



**TOWN OF ACTON
COMMUNITY PRESERVATION COMMITTEE (CPC) MEETING MINUTES
February 14, 2023 - 7:30 PM
Virtual**

Present: Bill Alesbury - Chair (BA), Steve Trimble - Vice Chair (ST), Dean Charter (DC), Nancy Kolb (NK), Alissa Nicol - Clerk (AN), Victoria Beyer (VB), Michaela Moran (MM), James Colman (JC), Lori Cooney - Associate (LC), Walter Foster (WF) joined after the roll call vote

Absent:

Others Present: Kristen Guichard - Planning Director (KG), Nora Masler - Assistant Planner, Mike Gendron - Conservation Agent (MG), Joe Will, Franny Osman (FO), Andy Magee - Chair, Open Space Committee (AM), Dave Hardt, Joe Cooney, Hart Millett, Susan Mitchell-Hardt, Bill Klauer, Kim Clark - Land Use Office Manager (KC), Leona Burgess, Corey York - DPW Director, Amber Klauer

BA called the meeting to order at 7:30 PM and read the notice regarding virtual meetings, and attendance was taken via roll call vote.

I. Regular Business

1. Residents' concerns

FO asked if there will be an opportunity for the public to speak and if the number of attendees can be announced, BA confirmed that public may comment following committee comment

2. Review and approve minutes from previous meetings

NK moved and VB seconded a motion to approve the minutes of 1/24/23. Minutes were approved in a vote of 9 (aye) - 0 (nay) -1 (abstention).

II. New/Special Business

3. Application Presentations

- a. **Town of Acton Open Space Committee – Open Space Acquisition Set-Aside Funds**, AM presented \$600K request, typically OSC requests 1/4-1/3 of available funds, parcels under consideration for purchase are 549 Main Street asking price \$4.9 million (Acton Water District purchase, with Town purchasing CR from AWD) and Wetherbee Street asking price \$3.9 million, another property coming to market soon is 20 acres adjacent to Camp Acton, see “Town of Acton Community Preservation Fund Application” for additional details
- b. **Town of Acton Conservation Div. – Open Space Preservation Plan**, MG presented \$145,250 request, see “CR Monitoring, Meadow Management” for additional details, lands are under annual monitoring requirement, but about 7 Town owned properties purchased in 70s, 80s, and 90s have no baseline data or bounds, and are in need of monitoring, meadows management threshold has not been met for the past few years due to unavailability of equipment (shared with DPW), management plan was created by Oxbow Associates, schedule carried out by DPW, private contractor and Land Stewards, John Deere brush mower is right equipment for the work and accounts for \$4750 of request. DC noted that this is a critical need, but typically the purchase of equipment at small cost would be end of year spending, WF asked how many Town owned properties with CRs are there and why is there a price differential, is it size? MG noted that the price differential is due to the number of bounds that must be monitored, not the size of the parcel, AN agreed with use of end of year funding for equipment purchase, but suspects Conservation Div has no equipment budget, asked what encroachment might occur, MG noted fencing could be put up by abutter, slowly over time, especially with abutting properties changing hands, dumping of brush or other refuse, JC noted that encroachment is likely inadvertent, AM noted that this applies to older CRs only, newer purchases have monitoring included in cost, monitoring is worthwhile, ex. home proposed to be constructed on one property before ACT alerted Town of CR
- c. **Town of Acton Cemetery Commission – Woodlawn Cemetery Chapel exterior accessibility design**, BK presented history of chapel, daughters of Barnum Tuttle who passed in 1904 donated land to Town in 1936, Chapel was constructed in 1937 and dedicated in 1938, in 1956 willed \$50K to create Trust, KC presented \$47,000 request (incl 10% contingency), see “Woodlawn Chapel Exterior Accessibility Renovation” for additional details, currently inaccessible to public, plans to add ramp, renovate bathroom, alter seating and lighting, and add accessible parking, 2018 ADA report completed, 2021 feasibility study conducted, 2022 Cemetery Commissioners (Bill Klauer, Dana Snyder-Grant and Joe Will, Franny Osman, Associate) voted unanimously to approve design project, Commission to fund up to \$250K for construction of ramp, parking, seating; AN noted that 3D rendering would be critical for this project as descendants are still living, in town, mortuary chapel, and trust is administering a will, noted that funding would be well leveraged as project is for design and construction to be carried out by Commission, MM asked if Acton Historical Society needs to be involved, KC clarified they have been included in discussions, but no requirement, MM suggested that design be taken to Design Review Board for input, BA asked for elaboration on two different trusts, KC noted that Cemetery Trust is a Town trust, administered by Commissioners (capital requests, equipment,

etc.) and Sarah Watson Chapel Trust is private, David Taylor (attorney) and Sean O'Malley (Super of Cemeteries) are the two trustees, LC asked about non-binding resolution brought to last year's Town Meeting opposing plan, BK noted that he and AK are agreeable to project now

- d. **Town of Acton Planning Div. – CPA Admin Support**, KG presented \$67,318 request, 4% of available funds (up to 5% allowed), see "Administrative Fund" presentation for breakdown of legal, Town Manager's office, Finance Director, AN noted that this is extremely useful information for committee as well as public to improve transparency, BA asked whether more precise numbers for legal should be available, KG explained this is a projection only

III. Administrative Matters and Updates

4. Next Meeting Dates

2/28 - Begin deliberations
3/14 - Final funding decisions
3/28 - Review Draft Warrant Articles

KG noted that project funding spreadsheet is due on 2/24.

ST noted that Historic Set Aside is listed on spreadsheet and asked that committee go back to meeting in person. KG noted that we have a meeting room booked for after March when remote meeting order is set to expire. Committee members noted that a quorum is needed in person if other members are participating remotely, and Chair or Vice Chair needs to be in person. Voting would be by roll call if any members are remote.

ST also noted that Elm Street basketball court used for trailers during construction of Boardwalk Campus is now being used for staff parking. WF asked KG to draft a letter, addressed to Superintendent, recalling the construction contract specifies a reconstruction of the CPA funded court.

KG noted that Draft of CPC's report to be included in Town Annual Report is in meeting packet, asked members to review and submit comments to Planning staff.

ST moved to adjourn the meeting, and VB seconded. The motion passed unanimously, and the meeting was adjourned at 9:04 PM.

Documents used at the meeting:

CPC Meeting Minutes - 12423.docx

2023 Community Preservation Committee Applications

Documents including presentations referenced above, can be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-16229>

**For more information about Community Preservation Committee contact
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