



# TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 11/29/07

## Community Preservation Committee Meeting Minutes October 25, 2007

**Members Present:** John Campbell, Chairman; Jane Fletcher; Don Haitzma; Todd Helwig; Bob Rosenberg; Andy Clark; Chris Kellogg; Joan Clowes

**Members Absent:** Tom Sartori

**Others Present:** Kathy Joubert, Town Planner; Elaine Rowe, Board Secretary; Marie Nieber, Northborough Historical Commission; Rick Leif, Northborough Housing Partnership; Charlie Bradley, Northborough Trails Committee; Sean Durkin, Northborough Baseball Association

**Chairman Campbell called the meeting to order at 7:10PM.**

**Minutes of the August 30, 2007 meeting were accepted with one correction noted (bottom of page 1 - amend "committee" to read "committed")** Bob Rosenberg made a motion to accept the minutes as amended. Todd Helwig seconded, vote unanimous.

Kathy Joubert asked the members of the board if they would be interested in a presentation by the Executive Director of the Community Preservation Coalition that she believes will be helpful when analyzing applications. She anticipates he will need approximately one hour for the presentation, and suggested that there would be time during the November meeting. Members of the board agreed.

### **Status Reports from FY08 applicants**

#### *Northborough Trails Committee*

Charlie Bradley voiced appreciation for the board's support at the last Town Meeting and noted the following progress:

- Mower was purchased July 1 and has been put to good use.
- The audio equipment order is in the pipeline.
- Website link to be installed.
- The audio is ready to load onto the equipment, but the library is not accepting them until they have moved into their new facility so it will be stored in the Town Planner's office until the library is willing to accept them.
- Coyote Trail is in the works, with plans to extend the existing trail with a 3 mile loop. Steel beams to span the brook have been donated, and the remainder of the work will be done by scouts from Troop 101.

### *Melican Middle School Field Irrigation*

Sean Durkin discussed the drilling of two wells to irrigate the playground and fields behind the Middle School. Following hydro-fracturing to improve flows, a 24-hour flow test was done to confirm that the hydro-fracturing was effective enough to achieve adequate flows to handle the entire facility. The wells and irrigation system are now in, and he will soon be taking delivery of the electric cable, which will be stored until it can be run to the pole. Mr. Durkin explained that, due to the increase in the cost of copper wire, the price will be \$11,000 more than originally proposed. The various sports groups in town have agreed to cover the overage, and the work is expected to be finished in time for the spring season.

Mr. Durkin noted that the system will irrigate the area from the drainage swale to the fence line and back to the woods. He also noted that the shed is scheduled to be delivered next week.

### *Gymnasium Floor*

John Campbell voiced his understanding that the floor project was delayed by the bid process, which could not be done because of the recent issues with library project. If the work cannot be completed over the holidays, it will need to be postponed until next summer.

### *Historical Commission*

Don Haitsma explained that phase one has not yet been completed, though he anticipates the final report will be ready for the next meeting. Marie Nieber explained that the project is in the final third of phase one, which is the most labor intensive. She expects this phase will be completed by Christmas, and commented that the Commission is happy with the work that has been done thus far. She expects that the Commission will modify the scope for Phase 2, based on input received when the original RFP went out.

### *Housing Partnership*

Rick Leif explained that the Housing Partnership was re-authorized by the Board of Selectmen last year after a period on non-use. The Community Development Plan for the town will concentrate on housing and economic development, and the partnership will work on ways to meet the affordable goals as well as looking at other types of needs that might exist.

### **Joan Clowes arrived**

Mr. Leif noted that the goal of the partnership is to understand the needs in town, advocate to get those needs met and work with the housing authority to find opportunities to create housing to meet those needs.

Mr. Leif suggested that the partnership needs to have a better idea of where the needs actually are, and suggested contracting with a consultant to create a housing plan for the town. He noted that the cost of one of these housing plans is between \$10,000 and \$30,000. If the Committee feels that hiring a consultant is appropriate, the partnership will ask for estimates and seek funds from this board. He commented that the partnership would be asking to draw from the \$90,000 that had previously been allocated, and questioned whether additional paperwork needs to be submitted before the November 29<sup>th</sup> deadline.

Andy Clark asked why the partnership wouldn't seek additional funding. Jane Fletcher asked if it is possible to allocate more to the reserve fund. Todd Helwig questioned why the town would spend \$30,000 for a study to answer a question we already know the answer to. He would prefer to put that money toward an actual project instead of a study.

John Campbell voiced his opinion that the proposal should be put together as a request for funds. He asked Mr. Leif for specific details about other towns that have utilized administrative funds to start consultant work. Bon Rosenberg voiced concern about not getting funding at Town Meeting for something that was started out of the administrative fund.

John Campbell stated that the CPC has the authority to approve an increase in allocation and to make a recommendation at Town Meeting. Members of the Committee agreed that the Housing Partnership should prepare a submission by the November 29<sup>th</sup> deadline.

**Consideration of dues payment to fund the Community Preservation Coalition** - Kathy Joubert explained that there are fewer grants available to fund the coalition and they are seeking an annual dues contribution. The town's annual dues are \$1500, and are based on our CPA surcharge.

Chris Kellogg made a motion to contribute dues at the suggested rate of \$1500 annually, effective January 2008, and that these funds should be taken from the administrative fund. Andy Clark (?) seconded, vote unanimous.

Kathy Joubert discussed the Community Preservation Coalition's Conference on November 10<sup>th</sup> that Jane has volunteered to attend. Jane questioned whether the Committee members have any specific questions she should raise or information she should contribute on their behalf. John Campbell voiced interest in the state of the funding sources and any movement toward increasing funding mechanisms.

Chris Kellogg noted an email that was sent out earlier today about an ethics presentation at the library at the High School. He also mentioned that he is working on an updated budget for the CPC webpage on the town's site.

**Adjourned at 8:15PM.**

Respectfully submitted,

Elaine Rowe  
Board Secretary