



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

**Meeting Minutes**  
**August 25, 2014**  
**7:30 PM**

**Morse-Hilberg Room, Town Hall, 29 Middle Road**

Members present:

James Faulkner, Chair  
Eduardo Pontoriero, Clerk  
Nancy Fillmore, Member  
John Markiewicz, Member  
Owen Neville, Member  
Adam Duchesneau, Town Planner

The Chair called the meeting to order at 7:30 PM.

**Meeting Minutes of August 4, 2014**

Mr. Pontoriero asked Mr. Duchesneau if he had heard back from Places Associates, Inc. regarding information they might have on the status of the Route 111 culvert over Guggins Brook. Mr. Duchesneau indicated he had not heard back from the consultant but he would follow up with them before the next Planning Board meeting. Mr. Pontoriero also inquired about the statement regarding solar panel payback in Acton versus Boxborough. Mr. Markiewicz indicated the utility rates in Boxborough are less than in Acton and therefore a payback on solar panels would take a longer amount of time in Boxborough.

Ms. Markiewicz then MADE a MOTION to approve the minutes of August 4, 2014. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

**1136-1148 Hill Road (Hilberg Lane Senior Housing) – Site Plan Minor Modification**

The Applicant, Daniel Hogan, was in attendance to present the request to the Planning Board. Mr. Hogan indicated he is looking to provide additional vehicular access to the rear of his unit by installing pervious pavers around the left side of his exclusive use area. He proposed using two tracks of pervious pavers which would lead down to a larger turnaround area that would be flat and consist of additional pervious pavers on the left rear side of his exclusive use area.

Mr. Markiewicz asked how deeply the pavers would need to be installed in order to make them secure. Mr. Hogan indicated there would be an 8 inch deep gravel base with 2 inches of sand on top that would be compacted. The approximately 3 inch deep pervious pavers would then be installed on top of this base material and loam and seed would be brushed into the pores of the pavers. Mr. Hogan pointed out that grass would grow in the pores of the pavers and a vehicle would get traction from the waffle-style pavers themselves. Mr. Markiewicz asked for clarification on which of the neighbors expressed their approval of this proposed project. Mr. Hogan indicated the letters of support he had submitted expressed support from all three of the other dwelling units in this portion of the project.

Mr. Faulkner asked if the impervious material that the pavers consisted of would increase the impervious area of the project beyond what is allowed in this particular zoning district. Mr. Duchesneau noted that in the Agricultural-Residential district there is no limitation on the amount of impervious surface area for a property. Mr. Faulkner also asked if any wetlands would be impacted by this project and Mr. Hogan stated no wetlands or 100 foot buffer zone areas would be disturbed. Mr. Markiewicz asked if the leaching field for the project would be impacted by the installation of these pervious pavers and Mr. Hogan indicated it would not be because the leaching field is in a different area of the property.

Mr. Markiewicz noted it appeared the pavers would be placed over the top of one of the septic lines for the project. Mr. Hogan indicated the particular septic line he was referring to on the plan had been routed around the pervious paver turnaround area as the landscaper for the entire project was also coordinating the installation of this pervious paver area.

Mr. Neville then MADE a MOTION to approve the requested Minor Modification of the Site Plan as it was not significant to the public interest and the modification was not inconsistent with the purpose and intent of the Zoning Bylaw and the approved Site Plan. Ms. Fillmore SECONDED the MOTION. Mr. Faulkner requested additional discussion on the motion.

Mr. Faulkner then asked if the pavers would support a heavy septic truck and Mr. Hogan indicated they would as the traction is fairly good. Mr. Hogan also pointed out the currently approved Site Plan calls for this area to simply be grass which would likely not support a septic truck in this area of the project. Mr. Markiewicz noted some office parks in the area use these types of pervious pavers.

Mr. Faulkner then called for a vote on the motion and all members voted in favor.

### **Review of Metropolitan Area Planning Council Scope of Services for the Master Plan Update**

Manisha Bewtra from the Metropolitan Area Planning Council (MAPC) was on hand to present the draft Master Plan Update Scope of Services to the Planning Board. Mr. Pontoriero stated he felt the draft Scope was well put together, but wanted to know more about what Ms. Bewtra envisioned for the visioning portion of the Scope. Ms. Bewtra indicated MAPC will likely look back at the town vision from the 2002 Master Plan and have forum participants react to it and revise it as needed. She also stated that a mix of maps, thought provoking interactions, and relevant data would hopefully help direct participants thoughts on a revised vision for the town. Ms. Bewtra stated MAPC would be looking for a wide variety of feedback from a number of community members. She stated that as the consultant, MAPC would like to get a lot of ideas out there and see where the common ground can be located.

Mr. Pontoriero noted it would be a good idea to think outside the box on this approach and to get people to explore more ideas. He also asked if there was an example of what Ms. Bewtra was thinking of doing that MAPC had used in another community. Ms. Bewtra indicated the downtown Lynn, Massachusetts Master Plan initiative that she had worked on, while completed on a larger budget, would be a comparable work sample ([dtl.mapc.org](http://dtl.mapc.org)). Mr. Faulkner stated MAPC should not spend a lot of time looking back at the 2002 Master Plan because it is so outdated. Mr. Markiewicz indicated he would like to see an understanding of the key economic

issues that the Town is facing, especially for items such as the changing demographics in town. He noted that this is information the Master Plan Update should speak to as it was not available when the last Master Plan was completed. Mr. Faulkner agreed and felt the Plan Update should focus on issues around the tax base and how this will likely be a future problem because of the town's aging population. He noted that the Master Plan Update should also identify potential solutions to this problem.

Mr. Faulkner then stated the Plan Update should include something on how the school system is one of the assets of the community and ideas on how this can be emphasized (e.g. ranking of the Town's school system in Massachusetts). Ms. Bewtra indicated the idea is to lay out the Plan Update to address a variety of issues the Town might be facing while at the same time tying it back into the vision for the town. Mr. Markiewicz stated he would prefer the Plan Update help figure out how the Town can get young people to stay and become involved in the community. He continued on to note that a lot has been done regarding land use over the last few years so there may not need to be much additional work completed in this particular area for the Plan Update. Mr. Markiewicz was also not sure how much influence the community would have in terms of changing the transportation infrastructure for the town. He noted the two big issues he would like to see addressed in the Plan Update were how to increase economic development and how to get people to stay and be involved in the community.

Mr. Pontoriero indicated he would like to know how the cost of living in Boxborough could be lowered. He suggested perhaps exploring how to expand the town's natural gas infrastructure as one possible way of doing this. Mr. Markiewicz stated he was told the main gas line which runs down Depot Road does not currently have the capacity to service the side streets. Mr. Pontoriero asked how the community can get the ball rolling on this topic and wondered if there are political actions the Town should be undertaking to get movement on this issue. He also felt the Plan Update should look at the items that will have a significant reduction in cost impacts for residents; perhaps something such as solar power. Mr. Faulkner noted that some coordination will need to be undertaken with Littleton Electric for this to become a reality. Mr. Neville asked that the possibility of wind power also be looked into.

Mr. Pontoriero asked what the status was regarding the Housing Production Plan. Mr. Duchesneau indicated the Housing Board is working on updating this document with MetroWest Collaborative Development and should have it completed sometime this fall. Mr. Faulkner asked who would sit on the Master Plan Update Committee. Mr. Duchesneau noted its membership was still under discussion but he was hoping for a good amount of breadth in terms of representation. Preliminarily he was thinking the Committee would consist of members from the Planning Board, Conservation Commission, Recreation Commission, Agricultural Commission, and Energy Committee, as well as other members of Town Boards and Commissions. Ms. Bewtra noted she was hoping that residents and local businesses could also be represented on the Committee in some way. Mr. Pontoriero stated he had concerns about the size of the Committee and would prefer it to be smaller so it could function more easily. Mr. Neville and Mr. Markiewicz both agreed and asked if the size of the Committee could be smaller. Ms. Bewtra indicated she would be meeting with Mr. Duchesneau and Town Administrator Selina Shaw to further discuss possible membership. Mr. Faulkner asked if perhaps a draft list of Committee members could be prepared for the Planning Board's next meeting on September 8, 2014. Mr. Neville also asked who has the authority to appoint members to the Master Plan Update

Committee. It was presumed to be the Board of Selectmen but Mr. Duchesneau stated he would look into this further.

Mr. Faulkner then asked what Ms. Bewtra was thinking could help entice community members to attend these forums for the Master Plan Update process. Ms. Bewtra stated food from local vendors or having a well-known or respected local speaker at each of the forums were items that had worked in other communities to help boost attendance. Mr. Faulkner noted that perhaps there should be someone on the Master Plan Update Committee who only thinks about social promotion of the Plan Update. He also asked how the website for the Plan Update process would function and Ms. Bewtra indicated the site would be updated continuously throughout the process with draft sections of the plan and additional information being posted by MAPC.

Mr. Faulkner asked what the magazine-style executive summary would entail. Ms. Bewtra explained it would be a shortened version of the entire Master Plan with pictures and interesting data charts that could provide a concise summary of the finalized Plan Update. Mr. Markiewicz suggested looking into using high school students to work on this aspect of the project and noted this might also get more parents involved in the Master Plan Update process. Mr. Faulkner then circled back to the Scope of Services topics for the Plan Update and noted that language regarding the topics of economic development and tax generation should be included in the Scope. Mr. Markiewicz also felt economic development was an important item to include in the Scope of Services and stated that taxes, demographic data, and the 2014 Buildout Analysis should all be examined as part of the Master Plan Update process. He continued on to indicate the Scope should also address how to make Boxborough more affordable to live in and what it would take for the Town to be designated a Green Community. Mr. Markiewicz wanted the Plan Update to speak to how the Town can work more closely with the utility companies and how the Town can take advantage of new energy technology.

Ms. Bewtra and Mr. Duchesneau indicated they would work on revising the Scope of Services for the Master Plan Update and provide something for the Planning Board to review at their next meeting.

#### **Route 111 Sidewalk Project – Next Steps Discussion / Review of Draft MassWorks Grant Application Materials for the Route 111 Sidewalk Project**

Mr. Duchesneau explained the revised budget numbers for the project in the MassWorks Grant Application which were developed in conversation with Places Associates, Inc. These newly updated figures reduced the Town's total grant request to \$777,000. Mr. Duchesneau also indicated that he was looking for Planning Board approval of the revised Letter of Support from the Planning Board for the grant application.

Mr. Markiewicz MADE a MOTION to approve the updated MassWorks Infrastructure Grant Application Letter of Support from the Planning Board. Mr. Neville SECONDED the MOTION. All members voted in favor.

Mr. Duchesneau indicated that he would be submitted the MassWorks Grant Application later in the week.

With no further business, the meeting was adjourned at 8:55 PM on a MOTION by Mr. Neville, SECONDED by Mr. Markiewicz, with all members voting in favor.

On Behalf of the Boxborough Planning Board

A handwritten signature in black ink, appearing to read 'E. Pontoriero', written over a horizontal line.

~~Eduardo Pontoriero, Clerk~~