

**Community Preservation Committee Meeting**  
**Wednesday, September 13, 2023**

**Present:** Tom Callahan, (Chair), Jenny Russell (Vice Chair), Peter Jackson (Treasurer), Wendy Garpow, Joseph Duffy., Kathleen O'Donnell, Ted Carroll, Cheryl Tougias, Sr. Administrative Clerk Julia Getman.

**Absent:** Linda Weld

**1. Administrative Items:**

The fifth meeting of FY2024 was called to order in the Cronin Conference Room at Town Hall at 7:15 p.m. and Mr. Callahan introduced the CPC members. On a motion by Ms. O'Donnell, seconded by Mr. Carroll, the July 26 meeting minutes were approved 6/0/2 with Ms. Garpow and Mr. Duffy abstaining.

**2. Agenda Report and Discussion on Evaluation Criteria for Scoring Projects\***

Mr. Jackson discussed edits to the funding application score card that he collaborated on with Ms. Weld. He stated that the previous process of ranking applications numerically produced considerable variations and that the Open Space and Recreation projects almost always rated the highest while the Historic Preservation projects rated lower. The new criteria included separate scoring sheets for each CPA category (Affordable Housing, Historic Preservation and Recreation/Open Space) as a means for a more equitable rating system. The relevance of certain criteria for certain categories was discussed, as well as providing different questions for different categories. It was decided that ranking the projects numerically while taking other factors into consideration such as the timing of the project and access to alternative funds should be considered. Ms. O'Donnell offered to draft the new score card with input from Mr. Jackson, which would be voted on at the next meeting.

**3. Report on Site Walks**

Mr. Callahan reported on the August 16<sup>th</sup> site walk at the Milton Cemetery, led by Cemetery Director Lisa Ahern, who guided CPC members through the historic portion of the cemetery and identified stones in need of repair. He said that the August 26<sup>th</sup> site walk through the estuary between the Milton and Quincy lines, led by funding applicant Arthur Doyle and members of the Conservation Commission, was a "part of Milton I didn't know existed." The topic of equity between projects that do and do not offer site walks and the types of projects that merit a site walk were addressed. It was suggested that the eligibility applications include the phrase, "a site visit may be requested by the Committee."

**4. Report on meeting with Town Financial Personnel**

Mr. Jackson reported on an August 9<sup>th</sup> meeting with the Assistant Town Administrator Colin Loiselle, Assistant Town Planner Josh Ekart-Lee, Town Accountant Amy Dexter, Town Treasurer Johanna McCarthy and Financial Analyst Lisa Coull. He said that the commercial taxes that failed to be collected in FY23 would be accounted for in FY24, adding up to approximately \$30,000 annually. The returns on investments were discussed and it was noted that the Accounting Department will be tracking CPC funds. He discussed how expenditures will be recorded and paid, the billing process and a new, standard form for invoices, and said that separate account numbers had been assigned to each project. He said that the Affordable Housing Trust is separate from projects requiring invoices and can receive funding directly. The Accounting Department had agreed to provide quarterly reports to the CPC and budget estimates for FY24 were discussed. Approximately \$130,00 had been carried over from FY23 and the state match (20%) was currently low due to slow real estate sales. The FY24 CPC budget would range between 1.2 and 1.3 million.

**5. Report on Status of Grant Agreements**

Ms. O'Donnell reported that she had drafted and distributed all of the grant agreements for the first round of funding, all of which had been signed and returned aside from the Forbes House agreement.

**6. Discussion of Future Format for Full Applications**

The discussion was deferred.

**7. Discussion of Funding Application Presentation Schedule**

It was noted that repeat applicants in year two of funding did not present eligibility applications before the CPC. The benefits of presenting and determining which projects necessitated a presentation were discussed. Mr. Callahan suggested inviting all applicants to present for equity purposes and believed the CPC would benefit from status reports from repeat applicants. It was decided that each applicant would be allowed 15 minutes to present. Upcoming meetings were scheduled for October 25<sup>th</sup>, November 7<sup>th</sup>, November 15<sup>th</sup> and December 18<sup>th</sup>.

**8. Adjourn:** On a motion by Mr. Duffy, seconded by Ms. Russell, the meeting was adjourned at 8:46 p.m.



Thomas Callahan, Chair