

**RECEIVED**

By Karen Wilber, Town Clerk's Office at 2:22 pm, Feb 13, 2022

TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

Approved February 10, 2022

Community Preservation Committee

Zoom Meeting Minutes

January 27, 2022

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

Members Absent: Peter Martin

Others (Remotely): Sean Durkin, Norm Corbin, Michael Duschesner, Scott Charpentier, Brian Belfer, Bob Mihalek, Rick Leif, Lynn Trombley

Chair John Campbell opened the remote meeting at 7:15 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: Andy Dowd, Andy Clark, Leslie Harrison, Jeff Leland, Todd Helwig, Millie Milton, John Campbell

Review of Available Funds: FY23 Revenue + Reserves – Mr. Campbell said the town received a 39.42% match from the state for FY21 revenues. The state recently released additional reserves; the town received approximately 43% (\$29K more). The additional 29K is not factored into this year's budget but will be added to the CPA unreserved fund for next year. The town has received a \$2.8 million dollar match from the state over the history of CPA in Northborough. Based on the conservative estimated revenue for FY23 and estimated state match, we expect \$750K of revenue available. We have a minimum requirement to award 10% to each of the three core categories: Affordable Housing, Historical Preservation, and Open Space and Recreation; up to 5% can be allowed for Administrative. There is also debt service for the White Cliffs. There is a total of \$1,534,334 is available for CPA FY23. Mr. Campbell explained spreadsheet he created to help when voting on project recommendations.

Criteria for Evaluating Applications (Eligibility for CPA, Community Support, Urgency, Affordability) – Mr. Campbell explained how each application is evaluated. Is it eligible for funding (acquire, create, preserve, support, rehabilitate and/or restore); how is it seen in the community; how necessary is the project to be funded; is it affordable within the budget?

New Criteria to be Considered (Contribution to Master Plan Goals) – Mr. Campbell thought it would be helpful to check the projects with the main goals of the Master Plan now that there is a Master Plan Implementation Committee.

Second Presentation/Questions for Applicants:

Brigham Street Burial Ground Beautification (\$137,500) – Norm Corbin explained that it was being brought forth mainly because of the 20-30 dead trees which are a hazard; in addition, fencing will be installed. He is confident the proposed budget will be enough. Scott Charpentier explained the cost and how it was arrived at. It is a #1 priority.

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

Historical Society Shutter Restoration (\$55,000) – Mr. Clark asked if the question as to whether it was a public entity or private entity project had been resolved. Mr. Charpentier discussed it with their procurement officers as well as the Attorney General's Office and it was confirmed that it was not a public entity project. Michael Duschesner, Historical Society Vice President, explained the application; a letter of support from the Historic District Commission was included. It is the completion of the exterior restoration of the building. New England Shutter Mills was selected and is offering a 30-year guarantee on the cedar shutters and 10-year guarantee on the paint. 53 original shutters will be replaced; each one is custom made.

Assabet Park Fencing (\$20,000) – Scott Charpentier said approximately \$2,100 remains from the two appropriations for the Assabet Park playground reconstruction. The cost for the fence is \$16,700; the request is for \$20,000; a contingency expense of \$2,150 has been included. It would be done in conjunction with the park construction.

Design and Project Management for Dog Park (\$35,500) – Scott Charpentier said the dog park was identified as a priority in the Master Plan and Open Space Plan. The request is for a landscape architect to evaluate up to 5 potential dog park locations in town and the development of conceptual designs. They also intend to seek grant money from the Stanton Foundation which will provide up to \$25K for design and \$225K for construction. The site must be vetted before spending money on design.

Design of ADA Accessible Trail at Senior Center (\$28,500) – Brian Belfer said they have designed a walking trail around the Senior Center; they are looking for design funding only. The goal is to make it a fully ADA accessible trail. Scott Charpentier said the project was submitted previously under a MassDOT application as well as for AARP funding; neither was awarded. They will seek construction funding through other grant alternatives.

Preliminary Design for Pedestrian Access on Aqueduct Bridge (\$133,658) – Brian Belfer explained the connections and locations. The funds are for a full survey, structural design, preliminary construction plans for the trails, continuing coordination with the utilities for relocation of the overhead wires, permitting, applications, and funding for the rest of the project. MRWA did a structural analysis on the bridge 4-5 years ago; the cost estimate was put together by Stantec Engineers. Mr. Durkin asked if we'd be getting into a project that could exceed \$2 million dollars; would we know the cost for the next phase? Mr. Charpentier said the \$133,658 would be viability of the project when it becomes a cost. Mr. Clark asked if there was any negative impact to the project if it was postponed a year. Mr. Charpentier said the only

continuity that would be jeopardized is with the utilities. Mr. Belfer said there is potential for infrastructure money right now. It was loose momentum if we don't secure any available funding. Ms. McDonald said the Trails Committee has been working on the 8M Permit since 2011 and would like to see the project continue. Ms. Milton commented on handicap accessibility. Mr. Mihalek didn't think it could be ADA accessible the entire length of the aqueduct but could bring it up during their review process.

Conservation Fund (\$400,000) – Mr. Campbell said the goal of the Open Space Committee has been to grow and maintain the Conservation fund to \$1 million dollars to be used to secure land for recreational use, keep it from being developed, and to add trails; currently there is \$760,000; there are no urgent projects pending.

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) were in attendance. Mr. Leif was working with the Town Administrator to see if there was a way for the town to provide additional funding. John Coderre confirmed that he has planned \$100K from a combination of ARPA money and free cash for Affordable Housing. The amount of funding required for the project is now \$716K.

Mr. Campbell wanted clarification if the state contribution began considering an application if CPC approval is received or do they wait for town meeting. Mr. Leif said the application can be submitted specifying that the town supports the project and would bring the funding forward to town meeting, but town meeting hadn't occurred yet. Ms. Trombley said there are still funds available from the state. She also commented that the results of the parking study found that nine additional parking spaces can be added.

CPC Budget Review: There was brief discussion on the CPC Available Funds Recommendations.

Old/New Business:

Consideration of Minutes (12/02/21 and 1/6/22) – Ms. Harrison made a motion to approve the December 2, 2021 Minutes; Mr. Helwig seconded; roll call vote: Dowd-yes, Clark-yes, Harrison-yes, Leland-yes, Helwig-yes, Milton-yes, Durkin-yes, Campbell-yes; motion approved. Mr. Clark made a motion to approve the January 6, 2022 Minutes; Ms. Harrison seconded; roll call vote: Dowd-yes, Clark-yes, Harrison-yes, Leland-yes, Helwig-yes, Milton-yes, Durkin-yes, Campbell-yes; motion approved.

The next meeting is scheduled for February 10, 2022; Andy Dowd will host.

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

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Melanie Rich
Recording Secretary