



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

Meeting Minutes
January 25, 2016
7:30 PM

Boxborough Community Center, 30 Middle Road, Boxborough, MA
Immediately Followed by a Public Meeting
United Church of Christ Congregational, Boxborough, Vestry Room
723 Massachusetts Avenue, Boxborough, MA

Members Present:

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

The Chair called the meeting to order for the Joint Public Meeting with the Board of Selectmen at 7:30 PM in the Boxborough Community Center, 30 Middle Road.

Joint Public Meeting with the Board of Selectmen to Discuss Approval/Endorsement of Boxborough2030 (Town's Master Plan)

The Planning Board and Board of Selectmen opened the public forum to consider the adoption and endorsement of the Town's updated Master Plan, "Boxborough2030." Planning Board Chair Owen Neville; Planning Board members; Master Plan Update Committee (MPUC) Chair John Markiewicz; MPUC members; Town Planner, Adam Duchesneau; MAPC Senior Regional Planner, Manisha Bewtra; and members of the public were present. Planning Board Chair Mr. Neville called the Planning Board meeting to order at 7:30 PM and turned the floor over to MPUC Chair Mr. Markiewicz. Mr. Markiewicz referred to the MPUC's Power Point presentation. He reviewed the formation and background of this effort. The presentation addressed the MPUC's key findings and identified needs. They also broke out priorities and aspirations. With tonight's forum the work of the MPUC is concluded, however, the Town needs to treat the Boxborough2030 Plan as a planning tool and utilize it as a living document. There needs to be a regular review of the identified action items. The Planning Board is willing to take the lead on this effort.

Mr. Markiewicz opened the floor for Planning Board and Board of Selectmen comments and questions. There was no additional input from the Planning Board. Several Selectmen discussed the implementation component and concerns about the potential need for Town Hall staff support in these efforts. The public also provided input. Community Preservation Committee (CPC) member Rita Grossman encouraged Boxborough2030 stakeholders, going forward, to

reach out to the CPC. Resident George Krusen was encouraged the Plan seeks to protect our greenery. We should be aware of our carbon footprint; preserve the greenery land abutting the I-495 corridor and the three streams in Town. Mr. Krusen also noted that we were part of the Nashoba Praying Village and would like to see the preservation of the Native American sites we have in town. Mr. Markiewicz also addressed resident Francie Nolde's inquiry about how revisions and changes to the Master Plan would be undertaken. Ms. Bewtra provided her summary of the MPUC endeavor and thanked Town Planner Duchesneau and the MPUC for their hard work in bringing this about. Discussion closed.

Planning Board Member Nancy Fillmore MOVED to approve the Town's updated Master Plan, entitled "Boxborough 2030" and the implementation process as laid out in the Plan. SECONDED by Eduardo Pontoriero. **Approved unanimously**, and adjourning their meeting at 7:57 PM. Board of Selectmen Chair Vince Amoroso MOVED to endorse the Town's approved, updated Master Plan, entitled "Boxborough 2030" and the implementation process as laid out in the Plan. SECONDED by Les Fox. **Approved 4-0.**

At 8:06 PM the Planning Board reconvened their meeting in the United Church of Christ Congregational, Boxborough, Vestry Room at 723 Massachusetts Avenue to discuss the remaining items on their agenda.

Meeting Minutes of January 11, 2016

Mr. Pontoriero MADE a MOTION to approve the minutes of January 11, 2016. Ms. Tang SECONDED the MOTION. All members voted in favor.

Correspondence

Mr. Duchesneau discussed the correspondence which had been distributed to the Planning Board from Selectmen Les Fox and Housing Board Chair Al Murphy, who have been working on the 70-72 Stow Road Request for Proposals (RFP). Mr. Duchesneau explained this correspondence was in response to the Planning Board's recent comments on the RFP. Due to the extensive nature of the comments from Mr. Fox and Mr. Murphy, Mr. Neville requested this item be placed on the Planning Board's next meeting agenda in order to give Board members time to review the correspondence.

1195 Hill Road ANR Plan

Mr. Duchesneau provided an overview of the ANR Plan which split the existing 1195 Hill Road property into two lots, both with frontage on Hill Road. Jerry Chang of 1175 Hill Road asked if the ANR Plan would create two buildable lots out of the existing property at 1195 Hill Road. Mr. Neville indicated this was correct, but only if the proposed zoning district change to Agricultural-Residential was approved at the May 2016 Annual Town Meeting. Mr. Chang stated he welcomed a zoning change of the property to allow single-family dwellings at the property instead of industrial and commercial uses. He noted he would like to see the property become a residential use.

Ms. Tang asked if the ANR Plan were endorsed, if more than two houses could be constructed at the 1195 Hill Road property. Mr. Neville indicated, as of right now, no dwellings could be built at the property because it is in the Industrial-Commercial Zoning District. However, if Town

Meeting approves the proposed zoning change of the property to an Agricultural-Residential Zoning District in May 2016, then only one single-family dwelling could be constructed on each of the lots shown on the ANR Plan.

Mr. Markiewicz MADE a MOTION to endorse the 1195 Hill Road ANR Plan and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the plan on behalf of the Planning Board. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

2015 Annual Town Report – Planning Board Section

Mr. Duchesneau summarized the changes he made to the report based upon the Planning Board's comments at the last meeting. He noted he had condensed the section pertaining to the Zoning Bylaw amendment Warrant Articles at the May 2015 Annual Town Meeting.

Ms. Fillmore MADE a MOTION to approve the proposed Planning Board section for the 2015 Annual Town Report as presented. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Boxborough2030 Budget

Mr. Duchesneau reminded the Planning Board that \$75,000 for the Master Plan update process had been appropriated at the May 2014 Annual Town Meeting to complete the project. He indicated that based upon a number of adjustments to the Master Plan and its website during the update process, the project had experienced some cost overruns. However, the consultant, the Metropolitan Area Planning Council (MAPC), had contributed around \$20,000 of District Local Technical Assistance (DLTA) funding to help cover these cost overruns. Now that Boxborough2030 had been approved by the Planning Board as the Town's updated Master Plan making the project complete, unfortunately, it still appeared there may be a slight cost overrun for the project of approximately \$5,000. Mr. Duchesneau stated he would be working with MAPC and potentially the Town Accountant to figure out how this issue could be addressed.

Discussion Regarding Possible Items for the May 2016 Town Meeting

Mr. Duchesneau reminded the Planning Board that at their next meeting on February 8, 2016 they would be conducting a public hearing regarding the proposed Zoning Bylaw amendments for the May 2016 Annual Town Meeting. Mr. Markiewicz stated he would not be able to attend the February 8, 2016 meeting.

With no further business, the meeting was adjourned at 8:38 PM on a MOTION by Mr. Neville, SECONDED by Mr. Pontoriero, with all members voting in favor.

On Behalf of the Boxborough Planning Board



Eduardo Pontoriero, Clerk