



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1723 • Fax: (978) 264-3127

www.boxborough-ma.gov

MINUTES

Community Preservation Committee

May 5, 2016 / 7:30 PM

Town Hall Grange Meeting Room / 29 Middle Road / Boxborough / MA 01719

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

John Neyland, Agricultural Com

Dennis Reip, Conservation Com, Vice Chair

Alan Rohwer, Historical Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

MEMBERS ABSENT: Mitzi Garcia-Weil, Recreation Com

EXOFFICO:

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

HANDOUTS: April 7, 2016 Minutes; Warrant Articles 6, 7, 8 and 9

7:30 Meeting called to order by Chair Owen Neville. Owen expressed his appreciation to Adam Duchesneau, Town Planner for his services to this committee.

1. **Review and Approve Minutes of April 7, 2016:** Alan R. moved and John R. seconded to approve the minutes. **VOTE:** Unanimous.
2. **Correspondence:**
 - a. A bill for legal services from Town Counsel for \$126.00 to cover communications with the Town Administrator et al on CPA matters. Owen N. moved to approve payment from the CPC's administrative fund. Alan R. seconded and with minimal discussion. **VOTE:** Unanimous.
 - b. No other correspondence was discussed.
3. **Finance Update:**
 - a. Owen N. reviewed the financial data to be presented at Annual Town Meeting (ATM) for Article 6 on page 24 of the Town Meeting Warrant and said that Jennifer Barrett, Town Accountant, says the estimates of CPA funds expected from the State distribution to be accurately presented at this point in time.
4. **Overview of CPC Report Presentation for Town Meeting:** Presentation is prepared and has been submitted to Town Administrator on time.
5. **Town Meeting Articles Plan for Presentations:**
 - a. **Article 7:** Motions will be made by Mitzi W. as separate projects with separate motions.
 - i. Kevin Lehner will present 7A: Site Plan for 2 courts at Liberty Fields: \$5,500.

- ii. Kevin Lehner will present 7B: T.J. O'Grady Skate Park Expansion: \$40,000.
 - b. **Article 8:** Motions will be made by Ron Vogel.
 - i. 8A & 8B will be one motion and Al Murphy will make the presentation.
 - ii. 8C will be a separate motion and Al Murphy will make the presentation.
 - c. **Article 9:** Motions will be made by Alan Rohwer.
 - i. Liz Markiewicz, Town Clerk, will present 9A: Historic Town Records for \$11,000.
 - ii. Gerry Noel, Building Inspector, will present 9B & 9C: Grange Meeting Room and Town Hall front exterior steps.
- 6. **Officers for FY 2017:** Owen N. clarified this discussion will occur at the next CPC meeting which will be after the Town Election and after Board of Selectmen appointments to Town boards and committees are completed.
- 7. **Meetings Dates for FY 2017:** Based on availability of CPC members, the next two meetings will be June 8th and July 7th with August TBD.
- 8. **Housekeeping Items:**
 - a. Owen N. noted the CPC will need to encumber the amount of \$10,000 for the Town Hall exterior front steps which was passed at the 2015 ATM IF the \$35,000 passes for this project at the 2016 ATM.
 - b. Grant agreements will need to be drafted if the articles requiring such are passed.
 - c. John N. suggested and Rita G. supported; the topic of additional funds for the open space fund be discussed at a future meeting.
 - d. John R. suggested the CPC evaluate the past year's procedures and schedule looking for improvement opportunities.
 - i. Owen N. suggested that any projects requiring architectural and structural changes be comprehensively planned with details specified if a design project is being proposed. Dennis R. and Rita G. supported this concept for future discussion.

Next Meeting: June 8th at 7:30 PM. This will be the last meeting of FY 2016.

8:09 PM Hearing no further discussion, Owen N. moved to adjourn. Rita G. seconded. **VOTE:** Unanimous.

Respectfully submitted,

Rita Gibes Grossman, Clerk