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By Karen Wilber, Town Clerk's Office at 9:01 am, Jan 28, 2022

TOWN OF NORTHBOROUGH Community Preservation Committee

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Community Preservation Committee

Zoom Meeting Minutes

January 6, 2022**Approved January 27, 2022**

Members (Remotely): John Campbell (Chairman), Peter Martin, Andy Clark, Leslie Harrison, Andy Dowd, Millie Milton, Todd Helwig

Members Absent: Jeff Leland

Others (Remotely): Norm Corbin, Michael Duschesner Allie Lane, Scott Charpentier, Brian Belfer, Mia McDonald, Bob Mihalek, Rick Leif, Lynn Trombley, Rita Osborne

Chair John Campbell opened the remote meeting at 7:08 p.m. and made the announcement that the open meeting of the Northborough Community Preservation Committee is being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency. All members of the CPC are allowed and encouraged to participate remotely. This Order allows the CPC to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along the deliberations of the meeting. The public is encouraged to follow along using the posted agenda unless the Chair notes otherwise. Members of the public who wish to view the live stream of this meeting can do so by going to Northborough remote meetings on YouTube via the link listed on the agenda. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. The process was explained.

Member Roll Call: Peter Martin, Andy Clark, Leslie Harrison, Andy Dowd, Millie Milton, Todd Helwig, John Campbell

Public Hearing RE: FY2023 CPA Applications:

Brigham Street Burial Ground Beautification (\$137,500) – Norm Corbin presented. Twenty dead trees are becoming a problem. There are 3 parts of the project: removal of trees, fence along Brigham Street to protect it, and grading. Half the funding is for tree removal; half is for fencing. John Campbell asked how he arrived at the budget. Scott Charpentier received quotes for tree removal and fencing; tree work was \$35,200 with \$10,000 added for contingency expenses; \$40,000 for the post and perimeter fence. Because there are several historic projects tonight, Andy Clark asked where in terms of priority this would be and was told it would be #1 because of the dead trees.

Howard Street Cemetery Signage for Kizer Section (\$5124) – Norm Corbin presented. It is the active part of the cemetery beyond Howard Brook but has no signage. It can be accessed from Howard Street and Whitney Street. The land was purchased from the Kizer family in 1965. Being more 50 years ago, it can be designated historic. The signs would be for the Whitney Street and Howard Street entrances.

Historical Society Shutter Restoration (\$55,000) – Michael Duschesner, Historical Society Vice President, presented. It is the completion of the exterior restoration of the building. New England Shutter Mills was selected and is offering a 20-year guarantee on the cedar shutters and 10-year guarantee on the paint. Approximately 55 original shutters will be replaced; each one is custom made. Leslie Harrison commented that it has been thoroughly vetted. Andy Dowd said because of the cost, it may not comply with the Public Procurement Law as far as estimates, which could increase the cost. Mr. Duschesner said they consider themselves a private entity. Mr. Charpentier will check with the Chief Procurement Officer to find out if the Historical Society is deemed a public entity and let the Committee know. The application may need to be revised.

Assabet Park Fencing (\$20,000) – Allie Lane and Scott Charpentier presented. The fence on the stone wall on Route 135 needs to be replaced. Last year they came before the Committee to replace the playground; it had to be slightly scaled down because of costs, but can be added back in the future. The cost for the fence is \$16,700; the request is for \$20,000. In the event some of the posts are in bad shape, a contingency expense of \$2,150 has been included. It is a continuation of the playground renovation project due to economic conditions and rising costs. The fence is there and serves a purpose but aesthetically it is an eye sore; it was an original part of the approved project.

Design and Project Management for Dog Park (\$35,500) – Allie Lane presented. They want to hire a landscape architect to do an analysis on 5 potential dog park locations in town. It is a 3-step process: (1) hire the landscaper; (2) when the property location is decided, request funds if they don't own it; and (3) build it. There is a Stanton Foundation Grant which awards a maximum of 250,000 for dog parks. The objective is to direct the site selection towards the Stanton Foundation Grant. It could be a 6-9 month process to choose a site. John Campbell asked if the process is going to end up with disagreement on the right site. We may get plans, but maybe not any better recognition for which of those five would be suitable and acceptable to the town. Mr. Charpentier said the process is not to hire a landscape architect to develop five conceptual designs, it is to help identify which of the parcels are viable.

Design of ADA Accessible Trail at Senior Center (\$28,500) – Brian Belfer and Mia McDonald presented. Mr. Belfer explained the goal is to create the first ever ADA accessible woods trail in town. The application is to fund the design. Scott Charpentier said the project was submitted previously under a MassDOT application but not awarded. They will seek construction funding through other grant alternatives.

Preliminary Design for Pedestrian Access on Aqueduct Bridge (\$133,658) – Bob Mihalek presented. The application is for a professional assessment to determine what is needed to open the aqueduct bridge to pedestrian access. MWRA did a structure assessment 4-5 years ago; the bridge is structurally sound. The cost estimate was put together by Stantec Engineers who did the structural analysis on the bridge. The cost could potentially be less if the beams are found to be adequate, but it will not exceed the contract amount. More clarification is needed on the dollar amount.

Conservation Fund (\$400,000) - John Campbell presented. Funds have been used to secure land around town to keep it for recreational use, keep its beauty from being developed, and add trails; more opportunities are anticipated in the coming years. The goal is to keep the fund to \$1 million; currently there is \$750,000+.

Housing Authority Creation of Eight Senior Rental Units (\$1,440,000) and Northborough Affordable Housing Corporation (\$603,178 transfer of existing funds to Housing Authority project) – Rick Leif (Northborough Affordable Housing), Lynne Trombley (Director, Northborough Housing Authority), Rita Osborne (Chair, Housing Authority) presented. Mr. Leif said there is an additional \$20,000 available in

Affordable Housing Reserves, increasing the amount to \$623,000 and reducing the amount of new funding needed to \$816,821.72.

Ms. Trombley said there are 104 elderly apartments; only two are handicap accessible units. Village Drive has a vacant lot of land. If they meet the criteria and receive funding, the state will give \$75,000 for regular units and an additional \$50,000 if the units are handicapped. The cost to build 8 units with 4 elderly units and 4 handicapped accessible units is \$2,400,000.

Ms. Osborne said DCHD will consider proposals for new construction if the Housing Authority can include monies not only from their reserves but also from other sources. The Northborough Affordable Housing Authority voted unanimously to seek any and all funding available. Mr. Leif commented that towns will be receiving ARPA funds. One of the things it is intended to go towards is creation supporting affordable housing. There may be a possibility that some of that money could be directed towards this project which would reduce the amount of CPA funding. He will follow up with John Coderre before the January 27th meeting.

Mr. Campbell summarized that preapproved CPA money provided to the NAC but under agreement kept in the town until needed is listed as the four line items still available; to utilize them the Committee would need to approve to extend those agreements; the Housing Reserve account is being added in CPA in addition to the total, and the additional change (\$623,000 comes from CPA Housing Reserves). The \$800,000 of state money is dependent on an application which Ms. Trombley will submit if the project is approved by the CPC.

Old/New Business:

Consideration of Minutes (12.02.21) – Tabled.

The next meeting dates are scheduled for January 27, 2022 and February 3, 2022 (if needed).

Ms. Harrison commented that Mia McDonald is leaving to go to the DEP. She was thanked for all she has done; it will be a great loss; she will be missed.

Ms. Harrison made a motion to adjourn; Mr. Martin seconded; roll call vote: Martin-yes; Harrison-yes; Dowd-yes; Milton-yes; Helwig-yes; Campbell-yes; motion approved.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Melanie Rich
Recording Secretary