



## BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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**APPROVED: November 3, 2022**

### Community Preservation Committee (CPC) MINUTES

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  
Rebecca Edson, Recreation Commission  
John Fallon, At-large Acting Clerk  
John Neyland, Agricultural Commission  
Priya Sundaram, Finance Committee

#### **MEMBERS ABSENT:**

Rita Gibes Grossman, Vice Chair, At-large  
Elizabeth Markiewicz, Conservation Commission  
Alan Rohwer, Historical Commission  
Kathleen Vorce, Planning Board

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

Wes Fowlks (Select Board Liaison)

#### **OTHERS PRESENT:**

Kelley Price, Town Hall staff (Kelley left shortly after the start of meeting)

#### **DOCUMENTS:**

- o Agenda for October 6, 2022 CPC Meeting
- o Draft of minutes from September 1, 2022 CPC Meeting
- o Preliminary applications for FY 2023 Community Preservation Act (CPA) funds:
  - i) \$10,000: Conservation Trust Fund (repeat project)
  - ii) \$38,050: Boxborough Rental Assistance Program (repeat project)
  - iii) \$12,000: Regional Housing Services (repeat project)
  - iv) \$310,000: Phase II Stabilization of 1784 Wetherbee/Steele Farmhouse (new project)
  - v) \$9,500: Cemetery Restoration (repeat project)
  - vi) \$5,000: Replacement of Historic Town Hall sign (new project)
- o List of CPA projects from past years (from CP-3 report)
- o Draft article for Boxborough Bee "What has CPA Meant for Boxborough"
- o Boxborough Select Board invitation for Volunteer Appreciation Party October 22

**Meeting Called to Order** 7:34 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 September 1, 2022 as distributed. Moved by Priya, seconded by Becca. Vote: passed unanimously.

**2) CORRESPONDENCE AND OLD BUSINESS:**

a) Ron has worked with town hall staff and he reported that the “CP-3” form had been submitted on time. This form details the funding and status of all projects funded by CPC money and must be returned in order to receive State matching funds. Ron explained some of the difficulties in submitting this form the chief of which is that you cannot eliminate a project from the form once it has been submitted. Thus, he was forced to “cancel” duplicate projects that should have been eliminated.

b) Ron had done and submitted the work needed to update the CPC material on the town website to the 2022-2023 versions. However, on double-checking today he noticed that the old material was still posted. He will resubmit the changes.

c) The committee thanked Ron for his efforts

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

a) Ron led the CPC through a review of 6 preliminary applications for FY 2023 CPA funding that had been received by the committee. Ron made it clear that the review tonight was to determine whether the application was an “appropriate use of CPA funds” and not approval of the funding itself. There will be a second discussion and vote on funding at a later date.

i) \$10,000 Conservation Trust Fund: Submitted by Elizabeth Markiewicz for the Conservation Commission: repeat project

Ron explained that this submission is the same as in prior years and provides funds for the Conservation Commission’s Trust Fund.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by John F., seconded by Priya. Vote: passed unanimously

ii) \$38,050: Boxborough Rental Assistance Program: submitted by Al Murphy for the Boxborough Housing Board: repeat project

Ron explained that this submission is the same as in prior years and supports rental subsidies for 12 residents.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by John F., seconded by Priya. Vote: passed unanimously

iii) \$12,000: Regional Housing Services: submitted by Al Murphy for the Boxborough Housing Board: repeat project

Ron explained that this submission is the same as in prior years. The Regional Housing Services collaboration provides services related to the monitoring, maintenance, and creation of affordable housing. Priya asked if this was an annual assessment and would the funds be spent under all circumstances. Ron answered that it was not. Boxborough would be billed only for services rendered and that some/all of the money might actually not be needed.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by Ron, seconded by Becca. Vote: passed unanimously

iv) \$310,000: Phase II Stabilization of 1784 Wetherbee/Steele Farmhouse; submitted by Jeanne Kangas for the Steele Farm Advisory Committee: new project

Ron explained that this project completes the restoration of the outside envelope of the building including clapboards, windows, roof, chimney, doors and cornices. Ron reminded the committee that a positive vote tonight did not approve the sum of money requested; a vote tonight only said that the project was an appropriate use of CPA funds.

John F. noted that both he and Alan are members of the Historical Society Board which group will most probably be supporting this project on town meeting floor. He also noted that Alan was chair of the town's Historical Commission which most probably will also be supporting the project. John F. requested some guidance as to whether he and Alan could participate in the discussion of this project and be part of the vote or did that violate the State's conflict of interest laws. Ron will follow up with Becky Harris, town clerk. It was noted that Rita recused herself from voting on the FY 2022 Sargent Road property project but that was a different case since she was on the board of an organization that would be donating money to the project and thus had a financial interest.

John F. asked how much in the way of CPA funds might be available for the May 2023 town meeting. Priya said that this was not yet clear and that there might not be enough money to fund all of this project.

In response to a question, John N. said that detail cost quotes for the work on this project were not available at this point in time.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by Ron, seconded by Priya. Vote: passed by a 4-0-1 vote with John F. abstaining in an abundance of caution.

v) \$9,500 Cemetery Restoration: Submitted by Owen Neville for the Cemetery Commission: repeat project

Ron explained that this submission is the same as in prior years and provides funds for the Cemetery Committee's to continue its project of restoring headstones, monuments, and other stonework. Funds could be used in either North or South Cemetery depending on where was the greater need.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by Becca, seconded by Ron. Vote: passed unanimously

vi) \$ 5,000 Replacement of Historic Town Hall Sign: Submitted by Ed Kukkula, Department of Public Works Department Head: new project

Ron explained that the sign on the front of the town hall is 12-15 years old and has deteriorated substantially.

Becca explained that the sign is in such bad shape that a piece of it actually broke off and fell on the front steps of the building. Becca noted that there might be other money available to fund the project in the near future so the work would not need to wait until next year.

It was moved and seconded that this project was an appropriate use of CPA funds. Moved by Becca, seconded by Priya. Vote: passed unanimously

b) Ron said that he was not aware of any additional requests for FY 2023 CPA funds. The rest of the committee said they were also not aware of any other possibilities.

#### **4) NEW BUSINESS**

a) Ron discussed the need for cleanup of the list of CPA projects from past years. He has talked to the town accountant about status of projects. There is a need to identify projects that have been physically completed for which CPA funds are still outstanding and thus no longer needed. (Ron pointed out that there is another category of projects which physically have not been completed but for which there is no CPA money outstanding since the CPA money was used first.) Ron asked Priya to talk to the town account to figure out how much CPA money was available that could go back into the fund. John F. asked if Priya could also ask the town accountant if such a CPA closeout could happen administratively or would a warrant article be needed at annual town meeting to close the money out to the CPA fund.

b) John F. explained that Liz had been asked to draft an article for winter edition of the Boxborough Bee on “What has CPA Meant for Boxborough”. While this is not an “official” statement of the CPC, she felt that it would be proper to give the committee a chance to read it. John N. pointed out some confusion between what CPA funds did for the Steele Farm Barn and for the Steele Farmhouse. John F. will bring the comments back to Liz.

#### **5) OTHER BUSINESS**

John F. reported that the Boxborough Select Board (BSB) had invited the members of all committees to a Volunteer Appreciation Party at town hall on Saturday October 22 between 4 and 7. Replies were due to Kelley by October 11. He also noted that the Blanchard School was having its Fall Fest at the same date and time and it was possible that the BSB might change the date at its October 12 meeting.

**NEXT MEETING:** Thursday, November 3, 2022, 7:30 p.m. on ZOOM

**Meeting Adjourned** 8:25 p.m. -- Becca moved; John N. seconded. Unanimously approved.

Respectfully submitted,  
John Fallon, Acting Clerk