



MASTER PLAN UPDATE COMMITTEE
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 • Fax: (978) 264-3127
www.boxborough-ma.gov

Meeting Minutes
July 29, 2015
7:00 PM
Morse-Hilberg Room, Town Hall, 29 Middle Road

Members Present:

Voting Members Present:

John Markiewicz, Chair (Planning Board)
Les Fox, Vice Chair (Board of Selectmen)
Marie Cannon (Board of Health)
Bryon Clemence (Agricultural Commission)
David Follett (Conservation Commission)
Al Murphy (Housing Board)

Ex-Officio Members Present:

Adam Duchesneau (Town Planner)
Kevin Mahoney (Historical Commission)
Selina Shaw (Town Administrator)

Others in Attendance:

Manisha Bewtra, Metropolitan Area Planning Council
Emma Schnur, Metropolitan Area Planning Council

Voting Members Absent:

Mitzi Garcia-Weil (Recreation Commission)
Rebecca Morris (Energy Committee)
Frank Powers (Council on Aging)

The Chair called the meeting to order at 7:08 PM.

Meeting Minutes of June 9, 2015

Mr. Fox MADE a MOTION to approve the minutes of June 9, 2015. Mr. Follett SECONDED the MOTION. All members voted in favor.

Correspondence

Mr. Duchesneau stated he had received an email on July 27, 2015 from Rita Grossman which indicated she wanted the consultant (the Metropolitan Area Planning Council (MAPC)) to re-read the Boxborough2030 Vision Statement and know that residents do not wish to have additional shopping, retail malls, etc. in town. She noted the consensus from the Master Plan Update process was that people wanted the town to retain its rural character. Mr. Markiewicz indicated he had spoken to Ms. Grossman about this and pointed out that the last meeting she had attended was when the Master Plan Update Committee (MPUC) was specifically discussing economic development. Mr. Markiewicz stated he had reassured Ms. Grossman this was just one component of the Master Plan and all parties involved were aware the community wanted to retain its existing rural character.

Overview of Remaining Tasks and Timeline

Ms. Bewtra asked the MPUC if they had any additional feedback on the Boxborough 2030 Booth from Fifer's Day. Ms. Shaw stated it was great and felt the booth got a good public turnout. Mr. Murphy indicated he had spoken with a couple who had moved from Los Angeles, California just before last winter and they thoroughly enjoyed living in Boxborough. Ms. Bewtra noted approximately 150 people participated in the chip activity which was conducted at the booth. Mr. Fox commented on the aspirational thermometers and noted that making Boxborough affordable and accessible got a low response rate and even a few negative comments. Ms. Bewtra felt perhaps respondents had some other priorities, but she also thought people were a little confused about what affordable and accessible actually meant. Mr. Markiewicz noted people in Boxborough already live in town, and therefore, likely find it affordable.

Boxborough 2030 Website

Ms. Bewtra stated she felt this might be the last MPUC meeting as the Boxborough2030 website was complete pending a thorough review by the MPUC. Mr. Fox requested a table of contents be added to the site to inform readers about everything that is contained within the site. Mr. Murphy felt the Recommendations & Implementation Plan needed to be vetted with all of the appropriate boards and committees and then their feedback should be vetted by the MPUC before it is finalized. Mr. Markiewicz indicated each MPUC member should go back to their respective board/committee and go through the relevant items in the Recommendations & Implementation Plan and make edits, recommendations, etc. Mr. Markiewicz pointed out the MPUC members owed it to each of their boards and committees to have the Recommendations discussed by each entity.

Mr. Follett agreed and felt there would be a lot of feedback from each of the boards and committees. Mr. Fox thought the MPUC should create a demarcation for Town work on the Plan and MAPC work moving forward. Mr. Murphy stated the MPUC should not be intimidated by a delay of two or three months to get feedback on the Recommendations & Implementation Plan. Mr. Follett felt there should be a breakdown of the strategic and tactical items in each Recommendation. Mr. Markiewicz suggested there be a section calling out the key critical strategical items. A timeline for processing the edits to the Recommendations & Implementation Plan was then discussed. The goal was to have all comments back to MAPC by Friday, August 7th and then MAPC would turn around an updated version for review and comment by Tuesday, August 18th.

Mr. Follett suggested the proposed Master Plan Implementation Committee (MPIC) be removed entirely from the Implementation section of the Plan. Mr. Markiewicz noted the boards and committees act tactically and perhaps the Board of Selectmen may want to create a special committee of designees. Mr. Murphy indicated the Housing Board was supposed to be undertaking strategic items and if the MPUC gets buy in on the Plan from the grassroots it would be successful. Ms. Cannon pointed out an MPIC could meet quarterly to check in and see why certain initiatives were not moving forward. Mr. Duchesneau then recapped the revision and comment timeline which called for all board and committees to have their comments back to MAPC by September 30, 2015.

Magazine-Style Summary

Ms. Bewtra noted the intent of the document was to be a summary of Boxborough2030. Mr. Follett stated an “At a Glance” summary was really what the document needed, as he felt the document was too long in its current form and would not hold people’s interest. Mr. Markiewicz wanted the document to include what work was performed during the update process, what the Plan is about, and to highlight the actions that need to be taken in the short, medium, and long term to move Boxborough2030 forward. He added that strategic and action items needed to be reflected in the summary. Mr. Markiewicz indicated the magazine summary should be an overview of Boxborough2030. Mr. Clemence stated there should be something in the summary about how people can get involved in the implementation process. Mr. Markiewicz pointed out the MPUC is so attached and invested in the update process they feel the summary is a solid piece of work, but others may find it too verbose. He noted the text and wording of the summary would be critical in keeping readers interested. Mr. Markiewicz felt there should be an executive summary for the magazine. Mr. Follett indicated annual reports which larger companies produce might be good summary models to examine. He pointed out those reports are not intended to be read cover to cover and they have an executive summary at the front which helps direct the reader to the information in which they are interested.

Ms. Bewtra then briefly went through the current state of the Boxborough2030 website and provided an overview to the MPUC.

Future Land Use Map

Mr. Clemence felt potential water supply resource areas should be denoted on the map. Mr. Follett stated it might be a good idea to display existing conservation land areas on the map. Mr. Markiewicz noted that people wanted the Master Plan to preserve the rural character of the community and agreed that showing what land is already protected on the map would be helpful.

Next Steps

After some discussion it was determined that MPUC members should provide any comments they have on the Recommendations & Implementation Plan section back to MAPC by Friday, August 7th. MAPC would then process those comments and turn them back around to the boards and committees for comment by Tuesday, August 18th. From August 18th to September 30th would be a public comment period for the boards and committees to provide additional feedback to MAPC. MAPC would then synthesize these edits and comments into another updated document which would be discussed at an MPUC meeting in early to mid-October. Mr. Duchesneau indicated he would send out a Doodle Poll to ask MPUC members about their availability for an October meeting date.

With no further business, the meeting was adjourned at 9:27 PM on a MOTION by Mr. Follett, SECONDED by Mr. Fox, with all members voting in favor.