



BOXBOROUGH PLANNING BOARD
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John Markiewicz, Chair Eduardo Pontoriero, Clerk Nancy Fillmore Abby Reip Hongbing Tang

Meeting Minutes
June 20, 2016
7:30 PM
Morse-Hilberg Room, Town Hall, 29 Middle Road

Members Present:

John Markiewicz, Chair
Nancy Fillmore, Member
Abby Reip, Member
Hongbing Tang, Member
Adam Duchesneau, Town Planner

Members Absent:

Eduardo Pontoriero, Clerk

The Chair called the meeting to order at 7:32 PM.

Joint Public Meeting with the Board of Selectmen at 7:45 PM to Discuss the Implementation of Boxborough2030

Mr. Markiewicz stated he had spoken with Board of Selectmen Chair Les Fox regarding what would be discussed at their Joint Public Meeting at 7:45 PM. Mr. Markiewicz indicated Mr. Fox had agreed the Planning Board and Board of Selectmen should focus on the short term (1 to 3 year) implementation items.

155 Swanson Road – Site Plan Approval – Minor Modification

John Bensley from Beals and Thomas, Inc. was in attendance to discuss the proposed Site Plan Approval Minor Modification with the Planning Board. The Minor Modification request was to extend an existing landscaped parking lot island to encompass the property's public drinking water supply well. Mr. Bensley indicated the Massachusetts Department of Environmental Protection (MassDEP) had issued a Notice of Compliance for the well because it is currently located in a paved area, and water is leaking in and causing corrosion. As such, these conditions are impacting the health and safety of those who are drinking the well's water. Mr. Bensley stated the well needed to be in a landscaped area and the wellhead needs to be located 18 inches above the ground. He indicated the proposal would expand the landscaped island nearest the well to include the wellhead, the travel lane would be reduced to approximately 13 feet, and a stop sign and stop bar would be installed.

Ms. Fillmore asked if two-way traffic would still be permitted in this location. Mr. Bensley indicated it would still be permitted and it would not appear to impact traffic flow, especially with the installation of the stop sign and stop bar. Ms. Reip asked what the width was of the

current drive aisle and Mr. Bensley indicated it was approximately 19 feet. Ms. Tang asked if vehicles backing out of the nearby parking spaces would be an issue due to the expanded landscape island and reduced travel lane. Mr. Bensley stated this would not be an issue. Ms. Tang then asked if there would be any complications meeting emergency vehicle regulations or access issues in general. Mr. Bensley indicated there should not be, especially since emergency vehicles are primarily concerned with being able to get to and from buildings, not vehicles.

Mr. Markiewicz MADE a MOTION to approve the requested Minor Modification of the Site Plan for the property at 155 Swanson Road as it was not significant to the public interest and the modification was not inconsistent with the purpose and intent of the Zoning Bylaw or the approved Site Plan, and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the decision on behalf of the Planning Board. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

1146 & 1190 Liberty Square Road ANR Plan

Mr. Duchesneau provided a brief synopsis of the revised lot lines on the plan for the two properties. There was then discussion regarding the amount of frontage at each property and the potential for access to and from Hill Road.

Ms. Fillmore MADE a MOTION to endorse the 1146 & 1190 Liberty Square 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. Reip SECONDED the MOTION. All members voted in favor.

Correspondence

Mr. Duchesneau pointed out the hard copies of the letter from the Board of Selectmen which he had distributed at the beginning of the meeting, as well as emailed to the Planning Board members at an earlier date. The letter pertained to the Site Plan Approval application process for Lawn Barber, Inc. for the properties at 1034 and 1102 Massachusetts Avenue. Ms. Reip inquired if the Board of Selectmen sending letters to the Planning Board regarding their matters was a frequent occurrence. Mr. Markiewicz stated this had never happened in the 25 or so years he had been on the Planning Board. He continued on to indicate he felt the Planning Board should inform the Board of Selectmen they are well aware of the situation with Lawn Barber, Inc. and respond with a formal letter explaining this. Mr. Markiewicz felt the letter should note Lawn Barber, Inc. is continuing to work to develop an appropriate Site Plan for the property and has recently hired professional, technical, and environmental consultants to assist them in addressing the outstanding issues at the site to get into compliance with applicable regulations. Mr. Markiewicz also wanted the letter to indicate all of the Planning Board members had recently conducted site visits to the property to gain a better understanding of the issues at hand. Ms. Reip stated that when she and Ms. Fillmore had visited the property, along with Building Inspector Gerry Noel, Mr. Noel had commented how impressed he was with the improved state of the property since his last visit there.

At 8:00 PM the Planning Board recessed their regular meeting and convened with the Board of Selectmen to begin their Joint Public Meeting in the Grange Meeting Room to discuss the implementation of Boxborough2030.

Joint Public Meeting with the Board of Selectmen to Discuss the Implementation of Boxborough2030

Now that Boxborough2030 has been approved, this was the first Implementation Committee aka “progress review” meeting for the two boards. Participants were referred to their Boxborough2030 materials, specifically the Action items within the Recommendations & Implementation Plan. Both boards touched upon those items that have the highest priority for them such as water resources protection, “appropriate” economic development, improvements to municipal facilities, preservation of the Town Center, and protecting important landscapes.

Planning Board Chair John Markiewicz opened the discussion. Key strategic items were discussed. It was noted other items are on-going or multi-year activities, and some are items which cannot occur without state, federal, and/or regional support/participation. The priority should be those items which require action in first three years of the life of Boxborough2030. The Implementation Committee should establish the structure and schedule for reviewing progress of their own Action items and those of the other boards/commissions, such as whether they need to provide a formal status report or whether a letter/memorandum will suffice. Mr. Markiewicz suggested this course of action rather than going through all of the Action items. Mr. Duchesneau indicated he would reach out to those boards and commissions with a 1-3 year Action item timeframe; asking them to review those items and provide feedback. If no feedback is provided, then perhaps that board/commission will be asked to appear before the Implementation Committee to formally discuss their progress. Boards and commissions will be asked to provide this initial feedback by September 1, 2016, which will be followed up bi-annually, in this case January of 2017.

It was determined a timeframe/cycle should be established for these implementation aka “progress review” joint meetings so the public and the relevant boards/commissions can be made aware of these discussions, and they can be advertised in advance of the meetings. The intention is to hold another joint implementation discussion in September of 2016. The Planning Board can monitor progress and advise the Board of Selectmen if a particular item becomes critical. Both boards agreed they needed to stay on top of the implementation of Boxborough2030; monitoring their progress while helping Town boards and commissions navigate this process and to articulate their feedback. This time around the Town needs to treat the Master Plan like a living document. The Boxborough2030 material is available on the Town’s website.

At 8:20 PM the Planning Board reconvened their regular meeting in the Morse-Hilberg Room to discuss the remaining items on their agenda.

Correspondence (Continued)

Mr. Markiewicz asked the other members of the Planning Board if they wished to respond to the letter from the Board of Selectmen. Ms. Fillmore stated she felt it would be good of the Planning Board to acknowledge the letter was received and that the Planning Board has been made aware of the issues from the abutters to the Lawn Barber, Inc. property. Mr. Markiewicz agreed noting the Planning Board is aware of the issues and is working with the Applicant to address them. Ms. Tang asked what the timeline was for the application. Mr. Markiewicz indicated he could not attend the Planning Board meeting on Monday, July 11, 2016 when the application would next

be discussed before the Board. There was then discussion regarding the possibility of holding a Planning Board meeting on Monday, July 18, 2016.

Ms. Reip stated she felt the Planning Board should respond to the letter but wondered how specific the response needed to be. She continued on to indicate she took the letter as somewhat of a slight towards the Planning Board's actions in handling the application. Mr. Markiewicz noted the Board of Selectmen seemed to be a bit caught off guard by the abutters which attended their meeting and expressed concerns about the application and the time length of the process. Mr. Markiewicz reiterated the Planning Board should let the Board of Selectmen know they are aware of the situation and Lawn Barber, Inc. is taking steps to address the outstanding issues. Ms. Reip stated she felt the Planning Board needed to respond to the letter from the Board of Selectmen.

Ms. Fillmore MADE a MOTION that the Planning Board send a response letter to the Board of Selectmen acknowledging their letter and to have Mr. Markiewicz work with the Town Planner to craft an appropriate response letter. Ms. Reip SECONDED the MOTION. All members voted in favor.

1034 & 1102 Massachusetts Avenue (Lawn Barber, Inc.) – Site Plan Approval Application – Applicant Phaneuf RT (Lawn Barber, Inc.) seeks approval to allow the erection of a free standing hoop house structure, relocation of parking spaces, repositioning of landscape and masonry materials and other storage, and other site improvements

Mr. Markiewicz read into the record the continuance letter from Attorney Lou Levine who represents Lawn Barber, Inc. The letter requested a continuance of the matter to the Planning Board's next meeting on Monday, July 11, 2016. Mr. Markiewicz stated he would not be able to attend the Planning Board's next meeting on July 11, 2016 and suggested the meeting be cancelled and rescheduled to Monday, July 18, 2016.

Mr. Markiewicz MADE a MOTION to cancel the Planning Board's meeting on Monday, July 11, 2016 and to reschedule it for Monday, July 18, 2016, and to continue the public hearing for the 1034 & 1102 Massachusetts Avenue Site Plan Approval application to the Planning Board's meeting on Monday, July 18, 2016 at 7:45 PM. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

Meeting Minutes of June 6, 2016

Mr. Markiewicz MADE a MOTION to approve the minutes of June 6, 2016. Ms. Reip SECONDED the MOTION. All members voted in favor.

With no further business, the meeting was adjourned at 9:00 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