



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Community Preservation Committee (CPC) MINUTES
June 4, 2015 / Grange Meeting Room / Town Hall

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Mitzi Garcia-Weil, Recreation Commission

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

John Neyland, Agricultural Com

John Rosamond, Finance Com

Alan Rohwer, Historical Com

Ron Vogel, Housing Board

MEMBERS ABSENT: Dennis Reip, Conservation Com

OTHERS:

Susan Bak, Board of Selectmen

Adam Duchesneau

HANDOUTS: Draft timeline (D. Reip); Drafts of CPA related legislation support letter (2 drafts)
All distributed with agenda.

7:30PM Meeting called to order by chair Owen Neville

MINUTES: Hugh F. moved and John R. seconded to approve the minutes of May 7th. After no comments, vote unanimous.

1) COMMUNITY PRESERVATION (CP) PLAN and NEEDS ASSESSMENT

- a) Discussed process for developing CP Plan. John R. suggested that the CPC look at comparable communities who've recently adopted CPA and see what they've done and how they've done their plans. Owen noted that many communities have hired consultants to develop plans. Hugh asked about how this plan will integrate with the public.
- b) Criteria for reviewing a specific town will be: 1) did the town use a consultant for their plan? 2) What was their process and, 3) what was their timeline to accomplish the first draft of their plan?
- c) Adam suggested we use the Open Space and Recreation Plan (OSRP – 2015) and the Housing Plan to begin incorporation into the CPA plan.
- d) **ACTION ITEM:** Owen will get the list of comparable, suburban/rural communities from the Community Preservation Coalition who've adopted in the past few years. Owen will send out the list with assigned follow-up for each Town.

2) PROJECT VETTING TIMELINE

- a) Draft prepared by Dennis Reip discussed. John R. brought up the question of what our responsibility is relative to projects are already approved at Town Meeting (TM).
- b) **ACTION ITEM:** Rita, referencing a draft of the Town of Stow's CP Plan, will ask the Stow CPC as to why they have Step 7 and Step 8 for fund disbursement oversight and will check CP Coalition's technical assistance page about Boxborough's CPC's post TM appropriation responsibilities.
- c) Would it be useful to have a project review element from applicants to assure we're improving our process in the future?

- d) **ACTION ITEM:** Owen and Adam will review the draft timeline dates and will distribute a proposed final draft for the June 18th meeting. Will also include the scheduled dates of the CPC meetings.
- e) Discussed need for flexibility as emergency projects may present, e.g., land acquisition.

3) **STEP 1 APPLICATION**

- a) Discussion of draft preliminary application form.
- b) Added applicant address and the Town's name at the top (in addition to the Town seal).
- c) **ACTION ITEM:** John R. will make these changes on the draft and send to Adam for distribution.

4) **FURTHER PROCESS AND DOCUMENT DEVELOPMENT (TABLED TO NEXT MEETING)**

5) **OTHER ISSUES**

a) **CPA SIGNAGE**

- i) Alan asked about having signs to post in front of CPA funded projects.
- ii) **ACTION ITEM:** Alan will research and present for an upcoming meeting.

b) **LETTER TO LEGISLATURE TO SUPPORT CPA FUNDING CHANGE**

- i) Owen summarized the current legislation (H.2587/S.1459) pending that would increase the fee on real estate transactions (\$25 current to not more than \$50); discussion about whether the committee supports the legislation to raise the fee, and therefore in support of letter. John N. moved that we support; Mitzi seconded. No further discussion. Passed by majority vote (7 in support of; 1 opposed) to send the letter.
- ii) **ACTION ITEM:** Adam will send the draft discussed at the meeting on CPC letterhead to the CP Coalition who is collecting the letters.

8:55PM Adjourn. Rita moved and Mitzi seconded to adjourn. Vote unanimous.

Respectfully submitted,
Rita Gibes Grossman, Clerk