

Minutes
Town of Acton Community Preservation Committee
December 03, 2015
Acton Memorial Library

Members Present: Peter Ashton (Chair), Peter Berry, Tory Beyer, Paula Goodwin, Susan Mitchell-Hardt, Ken Sghia-Hughes, Joe Will (Clerk)

Others Present: Kristen Guichard (Acton Assistant Planner), Roland Bourdon (Finance Committee observer), Nancy Tavernier (Chair, Acton Community Housing Corporation (ACHC)), Kelly Cronin (Director, Acton Housing Authority (AHA)), Andy Magee (Chair, Open Space Committee), Terry Maitland (Chair, Conservation Commission), Franny Osman (Member, Board of Selectmen)

Peter A opened the meeting at 7:43 P.M.

I. Citizen Concerns

- None.

II. Minutes of November 19, 2015

- It was moved, seconded, and voted unanimously to approve the minutes as presented.

It was pointed out that “Community Preservation Fund Applications for 2016” (see DocuShare file <http://doc.acton-ma.gov/dsweb/View/Collection-6633>), part of the 11/19 record, incorrectly shows “No” (s/b “Yes”) legal review is needed for the Acton Congregational Church Master Plan proposal. Kristen will notify counsel.

III. Project Hearings (See DocuShare link in Part II for submitted project proposals.)

- ACHC — Community Housing Program Fund

Nancy gave a PowerPoint presentation “FY 16 Community Housing Program Fund presentation with notes” (see DocuShare link above) detailing this proposal.

Both the presentation and the proposal reference the “Acton Housing Production Plan” which can be found at: <http://www.acton-ma.gov/DocumentCenter/View/3239>

- ACHC and Town of Acton Planning Department — Housing Services

The Regional Housing Services Office (RHSO) is an intermunicipal organization serving Acton and six other area towns. Nancy and Kristen gave a PowerPoint presentation “FY 16 Community Preservation Project RHSO Application.pptx” (see DocuShare link in Part II) detailing this proposal. They also distributed a hardcopy of the 10/26/15 RHSO status report.

- AHA — Windsor Green Window Installation

Kelly presented this proposal that will use small windows to “fill the holes in the walls” left by replacing wall-mounted air conditioning units with air-source heat pumps. If costs exceed the amount requested, the AHA will use some set-aside capital funds for the difference.

- Open Space Committee — Open Space Acquisition/Protection Set Aside

Andy gave a PowerPoint presentation “Open Space Committee – CPA Presentation_12-3-15_FINAL” (see DocuShare link in Part II) detailing this proposal.

It was noted that the current balance of the Open Space Acquisition and Preservation Fund will be augmented by about \$7K due to a bookkeeping error, but there are two appraisal bills coming in that should keep the fund close to its current balance.

- Town of Acton — Community Preservation Act Administrative Support

Kristen presented this proposal for FY16 funds that would equal 5% of CPA revenues – \$56,742. Subsequent discussion centered on the spreadsheet accompanying the proposal that estimated CPA support costs for FY15 and then added a 2% cost of living allowance. Questions were raised about actual hours and costs incurred, particularly as they relate to the Finance Department, including abatements and collections. Kristen to follow up.

IV. Project Reports and Updates

- None.

V. Administrative updates

- The Rail Trail Comfort Station proposal from the Recreation Department was submitted on the deadline as a placeholder as Recreation was waiting on some additional information. The CPC has yet to act on whether to accept this proposal.
- Peter B reminded the CPC of the ranking-of-proposals issue with the Board of Selectmen (BoS) and asked for CPC guidance on whether he should ask for additional BoS input at its 01/04/16 meeting. The CPC pointed out that it will not hear Recreation Department proposals until 01/07, and it might be helpful that we hear what its priorities are. After that, Peter B could update the BoS on what he's learned and let the BoS know that the CPC would like to have a sense of the BoS priorities for the projects; also how the BoS would feel about partial funding of Town projects. Peter should also let the BoS know that the proposals total \$2.4M and about \$1.2M is available. In any case, the CPC will put this on its agenda for its next meeting (12/17/15).

9:13 P.M. It was moved, seconded, and voted unanimously to adjourn.

Next Scheduled Meetings:

12/17: 7:40 P.M. South Acton Congregational Church Roof Repair;

8:00 P.M. Acton Congregational Church Master Plan;

8:20 P.M. Acton Congregational Church Stained Glass Preservation

01/07: 7:40 P.M. Recreation Dept. Jones Playground, Skatepark Expansion Phase 2, NARA Parking Control, Rail Trail Station, Miracle Field Comfort Station (order TBD)