



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Community Preservation Committee (CP Com) MINUTES

December 3, 2015 / 7:00PM / Sargent Memorial Library / 427 Mass Ave / Boxborough, MA 01719

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

Dennis Reip, Conservation Com

Alan Rohwer, Historical Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

MEMBERS ABSENT: None

OTHERS (ex officio):

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

Selina Shaw, Town Administrator

ATTENDEES:

Lauren Abraham, Community Services Coordinator, Town Hall

Marie Cannon, Boxborough resident

Charlene Golden, Boxborough resident

Norm Hanover, Boxborough resident

J.D. Head, Director of Facilities and Transportation, AB Regional School District

Kevin Lehner, Recreation Commission

Claudine Lesk, Recreation Commission

David Lindberg, Building Inspector, Town Hall

Liz Markiewicz, Town Clerk, Boxborough resident

Al Murphy, Housing Board

Melissa Rier, Recreation Coordinator, Town of Acton

Channing Wagg, Well Being Committee

HANDOUTS: CPA (Community Preservation Act) project applications and supporting documentation; 2015 CCom Application Comments; CPA Account-Available Funding Breakdown

7:00pm Meeting called to order by chair Owen Neville

MINUTES: Hugh Fortmiller moved; John Rosamond seconded to approve minutes of Nov 5, 2015; VOTE: unanimous

AGENDA

1. **Special Town Meeting (STM):** Possible STM the second week of February to approve a bond authorization for Minuteman Vocational School; should be determined after December 15th;
 - a. If STM is scheduled, Owen Neville proposed the Town Hall front steps could be included in this meeting as Town Records budget under estimate; given a good estimate for the front steps, could be underway and perhaps completed sooner than if wait until May's Annual Town Meeting (ATM.) ATM 2015 approved \$10K and would probably need an additional \$10K or more to complete.
 - b. In response to John Rosamond's question about warrant deadline, Selina Shaw said Jan. 11, 2016. Therefore, would need to schedule the meeting by Dec. 21st and all warrant actions would be done

and completed by Jan. 11th. Dennis Reip clarified that CPC is meeting on Jan 7th, and, if a completed request were received in warrant format, this could go to this STM. Selina S. will follow-up.

2. **Community Preservation Plan** – pending and will be ready for next CPC meeting.
3. **Current projects update:**
 - a. Steele Farm barn has been completed
 - b. Town Hall front steps: discussed above

7:15 PUBLIC HEARING called to order by Owen N. to consider the needs, possibilities and resources of the Town of Boxborough regarding CPA possibilities and resources required.

BUDGET

1. Each of three required areas will have ~ \$56K
2. Budgeted reserve \$248,680 plus \$56K x 3 for a total of \$416,680 (minus administrative costs). In response to Susan Bak's question, Owen N. explained the budgeted reserve could be spent on any area.

CPA PROJECT PROPOSALS (funds requested):

1. **Grange Hall renovation (\$106,775):** Presented by David Lindberg, Building Inspector
 - a. In response to Dennis Reip's question about CPA eligibility, Mr. Lindberg. said current proposal has been vetted by Town Counsel and CPA standards and is CPA eligible.
 - b. John Rosamond questioned why the cost for project has increased, and, Susan Bak explained that ATM 2014 consensus was to do whole project at once vs. staged. John Rosamond asked whether current request is accurate; Mr. Lindberg said this proposal includes prevailing wage.
 - c. Owen Neville asked what percentage was for stage removal and Mr. Lindberg estimated \$50-\$55K.
 - d. Mr. Lindberg summarized that this would be a great improvement to Town Hall for staff and for the public, especially when used as the Town's polling center for elections.
 - e. Hugh Fortmiller asked about access to the second floor and Owen Neville indicated that an elevator is not part of this project; however, as Owen Neville noted: a good question.
2. **TJ O'Grady Skate Park (\$40,000):** Presented by Melissa Rier and Kevin Lehner
 - a. Background of park given: TJ O'Grady was a 14 y/o Boxborough resident killed in 1998 while skateboarding on Swanson Road in Boxborough; initial requests to ATM for construction of existing skate park were denied
 - b. Mitzi Weil responded to questions about drug use at the park; police records (summary distributed) indicated that there are no reports of drug or alcohol use on this site; past calls to Police were complaints related to graffiti or use after dark; Acton did create a juvenile officer position for the high school and park is regularly patrolled; Mitzi Weil noted there were more incidents in AB Regional High School parking lot vs. the T.J. O'Grady skate park.
 - c. Ron Vogel asked about current use and demand. Ms. Rier said while most users are from Acton and Boxborough, skaters come from other communities. She said it's "a pretty cool community" and in interviewing users, kids said it keeps them "off the street" and engaged in an activity that they love.
 - d. Mitzi Weil surveyed the site in anticipation of this project and found many families using the park.
 - e. Ms. Rier said the new design from California is attracting a lot of favorable attention.
 - f. Hugh Fortmiller asked about liability. Ms. Rier stated that there is ample "own risk" signage and clarified that this is no different than a skate rink; NARA Park w/o life guards, a playground, etc.
 - g. John Neyland asked about adequacy of parking; Ms. Rier said that spaces for the skate park and designated and signage pending. Owen Neville asked if the Acton Planning Board needed to review. Susan Bak noted that the Boxborough Planning Department does not recommend CPA funding.
3. **Boxborough Rental Voucher Program (\$26,280):** Presented by Channing Waggoner
 - a. Endorsed by Well Being Committee and Housing Board as it begins to address poverty in Boxborough by reducing rental burden and in doing so improves standard of living
 - b. Slide presentation given noting a need for affordable units; 24% of Boxborough households qualify by income for state and subsidized housing programs, but, waitlists are years long.

- c. Voucher program intended to support current Boxborough residents such as aging couple dealing with income loss due to serious disability and a young, single parent who has school age children and is attending to school to improve income were examples given.
 - d. This program will help about 6 households known to need immediate assistance and probably more may become apparent in the future.
 - e. Mr. Wagg clarified that this needs to be part of a broader program to address poverty; oversight will be done monthly with counseling to assure no abuse.
 - f. Rita Grossman questioned if there's data on voucher program effectiveness in other communities; program began in Dukes County and continues; Lauren Abraham said that this program modeled after Federal Section 8 programs with plentiful data supporting the success of providing stable housing. Acton Housing Authority has data indicating a successful track record with families 'graduating' and being in improved situations. The counseling and case management are key components to the voucher program.
 - g. John Rosamond said that many of the questions had come from the Finance Committee, and, there was genuine support for the intent of the program, however, their concern was that the numbers underestimate the number of families in need. Al Murphy and Channing W. indicated that intent is to be initially conservative until some experience with implementing a program.
 - h. Charlene Golden asked whether the consultant administering the program will be the same one that does the Regional Housing Services, and, it will. And, she asked whether this program will continue as a CPC program, or, should it be part of the Town's budget.
 - i. Audience member asked how eligibility will be determined. Program administration agent will make sure all laws observed, and eligibility criteria will be used.
4. **Regional Housing Services: (\$5,465)** Presented by Al Murphy
- a. Al Murphy summarized project as a more efficient way to administer the monitoring and maintenance of affordable housing using a collaborative model with other Towns.
 - b. Adam Duchesneau clarified the payment schedule and how money would be handled by fiscal year.
5. **Preservation of Town Records: Phase II (\$11,000)** Presented by Liz Markiewicz
- a. By law, Town must preserve historic records. Phase I inventory of historic records has been completed and prioritized based on level of deterioration and restoration needed.
 - b. Ms. Markiewicz brought three samples of records over 100 years old and described process which involves unbinding, de-acidification and rebinding, or, restored in Mylar for permanent protection if rebinding not possible and a digital record of each document is done.
 - c. Ms. Markiewicz clarified that most of Town's records go back to 18th and 19th century and it's anticipated that by the end of phase III, all records will be brought up to archival standards.
 - d. John Rosamond asked why this was being done in phases. Ms. Markiewicz said archivist suggested limiting risk of having all historical documents off site, therefore limited number at a time.
 - e. Hugh Fortmiller asked if the digitized versions were searchable. They are by hand as documents are archaic script. Each digital version is labelled and organized.
 - f. Completed documents are available for Town Meetings, minutes of all Town entities, etc.
6. **Nature Playspace at Blanchard School (\$69,228)** Presented by J. D. Head, Acton resident
- a. Slide show given on proposal to create a natural play space behind Blanchard Memorial School in an area abutting the existing playground structures with vegetation, rocks and logs.
 - b. Rita Grossman asked if it will require irrigation and it will not.
 - c. Although a school district property, it will be accessible to the community during non-school hours and would be considered a community asset and accessible to children with disabilities.
 - d. Rita Grossman questioned how the investment will be preserved given the high level of physical activity at the abutting play area and Hugh Fortmiller asked about maintenance costs; Mr. Head does not anticipate ongoing costs given the low maintenance of a natural space. However, Mr. Head said AB Regional School District will be budgeting for maintenance.

- e. Mitzi Weil asked if this had been vetted by the Conservation Commission (Cons Com). Charlene Golden clarified that the project would need to be reviewed by the Cons Com given the proximity of the wetland. Mr. Head noted that the site is already non-conforming, and, that the landscape architect will be following Boxborough's wetland bylaw, however, Dennis Reip said a Notice of Intent would need to be filed with Cons Com before the project could be approved.
 - f. Kevin Lehner indicated that Rec Com has concerns about access by the public given that the school is not accessible during school hours. Mr. Head indicated that this is available at all times except during school hours.
 - g. Norm Hanover asked whether the wooden bridge to Hager Hill is still being used by the school. Norm Hanover clarified he was not referring to the new foot bridge on the Garabedian trail linking Blanchard Memorial school and Sargent Memorial library. And, he clarified that the wooden bridge is on the Town's land. Mr. Head did not know at this time.
 - h. Mitzi Weil spoke in favor despite initially not being in favor as did Liz Markiewicz noting it would add a lot to the experience of students.
 - i. Owen Neville asked about "certified" wood mulch and do all the specified materials meet requirements. Mr. Head said that they do.
 - j. Owen Neville asked if this could be phased in and asked if these could be considered.
7. **Basketball and Tennis Courts at Liberty Field (\$12K requested for a \$110K project)** Presented by Kevin Lehner, Boxborough Recreation Commission
- a. Requesting funds for a site survey/design plan
 - b. Mitzi Weil said that preliminary review suggests that landscape architect services may not be needed, and, that perhaps project could be done by Town's DPW given flat topography.
 - c. Ron Vogel asked if the soccer fields are being used as extensively as in the past. They are not; however, they are the best grass fields in the area and are used consistently. With additional fields in Acton, these fields are getting "rests" and getting less wear and tear.
 - d. Dennis Reip noted that any structures closer to the woods would be in the wetland buffer and would require Cons Com review.
 - e. Hugh Fortmiller asked about future plans for the funding of this project. Final figure not available yet, however, would anticipate a combined funding from CPA and from Town.

9:08 Hearing closed. Hearing no questions or further discussion, Owen closed the public hearing.

CP Committee Future Meetings:

- 1. Discussion about whether to consider proposals tonight, or, schedule for January 7th
- 2. Hugh Fortmiller and Rita Grossman expressed concern about not having enough time if discussion were delayed until Jan. 7th.
- 3. **ACTION:** Rita G. will Doodle CP Com for Dec. 9, 10, 15, 16 and 17. Rita G. will include Cheryl Mahoney, Department Assistant on the Doodle so she can assist with room availability.
- 4. Ron V. asked fellow CPCOM members to clarify meeting time preference. Consensus for 7:30P.

Rita G. moved and John R. seconded to adjourn. Vote unan.

Respectfully submitted,

Rita Gibes Grossman, Clerk