



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Community Preservation Committee (CP Com) MINUTES

February 4, 2016 / 7:30PM / Sargent Memorial Library / 427 Massachusetts Avenue / Boxborough, MA 01719

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Mitzi Garcia-Weil, Recreation Com

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

Dennis Reip, Conservation Com

Alan Rohwer, Historical Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

MEMBERS ABSENT: John Neyland, Agricultural Com, Susan Bak (ex officio), Board of Selectmen

OTHERS (ex officio):

Adam Duchesneau, Town Planner

Selina Shaw, Town Administrator

HANDOUTS: Agenda 2/4/16; CPC Minutes 1/7/16; FY2017 CPC Available Funds spreadsheet

7:30PM Meeting called to order by Chair Owen Neville.

MINUTES: Dennis Reip (Dennis R.) moved to approve the minutes of January 7, 2016 and Ron Vogel (Ron V.) seconded as suggested to be amended by Adam Duchesneau (Adam D.). **VOTE** Unanimous to approve after amended.

1) 2016 ATM/STM Project Funding and Articles Structure:

- a) FY17 available CPA funds spreadsheet was distributed and discussed as prepared by Jennifer Barrett (Jennifer B.), Town Accountant, proposing separate articles for each CPA category.
- b) John Rosamond (John R.) clarified that anticipated FY17 revenues of \$180,000 are the total funds generated by the FY17 local property tax surcharge.
- c) Owen Neville (Owen N.) noted that the order of the articles is presented in the same order by category as they are presented in the Community Preservation Plan (CP Plan.)
- d) John R. responded to Hugh Fortmiller's (Hugh F.) question about the restrictions associated with using a particular CPA category's "bucket" or reserve fund and spoke in favor of keeping the unrestricted balance as large as possible.
- e) In the context of the Open Space and Recreation category, specifically in regards to land acquisitions, Rita Grossman's (Rita G.) request for a future land acquisition set-aside (Agenda Item 5) did come up. Dennis R. spoke about the Conservation Commissions (Cons Com) Trust Fund and the \$5,000 historically appropriated at Annual Town Meeting (ATM) in the budget, these funds allow the Cons Com to spend money on due diligence for land acquisition; eradication of invasive species; land management and other Town-owned conservation land maintenance. It was noted that the fund is not adequate to cover full land acquisition costs. Dennis R. supported John R.'s comment on keeping the bulk of the CP fund flexible.
- f) Specific discussion on the accounting sheet amounts and proposed warrant article options:
 - i) *Open Space and Recreation* (Articles 6A, 6B & 6C): Options 1 and 2 were compared: John R. would prefer a modification of Option 1: to appropriate \$20,000 from the FY17 revenues (which would include the required 10% Open Space and Recreation allocation) and then use \$26,000 from the Open Space and Recreation Reserve Fund to cover the balance. This would leave \$11,000 remaining in the Open Space and Recreation Reserve Fund.

- ii) *Housing* (Articles 7A, 7B & 7C): After discussion, the preferred approach was Option 2: to appropriate \$20,000 from the FY17 revenues (which would include the required 10% Housing allocation) and appropriate \$12,280 from the Housing Reserve Fund.
- iii) *Historic* (Articles 8A, 8B & 8C): It was noted that if funding approved for a project is not spent by the end of that FY, the funds will go back to the appropriate reserve fund within the CP fund. John R. suggested a third option to fund the needed \$117,775: Appropriate \$36,000 from the Historic Reserve Fund with the balance coming from the FY17 revenues (which would include the required 10% Historic allocation). Both Options were discussed.
- iv) Discussion of how to organize the CPA articles to accommodate ATM votes and implications for each of the articles if specific articles do not pass or are amended.
- v) John R. moved and Hugh F. seconded to propose the required 10% allocation of FY17 revenues for each CPA category be used toward each of the proposed projects. Where additional funds were needed, those monies should draw down on the existing CPA category reserve funds. If further funding was still required, those monies should be taken from additional FY17 revenues.
VOTE: Unanimous.
- vi) Rita G requested the CP Com standardize terms so that proposals, recommendations and articles are consistent; and that they can be easily understood at ATM.
- vii) There was general consensus that articles be structured as proposed by Jennifer B. for ease of accounting and compliance with the CP Plan.

2) **2015 Town Report Submission:**

- a) Using Owen N.'s draft, Rita G. and Hugh F. submitted their edits recommending some date inclusions and other edits for brevity and clarity. Hugh F. and Rita G. suggested that in reference to the CP Plan approval; acknowledge that input was received from all stakeholders. Dennis R. moved and Alan Rohwer (Alan R.) seconded to approve the draft as amended after discussion. **ACTION:** Owen will submit for Town Report. **VOTE:** Unanimous.

3) **Massachusetts Housing Partnership Workshop:** The workshop would cover using CPA funds to create and preserve affordable housing. This day-long session brings together experts on the Community Preservation Act (CPA) and how it can be used to create affordable housing. The workshop will be held on Friday, March 4, 2016 from 9AM. to 3:30PM at Plymouth Church, 87 Edgell Road, Framingham, MA 01701

4) **Possible Land Acquisition Set Aside:** Rita G. proposed the CPCom consider over the next year asking ATM (2017) to transfer funds from the unrestricted CPFunds to the Open Space and Recreation Reserve Fund in an anticipation of future town land acquisitions. She noted that Acton does this on a regular basis so the Town is prepared to respond when it receives a Right of First Refusal notice on land in Chapter 61. As Rita G. mentioned earlier in the meeting, the Town's newly updated Master Plan and Open Space and Recreation Plan identify parcels for Town acquisition. John R. asked if the land acquisition parcels have been prioritized and Dennis R. indicated they have been and are identified as such in the Open Space and Recreation Plan. The CP Com would like to review this list of properties at their next meeting.

5) **Other Issues:** Alan R. indicated the CP Project sign that was posted at the Steele Farm barn identifying its renovation as a CPA project is currently being stored in his garage to protect it from the winter elements. Dennis R. noted there is money in the CP budget to purchase more signs pending ATM actions.

6) **Next Meeting:** March 3, 2016 at 7:30PM. Location TBD.

Rita G. moved and Mitzi Weil seconded to adjourn. **VOTE:** unanimous.
Meeting adjourned by Owen N. at 8:58PM

Respectfully submitted,
Rita Gibes Grossman, Clerk