



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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MINUTES APPROVED

Community Preservation Committee (CPC) October 1, 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
Alan Rohwer, Historical Commission
Ron Vogel, Housing Board

MEMBERS ABSENT:

Keith Lyons, Finance Committee
John Neyland, Agricultural Commission

EXOFFICIO:

Maria Neyland, Select Board Liaison (Absent)
Simon Corson, Town Planner (Present)

HANDOUTS:

- Agenda for October 1, 2020
- Draft of CPC Minutes from September 3, 2020.
- Community Preservation Coalition email regarding CPC dues.
- Email from Mary Nardwairski regarding preliminary applications.

7: 47 PM – After waiting for the Clerk's late arrival and apology, and after taking a roll call for a quorum, Chair Dennis Reip called the meeting to order.

1. **Review and Approval of Minutes from September 3, 2020.** After a brief discussion of the submission of the annual CP3 report, Rita moved to approve the minutes as written. Alan seconded the motion. **VOTE:** Unanimous, 7-0.

2. Correspondence and New Business:

a. **Coalition Dues:** In response to an email from the Community Preservation Coalition, Dennis confirmed that CPC dues have been paid.

b. **Preliminary Applications:** Dennis reported that an email from Mary Nardwairski informs the CPC that she has received no preliminary applications for CPC funding.

3. Final Applications Anticipated:

- a. **Conservation Trust Fund:** Dennis reported that the Conservation Commission will likely request its usual annual funding.
- b. **Rental Assistance:** Ron confirmed that the Housing Board would request the usual funding.
- c. **Housing Trust Fund:** Ron reported that the Housing Board is looking at the current balance in the Housing Trust Fund to determine if the Housing Commission will request funding this year.
- d. **Liberty Fields:** Hilary reported that the Recreational Commission is continuing to look at Liberty Fields priorities, including the running path and the baseball field. Dennis suggested that RecCom create a list of options and estimated costs for a proposal the CPC may be able to approve, with adjustments to be made in response to what CPC funds are available by the time of Annual Town Meeting. Hilary said that RecCom has been talking with the Finance Committee about the possibility of a large project and that FinCom is willing to consider funding in addition to what the CPC may contribute.
- e. **Others:** Alan reported that the Historical Commission has no proposals in mind. Rita said she was aware of no land acquisition opportunities for the Town.

4. **Agenda Items:** Final Applications are due on October 22, 2020, so the CPC will review those at the next CPC meeting on November 5, 2020. At its December meeting, the CPC will hold a remote (Zoom) public hearing on the final applications.

5. Other Business:

- a. **Town Website:** Rita said she could not find on the new Town website the RecCom minutes from their meeting in January 2020. **ACTION: Hilary** said she would look into the matter.
- b. **Annual Spending:** Robin asked for clarification regarding how much of the CPC available funds needs to be spent each year. Dennis described the annual requirement to set aside ten percent of new available funds in each of three CPC buckets to be used exclusively for Open Space and Recreation, Community Housing, and Historic Resources. In addition, the CPC sets aside annual funds for Coalition dues and other modest administrative expenses. The remainder can go toward approved projects; any unspent funds go into the CPC reserve fund, available for CPC funding the following year.
- c. **Town Website:** Rita has found the new Town website lists Norwood's information in place of Boxborough's CPC "Plan" for 2020. **ACTION: Dennis** will inform Ryan Ferrara and Cheryl Mahoney of the problem.
- c. **Email Addresses:** Robin asked if CPC members were given Town email addresses, as she has been given one as a member of the Planning Board. Evidently, only elected officials have such emails. It was pointed out that Cheryl distributes and keeps, for internal use only, an up-to-date **list of phone numbers and emails** for all Town employees and volunteers.

NEXT MEETING: THURSDAY, NOVEMBER 5, 2020, 7:30 PM, REMOTE PUBLIC MEETING

8:14 PM -- There being no further business, Robin moved to adjourn the meeting; Rita seconded the motion. **VOTE:** Unanimous, 7-0. Dennis adjourned the meeting.

Respectfully Submitted,
Hugh Fortmiller, Clerk