



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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### Community Preservation Committee (CPC) MINUTES

September 1, 2022

Approved October 6, 2022

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  
John Fallon, At-large Acting Clerk  
Elizabeth Markiewicz, Conservation Commission  
John Neyland, Agricultural Commission  
Alan Rohwer, Historical Commission  
Priya Sundaram, Finance Committee

#### MEMBERS ABSENT:

Rebecca Edson, Recreation Commission  
Kathleen Vorce, Planning Board

#### ABSENT, EX-OFFICIO:

Wes Fowlks (Select Board Liaison)

#### OTHERS PRESENT:

Arden Veley, Steele Farm Advisory Committee  
Kelley Price, Town Hall staff

#### DOCUMENTS:

- o Agenda for September 1, 2022 Meeting
- o Draft of Minutes from August 4, 2022 CPC Meeting
- o 2022-2023 (FY 2023) CPA Project Funding Timeline
- o 2022-2023 CPC Application Procedures and Forms

**Meeting Called to Order** 7:32 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 August 4, 2022. Moved by Rita, seconded by John. A spelling error was noted on page 2 of the minutes as well as some punctuation additions. Moved and seconded to approve the minutes with corrections. Moved by John, seconded by Priya. Vote: passed unanimously.

#### 2) CORRESPONDENCE AND NEW BUSINESS:

- a) Ron reported that he had received a reminder from the Community Preservation Coalition that the CPC need to complete and return the “CP-3” form by mid-September. This form details the funding and status of all projects funded by CPC money and must be returned in order to received State matching funds. Ron is working with the Assistant Town Administrator and Town Accountant to complete the form; Kelley nicely volunteered to do what she could to help.
- b) Ron noted that he had activated his dormant town email address and recommend that everyone else either obtain a town email or activate their own. After discussion it was agreed that CPC material would be sent to both town and personal emails since a number of members preferred that it go to their home emails.

### **3) UPDATE ON ON-GOING PROJECTS:**

Ron and Rita had changed the dates on the CPC documents on the town’s website. The rest of the committee thanked them for this effort.

--one date error was noted on the CPC Application Procedures Document.

--three date errors were noted on the CPC Timelines.

Ron will have these corrected.

### **5) ANTICIPATED CPC APPLICATIONS FOR FY23**

a) The Housing Board’s Rental Assistance Program continues and expects to refile for the coming year. The Conservation Commission also intends to ask for \$10,000 for its trust fund.

b) Arden stated that the Steele Farm Advisory Committee had met with the Select Board and received permission to submit a proposal for Phase 2 of work on the farmhouse.

c) The deadline for preliminary applications for ATM 2023 CPC funding is September 29.

Outreach assignments were given to members of the CPC:

Ron: Housing Board and Select Board

Alan: Historical Commission, Steele Farm Advisory Committee, Cemetery Commission

Liz: Conservation Commission, Town Clerk

Rebecca: Recreation Commission

### **6) OTHER BUSINESS**

Priya noted that there would be a Special Town Meeting on November 15, 2022. The committee had a very brief discussion and decided that it would have no items for this warrant.

**NEXT MEETING:** Thursday, October 6, 2022, 7:30 p.m. on ZOOM

**Meeting Adjourned** ~8:00 p.m. -- Rita moved; Priya seconded. Unanimously approved.

Respectfully submitted,  
John Fallon, Acting Clerk