

Community Preservation Committee Meeting **Wednesday, March 15, 2022**

Present: CPC Members Robert Levash (Chair), Jenny Russell (Vice Chair), Peter Jackson (Treasurer), Linda Weld, Ted Carroll, Joseph Duffy, Tom Callahan, Richard Boehler (remote) and Wendy Garpow; CPC Consultant Kathleen O'Donnell, Esq., Sr. Administrative Clerk Julia Getman.

1. Administrative Items:

The meeting was called to order at 7:08 p.m. in the Cronin Conference Room of Town Hall. On a motion by Mr. Jackson, seconded by Mr. Callahan, the February 22nd meeting minutes were approved 9/0/0.

2. Discussion of final Rating Sheet Conclusions

The Committee discussed the rating procedure for funding applications and strategies for improving the judging process. Consolidating the numbering system on the rating sheet was considered as a means for making the process more equitable, as well as weighing projects according to their public visibility and the extent of public usage. Adding a question about the public/private ownership status of the project locations was considered.

The Committee discussed how certain projects may have more representation and support than others from CPC members and Town Departments such as the Conservation Commission and Parks and Recreation. Influential factors affecting voting decisions were discussed and it was suggested that the rating system be changed to a yes/no vote to avoid the risk of "penalizing" certain projects with number ratings. Factors such as publicly visible projects and those with access to outside funding were considered. It was suggested that a subcommittee be established to reevaluate the rating questions and to inquire about how other towns process applications. Ms. Weld and Mr. Jackson agreed to act as the subcommittee.

3. Town Meeting Articles Discussion

The Committee discussed whether the Town Meeting article addressing annual Community Preservation Act (CPA) funding should be considered "FY2023" or "FY2024" funds. It was noted that funding the categories of the projects, not the individual projects themselves, are voted on at TM and that a revenue account could be drawn from for individual projects after July 1st, 2023. A new CPA funding budget for 2024 would also be voted on at TM. It was mentioned that funds remaining from prior fiscal years could be applied to new projects and that \$100K was left over from the 2023 round. Mr. Levash and Mr. Jackson planned to present a CPA budget of \$1.6 million at a March 21st Warrant Committee meeting.

4. Discussion of Kathleen O'Donnell Consulting Fees

Ms. O'Donnell recused herself. Mr. Levash discussed Ms. O'Donnell's experience and familiarity with the CPA and the written proposal she had submitted. He said he had met with the Town Administrator to discuss using Town Counsel for CPC legal questions and discussed which types of projects may require legal advice. Applying a retainer vs. hourly billing were considered, the funding for which would be drawn from the CPA's administrative budget. Ms. O'Donnell's potential meeting schedule and topics for which her presence would be required were discussed. On a motion by Mr. Callahan, seconded by Mr. Carroll, Committee voted 9/0/0 for a start date of April 26th at an hourly rate of \$150. Ms. O'Donnell returned to the meeting and said she would bill for legal work only, not for attendance at meetings.

5. CPC Appointments and Terms

Mr. Levash stated that Mr. Jackson's and Ms. Russell's, as well as his own CPC terms expire in July of 2023 and that Mr. Boehler would be retiring as a member of the Planning Board after the April 25th town election. He said the other members have 3-year terms ending in 2024 and that several would need to sign

the Open Meeting Law form. The rules and procedures for seeking reelection as well as term discrepancies and limits were discussed. Those planning to run for a second term were asked to supply a letter of commitment to the Select Board.

6. CPA Yard Signs:

Bylaws and rules regarding the displaying of signs were discussed. The Committee discussed how different CPA projects will require different types of signs at different stages of completion and when permanent signs such as plaques and donor walls should be used. Placement of the signs, how they should be paid for and what the sign messages should read were discussed. Examples of the proposed signs with different color schemes were displayed and a light green shade was agreed upon.

7. Next Meeting Dates & Schedule:

An upcoming meeting was confirmed for May 16th. The Committee discussed strategies for publicizing the June 1st deadline for the second round of eligibility applications and questioned whether the two-tiered system of eligibility and funding stages should continue. The Committee discussed reasons why certain 2022 applications did not pass the eligibility stage of the process.

8. Adjourn:

On a motion by Ms. Russell, seconded by Mr. Callahan, the meeting was adjourned at 8:31 p.m.



Robert Levash, Chair