

**TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC)**

**MEETING MINUTES**

**July 20, 2021**

**7:30 PM**

**MEETING HELD BY ZOOM TELECONFERENCE AND AVAILABLE TO THE PUBLIC**

**Present:** Ray Yacouby (Chair) Dean Charter (Acting Clerk), Walter Foster, Tory Beyer, James Colman, Carolyn Kilpatrick, Bill Alesbury, Nancy Kolb, Alissa Nicol (Associate)

**Absent:** Stephen Trimble

**Others Present:** Kristen Guichard, Planning Director, Kaila Sauer, Assistant Planner

Chairman Yacouby opened the meeting at 7:32 PM. The Chair read the following notice regarding Virtual meetings and how the public could access and participate in the meeting:

“Good evening, it is 7:32 PM. This Open Meeting of the Community Preservation Committee is being conducted remotely consistent with the Legislative Acts of 2021, Chapter 20, Section 20, An Act Relative to Extending Certain COVID-19 Measures Adopted During the state of Emergency

This meeting is convening by video conference via the Zoom App as posted on the meeting agenda. Please see the meeting agenda on the Town Website for details on how to participate remotely.

This meeting will feature public comment. Please note that this meeting may be recorded and it may be published or rebroadcast. All participation within this meeting will be visible to others

Finally, each vote taken in this meeting will be conducted by roll call vote.”

**I      Regular Business**

1. **Citizens' Concerns** – None
2. **Review and Approval of Meeting Minutes**– The meeting minutes from the June 15, 2021 CPC meeting were not available due to a technical storage issue. Those minutes will be reviewed and approved at a subsequent meeting.
3. **Administrative Updates and Scheduling** –This item was deferred until the end of the meeting. When it was taken up the discussion dealt with the preferences of the members regarding future meeting formats: In Person, Virtual, or Hybrid. The general preference was for Hybrid meetings, if possible, and permission will be sought from the Select Board to proceed in that manner. No meeting in August, Kristen Guichard will send out possible dates for two meeting in September, dealing with review and approval of the Community

Preservation Plan, and she will send out a draft Plan. Topics for further discussion were to invite Recreation in early in the process to assess what they might be asking for. There was discussion of a survey to be sent out to comparable towns to see how they run their CPC process. Alesbury to send out draft questionnaire to the Chair, who will distribute for comment.

## II. New /Special Business

- 1 **Election of Officers** – This item was taken out of order at the end of the meeting. Yacouby noted that we need to select a Chair, Vice Chair, and Clerk for FY 22. Yacouby asked Kilpatrick if she would like to move up from Vice Chair to Chair, Kilpatrick declined. Beyer moved Charter as Chair, seconded by Nicol. Charter noted that he was going to ask Yacouby to serve one more year. Discussion ensued and Charter confirmed that he would serve as Chair, but would have been happier if Yacouby kept the post. It was noted that Yacouby had served as Chair for two years and it was unprecedented to have the same person as Chair for three consecutive years. Yacouby called for a vote: Kilpatrick, “Aye”, Charter, “Aye”, Beyer, “Aye”, Nicol, “Aye”, Alesbury, “Aye”, Foster, “Aye”, Kolb “Aye”, Colman “Aye”, Unanimous vote for Charter as Chair. Foster nominated Beyer as Vice Chair, seconded by Yacouby. Yacouby called for a vote: Kilpatrick, “Aye”, Charter, “Aye”, Beyer, “Aye”, Nicol, “Aye”, Alesbury, “Aye”, Foster, “Aye”, Kolb “Aye”, Colman “Aye”, unanimous vote for Beyer as Vice Chair. Foster noted that Trimble, although not present, had said that he would serve as clerk if no one came forward. No member volunteered for the position as Clerk. Foster nominated Trimble as Clerk, seconded by Kolb. Yacouby called for a vote: Kilpatrick, “Aye”, Charter, “Aye”, Beyer, “Aye”, Nicol, “Aye”, Alesbury, “Aye”, Foster, “Aye”, Kilpatrick, “Aye” Kolb “Aye”, Colman “Aye”, unanimous vote for Trimble as Clerk.
- 2 **Review and Approve Award Letters** – The eleven draft award letters were reviewed. All had similar format. The consensus was that the award letter for Stonefield Farm was not needed in that allocation of funds from the Open Space Set Aside did not need such a letter. The letters for the Pencil Factory Bridge and the Textile Collection were discussed and it was decided that staff would check with counsel to see if a Historic Preservation Restriction was needed. Consensus was that the Chair would sign those letters after counsel review and edits. Minor grammatical edits were offered and accepted. Alesbury moved to accept the letters as amended and authorize the Chair to sign them when they were ready. Second by Foster. Yacouby asked Charter to call the roll: Charter, “Aye”, Beyer, “Aye”, Nicol, “Aye”, Alesbury, “Aye”, Foster, “Aye”, Kilpatrick, “Aye” Kolb “Aye”, Colman “Aye”, Approved unanimously
- III. **Adjourn** - Motion to adjourn at 8:58 PM by Foster, second by Yacouby, Charter, “Aye”, Beyer, “Aye”, Nicol, “Aye”, Alesbury, “Aye”, Foster, “Aye”, Kilpatrick, “Aye” Kolb “Aye”, Colman “Aye”, Approved unanimously, Next meeting (in September) to be announced.

**Documents and exhibits used during this meeting**

Community Preservation Committee Agenda for July 20, 2021

Draft Award Letters:

ACHC-Community Housing Program Fund

AHA-348-364 Main Street

AHS-Textile and Clothing Collection

Town of Acton-53 River Street Historic Park

Town of Acton-Gardner Playground

Town of Acton-Jones Field Playground

Town of Acton-NARA Sports Pavilion

Town of Acton-Pencil Factory Bridge

Town of Acton-Preliminary Archeological and Historical Services

Town of Acton-Regional Housing Services

Town of Acton-Stonefield Farm Acquisition