

Ed Ellis

From: Susan Mitchell-Hardt
Sent: Monday, July 12, 2004 1:02 PM
To: Clerk Department
Cc: Community Preservation Committee; Roland Bartl
Subject: Minutes for CPC Meeting of 6/10/04, 7:30 pm - 9 pm, Town Hall

Minutes for CPC Meeting of 6/10/04, 7:30 pm - 9 pm, Town Hall

Attending: Catherine Coleman, Peter Berry, Susan Mitchell-Hardt, Andy Magee, Chris Schaffner, Walter Foster, Roland Bartl

Absent: Mimi Herington, Peter Grover, Matt Lundberg

Audience: Betty McManus, John Ryder

1.a. Request for meeting re: Friends of the Bruce Freeman Rail Trail.

The Friends of the Bruce Freeman Rail Trail will be put on the agenda for the next meeting on June 24.

1.b. Membership

Erin Bettez resigned in order to be considered for the position of Director of the Acton Housing Authority. Betty McManus attended tonight to represent the Acton Housing Authority - until a new person is appointed.

Matt Lundberg is the newly appointed board member representative from the Recreation Commission.

An Associate Member position is open.

The Planning Board voted Stacy Rogers to take over for Chris Schaffner at the end of the month when his term is up and when the Selectmen appoint her as full member.

Mimi's term ends, and she has expressed interest in being re-appointed.

Peter Berry has asked the Selectmen to be reappointed.

1.c. New Business

Walter updated the CPC re: 20:20 process whereby the Selectmen and the School Committee put together a capital plan for the town consisting of "small" projects. Roland and others will put together the projects on the municipal side for CPA funds. (20:20 is a visioning group - they created the capital plan for the new High School and public safety building).

Potential CPA projects in the pipeline:

- Natural Resources Department will ask that \$250,000 be set aside for open space.
- The Bruce Freeman Rail Trail proposal will come from the Board of Selectmen.
- Proposal for Arboretum Development

- Proposal to purchase a parcel of land that would create a connection from the Heath Hen Meadow trail to the Captain Sargent land in Stow.
- Proposal to improve Gardner Field.
- Proposal to build a picnic pavilion at Nara Park.
- Proposal to create East Acton Village Green.
- Proposal to develop fields at School St.
- Proposal to preserve/display artifacts from the Pine Hawk site.
- Proposal from the Library for further historic preservation re: Civil War artifacts.

These will come through town staff and the selectmen. These potential proposals represent the long range goals.

1.d. Approval of Minutes of 5/27/04

The minutes were approved with the changes requested by Walter, Catherine, and Andy.

2. Letter to CP Fund Recipients

(The Selectmen asked Don Johnson to ask the CPC to hold off on sending the letter until their meeting on Monday).

Jonathan Chinitz felt that the draft letter from the CPC to CP Fund Recipients implied that the CPC would be providing oversight to CP projects. He was concerned that the CPC was usurping the role of the town (Town Manager/Town Treasurer) whose job it is to provide oversight to CP projects once Town Meeting has approved them and the money has been appropriated. In his opinion, from that point on it is inappropriate for the CPC to request project updates from the applicants, etc.

Comments on the letter to CP Fund Recipients from the Selectmen at the Board of Selectmen's Meeting of 6/7/04 as reported by Walter:

- The reporting request is beyond what is required in the statute - it would require a decision by the BoS.
- The CPC is viewed as an appropriating body; there is no role for the CPC to play past appropriation. The Town will communicate and keep the CPC up to date.
- The Town Manager is the project director; the CPC has no power of execution or oversight. For example, if an applicant were awarded funds to purchase a two bedroom condo and a one bedroom were bought instead, the Town Treasurer would be responsible for providing enforcement.
- It was pointed out that the execution of a construction project is often different from the original design e.g. Public Safety Building. The oversight is provided by the Town Manager, the Procurement Officer.
- The power of the CPC is in the recommendation.

Comments on the letter to CP Fund Recipients from the CPC:

- The CPC has the responsibility to keep informed about a project's progress. - The CPC is often asked for updates by interested citizens.
- Having project updates from the Town Manager would suffice.
- The letter from the CPC was not policy driven nor indicative of a power grab.
- In the future the CPC will make sure that they have in writing what the applicant committed to (not in such a way as to hamstring the applicant).
- The applicant's track record will be requested before the next proposal comes in; it will be helpful for the CPC to be kept in the loop.

ACTION: As many CPC members as possible are encouraged to attend the Board of Selectmen's Meeting on Monday, June 14, 8:45 pm for an oversight meeting.

Comments from Audience:

Betty McManus stated that she'll put a packet together from the AHA and will give one packet with the bill to the Board of Selectmen and one to the CPC. She agrees that the CPC is accountable to the public.

John Ryder urged the CPC to remember that Town Meetings appropriate; boards recommend to Town Meeting.

3. Discussion Re: Next Steps

3.a. Updating CPA Plan

This section will deal with Procedural Issues re: Accessing Community Preservation Funds

Comments from CPC Members:

- Applicants should be informed about state requirements that go with taking Town money, e.g., public bid law, etc.; they need to understand what they are getting into.
- The applicant's proposal should include a draft project scope.
- Having a draft project scope should reduce the workload of the Town Manager and result in less administrative cost.
- The applicant should seek his own legal counsel to be sure she/he has a legitimate project.
- The CPC should be as open and solicitous as possible; invite in applicants who have concerns, etc.
- A proposal from the Town or from a private entity will require applying two different standards.
- Require that if a project is proposed on town land using town resources (e.g., Acton Historical Commission signs) - that the town should submit the proposal.
- It's nice to see some non-town sponsored projects come in.
- Look for easy way to execute proposals.
- Encourage people to file.

ACTION: Catherine will put together the chapter dealing with Procedural Issues re: Accessing Community Preservation Funds for the next meeting.

CPC members representing Historical Preservation, Affordable Housing, Open Space and Recreation should review those sections to see what needs updating.

Next Meetings:

June 24, 7:30 pm,

- Bring calendars and vacation schedules.
- Create a list of organizations, such as Counsel on Aging, to bring in to a CPC meeting or alternatively send a CPC member to them for a discussion re: CPA.

July 8, 7:30 pm

- Election of Officers

Respectfully submitted: