



# TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 1-12-06

## Community Preservation Committee Meeting Minutes December 8, 2005

Members Present: John Campbell, Bob Rosenberg, Todd Helwig, Tom Sartori, Russ Jones, Lynne Moreno

Others Present: Kathy Joubert, Town Planner; Dorrie Pizzella, Executive Director, Community Preservation Coalition; Rick Leif, Scott Kellogg, Liz Mancour

7:00pm – Presentation by Dorrie Pizzella, Executive Director, Community Preservation Coalition

### Status of CPA:

- \$186,000,000 raised to date across the State in CPA funds
- \$71,000,000 spent on open space
- \$65,000,000 spent on affordable housing
- \$37,000,000 spent on historic preservation
- \$13,000,000 spent on recreation

### Responsibilities of CPC:

- assess CPA needs
- solicit and screen projects
- recommend CPA expenditures to Town Meeting (most important role of CPC)
- initiate CPA warrant articles
- hold a yearly minimum of one public meeting on initial study and one public hearing on study
- project budget and other record keeping

CPC can act as a foundation or can act to initiate projects. Most CPCs act as foundations. CPC may want to screen projects or have existing boards do the screening. Most CPCs have boards and commissions do the screening before the project is brought to the CPC.

5% of CPA funds may be used for administrative purposes such as legal counsel and administrative support. Must be approved at Town Meeting.

Sample warrant article language available from Coalition.

To spend CPA funds:

- majority vote of CPC to put articles on warrant
- Town Meeting vote (borrowing requires 2/3 vote and land taking requires 2/3 vote)

Town Meeting may:

- approve article
- reduce amount of appropriation in article
- reject article
- cannot increase amount of article
- cannot change scope of article

CPC needs to:

1. create mission statement
2. establish procedures for application process and selection criteria
3. put together application packet
4. advertise application availability

Decision Guidelines:

- completeness
- legal and zoning issues
- good public policy
- fiduciary responsibility

Spending of CPA Funds:

- Open Space – Purchase land, conservation restrictions, protect drinking water supply, protect rural landscapes and scenic vistas, restore polluted land to its natural state, protect wetlands, restore wetlands, rid area of invasive species
- Recreation – Purchase land for trails, noncommercial sports, active and passive uses, and playgrounds. For existing recreation land, replace play equipment, irrigation, fencing, upgrades (i.e. add a boat launch), and rails to trails projects.
- Historic Preservation – Spending determined by local Historic Commission. Rehab projects (town hall, other municipal buildings), capital improvements, adaptive reuse, survey of town to determine historic sites, architectural survey of community, signage and markers for historic sites, and non-profit groups with public benefit.
- Housing – Deed restrictions necessary for affordable housing, housing plans, needs assessment, create new units, upgrade existing Housing Authority units, and housing finance and loan programs

Cannot use funds to pay off bonds from previous projects.

8:15pm – Discussion with Ms. Pizzella and Committee Members

John Campbell – Refer to Holliston’s mission statement. Adopt similar language for Northborough’s mission statement.

Bob Rosenberg – Norwell could be used as example for one page sheet on how to submit a proposal to the CPC.

Todd Helwig – Process should be streamlined before getting to CPC. If boards/commissions are interested in project, they should provide comments to CPC prior to public hearing. Provide copies of all CPC applications to all boards for their initial review and comment.

John Campbell – For next meeting, each CPC member should go back to their respective board/committee/authority to review desired criteria and to discuss/format a procedure to review and ask comments from other boards.

Meetings set for January 12, 2006 and January 26, 2006 at 7pm.

Agenda items for 1/12/06 meeting:

- election of officers
- discuss mission statement and operating procedures
- application process
- discuss 2006 Annual Town Meeting and 2007 Annual Town Meeting
- review of minutes

9:00pm - Meeting Adjourned

Submitted by,

Kathy Joubert  
Town Planner