



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

MINUTES

Community Preservation Committee (CPC)

October 6, 2016 / 7:30 PM

Town Hall Grange Meeting Room / 29 Middle Road / Boxborough / MA 01719

MEMBERS PRESENT:

Hilary Greven, Recreation Com

Rita Gibes Grossman, Clerk, At-large

John Neyland, Agricultural Com

Dennis Reip, Conservation Com, Chair

Abigail Reip, Planning Board

Alan Rohwer, Historical Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

MEMBERS ABSENT: Hugh Fortmiller, At-large

EXOFFICIO:

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

Selina Shaw, Town Administrator

OTHERS:

Kevin Lehner, Chair, Recreation Commission

HANDOUTS: October 6, 2016 CPC Agenda; Draft Minutes of September 1, 2016; Updated CP Plan (ver. 10/04/16). Eight Preliminary Applications for CPC review including:

1. Conservation Trust Fund
2. North Cemetery Restoration
3. Boxborough Rental Voucher Program
4. Preservation of Steele Farm House
5. Coutts Parcel Land Purchase
6. Town Hall Landscaping
7. Regional Housing Services
8. Preservation of Town Records

7:34 PM - Meeting Called to Order by Chair Dennis Reip.

1. Review and Approve Minutes of September 1, 2016.

Dennis R. moved and Alan R. seconded to approve the minutes as presented. Rita G. acknowledged Adam D.'s superb editorial review of the minutes. **VOTE:** Unanimous.

2. Correspondence.

- a. Dennis R. noted that one Preliminary Application was submitted after the deadline. General consensus was to accept the application.
- b. Alan R. noted the lawsuit against the Town of Acton for using CPA funds for historic renovation of two churches on the grounds the appropriation would violate the Anti-Aid Amendment of the Massachusetts constitution was ruled by a Middlesex County Superior Court justice that the projects are not in violation and can proceed.

3. Preliminary Applications Received: Review and Make Recommendations for Final Applications.

Dennis R. clarified the CPC must decide if the Preliminary Applications are CPA compliant and identify additional information which would be helpful for the Final Applications. The CPC timeline was reviewed and it was noted the CPC's deadline to make recommendations for the 2017 ATM Warrant is January 5, 2017. The Preliminary Applications reviewed were as follows:

- a. *Conservation Trust Fund*: Dennis R. noted the Conservation Commission incorporated the CPC's recommendations. Dennis R. also noted the Commission's expenditures last year were CPA eligible.
- b. *North Cemetery Restoration*: Alan R. noted the recommendations from the last CPC meeting will be addressed in Final Application for this project.
- c. *Boxborough Rental Voucher Program (Continuation)*: Last year's funding request was \$26,280 and this year's funding request has increased. The CPC recommended the proposed funding increase be explained in Final Application materials.
- d. *Preservation of Steele Farm House*: Hilary G. commented the majority of CPA Funds awarded to this point have been allocated to historic projects. Alan R. said he was not aware this project would be proposed this year. Rita G. shared Hilary G.'s concern that a balanced approach be considered to assure future funds were available for potential land acquisitions. John R. would like to see specific cost details to minimize the possibility for a reserve fund transfer request and also requested the Final Application materials include a project scope with a line by line itemized budget. Selina S. suggested that the preliminary report should identify the priorities for the renovation. Adam D. will forward the CPC's concerns and recommendations to the Steele Farm Advisory Committee.
- e. *Coutts Parcel Land Purchase, Parcel #3*: Additional materials were presented including a context map and Plot Plan. John N. noted it should be corrected that the parcel of interest is Lot #1, not #3. Kevin L. noted that once a sale price has been agreed upon, the amount of funds requested will be included in the application materials. Selina S. gave examples of how CPA funds can be used to cover the cost of debt service for the CPA acquisitions. John R. described bonding against future debt using the 10% "bucket" allocations.
- f. *Town Hall Landscaping*: Based on Town Counsel's recommendations and Dennis R.'s review of similar CPA projects in other towns, this proposed project was deemed to be qualified. Selina S. gave background information on past appropriations and estimated bids for prior attempts to repair. Selina S. indicated a full scope of work was requested which will include bonding costs and prevailing wage data in the estimate. Consensus was that the final submission should include this data. John R. asked about the war memorials which are not shown in the schematic drawing. Selina S. pointed out the Board of Selectmen has appointed a Boxborough War Memorial Committee to make recommendations for current and new memorials. John R. would like the disposition of the current war memorials in front of Town Hall to be addressed in the Final Application.
- g. *Regional Housing Services (Continuation)*: This application qualifies. No discussion.
- h. *Preservation of Town Records (Phase 3)*: Final phase of a three phase project qualifies
- i. The CPC reached consensus that all Preliminary Applications received meet the criteria as qualifying projects to seek CPA funding from Town Meeting.

4. Community Preservation Plan: Review and Update.

- a. The current version reflects all corrections made at the last CPC meeting, including Adam D. and John R.'s work to simplify Anticipated CPA Revenues table on page 5. Selina S. noted on page 8 that the last sentence of first paragraph under B. Community Housing can be deleted. Dennis R. moved and Rita G. seconded to approve the CP Plan as amended. **VOTE: Unanimous.**

- b. In response to a question from John N. about the accuracy of requested funding amounts, general consensus was that all Final Applications should include a contingency amount.
 - c. Susan B. asked that the CPC get an update on each "bucket" allocation with the amounts currently "earmarked" for projects. Hillary G. asked about the total amount of anticipated CPA revenues of \$264,670 and Adam D. explained this number reflects monies already allocated and that the State match amount is also unknown.
 - d. John R. recommended a detailed revenue sheet be included in the final CP Plan as an appendix and be available for review at the next CPC meeting.
 - e. It was also noted that CPC Final Applications will request a total funding amount which will exceed the total available CPA funds.
5. Dennis R. asked for additional issues for discussion. Hearing none, Rita G. moved and Abby R. seconded to adjourn the meeting. **VOTE:** Unanimous. Meeting adjourned at 8:21 PM.

Respectfully submitted,
Rita Gibes Grossman, Clerk