

TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

Minutes CPC Meeting – Town Hall May 18, 2016

Members present: Jane Audrey-Neuhauser, clerk; Bill Cranshaw;
John Dwyer, Chair; Thomas Hesbach; Randy James; Steve Jones;
Members absent: Ellen Duggan; Rick Lefferts, Vice Chair
Position representing Planning Board is vacant.
Also present: Lisa Hanley, Administrative Assistant

John Dwyer called the meeting to order at 7:05.

Minutes of the May 4, 2016 were unanimously approved as distributed.

We will give a signed copy of the approved minutes to the Town Clerk and email a copy to Dave Griffin to post on the website.

ADMINISTRATION:

- Introduction of Administrative Assistant – Lisa Hanley
- John will email Andrew about setting up a Town email account for CPC.
- John, Ellen, and Jane will meet with Lisa to work out some of the details of the position.

Discussion of proposed plan for Maynard Golf Course

- The committee reviewed the proposed plan for the subdividing of the Maynard Golf Course property.
- The plan seems reasonable but the question remains as to how much the town is willing to reimburse the CPC for the property. Steve stated that there should be an appraisal of the property.
- There also is the issue of how to follow up on the legal process necessary to execute the transfer and the holder of the CR.
- John will respond by email to the Asst. Town Administrator requesting the valuation amount of property.

Discussion of Formatting of Meeting Minutes

- There was discussion about the formatting of the minutes of meetings. Lisa recorded the requirements and will format the minutes as suggested. Agreed by all that there should be standardized naming format **CPCMinutes_Yr-Mo-Day**
- All copies will be marked with DRAFT watermark until finalized.

Discussion of filling committee vacancies – CPA/Bylaw Change in Chapter XXX

- The current reading of the By-Law is that it needs to be someone from the Planning Board.
- Bill Cranshaw prepared the wording for an amendment to the CPA section of the Town By-Law to include provisions for appointing a CPC member when the required board fails

to do so. Proposed by-law change for inclusion as an article on next special town meeting warrant states:

“Should any of the Commissions, Boards, Councils or Committees who have appointment authority under this Chapter fail to appoint a representative within such 45 days for whatever reason, the Board of Selectmen shall appoint a suitable person until such time as the original appointment authority acts.”

VOTE: Jane made a Motion to approve the wording of the proposed warrant article and send it to the Selectmen for inclusion in the Warrant for the next Special Town Meeting. Randy seconded. Passed unanimously. Committee agreed they would also offer to meet with the BoS to discuss if necessary.

Coordinated meeting with town boards and organizations to discuss future CPA projects –

- Andrew is working on setting up this meeting for June 15th.

Changes/additions to Open Space Plan

- John emailed chapters 7, 8 and 9 to CPC members for review. Comments were to be emailed directly to John.
- Bill believed that it should include reference to the Complete Streets program and also there should be a reference to the Open Space created by the purchase of the golf course.
- Tom questioned whether there should also be some reference to the recreational use of open space. Steve will contact Andrew and discuss. He will also coordinate with all stakeholders (soccer, baseball, etc)
- Noted that Andrew is handling the rewrite through the Conservation Commission.

PROPOSALS FOR 2016 ATM: Three Final Applications approved by vote at May 16, 2016 Town Meeting

- HR022-16 – \$43,800 -- ArtsSpace Cupola Restoration
Ellen Duggan – liaison
- OS015-16 -- \$30,000 – Conservation Fund Support
John Dwyer – liaison
Progress on the purchase of the Winter Street property is on hold since Linda Hansen was working on that.
- REC028-16 – \$30,000 -- Fowler School Lent Field Study
Steve Jones – liaison
- HR023-16 -- \$25,000 – Study of Maynard Public Library / Roosevelt School
WITHDRAWN
- REC029-16 – \$150,000 -- Green Meadow School Playground Renovation
Tom Hesbach – liaison -- DEFERRED
- OS016-16 -- \$30,000 – Cons.Com. for Oiva Murto Property foreclosure
John Dwyer – liaison -- INELIGIBLE
- OS017-16 -- \$30,000 – Cons.Com. for Tilly Haynes Property foreclosure
John Dwyer – liaison -- INELIGIBLE
- OS018-16 -- \$50,000-60,000 – Land Acquisition-Sid’s Airfield
WITHDRAWN

REPORTS FROM PREVIOUS PROPOSALS

REC025(10)-15 – \$30,000 -- Memorial Park Redesign & Revitalization

- Tom Hesbach will become the liaison and will pursue getting a copy of the study. He will contact Mike Guzzo to assure that funds are not dispersed until we receive the report.
- Tom stated that this has been a “lesson learned” and going forward Best Practice should be to get target budget for future studies (i.e. Green Meadow Playground)
- Bill reported on the meeting which gave an outline of the proposed plans. The total project would cost about one million dollars. It could be possible that some of the parts of the project might be done for lesser amounts using funds from the Downtown Enhancement Fund or through the cooperation of the Maynard Business Alliance.

REC026-15 -- \$50,000 -- Green Meadow School Playground Renovation Planning

- Tom Hesbach – liaison
- There has been some progress, in that a plan is being generated and reviewed by Town (Erin, civil engineer and Leslie)
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ACTION ITEMS

- Lisa will plan to meet with Ellen, John and Jane
- Lisa will work on making process for submitting applications to CPC more accessible to public
- Lisa will submit time breakout in spreadsheet form to John
- Bill to forward wording on CPC by law change to Town Administration

Next Meeting Dates:

Wednesday, June 1, 2016, 7:00 pm

Possible town-wide meeting date – June 15

Meeting was adjourned at 8:35

Respectfully submitted,

Lisa Hanley
CPC Administrative Assistant

2015-16 Committee Positions:

Chair – John Dwyer

Vice Chair – Rick Lefferts

Treasurer – Steve Jones

Clerk – Jane Audrey-Neuhauser