



Approved: February 8, 2009

**Town of Boxborough
Board of Selectmen
Workshop Session Minutes
January 9, 2010**

PRESENT: Rebecca Neville, Chair; Frank Powers, Clerk; Les Fox, Member; Raid Suleiman, Member

ALSO PRESENT: Elizabeth Hughes, Town Planner; Selina Shaw, Town Administrator

Chair Neville convened the workshop session at 8 AM in the Morse-Hilberg meeting rooms for the purpose of working on revisions to the town's master plan.

Town Planner advised the BoS of the requirements for preparing a master plan under the State Zoning Act and informed the Board that although there are no penalties for not having a master plan, the absence of a plan could hinder issuance of grants. The Planner reviewed the required components of a master plan: goals, land use, housing, economic development, natural resources, open space and recreation, public services, traffic and circulation, and implementation (i.e. acting on the vision).

The group discussed how best to make the document more condensed and readable. It was agreed that: the historical perspective would be simplified and provide an introduction for where we are headed; demographic data would be reduced and included in one chapter; the document should provide a consistent chapter structure, with goals and objectives placed at the end of each chapter; regulatory environment would not be a separate chapter but rather the information would be included in the land use chapter, appendix and other chapters as appropriate; the appendix would list the name of the particular regulatory document, e.g., zoning bylaws, general bylaws, etc, but would not cite the text; and the table of actions would be excluded.

Discussed revisions to the *Public Services* chapter. The Planner will provide input to Selectman Powers, who in turn will work with Planner and TA on updating that chapter... The Planner also discussed the lack of response from the Recreation Commission, whose input is vital to the development of the *Open Space and Recreation Plan*. The Planner further explained that the process for updating the *Open Space and Recreation Plan* provided for public input to the Plan and voted approval by the Conservation Commission and Recreation Commission.

At approximately 10:45 AM, it was moved, seconded and approved to adjourn.