



TOWN OF ACTON
COMMUNITY PRESERVATION COMMITTEE (CPC) MEETING MINUTES
July 26, 2022 - 7:30 PM
Virtual

Present: Bill Alesbury - Chair (BA), Dean Charter - Select Board Liaison (DC), Victoria Beyer (VB), Nancy Kolb (NK), James Colman (JC), Alissa Nicol - Clerk (AN), Lori Cooney - Associate (LC), Ray Yacoubi (RY)

Absent: Stephen Trimble - Vice-Chair, Walter Foster

Others Present: Kaila Sauer - Assistant Town Planner

BA called the meeting to order at 7:30 PM and read the notice regarding virtual meetings.

I. Regular Business

1. Resident Concerns – none

2. Review and approve minutes from previous meetings

JC moved to accept the June 14, 2022 draft minutes as final with minor edits, seconded by DC. Motion was approved unanimously.

II. New/Special Business

3. Review Best Practices

a. Discuss implementing a CPC annual 5-year plan - BA reached out to various stakeholders, Janet Adachi, Chair of the Acton Community Housing Corporation, Andy Magee, Chair of the Open Space Committee, Kelley Cronin, Director of the Acton Housing Authority, Bill Dickinson, Chair of the Historical Commission, Melissa Rier, Recreation Department Director (via

Steve Trimble), and the Town Manager, who all agreed to provide input to a 5 year plan by September. A table will be populated with the information to be provided, including anticipated projects for which these groups will seek CPA funding and alternative funding sources. The committee will review, but the table will not be ready in time to include it in the 2023 Plan. JC expressed concern that contributors will view their input as entitlement, and the narrative needs to be clear that there is no guarantee of funding for anticipated projects. BA concurs that this 5 year plan will have no impact on any specific applications submitted in the future, but the input is sought to give the committee a sense of the resource requirements expected going forward. DC noted that the Town Manager had similar concerns, that his input will be seen as presumptive on the part of the committee, and doesn't want to intrude upon the work of the committee. RY notes that a 5 year plan will provide a strategic framework for the committee so that our work can be better informed and more than reactive to applications received. AN notes that the committee reps to these groups can be in regular communication with the leaders contacted by BA. JC notes that the CPC needs to be equipped to better manage funding needs. DC notes that the plan might fit into/inform the Town's Capital Improvement Plan. BA notes that the Draft CPC will introduce the concept of a 5 year plan, and likely future requests are to be included. NK asks about reaching out to other housing groups. BA will be in touch with Habitat for Humanity.

- b. **Discuss application requirements for large projects** - BA suggests that 1) applicants for projects in excess of \$250K are strongly encouraged to request a preview with the committee in October before deadline, 2) Finance Committee vets the financials; Adam Nolde, FinCom Chair, is amenable to this, perhaps at a joint CPC/FinCom meeting in October, and 3) after the application deadline, material changes to applications can only be accepted on consent of the committee. Feedback from applicants indicates that for smaller projects, application are somewhat burdensome, and BA suggests the committee review the application. NK suggests we ask applicants to comment on the possibility of large projects being done in phases. RY notes that we should determine if there are any statutory requirements to the application before making changes for smaller requests; committee should ask what the project is definitively, not what would it be if the applicant receives a certain amount. JC notes that it comes down to the funds available and the number of applicants/amount of requests. AN believes the application is fine for smaller asks and that a preview will help with avoiding large projects being altered midway through the review process. DC suggests that we've been quite lax on bid requirements, etc. and the applications need to include detailed information for Town Meeting and the committee needs to be more stringent. NK suggests looking back over past few years' applications to assess the threshold for "larger projects" being \$250K or \$300K.
- c. **Discuss the roles of "Domain Leads"** - BA notes that these committee members are knowledgeable of current projects, upcoming projects, and add value by apprising committee of developments. AN suggests a standing agenda item for any updates from Domain Leads. DC notes that projects have liaisons, and these members could follow a project through to completion. NK could check in with other housing group members (ex. ACHC) or look at minutes to get this info. RY notes that we are refining the

roles of both the Domain Leads and the Project Liaisons. BA suggests a review upon project completion - did it meet the committee's expectations, fulfill the original goals, did the scope remain the same, etc.

Introduced topic (not on agenda) to discuss in future - BA would like committee to consider redefining administrative support funding (including incremental out of pocket expenses, legal fees, tax collection, signage, etc. in addition to direct staff support) since the committee should fund both direct costs and incremental costs. Do we want to ask staff to build a budget around these principles? RY notes that if expenses would not be incurred without the CPA, we should pay for it; it should be treated like any other project. DC notes that any shifts to the Town budget will result in cuts elsewhere. BA notes this is not an ask to push money to general budget, but to redefine admin spending. JC notes that the committee's work adds tasks to the workload of some staff and accounting is needed.

III. Administrative Matters and Updates

4. Next meeting dates
 - a. August 23rd – Review of Annual CPA Plan; draft to be sent out next week by Planning staff
 - b. September 11th
 - c. September 27th – Public Hearing Annual CPA Plan
 - d. October 11th

DC notes that Congresswoman Lori Trahan has secured an earmark of \$750K in federal funding for Asa Parlin, and \$100K has been requested by Senator Eldridge for a rebuild of the NARA Park boardwalk.

RY moves to adjourn the meeting, and NK seconds. The motion passes unanimously and the meeting was adjourned at 8:41 PM.

Documents used at the meeting:

CPC Meeting Minutes 6/14/22

Documents can be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-15397>

**For more information about Community Preservation Committee contact
cpc@actonma.gov or 978-929-6631**