



**BOXBOROUGH PLANNING BOARD**  
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Nancy Fillmore, Chairman    Julie Carroll, Clerk    Owen Neville    John Markiewicz    James Faulkner

## **Meeting Minutes February 6, 2012**

Members present:

Nancy Fillmore, Chair  
Owen Neville, Member  
John Markiewicz, Member  
Eduardo Pontoriero, Assoc. Member  
Elizabeth Hughes, Town Planner

The Chair opened the meeting at 7:38 pm.

### **Planning Board Meeting Minutes**

The minutes of January 23, 2012 were approved as amended on a motion by Ms. Fillmore, seconded by Mr. Markiewicz with all voting in favor.

### **440 Depot Road ANR Plan**

The Town Planner gave a brief overview of the plan. Mr. Neville moved to endorse the plan as Approval Not Required and authorized the Chair, Clerk or Town Planner to sign the plan. Mr. Markiewicz seconded the motion with all voting in favor.

### **Landscaping/Contractor Use Zoning Discussion**

The Board reviewed the draft definitions for Landscaping Services and Landscaping Contractors. The Board clarified the language for landscaping services to include snow removal. The Board determined they would review the zoning districts at the next meeting when all Board members were present for the discussion. The Board agreed to move forward with the proposed Zoning Bylaw amendment for the 2012 Annual Town Meeting and asked the Town Planner to schedule the public hearing as appropriate.

### **Subdivision Rules & Regulations Frontage Requirement**

The Board reviewed the draft amendment and revised the language to state that feasible access through the frontage had to be demonstrated. The Board determined they would send the proposed amendment to Town Counsel following the public hearing on February 27<sup>th</sup>.

### **Draft Planning Board 2011 Town Report**

The Board reviewed the draft report and made various final edits before accepting it. The Town Planner informed them that Frank Sibley had provided a great picture of the Garabedian's children and grandchildren cutting the ribbon at the Bridge dedication, which would be included in the Town Report.

### **Town Meeting Warrant Articles**

The Town Planner reviewed the list of potential warrant articles that will or may require action and/or a recommendation by the Board or the Town Planner. Ms. Hughes will be drafting the warrant article for the build-out analysis with the explanation for the Board to review at the next meeting.

The Town Planner informed the Board that the developer of Hughes Lane had filed for road acceptance and that all of the required information had been sent to the Town's consulting engineer and the Board of Selectmen.

Ms. Hughes stated that once the Board finalized the draft language for the landscaping services and landscaping contractor uses at the next meeting, she would forward it to Town Counsel.

With the purchase of the new plotter last year, Ms. Hughes commented that the Town was now able to charge people for copies of plans. Instead of those funds going to the general fund, she thought the GIS Revolving Fund article should be revised to allow those funds to go into that account to purchase supplies. The Board agreed.

Ms. Hughes told the Board that the Massachusetts Avenue-Middle Road sidewalk easement was going to be on the warrant again because the motion made last year omitted the language that allowed the town to take the easement by eminent domain. She noted that this was needed to make the acceptance of the easement easier with the mortgage holder.

The Town Planner updated the Board on the discussions between the Board of Appeals and the Conservation Commission to update the W-District boundary at the 2012 Annual Town Meeting and then work together to amend the bylaw language to remove some of the redundancies between the Zoning Bylaw and the Wetland Bylaw, but still provided the "safety net" of the W-District. The Board was in general support of the Board of Appeals and the Conservation Commission working together in addressing those issues and concerns under their jurisdictions, but expressed some concern, from experience, that proceeding with a fragmented process may cause more confusion on the floor of Town Meeting, thereby making it that much harder to get the required two-thirds vote needed for a zoning bylaw amendment. The Board asked the Town Planner to send the Board of Appeals and Conservation Commission an email with their support and recommendation including a note that the Board believes that the more thoughtful and complete the process for vetting and amending a zoning bylaw, the better chance of survival at Town Meeting.

Ms. Hughes commented that there will be a warrant article for \$69,000 to cover the shortfall in funding for the generator at the Blanchard School and the Hager well generator.

### **Draft CLURPA Response Letter**

The Board reviewed the draft comment letter and made various minor edits. The Board requested that the letter be sent individually to the legislators.

With no further business, the meeting was adjourned at 8:30 pm on a motion by Ms. Fillmore, seconded by Mr. Neville with all voting in favor.

On Behalf of the Boxborough Planning Board

  
Julie Carroll, Clerk