



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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### Community Preservation Committee (CPC)

February 4, 2021

(Approved at CPC Meeting 3-4-21)

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  
John Neyland, Agricultural Commission  
Alan Rohwer, Historical Commission  
Ron Vogel, Housing Board (Arrived 8:30)

#### MEMBERS ABSENT:

Keith Lyons, Finance Committee

#### PRESENT, EX OFFICIO:

Maria Neyland, Select Board Liaison

#### ABSENT, EX OFFICIO:

Simon Corson, Town Planner

#### DOCUMENTS:

- Agenda for February 4, 2021
- Draft of CPC Minutes from January 7, 2021
- Drafts of four Warrant Articles for the 2021 Annual Town Meeting
- Draft of projected CPC funds and "buckets" at the end of FY2021

**7: 35 PM** – After taking a roll call for a quorum (seven members present), Chair Dennis Reip called the meeting to order and reviewed the specifications of the Executive Order of March 12, 2020.

**1. Review and Approval of Minutes of January 7, 2021:** After a brief discussion of changes Dennis and Rita had contributed to the minutes, Dennis moved to accept the minutes of January 7, 2021 as written. Rita seconded the motion. **VOTED:** Unanimous, 7-0.

**2. Updated CPC Website:** Dennis reported that Hugh asked Rajon Hudson, Assistant Town Administrator, to correct the names and committee/board affiliations of CPC members on the CPC website. The work is complete.

### 3. Review of Warrant Articles for 2021 ATM:

**Article 1: Community Preservation Fund – CPC Report and Establish FY22 Reserves:** Robin asked for clarification regarding the formation and use of the three buckets (Open Space and Recreation, Community Housing, Historic Resources). Dennis explained that statutes require that 10% of annual funds be placed in each bucket and that the funds in each bucket may be spent only for the stated purpose of each bucket. Dennis moved that the CPC recommendation be attached to Article 1 in the ATM Warrant. Rita seconded the motion.

**VOTED:** Unanimous, 7-0.

**Article 2: Community Preservation Fund – Community Housing – Boxborough Rental Assistance Program (BRAP):** Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** Robin noticed that the number of households served increased to 12 in 2017; she asked if that number applied to successive years. **ACTION:** Dennis said he would ask Al Murphy to clarify that detail in revising the article. Rita asked that a typo in Paragraph 3 of the summary be corrected (“assisted” for “assister”). Assuming revisions and corrections would be made, **VOTED:** Unanimous, 7-0.

**Article 3: Community Preservation Fund – Open Space (Including Recreation) – Conservation Trust Fund:** Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** John asked if the \$10K was a consistent annual request. Dennis confirmed that it has been in recent years. John asked if the Article would appear on the “consent agenda.” Dennis said it probably would, unless a member of FinCom voted against the Article. **ACTION:** Dennis said he would ask Keith how FinCom responded to the Article. There being no further discussion, **VOTED:** Unanimous, 7-0. After the vote, John pointed out that the votes we took at the last meeting were simply to approve the inclusion of the CPC articles in the ATM warrant. The votes at this meeting express the CPC’s recommendation of each article.

**Article 4: Community Preservation Fund – Open Space (Including Recreation) – Liberty Field Capital Improvements:** Rita moved that the CPC recommend the Article in the ATM Warrant. Dennis seconded the motion. **Discussion:** Robin asked if grant funding would reduce the funds CPC would contribute to the project. Hilary pointed out that RecCom had not submitted a grant application on time, so the grant was probably a moot point. Dennis said that should RecCom receive any grant money in the future, RecCom would apply that money to the project as written, and any unspent CPC funds would revert to the CPC. The consensus of the meeting included these recommendations:

- Cut the note regarding grant funding.
- Add a stipulation that a connection to Patch Hill paths would be added to the walking path.
- Add emphasis that parking for the walking path and the path itself would be ADA compliant by moving that detail to the list of improvements funded with CPC money.
- Add these details to the final paragraph: Open the paragraph with “The diversity of recreation space....” Change the word “undesirable” to “inaccessible.” Cut “during such times” and add in that sentence that the need is basic and goes beyond the needs of the pandemic.

It was acknowledged that RecCom would change the wording of the Article before it goes into print. Maria said the BSB would not change any details in the Article. Dennis pointed out that

the CPC vote is to recommend the purpose of the Article. (Ron had joined the meeting for this vote.) **VOTED:** Unanimous, 8-0.

**4. Review of Allocations of Funds and Balance of Funds:** Dennis thanked Jennifer Barrett for her considerable help in putting together the chart showing how funds would be placed in the three project buckets, how money would be allocated should the four CPC Articles be approved at the 2021 ATM, and what balance remained for future allocations. Dennis moved the acceptance of the figures as presented. John seconded the motion. **VOTED:** Unanimous, 8-0

**5. Agenda for Next Meeting:** Updating of progress regarding presentation of CPC Articles. Accounting updates.

**6. Other Business:** Dennis pointed out that RecCom is still working on how best to present the two RecCom articles at ATM. Dennis said he was prepared to show how **CPC funds** have been used in past years, should that be helpful at ATM, and that many of those details are included in the Town Report. Alan asked about the **location of ATM**. Maria responded that BSB is looking at a combination of both inside and outside, pointing out that it is very expensive to present visual material outdoors.

**ACTION:** Dennis will give the recommendations from this meeting to those preparing articles for ATM.

**NEXT MEETING: THURSDAY, MARCH 4, 2021, 7:30 PM. REMOTE PUBLIC MEETING.**

There being no further business, Dennis moved to adjourn the meeting. Robin seconded the motion. **VOTED:** Unanimous, 8-0.

**8:46 PM** – Dennis adjourned the meeting

Respectfully Submitted,

Hugh Fortmiller, Clerk