



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

**Meeting Minutes**  
**March 24, 2014**  
**7:30 p.m.**

Members present:

James Faulkner, Chair  
Eduardo Pontoriero, Clerk  
Owen Neville, Member  
Nancy Fillmore, Member  
John Markiewicz, Member  
Elizabeth Hughes, Town Planner

The Chair called the meeting to order at 7:30 pm in the Morse Room of Town Hall.

**Meeting Minutes March 3, 2014**

On a motion by Mr. Neville, seconded by Mr. Pontoriero, the minutes of March 3, 2014 were unanimously approved as amended.

**Master Plan Update Warrant Article Explanation**

The Board reviewed the draft warrant article explanation and made minor amendments. Mr. Faulkner thought it was important to add language about the critical need to look at the future economic development potential in the community to reduce the tax burden on residents, many of them on fixed incomes. The Board agreed.

The Town Planner informed the Board that MAPC has agreed to commit \$7,000 in District Local Technical Assistance Grant funds to help fund the Master Plan Update. She felt it was important to add this to the explanation. The Board agreed. Ms. Hughes noted that should Town Meeting vote for the article, funds would not be appropriated until July 1<sup>st</sup>, but that was not a good time to start the update. She suggested that the Board work with MAPC on finalizing the scope of work after Town Meeting and then begin the project in the fall. The Board agreed.

**Flood Plain Warrant Article Explanation**

The Town Planner reviewed an additional paragraph in the explanation regarding the recent media coverage to the changes in flood insurance rates. The Board agreed that it was good to include this clarification in the explanation so there was less confusion at Town Meeting.

**Boxborough Town Center Definitive Subdivision Continued Public Hearing**

The Chair reconvened the public hearing at 7:45 pm. The developer's engineer Ben Ewing with Stamski and McNary, Inc. reviewed with the Board the revised plans and the remaining comments from the Town's consulting engineer's letter dated March 24, 2014. Mr. Ewing stated that he would be contacting the consulting engineer to provide additional information and clarify

things. The Town Planner pointed out that a time extension had been granted until April 7<sup>th</sup>, so unless the applicant provided another time extension, the Board would have to move forward with a decision on April 7<sup>th</sup> and include conditions to address any of the outstanding issues.

The Board discussed with Mr. Ewing whether street lighting was going to be included. Mr. Ewing replied that would not be finalized until the final use of the property was determined. Ms. Hughes suggested that the Board include a condition that all conduit and easement required by LELD be included in the design and construction of the roadway.

The Board discussed the conflict between the stormwater detention basin and the potential impact to the basin design by the future shared parking lot. Mr. Ewing commented that the basin may have to be redesigned as part of the site plan. The Town Planner recommended that the Board incorporate a condition that any future alterations to the stormwater drainage system will require a Major Modification to the Definitive Subdivision Plan because the standards in the Subdivision Rules & Regulations are more stringent than Site Plan Review.

The Board discussed the concerns regarding the choice of landscaping for the street trees and the cul-de-sac. Mr. Ewing stated they would be requesting a waiver to the requirement that the landscape plan be stamped by a registered landscape architect. Ms. Hughes pointed out that the waiver request had to be made in writing to the Board and she did not recommend granting the waiver given the fact that the person who prepared the plan selected inappropriate trees for their location and still could not legibly write their name even though it has been mentioned twice. Ms. Hughes informed the Board that if they did not grant the waiver, they could include a condition in the decision that a landscape plan prepared by a landscape architect be submitted for review and approval prior to endorsement of the Definitive Plan.

The Board asked Mr. Ewing to clarify the consulting engineer's concern with the sag vertical curve. Mr. Ewing explained it relates to the dip down in the road and how far the headlights of a car would shine up the other side. Mr. Neville had concerns with the fact that vehicle headlights would not be sufficient given that the applicant was not proposing any street light. He asked why the design just didn't address this issue. Mr. Ewing stated that it would require additional fill to correct the issue and cost. Mr. Markiewicz felt that since the applicant has not been able to inform the Board what exactly is going to be built here and the volume of traffic, this was a hazard that should be taken care of now. The Board agreed.

The Town Planner reviewed with the Board her comments in the revised Town Planner's report dated March 20<sup>th</sup>. The Board discussed whether they should require an area be set aside for a park and determined they would discuss this topic as part of the final decision.

Ms. Hughes informed the Board they would have to make a determination as part of the Definitive Subdivision Plan whether the existing dwelling could remain. She noted the requirement was whether there was adequate and safe access to the dwelling and it was her opinion there was with the proposed relocation of the access driveway off the new cul-de-sac. The Board agreed.

The Town Planner reviewed the proposed plantings for the existing driveway off Massachusetts Avenue that is to be removed. Mr. Neville stated he was not in favor of the proposed white pines on the south side of Massachusetts Avenue because it blocks the sun light in the winter on a section of road that can be very icy. The Town Planner suggested they be replaced with a mixture of shrubs and deciduous trees.

The Board discussed whether Mr. Ewing was going to provide additional information to the Town's consulting engineer and he informed them he would contact her. The Town Planner pointed out there was insufficient time to provide additional information and draft a decision by April 7<sup>th</sup> unless another continuance and time extension was granted. Mr. Ewing said he would discuss that with his client. Ms. Hughes informed the Board that she would need to receive the request within the week or would have to move forward with drafting the decision.

On a motion by Mr. Neville, seconded by Ms. Fillmore, the Board continued the public hearing to 7:45 pm on April 7<sup>th</sup>.

With no further business, the meeting was adjourned at 8:56 pm on a motion by Ms. Fillmore, seconded by Mr. Pontoriero with all voting in favor.

On Behalf of the Boxborough Planning Board

A handwritten signature in black ink, appearing to read 'E. Pontoriero', is written over a horizontal line.

Eduardo Pontoriero, Clerk