



TOWN OF BOXBOROUGH
SELECT & PLANNING BOARD JOINT MEETING

29 Middle Road, Boxborough, Massachusetts 01719

Phone (978) 264-1723 • Fax (978) 264-3127

www.boxborough-ma.gov

Select Board: *Wes Fowlks*, Chair • *John Markiewicz*, Clerk • *Maria Neyland* • *Leslie Fox* • *Robert Stemple*
Planning Board: *Cindy Markowitz*, Chair • *Mark White*, Clerk • *Mark Barbadoro* • *Robin Lazarow* • *Rebecca Verner*

APPROVED ON December 7, 2020

Meeting Minutes
November 9, 2020 7:00PM
Remote Meeting

Select Board Members Present: Wes Fowlks, Maria Neyland, Leslie Fox, John Markiewicz, Robert Stemple

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

Not Present:

Also Present: Simon Corson (Town Planner), Ryan Ferrara (Town Administrator)

Call to Order:

Mr. Fowlks called the Select Board meeting to order and Ms. Markowitz called the Planning Board meeting to order at 7:01PM.

Statements from the Chairs:

Ms. Markowitz explained that the Master Plan calls for the Select Board and the Planning Board to conduct joint meetings to review action items. These two Boards met in January 2020, regarding Aspirations 1, 2, and 3. This meeting is to review items 4-7.

Mr. Fowlks stated that this is the second joint meeting to discuss the Master Plan for 2030. The Master Plan can be found on the Town's website.

Ms. Markowitz explained that the Master Plan is intended to be a live document and there will be an Action Status worksheet drafted and updated after this meeting. She stated that this Master Plan was created in 2015 and goes to 2030.

Discussion Aspiration 4 -7, updates from various Town Committees:

Aspiration 4. *Provides high quality services and amenities for the Town:*

Goal 4.1. *Ensure conservation and recreation attractions are well maintained, safe, and easy to access.*

Strategy 4.1.1. *Maintain and enhance trail networks.*

Action 4.1.1.1. *Maintain trail markers, kiosks, and boardwalks.* Simon Corson shared a Land Steward update. Lead Responsibility – Land Stewards. The group continues to work on removing fallen trees from trails. A successful grant application has provided three new kiosks at trail heads. An additional grant and CPA funds will be used to reconstruct the Hagar Bridge. The group coordinates with the DPW and other volunteers. This is an ongoing effort.

Strategy 4.1.2. *Ensure ease of access to conservation properties.*

Action 4.1.2.1. *Assess the need for additional off-street parking at conservation properties.* Lead Responsibility – Conservation Commission. Simon Corson read notes from the Conservation Commission: The need for additional parking has been identified along Littlefield Road for access to the Fort Pond Brook parcel. The next step toward implementation is to evaluate feasibility and cost of constructing a parking area in coordination with the DPW. A related enhancement will be to improve the communication (mapping) of parking locations on the maps at the kiosks (overlapping with activity under Action 4.1.1.1). The existing parking at other parcels has been evaluated and is considered to be adequate.

Ms. Markowitz requested that completed items be marked in some way.

Action 4.1.2.2. *Assess the need for bicycle parking at trailheads and other conservation properties.* Lead Responsibility – Conservation Commission. Simon Corson read notes from the Conservation Commission: The need for bicycle parking was identified at Flerra Meadows, and a bicycle rack has been installed at Flerra through the efforts of the Recreation Commission involving grant funding to furnish the rack. Assessment of needs at other parcels has concluded that no additional bicycle parking is needed.

Goal 4.2. *Maintain excellent municipal facilities and services.*

Strategy 4.2.1. *Regularly review Town's capital improvements needs and continue to plan for maintenance, in concert with the Town's annual capital plan and Town Meeting.*

Action 4.2.1.1. *Continue to explore the creation of or finding locations for new Police and Fire Department facilities and Department of Public Works facilities.* Lead Responsibility – Select Board. Update: Mr. Fowlks stated that this is ongoing. There is an ongoing Committee for this action item.

Action 4.2.1.2. *Explore regionalization or sharing of key pieces of equipment which the Town needs on a part-time basis.* Lead Responsibility – Select Board. Update: Mr. Fowlks noted that that most recent action for this item came in the form of the Veteran’s Affairs Officer. This is also an ongoing item.

Goal 4.3. *Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.*

Strategy 4.3.1. *Address known recreational needs by upgrading or developing new facilities when feasible.*

Action 4.3.1.1. *Investigate options for the creation of a public swimming facility.* Lead Responsibility – Recreation Commission. Simon Corson noted that the Recreation Commission update is that it is likely unable to complete this item until the town has public water. Also, there is no space in Town to put it and there are concerns about liability issues.

Action 4.3.1.2. *Investigate the feasibility of developing tennis and basketball courts at Liberty Fields and Fifer’s Field.* Lead Responsibility – Recreation Commission. We have worked with Places and Associates, Inc. to develop a Master Plan for capital improvements to Liberty Field, including basketball and tennis courts. Fifer's Field is not a large enough space.

Update: Ms. Lazarow, a member of the Community Preservation Committee (CPC), explained that a preliminary application has been filed for one of several potential plans to put items at Liberty Field such as tennis or basketball courts, a walking court around the perimeter, and improved drainage on the soccer fields. The group will go back to PLACES to get better cost estimates for each item.

Mr. Markiewicz, as liaison to the Recreation Commission, stated that he has been encouraging them to break down the plans into components, in order to look at doing some items before others. The group is actively engaged in this item.

Action 4.3.1.3. *Develop a consensus regarding the creation of bike and horse trails and create a plan for making these improvements where they are deemed appropriate.* Lead Responsibility – Recreation Commission. Ongoing, but there are concerns about meeting ADA requirements.

Action 4.3.1.4. *Consider demand for, find appropriate locations for, and develop additional playing fields.* Lead Responsibility – Recreation

Commission. There has been no new land available for additional playing fields.

In response to a question from Ms. Markowitz, Mr. Markiewicz stated that he believes this item should be left on the list for ongoing review.

Action 4.3.1.5. *Improve and update the playground at Flerra Field.* Lead Responsibility – Recreation Commission. We added improvements to the playground at Flerra and installed a new fence around it.

Update: In response to a question from Ms. Markowitz, Mr. Markiewicz stated that this item is complete.

Strategy 4.3.2. *Identify recreational needs, particularly for teens and seniors.*

Action 4.3.2.1. *Survey teens and seniors to determine specific needs.* Lead Responsibility – Recreation Commission. We plan to work more closely with the Council on Aging this year. In regard to teens, we helped to get funding for the Skate Park in Acton which is used by teens from Boxborough. We offered a yoga class for 5th and 6th graders at Blanchard, but there was not enough interest to get it started.

Action 4.3.2.2. *Coordinate with schools and Council on Aging to establish new recreational programs for teens and seniors.* Lead Responsibility – Recreation Commission. We have lots of ideas on programming, but the space to hold the programming is the limiting factor. Also, there is competition with AB Community Ed for programming and space (they can have access to Blanchard if we don't request it first).

Update: Mr. Markiewicz explained that this item is ongoing. Due to the pandemic, the group is looking into other ways to support seniors.

Aspiration 5. *Is conscientious about consumption:*

Goal 5.1. *Reduce the town's overall carbon footprint.*

Strategy 5.1.1. *Actively explore options to adopt renewable energy generation sources for the town's electricity needs.*

Francie Nolde, of the Sustainability Committee, explained that they have been working on a couple of documents: a magazine that lays out some of these overarching concepts and the Implementation Plan. The group would like to see the wording of this Aspiration updated to reflect updated information about having a sustainable community. She has sent this information to Simon Corson. The group would like for the Aspiration language to say that “the community is contentious about its consumption – meaning energy, food, clothing, packaging, transportation, and is aware of its role in mitigating climate change.”

Mr. Fowlks stated that this is the current Master Plan and that adding/editing items can be done at a later time. Ms. Markowitz added that changes to this document would have to be voted on by the Planning Board.

Mr. Corson explained that this item can be brought up later in the meeting agenda

Action 5.1.1.1. Collaborate with the Littleton Electric Light Department to expand its net metering program in order to allow continuation of solar installations, started by LittleBoxSolar, in the residential sector, and to create incentives for local businesses to install solar. Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde explained that, when this program was started, LELD put a cap on how large a solar installation could be. Each size had a distribution chart and LELD regulated the size of the installation. No businesses were engaged in Town through LittleBoxSolar. LELD is in this action item in hopes of enlarging what they allow, in order to encourage more solar. LittleBoxSolar has been discontinued. There have been no discussions with LELD about expanding metering to incentivize solar in Town, but this is an ongoing action to be pursued.

Action 5.1.1.2. Seek guidance from MAPC on Greening Boxborough, the town's long-range sustainability plan. One area for follow up is to assess the feasibility of solar photovoltaic (PV) panels on municipal roofs. Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde stated that the group is unclear about any document titled, "Greening Boxborough." The Town has had three energy audits looking at the feasibility of putting PV panels on municipal roofs. The Library roof is the only one that would make sense. The Library roof is about 18 years old, and when it comes up for construction PV panel placement could be an option. The "Climate Action Plan" is the document being used in place of the "Greening Boxborough" document.

Action 5.1.1.3. Negotiate with Littleton Electric Light Department to have them change their policy on net metering to allow more than bi-directional net metering. This would allow the town to develop a community-shared system for solar for use by residents and businesses in town. Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde stated that there were negotiations between LELD, the Town, and an outside solar company, Green Street Power. This action item is hoping to encourage other ways to bring solar to the Town,

particularly as a solar community. Nothing more can really be done until a Solar Bylaw is written.

In response to a question from Ms. Markowitz, Ms. Nolde explained that there are many people in Town who cannot put solar panels on their roofs for various reasons. These people might be interested in buying into a community solar farm and have a share in it.

Ms. Markowitz noted that the Planning Board is discussing a Solar Bylaw document. She requested any additional information from the Sustainability Committee that could be helpful to this document.

Ms. Nolde explained that most of the money comes from RECs (Renewable Energy Credits). Residents need to ask for this credit.

Strategy 5.1.2. Promote energy efficiency and conservation measures for all buildings in the municipal, residential, and commercial sectors.

Action 5.1.2.1. Collaborate with the Littleton Electric Light Department to create a communication strategy for available and expanded energy reduction incentive programs. Lead Responsibility — Sustainability Committee. LELD Green Rewards Program is prominently advertised on their website, periodic newsletters and monthly bills. • LELD maintains a booth and promotes the Green Rewards program at Fifers Day and Harvest Day events. • The SC will invite LELD representative Connor Reardon to attend SC meetings at least once per quarter to improve communication and foster collaboration on achieving the goals of the 2030 Master Plan action items. • The SC will add a link to LELD Green Rewards program to the SC website.

Update: Mr. Markiewicz noted that LELD's latest newsletter did mention for residents to sign-up to receive the credit. Ms. Nolde explained that the solar farm on Mass Avenue adds to the renewable energy percentage that LELD has.

Ms. Nolde stated that there is a list of items through the Green Rewards Program and that the Sustainability Committee would like for the LELD rep to come more often to their meetings.

Action 5.1.2.2. Conduct outreach, awareness, and education programs for Boxborough's residents and businesses regarding energy reduction strategies, and make this information available in an online resource library. Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde explained that the group is on the cusp of doing an overall educational program for the Town. In the meantime, a Facebook

page has been set up for community members and a variety of communication vehicles have been used to inform the Town. The group is ready to launch a survey regarding climate change, to gauge interest and knowledge levels in the Town about climate change mitigation. This is the first step in a two-step process. The group will then work to educate the public and return to see if the educational piece was effective. A talk was given in October 2019 to the Boxborough Rotary Club. Approval was received from the Select Board for two alternates for the Sustainability Committee. The hope is to get younger people and high school students involved.

Barbara Salzman noted that there is a subgroup of the Massachusetts Climate Network that meets monthly. She attends to bring back information about what other communities in the area are doing. She is also the associate member serving on the HeatSmart Alliance to bring back information to Boxborough about what other towns are doing.

Action 5.1.2.3. *Encourage residents and businesses to reduce their energy consumption by 20%. Research and adopt means to measure reduction.* Lead Responsibility — Sustainability Committee. The SC placed a warrant article to adopt the Massachusetts Stretch Energy Building Code at May 2020 Town Meeting. The article was passed.

Update: Ms. Nolde explained that this action item is one of the things the Town would need to do to be a Green Community. The group hopes that the Town can become a Green Community in the future. This would be designated under the Green Communities Act of 2008. If the Town is designated as such, it would receive \$130,000 for the first year for energy projects. After that, the Town would show how it used the money and be able to apply for more funding based on other specific projects to possibly be awarded annual grants. Most of the surrounding towns are Green Communities.

Action 5.1.2.4. *Reduce municipal building energy consumption by 20%. Use existing database established by Energy Committee to measure reductions.* Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde explained that the last energy audit recommended that the Library, Town Hall and Police Buildings insulate, wrap pipes, and put LED lighting in. These are items that a Green Community would provide. There aren't currently funds to complete these projects.

Ms. Nolde explained that there is a MassEnergyInsight tool being used to measure energy consumption from municipal buildings, utilities, and fleet of vehicles each year. This gives the group a way to see if energy

consumption is increasing or decreasing. This has been pretty stable over the past few years.

Strategy 5.1.3. *Develop mechanisms to support use of alternative fuel vehicles.*

Action 5.1.3.1. *Explore a plan for conversion of Town fleet to electric or hybrid vehicles.* Lead Responsibility — Sustainability Committee.

Update: Ms. Nolde noted that the Police Department is slated to buy two new hybrid vehicles. The group continues discussions about which municipal vehicles could become electric, such as school buses, DPW, Police, and Fire vehicles.

Action 5.1.3.2. *Explore a plan for using alternative fuel vehicles for municipal vehicles.* Lead Responsibility — Sustainability Committee. Prior to any work in this area, the SC needs to assess the overall value of switching to alternative fuels that may continue to produce greenhouse gas emissions.

Action 5.1.3.3. *Explore a plan for incentives to encourage new residential developments to install electric vehicle (EV) charging stations.* Lead Responsibility — Sustainability Committee. The SC believes that once a sufficient number of electric vehicles are in use, the charging stations will follow. Explore grant opportunities for location on municipal properties. Suggest Sustainability Committee take the lead; Consider Solar Bylaw for 2021 ATM; Consideration of a tree bylaw for possible ATM 2021.

Update: Ms. Nolde explained that LELD has offered those in Town that have hybrid or electric vehicles to join their charging stations. Charging stations in Town probably aren't reasonable until a large number of people have these types of vehicles.

Mr. Fowlks questioned what people who do have those types of vehicles should do. Mr. Ferrara explained that LELD was already in the process of getting a charging station at the Library. This was put on hold due to COVID-19. This will be revisited. Mr. Fowlks noted that Town Hall might be a better location for a charging station.

Action 5.1.3.4. *Explore a plan for incentives to encourage new and existing office developments to install electric vehicle charging stations.* Lead Responsibility — Sustainability Committee. The SC believes that once a sufficient number of electric vehicles are in use, the charging stations will follow.

Strategy 5.1.4. *Implement strategies for climate change resiliency and adaptation.*

Action 5.1.4.1. *Complete a climate change resiliency action plan.* Lead Responsibility — Town Planner.

Update: Mr. Fowlks stated that the Select Board has released a statement of support for the Sustainability Committee. One of the things the Committee is looking to complete is a climate change resiliency action plan. This plan is to encourage residents to be proactive about their role in climate change, to mitigate climate change, and to reach out to others to help mitigate it.

Mr. Corson stated that, through the MVP Grant, his Department has been pursuing this, as he has the lead on this item per the Master Plan. Ms. Nolde suggested that the Sustainability Committee be responsible for this and that the word “resiliency” be removed from the plan. Mr. Corson agreed that the Sustainability Committee could take the lead on this item.

Ms. Nolde explained that the group hopes to do a carbon emissions inventory for the Town. The group needs to know what the Town is producing in order to know what to do to mitigate it.

Action 5.1.4.2. *Implement climate change resiliency recommendations, including updating the Town’s Hazard Mitigation Plan.* Lead Responsibility — Town Planner.

Update: Mr. Corson noted that a statement of interest for the BRIC Grant has been submitted. The cost estimate for this project is \$20-25,000, with the Town share being up to \$5,000. The Town can pursue this if it wants to.

Strategy 5.1.5. *Pursue a Massachusetts Green Communities designation.*

Action 5.1.5.1. *Continue to pursue designation of Boxborough as a Green Community.* Lead Responsibility — Sustainability Committee.

Update: Mr. Ferrara explained that part of the Green Communities relies upon the State and making sure that the Town is eligible. The Town is trying to find out what the boundaries and restrictions are for this process.

Aspiration 6. *Is affordable and accessible:*

Goal 6.1. *Increase the availability of housing in Boxborough, including subsidized, market rate, rental, and for sale homes.*

Strategy 6.1.1. *Continue current efforts to maintain and improve upon the availability of affordable homes.*

Action 6.1.1.1. *Monitor units on the Town's Subsidized Housing Inventory to ensure compliance with affordability restrictions.* Lead Responsibility — Housing Board.

Update: Ralph Murphy, Housing Board, explained that this is done on an ongoing basis with the support of Metro West Collaborative Development of the Assabet Regional Housing Consortium. This is done through sending letters to members of the Town to make sure that affordable housing stock remains affordable.

Action 6.1.1.2. *Update the Boxborough Housing Production Plan as necessary.* Lead Responsibility — Housing Board.

Update: Mr. Murphy stated that the Housing Production Plan probably does need to be updated to emphasize some of the items that have come to light recently. The existing plan that emphasizes rental housing is a good template.

Ms. Markowitz suggested that the group draft a supplement to update to where the Town is today, as it was originally drafted in 2015. Mr. Murphy stated that the group will take this on as an action item within a year.

Mr. Fowlks questioned what is considered to be affordable housing. Mr. Murphy stated that the metrics are determined on the basis of HUD's average incomes for the Boston/Metro area. These are quite high, which is why the numbers are what they are.

Action 6.1.1.3. *Support the development of rental housing through the Comprehensive Permit process.* Lead Responsibility — Housing Board.

Update: Mr. Murphy stated that the group is supportive of Paddock Estates and further rental housing that comes into the Town.

Mr. Les Fox added that, once the census is complete, it would be good for the group to go back and look at the SHI rolled into the 10% mandate. Then the group needs to look at what it can do to help people locally and supply what is really needed for housing.

Ms. Markowitz noted that there has been some discussion about adding inclusionary zoning to the zoning ordinances. In reviewing data, approximately 40% of the housing stock in Town was at \$500,000 or less.

Mr. Mark White questioned what an affordable home is defined as, in order to know what types of housing is being encouraged in Town. Mr. Murphy stated that the group believes an affordable home to be about

\$400,000. There is a need for housing of this price point in Town. It is unclear how to achieve higher densities in Town.

Ms. Markowitz explained that, out of the 350 single-family homes below \$500,000 in Town, 288 of those are in the \$400,000-450,000 range, and 46 are in the \$300,000-400,000 range. The majority of the condos are between \$100,000-200,000 range, and only a handful are in the \$200,000-300,000 range.

Action 6.1.1.4. Identify strategies that would allow extremely-low income and very-low income households to access rental housing through tenant-based rental assistance programs. Lead Responsibility — Housing Board.

Update: Mr. Murphy explained that, currently, there are slots for 12 people, 11 have been filled, in the Rental Assistance Program. The group is looking into sensible ways to augment this program to look at climate change and the COVID epidemic. The group is having trouble filling all 12 spots. There may be a need for temporary assistance. Or the group may look to supplement the purchase of air conditioners in order to help people through difficult times.

Strategy 6.1.2. Support the development of a diverse mix of housing that meets the needs of Boxborough residents across all income and age groups.

Action 6.1.2.1. Identify ways to develop housing in Boxborough that is affordable to households with moderate incomes. Lead Responsibility — Housing Board.

Update: In response to a question, Mr. Fowlks stated that he believes the group should look at what types of professions are needed in Boxborough and what types of housing are needed for that income range.

In response to a question from Mr. Fox, Mr. Markiewicz stated that there is nothing in the zoning that wouldn't allow prefabricated housing, but if that housing was stacked, there becomes an issue with multi-family housing.

Ms. Markowitz explained that the Planning Board is looking at accessory dwelling unit bylaws. This may be a way to provide modest price housing in Town.

Action 6.1.2.2. Develop a down payment assistance program that could be used in conjunction with LIP/ Chapter 40B homeownership projects. Lead Responsibility — Housing Board.

Update: Mr. Murray explained that the group hasn't worked on this item much, as other matters have been more pressing.

Action 6.1.2.3. Prioritize seniors' housing needs, such as accessibility features, in the permitting and development of all multi-family development projects. Lead Responsibility — Housing Board. Review 521 CMR (Architectural Access Board Rules and Regs) addresses accessibility requirements in Mass. to determine if bylaw can be modified to include two-family units. Explore visit-ability and accessibility requirements such as ramps, stairs and curb cuts for multi-family units. Consider establishment of a town entity on senior needs to pursue grant monies to make housing more accessible. A Habitat for Humanity home would be great for Boxborough. Aside from increasing the affordable housing in Boxborough, the BHB believes that such a project would have widespread benefits. We have not been able to find a suitable property

Update: Ms. Markowitz stated that some research has been done on the 521 CMR. Mr. Mark Barbadoro stated that he called the MA Office on Disability and the Architectural Access Board to ask if any rules could be implemented through zoning to create enhanced requirements for accessibility for 1-2-bedroom homes, senior housing, etc. The response was to check with a lawyer and that it probably can't be done.

Ms. Markowitz also stated that there was the possibility of a private effort of committees to pursue grants moneys to make modifications to homes to make them more accessible.

Action 6.1.2.4. Analyze the prevalence of "tear-downs" in Boxborough to determine if the demolition of existing single-family homes is contributing to the limited supply of homeownership opportunities for moderate-income households. Lead Responsibility — Housing Board.

Update: Ms. Markowitz explained that the number of tear-downs do not seem to be significant in Town. The Demolition Delay allows the Historical Commission to ability to review structures for historical significance. Under the bylaw, a preexisting, nonconforming lot requires ZBA review and the bylaw allows for 100% size increase of the structure.

Strategy 6.1.3. Proactively plan for Boxborough's housing needs to improve the quality, design, and variety of available housing.

Action 6.1.3.1. Identify existing municipally owned parcels of land that are suitable sites for Local Initiative Program (LIP) affordable housing projects. Lead Responsibility — Housing Board.

Update: Mr. Murphy stated that there hasn't been much of an opportunity for this item. This is ongoing.

Action 6.1.3.2. Identify privately owned parcels of land that could be acquired by the Town for affordable housing development. Lead Responsibility — Housing Board.

Update: Mr. Murphy stated that the group has looked at several properties in Town for this action item, but none of them have yet worked out. This is ongoing.

Strategy 6.1.4. Amend local policies and monitor regulatory compliance to reduce regulatory barriers and proactively plan for Boxborough's housing needs.

Action 6.1.4.1. Review the Town's Zoning Bylaw land use controls, including quadrangle requirements, to better understand how this requirement affects the development potential of oddly shaped, but otherwise suitable land parcels. Lead Responsibility — Planning Board.

Update: Ms. Markowitz explained that the ZBA receives these requests but have not seen many of them. The groups are not looking to make things more restrictive. Mr. Barbadoro stated that he's unsure of the benefit to the Town of opening up more oddly shaped lots to be built on.

Action 6.1.4.2. Identify barriers to multi-family development, including use and intensity restrictions, in the Town's Zoning Bylaw as a means to support more housing options in Boxborough. Lead Responsibility — Planning Board. Evaluate recommendations from Zoning Bylaw Audit (Nov 2020)- which suggests reconsidering the restrictions on use (a special permit only in B1) and density (three units per acre).

Update: Ms. Markowitz stated that the Planning Board has discussed this briefly. The Zoning Diagnostic has been received, with a recommendation to consider restrictions on use and density. This is an ongoing conversation for the Planning Board.

Action 6.1.4.3. Analyze the efficacy of accessory dwelling units, both attached and detached, as a means to meet affordable housing needs in Boxborough. Review the bylaw language, as well as units that have been constructed since the bylaw was enacted, to determine if amendments are necessary to expand its use. Lead Responsibility — Planning Board.

Update: Ms. Markowitz stated that there is a bylaw on the books to identify accessory dwelling units. The bylaw currently limits a unit to 600' and it must be owner-occupied. The Board needs to evaluate what any

changes to this might mean. It may also review the bylaws for other surrounding towns.

Strategy 6.1.5. Promote universal/ inclusive design for new construction and renovations to increase accessibility for all, including people with disabilities.

Action 6.1.5.1. Identify barriers to universal/ inclusive design in existing zoning bylaws and amend as necessary. Lead Responsibility — Planning Board.

Update: Ms. Markowitz stated that she doesn't believe there are other barriers to this in the bylaws. Mr. Barbadoro stated that there are almost no accessibility requirements needed for 1 and 2 family dwellings. He questioned if the zoning wants to encourage multi-family dwellings, which would require accessibility requirements. One thing might cause another to be solved.

Action 6.1.5.2. Improve recreational facilities beyond MassDOT and ADA guidelines, such as adding handicap accessible portable toilets at the Town's recreational fields. Lead Responsibility — Recreation Commission.

Update: No update from the Recreation Commission at this time.

Aspiration 7. Is regionally well-connected:

Goal 7.1. Increase the quality, safety, accessibility, and reliability of transportation options for all income and age groups.

Strategy 7.1.1. Encourage active modes of transportation, such as walking and biking.

Action 7.1.1.1. Consider adoption of "Complete Streets" policy that would improve safe road access for all users, including bicyclists and pedestrians. Lead Responsibility — Planning Board.

Update: Ms. Markowitz stated that the Complete Streets Prioritization Plan has not yet been formally adopted by the Planning Board. The projects in this document would require funding from multiple sources. The Planning Board has not yet taken action on this.

Action 7.1.1.2. Develop a prioritized plan for new sidewalks and bicycle infrastructure to connect to 1) schools, 2) recreational resources, 3) shopping/ dining, 4) Commuter Rail, and 5) residential areas. Include

input from residents, businesses, and regional organizations in the plan.
Lead Responsibility — Planning Board.

Action 7.1.1.3. *Implement the 2003 Economic Development Trail Master Plan along Route 111/Massachusetts Avenue.* Lead Responsibility — Planning Board.

Update: Mr. Corson noted that something needs to be done to improve pedestrian travel, drainage and curbing for a sidewalk, along Route 111. This is a State road, and this may be a regional project or something from MASSDOT to pursue.

Ms. Markowitz stated that the Mass Avenue sidewalk has taken a lot of funding and effort on behalf of the Town. Funds were not accepted for a sidewalk along Stow Road, so the Planning Board accepted a payment in lieu. The group is not looking to do a lot of sidewalk construction, other than what is underway.

Action 7.1.1.4. *Provide bicycle parking at destinations throughout town including but not limited to Town Hall, Fifer's Field, Hayward Farm/Oscar's Burritos, Nashoba Valley Olympia, and additional capacity at Liberty Fields.* Lead Responsibility — Recreation Commission.

Update: Mr. Markiewicz explained that this is probably something the Recreation Commission will take up next year. This is an ongoing project. The energy is being focused right now on Liberty Fields.

Strategy 7.1.2. *Identify and promote solutions to improve local transportation options.*

Action 7.1.2.1. *Coordinate local transportation options to provide an on-demand shuttle that can serve commuters, reverse commuters, and local daytime trips.* Lead Responsibility — Select Board.

Update: Mr. Fowlks stated that the COA shuttle is available. There has not been much action on this during COVID.

Action 7.1.2.2. *Explore new and innovative options to serve residents' commuting needs, such as ride- or car sharing services.* Lead Responsibility — Select Board.

Update: Mr. Fowlks questioned why the Town would try to work past a private business that would probably serve residents more readily.

Goal 7.2. *Continue to engage in partnerships with surrounding towns and the region.*

Strategy 7.2.1. *Continue participation in regional planning conversations and decision-making.*

Action 7.2.1.1. *Continue participation in MAPC (Metropolitan Area Planning Council) and MAGIC (Minuteman Advisory Group on Interlocal Coordination) subregional council meetings and initiatives. Lead Responsibility — Select Board.*

Update: Mr. Fowlks stated that the Board has continued to participate in these meetings and that he is the current liaison to MAPC, as well as Ms. Markowitz.

Action 7.2.1.2. *Continue to advocate for regional transportation solutions with Regional Transportation Authorities (RTAs) and as a member of the Boston Region Metropolitan Planning Organization, CrossTown Connect Transportation Management Association, and 495/MetroWest Partnership, and with other regional entities and neighboring towns. Lead Responsibility — Select Board.*

Update: Mr. Fowlks stated that the Board has continued to advocate for transportation solutions with these other groups. Mr. Fowlks stated that the Board has continued to push back on carbon emissions taxis because there are no alternatives to commuting. The group has asked for better public transport options to Boston. This is ongoing.

Mr. Fox stated that the CrossTown Connect item did not work well and participation was declining. He questioned if it should be removed from the list. Mr. Fowlks stated that it should probably be removed, but that it should be tabled for now.

Ms. Markowitz asked how many Uber and Lyft rides occur in Town. Mr. Ferrara stated that he would look into this item.

Ms. Markowitz stated that there might be some interest in getting access out from the CISCO campus to the Littleton/Acton train station.

Goal 7.3. *Pursue regional approaches for open space and recreation.*

Strategy 7.3.1. *Explore opportunities to improve open space and recreation opportunities across municipal borders with neighboring communities.*

Action 7.3.1.1. *Identify recreational services and facilities in Boxborough and neighboring towns and plan for sharing of these facilities where feasible and desirable. Lead Responsibility — Recreation Commission.*

Update: Mr. Markiewicz stated that he doesn't believe any actions have been taken on this yet, but it is ongoing.

Action 7.3.1.2. Coordinate with neighboring communities to develop a regional open space and trail network. Lead Responsibility - Town Planner.

Update: Mr. Corson stated that there is no update on this item at this time. He will look into partnering with the Land Stewards for a future update. Ms. Markowitz stated that a bike/hike along communities with stops along the way, might be something for the Recreation Commission to pursue.

Next Steps

Ms. Markowitz stated that these updates are noted in the Master Plan to be completed twice a year. She asked what the next steps should be for the groups.

Ms. Nolde explained that she believes the 2030 Master Plan should continue to be reviewed in terms of action items and addressing those in each group's upcoming meetings individually and jointly.

Mr. Corson stated that the expectation was for Committees to provide written update comments, or attend this meeting, or both. Mr. Fowlks asked how to make the document more iterative or decide on items that could be removed from the Master Plan.

Mr. Corson stated that the American Community Survey and the 2020 Census will allow for the data to be visualized through GIS graphics on the Town website.

Mr. Markiewicz stated that the Planning Board is supposed to be the main driver of this process. He suggested that the Planning Board request that each Board/Committee review their goals twice a year and provide an update. If these are not received, the Select Board can step in and make this request. Changes can be suggested, and the Planning Board can make those changes, if it so chooses, or it can choose to bring the suggested changes to the Select Board and/or the community. The Planning Board should try to have all Committees review this document at least twice a year.

Ms. Markowitz stated that the Master Plan is a living document and a vision for the Town and most Committees have been very responsive. These meetings are a reminder to the Committees as to the vision and their place in it.

Maria Neyland explained that the Sustainability Committee has still been able to do its work and bring any proposed changes to the Planning Board, as its seen fit. Ms. Nolde agreed that the group just wants to make sure any changes will be made also in the Master Plan of 2030 to keep an updated vision.

Mr. Fox noted that he believes there were way too many items addressed tonight to track them at a high level. He believes that maybe around 10 items should be addressed at a high level. Some of the minute items is where people might get lost.

Ms. Markowitz stated that the action items are needed to get to the vision statements.

Mr. Markiewicz suggested that groups should review if the Aspirations are correct at a high level, see if the nature of the goals are correct, and if the Boards/Committees are meeting their commitments under the goals. If they aren't, then this needs to be discussed, whether the goals need to be changed or altered. Most of these changes can be made by the Planning Board or at a high-level review with the Select Board. This document should be weeded at least twice a year. Trying to go through each strategy multiple times is more difficult than it needs to be. The groups can adjust each strategy as a whole. There is ownership labeled right in the Master Plan that should be accounted for.

In response to a question from Ms. Nolde, Mr. Corson explained that the Sustainability's document will be reviewed at a future Planning Board meeting.

Mr. Murphy suggested that each Board/Committee prepare a narrative study. The intent is to marry the activities with the vision of the Town. Committees could be asked to provide this study by July possibly. Mr. Fox suggested that when Committees are asked for their input to the Annual Report, they could also be asked to submit this small narrative.

Ms. Neyland moved to adjourn the Select Board meeting ay 9:41pm. Mr. Markiewicz seconded. Roll call vote: Neyland – aye; Markiewicz – aye; Fox – aye; Fowlks – aye. Motion carried 4-0.

Ms. Lazarow moved to adjourn the Planning Board meeting ay 9:42pm. Mr. White seconded. Roll call vote: Barbadoro – aye; Lazarow – aye; White – aye; Verner – aye; Markowitz - aye. Motion carried unanimously 5-0.

Meeting Documents

Boxborough 2030: Recommendations & Implementation Plan