



## **TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING**

**BOARD/COMMITTEE:** Community Preservation Committee  
**MEETING DATE:** June 1, 2023  
**TIME:** 7:30 PM  
**PLACE:** Boxborough Town Hall

### AGENDA

1. Review and Approve Minutes from March 2, 2023
2. Correspondence and New Business (if any)
3. Review of how town meeting went relative to CPA Articles
4. Presentation by Alec on future projects relative to CPA
5. Discussion on any way we would like to improve our process, forms, data sheets or anything else we can think of. The expanded spread sheet with five columns that will be needed.
6. Closing out past articles
7. Committee membership positions
8. Review of CPA Timeline for Project Funding
9. Next meeting will be July 6, 2023



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

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**DRAFT March 9, 2023**

### **Community Preservation Committee (CPC) MINUTES**

March 2, 2023

Remote (Zoom) Meeting, Open to Public

Pursuant to Executive Order March 12, 2020

Votes on All Motions are by Roll Call

#### **MEMBERS PRESENT:**

Ron Vogel, Chair, Housing Board  
John Fallon, At-large Acting Clerk  
Rita Gibes Grossman, Vice Chair, At-large  
John Neyland, Agricultural Commission  
Alan Rohwer, Historical Commission  
Priya Sundaram, Finance Committee  
Kathleen Vorce, Planning Board

#### **MEMBERS ABSENT:**

Rebecca (Becca) Edson, Recreation Commission  
Elizabeth (Liz) Markiewicz, Conservation Commission

#### **ABSENT, EX-OFFICIO:**

Wes Fowlks (Select Board Liaison)

#### **OTHERS PRESENT:**

Alec Wade, Town Planner

#### **DOCUMENTS:**

- o Agenda for March 2, 2023 CPC Meeting
- o Draft minutes from February 2, 2023 CPC Meeting
- ATM 2023 (FY 2024) CPC Financial Worksheet with updated numbers
- o Final CPC Articles and Summaries for May 2023 Town Meeting Warrant as approved February 2, 2023:
  - 1) CPC Fund-CPC Report and Establish FY 24 Reserves (annual article)
  - 2) \$38,050: Boxborough Rental Assistance Program (repeat project)
  - 3) \$12,000: Regional Housing Services (repeat project)
  - 4) \$10,000: Conservation Trust Fund (repeat project)
  - 5) \$9,500: Cemetery Restoration (repeat project)
  - 6) \$310,000: Preservation of Steele Farm House (new project)
- o February 13, 2023 draft of the May 2023 Annual Town Meeting Warrant
- o February 27/28, 2023 draft of the May 2023 Annual Town Meeting Warrant

**Meeting Called to Order** 7:34 p.m. by Ron Vogel Chair, after a roll call confirming a quorum.

1) **MINUTES:** It was moved and seconded to approve the minutes of February 2, 2023 as distributed. Moved by Rita, seconded by Kathy. **Vote:** passed unanimously 6 to 0. Priya abstained since she had not attended the meeting.

**2) CORRESPONDENCE:**

Ron reported that there was no correspondence

**3) NEW BUSINESS:**

Alec Wade, the town planner, presented two potential projects for the next CPC funding cycle. Both of these involve using CPC funds as “match” money that could be leveraged into much greater grant funding from the State. Alec’s purpose tonight was not to ask the committee for a vote or approval but to introduce the concepts.

a) Road Work at Boxborough Meadows.

Boxborough Meadows is a Chapter 40B project developed in 2004 where 25% of the units are affordable deed-restricted. For a number of reasons, including a state of disrepair, the residents have approached the town to have the roads in the development accepted as town roads. The estimated cost to bring the roads into repair is \$175,000. Alec feels that there is the possibility of receiving funding under a number of State grant programs but the town would need to put up 25% matching funds. Since 25% of the units were affordable deed-restricted, Alec brought up the possibility of CPC funds being used for 25% of the cost or \$43,750. The committee discussed the proposal and was open to considering it in the next cycle. Two questions were raised:

- i) Is it legal to use CPC funds for this purpose?
- ii) Can CPC funds only be appropriated at an annual town meeting or could they be appropriated at a special town meeting, for example in the fall?

b) “Way-finding” Signage Project.

Alec would like to initiate some projects that created a town-wide cohesiveness around town resources. One approach is to create “way-finding” signage projects that would highlight recreation and conservation spaces and their uses. There is a State grant that could be used for it but it requires a 20% or higher match. His thought is that CPC funds could be used for the match. The committee was enthusiastic about this concept. Alec’s plan over the summer is to convene public forums with Conservation Commission and Recreation Commission involvement and would like the CPC having a representative attend also.

**ACTION ITEM:** Ron will obtain answers to the questions whether CPC funds could be used for road repair and whether CPC funds can only be appropriated at annual town meeting

**4) REVIEW OF WARRANT STATUS FOR THE 2023 ANNUAL TOWN MEETING**

Priya had questions on two articles.

a)) \$12,000: Regional Housing Services: Priya asked if there was a definite cyclical timing for this article, e.g., every 3 years. Ron responded that the Housing Board presented this article whenever funds was needed which usually was every three years.

b) \$9,500: Cemetery Restoration: Priya noted that the article in the February 28 version of the annual town meeting warrant stated that the funds were for **North** cemetery which was not correct. John F. did some quick research and noted that this was not what the CPC had submitted to town hall and not what was in the February 13 version of the annual town meeting warrant. He also noted that there actually was an error in the article as submitted by the CPC. John F. moved to amend the Cemetery Restoration article as voted by the CPC on February 2, 2023 to remove the words “Community Preservation Purposes” on the second and third lines and substitute the words “Cemetery Restoration”. This was seconded by Rita. **Vote:** passed unanimously 7 to 0.

**ACTION ITEM:** John F. will prepare the final version of the cemetery article and send it to the Town Administrator’s assistant for inclusion in the May 2023 town meeting warrant. He will also circulate this to the CPC for information only .

## **5) OTHER BUSINESS**

Rita mentioned to Alec that it might be useful if the town had a pre-defined process to follow when the town’s right of first refusal is triggered when any Chapter 61, 61A or 61B landowner enters a purchase and sales agreement to take the land out of any Chapter 61, 61A or 61B status.

**NEXT MEETING:** Thursday, April 6, 2023, 7:30 pm on Zoom. Ron noted that this might be cancelled if there was no business to conduct.

**Meeting Adjourned** 8:25 p.m. -- Rita moved; Ron seconded. **Vote:** Unanimously approved.

Respectfully submitted,  
John Fallon, Acting Clerk

Mike and Dennis:

In reviewing the final version of the motions that Rajon sent out, there are a couple of issues I wanted to bring to your attention.

The first is Article 35, the CPA annual budget. The article itself does not include the particular funding sources, appropriations or dollar amounts. That information is only contained in the summary. They do appear in the motion, however. As such, if Article 35 is included in the consent agenda, the consent agenda motion to “approve as printed in the warrant” will result in no action being taken on that article since the necessary information is not actually in the article that is printed in the warrant. As such, I would recommend that Article 35 be pulled from the consent agenda and voted separately at Town Meeting. Although we could revise the consent agenda motion to fix the issue, it seemed like coming up with revised language for the consent agenda motion more confusing to people and not as clean as just pulling Article 35 and using the motion that is already in the motion book.

The second issue concerns Article 43 and something that we had previously raised when we reviewed the motions. That motion currently provides as follows:

I move that the Town appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eighty Five Thousand Seven Hundred Thirty-six Dollars (\$85,736) and to appropriate from the Community Preservation general fund balances, which includes the FY 24 budgeted reserve, the sum of Two Hundred Twenty-four Thousand Two Hundred Sixty-four Dollars (\$224,264) for the Preservation of the Steele Farm House as recommended by the Community Preservation Committee.

In our experience, there are a few available funding sources for CPA appropriations – the CPA Fund Balance, the Budgeted Reserve, and each of the three subject matter reserves, Open Space, Historic Preservation and Community Housing. The Fund Balance is comprised of the amounts that were not spent, and therefore, closed out in the previous fiscal year (similar to “Free Cash”, this is CPA free cash). The money in the fund balance, if not appropriated by Town Meeting, is carried forward from year to year. In contrast, the Budgeted Reserve is a place to reserve any revenue from the upcoming fiscal year that is not allocated to a subject matter reserve or otherwise expended. In this case, Article 35, if approved, will set the FY24 budgeted reserve at \$208,500.00, which is less than the amount needed under Article 43. As such, we are inferring that the Town’s intent was to just use the Fund Balance for Article 43, since the amount set aside in the FY2024 Budgeted Reserve will not be sufficient to meet this appropriation. If that is the case, then the portion of the motion that is highlighted in green above can simply be left out of the motion. On the other hand, if it is the Town’s intent to utilize funds from both the Fund Balance and the FY24 Budgeted Reserve, then the motion will need to be revised to reflect how much is coming out of each of those two funding sources.

### ATM 2023 (FY 2024) Community Preservation Financial Worksheet

	General Fund	FY 2024 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	Total
Remaining at end of FY2023	\$81,076		\$1,600	\$1,033	\$65,082	<b>\$148,791</b>
CPA 1% surcharge on levy (FY2023)		\$152,572	\$23,005	\$23,005	\$23,005	\$221,587
State match		\$55,968	\$7,995	\$7,995	\$7,995	\$79,953
Returned to fund				\$5,252		\$5,252
<b>New total for FY2024</b>	<b>\$81,076</b>	<b>\$208,540</b>	<b>\$32,600</b>	<b>\$37,285</b>	<b>\$96,082</b>	<b>\$455,583</b>
Reserved for appropriation: FY 2024		\$208,500	\$31,000	\$31,000	\$31,000	

FY 2024 Appropriations	General Fund	FY 2024 Bud Reserve	Allocation to/from the 3 Specific Reserves			Total
			Open Space and Rec	Community Housing	Historic Resources	
Available Balance	\$81,076	\$208,500	\$32,600	\$37,285	\$96,082	<b>\$455,543</b>

**Requested Appropriations:**

Administrative Expenses	\$0	\$5,000				\$5,000
Rental Housing Assistance Program		\$765		\$37,285		\$38,050
Regional Housing Services (RHS)		\$12,000		\$0		\$12,000
Conservation Trust Fund			\$10,000			\$10,000
Cemetery Restoration					\$9,500	\$9,500
Steele Farm Phase II Stabilization	\$33,529	\$190,735			\$85,736	\$310,000
<b>Total Requested</b>	<b>\$33,529</b>	<b>\$208,500</b>	<b>\$10,000</b>	<b>\$37,285</b>	<b>\$95,236</b>	<b>\$384,550</b>

**Request Breakdown:**

Amount from Specific Reserve			\$10,000	\$37,285	\$95,236	<b>\$142,521</b>
General Fund/FY 2024 Budgeted Reserves	\$33,529	\$208,500				<b>\$242,029</b>

<b>Remaining at end of FY 2024</b>	<b>\$47,547</b>	<b>\$0</b>	<b>\$22,600</b>	<b>\$0</b>	<b>\$846</b>	<b>\$70,993</b>
	<b>General Fund</b>		<b>Open Space and Rec</b>	<b>Community Housing</b>	<b>Historic Resources</b>	



Group 1: Segment 1: Fund		Code: 24600 - CPA				
Group 2: Segment 2: Department		000 - unnamed				
24600-000-00-5780-0000	CPA - ADMINISTRATION		5,000.00	-1,105.00	3,895.00	22.10
24600-000-00-5780-1808	ATM18 ART08 - FLERRA MEADOWS PLAYGROUND		4,887.87	0.00	4,887.87	0.00
24600-000-00-5780-1941	ATM19 ART41 - FLERRA PLAYGROUND FENCE		190.00	0.00	190.00	0.00
24600-000-00-5780-2032	ATM20 ART32 - FLERRA GARDEN WATER		7,630.51	0.00	7,630.51	0.00
24600-000-00-5780-2033	ATM20 ART33 - NORTH CEMETERY RESTORATION		1,150.00	-1,150.00	0.00	100.00
24600-000-00-5780-2034	ATM20 ART34 - HISTORIC RECORDS PRESERVATION		10,000.00	0.00	10,000.00	0.00
24600-000-00-5780-2035	ATM20 ART35 - BHB RENTAL PROGRAM		7,612.50	-2,359.58	5,252.92	31.00
24600-000-00-5780-2037	ATM20 ART37 - HAGER LAND CONNECTION		20,177.47	-4,147.76	16,029.71	20.56
24600-000-00-5780-2106	ATM21 ART06 - LIBERTY FIELD		266,594.25	0.00	266,594.25	0.00
24600-000-00-5780-2126	ATM21 ART26 - BHB RENTAL PROGRAM		2,140.42	-2,140.42	0.00	100.00
24600-000-00-5780-2221	ATM22 ART21 - CEMETERY RESTORATION		0.00	0.00	0.00	0.00
24600-000-00-5780-2319	ATM23 ART19 - BHB RENTAL PROGRAM		11,000.00	-11,000.00	0.00	100.00
24600-000-00-5780-2321	ATM23 ART21 - CEMETERY RESTORATION		9,500.00	-8,350.00	1,150.00	87.89
24600-000-00-5780-2323	ATM23 ART23 - LAND ACQUISITION SARGENT RD		15,000.00	-2,527.75	12,472.25	16.85
24600-000-00-5781-2319	ATM23 ART19 - BHB RENTAL PROGRAM		27,050.00	-10,500.00	16,550.00	38.82
24600-000-00-5781-2323	ATM23 ART23 - LAND ACQUISITION SARGENT RD		385,000.00	-385,000.00	0.00	100.00
24600-000-00-5970-0000	TRANSFER OUT		10,000.00	-10,000.00	0.00	100.00
<b>Total Group 2: Segment 2: Department</b>	000 - unnamed		<b>782,933.02</b>	<b>-438,280.51</b>	<b>344,652.51</b>	<b>55.98</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 24600 - CPA		<b>782,933.02</b>	<b>-438,280.51</b>	<b>344,652.51</b>	<b>55.98</b>
<b>Group 1: Segment 1: Fund</b>	Code: 24700 - LAW ENFORCEMENT TRUST					

**Town of Boxborough Community Preservation Committee (CPC)**  
**2022-2023 (FY2023) Timeline for Community Preservation Act (CPA) Project Funding**

	<b>Milestone or Activity</b>	<b>Date</b>	<b>Assoc. CPC Meeting Date</b>	Calendar days to get to this activity after the previous milestone
1	Early Information on Website, and Town Departments, Boards, Committees, and Commissions Notified	Already Available	N/A	
2	Informational Meeting for Potential Applicants	Thursday, September 1, 2022	Y	Set Start
3	Deadline for Preliminary Applications for ATM 2023*	Thursday, September 29, 2022	N/A	28
4	Final CPC Reviews and Recommendations for Preliminary Applications for ATM 2022	Thursday, October 6, 2022	Y	7
5	Deadline to Submit Final Applications for ATM 2023	Thursday, October 27, 2022	N/A	21
6	Final Applications Distributed to Town Boards and Committees for Review and Comment	Monday, October 31, 2022	N/A	4
7	Deadline for Project Reviews and Comments by Town Boards and Committees	Monday, November 21, 2022	N/A	21
8	Final Application Comments Distributed to CPC for Review Prior to Public Hearing	Wednesday, November 23, 2022	N/A	2
9	Public Hearing for All Applications	Thursday, December 1, 2022	Y**	8
10	Deadline for CPC Vote on Project Recommendations	Thursday, January 5, 2023	Y	35
11	CPC Draft Warrant Article(s) Prepared	Thursday, February 2, 2023	Y**	28
12	Warrant Articles to Town Administrator (Scope and Intent)	TBD	N/A	TM Defined
13	Town Meeting (tentative)	Monday, May 8, 2023	N/A	TM Defined
14	Funding Allocation Intent Notification	TBD	N/A	21
15	Awarded CPA Funds Available	TBD	N/A	FY Defined

\* Applications are accepted on a rolling basis year round for their appropriate Town Meeting.

\*\* CPC may need to have two or more meetings during this month.