



**BOXBOROUGH PLANNING BOARD**  
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James Faulkner, Chairman   Eduardo Pontoriero, Clerk   Owen Neville   John Markiewicz   Nancy Fillmore

**Meeting Minutes**  
**August 26, 2013**  
**7:30 p.m.**

Members present:

James Faulkner, Chair  
Nancy Fillmore, Member  
Owen Neville, Member  
Elizabeth Hughes, Town Planner

The Chair opened the meeting at 7:37 pm.

**Planning Board Meeting Minutes**

On a motion by Mr. Neville, seconded by Mr. Faulkner with all voting in favor, the meeting minutes of August 12, 2013 were approved as written.

**1300 Massachusetts Avenue Wall Sign**

The Town Planner reviewed with the Board a proposed wall sign for TÜV Rheiland at 1300 Massachusetts Avenue. Mr. Faulkner moved to approve the new wall sign. Mr. Neville offered a friendly amendment that the sign not be lit from 10 pm to 6 am. Mr. Faulkner agreed to the amendment. Ms. Fillmore seconded the amended motion and all voting in favor.

**Draft Common Driveway Rules & Regulations**

The Town Planner reviewed the latest draft of the Rules & Regulations which incorporated all of the comments and edits from the previous meeting. Ms. Hughes pointed out that she was still waiting to hear back from the consulting engineer regarding a couple of the items. She also pointed out that the Rules & Regulations require compliance with the Town's Driveway Approach Bylaw, which if you read item #2 it references an image "shown above" and there is no image. Ms. Hughes is waiting for the Town Clerk to return so she can check into this issue.

The Town Planner discussed with the Board the potential to have this Zoning Bylaw amendment on the warrant if there was a Special Fall Town Meeting. She believes that while it is the Board's practice to have Zoning Bylaw amendments only at Annual Town meeting, this is very straight forward and non-controversial. The Board agreed, but would like to request if possible this article to be placed before any union contract articles.

**Open Space & Recreation Plan Update Parcel Priority Discussion**

The Board reviewed a parcel map of the town and identified the following parcels for consideration as a priority for protection and/or acquisition by the Town:

- 1) Morse land; Hill Road; agricultural and vistas
- 2) Chernak; Old Harvard Rd & Burroughs Rd; agricultural and vistas

- 3&4) Wallie & Boxborough Mass Ave LLC; Mass Ave; water resources & trail head parking
- 5) Liberty Field; Liberty Square Road; look at the use of the bocce courts and potential for a basketball court
- 6) Krusen; Littlefield Rd; agricultural and vistas
- 7) Campbell; Sargent Rd; tennis & basketball court & habitat corridor
- 8) Richardson; Middle Rd; water resources and active recreation
- 9) Town Center LLC; Stow Rd & Mass Ave; some portion of a comprehensive development to contain active recreation facilities.

### **Road Acceptance Procedures Update**

The Board reviewed and made minor edits to a draft update of the Road Acceptance Procedures. Mr. Faulkner questioned why the Planning Board would release the performance guarantee before the applicant delivered the signed deed. The Town Planner explained that the Board's performance guarantee is recorded against the property, similar to a lien, and it would have to be released in order for the applicant to give clear title to the fee in the road.

Ms. Hughes asked whether the Board wished to have the applicant submit verification from a qualified engineering firm that the catch basins had been cleaned. She did not think verification from an engineering firm was necessary since the Town's consulting engineer would be inspecting the road anyway. The Board agreed.

Mr. Neville pointed out that the change to have a new road sit for two winters instead of one really means that the road would sit for three winters by the time the applicant filed for road acceptance. The Board determined that after one winter, the applicant could file for road acceptance and that if there were any issues with the condition of the road the following winter prior to Annual Town Meeting, the Board could always recommend that Town Meeting not accept the road.

Mr. Faulkner moved to accept the updated Road Acceptance Procedures as amended and forward them to the Board of Selectmen. Ms. Fillmore seconded the motion with all voting in favor.

With no further business, Ms. Fillmore moved to adjourn the meeting at 8:45 pm. The motion was seconded by Mr. Neville with all voting in favor.

On Behalf of the Boxborough Planning Board

  
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Eduardo Pontoriero, Clerk