



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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### CPC MINUTES

October 1, 2015 / 7:30PM / Grange Hall / Town Hall / 29 Middle Road / Boxborough, MA 01719

#### MEMBERS PRESENT:

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

#### MEMBERS ABSENT: None

#### OTHERS:

Susan Bak, Board of Selectmen  
Adam Duchesneau, Town Planner  
Channing Wagg, Affordable Housing Trust Board, member

#### HANDOUTS: 7 preliminary project applications; pricing information on signage

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

**Minutes of Sept. 10th:** Two typos noted for correction; Ron moved, John R. seconded to approve. Vote unanimous

#### 1. Project signage:

- Alan R. ordered one sign (24x18) for the CP project at Steele Farm based on the limited budget approved at the last meeting. This sign is not double-sided.
- Alan distributed sign price options for a larger, double-sided sign. Mitzi supported a double sided sign. Hugh asked if additional signs were ordered, if the price would be lower for additional signs. Will postpone order pending feedback on temporary sign in use at Steele Farm
- Owen noted that Alan needed to be reimbursed \$44.63 for the sign. Rita moved, Dennis seconded to reimburse Alan for the prototype CP Project sign. Vote unanimous.

2. **Boxborough's Community Preservation Plan:** Current draft of CP Plan has been submitted to CPCoalition for their review and input.

#### 3. CPA Application process:

- Owen noted that, based on feedback from Fin Com member John Rosamond, that estimates should be well vetted, and, rigorously researched. Estimates should be based on most current data possible. Steele Farm barn and front steps of Town Hall examples were given as examples as both project costs are higher due to unanticipated, structural issues.
- Question was raised about whether the public nature of the budgeting process affects the bidding process. General consensus was process is competitive even though it's a fairly transparent and public process.

#### 4. CPA Preliminary Applications:

- Conservation of Historical Records (# 2015-01 / Historic):**
  - This is the 2nd year of this three year project.
  - Consensus that this project meets criteria to advance.

- b. Regional Housing Services annual fee (#2015-2 / Community Housing):**
  - i. Adam summarized that this request funds required affordable housing costs. Boxborough is in a collaborative with other towns. Owen noted Al Murphy said this project meets CPA criteria.
  - ii. Related discussion about operating vs. capital expenditures.
  - iii. Using CP Coalition guidelines: Housing, unlike the other categories, allows for funding support services. Based on guidelines on CP Coalition's web site, Adam noted that other Towns use CPA funds for this work.
  - iv. General consensus that this project meets criteria, however, Housing must review and clarify their cost estimate, and, that this project meets CPA criteria. Owen moved; Mitzi seconded to recommend project to advance to next step.
  
- c. Rental Voucher program (# 2015-03 / Community Housing):**
  - i. This is a newer program for the use of CPA funds and examples given from other communities. Channing Wagg spoke about the challenge of the Town's very low income residents who are often physically or mentally challenged; senior citizens, or single parents.
  - ii. Statistics for severe cost burden for these members of the community were presented.
  - iii. Massachusetts and the federal government both have similar rental voucher program with long waiting lists. This would create a similar program through the town.
  - iv. Noted other communities using this program.
  - v. Mitzi asked for clarification about the federal and state programs. Channing noted our residents (less than 10) are on waiting lists for these programs.
  - vi. Hugh asked about "First-Final-Security" phrase in the program hand-out. If this was the barrier, this would cover these expenditures similar to emergency assistance.
  - vii. Consensus that this meets criteria. Recommendations to research the cost estimate.
  
- d. Grange Room Renovation (# 2015-04 / Historic):**
  - i. Project meets criteria for most of renovation.
  - ii. Noted that portions may not be eligible for CPA funding such as the cost of removing the historic stage. Project may require more than one source for funding.
  
- e. Nature Play Space 2015-05:**
  - i. General consensus that project, meets criteria pending review of Conservation Commission. Concerns were expressed about public access during school hours.
  - ii. Application will need to clarify whether location on school property is a limiting factor.
  
- f. Basketball/Tennis Courts at Liberty Fields (#2015-06 / Open Space & Recreation):**
  - i. This project was proposed at 2014 ATM and deferred pending CPA vote. Criteria met.
  - ii. It was recommended that another member of the Rec. Com should present project, not Mitzi as she is a CP Committee member.
  
- g. TJ O'Grady Skate Park expansion (#2015-07 / Open Space & Recreation):**
  - i. Mitzi summarized the background of the project.
  - ii. Rec Com is backing this project and is in support of Town funding for this project.
  - iii. Consensus that project meets criteria and final proposal be submitted.
  
- h. Owen noted that current CPA applications would exceed the amount available in the relevant CPA restricted fund (e.g. Historic; Open Space/Recreation; Community Housing).**

8:59pm Based on Owen's lead, Rita moved to adjourn; Dennis seconded. Vote unanimous.

Respectfully submitted,

Rita Gibes Grossman