



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Kick-off Meeting of the Community Preservation Committee (CPC)

Grange Hall January 14, 2015 7PM

Video recorded for archival purposes

PRESENT:

CPC:

Hugh Fortmiller, At-large

Rita Gibes Grossman, At-large

John Neyland, Agricultural Commission

Owen Neville, Planning Board

Dennis Reip, Conservation Commission

Alan Rohwer, Historical Commission

John Rosamond, Finance Committee

Ron Vogel, Housing Board

Mitzi Garcia Weil, Recreation Commission.

Town:

Selina Shaw, Town Administrator

Adam Duchesneau, Town Planner

Guests:

Vince Amoroso, Board of Selectmen

Les Fox, Board of Selectman

David Koonce, Conservation Commission

Alan Murphy, Housing Board

Ed Whitcomb, Steel Farm Advisory Committee

Presenter:

Lauren Goldberg, Town Counsel

7:09P

- Meeting called to order by Owen Neville who agreed to serve as the Acting Chair.
- Everyone introduced themselves and noted which stakeholder group they represented.

7:15P

Lauren Goldberg, Town Counsel gave an overview of the Community Preservation Act (CPA), which the Town adopted in 2014 at Annual Town Meeting and at the ballot in November, and outlined the role of the CPC. Copies of her presentation were available as handouts, and, electronically to all attendees. Highlights include:

- CPA, a local acceptance statute was enacted in 2000, and, has been revised several times, most recently in 2012; a responsive legislature to effective lobby efforts for popular reforms
- In review of overall purpose of the CPA for the funding of the three target areas:
 - o Open space acquisition: now allows funding for specific outdoor recreation uses
 - o Historic resource protection: now includes documents in addition to buildings/artifacts
 - o Community Housing: includes *support* for housing in addition to bricks and mortar
- Noted that projects done with CPA funds must have the appropriate restrictions in place, e.g. a conservation or agricultural restriction for land, etc. and that these restrictions are controlled by their respective statutes/laws and state agency.
- CPC primary statutory role was reviewed:
 - o Conduct an annual community preservation study which includes holding an *annual hearing* (with appropriate notice).

- Make annual recommendations to Town Meeting (TM) concerning the expenditure of CPA funds. CPA funds can only be spent with a CPC recommendation and Town Meeting vote.
 - CPC statutory role ends after making Town Meeting recommendations: CPC is the gatekeeper
 - CPC must keep records for all project recommendations
 - CPC meetings must have a quorum and minutes
 - Noted that if an applicant proposal for CPA is rejected, the applicant may petition Town Meeting for funding, however, CPA funds could not be used.
- Reviewed CPC policies/procedures that should be developed:
 - Decide what labels will be used for the different elements of CPC process, especially for funds, funding sources, e.g. what terms will be used for the mandatory 10% that must be *saved* or *spent* on each section of CPA: Open space; Historic and Community Housing. Noted that if 10% has been spent that budget year, then 10% requirement has been met.
 - CPC process with focus on applications, needs to be informed by Town budgeting process, Town Meeting schedules and fund availability
 - Policy on Grant Agreements with the applicants, including Town boards and commissions, that will be effective if CPA funds approved by Town Meeting
 - Determine policy on granting CPA funds for private projects in addition to having a grant agreement; *public benefit/interests* must be demonstrated
 - Develop a web site for the CPC
- Reviewed CPA funding process, and, the allowable uses of funds.
 - Clarified that estimated CPA revenue is what is collected from the FY in addition to the State match funds, the amount of which is based on the prior FY collection.
 - The balance of CPA funds, after 30% committed to the three areas, must be held in the CPA reserve fund.
 - Money cannot be released for expenditure until D.O.R. approves which usually occurs in the fall.
 - Have grant agreements with each of the respective Town authorities (commissions) on how the CPA funds will be managed each year if not spent on a specific project, e.g., spent by being placed Housing Trust Fund or Conservation Fund.
 - Also noted prohibited expenditures (see page 7 of Slide presentation pdf)
 - Alan Rohwer asked for an idea of how much money the committee is going to be dispersing in the current fiscal year
 - ACTION: Selina Shaw stated that it was on the order of \$150,000 and took an action item to supply the committee with a more accurate number.

8:55P Presentation and Q&A concluded.

- Owen Neville called for the election of officers after Rita requested a clarification of officer roles which will include: Chair, Vice-Chair, and Clerk.
- Ron Vogel immediately nominated Owen for Chair; however, there was no second. Owen then called for other nominations, hearing none, Dennis Reip re-nominated Owen Neville, Ron Vogel seconded. Hugh Fortmiller moved to close nominations; Mitzi Weil seconded. Owen called for vote.
 - VOTE: to close nominations, unanimous.
 - VOTE: for Owen Neville as Chair, unanimous

- Vice Chair election: Owen called for nominations; Mitzi Weil nominated Dennis Reip; John Rosamond seconded. Rita Grossman made a motion to close nominations. Mitzi Weil seconded motion to close nominations. Owen call for vote:
 - VOTE: to close nominations, unanimous
 - VOTE: for Dennis Reip as Vice-Chair, unanimous
- Owen called for nominations for Clerk. Alan Rohrer was nominated by Hugh Fortmiller, but Alan declined. Dennis Reip nominated Rita Grossman for Clerk, seconded by John Rosamond. John Neyland motioned to close nominations, Dennis Reip seconded.
 - VOTE: to close nomination was unanimous.
- VOTE: to elect Rita Grossman as Clerk, unanimous. There was a consensus that next meeting will be on Thursday, January 29th at 7P at Town Hall, 29 Middle Road.

ACTION: Rita will send a doodle to identify possible meeting dates

9:10P

- Dennis Reip moved and John Neyland seconded to adjourn the meeting.
 - VOTE: unanimous to adjourn.

Respectfully submitted,
Rita Gibes Grossman, Clerk