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TOWN CLERK
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Minutes for CPC Meeting of August 12, 2004, 7:30-9:30 p.m.
Library Meeting Room

Members Present: Peter Berry, Catherine Coleman, Walter Foster, Peter Grover, Matt Lundberg, Andy Magee, Stacy Rogers, Nancy Tavernier, Roland Bartl

Absent: Susan Mitchell-Hardt, Mimi Herington

Guests: Robert Coan, John Ryder

The Committee elected Peter Berry as Chair and Catherine Coleman as Vice-Chair for the 2004-05 funding cycle. The position of Clerk will be voted on at the next meeting, so that Susan Mitchell-Hardt may be present.

New members to the CPC (Stacy Rogers, Nancy Tavernier, Matt Lundberg) have been approved by the BOS. The Housing Authority member has not yet been determined. Peter Grover introduced Robert Coan, who will be replacing him as HC representative.

The minutes from 7/8/04 were unanimously approved.

The Committee approved the following changes in the meeting schedule:

Meetings added for December 2nd and 16th, with no meeting on December 9th.

Walter provided an update on the status of the Morrison Farm Reuse Committee. The Selectmen have put an ad in the Beacon seeking an abutter and an at-large member and will be interviewing for those positions soon. Bob Johnson and Walter will be co-Chairs. They are hopeful that the at-large position will be filled by someone from the Historic District Commission.

Walter announced that there will most likely be a Special Town Meeting in mid-October which will primarily address zoning issues. He mentioned that the EDIC is reviewing potential reuses of the WR Grace property and that it may eventually come before the CPC. Nancy asked if it's possible for the ACHC to seek approval at Town Meeting to apply the \$25,000 to another aspect of the Willow Street project if they receive a State grant for the master plan. The Committee concurred with that prospect.

John Ryder suggested we use "Docushare" which provides links to other documents, resources and potential funding sources. It could be attached to the CPC webpage. This will be noted in the CP Plan.

The new deadline for applications is November 12, 2004.

Review of the Plan

- The Housing Report will be inserted as a reference document when it becomes available.

- On Page 14 under "Project Execution," we will include something like: "While the Town Manager's office is responsible for the oversight of each project, the CP Committee would appreciate periodic updates concerning their progress."
- The CPC's Town Annual Report will be inserted as an Appendix.

The Report will be finalized at the CPC's September 9th meeting. All members should submit any changes to Roland before then.

Public Hearing

The Hearing will take place at the Committee's 9/23 meeting. The Committee will make sure to invite all grantees from the previous cycle and to recognize them as resources for potential applicants.

The CPC will invite all relevant Town Committees to review the final draft of the Plan and to provide their respective needs assessment. CPC liaisons should get feedback from their committees on priorities and needs.

Notices in the Beacon, Action Unlimited, etc. will begin immediately, promoting the Hearing date, the application deadline, contact info., etc.

The purpose of the Hearing is twofold: an opportunity for citizens to voice their opinions concerning the current needs and priorities of the Town with respect to CP Funds; and a forum for prospective applicants to ask general questions concerning the application process, etc.

The CPC will set aside time at its Oct. 14 and 28 meetings to meet with applicants and answer their particular questions.

Walter reiterated the necessity for everyone to report back from their respective boards, so that the lines of communication remain open and clear.

Peter B. requested that Project Liaisons report on their projects, as appropriate.

Davis Monument – Peter G.
 Cultural Resource Directory – Peter G.
 Historic District Boundaries – Stacy
 Acton Memorial Library Flag – Mimi
 ARRT – Susan
 O'Grady Skate Park – Matt
 Morrison Farm – Catherine
 Family Housing – Housing Authority
 Willow Street – Nancy
 ACHC Fund – Nancy

The CP Coalition has sent out a questionnaire and Catherine offered to speak with Susan about completing it.

Administrative Fees

The Committee discussed how the Town should account for the administrative fee from the CP Fund. The Committee was inclined to approve the 5% for the Town to administer the CPC, including any legal review. Peter will talk with John Murray and will put it on the next meeting's agenda.

Respectfully submitted,

Catherine Coleman