

**COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES  
April 12, 2018**

A regular meeting of the Community Preservation Committee was held on Thursday April 12, 2018 at 7:00 p.m. in Town Hall room 110. Present Marlies Henderson, Chairman, Mary Leach, Vice Chairman, Travis Brown, Secretary, Joe Fiumara, Member, Jim O'Donnell, Member, Tom Conway, Member, Doug Meagher, Member, John Burrows and Richard Scanlon, Member and Chief Assessor.

Absent: None

**CALL TO ORDER:**

Chairman Marlies Henderson called the meeting to order at 7:00 p.m. and stated that the meeting would be audio recorded.

Chairman Henderson took a moment to introduce Christopher Tribou who shows interest to be BPB appointee. Everyone introduced themselves and welcomed Christopher to the meeting.

**PUBLIC COMMENT:**

None

**MINUTES:**

Doug Meagher would like the March 29<sup>th</sup> minutes be corrected to reflect that the comment made regarding his update on page 3 should state that he stated his belief that the administrative funds that are set aside to carry from year to year according to section 6 of the CPA.

Jim O'Donnell, seconded by Travis Brown made the motion to accept the minutes of March 29, 2018 as amended.

It was voted:

9 – In favor  
0 – Opposed

**CHAIR REPORT:**

**Accountant's Report Update:**

Chairman Henderson did send an email to the town accountant Paul Watson on April 4, 2018. However, as of today she has not heard back from him. We will assume for now there are no changes or updates

**Submission(s) for reimbursement & Vote:**

No Changes = No Updates

**Clarification CPC Admin Budget – Slides 15-17, Emails:**

Chairman Henderson went over some budget information from the Implementation Training, slides 15, 16 & 17 states that up to 5% for administrative expenses and appropriations for new CPA projects (funds to run CPC). At end FY Balance goes in a "budgeted reserve".

There was also email communication about it. There is a Community Reservation Fund Financing Source spreadsheet, which she forwarded to the committee. It differs from the grid of what projects qualify for funding.

To follow up on Doug's comment: Accounting issues on page 27 of the DOR IGR (Informational Guidelines Release):

"Amounts appropriated for administrative and operating expenses of community preservation committee are considered annual operating expenses and any unspent and unencumbered balance should be closed to the community preservation fund balance at the end of the fiscal year." Section 6 language of the CPA refers to money put in the 3 category reserve accounts or the budgeted reserve, which all remain with CPA if they are unspent at the end of the year.

**CP PLAN – Rob Anderson:**

Rob Anderson completed all the changes and updates to the plan that were discussed in the meeting of March 29, 2018. There were a couple of other items added as well.

Chairman Henderson ran the plan by the Community Preservation Coalition and they said it was a very good plan and well written but had a couple of suggestions for the plan. The chairman went over all the Coalition's suggestions and the committee discussed them. There will be one change from the suggestions being added.

Vice Chair, Mary Leach made the suggestion that the introductory statement on page 5 should go under "Needs Assessment" before "A. Billerica's Master Plan". Mary would also like the two (2) little statements at the bottom of the CPF eligibility form removed. They're really not necessary.

Joe Fiumara, seconded by Jim O'Donnell made the motion to support the plan as amended.

It was voted:

9 – In favor  
0 – Opposed

Rob Anderson will make the three (3) changes that were agreed upon and then have them posted to the CPC website and linked to the town's social media and Mary Leach will post it to other groups Facebook pages and Nextdoor. Mary would also like some hard copies places in key areas such as the senior center and put up flyers. There will be hard copies at the library.

**PR PUBLIC MEETING:**

Chairman Henderson received an email from Clancy Main in the Town Manager's Office. Clancy will be posting about the CPC public hearing on Facebook, Twitter and website on Friday. The public hearing should be in the newspaper Thursday.

Rob Anderson will first thing tomorrow morning make the three (3) changes and get the plan posted to the CPC website, send Clancy a word document and also send him a link to where it is so he (Clancy) will have everything. That way Clancy will take care of all the PR items.

**LETTER TO LOMBARDO, SUPPORT H 3662 (Currently in House Committee on Ways and Means, if passed it increases the CPA state match for Billerica):**

Currently the match stands at 11%, if passed it could be 50%.

A letter to Representative Lombardo on behalf of the CPC will be drafted by the chair, Marlies Henderson regarding the House Bill number 3662 for the state's part of the Community Preservation Trust Fund funding. Jim O'Donnell would like to see a response letter from Rep Lombardo to see where he stands on this bill since he is usually against increase funding. The draft will be sent to the committee for review.

Doug Meagher, seconded by Joe Fiumara made the motion to authorize the Chair to draft a letter to Marc Lombardo for the committee.

It was voted:

9 – In favor  
0 – Opposed

**NEW BUSINESS:**

**Next Steps / Actions:**

Tom Conway asked that the Chair speak to the Town Manger on the committees' behalf regarding the warrant article and why it is being presented by the Town Manger this year for the committee and that the next and future Town Meetings it will be presented / submitted by the CPC. The committee needs to get on the Town Meeting email list from Susan Michelini in the Town Mangers office to be sure they know about all the upcoming meetings and anything to do with the Town Meetings.

The article was heard by FinCom this past week, Doug Meagher did the presentation.

Mary Leach, seconded by Rich Scanlon made the motion to support the current warrant article.

It was voted:

9 – In favor  
0 – Opposed

**Next Public Hearing CP Plan Meeting Date:**

April 26, 2018 at 7:00 pm in the Conway Room

One of the committee members will explain to everyone what the CPC does

Rob will be doing a short presentation

**Next Regular Meeting dates:**

May 24, 2018 Regular Meeting 7:00 pm Room 110

June 21, 2018 Regular Meeting 7:00 pm Room 110

August 9, 2018 Regular Meeting 7:00 pm Room 110

**ADJOURNMENT:**

Jim O'Donnell, seconded by Rich Scanlon made motion to adjourn.

It was voted:

9 – In favor

0 – Opposed

Chairman Marlies Henderson adjourned the meeting at 7:49 pm.

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Joyce MacMillan  
Recording Secretary