



TOWN OF BOXBOROUGH PLANNING BOARD

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Cindy Markowitz, Chair Mark White, Clerk Mark Barbadoro Robin Lazarow Rebecca Verner

Approved on July 13, 2020

Meeting Minutes June 15, 2020 7:00PM Remote Meeting

Members Present: Cindy Markowitz, Mark Barbadoro, Rebecca Verner, Robin Lazarow

Not Present: Mark White

Also Present: Simon Corson (Town Planner)

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

Ms. Markowitz welcomed the two new Board members, Mark Barbadoro and Robin Lazarow.

Public Comments

There were no public comments.

Administrative Business:

Meeting Minutes

Ms. Markowitz questioned whether the board should vote to approve the minutes because only two members at this meeting were present at the last meeting. No vote was taken.

Appointment of Committee Liaisons

The board discussed whether a liaison should be appointed to the Building Committee. Ms. Markowitz informed the board that she had checked with the state ethics board and they determined that having a Planning Board member on the Building Committee and that member voting on Site Plan Review or Special Permits was not a conflict. Ms. Markowitz expressed concern that the appointment might be indicative of tacit approval of the project that Town Meeting had not yet approved. Mr. Barbadoro suggested that the Board wait until after Town Meeting to decide whether to join. No vote to appoint a liaison to the Building Committee was taken.

A discussion ensued regarding who would be appointed as liaisons to the other boards and committees. Ms. Verner expressed an interest in continuing on with the Design Review Board. Mr. Barbadoro requested to be appointed to the Water Resource Committee. Ms. Markowitz requested to be reappointed to MAGIC (Minuteman Advisory Group on Interlocal Coordination-comprised of 13 communities Northwest of Boston) and which is a subset of the Metropolitan Area Planning Council (MAPC). Ms. Lazarow expressed interest in joining the Community Preservation Committee. Mark White had previously indicated his interest in staying on the Economic Development Committee. Ms. Markowitz will forward the list of liaisons to the Select Board for appointments at a future date.

Planning Board Organization

Ms. Markowitz expressed an interest in being the chairman of the board again. Ms. Verner motioned that Ms. Markowitz be appointed the chair. Ms. Lazarow seconded. The vote was unanimous by roll call: Ms. Markowitz yes, Mr. Barbadoro yes; Ms. Lazarow yes, Ms. Verner yes.

Mr. Barbadoro motioned that Mr. White be nominated as the clerk Ms. Markowitz seconded, the vote was unanimous by roll call: Ms. Markowitz yes, Mr. Barbadoro yes; Ms. Lazarow yes, Ms. Verner yes.

Ms. Markowitz inquired to Mr. Corson if we would be getting a recording secretary soon and he said a candidate was currently under consideration.

Future Meeting Dates

The Board decided to have a meeting placeholder for June 29, 2020 at 6:00 PM, the night of Annual Town Meeting. The Board will hold this as a remote meeting for the audience but the Board may meet in the parking lot of the Boxborough Regency as Town Meeting will be starting there at 7:00 PM that night.

The Board decided that they would have a remote training meeting on July 1, 2020 at 7:00 PM.

The Board decided to hold their next regular meeting remotely on July 13, 2020 at 7:00 PM.

Future meeting dates will be determined after the Select Board issues their meeting schedule.

Planning Board Resources

Paper copies of the Bylaws – Ms. Markowitz inquired with Mr. Corson if the Board would receive paper copies of the current Zoning Bylaw. Mr. Corson indicated that they would but that he would rather the Board wait a few weeks in order to deliver the most recent version. The Board agreed.

Rules and Regulations – Ms. Markowitz asked the Board if they thought that the Board should consider writing rules and regulations to address the Board's administrative functions and other procedures. Mr. Barbadoro indicated that this is a high priority for him. Mr. Corson agreed to initiate the drafting of the document.

Planning Board Resource Page – Mr. Corson showed the Board two web pages that he created on the Town website and the links to a list of resource documents he added to the pages.

Joint Economic Development Committee (EDC) / Planning Board Meeting

Ms. Markowitz sent a copy of the UMass Phase 1 Technical Memo to the Board members and informed the Board that she would like to hold a joint meeting of the EDC and the PB to discuss it. The tentative meeting date is July 13, to be confirmed with the Chair of the EDC.

Zoning Bylaw Audit

Ms. Markowitz enquired with Mr. Corson on the status of the zoning bylaw audit. Mr. Corson said that he passed the request to the Town Administrator and it is awaiting his signoff.

Town Meeting Presentations

Ms. Verner indicated that she was willing to pull her zoning bylaw amendment presentation if necessary. Mr. Barbadoro wanted to wait until it was determined if the Select Board would pull their presentations as well. No decision was made.

Boxborough Meadows Road Acceptance Update

Mr. Corson provided a memo he prepared for Boxborough Meadows explaining the Road Acceptance process. A brief discussion ensued about the Road Acceptance process and the Planning Board's role. Mr. Barbadoro indicated that the Planning Board provides a report to the Select Board and road acceptance is voted on at Town meeting. Ms. Markowitz questioned the benefit of the town accepting the road. Mr. Barbadoro wished to receive comments from the Department of Public Works. Ms. Verner indicated that she would like the Board to investigate these issues before the applicant invested too much time, energy and expense pursuing the road acceptance. Mr. Corson indicated he would alert the Board when the Boxborough Meadows Trustees determine when they will be moving the process forward.

Town Center / Enclave Update

Mr. Corson provided an update that work is continuing on site preparation and the access easement. He is working with the developer to ensure that dust mitigation is in place. The Board reviewed the general timeframe for the construction activities. Mr. Corson also reported that he has passed along the comments from the Planning Board to the Enclave on their most recent submission of a Presentation Plan and two sheets for the Landscape Plans. No response to those comments from the Enclave has been received yet.

Solar Bylaw

Ms. Verner expressed an interest in having a solar bylaw. Ms. Markowitz asked Mr. Corson if we could apply for a Technical Assistance Program (TAP) grant by reusing the prior request from 2018. Mr. Corson said yes and noted it is helpful to get letters of support from the other boards in town. Ms. Markowitz requested Mr. Corson obtain the solar bylaw scope of work from the prior tap grant that was issued by MAPC on January 7, 2019.

At 9:15 Ms. Verner made a Motion to close the meeting. Mr. Barbadoro Seconded. The vote was unanimous by roll call: Ms. Markowitz yes, Mr. Barbadoro yes; Ms. Lazarow yes, Ms. Verner yes.

Meeting Documents

2018 MAPC TAP Project Request from Town of Boxborough to Ralph Wilmer, MAPC, June 15, 2018, and link to MAPC Technical Assistance Program website
(<https://www.mapc.org/about-mapc/funding-opportunities/>)

Planning Board Training Syllabus from Attorney, Adam Costa from Mead, Talerman & Costa, LLC.

Memorandum to the Boxborough Meadow Homeowner Trustees regarding Loring Avenue, Joyce Lane, and Macleod Way (Parcel #014-205-000)

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Oxbow Associates Memorandum to Boxborough Conservation Commission Re: 2018 Planting and 2019 Monitoring Report Boxborough Meadows, December 18, 2019.

Town of Boxborough Road Acceptance Procedures

Town of Boxborough Planning Department Road Acceptance Application

Meeting Minutes, May 18, 2020

Meeting Minutes, June 1, 2020

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

Zoom meeting protocols

<https://us02web.zoom.us/j/86335002649?pwd=amFQa3pTUlhFWlhCTlhoRkR0R0ZSdz09>

Meeting ID: 863 3500 2649

Password: 258700

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