



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**BOARD/COMMITTEE:** Community Preservation Committee  
**MEETING DATE:** February 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 January 7, 2021
2. Correspondence and New Business (if any)
3. Review of Draft Warrant Articles for the 2021 Annual Town Meeting
4. Next Meeting, March 4, 2021 – draft agenda items

### Join Zoom Meeting

<https://us02web.zoom.us/j/89083822355?pwd=YTQ5RnNHdGpRNnpwRTB2Rzh6dGJSUT09>

Meeting ID: 890 8382 2355

Passcode: 241016

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## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

### DRAFT

#### Community Preservation Committee (CPC)

January 7, 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  
Keith Lyons, Finance Committee  
John Neyland, Agricultural Commission  
Alan Rohwer, Historical Commission  
Ron Vogel, Housing Board (Arrived 8:30)

#### PRESENT, EX OFFICIO:

Maria Neyland, Select Board Liaison

#### ABSENT, EX OFFICIO:

Simon Corson, Town Planner

#### VISITORS:

Megan Connor, Recreation Commission Chair  
Scott Hamill, AB Youth Baseball  
Delise Lapierre, Kevin Ryan, Kevin Thomas

#### DOCUMENTS:

- Agenda for January 7, 2021
- Draft of CPC Minutes from December 3, 2020
- Bill from Gatehouse Media
- Email correspondence from Community Preservation Coalition
- Cheryl Mahoney's email request for CPC's contribution to the Town's Annual Report

**7: 31 PM** – After taking a roll call for a quorum (eight members present), Chair Dennis Reip called the meeting to order and reviewed the specifications of the Executive Order of March 12, 2020.

**7:35 PM** -- Dennis opened the continuation of the **public hearing** to discuss the three applications for 2021 CPA funding.

**1. Review of Boxborough Rental Assistance Program (BRAP) application:** No comments or questions.

**2. Review of Conservation Trust Fund application:** No comments or questions.

**3. Review of Liberty Fields Renovation application:** Regarding how the CPC's \$300,000 might be used, Hilary explained what RecCom has learned since the first public hearing, December 3, 2020.

- **The DPW** has agreed to **plow** the parking area in the winter and to also plow a new walking path when time permits. At ATM in May, the DPW will seek \$21,000 to pay for **infield grooming** equipment to serve both Flerra Field and the baseball field at Liberty Fields, should it be rebuilt. The DPW will provide **infield material** for annual repair to all baseball diamonds.
- **Town Planner**, Simon Corson, has verified that Steele Farm is not ADA accessible; Beaver Brook paths are on private property. **Mass Trails** has set a deadline of February 1, 2021 for an application RecCom is preparing to get funding for Liberty Fields planning, fees, site preparation and other costs which could reduce the need for all \$300,000 from CPC. **ACTION: DENNIS** will help draft the CPC warrant article for Liberty Fields to reflect the possible grant funds. RecCom will learn about the grant before ATM.
- **AB Youth Baseball** representative Scott Hamill reports that participation in Youth Baseball has increased in recent years. Despite Covid-19, 769 young people participated in 2020; Boxborough represents about 20% of those participating. The program needs more fields to make the program work effectively, and improvement to the Liberty baseball field would be a significant help. Maria and others pointed out that the Town did a very poor job (twice) in building the Liberty baseball field; it must be torn up and rebuilt with better drainage and construction.
- **The Select Board** approves of the CPC Liberty Fields request for \$300,000 and also agrees with RecCom and FinCom's recommendation that RecCom seek **funding for the entire project** by requesting \$1,200,000 at ATM. The BSB recommended that should that request fail, RecCom should make an alternative request for funds to supplement CPC funding in order to do all the basic site preparations for the entire liberty Fields project. Keith verified that the request for a 15-year bond for the \$1,200,000 is currently at a favorable rate which would raise taxes for the average household by \$61.
- **Further Discussion:** Robin raised the question of how CPC's \$300,000 might be used if no other funding were approved at ATM. It was generally agreed that the CPC warrant could be written to **meld with other funding or stand alone**, without other funds, to improve drainage and irrigation for the soccer fields and prepare for the construction of the walking path. If funds were then left over, they would revert to the CPC and not be used for other site work. **ACTION: DENNIS** will draft the warrant to reflect such flexibility. Robin also raised a question about whether the neighboring Lombardo **gravel work** would create noise and dust that would interfere with Liberty Fields activities; no one had an answer. John pointed out that the CPC's main responsibility is to decide whether a proposal follows the guidelines and restrictions required of CPA funding; in this case, it does.

**4. Closing the Public Hearing:** As a roll call of all members brought forward no further questions, Dennis moved to close the public hearing. Rita seconded the motion. **VOTED:** Unanimous, 8-0.

**5. Votes to Recommend CPA Funds at ATM:**

- **Boxborough Rental Assistance Program (BRAP) application:** Rita moved that the CPC recommend the application. Dennis seconded the motion. **VOTED:** Unanimous, 8-0.

- **Conservation Trust Fund application:** Dennis moved that the CPC recommend the application. Rita seconded the motion. **VOTED:** Unanimous, 8-0.
- **Liberty Fields Renovation application:** Dennis moved that the CPC recommend the application. Rita seconded the motion. **Discussion:** Dennis expressed hope that the Town would approve all funding for the project at ATM. Robin ask for assurance that should other funds not be approved, CPA funding would be limited to only drainage and irrigation for the soccer fields and the building of the walking path, with a connection to Patch Hill paths. Nothing would be spent on further work. A Mass Trails grant might contribute to the \$266,000 estimated for the limited project. Unused CPA funds would come back to the CPC. CPC members and RecCom representatives agreed with that approach to the application. **ACTION: DENNIS** will draft the warrant accordingly. **VOTED:** Unanimous 9-0. (The vote includes Ron, who has joined the meeting.)

**6. Review and Approval of the Minutes of December 3, 2020:** Dennis and Hillary clarified details regarding the need for ADA compliance for the proposed walking path at Liberty Field, and that no other walking area in Boxborough is available that can serve the elderly and disabled. John recommended that the minutes use the first and last names of visitors who offer comments in an open meeting. Dennis moved to accept the minutes of December 3, 2020, as revised. Rita seconded the motion. **VOTED:** Unanimous 9-0.

**7. Correspondence:**

- Dennis presented a bill from Gatehouse Media for running a notice in “The Beacon” regarding the CPC public hearing. Dennis moved to pay the bill of \$168.20 from CPC administration funds. John seconded the motion. **VOTED:** Unanimous 9-0.
- Dennis shared an email from Chase Mack of the Community Preservation Coalition stating that in November CPA funds will increase to a 28.6% match for CPA committees, the third year of increased funding.
- Dennis shared an email from Cheryl Mahoney stating that the CPC entry in the Town’s Annual Report is due February 4, 2021. **ACTION: DENNIS** will update last year’s report for submission.

**8. Agenda for Next Meeting:** Dennis will help with the drafting of the three articles for CPC review and comments. Maria clarified that a place setting must be submitted by February 17, 2021; the final language is due by March 3, 2021. Dennis will also prepare the article for CPC administrative costs, with an explanation of how the “buckets” are used and where CPA funds will come from for each project. Rita will be acting Chair for the meeting. Hugh will take her place if necessary.

**9. Other Business:** Rita noted that the Town website for the CPC needs updating. Rita and John added that our names should also list our committee and board affiliations. **ACTION: HUGH** will submit the changes to Rajon Hudson.

**NEXT MEETING: THURSDAY, FEBRUARY 4, 2021, 7:30 PM. REMOT PUBLIC MEETING.**

There being no further business, Rita moved to adjourn the meeting. Hugh seconded the motion. **VOTED:** Unanimous, 9-0.

**8:53 PM** – Dennis adjourned the meeting.

Respectfully Submitted, Hugh Fortmiller, Clerk



**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 Nine Thousand and Fifty Dollars (\$9,050), more or less, and the sum of Twenty-Nine Thousand Dollars (\$29,000), more or less, from the Community Preservation FY22 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. It provides greater housing stability and housing opportunities to cost-burdened renters and 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 currently exist with much the same goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists. The BRAP is being used as a model to explore in other local towns including Littleton and Lincoln.*

*A subsidy of \$250/month is provided by the program 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. The financial assistance has allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. Participating landlords have expressed appreciation for the program and a desire to help their tenants.*

*This will be the sixth year of the BRAP. It began with a six-household pilot program in 2016. The number of households assisted was increased to 12 households in 2017. This financial assistance allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school aged children. Participating landlords have expressed appreciation for the program and have shown a desire to help their tenants. BRAP flyers are now available in English, Portuguese, and Spanish.*

*We expect to continue as part of a regional services collaborative effort that will be implemented by Metro West Collaborative Development (Metro West CD). The table below shows 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. These funds will primarily be used for direct mailings to Boxborough renters, as well as for additional translations. The direct costs of the rental assistance are based upon assisting 12 households at \$250.00 per month for one year. The total program costs are shown below.*

**Total BRAP Costs**

| <b>Cost Category</b> | <b>7/1/21 to 6/30/22</b> |
|----------------------|--------------------------|
| 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 (x-0).**

**The Well-Being Committee recommends (x-0)**

**The Housing Board recommends (x-0).**

**The Select Board recommends unanimously (x-0).**

**The Finance Committee recommends unanimously (x-0).**

**ARTICLE 3                      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 10 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 4 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 (x-0).**

**The Conservation Commission recommends unanimously (x-0).**

**The Select Board recommends (x-x).**

**The Finance Committee recommends (x-x).**

**ARTICLE 4**                      **COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION)–  
LIBERTY FIELD CAPITAL IMPROVEMENTS**

\$300,000 CPA (Open Space/Budgeted Reserve)  
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Fifteen Thousand Dollars (\$15,000), more or less, and the sum of Two-Hundred and Eighty-Five Thousand Dollars (\$285,000), more or less, from the Community Preservation FY21 budgeted reserve to make improvements to Liberty Field as recommended by the Community Preservation Committee, or take any other action relative thereto.

(Note: The amount of CPA funds requested may be reduced by the amount of grant funding received or approved prior to ATM.)

**Summary:**

*The Recreation Commission (Commission) proposes to make capital improvements to the existing space at Liberty Field creating an all-encompassing recreational space in town that will be desirable to all ages in the community.*

*The proposed updates/improvements to be funded under this Article include the following:*

- *Creating a walking/running paved path around the perimeter*
- *Improving irrigation and drainage*

*The proposed updates/improvements to be funded under a separate Article include the following:*

- *Rehabilitating the existing baseball field, including a complete overhaul of the outfield and infield*
- *Adding two tennis courts*
- *Adding one basketball court*
- *Adding an adult fitness area*
- *Adding a covered pavilion with seating*
- *Adding a playground area for all ages*
- *Creating a recreational area that is compliant with ADA accessibility requirements*

**The Recreation began working on this project in 2015 when the 2015-2022 Boxborough Open Space and Recreation Plan** was drafted with one of the goals being- “to enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability”  
*The Plan noted that based on outreach to residents they would be most interested in adding basketball and tennis courts in town*

*Also in 2015 the **Boxborough 2030 Master Plan** was drafted with 2 strategies assigned to the Recreation Commission:*

- *Address known recreational needs by upgrading or developing new facilities when feasible*
- *Identify recreational needs, particularly for teens and seniors*

*With the above goals in mind, the Recreation Commission looked at the three recreational spaces in town (Flerra Field, Fifer’s Field and Liberty Field) and determined that Liberty Field was the only one that had the space and no restrictions to accommodate tennis and basketball courts.*

*In 2016, the Commission sought and was approved for CPA funding to survey the land at Liberty Field which included: design an initial layout, develop a construction document and determine cost estimates to enable*

*the Commission to come back to a future Town Meeting to seek funding for the construction of basketball and tennis courts. The intent was noted that the Recreation Commission would come back to a future Town Meeting to seek funding for the construction of a basketball court and tennis court at Liberty Fields.*

*In working with Places and Associates, Inc. on the design, the Commission realized the full potential of Liberty and other aspects (listed above) that could be included or rehabilitated in addition to the creation of the tennis and basketball courts, making it a desirable recreation spot in town for all residents, children and adults of all ages.*

*The recreation space in Boxborough in town is lacking and is limited to soccer and baseball fields. There are currently no basketball or tennis courts in Boxborough, so residents must travel to neighboring towns to use courts. Besides trails, there are no designated running or walking areas in town and running/walking on roads or trails is undesirable to some; and the majority of trails in town are. With the creation of the walking path, the Commission is hoping to create a safe, designated area that can be used for running, walking, children learning to ride bikes, etc.*

*The Commission believes that the need for outdoor recreation has dramatically increased living amidst a pandemic. The project at Liberty will allow for various types of outdoor recreation and provide a central meeting spot for people feeling isolated during such times.*

*The Commission believes that these improvements to Liberty Field will benefit everyone in Boxborough, making it a more desirable place to live and creating a sense of community amongst all generations.*

**The Community Preservation Committee recommends (x-0).**

**The Recreation Commission recommends (x-0).**

**The Select Board recommends (x-0).**

**The Finance Committee recommends (x-0).**

|   |                  |                 |                 |                 |                  |
|---|------------------|-----------------|-----------------|-----------------|------------------|
| <b>Remaining in Buckets end of FY21</b> | \$400,028        | \$3,600         | \$7,033         | \$26,582        | <b>\$437,243</b> |
| new money for FY 2022                   | \$161,000        | \$23,000        | \$23,000        | \$23,000        | <b>\$230,000</b> |
| <b>*new total for FY2022</b>            | <b>\$561,028</b> | <b>\$26,600</b> | <b>\$30,033</b> | <b>\$49,582</b> | <b>\$667,243</b> |

**FY 2022 Appropriations**

|                                   | Allocation to/from the 3 Buckets |                    |                   |                    | Total            |
|-----------------------------------|----------------------------------|--------------------|-------------------|--------------------|------------------|
|                                   | General Fund                     | Open Space and Rec | Community Housing | Historic Resources |                  |
| <b>*Approx. Available Balance</b> | <b>\$561,028</b>                 | <b>\$26,600</b>    | <b>\$30,033</b>   | <b>\$49,582</b>    | <b>\$667,243</b> |

Sequence **Requested Appropriations:**

|   |                                    |                |                  |                 |            |                  |
|---|------------------------------------|----------------|------------------|-----------------|------------|------------------|
| 0 | Admin Expenses                     | \$5,000        |                  |                 |            | <b>\$5,000</b>   |
| 1 | Rental Housing Asst. Program       |                |                  | \$38,050        |            | <b>\$38,050</b>  |
| 2 | Conservation Trust Fund            |                | \$10,000         |                 |            | <b>\$10,000</b>  |
| 3 | Liberty Field Capital Improvements |                | \$300,000        |                 |            | <b>\$300,000</b> |
|   | <b>Total Requested</b>             | <b>\$5,000</b> | <b>\$310,000</b> | <b>\$38,050</b> | <b>\$0</b> | <b>\$353,050</b> |

**Request Breakdown:**

|                              |            |           |          |     |
|------------------------------|------------|-----------|----------|-----|
| Amount from Available Bucket | \$5,000    | \$25,000  | \$29,000 | \$0 |
| Amount from General Fund     | -\$294,050 | \$285,000 | \$9,050  | \$0 |

|                             |                     |                           |                          |                           |                  |
|-----------------------------|---------------------|---------------------------|--------------------------|---------------------------|------------------|
| <b>Remaining in Buckets</b> | \$261,978           | \$1,600                   | \$1,033                  | \$49,582                  | <b>\$314,193</b> |
|                             | <b>General Fund</b> | <b>Open Space and Rec</b> | <b>Community Housing</b> | <b>Historic Resources</b> |                  |

\$314,193

\* After FY2022 distribution of \$23,000 to each bucket (approx 10%)