



# TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 11/5/15

## Community Preservation Committee Meeting Minutes October 8, 2015

**Members in attendance:** John Campbell, Chairman; Kathleen Polanowicz; Chris Kellogg; Andy Clark; Michelle Gillespie; Peter Martin

**Members excused:** Todd Helwig; Sean Durkin; Norm Corbin

**Others in attendance:** Kathy Joubert, Town Planner; Elaine Rowe, Board Secretary; Trish Settles, Central Massachusetts Regional Planning Commission (CMRPC)

**Chairman John Campbell called the meeting to order at 7:15PM.**

Trish Settles from CMRPC provided a revised draft of the Community Preservation Plan along with four large maps for reference. She stated that she had received numerous comments from Ms. Joubert and Town Administrator, John Coderre, and has incorporated them into the revised draft. She also noted that she has not yet written her summary, but will do so and submit it to the board for review. Ms. Settles explained that she updated the map illustrating CPC projects funded to date, with color coding to identify the various types of project categories.

Ms. Settles discussed plans for a public hearing on November 5, 2015. She indicated that she intends to provide a one-page overview and the project map as a handout. She also stated that she does not see a need for a PowerPoint presentation, but will prepare talking points that will include the details behind the goals. Ms. Polanowicz asked if the draft plan will be posted on the town website. Ms. Joubert stated that the draft will be available for the public once the hearing has been advertised. She also reiterated that the focus during the public hearing will be to speak to the one-page overview as opposed to presenting copies of the plan.

At the request of Ms. Joubert, members of the board discussed the "Ms. Ruggles Garden" example contained in the plan to address both content and location in the document. Ms. Gillespie commented that the "Ruggles" example involved a lengthy project and voiced concern about setting an expectation that all CPC projects take three years. Mr. Kellogg and Mr. Martin agreed and suggested adding commentary and a timeline for simpler projects. Ms. Joubert suggested adding an example of a project that would involve only a one year process. Members of the board agreed.

Mr. Clark asked if Table 1 on page 9 reflects the most updated criteria. Ms. Joubert agreed to check and modify the table, if necessary.

Ms. Settles agreed to send the draft plan to the board members in electronic format, and asked the board to provide their edits by return email.

Chairman Campbell requested that the statement at the top of page 13 be modified to describe what the board is and what it does.

Ms. Polanowicz stated that the CPC has protected 125.19 acres of land with CPA funds, 80.6 of which have been purchased. She voiced her opinion that this is significant and suggested that it should be highlighted in the plan. She also noted that the four senior housing units (page 15) were funded entirely with CPC funds, and requested that the draft be revised to indicate that.

Ms. Settles expressed a desire to include more photographs, and encouraged the board members to provide her with any photographs that they have.

Ms. Polanowicz commented that the section on Community Housing seems a bit instructional in nature and requested that it be revised to be a bit more declaratory. She voiced her opinion that, if someone were to read about a trust that we do not have, it could provide them with ammunition to come after the board. She also stated that she did not recall the board ever discussing populating or dissolving the Northborough Affordable Housing Trust. Ms. Polanowicz explained that the direction from DHCD conflicts from year to year, and the group did what it was told to do under the previous administration. Ms. Settles suggested simply removing the paragraph of concern.

Ms. Settles voiced her opinion that the draft plan is generally in line with other community preservation plans. She also explained that she had tried to use examples that mirror things that the board is currently trying to do. Ms. Joubert suggested adding the Ames Shovel development in Easton as an example. Chairman Campbell requested that the plan include the estimated amount of the 2015 surcharge.

Mr. Kellogg asked if it is necessary to address the need for a Town Facilities Manager in the plan. Ms. Joubert noted that it was included at the request of the Town Administrator.

Ms. Gillespie expressed a desire to include information about the basketball courts at Zeh, Peaslee, Proctor, and Melican Middle School that were funded with CPA funds. She also suggested including the skateboard park at Ellsworth-McAfee and the community garden on Valentine Road. She noted that a decision should be made about whether to include Algonquin High School in the long term needs section, since she expects that they will eventually come to the CPC for funding.

Ms. Gillespie asked for clarification about why the Facilities Manager needs to be referenced in the document. Ms. Joubert explained that the town will be unable to do many of the proposed

projects until this role is filled, and reminded the board that complicated projects are taking longer to get through the process because of limited staffing resources. Ms. Polanowicz commented that the Town Administrator would like this document to support the need to fill that position.

Mr. Martin suggested that, since the project map does not include all projects funded by the CPC, it should include the statement that it contains a representative selection of projects.

**Next meeting** – Ms. Joubert noted that the next meeting will be on November 5, 2015, and will include the public hearing for the Community Preservation Plan and FY2017 CPA applications. Chairman Campbell suggested that the order of applications be as follows:

- Historical
- Housing
- Open Space
- Town Common

Chairman Campbell noted that some additional ideas have surfaced around the Town Common proposal. He voiced his understanding that the Town Common group would like to go before the Board of Selectmen, but the Town Administrator has requested that they appear before the CPC and Open Space Committee first. He explained that he and Ms. Joubert have offered to speak with the group in a smaller meeting. Ms. Gillespie asked about an RFP. Ms. Joubert explained that no vote has been taken, but some of the Selectmen would like to see the 39 West Main Street parcel redeveloped as opposed to being used for open space.

**Adjourned at 8:55PM.**

Respectfully submitted,

Elaine Rowe  
Board Secretary