



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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VOTED AS APPROVED March 2, 2023

Community Preservation Committee (CPC) MINUTES

February 2, 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
John Fallon, At-large Acting Clerk
Rita Gibes Grossman, Vice Chair, At-large
John Neyland, Agricultural Commission
Alan Rohwer, Historical Commission
Kathleen Vorce, Planning Board

MEMBERS ABSENT:

Rebecca (Becca) Edson, Recreation Commission
Elizabeth (Liz) Markiewicz, Conservation Commission
Priya Sundaram, Finance Committee

ABSENT, EX-OFFICIO:

Wes Fowlks (Select Board Liaison)

OTHERS PRESENT:

Alec Wade, Town Planner

DOCUMENTS:

- o Agenda for February 2, 2023 CPC Meeting
- o Draft of minutes from January 5, 2023 CPC Meeting
 - ATM 2023 (FY 2024) CPC Financial Worksheet with updated numbers
 - Community Preservation Committee 2022 Report
- o Final & Draft CPC Articles and Summaries for May 2023 Town Meeting Warrant
 - 1) CPC Fund-CPC Report and Establish FY 24 Reserves (annual article) (draft)
 - 2) \$38,050: Boxborough Rental Assistance Program (repeat project)(draft)
 - 3) \$12,000: Regional Housing Services (repeat project) (draft)
 - 4) \$10,000: Conservation Trust Fund (repeat project) (final: voted in January)
 - 5) \$9,500: Cemetery Restoration (repeat project) (final: voted in January)
 - 6) \$310,000: Preservation of Steele Farm House (new project) (draft)

Meeting Called to Order 7:36 p.m. by Ron Vogel Chair, after a roll call confirming a quorum.

1) **MINUTES:** It was moved and seconded to approve the minutes of January 5, 2023 as distributed. Moved by Rita, seconded by Ron. **Vote:** passed unanimously 5 to 0. Kathy abstained since she had not attended the meeting.

2) CORRESPONDENCE AND NEW BUSINESS:

a) Ron presented the updated ATM 2023 (FY 2024) CPC Financial Worksheet with updated numbers from the town accountant. The total estimated CPC revenue for FY 2023 is now \$301,539, which is down slightly from the estimate as of the January 5 meeting.

3) DISCUSS AND VOTE WARRANT ARTICLES AND SUMMARIES FOR THE MAY 2023 TOWN MEETING WARRANT

John F. walked the committee through the 6 warrant articles and their summaries.

1) CPC Fund-CPC Report and Establish FY 24 Reserves

These numbers need to be changed to reflect the new lower numbers from the town accountant.

a) John F. suggested the open space, community housing, and historical resources reserves be set at \$31,000 each of which is safely more than 10% of the projected revenue. Moved by John F., seconded by Rita. **Vote:** passed unanimously 6 to 0.

b) The lower numbers and \$31,000 reserves mean that the FY 2024 budgeted reserve needs to be lowered. Ron suggested \$208,500. Moved by John F., seconded by Kathy. **Vote:** passed unanimously 6 to 0.

c) The article and summary as amended with the new numbers needed to be voted. Moved by John F., seconded by Ron. **Vote:** passed unanimously 6 to 0.

2) \$38,050: Boxborough Rental Assistance Program

It was noted that the \$31,000 in the housing reserve has slightly increased the amount that could be funded from the housing reserve to \$37,285 and decreased the amount of the warrant article needed to be funded from the general budgeted reserve to \$765. Moved by John F., seconded by Kathy. **Vote:** passed unanimously 6 to 0.

3) \$12,000: Regional Housing Services

John F. noted that the Housing Board had requested some minor changes in the summary. Moved by Ron seconded by Kathy. **Vote:** passed unanimously 6 to 0.

4) \$10,000: Conservation Trust Fund

John F. noted that there were no changes needed in the article or summary as they were voted at the January 5 CPC meeting.

5) \$9,500: Cemetery Restoration

John F. noted that there were no changes needed in the article or summary as they were voted at the January 5 CPC meeting.

6) \$310,000: Preservation of Steele Farm House

John F. noted that two changes were needed from what was voted in January.

- i) The funding mix in the article needs to be changed to reflect the new figures from the town accountant. Amounts of \$85,736 from the historic reserve and \$224,264 from the FY 2024 reserve and general fund balances were suggested.
- ii) There was no summary available in January. John F. had worked with the Steele Farm Advisory Committee who had submitted the summary that was in the draft document. Moved to accept the revised numbers and new summary by Ron seconded by Rita. **Vote:** passed unanimously 6 to 0.

ACTION ITEM: John F. will prepare the final approved articles and summaries and submit them to the Town Administrator and his assistants for inclusion in the May 2023 town meeting warrant. He will also circulate these to the CPC for information only .

4) CPC 2022 REPORT SUBMISSION

Ron reviewed the 2022 CPC report that he had submitted for inclusion in the town report. This was an update of the 2021 report with the addition of the projects funded at the May 2022 annual town meeting and some changes in project status.

5) OTHER BUSINESS

The committee briefly discussed some issues that it would be taking up over the summer after town meeting was over:

- a) Evaluation of the status of all on-going projects to see if any could be closed out and funds returned to the CPC.
- b) Development of a formal policy on how to handle project requests that come in after the final application due date.

NEXT MEETING: Thursday, March 2, 2023, 7:30 pm on Zoom.

Meeting Adjourned 8:11 p.m. -- Ron moved; Rita seconded. **Vote:** Unanimously approved.

Respectfully submitted,
John Fallon, Acting Clerk