



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Conservation Commission

MEETING DATE: October 21, 2020

TIME: 7:30 PM

PLACE: Remote Meeting pursuant to Current Executive Order of March 12, 2020.

See instructions below.

All participants must identify themselves when speaking. All votes to be by rollcall.

7:30 TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

Review Minutes and Correspondence New Business

For review and approval:

Minutes: Oct. 7, 2020

Docs: CoCs 113-93 200 Codman Hill Road

113-359 200 Codman Hill Road

Committee Reports: Chairman's Reports (Reip)

Boxborough Conservation Trust (Koonce)

Best Meeting Practices (Reip / Nadwairski)

Community Preservation Committee (Reip)

Land Stewardship Committee (Hanover)

Water Resources Committee (Schmitt)

7:45 Boxborough 2030 Master Plan Implementation Update

8:00 Status of Enforcement Order 199 Middle Road

Discussion as time allows: Chapter 61 Land Use
Commission Study Topics

Ongoing: 199 Middle Road EO

313 Mass Ave OOC compliance and COC status

498 Stow Road encroachment

881 Massachusetts Ave

1102 Massachusetts Ave. EO

Calendar:

Nov. 4, 2020

Nov. 18, 2020

Correspondence:

Email Town Planner re: Master Plan Implementation Update

Join Zoom Meeting

<https://us02web.zoom.us/j/85332167010?pwd=TVJtdkFRNkdGaXJocWRCL1pTOWJKdz09>

Meeting ID: 853 3216 7010

Passcode: 189933

One tap mobile

+13017158592,,85332167010#,,,,,0#,,189933# US (Germantown)

+13126266799,,85332167010#,,,,,0#,,189933# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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Find your local number: <https://us02web.zoom.us/j/85332167010?pwd=TVJtdkFRNkdGaXJocWRCL1pTOWJKdz09>



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

Conservation Commission
Oct. 7, 2020
7:30 PM
Zoom

Approved:

Members Present: Dennis Reip (Chair), Dave Follett, Norm Hanover, Steve Schmitt, and Hoff Stuart

Members Absent: David Koonce

At 7:30 PM, Dennis called the meeting to order and noted this meeting is being conducted via Remote Participation, pursuant to Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of COVID-19 a.k.a. the Coronavirus.

Also in attendance were the following:

Owen Neville, 317 Middle Road, joined for duration as both a private citizen and an Agricultural Commission member.

Leonid Mikhlin, 199 Middle Road, joined for an informal discussion about the status of the Enforcement Order the Commission filed against his property.

Arden and Niki Veley, 1055 Depot Road, joined the meeting to discuss 199 Middle Road.

Leonid's attorney lost internet access, so no discussion was held. The Commission will add the 199 Middle Road EO discussion to the October 21st meeting agenda at 8:00 PM.

Motion was made by Hoff, seconded by Steve and voted unanimously by roll call to approve the minutes of Sept. 16, 2020.

Reip yes; Hanover yes; Schmitt yes; Stuart yes; Follett abstained.

Motion was made by Dennis, seconded by Hoff and voted unanimously by roll call to approve the payment of \$392.12 to Places Associates for services related to 881 Massachusetts Avenue 113-541. Reip yes; Hanover yes; Schmitt yes; Stuart yes; Follett yes.

Motion was made by Dennis, seconded by Hoff and voted unanimously by roll call to approve the proposed Community Preservation Committee application for \$10,000.

Correspondence

By email Jonathan Schuster, Oxbow Associates, requested a one-year Extension to Order of Conditions 113-546.

Motion was made by Dennis, seconded by Hoff and voted unanimously by roll call to grant the Extension. Reip yes; Follett yes; Hanover yes; Schmitt yes; Stuart yes.

Discussion: Invasive Plants Management

Scott Smyers from Oxbow Associates joined the discussion.

The Commission discussed their site visit findings and prioritized parcels that would benefit most from treatment.

Commissioners were polled on their parcel priorities. Results as follows:

Norm: Patch Hill #1, Steele Farm #2

David: Steele Farm #1, Patch Hill #2

Hoff: Steele Farm #1

Steve: No preference

Dennis: Patch Hill #1, Flag Hill #2

It was noted that while Commission resources could be applied to Steele Farm, the decision lies with the Steele Farm Advisory Committee. Ultimately the Commission settled on the Patch Hill trail entrance located on Liberty Square Road near Waite Road.

The Commission had an extensive discussion with Scott Smyers regarding mechanical vs herbicides, timing of application, notifying trail users of herbicide application and monitoring results. Norm accepted responsibility for posting activity at the trail head. Scott will take pictures before the application for later reference.

Motion was made by Dennis, seconded by Norm and voted by roll call to approve the Oxbow Associates proposal for invasive species at Patch Hill.

Reip yes; Follett yes; Hanover yes; Schmitt yes; Stuart no. Approved 4-1

Oxbow Associates had submitted a Monitoring report for Boxborough Meadows 113-371, including invasive species management. The Commission discussed their findings from their visits to the replication site. There was general agreement that the replication site work was complete and a recommendation was made that Oxbow request that their client file a Request for a Certificate of Compliance. The Commission did not agree that they should approve Oxbow's proposal to control invasive species at the site. It was noted by several members that this could be overreach on the Commission's part.

Discussion: Minute Man Air Field

On September 21st Steve and Dennis did an informal walkthrough with MaryAnne DiPinto, the property owner's representative, to review the most recent work done by MMAF under the latest Order of Conditions. In general, they were pleased with the status of the property.

Owen Neville, in his capacity as an AgCom member, commented that they were hopeful that the farmer currently leasing land off of Tamarack Lane would extend their lease to the Stow Road fields.

At 9:07 PM, motion was made by Norm, seconded by Hoff and voted unanimously by roll call to adjourn. Reip yes; Follett yes; Hanover yes; Schmitt yes; Stuart yes.

Documents used during this meeting:

Agenda

Draft Minutes Sept. 16, 2020

Correspondence

Blanchard Bridge 113-563 Order of Conditions

Oxbow's Boxborough Meadows 2020 Monitoring Report

DRAFT

Mary Nadwairski

From: Dennis Reip <dennisreip@gmail.com>
Sent: Thursday, October 15, 2020 2:33 PM
To: Mary Nadwairski
Subject: Fwd: Master Plan Implementation Update, Conservation Commission
Attachments: Joint PLBD-BSB Meeting_20200113 (3).docx

Please add to correspondence - related to the 7:45 agenda item.

----- Forwarded message -----

From: S Corson <scorson@boxborough-ma.gov>
Date: Wed, Sep 30, 2020 at 10:38 AM
Subject: Master Plan Implementation Update, Conservation Commission
To: Dennis Reip <dennisreip@gmail.com>

Dear Dennis,

The Boxborough Master Plan (Boxborough 2030), adopted in January, 2016, identifies a series of Aspirations with associated Goals, Strategies and Action Items. The Implementation Process for the Master Plan calls for periodic joint public meetings hosted by the Select Board and the Planning Board, along with other Town Boards and Committees.

The purpose of these joint meetings, as described in the Recommendations and Implementation Plan, is to review a number of the Strategies and Action items within Boxborough 2030 Master Plan and to discuss the status of these initiatives.

The Select Board and Planning Board are, accordingly, hosting a joint meeting on Monday, November 9, 2020 at 7:00 PM via Zoom to review the status on the Strategies and Action Items associated with Aspirations 4, 5, 6 and 7. A description of these Aspirations as noted in the Master Plan is provided below.

Aspirations for Discussion for Joint Meeting November 9, 2020

- Aspiration 4 – Provides high quality services and amenities
- Aspiration 5 – Is conscientious about consumption
- Aspiration 6 – Is affordable and accessible
- Aspiration 7 – Is regionally well-connected

Earlier in the year the Boards reviewed Aspirations 1, 2 and 3. A summary of the status for the Action Items related to those Aspirations can be found in the meeting minutes from January 13, 2020 as an attachment to this email. The full list of Aspirations, Goals, Strategies, and Action Items are provided in the Recommendations and Implementation Plan found at: <https://www.boxborough-ma.gov/DocumentCenter/View/303/Boxborough2030-Recommendations-and-Implementation-Plan-PDF>

Your Board or Committee has been identified as having lead responsibility for one or more of these Actions Items. As such, we would request that your Board or Committee provide a brief update, in writing, by Thursday, November 5th, on the status of your designated Action Item(s), particularly those that have a "Short Term", "Short to Medium Term", or "Ongoing" timeframe your Board or Committee has been tasked with. You and your Board or Committee members are welcome to attend this joint meeting to participate in this review.

In compliance with Open Meeting Law requirements, we ask that you determine if a quorum of your Board or Committee may be attending this joint meeting no later than noon time on Thursday, November, 5th and accordingly, post a meeting [quorum] agenda. Please contact Town Planner, Simon Corson, scorson@boxborough-ma.gov / 978-264-1723 if you have questions regarding your designated Action Item(s) or the requested summary.

As you are aware, the Boxborough Master Plan (Boxborough 2030) is intended to be a "living document". The intention is to provide the summaries received at our joint review meetings on the Boxborough 2030 webpage at <https://www.boxborough-ma.gov/243/Master-Plan-Boxborough2030> to share with residents.

Again, please provide your status report to Simon Corson and, if necessary, post a meeting [Quorum] Agenda by Thursday, November 5th.

We appreciate your participation in this important effort!

Wes Fowlks, Chair Boxborough Select Board

Cindy Markowitz, Chair, Boxborough Planning Board

Simon Corson
Town Planner

Town of Boxborough

Office: 978-264-1723

Email: scorson@boxborough-ma.gov

The Secretary of State has deemed email to be an applicable public record under M. G. L. Chapter 66, Section 10



TOWN OF BOXBOROUGH
SELECT & PLANNING BOARD JOINT MEETING
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1723 • Fax (978) 264-3127
www.boxborough-ma.gov

Select Board: Maria Neyland, Chair Wes Fowlks, Clerk Susan Bak Leslie Fox Robert Stemple
Planning Board: Cindy Markowitz, Chair Mark White, Clerk Nancy Fillmore Abby Reip Rebecca Verner

Approved on [DATE]

Meeting Minutes
January 13, 2020
7:00PM

Grange Room - Town Hall, 29 Middle Road

Select Board Members Present: Maria Neyland, Wes Fowlks, Susan Bak, Leslie Fox, Robert Stemple
Planning Board Members Present: Cindy Markowitz, Nancy Fillmore, Rebecca Verner
Not Present: Abby Reip (Planning Board), Mark White (Planning Board)
Also Present: Ryan Ferrara (Town Administrator)

Call to Order

Ms. Neyland called the Select Board meeting to order and Ms. Markowitz called the Planning Board meeting to order at 7:02PM.

Statements from the Chairs

Ms. Neyland shared that this meeting will focus on the Master Plan. Such meetings are scheduled bi-annually and are used to catch up with Boards, Commissions and Committees to review progress made regarding the Master Plan and its goals. There was also a focus on how to maintain the Master Plan as a living document.

Ms. Markowitz shared that because the Master Plan is a living document, a goal was to make the status updates accessible to the public.

Discussion of Aspirations 1, 2 and 3 & Updates from Town Committees

Ms. Neyland shared that Mr. Corson will work to record updates on a spreadsheet. The Boards will then decide if it makes sense to continue using this format or if further improvements should be made moving forward.

Ms. Markowitz explained that at this meeting, the Boards plan to review Aspirations 1, 2, and 3 from the Master Plan. The intent is to review Aspirations 4, 5, 6, and 7 at a future joint meeting.

Aspiration 1: Maintain its rural character and celebrates its heritage.

Goal 1.1 - Protect the Town's heritage and character through the preservation of both natural and historical scenic areas, roadways, and landscape features.

Strategy 1.1.1

Action 1.1.1.1 – Lead Responsibility – Historical Commission
Update - No update.

Action 1.1.1.2 – Lead Responsibility – Conservation Commission
Update – Conservation Commission reported that recommendations have been implemented and this is an ongoing effort. Flerra Meadow and Patch Hill have been managed as grasslands since July 15 to provide habitat to ground nesting birds. Rolling Meadow, Beaver Brook Meadow, Have Not Pond, and a portion of Flagg Hill are being managed as meadows. Hager Meadow is being managed as a pasture to diversity successional habitat types.

Action 1.1.1.3 – Lead Responsibility – Steele Farm Advisory Committee
Mr. Fox asked if Steele Farm Advisory Committee has produced specific recommendations regarding this action item and is there anything the Board's should be looking out for or seeking to add or change.
Ms. Neyland suggested the Board ask for a specific report on the management plan.
Update – 1 – Have cleared trees and brush on the eastern boarder of the hayfield to attract more ground nesting birds. 2 – Have improved handicap access to trails from the parking area.

Action 1.1.1.4 & 1.1.1.5 – Lead Responsibility – Historical Commission
Update – Marked for future update.

Strategy 1.1.2

Action 1.1.2.1 – Lead Responsibility – Planning Board
Update – There have been changes to Town Center zoning. The Planning Board will continue to monitor Town Center guidelines. There is currently no specific activity underway, as this is a short to medium term action item.

Action 1.1.2.2 – Lead Responsibility – Historical Commission
Update – No update.

Strategy 1.1.3

Action 1.1.3.1 – Lead Responsibility – Recreation Commission
Update – No update.

Mr. Fox shared that Land Stewards and the Conservation Commission have created maps developed in applications to guide individuals through the Town trail systems. He suggested that the maps could include historical locations within the Town.

Action 1.1.3.2 – Lead Responsibility – Land Stewards
Update – Land Stewards have conducted four themes walks in FY19 and one themed walk in FY20 with the intent to continue throughout the year.

Action 1.1.3.3 – Lead Responsibility – Town Planner
Update – Town Planner explained that there is an open space plan, but it does not encompass the elements of the action. It is not completed but is a starting point. Updating the plan is not a mandate to exist, only to qualify for funding.
Public Input – The key is to update this prior to expiration.

Strategy 1.1.4

Action 1.1.4.1 – Lead Responsibility – Select Board & Board of Health
Update – Completed, but no written update.

Action 1.1.4.2 – Lead Responsibility – water Resources Committee
Update – Water Resource Committee reviewed previous planning completed by the Town, the ownership and status of the test well sites, water quality issues and regulatory requirements, creating a GIS map of Town water resources. Have Town meeting approval to monitor ground water resources.

Action 1.1.4.3 – Lead Responsibility – Water Resources Committee, Board of Health & Planning Board
Update – Water Resources Committee reviewed Zone II's and well sites in Boxborough's neighboring towns and state regulatory requirements. Have not reached a point of discussion on what zoning changes might be needed. UMass students have digitized a 1978 map and created shape files and GIS layers. The goal is to incorporate it into the Town GIS dataset so the public can view the Aquifer Overlay District.

Goal 1.2 – New development and redevelopment will be physically designed to blend into the town's rural development.

Strategy 1.2.1

Action 1.2.1.1 – Lead Responsibility – Design Review Board
Update – No update.

Action 1.2.1.2 – Lead Responsibility – Design Review Board
Update – No update.

Goal 1.3 – Protect and/or acquire additional funds for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

Strategy 1.3.1

Action 1.3.1.1 – Lead Responsibility – Planning Board
Update – Planning Board reported that as parcels come available, they will be reviewed. Currently, no additional lands have been identified and prioritized.

Action 1.3.1.2 – Lead Responsibility – Planning Board & Select Board
Update – Planning Board reported it is not aware of any new land parcels available. Mr. Fox shared that he is unsure of the order of this process and that it would be a collective/scattered effort by boards to collaborate prior to taking action. Lead Responsibility has been revised, now it includes both the Planning Board and the Select Board.

Action 1.3.1.3 – Lead Responsibility – Conservation Commission & Agricultural Commission

Update – Conservation Commission reported it continues to work closely with the Boxborough Conservation Trust to identify land conservation opportunities other than acquisition. Over the last 2 years it has accepted new conservation restrictions for Inches Woods for approximately 25 acres and for Elizabeth Brook Knoll for approximately 15 acres. Agricultural Commission explained that it has worked to clarify the authority of agricultural commissions under amendments to MA law. The amendments gave agricultural commissions the authority to hold land. Have entered into a memorandum with the understanding from the Conservation Commission and Select Board to assume oversight for the agricultural parcel at Paddock Estates.

Action 1.3.1.5 – Lead Responsibility - Conservation Commission

Update – Conservation Commission reported a \$10,000 warrant article request to fund the Conservation Trust Fund was prepared, presented and passed at the 2019 Annual Town Meeting marking the ninth consecutive year of approved funding for the Fund.

Action 1.3.1.6 – Lead Responsibility – Finance Committee

Update – Community Preservation Committee (CPC) has a policy of not using their money to pay for debt and bonds.

Ms. Neyland suggested that the Finance Committee and CPC should have a conversation for the Finance Committee provide its own input and understanding of the matter.

Aspiration 2 – Is engaged and welcoming.

Goal 2.1 – Support diversity by valuing, respecting, appreciating, and welcoming individuals – those who reside, visit, work, or pass through Boxborough – of all ages, genders, socioeconomic levels, cultural heritages, racial/ethnic backgrounds, sexual orientations, gender identities, religions and ability levels.

Strategy 2.1.1

Action 2.1.1.1 – Lead Responsibility – Select Board

Update – Report was that there was an eight-hour curriculum developed for employees during summer of 2016. There are continuing “small bites” which are a type of training undertaken by the police department. The Community Service Director is working on additional training modules.

Action 2.1.1.2 – Lead Responsibility – Community Services Coordinator

Update – Fostering Racial Justice Group (FRJG) held the following workshops to date: *Exploring Race* (three-part workshop), *What does the Confederate Flag Mean to You*, *Islamophobia: Rumor or Reality*.

Strategy 2.1.2

Action 2.1.2.1 – Lead Responsibility – Community Services Coordinator

Update – Received an eighteen-month \$20,000 grant for additional training. Received a \$30,000 grant for 2018-2019 and have used funds for training on diversity focused across socioeconomic backgrounds, quarterly wellness newsletters, and translation of the New Resident Letter.

Ms. Neyland shared that the New Resident Letter is very informational but difficult to locate on the current website.

It was also noted that the schools have a major program on diversity and that there are programs run at the school during the evenings for the public to attend as well.

Goal 2.2 – Increase resident participation in town-wide events, programs, and government.

Strategy 2.2.1

Action 2.2.1.1 – Lead Responsibility – Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.2 – Lead Responsibility - Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.3 – Lead Responsibility – Library Board of Trustees & Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.4 – Lead Responsibility – Agricultural Commission

Update – Agricultural Commission reported discussions of a community garden at Paddock Estates. There was interest in the project but also questions and hesitancy over the needed management.

Goal 2.3 – Increase resident participation in Town government.

Strategy 2.3.1

Action 2.3.1.1 – Lead Responsibility – Select Board

Update – Select Board Member, Wes Fowlks, developed Facebook, Instagram, Twitter, and YouTube pages for the Town. The Town is in the process of implementing a new updated website. It is also voluntarily collecting community member contact information to send out updates and announcements.

Action 2.3.1.2 – Lead Responsibility - Select Board

Update – [see update for Action 2.3.1.1 above] The Boxborough Bee is sent to households quarterly within the Action Unlimited paper and is online.

Action 2.3.1.3 – Lead Responsibility - Select Board

Update – Currently in progress coinciding with the new Town website.

Action 2.3.1.4 – Lead Responsibility - Select Board

Update – The New Resident Welcome Packet has been translated into 4 languages.

Mr. Fowlks suggested that packet online would make translation capabilities simpler and more accessible to users.

Action 2.3.1.5 – Lead Responsibility - Select Board
Update – There is an ongoing effort to increase diversity within the Town’s boards and committees, in addition to event planning.

Strategy 2.3.2

Action 2.3.2.1 – Lead Responsibility - Select Board
Update – The Select Board has liaisons to most boards and committees, and all meetings are public.

Action 2.3.2.2 – Lead Responsibility - Select Board
Update – Welcome Packets are mailed to all new residents, not just those with students.

Action 2.3.2.3 – Lead Responsibility - Select Board & Town Administrator
Update – There is an interest form for the Citizens Skills Bank. Ms. Neyland suggested that a committee may be a way to promote and capture the benefits of this action better.

Action 2.3.2.4 – Lead Responsibility - Select Board
Update – The Select Board reported it announces Town events and opportunities at all meetings, the social media sites are also being used as a method to advertise, as well as word of mouth.

Aspiration 3 – Is thoughtfully developed.

Goal 3.1 – Guide and concentrate commercial growth in Business, Office Park, and Town Center districts.

Strategy 3.1.1

Action 3.1.1.1 – Lead Responsibility - Select Board
Update – Economic Development Committee (EDC) has been created.

Action 3.1.1.2 – Lead Responsibility – Economic Development Committee
Update – EDC reported that it has worked with UMass on phase I which includes a baseline study of the Town and is currently working on Phase II, completion in 2020.

Action 3.1.1.3 – Lead Responsibility - Economic Development Committee
Update – EDC reported that the focus in on the current Town Center district and adjacent lands for multi-use small scale green-type development. Adam’s Place and Beaver Brook are sites apt to larger development opportunities. The results of the study will provide further insight into larger scale development. Will also work with Water Resources Commission when considering these opportunities.

Action 3.1.1.4 – Lead Responsibility - Economic Development Committee
Update – Part of UMass Phase II Study.

Strategy 3.1.2

Action 3.1.2.1 – Lead Responsibility -
Update – Water Resources Commission reported that it is working to resolve water supply issues identified in Town.

Strategy 3.1.3

Action 3.1.3.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported that, from the UMass study, the Town Center district and Adam's Place are optimal locations to explore deeper with respect to landmass, physical constraints, market analysis and infrastructure constraints. Also received input through a Town business breakfast.

Action 3.1.3.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported the focus in on completing Phase II of the UMass Study to determine longer term regulatory challenges. For short term regulatory changes, proposals are currently being brought to the appropriate boards.

Action 3.1.3.3 – Lead Responsibility - Economic Development Committee
Update – EDC reported that it hopes to understand the Town's vision for growth with respect to longer term changes.

Strategy 3.1.4

Action 3.1.4.1 – Lead Responsibility – Planning Board
Update – Planning Board reported that it is working with the EDC and UMass Study to identify opportunities for changes to the dimensional requirements, and other potential zoning changes to address barriers to growth for appropriately scaled development. It has also received approval from Special Town Meeting and \$10,000 for a zoning bylaw audit which will help clean up the bylaws and better position them for future changes.

Action 3.1.4.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported that the UMass study is a tool to leverage development once the Study is complete.

Strategy 3.1.5

Action 3.1.5.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported it is planning to have the Water Resources Commission and Board of Health at a meeting. The group will review how to develop areas with and without infrastructure development. Action has been revised to medium-long term. Finance Committee was added to coordinating.

Action 3.1.5.2 – Lead Responsibility - Economic Development Committee

Update – EDC reported that will need to understand the Town’s desires prior to action.

Action 3.1.5.3 – Lead Responsibility - Economic Development Committee
Update – EDC noted local incentives but cited that first the Town should decide what business types are desirable.

Goal 3.2 – Attract and maintain businesses in key existing and emerging industries.

Strategy 3.2.1

Action 3.2.1.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported that there needs to be clarity on the types of development desires before acting on marketing development.

Action 3.2.1.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported a Boxborough Business Breakfast was held. Also considering creating a local chamber of commerce.

Action 3.2.1.3 – Lead Responsibility - Economic Development Committee
Update – No update, waiting for completion of UMass Study.

Action 3.2.1.4 – Lead Responsibility - Economic Development Committee
Update – No update, waiting for completion of UMass Study.
Mr. Fox asked about financial tools the Board has in order to incentivize business.

Strategy 3.2.2

Action 3.2.2.1 – Lead Responsibility – Agricultural Commission
Update – No update.

Action 3.2.2.2 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it worked to clarify regulatory requirements and exemptions for agriculture. It had also advocated for earlier involvement on issues that involve agriculture.

Action 3.2.2.3 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.4 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported it is finalizing a licensing agreement for one parcel of Town conservation land. They have communicated with at least one farmer who may be interested.

Action 3.2.2.5 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.6 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.7 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported it reviewed this action with the previous town planner in 2016 and drafted a memo for review. They are working with the EDC and Planning Board to determine feasibility.

Strategy 3.2.3

Action 3.2.3.1 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it evaluated two sites in the *Open Space and Recreation Plan* that were either for sale of on the tax title list. One was not suitable farmland and one requires further evaluation for forestry potential. An “ongoing” timeframe may be more appropriate.

Action 3.2.3.2 – Lead Responsibility - Agricultural Commission
Update – No update. An “ongoing” timeframe may be more appropriate.

Action 3.2.3.3 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it has a representative on CPC who can advocate using CPA funds for agricultural land, as needed.

Goal 3.3

Strategy 3.3.1

Action 3.3.1.1 – Lead Responsibility – Building Department
Update – No update.

Action 3.3.1.2 – Lead Responsibility -Economic Development Committee
Update – EDC reported that there are two people assigned. In the process of creating a guidebook for doing business in Town.

Action 3.3.1.3 – Lead Responsibility - Economic Development Committee
Update – EDC reported that there have been informal meetings with business owners to understand needs, in addition to events such as the Business Breakfast.

Goal 3.4

Strategy 3.4.1

Action 3.4.1.1 – Lead Responsibility – Conservation Commission
Update – Conservation Commission reported that it ensures conformance with best practices of stormwater management in cases of development and redevelopment for applicants filing notice of intent under the Wetlands Protection Act and/or Town Wetlands Bylaw. Existing nonconforming and/or problematic runoff locations are typically unknown until identified through wetlands filing. The Commission has very limited ability to address existing non-conforming conditions unless prompted by a new and/or closed activity.

Water Resources reported that there has been coordination regarding Interstate 495 road salt run-off and the MS4 Stormwater Permit.

Action 3.4.1.2 – Lead Responsibility – Planning Board

Update – Town Planner has been working with an outside consultant to update the Stormwater Bylaw to align with the latest requirements of the MS4 Permit. The Planning Board will review and provide additional comments on the proposed Stormwater Bylaw in anticipation of a presentation at the Annual Town Meeting. The Board will continue to identify and encourage opportunities for reduced water consumption in new development projects.

Action 3.4.1.3 – Lead Responsibility – Planning Board

Update – Planning Board reported that the roadway and subdivision regulations relate to traffic and public safety needs. Any modification of the roadway widths will need to be discussed with public safety officials. The Board will further investigate the use of more pervious roadway materials with Town staff, noting impacts such as that to snow plowing. The Town has applied for a Municipal Vulnerability Preparedness (MVP) Planning grant and was awarded \$15,000 in early 2020.

Strategy 3.4.2

Action 3.4.2.1 – Lead Responsibility – Town Planner

Update – Town Planner reported that initial efforts are focused on the Municipal Vulnerability Preparedness Planning grant which was received in early 2020 and the current MAPC grant for work related to water quality.

Action 3.4.2.2 – Lead Responsibility – Town Planner

Update – Related to Action 3.4.2.1 and requires additional time to study and will be considered in the spring. Town Planner suggested reinstating the Complete Streets Committee.

Mr. Fox noted that the ideas and actions require work from Town staff. Suggested that this action item may not need further study.

Ms. Neyland responded that this is to determine a baseline.

Ms. Markowitz responded that this would align with outcomes from the UMass study and would be beneficial in the future to have the baseline.

Mr. Corson noted that initially for the action item, it is good to understand how the DOT connects to local roadways and evaluate that using existing data.

Consensus is to keep the action item as is.

Strategy 3.4.3

Action 3.4.3.1 – Lead Responsibility – Planning Board

Update – Planning Board reported a balanced approach is necessary with respect to the EDC studies. The studies are to be used as available tools for the Town.

Action 3.4.3.2 – Lead Responsibility – Planning Board

Update – Planning Board reported that this is a medium-term objective for determining what the Town is seeking to achieve. Town would receive a better

consensus following the completion of the UMass Study, whereas the Board will then be able to make proposed recommendations.

Action 3.4.3.3 – Lead Responsibility – Sustainability Committee (formerly, Energy Committee)

Update – Sustainability Committee reported that over the past 2-3 years it has been convinced that the Building Code was stringent enough to achieve positive energy efficiency results. Since then, the Committee has closely reviewed code which focuses on performance based rather than prescriptive based requirements. Builders now have more flexibility when building energy efficient homes leading to overall cost savings. Goal is to work with the Building Commissioner and work to propose at Annual Town Meeting an Article for the Town to adopt the 2017 Stretch Code. Mr. Stemple noted that the Sustainability Committee cannot modify the Stretch Code, this would have to be changed.

Wording in Action Item will be changed from modify to review.

Action 3.4.3.4 – Lead Responsibility - Sustainability Committee (formerly, Energy Committee)

Update – Sustainability Committee reported that closer study is required on this matter.

Ms. Neyland noted that this item should be coordinated with the Planning Board.

Discussion of Next Steps

Ms. Neyland stated that the goal is to post the updates reported on the Town website. Spreadsheet style reporting would be a good structure to follow. The concern is that the recommendations and Implementation Plan documents are separate files. A goal would be to link the documents to each other.

Mr. Corson offered that the feedback should be stored using a spreadsheet, but that it may be good to develop a multimedia presentation or guided document for the public to view.

Ms. Neyland noted that the meeting minutes will be used as a means to read the updates provided tonight.

Future Joint Meeting Date

Next joint meeting will be scheduled in early June and will review Aspirations 4, 5, 6, and 7.

Mr. Fowlks motioned for the Select Board to adjourn at 9:09PM. Seconded by Ms. Bak. Approved unanimously, 6-0.

Ms. Verner motioned for the Planning Board to adjourn at 9:09PM. Seconded by Ms. Fillmore. Approved unanimously, 3-0.

Meeting Documents

Boxborough 2030: Recommendations & Implementation Plan
Master Plan Update Mtg. Jan. 13, 2020 (packet including all reports and updates)

REF
R



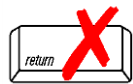
WPA Form 8A – Request for Certificate of Compliance

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Project Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Upon completion of the work authorized in an Order of Conditions, the property owner must request a Certificate of Compliance from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:

111 & 495, LLC

Name

200 Codman Hill Road

Mailing Address

Boxborough

City/Town

MA

State

01719

Zip Code

Phone Number

2. This request is in reference to work regulated by a final Order of Conditions issued to:

Codman Hill Partnership

Applicant

August 28, 1986

Dated

113-93

DEP File Number

3. The project site is located at:

Codman Hill Road

Street Address

***SEE ATTACHED.

Assessors Map/Plat Number

Boxborough

City/Town

Parcel/Lot Number

4. The final Order of Conditions was recorded at the Registry of Deeds for:

Codman Hill Partnership

Property Owner (if different)

Middlesex

County

21563

Book

195

Page

Certificate (if registered land)

5. This request is for certification that (check one):

the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.

the following portions of the work regulated by the above-referenced Order of Conditions have been satisfactorily completed (use additional paper if necessary).

Only the driveway has been completed, no building work (see attached existing conditions plan, EX1, dated 6/29/2009)

the above-referenced Order of Conditions has lapsed and is therefore no longer valid, and the work regulated by it was never started.



WPA Form 8A – Request for Certificate of Compliance

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Project Information (cont.)

6. Did the Order of Conditions for this project, or the portion of the project subject to this request, contain an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor?

Yes If yes, attach a written statement by such a professional certifying substantial compliance with the plans and describing what deviation, if any, exists from the plans approved in the Order.

No

B. Submittal Requirements

Requests for Certificates of Compliance should be directed to the issuing authority that issued the final Order of Conditions (OOC). If the project received an OOC from the Conservation Commission, submit this request to that Commission. If the project was issued a Superseding Order of Conditions or was the subject of an Adjudicatory Hearing Final Decision, submit this request to the appropriate DEP Regional Office (see <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>).

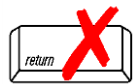


WPA Form 8A – Request for Certificate of Compliance

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Project Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Upon completion of the work authorized in an Order of Conditions, the property owner must request a Certificate of Compliance from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:

111 & 495, LLC

Name

200 Codman Hill Road

Mailing Address

Boxborough

City/Town

MA

State

01719

Zip Code

Phone Number

2. This request is in reference to work regulated by a final Order of Conditions issued to:

Conroy Development Corporation

Applicant

July 5, 2000

Dated

113-359

DEP File Number

3. The project site is located at:

Codman Hill Road

Street Address

***SEE ATTACHED.

Assessors Map/Plat Number

Boxborough

City/Town

Parcel/Lot Number

4. The final Order of Conditions was recorded at the Registry of Deeds for:

Codman Hill Partnership

Property Owner (if different)

Middlesex

County

32154

Book

21

Page

Certificate (if registered land)

5. This request is for certification that (check one):

the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.

the following portions of the work regulated by the above-referenced Order of Conditions have been satisfactorily completed (use additional paper if necessary).

the above-referenced Order of Conditions has lapsed and is therefore no longer valid, and the work regulated by it was never started.



WPA Form 8A – Request for Certificate of Compliance

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Project Information (cont.)

6. Did the Order of Conditions for this project, or the portion of the project subject to this request, contain an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor?

Yes If yes, attach a written statement by such a professional certifying substantial compliance with the plans and describing what deviation, if any, exists from the plans approved in the Order.

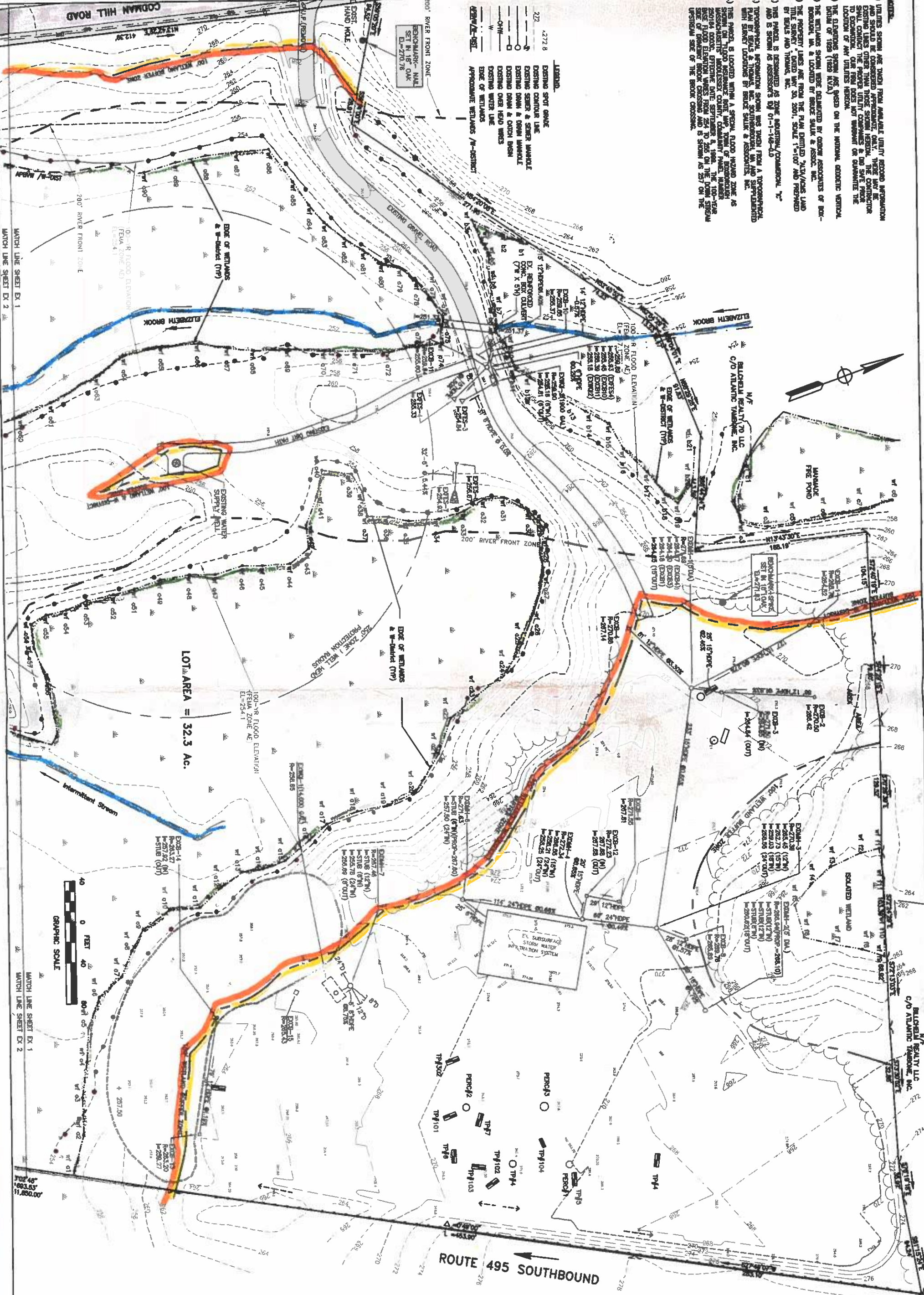
No

B. Submittal Requirements

Requests for Certificates of Compliance should be directed to the issuing authority that issued the final Order of Conditions (OOC). If the project received an OOC from the Conservation Commission, submit this request to that Commission. If the project was issued a Superseding Order of Conditions or was the subject of an Adjudicatory Hearing Final Decision, submit this request to the appropriate DEP Regional Office (see <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>).

- NOTES:
- 1) UTILITIES SHOWN ARE TAKEN FROM AVAILABLE UTILITY RECORD INFORMATION AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE EXISTING LINES OTHER THAN THOSE SHOWN HEREIN. THE CONTRACTOR SHALL CONTACT THE POWER UTILITY COMPANIES AND GAS SERVICE TO OBTAIN THE EXACT LOCATION OF ALL UTILITIES BEFORE THE LOCATION OF ANY UTILITIES HEREON.
 - 2) THE ELEVATIONS SHOWN ARE BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929 (1929 NAVD).
 - 3) THE WETLANDS SHOWN WERE DELINEATED BY ONDOK ASSOCIATES OF BOXBOROUGH, MA, & LOCATED BY BRUCE SALUK & ASSOC., INC.
 - 4) THE PROPERTY LINES ARE FROM THE PLAN DATED 12/15/04 AND PREPARED BY BRUCE SALUK & ASSOC., INC. SCALE 1"=100' AND PREPARED BY BRUCE SALUK & ASSOC., INC.
 - 5) THIS PARCEL IS REASSIGNED AS ZONE INDUSTRIAL COMMERCIAL "C".
 - 6) AND IS SHOWN AS ASSASSORS' BY 01-1-16-03.
 - 7) THIS PARCEL IS LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE AS SHOWN ON THE 100-YEAR FLOOD ELEVATION MAP AND SUPERIMPOSED WITH SHADY LOCATIONS BY BRUCE SALUK & ASSOC., INC.
 - 8) THE PARCEL IS LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE AS SHOWN ON THE 100-YEAR FLOOD ELEVATION MAP AND SUPERIMPOSED WITH SHADY LOCATIONS BY BRUCE SALUK & ASSOC., INC. THE 100-YEAR BASE FLOOD ELEVATION LINES FROM 204 TO 205 ON THE DOWN STREAM SIDE OF DORSEY BROOK CROSSING AND IS SHOWN AS 207 ON THE UPSTREAM SIDE OF THE BROOK CROSSING.

- LEGEND:
- 4,272.8 EXISTING SPOT ELEVATION
 - EXISTING CONTOUR LINE
 - EXISTING SEWER & SEWER MANHOLE
 - EXISTING DRAIN & DRAIN MANHOLE
 - EXISTING DRAIN & CATCH BASIN
--- EXISTING OVER HEAD WERES
 - EXISTING WATER LINE
 - EXISTING WETLANDS
 - APPROXIMATE WETLANDS



PREPARED FOR:
ASTRO CRANE
 45 WHITE POND ROAD
 BOXBOROUGH, MA 01719
 TEL: (978) 887-5582
 FAX: (978) 887-6889
 DATE: JUNE 29, 2009

EXISTING CONDITIONS PLAN
CODMAN HILL DEVELOPMENT
 200 CODMAN HILL ROAD
 BOXBOROUGH, MA

PREPARED BY:
BRUCE SALUK & ASSOC., INC.
 CIVIL ENGINEERS & LAND SURVEYORS
 576 BOSTON POST ROAD
 MARLBOROUGH, MA 01752
 TEL: (800) 489-1882
 FAX: (800) 481-8829
 SCALE: 1" = 40'

EX 1

NO.	DATE	REVISION