



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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

www.boxborough-ma.gov

---

**Approved September 7, 2023**

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

July 6, 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.

#### **OTHERS PRESENT:**

Chad Childers: prospective CPC member from the Historical Commission  
Alec Wade, Boxborough Town Planner

#### **DOCUMENTS:**

- 1) Agenda for July 6, 2023 CPC Meeting
- 2) Draft minutes from June 1, 2023 CPC Meeting
- 3) Boston Globe article "Local funds meant to support housing are sometimes used to block it, report finds" dated June 7, 2023
- 4) Draft CPC ATM 2024 timeline for FY 2025 CPA project funding
- 5) Draft CPC Application procedures for FY2025 CPA funding
- 6) Draft CPC Preliminary application (ATM 2024)
- 7) Draft CPC final application (cover sheet) for [FY 2025] CPA funding
- 8) Flyer: July 26 Complete Streets public forum
- 9) June 6, 2023 Press Release from the principal of Blanchard School on the new playground project
- 10) List of open CPC warrant articles with financial status from town accountant: 5/19/2023

**Meeting Called to Order** 7:36 p.m. by Ron Vogel Chair.

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

**2) CORRESPONDENCE:**

a) Ron discussed the Boston Globe article “Local funds meant to support housing are sometimes used to block it, report finds” dated June 7, 2023. This article mentioned the Boxborough Sargent Road land purchase with CPC funds. The committee discussed the fact that the article did not seem to realize that the housing displaced by the Sargent Road purchase was “McMansions” and not community housing but decided to let the article pass without public comment.

b) John F. briefly discussed the June 6, 2023 press release from the principal of Blanchard School on the new playground project. The document pointed out that there was still approximately \$190,000 to be raised. There is a possibility that this may be submitted to the CPC for FY 2025 funding.

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

Alec Wade, the town planner, discussed potential projects for the next CPC funding cycle.

a) The road work at Boxborough Meadows will not be presented as a candidate for CPA funds due to better funding alternatives.

b) The “Way-finding” Signage Project will be presented as a candidate for CPA funds. There will be a “Complete Streets” public forum at town hall on July 26. One of Alec’s goals is to better connect the second/third tier streets to route 111. Alec noted that Boxborough is a Tier III complete streets community.

c) Alec is working on a second potential project for CPA funding; details to be provided to the CPC in September.

**4) REVIEW, DISCUSSION, AND APPROVAL OF CPC ATM 2024 TIMELINE FOR FY2025 PROJECT FUNDING**

a) Ron presented the Draft CPC ATM 2024 timeline for FY 2025 CPA project funding which the committee reviewed. The committee was happy with the timeline except for the January 11 and February 8 dates which it would prefer to be January 4 and February 1 if this was legally possible so as to keep all CPC meetings on the first Thursday.

b) It was moved and seconded to approve the draft timeline as presented with the proviso that the chair will discuss the January 11 and February 8 dates with the town clerk to see if they can be moved to January 4 and February 1. Moved by John N., seconded by Rita. **Vote:** passed unanimously.

**ACTION ITEM:** Ron will discuss the January and February dates with the town clerk.

**5) REVIEW, DISCUSSION, AND APPROVAL OF DRAFT CPC APPLICATION PROCEDURES AND PRELIMINARY AND FINAL APPLICATIONS FOR FY2025 CPA FUNDING**

- a) Ron presented the draft CPC application procedures for FY2025 CPA funding which included the draft CPC preliminary application (ATM 2024) and the draft CPC final application (cover sheet) for [FY 2025] CPA funding as pages 7 and 9 respectively.
- b) Based on his review and what he had seen in other towns, Alec raised two questions:
- i) Is the submission of a preliminary application required or encouraged?
  - ii) Is there a provision to accept a late submission after the final application due date?
- b) After discussion of these issues:
- i) It was moved and seconded to add the sentence “Preliminary applications are strongly recommended but not required for submission of a final application.” as the last sentence in the “STEP ONE: PRELIMINARY APPLICATION” section on page 1 of the application procedures. Moved by John N., seconded by Rita. **Vote:** passed unanimously.
  - ii) It was moved and seconded to add the sentence “Any application submitted after the deadline will require a two-thirds (2/3) vote of the committee to be considered.” as the last sentence in the “Final applications” paragraph on the top of page 2 of the application procedures. Moved by John N., seconded by Rita. **Vote:** passed unanimously.
  - iii) It was moved and seconded to approve the CPC application procedures and preliminary and final applications as amended above. Moved by John F., seconded by Alan. **Vote:** passed unanimously.

**ACTION ITEM:** Ron will discuss the additional sentences with Mary Nadwairski.

## 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 and presented the information that he had learned since the last CPC meeting.
- b) It was moved and seconded to close out the following four past CPC articles and move the funds to the appropriate CPC funding “bucket”:
- i) ATM 18 Article 08 Flerra Meadows Playground: \$4,887.87
  - ii) ATM 19 Article 41 Flerra Playground Fence: \$190.00
  - iii) ATM 20 Article 32 Flerra Playground Water: \$7,630.51
  - iv) ATM 20 Article 34 Historic Records Preservation: \$10,000.00
- Moved by John F., seconded by John N. **Vote:** passed unanimously.
- c) The committee felt there was not enough information to make a decision on ATM 20 Article 37 Hager Land Connection for \$16,029.71. Ron will follow up with Liz Markiewicz.

**ACTION ITEM:** Ron will communicate the votes to the town accountant.

**ACTION ITEM:** Ron will follow up with Liz Markiewicz on ATM 20 Article 37 Hager Land Connection.

## 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. The Finance Committee should be providing this name in the next week.
- b) The terms of three members expire June 30, 2023:
- i) Ron: The Housing Board has nominated Ron for a new term on the CPC.
  - ii) Alan: The Historical Commission has nominated Chad Childers for a term on the CPC.

iii) Liz: The Conservation Commission has nominated Sam Anderson for a term on the CPC.

**ACTION ITEM:** Ron will reach out to the Kelley Price to make sure that the nominations appear on the Select Board Agenda for 2023-2026 terms on the CPC.

**8) ELECTION OF CPC OFFICERS FOR 2023-2024**

a) It was moved and seconded to elect Ron as Chair of the CPC for 2023-2024. Moved by John F., seconded by Rita. **Vote:** passed unanimously.

b) It was moved and seconded to elect John N. as Vice Chair of the CPC for 2023-2024. Moved by Rita, seconded by John F. **Vote:** passed unanimously.

c) It was moved and seconded to elect John F. as Clerk of the CPC for 2023-2024. Moved by Rita, seconded by John N. **Vote:** passed unanimously.

**ACTION ITEM:** Ron will communicate election results to Mary Nadwairski.

**9) NEXT MEETING:** Thursday, September 7, 2023, 7:30 pm in person in the Grange Room at town hall. The committee agreed not to have a meeting in August.

**Meeting Adjourned** 8:56 p.m. -- Rita moved; John N. seconded **Vote:** Unanimously approved.

Respectfully submitted,  
John Fallon, Clerk