



# TOWN OF BOXBOROUGH

29 Middle Rd.  
Boxborough, MA 01719  
(978) 264-1700

**SELECT BOARD  
MEETING AGENDA  
7:00 PM  
Monday, May 23, 2022  
Conducted via a Zoom Event**

Wesley Fowlks, Chair • Leslie Fox, Clerk • John Markiewicz • Jennifer Campbell • Diana Lipari

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1. **Call the Meeting to Order**
2. **Action Re: Board Re-Organization**
  - a. **Chair**
  - b. **Clerk**
3. **Announcements:**

*Select Board meetings have several 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.*
4. **Approval of Minutes & Warrants:**
  - a. **Regular Session Minutes:** N/A
  - b. **Executive Session Minutes:** N/A
  - c. **Payroll/AP Warrant(s): # 2022-31**
5. **Citizen Input:**
6. **New Business:**
  - a. **Introductions of New Employees: J. Aponte**
  - b. **Appointments: N/A**
  - c. **Presentation Re: FY '22 Q4 Tax Billing Status (J. Aponte)**
  - d. **Action Re: T. Long as signer on various bank accounts (J. Aponte)**
  - e. **Action Re: Re: TA Screening Panel (Citizen at Large, Pers Board/DEI, & General Boards)**
  - f. **Action Re: Resignation Heather Whitney from RecCom**
  - g. **Action Re: Approve Use of MA DEP Sustainable Recovery Program Grant**
  - h. **Action Re: Sustainability Committee Re: Approval Intern & Revisiting**
  - i. **Action Re: Economic Development Committee Re: Approval of Grant Application Letter of Support**
7. **Old Business: N/A**
8. **Board & Administrator Comments & Reports**
9. **Executive Session:**

**To review and/or approve the release of executive session minutes of November 2020 to May 2, 2022 pursuant to G.L. c. 30A, Section 21(a)(7).**
10. **Adjournment**

Topic: Boxborough Select Board meeting of May 23, 6pm, 2022

Time: May 23, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81415171075?pwd=TGFBY3ExZ3B4TEZNVG5EbzBTY3ZWUT09>

Meeting ID: 814 1517 1075

Passcode: 547066

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Meeting ID: 814 1517 1075

Find your local number: <https://us02web.zoom.us/j/81415171075>

**DRAFT Motions May 23, 2022**

**2. a I nominate \_\_\_\_\_ as Chair of the Select Board for a term ending with our next re-organization.**

**2. b. I nominate \_\_\_\_\_ as Clerk of the Select Board for a term ending with our next re-organization.**

**6. c. I move to authorize Thida Long to be a signatory on several bank accounts as previously authorized for the Treasurer/Collector.**

**6. d. I move to appoint \_\_\_\_\_ as a Citizen At Large to the Town Administrator Screening Panel.**

**I move to appoint \_\_\_\_\_ as a representative of all Boards & Committees not specifically designated to have a member on the Town Administrator Screening Panel**

**AND/OR...**

**You will need to address the member slot anticipated to be filled by the Personnel Board/DEI**

**6. f. I move to accept the resignation of Heather Whitney from the Recreation Commission and with thanks from a grateful community for her service.**

**6. g. I move to authorize the use of the MA DEP Sustainable Receiver Program Grant for the purchase of food composting containers as outlined in the Memorandum from the Director of Public Works with the balance to be expended in support of recycling as he shall deem advisable and in the best interests of the Town.**

**6. h. TBD**



**TOWN OF BOXBOROUGH**  
**TREASURER/ COLLECTOR DEPARTMENT**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1715 · Fax: (978) 264-3127  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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**MEMORANDUM**

To: Carter Terenzini, Interim Town Administrator & Boxborough Select Board  
From: Jared R. Aponte, Treasurer/ Collector  
Date: May 18<sup>th</sup>, 2022  
Re: Banking Authorizations

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Good Afternoon,

I would like to request that Thida Long, administrative assistant for the Treasurer/ Collector's department be authorized to become a signer on the Town's bank accounts.

Sincerely,

A handwritten signature in black ink that reads "Jared R. Aponte".

Jared R. Aponte  
Town of Boxborough  
Treasurer/ Collector



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

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Wesley Fowlks, Chair      Leslie Fox, Clerk      John Markiewicz      Jennifer Campbell      Diana Lipari

**MEMORANDUM**

**To:** Select Board

**From:** Carter Terenzini, Interim Town Administrator *Carter*

**Subject:** Screening Panel Appointments

**Date:** May 16, 2022

**CC:** R. Hudson

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After you established the Screening Panel we reached out to the various parties to be represented and can inform you of the following appointments and applications:

- **Gary Kushner** is the member appointed by and from the Finance Committee;
- **Cindy Markowicz** is the member from and appointed by the regulatory land use and permitting boards (OLUP) meeting in joint session (Planning Board, Zoning Board of Appeals, Conservation Commission, and Board of Health (**Please See Exhibit A**);
- **Al Murphy** from and appointed by the community service boards meeting in joint session (Library, Council on Aging, Recreation, and Well-Being Committee);
- **There is 1 letter of interest for a member drawn from anyone on any of the other boards, commissions, or committees** who might submit their name in interest. (Exhibit B);
- **Denise M. Dembkoski** for municipal management professional (from amongst four suggestions); and
- **There are 2 letters of interest for the One community at large member** (See Exhibit C Attached)
- **NOT YET NAMED:** Member from and appointed by the Personnel Board and Diversity, Equity, and Inclusion Committee meeting in joint session; (Exhibit D)

## Exhibit A

**From:** Carter Terenzini <>

**Sent:** Tuesday, May 10, 2022 11:19 AM

**To:** Cindy Markowitz <CMarkowitz@boxborough-ma.gov>; Rajon Hudson <RHudson@boxborough-ma.gov>;

Wes Fowlks <wfowlks@boxborough-ma.gov>

**Cc:** Mary Nadwairski <MNadwairski@boxborough-ma.gov>; Mark White <mwhite@boxborough-ma.gov>; Liz Markiewicz ; Cannon, Marie >

**Subject:** RE: Land Use Board representatives to TA Screening Committee

Good Day:

I expect all appointments and applications will be submitted to the SB at their next business meeting and will lay this before them for their consideration and action. Thank you for recognizing the intent of the SB in keeping the number of person on the Screening Panel at a fairly tight number (7).

Many Thanks,

Carter

603.498.0958

**From:** Cindy Markowitz <CMarkowitz@boxborough-ma.gov>

**Sent:** Sunday, May 8, 2022 12:45 PM

**To:** Carter Terenzini <CTerenzini@boxborough-ma.gov>; Rajon Hudson <RHudson@boxborough-ma.gov>; Wes Fowlks <wfowlks@boxborough-ma.gov>

**Cc:** Mary Nadwairski <MNadwairski@boxborough-ma.gov>; Mark White <mwhite@boxborough-ma.gov>; Liz Markiewicz; Cannon, Committee

Hello Carter, Rajon and Wes:

The Land Use Board representatives from the Planning Board, Conservation Commission, Zoning Board of Appeals, Board of Health met to select a representative to the Town Administrator Screening Committee. The representatives would like to request that we have two representatives on the TA Screening Committee. Our rationale for this is:

- Two of these Boards are elected Boards. There are only 5 elected Boards in town (Select Board, Planning Board, Board of Health, Library Trustees and School Committee). Land Use Boards should have greater representation on the selection committee to represent the constituents who elected them.
- With a new Office of Land Use and Permitting (OLUP) that consolidates the Land Use Boards and the Building Department, the new Office and its oversight will be very important. Development and redevelopment issues have become a very important topic in town and is of significant interest to the residents and businesses.
- The Land Use Board representatives voted to recommend both Cindy Markowitz and Liz Markiewicz to represent the Boards. Both bring strong yet different perspectives that will be valuable to the search committee. These include:
  - Cindy as prior Planning Board Chair and still serving on the Planning Board has worked with the last two TA's on major new development and redevelopment projects, has been working closely with the staff that supports

the Planning Board and its activities as well as other land use matters in town, including zoning enforcement.

- o Liz, as a member of the Conservation Commission and Land Stewardship Committee. She was also a town employee/elected Town Clerk for 15 years and has worked with four Boxborough Town Administrators.

We understand that the Search Committee needs to remain focused on the process and that you don't want the Search Committee to be too large or unwieldy; however, we feel both Cindy and Liz would be valuable members of the committee and both have the time to devote to a thorough search process.

If it is absolutely untenable that the land use boards have two representatives, then Cindy will be the representative. The vote was split evenly so this was decided by coin toss.

Thank you for the opportunity to be a part of the Search Committee process.

Regards,  
Cindy and Liz  
(also on behalf of Mark White and Marie Cannon)

## **Exhibit B**

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### **Economic Development Committee**

In response to the below request, the Economic Development Committee met this evening and voted to put me forward as its representative to serve on the Town Administrator Screening Committee. Please include my name on the list of proposed committee members for consideration.

Thank you,

Rich Guzzardi  
Chair - Boxborough Economic Development Committee

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## **Exhibit C**

### **Community at Large**

#### **Candidate #1**

If my experience would be helpful, I would be happy to serve on the Town Administrator Screening Panel as an at-large member.

During 42 years as a secondary school teacher, administrator, trustee, and acting head of a school, I headed numerous searches, interviews, school evaluations, and hirings, all involving non-profit trustees and boards.

In Boxborough, I have been on the board of the Conservation Trust, a member of the Personnel Board, member of the Government Study Committee, and a member of the committee to evaluate vocational education. I have been an at-large member of the Community Preservation Committee since its inception, serving as vice chair and currently as clerk. I am also an active member of the Building Committee.

I know that an effective screening panel needs a variety of viewpoints and backgrounds, and I wish the Select Board well as it forms the panel. If I can be helpful, I would be glad to serve.

Sincerely,

Hugh Fortmiller

#### **Candidate #2**

I feel that my long and varied activities in the town and familiarity with the public sector search process could provide a somewhat unique viewpoint that might be useful to the panel.

1) Resident of Boxborough since 1984 in single family house, condominium (board member), and apartment.

2) Elected positions: moderator (18 years), Boxborough School Committee (6 years); Acton Boxborough School Committee (6 years); Boxborough Select Board (2 years).

3) Boxborough town committees (partial list) : Finance Committee (9 years); Acton Boxborough Regional Junior and Senior High Building Committee (8 years); Diversity, Equity, and Inclusion Committee; Town Government Study Committee (twice); Town Meeting Study Committee (thrice); Policy Advisory Committee; Acton Boxborough Regional Strategic Planning Committee (twice); Acton Boxborough Regional Agreement Negotiating Committee;

numerous search committees including, among others, Fire Chief, Acton Boxborough Regional School District superintendent (twice), Blanchard School principal.

4) Civic organizations (partial list): Boxborough Friends of the Council on Aging (president); Boxborough Friends of the Library (treasurer); Boxborough Historical Society (treasurer and museum curator); Boxborough Minutemen Company (finance and audit committee, publicity); Household Goods (furniture bank) in Acton (board member and secretary, secretary operations committee, donation call center coordinator and manager on duty); Massachusetts Moderators Association (treasurer).

Sincerely,

/s/

John G. Fallon

## Exhibit D

**From:** Carter Terenzini <[carter.terenzini@townofhillsboro.com](#)>  
**Sent:** Sunday, May 15, 2022 9:52 AM  
**To:** Sheila Bauer  
**Subject:** Re: FW: TA Screening Panel

Good to be busy... Exhausting to be too busy... If only the hands of time could be in the right spot! 😊

I think the challenge for the SB was you have so many committees to include the viewpoints of and still try to keep the size of the panel to a workable number (I once walked into an interview room to see 13 people sitting there)...

Given the challenges of scheduling you have had (and that becomes another reason for trying to keep the panel to a bit of a smaller number) perhaps you might follow the approach the land use and community service teams did which was to have the chair of the groups meet to pick a representative. That may in fact turn out to be from the PB. It may turn out the PB wants to recommend that a member of DEI be on the PB. That also brings about cross-fertilization. Finally, you could do what the Land Use Boards did which is to present a reason for two representatives (or an exclusive one for the PB while designating one person if the SB does not expand the Panel;

After that I am sorry but i am out of ideas

Many Thanks

Carter Terenzini  
Interim Town Administrator  
603.498.0958

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**From:** Sheila Bauer  
**Sent:** Sunday, May 15, 2022 2:07:09 AM  
**To:** Carter Terenzini  
**Subject:** Re: FW: TA Screening Panel

Hi Carter - I haven't been able to reach out to the DEI board and schedule a meeting. My job kept very busy for the past few months and I'm just starting to catch my breath.

I would be the representative from the Personnel Board. I'm not sure how to proceed because I do not think that the Personnel Board should be excluded from the Screening Panel, which is what could happen if we have to pick a representative from a combination of the Personnel Board and the DEI.

I appreciate your input on how to proceed.

Thanks,  
Sheila

On Thu, May 12, 2022 at 9:35 AM Carter Terenzini <[Cterenzini@boxborough-ma.gov](mailto:Cterenzini@boxborough-ma.gov)> wrote:  
Any thoughts on candidates from the Board(s)

Many Thanks,

Carter  
603.498.0958

**From:** Carter Terenzini <>  
**Sent:** Tuesday, May 10, 2022 12:41 PM  
**To:** 'Sheila'  
**Cc:** Kelley Price <[KPrice@boxborough-ma.gov](mailto:KPrice@boxborough-ma.gov)>  
**Subject:** TA Screening Panel

Good Day:

AND thank you for your support of the Town employees last nite!

On another note -and I may have missed it – the Screening Panel for the TA hire is to have “A member from and appointed by the Personnel Board and Diversity, Equity, and Inclusion Committee meeting in joint session;”

Did you all get a chance to meet and appoint someone?

We had asked for the names by May 11

Many Thanks

Carter Terenzini  
Interim Town Administrator  
603.498.0958 (m)

[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Recipients and respondents are advised that the Massachusetts Secretary of State has determined that most email is a public record and therefore cannot be kept confidential.

5/17/2022

Megan Connor

Boxborough Recreation Commission Chair

To Mrs. Connor,

Thank you for the opportunity to volunteer with the Boxborough Recreation Commission this past year. I've learned so much and met wonderful people. Unfortunately, due to personal reasons I must step down. I hope to be able to volunteer again one day with the Commission or town when circumstances allow.

Thank you for all you and the Commission do for our town!

Sincerely,

Heather Whitney



**DEPARTMENT OF PUBLIC WORKS**  
873 Massachusetts Avenue, Boxborough, Massachusetts 01719  
(978) 264-1790  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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May 18, 2022

Select Board,

The Department of Public Works has been awarded \$750.00 from the Massachusetts Department of Environmental Protection (MassDEP) for a Sustainable Recovery Program Municipal Grant that was approved on Monday February 7, 2022 at the Select Board meeting.

The funds from this grant must support recycling in the community or for supplies to enhance recycling in town buildings. Our most recent recycling effort of adding food compost recycling bins at the Transfer Station last July has been hugely successful with joint promotion efforts from the Sustainability Committee and the Department of Public Works. To continue in this effort, we would like to use a portion of the grant funds to purchase 4-gallon recycle bins from Black Earth Compost Company to supply to residents in an effort to continue and encourage food waste recycling while keeping food waste out of our landfills.

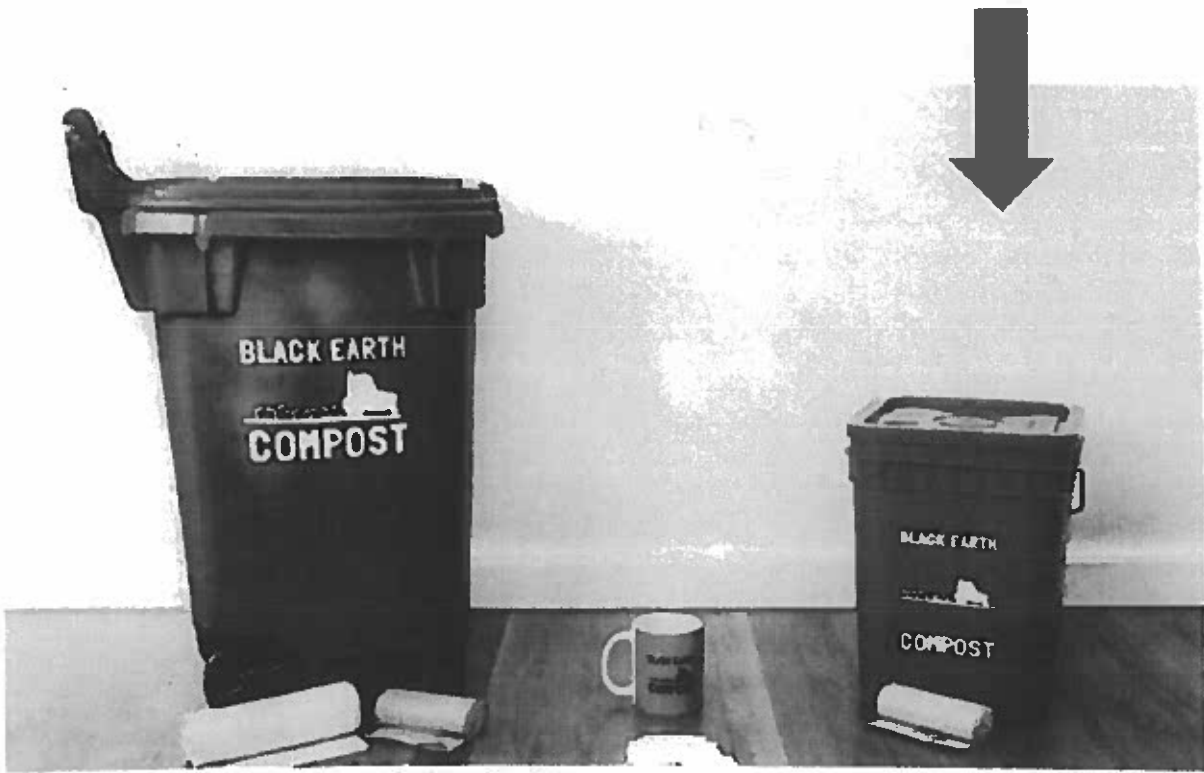
Initially we would like to purchase 30 4-gallon buckets for a total of \$330 and offer them to any resident with a current Transfer Station sticker. These bins would be for self-use at their homes to collect food compost to be easily transferred to the recycle bins at the Transfer Station. They would be disbursed on a first come first serve basis either at the Transfer Station or DPW office. Households would be allotted one bin per household in a five-year period allowing more residents to benefit from this offering in future years.

Upon approval we look forward to offering this opportunity to our residents.

Respectfully,

Ed Kukkula  
Director of Public Works

4 - gal compost bin



**From:** Richard Guzzardi <[rguzzardi@boxborough-ma.gov](mailto:rguzzardi@boxborough-ma.gov)>  
**Sent:** Friday, May 20, 2022 8:10 AM  
**To:** Wes Fowlks <[wfowlks@boxborough-ma.gov](mailto:wfowlks@boxborough-ma.gov)>; Carter Terenzini <[Cterenzini@boxborough-ma.gov](mailto:Cterenzini@boxborough-ma.gov)>  
**Cc:** John Markiewicz <[JMarkiewicz@boxborough-ma.gov](mailto:JMarkiewicz@boxborough-ma.gov)>; Kelley Price <[KPrice@boxborough-ma.gov](mailto:KPrice@boxborough-ma.gov)>;  
Rebecca Harris <[rharris@boxborough-ma.gov](mailto:rharris@boxborough-ma.gov)>  
**Subject:** Agenda Item for Monday 23 May - Grant Application Support

Wes & Carter,

I respectfully request the Select Board include an item on its agenda for Monday, May 23rd - Support for Town Center Revitalization Grant Application. This is a follow up to what I presented to the Select Board back in March. This is urgent from a timing perspective as the grant applications are due on June 3rd and believe this will be the last opportunity with the Select Board ahead of that. I have discussed this with John Markiewicz our EDC liaison and he is aware and supportive of this request.

**Opportunity:** Up to \$75,000 in grant funds from the Commonwealth for this project that would be put to use to advance our understanding and development of Town Center

**What is needed:** Select Board approval and signature of a Letter of Support for the grant application. I have taken the liberty to include a draft for your review and use. (I have also included a Letter of Support for Carter's use and signature.). As Carter had previously pointed out, as required by statute and by the grant application, the Select Board must approve receipt of any grant funds, and the municipal CEO (ITA) must submit a letter of awareness and support.

**Status and Support:**

We received feedback from our Expression of Interest submitted that we would be eligible for three possible grant sources: The Community Development Grant Program, The MA Downtown Initiative Program, and the Rural and Small Town Development Grant Fund.

The full application has been developed by me with review by the EDC. I have also discussed this project with Mark Barbadoro, Chair of the Planning Board who is very supportive of working together on this project. I also reviewed this with the Planning Board at their meeting on May 16th, and there was support received from that board.

I have spoken with two of the primary land owners (Jim Fenton - Town Center LLC, and Mark Lionetta - 629 Massachusetts Ave), who both will work with the town on plans for a town center and markets.

**Project Concept:**

The basic concept is to identify all of the constraints that exist in the current Town Center District (Wetlands, Public Water, Septic, current infrastructure, buildings, etc.) and complete a conceptual layout of what could work within those constraints (building layout, traffic flow, parking, pedestrian mobility, etc.). The concept would include connection/integration of the current Town Center District with the adjacent Business District and municipal lands to create an integrated rural town center/business district. We would expect a deliverable that would provide us a framework and action plan to move forward with what is needed to revitalize town center (building demo, construction, infrastructure, zoning, etc.).



I have engaged three different consultants and the intent is to include a proposal from one of them in our application. This will provide strength to our application, as it sets out a definitive approach for what we are planning to use the funds for. The actual consultant we choose is something to be determined later through whatever selection and bidding process we want to carry out. We may also be assigned a consultant through a technical assistance grant.

**Community and Support:**

This is **NOT** an EDC Project. This **IS** a community project. As outlined in our master plan, the EDC is willing to take the lead on this in close collaboration with the Planning Board. The intent is that this project will be implemented with full community engagement, which is included in the application. I have included funding in the grant request for Meetings/Events (current estimate of \$4,500 subject to change) and project supplies of \$2,500 (estimate subject to change). These amounts will change based on how the consultant cost comes in, so that we keep our application at \$75,000 or under. I don't envision any town funds being used - this would be 100% grant funded. We would need some support from Town Hall staff as would be customary for a project like this, but I see this as being community run. We can work those details out with Carter.

**Note:** This research has opened up other related resources and opportunities that are interesting and we will have the opportunity to discuss them at a later time, as the priority in front of us right now is the grant application deadline. I really would like to start to see Boxborough's name on the long list of municipal grant recipients that is published by Mass Development each year. This should be part of our normal cadence...not a series of one and done's, but a continuous grant funding stream to keep us moving forward. Mass Development considers this a partnership with the state, and I think that is a good way for us to look at it.

I have included a copy of the presentation I made to the Select Board in March for your easy reference. I can provide a copy of the draft application, but it admittedly needs a bit more work and I would expect to have something to share toward the middle/later part of next week.

I appreciated the Select Board's continued support of these important efforts.

Feel free to call me if you wish to discuss this ahead of Monday's meeting.

Respectfully,

Rich

**Town Center Revitalization Project  
Select Board Letter of Support**

May 23, 2022

Boxborough Select Board  
29 Middle Road  
Boxborough, MA 01719

Commonwealth of Massachusetts  
Community One Stop for Growth

Dear One Stop for Growth Review Board,

The Boxborough Select Board submits this letter in strong support for the Town Center Revitalization Project Application to Massachusetts One Stop for Growth. Boxborough remains committed to having a viable and robust Town Center district as a center of economic activity and community cohesion. This has been reiterated in our Boxborough 2030 Master Plan, and identified as an economic development priority in a recently completed study with the University of Massachusetts - Amherst, School of Landscape Architecture and Regional Planning. This initiative is viewed as an essential part of our long term economic viability.

Our application has been developed by our Economic Development Committee, who working in partnership with our Planning Board will execute the project with the technical assistance and support of a consultant. The Boxborough Select Board, working with our Town Administrator, Carter Terenzini, will ensure that the support is available to carry out the scope of work described in the application.

We respectfully appreciate your consideration of our town's grant application for this important project.

Respectfully,

Boxborough Select Board

Wes Folks, Chair  
Les Fox, Clerk  
Jennifer Campbell  
John Markiewicz  
Diana Lipari

**Town Center Revitalization Project  
Town Administrator Support Letter**

May 23, 2022

Office of Interim Town Administrator  
Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719

Commonwealth of Massachusetts  
Community One Stop for Growth

Dear Review Board,

As the Interim Town Administrator for the Town of Boxborough, I am the municipal CEO for the town. I submit this letter to advise you that I am aware of the Town Center Revitalization Project, which has the full support of my office as well as the Boxborough Select Board. Attached with our application is a Letter of Support from the Boxborough Select Board articulating the importance of this project, and the priority Town Center Revitalization has in our community.

This project will be executed by the Economic Development Committee (EDC) in partnership with the Planning Board and other related boards and committees, and will have the support of the Town Planner and other departments and offices within the Town of Boxborough. As Boxborough's Town Administrator I will ensure that the support is available to carry out the scope of work described in the application.

Should you wish to discuss this application, you are free to contact me at (978) 264-1712 (office) or [cterenzin@boxborough-ma.gov](mailto:cterenzin@boxborough-ma.gov), or our EDC Chair, Rich Guzzardi at (978) 493-9092 (cell) or [rguzzardi@boxborough-ma.gov](mailto:rguzzardi@boxborough-ma.gov).

Respectfully,

Carter Terenzini  
Interim Town Administrator



# **One Stop for Growth MA Grants Program**

**Expression of Interest Request**

**Economic Development Committee, March 18, 2022**

# What is One Stop for Growth?

- One Stop is a new coordinated method for accessing state grants - single portal
  - Sources such as MassWorks, Housing Choice, Massachusetts Downtown Initiative, Community Planning Grants, Rural Development Grants, Commonwealth Places
- One Stop Objective - transform the Commonwealth from a funding source into a local partner in local economic development strategies
- Follows a development continuum (as opposed to specific point grant requests)
  - Community Capacity Building, Planning & Zoning, Site Preparation, Buildings (vertical construction) & infrastructure (horizontal construction)
- Annual process includes Expressions of Interest (March 18th) and Full Applications (June 3rd)
- 80% of successful award recipients in 2021 cycle submitted an Expression of Interest
  - Expression of Interest provides conceptual idea for projects, circulated among funding sources
  - Provides valuable feedback to inform the grant requester in development of a more successful grant request
  - No commitment to submit a grant for which an EOI was submitted or to submit a request for the same project

# What are we proposing?

- Two project concepts were included in an Expression of Interest submitted on March 18th
- **Project #1 - Advancing Town Center**
  - Seeking technical assistance grant to study current land and infrastructure constraints (buildings, water, septic, zoning, density, etc.), and what changes would enable development of Town Center
  - Determine maximum Town Center density, connectivity with adjacent business district, centers of governance, municipal services, education, green space, recreation, and trails, including traffic flows, mobility & walkability
  - Builds on Boxborough2030 Master Plan, UMASS LARP Study, Complete Streets policy, etc. (Continuum)
- **Project #2 - Town Center Pop-up Markets**
  - Pilot project designed to activate & enhance local and regional business ecosystem using best practices in placemaking provided by MassDevelopment in other communities
  - Goal is to launch a series of Pop-up Markets in partnership with local/regional food & beverage businesses, artists, artisans, markets, farms, and retail offerings
  - Organize a partnership of local businesses and utilize One Stop technical and financial support to deploy Pop-ups with dual goal of providing community based activities/gathering and increasing local economic activity
  - Leverage Project #1 to bring Town Center alive

# Process

- Submit Expression of Interest (18 Mar)
- Receive feedback from One Stop (8 Apr)
- Develop draft grant proposal (9 May)
- Circulate draft grant request for feedback (23 May)
- Final changes & submission (1 Jun)