BOXBOROUGH PLANNING BOARD
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James Faulkner, Chairman Eduardo Pontoriero, Clerk Nancy Fillmore John Markiewicz Owen Neville

Meeting Minutes
June 16, 2014
7:30 PM

Members present:

James Faulkner, Chair
Nancy Fillmore, Member
Owen Neville, Member
Adam Duchesneau, Town Planner

Members absent:

Eduardo Pontoriero, Clerk
John Markiewicz, Member

The Chair called the meeting to order at 7:30 pm in the Morse Room of Town Hall.

Meeting Minutes June 2, 2014
Ms. Fillmore suggested that a redundant sentence be removed from the Future Meeting Dates for June to December 2014 section of the meeting minutes.

Mr. Neville MADE a MOTION to approve the minutes of June 2, 2014 as amended by Ms. Fillmore. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

Route 111 Sidewalk Project Update from Places Associates, Inc.
William Murray and Matt Allison were in attendance from Places Associates, Inc. to discuss the sidewalk project with the Planning Board. Mr. Murray indicated they wanted to provide the Board with an update on where things currently stand with the design for the project but also to get some direction from the Board for the next steps in the process. Mr. Allison went over each of the design sheets and the different alternatives for the sidewalk crossing of a brook just east of Sargent Memorial Library on Route 111. He discussed potential design options to cross the brook which included a low lying boardwalk, two span bridges, or an open bottom culvert with a walkway on top adjacent to the existing roadway bridge.

Mr. Murray noted that they had used general design concept ideas from the Planning Board and met with MassHighway to discuss the different possible design options. Mr. Neville asked if MassHighway had provided direct feedback on any of the options. Mr. Murray stated that they have received specific direction from MassHighway that they would prefer to see the open bottom culvert option used, but they will not put this in writing. He went on to note that there are several challenges to the design of this brook crossing which include new Army Corps of Engineer standards as well as potential endangered species in the floodplain, river, and wetland areas around the proposed crossing. Mr. Murray then stated that any bridge that crosses the brook in the Route 111 right of way would need to be able to support a vehicle per

MassHighway standards. Mr. Neville asked if this would include a bridge that was entirely on the Town's own property and Mr. Murray stated that MassHighway could not regulate a crossing that was on Town property. Mr. Murray reiterated that to cross the brook entirely on Town property they would have to do a low boardwalk that would likely flood in the spring or use two span bridges.

Mr. Murray stated that MassHighway has indicated that they will not be rebuilding any culverts in this area of Route 111 any time in the near future. He continued on to explain the concerns about situating the open bottom culvert adjacent to the headwall of the roadway bridge. Mr. Murray noted that a waiver of responsibility would need to be signed by the Town prior to construction beginning and that the sidewalk, culvert, etc. would need to be plowed and sanded by the Town in the winter. He also stated that a geotechnical engineer would need to be retained or MassHighway would require a structural engineer stamp on the proposed plans for the culvert. Mr. Murray indicated that to take this project to the next level Places Associates, Inc. needed further feedback from the Planning Board and they also needed to change the scope and contract for the project.

Mr. Neville asked what the biggest hold up for the project is currently and Mr. Murray indicated that it is the need for a geotechnical engineer who will help to design the footings for the crossing. Mr. Faulkner asked if using fiberglass bridges, similar to the one which connects the Blanchard Memorial School to the Sargent Memorial library, for the double span bridge crossing scenario would be less expensive than the open bottom culvert design. Mr. Murray indicated that they could get a quote and compare the pricing to the cost of the open bottom culvert option. Mr. Faulkner stated that he thought it would be worth a shot to look at the double span bridge scenario in greater detail. Mr. Murray stated that from the bottom of the proposed bridge down to the ground would be approximately 8 feet and from the top railing of the bridge to the ground would be about 14 feet.

Mr. Murray noted that Places Associates, Inc. is estimating $30,000 to $40,000 in permitting and engineering costs for the open bottom culvert scenario, plus around $150,000 for construction. He also added that studies would need to be conducted to figure out the actual design for the proposal. Mr. Faulkner stated that it seemed like the State was saying that the Town should simply do this project on their own. Mr. Neville asked the Town Planner what the situation was with regard to funding for the project. Mr. Duchesneau indicated that there was a little bit of money remaining in the sidewalk fund but that he was also exploring the possibility of applying for a MassWorks Grant to fund the next steps of the project. Mr. Neville stated that a special article at Town Meeting may be required to allocate the remaining funds needed for this project.

Mr. Murray stated that he felt the Planning Board needed a bit more information before they could provide direction on this project and he indicated his firm would get them the cost figures which compared the double span fiberglass bridge scenario to the open bottom culvert scenario. He also noted that the existing headwall of the roadway bridge is falling apart and likely needs to be fixed. Mr. Faulkner asked if this meant that the State would then need to fix the roadway crossing and perhaps the Planning Board could tie in the proposed sidewalk crossing to the State's repair project. Mr. Murray stated that it could take a very long time before the State repairs the headwall. He continued on to note that the concrete culvert has a legal risk associated with it, but it may still be a much cheaper cost option than the double span fiberglass bridges.

Mr. Murray then noted that he would get the Planning Board a comparison of the two design options for their next meeting in July.

Proposed Amendments to the Planning Board's Private Common Driveway Guidelines as a Result of Zoning Bylaw Amendments Approved at the 2014 Annual Town Meeting (continued Public Hearing)
The Planning Board then resumed their discussion of the proposed amendments to the Private/Common Driveway Guidelines at 8:10 PM. Mr. Duchesneau answered the Planning Board's questions from their previous meeting regarding the need for Town Meeting approval and clarification on the Earth Removal Bylaw applicability. Mr. Duchesneau noted that none of the proposed changes to the Guidelines needed Town Meeting approval and he also stated that the Town's Earth Removal Bylaw would require Applicants to get a permit from the Planning Board before they could remove any material from a site.

Mr. Neville then MADE a MOTION to close the Public Hearing. Mr. Faulkner SECONDED the MOTION. All members voted in favor.

Mr. Faulkner then MADE a MOTION to adopt the amendments to the Private/Common Driveway Guidelines. Mr. Neville SECONDED the MOTION. All members voted in favor.

Proposed Update to Planning Board Fee Schedule
Mr. Duchesneau explained that the only update to the Planning Board Fee Schedule was to insert the fee for Private/Common Driveway Special Permit Applications. A fee of $100 is already being charged for these applications but the fee was not listed in the Planning Board Fee Schedule.

Mr. Neville then MADE a MOTION to adopt the proposed Planning Board Fee Schedule as of June 16, 2014. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

Central Street (Boxborough) / 7 Wampanoag Drive (Acton) ANR Plan
Mr. Duchesneau explained that no buildable lots would be created in Boxborough as part of this ANR Plan. The plan showed the reconfiguration of one existing lot to create one buildable lot and two additional parcels, one in Boxborough and one in Acton. Mr. Duchesneau stated that the Applicant had indicated to him that this ANR Plan was setting things up for a possible future land donation by the State to the Applicant once the Route 2 construction project is completed.

Mr. Neville MADE a MOTION to endorse the ANR Plan and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the plans on behalf of the Planning Board. Mr. Faulkner SECONDED the MOTION. All members voted in favor.

With no further business, the meeting was adjourned at 8:25 PM on a MOTION by Mr. Faulkner, SECONDED by Mr. Neville, with all members voting in favor.

On Behalf of the Boxborough Planning Board

Eduardo Pontoriero, Clerk