

Minutes for CPC Meeting of 3/25/04, 7:30 pm - 9:45 pm, Library Meeting Room

Attending: Peter Berry, Walter Foster, Andy Magee, Catherine Coleman, Susan Mitchell-Hardt, Peter Grover (8 pm), Matt Lundberg, Mimi Herington, Erin Bettez, Chris Schaffner (late)

Absent: Alison Gallagher

Audience: Anne Forbes, John Ryder

1. New Business:

Peter Berry was notified by Dorrie Pizzella, Executive Director of the CP Coalition, re: her concern about a potential raid on the CP Trust Fund. Local mayors on the Massachusetts Area Planning Counsel (MAPC) have asked Mark Draisen, Executive Director of MAPC, to create legislation to file to grab funds from the CP Trust Fund to give to cities that didn't pass the CPA to pay for planning costs.

Chris Shaffner is the Acton representative to the MAPC.

ACTION: Chris will call Mark Draisen directly to protest such action.

ACTION: CPC members will call or email their concerns to State Rep. Atkins and State Rep. Eldridge and State Senator Resor who has a seat on the Ways and Means Committee.

(Walter commented that Pam Resor and Jamie Eldridge attended the most recent BoS meeting, at which time Walter spoke strongly in favor of the CPA in Acton).

2. Town Meeting Presentation:

CP Project Booklets

The CPC plans to hand out booklets describing all the proposed CPA projects to voters as they enter Town Meeting.

Each CPC member was given a packet consisting of 8 pages double sided. Each page described a different CPA project except for the page on Community Housing which described three housing projects. The CPC reviewed each page.

- Matt Lundberg is consolidating the booklet.

Cover letter for the booklet describing all the projects proposed for CP Funding:

- John suggested using the town seal, the Davis Monument, on the cover.
- Beneath or above it should be printed:

Community Preservation Committee, April 2004
Recommended Projects

- Include each committee member's name.
- Include the following footnote: The CPC thanks applicants for contributions to this flier.
- It was suggested to put in the cover letter that the CPC is soliciting applications for next year, and that applicants should go to the CPC web page for guidance on submitting proposals, etc.

Table of Contents:

- Matt Lundberg will create a Table of Contents on the back page listing the projects.

Review of Applicants' Fact Sheets

- To be consistent each page will have "Warrant Article 18 either in the footer or header.
- The CPC should report all typo's in packet to Matt by Monday, 3/29.
- Roland will create a slide with a budget breakdown for all the proposals to be available if requested.
- There will not be a sheet for Administrative fees.

The page for the open space funding set aside was not included.

- Catherine will prepare the open space sheet.
- She will go out with a digital camera and take some photos of stone walls, etc. or get some photos from Tom Tidman.

The page on Cultural Resource Survey project

- For consistency each page should be double-sided. It was agreed that a picture should go on the back page which is currently blank.

The page on Historic Boundary Signs fliers violates the margin guidelines.

The page on Davis Monument Restoration

- Take out the budget numbers on the second page and change the heading to Davis Monument Project Tasks

Page on Community Housing

- Delete the lettering "I. J. K." preceding the headings for the community housing projects on the last page.

ACTION: Roland will make 700 copies of CPA project pamphlet for distribution on tables in the hallway leading into Town Meeting.

Power Point Presentation:

It was suggested that the Table showing all the projects and recommended appropriation amounts should be a slide which could be left up throughout the presentation. The Moderator will follow it.

Roland will create a slide with the budget breakdown for all the proposals to have ready if requested.

Andy suggested that the presentation start with the CP Plan; a summary of the Act; how the funds can be used; what the process was; review process for proposals;

- The state match should be emphasized.
- Photos be used as much as possible

Description of the proposals for funding.

Information needed on each slide:

- photo
- cost of project with amount leveraged from other sources
- Name of applicant
- location

On behalf of Fin Com John Ryder will give a high level presentation on where the money comes from; the exemptions, the broad buckets. He will also prepare a slide on Administrative Expense Appropriation.

It was suggested that John could show the slide for Administrative Expenses Appropriation and that Peter could use the same slide at the end of his presentation.

(Don MacKenzie will need to know approximately how many slides will be used in the presentation).

- Mimi suggested that John mention in his presentation the actual average cost per taxpayer as it is modest.

- Walter, representing the BoS, will join John in showing support for the CPA.
- He will speak globally of the benefits the town will receive.
- He will announce the BoS recommendation.
- That the the Warrant Article has been vetted.

He would like a slide or two showing what has worked well such as

- leveraging of money
- fending off threats to the state match

He will coordinate with John.

(There are no citizens petitions this time requesting to rescind the CPA or reduce the surcharge).

Presentation roles:

Following John and Walter's introduction,

Peter Berry, as Chair, will introduce each committee member.

(The computer will be central; Peter will have a podium and two tables beside him).

- John's suggestion for Peter's presentation is to highlight that this is the CPC's first article and it is a pleasure to be able to do positive things despite the fiscally difficult times.
- Matt suggested adding that due to the appropriation for administrative expenses that the CPA is not draining the town's coffers in any way.

Walter indicated that Peter will present the whole article. The Moderator should organize the discussion, and structure it according to the order in the Warrant Article.

Peter Berry will move in the words of the motion. He will ask if anyone has any questions on a project. If so, he will turn to the contact person.

Warrant Article 18 (which is on the town website) will be voted on the first night.

- The night will begin by Choosing Town Officials, the Consent Agenda, NESWC, Town Operating Budget, CPA Program.

Walter thinks there will be questions; there could be a motion to amend down - He said that Don MacKenzie has the whole warrant; Town Counsel will give Don procedural and parliamentary parameters. The motion is drafted by Town Counsel in correct legal form. The Moderator will read it for the whole article.

The following questions came up: After Town Meeting, when is the funding disbursed? What are the reporting requirements, and how often?

Roland said it would be safe to say that the Town is in charge of the money, and the Town will oversee the project. Once the Town appropriates the money, the Town Treasurer is responsible for the funds.

The CPC will discuss these issues after Town Meeting.

ACTION Items for Contact Persons:

- Contact persons are to mention the following to the applicants for whom they are responsible:
- The article will go the first night, Wednesday, April 7.
- Bring all your supporters to vote for the article.
- Speak in favor of the Article
- Sit close to CPC in case you are called on to answer questions.
- Support the whole package
- An information table is planned where voters may pick up booklets describing all the CP projects as they enter Town Meeting.
- Suggest they write a letter to the Beacon thanking Town Meeting for voting to appropriate CP funds for their project

ACTON: Committee members will ask friends to make favorable comments about the package.

3. Report from Communications Subcommittee - Discussion re: Publicity for Town Meeting

ACTION: Catherine will submit a letter to the Beacon encouraging citizens to vote for Warrant Article 18

Information Table:

Roland will ask the Town Clerk for a table in the hallway of ABRHS leading into the Town Meeting to pass out the CP Project Pamphlets.

- Peter Berry said members of the Skatepark Committee asked if they could have a separate table. Roland suggested it was unnecessary as everything will be included in one pamphlet; however, they could have their own table if they liked. Alison is the contact person for the Skatepark Committee, and Peter will ask Alison to call them.

- Mimi, Catherine, and Susan volunteered to distribute pamphlets at the table in the hallway of ABRHS before Town Meeting on Wednesday.

Logistics of presentation preparation:

- Matt and Peter will try to meet this weekend.
- Matt suggested spending 30 seconds/project; in other words 7 minutes for 14 slides.
- Matt will put the power point presentation together.

Discussion re: Finance Committee Recommendations for Funding Cultural Resource List - Peter Grover

Peter met with the Fin Com. Changes were made to the Summary some of which Peter read. He will email a new summary to Matt and Roland. Walter commented that the motion will have to be re-worded accordingly, and it will be helpful for Roland to have the language.

- Peter commented that properties on the list may be surveyed; however, the list won't be expanded unless something critical comes up per request of the Fin Com.
- The list is incomplete as there are 100 projects that are just an address; now they can do a survey form.
- Anne Forbes expressed concern re: the way the project is written; it sounds like it would prevent documentation of the Morrison Farm structures, as well as documentation on the East Acton Depot site; these buildings need historic survey forms.
- Peter concurred that the Morrison Farm structures aren't on the list.
- Anne also commented that properties on the Cultural Resource List haven't necessarily been synonymous with those being subject to the Demo Delay Bylaw.
- John said he believes there is a hard linkage.
- Anne stated that 193 properties are on the list of historically significant properties in Acton Historic Districts, but are not subject to the Demo Delay Bylaw as they are inventories.
- Walter commented that the applicant has settled on language going forward.

Approval of Minutes of 3/11/04

The Minutes of 3/11/04 were approved unanimously with amendments from Anne Forbes, Nancy Tavernier, and Walter Foster

Respectfully submitted: Susan Mitchell-Hardt