



**TOWN OF BOXBOROUGH
PLANNING BOARD**

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

Approved on August 31, 2020

**Meeting Minutes
July 13, 2020
7:00PM Remote
Meeting**

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

Also Present: Simon Corson (Town Planner)

Ms. Markowitz called the meeting to order at 7:00 PM by roll call vote, all voted aye.

The Board discussed future meeting dates and approved as follows:

August 3 with alternate August 10, August 31, September 21, October 5 and October 19, November 9 and

November 23, and December 7, 2020; January 11 and January 25, 2021.

Simon advised that the new recording secretary will start at the meeting on August 3 or 10.

Discussion of Zoning Bylaw Audit

Simon noted there was still no contract.

Discussion of Planning Board Training

All members attended. The training was well received and deemed useful. The Board hopes to do more.

Discussion of Solar Zoning Scope of Work Grant Application

Ms. Verner volunteered to work with Mr. Corson on the Grant. They will draft a concept and reach out to other boards. Planning Board is generally in favor of a bylaw and moving forward with a Grant application. They hope to see an application submitted in the coming 3 to 4 weeks.

Committee Reports:

Design Review Board: No update

Economic Development Committee: No update

MAGIC: No update

Water Resources Committee: No update

Small Cell: No update

Building Committee: Feasibility study passed over at ATM; no update.

Discussion Alternate Member for the Board:

Board members will attempt to recruit a second alternate. Mr. Corson will verify if the Board is allowed more than one alternate. Mr. Barbadoro will confirm with Mr. Ferguson if he is still interested in continuing as an Alternate.

7:44 PM Board began review of recent submittals from Enclave Applicant Documents (comprehensive list of documents should be attached to the minutes) Specifically reviewed Cover letter dated June 24, 2020 from Ducharme & Dillis (D&D) and June 25, 2020 Itemized Responses.

The Board requested the applicant add notes to the drawings indicating Dark Sky compliance. The Board requested Toll Brothers provide the Site line triangle on the Site Plan, not just the Landscape Plans. The Board requested quantitative responses as opposed to qualitative responses from D&D regarding drainage for riprap areas adjacent to the Biron's. Mr. Corson will run the question by D&D and give copies to Places Associates.

Planner Update:

Mr. Corson is expecting more frequent inspections by Places as the work proceeds. He is comfortable that the final endorsement of the Plans can occur within a month and will make sure the final Site Plans reflect all decisions made and hopes to have final plans for signature.

Planning Board Articles Debrief:

The Board reviewed the presentation of their articles at ATM, primarily discussion of take-out and fast food discussions at ATM and take-aways of the Board.

EDC Pre-meeting discussion:

The Board briefly discussed strategies going into planned joint meeting with EDC. Board wonders if there will be a Capacity Study as part of the UMass deliverables.

9:30 Motion was made by Mr. Barbadoro, seconded by Ms. Verner and voted unanimously by roll call to adjourn.

Meeting Documents

Draft Meeting Minutes, June 15, 2020

Tentative Planning Board Schedule June 2020 – January 2021

Boxborough Economic Development Study Phase 1 Technical Memo, UMass LARP, December, 2019

Master Plan Goals Status

MAPC Draft Scope of Work for Technical Assistance for Solar Bylaw, January 7, 2019

Enclave Documents:

June 24, 2020 Cover letter from Ducharme & Dillis

Post Development Stormwater Calculations, Ducharme & Dillis, 6/21/20

Post Development Watershed Map Ducharme & Dillis - Rev 6/15/20

Letter Response to Planning Board Comment letter

Updated Landscape Plans ESE Consultants Rev 6/17/20

Updated site plans Ducharme & Dillis, Rev 6/15/20

Letter from Ducharme & Dillis RE: Stormwater Calculations for Design Points A and B, 7/9/20

Letter from Places Associates, July 9, 2020 Re: Review of Drainage Calculations and Plan Revisions

Email Correspondence from C. Markowitz to S. Corson re: Rip rap and stormwater calculations behind 539 Burroughs Road. 7/9/20

Email Correspondence from Susan Carter, Places Associates to S. Corson re: Rip rap and stormwater calculations behind 539 Burroughs Road 7/9/20

Response from Toll Brothers dated 6/25/20 to Planning Board Comments on Enclave from 5/29/20