

## **Minutes for CPC Meeting of 5/27/04, 7:30 pm - 9:20 pm, Town Hall**

Attending: Catherine Coleman, Susan Mitchell-Hardt, Andy Magee, Alison Gallagher, Matt Lundberg, Peter Grover, Chris Schaffner, Erin Bettez, Walter Foster

Absent: Mimi Herington, Roland Bartl, Peter Berry

Audience: Anne Forbes, Jonathan Chinitz, Pat Clifford

### **1. Approval of Minutes from 5/6/04**

The minutes were approved with the changes requested by Catherine Coleman and Andy Magee.

### **2. Jane Shurtleff, T.J. O'Grady Skate Park**

Jane stated that there has been a change in the skate park design since the vote as they needed to reduce the cost to create a reserve fund for emergencies. The ramp area was changed which reduced the cost by \$35,000. It will be replaced by several small ramps which can use lesser quality concrete, and the kids are happier with it.

With the funds they'll be able to pay for materials which aren't donated, and if there is enough left over, pay for the bowl.

Also, any part of the project could come in more expensive than predicted, especially with petroleum prices going up.

Discussion with the Town:

Jane's group needed to know how ramps and materials may be legally donated.

- They must work with Town Counsel.
- Donations go through a review process, and the Board of Selectmen must accept the donation.
- They should be more detailed about the materials in the design.
- The Town Manager will look at the Lexington Skateboard Park which was built recently to get an idea for what to expect. It has synthetic decking which makes the ramp quieter, and it looks like wood. The actual skeleton is made of steel and the railing will be aluminum so it won't rust. Soft materials are used on the floor when possible so people won't get hurt, and it sheds water so it's not slippery. Also the floor is angled so water won't pool.

Tom Noble is the designer for the Acton skatepark; he's putting together the specifications; they will get them to the Board of Selectmen next week.

Re: the parking lot, J.P. Keen said he would donate the asphalt. Nashoba Paving and Nazarro asked for separate bids.

Walter asked about the donated loam from the golf course. Jane said they are accepting it, but want to get more aspects of the design firmed up. It was pointed out that construction people have specific biases re: fill.

Use of CP funds:

Jane's assumption is that the CP funds go directly to the Town, and that they can be used for anything related to the park. They plan to spend it on design of ramps, free standing structures, skate on benches and planters; they will give their donations to the Town.

Timetable:

They have told people it would be done in July; she'll know when they have the bid project ready, which is dependent on the Town.

A structural engineer will be part of the bid process.

They have good communication with the Town Manager.

Tom Tidman and Nancy McShea put together a bid package. At their last meeting there seemed to be an urgency about this.

Catherine commented that the CPC will send a letter to all award recipients that the CPC is requesting a project review every 6 months, but more frequently in this case.

### **3. Changes to the CP Plan**

Catherine has notes from Susan and herself from which to add a page outlining "Town Processes". She will draft something and bring it to Roland, and ask him for the wording.

Things to consider for the new plan:

- Ask for a signed contract from the applicant so that there are no questions re: what's a wish or a commitment.
- State that no funds will be released until the project is complete and the bid process followed, etc.
- A "Funded Project Status Report" could be included in the Appendix with a list of Year 2004 placeholders.

Catherine's list:

- Require applicants to develop their own RFP's for bids (Need list of requirements from which the Town would build the RFP - scope of services.
- Begin project in three years time.
- Make 6 month or more frequent status reports.
- Protocol for how to address emergency projects.
- More details are needed for what qualifies for an emergency.

Discussion re: timetable:

The current timetable allowed for

- three meetings to meet with applicants, and applicants were given as much time as possible;
  - The Plan was out in October.
  - Proposals were received on Nov. 14.
- (Some felt more meetings were needed).

- Have a Grantors' Night Open House on Sept. 15, 20, or Oct. 1 (6 weeks ahead of 11/15 filing date) to showcase and unveil the new Plan with the appendix - to encourage applicants to bring project ideas and to encourage them to talk to the CPC early.
- Finalize the Plan by the end of June.
- Extend invitations to come in any time.
- Tell the grantees early in the summer about the date for the Open House.

### **Question from Audience:**

Jonathan Chinitz asked the CPC if the CPA statute requires the CPC to shepherd the projects. He had assumed that once Town Meeting accepts or rejects the CPC's warrant article that the CPC's job with respect to the projects was done - no requirement for written reports every 6 months, etc.

He was told that the CPC is obligated to account for monies.

It was pointed out that

- There is no bylaw for the CPC for oversight or shepherding a project
- That most CPC's act as bankers.
- That most CPC's wish to make sure the project goes correctly and is successful.
- That the CPC has no real interest but can monitor a project and observe the track record.
- Monitoring is for institutional memory.
- The CPC will add to the plan a condition that it wants to hear from the applicants in 6 months.
- If an applicant feels it's a burden, they aren't required to write the report.

Catherine passed around a draft letter to funded applicants outlining gentle requests from the CPC (to which the CPC made some minor edits).

It was felt that Mr. Chinitz's concerns would have been allayed by having read the draft letter.

### **Discussion re: How to account for Administrative Expenses**

What if the CPC were asked at Town Meeting to account for administrative expenses? - a good answer will be necessary. What do we want documented so we can track it?

Considerations:

- Administrative costs were high this year due to learning curve.
- There is a burden of tracking.
- Contract at a fee?  
(A flat fee would eliminate multiple time sheets.  
The downside is that costs may appear more expensive than other things).
- It's difficult for the Financial Dept. to go back and pull out their worksheets to get the hourly break out.
- Processing abatements has been ongoing and will be tedious to quantify, but can be done.
- There may be a big bill at the end of the year.
- Take the 5% maximum allowed for Admin. Expenses and have a Memorandum of Understanding
- Or ask for lots of detail.
- Allocate 5% for Admin. Expenses and ask for some reasonable back up.

Action: Walter volunteered to talk to the Town Manager about this and give it more thought.

Brief Discussion Re: Five Year Plan

The CPC had discussed writing a 5 year plan as Bedford has. It was decided to wait until we see what projects come in next year.

**Next Meetings:**

June 10, 7:30 pm, Town Hall, Rm 204

June 24, 7:30 pm

July 8, 7:30 pm

Respectfully submitted:

Susan Mitchell-Hardt