

## **Minutes for CPC Meeting of Oct. 30, 2003, 7:30 pm-9:30 pm, Town Hall, Room 204**

Attending: Andy Magee, Catherine Coleman, Alison Gallagher Susan Mitchell-Hardt, Walter Foster, Peter Berry, Mimi Herington, Peter Grover

Absent: Chris Schaffner, Joe Nagel, Roland Bartl

Guest: John Ryder, FinCom

Audience: Matt Lundberg, Bill Kingman, Nancy Tavernier, others

### **1. Meeting to Provide Information to Applicants for Funding**

Acton Community Housing Corporation member Nancy Tavernier asked whether or not the CPA would let applicants know relatively early that their projects weren't going to be considered. One potential ACHC application would require a feasibility study that would be too costly if the project was going to be denied consideration.

Walter stated that the first cut will be based on eligibility, and the committee will let the applicant know right away. People will be made aware of all the proposals, and we will try to work with everyone on a timely basis. We will hold meetings with the applicants on the proposals and one public hearing.

Andy added that applicants will be allowed, and often urged, to discuss proposals with the committee and there will be questions and negotiation.

Nancy Tavernier initiated a discussion about creating balance in the areas you fund.

Andy commented that we've heard discussions re: balance over time where the CPC tries to identify projects three years out - for example, we want to purchase a 40 acre parcel and build 18 units. In the long run the committee will achieve the balance.

Peter B. had a question about the new 40B amendment. If a town builds 1% of affordable housing/year, it is not subject to 40B - what does that work out to for Acton?

Nancy Tavernier answered that Acton would need to build 70 affordable units/year.

There has been a regulation change in the counting part.

- If a town builds one home ownership unit, it can count the unit as 2 units.
- If a town built a rental development of 100 units and 25 are affordable, all 100 count toward the 10%.
- If a town had 100 home ownership units now, they can be counted twice.

Matt Lundburg had questions about process and timing - There is a deadline of 11/14 for proposal submission. After Town Meeting in April will receiving proposals be an ongoing process? Each Town Meeting will you have proposals to consider and to present?

Andy replied that we get money every year and will look for new proposals each year.

Nancy added that if we have a fall Town Meeting, that implies we will have two deadlines. Walter commented that the Town doesn't want to preclude acting in the fall despite trying to gear toward one Annual Town Meeting.

## **2. Discussion re: Process for Soliciting Proposals and Recommending Funding:**

The CPC may pick up proposals on Monday, Nov. 17 in advance of the Nov. 20 CPC Meeting

**ACTION:** Peter Berry will ask Roland to make a grid or chart listing data on the proposals; and to post the data on the town CPC website.

Andy commented that this year the CPC will be unable to require the applicant to pay for a project up front and to receive reimbursement on completion as that concept is not in the CP Plan Guidelines.

Walter added that the committee will have to feel its way through this series of projects re: making certain the proponent completes the project on budget and on time.

Walter announced that the BoS is having a hearing Monday night which will include a **discussion of possible CPA projects.**

Mimi stated that the committee talked of making a prioritized project list, and she asked if the town projects will come directly to the CPC rather than through their interest group.

Walter replied that the committee will get some projects from the town and some from private applicants. The committee can prioritize within the interest group. Projects will come from the interest group; they will filter to the BoS for coordination.

Projects which Walter expects to see:

- Feasibility study for a Master Plan for the Morrison Farm which would show parking, integration with EAV green, Bruce Freeman Rail Trail (BFRT), and playing fields - down the road.
- Additional development at Nara - such as additional parking and picnic pavilion.
- Additional parking for fields at 2A and 27.

Buildings and Grounds Dept.: Storage building at Woodlawn Cemetery

Municipal Property Office: Restoration of Davis Monument, Paint Town Hall

Planning Board: Raise local match for design and construction of Assabet River Rail Trail  
- Funding of EAV Green

BoH: Funds for construction of a show case for Pine Hawk site artifacts unearthed from the Adams St. site

Library: Funds for the preservation of Civil War artifacts - sabers, etc.

- Funds for work on Vaillencourt Building
- Funds for work on Morrison House
- Funds for Restoration of Civil Defense Building under bridge
- Funds for restoration of canon
- Funds for exhibit showing site of ice house and depicting ice cutting

Andy asked if the Selectmen will endorse or take a position in support of certain projects, and what if there is something the committee likes and the Selectmen don't? He wondered if in the future it would be appropriate for the Town Manager to come to the CPC first, as the CPC is in charge of the funds.

Walter inquired if the committee members' boards have discussed possible CPA projects; he learned that none of the boards have set aside time to discuss them.

### **3. Discussion of Administrative Fees:**

Peter had assumed the committee would make an allocation of \$45,000-\$50,000 for operating expenses of the CPC. - to reimburse the Assessor's time for developing software and account appropriations; the Town Planner's staff time, and that of Town Counsel.

Legally the CPC is using town resources not funded through the town budget; town staff is stretched thin. There could be political issues if the CPC drives up town costs using town resources we're not paying for. (The Housing Authority gets its own funding; School Committee pays for its own).

Andy suggested that the opposite could be argued as the CPC brings in state funding and puts it into the town.

Peter suggested checking on how other CPC's handle this.

Mimi suggested that Roland should keep track of his hours spent on CPA.

Nancy Tavernier weighed in that she would like to encourage the committee to use the reimbursement for 5% of administrative costs as the campaign to pass the act touted such and that it will be an important gesture to town staff which is stretched thin.

Catherine suggested giving the Town Manager a lump sum and asking him to appropriate it.

Walter emphasized that the Town hasn't asked for anything - his strong sense is to take advantage of the opportunity to appropriate for administrative costs.

Andy advocated for itemizing the administrative expenses and allocating them based on the actual costs rather than a lump sum of 5% - unless it's necessary.

Peter Grover added that Town Meeting will require a full accounting.

John Ryder added that he supports allocating for administrative costs - it's an important gesture to town staff.

Peter volunteered that he would like to see such an allocation.

#### **4. Next Steps**

Communication Subcommittee Report:

The Committee is still interested in having parts of the CP Plan published in the Beacon - perhaps after proposals come in.

#### **5. Old Business**

- Review of Minutes of 10/2 and 10/16.

The Minutes of 10/2 were approved as is, and the Minutes of 10/16 were approved as amended. In 1.3, last paragraph, add "The Acton CPC has taken a more inclusive approach to Recreation." Under "Who Presents Projects," page 3, add, "Jeff's response was that it is not necessary (to recuse yourself) as you are a proponent and should take an active role."

- Reminder that the BoS need to find a replacement for former "at large" committee member, Carol Todzias.

#### **6. New Business:**

- After January 1 the CPC will meet on the second and fourth Thursday of every month.

Action: Susan will invite a member from the Westford CPC to attend an Acton CPC meeting on either Dec. 4 or Dec. 18. This will be an opportunity for the Acton CPC to benefit from questioning another committee member from an experienced CPC.

NEXT MEETINGS:

Thursday, Nov. 20, Library Meeting Room

Thursday, Dec. 4, Library Meeting Room

Respectfully submitted by Susan Mitchell-Hardt