



**MASTER PLAN UPDATE COMMITTEE**  
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**Meeting Minutes**  
**October 20, 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)  
Bryon Clemence (Agricultural Commission)  
David Follett (Conservation Commission)  
Mitzi Garcia-Weil (Recreation Commission)  
Rebecca Morris (Energy Committee)  
Al Murphy (Housing Board)  
Frank Powers (Council on Aging)

Ex-Officio Members Present:

Adam Duchesneau (Town Planner)  
Kevin Mahoney (Historical Commission)  
Maria Neyland (School Committee)  
Selina Shaw (Town Administrator)

Others in Attendance:

Manisha Bewtra, Metropolitan Area Planning Council

Voting Members Absent:

Marie Cannon (Board of Health)

The Chair called the meeting to order at 7:05 PM.

**Meeting Minutes of July 29, 2015**

Mr. Fox MADE a MOTION to approve the minutes of July 29, 2015. Mr. Clemence SECONDED the MOTION. All members voted in favor and Mr. Follett was absent from the vote.

**Correspondence**

Mr. Duchesneau indicated the Master Plan Update Committee (MPUC) had not received any correspondence since their last meeting.

At this time Mr. Follett arrived at the meeting.

**Discussion Regarding Boxborough2030 Implementation Process**

Ms. Bewtra from the Metropolitan Area Planning Council (MAPC) led a discussion regarding how the MPUC wanted Boxborough2030 to be implemented. The MPUC members were all in agreement they did not want the plan to simply sit on a shelf and felt the Board of Selectmen and Planning Board should have some role in the implementation process. Ms. Bewtra provided a

recap of MAPC's recommendation for implementing Boxborough2030 and the responses which were received from MPUC members regarding the proposed implementation process.

Mr. Markiewicz noted the Board of Selectmen and Planning Board would be the entities primarily driving the implementation of the plan. He felt it was clear the Board of Selectmen should be involved due to their awareness of all issues occurring in town. He also suggested grouping the on-going/tactical items together in the implementation plan. Mr. Markiewicz felt Strategy and Action items should be organized according to when they should be occurring during the active life of the plan. Mr. Clemence asked who is responsible for implementing the current Master Plan and it was unclear.

Mr. Fox felt Boxborough2030 was a pretty good plan, but its proposed Implementation Committee was a fatal flaw. He felt the implementation process should be much more open and the Planning Board and Board of Selectmen should be involved. He also added there should be items in the implementation plan which encourage people to take action. Ms. Morris stated she preferred the emphasis on taking ownership of the plan and she indicated widespread engagement of the plan is important for it to be successful. Ms. Morris also felt a process for engaging the public was needed.

Mr. Murphy indicated the individual boards and committees needed to be involved in the plan's implementation or it would not work. He noted each board and committee needed to take ownership of Boxborough2030. Mr. Markiewicz stated that since the Planning Board owns the plan, they could ask other boards and committees to be proactive with their items. Mr. Murphy indicated the Housing Board was supportive of Boxborough2030.

Ms. Bewtra asked in what way would having the Planning Board and Board of Selectmen involved be different from having an Implementation Committee. Mr. Fox indicated it would be different because reviews of each Action item could be discussed at joint meetings of the Board of Selectmen and Planning, which are two entities that already exist. He noted these review sessions would likely only cover certain topics at each session, but not all topics within the entire plan. Mr. Murphy asked why another committee should be formed when there are already existing boards and committees with existing powers. Mr. Markiewicz noted the Action items and the entities responsible would not change with the Board of Selectmen and Planning Board being involved in the implementation process. Ms. Bewtra recapped the discussion for clarity indicating the MPUC seemed to be agreeing the implementation process should consist of joint meetings of the Board of Selectmen and Planning Board, while one representative from each responsible board or committee would need to attend these meetings to provide status updates on each of their responsible Action items.

Mr. Markiewicz MADE a MOTION to not have a separate Implementation Committee for Boxborough2030. Mr. Follett SECONDED the MOTION. Seven members voted in favor and Mr. Clemence abstained from the vote.

Mr. Fox indicated this type of a process would help the plan to evolve over time. Mr. Markiewicz felt there should be a minimum number of joint Planning Board and Board of Selectmen meetings each year. Ms. Morris felt it was important to have three or four of these

meetings in the first few years of the life of the plan. Mr. Follett stated he thought a vast majority of the Action items were already being undertaken by the responsible boards and committees. Ms. Shaw felt that meeting quarterly might be too aggressive because the Board of Selectmen has so much other Town business to address.

### **Edits to Implementation Plan**

Ms. Bewtra stated in her project team's next round of edits they would be identifying the entity primarily responsible for each Action item by bolding this board or committee in the implementation table. Mr. Follett noted the Town has not handled casual board/committee coordination well in the past, but what has worked well is the formation of temporary committees to address specific items. Ms. Bewtra noted this could likely be handled through the proposed implementation process which was just settled on by the MPUC. Mr. Markiewicz indicated the primary boards and committees for particular Action items could change over time. He suggested lumping together the on-going activities and then having the other Action items listed as guidelines. Ms. Bewtra desired the priorities for each board and committee be clear based upon the Action items they would be responsible for. She wanted the MPUC to identify three to ten of the top recommendations for Boxborough2030. Mr. Murphy stated he would have difficulty doing this without further input from the other boards and committees.

Mr. Follett felt the Action item which called for the creation of an Economic Development Committee should not be in the implementation plan for Boxborough2030. Ms. Bewtra noted the recommendations in the implementation plan are just that: recommendations. She pointed out the wording of the Action items was the key and they could easily be adjusted to simply say the formation of an Economic Development Committee should be explored. After examining creating such an entity it could then be determined if creating this committee was even necessary. Ms. Morris asked what the parameters of the Economic Development Committee would be and who would set those. Mr. Follett indicated this would likely be a temporary committee appointed by the Board of Selectmen to examine this particular task. Mr. Clemence felt the MPUC needed to take a formal stance on whether or not an Economic Development Committee should be created. Mr. Markiewicz noted the MPUC has identified an economic gap and forming the Economic Development Committee, or whatever it might be called, was only a recommendation.

At this time Mr. Powers departed from the meeting.

Ms. Bewtra noted if an Economic Development Committee was not formed, the Planning Board and Board of Selectmen could figure out who would fill this gap. Mr. Fox asked what in Boxborough2030 would be tracked to let the public know how the plan is progressing. Ms. Bewtra stated she felt the on-going/tactical items in the implementation plan should be retained. Mr. Markiewicz indicated he felt they should also be lumped together. Mr. Murphy felt the list of Action items was too long and it diminished the chances of implementing the plan. There was then a discussion regarding on-going/tactical items versus strategic times, and how they should be partitioned out.

There was also further discussion regarding the top recommendations from Boxborough2030 as had been indicated by the public through the Master Plan Update process. The MPUC reviewed

the draft list of top recommendations which Ms. Bewtra had compiled. Mr. Markiewicz asked the MPUC what items were missing from the draft list of top recommendations. Mr. Follett felt moving around town without a car (walking/biking) should be added. Mr. Clemence wanted “open space” to be added to the recommendation which stated, “address known recreational needs.” Ms. Shaw pointed out that some of the top recommendations could be combined. Ms. Morris wanted infrastructure for reducing the town’s carbon footprint and the associated financial impacts to be added to the list. Mr. Follett noted the creation of a bar/restaurant in town, some type of gathering place, should also be on the list. Ms. Neyland felt strongly, and other members agreed, that education should be added to the list in some capacity. Mr. Murphy noted the needs and facilities for seniors, not just housing, was one of the top recommendations. Ms. Neyland noted the Town has taken a step back in terms of being involved in the education system since regionalization occurred. Mr. Follett suggested perhaps a list of top recommendations could be developed and then the MPUC members could rank the items in the list.

#### **Next Steps Leading to Boxborough2030 Approval**

Mr. Fox indicated some type of executive summary, which highlights the major takeaways from the Master Plan Update process, still needed to be added to the Boxborough2030 website and Magazine Style Summary. Mr. Markiewicz recommended that, with his assistance, Mr. Fox and Mr. Duchesneau work on pulling this together. It was determined the MPUC would meet again in November and MAPC would make final edits to the plan based upon what came out of this meeting. The final version of Boxborough2030 would then be distributed to the Planning Board and Board of Selectmen to seek their approval/endorsement of the plan at a joint public meeting on December 7, 2015.

With no further business, the meeting was adjourned at 9:13 PM on a MOTION by Mr. Follett, SECONDED by Ms. Garcia-Weil, with all members voting in favor.