

**Town of Southborough, MA
Meeting of the Community Preservation Committee
Remote Meeting via Zoom Conference Call
Thursday, January 12, 2023
7:00 PM**

Committee Members in Attendance: Andrew Mills (Chair), Benjamin Smith (Vice-Chair), David Joyner, Kristin LaVault, Anne Pfaff
Committee Members Absent: Mark Murphy
Non-Committee in Attendance: Freddie Gillespie (CPC Consultant)

Andrew Mills (Chair) read aloud the following statement:

Pursuant to Chapter 20 of Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Andrew Mills (Chair) opened the meeting at 7:06 PM
Quorum present

Update FY24 Budget

Freddie Gillespie gave an overview of the FY24 draft budget. She reported that we have received a secondary adjustment to the State match which is more than we had budgeted last year. We received a supplemental distribution of \$32,066 in January 2023. The adjustment is now 38 percent as opposed to 30 percent. The FY24 Budgeted Reserves are now \$185,084.

The Historic Reserves were at 0 as we used the money toward the bond. We added the 10 percent \$52,881, but as we will be using it, it will zero out. Open Space Reserves had a balance of \$159,033 and we added the 10 percent \$52,881 which brings the balance to \$211,914. The Housing Reserves were \$421,945 and we added the 10 percent \$52,881 bringing this balance to \$524,826.

The FY2023 CPA Fund Balance is now \$272,460.39. It was \$938,663.22 on July 1, 2022 after closing the books from Town Meeting. The Budgeted Reserves from FY23 were \$400,928. The Budgeted Reserves FY24 are \$343,728.44. The Total is \$1,017,116.03 which we can allocate projects from.

Out of the non-reserve accounts we will be putting \$25,056.50 toward the Burnett House bond, \$66,075.00 toward the Library bond, potentially \$147,175.00 toward the Town House bond, and potentially \$745,963.00 toward the Algonquin Athletic Complex. The “potential” total for all these projects comes to \$984,269.50. Subtracting the \$984,269.50 from the \$1,017,116.03 brings the balance down to \$32,847.33 that would be carried over to FY24. Aside from the surcharges, this leaves very little for funding next year.

As there were no questions from the Committee, F. Gillespie moved on to the warrant articles.

Review Draft 2023 Warrant Articles

F. Gillespie reviewed the following three Warrant Articles.

ARTICLE CPC1: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2023 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer’s projections)	\$ 429,318
State Match (projected FY2024 State Match)	\$ 82,561
FY23 State Match Adjustment.....	\$16,933
Total Projected Revenue.....	\$ 528,812

Set Aside- Open Space

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

\$26,441 to defray the administrative and operating expenses of the Community Preservation Committee in FY2023 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary

\$ 343,728 Reserved for FY23 CPF (Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary: The budget and set asides are an annual requirement under the Community Preservation Act

ARTICLE CPC 2: To see if the Town will vote to appropriate \$ 77,937.50 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. \$52,881.00 from the CPA Historic Preservation Reserve Fund FY2023 and \$25,056.50 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary: This article is the Community Preservation Fund payment towards the FY2023 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016

ARTICLE CPC 3: To see if the Town will vote to appropriate a total of \$ 66,075.00 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$70,275.00 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary: This article is the Community Preservation Fund payment towards the FY2023 debt funding for the renovation and restoration of the Historic Southborough Library

There are two other Warrant Articles – Algonquin Reginal High School Project and the Town House. Need to finalize details on these two projects before the warrant articles can be written. If the Town House project goes out to bid, we are required to pay the amount approved at last year’s town meeting. We don’t know if the bond will come in for more, but as seen on the spread sheet, there isn’t a lot of money left.

F. Gillespie also reported that she would like to hold the Southborough Open Space Library Project until the Fall Special Town Meeting or for the FY24 Town Meeting.

Motion by Benjamin Smith and Seconded by Dave Joyner to approve the three draft warrant articles.

Discussion: None

Vote: Anne Pfaff – Yea, Benjamin Smith – Yea, Kristen LaVault – Yea, Dave Joyner – Yea, Andrew Mills – Yea

Motion approved: 5 yeas

Discussion Algonquin Project and MOU

A Mills explained that if the CPC were to approve the full amount requested then we would wipe out most of the CPC funds for next year. We still have not received a list of items they are expecting the CPC to pay for. He would like to recommend this going to town meeting but not put in a dollar amount until we receive more information on the field complex. Recommends contingencies to be included in the MOU.

Motion by Dave Joyner and Seconded by Kristen LaVault to recommend the Algonquin High School Field Project for 2023 Town Meeting for fiscal year 2024.

Discussion: None

Vote: Anne Pfaff – Yea, Benjamin Smith – Yea, Dave Joyner – Yea, Kristen LaVault – Yea, Andrew Mills – Yea; Motion Passed: 5 yeas

MOU – Memorandum of Understanding

A Mills suggested structuring the Algonquin Field Complex Project MOU and Warrant Article so they are contingent on the Town funding other portions of the project not funded by the CPC. Also, that Northborough will fund their portion and the numbers will not fluctuate. What Southborough pays will be contingent on what Northborough will pay.

F. Gillespie recommended tightening up the payment and budget process for all MOUs. She will be creating a template and have it for review at the next CPC meeting. This will need to be done soon due to the Warrant Article deadline.

The Committee agreed to hold the next meeting on Thursday, February 2, 2023

F. Gillespie will send an email inviting the representatives from the Algonquin Field Complex Project to the February 2nd meeting. We would like them to discuss the items they are looking to the Southborough CPC to fund. Also, what discussions they have had with the town of Northborough.

Question if there has been any word on what Northborough will be funding? Their town meeting is usually after Southborough's town meeting. This is another reason it is important to have conditions set in our warrant article and MOU.

Open Space Preservation Commission Project at Library – Status Update

F. Gillespie requested postponing this project until either the special Fall town meeting or next year. There is a lot of discussion regarding the land adjacent to this area. She mentioned that there is a new Director of the DPW. As the DPW is responsible for the library grounds, there is the potential some of the work could be done by the DPW ahead of this project starting. The OSPC is in discussions with the DPW director. The CPC is in favor of discussing this project after this Spring's town meeting.

A Mills mentioned that he received communication from the Golf Course Committee looking to have the CPC fund some new irrigation. This project would have to wait until next year's town meeting or the fall town meeting. The CPC is in favor of discussing this project after this Spring's town meeting.

Review Timeline to ATM 2023

Town meeting is Saturday, March 25, 2023

The warrant goes out to print on February 24, 2023

The warrant will be signed by Tuesday, February 21, 2023 -- If the Selectmen are signing on the 21st, then this means they have done all their review of the warrant articles. The CPC will have their projects reviewed prior to February 21, 2023. The Selectmen will reach out to A Mills (Chair) for a time to have the project proponents present to the Selectmen and Advisory Committee with the CPC. The CPC will present the warrant article, but the project proponent is responsible to present their project and answer any questions from the Selectmen and Advisory. The Selectmen and Advisory will meet together this year to review the warrant articles.

Chairman's Report

A Mills received an invoice from the Southborough Coalition for annual membership dues. The Community Preservation Coalition in Boston helps advocate for the CPC and the State. They remind us of critical dates for getting a match and information on the State match. We use them as a sounding board for our project questions. They help review our articles to make sure they comply with State law.

A Mills asked for a motion to continue our membership for another year.

Motion by David Joyner and Seconded by Anne Pfaff to continue our membership with the Community Preservation Coalition for another year. Dues to be paid: \$1,750.00

Discussion: None

Vote: Anne Pfaff – Yea, Benjamin Smith – Yea, David Joyner – Yea, Kristin LaVault – Yea, Andrew Mills – Yea

Motion Passed: 5 Yeas

Golf Course: Discussed above

Business of the CPC

- Meeting Minutes of November 22, 2023 and December 1, 2023

Motion by Benjamin Smith and Seconded by David Joyner to accept the CPC meeting minutes of November 22, 2023 and December 1, 2023 as written.

Discussion: None

Vote: Anne Pfaff – Yea, Benjamin Smith – Yea, Kristin LaVault – Yea, David Joyner – Yea, Andrew Mills – Yea

Motion passed – 5 Yeas

- Next Meeting Dates – Unless otherwise noted, all meetings will be held at 7:00 PM via Zoom

February 2, 2023

February 15, 2023 (Tentative)

March 16, 2023

March 25, 2023 (Town Meeting – May meet prior to TM)

April 6, 2023

May 4, 2023

June 8, 2023

July - NO MEETING (unless needed)

August – NO MEETING (unless needed)

September 21, 2023

October 12, 2023

November 2, 2023

December TBD

Adjournment

As there were no further items for discussion, A Mills asked for a motion to adjourn.

Motion by Benjamin Smith and seconded by David Joyner to adjourn

Discussion: None

Vote: Anne Pfaff – Yea, Benjamin Smith – Yea, Kristin LaVault – Yea, David Joyner – Yea, Andrew Mills – Yea

Motion passed: 5 Yeas