



**TOWN OF ACTON  
COMMUNITY PRESERVATION COMMITTEE (CPC)  
MEETING MINUTES  
December 14, 2021 - 7:30 PM  
Town Hall and virtual (<https://zoom.us/j/93172335430>)  
AVAILABLE TO THE PUBLIC**

**Present:** Dean Charter (Chair), Bill Alesbury (Vice-Chair), Stephen Trimble (Clerk), Tory Beyer, James Colman, Lori Cooney (associate), Walter Foster, Carolyn Kilpatrick, Nancy Kolb, Alissa Nicol (associate), Ray Yacouby

**Absent:**

**Others Present:** Kristen Guichard (Planning Director), Kaila Sauer (Assistant Planner), Joe Will

Mr. Charter (Chair) opened the meeting at 7:30 PM. The Chair read the notice regarding virtual meetings. All votes will be by roll call. This meeting is convened by video conference via the Zoom App and in-person as posted on the meeting agenda. Please see the meeting agenda on the Town Website for details on how to participate remotely.

This meeting will feature public comments. Please note that this meeting may be recorded, and it may be published or rebroadcast. All participation within this meeting will be visible to others.

**Roll Call:**

Attending: Dean Charter, Bill Alesbury, Stephen Trimble, Tory Beyer, James Colman, Lori Cooney, Walter Foster, Carolyn Kilpatrick, Nancy Kolb, Alissa Nicol, and Ray Yacouby.

Not Present: Tory Beyer (joined during the meeting).

**I. Regular Business**

1. Residents' Concerns:  
none
2. Review and approved November 30, 2021, minutes.
  - a. Mr. Yacouby moved to accept the November 30, 2021, draft minutes as final, seconded by Mr. Alesbury.
  - b. There were minor amendments to roll call attendees made to the minutes at the meeting.
  - c. Mr. Charter requested that Mr. Trimble call the roll to approve the minutes: Mr. Charter, "Aye," Mr. Alesbury, "Aye," Mr. Colman "Aye," Ms. Cooney "Aye," Mr. Foster, "Aye," Ms. Kilpatrick, "Aye," Ms. Kolb, "Aye," Ms. Nicol, "Aye," Mr. Trimble "Abstained," Mr. Yacouby "Aye."
  - d. November 30, 2021, draft minutes were approved as final with one abstention (Mr. Trimble).

**II. New/Special Business**

3. 2022 Application Review
  - a. For all projects, the presenters should be asked the question "if you did not receive all the funding requested what will the impact be (e.g., 80% or requested amount)?"
  - b. Housing Applications
    - i. Windsor Green Window Replacement: Can these be done over 2 years?
    - ii. Habitat for Humanity's 26 Carlisle Road Affordable Housing Project (\$40k). They also requested ACHC funding for \$60k for the same effort. Should these requests be given out through one organization and not get funding from CPC via two channels. Similarly, it was noted that ACHC gave \$150k to Main Street with \$1m from CPC. Do we want to allocate that way? Further discussion is required.

- iii. Community Housing Program Fund (ACHC): \$100k. ACHC also asked Habitat for Humanity for \$60k for 26 Carlisle as noted above. Could the \$100k cover the Habitat \$40k request?
    - iv. Housing Services: \$70k 2 years. Mr. Foster would like to know the practical experience of how this is managed in other towns. Mr. Alesbury noted it was mid-\$30s for most towns. Could this be paid from town budgets? This seems like a routine expense.
  - c. Historic Projects
    - i. Asa Parlin: What is the problem we are trying to solve? What is the strategic objective and scope? Do we need another venue? We have good venues for large meetings. Why open a new space here since it is redundant to the senior center and recreation spaces which have kitchens? What is the cost per square foot? \$700 was cited. How big is the current building and how big would it become? Need a breakdown of the larger site cost number. Why would it take 12-15 months to complete?
    - ii. Chapel Renovation – This request appears to be a general upgrade and not specific to accessibility? What is the trust fund's value since it was set up to fund ongoing needs? What are the yearly inflows and expenses? It has two trustees (one is a town employee). The Committee would like usage stats and detail on who has requested using the chapel. It has not been used much according to application.
    - iii. Revolutionary War Gravestone Restoration. Have we ever done anything from CPC to address the older part? Tori says metal gates and stonework but not tombstones. What is the 50/50 split rationale?
    - iv. Shoddy Mills Site Historic Area. This may be premature as they did not engage the Conservation Commission (e.g., filling in a wetland resource area) with a conversation with Tom Tidman (retiring) to date. On archaeological work is this “up to that amount” 15% contingency noted.
    - v. Iron Work (windows and exterior paint). Storm windows at Jones Tavern. Painting work was sent to given to town counsel for qualification. Comment should be back before January 25<sup>th</sup> meeting.
  - d. Recreation Projects
    - i. Heath Hen Meadow - \$4k contingency. Does the estimate include enough to cover the water depth as it has changed?
    - ii. Elm Street Tennis Courts – 2002 cracks appeared later and filled in 2013. Should this be approved for the present site? Should they go elsewhere? Industry information says it lasts longer if maintained properly.
    - iii. Gardner – Is this needed given current funding levels and, if so, can we get more details. Sentiment suggests finishing the spending that you have and coming back to us. The only vendor quotes were for Phase 2. Phase 3 was generalized.
    - iv. Recreation Center Playground – Is it accessible to all residents and use as a public playground? Will they be able to access it? How will this work with the Nara facility? Can the Recreation Department purchase a single unit like what is found in a family backyard?
  - e. Open Space – Presentations will be done with recreation submissions.
  - f. Administrative Support – Do at the end of a meeting. Should this be a percentage or flat amount?
- 4. Review recapture memo and vote to recapture unused project funds
  - a. Two projects completed with funding to return.
  - b. At Mr. Charter's request, Ms. Nicol motioned to accept the recapture memo seconded by Mr. Colman.
  - c. Mr. Charter requested that Mr. Trimble to call the roll to approve the recapture funds: Mr. Charter, “Aye,” Ms. Beyer, “Aye,” Mr. Alesbury, “Aye,” Mr. Colman “Aye,” Ms. Cooney “Aye,” Mr. Foster, “Aye,” Ms. Kilpatrick, “Aye,” Ms. Kolb, “Aye,” Ms. Nicol, “Aye,” Mr. Trimble “Aye,” Mr. Yacouby “Aye”.
  - d. The Committee unanimously approved the recapture memo.
- 5. Finalize dates for applicant presentations
  - a. Completed; see below.

### III. **Administrative Matters and Updates**

- 6. No administration update. Do we have an updated spreadsheet with recapture? Kirsten noted there was one more recapture anticipated and then it would be sent out by Planning.
- 7. CPA Best Practice Research Update (Mr. Alesbury)  
Reviewing a handful of towns. It will be sporadic progress with no intention to spend concentrated time on it. Mr. Alesbury noted some town observations anecdotally.
- 8. Mr. Charter asked for a motion to adjourn this session. A motion to adjourn was made by Mr. Alesbury and seconded by Mr. Colman.

- a. Mr. Charter asked Mr. Trimble to call the roll: Mr. Charter, “Aye,” Ms. Beyer, “Aye,” Mr. Alesbury, “Aye,” Mr. Colman “Aye,” Mr. Foster, “Aye,” Ms. Kilpatrick, “Aye,” Ms. Kolb, “Aye,” Ms. Nicol, “Aye,” My Yacouby “Aye,” Mr. Trimble “Aye.”
- b. The Committee approved the motion to adjourn December 14, 2021, unanimously and the meeting ended at 9:23 PM.

**Items used at the meeting:**

1. 2022 Recapture Memo
2. CPC Agenda 2021-12-14.pdf
3. CPC (Draft) Meeting Minutes 11.30.21.pdf
4. 2022 Community Preservation Committee Applications
5. CPA Best Practice Research Update

Additional materials: <http://doc.acton-ma.gov/dsweb/View/Collection-14219>

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**Next Meetings: Town Hall Room 9**

1. January 11<sup>th</sup>: Housing
2. January 25<sup>th</sup> Recreation (Heath Glen Meadow 7:35 PM, Elm St 7:55 PM, Rec Center Playground 8:20 PM, Gardner last at 8:45 PM Town Hall Room 9
3. February 8<sup>th</sup>: Historic (Ironwork Farm 7:35, Shoddy Mill 8:00, Cemetery 8:25; Chapel 8:50 – arrive 8:15)
4. February 22<sup>nd</sup>: Asa Parlin (7:35), Open Space: 8:20, Admin at end.
5. March 8: deliberations
6. March 29: deliberations

For more information about Community Preservation Committee contact [cpc@actonma.gov](mailto:cpc@actonma.gov) or 978-929-6631