



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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### MINUTES

January 29, 2015

Morse-Hilberg Room, Boxborough Town Hall

#### PRESENT:

*Community Preservation Committee (CPCOM):*

Hugh Fortmiller                      Alan Rohwer  
Mitzi Garcia-Weil                      John Rosamond  
Rita Gibes-Grossman                      Ron Vogel  
Owen Neville

**NOT PRESENT:** John Neyland, Dennis Reip

#### OTHER:

Adam Duchesneau, *Town Planner*

Selina Shaw, *Town Administrator*

7:04P Meeting was called to order by Chair Owen Neville

**Minutes** of January 14, 2015 reviewed. Noted Alan R.'s correction. John R. moved to approve, and Hugh F. seconded. **VOTE:** Minutes approved unanimously.

**CPA Funds:** Selina indicated that the Town Treasurer anticipates FY 15 surcharge to yield about \$156K (rounded), and that monies from the FY 15 surcharge could not be spent or appropriated until after certified by the D.O.R.; however, monies estimated to be collected from the surcharge in FY 16 could be appropriated at Town Meeting in May as done with other anticipated revenues for FY 16, but cannot be spent until July 1. Match from State will not be received until late fall. Owen indicated that the Community Preservation Coalition (CPCoalition) will be do a training for the CPCOM on Thursday, February 26<sup>th</sup> at 7P at Town Hall to review CPA roll-out and it's anticipated that many of our questions about funding, timing and process will be answered.

**Possible Projects:** There were 4 projects that were withdrawn from ATM 2014 in anticipation of CPA passing at the ballot having passed at 2014 ATM.

- Town Hall Grange Room renovation \$60K
- Steele Farm Barn \$70K
- Recreation survey design \$5K
- Historic record book conservation \$29,347

This year there are 4 articles thus far for ATM 2015 that could be considered as CPA eligible:

- Steele Farm Barn now at \$80K
- Historic record book conservation now at \$30K
- Town Hall foyer renovation on second level in conjunction with Grange Hall restoration \$35K
- AB Skate park completion \$40K

Total would be \$250K for 6 projects (4 from 2014 ATM and 2 new ones being AB Skate park and TH foyer). There was a lengthy discussion about what qualifies for CPA funding, specifically historic and the projects that could qualify based on last year's and this year's anticipated warrant articles.

Owen *estimated* the following based on FY2015 surcharge of approximately:

\$156,000	Total FY2015 surcharge; does not include state match
- \$46,800	(\$15,600 for each of the three categories: open space/rec; historic; housing)
- \$7,800	(5% for administrative costs / optional)
\$101,400	Non-allocated CPA monies, not including state match.

Discussed whether the tight time framework May 2015 Town Meeting would allow for needed CPA process, and, an attempt to clarify when funds would become available for spending. Selina referenced the IGR 2003-04B Attachment 3 (distributed at the Town Counsel training) which describes the funding process. John clarified using the right hand column (change FY 03 to FY 15 and FY 04 to FY 16) to interpret the guidelines. Noted that it was quite confusing and, group should prepare questions in anticipation of the CP Coalition training including those about funding, such as “when does the state match money get allocated by formula?”

**Annual Needs Study:** Discussion and many questions about the process for doing the Annual Study and Plan required by the CPA statute. Hugh pointed out that we are the gate keepers and have to review all the proposals and that the CPCom needs guidelines and a process. Hugh pointed out that we cannot make any assumptions of priorities based on last ATM. We need to follow a fiscally responsible process with full public input. After discussion, Owen suggested that perhaps for this year, we just propose the mandatory article that specifies the percentage allocations.

Questions for training session: Are CPA projects presented as one article with multiple sections; or, is each project a separate article?

Hugh suggested that we do the housekeeping issues that are absolutely necessary for ATM, then after Feb. 26<sup>th</sup>, set up the required process. Alan pointed out that the Steele Farm barn restoration has been a significant issue and it is well established. Owen suggested because we have just been organized, we will not have enough time to propose and develop the process needed. John and Rita wanted to have something for this ATM; however, recognized there should be a robust process. Group weighed the desire to expend monies on probable qualified projects; specifically those that were already vetted for last ATM. However, after reviewing the warrant deadlines, it was clear that a robust process that allows for public input and applications would not be possible for this ATM.

**Schedule meeting time:**

CPCoalition has been invited to give a training session on Thursday, Feb. 26<sup>th</sup>. Elected officials, Town employees and all stakeholder committees and commissions will be invited. Selina suggested we ask Stuart Saginor, executive director of the CPCoalition, and, presenter to bring templates of calendars, articles, process, etc.

**VOTE:** Rita moved and John seconded that the CPCom meet regularly on the first Thursday of each month. Passed unanimously. These dates were scheduled: March 5<sup>th</sup> (& either March 19<sup>th</sup> or 26<sup>th</sup> if we needed); April 16<sup>th</sup> (& April 30<sup>th</sup> if needed); May 7<sup>th</sup>; and June 4<sup>th</sup>.

**Website:** The CPCom has a page on the Town’s web site. Hugh suggested other CPA Town's web site be reviewed and volunteers agreed to check other Town CPC web sites for layout, forms, processes, etc.

**ACTION ITEMS:**

- Volunteers to report on other Town’s websites and content as follows: **Hugh:** Harvard; **Mitzi:** Bedford; **Owen:** Carlisle, and **Rita:** Stow.
- **Rita** asked if she could share the CPCom emails with CPCoalition. All present agreed, however, Rita will confirm with John N. and Dennis.
- **Owen** will ask Stuart to bring samples and templates as noted in above discussion.

9:02P **Adjourn:** John R. moved; Ron seconded; vote unanimous to adjourn.

Respectfully submitted,  
Rita Gibes Grossman, Clerk