



## **BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE**

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

---

**Approved July 6, 2023**

### **Community Preservation Committee (CPC) MINUTES**

June 1, 2023

#### **In Person Meeting, Open to Public**

Grange Room Boxborough Town Hall 29 Middle Road Boxborough Massachusetts

#### **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

#### **MEMBERS ABSENT:**

Rebecca (Becca) Edson, Recreation Commission  
Elizabeth (Liz) Markiewicz, Conservation Commission  
Kathleen Vorce, Planning Board

NOTE: The CPC currently has no Finance Committee representative. Priya Sundaram, the former Finance Committee representative, is now a member of the Select Board and no replacement has been appointed.

#### **ABSENT, EX-OFFICIO:**

Wes Fowlks (Select Board Liaison)

#### **OTHERS PRESENT: none**

#### **DOCUMENTS:**

- 1) Agenda for June 1, 2023 CPC Meeting
- 2) Draft minutes from March 2, 2023 CPC Meeting
- 3) Comments on May 2023 ATM motions under CPC warrant articles #35 and #43 by Joseph Fair KP Law dated May 5, 2023
- 4) ATM 2023 (FY 2024) (expanded) Community Preservation Financial Worksheet
- 5) List of open CPC warrant articles with financial status from town accountant: 5/19/2023
- 6) CPC 2022-2023 timeline for CPA project funding
- 7) Invitation from Boxborough Firefighters Association to Chief Fillebrown retirement party June 21

**Meeting Called to Order** 7:43 p.m. by Ron Vogel Chair.

1) **MINUTES:** It was moved and seconded to approve the minutes of March 2, 2023 as distributed. Moved by Rita, seconded by Ron. **Vote:** passed unanimously.

## 2) **CORRESPONDENCE:**

Ron reported:

- a) The CPC had received an invitation from Boxborough Firefighters Association to Chief Fillebrown retirement party June 21. (John distributed to the members after the meeting.)
- b) The Boxborough Conservation Trust invited the CPC to the BCT 25<sup>th</sup> anniversary celebration at the Sargent Memorial Library on Saturday June 10 from 2 p.m. to 5 p.m.
- c) The Community Preservation Coalition reported that \$30 million of appropriated CPC funding is currently in the State FY 2024 budget.

## 3) **FUTURE PROJECTS FROM TOWN PLANNER:**

Alec Wade, the town planner, presented two potential projects for the next CPC funding cycle at the March 2023 CPC meeting:

- a) Road Work at Boxborough Meadows.
- b) “Way-finding” Signage Project.

Ron reported that Alec is planning to come to the next CPC meeting with further updates on these projects including answers to some of the legal questions.

## 4) **REVIEW OF CPC WARRANT ARTICLES AT THE MAY 2023 ANNUAL TOWN MEETING**

Ron summarized the May 2023 Annual Town Meeting action on CPC warrant articles:

- a) All of the warrant articles passed.
- b) Before the meeting, Joseph Fair, town counsel from KP Law, had comments on the motions under CPC warrant articles #35 and #43.
  - i) He recommended that Article 35, the general CPC article, be taken off the consent agenda and moved separately due to the way the warrant was written. Ron did this at town meeting.
  - ii) He recommended that the generic funding for Article 43, the Steele Farm house article, be **explicitly** divided between “General Fund” (i.e., pre FY 2024 monies) and “FY 2024 Budgeted Reserve”. In essence this means that the CPC financial worksheet will have 5 columns, the three specific reserves plus “general fund” plus “current FY budgeted reserve” rather than the previous four. John created such an expanded worksheet that Ron approved. The motion Ron made at town meeting included the breakout between the two categories.

**ACTION ITEM:** Going forward the CPC will use the “5 column” worksheet.

## 5) **DISCUSSION OF CPC PROCESS IMPROVEMENT FOR 2023-2024**

Apart from adopting the 5 column worksheet, no one was aware of another other known issues and/or suggestions for improvements to the CPC process for 2023-2024.

## 6) **CLOSING OUT PAST ARTICLES**

- a) Ron and the committee went through the list of open CPC warrant articles with their financial status that he had obtained from the town accountant as of May 19.
- b) The consensus was that more information is needed before the committee could make any decisions including an updated status report. Members of the CPC from the other committees

will need to gather information on the status and whether the money can be reclaimed. This will be an agenda item at the next meeting.

**ACTION ITEM:** Ron will reach out to the accountant and absent members of the CPC.

#### **7) COMMITTEE MEMBERSHIP**

a) The CPC needs a new member from the Finance Committee since Priya Sundaram, the former Finance Committee representative, is now a member of the Select Board. [This term would end June 30, 2024.]

b) The terms of three members expire June 30, 2023:

i) Ron: Housing Board

ii) Alan: Historical Commission

iii) Liz: Conservation Commission

These groups need to nominate people to serve on the CPC for 2023-2026 terms. [The nominees could be the same as the current CPC members.]

**ACTION ITEM:** Ron will reach out to the chairs of the Finance Committee, Housing Board, Historical Commission and Conservation Commission to ask them to have their groups nominate people for 2023-2026 terms on the CPC.

#### **8) REVIEW OF CPC 2023-2024 TIMELINE FOR PROJECT FUNDING**

a) The committee reviewed the 2022-2023 timeline.

b) The committee decided to use the same timeline for 2023-2024.

**ACTION ITEM:** Ron will work with Mary Nadwairski to create the 2023-2024 timeline with appropriate dates.

**9) NEXT MEETING:** Thursday, July 6, 2023, 7:30 pm in person in the Grange Room at town hall. The committee discussed possibly not having a meeting in August.

**Meeting Adjourned** 8:47 p.m. -- Rita moved; Ron seconded. **Vote:** Unanimously approved.

Respectfully submitted,  
John Fallon, Acting Clerk