

**Community Preservation Committee  
Meeting Minutes  
December 14, 2015**

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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

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- Minutes approved from the November 23<sup>rd</sup> meeting
- Budget Discussion
  - FY2016 Clarification – The tax rate is set so we can't authorize the money until after the budget is closed next summer. Could access the money if the committee wanted to bond it. Could also call a Special Town Meeting in the fall to appropriate the funds earlier than Annual Town Meeting 2017 but it is expensive so not likely unless a STM has already been called.
  - FY2017 Clarification – Richard Murray and Clarissa Rowe are on the Finance Subcommittee. By the end of the quarter the committee should have a better idea of the match for FY2017. A 29% state match was provided in November for the current fiscal year, which included a \$10M addition from the legislature. Clarissa Rowe is suggesting the committee goes with 22% which is the FY17 match before any money from the legislature. Therefore, \$286,000 should be added to the \$1.3M.
  - CPA Fund Transfer Detail Sheet - \$26,875 from Comptroller and IT for IT's work on software for the Assessor's Office. The committee doesn't have access to a budget now so this request cannot be approved.
  - Richard Murray asked about administrative costs. Is this type of cost included? Clarissa Rowe says yes. For administrative help, Eve Margolis is helping the committee this year and is keeping track of hours so there is an idea of what amount of help is needed in future years. Clarissa Rowe will bring the \$26,875 request to Stuart Saginor to confirm whether or not the committee would be able to approve this request.
- Application Discussion
  - Charles Tirone and Mike Cayer presented the draft application, modeled off the Town of Belmont (thank you, Belmont). Kept the dates for this year to give the committee a

sense of the timeline needed and the process for next year. This year will have to be a shortened application process. Clarissa Rowe thinks the application is thorough. The committee should send Charles Tirone any changes they have for the draft application. Clarissa Rowe will then send it to Doug Heim and Stuart Saginor for review. Charles Tirone suggests a preliminary application for this year. Mike Cayer suggests starting with the funding section of the application.

- Clarissa Rowe named some projects that are coming up for Town Meeting: 1) the Park and Recreation project for the Robbins Farm, already vetted by the Finance Committee, the Capital Planning Committee, and is in the Master Plan and Open Space Plan 2) the study for Spy Pond bank erosion 3) Historic projects.
- There also needs to be a forum for the public to make recommendations this year. This is scheduled for January 20th. The committee is anticipating this year's applications will be due a month after the public meeting. The committee wants to make it clear that this year is not a precedent for future years, this year the committee is on a tight timeline since it was not formed until late in the fall.
- Project Discussion
  - The Robbins Farm – currently in the Capital Plan and if the Community Preservation Committee is going to fund it they need to inform the Capital Planning Committee. Mike Cayer doesn't want to fund it without considering other projects as well. Should be an even playing field. Richard Murray agrees. How do we make a decision before the public meeting? Leslie Mayer says it has already been identified as a need by the Town. Clarissa Rowe believes we can have the project in both budgets and transfer at Town Meeting once all projects have been vetted by the committee. Clarissa Rowe will let Adam Chapdelaine and the Capital Planning Committee know that they are not ready to make a decision for January 10<sup>th</sup>.
  - Clarissa Rowe said Cambridge has decided to fund affordable housing at 70%. The January public meeting is to hear what the public is interested in funding in Arlington.
  - JoAnn Robinson discussed historic projects that are currently in the capital plan but would still need more funding.
  - Charles Tirone discussed the Spy Pond Project – There is an erosion problem by the park, between Pond Lane and Lynwood. Maybe a \$25,000 study would make sense. This type of project may cost about \$125,000.
  - David Levy discussed affordable housing – The Town is working on a Housing Production Plan and the committee should base projects off of that plan. That plan will not be completed until April 2016.
  - Richard Murray – The Housing Authority is looking at Menotomy Manor for Skills and Worklife Center. The Center would free up space in the housing complex. Clarissa Rowe will check with Stuart Saginor on this.
- Community Preservation Plan Discussion
  - JoAnn Robinson and Leslie Mayer presented their draft of the plan which is based on the Belmont Plan. A draft should have this done by the public meeting in January and a final draft should be ready by Town meeting.
  - Leslie and JoAnne will add their edits; forward them to David Levy for his addition of the affordable housing section. A new draft will be ready for the January 4<sup>th</sup> meeting.

- Public Meeting Discussion – Eric Helmuth proposes drafting a save the date to go out before the Christmas holiday and then a press release to go out after the New Year.
- Meeting adjourned.