



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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### MINUTES

Community Preservation Committee

September 1, 2016 / 7:30 PM

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

#### MEMBERS PRESENT:

Hugh Fortmiller, At-large

Hilary Greven, Recreation Com

Rita Gibes Grossman, Clerk, At-large

Dennis Reip, Conservation Com, Chair

Abigail Reip, Planning Board

Alan Rohwer, Historical Com

John Rosamond, Finance Com

**MEMBERS ABSENT:** John Neyland, Agricultural Com; Ron Vogel, Housing Board

#### EXOFFICO:

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

**HANDOUTS:** Draft Minutes of August 4, 2016; private donation flyer for T.J. O'Grady Skate Park; Conservation Trust Fund Preliminary Application; North Cemetery Restoration Preliminary Application; Updated CP Plan (ver. 8/31/16).

**7:33 PM - Meeting Called to Order by Chair Dennis Reip.**

#### 1. Review and Approve Minutes of August 4, 2016

John R. moved and Hilary G. seconded to approve the minutes. **VOTE:** Unanimous in favor.

#### 2. Correspondence

T.J. O'Grady Memorial Skate Park Crowd Fundraiser hand-out (1 page) was distributed (available from Town of Acton). Town of Acton's target goal is to raise \$20,000 through tax-deductible donations and to get an additional \$20,000 through a matching grant. Work has already begun on the project.

#### 3. Review of Preliminary Applications for FY 2018 Community Preservation (CP) projects

a. **North Cemetery Restoration.** Submitted by Becky Neville, Cemetery Commission member.

i. After discussion, the consensus was that the project was eligible to seek Community Preservation Act (CPA) funds. It was recommended this proposal be reviewed by the Historical Commission. John R. and Susan B. suggested that Alan R. work with Becky N. on the Final Application.

ii. Questions to be answered include:

1. What will be the long term expectation for funding? John R. would like to see the Final Application include a detailed scope of work for the entire restoration of North Cemetery, including what exactly is being included in this specific request. It was noted the cost estimate will be a "soft" quote.

2. Hugh F. would like to know more about the historical significance of the North Cemetery to the town, such as the oldest headstones and significant historical individuals.

**ACTION:** Alan R. will follow up with Becky N. on this Preliminary Application.

- b. **Conservation Trust Fund (CT Fund).** Submitted by Dennis R. as Chair of the Conservation Commission. Based on the recommendations from the Finance Committee (Fin Com), the Conservation Commission (Cons Com) is requesting a \$5,000 contribution to the CT Fund. Dennis R. noted that if approved, these funds would have to be tracked separately in the CT Fund.
  - i. Rita G. suggested analyzing historical uses of CT Funds to identify which expenses might be ineligible for CPA funds per the regulations of the Community Preservation Act.
  - ii. Hugh F. asked if this would replace the amount which has been requested from Town Meeting (TM) through the annual budget. Dennis R. affirmed and pointed out this amount is matched by the state, therefore, it would be a “discounted” cost to the Town.
  - iii. Rita G. also posed the possibility of increasing the amount of a CT Fund transfer in the future as a potential source of funds for land acquisition.
  - iv. Hugh F. asked how the CPA contribution to the CT Fund would be handled logistically to assure CPA requirements are being met. John R. asked if this is similar to the CPA contributions to the Housing Trust Fund and whether this could be used as a model for the CT Fund.
  - v. Susan B. asked John R. if the Fin Com will support this proposal and John R. indicated they would most likely support it.
  - vi. Rita G. asked about the details of Cons Com budgeting and expenses, and suggested they be explained through a table in the Final Application.
  - vii. General consensus was that this proposal was eligible to seek CPA funds.
- c. John R. noted that in the Town’s Capital Plan there would be other CPA eligible expenses in addition to the North Cemetery Restoration project, such as the Steele Farm house restoration, however, both John R. and Alan R. believed this request would not happen this year.
- d. Hilary G. said the Recreation Commission (Rec Com) may submit an application to purchase land for basketball and tennis courts abutting Liberty Fields. Dennis R. clarified the process for this potential application, but, there was consensus that a Final Application for a proposal of this nature would be eligible for CPA funding consideration. The Community Preservation Committee (CP Com) recommended the Rec Com submit a Preliminary Application to the CP Com by their next meeting on October 6th.
- e. Adam D. anticipated there would be additional funding requested for the continued restoration of Town Hall, particularly the landscape area at the front entrance, and he said that according to Town Counsel, the entire Town Hall property qualifies as a historic resource. After discussion, there was general consensus that the front entry to Town Hall needs a plan which is vetted by stakeholders, specifically the Historic Commission, prior to submission of a Final Application. At this point, Adam D. does not believe this landscaping proposal will be submitted for this application round as the Grange Hall Renovation project and the rehabilitation of the Town Hall front steps will need to be completed first.

#### 4. Community Preservation Plan Review and Update

- a. Rita G. requested the years of completion for the Open Space and Recreation Plan and Housing Production Plan be included in the text as was noted for the Master Plan, and also asked if the total conserved acreage figures could be updated to include recent acquisitions.
- b. John R. and Hugh F. asked for consistency on the use of acronyms.
- c. John R. suggested the following:
  - i. Page 1, Section B.2., read as follows: "Administer the CPA in a transparent manner with a clear process for project applications and their assessment."
  - ii. Page 4, Section C.5., read as follows: "Prepare a CPA budget and make project recommendations for Town Meeting approval."
- d. Page 4, Section C.7.: John R. asked if the Town was prepared to meet the State CPA reporting requirements for this month. Hugh F. suggested this date parameter be included in the CP Com timeline.
- e. Page 5, both Dennis R. and John R. suggested the CPA revenue presentation should be formatted similar to the presentation given at the 2016 Annual Town Meeting so the numerical data is readily understood by the general public. Dennis R. suggested that additional data, if needed, could be included in an appendix.
- f. Hugh F. and Adam D. identified additional punctuation and grammatical corrections throughout the document, including editorial improvements to the Community Housing and Historic Resources sections.
- g. Page 10, second paragraph, Hugh F. questioned the intent of the Preservation of Historically Significant Buildings (Demolition Delay) Bylaw. Adam D. and Alan R. clarified it delays the destruction of historically significant buildings for one year or until the Historical Commission reviews and approves the proposed alterations.

**ACTION:** Adam D. will incorporate all suggested edits into the Community Preservation Plan.

5. Dennis R. asked for additional issues for discussion. Hearing none, Rita G. moved and John R. seconded to adjourn the meeting. **VOTE:** Unanimous. Meeting adjourned at 8:59 PM.

Respectfully submitted,  
Rita Gibes Grossman, Clerk