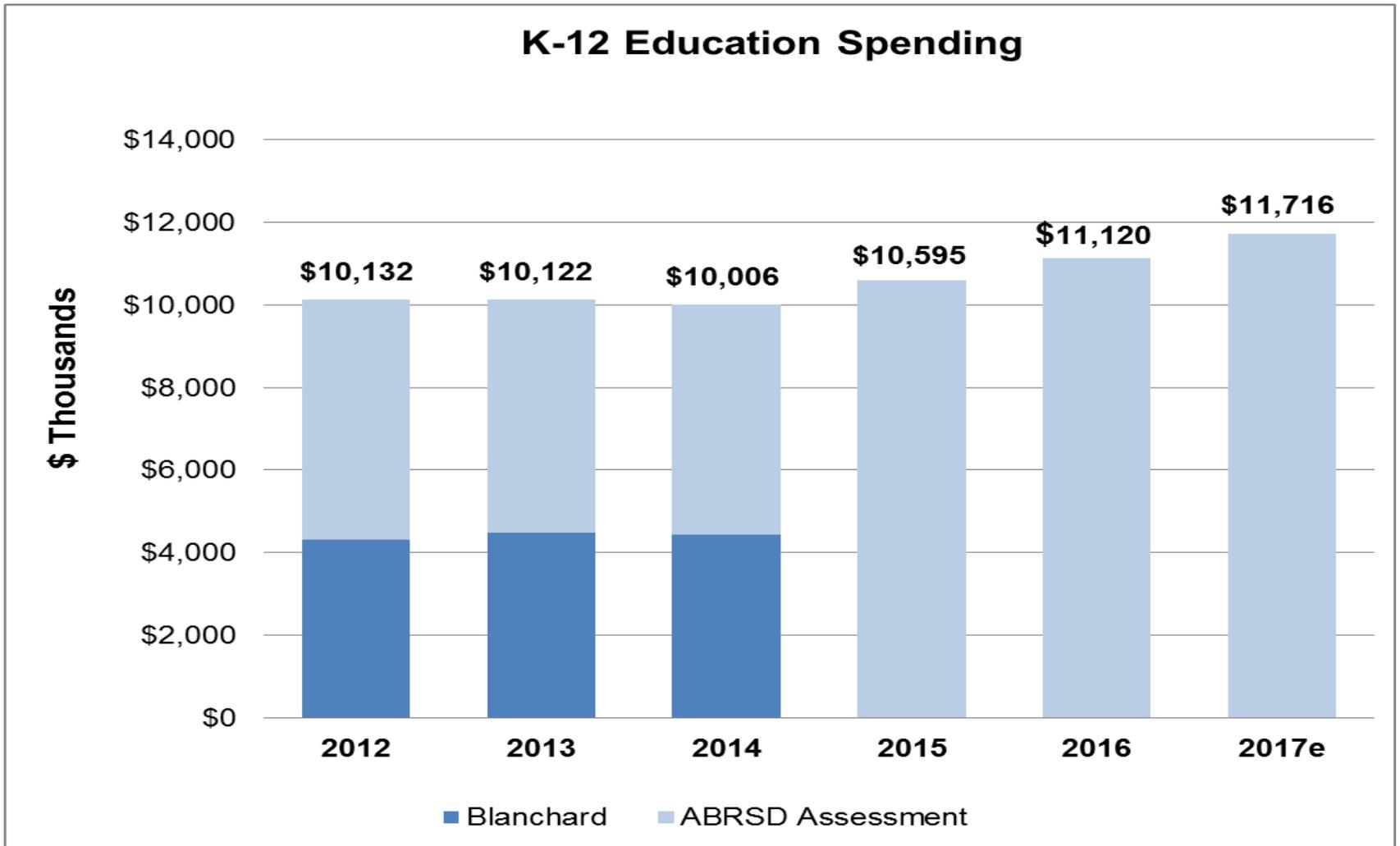
# FY 17 Budget Overview

<i>in thousands</i>	FY2016	FY2017	\$ AMT	PCT
<b>Expenditures</b>				
<b>Operating Budget + Warrant Articles</b>	\$20,624	\$21,118	\$494	2.4%
<b>Revenues</b>				
Tax Levy	\$16,656	\$17,666	\$1,010	
Local Receipts/State Aid/Other	\$2,234	\$2,115	(\$120)	
New Borrowing	<u>\$1,201</u>	<u>\$988</u>	<u>(\$214)</u>	
<b>Total Revenue</b>	\$20,092	\$20,768	\$890	3.4%
<b>Shortfall covered by reserves</b>	(\$533)	(\$350)	\$183	

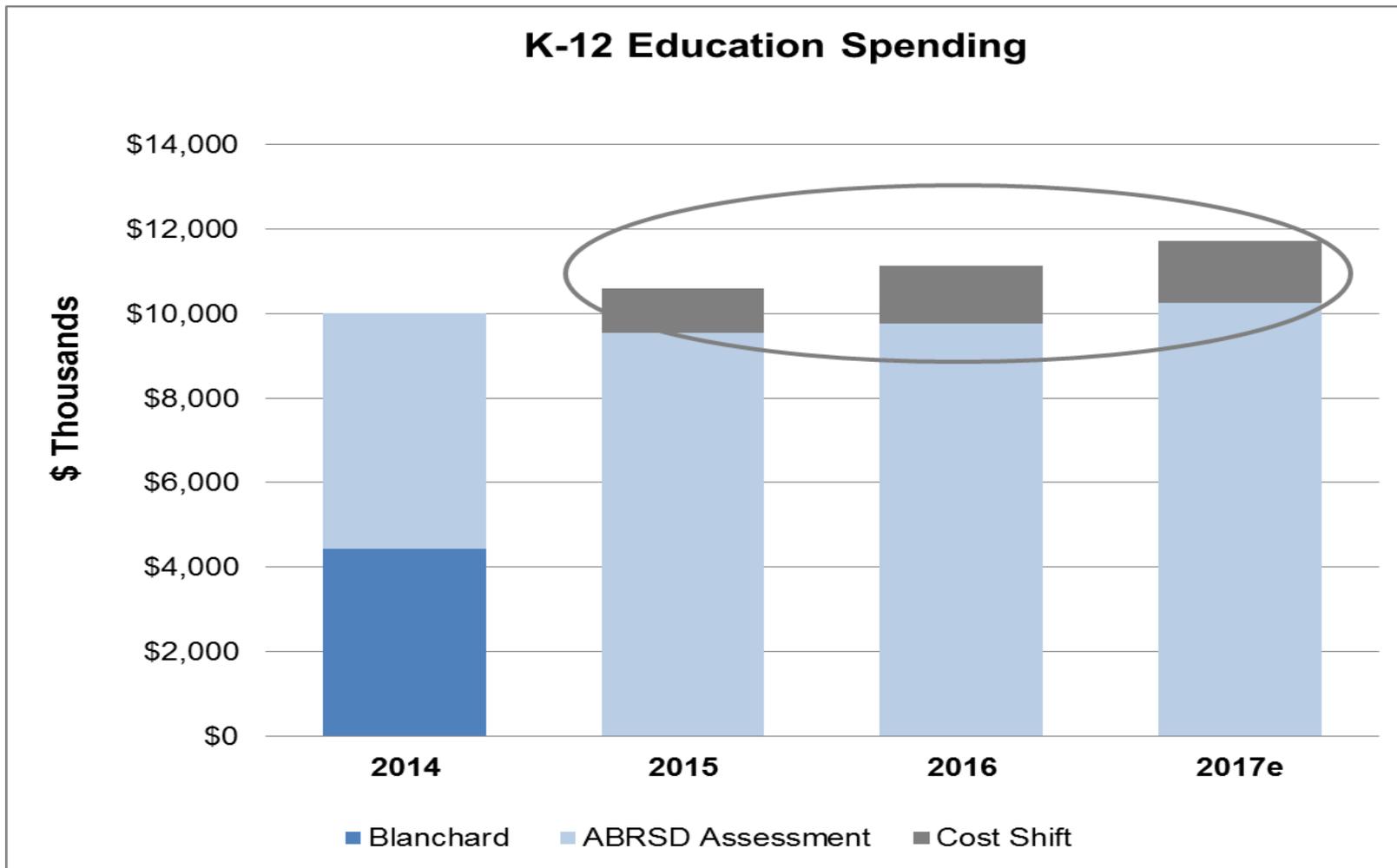
# FY2017 Operating Budget Select Departments

<i>in thousands</i>	FY2016	FY2017	\$	%
Police	\$1,158	\$1,208	\$50	4.3%
Dispatch	\$316	\$322	\$6	1.9%
Fire	\$912	\$929	\$17	1.8%
Public Works	\$611	\$631	\$20	3.3%
Library	\$363	\$378	\$14	4.0%
Town Hall	\$216	\$220	\$3	1.6%

# Regionalization



# Regionalization



# FY2017 Warrant Articles Funding Source Summary

<i>in thousands</i>	FY2016	FY2017	\$
<b>Warrant Articles</b>	\$1,682	\$1,721	\$40
<b>Funded by:</b>			
Free Cash	\$501	\$227	(\$274)
Stabilization Fund	\$0	\$143	\$143
New Borrowing / Other*	\$1,069	\$1,251	\$182
CPA Funds	\$112	\$244	\$132

*\* includes cable funds and use of prior year unexpended articles & bond proceeds*

# Capital Forecast

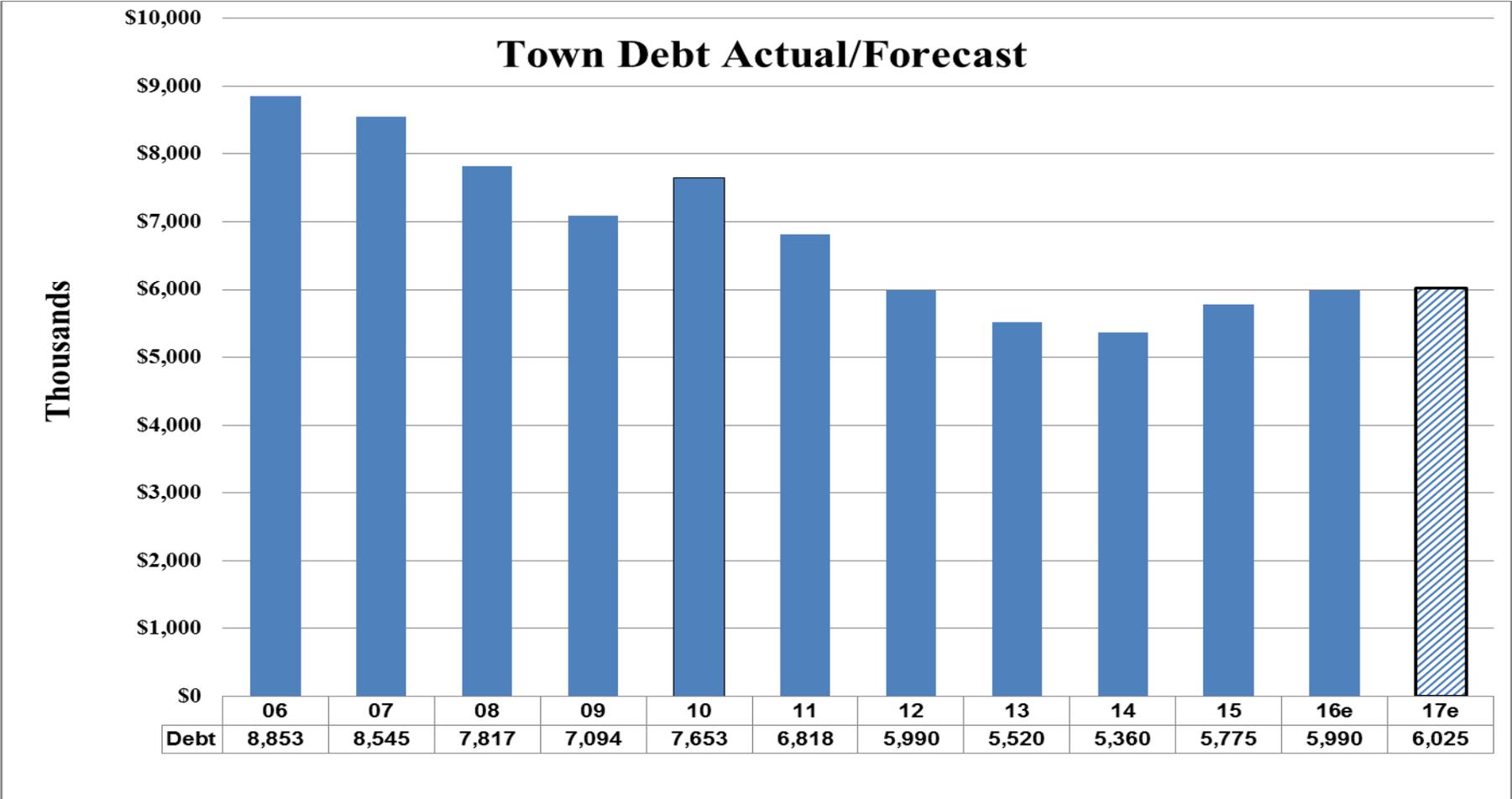
<i>in thousands</i>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
<b>Capital Plan</b>	<b>\$1,092</b>	<b>\$1,283</b>	<b>\$602</b>
<b>3 Year Total</b>			<b>\$2,977</b>

**Current forecast does not include any allocations for ABRSD capital projects or possible new public safety and DPW facilities.**

**\* Plan includes annual \$300k supplements for paving**

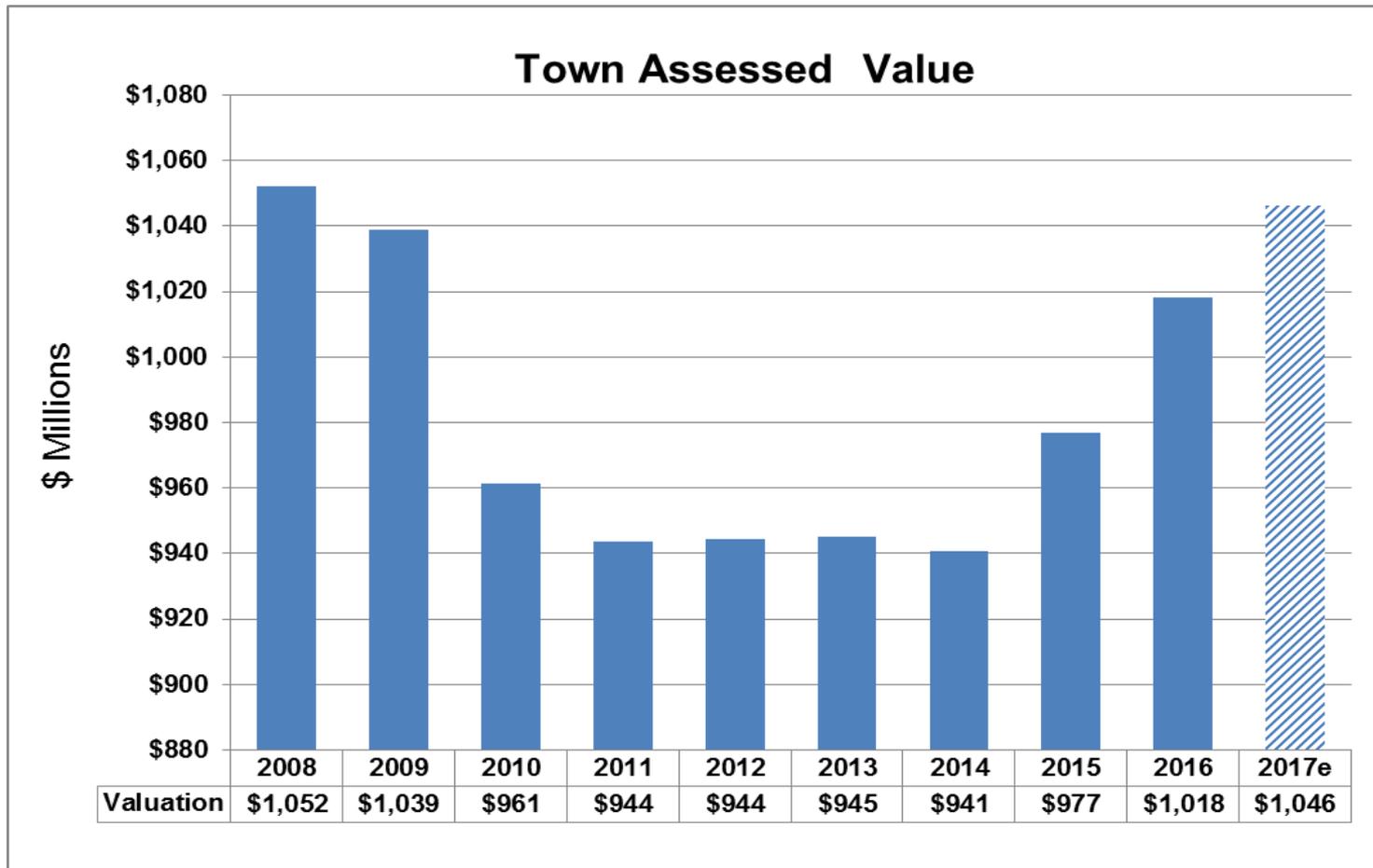
# Town Debt

The Town maintained its AAA rating from Standard & Poor's.

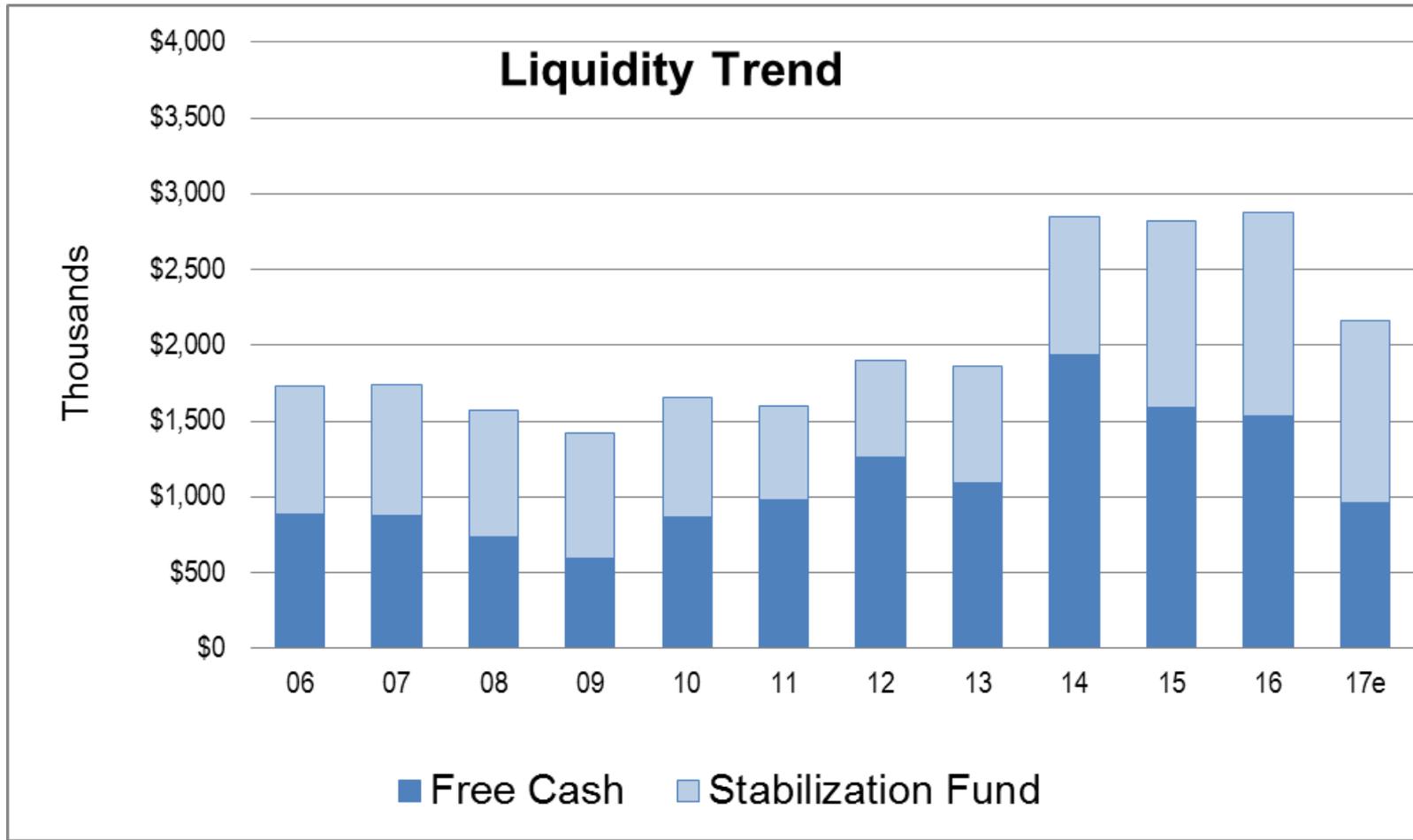


# Town Assessed Valuation

Town Assessed Valuation is approaching pre-recession levels due to new development and expiration of Cisco tax breaks which were granted in 2001



# Town Cash Reserves



# Unfunded Liabilities

**Total Unfunded Liabilities = \$10.3 Million**

## **Defined Benefit Pension Plan**

- **Managed by Middlesex Retirement Board**
- **Unfunded liability of \$7.8 Million**
- **Fully funded by 2030**

## **Retiree Health Plan (“OPEB”)**

- **Minuteman Nashoba Health Group**
- **\$2.5 Million Unfunded Liability**

# Average Single Family Tax Bill

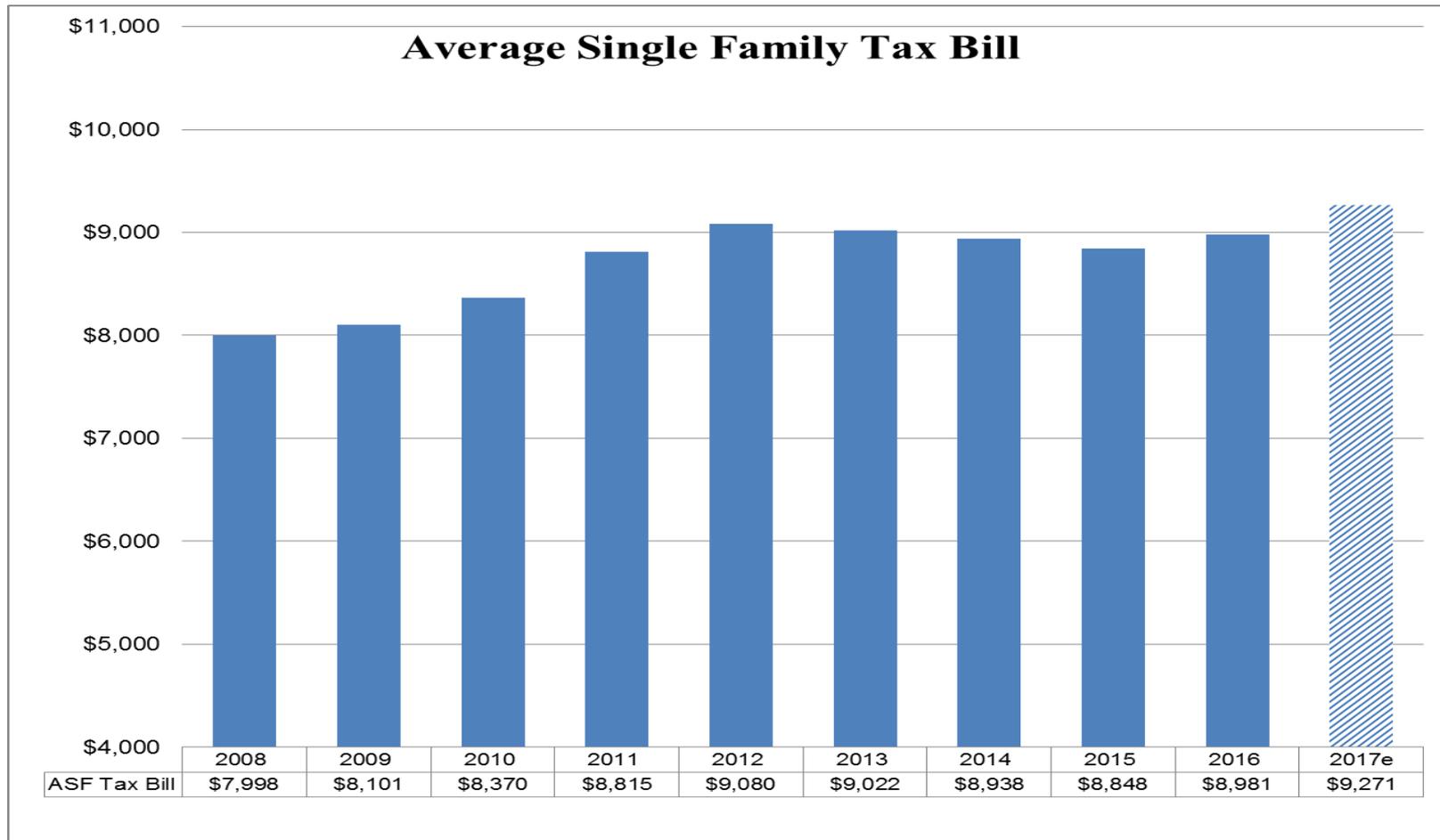
## The Boston Globe

By Brenda J. Buote Globe Correspondent March 23, 2016

***“No one likes to pay property taxes...The Town of just over 5,000 residents west of Boston is the only Eastern Massachusetts municipality where property tax bills for single-family homes are lower today than they were in 2012. The average bill dropped \$99 — or roughly 1 percent — from \$9,080 in fiscal 2012 to \$8,981 this year. That’s even though the average assessed value climbed 8 percent to \$548,990.***

# Average Single Family Tax Bill

**FY17 Tax Levy results in 3.2% increase in average family tax bill over FY16**



# Concluding Remarks

**The Budget as proposed projects a Tax Increase**

**There is a continuing need to maintain fiscal discipline**

- **Concerns:**
  - **Potential capital outflows to refurbish or replace public safety/public works infrastructure**
  - **Regionalization has reduced the discretionary budget under our direct control. As a result, we must continue to be cautious with salary and benefits.**

**THANK YOU!!**

**Community  
Preservation Fund  
Articles**

**Community  
Preservation Fund  
Articles**

**ARTICLE 6**

# Community Preservation Committee

Town Meeting May 2016

# Community Preservation Committee

Member Name	Role
Owen Neville	Chair, Planning Board
Dennis Reip	Vice-Chair, Conservation Committee
Rita Gibes Grossman	Clerk, At Large
Hugh Fortmiller	At Large
John Neyland	Agricultural Commission
Alan Rohwer	Historical Commission
John Rosamond	Finance Committee
Mitzi Garcia-Weil	Recreation Commission
Ron Vogel	Housing Board

# Community Preservation Act

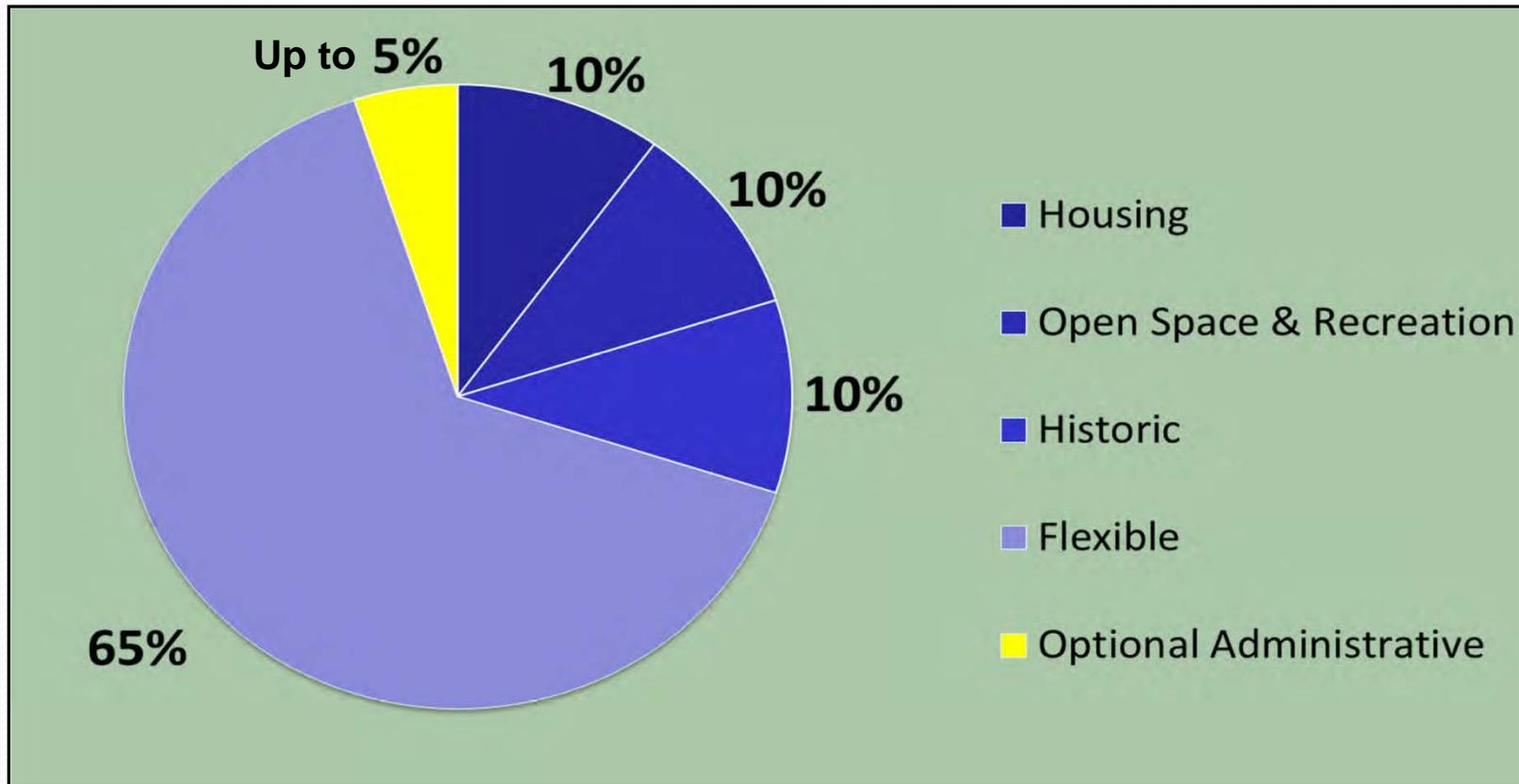
- Community Preservation Act passed in 2014, *effective FY 2015*
- 1% surcharge on real estate tax bill
- Town received first distribution from the Commonwealth last Fall: \$46,149 (29% match)

# Community

## Preservation Committee 2015 - 2016

- Met monthly with additional meetings as needed
- Published the Town's Community Preservation Plan
- Prepared FY17 CPA budget based on anticipated revenue
- Recommended Articles 7, 8 & 9 to TM

# Annual CPA Spending Requirements



# CPA Fund Balance

<b>Community Preservation Fund Balances</b>	<b>Amount</b>
6/30/14*	\$0
1% surcharge collected	\$154,530
<b>FY15 CP Fund Balance (6/30/15)</b>	<b>\$154,530</b>
1% surcharge collected (estimate)	\$159,202
State Match (29% based on FY15)	\$46,149
Less: Appropriations (TM approved May 2015)	(\$112,000)
Less: Administrative Costs (TM approved May 2015)	(\$8,000)
<b>Estimated FY16 CP Fund Balance (6/30/16)</b>	<b>\$239,881</b>
1% surcharge collected (estimate)	\$175,000
State Match (30% estimate)	\$47,761
Less: Appropriations (TM Proposed May 2016)	(\$236,020)
Less: Administrative Costs (TM Proposed May 2016 )	(\$8,000)
<b>Estimated FY16 CP Fund Balance (6/30/16)</b>	<b>\$218,622</b>

\* CPA passed TM May 2014 & Ballot Nov 2014; 1% surcharge on amount of property tax; State match

# Town Meeting CPA Responsibilities

- Must appropriate the Town's CPA anticipated revenues each year
- Approve or reject CPC recommended projects under Articles 7, 8 and 9

Article 7A

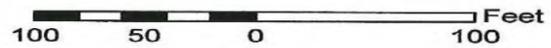
**Liberty Fields Study**

# Article 7a

- Recreation is requesting \$5500 to complete a design study at Liberty Fields.
- Scope is to determine if a basketball and tennis court can be added.
- In direct response to resident survey conducted in 2014.



### Liberty Field



# Article 7B

## **TJ O'Grady Skate Park**

# History

- TJ was a Boxborough resident, student at RJ Grey and avid skateboard enthusiast
- 2003 Town Meeting supported funding construction - defeated in override vote
- Skate park construction was achieved through private donations, grass roots fundraising and the Town of Acton tax dollars and CPA funds.
- Opened November 2005
- Located at 66 Hayward Rd
  - Abutting the grounds of ABRHS at Lower Fields
  - ½ mile from Acton Public Safety Building

# Current Project

- Request will complete the funding needs of \$265,000 re-design
- Planned in conjunction with lower fields project
- Final design includes:
  - Single skate bowl with varying depth
  - World Class Triangular skate course
  - Skate Plaza for novice skaters
  - Formal viewing area
  - Improved entrance and parking
  - Handicap accessible park amenities
- \$40,000 request is in line with enrollment level at ABRHS



# Regional CPA Projects

- 2012 Legislature amended language in the law
- Encourages Regional projects through pooling resources Section 5(b)(1)
  - Creates effective collaboration
  - Positive community wide results
  - Most common in active recreation and open space preservation
- CPC Regional Success Stories
  - Gay Head Lighthouse on Martha's Vineyard
    - All 6 towns contributed CPA funds
  - Frontier Regional HS Tennis Court rehabilitation
    - 4 towns in Western Ma contributed CPA funds
  - Tennis Court restoration at Dennis-Yarmouth Regional High School
    - Both towns contributed CPA dollars
- Each of these projects were realize through regional collaboration of CPA dollars

# We Are the **B** in



- Member of Regional School District for more than 60 years
  - Blanchard Elementary added in 2013

*AB Rotary Club*

*AB Youth Baseball*

*AB Pop Warner Football and Cheer*

*AB Farmers Market*

*AB Tennis Association*

*AB Youth Soccer*

*AB Cultural Council*

*AB Youth Hockey*

*AB Relay for Life*

*AB Youth Lacrosse*

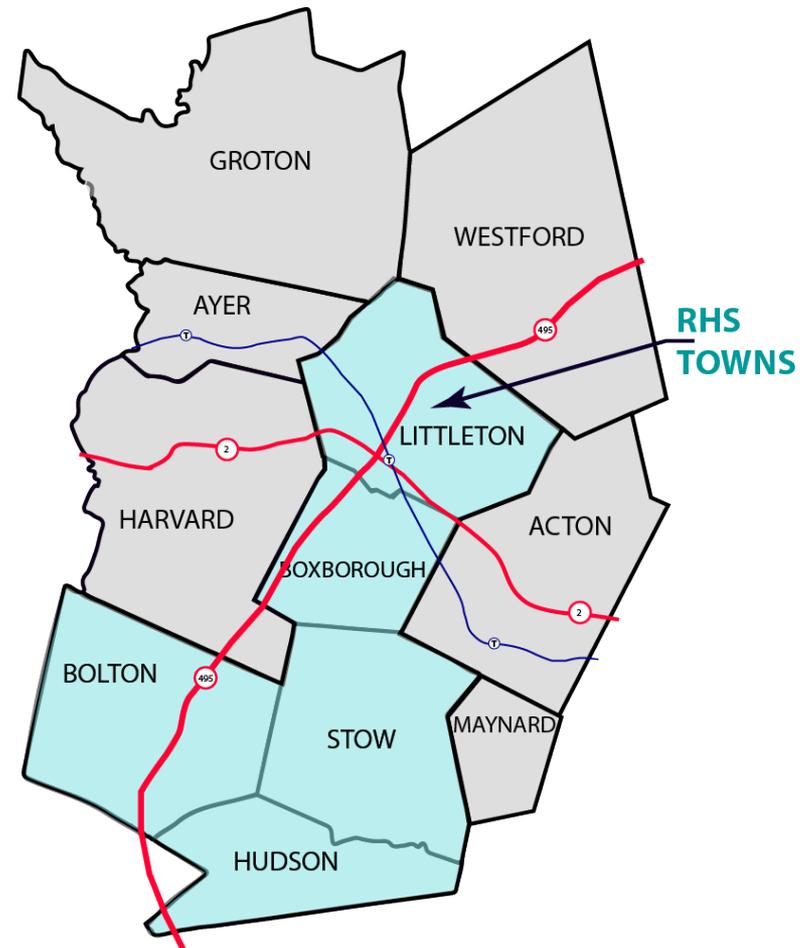
- Shared resources with inter-municipal agreements already exist
  - COA Van – Cross Town Connect
  - Minutevan – Town of Acton
  - LEED
  - Littleton Community TV
  - Next Generation 911 (NG-911)
  - Animal Control Services – Littleton and soon to add Stow
- We collaborate with surrounding towns on most everything we do

**Community  
Preservation Fund  
Articles**

**ARTICLES 8 A & B  
COMMUNITY  
HOUSING**

# Regional Housing Services (RHS) Collaboration

- RHS Collaboration
  - Involves Boxborough, Bolton, Hudson, Littleton, and Stow
  - Provides services related to the monitoring and maintenance of affordable housing
  - Services are provided by Metro West CD of Watertown, MA
- Mechanics
  - Hudson serves as lead organization
  - 2016 is final year of a three-year contract
  - Expect continuation into 2017



# RHS Activities and Funding

- Activities
  - Prepared updated Housing Production Plan
  - Created a repository of project legal documents
  - Assisted Boxborough with refinancing, resales, and assessments
  - Will include assistance with Jefferson at Beaver Brook
- Funding
  - Article 8A requests \$5,465 for RHS Year 3 (Calendar Year 2016)
  - Article 8B requests \$6,000 for the anticipated RHS Year 4 (Calendar Year 2017)
  - Funds will be transferred to Boxborough's Affordable Housing Trust to avoid funding-cycle difficulties
  - Metro West CD's assistance in the Rental Voucher Program is separately funded under Article 8C
- The RHS Collaboration has worked well, is cost-efficient, and has significantly unburdened Administrative Staff

# **Community Preservation Fund Articles**

**ARTICLE 8 C**

**COMMUNITY HOUSING**

# Boxborough Rental Voucher Program

- *Boxborough has about 175 households in the extremely-low-income category (annual incomes less than about \$24K)*
- *These households are struggling with Boxborough rent levels*
- *We propose a pilot program that will assist about six households with their rental payments so that they can stay in their homes*

*Boxborough 2030: A Rural Engaged Community for All*

# Who We Will Help

- The Community Services Coordinator is already working with a number of Boxborough residents who would benefit from this program. They include:
  - Single parents with young children
  - Elderly and disabled households with fixed income
  - Families dealing with medical crises and job instability
  - Families enrolled in training or degree programs to increase income
  - Households currently on very long waitlists for other rental assistance programs, such as the Federal Section-8 program
  - Families with high school aged children struggling to stay in Boxborough so the children can graduate with their friends

# Currently Available Assistance Programs

- Federal Section 8 and Massachusetts Rental-Assistance Programs have long waiting lists
- BRVP would require recipients to apply for all available programs
- BRVP would not endanger applicant's standing on the waiting lists

# BRVP Management

- A committee consisting of the Community Services Coordinator, a Housing Board Member, a Well-Being-Committee Member, and a Community-Preservation-Committee Member should oversee and manage the BRVP.
- Contact will be maintained with recipients throughout
- Administrative tasks will be performed by Metro West CD.  
These tasks will include:
  - Program development
  - Housing quality standard inspection
  - Help with eligibility determination
  - Monthly Administration (housing-assistance payment, accounting, etc.)

# BRVP Selection Procedures

- Key Minimum Requirements
  - Low Income
  - Housing must be in Boxborough
  - Household must agree to monitoring by a case manager
- Key Ranking Considerations for Households Meeting Minimum Requirements
  - Boxborough residency
  - Lowness of income
  - Highest ranked households will be selected; ties will be resolved by lottery
- Benefits will continue until July 1, 2017
- Next year, BRVP will be abandoned if it doesn't work; an expansion will be requested if it does.

# Costs

CPA Funding Request	2016 -2017 Pilot Program
Direct Program Cost	\$18,000
Program Development	\$1,500
Housing Quality Standard Inspection	\$1,500
Eligibility Determination	\$1,320
Monthly Administration	\$3,960
<b>Total</b>	<b>\$26,280</b>

- About Six Households will be helped at \$250/Month
- Much of the Administrative Costs for this Pilot Program are One-Time Costs
- Hours Budgeted for Monthly Administration are Comparable to Those of the Acton Housing Authority

# SUMMARY

- HELPING LOW-INCOME ELDER AND DISABLED HOUSEHOLDS TO BE SELF-SUFFICIENT IS THE RIGHT THING TO DO
- WE WILL BE HELPING RESIDENTS TO BECOME A BETTER ASSET TO BOXBOROUGH AND THE WIDER COMMUNITY

*Boxborough 2030: A Rural Engaged Community for All*

# Backup Slides

# The Problem

- The Metropolitan Area Planning Council found in their August 2015 report:
  - Nearly 24% of Boxborough households qualify by income for state and subsidized housing programs, but waiting lists are years long
  - 33% of Boxborough households pay more than 30% of their income for rent, some a lot more than 30% (i.e., are cost burdened or severely cost burdened)
- Boxborough does not have any state or federal subsidized housing communities in town to ease rent burden on low income households.

# Households by HUD Income Designations

*From Housing Production Plan*

	<b>ELI</b>	<b>VLI</b>	<b>LI</b>	<b>LI and Below</b>
<b># of Households</b>	175	115	180	470
<b>% of Households</b>	8.8%	5.8%	9.1%	23.7%

# Boxborough Rents

- Boxborough apartments rent for \$1000 to \$1200/month
- *Jefferson at Beaver Brook*
  - Market-rate rents will be about \$2000/month
  - Affordable rents will be about \$1200/month
- A \$1000/month rent is not affordable to a household with less than \$40K annual income

# HUD 2016 FAIR-MARKET RENTALS

Number of Bedrooms	0	1	2	3	4
Rent	\$1,056	\$1,261	\$1,567	\$1,945	\$2,148

# Cost Burden by Income Group in Boxborough

*From Housing Production Plan*

	ELI	VLI	LI	MI	HI
# of households paying more than 30% of income on housing	145	80	70	45	220
% of households paying more than 30% of income on housing	82.9%	69.8%	38.9%	28.1%	16.2%

# 2016 HUD INCOME LIMITS

Median Income	\$98,100						
Income Limit Category	Fraction	1	2	3	4	5	6
Extremely Low (30%) Limits	30%	\$20,650	\$23,600	\$26,550	\$29,450	\$31,850	\$34,200
Very Low (50%) Limits	50%	\$34,350	\$39,250	\$44,150	\$49,050	\$53,000	\$56,900
60% Limits	60%	\$41,250	\$47,150	\$53,050	\$58,900	\$63,650	\$68,350
70% Limits	70%	\$48,100	\$55,000	\$61,850	\$68,700	\$74,200	\$79,700
Low (80%) Limits	80%	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100
90% Limits	90%	\$61,850	\$70,650	\$79,500	\$88,300	\$95,400	\$102,450
100% Limits	100%	\$68,700	\$78,500	\$88,300	\$98,100	\$105,950	\$113,800
110% Limits	110%	\$75,600	\$86,400	\$97,200	\$107,950	\$116,600	\$125,250
120% Limits	120%	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600

# BRVP MINIMUM REQUIREMENTS

- Annual Income must be less than 60% AMI
- Household must pay more than 30% of its income for housing
- Household will not pay more than 50% of its income for housing after assistance
- Current rent is less than 110% of HUD fair-market rent
- Rental housing is in Boxborough
- Landlord agrees and gives good reference
- Household agrees to monitoring and help by a case manager

# Ranking Criteria

- 12 points awarded if household contains a Boxborough resident
- 6 Points awarded one or more household members attend AB Regional School System.
- 6 points if household pays more than 50% of its income for housing
- Up to 20 points awarded for extremely low income
- 6 points awarded if household contains one or more seniors (older than 60).
- 6 points if one or more household members is disabled

# Administrative Costs

<b>CPA Funding Request</b>	<b>2016 -2017 Pilot Program</b>
<b>Program Development</b>	<b>\$1,500</b>
<b>Housing Quality Standard Inspection</b>	<b>\$1,500</b>
<b>Eligibility Determination</b>	<b>\$1,320</b>
<b>Monthly Administration (housing-assistance payment, accounting, etc.)</b>	<b>\$3,960</b>
<b>Total</b>	<b>\$8,280</b>

# Administrative Costs

- Administrative Time

- Metro West Collaborative Development estimates 12 hours per household for our six households.
- Acton Housing Authority annually expends about 11 hours per household for the 171 households that receive Federal and State rental assistance through them.

- We have concluded that Metro West's time estimate is reasonable.

- Other Alternatives

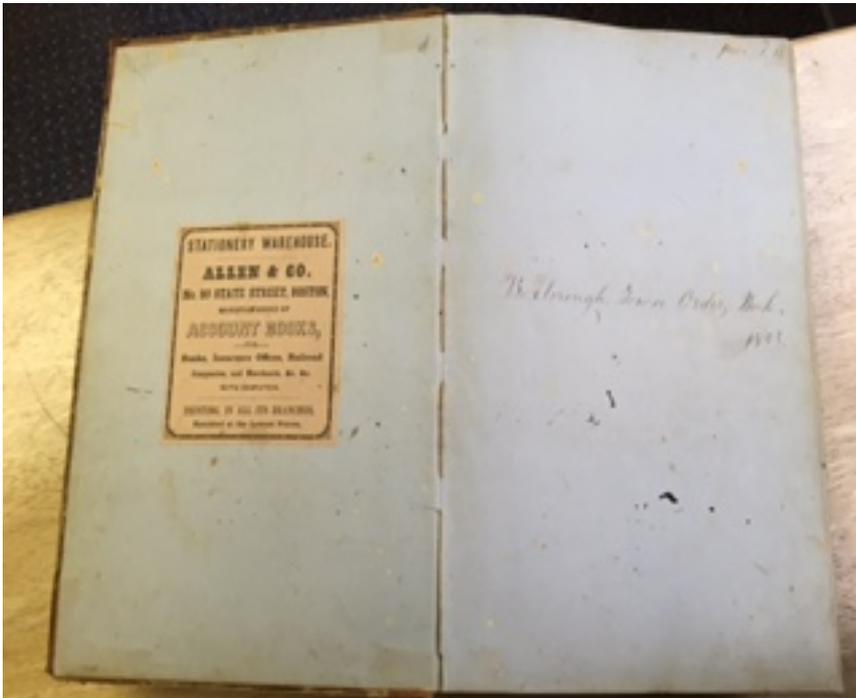
- Increasing Level of Direct Assistance is inconsistent with this Pilot Program. We want to start slow.
- Quarterly instead of monthly distribution of benefits would diminish contact with the households
- Paying a Town employee for these tasks would not yield substantial cost savings.
- Possible that the HQS housing inspections can be performed by the Boxborough Building Inspector.

**Community  
Preservation Fund  
Articles**

**ARTICLE 9 A  
HISTORIC RESOURCES**

# Conservation of Town Records

Before



After



# Conservation of Town Records

Before



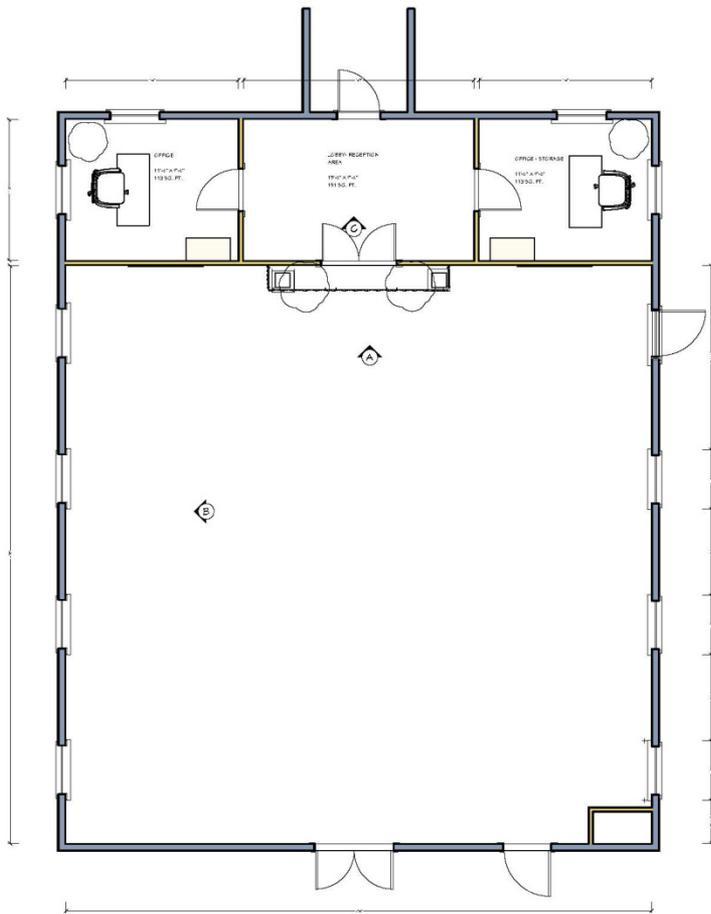
After



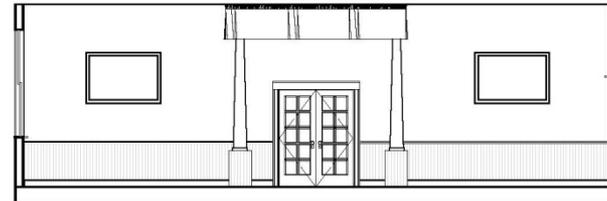
**Article # 9**  
**Item B**  
**Town Hall**  
**Rehabilitation of**  
**Grange Meeting Room**

The rehabilitation of the Grange Room and creation of a Foyer area will preserve & maintain the Town Hall meeting room while giving it multifaceted use.

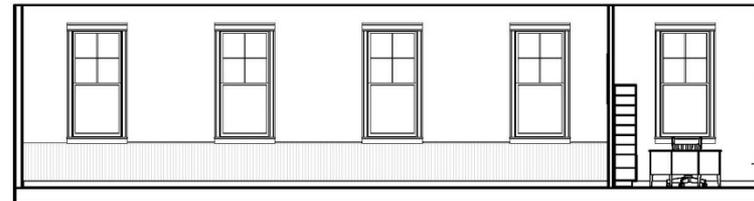
This will allow us to move into the 21<sup>st</sup> century while maintaining the Grange meeting room historic aspects.



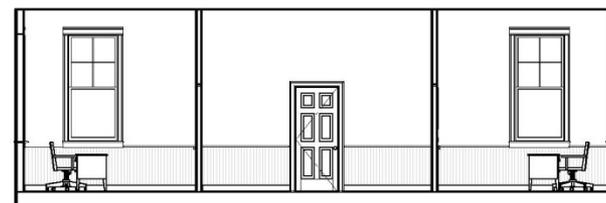
FLOOR PLAN



ELEVATION A



ELEVATION B



ELEVATION C

DRAWINGS PROVIDED BY:  
**GREAT SPACES, INC**  
 BOXBOROUGH, MA

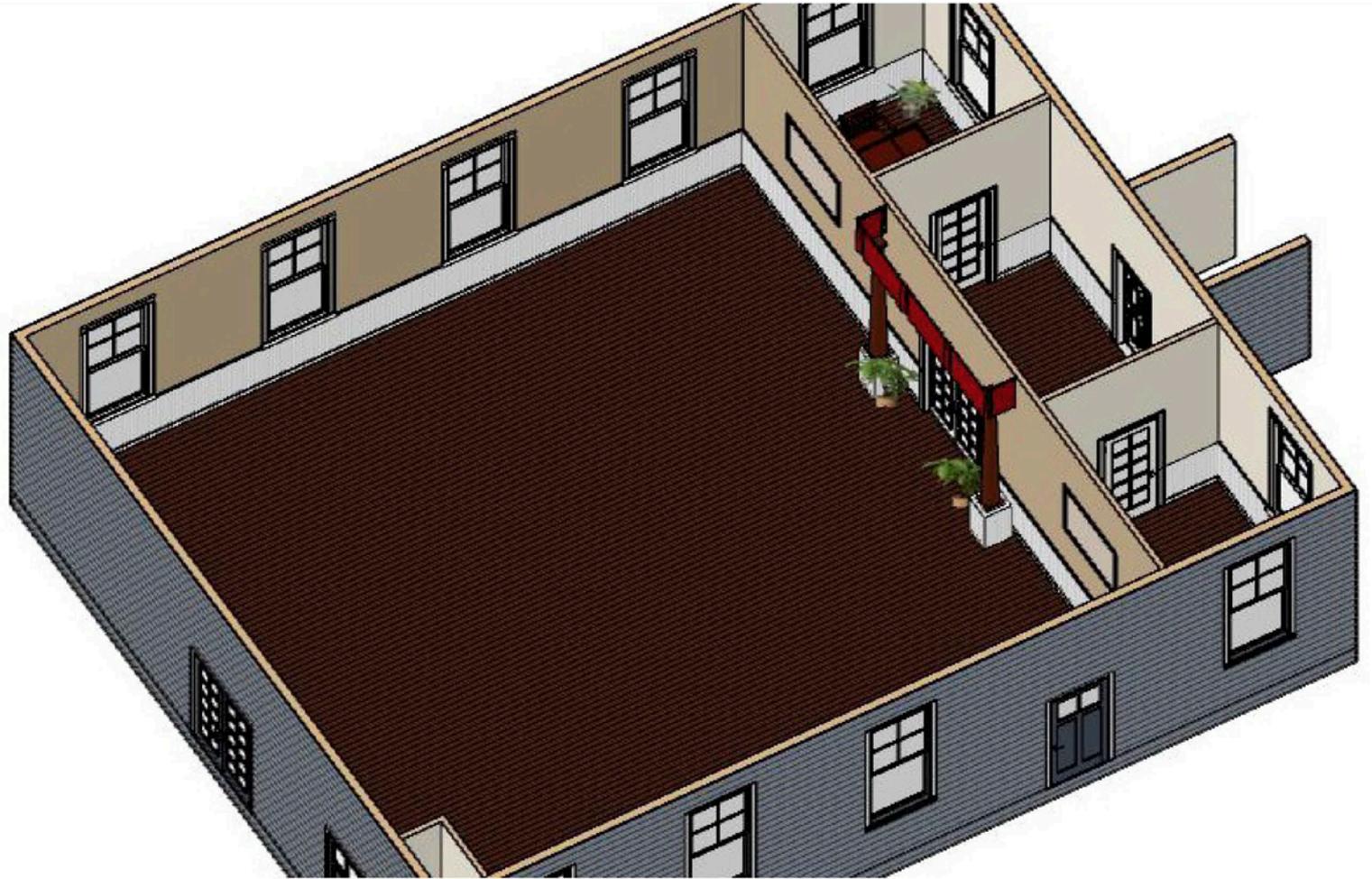
PROJECT DESCRIPTION:  
 TOWN OF BOXBOROUGH  
 GRANGE HALL

SHEET TITLE:  
**FLOOR PLAN**  
 &  
**ELEVATIONS**

NO.	DESCRIPTION	BY	DATE

SCALE:  
 NTS

DATE:  
 5/5/2015



DRAWINGS PROVIDED BY:

GREAT SPACES, INC  
BOXBOROUGH, MA

PROJECT DESCRIPTION:

TOWN OF BOXBOROUGH  
GRANGE HALL

SHEET TITLE:

BIRD'S EYE VIEW

NO.	DESCRIPTION	BY	DATE

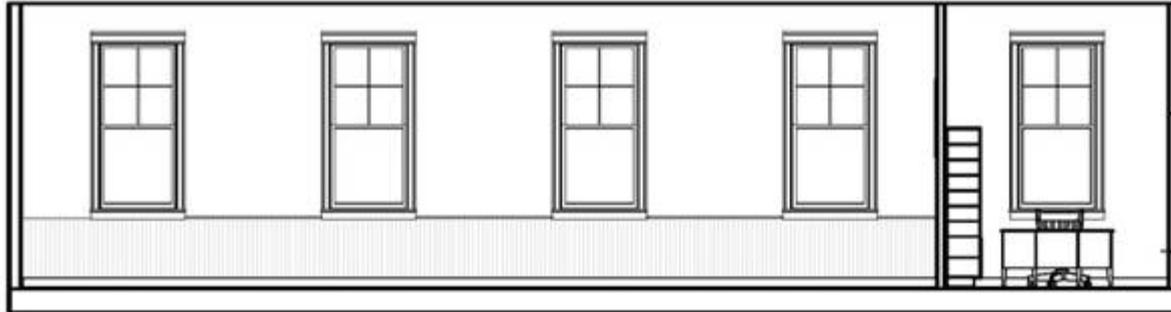
SCALE:

NTS

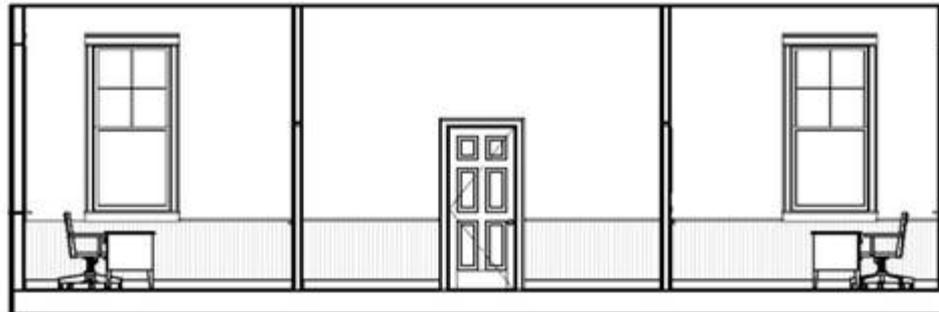
DATE:

5/5/2015

# Provide two additional office/meeting spaces at Town Hall



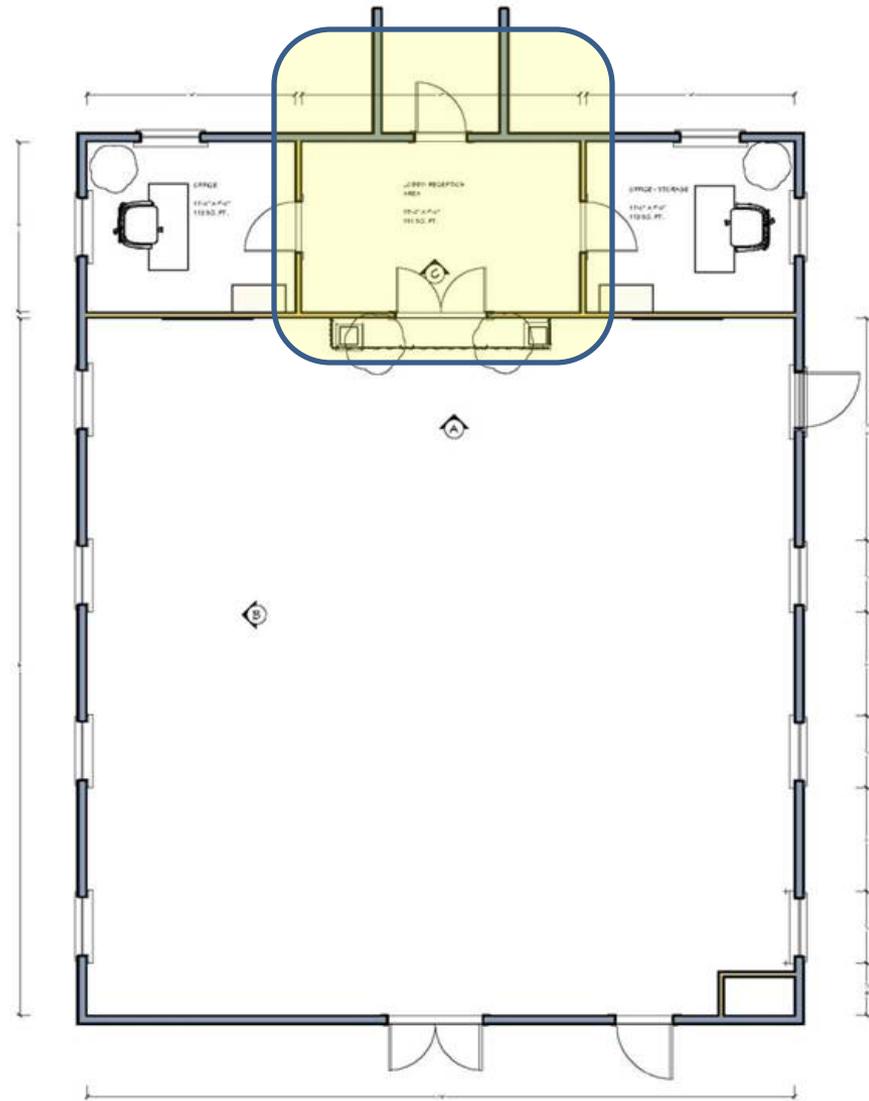
ELEVATION B



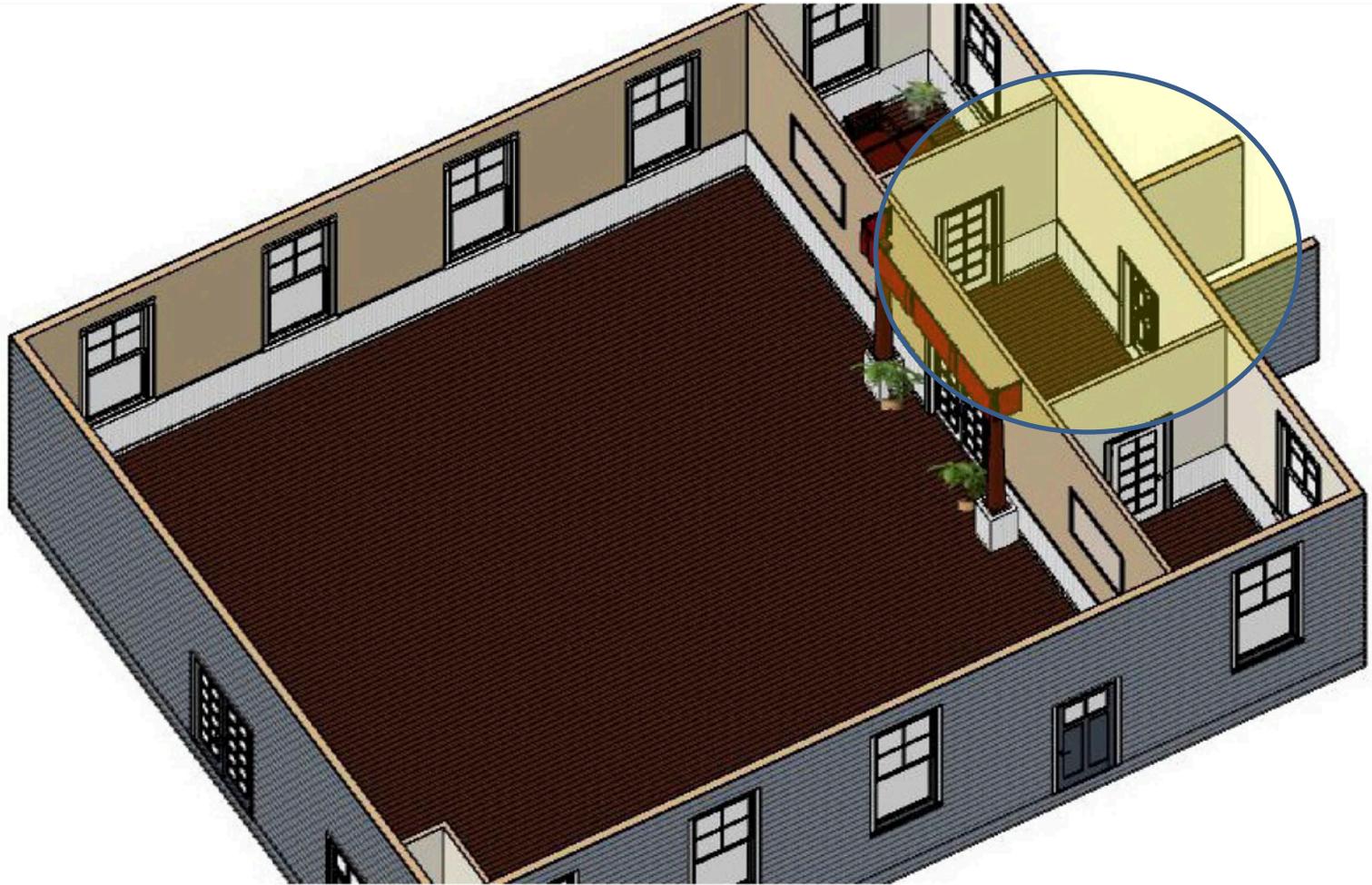
ELEVATION C

## Lobby Area

**Provide much needed lobby area for people to gather prior to meetings and before entering the polling/ election area.**



FLOOR PLAN



DRAWINGS PROVIDED BY:

GREAT SPACES, INC  
BOXBOROUGH, MA

PROJECT DESCRIPTION:

TOWN OF BOXBOROUGH  
GRANGE HALL

SHEET TITLE:

BIRD'S EYE VIEW

NO.	DESCRIPTION	BY	DATE

SCALE:

NTS

DATE:

5/5/2015



**Preserving the columns and the top valance  
of the stage for its historic presence.**

There are people that would like to preserve the stage, but ....

- **The stage does not comply with ADA**
- **Currently being used for storage**







DRAWINGS PROVIDED BY  
 GREAT SPACES, INC  
 BOXBOROUGH, MA

PROJECT DESCRIPTION:  
 TOWN OF BOXBOROUGH  
 GRANGE HA...

SHEET TITLE  
 ELEVATION A - COLOR

NO.	DESCRIPTION	REV.	DATE

SCALE:  
 NTS

DATE:  
 5/27/2015

# The Rehabilitation of the Grange Room and creation of a Foyer would also allow us to:

- Install audio/visual equipment for multimedia presentations.
- Install new hardwood flooring.
- Plaster ceiling, install new lighting and paint entire hall.
- Finally, install window treatments to accent renovations.

# **This rehabilitation would allow us to provide:**

- **A functional, modern and multifaceted community space.**
- **While maintaining the essential historic elements that make the Grange meeting room uniquely Boxborough.**





**Bedford Old Town Hall Meeting Space**

Questions ?

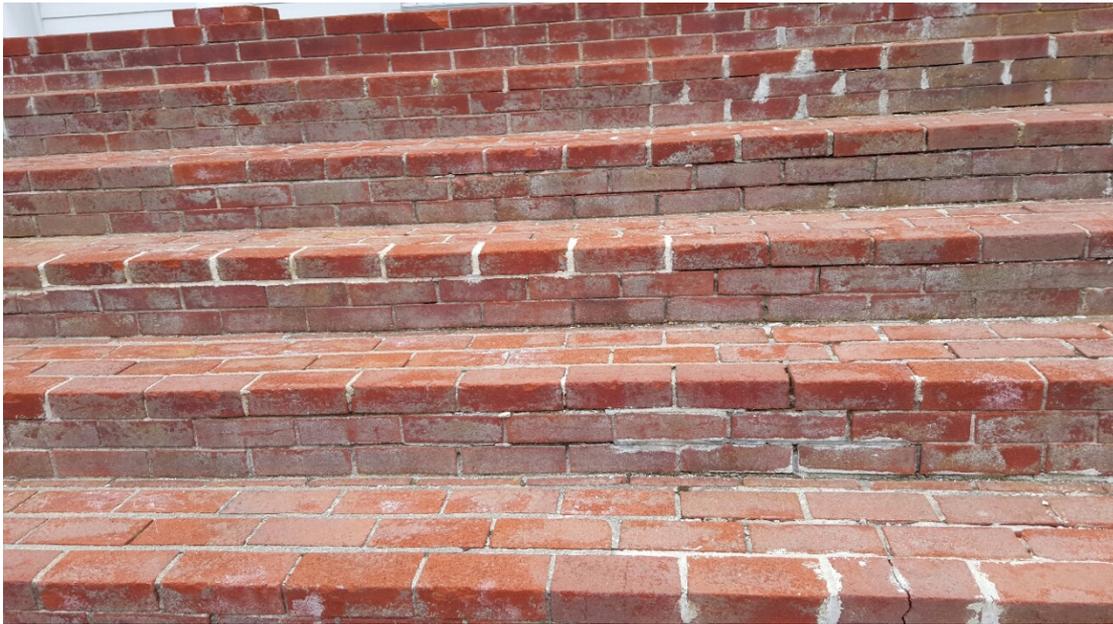
**Article # 9**

**Item C**

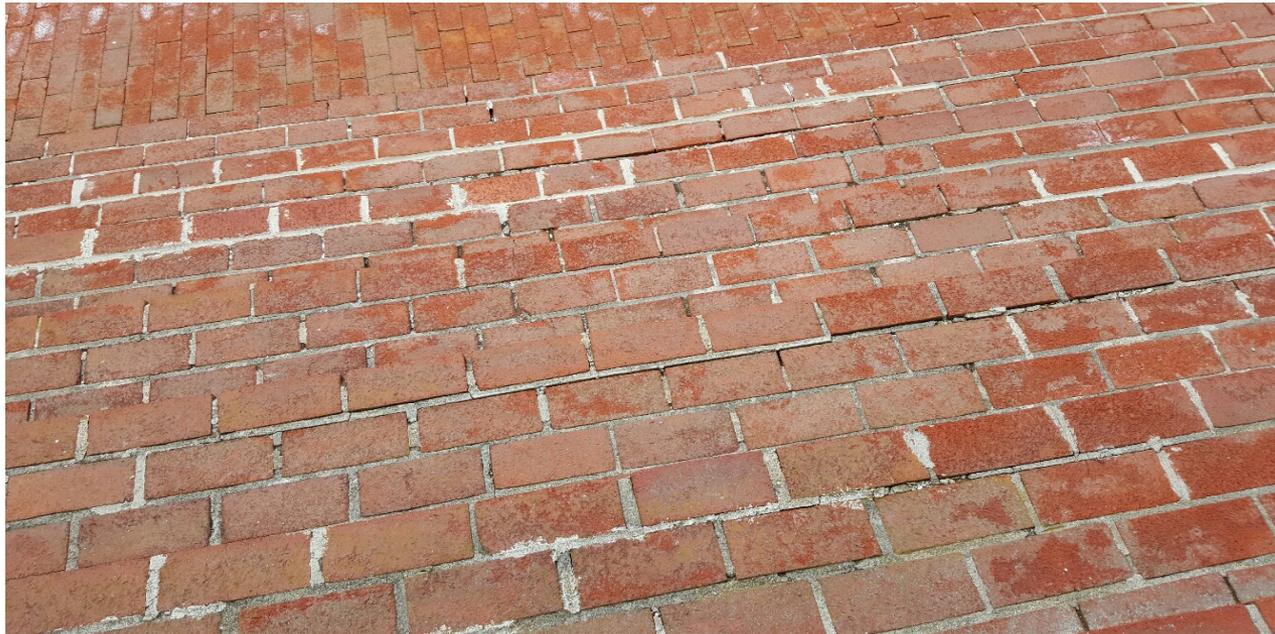
**Rehabilitation of  
Historic Town Hall  
Exterior Steps**

**Replacement of the front steps will give the Town Hall a much needed facelift along with preserving the historic entrance to the Grange Meeting Room.**

**The existing stairs were constructed of brick and mortar that have broken down over time, causing a hazard.**



**Looking from the top of the stairs,  
there is no delineation from one step  
to another; along with the fractures,  
this poses a life safety hazard.**



**The brick and mortar will be removed down to the existing substrate.**





**The new stairs will be constructed of granite veneer with field stone risers to complement the existing historic Town Hall.**

**Hand railings and guardrails will be installed to complement the stairs as well as to comply with building code.**



The revitalized entry to the Grange Meeting Room  
will have years of lasting effect.....

- Residents proud of the historic Town Hall
- Inviting entry to Grange Meeting Room
- Safe travels in and out of Town Hall
- Improved street presence

Questions ?

# **Article 22**

**HILL ROAD**

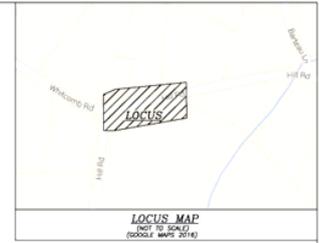
**EASEMENT**

**NOTES:**

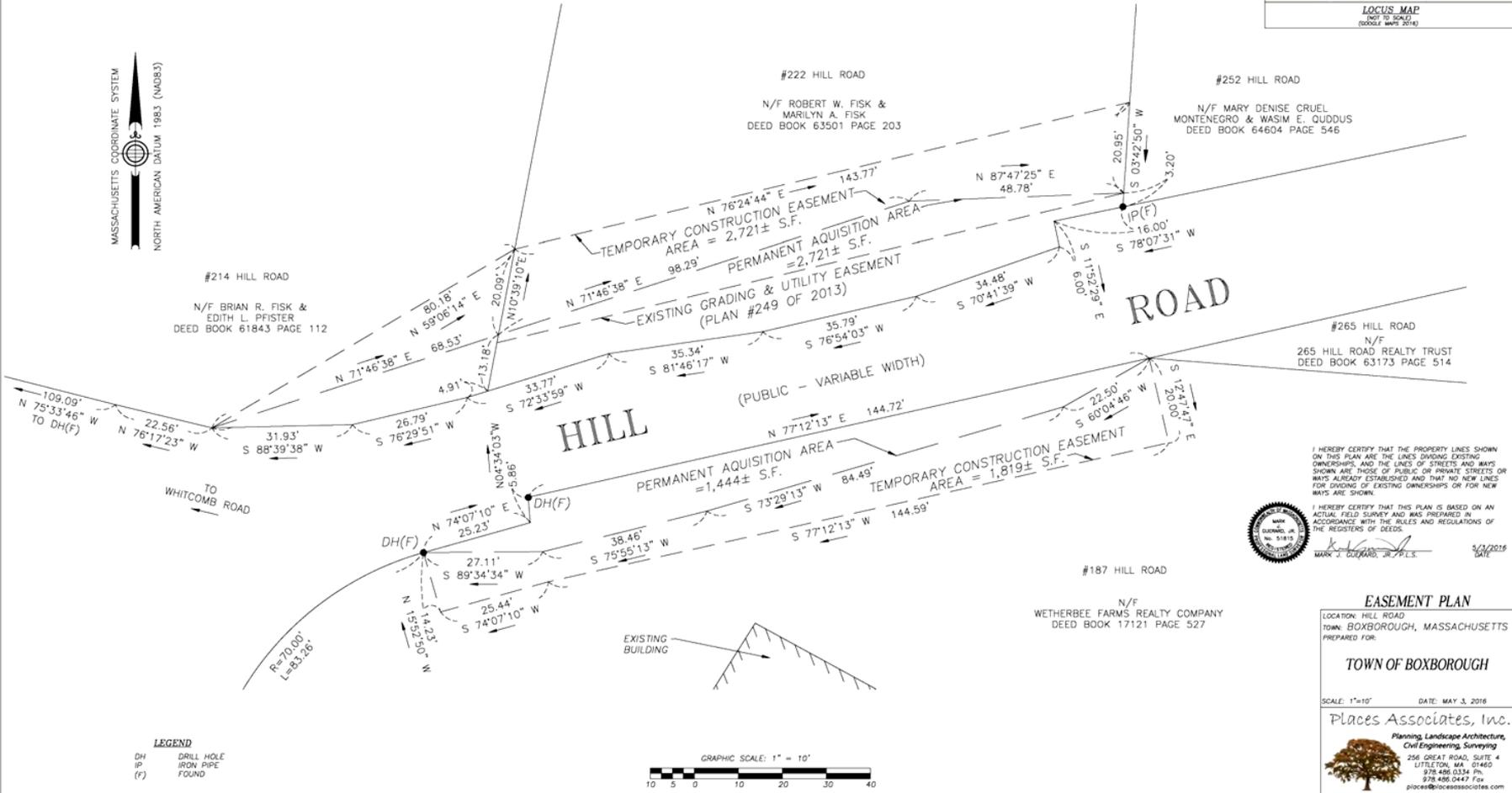
1. FIELD INSTRUMENT SURVEY PERFORMED IN SEPTEMBER 2015 BY PLACES ASSOCIATES, INC.
2. THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF THE PROPERTIES DEPICTED HEREON. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT ASSESSORS RECORDS.
3. SEE MIDDLESEX REGISTRY OF DEEDS FOR RECORD DOCUMENTS.

**PLAN REFERENCES**

- PLAN #1501 OF 1948
- PLAN #1163 OF 1969
- PLAN #163 OF 1971
- PLAN #340 OF 1974
- PLAN #398 OF 1976
- PLAN #1546 OF 1979
- PLAN #249 OF 2013



FOR REGISTRY OF DEEDS USE ONLY



I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVIDING OF EXISTING OWNERSHIPS OR FOR NEW WAYS ARE SHOWN.

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.



MARK S. EDWARDS, JR., P.L.S. 5/27/2016 DATE

**EASEMENT PLAN**

LOCATION: HILL ROAD  
TOWN: BOXBOROUGH, MASSACHUSETTS  
PREPARED FOR:

**TOWN OF BOXBOROUGH**

SCALE: 1"=10' DATE: MAY 3, 2016

Places Associates, Inc.

Planning, Landscape Architecture,  
Civil Engineering, Surveying  
256 GREAT ROAD, SUITE 4  
LITTLETON, MA 01460  
978-486-0334 Pkx  
978-486-0447 Fax  
places@placesassociates.com

PLAN No. 5150-EASE-02 PROJECT No.: 5150

# **ARTICLE 23**

## **CONSERVATION TRUST FUND (CTF)**

To see if the Town will vote to provide for the sum of Five Thousand Dollars (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

# SUMMARY

- The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.
- The appropriation is included in the FY2017 Proposed Capital Plan for FY2017 through FY2021 (Finance Committee Report page 5, Table 6) .

# **CONSERVATION TRUST FUND (CTF)**

- Purchase and Capital Improvement of Land
- Expenses related to land acquisition review such as appraisals, title searches etc.
- Management, planning and improvement of conservation land.
- Monitoring Conservation Restrictions.
- Cost of preparing open space plans and maps.

# **THE CTF IS SEPARATE FROM OTHER CONSERVATION COMMISSION FUNDS AND DOES NOT PAY FOR:**

- Routine Operations and Maintenance (Operating Budget)
- Reviewing and Protecting Wetland Resources (State and Town Fee Funds)

# CURRENT CTF BALANCE AND EXPENDITURES

- Current Unencumbered Balance: \$15,000.
- 2016 Appropriation: \$5,000
- FY 2016 Expenditures/Encumbrances:
  - \$9,000 for 10 acre land purchase.
  - \$5,800 for invasive plant cutting/treatment.
  - \$2,000 for 25 acre Conservation Restriction.

# **ANTICIPATED CTF EXPENDITURES**

- Review of Land Acquisition Opportunities (appraisal, title search, engineering and land use review).
- Control of Invasive Plants.
- Monitoring of Conservation Restrictions.

# APPROVAL OF CFT APPROPRIATION

- Is consistent with the Town's Capital Planning efforts and objectives.
- Provides an immediate and dedicated source of money to pay for anticipated needs.
- Avoids the need for ad hoc funding out the Town's annual operating budget.

# **Animal Control Vehicle**

---

**Article 30**

# ACO duties

- As planned, Boxborough is now providing ACO services under agreements with Littleton and Stow. Covering over 46 square miles.
- We cover normal business hours plus nights and weekends for emergencies
- The ACO is often required to respond to emergencies and incidents involving animals, besides dogs and cats. These events often occur at an emergency scene on the roadway or highway in the covered communities

# Responsibilities and risks

- Town has a responsibility to provide our employees with tools and equipment for their job.
  - Vehicle is required for the ACO's job
  - Provide for safety and health of our employees.
  - Insure proper handling and well-being of animals in our custody
- Proper equipment minimizes risk and liability to both the Town and the employee.
- Use of employee's personal vehicle for Town business is NOT recommended by Town Counsel and our insurance provider

# ACO vehicle cost

- \$40k purchase price - from state list (MHQ)
  - Boxborough will recover 2/3 or \$26,666 of the cost under agreements with Stow and Littleton
  - Current mileage reimbursements to the ACO will be eliminated. Over a 5 year period will fund the entire Boxborough share.
  - Vehicle lifespan estimated 8-10 years
- Used vehicle? Not a responsible option.
  - 5 year old truck with 35-40k miles would only be \$7k less
  - No warranty
  - Additional maintenance with a used vehicle

# Is it a police vehicle?

- The ACO vehicle is NOT a Police Cruiser
- The ACO does fall under the authority of the Police Chief, but this vehicle is not part of the police department assets or budget
- An ACO vehicle has not been included in budgets previously. We expected employee to use their personal vehicle.

# Risk avoidance

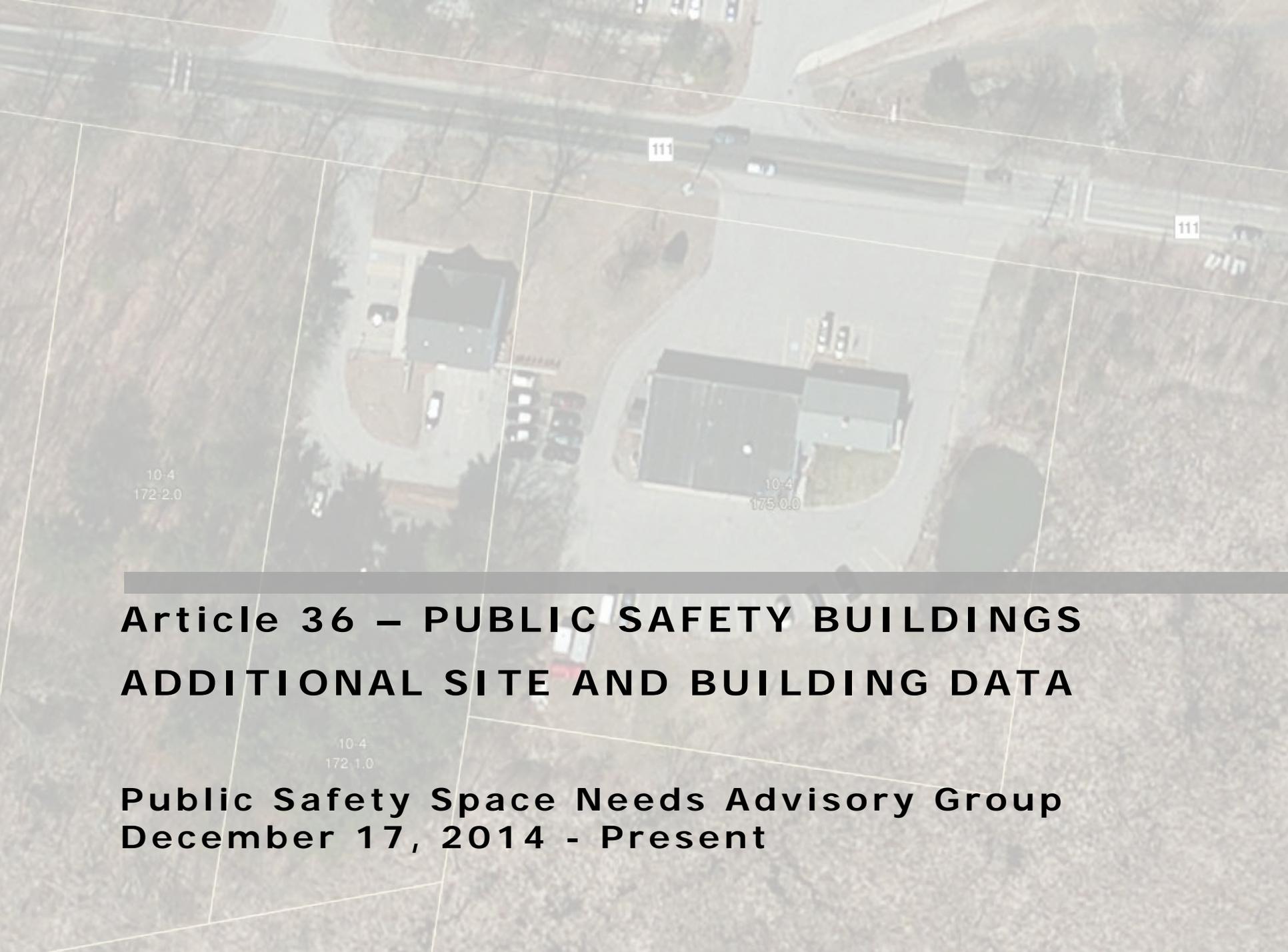
- Continued use of ACO's personal vehicle exposes the town to risks that can be avoided or minimized with town vehicle:
  - Accident with a personal vehicle
  - Loss or major malfunction with a personal vehicle
  - Temporary or permanent loss of the employee

# Similar ACO Vehicle



---

**THANK YOU!**



**Article 36 – PUBLIC SAFETY BUILDINGS  
ADDITIONAL SITE AND BUILDING DATA**

**Public Safety Space Needs Advisory Group  
December 17, 2014 - Present**

# PUBLIC SAFETY FACILITY COMMITTEE MEMBERS

---

- Adam L. Duchesneau, Town Planner
- Nancy Fillmore, Planning Board
- Les Fox , Board of Selectmen
- James Gorman, Board of Selectmen
- David Lindberg/Gerry Noel, Building Inspector
- Maria Neyland, Citizen
- Frank Powers, Council on Aging
- Jeff Scott/ Ted Kail, Finance Committee
- Hoff Stuart, Conservation Committee
- Dilip Subramanyam, Finance Committee
- Chief Ryder, Chief White and the HKT Team

# HISTORY

---

- May 2014 - Town Meeting approves \$25k to seek professional consultant services to compile a space needs assessment
- RFQ issued – 11 Firms responded – HKT Chosen to study our buildings, needs and present a needs assessment
- December 2014 - Space Needs Advisory Group was formed to provide input, vision and direction to the project
- March 2015 Space Needs Assessment Report received
- May 2015 - Town Meeting approves \$69.5k to study Public Safety schematic building designs and cost estimates
- December 2015 - Space Needs Advisory Group considers options for facilities from stand alone buildings, combined Public Safety Facility, improvements to Police and new Fire
- A majority of the committee agreed that a ***New Combined Facility*** was the most effective and responsible approach

# SPACE NEEDS ASSESSED BY COMMITTEE & HKT

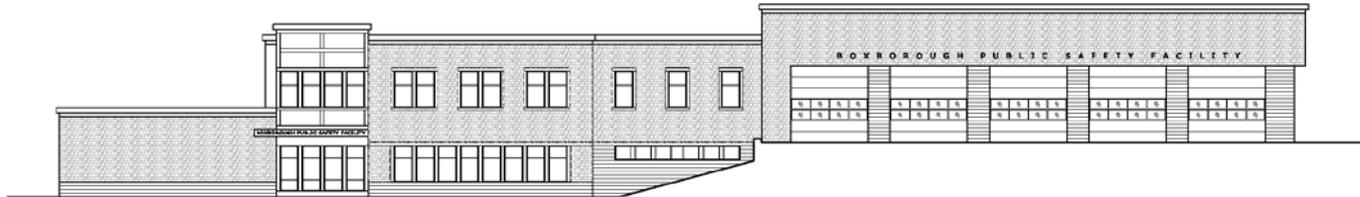
- Objectives
  - Meet Current Needs & Code Requirements, Redress Deficiencies
  - Provide Room for Growth ~ 15-20 Year Horizon
  - Address both Fire & Police Departments
- Detailed Functional Needs Evaluation by Chiefs & HKT
- Committee Reviewed and Cut Space to Best “Needed” Estimate
  - Combined Facility Saves Space/\$\$ by Sharing Functional Spaces

Space Category	Current Space, ft <sup>2</sup>	Needed Space, ft <sup>2</sup>	
		<i>Integrated</i>	<i>Split</i>
<b>Police &amp; Dispatch</b>	4,613	10,179	15,000±
<b>Fire</b>	8,469	18,362	23,182±
<b>Shared</b>	0	6,427	0
<b>Total</b>	13,082	34,968	38,182





# COMBINED FACILITY ELEVATIONS



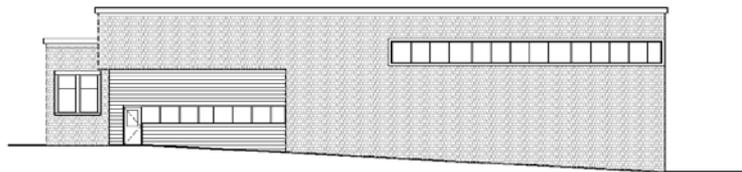
ELEV NORTH ELEVATION  
1/8" = 1'-0"

4



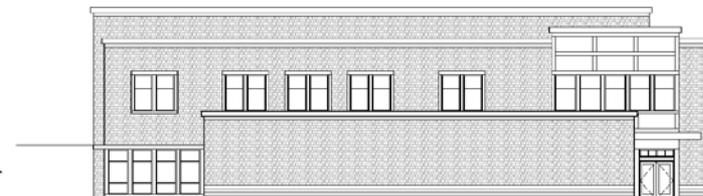
ELEV SOUTH ELEVATION  
1/8" = 1'-0"

3



ELEV WEST ELEVATION  
1/8" = 1'-0"

2



ELEV EAST ELEVATION  
1/8" = 1'-0"

1

# COSTS DRIVEN BY SPACE & CONTINGENCIES

- Preliminary Cost Estimates for Combined Facility ~ \$24 - \$25 Million
- Project Unknowns Lead to Large Contingencies

<b>Construction Hard Costs</b> <ul style="list-style-type: none"><li>• Demolition</li><li>• New construction</li><li>• Site work</li></ul>	<b>58%</b>
<b>Hard Cost Contingency</b> <ul style="list-style-type: none"><li>• Borrowing/timing</li><li>• Design &amp; estimating contingency</li><li>• Construction contingency</li></ul>	<b>25%</b>
<b>Soft Cost</b> <ul style="list-style-type: none"><li>• Architectural , engineering &amp; other services fees</li><li>• Permitting, legal, testing, HazMat allowance</li><li>• Project management</li><li>• Furnishings &amp; equipment</li><li>• Relocation cost, temporary buildings</li></ul>	<b>14%</b>
<b>Town (Owner) Contingency</b>	<b>3%</b>
<b>Total</b>	<b>100%</b>

# OBJECTIVES FOR THIS ARTICLE

- A majority of the committee agreed that further site analysis is needed before making a Town Meeting building proposal
- Article 36 is seeking \$80K for the purpose of:
  - Continuing conceptual design and costing studies ~ \$10K
  - Conducting site surveys and geotechnical studies ~ \$15K
  - HazMat Determination on present site ~ \$ 8K
  - Delineating wetlands boundaries on present site ~ \$ 8K
  - Other options for sites/buildings, Eng./Design ~ \$39K
    - Inputs from comparable projects in other communities
- Focus may evolve if new insights and options are developed

***Additional Work Proposed Reduces Uncertainty & Contingencies  
Leading to a More Cost-Effective Solution for Town***



# Article 36

## Public Safety

*May 2016*  
*Finance Committee*

# Public Safety – Study #1 in 2014: \$25,000

---



## 2014 Annual Town Meeting: Initial Study - \$25,000

Under Article 23D of the May 2014 Annual Town Meeting, the Town appropriated \$25,000 for the purpose of conducting a Public Safety Space Needs Assessment to determine the program needs of the Police and Fire Departments, and investigate tradeoffs in conceptual design for a building or buildings required to meet the assessed program needs.

## Result of “Initial Study”

The results of this study indicated that an ideal solution to the public safety space needs problem would cost in the vicinity of **\$24 Million to \$26 Million**. The committee of Town residents and officials believe that this total cost greatly exceeds that which the Town Meeting is likely to approve

# Public Safety – Study #2 in 2015: \$69,500



## ARTICLE 21 STUDIES AND INITIATIVES

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty-Three Thousand Five Hundred Dollars (\$83,500), more or less, for the purpose of implementing the programs listed below, or take any other action relative thereto.

A.	Public Safety Building Programmatic Review and Schematic Design	\$69,500
B.	Police Department Accreditation	14,000
	<b>Total</b>	<b>\$83,500</b>

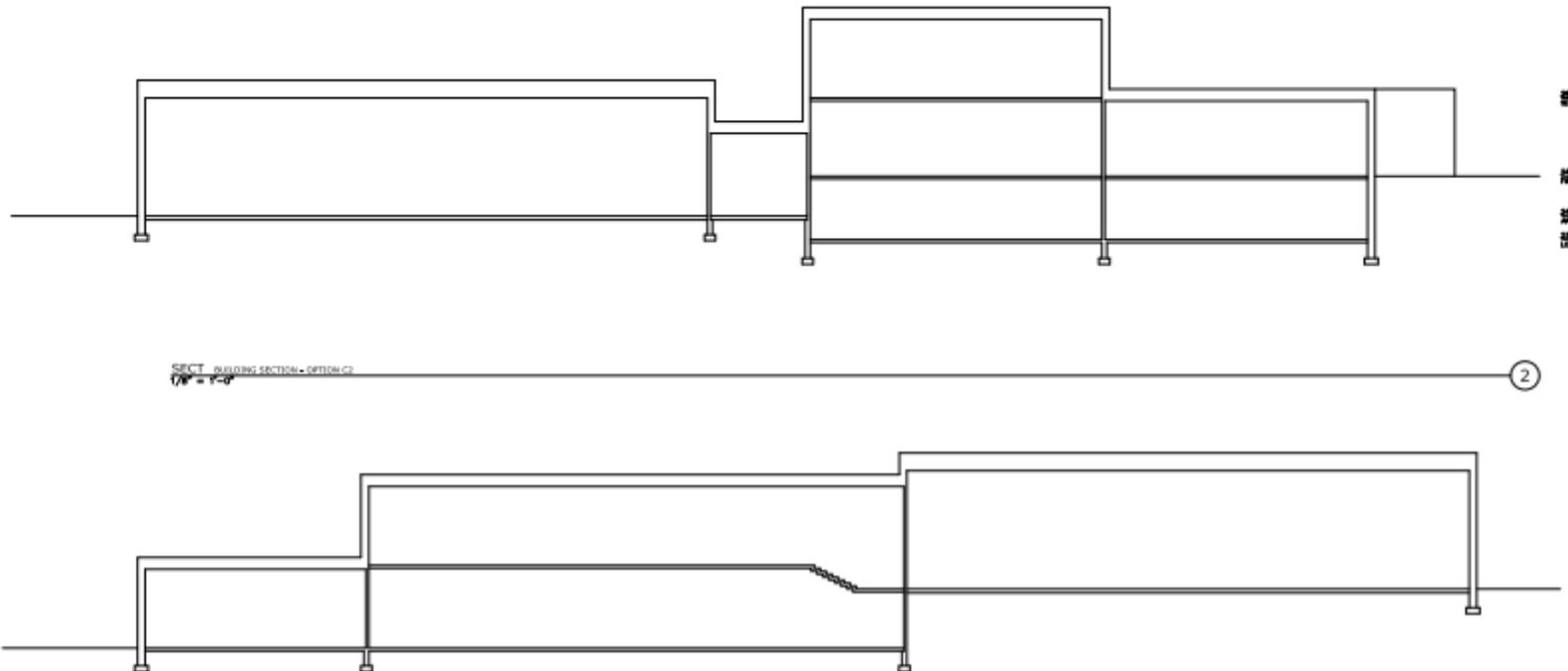
## Proposed Outcome of Study #2

The outcome of this study will be conceptual building projects meeting the lower bound and upper bound cost constraints provided to the team, so that a future Town Meeting will possess the information necessary to make an informed decision concerning new public safety construction.

# Results of the \$69,500 Study #2???



- The upper and lower bound costs are still **\$24M-\$26M**.
- How can we make an informed decision today without having more information?



# Public Safety – Study #3 in 2016: \$80,000



## ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(Two-thirds vote required if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty Thousand Dollars (\$80,000), more or less, for the purpose of implementing the programs listed below, or take any other action relative thereto.

### ARTICLE 21 STUDIES AND INITIATIVES

(Majority vote required)

### ARTICLE 21 FROM LAST YEAR'S ATM

- Did we NOT do schematic design as stated in last year's warrant???

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty-Three Thousand Five Hundred Dollars (\$83,500), more or less, for the purpose of implementing the programs listed below, or take any other action relative thereto.

### Summary

The ongoing Public Dispatch and Fire department studies, conducting Public Safety Facility

A.	Public Safety Building Programmatic Review and Schematic Design	\$69,500
B.	Police Department Accreditation	14,000
	<b>Total</b>	<b>\$83,500</b>

professional construction estimators. This conceptual design and associated cost estimate will provide a firm basis for updating the facility concept design subject to specific site conditions that may be found as well as revised design, construction sequencing and cost constraints that may be determined by the Town. Additional study is needed at the conceptual design and costing level to solidify Town needs and priorities, before proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:

Site Survey	\$10,000
Geotechnical Testing (borings)	15,000
HazMat Determination	8,000
Wetlands Scientist/Flagging	8,000
Additional Engineering/ Design	39,000
<b>Total</b>	<b>\$80,000</b>

# Public Safety – Study #3 in 2016: \$80,000



## ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(Two-thirds vote required if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty Thousand Dollars (\$80,000), more or less, for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities, or take any other action related thereto.

### Summary

*The ongoing Public Safety Facilities Needs Assessment has identified space and facilities needs for the Police, Dispatch and Fire departments, through joint efforts of the Space Needs Committee and HKT Architects, Inc., and formulated several conceptual designs aimed at meeting those needs. A conceptual floor plan for the combined Public Safety Facility has furthermore been developed, reviewed and reduced. It is presently being costed by professional construction estimators. This conceptual basis for updating the facility concept design subject to a revised design, construction sequencing and cost cost study is needed at the conceptual design and cost proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:*

### Questions:

**Don't we already know wetland boundaries?**

Site Survey	\$10,000
Geotechnical Testing (borings)	15,000
HazMat Determination	8,000
Wetlands Scientist/Flagging	8,000
Additional Engineering/ Design	39,000

**Total \$80,000**

# Public Safety – Study #3 in 2016: \$80,000



## ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(Two-thirds vote required if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty Thousand Dollars (\$80,000), more or less, for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities, or take any other action related thereto.

### Summary

*The ongoing Public Safety Facilities Needs Assessment. The Dispatch and Fire departments, through joint efforts, have formulated several conceptual designs aimed at modernizing the Public Safety Facility. A Public Safety Facility has furthermore been developed by professional construction estimators. This conceptual design serves as the basis for updating the facility concept design submitted for the revised design, construction sequencing and cost estimation. A study is needed at the conceptual design and costing level, proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:*

**Questions:**  
**What does this include?**  
**How was this determined?**  
**Who would do this analysis?**  
**What are the expected results & timeline?**

Site Survey	\$10,000
Geotechnical Testing (borings)	15,000
HazMat Determination	8,000
Wetlands Scientist/Flagging	8,000
<b>Additional Engineering/ Design</b>	<b>39,000</b>

**Total \$80,000**

# Conclusion

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1. We have **NOT** received the upper and lower bound cost proposals from study #2, which cost \$69,500.
2. Concerned over the cost per square foot of **\$796/GSF**. Our extensive due diligence shows an average should be between **\$500/GSF-\$600/GSF**.

# Conclusion Continued...

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1. What are “**must haves**” versus “**discretionary**”.
2. **Confusion** over what has been presented in past warrants and what is being recommended today based upon **limited information**.
3. We, as tax payers, have spent \$94,500 on this project. Before we spend another \$80,000 in tax dollars, the Finance Committee feels the tax payers deserve **more clarity and information**.

# Recommendation

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The Finance Committee **unanimously** does **NOT** recommend **(6-0)**

Given the considerable disagreement about the specific needs and priorities, the Finance Committee believe that any further expenditure on this project, particularly any expense related to specific site assessment, is premature.



# Questions & Discussion



# Appendix



## **Provide context to the Public Safety discussion**

- Understand the total GSF of comparable towns in the State of Massachusetts
- Understand recent construction costs of towns in the State of Massachusetts

# What was the process?

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1. Identified comparable towns to Boxborough
2. Contacted the fire and police department or the assessors office
  - Collected total gross square feet (GSF)
  - Recent construction/renovation project costs  
\$/GSF *(when available)*
3. Visited the fire and police stations to gather data and additional information

# Identifying comparable towns to Boxborough

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## Criteria for selecting peer towns:

- 1. County:** selected towns in Middlesex and Worcester county
- 2. Population:** selected towns with a population 30% greater and 30% less than Boxborough
- 3. Per Capita Income:** selected towns with a per capita income 30% greater and 30% less than Boxborough

### *Data Source:*

- [https://en.wikipedia.org/wiki/List\\_of\\_Massachusetts\\_locations\\_by\\_per\\_capita\\_income](https://en.wikipedia.org/wiki/List_of_Massachusetts_locations_by_per_capita_income)
- <http://www.census.gov/>

# Results of peer selection process



The table below represents towns that were comparable to Boxborough in BOTH population levels and per capita income.

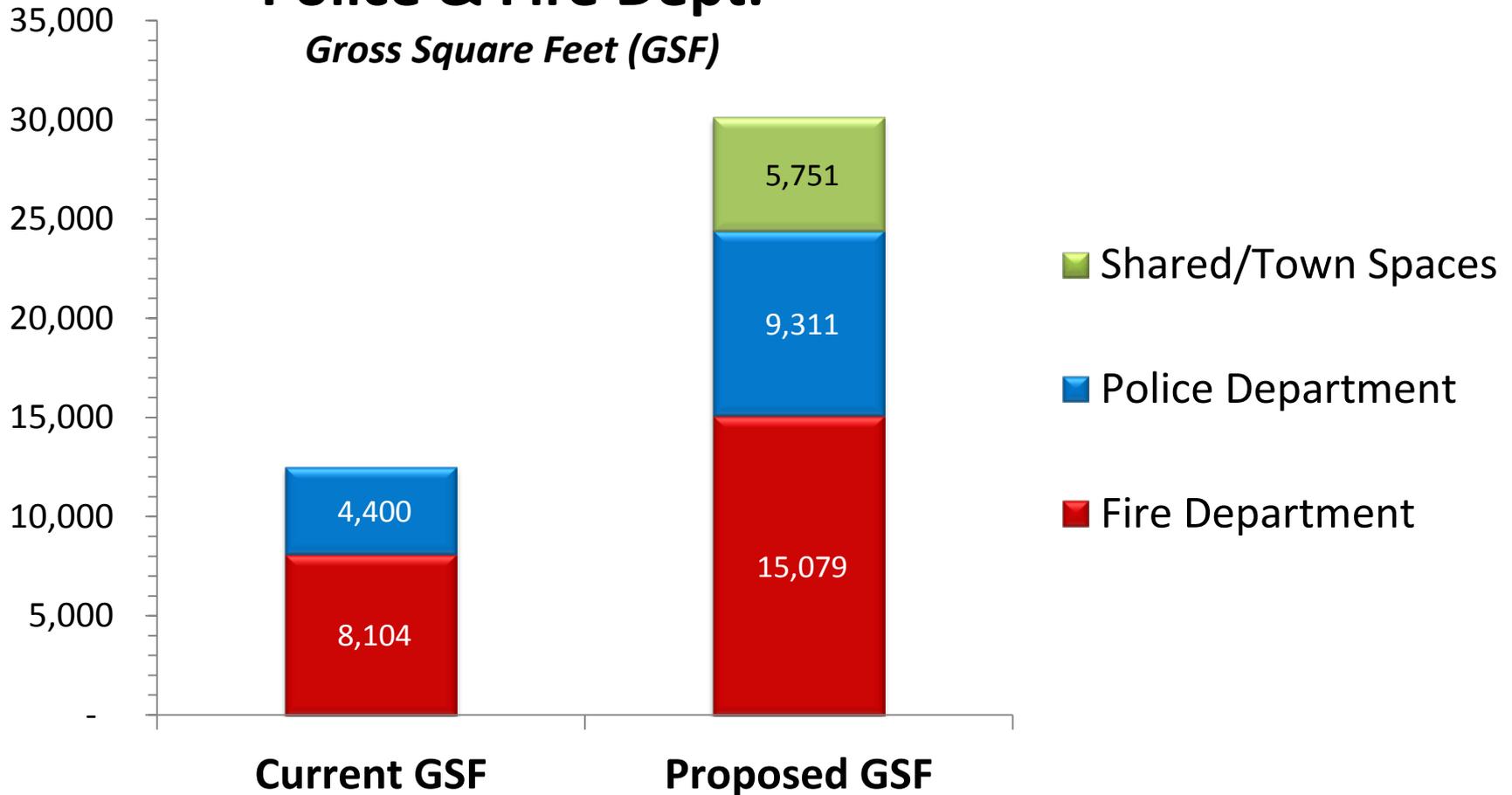
Town	Population	Per Capita Income
Stow	6,737	\$47,880
Harvard	6,540	\$52,258
Lincoln	6,470	\$62,061
Boxborough	5,048	\$62,461
Bolton	4,967	\$55,369
Carlisle	4,918	\$77,585
Boylston	4,366	\$53,378
Sherborn	4,169	\$73,420

# Current & proposed GSF of the facilities



## Police & Fire Dept.

*Gross Square Feet (GSF)*



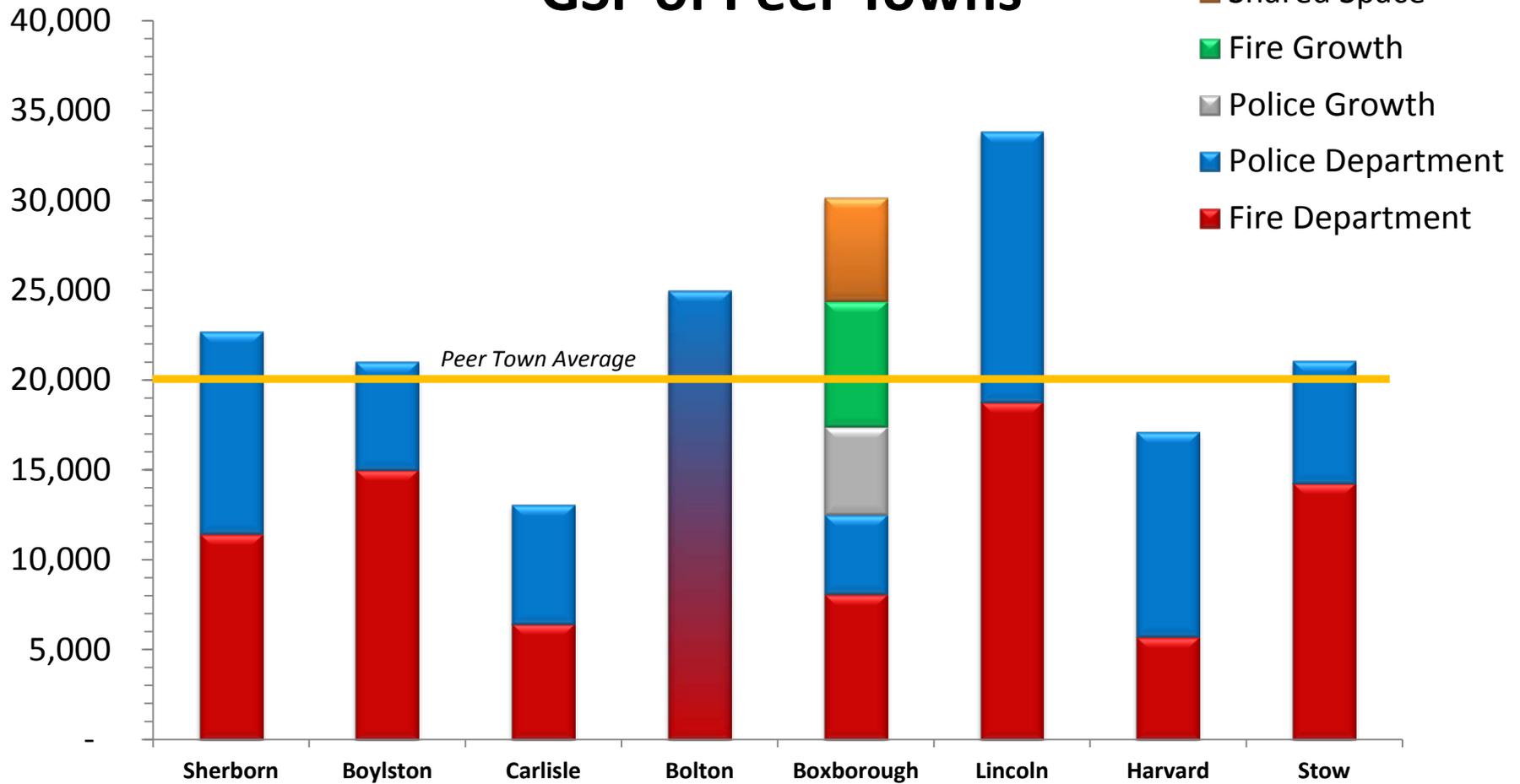
*Proposed GSF is based upon Public Safety Study – Phase II December 15, 2015*

[http://www.boxborough-ma.gov/sites/boxboroughma/files/2015-12-15\\_presentation.pdf](http://www.boxborough-ma.gov/sites/boxboroughma/files/2015-12-15_presentation.pdf)

# What GSF totals do peer towns have?



## GSF of Peer Towns



- Towns are arrayed in order of lowest to highest
- Bolton has a joint public safety facility

# Key takeaways regarding the GSF

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1. Boxborough's currently has the least amount of total GSF compared to peer towns
2. The projected GSF will result in Boxborough having the 2<sup>nd</sup> most amount of GSF
3. 5 of the 7 towns commented on how little space they had. They suggested building twice the amount of space you currently have to accommodate future needs.

# Construction costs

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## Current Proposal

- \$24M divided by 30,140 GSF = **\$796/GSF**

## Key Question

- Is the \$/GSF figure reasonable?

When meeting with the peer town's fire and police department very little construction costs data was available.



## Division of Capital Asset Management and Maintenance (DCAMM)

### Our Organization

Carol Gladstone, Commissioner

**DCAMM's Mission**

**Energy and Sustainable Design Programs**

**Facilities Management & Maintenance**

**Finance and Administration**

**General Counsel**

**Leasing and Office Planning**

### Who We Are

The Division of Capital Asset Management and Maintenance (DCAMM), an agency within the Executive Office for Administration and Finance (A&F,) is responsible for facilities management, major public building construction, and real estate services for the Commonwealth of Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

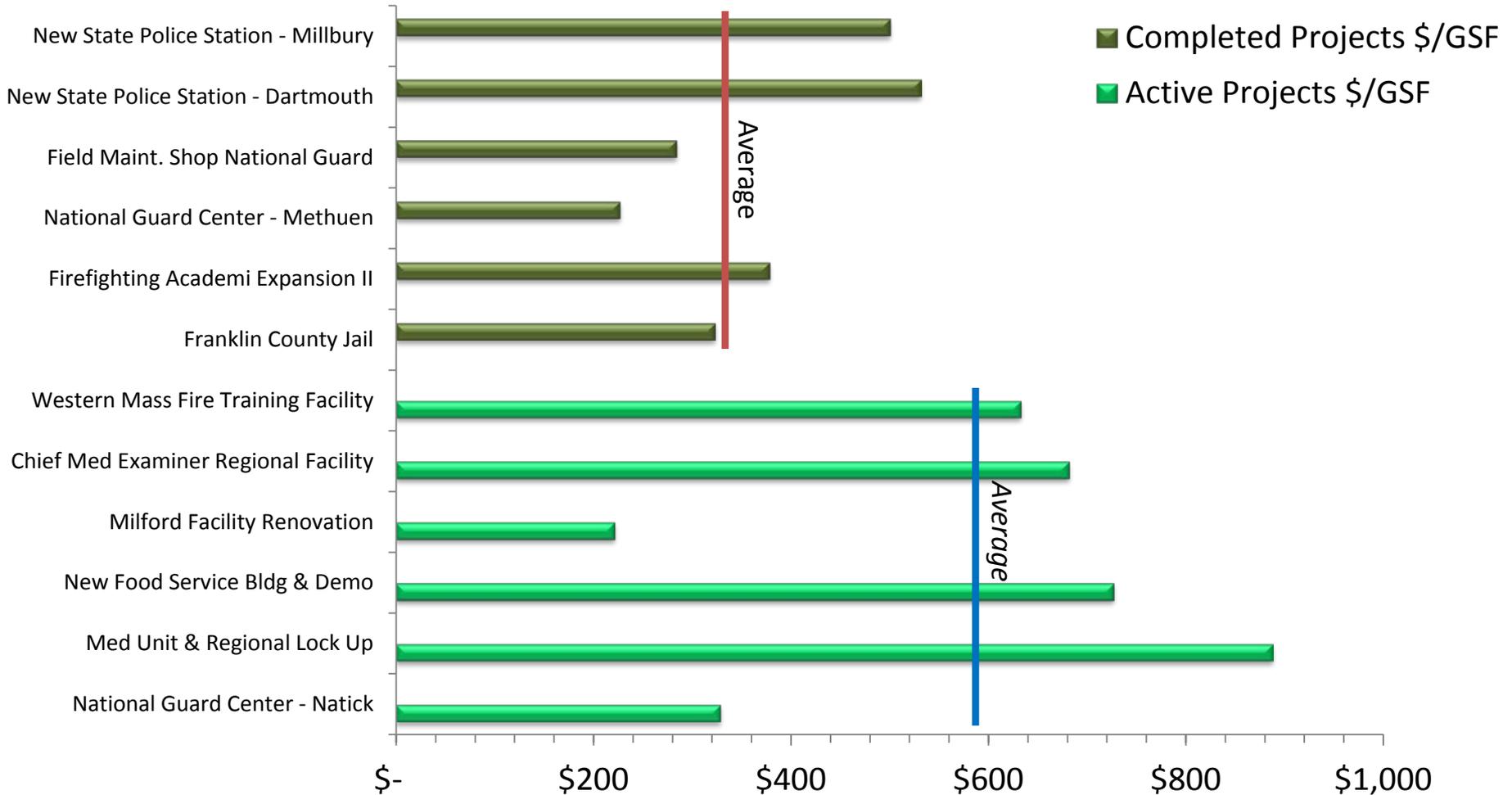
DCAMM directly manages 5.5 million square feet of state buildings, and for those buildings not managed by DCAMM, we assist our client agencies using comprehensive and cost-effective maintenance and management strategies and standards. Our agency also manages hundreds of millions in capital construction projects each year, and more than 500 active leases comprising 7 million square feet of privately-owned lease space housing state offices. Further, our agency is also responsible for the disposition of surplus real estate owned by the Commonwealth.

<http://www.mass.gov/anf/property-mgmt-and-construction/oversight-agencies/dcam/>

# DCAMM construction costs in Massachusetts



## Construction Costs \$/GSF



# Construction costs in Massachusetts



**Chatham Police Department**  
Chatham, Massachusetts

**Project:** Design and build of Chatham Police Department & Town Annex

**Size:** 42,680 s.f. new construction

**Budget:** \$15,500,000 total project; \$11,741,047 construction & sitework

**Year:** Project completion & occupancy, May 2011

**Video:** [Chatham Case Study](#)



**Acton Public Safety Facility**  
Acton, Massachusetts

**Project:** Design and build of new public safety facility

**Size:** +/- 22,433 s.f. new construction; +/- 3,600 s.f. new carport and storage outbuilding

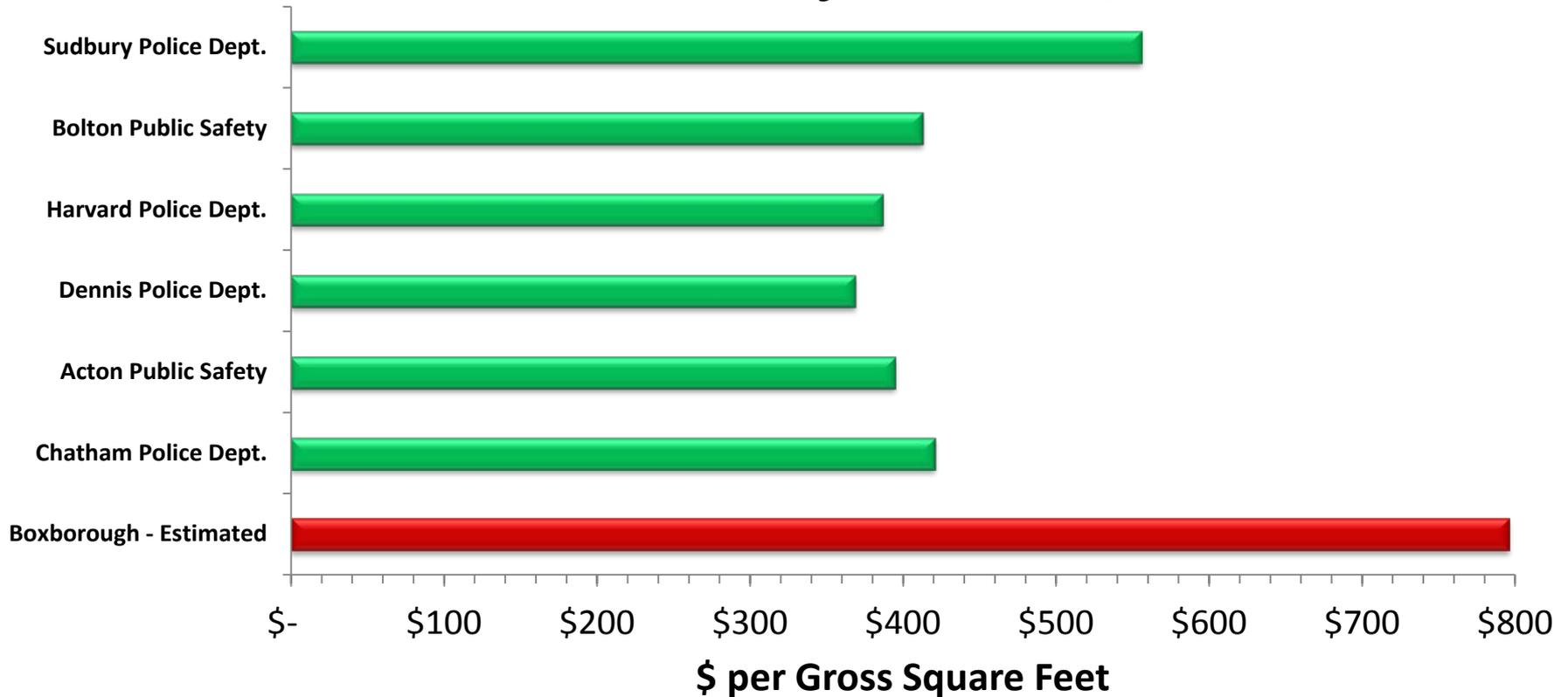
**Budget:** \$6,400,000 total bonding; \$4,995,292 construction & sitework

**Year:** Construction start, Fall 2003; Completion, April 2005

# Construction costs in Massachusetts



## Total Project Cost \$/GSF



**Notes:** Costs are inflated using an average annual inflation of 3% to reflect 2016 dollars

**Sources:**

- <http://www.jharchitects.net/#!copy-of-public-safety/cu7y>
- [http://www.townofbolton.com/pages/BoltonMA\\_Admin/PUBLIC.pdf](http://www.townofbolton.com/pages/BoltonMA_Admin/PUBLIC.pdf)
- <https://sudbury.ma.us/psbrc/wp-content/uploads/sites/331/2014/08/PSBRCFinalReport.pdf>
- <https://sudbury.ma.us/pcd/wp-content/uploads/sites/326/2014/08/PoliceStationFAQ2014.pdf?version=098c1d4b758d6af0ba62237ecc6aaaa1>

# Key takeaways regarding the cost

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1. The cost per gross square foot for the proposed facility are high compared to other construction projects in the State of Massachusetts.
2. More cost data should be gathered from Massachusetts towns that are currently constructing/renovating fire/police stations.
3. A more thorough understanding of the costs factors driving the \$796/GSF is recommended.

# Sudbury Final Report in 2007- Example



## Exhibit #9: (Last Page)

<https://sudbury.ma.us/psbrc/wp-content/uploads/sites/331/2014/08/PSBRCFinalReport.pdf>

## Police Station Comparisons

Sudbury Police Headquarters

Town	Year	Population	FTE	Bldg SF	SF per FTE	Constr Cost	Cost/SF
Orleans	2008	6,315	31	18,100	584	6,489,000	359
Littleton	2008	8,714	22	14,100	641	4,400,000	312
Hanson	2005	9,956	25	14,260	570	3,903,000	
Holliston	2008	13,941	25	14,871	595	5,200,000	350
Hopkinton	2003	14,307	26	17,500	673	3,700,000	
Swampscott	2009	14,000	32	13,000	406	4,430,000	341
Grafton	2004	17,525	24	15,800	658	3,844,000	
Acton	2004	20,753	44	22,400	509	6,350,000	
Dracut	2007	29,498	52	23,350	449	7,985,700	342
Average		15,001	31	17,042	565	5,144,633	341
<b>Sudbury</b>	<b>2009</b>	<b>17,159</b>	<b>35</b>	<b>14,540</b>	<b>415</b>	<b>5,022,000</b>	

# Active projects at DCAMM

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## **MA Army National Guard Readiness Center in Natick**

\$15.3M

46,450 GSF

\$329/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/natick-readiness.html>

## **Worcester County Sheriff's Office – Intake, Medical Unit and Regional Lock Up**

\$20M

22,500 GSF

\$888/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/worcester-county-sheriffs-office-intake-medical-uni.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# Active projects at DCAMM

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## **MCI Shirley – New Food Service Building-Demo and New Construction**

\$16M

22,000 GSF

\$727/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/mci-shirley-new-food-service-building-demo-and-new-co.html>

## **Milford Facility Renovation to EOPSS Headquarters**

\$58.5M

263,000 GSF

\$222/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/milford-facility-renovation-to-eopss-headquarters.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# Active projects at DCAMM

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## **Office of the Chief Medical Examiner – Central/Western Regional Facility**

\$10.1M

14,873 GSF

\$682/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/office-of-the-chief-medical-examiner-central-western-regional-facility.html>

## **Western Mass Fire Training Facility in Springfield**

\$11.4M

18,000 GSF

\$633/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/western-mass-fire-training-facility-in-springfield.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# Completed projects at DCAMM

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## **Franklin County Jail & House of Correction Replacement**

\$32.2M

99,600 GSF

\$323/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/franklin-county-jail-and-house-of-correction.html>

## **Massachusetts Firefighting Academy Phase II Expansion**

\$43.5M

115,000 GSF

\$378/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/ma-firefighting-academy-phase-ii-expansion.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# Completed projects at DCAMM

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## **MA Army National Guard Readiness Center in Methuen**

\$15.3M

67,112 GSF

\$227/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/methuen-readiness.html>

## **New Field Maintenance Shop in Reading – National Guard**

\$17.5M

61,600 GSF

\$284/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/new-field-maint-shop-in-reading-national-guard.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# Completed projects at DCAMM

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## **New State Police Station at Dartmouth**

\$7.6M

14,300 GSF

\$531/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/new-state-police-station-at-dartmouth.html>

## **New State Police Station at Millbury**

\$7.6M

15,200 GSF

\$500/GSF

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/new-state-police-station-at-millbury.html>

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/current-and-completed-projects/public-safety-projects/>

# **Article 50**

## **DISCONTINUANCE OF CUNNINGHAM ROAD**

- NOTES:**
1. THE INTENT OF THIS PLAN IS TO DISCONTINUE A PORTION OF THE PUBLIC VARIABLE WIDTH CUNNINGHAM ROAD AS SHOWN HEREON.
  2. TOTAL AREA OF THE PORTION OF CUNNINGHAM ROAD TO BE DISCONTINUED IS 21,083± SQ. FT. OR 0.48± ACRES.
  3. FIELD INSTRUMENT SURVEY PERFORMED APRIL 27, 2016 BY PLACES ASSOCIATES, INC.
  4. THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF THE PROPERTY DEPICTED HEREON. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT ASSESSORS RECORDS.
  5. SEE MIDDLESEX REGISTRY OF DEEDS FOR RECORD DOCUMENTS.

**PLAN REFERENCES**

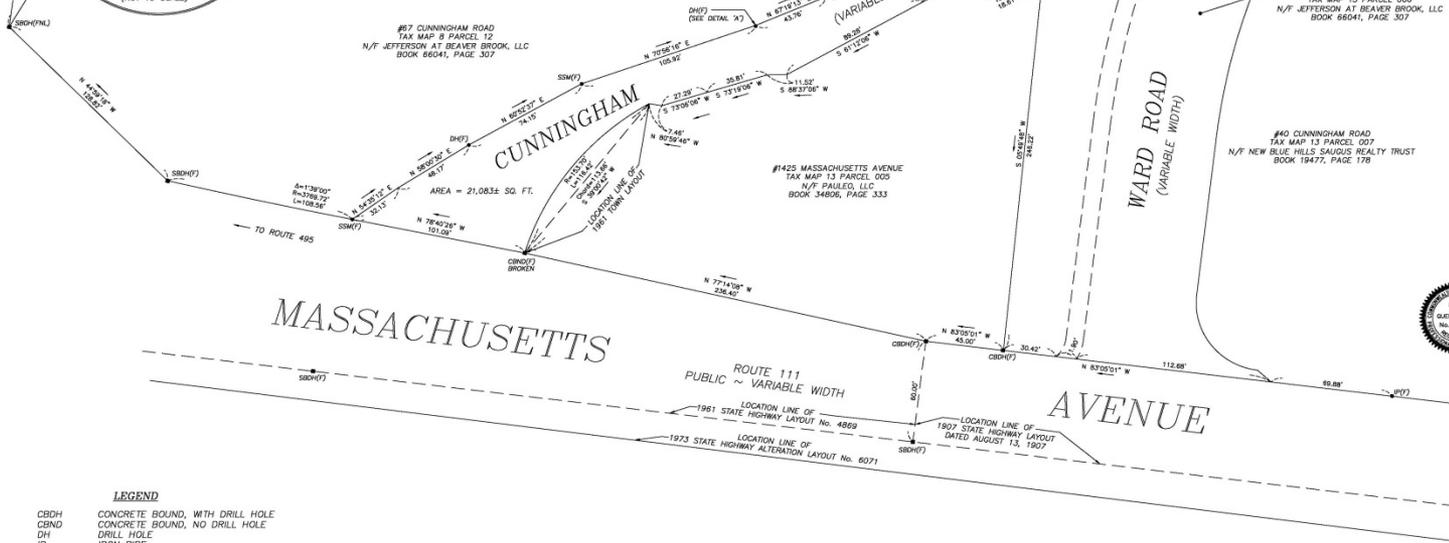
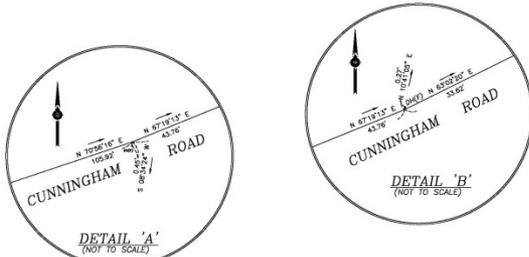
- PLAN #877 OF 1970
- PLAN #46 OF 1972
- PLAN #585 OF 1977
- PLAN #1154 OF 1989
- PLAN #1120 OF 2003
- PLAN #882 OF 2015
- PLAN #594 OF 2015

1907 STATE HIGHWAY LAYOUT (AUGUST 13, 1907), MASSACHUSETTS AVENUE  
 1961 STATE HIGHWAY LAYOUT - MASSACHUSETTS AVENUE  
 1973 STATE HIGHWAY ALTERATION - MASSACHUSETTS AVENUE

FOR REGISTRY OF DEEDS USE ONLY



LOCUS MAP (NOT TO SCALE)



I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISIONS OF EXISTING OWNERSHIPS OR FOR NEW WAYS ARE SHOWN.



I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.  
 MARK J. CLEWLEY, INC. P.L.C. 5/2/2015 DATE

- LEGEND**
- CBDH CONCRETE BOUND, WITH DRILL HOLE
  - CBND CONCRETE BOUND, NO DRILL HOLE
  - DH1 DRILL HOLE
  - IP IRON PIPE
  - SBDH STONE BOUND, WITH DRILL HOLE
  - SSM STEEL SURVEY MARKER (REBAR)
  - (F) FOUND
  - (FNL) FOUND, NOT LOCATED



**DISCONTINUANCE PLAN**  
 LOCATION: CUNNINGHAM ROAD  
 TOWN: BOXBOROUGH, MASSACHUSETTS  
 PREPARED FOR:  
**TOWN OF BOXBOROUGH**  
 SCALE: 1"=30' DATE: MAY 2, 2016  
**Places Associates, Inc.**  
 Planning, Landscape Architecture,  
 Civil Engineering, Surveying  
 256 GREAT ROAD, SUITE 4  
 LITTLETON, MA 01460  
 978-488-0534 Tel.  
 978-488-0447 Fax  
 places@placesassociates.com  
 PLAN No. 5093-DSC-01 PROJECT No.: 5093