



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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### Community Preservation Committee (CPC) MINUTES June 18, 2015 / Grange Meeting Room / Town Hall

#### MEMBERS PRESENT:

Mitzi Garcia-Weil, Recreation Commission	John Rosamond, Finance Com
Rita Gibes Grossman, Clerk, At-large	Alan Rohwer, Historical Com
Owen Neville, Chair, Planning Board	Ron Vogel, Housing Board

MEMBERS ABSENT: Hugh Fortmiller, John Neyland, Agricultural Com; Dennis Reip

#### OTHERS:

Susan Bak, Board of Selectmen  
Adam Duchesneau

HANDOUTS: Draft #2 timeline; Draft CP Plan; Draft CP Com Preliminary Applications; CPA project sign ideas; CPA towns since 2012

7:33PM Meeting called to order by chair Owen Neville

**MINUTES:** Ron moved and Mitzi seconded to approve the minutes of June 4th. After no comments, vote unanimous to approve.

#### 1) **Project vetting time line and meeting schedule (Draft 2):**

- a) Owen clarified that applications will be accepted at other times even if they don't meet the Annual Town Meeting (ATM) deadlines as the project applications will be in queue for the next TM.
- b) Rita moved, John R. seconded that Draft #2 be the approved schedule for this FY 2016 noting that the CPC reserves the right to make exceptions when needed.
- c) Discussion: John R. questioned how the agenda would change if timeline not adequate for project specific demands. Owen indicated sometimes the project could be pushed forward.
- d) Adam suggested we include timeline prompts in the application process. Mitzi reiterated that timeline issues be clarified during the application process. Susan B. suggested that this schedule not be fixed.
- e) This schedule will be posted on the CPC webpage, and, will be sent to the stakeholder groups as represented on the CPC as well as the BoS and Town Hall staff.
- f) Ron noted that a project with preliminary approval in step 4 may not get final approval in step 10.
- g) Question called. After no further discussion, vote unanimous to adopt Draft 2.

#### 2) **Step 1 preliminary application**

John R. presented the preliminary application form as amended from last meeting's recommendations. "Affordable Housing" changed to "Community Housing." Ron moved the preliminary application as amended be adopted. Alan seconded. After some discussion of adding specific elements, decided to keep it simple. Vote unanimous.

**3) Community Preservation Plan and Needs Assessment**

Draft of CP Plan (Adam D. version compiled using Open Space and Recreation Plan (OSRP) and the Master Plan (MP)). Discussed length (93 pages) and a preference emerged for a shorter plan that references foundation documents used, specifically, the OSRP and MP. Rita volunteered to work with Adam on a shorter version. General consensus the plan should be shorter and, that each stakeholder representative on the CPC should review their section.

**Action Item:** Rita and Adam will begin drafting a shorter option for review by next meeting.

**4) Further process and document development**

Owen distributed the list of the 11 CPA towns that have adopted since 2012. After discussion, general consensus was that each stake holder committee member will review each town's CP Plan. Ron volunteered to send out the CP Plans from each of these towns. Rita suggested it be done as a list of the towns with links to each town's CP Plan.

**Action Item:** Ron will email the CPC the town list with a link to their CP Plan

**5) CP Project signs**

Alan sign options for size and content using Acton's sign as an example. John R. suggested that a larger sign would be worth the investment as they can be used over and over. Discussed including town seal and color options.

**Action item:** Alan will research price based on a 24 x 36 sign with two colors and town seal. And, will solicit recommendations from the vendor for colors.

**6) Future CPC meeting dates:** After September 10th, first Thursday of the month will be the standing CPC meeting date through April.

Owen recognized and thanked Susan Bak for her commitment to regularly attending the meeting.

Move to adjourn: Mitzi Weil moved; John R seconded. Meeting adjourned at 8:46P

Respectfully submitted,  
Rita Gibes Grossman, Clerk