



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Community Preservation Committee
MEETING DATE: October 5, 2023
TIME: 7:30 PM
PLACE: Boxborough town Hall

AGENDA

1. Review and Approve Minutes from September 7, 2023.
2. Correspondence and New Business
Community Preservation Annual Membership Dues.
3. Updates from Town Account on CP-1 and CP-2 filing. (1% of Levy)
Update FY25 financial worksheet
4. Updates from town Account on individual reserve accounts.
Update FY25 financial worksheet
5. Review CPC Financial Worksheet. Using above figures.
6. Review CPA Fund requests.
7. Latest information from CP Coalition.
No change since last time.
8. Next meeting: November 2nd.



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

Draft September 21, 2023

Community Preservation Committee (CPC) MINUTES

September 7, 2023

In Person Meeting, Open to Public

Grange Room Boxborough Town Hall 29 Middle Road Boxborough Massachusetts

MEMBERS PRESENT:

Ron Vogel, Chair, Housing Board
Chad Childers, Historical Commission (new) (in part)
John Fallon, Clerk, At-large
Rita Gibes Grossman, At-large
Rebecca (Becky) Neville, Finance Committee (new)
Kathleen Vorce, Planning Board

MEMBERS ABSENT:

Sam Anderson, Conservation Commission (new)
Rebecca (Becca) Edson, Recreation Commission
John Neyland, Vice Chair, Agricultural Commission

OTHERS PRESENT: None

DOCUMENTS:

- 1) Agenda for September 7, 2023 CPC Meeting
- 2) Draft minutes from July 6, 2023 CPC Meeting
- 4) Flyer from Boxborough Fire Department announcing 9-11 remembrance ceremony
- 5) Email from assistant town administrator Rajon Hudson announcing that all town emails would be migrating from Outlook to Gmail starting September 11.
- 6) Survey from Alec Wade, the town planner, asking for CPC input on the Campanelli Park at Beaver Brook development.
- 7) Initial draft Community Preservation Financial Worksheet for FY 2025 (May 2024 ATM)
- 8) CPC ATM 2024 timeline for FY 2025 CPA project funding
- 9) Release from Community Preservation Coalition dated May 7, 2023 "Senate Includes \$30M in State Surplus Funds for CPA in FY24 Budget"
- 10) Release from Community Preservation Coalition dated August 7, 2023 "Legislature Drops CPA Surplus Funding from FY24 State Budget"

Meeting Called to Order 7:34 p.m. by Ron Vogel Chair.

1) **MINUTES:** It was moved and seconded to approve the minutes of July 6, 2023 as distributed. Moved by Rita, seconded by Becky. **Vote:** passed unanimously with one abstention. John F. announced that that Priya Sundaram is now the Select Board liaison to the CPC.

2) CORRESPONDENCE:

a) Ron announced that he had received a flyer from Boxborough Fire Department announcing a 9-11 remembrance ceremony on September 11 at 9:55 a.m.

b) Ron reported that he, and presumably all committee members with town emails accounts, had received an email from assistant town administrator Rajon Hudson announcing that all town emails would be migrating from Outlook to Gmail starting September 11.

c) Ron reported that the committee had received a survey from Alec Wade, the town planner, asking for CPC input on the proposed Campanelli Park at Beaver Brook development. Ron went through the survey with the committee. It was remarked that it was extremely difficult for the CPC to complete this survey since the CPC is a “committee of committees”. Excluding the at-large members, each member of the CPC had a chance to complete the survey as part of their “home” committee. It was moved and seconded to authorize the chair to complete the survey on behalf of the CPC. Moved by John F., seconded by Kathy. **Vote:** passed unanimously.

3) UPDATES FROM TOWN ACCOUNTANT/CPC FINANCIAL WORKSHEET

a) Ron reported that no updates had been received from the town accountant on either the CP-1 filing or the individual reserve accounts. Thus, the CPC could not update its FY 2025 financial worksheet.

ACTION ITEM: Ron will follow up with the town accountant or town administrator whomever is more appropriate.

b) Ron reported that the required CP-3 form had been filed in a timely manner.

c) At its July 6 meeting the committee felt there was not enough information to make a decision whether to close out ATM 20 Article 37 Hager Land Connection for \$16,029.71. This is still an open issue.

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

4) LATEST INFORMATION FROM COMMUNITY PRESERVATION COALITION

a) Ron reported on the 2 funding press releases the last of which stated that no additional CPA funding was included in the State budget.

b) He also stated that it was possible that additional CPA funding might be included in a supplemental budget.

5) OTHER: CPC ATM 2024 TIMELINE FOR FY2025 PROJECT FUNDING

Becky pointed out that there was an issue with the timeline as the deadline for preliminary applications was October 5 (the date of the next CPC meeting) and the review/recommendations were scheduled for October 12 (a date on which the CPC does not have a meeting scheduled). The committee agreed these dates should have been September 29 and October 5 respectively. Rather than inconvenience applicants, the committee agreed to keep the October 5 deadline but have the reviews on October 5 also.

ACTION ITEM: Ron will inform Mary Nadwairski of this change.

6) OTHER: POTENTIAL FY 2025 CPA PROJECT

John F. asked if anyone was aware of whether the Blanchard school intended to ask for CPA funding, i.e., could their project wait until after the May 2024 ATM.

ACTION ITEM: John F. will fill follow up with Becca and/or Dana Labb.

7) NEXT MEETING: Thursday, October 5, 2023, 7:30 pm in person in the Grange Room at town hall.

Meeting Adjourned 8:28 p.m. -- moved by Becky; seconded by Rita. **Vote:** Unanimously approved.

Respectfully submitted,
John Fallon, Clerk



September 1, 2023

Community Preservation Committee
Town of Boxborough
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Community Preservation Coalition Dues Notice

FY24 Annual Membership Dues:\$875

PLEASE NOTE
Our billing information has changed as of July 1, 2023:

NEW PAYEE! Make checks payable to: Third Sector New England, Inc.
(And please include in the description line: Community Preservation Coalition)

NEW ADDRESS! Remit membership dues payments to:

Third Sector New England, Inc.
89 South Street, Suite 700
Boston, MA 02111-2670
Attn: Community Preservation Coalition

NEW TAX ID NUMBER! See attached W9 form.

The Community Preservation Coalition operates as a fiscally sponsored program of Third Sector New England, Inc.

For any questions regarding billing, please contact the Community Preservation Coalition staff at 617-367-8998.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Third Sector New England, Inc.	
	2 Business name/disregarded entity name, if different from above TSNE	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3) NonProfit	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 89 South Street	
	6 City, state, and ZIP code Boston, MA 02111	
	7 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)																																																																
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																																
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																																
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td colspan="3" style="text-align: center;">-</td><td colspan="3" style="text-align: center;">-</td><td colspan="3"></td></tr> <tr><td colspan="9" style="text-align: center;">OR</td></tr> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">4</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;">-</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">6</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td></tr> <tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">9</td><td colspan="7"></td></tr> </table>	Social security number																		-			-						OR									Employer identification number									0	4		-	2	2	6	1	1	0	9							
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶ <i>Phillip Austin</i>	Date ▶ 03/01/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its Instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.

**COMMUNITY PRESERVATION COALITION
FY24 MEMBERSHIP RENEWAL**

PLEASE NOTE!!

**Our organization has moved to a new fiscal sponsor as of July 1, 2023.
Please see the attached invoice and w9 for all new payment
information:**

**** NEW PAYEE ****

**** NEW PAYMENT ADDRESS ****

**** NEW W9 FORM ****

Please ensure that this updated information is provided to your municipal accounting officials – the Coalition **will not be able to accept** any payments issued under our previous EIN or billing address.

For any questions regarding billing, please contact the Community Preservation Coalition staff at 617-367-8998.

CP1

Community Preservation Surcharge Report - Fiscal Year 2023

Return by September 15 to:
 Municipal Data Management/Technical Assistance Bureau
 Division of Local Services
 P.O. Box 9569
 Boston MA 02114-9569

Surcharge %	1.00%
Total Surcharge Committed to Collector for FY	222,060.67
Current Yr Surcharge Abatements/Exemptions	204.01
Prior Yr Surcharge Abatements/Exemptions	0.00
Net Surcharge Raised for FY	221,856.66
Additional Revenue Appropriated to CPF (Ch. 44, Sec. 3b1/2)	0.00
Total Net Surcharged Raised and Other Appropriated Revenue	221,856.66

Signatures

Board of Assessors

Completed by:

Kelly Szocik, Assessor , Boxborough , kszocik@boxborough-ma.gov 978-264-1720 | 6/6/2023 1:09 PM

Comment: Kelly A. Szocik

Accounting Officer

Kelli Pontbriand, Accountant , Boxborough , kpontbriand@boxborough-ma.gov 978-264-1700 | 8/31/2023 4:11 PM

Documents

No documents have been uploaded.

CP2

Community Preservation Fund Report - Fiscal Year 2023

Surcharge % 1.00

1. Total fund balance from prior year (PY) report (Form CP-2)		674,168.84
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NEW REVENUES/OFS

2. Proceeds from bonds and OFS		
3. Collections from community preservation surcharge	221,763.26	
4. Distributions from State trust fund	79,953.00	
5. Earnings on investments	8,637.62	
6. Gifts, Grants, Donations		
7. Other, i.e. Interest, OFS appropriated to the fund-CH44B 3-b1/2 :		
Total New Revenue/OFS		310,353.88

EXPENDITURES/OFU

8. Expenditures:		
a. Open Space	389,887.87	
b. Historic Resources	9,500.00	
c. Community Housing	13,359.58	
d. Other (Community Recreation)	303,418.94	716,166.39
9. Expenditures for Debt Service:		
a. Open Space		
b. Historic Resources		
c. Community Housing		
d. Other (Community Recreation)		0.00
10. Administrative Expenses	1,105.00	
11. Other		
Total Expenditures/OFU		717,271.39
Total Fund Balance June 30, 2023 (Detail Following)		267,251.33

CP2

Community Preservation Fund Report - Fiscal Year 2023

CITY/TOWN of Boxborough

**Detail of Community Preservation Fund Total Fund Equity
Fiscal year ended June 30, 2023**

1. Fund Balance Reserved for Encumbrances (3211)	
2. Fund Balance Reserved for Expenditures (3240)	63,266.63
3. Fund Balance Reserved for Open Space (3241)	11,600.00
4. Fund Balance Reserved for Historic Resources (3242)	65,082.00
5. Fund Balance Reserved for Community Housing (3243)	34,903.50
6. Fund Balance Reserved for Special Purposes (3280)	
7. Fund Balance Reserved for Community Preservation Act (3320)/Undesignated (3590)	92,399.20
8. Total Community Preservation Fund Balance June 30, 2023 (Total must equal total fund balance page 1)	267,251.33
Has the community met the requirement to either appropriate or reserve for future appropriation at least 10% of the estimated annual fund revenue for open space, historic resources and community housing?	Y
If no, explain how the town plans to meet the requirement?	

Signatures

Accountant/Auditor

Completed by:

Kelli Pontbriand, Accountant , Boxborough , kpontbriand@boxborough-ma.gov 978-264-1700 | 9/29/2023 11:03 AM

Comments

No comments to display.

Documents

No documents have been uploaded.

Filter by: Segment 1: 24600

Parameters: Fiscal Year: 2024 Start Date: 7/1/2023 end: 6/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
24600-000-00-5780-0000	CPA - ADMINISTRATION	5,000.00	0.00	5,000.00	0.00
24600-000-00-5780-1808	ATM18 ART08 - FLERRA MEADOWS PLAYGROUND	0.00	-1,000.00	-1,000.00	0.00
24600-000-00-5780-1941	ATM19 ART41 - FLERRA PLAYGROUND FENCE	190.00	0.00	190.00	0.00
24600-000-00-5780-2032	ATM20 ART32 - FLERRA GARDEN WATER	7,630.51	0.00	7,630.51	0.00
24600-000-00-5780-2034	ATM20 ART34 - HISTORIC RECORDS PRESERVATION	10,000.00	0.00	10,000.00	0.00
24600-000-00-5780-2035	ATM20 ART35 - BHB RENTAL PROGRAM	5,252.92	0.00	5,252.92	0.00
24600-000-00-5780-2037	ATM20 ART37 - HAGER LAND CONNECTION	15,924.71	0.00	15,924.71	0.00
24600-000-00-5780-2321	ATM23 ART21 - CEMETERY RESTORATION	1,150.00	0.00	1,150.00	0.00
24600-000-00-5780-2323	ATM23 ART23 - LAND ACQUISITION SARGENT RD	13,068.49	0.00	13,068.49	0.00
24600-000-00-5781-2319	ATM23 ART19 - BHB RENTAL PROGRAM	10,050.00	-6,250.00	3,800.00	62.19
24600-000-52-5200-2438	ATM24 ART38 - BRAP RENTAL ASSISTANCE	765.00	0.00	765.00	0.00
24600-000-52-5210-2438	ATM24 ART38 - BRAP RENTAL ASSISTANCE	37,285.00	0.00	37,285.00	0.00
24600-000-54-5400-2439	ATM24 ART39 - CEMETARY RESTORATION	9,500.00	0.00	9,500.00	0.00
24600-000-54-5400-2443	ATM24 ART43 - PRESERVATION STEELE FARM	85,736.00	0.00	85,736.00	0.00
24600-000-54-5401-2443	ATM24 ART43 - PRESERVATION STEELE FARM	224,264.00	0.00	224,264.00	0.00
24600-000-59-5970-2436	ATM24 ART36 - CONSERVATON TRANSFER	10,000.00	-10,000.00	0.00	100.00
24600-000-59-5970-2437	ATM24 ART37 - BOXBOROUGH AFFORDABLE HOUSING	12,000.00	-12,000.00	0.00	100.00
	17 Account(s) totaling:	447,816.63	-29,250.00	418,566.63	6.53

ATM 2024(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 FY2024	\$47,547		\$22,600	\$0	\$846	\$70,993
CPA 1% surcharge on levy (FY2024)		\$155,301	\$22,185	\$22,185	\$22,185	\$221,856
State match		\$0	\$0	\$0	\$0	\$0
Returned to fund				\$0		\$0
New total for FY2025	\$47,547	\$155,301	\$44,785	\$22,185	\$23,031	\$292,849
Reserved for appropriation: FY 2025						

FY 2024 Appropriations	Allocation to/from the 3 Specific Reserves					Total
	General Fund	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	
Available Balance	\$47,547	\$155,301	\$44,785	\$22,185	\$23,031	\$292,849

Requested Appropriations:

Administrative Expenses	\$0	\$5,000				\$5,000
Rental Housing Assistance Program		\$21,865		\$22,185		\$44,050
Home owner preservation (HOPE)		\$200,000				\$200,000
Conservation Trust Fund			\$10,000			\$10,000
Cemetery Restoration					\$0	\$0
Blanchard play ground						
	\$0	\$0			\$0	\$0
Total Requested	\$0	\$226,865	\$10,000	\$22,185	\$0	\$259,050

Request Breakdown:

Amount from Specific Reserve			\$10,000	\$22,185	\$0	\$32,185
General Fund/FY 2024 Budeted Reserves	\$0	\$226,865				\$226,865

Remaining at end of FY 2025	\$47,547	-\$71,564	\$34,785	\$0	\$23,031	\$33,799
	General Fund	FY 2025 Bud Reserve	Open Space and Rec	Community Housing	Historic Resources	