

COMMUNITY PRESERVATION COMMITTEE

Public Meeting Minutes

May 22, 2018

7:00 P.M.

Second Floor Meeting Room

141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held in the Second Floor Meeting Room at 141 Keyes Road at 7:00 P.M. Committee members Dee Ortner, Greg Higgins, John Cratsley, Terri Ackerman, Peter Ward and Hester Schnipper were present. Senior Planner, Heather Gill was also present; as was Linda Escobedo, the Select Board liaison, and Peter Fischelis, the Finance Committee observer.

Ms. Ortner called the meeting to order at 7:00 p.m.

Committee Membership and Officer Elections

Hester Schnipper, the new representative from the Housing Authority was welcomed to her first CPC meeting. The committee all introduced themselves. Mrs. Gill stated that the Historical Commission is scheduled to meet later that week, and would be nominating a new member to be their CPC representative. Mr. Flint made a motion to nominate Terri Ackerman for chairperson and John Cratsley as vice chairperson of the CPC. Mr. Ward seconded the motion and all other voted in favor. Mr. Flint made a motion to nominate Dee Ortner for secretary of the CPC. Mr. Ward seconded the motion and all others voted in favor. The committee stated that they would vote on treasurer at their next scheduled meeting.

2018 Meeting Schedule

The committee discussed the draft meeting schedule for the remainder of 2018. Mrs. Gill informed the committee that they must reschedule their June Info Session, as a town election has been scheduled for June 12th. The committee rescheduled the info session to Monday, June 18th at 7:00pm in the first floor meeting room at 141 Keyes Road. Ms. Ackerman asked Mrs. Gill to schedule CCTV for that meeting. Mrs. Gill also asked the committee if they were okay holding their November public hearing at Harvey Wheeler instead of the Willard School. She explained that they have to pay to rent the auditorium at Willard, while Harvey Wheeler does not cost anything. The committee agreed that the Willard School auditorium was not necessary for that meeting. The committee also discussed moving their meeting start times to 7:30pm, and moving the October-December meetings to Monday nights.

Upcoming Year Discussion

The committee discussed planning for the upcoming funding year. Mrs. Gill suggested an application deadline of Friday, September 21, 2018 at 4:00pm. Ms. Ortner moved to approve the application deadline for CPA funding applications for this year for Friday, September 21, 2018 at 4:00pm. Ms. Schnipper seconded the motion and all others voted in favor. Mrs. Gill stated that she is working on updating the CPC plan for the upcoming funding year. The committee discussed ways to increase awareness of CPA funding availability. Mr. Flint suggested writing a letter to the editor of the newspaper about CPA funding. Ms. Ackerman stated that they could invite someone from the paper to the June

info session. The committee questioned who they would be trying to market towards, and whether or not they want even more applications than they receive currently. Mr. Fischelis stated that it is important for the CPC to showcase what the CPC does, and the projects that happen as a result of CPA funding, that wouldn't otherwise fit into the town's budget.

Discussion on Project Conditions, Grant Agreements and Memorandum of Understandings

The committee reviewed the draft project conditions for the projects approved at Town Meeting in April. The committee discussed a proposed condition for the Masonic Temple that would require them to host an educational open house once or twice a year to educate the public on the history of the building and the history of the masonic corporation. The committee discussed that the lodge could possibly coordinate with the Concord Museum or another organization for their open houses.

Other Business

Mrs. Gill reviewed the open projects status report and updated the committee on invoices and reimbursements that had been paid since the last CPC meeting. Mrs. Gill stated that she mailed letters to all open projects requesting updated project status forms by June 15, 2018. Mrs. Gill stated that the CPC will be able to review all of these project status forms at the July 17th meeting. The committee had a discussion regarding projects that have been open for longer than thirty months. The committee decided that if projects that have been open for more than thirty months still have remaining work, they must submit a formal request to extend the thirty month timeframe with a new timeline for the project.

Ms. Ortner moved to adjourn the meeting. Mr. Flint seconded the motion and ALL VOTED IN FAVOR. The meeting was adjourned at 9:07 P.M.

Respectfully submitted,
Heather Lamplough
Senior Planner

Minutes Approved on: June 18, 2018