



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

Meeting Minutes
September 21, 2015
7:00 PM
Morse Room, Town Hall, 29 Middle Road

Members Present:

Owen Neville, Chair
Nancy Fillmore, Member
John Markiewicz, Member
Hongbing Tang, Member
Adam Duchesneau, Town Planner

Members Absent:

Eduardo Pontoriero, Clerk

The Chair called the meeting to order at 7:17 PM.

Meeting Minutes of September 14, 2015

Ms. Fillmore MADE a MOTION to approve the minutes of September 14, 2015. Mr. Markiewicz SECONDED the MOTION. All members voted in favor and Ms. Tang was absent from the vote.

Correspondence

Mr. Duchesneau indicated the Planning Board had not received any correspondence since their last meeting.

Pre-Application Conference / Waiver of Process for Site Plan Approval for a Proposed Project at 8 Hill Road (Montessori School)

The Applicants, Marni Kaplan-Earle and John Earle, were present to discuss the project with the Planning Board. Ms. Kaplan-Earle went over the updated Site Plan which displayed the proposed topographic lines for the new driveway area and arrows indicating the direction of water flow across the site. Ms. Kaplan-Earle also spoke to the Planning Board's concerns about the possible ponding effect along Hill Road noting it should not be an issue especially because the new area for parking and maneuvering would be pervious. Ms. Kaplan-Earle then briefly discussed the proposed parking and site lighting for the property which would be switched off when everyone had left the premises.

At this time Ms. Tang arrived at the meeting.

Ms. Tang asked if the topographic lines shown on the plans were existing or proposed. Ms. Kaplan-Earle indicated they were both the existing and proposed topographic lines because they would only be scraping the top 12 inches of material to install the new parking area and not making any other grading modifications. Mr. Neville asked under what authority does the Planning Board have the ability to waive the Site Plan Approval process and Mr. Duchesneau stated it is permitted under Section 8002 of the Zoning Bylaw.

Mr. Neville MADE a MOTION to grant a waiver from the Site Plan Approval process for the proposed Montessori School project at 8 Hill Road and to authorize the Town Planner to sign a letter indicating this on behalf of the Planning Board. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Boxborough2030 (Master Plan) Update and Review of Implementation Plan

Mr. Markiewicz brought in a sample draft of the Magazine Style Summary for Boxborough2030 which the consultant, the Metropolitan Area Planning Council (MAPC), was still finalizing. There was conversation about who would make up the Master Plan Implementation Committee (MPIC) and whether it should be an entirely new committee or simply be covered by joint meetings with the Planning Board and Board of Selectmen. Mr. Markiewicz noted there are various initiatives in town, many which involve capital expenditures which the Board of Selectmen are aware of, and, therefore, having the Selectmen involved as part of the Master Plan implementation process would be very advantageous.

The Planning Board then went over each Action item in the Implementation Plan where the Planning Board was identified as the responsible party. For each Action item the Board decided to retain or remove their status as the responsible party. Additionally, the Planning Board also recommended some edits to the wording of Action items and also suggested removing certain boards or commissions from being responsible for particular Action items where their input did not seem to be applicable. Mr. Duchesneau indicated he would pass these suggested edits and comments along to MAPC for incorporation in the document.

With no further business, the meeting was adjourned at 8:40 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Fillmore, with all members voting in favor.

On Behalf of the Boxborough Planning Board



Eduardo Pontoriero, Clerk