

**Community Preservation Committee
Meeting Minutes
November 23, 2015**

In attendance were:

Andrew Bengtson
Mike Cayer
Eric Helmuth
David Levy
Leslie Mayer
Richard Murray*
JoAnn Robinson
Clarissa Rowe
Charles Tirone

Also in attendance:

Eve Margolis

*Denotes those not in attendance

- Minutes were approved with the change on page 2, bullet 3 – replace Leslie Mayer with JoAnn Robinson.
- Clarissa Rowe spoke to Stephen Gilligan – From his quarterly amounts, she estimates the Committee will have about \$1.38M of collected CPA tax, which means about \$130,000 for Affordable Housing or Reserve, Historic Preservation or Reserve, and Open Space and Recreation or Reserve; about \$65,000 for Administrative budget; and about \$845,000 for other projects or reserve.
 - Need to clarify when the committee can allocate FY16 funds. Can we allocate for FY17 or do we have to wait until the books are closed in FY17? Mike Cayer will check with Doug Heim.
 - The Committee may reserve the percentage not the actual amount
 - JoAnn Robinson questioned if the committee can receive applications if they can't budget the projects. The committee thinks they can accept applications for the FY17 budget and state match.
 - Clarissa Rowe suggested the committee recommend 3 strong projects at Town Meeting. These can include feasibility studies.
- The committee will also need to present a Community Preservation Plan to Town Meeting. This may be a draft plan and project recommendations.
- Leslie Mayer discussed the state approved Open Space and Recreation Master Plan for the Town. For the Robbins Farms project, the feasibility study done already, cannot move forward with design until approved for funding. This project can be completed in one year.
- JoAnn Robinson also has historic preservation projects that are ready to recommend.
- Discussion around needing to make more recommendations this year than other years since the committee does not have time for a full application process before Town Meeting. David Levy

noted that affordable housing is normally a 5 year cycle - the committee will need to see where they are on their projects.

- Public meeting in January? Provide background on CPA and find out what projects are eligible.
- Mike Cayer explained there should be 3 warrant articles for Town Meeting – the report, the reservation of funds, and then specific projects.
- David Levy suggested reviewing the Master Plan for the Town. He has some ideas about the proposed Housing Plan, and will look in it. David Levy will check with Laura Weiner for the Housing Plan.
- Committee Liaisons:
 - Board of Selectmen – Clarissa Rowe
 - Town Moderator – Eric Helmuth
 - Finance Committee – Andrew Bengtson
 - Capital Planning Committee – David Levy
- Communications subcommittee – Eric Helmuth and Andrew Bengtson. Will work to provide press release right after the New Year. Also to include in an email notification from the Town.
- Public Meeting will be January 20, 2016 at 7pm in the town hall auditorium
- Other subcommittees:
 - Draft Community Preservation Plan – Joann Robinson, Clarissa Rowe, David Levy, Leslie Mayer. The Subcommittee will look at the Belmont and Lexington plans first
 - Community Preservation Applications – Charlies Tirone, Mike Cayer (draft should be reviewed by Town Counsel). The Committee decided that having a two tier application would be a good idea.
 - Will have the first application draft for the next meeting
- JoAnn Robinson mentioned 3 historic preservation projects that can be done 1) Study of the old burying ground and updates that need to be done 2) Survey of Henderson Street as a historic neighborhood and 3) The Whittemore Robbins Carriage House stabilization.
- David Levy talked about how projects would fit into the affordable housing plan and program. Should touch base with HCA. Eric Helmuth asked if the committee can appropriate money to help a project since a lot of these are too big for CPA to handle. Yes, because the CPA money should leverage other funds.
- New meeting dates:
 - December 14, 2015 (instead of December 7th)
 - January 4, 2016 (instead of January 11th and 25th)
 - February 1, 2016 (instead of February 8th)
 - February 22, 2016 (just change in location)
- Meeting adjourned.