



**TOWN OF ACTON  
COMMUNITY PRESERVATION COMMITTEE (CPC)  
MEETING MINUTES  
January 11, 2022 - 7:30 PM  
Town Hall and virtual (<https://zoom.us/j/93172335430>)  
AVAILABLE TO THE PUBLIC**

**Present:** Dean Charter (Chair), Bill Alesbury (Vice-Chair), Stephen Trimble (Clerk), Tory Beyer, Lori Cooney (associate), Walter Foster, Carolyn Kilpatrick, Nancy Kolb, Alissa Nicol (associate), Ray Yacouby

**Absent:** James Colman

**Others Present:** Kristen Guichard (Planning Director), Joe Will, Kelley Cronin, Jacquie Manley, Bill Klauer, Carolyn Read, Janet Adachi, Anne Forbes

Mr. Charter (Chair) opened the meeting at 7:30 PM. The Chair read the notice regarding virtual meetings. All votes will be by roll call. This meeting uses video conferencing via the Zoom App and in-person 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 comments. Please note that this meeting may be recorded, published, or rebroadcasted. All participation within this meeting will be visible to others.

**Roll Call:**

Attending: Dean Charter, Bill Alesbury, Stephen Trimble, Tory Beyer, James Colman, Lori Cooney, Walter Foster, Carolyn Kilpatrick, Nancy Kolb, Alissa Nicol, and Ray Yacouby.

(Note: Tory Beyer joined the meeting after the Roll Call.)

Not Present: James Colman

**I. Regular Business**

1. Residents' Concerns:  
none
2. Review and approve the December 14, 2021, minutes.
  - a. Ms. Nicol moved to accept the December 14, 2021, draft minutes as final, seconded by Ms. Kolb.
  - b. There were minor amendments to roll call attendees made to the minutes at the meeting.
  - c. Mr. Charter requested Mr. Trimble to call the roll to approve the minutes: Mr. Charter, "Aye," Mr. Alesbury, "Aye," Ms. Cooney "Aye," Mr. Foster, "Aye," Ms. Kilpatrick, "Aye," Ms. Kolb, "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye," Mr. Yacouby "Aye."
  - d. The Committee approved the December 14, 2021, draft minutes as final.

**II. New/Special Business**

3. 2022 Application Presentations
  - a. Acton Housing Authority: Windsor Green Window Replacement. Presented by Ms. Cronin. In a response to a question on the interior condition of the units, she noted they are forty years old and therefore dated. Mr. Alesbury requested from Ms. Cronin follow-up estimates since the large and medium windows had the same valuation.
  - b. Acton Community Housing Program Fund (ACHC): ACHC Program Fund. Ms. Adachi. The identified Habitat request for \$60k will not come through this funding as noted. This amount will source from gift funds. Mr. Trimble asked ACHC would be comfortable if Habitat from Humanity (and similar projects) submitted future housing requests through ACHC to reduce multiple funding sources for the same project. Ms.

Adachi responded that ACHC is fine with routing future efforts such as 26 Carlisle Road through them. The CPA request will stay at \$175k.

- c. Habitat for Humanity - 26 Carlisle Road presented by Ms. Read. Mr. Alesbury asked on level of confidence of costs of materials. She noted they seek in-kind assistance to get the work done. She indicated they reviewed the budget in the most recent home built during the Covid-19 period to be as close as possible. The homes follow a similar layout. There is a trade-off that reduces energy efficiencies if the project exceeds the budget. What is the timeline? Ms. Read noted that with the anticipated funding they expect to complete the home in 2022.
- d. Town of Acton Planning Division – Regional Housing Services Program. The request is for two years \$70k. Presented by Ms. Guichard. She noted that the request for two years reduces cumbersome administration effort needed to prepare the materials.

### III. **Administrative Matters and Updates**

4. CPA Best Practice Research Update (Mr. Alesbury). Research continues in the background reviewing a handful of towns. It will be sporadic progress with no intention to spend concentrated time on it during project reviews.
5. Annual Report: Mr. Charter acknowledged the work of the annual report. It is due February 28, 2022. Mr. Charter will send a draft out to the committee and any comments must go to the Planning Division. Ms. Guichard suggested it can go out prior to the next meeting to review at the February 8, 2022, meeting.
6. Mr. Charter noted that at Select Board reviewed a presentation on the Gardner Field. With Recreation attending. Mr. Charter noted the Select Board intends to provide their ranking of CPC project requests. Mr. Charter reminded the Select Board that the CPC as designed is an autonomous group but would be happy to review. Mr. Charter will work with Ms. Guichard on the Asa Parlin rescheduling (moving from its current February 22, 2022, date).
7. Ms. Nicol asked if Recreation had a project priority. Mr. Trimble noted that there is a priority.
8. Mr. Alesbury requested the spreadsheet status. Ms. Guichard intends to have for the next meeting along with a recapture memo potentially.
9. Mr. Charter called for a motion to adjourn this session. Mr. Yacouby made a motion to adjourn this meeting seconded by Mr. Foster
  - a. Mr. Charter asked Mr. Trimble to call the roll: Mr. Charter, “Aye,” Ms. Beyer, “Aye,” Mr. Alesbury, “Aye,” Ms. Cooney “Aye,” Mr. Foster, “Aye,” Ms. Kilpatrick, “Aye,” Ms. Kolb, “Aye,” Ms. Nicol, “Aye,” My Yacouby “Aye,” Mr. Trimble “Aye.”
  - b. The Committee unanimously approved the motion to adjourn January 11, 2022, meeting ending the session at 9:08 PM.

#### **Items used at the meeting:**

1. 2022 Recapture Memo
2. CPC Agenda 2022-01-11.pdf
3. CPC Draft Minutes 2021-12-14.pdf
4. 2022 Community Preservation Committee Applications
5. CPA Best Practice Research

Additional materials: <http://doc.acton-ma.gov/dsweb/View/Collection-14373>

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#### **Next Meetings: Town Hall Room 9**

1. January 25<sup>th</sup> Recreation (Heath Glen Meadow 7:35 PM, Elm St 7:55 PM, Rec Center Playground 8:20 PM, Gardner last at 8:45 PM
2. February 8<sup>th</sup>: Historic (Ironwork Farm 7:35, Shoddy Mill 8:00, Cemetery 8:25; Chapel 8:50 – arrive 8:15)
3. February 22<sup>nd</sup>: Asa Parlin (7:35), Open Space: 8:20, Admin at the end.
4. March 8: deliberations
5. March 29: deliberations

For more information about Community Preservation Committee contact [cpc@actonma.gov](mailto:cpc@actonma.gov) or 978-929-6631