



**MASTER PLAN UPDATE COMMITTEE**  
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**Meeting Minutes**  
**January 12, 2016**  
**7:00 PM**

**Sargent Memorial Library Meeting Room, 427 Massachusetts Avenue**

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)  
Francie Nolde (Energy Committee)  
Selina Shaw (Town Administrator)

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 7:07 PM.

**Meeting Minutes of December 15, 2015**

Mr. Fox MADE a MOTION to approve the minutes of December 15, 2015. Ms. Cannon SECONDED the MOTION. All members voted in favor and Mr. Follett was absent from the vote.

**Correspondence**

Mr. Duchesneau indicated he had received an email from Master Plan Update Committee (MPUC) member Frank Powers on January 12, 2016. Mr. Powers did not agree with how the Actions sections would be handled in the Recommendations & Implementation Plan, and believed the Actions could and should be significantly improved and simplified.

**Discussion Regarding Boxborough2030 Recommendations & Implementation Plan**

Mr. Markiewicz stated he felt the MPUC had addressed the concerns raised by Mr. Powers in his email with the insertion of the Timeline Key on almost every page and additional language in the Recommendations & Implementation Plan. Mr. Fox agreed, but also felt some additional text should be added noting the Action items are simply recommended. Mr. Markiewicz pointed out there is some text which already speaks to this at the bottom of page 2 of the Recommendations & Implementation Plan. The MPUC then discussed some wording changes to make it more clear the Action items were recommendations.

At this time Mr. Follett arrived at the meeting.

Mr. Clemence felt an additional sentence should be added at the bottom of page 2 which indicates the Action items may need to change over the course of the life of the plan. Mr. Markiewicz suggested an additional sentence which stated, "It is recognized that these Actions may change over time." It was asked if the Recommendations & Implementation Plan document could be altered in the future with the technology programs currently available to Town staff. Mr. Clemence noted it would make sense to not have several different versions of the document floating around. Mr. Fox felt the MPUC should finalize the Recommendations & Implementation Plan and then keep a running addendum of changes to the document over time. Mr. Markiewicz agreed and felt if substantial changes to the Recommendations & Implementation Plan were necessary at a later time, the Town could look into acquiring the necessary program(s) and get someone the proper training to make the changes.

There was then a discussion regarding some administrative edits to the Recommendations & Implementation Plan. Mr. Clemence asked if the Industrial-Commercial zoning district area along Liberty Square Road near the Littleton Town line should be identified on the Future Land Use map. Mr. Follett noted there is not much land in this area and much of what is there consists of wetlands. There was then discussion about possibly involving high school students to make changes to the Recommendations & Implementation Plan as needed at a later date. Mr. Murphy pointed out the Town would need access to the source documents to allow this to happen.

Mr. Markiewicz then MADE a MOTION to approve the Boxborough2030 Recommendations & Implementation Plan as amended at the meeting. Mr. Fox SECONDED the MOTION. All members voted in favor.

#### **Discussion Regarding Boxborough2030 Magazine Style Summary**

Mr. Clemence wondered if the word "close-knit" in the Vision Statement should be changed since the MPUC changed it in Aspiration 2 at the last meeting. Ms. Nolde indicated she felt the word "close-knit" is loaded and can actually mean "exclusive." She supported removing the word from the Vision Statement. After some discussion, there was general consensus from the MPUC that the Vision Statement should not be changed at this point in the Master Plan Update process. Mr. Fox noted some of the graphs and tables in the data and statistics section of the document seemed to be a bit fuzzy and he wondered if their resolution could be improved.

Mr. Markiewicz MADE a MOTION to approve the Boxborough2030 Magazine Style Summary. Mr. Follett SECONDED the MOTION. All members voted in favor.

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

Mr. Duchesneau indicated the next steps would be to distribute the Magazine Style Summary and the updated Recommendations & Implementation Plan to the Board of Selectmen and Planning Board for their review prior to the Joint Public Meeting on January 25<sup>th</sup>. There was then a discussion as to how the approval process for Boxborough2030 should occur at the Joint Public Meeting on January 25<sup>th</sup>. Mr. Follett felt the Planning Board should first be asked to approve the plan and then the Board of Selectmen should be asked to endorse it. The other MPUC members agreed this is how the approval process should unfold at the Joint Public Meeting.

There was also discussion as to what aspects of Boxborough2030 public comment should be allowed to be received. Ms. Shaw stated she felt the public's opportunity to comment on Boxborough2030 was during the Master Plan Update process at the MPUC meetings over the course of the last year. Mr. Fox stated the final product should be presented to the Board of Selectmen and the implementation process should be explained to them as well. Mr. Follett felt Boxborough2030 should be presented as the plan which was approved by the MPUC and is now being presented to the Planning Board for approval. He felt public comment at the Joint Public Meeting should only focus on whether or not the Planning Board should adopt the plan and the Board of Selectmen should endorse it. Mr. Follett indicated public comments should not be focused on specific aspects or details of Boxborough2030. The MPUC agreed with this assessment and felt the conversation at the Joint Public Meeting should only pertain to the adoption/endorsement of Boxborough2030, not the specific aspects of the plan. If any changes were needed to the plan in the future it was determined these would be handled with an addendum.

Mr. Duchesneau noted Manisha Bewtra from the Metropolitan Area Planning Council (MAPC) would be in attendance at the meeting and she was planning on making the presentation of Boxborough2030 to the Board of Selectmen and Planning Board. Mr. Murphy felt the presentation of the plan should not include many specific details and should be kept at a higher level. Mr. Clemence agreed and felt the presentation should be at a higher level with a focus on the future. Mr. Follett stated the list of Top Priorities should be included as one of the slides in the presentation. Mr. Markiewicz indicated the project timeline, the Aspirations, and the list of Top Priorities should all be slides in the presentation, but not many more. Mr. Fox suggested, as Chair of the MPUC, Mr. Markiewicz should make the presentation to the Board of Selectmen and Planning Board on January 25<sup>th</sup>. The other MPUC members were supportive of this suggestion and Mr. Markiewicz agreed to make the presentation instead of the consultant. It was also noted that if Boxborough2030 were to be approved and endorsed at the Joint Public Meeting, the Board of Selectmen should also formally dissolve the MPUC because their duties would have been completed.

The MPUC then scheduled one final meeting for Monday, January 25, 2016 at 6:55 PM in the Boxborough Community Center, just before the Board of Selectmen's meeting. The only item on this agenda would be to approve the meeting minutes from the January 12, 2016 MPUC meeting. Mr. Duchesneau encouraged MPUC members to stay and attend the Joint Public Meeting at 7:30 PM where discussion regarding the approval/endorsement of Boxborough2030 would occur.

With no further business, the meeting was adjourned at 8:30 PM on a MOTION by Mr. Markiewicz, SECONDED by Mr. Follett, with all members voting in favor.