



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Community Preservation Committee
MEETING DATE: March 4, 2021
TIME: 7:30 PM
PLACE: Remote Meeting pursuant to Current Executive Order of March 12, 2020
See instructions below.

AGENDA

1. Review and Approve Minutes from February 4, 2021
2. Correspondence and New Business (if any)
3. Review of Warrant Articles Status for the 2021 Annual Town Meeting
4. Additional information for CPC Annual Town Report
5. Next Meeting, April 1, 2021 – draft agenda items

Join Zoom Meeting

<https://us02web.zoom.us/j/86735441409?pwd=Vys2OWI3TEptdTRVcXFhd0gwZktEQT09>

Meeting ID: 867 3544 1409

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BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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DRAFT

Community Preservation Committee (CPC)

February 4, 2021

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
John Neyland, Agricultural Commission
Alan Rohwer, Historical Commission
Ron Vogel, Housing Board (Arrived 8:30)

MEMBERS ABSENT:

Keith Lyons, Finance Committee

PRESENT, EX OFFICIO:

Maria Neyland, Select Board Liaison

ABSENT, EX OFFICIO:

Simon Corson, Town Planner

DOCUMENTS:

- Agenda for February 4, 2021
- Draft of CPC Minutes from January 7, 2021
- Drafts of four Warrant Articles for the 2021 Annual Town Meeting
- Draft of projected CPC funds and "buckets" at the end of FY2021

7: 35 PM – After taking a roll call for a quorum (seven members present), Chair Dennis Reip called the meeting to order and reviewed the specifications of the Executive Order of March 12, 2020.

1. Review and Approval of Minutes of January 7, 2021: After a brief discussion of changes Dennis and Rita had contributed to the minutes, Dennis moved to accept the minutes of January 7, 2021 as written. Rita seconded the motion. **VOTED:** Unanimous, 7-0.

2. Updated CPC Website: Dennis reported that Hugh asked Rajon Hudson, Assistant Town Administrator, to correct the names and committee/board affiliations of CPC members on the CPC website. The work is complete.

3. Review of Warrant Articles for 2021 ATM:

Article 1: Community Preservation Fund – CPC Report and Establish FY22 Reserves: Robin asked for clarification regarding the formation and use of the three buckets (Open Space and Recreation, Community Housing, Historic Resources). Dennis explained that statutes require that 10% of annual funds be placed in each bucket and that the funds in each bucket may be spent only for the stated purpose of each bucket. Dennis moved that the CPC recommendation be attached to Article 1 in the ATM Warrant. Rita seconded the motion.

VOTED: Unanimous, 7-0.

Article 2: Community Preservation Fund – Community Housing – Boxborough Rental Assistance Program (BRAP): Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** Robin noticed that the number of households served increased to 12 in 2017; she asked if that number applied to successive years. **ACTION:** Dennis said he would ask Al Murphy to clarify that detail in revising the article. Rita asked that a typo in Paragraph 3 of the summary be corrected (“assisted” for “assister”). Assuming revisions and corrections would be made, **VOTED:** Unanimous, 7-0.

Article 3: Community Preservation Fund – Open Space (Including Recreation) – Conservation Trust Fund: Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** John asked if the \$10K was a consistent annual request. Dennis confirmed that it has been in recent years. John asked if the Article would appear on the “consent agenda.” Dennis said it probably would, unless a member of FinCom voted against the Article. **ACTION:** Dennis said he would ask Keith how FinCom responded to the Article. There being no further discussion, **VOTED:** Unanimous, 7-0. After the vote, John pointed out that the votes we took at the last meeting were simply to approve the inclusion of the CPC articles in the ATM warrant. The votes at this meeting express the CPC’s recommendation of each article.

Article 4: Community Preservation Fund – Open Space (Including Recreation) – Liberty Field Capital Improvements: Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** Robin asked if grant funding would reduce the funds CPC would contribute to the project. Hilary pointed out that RecCom had not submitted a grant application on time, so the grant was probably a moot point. Dennis said that should RecCom receive any grant money in the future, RecCom would apply that money to the project as written, and any unspent CPC funds would revert to the CPC. The consensus of the meeting included these recommendations:

- Cut the note regarding grant funding.
- Add a stipulation that a connection to Patch Hill paths would be added to the walking path.
- Add emphasis that parking for the walking path and the path itself would be ADA compliant by moving that detail to the list of improvements funded with CPC money.
- Add these details to the final paragraph: Open the paragraph with “The diversity of recreation space....” Change the word “undesirable” to “inaccessible.” Cut “during such times” and add in that sentence that the need is basic and goes beyond the needs of the pandemic.

It was acknowledged that RecCom would change the wording of the Article before it goes into print. Maria said the BSB would not change any details in the Article. Dennis pointed out that

the CPC vote is to recommend the purpose of the Article. (Ron had joined the meeting for this vote.) **VOTED:** Unanimous, 8-0.

4. Review of Allocations of Funds and Balance of Funds: Dennis thanked Jennifer Barrett for her considerable help in putting together the chart showing how funds would be placed in the three project buckets, how money would be allocated should the four CPC Articles be approved at the 2021 ATM, and what balance remained for future allocations. Dennis moved the acceptance of the figures as presented. John seconded the motion. **VOTED:** Unanimous, 8-0

5. Agenda for Next Meeting: Updating of progress regarding presentation of CPC Articles. Accounting updates.

6. Other Business: Dennis pointed out that RecCom is still working on how best to present the two RecCom articles at ATM. Dennis said he was prepared to show how **CPC funds** have been used in past years, should that be helpful at ATM, and that many of those details are included in the Town Report. Alan asked about the **location of ATM**. Maria responded that BSB is looking at a combination of both inside and outside, pointing out that it is very expensive to present visual material outdoors.

ACTION: Dennis will give the recommendations from this meeting to those preparing articles for ATM.

NEXT MEETING: THURSDAY, MARCH 4, 2021, 7:30 PM. REMOTE PUBLIC MEETING.

There being no further business, Dennis moved to adjourn the meeting. Robin seconded the motion. **VOTED:** Unanimous, 8-0.

8:46 PM – Dennis adjourned the meeting

Respectfully Submitted,

Hugh Fortmiller, Clerk

ATM 2021 - CPC Warrant Articles 02-14-2021

Dennis Reip <dennisreip@gmail.com>

Sun, Feb 14, 2021 at 11:10 AM

To: Ryan Ferrara <rferrara@boxborough-ma.gov>, Cheryl Mahoney <cmahoney@boxborough-ma.gov>, Rajon Hudson <RHudson@boxborough-ma.gov>, Jennifer Barrett <jbarrett@boxborough-ma.gov>

Cc: Hilary Greven <hilary.greven@outlook.com>, Ralph Murphy <almur10@mac.com>, "Rita Grossman (Gmail)" <RGibesGrossman@gmail.com>, Hugh Fortmiller <hfortmiller@gmail.com>, S Corson <scorson@boxborough-ma.gov>, Mary Nadwairski <mnadwairski@boxborough-ma.gov>, Maria Neyland <mneyland@boxborough-ma.gov>

Hi All,

Attached for the 2/17 deadline are the CPC Articles.

The summaries are likely final, but the Applicants are aware of the "final summaries" due date of 3/3 and have until then to call them done.

The recommendations section will need to be pasted in as these become available. Applicants are also reminded of the "recommendations" due date of 3/10. The ConsCom will have recommendations for Cons Trust Fund and Liberty Field. I'll send the ConsCom recommendations when ready..

The individual articles specify the source of funds by category (from specific "bucket" and/or general fund). Jennifer, we are all set as of our last email exchange.

Also attached is the CPC's 1 page "Report" with the summary to date accounting (FY 2015 through FY 2022 Estimate) for inclusion in the back of the Warrant.

Please let me know if you need anything else.

Thanks,
Dennis

6 attachments**CPC Articles 1 to 4 drafts updated 2-8-2021.pdf**
216K**Article 1 - Community Preservation Fund CPC Report and Establish FY22 Reserves.docx**
23K**Article 2 Community Preservation Fund Community Housing Boxborough Rental Assistance Program rev2.docx**
25K**Article 3 - Community Preservation Fund – Open Space (Including Recreation) – Conservation Trust Fund.docx**
22K**Article 4 - Community Preservation Fund - Open Space (Including Rec) Liberty Field Cap Impr_rev3.docx**
30K**report_of_the_community_preservation_committee_2021_atm.pdf**
89K

Report of the Community Preservation Committee – 2021 Annual Town Meeting

CPC Projects Funded Through FY2021

Project	ATM Year	Category	Amount	Status
Steele Farm Barn Exterior Restoration	2015	Historic Resources	\$90,000	Complete
Preservation and Restoration of Historic Town Hall Exterior Front Steps	2015	Historic Resources	\$10,000	Complete
Conservation of Historic Town Records	2015	Historic Resources	\$12,000	Complete
Site Plan for Basketball and Tennis Courts at Liberty Fields	2016	Open Space and Recreation	\$5,500	On-going
Regional Housing Monitoring Services (Year 3 – Calendar Year 2016)	2016	Community Housing	\$5,465	Complete
Regional Housing Monitoring Services (Year 4 – Calendar Year 2017)	2016	Community Housing	\$6,000	Complete
Boxborough Rental Voucher Program	2016	Community Housing	\$26,280	Complete
Conservation of Historic Town Records	2016	Historic Resources	\$11,000	Complete
Rehabilitation of Grange Meeting Room	2016	Historic Resources	\$106,775	Complete
Rehabilitation of Historic Town Hall Exterior Front Steps	2016	Historic Resources	\$35,000	Complete
Transfer to the Conservation Trust Fund	2017	Open Space and Recreation	\$5,000	Complete
Regional Housing Monitoring Services (Year 4 – Fiscal Year 2018)	2017	Community Housing	\$3,025	Complete
Boxborough Rental Assistance Program	2017	Community Housing	\$37,650	Complete
Conservation of Historic Town Records	2017	Historic Resources	\$10,000	Complete
North Cemetery Restoration	2017	Historic Resources	\$9,025	Complete
Preservation of Steele Farmhouse	2017	Historic Resources	\$30,000	Complete
Flerra Meadows Playground Rehabilitation	2018	Open Space and Recreation	\$62,000	Complete
Boxborough Rental Assistance Program	2018	Community Housing	\$37,650	Complete
Transfer to the Conservation Trust Fund	2018	Open Space and Recreation	\$10,000	Complete
Veterans Monument	2018	Historic Resources	\$105,000	On-going
Preservation of Steele Farmhouse	2018	Historic Resources	\$190,000	Complete

Boxborough Rental Assistance Program	2019	Community Housing	\$37,650	On-going
Flerra Baseball Field Rehab.	2019	Open Space and Recreation	\$8,000	Complete
Flerra Playground Fence	2019	Open Space and Recreation	\$7,600	Complete
Transfer to the Conservation Trust Fund	2019	Open Space and Recreation	\$10,000	Complete
Sargent Memorial Library - Brick Patio Renovation And Expansion	2020	Open Space and Recreation	\$35,000	On-going
Flerra Community Garden Water Supply	2020	Open Space and Recreation	\$15,000	On-going
North Cemetery Restoration	2020	Historic Resources	\$9,500	On-going
Preservation Of Historical Records	2020	Historic Resources	\$10,000	On-going
Boxborough Rental Assistance Program	2020	Community Housing	\$38,050	On-going
Regional Housing Services	2020	Community Housing	\$12,000	On-going
Hager Land Connection	2020	Open Space and Recreation	\$54,000	On-going
Community Preservation Fund – Conservation Trust Fund	2020	Open Space and Recreation	\$10,000	On-going

Report of the Community Preservation Committee - 2021 Annual Town Meeting Warrant

CPA Summary - FY 2015 Actual through FY2022 Estimate

Total CPA Revenue	\$ 1,438,752.97
Total CPA State Match and Interest	\$ 275,303.16
Total CPA Funds Received/Anticipated	\$ 1,714,056.13
FY2016 Appropriations (less returned unused funds)	\$ 113,233.21
FY2017 Appropriations (less returned unused funds)	\$ 190,331.58
FY2018 Appropriations (less returned unused funds)	\$ 90,866.10
FY2019 Appropriations (less returned unused funds)	\$ 403,690.52
FY2020 Appropriations (less returned unused funds)	\$ 60,383.00
FY2021 Appropriations (less returned unused funds)	\$ 188,550.00
FY2022 Appropriations	\$ 353,050.00
Total CPA Funds Appropriated/Spent	\$ 1,400,104.41
Total CPA Ending Balance	\$ 313,951.72

Total CPA Ending Balance	\$ 313,951.72
General Fund Balance	\$ 261,736.72
Open Space/Recreation Reserve	\$ 1,600.00
Affordable Housing Reserve	\$ 1,033.00
Historic Preservation Reserve	\$ 49,582.00