



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Conservation Commission

MEETING DATE: July 7, 2021

TIME: 7:30 PM

PLACE: Grange Hall, Town Hall, 29 Middle Road, Boxborough MA

7:30 Call to Order

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

Review Minutes and Correspondence New Business

For review and approval: Minutes June 16, 2021

Invoice \$270.00 Places Assoc. (100 Codman Hill Rd)

Invoice \$705.00 MACC dues

Invoice \$1600.00 Oxbow Assoc. (Mass Ave. sidewalk)

Committee Reports: Chairman's Reports (Reip)

Boxborough Conservation Trust (Koonce)

Best Meeting Practices (Reip / Nadwairski)

Community Preservation Committee (Reip)

Land Stewardship Committee (Hanover)

Water Resources Committee (Schmitt)

LandSCom Discussion: Mowing, Trail Head Signs, Motor Vehicle Access, General Maintenance

Open Space and Recreation Plan (OSRP) Update

Ongoing: 199 Middle Road EO

313 Mass Ave OOC compliance and COC status

498 Stow Road encroachment

1102 Massachusetts Ave. EO

650 & 674 Mass Ave – EO Status

Invasives Management

Calendar: July 21, 2021

Aug. 4, 2021

Correspondence:

R. Gage email re next Bee edition

DPW email re: paving

Planner email re: 1414 Mass. Ave

Planner email re: Priest Lane

TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes

Conservation Commission
June 16, 2021
7:30 Meeting
Grange Hall

Approved:

Members Present: Dennis Reip (Chair), Dave Follett, Norm Hanover, David Koonce, Steve Schmitt, and Hoff Stuart

Members Absent: None

At 7:38 P.M. Dennis called the meeting to order. This is the first meeting in Grange Hall since March of 2020.

Motion was made by Dennis, seconded by Norm and voted unanimously to approve with amendments (from Dennis) the minutes of May 19, 2021.

Motion was made by Dennis, seconded by Dave Follett and voted unanimously to approve the minutes of June 2, 2021.

Discussion of parking at Fort Pond Brook: The Commission had previously authorized the Department of Public Works (DPW) to create parking space for 2 cars at Fort Brook Pond as one of the goals in the Boxborough 2030 plan. Previously, there was only room to park on the road at the trailhead. DPW proceeded to remove sections of a stone wall and to cut down some trees. The parking is not across from anyone's house. The Conservation Commission received correspondence from residents near Fort Pond Brook stating that removing stone walls requires approval of the Planning Board. Dennis has directed DPW Director, Ed Kukkula, to cease work. Dennis will prepare an Application for stone wall removal on behalf of the Commission.

Lands Commission issue. Due to Covid19, DPW employees had not been taking vacation over the course of FY2021, and the Town has required them to take vacation before the end of FY2021 which has left the DPW short-handed for the month of June. Normally, this is an important time for mowing conservation land. The Commission is concerned that this is a public safety issue and will contact DPW to ask for a high priority on this need as soon as possible. Dennis will send an email to DPW.

Dennis received correspondence from the Town Planner about the draft MS4 storm water regulations. The previous concern with the By-Law about the Select Board being responsible for approval even though the Planning Board and the Conservation Commission are normally responsible for this type of review was noted. There were no other comments on the proposed regulations.

Blanchard School Discussion: Order of Conditions 113-563 was issued to allow construction of a bridge at the school. The water is too high due to obstruction of the stone dam spillway that is preventing full flow through the opening. It is unclear whether the flooding is due to beaver activity or branches plugging up the spillway at the dam. If beavers are responsible, removal of the obstruction requires a declaration of emergency by the Board of Health (BOH) and an Emergency Certificate from the Conservation Commission. Liz Markiewicz (LanSCom) will be advised to contact the BOH to initiate the process.

Discussion of Enforcement Order at 650 and 674 Massachusetts Ave. Dennis sent an email with a July 15th deadline for the Owner to file an Notice of Intent (NOI) for correcting a wetlands violation on this property. On-going discussion with the Owner's representative has identified a circa 1999 filing that allowed the owners of 674 to build and/or maintain a cart path over the stream to allow access to a leach field in the back of the property. The current owners have installed a new longer culvert in the stream and dumped fill material to widen the cart path and extend it as a new access road to connect the two properties. The Owner's representative has also identified a possible interest in conducting work associated with the septic system leach field. There is no record that they contacted the Planning Board or the Conservation Commission before making this significant alteration to the wetland resource area and land use. The Enforcement Order directed the Owner to submit an NOI to restore the site.

At 8:50 P.M. [I think] Motion was made by Dave Follett, seconded by Norm and voted unanimously to adjourn the meeting.



PLACES Associates, Inc.

256 Great Road, Suite 4
Littleton, MA 01460

INVOICE

BILL TO

Mary Nadwairski
Town of Boxborough CC
29 Middle Rd.
Boxborough, MA 01719

PROJECT NAME: 100 Codman Hill Road, Conservation Review

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
5270CC.02	Jun 17, 2021	Jul 17, 2021	5270CC	\$270.00

Basic Services

<u>Date</u>	<u>Employee</u>	<u>Phase</u>	<u>Description</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Field						
7/20/2018	SC	Construction Inspections	inspect new wattles (heavy traffic)	1.00	\$135.00	\$135.00
				Field Total:	1.00	\$135.00
Office						
3/13/2020	SC	Project Peer Review	ph call Stamski & McNary re: changes	0.50	\$135.00	\$67.50
3/18/2021	WEM	Project Peer Review	Email photos	0.50	\$135.00	\$67.50
				Office Total:	1.00	\$135.00
				Basic Services Sub Total:	2.00	\$270.00

Invoice Total: \$270.00

Please make payments to Places Associates, Inc.. Late payments are subject to penalty fees.

Massachusetts Association of Conservation Commissions

**10 Juniper Road
Belmont, MA 02478**

MACC ANNUAL DUES Fiscal Year 2022

Date	Invoice #
7/1/2021	FY220038

Boxborough Conservation Commission
29 Middle Rd.
Boxborough, MA 01719

Description	Amount
<p>MACC Dues July 1, 2021-June 30, 2022</p> <p>Please pay upon receipt.</p> <p>The invoiced amount provides MACC membership for all voting conservation commissioners, including those commissioners who join the commission during the year. It does not include MACC Membership for associate commissioners or commission staff.</p> <p>You may add MACC membership for associate commissioners and commission staff at \$60 per person. Those memberships are transferable if staff or associate membership changes during the year.</p> <p>Conservation commission dues are based on a formula derived from your municipality's median family income and population. Dues are unrelated to the number of commissioners.</p> <p>Membership benefits will be suspended if payment is not made by September 30th, membership will be reinstated when dues are paid.</p> <p>Thank You!</p>	585.00
Subtotal	\$585.00
<p>ADD \$60 FOR EACH ADDITIONAL PERSON (ASSOCIATE COMMISSIONERS & STAFF)</p> <p style="text-align: right;"><i>Juz M and Mary</i></p>	120.
<p>ADD \$15 FOR EACH E-HANDBOOK SUBSCRIPTION</p> <p>Please notify staff@maccweb.org of subscribers' names and email addresses.</p>	705.00
Total	

Mary Nadwairski

Subject: FW: Submission for the Mid-August Bee

From: Rose Gage
Sent: Wednesday, June 30, 2021 9:30 AM
To:
Subject: Submission for the Mid-August Bee

Good morning, everyone! I have not had the opportunity to meet all of you on this list, yet. I'm Rose Gage, the new Community Services Coordinator for Boxborough. The Well-Being Committee and I were very excited for the return of the Bee in June. We are now organizing the mid-August edition that will focus on upcoming events, resources, and a spotlight on mental health, given the impact the pandemic has had on many people. If you would like to submit an article for the upcoming mid-August edition, please see the following guidelines:

- Submission deadline is **Friday, August 6th**
- Please email submissions & pictures to the following email: BoxboroughBee@gmail.com
- Article length: 250 words maximum
- Send all submissions as plain text within the body of your email or as an attached Word document. **WE CANNOT ACCEPT PDFs or documents with complex layout formatting.**
- **Photos are highly encouraged!!** Cell phone camera quality is fine. Please send each photo as it's own JPG or PNG file with the same name as your article. Do not insert images directly into your document.
- We welcome a range of content including but not limited to:
 - o Call for volunteers or new board members if you have openings; please include relevant contact information.
 - o Stories about hidden Boxborough treasures, local traditions, and town folklore.
- We also welcome suggestions for community members you would like to see profiled in this or future editions!!
- Please direct any questions to BoxboroughBee@gmail.com.

Please feel free to pass this information along to anyone else in the community who might be interested in submitting content.

Thank you for all your work to support the Boxborough community!

Respectfully,

The Boxborough Bee Team
Submit your events and announcements to the Bee by email BoxboroughBee@gmail.com.

Rose Gage, M.A.
Community Services Coordinator
Town of Boxborough
29 Middle Road



**Town of Boxborough
Invitation for Bid**

**Reclamation & Paving: Sargent Road, Whitcomb Road (W) and Richardson Rd.
Micro-milling: Colonial Ridge Drive, Coolidge Farm Road, Littlefield Road,
Littleton Road, Osceola Drive, Pierce Lane, Whitney Lane
Crack Sealing: Various Roads
Fog Sealing: Various Roads**

1. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

Pursuant to MGL Chapter 30, sec. 39M, the Town of Boxborough through its Chief Procurement Officer is soliciting Sealed Bids for the Reclamation, Micro-milling, Paving, Crack Sealing and Fog Sealing of various roads in Town with labor associated thereto. Bid specifications may be obtained online at <http://www.boxborough-ma.gov/>, commencing on **Wednesday, June 02, 2021**.

Bid Submission: All bids shall be accompanied by a 5% bid bond or deposit, and shall be returned to Ryan Ferrara, Chief Procurement Officer, Boxborough Town Hall, 29 Middle Road, Boxborough, MA 01719 in a sealed envelope clearly marked "Sealed Bid –Reclamation, Micro-Milling, Paving, Crack Sealing and Fog Sealing of Various Roads" no later than **10:00 a.m. Friday, June 18, 2021** at which time bids will be publicly opened and read. The Town will not accept late bids on account of mail delays.

All bids shall have the name of the bidder clearly marked on the outside of the bid envelope. Bids, submitted in duplicate, shall be accompanied by "*Certifications Required by Law for Public Construction Contracts*" which is comprised of the required individual certificates, which shall be signed by a duly authorized officer of the bidder's company, on the form which has been included in the bid packet.

Bids shall be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed. Signatures from salesmen, or Designees of the company other than an authorized officer of the company, are unacceptable and will be grounds for the immediate rejection of the bid. Subject to the requirements of Chapter 29 Section 8B of General Laws, each prospective bidder must be prequalified at the time of the bid opening by the Massachusetts Department of Transportation or have been granted a waiver by the prequalification committee.

Downloading Bid Documents: Bidders who have download bid documents from the Town's website are solely responsible for notifying the DPW Administrative Assistant, Linda Collins,



BOXBOROUGH PLANNING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 • Fax: (978) 264-3127
www.boxborough-ma.gov

June 21, 2021

APPLICATION REVIEW REQUEST

	Application Packet	Notice Only	N/A
Board of Selectmen	X		
Board of Health	X		
Building Department	X		
Conservation Commission	X		
Consulting Engineer	X		
Fire Department	X		
Historical Commission	X		
Housing Board	X		
Littleton Electric Light Department	X		
Planning Board	X		
Police Department	X		
Public Works Department	X		
School Committee	X		

Application: Definitive Subdivision Plan

Address: Priest Lane

The subject property is located on Priest Lane and is identified as Assessor's Parcel #14-208-000.

Applicant: James Fenton, Boxborough Town Center LLC

Comments Needed By: Thursday, July 15, 2021

Project Description:

The Applicant is proposing to subdivide one existing lot into two lots, with a single-family dwelling on each.

If you have any questions or need additional information for your review, please do not hesitate to call or email me. Thanks.

Simon Corson
Town Planner
scorson@boxborough-ma.gov



BOXBOROUGH PLANNING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 • Fax: (978) 264-3127
www.boxborough-ma.gov

June 21, 2021

APPLICATION REVIEW REQUEST

	Application Packet	Notice Only	N/A
Board of Selectmen	X		
Board of Health	X		
Building Department	X		
Conservation Commission	X		
Consulting Engineer	X		
Fire Department	X		
Historical Commission	X		
Housing Board	X		
Littleton Electric Light Department	X		
Planning Board	X		
Police Department	X		
Public Works Department	X		
School Committee	X		

Application: Site Plan Approval

Address: 1414 Massachusetts Avenue

Applicant: Arranta Bio

Comments Needed By: Thursday, July 15, 2021

Project Description: After discontinued use of more than 2 years, the Applicant seeks to establish the site as the head office for the company along with R & D laboratories and the capability to develop, manufacture and analyze small volumes of pharmaceutical products in the facility.

If you have any questions or need additional information for your review, please do not hesitate to call or email me. Thanks.

Simon Corson
Town Planner
scorson@boxborough-ma.gov