

COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES
March 29, 2018

A regular meeting of the Community Preservation Committee was held on Thursday March 29, 2018 at 7:30 p.m. in Town Hall room 110. Present Marlies Henderson, Chairman, Mary Leach, Vice Chairman, Travis Brown, Secretary, John Burrows, Member, Joe Fiumara, Member, Jim O'Donnell, Member, Tom Conway, Member, Doug Meagher, Member and Richard Scanlon, Member and Chief Assessor.

Absent: None

CALL TO ORDER:

Chairman Marlies Henderson called the meeting to order at 7:30 p.m.

PUBLIC COMMENT:

None

Clarify OML with regards to approving minutes (Henderson, Scanlon):

At the last meeting it was thought that the committee could not vote to approve the Jan 25, 2018 minutes due to not having a quorum. Marlies and Rich have looked into this further, questioning whether or not they follow Roberts Rules. The group agreed that they do follow these rules. Marlies read from that rule that "it should be noted that in a members absence from the meeting for which the minutes are being approved does not prevent the members from participating in their correction or approval". There was also something from Open Meeting Laws that states, "Minutes must be approved within three (3) meetings or within 30 days whichever is sooner.

There was a discussion amongst the committee, there is a shared agreement the minutes could have been voted on.

Travis Brown, seconded by John Burrows made the motion to accept the minutes of January 25, 2018.

It was voted:

7 – In favor
0 – Opposed
2 - Abstained

Joe Fiumara, seconded by Mary Leach made the motion to accept the minutes of February 22, 2018.

It was voted:

7 – In favor
0 – Opposed

CHAIR REPORT:**Accountant's Report Update**

No Changes = No Updates

Submission(s) for reimbursement & Vote

No Changes = No Updates

APPOINTEE UPDATES:**Discussion & Update CP Plan, Timeline and Criteria – Rob Anderson, Chris Reilly:**

At the last meeting the Town Manager suggested having town employees draft the CP Plan. Rob Anderson, Clancy Main, Chris Riley and Rich Scanlon worked together for the plan Rob is presenting tonight. Rob handed our copies to the committee of the plan draft and the application for applying for CPC funding. Rob went over the plan with the committee, there was a lengthy discussion and some changes will be made. We are hoping to set up everything on line, a copy of the plan and the application forms.

Each member of the committee had a chance to speak their concerns, praise, and / or changes they would like to see. Rob will be working on a few changes such as an introductory sentence on page five (5) and page twelve (12). Possibly making the application a two (2) step process, the first application would be an eligibility form of what the applicant is looking for and the committee would look at it to be sure it would be something eligible for CP. Mary would like to see everyone have formal training so everyone is on the same page. Should applications be limited to a certain number of pages? Or the application should be as concise as possible. Should there be letters of support? The more support for a project the more successful it will be. Should there be sample applications from other towns on the website? Can the grid that was in the plan be made bigger? A copy of the grid can be found on line. A suggestion from Rob for Joe – there could be a guiding principle /statement on the application that the CPC follows state standards for construction, basically stating the CPC will try to or will work with entities that have not been barred from doing business in Massachusetts. It can be added to page nine (9) under Guiding Principles.

Marlies and Mary have a few changes and typos they will be sending their changes electronically to Rob.

There is one item with a star next to it; it is the one item that deals with housing sub section. Basically Rob was trying to demonstrate there were multiple areas that address housing such as the Master Plan, the Housing Production Plan, but because of limited space Rob pulled the goals from land use and the one that really dealt with land use with in the Master Plan. Rob will be highlighting this item with a basic sentence of explanation.

Once Rob finishes with the changes and updates he will distribute copies to the committee.

The next step, “Who will be the designee, who will be the collector of the applications? Can applications be dropped off to the Planning Board? Who will collect the applications that are sent electronically?” Applications will be accepted via the website or can be dropped off with in the Town Hall at the Planning Board office.

Joe Fiumara, seconded by Doug Meagher made the motion to support the plan as amended.

It was voted:

9 – In favor
0 – Opposed

Possible timeline – CPC projects would be voted on at Town Meeting. If a project is to be voted on at Spring Town Meeting it must be submitted by Dec 31 and projects to be voted on at Fall Town Meeting need to be submitted by June 30.

The final plan will be put out to the public via the internet (CPC website, Twitter, Facebook etc.), so the tax payers that voted for this committee can have a chance to make comments, if they are not able to attend the public meeting. There will be an open and close time period for comments.

NEW BUSINESS:

Next Meeting Days/Dates:

- April 12, 2018 Regular Meeting 7:00 pm
- April 26, 2018 Public Meeting 7:00 pm
- May 24, 2018 Regular Meeting 7:00 pm
- June 21, 2018 Regular Meeting 7:00 pm
- No Meeting in July
- August 9, 2018 Regular Meeting 7:00 pm

Next Steps/Actions:

The final copy of the Plan to be reviewed prior to the next meeting

Putting it all out on the internet (CPC website, Twitter, Facebook etc.), so the tax payers that voted for this committee can have a chance to make comments.

APOINTEE UPDATES: (Continued)

Meagher: Update FinCom, CPC budget, placeholder, warrant article 14

Article 14 looks pretty standard – The Town Manager inserted \$45,000 assuming that would be 5% for administrative cost and inserted \$90,000 for the statutorily required categories. It’s preliminary but assuming a \$900,000 reference. The current amount of admin money does not close; it is one of the few things that carry from year to year. The admin cost can be adjusted as they move forward and get more comfortable with expenses.

Placeholder – No other placeholders, just the budget

ADJOURNMENT:

Rich Scanlon, seconded by John Burrows made motion to adjourn.

It was voted:

9 – In favor

0 – Opposed

Chairman Marlies Henderson adjourned the meeting at 8:47 pm.

Joyce MacMillan
Recording Secretary