



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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MINUTES

March 3, 2016 / 7:30PM

Sargent Memorial Library Meeting Room / 427 Massachusetts Avenue / Boxborough, MA 01719

MEMBERS PRESENT:

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

MEMBERS ABSENT: Dennis Reip, Conservation Com, ViceChair

EXOFFICO:

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

OTHERS: Gerry, Noel, Town Building Inspector

HANDOUTS (8): Agenda; Feb4 Minutes; OSRP land parcel list and map; CPA warrant articles drafts (2); CPA Funds Allocations graphic(FY15-FY17); Town Hall front steps project preliminary estimates; Email from Jennifer Barrett, Town Accountant on warrant article order and format.

7:36pm Meeting called to order by chair Owen Neville

1. **Introductions:** New building inspector, Gerry Noel and committee member introduced themselves.
2. **Community Preservation Committee (CPCoM) membership:** Owen noted that after the Town elections in May, he will no longer be on the Planning Board and therefore will no longer be on this committee as a representative of the Planning Board. Selina indicated that the Planning Board could appoint Owen as their representative on the CPCoM.
3. **Review and approve minutes of February 4, 2016:** Alan moved and John R seconded to approve the minutes as presented. Discussion: hearing none, Owen called the vote: **VOTE:** Unanimous
4. **Administrative expense:** Selina requested the CPCoM authorize her to pay for the legal expenses associated with CPA warrant article(s) review. Rita asked if the CPCoM was the only Town (not regional boards) entity with designated funds for administrative expenses. Selina said yes, and she will request that legal bills for the CPA warrant articles be sent as separate invoices. Rita moved and Mitzi seconded that Selina be authorized to pay the legal bills for warrant article review. Discussion: Hugh indicated that the CPCoM should review the budget at each meeting. **VOTE:** Unanimous.
5. **Town Hall steps request:** Owen summarized that CPCoM recommended and, 2015 ATM approved \$10K for emergency repair of the Town Hall front steps and now the amount will not be adequate for their needed replacement. Discussion ensued on the nature of repair and what was being done to prepare the article.

- a. Board of Selectmen (BoS) will be responsible for this warrant article, and, are considering specifying granite noted for its durability, performance and low maintenance requirements.
- b. During discussion of the correct historical replacement, documentation and images from the early 1900s were passed around. Original steps were wood with field stone siding and no railings. Railings are required by code.
- c. Gerry's looking for contractors willing to give the Town a quote at prevailing rates. Also noted that Owen has requested that there be 4 railings on the steps inside and outside vs. just the outside railings and Owen noted that the railings should align with the columns and be anchored with the posts for added stability and safety.
- d. Gerry estimates the project to cost approximately \$40K to \$45K. John N. noted that this could be a non-CPA funded project if need be as it would allow more flexibility.
- e. John N. noted that the CPA has higher threshold criteria for restoring exterior elements vs. interior historic restorations. Owen reviewed recommendations from CP Coalition. IF the building is not on the National Historic Register, the Town's Historical Commission could review and make recommendations. Selina read recommendations from town counsel from last year and will circulate to the committee concerning historic CPA spending.
- f. Selina and Susan noted that there is a placeholder in the warrant in the CPA articles for this project. John N moved and Rita G. seconded that the warrant request 35K to be added to \$10K already approved for the town hall front step replacement budget for a total of \$45K.
- g. Further discussion: John R. asked where the funds would come from and the budgeted CPA Funds Allocation sheet was reviewed and there are adequate funds available.
- h. Mitzi asked what will happen if the bids come in above estimate and Owen noted that the current proposals over spending this year's CPA funding, however, was underspent last year.
- i. Rita asked what happens next to clarify the price. Gerry will be preparing a specification and an estimate which should be ready in a week. An Invitation to Bid would be posted if the article were approved.
- j. Rita asked who will be making the final decision on design and materials. Selina and Susan said the BoS. Rita questioned the process if the estimate is more than amount in the motion. Alan R. and Mitzi W. believe that the CPCom should vote tonight and schedule another meeting if need be.
- k. BoS will be responsible to present the proposal and the stakeholders will be responsible for addressing questions and concerns on ATM floor. **VOTE: Unanimous.**
- l. Owen asked whether this should be considered with the ATM articles, or, should this be part of STM? If funds are drawn from existing funds, work could be started from either an ATM or an STM vote. John R did not feel it makes a difference, although putting it in STM might be more logical for some. Rita moved and Hugh seconded to include this request in the ATM CPA articles in the historic section. **VOTE: Unanimous**

6. 2016 ATM/STM Articles

- a. Hugh recalled that during CPCom training last year, it was noted that the Stow CPCom provides a complete summary at ATM each year. Owen will do so at ATM. Susan recalled that perhaps last year's presentation could be used as the slide presentation malfunctioned at last year's ATM.
- b. The article for the transfer of \$5465 to the Affordable Housing Trust will remain in the STM to allow immediate payment of the invoice for monitoring as per CPCom recommendation.
- c. Adam suggested the CPCom decide the process for the presentation of CPA articles at ATM. CPCom will make the motions and the sponsors or proposers will make the presentation and be prepared to answer questions from the floor. Selina and Adam will give all sponsors recommendations for their audio-visual presentations.
- d. Based on Hugh's earlier comments, CPCom will prepare an "annual" report for ATM.

- e. As for order, the FY17 Budgeted Reserve and administrative reserve articles will be done first, followed by the project articles in order as presented in the CP Plan. It was also noted based on the hand-out of the financial presentation needs to be simplified.
- f. Hugh asked whether the Finance Committee and the BoS will write recommendations. Both will write recommendations, however just the Finance Committee will write majority and minority opinions for each article. BoS will give majority opinion with vote noted.

7. **Open Space and Recreation Plan (OSRP) priority parcel information:**

- a. Map 10 and Table 28 from OSRP (2015 Draft that has soft approval from the State pending official approval). Materials distributed to inform the discussion about how the CCom and the Town could be more prepared to respond when the Town receives a Right of First Refusal.
- b. Hugh asked whether the parcels were ranked in order, and, Adam clarified that the parcels are not ranked as the ranking does not drive the process, the landowners drive the process based on their decisions about their land.
- c. In response to Hugh's question about working with landowners, Rita noted that the Boxborough Conservation Trust (Boxborough's private, nonprofit land trust) does work with land-owners by providing information and resources about preserving their land for conservation, agriculture and other public benefits.
- d. Rita also mentioned that many towns have Open Space Committees to prioritize land preservation options.

Rita moved and John R. seconded to adjourn. **Meeting adjourned by Owen at 9:35PM.**

Respectfully submitted,

Rita Gibes Grossman, Clerk