

Community Preservation Committee

John Hall, Chairman
Peter McFarland, Vice Chairman
John J. Aprea III, Treasurer
Helen Abdallah Donohue
Cheryl Doyle
Toni Eosco
Joseph Greeley
Debbie Holmwood
Patricia Griffin Starr



**Director of Community
Planning and Economic
Development**

Paul Halkiotis, AICP

Assistant Town Planner

Patrick Deschenes

Community Preservation Committee Meeting

6/10/2020

5:30 P.M.

Remote Meeting

PRESENT:

John Aprea
Cheryl Doyle
Joe Greeley
John Hall
Peter McFarland
Toni Eosco
Debbie Holmwood
Patricia Griffin Starr
Also Present:

Patrick Deschenes, Assistant Town Planner

ABSENT: Helen Abdallah Donohue

Paul Halkiotis, Town Planner

Approval of Minutes 3/11/20 and 4/8/20

MOTION to approve minutes from both 3/11/20 and 4/8/20 made by Mr. McFarland,
seconded by Ms. Doyle

All in favor.

Community Preservation Committee – Reorganization

Mr. Hall explained the process for electing new Committee positions.

MOTION to nominated Mr. Mcfarland for Chairman made by Ms. Griffin Starr,
seconded by Mr. Sheehan.

All in favor.

MOTION to nominate Ms. Doyle for Vice Chairman made by Mr. McFarland, seconded by Ms. Eosco.

All in Favor

MOTION to nominate Mr. Aprea for Treasurer by Mr. Greeley, seconded by Mr. McFarland.

All in favor.

Before getting into the agenda Mr. Hall made note to review for next meeting the Needs Assessment and whether and changes would be needed.

Set Meeting Timeline for Remainder of 2020

Mr. Deschenes presented a draft agenda for the rest of the calendar year which included regular meeting dates, emergency meeting dates, and dates related to the pre-application and application schedule.

The Committee debated the timeline in length especially in regraded to the pre-application schedule. They are unable to come to a resolution.

MOTION to table the revised timeline for a later date by Mr. Greeley, seconded by Mr. McFarland.

All in favor.

Discussion and Approval of Administrative Budget

Mr. Greeley gave an overview of the proposed FY21 administrative budget.

Mr. Greeley stated that most of the budgeted amounts would stay the same while the Salary/Wages account would go up slightly to factor in the anticipated admin support position.

Mr. Deschenes stated that at previous meeting the topic of a part-time recording secretary had been a topic, but as of yet no action had officially been taken and that approval from the Committee was needed in order to go forward with filling the position.

MOTION to hire a recording secretary made be Ms. Griffin Starr, seconded by Mr. Aprea.

All in favor.

Mr. Hall, Mr. Greeley, and Ms. Doyle all expressed concerns over sharing a recording secretary with another Board/Committee. The main concern was to do with meeting schedule and mixing up material.

Mr. Aprea and Mr. Greeley provided an update on the current account balances and projected articles for Town Meeting.

Ms. Eosco brought up a concern over industrial tax surcharge impacted the estimated local revenue.

Mr. Deschenes stated that he would look into it and discuss with the Town Treasurer.

MOTION to get final appropriation numbers to the Committee before the Annual Town Meeting made by Mr. Aprea, seconded by Mr. McFarland.

All in favor.

Discussion and Approval – Pre-application Process

Mr. Hall stated that both he and Mr. Deschenes had worked on two versions of a pre-application process and application form.

Mr. Hall explained his version while Mr. Deschenes explain his version.

Mr. McFarland stated that he had some issues with the proposed pre-application process and would like to look into finding a resolution.

Ms. Doyle stated that she would like to include the pre-application phase with the existing application form.

Ms. Eosco stated that she and the Historical Commission were frustrated with how the approval process had been carried out with their group and the Selectmen in the winter.

Ms. Doyle stated that the committee needs to educate more on the process in order to avoid problems that had happened in the past. Ms. Doyle also stated that they don't want to make too complicated that they scare any potential applicant away from applying.

Ms. Griffin Starr also stated that education was key and that they don't want good ideas for project to be lost.

Mr. Hall stated that a pre-application meeting between the potential applicant and Mr. Deschenes should still be kept as a necessary first step.

Ms. Doyle stated that involving Ms. Carney, Town Purchasing Agent as early as possible would also be essential.

Mr. Hall agreed with Ms. Doyle and that public procurement can impact the price significantly even if an outside quote is received.

MOTION to adjourn the meeting by Mr. McFarland, seconded by Ms. Eosco.

All in favor.

Respectfully Submitted:

Patrick Deschenes, Assistant Town Planner