

**MEETING MINUTES**  
**Town of Acton**  
**Community Preservation Committee**  
**December 09, 2010**  
**Acton Memorial Library**

**Attending:** Walter Foster, Peter Ashton, Susan Mitchell-Hardt, Ken Sghia-Hughes, Janet Adachi, Tory Beyer, Corrina Roman-Kreuze, Roland Bourdon, Dore Hunter, Andy Magee

**Also present:** Roland Bartl Acton Planning Department, Steve Noone Finance Committee observer, Betsey Mercier potential Recreation Commission representative

The meeting was called to order at 7:35PM.

**CPC Presentations:**

1. **Town of Acton – Municipal Properties Memorial Library 1889 Wing Arch Window Restoration** – Amount requested: **\$15,000.00**. Dean Charter of Municipal Properties presented a proposal for restoration of this historic window. Photos of current state of window were shared with the committee. Ken asked about the difference in presented estimate costs vs. the proposal request. Dean replied that contingency is built in (4K) and also to include plexiglass to protect the window from vandalism. Susan Mitchell-Hardt asked if there would be any savings if this project were worked on at the same time as the proposed Town Hall Window Restoration. Dean indicated that if both projects were approved, he would try to work it so that the Town could take advantage of any cost savings.
  2. **Town of Acton – Municipal Properties Town Hall Window Restoration (2<sup>nd</sup> floor)** – Amount requested: **\$75,000.00**. Dean Charter presented a proposal for restoration of the historic windows in Town Hall. This is Phase II of restoration. Dean updated the committee that last year he used the 50K awarded and went as far as he could with it. Due to the downturn in the economy, he was able to get more done than he had originally anticipated. For this proposed phase, the focus will be on the second floor, including the windows in the Faulkner room, the front of the building mezzanine and belfry. The Faulkner room windows are large, and are therefore more expensive to restore. Dean acknowledged that requesting \$75,000.00 may be more than needed, but he would rather have a little too much and turn back the balance to the CPA fund than to have too little. Dore spoke about his site visit looking at the conditions of the windows. Peter asked if there were energy cost savings with the first phase. Dean noted that he does not have that data yet, but that the comfort level on the first floor has improved. He will have data after this heating season and also expects to see savings in the AC season. Walter asked if this project will be in compliance with HDC re: wood if it needed replacing. Dean indicated he would use mahogany and/or salvaged windows. Steve Noone asked: 100K was requested for the whole project, the first phase was done with less than 50K, why is the 2<sup>nd</sup> phase now more expensive than the originally estimated 50K? Dean thinks that the original estimate obtained two years ago was too low, the windows are larger in this phase and he has built in a contingency. Roland asked if there are any other windows to be done. Dean answered that he does not anticipate any other exterior shell work on the Town Hall building.
- During a technology mandated break, the committee voted to approve the minutes from the November 18, 2010 meeting. All ayes.
  - An appointment was set to meet with Glen Berger on 1/13/11 at 8:30 PM for an update on Exchange Hall

3. **Acton Community Housing Corporation** - Amount requested **\$150,000.00**, Nancy Tavernier, ACHC presented this proposal. Nancy presented the committee with “the chart” that gives an overview of the programs and population served by ACHC and the programs and population served by AHA. Nancy pointed out that ACHC is the only housing entity applying for CPA funds this year. ACHC has more flexibility spending money through Home Rule Petition but still require BOS approval. Current balance is \$180,000. Nancy updated the committee on categories of spending in past years. Nancy discussed some possible future plans for monies: ACHC has a capital improvement fund for affordable units. Corrina presented an overview of a proposed financial literacy program that is a joint venture with ABUW. This program would help those in affordable units with budgeting, saving – planning for unexpected costs, the importance of good credit. The program would run after the weekly Community Supper, consist of three weeks with two sessions each week. Childcare would be provided. The committee discussed how this could fit within the allowable use of CPA monies. The estimated cost for the program is \$5,000.00. Nancy gave a review of the previous condo buydown program and outlined some options for a different model for this program going forward. Program would require another “ready buyer list” (\$5,000.00). The newer model could offer a grant to qualified applicants/units. Some challenges: For a mortgage – 51% of units in a development must be owner occupied. Steve Noone asked where we are with our goal of 10% affordable units. Answer: 6.7%. Susan Mitchell Hardt thanked Nancy for the explanation behind the challenges of a condo buydown program.

4. **Town of Acton - Open Space Committee** - Amount requested: **\$500,000.00**  
Peter Ashton presented this proposal. The Town places a high priority on open space as seen at the Special Town Meeting to support the Caouette Land purchase. Potential uses for requested funds? Acquisition/preservation – including conservation restrictions. Peter mentioned several potential parcels. There is one in South Acton, two in West Acton, one in East Acton and then the possibility of Quail Ridge – a 149 acre parcel. It is never certain when one of these parcels will come in front of the Town. There is a 300K return expected from the sale of the Piper Lane house. Committee asked if this money was to come back to the general fund or to the Open Space set aside. Roland Bartl will follow up on this. Steve Noone asked about potential for other funding for land purchases. Peter said they are willing to consider bonding.

The committee discussed the projects that are running up on their three year time line. Exchange Hall, Nara Pavillion, Conant trail. Ken suggested we get legal opinion on handling of Exchange Hall. Ken pointed out that we have already deliberated, TM has voted on NARA. Recreation/Town can take the risk to proceed but that is not up to CPC to make that determination.

Meeting was adjourned at 9:10 PM

Documents Discussed and Attached

Meeting Agenda for December 16, 2010

Draft Meeting Minutes from December 9, 2010 CPC meeting

Chart outlining use of CPA monies for affordable housing

Outline of proposed Condo Buydown model

Memo from Town Counsel re: Project eligibility

**Next Meeting: December 16, 2010 7:30PM**

Respectfully Submitted: Corrina Roman-Kreuze, Clerk