

APPROPRIATIONS - 3.7.2024										
ORG	OBJECT	ACCOUNT / DESCRIPTION	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	6 MONTHS 2024	PROPOSED 2025	% CHANGE	\$ CHANGE
Earthwork Board										
Personnel	11179	51140 CLERICAL PART TIME SALARY	628	582	961	1,889	288	1,683	-10.91%	-206
Personnel Services			628	582	961	1,889	288	1,683	-10.91%	-206
Expense	11179	53090 ADVERTISING	0	0	0	300	0	300	0.00%	0
Expense	11179	53110 PRINTING	0	0	0	300	0	300	0.00%	0
Expense	11179	57320 SUBSCRIPTIONS	0	0	0	400	0	400	0.00%	0
Expenses			0	0	0	1,000	0	1,000	0.00%	0
Total	SUB TOTAL	Earthwork	628	582	961	2,889	288	2,683	-7.13%	-206
						OVERALL GEN FUND		79,637,159	0.00%	
						OVERALL TOWN BUDGET		27,852,340	0.01%	
Conservation Commission										
Personnel	11171	51120 WAGES-FULL TIME-PERMANENT	68,350	53,371	85,170	87,743	40,095	90,383	3.01%	2,640
Personnel	11171	51140 CLERICAL SALARY	9,867	9,517	11,978	17,853	2,256	15,973	-10.53%	-1,880
Personnel	11171	51220 PART-TIME CONSERVATION AGENT	0	0	0	0	0	0	#DIV/0!	0
Personnel Services			78,217	62,888	97,148	105,596	42,352	106,356	0.72%	760
Expense	11171	53090 ADVERTISING	1,227	840	1,092	1,800	308	1,800	0.00%	0
Expense	11171	53110 PRINTING	0	0	0	400	0	400	0.00%	0
Expense	11171	54290 OFFICE SUPPLIES	52	240	267	930	32	450	-51.61%	-480
Expense	11171	55980 FIELD SUPPLIES	0	84	478	500	0	500	0.00%	0
Expense	11171	57110 TRAVEL/MILEAGE	320	307	303	1,125	292	1,179	4.80%	54
Expense	11171	57310 DUES	771	771	785	835	804	1,655	98.20%	820
Expense	11171	57340 MEETINGS	325	180	150	1,975	80	1,975	0.00%	0
Expense	11171	57840 PROPERTY MAINTENANCE	478	730	1,000	1,000	500	1,000	0.00%	0
Expenses			3,172	3,153	4,075	8,565	2,016	8,959	4.60%	394
Total	SUB TOTAL	Conservation Commission	81,389	66,041	101,223	114,161	44,367	115,315	1.01%	1,154
						OVERALL GEN FUND		79,637,159	0.14%	
						OVERALL TOWN BUDGET		27,852,340	0.41%	
Grand Total Planning, Zoning, Earthwork, and Conservation										
			272,652	269,165	302,965	332,446	135,077	337,253	1.45%	4,807
						OVERALL GEN FUND		79,637,159	0.42%	
						OVERALL TOWN BUDGET		27,852,340	1.21%	



Planning & Conservation Departmental Statement

The Planning and Conservation Offices encompass a number of Boards, Commissions, Committees and affiliated organizations which together manage growth and promote the highest quality of development within the Town. These bodies are served by the Planning Director, Conservation Agent, Town Engineer and Building Inspector/Zoning Enforcement Officer who provide technical support and information regarding land use and development to the Planning Board, Zoning Board of Appeals, Conservation Commission, Earthwork Board, Master Plan Implementation Committee, Open Space Committee, Trails Committee, and Community Preservation Committee. Affiliated organizations include the Central Massachusetts Regional Planning Commission (CMRPC), the Northborough Housing Authority and the Northborough Affordable Housing Corporation (NAHC).

Planning & Conservation FY2024 Initiatives and Accomplishments

1. The Master Plan Implementation Committee (MPIC) continued implementing the Master Plan. The first major project that they embarked upon was the development of a Downtown Revitalization Plan Report, which was completed and presented to a joint meeting of the Select Board and the MPIC in January 2024. After a competitive procurement process, the Town hired a consultant team lead by Weston & Sampson Engineers in fall 2022. Deliverables included a downtown vision document, analysis of existing conditions and project area, assessment of traffic volumes and movements, market analysis, revitalization analysis including discussion of three revitalization scenarios, and an implementation strategy. The planning process included a community outreach campaign that included an on-line survey, business workshop, three community workshops, and nine televised meetings with the MPIC.
2. In January 2024, the Planning Director secured \$250,000 in ARPA funding for the design and permitting of a Phase I downtown revitalization project focused on Blake Street, a small portion of Pierce Street and municipally-owned properties located along both roadways. The preliminary project scope includes the following improvements: sidewalk and crosswalk improvements including a new sidewalk connection to War Memorial Park on Pierce Street, renovation and reconfiguration of both on-street and off-street municipally-owned parking lots, addition of green infrastructure design features that will improve drainage throughout the project area in a way that is both attractive and reduces heat island impacts, and upgrades to the existing pocket park including ornamental, pedestrian-scale lighting, colorful landscaping, ADA-compliant walkways, attractive seating, new signage, and art. The design and permitting process will take approximately one year to complete once a consultant has been selected.
3. The Planning Director prepared and submitted an application seeking \$1.7 million in Community Preservation Act funds to purchase 352 Whitney Street, a 23-acre undeveloped property enrolled in the Chapter 61A Program, for open space, recreation and affordable housing purposes.
4. The Planning Director worked with the Building Inspector, Planning Board, and Design Review Committee on a variety of zoning amendments for consideration at the April 2024 Annual Town Meeting. Proposed amendments include modifications to the Zoning Map, Use Requirements, Sign Bylaw, Groundwater Protection Overlay Bylaw, Site Design Standards, and Off-street Parking and Loading requirements. One notable change is the new proposed Multi-family Development Overlay District, which complies with the State mandate to zone a



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minimum of 50 acres for multi-family development at a minimum gross density of up to 15 units/acre. The Bylaw incorporates design standards aimed at ensuring that new developments complement nearby buildings, minimize impacts on the surrounding neighborhoods, contain units that are permanently designated for affordable housing, and provide open space amenities for resident enjoyment. The new Overlay District provides an alternative to the uses allowed within the underlying zoning districts.

5. The Planning Director worked with the Building Inspector and Design Review Committee to develop design guidelines for signs.
6. Planning staff worked with the Planning Board and Zoning Board of Appeals to update their fee schedules. Part of this process included gathering and preparing a comparative analysis of fees of nearby, similarly-sized communities.
7. The Town secured a \$25,000 design grant from the Stanton Foundation to finalize design plans, prepare construction-ready bid documents and secure permits for a 1.2-acre fenced-in dog park to be located on a 32-acre wooded parcel on Boundary Street. This grant supplemented Community Preservation Act funds secured at the 2022 Annual Town Meeting to prepare 50% design plans for the Boundary Street site. The Planning Director worked collaboratively with Weston & Sampson Engineers, the DPW Director, Recreation Director, and Conservation Agent to finalize the design plans and obtain required permits from the Planning Board and the Conservation Commission. The Town secured \$347,500 in Community Preservation Act funds at the 2023 Annual Town Meeting and awaits word from the Stanton Foundation on a request for supplemental construction funding in the amount of \$250,000. Once these funds are secured, the Town plans to go out to bid with hopes of beginning construction in spring 2024.
8. The Conservation Agent continued to work with the Conservation Commission to implement the Forest Management Plan for Edmund Hill conservation lands. The next step is to hire a professional forester to update the Forest Stewardship Management Plan to incorporate climate adaptation and mitigation to better prepare for an uncertain climate future.
9. In association with the Open Space Committee, the Conservation Agent created and implemented an outreach plan to Northborough landowners regarding land conservation and resource protection.
10. The Conservation Agent and Town Engineer worked together to submit an annual report with data from inspections conducted as required by the USEPA for the Stormwater Management and Land Disturbance Bylaw and MS4 compliance.

Planning & Conservation FY2025 Goals and Initiatives

1. The Planning Director will work with an engineering consultant and a Focus Group consisting of key staff, committee members, and downtown representatives to design the Phase I Downtown Revitalization Project, conduct a public outreach campaign, and secure grants to offset construction costs.
2. The Planning Director will work with the Planning Board to conduct public outreach and bring the new proposed Multi-family Development Overlay District to the April 2024 Town Meeting.



3. The Planning Director will work with the Department of Public Works and Planning Board to update the Rules & Regulations Governing the Subdivision of Land. The purpose of these updates is to ensure compliance with new State regulations, construction standards and best practices.
4. The Planning Director will work with the Building Inspector and the Design Review Committee to update the 2012 Design Guidelines.
5. The Planning Director and Conservation Agent will work with the Master Plan Implementation Committee, Open Space Committee and other municipal boards, commissions and committees to implement Master Plan and Downtown Revitalization Plan Report recommendations.
6. The Planning Director and Conservation Agent will work with consultants, staff, committees and others as appropriate to implement goals and recommendations of the Open Space and Recreation Plan, including finalizing the design of the multi-purpose trail at the Aqueduct Bridge.
7. Planning staff will continue the electronic transfer of Planning Board, Zoning Board of Appeals, and Conservation Commission paper files.
8. Planning staff will work with boards and commissions to enforce the Zoning Bylaws, Planning Board Rules & Regulations, Subdivision Rules & Regulations, MA Wetlands Protection Act, the Northborough Wetlands Protection Bylaw, and the Northborough Stormwater Management and Land Disturbance Bylaw.
9. With assistance from the Sudbury Valley Trustees, the Conservation Agent will work with the Trails Committee to update trail maps and post them on the municipal website.


PLANNING & CONSERVATION
Personnel Summary

Position	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	FTE	FTE	FTE	FTE	FTE
Planning Director	1	1	1	1	1
Conservation Agent	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Part-time Board Secretary for					
Conservation Commission	.30	.30	.30	.30	.30
Earthwork	0.03	0.03	0.03	0.03	0.03
Zoning Board of Appeals	0.05	0.05	0.05	0	0
Planning Board	0.07	0.07	0.07	0.1	0.1
Total Full-time Equivalent	3.45	3.45	3.45	3.43	3.43

*Personnel Explanation: Full Time Equivalents are based upon 40 hrs per wk (30hrs/40hrs = .75 FTE).

- One full-time Administrative Assistant and one part-time Board Secretary take minutes at the meetings of the Planning Board, Conservation Commission, Earthwork Board, Zoning Board of Appeals, Design Review Committee, Master Plan Implementation Committee, Community Preservation Committee, Open Space Committee, and Trails Committee. Conservation is 12 hours per week, or 0.30 FTE (12hrs/40hrs = 0.30 FTE). Earthwork is budgeted at 5.5 hrs per month, or 0.03 FTE (averages 1.27 hours per week/40hrs). The Planning Board is budgeted at 16 hrs per month, or 0.1 FTE (averages 4hrs wk/40hrs).