



TOWN OF BOXBOROUGH

Planning Board

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www.boxborough-ma.gov

Mark Barbadoro, Chair • Cindy Markowitz, Clerk • Mark White • Rebecca Verner • Kathleen Vorce
APPROVED ON June 27, 2022

Meeting Minutes

June 13, 2022

7:00 PM

Remote Meeting

Members Present: Mark Barbadoro (Chair), Cindy Markowitz (Clerk), Rebecca Verner, Kathleen Vorce, Janet Connolly (alternate)

Members Absent: Mark White

Staff Present: Tracy Murphy, Town Planner

Chair Barbadoro called the meeting to order at 7:00 PM with a roll call attendance

Public Comment – None at this time.

Public Hearing

In accordance with MGL Chapter 40, Section 15C, the Boxborough Scenic Road & Public Shade Tree Requirements and the Boxborough Stone Walls Bylaw, the Boxborough Planning Board will conduct a Public Hearing for a Scenic Road Permit and Stone Wall Alteration Application submitted by the Boxborough Conservation Commission and property owner, Piedmont 80 Central LLC. Please note: A quorum of the Boxborough Conservation Commission may be in attendance.

Chair Barbadoro opened the public hearing.

Dennis Reip, Chair of the Conservation Commission, explained that this is an application for a stone wall removal or alteration along Littlefield Road. The proposal is to remove approximately 9' of stone wall, to increase an existing opening from 9' to 18' for off street parking at an existing trailhead. The Conservation Commission is the applicant, and the owner is Piedmont LLC. This will provide for two car off-street parking. This is a planned activity as part of the Boxborough 2030 plan to increase off-street parking. This has been discussed with DPW as a potential reasonable location. The DPW was directed to proceed on this project approximately one year ago without knowing that this process should have occurred first. The work was then put on hold and the application was submitted. 18 of the roughly 40 trailheads in Town have off-street parking, and five of those have had stone wall removals in the past.

Ms. Markowitz asked what happened to the stones that were previously removed as part of this project. Mr. Reip stated that he believes the stones were collected and piled along the side of the existing wall.

Ms. Markowitz asked what the Commission would like for a standard of parking at trailheads for the future. Mr. Reip stated that this is based on the need and practical opportunities available at each site. Ms. Markowitz noted some concern regarding the overall number of stone wall alternation/removal requests being sought around Town.

Francie Nolde stated that she likes having parking available at these sites and believe it will lead to additional usage of the trails. She expressed concern regarding the safety of parking at each location.

Ms. Verner stated that she believes the location for this proposed parking area is appropriate for safety. She asked about additional impact on neighboring properties from fences, signage, or trash. Mr. Reip stated that the area will be cleared. There will be no asphalt placed. There is an existing kiosk at the trailhead. The existing trees will be left to delineate the parking area.

Ms. Verner moved to approve this application, with the standard conditions and the condition that additional signage, trash cans, etc. be minimized. Ms. Markowitz seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

Open Space and Recreation Plan – public meetings

Bob Hartzel presented the draft Open Space and Recreation Plan to the Board. The plan identifies 7 main goals: Protect and/or acquire additional lands for conservation, water resource protection, climate resilience, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors; Incorporate climate resiliency into planning/zoning regulations to ensure that open space and priority habitats are protected as much as possible on developable lands; Protect the Town's heritage and character through the preservation of scenic areas, roadways, and landscape features, both natural and historical; Enhance the quality and variety of recreation programs and facilities to meet the current and future demand among all age groups and levels of ability; Create a process whereby the Town boards, commissions, and residents are periodically informed about environmental and conservation issues including the impacts of human activity on the environment and the financial benefits of protecting natural resources; Preserve farmland and soils favorable for agriculture and to encourage agricultural land uses; Pursue regional approaches to achieving the goals of this Open Space and Recreation Plan, including coordination with neighboring communities and MAGIC region communities.

There was discussion regarding the priority parcels and how they are identified. Liz Markiewicz stated that the ConsCom is looking at this plan update as a way to remove parcels from the list which have been developed or are off the table for preservation.

There will be a final draft reviewed with the public through a public hearing and a draft document will be filed with the State.

Release of Tri Party Agreement Taylor Farm Road

This item was tabled to later in the meeting.

984 and 996 Massachusetts Avenue & 38 Sara's Way - review Draft Decision

Ms. Vorce recused herself from this item.

The Board reviewed the draft decision.

The Board paused its discussion on this item at this time.

Release of Tri Party Agreement Taylor Farm Road

The Board retook this item at this time.

Sue Carter, PLACES Associates, stated that the only item left is for the Board to release the leftover amount in the tri-party agreement. She stated that her office has inspected aspects of this project along the way.

The Board reviewed five conditions as part of the original subdivision approval regarding the performance guarantee. There was discussion regarding which side of the road the street addresses are located on. It was noted that this likely warrants a discussion between Ed Kukkula, the Police Chief, and Planning Department for future items. Ms. Carter signed off on the other conditions.

Ms. Murphy stated that the remaining agreement is for \$10,000.

Ms. Markowitz moved to release the remaining \$10,000 in the tri-party agreement for the Taylor Farm Road subdivision. Ms. Verner seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

244 Adams Place Site Plan Approval and Special Permit for Private Common Driveway – status of completeness review

Ms. Carter stated that there are a lot of test holes on this site, but no test data has been submitted. Other items have been requested, such as a phasing plan for construction. There will also need to be a more detailed erosion and sediment control plan. The applicant has stated that it will provide these items once it hears comments from the Board.

Ms. Murphy stated that a brief construction schedule and peer review deposit were sent to the Town. Ms. Murphy stated that there are some complexities of the site which need to be addressed.

Mr. Barbadoro explained that he asked the applicant to provide comments regarding total lot coverage and lot coverage in the Aquifer Protection District.

Ms. Markowitz noted that comments on potential blasting and its impact on abutters, and a notice of intent for the Conservation Commission have been requested of the applicant.

Ms. Carter explained that information is needed on the cut and fills on the site.

Town Center/Enclave Project

Ms. Carter noted that the owner was supposed to replace dead/dying plant material in the spring. However, the owner is still having issues with the irrigation system and is now asking to wait until fall to replant the materials. The intent is to pave all driveways as soon as possible to cut down on the amount of mud being created.

984 and 996 Massachusetts Avenue & 38 Sara's Way - review Draft Decision – the Board retook this item at this time

The Board reviewed the draft decision.

There was discussion regarding parking along Sara's Way. Ms. Markowitz stated that the Board previously agreed there would be no parking along the common driveway. Mr. Barbadoro stated that he did not remember the Board discussing restricting parking on Sara's Way with the applicant. The Board agreed to leave the wording as restricting parking along the common drive.

The Board agreed to review the final draft document at a future meeting.

Comments on EENF for 1-2 Monarch Drive

Ms. Markowitz explained that this is regarding a trigger of more than two acres of impact to rare species habitat occurred in Littleton, on the Boxborough line. The Board can decide if it wants to weigh in on the MEPA filing. A conservation management plan is being proposed to deal with these issues. The EENF seems to underestimate the traffic volumes for this area, including the nearby Amazon facility site. The Board could also comment on this item.

The Board agreed for Ms. Markowitz to draft a letter for them to review.

Zoning Recodification – discuss timeline for finalizing and bringing to Town Meeting

Mr. Barbadoro stated that the Board likely needs to go over this document once more before it can be finalized. The draft needs to be finished and placed on the website. The groups such as the ZBA could be invited to a meeting to discuss the document with the Board.

The Board welcomed new member Kathleen Vorce.

Planning Board Updates for FY 2022-2023

- **Board positions for coming year (Chair and Clerk)**

Ms. Markowitz moved to nominate Mark Barbadoro as Chair of the Planning Board.. Ms. Verner seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

Mr. Barbadoro moved to nominate Cindy Markowitz as Clerk of the Planning Board.. Ms. Verner seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

- **Planning Board Committee Assignments for coming year**

Ms. Connolly agreed to sit as a representative on the Water Resources Committee in Mr. Barbadoro's place. Ms. Vorce will sit on the CPC in Ms. Lazarow's place.

- **Planning Board Calendar for next year's meetings**

The Board agreed to address this at its next meeting.

Administrative Business

Updates from the Town Planner

Ms. Murphy noted that someone came into the Office regarding the temporary removal of stone wall provision.

Mr. Barbadoro noted that the ZBA recommended that the Codman Hill applicant to come before the Planning Board first for site plan review.

Ms. Murphy stated that Campanelli will make a presentation to the Board on June 27, 2022.

Meeting Minutes – May 2, 2022, May 16, 2022

Ms. Verner moved to approve the meeting minutes of May 2, 2022, as amended. Ms. Markowitz seconded.

Roll call: Barbadoro – aye; Vorce – abstain; Verner – aye; and Markowitz – aye. Motion passed 3-0-1.

Ms. Verner moved to approve the meeting minutes of May 16, 2022, as amended. Ms. Markowitz seconded.

Roll call: Barbadoro – aye; Vorce – abstain; Verner – aye; and Markowitz – aye. Motion passed 3-0-1.

Ms. Connolly asked about a future agenda item regarding the process to determine the fee for not building sidewalks as part of proposed projects. Ms. Markowitz suggested looking into the Master Trail Fund project as part of this discussion.

Ms. Markowitz stated that she would also like to have a discussion regarding a fee or the creation of a fund for stonewall removal applications.

Correspondence and New Business (if any)

Technical Assistance Program Grant Application and other Grant Opportunities

American Rescue Plan Act (ARPA) projects

Town Center/Enclave Project

Campanelli Campus development options – on agenda for June 27th

Planning Board Training

Master Plan Action Items Spreadsheet

Website update

Legislative Update:

- **Housing Choice legislation update / MBTA Communities Regulations**

Town Meeting Follow up

Town Administrator Search Committee Representative

Committee Reports: *No updates at this time*

Water Resource Committee (Connolly)

Community Preservation Committee (Lazarow)

Economic Development Committee (White)

MAGIC Representative (Markowitz)

Ms. Markowitz moved to adjourn the meeting at 10:33 pm. Ms. Verner seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

Meeting Documents:

Ft Pond Br Trail Head Stonewall application and documents

244 Adams Place application and documents

Monarch Drive Littleton EENF

Massachusetts Ave, Sara's Way Draft Decision – June 9, 2022

Planning Board Agenda June 13, 2022

Taylor Farm Road documents

Legal Notice Acquisition of Sargent Road lands

MBTA Communities Update

Draft Planning Board meeting minutes May 2, 2022

Draft Planning Board meeting minutes May 16, 2022

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84464098521?pwd=VW9ScjRRCRHZDSz1lWGpOT2FDWXhlQT09>

Meeting ID: 844 6409 8521

Passcode: 875359

One tap mobile+19292056099,,81409207345# US (New York)+13017158592,,81409207345#

US (Washington,DC)