



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

June 8, 2016 / 7:30 PM

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

MEMBERS PRESENT:

Hugh Fortmiller, At-large	Alan Rohwer, Historical Com
Rita Gibes Grossman, Clerk, At-large	John Rosamond, Finance Com
John Neyland, Agricultural Com (8:11P)	Ron Vogel, Housing Board
Dennis Reip, Conservation Com, Vice Chair	Mitzi Garcia-Weil, Recreation Com

MEMBERS ABSENT: Planning Board Representative

EXOFFICIO:

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

HANDOUTS: May 5, 2016 Minutes; Draft FY2017 CCom Meeting Schedule; 2016-2017 CP Com Timeline

7:31 PM - Meeting Called to Order by Vice-Chair Dennis Reip.

- Dennis R. reviewed the membership of the CCom noting that Owen Neville is no longer on the Planning Board and therefore will not be representing the Board on the CCom.
- Dennis R. recognized and thanked Mitzi W., who will also be coming off the CCom as she is retiring from her years of service on the Recreation Committee.

1. **Review and Approve Minutes of May 5, 2016:** John R. moved and Hugh F. seconded to approve the minutes as written. Discussion: Rita will add the CPA Warrant Articles to the hand-outs section. **VOTE:** Unanimous.

2. **Correspondence (if any):**

- a. Payment of Invoice from Town Counsel for the amount of \$90.00 for 0.5 hours to review the language of the CCom Warrant Articles for the 2016 Annual Town Meeting (ATM).
- b. Dennis R. moved and Rita G. seconded to approve. **VOTE:** Unanimous.

3. **Review May 2016 ATM and Next Steps:** ATM actions discussed as follows:

- a. Article 6 (CCom budget and appropriations) passed without issue.
- b. Article 7 (Recreation)
 - i. Part A (\$5,000 for court site plans at Liberty Field) passed without issue.
 - ii. Part B (\$40,000 for T.J. O'Grady Skate Park) failed. Dennis R. expressed his regret that this did not pass as did Rita G. Hugh F. noted an editorial in The Beacon from the Acton community critical of the Town Meeting vote on this article. Discussion focused on the ATM dynamic of the closing of the vote and Mitzi W. expressed concerns that not all data were heard before the vote was called. Two respected Boxborough residents presented their concerns based on their observations of drug dealing activity at the existing skate park, yet Mitzi W. was not able to present data she gathered which would have countered those concerns based on her observations and monitoring of the skate park activity, in addition to data from the Acton Police Chief. Mitzi W. shared her

observations of mothers, fathers, families, and young children using the skate park during evening hours and on the weekends.

- iii. Regarding the vote results, Susan B. pointed out that a CPCoM member (or any ATM voter) could have requested a hand count vote.
 - iv. Mitzi W. and Hugh F. will draft a letter to the editor of The Beacon in support of the park which will be from the CPCoM with information on how Boxborough residents can donate as private citizens if they so desire.
 - v. John R. asked if this item will be considered for ATM next year and Mitzi W. was not sure if it would be presented.
 - vi. Overall, the concerns about supposed drug and alcohol activity at the skate park and its proximity to the high school, combined with abbreviated discussion without additional data being presented, led to the demise of Article 7B.
- c. Article 8 (Community/Affordable Housing for \$37,745)
- i. 8A & 8B (\$11,465 fund transfer to the Affordable Housing Trust from the Town's CP fund for Regional Housing Services) passed.
 - ii. 8C (\$26,280 for the Boxborough Rental Voucher Program) passed.
 - iii. Al Murphy, Housing Board Chair and Affordable Housing Trust member, was recognized for his preparedness and presentation at ATM which generated an informative discussion.
 - iv. John R. asked about the grant agreement which needs to be set up to allow the funds to be transferred. Adam D. clarified the Town Administrator and Town Counsel drafted the grant agreement and it has been approved by the Board of Selectmen. It is now awaiting approval and signature from the Affordable Housing Trust. Adam D. will double check the process and follow-up with Rita G. if need be.
 - v. Adam D. noted a quarterly progress report must be submitted to the Town. Rita G. asked about the reporting details and Adam D. indicated he would clarify to whom the report needs to be submitted.
- d. Article 9 (Historic)
- i. 9A (\$11,000 for historic Town record preservation) passed.
 - ii. 9B (\$82,775 for Grange Hall renovation) passed.
 - iii. 9C (\$35,000 for Town Hall front entrance stairway rehabilitation) passed.
- e. Dennis R. asked for CPCoM recommendations for next Town Meeting.
- i. Alan R. and Dennis R. stated the advantages of some of the projects being thoroughly reviewed before ATM and noted that 8 of the 9 CPA articles had passed.
 - ii. Hugh F. said the introductory material and report of the CPCoM is informative and that next year the CPCoM needs to emphasize what has been accomplished and how much money has been saved by having the CPCoM and getting the matching State funds.
 - iii. Rita G. asked how the CPCoM can advise future applicants on their presentations and campaigns for their projects: e.g. well prepared slide presentation of data and be prepared to address negative concerns about any proposed project.
4. **Encumbrance of \$10,000 for Town Hall Front Steps from ATM 2015:**
- a. Adam D. clarified this encumbrance was for approved funds for FY2016 to perform work on the Town Hall front steps and would expire on June 30th.
 - b. Dennis R. moved and Ron V. seconded that the \$10,000 be encumbered from FY2016 to FY2017 and be combined with money approved for FY2017 for this project.
 - c. Discussion: Rita G. asked for clarification as to how monies are managed if not used as appropriated for a project. They are returned to the general CP fund. **VOTE:** Unanimous.

5. Encumbrance of \$1,516 for Year 1 Historical Records Preservation from ATM 2015:

- a. Dennis R. clarified the funds could be used as appropriated for the next book in the queue to be preserved.
- b. Dennis R. moved to encumber \$1,516 from FY2016 to FY2017 to be used for the same purpose. John R. seconded. **VOTE:** Unanimous.

6. Meetings Dates for FY2017:

- a. Reviewed list of proposed meeting dates for the first Thursday of each month with 7:30 PM start times. Dennis R. moved and Rita G. seconded to approve the schedule as presented. Hugh F. asked that at each meeting the next meeting date be discussed to assure the CPCom has a quorum. **VOTE:** Unanimous.

7. Next Meeting July 7th - Agenda Items:

- a. Susan B. clarified that at the next meeting officers will be elected including Chair, Vice-Chair, and Clerk. Existing terms of current CPCom members were reviewed and the general consensus was that everyone plans to serve their terms. New members representing the Planning Board and Recreation Commission will be joining the CPCom by the next meeting.
- b. Dennis R. noted that terms for the CPCom are not necessarily aligned with that person's term on their respective Town board, commission, or committee which they are representing. Adam D. clarified the Town Clerk tracks all appointments and notes potential conflicts with terms.

[8:35 PM Abby Reip joined the meeting. She will be the Planning Board representative to the CPCom once she has been sworn in.]

8. FY2017 CPC Project Funding Timeline and Application Procedures:

- a. Dennis R. reviewed and thanked Adam D. for preparing the draft 2016-2017 timeline which was based on last year's schedule.
- b. Dennis R. clarified that all CPCom documents, including all application materials, will need to be updated with current dates.
- c. Adam D. noted this year's schedule only allows three weeks to prepare Final Applications after the CPCom has discussed and provided comments on the Preliminary Applications.
- d. Brief discussion of anticipated projects where Dennis R. indicated the Conservation Commission will be seeking Conservation Trust Funding from CP funds versus from the Town's operating budget.
- e. Dennis R. moved to approve the 2016-2017 timeline and John R. seconded. **VOTE:** Unanimous.

9. Next Meeting Topics:

- a. John R. requested that everyone review the Preliminary and Final Application forms, including the CPCom Application Procedures document, prior to the next meeting. All documents are available on the CPCom page on the Town website.
- b. Rita G. asked that a land set aside be reconsidered. John R. said another approach would be to not spend the total amount of appropriated funds each year. Discussed having an ad hoc land use group review the Town's land acquisition priorities as outlined in the Open Space and Recreation Plan and Boxborough2030 (Master Plan) to get a better sense of the financial scale.

8:45 PM

Rita G. moved and John R. seconded to adjourn. VOTE: Unanimous.

Respectfully submitted,
Rita Gibes Grossman, Clerk