



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

## **Meeting Minutes August 27, 2012**

### **Members present:**

Nancy Fillmore, Chair  
Julie Carroll, Clerk  
James Faulkner, Member  
John Markiewicz, Member  
Elizabeth Hughes, Town Planner

The Chair opened the meeting at 7:35 pm.

### **Hughes Lane Performance Guarantee Release**

The Town Planner informed the Board that all of the documents for road acceptance had been recorded and it was now alright to issue the final performance guarantee release. Ms. Fillmore moved to issue the final performance guarantee in the amount of \$33,150.50 and authorize the release to be signed by the Chair, Clerk or Town Planner. Mr. Markiewicz seconded the motion with all voting in favor.

### **Draft Accessory Apartment Bylaw Amendment**

The Board discussed options for informing residents about the proposed bylaw amendment. Ms. Hughes suggested that a brief article in the Beacon would work. Mr. Markiewicz thought it would be important to make people aware that the Board was doing this amendment because there has not been a high demand for accessory apartments and this amendment would make the process less onerous, less costly and less time consuming. The Town Planner noted that while there was likely going to be a fall Town Meeting, zoning articles are typically only considered at Annual Town Meeting, however, she could make a flyer for the fall town meeting to help get the word out. The Board agreed.

### **FEMA's Preliminary Flood Insurance Rate Map update**

The Town Planner gave an overview of the FEMA draft preliminary Flood Insurance Rate Maps, the locations where changes were anticipated and the impact to some property owners.

The Board agreed that the Town should make sure impacted property owners were made aware of the proposed changes and assist them in understanding their options. Ms. Hughes told the Board that once the final preliminary maps were issued, FEMA would be providing her with a GIS data layer of the maps that she could then specifically establish a list of impacted properties and send them a letter. She could then meet with property owners and review with them their options with FEMA.

**Minuteman Village Comp Permit Comment Letter**

The Board reviewed the final letter prepared by the Town Planner and made no changes. The Town Planner will forward the letter to the Selectmen.

**Planning Board Meeting Minutes**

Ms. Fillmore moved to approve the meeting minutes of August 6, 2012 as amended. The motion was seconded by Mr. Markiewicz with all voting in favor.

With no further business, the meeting was adjourned at 8:10 pm on a motion by Ms. Fillmore, seconded by Mr. Markiewicz with all voting in favor.

On Behalf of the Boxborough Planning Board

  
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Julie Carroll, Clerk