

COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES
May 24, 2018

A regular meeting of the Community Preservation Committee was held on Thursday May 24, 2018 at 7:00 p.m. in Town Hall room 110. Present Marlies Henderson, Chairman, Mary Leach, Vice Chairman, Jim O'Donnell, Member, Tom Conway, Member, Doug Meagher, Member, Matt Battcock and Richard Scanlon, Member and Chief Assessor.

Absent: Travis Brown, Secretary, Joe Fiumara, Member

CALL TO ORDER:

Chairman Marlies Henderson called the meeting to order at 7:02 p.m. and stated the meeting would be audio recorded.

Introductions were made to the new member Matthew Battcock, BPB appointee.

Marlies explained why there were time frames listed on the agenda, trying it out to see if it helps or makes a difference.

PUBLIC COMMENT:

None

MINUTES:

Mary Leach, seconded by Matthew Battcock made the motion to accept the minutes of April 26, 2018.

It was voted:

6 – In favor
0 – Opposed
1 – Abstained

CHAIR REPORT:

Accountant's Report Update:

Chairman Henderson explained that she will be getting a report from the Town Accountant, Paul Watson each month. There is a \$50 item for Bay Circuit on there that was not authorized by the CPC. Paul Watson is looking into who did authorize it. It is not a CPA item and cannot be authorized by the CPC, Marlies will ask for it to be removed. Rich Scanlon explained that there is a monthly budget reconciliation that the CPC can receive from the Treasurer's Office. If it agrees with the CPC, we will sign off on it, if not check the disagree box and send it back with an explanation of what you do not agree with. Rich stated Marliese could see Ginny or Jill in the accountant's office, ask for this line and object number they can go over it with her. Rich is going to check it out.

There is an item missing from the expenses, the recording secretary's expense. The action form was sent to the Assessor's Office in error. Rich sent it back up to Cathy O'Dea in the Town Managers Office. He also spoke with Paul Watson about it. The only part the secretary was unsure of was the rate of pay. She has the invoice set up and ready to go, just need to add the rate of pay. Rich will look into this as well.

CPC MEETING MINUTES of May 24, 2018

Two (2) term expirations / 1 new appointment:

Tom Conway and Jim O'Donnell will be re-appointed for three (3) years on the first Thursday in June and the new appointee is Matt Battcock, taking the place of John Burrows.

Marlies will put together a list of items that need to be updated on the CPC web page and Rob Anderson will get it updated.

CP PLAN:

Assessor flyer link website (other communities)

Early on when discussing the CP plan the word "living document" was regularly used. However, it was also assumed that the document would be updated annually. The CPC or their designee will keep a file of suggestions to go through when it is time to update the plan again.

Historic Flow Chart

There is one item, the flow chart that had been voted on to be added. However, it was never sent to Rob Anderson. All other items to be added, changed or updated will be completed annually.

NEW BUSINESS:

Updated FY19 Assessor forms: CPA Taxpayer Information Guide

Rich explained that it is the role of this Assessor's Office to administer Tax exemptions. It will also update the forms and the HUD guidelines, it is all a part of what their office does and they are on top of it.

Discuss purpose of Eligibility Determination Form

Doug Meagher was a little concerned when he heard the eligibility forms would be coming back to their meetings, he thought it was going to be an intake tool that would then be used by the Chairs designee to deem whether the project would be eligible and they could move on to the application without adding a second meeting. It is also a time frame concern for him. He spoke with Stuart Saginor, executive Director from the CP Coalition. Stuart in turn thinks it is a good idea for the eligibility forms. However, there should a clear deadline for the eligibility forms as well as the applications and it's usually 4 to 6 weeks for the applications. Mr. Saginor said it should be a sense of the committee not a formal vote on each eligibility form. The committee can help the applicant, give them suggestions and tips as to what should be part of their application. Doug believes the CPC should have at least one more meeting in early to mid-June where we allow for more eligibility forms and unfortunately allows only two (2) weeks to submit an application. Marlies concurs and reiterates that was the idea of the two-step application process all along.

Maria Seminatore from the Billerica Historical Society and John Bartlett from the Billerica Recreation Commission gave input and asked questions, discussing the forms further.

Doug Meagher, seconded by Jim O'Donnell made the motion to have another meeting on June 14 and the next meeting June 28, 2018.

It was voted:

7 – In favor
0 – Opposed

The June 28 meeting is to acknowledge the applications. Within the plan applicants have until the end of the FY 18 (June 30).

Rich also brought up that the committee should be reorganizing in July for the new FY19 once all the members are up-to-date with their appointments.

Since Tom and Jim likely will be reappointed by the first Thursday in June, Rich Scanlon seconded by Mary Leach made the motion to reorganize at the June 14 meeting, if there is no meeting on the 14th, it will be moved to the June 28 meeting.

It was voted:

7 – In favor
0 – Opposed

Discuss Eligibility Determination Requests (alphabetical order)

The eligibility forms were submitted to Rob Anderson, and then forwarded to Marlies Henderson. Marlies in turn sent some tips most applicants (to fine-tune their applications). The committee and Rob Anderson discussed the forms and applications concerns and questions that have been asked by some town residents.

Clara Sexton	Eligible
Housing Authority	Eligible
Howe	Eligible
Library	Eligible
PHR	Eligible
Yankee Doodle	Eligible

Next Regular Meeting dates:

June 14, 2018 Regular Meeting 7:00 pm Room 110

June 28, 2018 Regular Meeting 7:00 pm Room 110

ADJOURNMENT:

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

It was voted:

7 – In favor
0 – Opposed

Chairman Marlies Henderson adjourned the meeting at 8:37 pm.

Joyce MacMillan
Recording Secretary