

## **Minutes for CPC Meeting of Oct. 16, 2003, 7:30 pm-9:30 pm, Library Meeting Room**

Attending: Walter Foster, Mimi Herington, Catherine Coleman, Alison Gallagher, Susan Mitchell-Hardt, Andy Magee, Carol Todzia

Absent: Peter Grover, Joe Nagle, Chris Schaffner, Roland Bartl

Guests: Jeff Hoyland, Bedford CPC member; John Ryder, FinCom

### **1. Meeting with Representative from Bedford CPC**

Questions and Answers with Jeff Hoyland, Bedford CPC member.

The questions were taken from those raised at the 9/18/03 CPC Hearing on the Draft CPP.

1) Re: the skateboard park, what qualifies as a structure?

- Jeff described the Bedford skateboard park. It's contained by a chain link fence - no walls. There is not a structure - no roofs, etc. They deliberately chose to avoid the roof/structure issue. The standard equipment is inside. The ramps are removable - there are no solid concrete ramps. There is a half pipe and little jumps, but no big bowl. The park is built on a tennis court which is on school property. It cost about \$100,000; it is well used, mostly in the evening - it's unlit other than by parking lot lights. About half the users are from Bedford and the rest are from out of town.

Because the Rec. Dept. didn't know what the right size would be for the skateboard park, they tested it out on two dilapidated tennis courts. The park was built by the DPW and the CPA fully funded the project.

- The Bedford CPC did so because a proven track record was demonstrated as the skateboard park was pre-tested on the tennis courts.

- The Rec. Dept. showed that the park served an underserved population - those who don't participate in team sports.

- (There has been no graffiti - the kids police themselves).

2) Do any construction bids need to be filed under the Public Bidding Laws when a CPC sponsored project is involved?

The committee agreed that Chris Saccardi answered well the questions re: construction bids. The committee also recognized that sometimes it will be necessary take answers from town staff and town Counsel.

3) What happens if projects go over budget?

Jeff replied that the applicant has to ask the CPC for more money, etc. Jeff stated that the Bedford selectmen make sure that applicant doesn't get paid until the project is done. The Town Manager handles the payment.

Andy recommended getting that concept into the CPC plan - that the applicant will need a bridge loan.

Jeff stated that if there is money left over, that Town Meeting is asked to unvote the money. Typically it would be left in the same "bucket."

Jeff indicated that funds allotted for Recreation are strictly a bonus, and that the town of Bedford is comfortable with that. Recreation was not intended to be on par with open space, etc. Recreation is often funded based on their serving an underrepresented community. Recreation has to sell their project before they are allocated CP funds. The Acton CPC has taken a more inclusive approach to Recreation.

4) Would the CPC consider two stage projects i.e. seed funding to explore feasibility followed by full funding to build?

- Jeff stated that the Bedford CPC funds up to 50% of the feasibility study - unless it's town owned property.

5) A representative of the Water District asked if CPA funds could be used to purchase land outside of Acton. Yes.

Jeff stated that his CPC assisted in the purchase of a watershed property (within Bedford).

6) Are historical artifacts, their restoration and display eligible for funding? The statute talks about documents, but what about other objects like civil war swords and armaments?

Jeff stated that the Bedford CPC has not dealt with this issue. They try to steer away from such issues - to start off with obvious, narrowly defined projects where they get good value - it raises their credibility.

#### **Additional Question Re: Historic Preservation**

- Walter asked if Bedford has ever gotten a proposal for a building on the Historic Register which is privately owned.

- Jeff stated that if such a building is open for public viewing - tours, etc. they would fund it. If restoring such an historic building serves the public interest they would fund it.

7) Is there a mechanism to deal with emergency type projects, sale of land or something along those lines?

Jeff stated that the Bedford CPC has set aside \$1 million to buy one of the 8 properties in town that have been designated for town purchase.

Regarding emergencies, Jeff recommends networking with others who have money. In their case they tapped into a Rt. 3 pot of money and in another case, SVT fronted them money for a land purchase.

8. What about granting money that becomes a revolving fund?

Jeff stated that his CPC is ok with granting money that becomes a revolving fund. They view it as a loan - which can be paid back.

9. What mechanisms do you use to monitor projects that receive funds?

Jeff stated that their Town Manager handles this function.

**Question Re: Annual Town Meeting Process**

- Walter asked about the Annual Town Meeting process and if Bedford's CPC brings multiple projects or separate projects.

Jeff stated that the Bedford CPC does it as if for capital expenditures. There is one warrant article and town meeting can vote Yes or No on any of the projects. Their strategy is to pass the easy ones and discuss the others.

Walter looked at the DOR Bulletin - there is one warrant article; some projects will be by acclaim, passed by consent, - they are constituent parts of a whole - not line items. Projects can be voted down, but not added.

Jeff recommended to make a presentation to one's constituents in advance of Town Meeting to find out any problems.

**8 Year Plan:**

The Bedford CPC tries to find out how and where a project fits over the course of 8 years. This involves getting a detailed goal statement from the constituency.

Jeff built their 8 year plan. Assume that you get 1/3 of the funding. What projects do you want to lay out? Lay out the big chunks. Bring your excell sheet to each meeting.

What if an organization comes up with a project which is not in the process?

Jeff's CPC would evaluate all the projects based on the 7 fundamentals, urgency, mixed funding, constituency, etc. If the new project were to rise to the top, they would try to juggle the others.

**Affordable Housing:**

Jeff stated that the CPC funded new construction affordable housing as well as that which is not. One method they employ is condo buy down. Their goal is to buy down one condo in each condominium complex. A condo is purchased, deed restricted and resold at the going rate for affordable housing.

**Question re: Who Presents Projects**

Jeff stated that a constituent body such as ConsCom can present a project as well as an individual applicant.

Andy asked, what if he, Chair of the ConsCom presents a proposal? - normally he would recuse himself.

Jeff's response was that is not necessary as you are a proponent and should take an active role.

## **Question Re: Use of Administrative Funds**

Are administrative funds used to pay Town Counsel?

Jeff stated that the town pays for Town Counsel. Administrative funds are used for the website and printing (CP Plans). They wouldn't use them to pay the Town Planner or the town staffer who comes to their meetings.

## **Proposal Review Discussion**

The Bedford CPC has an open meeting to discuss proposals. Every proposal which comes in is presented and discussed - between now and January. The CPC makes suggestions such as, you're not ready yet - come back in one month; narrow it down; get permits.

The Housing Group has standard questions.

The Bedford CPC holds a Preliminary Hearing where one goes through the check list, ensures there is a cover page with the checklist, and posts it.

The Bedford CPC used to call DOR x5/week. They were told that DOR won't police them - if your town votes yes, it's ok with them - this doesn't guarantee that the CPC can't be sued.

The Bedford CPC sends each proposal to its constituency to see if they support it. They receive comments back. The CPC will act as a bank; they will offer funding to whomever is the most organized.

## **Publicity**

The Bedford CPC contacted all the realtors and told them they have cash to purchase a duplex in the \$300,000 range.

The Bedford CPC distributed their printed CP Plan to every organization in town as well as having them displayed at churches and gathering places.

## **Miscellaneous**

- Donations to the CPC are tax deductible. Property may be donated.
- Walter indicated that the Beacon interviewed him re: disbursement of state matching funds last Oct. 15.

## **NEXT MEETING:**

October 30, 2003

Library Meeting Room

Informational Meeting for Project Proposals

Respectfully submitted: Susan Mitchell-Hardt