

Community Preservation Committee
Meeting Minutes
January 17, 2017
7:30pm

In attendance were: Andrew Bengtson
Clarissa Rowe
David Levy
Eric Helmuth
Kin Lau
JoAnn Robinson
Richard Murray
Chuck Tirone (arrived at 7:40pm)

Not in attendance: Leslie Mayer

Also in attendance: Jim Feeney, Assistant Town Manager
Amy Fidalgo, Management Analyst

1. **Meeting Opened:** Clarissa Rowe opened the meeting at 7:30pm. The meeting minutes of December 21, 2016 were reviewed. David Levy moved to approve the meeting minutes of December 21, 2016. Eric Helmuth seconded. All voted in favor. JoAnn Robinson abstained.
2. **Review of CPA Financials:** The Committee reviewed the proposed offsets for the Town Manager's staff members. The offset for the Assistant Town Manager has been increased from 15% in FY2017 to 20% in FY2018 due to the increased level of oversight for CPA funded projects.
3. **Status Update on FY2017 CPA Projects:** Jim Feeney said that clapboards were been pulled from the side of the Jason Russell House for exploratory work to be performed. There should be an architect report shortly. The Whittemore Robbins Carriage House project will be going out to bid next week. The Town will be looking for a contractor with DCAMM certification in historic building restoration. Andrew Bengtson and Richard Murray discussed the status of the Drake Village Window Replacements; there will be a second bid going out this week, which should be opened the first week of March.
4. **Discussion of FY2018 CPA Project Applications:** Clarissa Rowe has provided written comments to numerous applicants in preparation for their presentations on January 31, February 1, and February 2. Clarissa Rowe will share these comments with the Committee.
5. **Final Planning for CPA Presentations:** A schedule of presentations has been provided for the Committee to review.
6. **Vote- CPA Warrant Article:** Eric Helmuth presented the placeholder language for the CPA warrant article to be submitted for inclusion in the warrant for the 2017 Annual Town Meeting. Eric Helmuth moved to authorize the Chair to submit this warrant article for Town Meeting, which will be revised once the Committee determines its funding recommendations. David Levy seconded. All voted in favor.

7. **Adjournment:** Richard Murray moved to adjourn at 7:50pm. Eric Helmuth seconded. All voted in favor.