



**TOWN OF CONCORD**  
**COMMUNITY PRESERVATION COMMITTEE**  
**PUBLIC MEETING MINUTES**  
**APRIL 18, 2023**

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a virtual public meeting on Tuesday, April 18, 2023 at 7:00 p.m. using the Zoom meeting platform.

Committee members present: Diane Proctor, Chair; Paul Boehm; John Cratsley; Nancy Nelson; Charles Phillips; Sarah Grimwood.

Others Present: Ann Clifford, Senior Planner; Linda Escobedo, Select Board Liaison

**1.) Call to Order**

The Chair called the meeting to order at 7:00 p.m.

**2.) Public Information Session**

Ms. Proctor provided an overview of the investments the Town has made in community housing projects, historic preservation projects, and open space and recreation projects since the Community Preservation Act was adopted in 2004. The presentation included the most recent recommendations for CPA funding, a matrix of allowable uses of funds, and the Concord CPC application review schedule. Dr. Boehm commented that the CPC has funded 28 million dollars worth of projects since its inception in 2006, and he proceeded to deliver more statistics about projects funded and the range of funding.

**3.) Closeout procedures**

Ms. Clifford presented a new project completion checklist to the Committee for their review, comment, and approval. Ms. Nelson commented that the new form was an improvement which made the process expedient as well as clear for applicants. Ms. Escobedo asked if applicants are required to provide photographs to document the work that has been done. Ms. Clifford replied that, in the past, the Planning Staff were requested to verify and document project completion through photography and other review methods on behalf of the CPC. However, for legal reasons, it should be the responsibility of the awardee, and not the granting agency, to verify project completion. This has been her experience as an awardee herself with dozens of different granting agencies. As the granting agency, the CPC is responsible for confirming whether the grantee has submitted materials described in the Grant Agreement and Memorandum of Understanding (MOU). Ms. Clifford added that the CPC can request photographs from current awardees and include photography as requirement in future Grant Agreements and MOU. Dr. Grimwood remarked that the Committee should request photos at the beginning and end of a project so that the difference can be seen, and the rest of the

Committee concurred.

#### **4.) Project Closeouts**

Ms. Clifford provided the CPC with a summary list of project closeouts and funding expected to be returned to the CPC general fund. Ms. Proctor recommended that the CPC vote to close out the three projects presented for consideration in a single motion.

**a.) White Pond Restoration (12-15) - \$620 to be returned to CPC general fund**

**b.) 58 Monument Square (14-20) - \$26,603 to be returned to CPC general fund**

**c.) Rideout Park Improvements (12-16) - \$15,464.71 to be returned to CPC general fund**

Dr. Grimwood moved to close out the White Pond Restoration project, the 58 Monument Square project and the Rideout Park Improvement project. Dr. Boehm seconded the motion which passed unanimously in a roll call vote (6-0).

#### **5.) Discussion of upcoming 2025 Annual Town Meeting**

Chair Proctor noted that the only question the CPC has received so far in advance of Town Meeting has been in regard to the funding of the Warner's Pond project. Dr. Boehm commented that it is prudent for the CPC to support the funding of either project concept in FY23; dredging or dam removal because it had already been established that this would be a multi-year funded project, and that withholding funding could be a detriment to the progress of the restoration of Warner's Pond, as it could put previous allocations in jeopardy.

Mr. Rod Riedel, of 324 Main Street remarked that he would be representing the Cemetery Committee at Town Meeting, and wanted to know if the Chair might know at which point in the ATM schedule Article 26 will be discussed. Ms. Proctor replied that timing-wise, she did not expect to go in front of the Town until later in the afternoon. Mr. Riedel also commented that photographs should be required as a part of the closeout process unless the applicant has contacted the Committee and explained why photographs are not necessary.

#### **6.) Brief Review and discussion of project conditions, draft Grant Agreement and MOU**

Ms. Clifford informed the Committee that the conditions described in most of the draft MOU would be fairly straightforward, as they would be based on the project descriptions presented at Town Meeting. The project that is more complicated is the Assabet River Bluff Housing Pre-development Project. The Committee discussed the need to require the Grant Agreement for this project to include more specificity; such as specific designs by the early fall of 2023. Ms. Escobedo stated that the inclusion of an early fall specification for the three newly built homes was an appropriate request. Ms. Clifford

commented that it would be appropriate to share to draft Grant Agreements and MOU after the vote of the Select Board at Annual Town Meeting.

## **7.) Other business**

Ms. Proctor updated the Committee that she had attended the most recent Historical Topics Forum, where a prison cemetery project had been discussed in great detail, and suggested asking the Chair of the Historical Commission to provide any materials so that the CPC could learn more details about the project.

Mr. Phillips updated the Committee that his term was coming to an end, that this would be one of his final meetings serving on the CPC, and that a newly appointed official from the Concord Housing Authority will be taking his place. Ms. Proctor and the rest of the Committee thanked Mr. Phillips for his hard work, guidance and perspective while serving on the Community Preservation Committee and reminded him that he would be greatly missed.

Ms. Nelson remarked that she was in a similar situation as Mr. Phillips, as her term with the Historical Commission would be expiring shortly, however, discussions were in the process of renewing her membership as an Associate Member.

Mr. Cratsley asked for clarification if the document labeled “draft conditions for projects recommended for CPA funding” is a summary of all the individual draft conditions. Ms. Clifford replied that it was, so he only had to review the summary sheet, without the redundancy of the rest of the documentation.

Dr. Boehm asked if the CPC could move the routinely scheduled Tuesday meeting time to a different time frame. The Committee was not amenable to the suggestion, as it would potentially create conflicts with other Boards, Committees, and Commissions meeting times.

## **8.) Adjourn**

With no other business, the meeting was adjourned at 8:03 p.m.

- **Meeting recording:** <https://youtu.be/weEC7IZL57Q>
- **Meeting Agenda:** <https://concordma.gov/AgendaCenter/ViewFile/Agenda/04182023-10652>

Minutes approved June 20, 2023.