



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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MINUTES APPROVED

Community Preservation Committee (CPC) September 3, 2020

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:

Dennis Reip, Chair, Conservation Commission
Rita Gibes Grossman, Vice Chair, At-large
Hugh Fortmiller, Clerk, At-large
Hilary Greven, Recreation Commission
Robin Lazarow, Planning Board
Keith Lyons, Finance Committee
John Neyland, Agricultural Commission
Alan Rohwer, Historical Commission
Ron Vogel, Housing Board

EXOFFICIO:

Maria Neyland, Select Board Liaison
Simon Corson, Town Planner

HANDOUTS:

- Agenda for September 3, 2020
- Draft of CPC Minutes from July 9, 2020
- Email from Town Clerk regarding swearing in of members.
- Community Preservation Coalition email regarding CPC dues
- Community Preservation Coalition email regarding CP3 finance report
- Community Preservation Coalition email regarding State match
- Town of Boxborough Community Preservation Plan, 2020 (Draft)

7: 33 PM – After taking a roll call for quorum (all present), Chair Dennis Reip called the meeting to order.

1. **Review and Approval of Minutes from July 9, 2020.** Rita moved to approve the minutes as written. Alan seconded the motion. **VOTE:** Unanimous, 9-0.
2. **Correspondence and New Business:**

a. Swearing in: Dennis referred to the email from the Town Clerk asking for newly-appointed members to come to Town Hall to be sworn in. Robin is the new representative from the Planning Board. Robin, Alan, Dennis, and Ron acknowledged they have all been sworn in.

b. Annual Dues: Dennis presented an email from the Community Preservation Coalition requesting annual dues of \$875 from Boxborough's CPC. Alan asked whether the amount has changed from year to year; Dennis responded that although dues are set on a sliding scale, the dues of \$875 seems to have been the same for a number of years. Dennis moved that the CPC pay the annual dues of \$875. Rita seconded the motion. **VOTE:** Unanimous, 9-0.
ACTION: Dennis will arrange that the dues be paid.

c. Financial Report: Dennis confirmed that Jennifer Barrett has submitted the annual CP3 report that is due September 15, 2020.

d. State Match: Dennis shared an email dated 9-3-2020 from the Community Preservation Coalition advising CPCs to use a State match estimate of 17.7 percent for FY21.

3. Clerk for FY 2021: Rita nominated Hugh Fortmiller to become CPC Clerk for FY2021. Dennis seconded the nomination. **VOTE:** Unanimous, 9-0.

4. Approval of Boxborough Community Preservation Plan, 2020: Dennis reported that Jennifer Barrett has brought the numbers up to date. Ron reported that he has received no changes from the Housing Board. Alan reported no changes from the Historical Commission for now, but that a few changes may come later; Dennis responded that changes can be made later. Hilary reported that the Recreation Commission numbers are up to date and that the "Update and/or redesign" of "the existing playground at Ferra Field" is still being considered; the item (#2) under "Recreation Goals" had been marked "Delete?" **A discussion of "On-going" projects followed.** Hilary confirmed that the site plan study for basketball and tennis courts at Liberty Fields is still underway, with some project money left. Ron reported that the Veterans Monument project is making progress. Ron also reported that with Lauren Abraham resigning, the oversight of the Rental Assistance Program is being handled by Lauren's assistant and Jennifer Barrett. Dennis noted that the projected budget currently carries the State match at 10 percent (not 17.7) and that the CPC available funds is roughly \$400K. **Approval:** Dennis moved to approve the Plan with two changes: on the list of members, add "Clerk" after Hugh's name, and under "Recreation Goals," retain item # 2. Rita seconded the motion. **Vote:** Unanimous, 9-0.

5. Anticipated CPC Applications for FY2021: No non-member applicants being present, CPC members mentioned what applications might be forthcoming. Most are recurring or established requests, so the CPC may not see new preliminary applications by the Sept. 24 deadline. The deadline for final applications is October 22. Dennis reported that the Conservation Commission is likely to ask for its annual request for an addition to the **Conservation Trust Fund**, most recently, \$10K. Ron reported that 12 families will likely apply for **Rental Assistance** at the level the CPC provided last year, including additional funds for administrative costs. Hilary reported that the **Recreational Commission** will renew some form of the package it had prepared for and then withdrawn from the May 2020 ATM; the Commission may reduce the amount of its requests. Alan reported that requests from the **Historical Commission** and possibly **Steele Farm** are "works in progress." Dennis asked if the **Veterans Monument** might need new funds, and Ron replied that a new contractor's low bid, plus Ryan Ferrara's releasing of funds for a deposit for granite cutting, brings the project close to its present budget. Rita reported that she knew of no **land acquisition** opportunities at present, but something can come up unexpectedly. Ron reported that as in the past, the **Housing Trust Fund** will be requesting annual funds from the CPC. Dennis concluded that the existing possibilities for final applications appear to fit what's available in CPC funds.

6. Agenda for next meeting: Rita asked that the CPC consider a revision to the CPC Preliminary Application form, to clarify whether the applicant is initiating a new request or asking for funds for an on-going CPC project. Dennis suggested that this item be deferred till July for revisions which would apply to the next fiscal year. Should any preliminary applications come in by the deadline on September 24, the CPC will consider them at its next meeting. John suggested that a recording of Zoom meetings might help the Clerk (whose Zoom connection was defective); it was decided not to do so, however, because questions about having to make such a recording public are too complicated; the public is welcomed to join CPC Zoom meetings, and the Clerk will simply and gratefully depend on members to correct the minutes.

NEXT MEETING: THURSDAY, OCTOBER 1, 2020, 7:30 PM, REMOTE PUBLIC MEETING

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

VOTE: Unanimous, 9-0.

Dennis adjourned the meeting at 8:23 PM

Respectfully Submitted,
Hugh Fortmiller, Clerk