



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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### MINUTES

Community Preservation Committee (CPC)

November 3, 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

John Neyland, Agricultural Com

Dennis Reip, Conservation Com, Chair

Abigail Reip, Planning Board

Alan Rohwer, Historical Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

**MEMBERS ABSENT:** Hilary Greven, Recreation Com

#### EXOFFICIO:

Adam Duchesneau, Town Planner

Selina Shaw, Town Administrator

**HANDOUTS:** October 6, 2016 CPC Draft Minutes; Draft Legal Notice of Public Hearing; 5 (sheets) of Community Preservation Coalition Information on CPA Bonding; Eight CPCCom Final Applications as listed:

1. Conservation Trust Fund
2. North Cemetery Restoration
3. Boxborough Rental Assistance Program
4. Preservation of Steele Farm House
5. Coutts Parcel Land Purchase
6. Town Hall Landscaping
7. Regional Housing Services
8. Preservation of Town Records

**7:30 PM - Meeting Called to Order by Chair Dennis Reip.**

**1. Review and Approve Minutes of October 6, 2016.**

Dennis R. moved and Abby R. seconded to approve the minutes as presented. **VOTE:** Unanimous.

**2. Correspondence.** None.

**3. Final Applications Received. Brief Review of Applications and Timeline.**

Eight CPCCom Final Applications have been received and are being reviewed by Town Boards and Committees with comments due by November 28th to the Planning Office. Comments will be sent to the CPCCom by November 29th. CPCCom members will review the Final Applications in preparation for the next meeting and public hearing, both scheduled for Thursday, December 1, 2016. Dennis R. noted applicants should understand that multi-year projects must submit applications each year. Final Applications were reviewed.

- a. Conservation Trust Fund: Final Application complete with supporting explanation.
- b. North Cemetery Restoration: Final Application complete and includes description of work.

- c. Boxborough Rental Assistance Program: Noted that administrative costs are reduced compared to last year and number of families receiving assistance is proposed to be increased. John R. was concerned that it appeared some of the households on the wait list are in more dire straits than those families being assisted and wondered if there was a way to help those on the wait list with their application forms. Adam D. will follow up with the Well-Being Committee and Housing Board regarding the comments.
- d. Preservation of Steele Farm House: Incomplete application awaiting architectural report from consultant which will provide a detailed scope of work.
- e. Coutts Parcel Land Purchase: Incomplete application pending negotiations between the land owners and the Town. Land acquisition would be for additional recreation area. Selina S. indicated the negotiations should be completed to meet Annual Town Meeting deadlines and CPCOM timeline.
- f. Town Hall Landscaping: Final Application with description, budget, photos, and conceptual plan. Alan R. asked about the future placement of the war memorials at the front entrance of Town Hall. It was noted the future of these memorials will be addressed by the newly organized Boxborough Veterans Memorial Committee appointed by the Board of Selectmen.
- g. Regional Housing Services: Final Application.
- h. Preservation of Town Records: Final Application for the final phase of preservation project.

Name	Applicant	Amount	Category	Duration
Conservation Trust Fund	D. Reip / Conservation Commission	\$5,000.00	Open Space & Recreation	Annual Request
North Cemetery Restoration	B. Neville / Cemetery Commission	\$9,025.00	Historic Resources	End of 2017
Boxborough Rental Assistance Program	C. Wagg & A. Murphy / Well-Being Committee & Housing Board	\$41,280.00	Community Housing	Annual Request
Preservation of Steele Farm House	E. Whitcomb/ Steel Farm Advisory Committee	\$160,000.00	Historic Resources	3 Years
Coutts Parcel Land Purchase, Parcel #3	K. Lehner / Recreation Commission	Pending	Open Space & Recreation	End of 2017
Town Hall Landscape Project	G. Noel, Building Inspector / Board of Selectmen & Town Administrator	\$54,800.00	Historic Resources	End of 2017
Regional Housing Services	A. Murphy / Housing Board	\$3,000.00	Community Housing	Annual Request
Preservation of Town Records (Phase 3)	E. Markiewicz, Town Clerk	\$10,000.00	Historic Resources	End of 2017

**4. Legal Notice for December 1, 2016 Public Hearing for Final Applications.**

- a. Draft reviewed. After discussion, decided to start the CPCOM meeting at 7:00 PM to conduct administrative business and the Public Hearing will begin at 7:15 PM. Notice was intentionally written in general terms to accommodate any changes. Adam D. will add a reference to the final draft to instruct the public on how to access the Final Applications for review prior to the public hearing.
- b. Current CPA project funding requests are approximately \$283,105.00, not including the proposed Coutts land acquisition request. The current balance in the CP Fund is approximately \$243,000.00. Selina suggested the CPCOM could recommend bonding some of the costly, multi-year projects such as the preservation of the Steele Farm House. John R. said the CPCOM can establish guidelines for future long term funding because, as John N. noted earlier in the meeting, the CPCOM could be facing multiple bonding projects for large, costly amounts, such as land acquisitions. There was then discussion about potential recommendations. Rita G. asked if there are other sources of funding for some of the projects such as the land acquisition

for recreation purposes, and whether there is an associated non-profit organization that can assist with fundraising and contribute to the land acquisition.

**5. Land Acquisition for Open Space and Recreation.**

There was a discussion of how to approach large CPA project funding requests which may best be undertaken through bonding. Dennis R. proposed the CCom form a subcommittee to study and make recommendations to the CCom regarding bonding practices and policy. Hugh F. suggested the role of the Town in addressing a shortfall be addressed when CPA funding becomes inadequate. Rita G. requested a timeline for when the subcommittee should report their recommendations to the CCom. The consensus was for a January 5, 2017 report. Dennis R. moved to form a subcommittee to explore CP fund bonding options and to report back on January 5th with recommendations, and for the members of the subcommittee to include Rita G. (chair), John R., John N., and Hugh F. John R. seconded. **VOTE:** Unanimous.

6. Dennis R. asked for additional issues for discussion. Hearing none, John R. moved and John N. seconded to adjourn. **VOTE:** Unanimous. Meeting adjourned at 8:35 PM.

Respectfully submitted,  
Rita Gibes Grossman, Clerk