

Community Preservation Committee

Peter McFarland, Chairman
John J. Aprea III, Treasurer
Toni Eosco
Joseph Greeley
John Hall
Matt Lane
Joseph Sheehan
Patricia Griffin Starr



**Director of Community
Planning and Economic
Development**

Paul Halkiotis, AICP

Assistant Town Planner

Patrick Deschenes

Community Preservation Committee Meeting

7/8/2020

5:30 P.M.

Remote Meeting

PRESENT:

John Aprea
Toni Eosco
Joe Greeley
John Hall
Matt Lane
Peter McFarland
Patricia Griffin Starr

Also Present: Joseph Sheehan

Patrick Deschenes, Assistant Town Planner

ABSENT: Paul Halkiotis, Town Planner

Mr. McFarland called the meeting to order.

Mr. Deschenes addressed the requirements of holding a remote meeting and presented the meeting access information to the public.

The Committee conducted a roll call for attendance.

Approval of Minutes 7/8/20

MOTION to approve minutes from 7/8/20 made by Mr. Hall, seconded by Mr. Greeley.

Mr. Hall stated that he had few comments and corrections to make before the approval of the minutes. The committee discussed the corrections.

Mr. McFarland asked for a roll call vote for approval of the minutes as amended at the end of the discussion.

All in favor.

Cheryl Doyle Resignation from the Conservation Commission

Mr. McFarland stated that Ms. Doyle had resigned from the Conservation Commission and because she was the representative to the CPC from the Conservation Commission, she would also be resigning from the CPC.

Mr. McFarland stated that no replacement representative from the Conservation Commission had been appointed yet. Mr. McFarland stated that he would like to wait until after a new representative was appointed before nominating someone else for the Vice Chairmen position.

Mr. McFarland, Mr. Aprea, Mr. Greeley, Mr. Hall, and Ms. Eosco all thanked Ms. Doyle for her hard work and involvement with the Committee.

Approval of the Pre-Application Form and Process

Mr. McFarland stated that he and Mr. Deschenes had worked on a draft pre-application, and that he felt it would be important to set up a formal application process.

Mr. McFarland stated that Mr. Deschenes would be able to assist applicants in the pre-application phase by determining if a project was eligible and informing the applicant which department or board they would need to speak with.

Mr. Hall stated that he liked the simplification of the process, but wanted to make sure nothing was omitted.

Mr. Hall also stated there was some ambiguity within step three of the application process that would need to be cleared up.

Mr. Hall stated that going to the General Manager first before the Board of Selectmen would be the best course of action earlier in the pre-application process.

Ms. Eosco asked if an applicant went to the General Manager regarding a project on Town owned land would the General Manager present the project to the Board of Selectmen, or would the applicant still need to meet with the Board of Selectmen.

Mr. Hall stated that he felt a situation like Ms. Eosco described could potentially be handled by the General Manager, but it might depend on the situation.

Mr. McFarland stated that having the pre-application process start with the applicant meeting with Mr. Deschenes would be the best option for an applicant in order to identify all parties they would need to meet with.

Mr. Hall stated that an edit should be made at start of the application process form that would identify the need to meet with Mr. Deschenes first.

Mr. Greeley stated that it would help to take another look at the form in order to incorporate Mr. Hall's edits before approving.

Mr. Greeley also stated that he wanted to make the process straight forward, but wanted to be careful not to leave anything out.

Mr. Deschenes stated that a working subcommittee between himself, Mr. McFarland, and Mr. Hall might be a good route to take in order to finalize the process form and pre-application form before the August meeting.

Mr. McFarland asked if Mr. Greeley wanted to be on the subcommittee as well. Mr. Greeley stated that he did.

Time Line for June-December

Mr. McFarland addressed the changes and proposed dates for the timeline during the rest of the 2020 calendar year.

Mr. Greeley stated that some dates might be impacted by the Fall Special Town Meeting once a date is scheduled.

MOTION to approve the timeline with 9/23/20 as the planned date for the public hearing by Mr. Hall, seconded by Ms. Griffin Starr.

All in favor.

Professional Assistance for Scope of Work Writing

Mr. McFarland discussed the possibility of using administrative funds to bring on a professional to help write the scopes of work for approved projects. Mr. McFarland stated that this idea was brought up by Ms. Carney as a way to expedite the procurement process so that projects can get started sooner.

Mr. Hall asked if the process would help with finalizing the budget for the project. Mr. McFarland stated that it would.

Ms. Griffin Starr and Mr. Greeley both stated that they supported the idea.

Mr. Deschenes stated that he would work with Ms. Carney to finalize what this person would do and how much this service could potentially cost.

Review of Community Preservation Plan

Mr. McFarland stated that he and Mr. Deschenes didn't see any changes needed for this form other than including in the appendix the revised Open Space & Recreation Plan.

Mr. Greeley stated that he would like to see something from the Housing Authority or some sort of follow up with them in terms of outreach.

Update on the FY2021 Project Applications for Fall Special TM

Mr. McFarland stated that two more interviews will be needed from the applicants of the projects that were put on hold, and that after the discussion of the timeline the Committee now has a plan in place with bringing those projects back.

Update on Hiring a Recording Secretary

Mr. McFarland stated that the job has been posted internally and that there is no update at this time

Status Update on Projects in Process

Mr. McFarland stated that the recent storm damaged the trees at the site of the Lower Balch project and that after a review by an outside specialist it was determined that the trees would have to be removed and replaced.

Mr. McFarland stated that the Bond Street playground project is essentially finished, but did have some setbacks due to the recent storms washing out the mulch for the landscaping.

Mr. Hall stated he would like to bring the issue of the trees at Lower Balch up with former members Ms. Doyle and Ms. Holmwood as they were tree advocates and might want to voice their opinion.

Ms. Eosco stated that work has started at the site of the Lower Pond Pavilion.

MOTION to adjourn the meeting by Mr. Greeley, seconded by Mr. Aprea.

All in favor.

Respectfully Submitted:

Patrick Deschenes, Assistant Town Planner