

TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC) VIRTUAL MEETING MINUTES

December 22, 2020

7:30 PM

MEETING HELD BY ZOOM TELECONFERENCE AND AVAILABLE TO THE PUBLIC

Note: The Town of Acton in response to the COVID-19 (Corona Virus) is currently following the guidance from the Acton Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread. The Town Hall is closed to the public.

Present: Ray Yacoub (Chair), Victoria Beyer, Nancy Kolb, William Alesbury, Dean Charter, Alissa Nicol (Associate), Walter Foster Carolyn Kilpatrick, Steve Trimble (Clerk)

Absent:

Others Present: Kristen Guichard, Joe Will (via phone), Amy Green, Susan Mitchell-Hart, Jim Colman

Mr. Yacoub opened the meeting at 7:30 PM. The Chair read the notice regarding virtual meetings and how the public could access and participate in the meeting. All votes will be by roll call.

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I. Regular Business

1. Citizens' Concerns (7:34 PM - 7:38 PM)

a. Mr. Yacoub requested any concerns from Mr. Hummel? None raised.

2. Review Meeting Minutes (8:42 PM – 8:53 PM)

- a. Mr. Yacoub requested a motion to approve the December 08, 2020 CPC Minutes.
- b. Ms. Beyer moved to approve the minutes, seconded by Foster.
- c. Ms. Guichard incorrectly identified as attending was removed. Some editing done in the document.
- d. Committee Disposition: "Ayes" Mr. Yacoub, Ms. Beyer, Mr. Alesbury, Ms. Kolb, Mr. Charter, Ms. Nicol, Mr. Foster, Mr. Trimble (Clerk). Abstain: Ms. Kilpatrick.
- e. Motion approved with one abstain (Kilpatrick)

3. Administrative Updates & Scheduling (done out of stated agenda order; 8:06 PM – 8:15 PM)

- a. Mr. Yacoub asked for any updates from Guichard.
- b. Ms. Guichard noted that Mr. Hummel updated the projects status update document with a last updated date as requested by Mr. Alesbury. Ms. Guichard provided a project schedule.
- c. Mr. Foster noted Ms. Green's service on the committee.
- d. Mr. Yacoub requested a motion to adjourn.
- e. Mr. Foster moved to adjourn, seconded by Ms. Kilpatrick.
- f. Committee Disposition: "Ayes" Mr. Yacoub, Ms. Beyer, Ms. Kolb, Mr. Alesbury, Mr. Charter, Ms. Nicol, Mr. Foster, Mr. Trimble (Clerk)
- g. Motion to adjourn the December 22, 2020 meeting approved unanimously.

II. **New/Special Business**

4. **Project Status Updates (done out of stated agenda order 7:38 PM – 8:06 PM)**

- a. Mr. Yacoub asked how many applications. Ms. Guichard reviewed the list of 14 items colored by category (refer to accompanying list of CPA project submissions). Mr. Yacoub asked about any legal review items? Ms. Guichard did not see any of note.
- b. Mr. Yacoub asked about item 6 (Preliminary Archaeological and Historical Review) which has some bylaw agreements. Ms. Beyer will check on CPA eligibility.
- c. Mr. Charter wanted submission item 11 (Elm Street Courts Resurfacing) reviewed for eligibility and whether there would be an issue with maintenance (CPA cannot cover ordinary maintenance).
- d. Mr. Alesbury noted submission item 12 (Jones Playground Surfacing Expansion). He noted a statement made at the last meeting that it could be done over time and would like review as eligible for a CPC Project.
- e. Mr. Yacoub summarized that three projects need legal counsel CPA eligibility clarification (6: Preliminary Archaeological and Historical Review, 11: Elm Street Courts Resurfacing, 12: Jones Playground Surfacing Expansion).
- f. Ms. Nicol said 53 River Street was looked at last year and would not fall under Historical project as the dam was being removed and should it be Recreation only. Mr. Alesbury stated that it includes historic resource assessment (site review and assess whether some memorialization needed).
- g. Ms. Guichard Funds available ~\$1.7M for allocation.
- h. Mr. Alesbury cited the recaptures of Restroom and Skate Park and whether they were planned. Mr. Yacoub cited that this is a byproduct of leadership change and resetting. Mr. Trimble also noted the town prioritized the list brought to the CPC.
- i. Assignments on next page (Mr. Foster noted that we spread the requests across the Committee).
- j. Presentation guidelines: 20 minutes (10 present & 10 Q&A)
 - i. Jan 5: Projects 5,6,7. Ms. Beyer noted that Project 6 was sent to town counsel and is still in review. We can target January 5th but may need to reschedule.
 - ii. Jan 12: Housing Projects. Ms. Kolb will confirm the presentation order.
 - iii. Jan 26: Gardner & Jones (note: 30 minutes per project)
 - iv. Feb 9: Dog Park, Nara Sports, Elm Street
 - v. Feb 23: Open Space. 53 River Street, Administrative
 - vi. Planning will schedule the times and send out to the liaisons 12/22. Individuals will get back to Planning on any needed changes.
 - vii. The Committee Meeting will commence with Minutes and Citizens Concerns and at 7:40 the first project will start.
 - viii. Mr. Charter notes town meeting late June with the warrant due ~May 28th. The Committee has three months to complete the review. Mr. Yacoub asked Ms. Guichard to document each assignment liaison and who to contact? She agreed to provide this.
 - ix. Mr. Alesbury noted the Committee will need to cut \$943k cut and it will be tough. Mr. Yacoub suggests informing the presenters for the “minimum amount needed to proceed”. Ms. Beyer also noted 10% allocation across categories. Mr. Charter ran the projects by Selectmen. There were a few comments proffered with no objection to projects. One comment was that the Dog Park was hoping to be funded. Open Space might be cut back. Prioritize any unfinished prior project work. 53 River Street should move forward.
 - x. Mr. Yacoub noted Open Space expects push back. There was some concern on the Gardner cost; so much more funding than Jones. Is the utility the same? Can it be phased”?
 - xi. Mr. Trimble will work to extend an invite the next Recreation Meeting to Ms. Nichol and Mr. Alesbury for CPC preparation discussion.

Next Scheduled Meeting(s):

- Jan 05
- Jan 12
- Jan 26
- Feb 09
- Feb 23

Applicant	Project	Contact Name	Contact Information	Amount Requested	Date	Time	CPC Liaison
Acton Historical Commission	Pencil Factory Bridge: Phase 1 Design	Bill Dickinson	bill@dickinsonarc.com	\$44,000 - HR, R	1/5/2021	7:40	Ray
Acton Historical Commission	Preliminary Archaeological and Historical Review	Bill Dickinson	bill@dickinsonarc.com	\$10,000 - HR	1/5/2021	8:00	Victoria
Acton Historical Society	Textiles and Clothing Collection	Doug Herrick	doug.herrick@rcn.com	\$10,464 - HR	1/5/2021	8:20	Carolyn
Acton Community Housing Corporation	Community Housing Program Fund	Janet Adachi	janetadachi@acton-ma.gov	\$50,000 - CH	1/12/2021	7:40	Nancy
Acton Housing Authority	Main Street Development	Kelley Cronin	kelley@actonhousing.net	\$500,000 - CH	1/12/2021	8:00	Nancy
Planning Division & Acton Community Housing Corporation	Regional Housing Services (2 years)	Kristen or Robert	planning@actonma.gov	\$68,000 - CH	1/12/2021	8:20	Nancy
Town of Acton – Recreation	Gardner Playground and Parking Construction: Phase 2	Melissa Rier	mrier@acton-ma.gov	\$704,500 - R	1/26/2021	7:40	Alissa
Town of Acton – Recreation	Jones Playground Surfacing Expansion	Melissa Rier	mrier@acton-ma.gov	\$120,000 - R	1/26/2021	8:00	Bill
Town of Acton – Recreation	NARA Sports Pavilion	Melissa Rier	mrier@acton-ma.gov	\$250,000 - R	2/9/2021	7:40	Stephen
Town of Acton – Recreation	Elm Street Courts Resurfacing	Melissa Rier	mrier@acton-ma.gov	\$240,000 - R	2/9/2021	8:00	Walter
Town of Acton – Acton Dog Park Committee	Dog Park	Tom Gillispie (Please CC Town Manager) jmangiaratti@acton-ma.gov	tomgillispie@acton-ma.gov	\$91,000 - R	2/9/2021	8:20	Alissa
53 River Street Master Plan Committee	53 River Street Historic Park	Selby	mselby@actonma.gov	\$100,000 – HR, R	2/23/2021	7:40	Dean
Town of Acton – Open Space Committee	Open Space Acquisition/Protection Set-Aside Funds	Andy McGee (Please CC Town Manager)	andrew839.magee@gmail.com	\$400,000 - OS	2/23/2021	8:00	Ray
Town of Acton – Town Manager	5% Administrative Support	Kristen or Robert	planning@actonma.gov	66478.88	2/23/2021	8:20	Ray

Items Used

- CPC Agenda 2020-12-22-2020
- Draft CPC minutes 12 08 20
- 2020 CPA Projects Status Report 12-2020
- CPA funds available for 2021 appropriation
- CPA Project Apps - hearing schedule 2021
- CPA PROJECT SCHEDULE TO TM 2021
- 2021 Community Preservation Committee Applications

Additional materials can be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-11732>

For more information about Community Preservation Committee contact

cpc@actonma.gov or 978-929-6631