



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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Community Preservation Committee (CPC) MINUTES

January 5, 2023

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

Rita Gibes Grossman, Vice Chair, At-large

Elizabeth (Liz) Markiewicz -Conservation Commission

Alan Rohwer, Historical Commission, Acting Clerk

John Fallon - At-large

John Neyland, Agricultural Commission

Rebecca (Becca) Edson -Recreation Commission

ABSENT, MEMBERS:

Kathleen Vorce - Planning Board

Priya Sundaram, Finance Committee

ABSENT, EX-OFFICIO:

Wes Fowlks (Select Board Liaison)

OTHERS PRESENT:

Bruce Hager

Christopher Hydak

Owen Neville

DOCUMENTS:

- CPC Meeting Agenda for January 5, 2023
 - Draft of minutes from December 1, 2022 CPC Meeting
 - ATM 2023 (FY 2024) financial worksheet – amended with updated numbers
 - Final applications for FY 2024 Community Preservation Act (CPA) funds:
 - o \$10,000: Conservation Trust Fund (repeat project)
 - o \$38,050: Boxborough Rental Assistance Program (repeat project)
 - o \$12,000: Regional Housing Services (repeat project)
 - o \$310,000: Phase II Stabilization of 1784 Wetherbee/Steele Farmhouse (new project)
 - o \$9,500: Cemetery Restoration (repeat project)
 - o Draft ATM 2023 warrant articles and summaries for the 5 submitted applications
 - o Draft ATM 2023 warrant article and summary for the Community Preservation Fund
- CPC Report and Establish FY24 Reserves

Meeting Called to Order at 7:32 p.m. by Ron Vogel, Chair, after a roll call confirmation of a quorum

1) **MINUTES:** It was moved and seconded to approve the minutes of December 1, 2022. Minutes voted on were the amended version sent out of December 30, 2022. These included revised and updated financial numbers

Motion to approve by John Fallon, second by Rita. Vote: passed unanimously

2. Correspondence and New Business (if any)

a. Report on Zoom with Kelley Pontbriand the town accountant.

Subject meeting held with Ron Vogel and the town accountant. They involved updates number for the ATM 2023 (FY2024) financial worksheet noted in documents. There was also a clarification of the phasing and timing of CPA funds and distribution A copy of the updated worksheet is shown below:

**ATM 2023
(FY 2024)
financial
worksheet**

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

RESET for ATM 2023 (FY 2024)	General Fund	Open Space and Rec	Comm
Remaining in Buckets end of FY23	\$81,076	\$1,600	
CPA 1% of Tax Levy (FY2024)	\$167,589	\$23,941	\$
Estimated State Match	\$55,968	\$7,995	
Returned from Prior years			
*new total for FY2024	\$304,633	\$33,536	\$

FY 2024 Appropriations

Allocation to

	General Fund	Open Space and Rec	Comm
*Approx. Available Balance	\$304,633	\$33,536	\$

Sequence **Requested Appropriations:**

1	Admin Expenses	\$5,000		
2	Rental Housing Asst. Program			\$
3	Regional Housing Services (RHS)			\$
4	Conservation Trust Fund		\$10,000	
5	Cemetery Restoration			
6	Steel Farm Phase II Stabilization			
	Total Requested	\$5,000	\$10,000	\$

Request Breakdown:

Amount from Available Bucket**	\$0	\$10,000	\$
Amount from General Fund**	\$5,000	\$0	\$

Remaining in Buckets**	\$57,327	\$23,536	\$
	General Fund	Open Space and Rec	Comm

** These fields must be manually entered

b. Discuss and vote to close out of Prior year's CPA articles.

Noted was \$5252.92 of expenditures not spent in the BRAP Rental Program. These funds will be roll-over into the coming years allocations. Approval was moved by Elizabeth Markiewicz and seconded by John Fallon and approved unanimously

c. Discuss Late application from Blanchard School for Playground equipment

Rebecca Edson reported that Dana Labb, Principal at Blanchard School had approached her about filing an CPA application for proposed new playground equipment. Becca told Mr. Labb that the application window for new projects had already closed. In addition, the amount he was requesting exceeded the fund we have available in this year's budget. In the discussion by the CPC it was noted that the principal of Blanchard cannot apply directly for Boxborough's CPA funds since they are technically part of the AB Regional School System. The Region

would have to apply for fund on Blanchard School's behalf. No further action was deemed necessary by the CPC at this time.

3. Discuss and vote on FY2024 CPA applications and May 2023 ATM warrant articles and summaries.

Each application article and summary was discussed in turn, edits made for grammar and to agree with financial summary numbers as noted above and voted as noted below.

Approved articles & summaries and articles & summaries needing additional votes will be circulated before the February 2, 2023 meeting. John Fallon agreed to generate the revised drafts based on the discussions

3.1 Housing Board: Boxborough Rental Assistance Program (BRAP)

Moved by Liz, seconded by John Fallon, passed unanimously

3.2 Housing Board: Regional Housing Services

Moved by Rita, seconded by Becca, passed unanimously

3.3 Cemetery Commission: Cemetery Restoration

Moved by Alan, seconded by Rita, passed unanimously

3.4 Steele Farm Advisory Committee: Wetherbee/Steele Farmhouse Stabilization

Moved by Ron, seconded by Rita, passed unanimously

3.5 Conservation Commission: Conservation Trust Fund

Moved by Ron, seconded by Liz, passed unanimously

3.6 Community Preservation Fund – CPC Report and Establish FY24 Reserves

Moved by Ron, seconded by Rita, passed unanimously

4. Discuss and vote draft Warrant Articles for the 2024 Annual Town Meeting

These detailed drafts to be reviewed at the next meeting

5. Next Meeting, February 2, 2023 – draft agenda items noted above

As requested, Ron Vogel will submit the CPC input for the Annual Report.

NEXT MEETING: Thursday, February 2, 2023, 7:30 p.m. on ZOOM

Meeting Adjourned ~ 8:36 p.m. -- Liz moved; John seconded. Unanimously approved.

Respectfully submitted,
Alan Rohwer, Acting Clerk