



**BOXBOROUGH PLANNING BOARD**  
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Owen Neville, Chair    Eduardo Pontoriero, Clerk    Nancy Fillmore    John Markiewicz    Hongbing Tang

**Meeting Minutes**  
**April 27, 2015**  
**7:30 PM**  
**Morse Room, Town Hall, 29 Middle Road**

Members Present:

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

Members Absent:

Hongbing Tang, Member

The Chair called the meeting to order at 7:35 PM.

**Meeting Minutes of April 6, 2015**

Mr. Pontoriero MADE a MOTION to approve the minutes of April 6, 2015. Mr. Markiewicz SECONDED the MOTION. All members voted in favor and Ms. Fillmore was absent from the vote.

**Correspondence**

Mr. Duchesneau indicated he had received a fax earlier that day from Roger Kanniard indicating he wanted to be removed from the Planning Board agenda for that evening.

At this time Ms. Fillmore arrived at the meeting.

**Housing Production Plan – Adoption and Approval for Submission to State**

Mr. Markiewicz indicated he had reviewed the Plan and it looked good. Mr. Pontoriero agreed, noted it was well written, and stated it seemed a lot of work had been put into it.

Mr. Markiewicz then MADE a MOTION to approve the Housing Production Plan and to have the Planning Board sign the letter of support which will be submitted to the Department of Housing and Community Development. Mr. Pontoriero SECONDED the MOTION. All members voted in favor.

**Open Space & Recreation Plan – Planning Board Letter of Review for Submission to State**

Mr. Markiewicz then MADE a MOTION to approve the Open Space and Recreation Plan and to have the Planning Board sign the Letter of Review which will be submitted to State with the Plan. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

**Presentation of Town Meeting Zoning Bylaw Amendment Warrant Articles**

The Planning Board determined the following Town Meeting Warrant Articles would be presented by the following members:

- Article 22: Amend Definition 2101 “Accessory Structure” to “Accessory Building”
  - Presenter: John Markiewicz
- Article 23: Amend Definition 2152 “Mixed-use”
  - Presenter: Nancy Fillmore
- Article 24: Administrative amendment to Section 4001 General
  - Presenter: Nancy Fillmore
- Article 25: Amend the word “churches” to “places of worship” in Section 6006 Parking Schedule
  - Presenter: Hongbing Tang
- Article 26: Amend Section 4003(1) Residential Uses to allow Bed and Breakfasts in the Agricultural-Residential (AR) and Residential-1 (R1) Districts by Special Permit
  - Presenter: Owen Neville
- Article 27: Amend Section 6300 Signs to regulate temporary signs associated with places of worship, the public school system, yard sales, real estate open houses, and businesses, historical markers, and to perform administrative corrections
  - Presenter: Owen Neville
- Article 28: Amend Definition 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities to allow for wireless communication facilities for public safety purposes outside of the Wireless Communication Facilities Overlay District.
  - Presenter: Owen Neville

Mr. Markiewicz then stated he wanted to discuss possibly removing Article 28 from the Town Meeting Warrant. Mr. Neville noted this item was not on the Planning Board’s agenda for that evening and therefore it could not be discussed. Mr. Neville then asked Mr. Duchesneau to put this topic on their May 4, 2015 meeting agenda.

**977 Depot Road – Scenic Road Permit and Stone Wall Application – Dana Lorden seeks approval to remove approximately 5 to 10 feet of existing stone wall to allow the construction of a new driveway to access a new single-family dwelling**

The Chair opened the public hearing for the application at 7:45 PM. The developer, Dana Lorden, was in attendance to discuss the project with the Planning Board. Mr. Lorden explained the lot was entirely wooded when his client purchased the property and he did not believe there were any stone walls located along the front of the property. Mr. Neville noted there was some disturbance to a stone wall on the west side of the existing driveway cut at the property.

Stephen Schmitt of 962 Depot Road asked if the existing driveway cut is where the final location of the driveway would be and Mr. Lorden indicated this was correct. Zack Wang of 983 Depot

Road, the property adjacent to the west, was also in attendance. Mr. Markiewicz asked if Mr. Wang was comfortable with Mr. Lorden putting the stones back along the wall and Mr. Wang stated he would be ok with this. Mr. Pontoriero asked Mr. Schmitt if he was also comfortable with the project and Mr. Schmitt stated he satisfied with the proposal.

Mr. Duchesneau provided some additional background on the project noting he had originally signed off on the Building Permit allowing the developer to move forward. Once construction began, it was noted a small portion of the stone wall, which was somewhat buried, had been slightly disturbed along the west side of the driveway cut. Upon being made aware of this by Mr. Neville, Mr. Duchesneau informed Mr. Lorden he would need to file a Scenic Road Permit and Stone Wall Removal or Alteration Application.

Mr. Neville noted a cut out area had been made to the east of the driveway and he indicated it would be good if any stones on the site could be used to create and extend a stone wall to the east of the driveway in this area. Mr. Lorden stated this would not be a problem at all. Mr. Duchesneau then went over the proposed conditions of the permit. Mr. Lorden requested the driveway be allowed to be 14 feet wide and the Planning Board indicated they were comfortable with this width. Mr. Neville asked for two additional conditions. The first would require the Applicant/developer to create and extend a stone wall eastward beginning on the east side of the driveway. The second additional condition would limit the opening in the stone wall at the property line to 18 feet. Mr. Lorden stated he was comfortable with all of the conditions of the permit, including the two additional proposed conditions.

Mr. Markiewicz then MADE a MOTION to close the public hearing. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

Mr. Pontoriero then MADE a MOTION to approve the requested Scenic Road Permit and Stone Wall Removal or Alteration Application as discussed and amended, and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the decision on behalf of the Planning Board. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

### **Discussion of Potential Community Preservation Act Projects**

Mr. Neville stated the Community Preservation Committee (CPC) would be holding a public hearing on April 30, 2015 to solicit public comment on potential projects for which Community Preservation Act (CPA) funds could be used. Mr. Neville asked the other Planning Board members if they had any ideas for potential projects, noting they needed to be under the topics of open space and recreation, affordable housing, or historic preservation.

Mr. Markiewicz stated the preservation of the Town documents is very important for the Town long term. He continued on to note that in terms of possible open space projects, he was not sure how CPA money should be used. Mr. Markiewicz stated the town has an aging population and the community should be undertaking projects to assist with this large and growing segment of the population. He pointed out that the Master Plan process has shown that people in town want to find a way to congregate somewhere outside of Town events and perhaps CPA funds could be used to pursue this idea.

At this time Ms. Fillmore departed from the meeting.

Mr. Markiewicz noted at the last Master Plan Update Committee meeting the members started talking about implementation of the Plan, but they really needed to get back on track to discussing planning for the future first. He reiterated that residents are looking for a location in town where they can congregate. Mr. Markiewicz also stated that people who work in town would like to have a place they can go for lunch outside of their office building. He also noted people have indicated they do not want certain kinds of development, but at the same time they have also indicated something needs to be done about the tax base which is heavily residential.

Mr. Neville pointed out the Town is required to preserve all of its documents digitally, but is also required to retain hard copies as well. This is one project that is on the May 2015 Town Meeting Warrant. Mr. Neville noted the other two CPA projects on the Warrant are repairs to the Steele Farm Barn and restoration of the front steps to Town Hall. Mr. Markiewicz asked about the house at Steele Farm and Mr. Neville indicated repair work on this would be eligible for CPA funds as well. Mr. Neville also added the house definitely needed a new roof in the very near future at a minimum. Mr. Markiewicz pointed out there are some projects around Town Hall that could be funded with CPA money as well. He indicated he felt the Town should first focus on the preservation of the Town records and then turn its attention to Steele Farm.

Mr. Pontoriero asked about historic structures in town and how they can be repaired or further protected using CPA funds. Mr. Neville stated a community is allowed to use CPA funds to assist private property owners with the maintenance and reconstruction of properties. Mr. Pontoriero noted it would be a good idea to have some type of historic restriction trade off in exchange for CPA funding assistance to preserve older structures. Mr. Duchesneau pointed out it might be beneficial to explore establishing Historic Districts in town.

Along the lines of preserving properties, Mr. Markiewicz asked what the status was on the Town Center Senior Housing project. Mr. Pontoriero provided the Board members with an update as he noted the Applicants had last gone before the Design Review Board (DRB), of which he is a member. He indicated there seemed to be a conflict with what the developer was proposing and the Design Guidelines. Mr. Pontoriero noted very little attention had been paid to the aesthetics of the project and the Applicants did not seem to be working with an architect. It appeared to him that the developer is trying to put in as many dwelling units as possible at the site. Mr. Pontoriero noted the DRB also discussed the density of the project, the aesthetics of the buildings, and the site layout with the Applicants.

Mr. Duchesneau pointed out the project, as it was last presented to the DRB, would need a Special Permit for Alternate Access and possibly a Stone Wall Removal or Alteration Application. He also stated the Applicants have indicated they were looking into creating some type of mixed use development closer to the Route 111 portion of the site. Mr. Pontoriero indicated there are traffic concerns associated with the most recent version of the project design. He also added he would like to see the project have a similar density to Tisbury Meadows or Sherriff's Meadow.

With no further business, the meeting was adjourned at 8:30 PM on a MOTION by Mr. Markiewicz, SECONDED by Mr. Pontoriero, with all members voting in favor and Ms. Fillmore absent from the vote.

On Behalf of the Boxborough Planning Board

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

Eduardo Pontoriero, Clerk