



**TOWN OF BOXBOROUGH  
PLANNING BOARD**

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Cindy Markowitz, Chair      Mark White, Clerk      Nancy Fillmore      Abby Reip      Rebecca Verner

Approved on May 18, 2020

**Meeting Minutes  
April 6, 2020  
7:00PM  
Remote Meeting**

**Members Present:** Cindy Markowitz, Mark White, Nancy Fillmore, Rebecca Verner

**Also Present:** Simon Corson (Town Planner)

**Not Present:** Abby Reip

Ms. Markowitz called the meeting to order at 7:10PM.

Administrative Business

Meeting Minutes March 9, 2020

Mr. White motioned to approve the March 9, 2020 meeting minutes as amended. Seconded by Ms. Verner. Motion passed unanimously 4-0.

Silas Taylor Farm Road

*Extension of Definitive Subdivision Plan and Private/Common Driveway Special Permit*

Mr. Corson presented the letter submitted by Mr. Glen Kaufmann. Ms. Markowitz outlined that the applicant is seeking a 24-month extension of the Decision and Certificate of Conditional Approval for the Silas Taylor Farm Road Definitive Subdivision Plan and Private/Common Driveway Special Permit.

Mr. White motioned to approve the 24-month extension of the Silas Taylor Farm Road Definitive Subdivision Plan. Seconded by Ms. Fillmore. Mr. White amended his motion to include the approval of a 24-month extension of the Private/Common Driveway Special Permit. Amendment was accepted by Ms. Fillmore. Motion passed unanimously 4-0.

Public Hearing Scenic Road Permit and Stone Wall Alteration Application Paddock Lane

Ms. Markowitz opened the public hearing which had been continued from April 6<sup>th</sup>, regarding the request for a stone wall permit at Paddock Estates. Mr. Corson presented the application received.

Owen Neville, from the Agricultural Commission, outlined the contents of the application and status of the proposal. He shared that the Town owns the easement and Paddock Estates is cooperating with the effort for the opening in the stone wall to accommodate a trailhead. He also spoke to the photographic submissions and referenced estimated dimensions of the trailhead opening of an approximate three-and one-half-foot width. He noted that the proposal will allow for handicapped accessible trail access.

Ms. Markowitz asked if the width of the trail will be also three and one-half-foot or if the width only pertains to the access point. Mr. Neville responded that the access point would be three and one-half-foot wide and that the width would vary along the trail. He noted that generally it would be three to four feet wide which would be sufficient to accommodate a wide wheelchair.

Ms. Fillmore asked if this will impact the horse pasture. Mr. Neville responded that the fence posts along with the electric fencing at the trailhead will be moved a few feet to the south of the easement.

Ms. Verner asked if the stone wall or trees in the provided image will be impacted by this trailhead installation. Mr. Neville responded that the trees in the space will not be impacted and that only a small portion of the wall will need to be reincorporated into the larger wall. He noted that foot traffic accessing the trail will go through the horse pasture-side of the stone wall.

Mr. White asked about parking availability by the access points. Mr. Neville responded that there is no parking at the access points.

Ms. Verner asked about the plan for restacking the walls. Mr. Neville responded that this was the best strategy and the right thing to do with the project.

Ms. Markowitz asked if the horse and equipment entrance at the pasture could also be used for access. Mr. Neville responded that it is not part of the easement and is not ideal for the trail access.

Ms. Fillmore motioned to continue the hearing to April 27, 2020. Seconded by Ms. Verner. Ms. Verner asked if there was a timeline for the project. Mr. Neville shared that the owner wants to move forward with the project and has received bids for the proposal. Motion passed 3-1 (Mr. White, opposed).

#### Boxborough Meadows Homeowners Trustees: Road Acceptance Discussion

*Members of the Boxborough Meadows Homeowners Trustees in attendance seeking direction from the Planning Board regarding road acceptance*

Jessi Robinson, President of the Boxborough Meadows Homeowners Trustees, outlined the request for any outstanding items from the Planning Board regarding closing the process for road acceptance.

Mr. Corson outlined the process with respect to the project and presented the Town of Boxborough Road Acceptance Procedure. He shared that the Trustees need to receive a Certificate of Compliance from the Conservation Commission, this will include monitoring the restoration area for invasive plants during the 2020 growing season and then submitting the monitoring report at the end of the 2020 season.

Ms. Markowitz asked if there were any further outstanding requirements for the Trustees. Mr. Corson responded that the road acceptance procedure is the outstanding matter, but it involves other boards in addition to the Planning Board.

Jessi Robinson provided an update of the current condition of the road and discussed the history of the road conditions.

Ms. Markowitz requested that Mr. Corson provide the Board a copy of the road acceptance requirements and a status of each item within 60 days. Mr. Corson noted that any required action from

the Planning Board be done after the anticipated Certificate of Compliance is issued by Conservation Commission by year end.

Citizen's Petition to Amend Zoning Bylaw Definition  
*Life Sciences and Footnote Zoning Bylaw Amendments*

Ms. Markowitz outlined that the Planning Board had not yet determined if it will make a recommendation in the Warrant on the Citizens Petition.

The petitioner, Sue Schmitt, updated the Planning Board on her communications with the Finance Committee regarding the Citizen's Petition. She shared that the Committee cited its concerns and that updates were made to the Petition to address them. She asked the Planning Board what, if any, further reservations it has, so those can be addressed prior to Town Meeting.

Rebecca Neville (Finance Committee member) shared that the Finance Committee voted down the recommendation because the Citizen's Petition had inconsistencies requiring further changes on the floor at Town Meeting.

Ms. Markowitz shared her suggested modifications to resolve the Finance Committee's concerns and cited interest in receiving input from the Fire Department and Board of Health.

Ms. Verner raised her support for requesting comments from the Fire and Police Departments. She outlined her reservation from the unknown impact it may have towards businesses in Town and noted that including the definition for "Life Sciences" within the use table as its own use would be beneficial. Ms. Markowitz noted her recommendation to include the term "Life Sciences" in the existing "Research and Development" definition and thus it would be included in the "Research and Development use within the use within the table.

Mr. White shared that he is interested in the Petition being brought forward at Town Meeting to understand the feelings from the community. He noted that addressing the issues brought forward by the Finance Committee would be beneficial before bringing it to a vote.

Rebecca Neville called attention to the procedure that requires if the Petition fails, it cannot be brought back again for two-years. She cited that preparing the Petition to be presented in its final form is the best course of action to support Ms. Schmitt's efforts.

Ms. Markowitz presented her recommendations regarding the Petition. The Board reviewed the proposed changes with Ms. Schmitt and suggested that changes to be made to the Petition to further ready it for Town Meeting Floor. Ms. Markowitz offered to support Ms. Schmitt in further revising the wording before this date.

Ms. Verner noted that that Board should provide a statement in the Warrant outlining its decision to defer a recommendation on the Petition until Town Meeting. Mr. White shared that the statement should be expanded to highlight the general support but cite that there are necessary details which will need to be resolved at Town Meeting. Ms. Markowitz confirmed that the Board is generally supportive of the Citizen Petition by Ms. Schmitt with the expectation that some further details will be resolved at Town Meeting.

### Review of Public Hearings and Annual Town Meeting Presentations

Ms. Markowitz explained that Annual Town Meeting is scheduled on June 15, 2020. She addressed the need for the Planning Board members to create presentation slides for each of the Zoning Bylaw Amendments. The Board reviewed the Articles and determined the topics each member will prepare to present.

### UMASS Study and Charrette Update

Mr. White shared that he and fellow Economic Development Committee (EDC) member, Rich Guzzardi met with the UMass professor conducting the study. The EDC has also convened following that meeting. Discussions included the expectations to seek alternative hosting avenues for the charettes and other opportunities for the Town to provide input. The EDC members determined that under the current circumstances, the best way to progress is to determine viable areas for UMass to research during the summer. He noted that when the Fall semester begins the charettes can be hosted to collect input on the research conducted over the summer.

Mr. Corson highlighted the need for the EDC to continue to progress with the study to receive recommendations from research. Then the charettes can tentatively be hosted in the early Fall as an opportunity for community engagement. The students can gather results and continue forward with only select options and receive feedback on any further progress that has been made.

Ms. Markowitz asked what the Phase II survey response rate was. Mr. Corson responded that he does not know the response rate but is expecting to receive a report with the results soon.

Ms. Markowitz cited the need to maintain the engagement and support for the study. She suggested that a presentation of the scenarios outlined in the Phase II survey could be beneficial. Mr. Corson supported the idea for project updates and presentations on results. He noted the need for additional community engagement since the charettes have been put on hold. Mr. White shared that the momentum of the study has fallen, he suggested waiting until early Fall to rebuild the community engagement outreach.

Citizen Owen Neville asked if there has been any consideration to pause the study as it stands and request the researchers to explore economic realities of the Town in the recent months. Mr. White responded that there have been discussions to pause the effort, but considerations have also been made to maintain the momentum.

Ms. Verner asked how the EDC determined the list to be further researched. Mr. White responded that items on the list were viewed as realistic opportunities and that they aligned within the desires of the community.

### Water Resources Committee Update

Ms. Fillmore shared that the Water Resources Committee (WRC) received a letter from Cisco's legal team outlining that well water exploration will not be permitted on their property. She noted that this decision has remained unchanged since August of 2019.

Ms. Markowitz cited that there is an Article in the Warrant pursuant to funding for initial exploration of a public water supply in that area of Town.

Mr. Corson outlined that he will be providing the WRC with the result of the GIS project he has undertaken. The project will include tools to provide answers to frequently asked questions and a baseline analysis. He noted that he expects further analysis and graphics to be added, in addition to information on water quality and availability within the Town.

### Administrative Business Continued

#### Town Center/Enclave Project

Mr. Corson provided an update that the Fire Department is now unable to provide resources to detail the site blasting so work has since paused. He shared that he has received one inquiry from a resident in the area of the blasting. He noted that due to the reduction in work site capacity and the changes to current work on the project, an estimated date for a submission to the Design Review Board and Planning Board is unknown.

#### Zoning Bylaw Audit

Mr. Corson provided that no decision has been made on hiring a firm, but he has received references from a firm and plans to reach out.

#### Planning Board Training

Mr. Corson shared that he has communicated with facilitator and that at this time they are unavailable to support a Planning Board Training.

Ms. Markowitz proposed providing online information such as the Citizen Planner Training Collaborative and other resources on the Town's website. Mr. Corson shared that he plans to provide additional planning information in a resource library there as well.

#### Solar Bylaw

Ms. Markowitz noted the Board's desire to retain this item on the agenda with the expectation to return to it in the future at the appropriate time.

#### Upcoming Meetings

Future Planning Board meetings were reviewed. The Board revised its upcoming meeting calendar. Meetings are now scheduled for: April 27, 2020, May 11, 2020, and June 1, 2020.

### Committee Reports

*Community Preservation Committee (Reip)* – No update, not present.

*Design Review Board (Verner)* – Met on March 10 and reviewed submittals from the Enclave Project. The committee plans to provide a full report to the Planning Board once it receives a second submission.

*Economic Development Committee (White)*

*MAGIC Representative* (Markowitz) – Nothing new to report.  
*Water Resources* (Fillmore)  
*LELWD Small Cell Committee* (Markowitz) – Nothing new to report.

Mr. White motioned to adjourn. Seconded by Ms. Verner. Approved unanimously 4-0 at 9:40PM.

Meeting Documents

1 Paddock Lane: Scenic Road Permit and Stone Wall Application & Photographs  
Boxborough Meadows Homeowners Trustees: Road Acceptance Application Requirements  
Citizen's Petition: Notes by the Chair  
Correspondence: Places Associates – Taylor Farm Road  
Longwood Homes LLC Memorandum: Silas Taylor Farm Road Definitive Subdivision Plan –  
Extension Request  
Planning Board Draft Meeting Minutes: March 9, 2020

ZOOM ACCESS PROTOCOLS

<https://zoom.us/j/930041284?pwd=SGRxU25reIFMSE1icFJjS0NoajVBZz09>

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