

Town of Maynard
COMMUNITY PRESERVATION COMMITTEE
MEETING

Wednesday, May 28, 2008-- Room 101, Town Hall

Chair Peg Brown called the meeting to order at 7:09 pm.

Members Present: Peg Brown, Chair; Jane Audrey-Neuhauser, clerk; Mike Chambers; Brendon Chetwynd; Ariel Hoover; Rick Lefferts, Doug Moore, Treasurer

Members Absent: Lou Ann Cutaia; Dave Hull, Vice Chair

Also in attendance: No visitors

The minutes from the May 14, 2008 CPC meeting were approved as distributed. Peg will file the minutes in the COA office.

REVIEW OF TOWN MEETINGS

- The Annual Town Meeting approved the transfer of funds to the specific CPA Fund accounts.

- The Special Town Meeting approved all of the recommended projects and their corresponding appropriations from the specific CPA Fund accounts. (Vote 102 in favor, 6 opposed.) Apparently, good preparation and a thorough presentation resulted in such a favorable response.

Contact persons for the approved projects:

Crowe Park & Alumni Field – Mike Chambers

Community Housing – Rick Lefferts

Assabet River Rail Trail – Ariel Hoover

Veteran's Park Monument – Dave Hull

Coolidge School Facility – Jane Audrey-Neuhauser

Conservation Land Trust – Doug Moore

NEXT STEPS ---

- **BANNERS** – a canvas reusable banner with ties can be produced through Call-A-Copy. Total cost including graphic design would be approximately \$150-\$180 for the first and about \$120 for additional ones.

The wording for the banners will be decided at the next meeting. CPC members are asked to give this some thought in the meantime.

- **FINANCIAL MATTERS:**

The Committee approved the reimbursement to Peg Brown for the copies of the article explanation which were omitted from the STM warrant.

Peg presented project expense worksheets that are used by the Town of Boxford CPC. These worksheets detail the expenditures, invoice dates, current project fund balance and a place for signatures of CPC members. Members made some suggestions and realized that there was a need for some adjustments. Rick Lefferts agreed to use his Excel knowledge to make the changes. It will also be necessary to discuss this with Ken Demars.

Peg distributed a chart with the Uniform Procurement Act Procedures.

Open bids are required for projects on town property. Bids must be solicited from three companies. Paul Camille, DPW Commissioner, has offered to coordinate the bid process for the Crowe Park and Alumni Field irrigation projects. It is important that the bids be carefully worded

so that the company which can also do the work with minimum interruption of field use can be given proper consideration.

• LETTERS TO PROPONENTS

In addition to the “congratulations on your award” letter, each proponent will also need to receive a “Letter of Condition” one copy of which will need to be signed by the proponent and returned to the CPC in order for funds to be received. Peg distributed copies of both letters to each contact person.

Peg will email the letters to each contact person and they will get any suggested changes to Peg by June 4 being sure to include their preferred contact information. If the clerical/project workload becomes great in the future there may be a need to establish a position for someone to do this work.

RENEWAL OF COMMITTEE APPOINTMENTS:

Jane has sent a letter to the BOS requesting reappointment to the CPC but has not had a response. Mike is going to be asking for reappointment.

There will need to be a new member appointed from the Planning Board. The CPC may have considered a revision of the Town By-Law which created the CPC to allow for persons with an “interest” in a particular area as opposed to a “member” of the particular board. However, the State Law which established the CPA requires that if there is a Commission the representative must be a member of the Commission.

We are now nearing the point of starting the bid process again for the next year’s proposals. At the next meeting, the CPC will review the timeline, which was used for this past funding cycle. Once that is established we will put a legal notice in the Beacon as well as an article.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Jane Audrey-Neuhauser, Clerk

NEXT MEETINGS: 7:00pm, Wednesdays, June 11, and June 25, 2008 at the Town Building Room 101.