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TOWN CLERK

Minutes for CPC Meeting of Nov. 18, 7:30 pm - 9:10 pm, Library Meeting Room

Attending: Walter Foster, Andy Magee, Catherine Coleman, Peter Berry, Robert Coan, Ken Sghia-Hughes, Susan Mitchell-Hardt, Stacy Rogers, Matt Lundberg, Nancy Tavernier, Roland Bartl

Audience: John Ryder and Anne Forbes

**1.a. Minutes**

The Minutes of October 14 were approved as amended.

**1.b. Future Meeting Schedule**

In December the CPC will meet on Dec. 2 and 16, the first and third Thursday of the month.

Beginning in January '05 the CPC will meet on the second and fourth Thursday of the month.

All CPC meetings are scheduled for the Library Meeting Room.

(Town Meeting is on April 4, 2005).

**1.c. Membership - Associate Vacancy**

Advise anyone interested in the Associate Member vacancy to contact Roland Bartl.

**ACTION:** Roland will check to confirm that the CPC contact information is updated.

**2. Process for Reviewing Proposals and Meeting with Applicants**

- Roland sent all the proposals to Town Counsel to be evaluated for CPA eligibility.

- The Board of Selectmen have copies of all the proposals.

- To the list of CP Fund Applications add a line for Open Space Reserve Fund and a line for Allocation for Administrative and Operating Expenses.

- Ken was advised that it is not necessary to recuse himself with respect to evaluating Housing Proposals.

**2.a Appoint Project Liaisons**

Nancy Tavernier:

Habitat for Humanity, Land Acquisition and Infrastructure for Habitat Home  
Acton Community Housing Corporation, Community Housing Program Fund

Catherine Coleman:

Town of Acton, Pine Hawk Curatorial Display

Walter Foster:

Town of Acton, Bruce Freeman Rail Trail - Start-Up Funding

Ken Sghia-Hughes:

Acton Housing Authority, Technical and Administrative Support Services for  
Development of Affordable Housing  
Acton Housing Authority, Design and Construction of Recreational Area at  
McCarthy Village

Andy Magee:

Friends of Leary Field, Create a new multi-use recreation space at Leary Field

Matt Lundberg:  
Acton Memorial Library Board of Trustees, Library Restoration for the Display of  
Acton's Civil War Artifacts

Stacy Rogers:  
Iron Work Farm in Acton, Inc., Jones Tavern Chimney Stabilization

Susan Mitchell-Hardt:  
Town of Acton, Colonel Francis Faulkner Memorial Plaque Replacement

Bob Coan:  
Town of Acton, Town Hall Slate Roof Replacement

Peter Berry:  
Town of Acton, Antique Fire Apparatus Restoration

The Liaisons are responsible for arranging tours (preferably before the presentation) where appropriate and for informing the applicant of the presentation date and time.

(Peter Berry will confirm that site visits are excluded from the Public Meeting Law).

The applicant will be asked to make a 10 minute presentation after which there will be time for comments and questions.

Project advocates may speak as long as they keep their remarks within the 10 minute presentation.

Written letters of support may also be submitted.

5-10 minutes after each presentation will be reserved for Public Comments

## 2.b Discussion of Open Space Reserve Funds

Peter commented that at the CPC Public Hearing some residents stated that more funds should be set aside for open space. Peter would like to see a proposal for open space outlining a vision of what could be purchased with the reserve funds. He would like to see the CPC respond to proposals that people bring to the committee.

Susan commented that there are open space projects in the pipeline that are not ready. Land acquisition often takes a long time to arrange and only occurs when the property owners is ready to sell.

Andy added that he believes that the CPC should absolutely set aside funds for open space purchase as was done last year.

The ConsCom is working on forming a subcommittee of the ConsCom designated as an Open Space Committee.

Nancy recommended that a financial model be done showing how much land could be purchased if bonded.

Another option suggested is looking for landowners who want to preserve their land but don't want full value for it.

- A suggestion was to set aside \$X for for specific purposes, such as conservation easements

- A suggestion was made to use CPA funds to hire a part time person to do outreach to land owners. It was pointed out that ACT performs that function.

- It was added that ACT helps out landowners financially by paying for such things as surveys and legal expenses associated with land preservation efforts.

Susan stated that other CPC's have sent letters to land owners of desirable parcels to remind them that CPA funds are accumulating which must be spent on open space in an effort to encourage landowners to open a dialogue with their land trust and/or Open Space Committee, etc.

- It was suggested that should an Open Space Committee be formalized that is something it could do in cooperation with ACT.

Ken suggested that it would be better for the CPC to decide how much to allocate for set asides based on what the town priorities are.

It was commented that the CPC did a needs assessment the first year and brought in all the groups representing CPA areas of interest. It was suggested that this type of assessment should be completed in the next update of the CPC Plan, possibly next summer.

Susan reminded the CPC of the Open Space and Recreation Survey completed in 10/01 which showed that the majority of Acton residents believe that it is important for the town to acquire and preserve land for conservation. This is the same survey which showed that the most popular recreational facility needed in Acton was bike trails, and is the basis for going forward with the ARRT and BFRT. It seems reasonable to conclude that there is still a strong desire for a substantial set aside for open space.

Walter commented that he has received the most feedback about purchase of open space with respect to the CPA.

The committee was advised to think about how much money to set aside; another concern was the funds not be frittered away on little proposals. The committee should try to be mindful of why the town voted for the CPA.

Peter suggested building in a 15 minute report from various groups at each meeting.

#### **2.c. Scheduling Meetings with Applicants**

Dec. 2

7:30-7:45 pm Colonel Francis Faulkner Memorial Plaque Replacement  
7:45-8:15 pm Antique Fire Apparatus Restoration  
8:15-9 pm Create a new multi-use recreation space at Leary Field  
9-9:45 pm Bruce Freeman Rail Trail - Start-Up Funding

Dec. 16

7:30-8 pm Land Acquisition and Infrastructure for Habitat Home  
8-8:30 ACHC, Community Housing Program Fund  
8:30-9 pm Library Restoration for the Display of Acton's Civil War Artifacts  
9-9:30 pm Pine Hawk Curatorial Display

Jan. 6

7:30-8:00 Jones Tavern Chimney Stabilization (Iron Work Farm)  
8:00-8:30 Town Hall, Slate Roof Replacement  
8:30-9 pm AHA, Technical and Administrative Support Services for Development of Affordable Housing  
9-9:30 AHA, Design and Construction of Recreational Area at McCarthy Village

#### **2.d. Schedule for Recommending Funding**

Jan. 13 Open space set aside

Administrative Funds  
Brainstorm ideas on all proposals

Jan. 27 Initial cut on proposals; create a spread sheet for the purpose of evaluating proposals

Feb. 10 Final cut on proposals

Feb. 24 Finish Warrant Article

**3. Discussion re: Publicity in the Beacon**

Catherine will see to it that the schedule for "Meetings with Applicants" will be published in the Beacon. It was noted that Mimi Herington is no longer available to share Publicity duties with Catherine.

**4. Updates on CP Projects:**

Walter commented that work is moving along re: the skateboard park; it may open in May.

The Morrison Farm Master Plan Committee has been selected. It consists of Bonnie Geithner, at large; Ethan Baxter, neighbor; Julia Miles, ConsCom; Dave Brown, East Acton Village; Brewster Conant, Cemetery Committee; Alison Gallagher, Recreation Committee.

The Davis Monument restoration is expected to be complete by Thanksgiving and some funding will be turned back. A large sign in front of the monument publicizes the fact that the restoration is due to CP Funding.

Walter has seen the flag preservation project being worked on.

The Housing Authority has not identified another condominium to purchase since the previous sale fell through due to issues with the language in the CPA legislation.

Nancy added that the Housing Authority wants the right of first refusal at the new comprehensive permit project, Fort Pond Brook on River Street.

The AHA Willow/Central Street housing project is moving forward. They have their first drawing, the soil will support 4 units with 3 bedrooms each; they must find a designer/architect to do the preliminary design and layout of the site. The results will be sent to the state and if it's deemed feasible \$15,000 will be released to layout the financing.

Respectfully submitted:

Susan Mitchell-Hardt