



**TOWN OF ACTON
COMMUNITY PRESERVATION COMMITTEE (CPC)
MEETING MINUTES
May 10, 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, James Colman, Lori Cooney, Walter Foster, Nancy Kolb, Alissa Nicol

Absent: Ray Yacouby

Others Present: Ms. Kristin Guichard (Planning Director)

Mr. Charter opened the meeting at 7:38 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 we may record, publish, or rebroadcast this meeting. All participation within this meeting will be visible to others.

Roll Call:

Attending: Dean Charter (Chair), Bill Alesbury (Vice-Chair), Stephen Trimble (Clerk), Tory Beyer, James Colman, Walter Foster, Nancy Kolb, Alissa Nicol. (Note: Ms. Cooney arrived after the roll call.)

I. Regular Business

1. Residents' Concerns:

none

2. Review and Approve Minutes from Previous Meetings

- a. Ms. Nicol moved to accept April 12, 2022, draft minutes as final, seconded by Ms. Beyer.
- b. Mr. Charter requested Mr. Trimble to call the roll to approve the minutes: Mr. Alesbury, "Aye," Ms. Byer, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Mr. Foster "Abstain", Nancy Kolb "Abstain," Ms. Nicol, "Aye," Mr. Trimble "Aye."
- c. The Committee approved the April 12, 2022, draft minutes as final.

II. New/Special Business

1. Review of Best Practices Research

- a. Mr. Alesbury provided an overview of the document and hoped that members had a chance to review it. He proceeded to highlight certain point in the main part of the document.
- b. Mr. Foster noted that it was a small population of the towns. Mr. Alesbury noted that approximately 50% of the towns reviewed participated in CPA funding less than 10 years. Mr. Foster inquired on Bedford's six-year plan. Mr. Alesbury noted that Bedford appeared to be the most mature. Mr. Foster thought that using a such a plan would help the Committee to understand upcoming needs on proposed multi-year projects (e.g., 53 River Street, Open Space). He noted that what may be valid for one town may not resonate in Acton.
- c. Mr. Charter noted a ten-year capital plan and wondered if department heads might send a supplement to the ten-year plan to the CPA (e.g., Recreation projects) to see what might come to the Committee. Mr. Charter will discuss with the Town Manager. Mr. Charter also would discuss with him the administrative funds and RHO by August with the advice that these should not fund at current levels so they can prepare to accommodate the shortfall in other town budgets.
- d. Mr. Colman noted that the pipeline coming might lend credibility to put things in context. All the other information is nice but a small sample so less useful to him.
- e. Mr. Trimble noted that several towns have rigorous intake processes and an initial approval vote. Although we have liaisons assigned to projects, we have allowed some

efforts to come in that are not ready (e.g., Gardner and Asa Parlin serving as recent examples in Acton). These towns dismiss projects that are not in good order for that funding cycle. Several towns expect report outs from each representative concerning ongoing project work at all meetings. Offices also seem to come from "at large" members and not from representatives. Some towns have a planning and a finance person embedded on the committee. Tightening these roles will assist the committee.

- f. Ms. Nicol agrees in the role definition. She seeks more communication on the tax relief opportunity. She is not as favorable to turning projects away and thought using two processes depending on project size might help.
- g. Mr. Colman noted a six-year plan may result in groups feeling entitled to future funding. Ms. Byer also noted that costs continue to rise. Ms. Kolb suggested any long-term plan retain flexibility.
- h. Ms. Beyer is not in favor of seeing town projects take precedence over resident projects and there should be no preferential treatment by the Committee. She noted Weymouth's spend on historic resources.
- i. Mr. Foster requested that the research not be presented to the Select Board as anything other than a snapshot and not viewed as a call to action / approved takeaway from the Committee. Mr. Charter noted that it was for the Town Manager. He also does not think we should advise on a percentage tax level.

2. Town Meeting Updates

- a. Mr. Charter noted the placement of the warrant article.

III. Administrative Matters and Updates

- 3. **Next Meeting Dates.** June 14: review draft award letters. Ms. Guichard is fine with this date.
- 4. **End of year social event:** Mr. Charter will invite Committee members and their significant other for a year end social gathering. Ms. Guichard will send out a follow-up to gauge a best date.
- 5. Mr. Charter called for a motion to adjourn this session. Mr. Foster made a motion to adjourn this meeting seconded by Ms. Kolb at 8:57 PM.
- 6. Mr. Charter asked Mr. Trimble to call the roll: Mr. Alesbury, "Aye," Ms. Byer, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Cooney "Aye," Mr. Foster "Aye," Ms. Kolb "Abstain," Ms. Nicol, "Aye," Mr. Trimble "Aye."
- 7. The Committee unanimously approved the motion to adjourn May 10, 2022, meeting ending the session at 8:57 PM.

Items used at the meeting:

1. CPC agenda 2022-5-10.pdf
2. CPC Draft Minutes – 2022-04-12.pdf
3. CPC Best Practice Research

Additional meeting materials: <http://doc.acton-ma.gov/dsweb/View/Collection-15009>

For more information about Community Preservation Committee contact cpc@actonma.gov or 978-929-6631