



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

MEETING DATE: January 5, 2023
BOARD/COMMITTEE: Community Preservation Committee
TIME: 7:30 PM
PLACE: Remote Meeting pursuant to Current Executive Order.
See instructions below.

AGENDA

1. Review and Approve Minutes from December 1, 2022
2. Correspondence and New Business (if any)
 - a. Report on Zoom with Kelley Pontbriand the town accountant.
 - b. Discuss and vote to close out of Prior year's CPA articles.
 - c. Discuss Late application from Blanchard School for Playground equipment.
3. Discuss and vote on FY2024 CPA applications.
 - 3.1 Housing Board: Boxborough Rental Assistance Program (BRAP)
 - 3.2 Housing Board: Regional Housing Services
 - 3.3 Cemetery Commission: Cemetery Restoration
 - 3.4 Steele Farm Advisory Committee: Wetherbee/Steele Farmhouse Stabilization
 - 3.5 Conservation Commission: Conservation Trust Fund
 - 3.6 Community Preservation Fund – CPC Report and Establish FY24 Reserves
4. Discuss and vote draft Warrant Articles for the 2024 Annual Town Meeting
5. Next Meeting, February 2, 2023 – draft agenda items

Join Zoom Meeting

<https://us02web.zoom.us/j/82650557073?pwd=V1h3cEI5SnRUbTVyVURvcXNGRFk0dz09>

Meeting ID: 826 5055 7073

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Find your local number: <https://us02web.zoom.us/j/kcDNXImvM7>



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

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Community Preservation Committee (CPC) MINUTES

December 1, 2022

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, Acting Clerk
Elizabeth (Liz) Markiewicz, Conservation Commission
John Neyland, Agricultural Commission
Alan Rohwer, Historical Commission, Acting Clerk
Priya Sundaram, Finance Committee
Kathleen (Kathy) Vorce, Planning Board

MEMBERS ABSENT:

Rebecca (Becca) Edson, Recreation Commission NO

ABSENT, EX-OFFICIO:

Wes Fowlks (Select Board Liaison)

OTHERS PRESENT:

Bruce Hager
Christopher Hydak
Jeanne Kangas
Melissa MacGillvray
Ralph (Al) Murphy
Arden Veley
Alec Wade, Town host, Town Planner

DOCUMENTS:

- CPC Meeting Agenda for December 1, 2022
- Draft of minutes from November 3, 2022 CPC Meeting
- ATM 2023 (FY 2024) financial worksheet
- Action Unlimited INVOICE for Public Hearing Legal Notice U 205287
- Action Unlimited INVOICE for Public Hearing Legal Notice U 205288
- Notice of Public Hearing for December 1, 2022 CPC Meeting
- Final applications for FY 2023 Community Preservation Act (CPA) funds:
 - \$10,000: Conservation Trust Fund (repeat project)
 - \$38,050: Boxborough Rental Assistance Program (repeat project)
 - \$12,000: Regional Housing Services (repeat project)
 - \$310,000: Phase II Stabilization of 1784 Wetherbee/Steele Farmhouse (new project)
 - \$9,500: Cemetery Restoration (repeat project)

Meeting Called to Order at 7:33p.m. by Ron Vogel, Chair, after a roll call confirmation of a quorum.

- 1) **Alec Wade, New Town Planner.** Ron Vogel introduced Alec Wade, the new Town Planner for the past 3 weeks. Alex grew up in Acton, MA and he gave an update of his credentials and resume. He had a positive experience with CPC when working as a volunteer grant writer with the Town of Concord on historic preservation. He looks forward to working with the CPC.
- 2) **Review and Approve Minutes from November 3, 2022.** John Fallon clarified that the minutes in the packet did not include two corrections and clarified that on item 4b and 4bi that the word public “meeting” be replaced with public “hearing”. Priya Sundaram moved and Rita Grossman seconded the motion to accept the minutes with the corrections as noted. Hearing no further discussion, Ron Vogel called the vote. **Roll Call VOTE:** Unanimous.
- 3) **Correspondence and New Business.** ATM 2023 (FY2024) Financial Worksheet was reviewed and Ron Vogel described how the totals were calculated. He clarified that the Est. State match figure was from the CPA Coalition’s website for Boxborough. Return amount from prior years is not available yet. John Neyland said based on recent legislation, the estimated state match should go up. John Fallon noted there was an error in the totals for Community Housing that needs to be corrected to show that general funds will be needed to supplement the funds sourced from the Community Housing portion, and that the source of CPC funds needs to be corrected to read a “1% surcharge on property tax assessment”, not as 1% of the town budget. Priya Sundaram noted that the accountant still needs to review the document. Spelling error for Steele Farm was corrected from Steel.
- 4) **Invoices – Action Unlimited.** John Fallon moved and Rita Grossman seconded the motion to pay both invoices. Hearing no further discussion, Ron Vogel called the vote. **Roll Call VOTE:** Unanimous.
- 5) **Public Hearing as publicized commenced at 7:46PM.**
 - a) *Conservation Trust Fund, \$10,000.* Liz Markiewicz reviewed that this has been an annual contribution. Rita Grossman questioned whether this amount per year is adequate and Liz noted that the Running Balance sheet is not up to date given that the balance is no longer \$50K after the expenses of 95 Sargent Road. Discussed whether this could be increased after CPC approves the current application and John Fallon clarified that it cannot be increased on town meeting floor. Priya suggested and there was general consensus that this could be addressed next year.
 - b) *Boxborough Rental Assistance Program, \$38,050.* Al Murphy gave an overview the detailed application and noted the success of the program to date. The funding enables tenants to retain their housing until their income stabilizes and there is a 3 year limit. Landlords have also found the program to be valuable. There is strict privacy for the recipients of the grants for the household applicants. Current funding provides assistance for 12 households. Ron clarified that funding not used in the fiscal year should be returned to the Community Housing “bucket” and Ron said that this will be addressed. Ralph felt that the resolution of prior funding needs to be addressed. John Fallon acknowledged the comprehensive information on the program in the application.
 - c) *Regional Housing Services (RHS), \$12,000.* Al Murphy explained that the Regional Housing Services supports affordable housing in Boxborough and other surrounding towns as listed in the application. Al noted that these funds are in a separate account in the Boxborough’s Affordable Housing Trust and expenses are paid to the RHS on a quarterly basis. Priya asked if this is going to be a recurring request. Al clarified that this is a regular request based on the goal of keeping the account at a balance of \$12,000. Liz asked for clarification on annual fee for membership to

the group and Al Murphy clarified that there is a quarterly assessment of about \$250 for an approximate total of \$1,000 and resides with the Affordable Housing Trust.

- d) *Wetherbee/Steel Farmhouse Phase II, \$310,000.* Christopher Hydak, Steele Farm Advisory Committee, presented this application and acknowledged that it is a significant amount and provided a brief slide presentation on the request for Steele Farm, on the National Register of Historic Places, and noted that the requested amount of funds is consistent with the estimates. Priya Sundaram asked if all the funding is needed this year or if it can be staged. Christopher clarified that the current amount is to preserve the envelope of the house. Rita Grossman concurred this restoration work to preserve the physical integrity of the building envelope is needed and asked if private fundraising is being done to offset the cost. Arden Veley suggested that the Boxborough Historical Society launch a fundraiser and Alec Wade asked if other foundation or grant resources are being considered and suggested options. John Fallon, Rita Grossman, and Alan Rohwer clarified that the Trustees hold the CR on the land and buildings at Steele Farm and would have to be notified of proposed work.
- e) *Cemetery Restoration, \$9,500.* Owen Neville presented the application and summarized past work done with previous CPC funds for the North cemetery historic headstone preservation. Owen also clarified that this work is beyond routine maintenance and is restoration of historic artifacts. There were no questions and some positive comments on work done to date.

Hearing no further discussion called for a motion to close the public hearing. Kathy Vorce moved and Priya seconded the motion to adjourn the public hearing. Roll call VOTE: Unanimous.

Further discussion clarified that there will not be a vote for CPC recommendations until the next meeting.

6. Next Meeting, January 5, 2023. Ron Vogel moved and Liz Markiewicz seconded the motion that the next meeting will be as scheduled for January 5th. Hearing no further discussion, Ron Vogel called the vote. **Roll Call VOTE:** Unanimous. A brief discussion of the draft agenda concurred that in addition to standing items, CPC voting on CPA applications for the Annual Town Meeting warrant will be the primary agenda item.

Alec asked for Christopher Hydak's contact information to follow-up on additional funding sources for the Steele Farm project and John Fallon will provide it.

8:41PM. Ron Vogel moved and Liz Markiewicz seconded the motion to adjourn. Hearing no further discussion, Ron Vogel called the vote. **Roll Call VOTE:** Unanimous.

Respectfully submitted,
Rita Gibes Grossman, Acting Clerk

ATM 2023 (FY 2024) financial worksheet

FY 23 Tax Levy amount** \$23,941,292

RESET for ATM 2023 (FY 2024)	General Fund	Open Space and Rec	Community Housing	Historic Resources	Total
Remaining in Buckets end of FY23	\$81,076	\$1,600	\$1,033	\$65,082	\$148,791
CPA 1% of Tax Levy (FY2024)	\$167,589	\$23,941	\$23,941	\$23,941	\$239,413
Estimated State Match	\$62,938				\$62,938
Returned from Prior years					\$0
*new total for FY2024	\$311,603	\$25,541	\$24,974	\$89,023	\$451,142

FY 2024 Appropriations	Allocation to/from the 3 Buckets				Total
	General Fund	Open Space and Rec	Community Housing	Historic Resources	
*Approx. Available Balance	\$311,603	\$25,541	\$24,974	\$89,023	\$451,142

Sequence Requested Appropriations:

Sequence	Description	General Fund	Open Space and Rec	Community Housing	Historic Resources	Total
1	Admin Expenses	\$5,000				\$5,000
2	Rental Housing Asst. Program			\$38,050		\$38,050
3	Regional Housing Services (RHS)			\$12,000		\$12,000
4	Conservation Trust Fund		\$10,000			\$10,000
5	Cemetery Restoration				\$9,500	\$9,500
6	Steel Farm Phase II Stabilization				\$310,000	\$310,000
	Total Requested	\$5,000	\$10,000	\$50,050	\$319,500	\$384,550

Request Breakdown:

Amount from Available Bucket**	\$0	\$10,000	\$24,974	\$89,023	
Amount from General Fund**	\$5,000	\$0	\$25,076	\$230,477	\$260,553

Remaining in Buckets**	\$51,050	\$15,541	\$0	\$0	\$66,592
	General Fund	Open Space and Rec	Community Housing	Historic Resources	

** These fields must be manually entered

**ARTICLE 1 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY24
RESERVES**

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2024 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2024 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2024; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, community housing, and historic resources purposes, and for a FY 2024 Budgeted Reserve; all as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$26,000	<i>open space, including land for recreation use</i>
\$26,000	<i>community housing purposes</i>
\$26,000	<i>historic resources</i>
\$180,000	<i>FY 24 budgeted reserve</i>

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2024, under the local surcharge and the November state matching funds for the prior fiscal year.

The Community Preservation Committee recommends (X-Y).

The Select Board

The Finance Committee

**ARTICLE 2 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH
RENTAL ASSISTANCE PROGRAM (BRAP)**

\$38,050 CPA (Housing/Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Twenty-five Thousand Dollars (\$25,000), more or less, and the sum of Thirteen Thousand Fifty Dollars (\$13,050), more or less, from the Community Preservation FY24 budgeted reserve for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee or take any other action relative thereto.

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in Boxborough. The program provides housing stability and housing opportunities to cost-burdened renters. It targets households that have low incomes and assists seniors, disabled adults, and families with minor children. It helps households attain self-sufficiency. Although State and Federal programs with similar goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, currently exist, they are oversubscribed and have long waiting lists. The BRAP has been used as a model for similar programs in other Massachusetts towns.

A subsidy of \$250/month is provided by BRAP and is paid directly to the participating household’s landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. However, this limit of the participation period has been temporarily extended in the past year because of the COVID-19 pandemic. Participating landlords have expressed appreciation for the program and a desire to help their tenants. This will be the eighth year of the BRAP. It began with a six-household pilot program in 2016, was expanded to twelve households in 2017, and has continued at this level through 2022.

We expect to continue as part of the Assabet Regional Housing Collaboration that is implemented by Metro West Collaborative Development (Metro West CD). The table below includes the budget for administrative support of the BRAP. Eligibility determination will be performed through Metro West CD, as in previous years. In addition, administrative funds are requested to expand the program’s outreach. BRAP flyers are now available in English, Portuguese, and Spanish. The direct costs of the rental assistance are based upon assisting twelve households at \$250.00 per month for one year. The total program costs are shown below.

Total BRAP Costs

Cost Category	7/1/23 to 6/30/24
Direct Program Cost	\$36,000
Administrative Costs	\$2,050
Total	\$38,050

The total funds requested are \$38,050. Of this amount, \$2,050, or 5.4%, represents administrative costs.

The Community Preservation Committee recommends unanimously (X-Y).

The Housing Board recommends unanimously.

The Select Board recommends (x-0).

The Finance Committee recommends (x-0).

ARTICLE 3 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – REGIONAL HOUSING SERVICES (RHS)

\$12,000 CPA (Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation FY 24 Budgeted Reserve the sum of Twelve Thousand Dollars (\$12,000), more or less, and to transfer to the Boxborough Affordable Housing Trust for Regional Housing Services (RHS), as recommended by the Community Preservation Committee or take any other action relative thereto.

Summary:

*Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. This organization is named the **Assabet Regional Housing Consortium (ARHC)**. The Town of Hudson serves as the lead entity in the consortium, which is defined by an Intermunicipal Agreement between Boxborough, Berlin, Bolton, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. The services are provided by Metro West Collaborative Development, Inc. (Metro West CD) of Watertown, MA.*

The consortium helps Boxborough monitor affordable units, generate new affordable units, assess affordable ownership units, and resolve compliance violations. The services include assistance with refinancing, resales, and assessments and also include special projects that are needed by specific towns. For example, the consortium helped prepare Boxborough’s Housing Production Plan. The consortium also sponsors and plans regional events to help residents with housing. The services provided by Metro West CD reduce the time that Town staff spends on routine matters.

The funding for RHS is presently aligned with the Fiscal Year of the Town of Boxborough. The relationship with Metro West CD is defined by a three-year contract. The present three-year contract, the third contract, began on July 1, 2020, and will end on June 30, 2023. Metro West CD bills Boxborough, through the lead-entity Hudson, for services on an hourly basis. We expect that a fourth three-year contract that starts on July 1, 2023, will be established.

CPA funding for RHS flows from the CPA to a sub-account of the Boxborough Affordable Housing Trust (BAHT), which disperses funds to the regional consortium ARHC. Funds so deposited into the BAHT carry over from fiscal year to fiscal year, so that any unused RHS funds can be used in subsequent years.

The expenditures for monitoring assistance depend upon whether resales or other activities have occurred and are thus unpredictable. Funding for RHS was not requested in the 2019, 2021, and 2022 Annual Town Meetings (ATMs) because balances in the RHS sub-account of the BAHT appeared sufficient. The current policy is to maintain a balance of \$12,000 in the BAHT sub-account for RHS. Because we are presently in the midst of the resale of an affordable unit and expect that another resale will occur shortly, we believe that the RHS sub-account needs an infusion of funds. For Fiscal Year 2024, we presently request a funding amount of \$12,000 for this first year of an anticipated fourth three-year contract.

The Community Preservation Committee recommends unanimously (X-Y).

The Housing Board recommends unanimously.

The Select Board recommends (x-0).

The Finance Committee recommends (x-0).

**ARTICLE 4 Community Preservation Fund – Open Space (Including Recreation)–
Conservation Trust Fund**

**\$10,000 CPA (Open Space)
(Majority vote required)**

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars (\$10,000), more or less, and to transfer the funds to the Conservation Trust fund for Community Preservation purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

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 12 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 6 years provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provides an immediate and dedicated source of money to pay for anticipated land management needs.

Approving CPA funds for the CTF is consistent with Boxborough2030 and the Town's Open Space and Recreation Plan:

- Action 1.3.1.5. Include a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition.*

The Community Preservation Committee recommends (8-0)

The Conservation Commission recommends (x-0).

The Select Board recommends (x-x).

The Finance Committee recommends (x-x).

ARTICLE 5

Community Preservation Fund – Historic Resources – Cemetery Restoration

\$9,500 CPA (Historic Resources)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Five Hundred Dollars (\$9,500), more or less, for Community Preservation purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

This project will allow the Cemetery Commission to continue the process, begun five years ago, of stabilizing and restoring the monuments and other structures in the North and South cemeteries. Age and other factors have brought this far beyond normal perpetual care.

The Community Preservation Committee recommends (8-0)

The Cemetery Commission recommends (x-0).

The Historical Commission recommends (x-0)

The Select Board recommends (x-x).

The Finance Committee recommends (x-x).

ARTICLE 6

COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATION OF STEELE FARM HOUSE

\$310,000 CPA (Historic Resources/Budgeted Reserve/general fund balances)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Eighty Thousand Dollars (\$80,000), more or less, and from the Two Hundred Thirty Thousand Dollars (\$230,000), more or less, from the Community Preservation FY 24 budgeted reserves and Community Preservation general fund balances for the Preservation of the Steele Farm House as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

The Community Preservation Committee recommends

The Steele Farm Advisory Commission recommends (x-0).

The Historical Commission recommends (x-0)

The Select Board

The Finance Committee