

**COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES
June 14, 2018**

A regular meeting of the Community Preservation Committee was held on Thursday June 14, 2018 at 7:00 p.m. in Town Hall room 210. Present Marlies Henderson, Chairman, Mary Leach, Vice Chairman, Jim O'Donnell, Member, Tom Conway, Member, Doug Meagher, Member, Travis Brown, Secretary, Joe Fiumara, Member, Matt Battcock Member and Richard Scanlon, Member and Chief Assessor.

CALL TO ORDER:

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

PUBLIC COMMENT:

None

MINUTES:

Quick discussion about whether it was mentioned in the May 24th meeting as to whom, if anyone would be letting the applicants know if their applications were approved. Doug stated he thought they decided the Chair should be updating the applicants. Also would like "they" changed to "CPC or designee" under the CPC Plan on page 2, third sentence. And a type/missing word on page 1. Rob Anderson is keeping a file of the applicants for now.

Matt Battcock, seconded by Mary Leach made the motion to accept the minutes of May 24, 2018 as amended.

It was voted:

7 – In favor

0 – Opposed

Joe Fiumara and Travis Brown – Abstained

Rich Scanlon made a motion to move item ten (10) to the next order of business, Marlies recommended that they do not. Mary asked for clarification. Matt and Jim said if they have a second on the motion, they would have a discussion on it. The motion was seconded by Travis. A discussion ensued prior to a vote. Marlies stated the vote shouldn't take place until the fiscal year 2018 was done. Rich Scanlon stated "there is nothing in the bylaws that states anything about when we reorganize, we can reorganize at will". It was agreed to close the discussion and vote on moving item 10 to the next order of business.

A vote was taken to close the discussion

It was voted:

9 – In favor

0 – Opposed

Rich Scanlon, seconded by Travis Brown made a motion to move item ten on the agenda up to item 3.

It was voted: 7 – In favor
Marlies Henderson – Opposed
Mary Leach – Abstained

REORGANIZATION:

Chairman Henderson discussed how the voting should be completed according to Roberts Rules.

Rich Scanlon, seconded by Matt Battcock made a motion to nominate Doug Meagher as Chairman.

It was voted: 9 – In favor
0 – Opposed

Matt Battcock, seconded by Doug Meagher made a motion to nominate Jim O’Donnell as Vice Chairman.

It was voted: 5 – In favor

Marlies Henderson, seconded by Jim O’Donnell made a motion to nominate Mary Leach as Vice Chairman.

It was voted: 4 – In favor

Mary Leach, seconded by Travis Brown made the motion to nominate Rich Scanlon as Secretary.

It was voted: 9 – In favor
0 – Opposed

The committee decided not to vote on a treasurer at this time. Doug stated that as Chairman he would be very comfortable receiving suggestions for future agenda items. He went on to Thank Marlies for all the work she put in as Chairman and all the work she has done for the community, working to bring the CPA to the community.

OLD BUSINESS: Record how Billerica voted to adopt CPA – Rob Anderson

Rob explained that there were exemptions in place that people can take advantage of. Some communities list their exemptions on their website and some expand upon them in their plans and on their websites. Rob went on to explain how Billerica could demonstrate the value of the CPA program and use as a marketing tool by letting people know there is a certain percentage of their tax assessment that comes off so they are not paying full freight. This is something that is useful long term to help the community.

Marlies stated that Billerica has been very generous with exemptions. There is a mention of an opportunity of exemptions through the Assessor’s Office on the website. However it does not mention the automatic ones or opportunities for seniors or others.

Matt Battcock, seconded by Jim O'Donnell made a motion that Rob Anderson provides a link on the Town of Billerica web page regarding the CPC and additional information.

It was voted:

9 – In favor
0 – Opposed

An informational flyer will be sent out about once a year via the Assessor's Office within a tax bill or other mailings.

CHAIR REPORT:

The \$50 item for Bay Circuit has been removed from the CPC's expenses. The recording secretary's pay has been added.

Chairman Meagher asked about getting a monthly budget report. Rich Scanlon explained that he receives a monthly budget reconciliation line item report for his department. The chairman should ask Ginny Picardi in the Accountants Office about receiving one for the CPC. They have a cover sheet to attach to reconcile to.

Marlies also suggested that the Chairman should get a report from the town treasurer regarding how much is coming in to the CPC as of July 1, 2018 for the fiscal year 2019.

Last meeting Jim O'Donnell had asked Marlies to write to Mark Lombardo regarding how he was going to vote on the legislation for increasing the funding for CPA. Marlies sent Mark the inquiry asking why he did not cosign the bill. Mark's response was he had received 6,000 requests to cosign bills and this one he decided not to sign.

Discuss New Eligibility Determination Requests:

Middlesex Canal Museum – They can move forward; however they need to go to the local Historical Commission to determine that the resource is significant in the history, archeology, architecture, or culture of Billerica. If they want the funding, they will have to have this completed within the next two weeks. Also, the work must comply with the U.S. Secretary of the Interior's Standards for Rehabilitation.

Chairman Meagher would like a Form Memo going forward to be sent to the applicants to let them know whether they can forward or not. Rob will draft up a form response with a brief area for comments, tips and/or suggestions.

Rob asked who do the original applications with original signatures stay with. Should we scan them in and just save electronic versions? Chairman Meagher stated that he hopes once the CPC has an admin person they would have a filing cabinet in their office for these files.

Discuss Applications:

To be discussed at the next meeting

Discuss Committee Rules and Regulations / Policies and Procedures:

Chairman Meagher stated most committees have specific policies and procedures. Maybe we can get three (3) committee members to work with the Town of Falmouth example. Mary would like the committee to also look at the Town of Hamilton example. Rob agreed with that. Mary Leach and Tom Conway as members will be working on the new policies and sending their ideas to Rob Anderson as a staff support person. Doug would like a draft by the next meeting on June 28th. Due to the sub-committee rules (open meeting law); a sub-committee will not be formed.

CPC Administrator:

Chairman Meagher would prefer it be called CPC Coordinator. Doug handed out a copy of a job description from Concord, MA as to how a person could work for CPC part time and Rob part time in an admin position. Doug is hoping they can approach the town about some sort of shared position if possible, a CPC Coordinator that has a space in the town offices. This was discussed in depth among the committee and Rob Anderson. The Concord example person is paid 14 hours by the CPC and the rest by the town. The position is a shared position between the Concord CPC and another Concord office. Doug would like to see something similar here in Billerica. Rob has approached the Town Manger in regards to hiring a person to help him out with the CPC and other duties/functions within the town hall.

Rob will work on a job description and will send a draft to the committee.

Next Regular Meeting dates:

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

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

ADJOURNMENT:

Rich Scanlon, seconded by Matt Battcock made motion to adjourn.

It was voted:

9 – In favor

0 – Opposed

Chairman Doug Meagher adjourned the meeting at 8:35 pm.

Joyce MacMillan