



TOWN OF BOXBOROUGH

COMMUNITY PRESERVATION COMMITTEE

FINAL APPLICATION (COVER SHEET) FOR CPA FUNDING

Applicant: Liz Markiewicz, on behalf of the Conservation Commission

Applicant's Address: 29 Middle Road

Applicant's Email: lmarkiewicz@boxborough-ma.gov

Applicant's Phone: 978 264 4626

Town Committee (if applicable): Conservation Commission

Project Name: Conservation Trust Fund (CTF)

Purpose (select all that apply):

Open Space Recreation _____ Community Housing _____ Historic Resources _____

Project Budget CPA Funds Requested \$25,000.00

Amount of Other Funding _____

Total Project Budget \$25,000.00

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: FY2027 Annual Funding

Estimated Date of Project Completion: FY2027

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.



I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant:

Date: 10/30/2025

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To: Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough, MA 01719. Final Applications should be received no later than 4:00 PM on Thursday, October 30, 2025.

For CPC Use: Received Oct 30 2025

CPC Reference Number: FY27-01

Conservation Trust Fund – Final Application for CPA Funding 10/30/2025

1. Brief Project Summary:

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 14 years the CTF has been funded by an approval of a warrant article at Annual Town Meeting with funding for the last 9 years provided by the Town's CPA funds. This request for CPA funds represents a temporary increase intended to build our reserve to better respond to conservation opportunities and acquisitions in a timely manner.

2. Narrative:

The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:

- Purchase land, and/or the acquisition of conservation restrictions.
- Capital improvement of land
- Expenses related to land purchase such as appraisals, title searches etc.
- Improvement of conservation land.
- Monitoring of Conservation restrictions.
- Preparation of open space plans, maps and other land management activity.

Approving CPA Funds for the CTF is consistent with Boxborough 2030, and provides an immediate and dedicated source of money to pay for these important land conservation activities when the need arises.

The request for \$25,000 is a temporary increase of approximately 12.5% of the annual CPA revenue to go toward land conservation under the "Open Space and Recreation" category of CPA expenditure. The increase from \$10,000 to \$25,000 reflects the Commission's desire to respond in a timely fashion to anticipated opportunities over the next few years.

CPA funds can be appropriated to the Conservation Trust Fund as long as any ultimate expenditure of those funds is for CPA-eligible uses. A review of CTF expenditures over the past 12 years finds that all of the CTF expenditures would qualify as CPA-eligible. Refer to the attached worksheet Table 1 for CTF accounting from 2010 to October 2025.

Since we need to account for the final expenditure of any CPA funds from the CTF, all CPA appropriations to the CTF are tracked separately from monies generated from other (unrestricted) sources to ensure proper accountability of CPA funds.

The Conservation Trust Fund had an unencumbered funds balance of approximately \$46,124 as of October 2025 and incurred the following expenses over the last 4 years from start of FY 2020 to July FY 2026:

- Approximately \$10,900 for the acquisition and acceptance of a Conservation Restriction for 15 acres of land on Whitcomb Road known as Elizabeth Brook Knoll
- Approximately \$2,100 for professional services to perform baseline monitoring of 5 parcels with Conservation Restrictions in 2020.
- Approximately \$750 for invasive management at Patch Hill Conservation Land.
- Approximately \$170 for notice of public hearing regarding proposed agricultural use.
- Approximately \$500 for Conservation Trail Map Booklets publishing and printing.
- Approximately \$4,200 for Land Conservation Consulting of Chapter 61 Notice review for Perkins Woods.
- Approximately \$33,500 to update the Town's Open Space and Recreation Plan.
- Approximately \$2,440 for professional services for the monitoring of 5 parcels with Conservation Restrictions in 2025.
- Approximately \$1,300 in legal fees for the transfer of donated conservation land at Hill Road and Taylor Farm Road.

The Conservation Trust Fund has the following upcoming anticipated expenses:

- Acquiring Easements – The Conservation Commission continues to pursue easement rights for its trail network for existing and proposed trails connecting by way of private land.
- Review of Land Acquisition Opportunities - There are a number of parcels that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
- Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
- Monitoring of Conservation Restrictions – regularly scheduled updates.

Background Information:

- The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection and is the only account that can be used for acquisition, creation, and preservation open space.
- 2011 through 2016 ATM approved funding from free cash.
- 2017 through 2025 ATM approved funding from CPA funds.
- Routine operations and maintenance are funded separately at approximately \$700 per year.
- Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests.

3. Maps

The CTF is applicable to all Town Conservation Land which totals over 900 acres. Refer to the attached

Conservation Land Map. The maps need updating and possible reposting at conservation sites. The CTF has been used in the past to address concerns like these.

4. CPC Selection Criteria and Needs Assessment

Funding of the CTF is included in Boxborough 2030 under Goal 1.3. Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors. Action 1.3.1.5. includes a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition.

The Town of Boxborough also has a well-researched and detailed Open Space and Recreation Plan (OSRP) that was updated in 2023. The OSRP includes the following land protection goals:

- Protect and/or acquire additional lands for conservation, water resource protection, climate resilience, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.
- Preserve farmland and soils favorable for agriculture and to encourage agricultural land use.
- Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.
- Protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features, both natural and historical.

The CTF qualifies for CPA funds under the “Open Space” category. The Department of Revenue Allowable Spending Purposes Chart 1 (G.L. c. 44B, Section 5) defines the following activity as CPA-eligible:

Acquisition: Obtain property interest by gift, purchase, devise, grant, rental, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B.

Creation: To bring into being or cause to exist.

Preservation: Protect personal or real property from injury, harm or destruction.

Rehabilitation and Restoration: Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties (if acquired or created with CPA funds).

5. Budget

This is intended to be an annual request to keep pace with annual expenditures while growing a reserve for larger occasional one-time expenses such as land acquisition. This year's request for \$25,000 is not intended to be a permanent increase to our annual request. It is intended to align with anticipated CTF expenditures and the interest in a growing reserve amount for land acquisition. As indicated in Table 1, our expenditures to date have been primarily directed toward the preservation of existing open space and activity in support of land purchase and protection.

6. Feasibility

The transfer of CPA funds to Town Conservation Trust Funds was established for FY2018 after approval of funding from CPA at 2017 ATM and continued as an annual funding mechanism approved at ATM for FY2019 through FY2024.

7. Sustainability

The CTF expenditures contribute directly to the protection of public and private water supply, protection of groundwater, flood control, erosion control, protection from storm damage, prevention of pollution, protection of land containing wildlife (wildlife habitat), and the creation and protection of open space

8. Timeline

We anticipate making a recurring annual request to meet the anticipated expenditures for the foreseeable future.

9. Plans, Photos, Etc.

Refer to the attached Conservation Land Map.

10. Letters of Support

The Conservation Commission and Community Preservation Committee have both recommended this Article annually for the past 7 years, and it has been approved by an overwhelming majority at Town Meeting each year for the past 13 years.

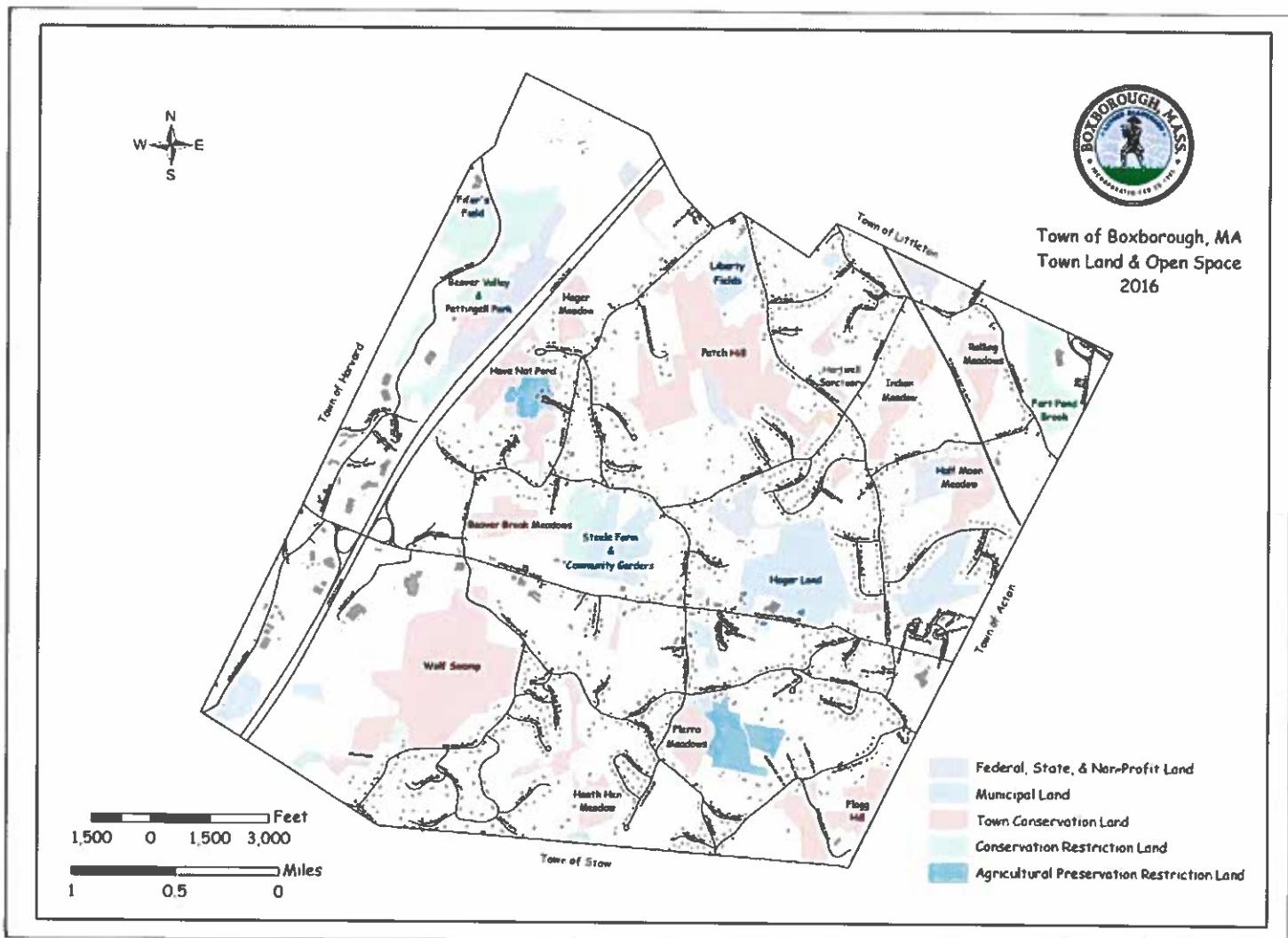
Conservation Trust Fund Balance - Balance from FY2010 to Present



Table 1 - Conservation Trust Fund Accounting FY2010 to FY2022 to date (as of 10/1/2021)

FY DATE	TRANSACTION	DEPOSIT	WITHDRAWAL	BALANCE	CPA ELIGIBLE	DESCRIPTION
2010	Starting			\$ 21,858.66		
2010	Interest	\$ 264.03		\$ 22,122.69		Interest
2011	Interest	\$ 634.20		\$ 22,756.89		Interest
2011	Paul Rey Memorial	\$ 3,252.00		\$ 26,008.89		Donation
2011	Craig Christensen		\$ 366.15	\$ 25,642.74	YES	Materials for Project
2012	Transfer Free Cash	\$ 5,000.00		\$ 30,642.74		Warrant Article
2012	Interest	\$ 414.19		\$ 31,056.93		Interest
2012	Places Site Construction		\$ 860.10	\$ 30,196.83	YES	Boundary survey and marking Flerra Meadows
2012	New England Wildflower		\$ 4,060.00	\$ 26,136.83	YES	Botanical Inventory survey at Rolling Meadows
2013	Transfer Free Cash	\$ 5,000.00		\$ 31,136.83		Warrant Article
2013	Interest	\$ 247.28		\$ 31,384.11		Interest
2013	James Faulker		\$ 851.98	\$ 30,532.13	YES	Invasive mgmt. at Rolling Meadow (electric fence)
2013	Places Site Construction		\$ 2,900.00	\$ 27,632.13	YES	Fabian Trail Easement
2013	Places Site Construction		\$ 300.00	\$ 27,332.13	YES	Fabian Trail Easement
2014	Transfer Free Cash	\$ 5,000.00		\$ 32,332.13		Warrant Article
2014	Interest	\$ 374.28		\$ 32,706.41		Interest
2014	Eagle Scout Fundraising	\$ 227.00		\$ 32,933.41		Donation
2014	Applied Geographics		\$ 500.00	\$ 32,433.41	YES	Mapping of Conservation Land
2015	Transfer Free Cash	\$ 5,000.00		\$ 37,433.41		Warrant Article
2015	Interest	\$ 271.62		\$ 37,705.03		Interest
2015	MAPC		\$ 11,415.00	\$ 26,290.03	YES	Open Space and Recreation Plan
2016	Transfer Free Cash	\$ 5,000.00		\$ 31,290.03		Warrant Article
2016	Interest	\$ 344.75		\$ 31,634.78		Interest
2016	Deposit	\$ 23,000.00		\$ 54,634.78		Donation from BCT
2016	G Michael Ashmore		\$ 10,000.00	\$ 24,634.78	YES	Land Acquisition Purchase (Sargent road)
2016	FedEx		\$ 25.84	\$ 24,608.94	YES	Land Acquisition Admin Exp (Sargent road)
2016	KP Law		\$ 972.00	\$ 23,636.94	YES	Land Acquisition Legal Fees (Sargent road)
2016	New England Wildflower		\$ 5,806.17	\$ 17,830.77	YES	Invasive removal/treatment Rolling Meadow
2016	KP Law		\$ 1,242.00	\$ 16,588.77	YES	Land Acquisition Legal Fees (Sargent road)
2016	KP Law		\$ 1,692.00	\$ 14,896.77	YES	CR and Title Review (depot rd.)
2016	Adelson Loria and Weisman		\$ 325.00	\$ 14,571.77	YES	Title search (depot rd.)
2017	Transfer Free Cash	\$ 5,000.00		\$ 19,571.77		Warrant Article
2017	Interest	\$ 232.62		\$ 19,804.39		Interest
2017	KP Law		\$ 342.00	\$ 19,462.39	YES	Land Acquisition Legal Fees (cobleigh rd.)
2017	KP Law		\$ 468.00	\$ 18,994.39	YES	Land Acquisition Legal Fees (cobleigh rd.)
2018	Transfer CPA	\$ 5,000.00		\$ 23,994.39		Warrant Article
2018	Interest	\$ 159.60		\$ 24,153.99		Interest
2018	David E Ross		\$ 1,200.00	\$ 22,993.99	YES	ANR Plan Survey Service (cobleigh rd.)
2018	KP Law		\$ 55.50	\$ 22,898.49	YES	Recording Instr (cobleigh rd.)
2018	FedEx		\$ 24.45	\$ 22,874.04	YES	Package to South Boston
2018	KP Law		\$ 333.00	\$ 22,541.04	YES	Conservation Restriction (campbell/inches wood)
2018	KP Law		\$ 55.50	\$ 22,485.54	YES	Conservation Restriction (inches wood)
2018	KP Law		\$ 92.50	\$ 22,393.04	YES	Title Review & Report (94 Chester)
2018	KP Law		\$ 148.00	\$ 22,245.04	YES	Land Transfer (cobleigh rd)
2019	Transfer CPA	\$ 10,000.00		\$ 32,245.04		Warrant Article
2019	Interest	\$ 406.19		\$ 32,651.23		Interest
2019	KP Law		\$ 74.00	\$ 32,577.23	YES	Conservation Restriction (inches wood)
2019	Boxborough Cons Trust		\$ 10,000.00	\$ 22,577.23	YES	311 Whitcomb Conservation Rest acquisition
2019	KP Law		\$ 361.00	\$ 22,216.23	YES	Conservation Restriction (311 Whitcomb)
2019	KP Law		\$ 133.00	\$ 22,083.23	YES	Conservation Restriction (311 Whitcomb)
2019	Minuteman Press		\$ 340.00	\$ 21,743.23	YES	Trail Map Booklets
2020	Transfer CPA	\$ 10,000.00		\$ 31,743.23		Warrant Article
2020	Interest	\$ 104.70		\$ 31,847.93		Interest
2020	Ann Capra		\$ 1,295.00	\$ 30,552.93	YES	Cons Rest Monitoring (cisco/wolf swamp & inch woods)
2020	Ann Capra		\$ 845.00	\$ 29,707.93	YES	Cons Rest Monitoring (fort pond brook/colonial ridge)
2021	Transfer CPA	\$ 10,000.00		\$ 39,707.93		Warrant Article
2021	Interest	\$ 1,562.61		\$ 41,270.54		Interest
2021	Oxbow Associates		\$ 750.00	\$ 40,520.54	YES	Invasive Mgmt. at Patch hill
2021	Gatehouse Media		\$ 84.10	\$ 40,436.44	YES	Public Hearing Agricultural Use
2021	Gatehouse Media		\$ 84.10	\$ 40,352.34	YES	Public Hearing Agricultural Use
2022	Transfer CPA	\$ 10,000.00		\$ 50,352.34		Warrant Article
2022	Interest	\$ 757.06		\$ 49,595.28		Interest
2022	Oxbow Associates		\$ 480.00	\$ 49,115.28	YES	Invasive Plant mgmt. (whitcomb rd area)
2022	KP Law		\$ 944.25	\$ 48,171.03	YES	Legal Fees
2022	Janet Morrison		\$ 900.00	\$ 47,271.03	YES	Campbell Trust chapter 61 Notices review
2022	Minuteman Press		\$ 500.00	\$ 46,771.03	YES	Trail Map Booklets
2022	Janet Morrison		\$ 3,337.50	\$ 43,433.53	YES	Campbell Trust chapter 61 Notices review
2022	Comprehensive Environmental		\$ 15,436.75	\$ 27,996.78	YES	Open Space and Recreation Plan
2022	Haley Ward		\$ 3,600.00	\$ 24,396.78	YES	95 Sargent Rd Development plan
2023	Transfer CPA	\$ 10,000.00		\$ 34,396.78		Warrant Article
2023	Interest	\$ 1,751.24		\$ 32,645.54		Interest
2023	Keeper Corp	\$ 2,500.00		\$ 35,145.54		Deposit
2023	Lowell Publishing		\$ 501.72	\$ 34,643.82		Legal Notice Public Hearing
2023	Comprehensive Environmental		\$ 933.50	\$ 33,710.32	YES	Open Space and Recreation Plan
2023	Comprehensive Environmental		\$ 1,282.50	\$ 21,427.82	YES	Open Space and Recreation Plan
2023	Comprehensive Environmental		\$ 2,160.00	\$ 19,267.82	YES	Open Space and Recreation Plan
2023	Comprehensive Environmental		\$ 1,827.25	\$ 17,440.57	YES	Open Space and Recreation Plan
2023	Mapa Translation Inc		\$ 805.00	\$ 16,635.57	YES	Open Space and Recreation Plan Translation
2024	Transfer CPA	\$ 10,000.00		\$ 26,635.57		Warrant Article
2024	Interest	\$ 241.09		\$ 26,394.48		Interest
2024	Interest	\$ 473.79		\$ 26,868.27		Interest
2024	Interest	\$ 189.90		\$ 27,058.17		Interest
2024	Interest	\$ 135.99		\$ 27,194.16		Interest
2025	Interest	\$ 474.10		\$ 27,668.26		Interest
2025	Interest	\$ 79.00		\$ 27,589.26		Interest
2025	Action Unlimited		\$ 120.00	\$ 27,469.26		Legal Notice
2025	Keeper Corp	\$ 2,500.00		\$ 29,969.26		Donation
2025	Interest	\$ 266.04		\$ 30,235.30		Interest
2025	Transfer CPA	\$ 10,000.00		\$ 40,235.30		Warrant Article
2025	KP Law		\$ 563.50	\$ 39,671.80	YES	Legal Fees
2025	Interest	\$ 166.90		\$ 39,836.70		Interest
2025	KP Law		\$ 147.00	\$ 39,691.70	YES	Legal Fees
2026	Transfer CPA	\$ 10,000.00		\$ 49,691.70		Warrant Article
2026	Anne Capra		\$ 2,440.00	\$ 47,251.70	YES	CR Monitoring
2026	KP Law		\$ 1,020.00	\$ 46,231.70	YES	Legal Fees
2026	Interest	\$ 224.25		\$ 46,455.95		Interest
2026	KP Law		\$ 331.50	\$ 46,124.45	YES	Legal Fees

Conservation Trail Maps



Source URL: <https://www.boxborough-ma.gov/351/Conservation-Trail-Maps>