



## **BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE**

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**Approved June 1, 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