

Town of Maynard
COMMUNITY PRESERVATION COMMITTEE
MEETING

Wednesday, June 11, 2008-- Room 101, Town Hall

Chair Peg Brown called the meeting to order at 7:07 pm.

Members Present: Peg Brown, Chair; Jane Audrey-Neuhauser, clerk; Brendon Chetwynd; Ariel Hoover; Dave Hull, Vice Chair; Doug Moore, Treasurer

Members Absent: Lou Ann Cutaia; Mike Chambers; Rick Lefferts,
Also in attendance: No visitors

The minutes from the May 28, 2008 CPC meeting were approved as redistributed. Peg will file the minutes in the COA office.

LETTERS and CONDITIONS FORMS for approved proposal 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.

The motion was made, seconded and approved unanimously to accept the letters prepared by the contact persons and the chair. They will be distributed to the proponents.

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

BANNERS for PROJECT SITES

A canvas reusable banner with ties can be produced through Call-A-Copy.

WORDING – Several suggestions were made for the banner. Peg will bring them to the graphic artist and have that person help with the selection.

The committee empowered Peg Brown to work with the designer and make any necessary decisions.

FINANCIAL MATTERS:

Peg distributed the form for a spreadsheet, developed by Rick Lefferts, which can record the expenses for individual CPA projects. Each invoice will also need to be accompanied by the standard, and signed, form from Ken DeMars office.

Open Bid Procedures. 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. There was some concern that the Crowe Park project might not take precedence over Alumni Field. It was noted that if the actual installation only takes a couple of days, the order would not be that critical.

There was a discussion about the upcoming items that need to be addressed. One main project

will be the review and revision of the Community Preservation Plan – Interim /Draft (June 2007)
There was discussion about whether to have two project cycles to include submissions for the Fall Special Town Meeting. It was felt that the Plan had sufficient flexibility to allow for Fall Town Meeting if a project comes forward, but that in revisions, we should add additional cycle dates. TIMELINE for next round of proposals – will be the same as this year.

Much of the remainder of the meeting consisted of listing the items which need to be addressed at the next meeting – of primary importance was setting a calendar for the next fiscal year, including, among other things setting dates for a public hearing and dates for the new proposal cycle. There will also need to be an article in the Beacon and Action Unlimited.

At the July meeting decisions will need to be made about the roles of the committee members for the next term.

Decision for summer meeting schedule – the CPC will meet on Wed. July 25 and Wed. Aug.9.

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Jane Audrey-Neuhauser, Clerk

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