

Project Narrative

Please provide your full project narrative. Use the rating system as a guide for what information should be included in the narrative to ensure the maximum score possible for your project. Please keep in mind that reviewers will likely not have historic knowledge of your MVP process, this project, or supporting efforts – please provide a full, yet succinct explanation for each question. This section should be completed, saved as a PDF, and uploaded to the online form in the appropriate section. Total size of all documents attached to the online form cannot exceed 25 MB. Please keep responses to a reasonable length.

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

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

While the proposed Planimetric Impervious Mapping Project is a planning and assessment tool, it will help to address several climate change impacts and vulnerabilities within the Town of Southborough that have a correlation with impervious surfaces such as flooding, increased rainfall amounts, extreme weather events, and high and low temperatures. These all lead to the top hazards for the Town of Southborough as memorialized in the MVP Summary of Findings which outlined the top priorities being infrastructure, society, and the environment.

Paved surfaces can lead to increased stormwater runoff when proper mitigation features are not in place. With increased rainfall amounts in more extreme weather events, understanding the areas which have high rates of impervious surfaces can be key to understanding the underlying reason for localized flooding and untreated discharges to wetland resource areas. These factors affect the ecological health of the area, including the Sudbury Reservoir which acts as an emergency water supply for DCR and MWRA.

Understanding the amount of impervious surfaces can also help in understanding the level of materials needed for high and low temperatures. Southborough is a mix of residential and commercial development, with Route 9 dividing the town. The municipal, state, and private roads are known sources of road salt, but what has not been captured is the potential amount of residential or commercial runoff that may contain de-icer and other additives for road and driveway salt. As Route 9 partially divides the Sudbury Reservoir, the many businesses and their associated parking lots are actively contributing to the direct sheet flow of runoff on Route 9 and can carry with it all contaminants that have accumulated in the surrounding snow as it melts. During warmer times,

understanding higher areas of impervious surfaces can help to drive educational programs to limit or reduce the amount of existing impervious materials and mitigate any potential heat islands that may happen in our commercialized areas through impervious surface reduction plans.

The overall goals of this project are to: 1. Understand the amount (percent/sf/acreage) of impervious surfaces; 2. Understand the differences in commercial versus residential and in comparison, to open space lands in Southborough; 3. Create educational materials for town wide distribution regarding the effects of stormwater runoff, limiting impervious surfaces, and pervious alternatives; 4. Analyze if implementing a fee based structure for impervious surface per property would be a feasible and economical way to aid in future funding of stormwater management and compliance actions with Southborough's MS4 permit. 5. Analyzing information for inclusion in updates to local bylaws & regulations when possible.

While not included as part of the funding aspect of this application, the Town is utilizing information gathered from this project to help in updating our local Stormwater & Erosion Control and Wetlands Bylaws & Regulations. By understanding a numerical value to the amount of impervious areas in town, it can better aid the Conservation Commission, who enforces both bylaws, in appropriate changes to the requirements and/or permit conditions such as requiring the use of NOAA Atlas 14 rainfall amounts, changing threshold limits that trigger a Stormwater Management Permit, changing TSS % removal requirements, create a threshold for % of impervious per lot dependent on size, requirement of demonstrating a more robust alternatives analysis that utilizes nature-based solutions, and several others.

Without the hard data that would be acquired through this project, the Commission and other applicable departments, such as Planning Board, will be faced with attempting to revise these bylaws and updating requirements for new development without an accurate calculation that they can demonstrate to Southborough voters at Town Meeting when changes to bylaws need to be approved. It will also limit our understanding of needs in terms of parking area space. Zoning requirements often require a specific number of spaces per square foot or use of building. By identifying the properties with larger parking areas, we can then conduct individualized research after this project to determine if there are additional ways that we could amend bylaw to reduce impervious surfaces.

This project hits several high priorities actions that were outlined in the MVP Process which demonstrates its high need in the community. Several of these actions include: updating bylaws, more public outreach regarding improving water quality, implement new rainfall standards, locate funding for regular maintenance of town detention basins, disseminate public education related to stormwater runoff, education on green practices, reviewing flooding areas, and many additional actions in the moderate and lower priority groups. We view this project as a starting off point as it will ultimately uncover vital information that can be utilized across the board within the Town and other agencies such as the Department of Conservation and Recreation as outlined in their support letter.

- Up to **4 points** for the degree to which the most up-to-date climate science and data (including data found on resilientma.org and/or local-level studies) will be utilized, including specific reference to the climate data utilized. (Note: If you completed the optional RMAT Climate Resilience Design Standards

Tool in [Attachment E](#), you may use those recommendations to inform this answer.)

- **For Project Type 1:** Planning, Assessments, Capacity Building, and Regulatory Updates- What climate data will be used to inform the process or report and how will they be utilized? If it is a regulatory project, how will the regulations use climate data to ensure they will provide reasonable and effective guidance into the future?
- **For Project Type 2:** Design and Permitting – What climate data and standards will be used to inform the design process and how will they be utilized?
- **For Project Type 3:** Construction and On-the-Ground Implementation – What is the design life of the project? What climate data were incorporated into the design and how were climate data utilized to inform the process? If a different type of implementation project (e.g., land acquisition) describe how climate data informed the project.

For a Project Type 1 application, this impervious data will be combined with precipitation, temperature, and flooding data for the creation of educational materials and analyzing bylaw & regulation updates. When looking at implementing new, or retrofitting old projects, we can now utilize climate data such as the Extreme Precipitation in a Changing Climate tool by the Northeast Regional Climate Center (NRCC) to determine if the proposed changes to rainfall amounts by using NOAA Atlas 14 would be sufficient, or if we need to further analyze our own standards to incorporate into our bylaws.

We can also compare data to The Climate Explorer tool by the National Oceanic and Atmospheric Administration (NOAA) to compare the two scenarios of high and low emissions to determine the effect of the surplus of impervious surfaces to future heat islands in Southborough. While Southborough is not considered a city or highly urbanized area, the projected average daily max temperatures are still expected to readily increase. Using the Climate Explorer Tool, we also find that there is a significant change in the days with more than 3" of precipitation which alludes to more extreme rain events that are significant in quantity in a shorter amount of time. By utilizing this data with the amount of impervious cover, we can begin to analyze the areas that would be most susceptible to creating a direct point source pollution based on their location to the Sudbury Reservoir and its tributary waters based on the land use of the area.

- **1 point** for inclusion of MVP yearly progress report ([Attachment D](#)) or for indication that MVP Planning Grant process was completed within the past year. There is a place on the online form to upload [Attachment D](#). If regional application please include for all MVP-designated municipalities.

Included as an attachment.

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

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

1. Grant awarded & contract signed
 - a. ~August 2021
2. Project put out to bid per appropriate avenues and requirements per MGL
 - a. ~August-September 2021
 - b. Requires completion of previous task
3. Award granted to appropriate contractor
 - a. September 2021
 - b. Requires completion of previous task
 - c. Contracts signed and completed
4. Meeting with contractor to go over project scope, timelines, and deliverables
 - a. September – October 2021
 - b. Requires completion of previous task
 - c. Identify planimetric requirements
 - i. Able to identify the amount of impervious surfaces per lot
 - ii. Quantification of amounts per zoning district
 - iii. Ability to quantify amounts in different distances from the Sudbury Reservoir (if possible)
 - iv. Identification of open space or protected parcels on the map
 - v. Identify requirements necessary to be able to upload new projects into a data layer
 - vi. Identify if planimetric layer can be uploaded to Town GIS system
5. Creation of Educational Materials & Nature-Based Solutions Information Session
 - a. January – April 2022
 - i. Creation of pamphlets to be distributed
 1. Sustainable practices for winter weather for private businesses
 2. Impact of direct stormwater runoff
 3. Importance of stormwater system maintenance
 4. Incentives to reducing impervious surfaces
 - ii. Creation of presentation materials regarding the outcomes of the MVP Action Grant deliverables
6. Final deliverable by vendor
 - a. May 2022
 - b. Review any necessary changes or additional computations within allowed budget
7. Presentation at public meeting (Conservation Commission/BOS/other)
 - a. To be completed by June 2022
 - b. Requires completion of all tasks
 - c. Overview of outcome of planimetric map and data layers
 - d. Discussion with Conservation on applicability of findings with updates to local bylaws & regulations
8. Outline of next steps
 - a. After completion of Action Grant
 - i. July-September 2022

- b. Possible creation of impervious surface reduction plan
 - c. Actions for MS4 Permit
 - i. Identification of 5 town owned properties to reduce impervious surfaces
 - d. Discuss feasibility of stormwater impact fee
- Up to **4 points** for the project budget. Applicants will include budget numbers for each task and sub-task via [Attachment B](#). There is a place to upload Attachment B as an Excel spreadsheet on the online form. The second tab on the spreadsheet is **now optional** but can be used to calculate budget numbers to the extent helpful, identify assumed rates for project team time and municipal in-kind match, or justify high grant funding requests for specific tasks by providing greater detail. The Applicant may also use another format to provide greater detail on these items (e.g., a quote from a contractor) if available. There is a spot to upload additional materials on the online form.

Attachment B is uploaded along with a quote from a contractor that was prepared for the City of Holyoke for a similar project to educate us on the proposed cost of the project.

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

1. Grant awarded & contract signed
 - a. ~August 2021
2. Project put out to bid per appropriate avenue
 - a. ~August-September 2021
3. Award granted to appropriate contractor
 - a. September 2021
4. Meeting with contractor to go over project scope, timelines, and deliverables
 - a. September – October 2021
9. Creation of Educational Materials & Nature-Based Solutions Information Session
 - b. January – April 2022
5. Final deliverable by vendor
 - a. May 2022
6. Presentation at public meeting (Conservation Commission/BOS/other)
 - a. To be completed by June 2022

The proposed project timelines leave enough room for unknown intrusions such as contractor backlog, printing capabilities, or meeting schedule conflicts. With the main deliverable being completed by a party contracted with the Town of Southborough, much of the technical information that would be taken is contingent upon the successful completion of the planimetric impervious mapping. We have scheduled ample time to adjust based on the availability of the contractor.

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

upload [Attachment C](#).

For this project scope there are no regulatory project components. After the completion of the planimetric deliverables, we will analyze any information that may be incorporated into local bylaws & regulations and set to move through approval of applicable Boards and/or Town Meeting votes. Otherwise, the only permissions required are editing educational documents with the Conservation Commission in conjunction with the DPW to ensure they meet the requirements for public outreach with the MS4 permit.

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

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

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

As a Type I project, the Planimetric Impervious Mapping Project will help to set the stage for many areas in which we can implement nature-based solutions. By understanding the ratios and amounts of impervious surfaces within town, we can begin to work both within the town and private properties and businesses determine if there are incentives to decreasing the amount of impervious areas or installing nature-based solutions such as rain gardens, installation of pervious pavement, ongoing maintenance of detention basins, and others.

It is also important to ensure that this project is inline with the top priority impacts of climate change as outlined by stakeholders during the MVP Planning Grant Process and outlined in the Summary of Findings. The Town of Southborough is at a point during our drive to address resiliency that we need to understand the current level of changes we need to address when it comes to impervious surfaces and their direct correlation to water quality health, illicit discharges, stormwater conveyance, biodiversity, pollinator health, etc. A data layer that visually represents impervious surfaces will guide the permitting authorities and their initiatives on requiring nature-based solutions and Low-Impact Development (LID) standards moving forward and determine areas that are densely impervious to focus efforts for educational materials and redevelopment.

With one vision from the Advisory Committee being to assess the feasibility of implementing a stormwater fee across town, this aids in the vision of a sustainable funding source for regular maintenance and implementation of proper Stormwater BMPs while also providing a possible incentive to businesses with larger parking lots or paved surfaces to limit, decrease, and/or research greener alternatives. This possible revenue source could also allow funding for increased engineering of new stormwater systems to incorporate new, greener, nature-based solutions that are not found in the ‘standard spec’ plans.

The Town of Southborough is also in the midst of updating their Master Plan which would allow for better incorporation of priority town wide actions that promote nature-based solutions. While Master Plan Committee members have worked diligently to incorporate priority actions from the MVP Summary of Findings, a planimetric plan and analysis can further pinpoint specific actions or areas which would require the most assistance to incorporate as many of the 9 Core Principles of the MVP Program as possible.

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

Co-Benefit	Description of how the project will produce this environmental co-benefit
Promotes Biodiversity (habitat restoration, creation, or enhancement)	<input checked="" type="checkbox"/> If fee is implemented, commercial properties could be more inclined to reduce impervious surfaces and revert back to naturalized areas which promote biodiversity.
Restores/remediates Project Site	<input checked="" type="checkbox"/> Implementation of fee may promote commercial sites to revert unused paved surfaces to naturalized areas.
Promotes Environmentally-Sustainable Development / Reduces Development in Climate Vulnerable Areas	<input checked="" type="checkbox"/> Data collected will help aid in the future revision of local bylaws regulation stormwater management and major site plan approvals and better LID implementation.
Improved Water Quality and/or Increased Groundwater Recharge	<input checked="" type="checkbox"/> Data collected will help aid in the future revision of local bylaws by justifying the need for increased rainfall amounts and TSS removal.
Improved Air Quality	<input type="checkbox"/>
Climate Mitigation (carbon sequestration, site-scale improvements for cooling, reduced energy use)	<input checked="" type="checkbox"/> The push for less pervious surfaces will allow for greater biodiversity and vegetation present throughout town which can aid in carbon sequestration. Educational materials will include information on newer technology and greener alternatives on small and larger scales.
Other Environmental Co-Benefit:	<input checked="" type="checkbox"/> Flooding – decreased pervious surfaces lead to increase sheet flow and stormwater runoff Water quality – decreased pervious surfaces lead to greater controls in water filtration. Implementation of additional stormwater mitigation also protects water quality Groundwater recharge – allows water to infiltrate naturally

	Soil quality & erosion prevention – limiting pervious surfaces to the edge of wetland resources will slow the rate and velocity of water flowing through the area
--	---

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

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

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

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

While Southborough does not have a mapped EJ Population, it does contain a myriad of Climate Vulnerable populations such as youth, seniors, and low-income populations/housing. According to the ACS 2017 5-year Estimates, 30% of Southborough’s population is 19 and younger and 13% is 65 years of age and older. 8% of the total population in Southborough has been recorded to have a disability, with almost one third of seniors falling in this category. The deliverables for this project will enforce the ability for these populations to have access to climate resiliency and nature based solutions with continued enforcement of LID techniques and increased requirements for open space across the board by working to aim for better stormwater mitigation implementation in more urbanized sections of Town where duplex style or multifamily homes that typically house lower-income families are located.

Per the Housing Production Plan (HPP) created by the Southborough Housing Opportunity Partnership Committee (SHOPC), they have established that there is a need to attract housing options for older adults and a wider range of housing options to accommodate lower-income families. In conjunction with this they have also outlined minimizing the impacts of development on open space, conservation, and natural resource protection so creating mechanisms that will support these goals and actions are crucial in supporting our Climate Vulnerable populations for increased climate resiliency.

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

One of the main benefits of having planimetric data is that the information will be available for every parcel within the Town of Southborough. On top of that, information gained from impervious surfaces studies in relation to waterways will have a benefit for all communities that are in, or are serviced by, the Sudbury Reservoir and associated tributaries and watersheds, including communities it would serve if utilized as a backup water supply. Ensuring the health of the Sudbury by educating the public and implementing additional measures to eliminate or reduce possible direct discharges that are now recognized by this plan will be fundamental in our overall climate resiliency for the town, state agencies, and communities serviced by these waters.

Community co-benefits that will be addressed is social engagement and educational awareness that will come out of the created educational materials. By educating the public on impervious surfaces within the Town and their impacts, changes can be brought down to the residential level for individual homes.

There is an economic benefit if after the study, Advisory Committee and ultimately the Town Meeting voters, implement a stormwater impact fee that would be utilized for the DPW or applicable departments to carry forth in their duties to inspect and maintain stormwater structures that are owned by the Town actively and routinely. This plan will also satisfy an action on the MS4 permit that would have alternatively been done by paying a contractor that is to “identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas...” The creation of this plan through the MVP Action Grant will help us identify these five areas utilizing the planimetric data in house instead of having a contractor identify them independently without an overall assessment of impervious areas throughout town.

The changes that this plan will help to form for amending bylaws & regulations has the high probability of increasing open space, LID features, and nature-based solutions that can protect specific areas on private property for greater public access to recreational areas throughout town. This will lead to a better equity of available open space in the commercial and business zones in town where there are typically low income or multi family developments.

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

The resilience benefits of this project as discussed previously, go beyond Town limits to all communities that benefit or are served by the Sudbury Reservoir and associated watershed. The

ecological health, water quality, biodiversity, recreation and amenity value, groundwater recharge, and erosion prevention is key to not only Southborough but the multitude of communities and state agencies that are apart of the Sudbury Reservoir. The materials and information that we produce from this data gathering can be utilized in all communities that face similar issues. Educational materials can easily be utilized in neighboring communities with limited to no editing of the document (except for town names). Initiatives or bylaw & regulation changes can be shared with neighboring communities struggling with the implementation of stormwater and LID bylaws.

5. Public Involvement and Community Engagement (12 points)

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

NOTE: For Project Type 3: Construction and On-the-Ground Implementation – Applicants may fill out the table/narrative and receive points based on community engagement strategies that have occurred in earlier phases of the specific project and how feedback has been incorporated into the final design. Applicants may also describe strategies that will be employed during this project phase. Please make clear which strategies have been completed and which are proposed to be conducted within the proposed phase of the project.

Public Involvement and Community Engagement Plan Narrative:

Work under this MVP Action Grant will be limited in public engagement until after the data and planimetric maps have been created. During the process, a dedicated MVP webpage will be created to allow citizens to sign up for regular updates and information on the MVP process and this project so that they may ask questions or provide comments at any time. Educational materials that are created will be made available in print and digitally to broaden their reach within the town.

Larger updates and milestones will be shared with the public mostly through digital means by updating the website, sending a press release to the local blog, and distributing through various department list servs (Recreation, Senior Center, Youth & Family, etc.) along with the town social media account on Twitter.

In person engagement will be done to demonstrate the outcomes of the gathered data and proposed next steps. This will be open to the public for questions and comments so that we can amend or re-prioritize any next steps in our path towards increased climate resiliency. An educational meeting will also be held to educate interested parties in nature-based solutions and

how they relevant to the Town of Southborough to help build the pathway in the general public understanding the information that will be depicted with the planimetric data.

Public Involvement and Community Engagement Plan Table

[Insert project title] Public Involvement and Community Engagement Plan Table Summary (summarized version of narrative)			
	Print	Digital	In-Person
Principal Strategies	1. Copies of pamphlets available at minimally Town House, Senior Center, and the Library (most trafficked areas)	1. Creation of page dedicated to MVP program on Town Website with materials created to date.	1. Having a listening session/public forum on results of planimetric data
Assisting Strategies	1. Posters and meeting invitations posted throughout town buildings 2. Including newly created pamphlets in new homeowner letters	1. Request other town departments to send communications via distribution lists 2. Send updates and communications to MySouthborough (local blog)	1. Inclusion and discussion with applicants on reduction of impervious surfaces, nature-based solutions, and LID techniques (Conservation & Planning) 2. Workshop on nature-based solutions (possibly via webinar dependent on COVID restrictions)
Equitable Engagement Modifiers	1. Specific project messaging crafted for and shared with Climate Vulnerable Populations (messages crafted for senior and youth abilities)	1. Have meeting recorded and/or live streamed	1. Working with the Senior Center to provide direct contact with Seniors with questions or concerns 2. Selecting times for meetings that are feasible for working citizens

			3. Providing recorded version
<p>How community feedback will be incorporated into project and mechanism by which results will be shared: Since the direct project scope is limited to the creation of the planimetric data and education materials, most community feedback will be upon the completion of the plan when working on updating our bylaws & regulations. These updates and changes go through several rounds of revisions in which the public is open to attend and provide feedback on any proposals. Any questions or comments that are gathered after the dissemination of pamphlets and materials will be used to continuously update these documents. Meetings will be publicized via print, email communications & distribution lists, and posted on the town webpages to engage various stakeholder groups in providing ample feedback to ensure education and agreement on proposed updates.</p>			

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

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

Educational pamphlets that will be created can easily be shared with other communities. Information specific to the Sudbury Reservoir can be utilized in the surrounding communities while information on general stormwater maintenance, water quality, winter road maintenance, etc. can be utilized throughout the Commonwealth. Word versions of the documents can be made available upon request so that different communities may change the municipality name.

A recording of the information session of nature-based solutions can be shared through communities that are educating the public and contractors about these alternative techniques.

The photometric data collection is not transferrable to another community because it is town specific, but the idea and rationales behind other communities conducting their own are visible through the fact that the City of Holyoke has also conducted a study through the MVP Action Grant process.

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

The project success will be measured and monitored in the following manners:

1. Number of pamphlets taken
 - a. Keep count of pamphlets that are printed, how many are taken, and the places that have the most success
2. Identification of 5 town owned properties that we can reduce impervious surfaces
 - a. This will also check off a required action for Southborough's MS4 permit
3. Views on nature-based solutions videos
 - a. Keep track of number of views on Youtube
4. Visitors to MVP page
 - a. When possible – monitor the number of visitors and their location to the MVP page
 - b. If possible – create specific links to monitor the most successful avenues of communication & engagement
5. Attendees at listening sessions
 - a. Keep track of number (and names if possible) of attendees
 - i. Amend communication efforts if not reaching all demographics
6. Successful implementation of bylaw & regulation revisions
 - a. Approval at Town Meeting

- Up to **2 points** for clear description of plans for how any future maintenance needs or updates to

the proposed project would be addressed to ensure the project's goals continue in the long-term.

- **For Project Type 1:** Planning, Assessments, Capacity Building, and Regulatory Updates
 - Describe how the project deliverables will be utilized to continue local resilience work (e.g., regular meetings to track identified plan actions, list anticipated town meeting dates and/or plan to approve updated regulations, how data collection or modeling will support current/scheduled local efforts, etc.)
 - If applicable, how will the plan, assessment, or regulation be updated in the future to make sure it stays current?
- **For Project Type 2:** Design and Permitting – Describe the path forward for the project – construction, further regulatory approval, potential funding sources. Describe any initial plans for how the asset would be maintained into the future if/when implemented.
- **For Project Type 3:** Construction and On-the-Ground Implementation – Will this project produce an operation and maintenance plan? If applicable, who is responsible for future maintenance? If applicable, what is the plan for replacing the asset at the end of its useful life and how will you ensure the replacement asset is also resilient?

One key aspect that we plan to include is the ability and understanding of how to keep this planimetric data updated as new growth continues in Southborough. The Master Plan Committee has also included extensive actions and topics within their current version of the Master Plan to ensure that priorities from the Summary of Findings are continually addressed and remain at the forefront.

For regulations, we will work towards revisions to be included and approved in FY22/23. Changes to regulations are expected to take less time due changes to regulations on the Stormwater & Erosion Control Bylaw only needing a majority vote of the Conservation Commission while bylaw revisions require Town Meeting vote. Depending on timing, we can expect any bylaw revisions to take place at or before the Spring 2023 Town Meeting.

Many other actions for stormwater management and improved infrastructure overlap with requirements of the MS4 permit. As a requirement of the EPA and DEP, we can assure that efforts will continue for public outreach, water quality, retrofitting existing infrastructure, ongoing stormwater basin maintenance, and illicit discharges.

7. Need for Financial Assistance (6 points)

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

The Town of Southborough has been facing budget restrictions for the past few years due to limited growth within the town. We also have a high percentage of tax exempt properties relating to private schools that take away from the tax base. Based on these shortfalls, cuts have been made consistently throughout the past few years and it now being exacerbated by the COVID-19 pandemic. Departments, such as the Board of Health who has a proposed over 37% budget increase, have taken precedence for funding during these difficult times. CARES Act monies have been utilized to the best of our abilities and we have received a regional grant to support the extra monies required for Board of Health for inspectional services and nursing.

Other grants available do not appear to be relevant to the proposal that we have put forward. The MVP funding would bridge this gap by looking at the opportunity to create a sustainable revenue source for future items that are related to the MVP designation and program. We find that this reason on its own makes the project a high priority item that right now, the Town is struggling to find the monies for. The Advisory Committee voted favorably to matching the monies needed and we have worked within our best ability to use in-kind matching to limit the amount of money we would have to take from the town budget.

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

- Up to **2 points** for a description of the project team's technical, financial, and management capacity. (Note: If your municipality has a previously awarded MVP Action Grant that will be ongoing at the same time as this proposed project, please list that grant and detail your municipality's capacity to manage multiple grants in FY22.)

This will be the Town of Southborough's first and only MVP Action Grant for this fiscal year. Due to this, we have the dedicated time to work through this process. As most of the hard data collecting and orchestration will be done with the contractor for the town, limited town resources will need to be utilized on top of those in the MVP Core Team and the Conservation Commission. As educational materials can be utilized for multiple benefits for compliance with the our MS4 permit, that aspect of the project gets prioritized to keep good standing in both the MVP program and MS4 permit.

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

Attached in the application.

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

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

We would like to thank the review team for your time and dedication to reviewing our submittal for the MVP Action Grant. Southborough is excited for this opportunity to move forward and progress on our high priority actions. We believe that the funding of this plan will set the stage for a large array of action items such as an impervious surface reduction plan, reviewing the feasibility for a sustainable funding source for implementation projects, education and outreach to the public, addressing water quality and health concerns, and looking at the towns impervious surfaces and retrofitting or creating new features that work towards a greater climate resilience.

Attachment D: MVP Yearly Progress Report Template

MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 22

MVP ACTION GRANT RFR ENV 22 MVP 02



Executive Office of Energy and Environmental Affairs

Municipal Vulnerability Preparedness Program Yearly Progress Report

Date: [May 5, 2021](#)

Municipality: [Town of Southborough](#)

Local MVP Contact Name: [Melissa Danza](#)

1. Please list your municipalities' top priority actions, in order of priority, identified through the MVP planning process.

[Throughout our process, the Town found that the top three priorities fell under the following categories:](#)

1. Stormwater Management
 - a. Implement local regulation changes, work with MassDOT, pursue additional funding for implementation of MS4 related tasks,
2. Emergency Services
 - a. Investigate improvements to causeways, facilities inventory for shelters, continuity of services during emergencies, identify vulnerable populations
3. Ecological Health
 - a. Develop public education program related to the impact of stormwater runoff for Sudbury watershed, update wetlands bylaw, increase land conservation efforts, develop/implement invasive species management plan

2. Has your Core Team reconvened since your Listening Session? If so, describe the process and any revisions or updates your team made to the original MVP Report. Please list your MVP Core Team members and note any new members.

[Members: Melissa Danza, Karen Galligan, Neal Aspesi, John Parent](#)

[Melissa Danza and Karen Galligan have met and consistently work with Pare Corporation for compliance with the MS4 permit. Recently, there has been discussion regarding Pare proposing updates to the Stormwater & Erosion Control Bylaw & Regulations as part of this years actions.](#)

No updates have been made to the original MVP Report. We have found that the actions identified by the MVP Listening Session are on the forefront and are the bigger issues that we need to start implementing.

3. Discuss any other work related to the MVP process or climate change resiliency in the municipality. In what ways has your municipality used the outcomes of your workshop in other planning efforts (e.g., updating existing local plans)?

Since the MVP Process, we have both utilized the information for updating the Local Hazard Mitigation Plan and the Southborough Master Plan. Members of the Master Plan Committee have been cognizant to ensure that actions from the MVP Summary of Findings is included in the ongoing actions of the town to increase overall resilience.

4. Please list any grants that your municipality has applied for, or received, to implement actions from your MVP report. Please note grant awards or applications that advanced priority actions.

N/A.

5. Please list any other steps that your municipality has taken towards implementing your priority actions.

In the Conservation Commission office, monthly letters get sent out to new homeowners. The letters are tailored depending on their location in town and proximity to wetland resource areas. Included with the one page (double sided) letter are typically one – two information pamphlets depending on the season. If in close proximity to wetlands, included in the mailing is a “Living with Wetlands” Pamphlet made by the agent. The seasonal pamphlets include ones from DCR regarding winter salting near the Sudbury, discharges to the municipal stormwater system, pool discharge, dog waste and ecological health, importance of routine maintenance on stormwater basins; MassAudubon information sheet on wetlands & waterways; SuAsCo CISMA pamphlet; Sudbury Valley Trustees Improving Wildlife in

Your Backyard pamphlet; Native Plant Gardens of Southborough information sheet.

The DPW and Conservation Agent is working with Pare Corporation on updating the Stormwater & Erosion Control bylaw/regulations. The Commission has discussed also including the updated rainfall amounts by using NOAA Atlas 14, amending disturbance thresholds and general requirements as proposed by Pare.

The Conservation Commission & Planning Board has also agreed to implement the Native Pollinator Initiative led by the Open Space Preservation Commission (OSPC). The boards are waiting on the OSPC to write up an official policy that they will adopt in full to be included in issued decisions and permits. This will require all or a majority of plants within jurisdictional areas for both boards to be straight native species and no cultivars.

Advisory Committee has identified a potential revenue source for the funding of stormwater maintenance and MS4 compliance by creating a fee for impervious surface. Advisory would discuss the feasibility and possible revenue after the outcome of an impervious mapping project.

The Conservation Commission has also worked on sending out reminder letters to all Stormwater Management Permit holds (past and present) regarding ongoing compliance and maintenance of stormwater structures. Many stormwater basins and features are privately owned or held by a Homeowners Association and require annual inspections and reports to be sent to the Commission.

The Economic Development Committee has been consistently Wastewater Feasibility Study and Downtown development plan for a wastewater solution for the downtown area since Southborough does not have any municipal sewer system.

6. Please list any potential next steps to advance priority actions during the next year.
 1. Schedule dedicated meetings for revision and updates to Stormwater and Wetlands bylaws & regulations
 2. Create additional educational material to be distributed town wide on improving stormwater quality
 3. Meet and discuss with Senior Center on ensuring that vulnerable population lists are consistently updated with contact information
 4. Continue to keep open communication with DCR regarding potential violations and outreach opportunities
 5. Ensure OSPC finalizes Native Plant Initiative for Planning & Conservation acceptance and enforcement

7. Please note any difficulties or challenges the community has identified through the MVP planning process or while seeking to implement priority actions and any steps the community has identified to address these challenges.

Due to the pandemic, budgetary restrictions have greatly limited the towns ability to plan for larger capital projects. We believe that the creating of an impervious surfaces data layer will allow for Advisory Committee to determine if creating a stormwater fee would allow the town to be more active on infrastructure improvements and ongoing maintenance.

8. Please identify any data needs or information gaps that the state could help fill.



May 5, 2021

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Ms. Runsten,

The Department of Conservation and Recreation Division of Water Supply Protection (DWSP) is pleased to provide this letter of support for the Town of Southborough MVP Action Grant proposal of a Planimetric Impervious Mapping Project and associated stormwater management education materials.

The Town of Southborough lies within the boundary of the Sudbury Reservoir Watershed, which also includes a substantial acreage of DCR-DWSP land ownership. These lands are managed to ensure high quality water in the Sudbury Reservoir, the backup drinking water supply for 3 million Massachusetts residents. The town's proposed GIS mapping project would assist DWSP with future management decisions related to culvert replacements and design and placement of potential structural BMPs on our properties to address additional stormwater runoff due to the effects of climate change.

The Division has been conducting stormwater pollution prevention outreach in our watersheds for over a decade. Any materials developed by the town under this Action Grant would help with our task of creating a behavioral change of watershed residents to protect the reservoir and its tributaries.

Sincerely,

Jamie Carr
Regional Director
Wachusett/Sudbury Section

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
180 Beaman Street
West Boylston, MA 01583
508-792-7423
www.mass.gov/dcr



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides, Secretary, Executive
Office of Energy & Environmental Affairs

Jim Montgomery, Commissioner
Department of Conservation & Recreation

TOWN OF SOUTHBOROUGH



OFFICE OF THE BOARD OF SELECTMEN

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

May 6, 2021

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

RE: Letter of Support – MVP Action Grant Application, Planimetric Impervious Surfaces Mapping Project

Ms. Runsten,

This letter is in support of the Town of Southborough's application for the Municipal Vulnerability Preparedness (MVP) FY22 Action Grant.

This grant application will aid various departments such the Conservation Commission and Department of Public Works for work and efforts under their jurisdiction such as Stormwater & Erosion Control Bylaws and our MS4 permit. The Board of Selectmen also agreed at their May 6, 2021 meeting that they would be favorable in accepting this grant to aid the Town.

This tool is essential for stormwater management and understanding how to ensure applicable bylaws are kept up to date and amended using pertinent, recent, and effective data. The Town of Southborough, as a Municipal Vulnerability Preparedness community, is working towards better climate resiliency and believes that the findings and deliverables that would come out of the Action Grant would create a foundation off which the Town can prioritize next steps.

As with other cities and towns, the budget constraints that the Town has faced have impacted our ability to regularly projects fully such as the Planimetric Impervious Surfaces Mapping Project. Funding and assistance through the MVP Action Grant will help Southborough with the planning required to ensure that our community is better prepared to address issues associated with climate change and becoming more climate resilient.

I offer my full support to the Town's application for the MVP grant, and appreciate your time and consideration of our submission.

Sincerely,



Mark J. Purple
Town Administrator

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

May 3, 2021

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Subject: MVP Action Grant Support – Planimetric Impervious Surfaces Mapping Project

Ms. Runsten,

Please accept this letter in support of the Town of Southborough's application for the Municipal Vulnerability Preparedness (MVP) FY22 Action Grant for the Planimetric Impervious Surfaces Mapping Project.

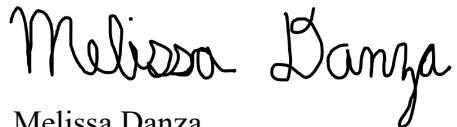
This grant application will allow Conservation Commission especially, to utilize the information to accomplish a plethora of goals from: member identified goals for climate resiliency, Open Space & Recreation Plan actions, MVP priorities and actions, and updating our local Stormwater & Erosion Control (SMP) & Wetlands Bylaws. Information gathered from the data outlined in the application will educate the Commission on areas in which impervious surfaces could be having a detrimental effect to water quality and habitat health, if the limits and thresholds set within the SMP are adequate, or if we should consider amending limits on disturbance and/or impervious areas.

The data will be utilized to create educational materials that serve many purposes. They can be included in our new homeowner letters, stormwater applicants, general town mailings, and count towards required actions in our MS4 permit. As the proposed creator of these materials, I am in fully support of moving forward with this Action Grant and have ensured that the appropriate amount of time necessary for these tasks has been allocated.

I believe that this project will have a wide impact for not only our community, but those who may be considering similar projects. As a known issue within the Town, we have struggled with appropriating sufficient funds for ongoing stormwater maintenance and upkeep, not to mention improvements. I commend Advisory Committee member, Andrew Pfaff, with his innovative ideas such as this that sets the stage for **sustainable** climate resiliency planning.

I look forward to the opportunity to lead and be the point of contact for this project. I thank you for your time and consideration of this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Danza".

Melissa Danza
Conservation Agent

TOWN OF SOUTHBOROUGH



OFFICE OF THE BOARD OF SELECTMEN

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

May 6, 2021

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

RE: Certification of Matching Funds – MVP Action Grant

Ms. Runsten:

At their May 5, 2021, the Advisory Committee voted favorably to utilize funds up to \$7,625 from either budgeted departmental revenue and/or the Town's Reserve Fund for the required matching grant funds. The town has also identified in kind service hours from staff with the possibility of volunteer efforts for educational or public meetings. Any in-kind hours will be thoroughly tracked to ensure the proper match requirements are met.

Please accept this letter of certification on behalf of the Town of Southborough that the minimum 25% match will be provided.

Sincerely,

A handwritten signature in black ink that reads "Mark Purple".

Mark Purple
Town Administrator