



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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CPC MINUTES

August 6, 2015

Grange Hall / Town Hall

MEMBERS PRESENT:

Hugh Fortmiller, At-large
Owen Neville, Chair, Planning Board
John Neyland, Agricultural Com

Dennis Reip, Conservation Com
Alan Rohwer, Historical Com
Ron Vogel, Housing Board

MEMBERS ABSENT:

Mitzi Garcia-Weil, Recreation Commission
Rita Gibes Grossman, Clerk, At-large
John Rosamond, Finance Com

OTHERS:

Susan Bak, Board of Selectmen
Adam Duchesneau, Town Planner
Selina Shaw, Town Administrator

HANDOUTS:

- o Draft of "Community Preservation Plan" (Version: Aug. 6); includes new Section III.
- o "Guidelines for Submission" -- First Draft by John Rosamond.

Meeting Called to Order 7:31 p.m. by Owen Neville, Chair.

- 1) **MINUTES:** Hugh moved, Owen seconded to approve the minutes of July 9, 2015.
Vote unanimous.
- 2) **PROJECT SIGNAGE:** Alan presented a design for a lawn sign, 24" high and 36" wide, with a Town seal and black lettering on a light blue background. Approved by consensus. Selina will send Alan the color of the seal on the Town flag.
- 3) **UPDATES ON APPROVED PROJECTS (ATM '15):**
 - a) **Documents** preservation moving ahead on schedule.
 - b) **Steele Farm** is progressing through formal bid process.
 - c) **Front Steps** of Town Hall bids came in higher than expected, by \$2k-\$3k. Dave Lindberg hopes to get the additional money elsewhere in order to complete the project this summer.
- 4) **"COMMUNITY PRESERVATION PLAN":** Adam led the discussion of the latest draft he and Rita have written (Version: Aug. 6, 2015), with particular attention to the addition Section III contributions from Rita, Dennis, Ron, and Alan. Adam recorded revisions

discussed at the meeting and will send a revised version to Hugh for copy editing. At its next meeting, the CPC will consider approval of the "Plan."

- 5) **"GUIDELINES FOR SUBMISSION"**: John R put together this first draft. John was unable to attend; Owen read John's note asking for help regarding what needs change and what might be missing. After taking 10-15 minutes to read the draft, the CPC expressed appreciation for John's work, and Adam recorded revisions for consideration at the next CPC meeting, including:
 - a) Introducing a numbering/outline format instead of bullets, to facilitate reference to items under discussion.
 - b) Making the opening of the "Guidelines" a more clear listing of the order of "steps" and deadlines.
 - c) Following throughout the "Guidelines" both the wording and the ordering of topics as presented in the "Community Preservation Plan":
 - Open Space and Recreation
 - Community Housing
 - Historic Resources

- 6) **POTENTIAL PROJECTS**: Adam will send out a new reminder of the Sept. 24th deadline for "Step One" applications. These projects will most likely appear before the CPC for consideration this fall:
 - a) **Masonry repairs** - Cemetery Commission. Emergency repairs already underway.
 - b) **Grange renewal** - Dave Lindberg. Hugh will discuss with Dave and Liz.
 - c) **Housing** - Ron reports that the Housing Board is discussing possible projects.
 - d) **Skate Park** in Acton - Owen reports that Mitzi plans to bring a proposal from the Recreation Commission.
 - e) **Land acquisition** - Owen reminded CPC of need to build reserve for future opportunities.

ACTION ITEMS:

- a) ALAN - Investigate cost of project signs.
- b) ADAM - Get HUGH's copy edits on new draft of "Plan," then circulate to CPC.
- c) ADAM - Prepare new draft of "Guidelines" for circulation to CPC.

NEXT MEETING: Thursday, Sept. 10, 8:00 p.m. (Applicants invited for info/questions)

Meeting Adjourned 8:50 p.m. -- Dennis moved; Alan seconded. Unanimous.

Respectfully submitted,

Hugh Fortmiller, Acting Clerk