

**Community Preservation Committee**  
**Meeting Minutes**  
**December 12, 2016**  
7:30 pm

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

Not in attendance: Richard Murray  
Jim Feeney, Assistant Town Manager

Also in attendance: Amy Fidalgo, CPAC Administrator

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1. **Meeting Opened:** Clarissa Rowe called the meeting to order at 7:35pm.
2. **CPA Invoices, Status of Trust Fund:** Clarissa Rowe said that the CPA Trust Fund distribution in the amount of \$270,433 has been deposited. Amy Fidalgo and Clarissa Rowe provided an overview of the CPA Fund Balance, and anticipated funds that will be available in FY18.
3. **Discussion of Final Applications:**
  - Clarissa Rowe thanked the Committee members who helped the Cemetery Commission put this application together. JoAnn Robinson stated that the budget has been boiled down to the survey because it is all that can be accomplished at this time. The Committee discussed the difficulty of presenting this project to Town Meeting; the Committee agreed that the Old Burying Ground being part of this project makes the application stronger.
  - Chuck Tirone summarized the Conservation Commission's application for Spy Pond Phase II. Mike Cayer asked why this project wasn't presented as Phase I, Phase II, and Phase III if all the construction is scheduled to start in FY19. Chuck Tirone said the Conservation Commission did not want to submit a third application to the CPAC, so they put it all together as one request. Eric Helmuth asked what would happen if the Conservation Commission needs more money. Chuck Tirone explained that contingency costs were built into the funding request.
  - Eric Helmuth said the application turned in by the Friends of Menotomy Rocks Park seemed somewhat incomplete. The Committee discussed why a Town department was not the applicant. Clarissa Rowe said this should be an application from the DPW, Friends of Menotomy Rocks Park, and possibly the Park and Recreation Commission. Chuck Tirone commented that while the study can be funded, it is possible that CPA cannot fund the resultant project because it is deferred maintenance. Clarissa will discuss these issues with Jim Feeney and Jon Marshall.

- Eric Helmuth said he was impressed with the quality of the application submitted by the Friends of Robbins Town Gardens. Leslie Mayer said there was a lot of support for this project. JoAnn Robinson said that the one detail not included in the application is the explanation of how hard it will be to get into the Town Garden space to perform the repairs; this cost is a significant part of the funding request. The Committee discussed that this application should be under the supervision of Jim Feeney and the Historical Commission, but the Friends of Robbins Town Gardens should remain closely involved with the project.
- David Levy said that the Housing Corporation's application for Downing Square was more complete than the preliminary application but he would still like to see rent figures provided, an operating budget, and a breakdown of the soft costs. David Levy said that HCA is still waiting to hear from Federal Home Loan Bank for \$400k for Downing Square and 20 Westminster. The Committee discussed how to factor in community support when evaluating each application; Chuck Tirone pointed out that community support is not a requirement from a D.O.R standpoint. Mike Cayer said that the Housing Corporation of Arlington was just granted their special permit for Downing Square. David Levy commented that this project will not get done without CPA funding.
- The Committee stated that the Mystic Watershed Association turned in an excellent proposal for Mill Brook Linear Park. Leslie Mayer said that the group has gained a lot of support for this project. Clarissa Rowe said that the Reservoir Master Plan and Survey application was excellent, the Committee agreed.
- Eric Helmuth said he supported the Historic Resources Inventory application, but the Committee will need to be thoughtful about bringing this project before Town Meeting. Leslie Mayer commented that the Committee should have the results of the Vision 2020 Survey by the time Town Meeting occurs, which will help in the presentation of this project.
- Andrew Bengtson said he thinks the Whittemore Park Revitalization application is a study, not a project. Leslie Mayer commented that she did not see how this application was considered to be recreation. The Committee agreed that this space does need something done to improve it, but this application might not be big enough for the improvements needed.

**4. Outreach to Consulting Committees; Submission of Warrant Articles:** Clarissa Rowe said she would create a draft schedule for the public presentations scheduled for January 31, February 1, and February 2. The applicants will be asked to present for 15 minutes. Clarissa Rowe will contact members of the Finance Committee, Board of Selectmen, Council on Aging, and Capital Planning Committee for their input on the applications. Amy Fidalgo will provide Planning and Community Development and the Town Manager links to the applications. The Committee discussed including the FY18 budget, and a summary sheet naming each project and funding request as well.

**5. Other Business:** The meeting minutes of November 29, 2016 were reviewed. Eric Helmuth moved to approve the November 29, 2016 meeting minutes. Leslie Mayer seconded. David Levy

abstained.

- 6. Adjournment:** Eric Helmuth moved to adjourn. David Levy seconded. All voted in favor.