



**TOWN OF BOXBOROUGH
PLANNING BOARD**

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

Approved on June 1, 2020

**Meeting Minutes
April 27, 2020
7:00PM
Remote Meeting**

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

Not Present: Abby Reip

Also Present: Simon Corson (Town Planner)

Ms. Markowitz called the meeting to order at 7:00PM.

Administrative Business

Meeting Minutes

Ms. Verner motioned to approve the meeting minutes from February 27, 2020. Seconded by Ms. Fillmore. Approved unanimously, 4-0.

Ms. Fillmore motioned to approve the meeting minutes from March 23, 2020 as amended. Seconded by Mr. White. Approved unanimously, 4-0.

Planning Board Stipend for 2020-2021

Ms. Markowitz shared an update on the 2021 term Planning Board stipend. She noted that while the Finance Committee had previously recommended the Town increase the Planning Board member stipend, in order to address cost cutting measures, it is now being proposed that all board stipends be reduced to zero for the upcoming year.

Zoning Bylaw Audit

Ms. Markowitz cited the Board's goal for the audit to begin around June 1st.

Planning Board Training

Ms. Markowitz cited the importance for new Planning Board members to have the opportunity to receive training after the Town election in June. Mr. Corson confirmed that he will coordinate a date for training in June and provide further information to the Board when it is scheduled.

Mr. Corson shared that the resource library for the Planning Board will be located on the Planning Board space on the Town website.

Annual Town Meeting

Ms. Markowitz shared that the Select Board is considering changing the date of Annual Town Meeting to June 22nd, which is one week later than currently scheduled. She also noted that the Select Board will be signing the Warrant and that a draft of the Warrant can be found on the Town website. The Select Board has also confirmed the use of space at the Boxborough Regency to allow for better social distancing.

Solar Bylaw

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

Hearing Scenic Road Permit and Stone Wall Alteration Application Paddock Lane *Continued from April 6, 2020*

Citizen and Agricultural Commission member Owen Neville shared that the work at the proposed site has been approved to begin soon. He confirmed that the opening would be wide enough to fit a bobcat for construction. The end result would constitute a width of three and one-half to four feet at the trailhead.

Mr. Markowitz asked if GPS coordinates are required for the location of the stone wall. Mr. Neville responded that identifying the maximum opening would be sufficient, as there is an identifiable drill-hole at the corner of the easement. Mr. Markowitz asked if there is an inspection after the construction is complete. Mr. Neville responded that an inspection would be performed by the Director of the Department of Public Works or the Town Planner. Ms. Markowitz asked when the work would be performed. Mr. Neville responded that the contractor expects to begin work on May 4th but that it would begin at the other end of the easement by the sidewalk, not the trailhead. Ms. Markowitz asked if there will be signage installed. Mr. Neville shared that the Agricultural Commission will coordinate with the Conservation Commission to install a small sign at the trailhead.

Ms. Verner noted that the plan to reincorporate the excess stone from the site into the remaining portion of the wall should be included in the final agreement. She asked Mr. Neville about the grading of roots along the path and for him to speak to the project's impact. Mr. Neville responded that there has been greater hoof-traffic in the horse pasture and that stone or bark mulch material will be brought in to even the path causing little to no impact around any unearthed roots.

Ms. Markowitz asked if there will be "No Parking" signs installed. Mr. Neville said that if it becomes a problem, it can be considered but that it is not an issue at the other trailheads in Town.

Mr. White asked about road-side parking restrictions. Mr. Neville shared that it is up to the driver, as there are no restrictions to parking on the side of the road.

Ms. Verner shared that there would be greater impact to the location if the Town were to install an off-road parking area, rather than continuing to allow road-side parking.

Mr. White motioned to approve the Application for Scenic Road and Stonewall Alteration Approval. Seconded by Ms. Verner. Approved unanimously, 4-0.

Administrative Business Continued

Town Center/Enclave Project

Mr. Corson shared that the work performed is currently rough grading for paving the roads. He is receiving reports in a timely manner and has weekly calls to receive updates on site work. He shared that he expects to receive a full submission from those involved in the site work to include supplementary items and the revised landscape plan. He noted that he would like to see the Design Review Board (DRB) review the supplementary items and provide a report to the Planning Board. He noted that he will be sharing all materials with Places Associates for review as well.

Ms. Markowitz outlined that the Planning Board has endorsed a set of site plan drawings submitted by the applicant last Fall and conditionally endorsed the landscape plans with the knowledge that the applicant would resubmit a revised plan in the Spring.

Places Consultant Sue Carter provided an update that landscape plans need to be finalized soon. She explained that areas should be stabilized once paving is completed. This is expected to be finished soon so that landscaping can begin early in the season. Ms. Carter also noted that building footprints must be finalized so that the marketing plans can begin.

Ms. Markowitz noted that packets were submitted in February to the DRB with architectural drawings and to the Planning Board identifying the expanded building footprint and preliminary landscape concepts. She noted that the DRB has reviewed the packet and returned a memo to the applicant requesting clarification on some items.

Ms. Verner shared that she will coordinate with the DRB to perform an efficient review of the recently received submission to advise the Planning Board on its evaluation.

Ms. Carter shared that Places Associates will provide its review by May 4th, which will include a review of the building footprint and landscaping changes.

Ms. Verner shared that the DRB provided a memo to the applicant which will be available on the Town website and as a resource for the Planning Board's use.

Zoning Bylaw Discussion

Review Presentation Timeline

Ms. Markowitz shared that due to the revised date of the Annual Town Meeting, the Board members have additional time to prepare for the presentation. She hoped that the first drafts could be reviewed at the May 11 meeting.

Comments from Sustainability Committee and LELD on Lighting Bylaw 6204

Ms. Markowitz shared that the language in the Warrant cannot be changed and she addressed the correspondence from the Sustainability Committee.

Ms. Verner outlined items in the correspondence regarding energy efficiency and lamping styles. She also shared that she is hopeful that items can be spoken to when presented at Annual Town Meeting.

Sustainability Committee Chair Francie Noldie asked the Planning Board if the stretch code is adopted, how should amendments be addressed at Annual Town Meeting? Ms. Markowitz responded that the preference is to not amend the table at the time but identify any future prohibited lamp types at a later meeting to ensure accuracy.

Sustainability Committee member Barbara Salzman shared that the wording should be updated to promote the use more energy efficient and sustainable light fixture installations.

Mr. White shared that he opposed the option to change the amendment wording on the floor at Annual Town Meeting.

Ms. Noldie shared that from a sustainability perspective, the Town should always be looking to encourage people to improve their energy efficiency.

UMASS Study and Charrette Update

Economic Development Committee (EDC) chair Rich Guzzardi provided an update on the UMass Study and plan to hold charettes. He explained that the prior goal to host charettes this spring has been put on hold, as it does not cooperate with the new social distancing guidelines. He shared that the revised expectation is to produce a marketing assessment that will help to inform the charettes. The EDC anticipates hosting the charettes in September of this year.

Ms. Markowitz asked if the project is now constrained to be completed within the calendar year with respect to UMass. Mr. Guzzardi responded that the project expenditure timeline is not limited by the Town. He outlined with regard to UMass that the goal is to complete the project in December.

Mr. Guzzardi outlined the change in scope of the project to focus on a limited set of feasible opportunities for the Town. He noted that with the new approach of the timeline for the charettes and current understanding of the Town's desires, the EDC has reorganized its strategy with UMass. The work over the summer will determine viable opportunities to present in the Fall to gather further feedback on from the community. Following the charettes, UMass students will be able to research deeper into the selected options.

Mr. White highlighted that it is important to narrow the Town's focus to only the options that are both desired and feasible to then further research. He highlighted the funding limitations and need to limit the study to achieve the most value from the research.

Ms. Verner cited the importance of maintaining the momentum through community engagement. She noted the benefit of a visual presentation to provide a clear outline of the project research and survey results. Mr. Guzzardi and the Planning Board member supported the need for a media presentation of the current work.

Ms. Markowitz cited the possibility of only reviewing one geographic area in Town. Mr. Guzzardi shared that the EDC has focused on specific geographies over others, but that UMass noted the market analysis would show only limited differences because the areas are all located near each other.

Mr. White highlighted the importance for the Town to review the Cisco office space and opportunities for that location.

Ms. Markowitz cited that it may be important to gather take-aways and determine a longer-term plan to achieve the best result. Ms. Verner offered that if there is only one focus, hybridizing some of the options in order to reflect both the Master Plan aspirations while also focusing on economic development opportunities in Town.

Administrative Business Continued

Committee Reports

Community Preservation Committee (Reip) – Not present, no update.

Design Review Board (Verner) – Meeting to review Enclave documents is scheduled.

Economic Development Committee (White) – No new updates.

MAGIC Representative (Markowitz) – Next meeting will be held early May.

Water Resources (Fillmore) – No new updates.

LELWD Small Cell Committee (Markowitz) – No new updates.

Planning Board Goals

Ms. Markowitz noted the potential to have the Housing Board attend a future Planning Board meeting to discuss the status of housing in Town and goals around Master Plan aspirations.

Mr. White motioned to adjourn. Seconded by Ms. Verner. Approved unanimously, 4-0 at 9:12PM.

Meeting Documents

Meeting Minutes February 27, 2020

Meeting Minutes March 23, 2020

1 Paddock Road: Scenic Road Permit Application & Stonewall Removal or Alteration Application

Correspondence from the Sustainability Committee Re: Lighting Bylaw Amendment

2020 Boxborough Annual Town Meeting Warrant

This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

Zoom Meeting Protocols:

<https://zoom.us/j/853992943?pwd=bkNaWTgycEJFUU5QdTFkOFFqUE1Ldz09>

Meeting ID: 853 992 943

Password: 510799

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