



**BOXBOROUGH PLANNING BOARD**  
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Owen Neville, Chair

Eduardo Pontoriero, Clerk

Nancy Fillmore

John Markiewicz

**Meeting Minutes**  
**September 22, 2014**  
**7:30 PM**  
**Morse Room, Town Hall, 29 Middle Road**

Members present:

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

The Acting Chair called the meeting to order at 7:33 PM.

**Meeting Minutes of September 8, 2014**

Mr. Pontoriero asked Mr. Duchesneau to clarify the references in the minutes regarding the height ranges of the steel support structures for the solar arrays, which he did. Mr. Pontoriero and Ms. Fillmore then pointed out a few typographical errors in the minutes that they requested be corrected.

Mr. Pontoriero then MADE a MOTION to approve the minutes of September 8, 2014 as amended. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

At 7:42 PM the Planning Board then joined the Board of Selectmen at their meeting in the Grange Meeting Room of Town Hall to discuss the next item on the agenda.

**Joint Public Meeting with the Board of Selectmen to Discuss the Master Plan Update Process, the Establishment of the Master Plan Update Committee, and the Vacancy on the Planning Board**

Planning Board members and Town Planner, Adam Duchesneau, were present to discuss the Master Plan update process; the establishment of Master Plan Update Committee (MPUC); and a vacancy on Planning Board. Member Fox opened discussion on this topic providing background on this effort; and outlining the benchmarks. He then turned the discussion over to Town Planner Duchesneau. Planner Duchesneau spoke to his memorandum, scope of services and other materials provided. Planning Board approved the Scope of Services at their last meeting. He advised of the efforts underway to get the word out – an informational booth at the Harvest Fair; an informational flyer going out in the next tax bill; an article submitted to the local papers and public forums scheduled. The intention is to have a new Master Plan completed no later than December 2015. Discussion turned to the make-up of the Master Plan Update Committee. The consensus of both the Planning Board and the Selectmen was that: the MPUC should have both voting and ex-officio members. The draft letter(s) of interest (voting/non-voting) provided by the Planning Board were acceptable as written; and there would be between 7-9 voting members. There was a review of those town boards considered for participation as a voting member of the

MPUC. Chair Amoroso moved to designate a member of the Planning Board, Selectmen, Conservation Commission, Recreation Commission, Agricultural Commission, Housing Board, the Energy Committee and Council on Aging to participate in the MPUC. Seconded by Member Stemple. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso's signature, a letter of interest to these respective boards. Member Fox made a Motion amend the previous Motion in order to replace the Energy Committee with the Historical Commission. Seconded by Member Gorman. Upon further discussion it was determined that though the BHC has an interest in preserving historic aspects of the community; a key component of this Master Plan concerns energy. Member Fox withdrew his motion.

Discussion turned to identifying possible ex-officio members. Non-voting/ex-officio members would allow non-residents (i.e. business owners and town officials) a voice; allowing them to contribute valuable input. They also would provide additional perspectives from interested Town organizations and individuals. FinCom Chair Subramanyam noted that the FinCom bylaw precludes them from having a vote on the MPUC; however FinCom provides an essential perspective. The Planning Board and Selectmen reviewed the proposed list of non-voting members. Chair Amoroso moved to a designate MPUC non-voting members as: Town Planner Duchesneau, Town Administrator Shaw, DPW Director Garmon, a Public Safety Chief (Ryder or White – TBD) and a local business owner, and to designate a member of the Historical Commission, Finance Committee, and A-B Regional School Committee. Seconded by Member Fox. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso's signature, a letter for these respective boards, to contact the identified individuals and reach out to Boxborough business owners about participating in the MPUC. It was noted that the Master Plan Update Committee's meeting will be public meetings which residents and business owners could attend and provide input. In these letters candidates are asked to contact Planner Duchesneau by October 15<sup>th</sup> so that the Selectmen can appoint the MPUC members at their October 20<sup>th</sup> meeting. There was a brief discussion on the process moving forward.

It was noted that Jim Faulkner has moved and resigned from the Planning Board. Pursuant to Massachusetts General Law the Planning Board and the Selectmen must jointly appoint a new member to serve until the May 2015 Town Elections. An article to recruit candidates will be published in the local papers and the Planning Board and Selectmen will hold interviews and appoint this new member on November 3<sup>rd</sup>.

At 8:50 PM the Planning Board then reconvened their meeting in the Morse Room of Town Hall to discuss the remaining items on their agenda.

#### **Election of New Planning Board Chair and Design Review Board Designee**

Mr. Neville suggested that the Planning Board postpone the designation of a Design Review Board member until the Planning Board's next meeting on Monday, October 6, 2014, to which all other members agreed.

Ms. Fillmore then MADE a MOTION to nominate Mr. Neville as the new Planning Board Chair through May of 2015. Mr. Pontoriero SECONDED the MOTION. All members voted in favor.

### **Master Plan Update Problem Statement**

Mr. Pontoriero stated he had looked at the Lynn Master Plan website that the Metropolitan Area Planning Council (MAPC) had created and he thought some of the recommendations on the site were vague. Mr. Pontoriero felt that during the Master Plan Update process the Planning Board should have a set of key issues they are trying to solve throughout the update of the plan. He wanted the Planning Board to create a checklist of items that should be addressed. Mr. Markiewicz suggested each Planning Board member create a list of issues in town they would like to see addressed and to pass those items along to the Town Planner before the next meeting. Mr. Duchesneau could then compile a master list of items which the Planning Board could discuss in greater detail.

### **Route 111 Sidewalk Project – Letter to State Legislators**

Mr. Duchesneau noted the letter he had drafted lacked a specific action request by the Planning Board for the Legislators. Mr. Markiewicz agreed and made suggestions regarding the best way to get the State Senator and Representative to actually read the letter. He noted people do not typically read letters that have large amounts of text and that the letter needed to be condensed. Mr. Markiewicz felt the letter should have a simple introduction followed by bullet points indicating what the Town was doing, why the project was important, and what the Town was requesting from the State Senator and Representative. He stated the letter should indicate the Town's concerns that the Guggins Brook culvert is failing and that the overall condition of Route 111 is extremely poor. The letter should also request the State Senator and Representative help the Town work in cooperation with MassDOT to address the deficiencies of Route 111. Mr. Markiewicz felt this assistance should come in the form of arranging a meeting with the Planning Board, MassDOT, and one of the State Legislators or their aids. It was also suggested that copies of the letter be sent to the aids of the State Legislators and the Chairs of the relevant committees in the State Legislature. Mr. Duchesneau indicated he would revise the letter for review by the Planning Board at their next meeting.

### **Follow Up on Outstanding Items in Table 29 of the Draft Open Space & Recreation Plan**

Mr. Duchesneau indicated there were three Action Items from 2002 listed in Table 29 of the Draft Open Space & Recreation Plan which needed status updates from the Planning Board. Mr. Pontoriero asked what the "Flexible Development or Open Space Residential Bylaw" wording meant that was listed in the table. Mr. Neville explained that, generally, this was the concept of clustering together residential development on a small portion of a particular property while leaving large areas of open space preserved on other portions of the same property. Mr. Markiewicz noted that the Planning Board had been successful implementing the Open Space Commercial Development Bylaw at the Cisco Campus and at 80 and 90 Central Street.

### **Other Business**

Mr. Neville asked Mr. Duchesneau to review the Planning Board files and examine the Stone Wall Removal Permits that were approved for some of the properties on the north side of Depot Road. He also asked if Astro Crane at 200 Codman Hill Road could be contacted to straighten out the area around the stone walls they had created at their entrance driveway per an earlier Site Plan Approval from the Planning Board. Mr. Duchesneau indicated he would look into these matters and follow up with the Planning Board.

With no further business, the meeting was adjourned at 9:19 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Fillmore, with all members voting in favor.

On Behalf of the Boxborough Planning Board

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

~~Eduardo Pontoriero, Clerk~~