

**Community Preservation Committee
September 15, 2021
Remote Meeting**

PRESENT:

Chair Patricia Griffin Starr, Housing Authority representative
Vice Chair Joseph Sheehan, Planning Board representative
Julie Barbour-Issa, Selectmen-appointed representative
Joseph Greeley, Selectmen-appointed representative (Arrived at 5:41pm)
John Hall, Selectmen-appointed representative
Catherine Walsh, Conservation Commission representative (Left at 6:12pm; returned at 6:16pm)

Sarah Dixon Bouchard, Assistant Town Planner

ABSENT:

Cheryl Doyle, Historical Commission representative
Matt Lane, Selectmen/Parks Commission representative

Call to Order

The meeting was called to order at 5:33pm by Chair Griffin Starr.

Approval of Minutes

MOTION made by Julie Barbour-Issa to approve the meeting minutes of August 18, 2021. Motion seconded by John Hall.

Vote: Patricia Griffin Starr, Vice Chair: **Aye**
Joseph Sheehan, Vice Chair: **Aye**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: Absent
Joseph Greeley: Absent
John Hall: **Aye**
Matt Lane: Absent
Catherine Walsh: **Aye**

Result: 5-0-0 (Approved)

Finalizing Needs Assessment

The Committee discussed updates to the Needs Assessment. Cheryl Doyle previously reported that the Historical Commission does not have any significant updates. Catherine Walsh has worked with Town Environmental Planner and Conservation Agent Holly Jones on the Conservation Commission's updates. Patricia Griffin Starr reviewed housing projects that have been established in other communities and has discovered some good ideas.

It was agreed that the Needs Assessment should not function like a project list. Assistant Town Planner Sarah Dixon Bouchard will be working with the new Community Preservation Coordinator to develop an

easy question and answer worksheet for groups to complete as part of the Needs Assessment process in the future.

Status Updates on Community Preservation Coordinator and New Member Opening

The Personnel Board convened on September 14, where they approved the requisition for the Community Preservation Coordinator position. It will be posted soon.

Paul Halkiotis, Director of Community Planning and Economic Development, sent a memo to the Community Preservation Committee requesting a member participate in the interview process.

The Committee determined that Vice Chair Joseph Sheehan will serve on the panel. Assistant Town Planner Sarah Dixon Bouchard will inquire as to whether or not she, too, can serve on the panel.

An application for a new member was received prior to re-advertising the vacancy. It has been shared with the Committee. The application has been forwarded to the Selectmen and General Manager's Offices for review, as it is their position to fill. Sarah Dixon Bouchard is scheduling a call with the candidate to discuss logistics. Should the prospective member's candidacy not move forward, the vacancy will immediately be re-advertised.

2021-2022 Application Approval and Publication

Project application sheets were reviewed by the Committee.

John Hall stated that applicants should be required to contact the Planning Department prior to applying. The Committee agreed that the pre-application sign-off should be included as part of the pre-application.

The Committee agreed to the following timeline:

- October 1: Pre-applications open
- October 15: Pre-applications close
- November 19: Deadline for applications

Assistant Town Planner Sarah Dixon Bouchard will work on various methods of publicity. Julie Barbour-Issa volunteered to assist.

Project Status and Updates

Joe Greeley reviewed the Funding Report which was prepared by the Town Accountant's Office.

He noted that two projects — the University Ave. Trail Study and Design and the Washington #7 Bell Extraction and Storage — will appear in the projects section of next month's report. Town Meeting previously approved these projects in May. Funds have not yet been spent on either.

The Lower Pond Alevizos and Murphy Field projects are nearly complete. The Carillon project remains ongoing. It is hoped that the project will be complete by the holidays.

Next Meeting

The next meeting will be held on October 20, 2021.

Adjournment

MOTION made by Joseph Sheehan to adjourn. Motion seconded by Joseph Greeley.

Vote: Patricia Griffin Starr, Vice Chair: **Aye**
Joseph Sheehan, Vice Chair: **Aye**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: Absent
Joseph Greeley: **Aye**
John Hall: **Aye**
Matt Lane: Absent
Catherine Walsh: **Aye**

Result: 6-0-0 (Approved)

The meeting adjourned at 6:26pm.

Articles/Exhibits Used at Meeting

- Correspondence from M. Gallesyan, regarding interest in Community Preservation Committee membership
- Draft meeting minutes of August 18, 2021 for the Committee's review and approval
- Draft FY'22 Community Preservation Act Project Pre-application form
- FY'22 Community Preservation Act Funding Report, dated September 10, 2021
- FY'22 Community Preservation Act Project Application form
- FY'22 Community Preservation Act Project Pre-application sign-off form
- Memo from P Halkiotis to Community Preservation Committee regarding the Community Preservation Coordinator position, dated September 15, 2021

Minutes respectfully submitted to the Committee by John Cianciarulo.