



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**SELECT BOARD
Meeting Agenda
Monday, March 2, 2020
7:00 PM
2nd Floor, Town Hall, 29 Middle Road, Boxborough, MA**

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	7:00 PM	Call to Order 2nd Floor, Town Hall, Boxborough, Massachusetts <i>Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.</i> <i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i>	
2.	7:00 PM	Announcements	
3.	7:10 PM	Approval of payroll and payable warrants Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)	
4.	7:15 PM	Update on Town Boards/Committees/Commissions <i>Vote to appoint Larry Grossman, as a representative of the Sustainability Committee, to the Boxborough Building Committee effective March 3, 2020 through June 30, 2020</i>	VOTE:
		a.	
		<i>Vote to acknowledge and place on file the resignation of Abby Reip from the Planning Board, effective May 1, 2020.</i>	ACCEPT & POF
		b.	
		<i>Vote to add a two-year seat on the Planning Board to the May 19, 2020 annual town election ballot.</i>	VOTE:
		c.	
		<i>Note - This step is to fill the vacancy of Abby Reip</i>	
5.	7:30 PM	Public Hearing a. Proposed changes to the Personnel Plan and the Compensation and Classification schedule for FY2021 (joint meeting with the Personnel Board)	
6.	7:50 PM	Citizen's Concerns	
7.	8:00 PM	FY 2021 Budget /Annual Town Meeting Preparations - Joint Meeting with Finance Committee a. Presentation on the proposed Construction and Post Construction Stormwater Bylaw - Nick Cristofori, Comprehensive Environmental Inc. b. FY 2021 Budget Status Update c. Review of Warrant: <i>Final Votes on the May 2020 Annual Town Meeting Warrant Articles</i>	VOTE:

Item # Estimated
Start Time

Action
Vote/ Accept &
POF

8. 9:00 PM Select Board & Town Administrator's reports/updates

a. Reports

9. 9:15 PM Adjourn Open Session

10. 9:15PM Executive Session

Vote to adjourn to executive session in the Grange Room Annex to:

Discuss non-public records MGL Chapter 59, Abatement Applications for Real Estate and/or Personal Property Tax, per MGL C30A §21 (a), subsection 7

Note: *The Chair shall note that to discuss in open session may have a detrimental effect on the negotiating position of the Board. The Select Board will not be reconvening in Open Session after completion of the Executive Session.*

2020: 3/16/20; 3/30/20; 4/13/20; 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 3/17/2020; 4/14/2020 [Pre-Town Meeting Review]

2020 ATM Commences: 5/11/20

**ROLL CALL
VOTE**

4a

Sean Donahue

From: Maria Neyland <>
Sent: Friday, February 28, 2020 5:02 PM
To: Sean Donahue
Cc: Maria Neyland
Subject: Fwd: New Building Committee

Sent from my iPhone

Begin forwarded message:

From: Francie Nolde <>
Date: February 18, 2020 at 11:09:54 AM EST
To: Maria Neyland <>, Les Fox <>
Cc: Larry Grossman <>, Francie Nolde <>
Subject: New Building Committee

Dear Maria and Les,

As you requested, Maria, to let you know who the Sustainability Committee recommends joining the new Building Committee, we would like Larry Grossman to speak for Sustainability. Please use the e-mail associated with his name above.

Many thanks for including us in this important work for the town.

Best wishes,
Francie
Chair, Sustainability Committee

Open the heart ... release the ego
May you be happy!

Francie Nolde

4b

RECEIVED

FEB 18 2020

**TOWN CLERK
TOWN OF BOXBOROUGH**

February 18, 2020

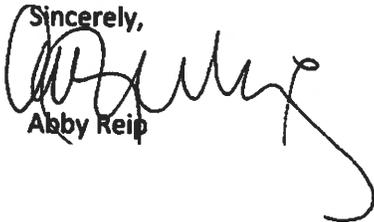
Elizabeth Markiewicz, Boxborough Town Clerk
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Dear Liz,

Effective May 1, 2020, I am resigning from the Boxborough Planning Board.

Although the timing of this departure means that I will not have fulfilled the remainder of my second term, it does allow sufficient time for another citizen to file nomination papers and be duly elected to the seat.

Sincerely,



Abby Reip

yc

From: Elizabeth Markiewicz
Sent: Thursday, February 27, 2020 1:37 PM
To: Ryan Ferrara; Maria Neyland
Subject: 2-year Planning Board seat

Hi Ryan and Maria,

I just spoke with Elections to confirm that all the Select Board needs to do concerning the vacancy created by Abby's resignation is to vote at a meeting to add a two-year Planning Board seat to the May 19 election ballot. The wording is flexible but goes like this:

"Move to add a two-year Planning Board seat to the May 19 Annual Town Election ballot."

Or words to that effect.

Best,

Liz

5

Personnel Plan, including Classification and Compensation Schedule

**LEGAL NOTICE
SELECT BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO PERSONNEL PLAN**

The Select Board and Personnel Board will jointly hold a public hearing on Monday, March 2, 2020 at 7:30 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan, including the Classification and Compensation Schedule.

The proposed amendments will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Select Board

**TA/PERSONNEL PLAN
LEGAL NOTICE
SELECT BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO
PERSONNEL PLAN**

The Select Board and Personnel Board will jointly hold a public hearing on Monday, March 2, 2020 at 7:30 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan, including the Classification and Compensation Schedule.

The proposed amendments will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Select Board

AD#13871271
Acton Beacon 2/20/20

Proposed FY21 Classification & Compensation Schedule
Regular Full-Time, Reduced Hours and Part-Time Employees

Grade	Positions	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator	Exempt	81,308	83,341	85,425	87,560	89,749	91,993	94,293	96,650	99,066	101,543	104,082	106,684	109,351	112,084
	Police Lieutenant															
15	COA & Comm Svc Director	Exempt	69,199	70,929	72,702	74,519	76,382	78,292	80,249	82,255	84,312	86,420	88,580	90,795	93,064	95,391
	Human Resources Manager															
	Informations Systems Coordinator															
	Inspector of Buildings															
	Town Accountant															
	Town Assessor															
	Town Planner															
Town Treasurer/Collector																
14	Council on Aging Coordinator	Exempt	58,892	60,365	61,874	63,421	65,006	66,631	68,297	70,005	71,755	73,549	75,387	77,272	79,204	81,184
	Town Clerk															
	Community Services Coordinator	Non-Exempt	28.21	28.91	29.63	30.37	31.13	31.91	32.71	33.53	34.37	35.22	36.11	37.01	37.93	38.88
	DPW Business Administrator															
DPW Foreman																
13	Youth Services Librarian	Exempt	54,352	55,711	57,104	58,531	59,995	61,494	63,032	64,608	66,223	67,878	69,575	71,315	73,097	74,925
	<i>Information Services Librarian</i>	Non-Exempt	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.72	32.51	33.32	34.15	35.01	35.88
	Technical Services Librarian															
12	<i>Administrative Assistant</i>	Non-Exempt	24.21	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	31.77	32.57	33.38
	Conservation Agent															
	DPW Worker-Skilled															
	Fleet Maintenance Mechanic															
11	Animal Control Officer	Non-Exempt	22.53	23.09	23.67	24.26	24.86	25.49	26.12	26.78	27.44	28.13	28.83	29.56	30.29	31.05
	Department Assistant															
	IT Support Technician															
10	Bldgs/Gnds Maint Worker	Non-Exempt	20.95	21.48	22.01	22.56	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88
	DPW Worker-Semi Skilled															
	Senior Library Assistant															
	Transfer Station Worker															
9	Library Assistant	Non-Exempt	19.49	19.98	20.48	20.99	21.52	22.05	22.60	23.17	23.75	24.34	24.95	25.57	26.21	26.87
8	Van Dispatcher	Non-Exempt	18.13	18.59	19.05	19.53	20.01	20.51	21.03	21.55	22.09	22.64	23.21	23.79	24.39	25.00

Proposed FY21 Classification & Compensation Schedule
Per Diem and Intermittent Employees & Stipends

Hourly (All Non-exempt)	FY21
CIT	\$ 11.29
Intern (Town Hall)	\$ 11.29
Junior Library Page	\$ 11.29
Library Page	\$ 11.29
Counselor	\$ 13.50
Asst. Animal Control Officer - Dogs & Cats	\$ 13.50
Laborer - Cemetery	\$ 13.50
Election Workers	\$ 13.50
Clerk of Elections	\$ 14.85
Media Production Technician	\$ 13.93
Seasonal Conservation Officer	\$ 14.06
Lead Counselor	\$ 14.28
Seasonal Maintenance Worker	\$ 15.65
Van Driver	\$ 16.62
Lock Up Attendant	\$ 16.86
Part Time Dispatcher	\$ 19.02
Fire Department Chaplain	\$ 19.36
Firefighter/EMT	\$ 19.36
Special Police Officer	\$ 19.36
Substitute Librarian	\$ 19.36
Gym Director	\$ 20.92
Winter Recreation Director	\$ 20.92
Specialty Instructor Level I	\$ 20.92
Fire Lieutenant	\$ 21.29
Animal Control Officer	\$ 21.29
Specialty Instructor Level II	\$ 21.43
Summer Recreation Director	\$ 21.43
Lead Summer Recreation Director	\$ 22.00
Fire Captain	\$ 22.00
Veterans Services Officer	\$ 22.00
Snow Plow Operator	\$ 24.69
Deputy Fire Chief	\$ 24.87
Asst. Building Inspector	\$ 29.47
Call Building Inspector	\$ 34.31
Call Fire Chief	\$ 47.78

Stipends (Annual)	FY21 Rate
Fence Viewer	\$40
Field Driver	\$45
Registrar Member	\$275
Registrar Chairperson	\$925
Cemetery Superintendent	\$5,000
Animal Inspector	\$1,015
Technology Liaison	\$7,500
Finance Director	\$6,000

Fee Based	FY21 Rate
Wiring Inspector	10% Permit Fees
Plumbing & Gas Inspector	10% Permit Fees
Meeting Secretaries	\$128 /meeting



Comprehensive
Environmental
Incorporated



Town of
BOXBOROUGH
Massachusetts

BOXBOROUGH'S NPDES MS₄ STORMWATER PROGRAM

Regulatory Updates

Select Board Meeting – March 2, 2020

Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

NPDES MS₄ Permit Background

- EPA Clean Water Act (1972)
- NPDES = "National Pollutant Discharge Elimination System"
- MS₄ = "Municipal Separate Storm Sewer System"

- What is it really? = regulations on pollutant discharges into waterbodies via the Town's drainage system

- Phase I: regulated communities >100,000 people in 1990
- Phase II: MS₄ communities >1,000 people in 1999

- Unfunded Mandate

Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

MS4 Permit Requirements

Renewal to 2003 Permit Released in April 2016

↓

To Be Effective July 1, 2017
Delayed 1 Year

↓

Now Effective July 1, 2018

6 Minimum Measures

1. Public Education & Outreach
2. Public Involvement & Participation
3. Illicit Discharge Detection & Elimination (IDDE)
4. Construction Site Stormwater Controls/Regulations
5. Post-Construction Site Stormwater Controls/Regulations
6. Good Housekeeping

Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

3 New Regulatory Mechanisms

- **#1 Illicit Discharge Detection & Elimination**
 - Prohibit illicit discharges
 - Investigate suspected ones
 - Eliminate illicit discharges
 - Enforcement procedures/actions
- **Have "Stormwater Bylaw: Discharges into Storm Drains"**
- **Addresses Illicit Discharges Only**







Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

3 New Regulatory Mechanisms

- **#2 Require Erosion & Sediment Controls during Construction**

- Use erosion and sediment controls
- Site plan review before construction
- Site inspections and by who
- Use of LID controls

Image Credit: <https://www.hendersonvillenc.gov/stormwater-management>



Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

3 New Regulatory Mechanisms

- **#3 Post-Construction**

- Use LID and follow Mass. SW Handbook
- Submit Stormwater Management Plan
- New Development – design BMPs to:
 - Retain 1-inch storm over IA onsite
 - Remove 90% of TSS and 60% of phosphorus
- Re-Development – design BMPs to:
 - Retain 0.8-inch storm over IA onsite
 - Remove 80% of TSS and 50% of phosphorus
- Submittal of as-builts
- Long-term O&M
- Annual inspections



Image Credit: <https://www.hendersonvillenc.gov/Public-Works/Engineering-Programs-and-Services/Construction-Inspection-Services>



- **Challenge – make consistent across all regulations**

Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

Applicability

- Any Land Disturbance >1-Acre
- Also Applies when Total Land Disturbance >1-Acre, e.g. Subdivisions
 - Does not apply unless you disturb >1 acre (likely N/A for additions, decks, pools, etc.)
 - Most impacts will be to subdivisions and large scale commercial sites, not single-family
- Why Do This?
 - If not adopted, Town is in non-compliance
 - Fines, consent order, will have to do anyways



Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

2 Regulatory Components

1. Bylaw

- Establishes legal authority and enforcement
- Allows adoption of regulations
- Who authorizes program – Select Board
- Bylaw Adopted at Town Meeting



2. Regulations

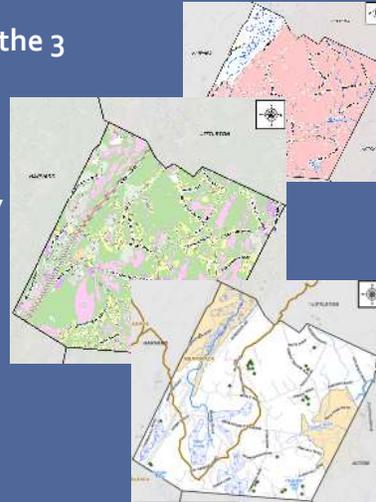
- Establishes permit process and requirements
- Details and what needs to be done
- Who manages program – Planning Board
- Regs Adopted at Planning Board Meeting



Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

Comparison with Existing Regulations

- **Right Now - Town Doesn't Have the 3 Required Regulations**
 - Just have IDDE
 - Need stormwater
- Existing Regs (*Site Plan, Subdiv., Wetland, etc.*) **Don't Meet All Requirements**



Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

Process

- **Permit Process**
 - If disturbing >1-acre, file with Planning Board
 - If filing Subdiv., Site Plan, Earth Rem., ConCom, don't need separate filing
 - No Building Permit without proving compliance with stormwater regs
- **Completion**
 - Submit as-built plans within 1 Year
 - Issued certificate of completion



Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs



Comprehensive
Environmental
Incorporated



Town of
BOXBOROUGH
Massachusetts

QUESTIONS?

Select Board Meeting – March 2, 2020

Client Focused, Responsive, Quality Service • Experienced, Knowledgeable Technical Staff • Innovative, Cost Effective Designs

Revision Summary Town of Boxborough

	Prior Revision
Total Budget V3	Total
Total Articles + Overlay V3	21,759,005
Total Budget to Fund V3	<u>320,000</u>
	<u>22,079,005</u>

Rev 4
2/21/2020

			Previous Line Total	Changes This Revision	New Line Total
Model	Estimated State Aid	House1 Budget Released			-
Capital Plan					
123	Town Administrator	Salary Updates (Assistant TA)	79,325	1,985	81,310
135	Accountant	Salary Updates (Finance Director to stipend)	89,750	(1,490)	88,260
156	Technology	Consulting Adjustments	133,460	20,190	153,650
156	Technology	Liaison Stipend	6,000	1,500	7,500
210	Police	Salary Chief	135,533	16,265	151,798
310	Minuteman	Additional New Student not budgeted, Rounded for FY20 Rates	174,580	51,315	225,895
312	Nashoba	Additional New Student not budgeted, Rounded for FY20 Rates	56,590	18,865	75,455
312	Nashoba	Transportation rate clause for unlikely ride share	30,770	4,050	34,820
320	ABRSD	Budget Saturday & Vote Update	11,686,465	(23,495)	11,662,970
320	ABRSD	Debt Assessment	-	567,760	567,760
422	DPW	Salary Director	100,786	4,031	104,817
422	DPW	Salary Updates	512,244	(8,346)	503,898
423	Snow & Ice	Salary Updates	66,290	(1,320)	64,970
543	Veterans	IMA Draft Received	15,945	1,670	17,615
610	Library	Salary Updates	254,825	3,775	258,600
610	Library	Materials adj per state 19% mandate	82,000	1,200	83,200
912	Insurance	Estimates Received from MIIA	205,900	(6,355)	199,545
915	Benefits	Health Insurance Rates Voted	994,500	(58,400)	936,100

Total Budget Rev 4 22,352,205

2/21/2020

			Previous Line Total	Changes This Revision	New Line Total
CPA Articles Multi		All Articles Totaled and Added to Model	-	438,550	438,550
Articles Multi		Preliminary Articles Totaled and Added to Model	-	3,368,373	3,368,373
Total Articles + Overlay Rev 4				<u>4,126,923</u>	
Total Budget to Fund Rev 4				<u>26,479,128</u>	

947

**FY2021 Proposed Articles
Town of Boxborough**

Article Count Identifier	Dept Description	Amount
<u>Special Town Meeting</u>		
1 *ADM-10	135 Prior Year Bills	\$ -
2 *422-6	422 Snow & Ice Deficit	\$ -
	Total	-
<u>Annual Town Meeting</u>		
CPA		
6 CPA-1	Reserves Open Space Reserve 10% (xx,000)	
	Housing Reserve 10% (xx,000)	
	Historic Reserve 10% (xx,000)	
	FY21 Budget Reserve (xxx,000)	
	Administrative and operating expenses <5%	5,000
7 CPA-2	172 Library Patio	\$ 35,000
8 CPA-3	194 North Cemetery Quad 3	\$ 9,500
9 CPA-4	194 Town Clerk's Historic Records	\$ 10,000
10 CPA-5	172 Hager Land Bridge Connection	\$ 54,000
11 CPA-6/1	172 Liberty Field Capital Improvements	\$ 250,000
12 CPA-7	183 Rental Assistance Program	\$ 38,050
13 CPA-8	183 Regional Housing Services	\$ 12,000
14 CPA-9	172 Flerra Community Garden Water Supply	\$ 15,000
15 CPA-10	172 Conservation Trust Transfer	\$ 10,000
	Total	438,550

7c

**FY2021 Proposed Articles
Town of Boxborough**

Article Count	Identifier	Dept Description	Amount
Financial (Non Capital)			
16	141-1	141 Commercial Appraisal Consulting	\$ 25,000
17	141-2	141 Residential Valuation Consulting	\$ 30,000
18	220-1	220 New Positions (net amts) incl benefits SAFER Grant (9 months)	\$ 60,000
19	156-2	156 Cable Infrastructure Appropriation	\$ 81,700
20	ADM-5	950 Transfer to Stabilization Fund	100,000
21	ADM-6	950 Transfer to OPEB Trust Fund	100,000
22	ADM-7	Multi Close Completed Articles to General Fund/Capital Projects Fund	
23	ADM-8	Multi Departmental Revolving Funds Expense Limits	
24	ADM-9	422 Chapter 90 Highway Reimbursement Program	
Capital Equipment <20K			
25	210-3	210 Vehicle Radar Units	\$ 21,100
26	220-2	220 Gas Meters	\$ 22,500
27	422-2	422 DPW Generator	\$ 20,000
28	422-4	422 Fuel System Monitoring	\$ 20,000
29	610-1	610 Patron PCs	\$ 7,500
Capital Equipment > 20K			
30	156-1	156 IT Technology Hardware/Software	\$ 65,000
31	210-1	210 Police Cruiser	\$ 55,000
32	210-2	210 Public Safety Records Management System Upgrade	\$ 104,000
33	220-3	220 Personal Protective Equipment	\$ 40,000
34	422-1	422 DPW Dump Truck	\$ 215,000
35	422-3	422 Toro Infield Groomer	\$ 21,000
36	422-5	422 Paving	\$ 1,000,573
37	CPA-6/2	172 Liberty Field Capital Improvements	\$ 1,250,000
Total			<u>3,238,373</u>

**FY2021 Proposed Articles
Town of Boxborough**

Article Count	Identifier	Dept Description	Amount
Special Legislation			
38	541-1	541 Senior Tax Workoff Proxy worker	
39	199-1	199 Energy Efficiency Building Code	
Zoning Bylaw Amendments			
40	PET-1	176 Definition Life Sciences; Footnote	-
41	175-1	175 Zoning Map Appendix B - rezone Ag Res	-
42	175-2	175 Parking Schedule/Specialty Food Shop Definition	-
43	175-3	175 Lighting/Regulations for illumination	-
Land Issues			
44	122-1	122 Land Appraisal for Water Source	-
45	220-4	220 Architectural & OPM Services Public Safety Building	-
Sense of the Meeting			
General Bylaw Amendments & New Bylaws			
46	175-4	175 Construction & Post Construction Stormwater Bylaw	-
Non-Financial Consent			

835
Town Meeting Budget Warrant Article Calendar
FY 2020

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
BSB Public Hearings (incl Personnel) & Final Article Votes Due		Final Article Summaries Due			
9	10	11	12	13	14
		Recommendations Due on All Articles for Printing in Warrant			
16	17	18	19	20	21
BSB / FinComm joint Funding Sources					
23	24	25	26	27	28
	FinComm Report Due				
30	31				
BSB Signs Warrant					

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
Holiday	21	22	23	24	25
			Warrant Mailed		
27	28	29	30		
		Presentations Due			

Town Meeting Budget Warrant Article Calendar
FY 2020

May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
4	5	6	7	8	9
11 ATM Begins	12	13	14	15	16
18	19 Town Election	20	21	22	23
Holiday	26	27	28	29	30



**Internal Communications and Outgoing Communications
March 2, 2020**

1. Copy of coverletter and filing from Town Counsel K|P Law, Attorney Thomas Lane, Jr., dated February 21, 2020, to the Civil Clerk of Land Court in the matter of White v. Boxborough Planning Board, eta al
2. Letter from Jeanne Kangas, dated February 29, 2020, to the Boxborough Select Board regarding "Almost Doubling the size of the Boxborough Fire Department"



**Minutes, Notices and Updates
March 2, 2020**

Minutes

1. None

Notices

1. Notice of Veterans Tribute Committee meeting held February 29, 2020
2. Notice of Personnel Board meeting to be held March 2, 2020
3. Notice of Finance Committee meeting held to be held March 2, 2020
4. Notice of an Acton Boxborough Cultural Council meeting to be held March 2, 2020
5. Notice of a Cemetery Commission meeting to be held March 4, 2020
6. A-B School District related meetings-
 - a. Concord Area Special Education Collaborative (CASE) meetings to be held on March 3, 2020 –
 - i. Policy Subcommittee
 - ii. Board of Directors Negotiation Subcommittee
 - iii. Board of Directors Negotiation Subcommittee with the CASE Professional Assoc.
 - b. Acton Health Insurance Trust meeting held March 6, 2020

7. *Public Hearing Notices/Decisions from surrounding towns:*

Harvard Planning Board – Public Hearing Notice for March 16, 2020, on the Special Permit and Site Plan Review application of Three Seasons Landscape, for the property located on 264 Ayer Road.

Littleton Planning Board –

Consolidated Decision GRANTED on application of NBPH Littleton LLC for a Special Permit, Aquifer District Special Permit, and Site Plan Review for the development of a distribution center at – **151 Taylor Street Map - included**

Public Hearing Notice for March 5, 2020 to consider Zoning Bylaw Amendment(s) Adding a new section “Village Common Mixed-Use District” and modifying others.

8. Notice from Keolis Commuter Service regarding the availability of their 2020 Yearly Operational Plan e.g. Integrated Vegetation Management activities in the rail line right of way.