



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

MINUTES APPROVED 9-3-2020

Community Preservation Committee (CPC)

July 9, 2020, 7:30 PM

Remote (Zoom) Meeting, Open to the Public

Pursuant to Executive Order of March 12, 2020

Votes on All Motions are by Roll Call

MEMBERS PRESENT:

Hugh Fortmiller, Vice Chair, At-large
Rita Gibes Grossman, At-large
John Neyland, Agricultural Commission
Dennis Reip, Chair, Conservation Commission
Alan Rohwer, Historical Commission (arrived 8:35 PM)
Ron Vogel, Housing Board

MEMBERS ABSENT:

Hilary Greven, Recreation Commission
Keith Lyons, Finance Committee

EXOFFICIO:

Maria Neyland, Select Board Liaison

VISITORS:

Robin Lazarow, Planning Board Representative to CPC (to be appointed 7/13/20)
John Markiewicz, for the first portion of the meeting

HANDOUTS:

- Agenda for July 9, 2020
- Draft of CPC Minutes from March 5, 2020
- CPC Roster, FY2021
- CPC FY2021 Meetings and Timeline for CPA Project Funding (Draft for FY2021)
- CPC Application Procedures for CPA Funding (Draft for FY2021)
- Town of Boxborough Community Preservation Plan, 2020 (Draft)

7:43 PM – After a roll call for quorum, the CPC Meeting was called to order by Chair Dennis Reip.

1. **Review and Approval of Minutes from March 5, 2020.** Rita moved and Ron seconded to approve the minutes as written. **VOTE:** Unanimous, 5-0.
2. **Correspondence and New Business :**
 - a. Dennis noted the CPA update email from Stuart Saginor, Community Preservation Coalition, regarding Stockbridge becoming the 177th CPA member town.

- b. Dennis also noted that the annual CP3 report is due September 15. **Action:** Dennis will check with Jennifer Barrett to be sure the report is on track.
- c. Rita noted the May 4 email from the Coalition saying the November distribution from the State is estimated to be 11.2 percent

3. CPC Members: Maria reported that the BSB has renewed the appointments of Alan, Dennis, and Ron. Taking Abby Reip's place as Planning Board representative to the CPC, Robin Lazarow will receive the appointment from the Select Board on July 13.

4. Officers for FY 2021:

- a. **Clerk:** Hearing no nominations for Clerk, Dennis tabled the vote until the next meeting.
- b. **Chair:** Rita nominated Dennis Reip; Ron seconded the nomination.
VOTE: Unanimous, 5-0.
- c. **Vice Chair:** Hugh nominated Rita Grossman; Ron seconded the nomination.
VOTE: Unanimous, 5-0.
- d. Hugh moved that the CPC express gratitude to Abby Reip for representing the Planning Board on the CPC, and for her work as CPC Clerk. Rita seconded the motion.
VOTE: Unanimous, 5-0.

5. Recap of Annual Town Meeting CPC/CPA Articles: Dennis reported that all the Consent Agenda CPC Articles passed, and the Hager Bridge and ConsCom Trust Articles received constructive commentary and were passed by a strong margin of votes.

6. Proposed CPC Timeline and Meeting Dates for FY2021:

- a. Dennis explained that proposed dates for FY2021 give the CPC the same schedule it has had in past years, with a coordination of CPC meetings and deadlines for those applying for CPA funding.
- b. A discussion of **meeting times** revealed that conflict with FinCom meetings would no longer be a problem, so meeting on the first Thursday of each month remained the best option, with the understanding that at times during December and February, the CPC may need to add one or two meetings. It was also agreed that the CPC would not meet on June 3, and may limit the number of meetings in late summer, 2021. Rita asked what effect Covid-19 would have on meetings, and it was agreed that it would not interfere with our use of Zoom, but that public meetings may be more of a challenge. Dennis moved to hold CPC meetings at 7:30 PM on the first Thursday of the month, beginning September 3, 2020; Rita seconded the motion. **VOTE:** Unanimous, 5-0.
- c. It was agreed that the **Timeline** for CPA project applications and funding included the possibility that some public meetings would begin at 7:00 PM. Dennis moved that the CPC approve the Timeline schedule proposed for FY2021; Ron seconded the motion.
VOTE: Unanimous, 5-0.

7. Proposed Application Form and Procedures Updates for FY2021: Dennis reported that the application requirements and forms remain the same, with dates changed for FY2021. The only addition as discussed in a previous meeting is 5.B, "Project Management Plan," requiring that construction projects costing \$10,000 or more must conform to the Town's Project Management Policy. Rita recommended that the CPC must be sure to point out that requirement to applicants early in the process for projects which fall into that category. Rita pointed out that land acquisition projects might need to apply for CPA funds at a time which doesn't fit the CPC Timeline, recognizing that CPC funds

must gain approval at a Town Meeting. Rita feels that the Boxborough Conservation Trust, with the help of Sudbury Valley Trustees may be in a position to help the Town take advantage of land acquisition opportunities which don't fit the CPC application Timeline. Dennis moved that the CPC approve the proposed Application Form and Procedures Updates for FY2021; Rita seconded the motion.

VOTE: Unanimous, 5-0.

8. Annual Review of "Town of Boxborough Community Preservation Plan 2020": Dennis explained that the version dated July 9, 2020, is a working copy needing attention before the CPC meeting on September 3.

Action: Dennis will ask Jennifer to check on the status of ongoing projects for 2019 and 2020; he will also ask Jennifer to bring up to date the figures for CPA revenues.

Action: Dennis (Conservation), Hilary (Recreation), John (Agricultural Commission), Alan (Historical Commission), Ron (Housing Board), and all other CPC members should review the Plan and submit revisions and comments to Dennis before the CPC meeting September 3, with copies to Simon Corson and Mary Nadwairski.

9. General Discussion: Rita pointed out that the CPC is in its sixth year; Dennis noted that during that time, CPA money has funded over \$1.4 million in Town projects. Maria asked if the 1% contribution from Boxborough property taxes includes commercial as well as residential projects. It does, as assessed (with \$100k deducted); Rita pointed out that the Community Preservation Coalition lists exemptions at <https://www.communitypreservation.org/exemptions>. Robin asked if CPC projects follow the goals of "Boxborough2030," found on the Town's website. Dennis pointed out that all projects are asked to consider how their proposals fit the mission of the Town's Master Plan, "Boxborough 2030."

10. Agenda Items for Next Meeting:

- a. Approval of Minutes from July 9, 2020.
- b. Correspondence and New Business (if any).
- c. Updates of the "Community Preservation Plan, 2020."
- d. Discuss plan for meetings with applicants.
- e. Update on ongoing projects.
- f. Discussion of possible applications for 2021:
 - Conservation Trust Fund
 - Rental Assistance
 - Steele Farm projects
 - Liberty Field
 - Document Preservation
 - Cemetery Restoration
 - Housing Services

NEXT MEETING: Thursday, September 3, 2020, 7:30 PM, Remote Public Meeting

There being no further business, Rita moved to adjourn the meeting; Ron seconded the motion.

VOTE: Unanimous, 6-0.

Dennis adjourned the meeting at 8:53 PM

Respectfully Submitted,
Hugh Fortmiller, Acting Clerk