



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Community Preservation Committee
MEETING DATE: September 7, 2023
TIME: 7:30 PM
PLACE: Boxborough Town Hall

AGENDA

1. Review and Approve Minutes from July 6, 2023
2. Correspondence and New Business (if any)
3. Updates from Town Account on CP-1 filing. (1% of Levey)
UpdateFY25 financial worksheet
4. Updates from town Account on individual reserve accounts.
UpdateFY25 financial worksheet
5. Review CPC Financial Worksheet. Using above figures.
6. Latest information from CP Coalition.
7. Next meeting: October 5th



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Draft August 23, 2023

Community Preservation Committee (CPC) MINUTES

July 6, 2023

In Person Meeting, Open to Public

Grange Room Boxborough Town Hall 29 Middle Road Boxborough Massachusetts

MEMBERS PRESENT:

Ron Vogel, Chair, Housing Board
John Fallon, At-large Acting Clerk
Rita Gibes Grossman, Vice Chair, At-large
John Neyland, Agricultural Commission
Alan Rohwer, Historical Commission

MEMBERS ABSENT:

Rebecca (Becca) Edson, Recreation Commission
Elizabeth (Liz) Markiewicz, Conservation Commission
Kathleen Vorce, Planning Board

NOTE: The CPC currently has no Finance Committee representative. Priya Sundaram, the former Finance Committee representative, is now a member of the Select Board and no replacement has been appointed.

OTHERS PRESENT:

Chad Childers: prospective CPC member from the Historical Commission
Alec Wade, Boxborough Town Planner

DOCUMENTS:

- 1) Agenda for July 6, 2023 CPC Meeting
- 2) Draft minutes from June 1, 2023 CPC Meeting
- 3) Boston Globe article "Local funds meant to support housing are sometimes used to block it, report finds" dated June 7, 2023
- 4) Draft CPC ATM 2024 timeline for FY 2025 CPA project funding
- 5) Draft CPC Application procedures for FY2025 CPA funding
- 6) Draft CPC Preliminary application (ATM 2024)
- 7) Draft CPC final application (cover sheet) for [FY 2025] CPA funding
- 8) Flyer: July 26 Complete Streets public forum
- 9) June 6, 2023 Press Release from the principal of Blanchard School on the new playground project
- 10) List of open CPC warrant articles with financial status from town accountant: 5/19/2023

Meeting Called to Order 7:36 p.m. by Ron Vogel Chair.

1) **MINUTES:** It was moved and seconded to approve the minutes of June 1, 2023 as distributed. Moved by Rita, seconded by John N. **Vote:** passed unanimously.

2) CORRESPONDENCE:

a) Ron discussed the Boston Globe article “Local funds meant to support housing are sometimes used to block it, report finds” dated June 7, 2023. This article mentioned the Boxborough Sargent Road land purchase with CPC funds. The committee discussed the fact that the article did not seem to realize that the housing displaced by the Sargent Road purchase was “McMansions” and not community housing but decided to let the article pass without public comment.

b) John F. briefly discussed the June 6, 2023 press release from the principal of Blanchard School on the new playground project. The document pointed out that there was still approximately \$190,000 to be raised. There is a possibility that this may be submitted to the CPC for FY 2025 funding.

3) FUTURE PROJECTS FROM TOWN PLANNER:

Alec Wade, the town planner, discussed potential projects for the next CPC funding cycle.

a) The road work at Boxborough Meadows will not be presented as a candidate for CPA funds due to better funding alternatives.

b) The “Way-finding” Signage Project will be presented as a candidate for CPA funds. There will be a “Complete Streets” public forum at town hall on July 26. One of Alec’s goals is to better connect the second/third tier streets to route 111. Alec noted that Boxborough is a Tier III complete streets community.

c) Alec is working on a second potential project for CPA funding; details to be provided to the CPC in September.

4) REVIEW, DISCUSSION, AND APPROVAL OF CPC ATM 2024 TIMELINE FOR FY2025 PROJECT FUNDING

a) Ron presented the Draft CPC ATM 2024 timeline for FY 2025 CPA project funding which the committee reviewed. The committee was happy with the timeline except for the January 11 and February 8 dates which it would prefer to be January 4 and February 1 if this was legally possible so as to keep all CPC meetings on the first Thursday.

b) It was moved and seconded to approve the draft timeline as presented with the proviso that the chair will discuss the January 11 and February 8 dates with the town clerk to see if they can be moved to January 4 and February 1. Moved by John N., seconded by Rita. **Vote:** passed unanimously.

ACTION ITEM: Ron will discuss the January and February dates with the town clerk.

5) REVIEW, DISCUSSION, AND APPROVAL OF DRAFT CPC APPLICATION PROCEDURES AND PRELIMINARY AND FINAL APPLICATIONS FOR FY2025 CPA FUNDING

- a) Ron presented the draft CPC application procedures for FY2025 CPA funding which included the draft CPC preliminary application (ATM 2024) and the draft CPC final application (cover sheet) for [FY 2025] CPA funding as pages 7 and 9 respectively.
- b) Based on his review and what he had seen in other towns, Alec raised two questions:
- i) Is the submission of a preliminary application required or encouraged?
 - ii) Is there a provision to accept a late submission after the final application due date?
- b) After discussion of these issues:
- i) It was moved and seconded to add the sentence “Preliminary applications are strongly recommended but not required for submission of a final application.” as the last sentence in the “STEP ONE: PRELIMINARY APPLICATION” section on page 1 of the application procedures. Moved by John N., seconded by Rita. **Vote:** passed unanimously.
 - ii) It was moved and seconded to add the sentence “Any application submitted after the deadline will require a two-thirds (2/3) vote of the committee to be considered.” as the last sentence in the “Final applications” paragraph on the top of page 2 of the application procedures. Moved by John N., seconded by Rita. **Vote:** passed unanimously.
 - iii) It was moved and seconded to approve the CPC application procedures and preliminary and final applications as amended above. Moved by John F., seconded by Alan. **Vote:** passed unanimously.

ACTION ITEM: Ron will discuss the additional sentences with Mary Nadwairski.

6) CLOSING OUT PAST ARTICLES

- a) Ron and the committee went through the list of open CPC warrant articles with their financial status that he had obtained from the town accountant as of May 19 and presented the information that he had learned since the last CPC meeting.
- b) It was moved and seconded to close out the following four past CPC articles and move the funds to the appropriate CPC funding “bucket”:
- i) ATM 18 Article 08 Flerra Meadows Playground: \$4,887.87
 - ii) ATM 19 Article 41 Flerra Playground Fence: \$190.00
 - iii) ATM 20 Article 32 Flerra Playground Water: \$7,630.51
 - iv) ATM 20 Article 34 Historic Records Preservation: \$10,000.00
- Moved by John F., seconded by John N. **Vote:** passed unanimously.
- c) The committee felt there was not enough information to make a decision on ATM 20 Article 37 Hager Land Connection for \$16,029.71. Ron will follow up with Liz Markiewicz.

ACTION ITEM: Ron will communicate the votes to the town accountant.

ACTION ITEM: Ron will follow up with Liz Markiewicz on ATM 20 Article 37 Hager Land Connection.

7) COMMITTEE MEMBERSHIP

- a) The CPC needs a new member from the Finance Committee since Priya Sundaram, the former Finance Committee representative, is now a member of the Select Board. The Finance Committee should be providing this name in the next week.
- b) The terms of three members expire June 30, 2023:
- i) Ron: The Housing Board has nominated Ron for a new term on the CPC.
 - ii) Alan: The Historical Commission has nominated Chad Childers for a term on the CPC.

iii) Liz: The Conservation Commission has nominated Sam Anderson for a term on the CPC.

ACTION ITEM: Ron will reach out to the Kelley Price to make sure that the nominations appear on the Select Board Agenda for 2023-2026 terms on the CPC.

8) ELECTION OF CPC OFFICERS FOR 2023-2024

a) It was moved and seconded to elect Ron as Chair of the CPC for 2023-2024. Moved by John F., seconded by Rita. **Vote:** passed unanimously.

b) It was moved and seconded to elect John N. as Vice Chair of the CPC for 2023-2024. Moved by Rita, seconded by John F. **Vote:** passed unanimously.

c) It was moved and seconded to elect John F. as Clerk of the CPC for 2023-2024. Moved by Rita, seconded by John N. **Vote:** passed unanimously.

ACTION ITEM: Ron will communicate election results to Mary Nadwairski.

9) NEXT MEETING: Thursday, September 7, 2023, 7:30 pm in person in the Grange Room at town hall. The committee agreed not to have a meeting in August.

Meeting Adjourned 8:56 p.m. -- Rita moved; John N. **Vote:** Unanimously approved.

Respectfully submitted,
John Fallon, Clerk

ATM 20234(FY 2025) Community Preservation Financial Worksheet

	General Fund	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	Total
Remaining at end of FY2023	\$81,076		\$1,600	\$1,033	\$65,082	\$148,791
CPA 1% surcharge on levy (FY2023)		\$152,572	\$23,005	\$23,005	\$23,005	\$221,587
State match		\$55,968	\$7,995	\$7,995	\$7,995	\$79,953
Returned to fund				\$5,252		\$5,252
New total for FY2024	\$81,076	\$208,540	\$32,600	\$37,285	\$96,082	\$455,583
Reserved for appropriation: FY 2024		\$208,500	\$31,000	\$31,000	\$31,000	

FY 2024 Appropriations	General Fund	FY 2025 Bud Reserve	Allocation to/from the 3 Specific Reserves			Total
			Open Space and Rec	Community Housing	Historic Resources	
Available Balance	\$81,076	\$208,500	\$32,600	\$37,285	\$96,082	\$455,543

Requested Appropriations:

Administrative Expenses	\$0	\$5,000				\$5,000
Rental Housing Assistance Program		\$765		\$37,285		\$38,050
Regional Housing Services (RHS)		\$12,000		\$0		\$12,000
Conservation Trust Fund			\$10,000			\$10,000
Cemetery Restoration					\$9,500	\$9,500
Steele Farm Phase II Stabilization	\$33,529	\$190,735			\$85,736	\$310,000
Total Requested	\$33,529	\$208,500	\$10,000	\$37,285	\$95,236	\$384,550

Request Breakdown:

Amount from Specific Reserve			\$10,000	\$37,285	\$95,236	\$142,521
General Fund/FY 2024 Budeted Reserves	\$33,529	\$208,500				\$242,029

Remaining at end of FY 2024	\$47,547	\$0	\$22,600	\$0	\$846	\$70,993
	General Fund		Open Space and Rec	Community Housing	Historic Resources	

Town of Boxborough Community Preservation Committee (CPC)

ATM 2024 Timeline for Community Preservation Act (CPA) Project Funding for FY 2025

	Milestone or Activity	Date	Assoc. CPC Meeting Date	Calendar days to get to this activity after the previous milestone
1	Early Information on Website, and Town Departments, Boards, Committees, and Commissions Notified	Already Available	N/A	
2	Informational Meeting for Potential Applicants	Thursday, September 7, 2023	Y	Set Start
3	Deadline for Preliminary Applications for ATM 2024*	Thursday, October 5, 2023	N/A	28
4	Final CPC Reviews and Recommendations for Preliminary Applications for ATM 2024	Thursday, October 12, 2023	Y	7
5	Deadline to Submit Final Applications for ATM 2024	Thursday, November 2, 2023	N/A	21
6	Final Applications Distributed to Town Boards and Committees for Review and Comment	Monday, November 6, 2023	N/A	4
7	Deadline for Project Reviews and Comments by Town Boards and Committees	Monday, November 27, 2023	N/A	21
8	Final Application Comments Distributed to CPC for Review Prior to Public Hearing	Wednesday, November 29, 2023	N/A	2
9	Public Hearing for All Applications	Thursday, December 7, 2023	Y**	8
10	Deadline for CPC Vote on Project Recommendations	Thursday, January 4, 2024	Y	28
11	CPC Draft Warrant Article(s) Prepared	Thursday, February 1, 2024	Y**	28
12	Warrant Articles to Town Administrator (Scope and Intent)	TBD	N/A	TM Defined
13	Town Meeting (tentative)	TBD	N/A	TM Defined
14	Funding Allocation Intent Notification	TBD	N/A	21
15	Awarded CPA Funds Available	TBD	N/A	FY Defined

* Applications are accepted on a rolling basis year round for their appropriate Town Meeting.

** CPC may need to have two or more meetings during this month.

Senate Includes \$30M in State Surplus Funds for CPA in FY24 Budget

POSTED ON: MAY 25, 2023 - 9:14PM

Today, the MA Senate made a final vote on its version of the FY24 state budget, and we are thrilled that it includes an amendment to support the CPA Trust Fund. During the budget debate earlier this week, Senator Cynthia Stone Creem's budget amendment #66, "Community Preservation Trust Fund," was adopted - this legislation would allocate up to \$30 million in state budget surplus funds in time for this November's statewide CPA Trust Fund distribution.



The Legislature has a decade-long tradition of supporting CPA municipalities with **surplus funding**, but the funding is more important than ever this year. Due to rising interest rates and fewer home sales, revenue for the CPA Trust Fund has **fallen by over 33%** compared to this time last year. And while there is still time for collections to improve in the coming months, a transfer of \$30 million in state budget surplus funds is the best way to ensure that CPA communities across the state receive a healthy distribution in November.

We are extremely grateful for the support of longtime CPA champion Senator Creem who filed this amendment, as well as Ways & Means Chair Michael Rodrigues, Vice Chair Cindy Friedman, Assistant Vice-Chair Jo Comerford, Senate President Karen Spilka, and the 13 members of the Senate who signed on as co-sponsors.

What is the next step for this legislation?

Now that the Senate has completed its budget, a six-member conference committee will be charged with reconciling the differences between the House and Senate proposals - this process typically begins in June. The Coalition will advocate with the conference committee to ensure that the final budget includes funding for CPA, and once the Committee completes its work, the budget will then head to the desk of Governor Healey for her signature.

Legislature Drops CPA Surplus Funding from FY24 State Budget

POSTED ON: AUGUST 7, 2023 - 2:56PM

At the end of July, the FY24 State Budget was released from Conference Committee, whose members were charged with reconciling the differences between the House and Senate versions of the budget. And while the Coalition was optimistic after the Senate's proposal for the budget included language allocating \$30M in surplus funding for the CPA Trust Fund, unfortunately this language was dropped in the newest version of the state budget.



This development is especially disappointing during a year in which revenue for the Trust Fund has **dropped by over 33%** (primarily due to rising interest rates and declining home sales across the state). Without any additional revenue in the form of surplus dollars, it is likely that the CPA Trust Fund distribution in November will be significantly lower than what municipalities received in 2022. With that said, the current circumstances are far from unprecedented. Last year, the CPA surplus language was also dropped from the FY23 state budget after being caught up in a line-item veto from Governor Baker - the Coalition later succeeded in securing a supplemental distribution of \$20 million to CPA cities and towns through a separate bill filed in the fall.

The Coalition will continue to provide updates on any new developments in the coming weeks.