

COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES
June 28, 2018

A regular meeting of the Community Preservation Committee was held on Thursday June 28, 2018 at 7:00 p.m. in Town Hall room 210. Present Doug Meagher, Chairman, Jim O'Donnell, Vice Chairman, Mary Leach, Member, Tom Conway, Member, Travis Brown, Member and Joe Fiumara, Member

Remote Participation: Richard Scanlon, Secretary and Chief Assessor.

Absent: Marlies Henderson, Member and Matt Battcock, Member

CALL TO ORDER:

Chairman Doug Meagher called the meeting to order at 7:00 p.m. and stated the meeting would be audio recorded. Also stated that he inadvertently omitted the "Public Comment" on the agenda and will take it up at under the "Miscellaneous" section at the end. He would like to make sure everyone is heard at this meeting by going one by one to see if anyone has anything to add to any particular topic.

Remote Participation:

Rich Scanlon would be participating via speaker phone. Rules were verified to be able to have Rich on the phone for the meeting.

FISCAL UPDATE:

The chairman Doug Meagher met with Paul Watson the Town Accountant in regards to providing the committee with the fiscal updates that he was previously providing to Marlies. He should be getting them on a monthly basis and will report them as he receives them. Mr. Watson has also agreed to come before the committee later in the summer to give us a status update on the committees funding.

REVIEW FUNDING APPLICATIONS STATUS/NEXT STEPS:

Rob Anderson printed up the new applications that were received (Yankee Doodle Bike Path, the Howe School, Historical Society and Billerica Housing) and compiled them into packets for the committee. There is also a Billerica Community Preservation Matrix that Rob created to show the applications that have come in, their key contact person, the project, funding amount request etc. To date, there are five (5) applications and two (2) more that should come in tomorrow. The CPA request numbers on the matrix will not change. The Chairman stated that he believes the committee had decided in a previous meeting not to discuss the applications in detail because they need to invite the applicants in to discuss their projects in more detail. Doug asked if anyone had any general discussion and/or questions for Rob regarding what he just went over. He would also like to go over a schedule for the next meetings and public hearings. The CPC have a deadline of August 13 to get the preliminary warrant article to the selectman office. Doug suggested the following dates (July 26, Aug 23 and Sept 6 for a public hearing) to be added on top of the already set date of Aug 9.

Jim O'Donnell, seconded by Joe Fiumara made the motion to accept the meeting dates of July 26, August 9, August 23, and a public hearing date of Sept 6.

It was voted:

7 – In favor
0 – Opposed

The next step would be to reach out to the applicants to see which meetings they would be to attend. Rob will contact the applicants in the order in which the applications came in to figure out a schedule for the next couple of meetings.

In regards to the Housing Authority, Doug and Rob received conflicting information from the Coalition and Town Counsel. Doug would like to have Town Counsel meet one on one with the Coalition (which could cost the CPC some money) so the committee can get everyone on the same page and be able to advise the Housing Authority and Selectmen on re-energizing the Housing Trust or see if there another way to do what the Housing Authority is requesting. Town Counsel was asked if “Could essentially Town Meeting pre-authorize the money to still be help in a CPA Fund for the Housing Authority”. Town Counsel seemed to think this would work however, the Coalition didn’t think it was allowed. Rob and Doug are going to work on getting together with Town Counsel and the Coalition to get a definitive answer on this hopefully before the next meeting. They are hoping to be able to speak with Billerica Town Counsel and Stuart from the Coalition at the same time to try to get a definitive answer to the Housing question.

DISCUSS SCHEDULE/TOWN MEETING TIMELINE:

Was discussed and voted on within the previous line item above.

REVIEW CPC COORDINATOR JOB DESCRIPTION/NEXT STEPS:

Rob provided the committee members with a copy of the job description he worked on for this new position along with a sheet that Doug worked on with data/hours from neighboring towns. He went over what he believes is needed to accomplish the CPCs goals and Rob’s economic development goals. Rob did not receive any feedback on the job description so he feels everyone is pretty comfortable with that. He would like to track the hours that is actually spent working on CPC items to get a better idea if the 15 hours is what is needed or maybe it would be a little more or a little less.

Doug stated that he spoke with Stuart Saginor (executive Director of the Community Preservation Coalition) and his idea on the hours mirrored that of Marlies Henderson’s, which was 5 hours. Doug feels that more than 5 hours will be needed in this upcoming year since there are 8 or 9 applications already. Rob hopes this is passed tonight so they can post the position/

Rich Scanlon - thinks we should over shoot and goes with the 15 hours.

Tom Conway - asked a couple of questions but did agree that starting out with the 15 hours and we can adjust it as needed.

Joe Fiumara - also asked a couple questions and did agree with the 15 hours to start.

Travis Brown - agrees it is better to overshoot the hours to start. He also asked if it would be possible to share a part time experienced CPC person from another town and maybe it would give Billerica a good jump start. However, Rob made a good point that this person would also be working on Billerica’s Economic Development and may say to the other town, hey Billerica is

CPC MEETING MINUTES of June 28. 2018

doing this project or going after that one and it could be a project that is not supposed to be leaked out yet.

Mary Leach – as long as the time is being tracked she is on board with the 15 hours to start.

Jim O'Donnell – Would like to know what the salary will be? Thinks we need to do it right and pay enough to attract the right person. The pay will probably have to go according to the clerical levels of the town's pay scale.

Joe Fiumara, seconded by Jim O'Donnell made a motion to accept the job description and 15 hours for the CPC Coordinator position.

It was voted:

7 – In favor
0 – Opposed

REVIEW DRAFT POLICIES AND PROCEDURES:

Mary Leach and Tom Conway researched other towns' policies and procedures; they emailed their ideas back and forth. Mary put together a draft following the Town of Hamilton format; she emailed a copy of the draft to the committee and went over it tonight with the committee. Chairman Meagher asked if anyone wanted to add anything or comment. Tom Conway thinks something should be added in case of ties, time limits on meetings etc.... Chairman Meagher suggested that each committee member send their suggestions to Rob Anderson to go over and possibly add or change the policy draft. The committee will discuss and vote on the policy at the next meeting. In order not to violate open meeting laws, each member should send their comments, suggestions, edits or changes to Rob only.

MINUTES:

Joe Fiumara, seconded by Travis made the motion to accept the minutes of June 14, 2018 as amended.

It was voted:

7 – In favor
0 – Opposed

MISCELLANEOUS/CORRESPONDENCE and PUBLIC COMMENT:

Public Comment from Ellen Rawlings is that the committee is off to a great start and hoping they do not discuss the bike path at the July 26 meeting because she will not be able to make it.

The chairman wanted to add Miscellaneous/Correspondence since he believes it to be a useful tool, to let the committee know if they receive some kind of comment, email or letter etc.... he can let them know about it and add it to the next agenda for discussion.

There was a bit more discussion about the meeting that hopefully will happen prior to the next CPC meeting with the Town Counsel and Stuart from the coalition and more on the matrix that Rob created in regards to the numbers and funding.

The Chairman also commented that he was interested in a comment that either Tom or Mary had made in regards to setting a percentage that the committee try to hold back. Mary Leach said she thought it was a good idea to have a little savings account, so if there is an opportunity

CPC MEETING MINUTES of June 28. 2018

that comes up there are funds for it. Doug asked if we should talk about plugging in a percentage at the next meeting. Mary doesn't think it should be a percentage, Tom agrees. They think the CPC should just set aside a couple hundred thousand in reserve. Be a little flexible with the amount, it might be 5% now but 6% later, so if they needed to use the funds or add to the funds they could do that.

ADJOURNMENT:

Joe Fiumara, seconded by Tom Conway made motion to adjourn.

It was voted:

7 – In favor
0 – Opposed

Chairman Doug Meagher adjourned the meeting at 8:00 pm.

Joyce MacMillan
Recording Secretary