

Community Preservation Committee
Meeting Minutes
September 7, 2016
7:30 pm

In attendance were:

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

Not in attendance: Richard Murray

Clarissa Rowe called the meeting to order at 7:32 pm.

1. Clarissa Rowe explained the current invoice approval process that requires five Committee member signatures. She noted that the Municipal Modernization Act takes effect November 1, 2016, and the Act will permit the Community Preservation Act Committee to delegate authorized approvers. The Committee discussed the complexity of CPA invoicing for housing projects, in particular because they are large and have multiple funding sources. Consensus emerged that grant agreements need to better specify the schedule, process and criteria for payment, especially for housing projects that have multiple funders.

2. Agenda Item 7, Administrative Expenses was taken out of order. The Committee discussed the submission of the invoice for CPA related legal services to Town Counsel by attorney Kevin Batt. Clarissa Rowe said that Town Counsel will pay for services incurred before July 1, 2016. Mike Cayer suggested that separating payment would be easier if the contractor divided these charges into two invoices. Clarissa Rowe decided to table the approval of the attorney invoice and ask for it to be reissued as separate charges before and after July 1, 2016.

3. David Levy moved to approve the minutes of August 22, 2016 as amended. Eric Helmuth seconded. All voted in favor.

4. Clarissa Rowe informed the Committee that the Jason Russell House and the Old Schwamb Mill preservation projects are planned to be on the warrant for Special Town Meeting on October 19, 2016. Clarissa Rowe distributed the warrant article language to the Committee members. The Jason Russell House is going back to the original proposal for the immediate urgent work, which includes the repair of gutters and a structural study. Clarissa Rowe reminded the Committee that these two projects were postponed this past spring because the Committee needs to document the following:

- a) More detailed written grant agreements- these are nearly finalized and will be ready to go if Town Meeting funds the projects in October.
- b) Guaranteed public use- this was documented in original applications.
- c) Preservation restrictions – Old Schwamb Mill is in the process of getting a restriction from Mass

Historical added to the outbuildings. Jason Russell is getting a new restriction drawn up from the Town as they could not locate their prior one. Eric Helmuth noted that the Committee can make funding contingent on these being finished in the town meeting vote.

Mike Cayer moved to approve recommended funding of new roof of Old Schwamb Mill Barn as presented to the Committee on February 22, 2016 for \$20,000, with the condition that the preservation restriction and a grant agreement be signed with the town before any payment is distributed. Leslie Mayer seconded. All voted in favor. Mike Cayer moved to approve the recommended funding of Jason Russell House as presented to the Committee on February 21, 2016 for \$35,000, with the condition that the preservation restriction and a grant agreement be signed with the town before any payment is distributed. JoAnn Robinson seconded. All voted in favor. Mike Cayer moved to approve the request of the CPC to insert the language distributed by Clarissa Rowe into the warrant for the Special Town Meeting of October 19, 2016. JoAnn Robinson seconded. All voted in favor.

5. Eric Helmuth reviewed a proposed agenda for the September 20, 2016 Community Preservation Act Committee Public Information Meeting. He suggested that the Committee update the materials with the latest budget figures, a brief summary of the five funded projects, and the new 2-part application process. The Committee expressed consensus support for this plan. Clarissa Rowe said she would invite ACMi to record the event.

6. The Committee discussed their meeting schedule for the upcoming months; members who are on other boards and commissions named their routine conflicts.

7. Clarissa Rowe noted that the Comptroller wants to start presenting reports that will be more comprehensive than the current financial report provided by the Treasurer's Department. Clarissa Rowe will ask Amy Fidalgo to coordinate this.

8. Mike Cayer moved to adjourn at 8:25 pm. Leslie Mayer seconded. All voted in favor.

Minutes submitted by:
Eric Helmuth, Vice Chair