



BOXBOROUGH ECONOMIC DEVELOPMENT COMMITTEE

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Meeting Minutes

April 23, 2019

Zoom Meeting

Members Present: Rich Guzzardi, John Neyland, Dawn Willis, Kristin Hilberg and Mark White.

Board/Committee Liaisons also Present: Susan Bak, Selectperson and Becky Neville, Finance Committee.

Absent: Nate McKinley, Joe Feurgeson

Also in attendance: Maria Neyland (Select Board), Simon Corson (Town Planner)

Mr. Guzzardi called the meeting to order at 7:35 PM.

Meeting Minutes of April 18, 2019

Rich shared minutes from 27 February and 26 March 2020 EDC meetings.

Mark White MOTIONED to APPROVE the minutes from 27 February 2020. Rich SECONDED the MOTION. Voting in favor: Guzzardi, Neyland, Willis, Hilberg, White. Voting no: None

Mark White MOTIONED to APPROVE the minutes from 26 March 2020. Dawn SECONDED the MOTION. Voting in favor: Guzzardi, Neyland, Willis, Hilberg, White. Voting no: None

Correspondence / New Business

Rich shared that he provided an EDC input to the Annual Report to Jennifer Barrett.

Rich and Mark shared Oscar's liquor license implementation. Maria Neyland shared that Ryan heard from Oscars staff that the issue is tied to COVID-19, but that Ryan will follow up on this. Rich will follow up with Oscar.

Dawn Willis indicated that Acton EDC have put a letter forward to their boards to see if businesses in Acton could get an abatement, and is this something we should consider. The EDC discussed different ideas around property taxes / personal property taxes. Becky Neville raised the question of whether or not these businesses can apply for a federal loan could be provided under the Payroll Protection Program (PPP). Discussion ensued by the board on their experiences with applying for and securing PPP funds. Concern came up on cost and impact to the town, and equity across homes and businesses. Rich took action to speak with Jennifer Barrett (Town Accountant).

Rich raised correspondence from AB United Way requesting engagement from the Boxborough EDC on ways to engage the business community through the United Way. Dawn took the action to engage the United way.

Town Meeting Zoning Warrant Articles

Mark White discussed the two warrant articles that are going to be taken up at Annual Town Meeting. Mark will be presenting them and making the Planning Board recommendation, as they are warrant articles brought forward by the Planning Board. Discussions ensued on EDC's recommendation to the warrant article. It was discussed that we voted on changes to the warrant articles at the last meeting and whether or not we need to develop a recommendation. There was consensus that all we needed to do was vote to recommend, and simply state that in the warrant. EDC members can speak to the articles as well as the recommendation on the floor. It was discussed as to the merits of a presentation versus just letting the warrant article describe it and having a simple messaging and voice over to explain what it is. There was consensus that an elaborate presentation is not needed. Mark will simply describe what each article is, the Planning Board recommends approval for the reasons stated in the warrant.

Article 175-3 Zoning Bylaw Amendment: Amend Zoning Bylaws 6003, 6006 (Common Parking Areas & Parking Schedule). Specific discussion on the article occurred. Rich indicated that the Common Parking portion seemed straight forward, as it truly enables shared common parking. The use table is a little more complex in that there are specific restrictions based on a business type. Simon commented that he did poll other towns to develop the restrictions.

Dawn stated that we should not add any specific words to the recommendation, simply state that we recommend. The concern is that the warrant already describes what the changes are and people will read into additional words their own way.

Article 175-2 Zoning Bylaw Amendment: Amend Zoning Bylaws 2100 and 4000 (Table 4003(4)) (Specialty Food Shop): Discussion of the specific Bylaw changes. Simon commented that from a code enforcement perspective, an organization that is traditionally know as a "fast food" restaurant, would fall under the "Fast Food" definition, and not a Specialty Food Shop. Dawn asked what this Bylaw allows that is different from what was previously allowed. Rich indicated that a specialty food shop / takeout is not currently allowed. This change would actually bring certain establishments into compliance. John raised the point that Fast Food restaurants will not be built without a drive through, which is specifically excluded.

Mark White MOTIONED to recommend EDC approval of both Articles. Hilberg SECONDED the motion. Role call vote: Hilberg (Yes), Neyland (Yes), White (Yes), Willis (Yes), Guzzardi (Yes). MOTION is approved (5-0).

UMASS Study

Mr. Guzzardi presented the update of the UMASS study based on discussion with Dr. Henry Renski. Plan is to focus on two parcels that are underdeveloped with vacant or low vacancy buildings (1414 Mass Ave and Cisco Beaver Brook Campus). Rich presented the target list that was developed at the prior EDC meeting and shared that the focus would be on Village Style Development and 21st Century Office Park. UMASS will conduct a preliminary market analysis on the list, to be followed by town-

wide Charette in the Fall '20 as a COVID-19 contingency plan. The basis of the list that was to identify areas where UMASS can help us the most, and so the focus was on this specific focus.

Discussion then ensued on whether or not a community engagement should be carried out to update the town on the current status of the study. Rich will ask UMASS to do a presentation on the study that would be pre-recorded and available on our website.

Rich shared that we have been invited to go to the Planning Board meeting on the 27th of April. Planning Board asked about the process the EDC was following and would like to meet with us. There was a concern that EDC developed a list of focus for the market assessment without discussion with the Planning Board. Rich indicated that while EDC is leading this study, the Planning Board engagement is important and we will meet with them to have an open discussion on the process.

Next meeting will be May 21, 2020.

Mark White MOTION to adjourn at 9:21, Neyland SECONDED. All voted in favor.