



**BOXBOROUGH PLANNING BOARD**  
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James Faulkner, Chairman   Eduardo Pontoriero, Clerk   Nancy Fillmore   John Markiewicz   Owen Neville

**Meeting Minutes**  
**September 8, 2014**  
**7:30 PM**  
**Boxborough Community Center, 30 Middle Road**

Members present:

Eduardo Pontoriero, Acting Chair  
John Markiewicz, Acting Clerk  
Owen Neville, Member  
Adam Duchesneau, Town Planner

Members absent:

James Faulkner, Chair  
Nancy Fillmore, Member

The Acting Chair called the meeting to order at 7:34 PM.

**Meeting Minutes of August 25, 2014**

Mr. Pontoriero asked Mr. Duchesneau if he had spoken with the Town Administrator about the possible membership of the Master Plan Update Committee. Mr. Duchesneau indicated he had, but also that the membership would not be finalized until the contract is executed with the Metropolitan Area Planning Council (MAPC). Mr. Pontoriero also noted two typographical errors in the minutes that he requested be corrected.

Mr. Markiewicz then MADE a MOTION to approve the minutes of August 25, 2014 as amended. Mr. Neville SECONDED the MOTION. All members voted in favor.

**500 & 600 Beaver Brook Road (Towermarc Business Park – Cisco Systems) – Site Plan Minor Modification**

Matt Shortsleeve was in attendance on behalf of the Applicant, RGS Energy, to discuss the project with the Planning Board. Also in attendance were Daryl Beardsley, the Environmental Health & Safety Specialist for Cisco, Don Bird, the Campus Manager for Cisco, Colby Cyr of RGS Energy, Matt Hayes, Business Development for RBI Solar, and Eric Ford, the Project Manager from RBI Solar. Mr. Shortsleeve went over the project summary that was provided in the application packets. He indicated that CBRE, Inc. was the property management firm and that RGS Energy had been selected as the solar provider. Mr. Shortsleeve stated that it was their intention to apply for Building Permits in September or October of 2014, but they are still working on some of the electrical engineering elements of the project. He pointed out that the proposed solar PV carports would be located entirely within the parking area to the north of the foundation for the future Building 600. The solar panels would sit on top of galvanized steel structures between 13 and 19 feet in height. The panels will produce approximately 966 kilowatts of solar power. LED lights would be used on the underside of the steel structures to

illuminate the parking area. Mr. Shortsleeve also noted approximately 38 trees would be removed to make way for the solar PV carports, most of which are between 15 and 20 feet in height. The steel structures would be finished at grade and sit atop concrete footings that will be installed. Mr. Shortsleeve also noted no parking spaces would be lost as a result of this project. The project is expected to take a total of six months to complete but they are hoping to install the concrete footings by November 2014.

Mr. Markiewicz asked if the power that would be generated by the carports would be used in the existing Building 500. Mr. Shortsleeve indicated the power would go back into the main for Building 500 and could be used for items such as the building's HVAC system, power for the servers, etc. Mr. Markiewicz asked if the power would only be used in Building 500 and Mr. Shortsleeve stated that was correct. Mr. Shortsleeve continued on to note they have been working with Littleton Electric Light on this matter but unfortunately they have indicated that net metering is not an option. Therefore, the solar PV carport system has been designed to produce less energy than Building 500 requires.

Mr. Markiewicz asked if the panels would give off any glare or reflection. Mr. Shortsleeve indicated there would be a glare that would face Building 500, but it would most likely not be visible from the ground. Mr. Pontoriero stated he was more concerned about the glare possibly impacting some of the neighbors. Mr. Shortsleeve indicated Ms. Beardsley had examined different vantage points where they thought the solar panels might be visible or where the glare might be seen. Their analysis showed the panels would not be visible by any abutters and they felt the project was extremely well sited. Ms. Beardsley indicated she looked at the townhouses located just over the Harvard town line and felt they would not be impacted by the panels. She then went through a series of photographs she had taken from different site lines toward the proposed location of the panels.

Mr. Neville asked if Building 500 were ever to be mothballed, what would happen to the solar panels. Mr. Shortsleeve stated they would reach out to Littleton Electric Light to find out how they would want to handle this situation in terms of back feeding. Ideally, Littleton Electric would compensate Cisco if Building 500 is taken offline. However, if they refuse, a strategic decision would need to be made by Cisco to extend the lines to their other buildings at the campus or to sell the power to the federal power grid. Mr. Neville then asked what the expected lifespan of the solar panels is and Mr. Shortsleeve indicated the steel structures have a 50 year lifespan and the modules (the panels) have a 25 year life span, but they anticipate they will last longer.

Mr. Markiewicz asked if there were any plans to transplant the trees that would need to be removed for the project. Mr. Shortsleeve indicated they would simply be removing, chipping, and compositing the trees. Mr. Pontoriero asked what the benefits to the Town would be. Mr. Shortsleeve stated the benefits are "softer" and more indirect, such as more electrical distribution on the grid which would take pressure off of the existing grid. He also pointed out the panels are non-taxable for 20 years. Mr. Markiewicz noted this could also prove to be an example to other businesses in the community.

Mr. Neville asked if there would be any problems with snow sliding off the panels in the winter. Mr. Bird indicated they do not plow this parking area in the winter as it is not needed for employee parking or emergency vehicle access, and therefore it should not be an issue. He

continued on to note they will have to be prepared to deal with issue in the future and could learn how to manage it with each passing winter. Ms. Beardsley pointed out the panels would be high enough that a snow plow could get underneath them.

Mr. Markiewicz then MADE a MOTION to approve the requested Minor Modification of the Site Plan as it was not significant to the public interest and the modification was not inconsistent with the purpose and intent of the Zoning Bylaw and the approved Site Plan. Mr. Neville SECONDED the MOTION. All members voted in favor.

### **Review of Metropolitan Area Planning Council Scope of Services for the Master Plan Update**

Mr. Duchesneau went through the Draft Scope of Services which had been updated by Manisha Bewtra at MAPC to include the Planning Board's comments from their last meeting. Mr. Neville and Mr. Pontoriero both had concerns about the Master Plan Update Committee (MPUC) being finalized in September and suggested that this deadline be pushed back a bit. It was determined that it would be more appropriate to indicate that the Board of Selectmen would define which Commissions and Boards would be represented on the MPUC in September, but each individual representative would not likely be finalized until October.

There was then discussion about the draft membership list for the MPUC. Mr. Markiewicz indicated that he felt the Finance Committee would likely want to be a voting member on the MPUC. He continued on to note there was a lot of conversation about economic development the last time the Scope of Services was discussed and he wondered how the membership could include more of a voice on this topic. Mr. Markiewicz indicated he would like to see a strong presence from the business owner side on the MPUC. He felt answering questions, such as what it would take for some of the existing businesses in town to expand, is something the Master Plan Update should examine. Mr. Markiewicz also asked how the Planning Board can get these local companies engaged and involved in the Master Plan Update process. He inquired as to how these companies, such as the ones at 80-90 Central Street and Cisco, would be made aware that this process is ongoing. Mr. Markiewicz felt that reaching out to these businesses, as well as to those residents who work in Boxborough already, would be a key part of this process. Mr. Duchesneau explained some of the outreach methods he had been considering which included a table at the Harvest Fair, visits to local businesses, flyering, and encouraging the Planning Board to spread this word of mouth through their networks. Mr. Duchesneau also indicated the outreach for the Master Plan Update process would be assisted by MAPC as well.

Mr. Neville then MADE a MOTION to submit the Proposed Master Plan Update Committee Membership List to the Board of Selectmen as proposed. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Mr. Neville then MADE a MOTION that the Scope of Services dated September 4, 2014 for the Master Plan Update be executed, as amended, in an agreement with the Town and MAPC. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

### **Route 111 Sidewalk Project – Next Steps Discussion**

Mr. Duchesneau stated he had contacted Places Associates, Inc. a few more times to see if they had any information regarding the poor/failing status of the Route 111 culvert just east of the Library, but he received no response. He continued on to note he felt that Places non-

responsiveness on this issue indicated they do not have any concrete information on the structural status of the culvert. Mr. Neville stated he felt the next steps should be to engage the State Senator and Representative on this issue. He felt the Planning Board should reach out to them and provide the legislators with a history of this culvert including the Route 111 Economic Development Trail Master Plan that had been created. Mr. Markiewicz felt that a letter should be written to the legislators indicating how the Town has been trying to address the dangerous situation of this portion of Route 111 for a number of years, which is a hazard to school children, library patrons, and other residents. He wanted the letter to note they have not been getting support from MassDOT on this topic and they need the support of their legislators to recreate an effective, usable right-of-way over Guggins Brook.

Mr. Markiewicz asked if the Town of Acton has been engaged on this topic and if they have not, they should be contacted as well. Mr. Neville pointed out that Route 111 from Juniper Ridge Road to the Acton-Boxborough border also needed roadway improvements. He also stressed the long term goal of this roadway improvement project should be to create pedestrian access all the way into West Acton Center. Mr. Pontoriero asked if there were any major project issues east of Liberty Square Road and it was pointed out that the wetlands in this area presented a significant challenge. Mr. Neville noted it would be a difficult project but the Planning Board and the Town simply needed to figure it out. Mr. Markiewicz asked Mr. Duchesneau to create a draft letter to the legislators for the Planning Board's next meeting on September 22, 2014.

With no further business, the meeting was adjourned at 8:50 PM on a MOTION by Mr. Markiewicz, SECONDED by Mr. Neville, with all members voting in favor.

On Behalf of the Boxborough Planning Board

A handwritten signature in black ink, appearing to read 'Eduardo Pontoriero', is written over a horizontal line.

Eduardo Pontoriero, Clerk