

TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

Minutes CPC Meeting – Town Hall June 1, 2016

Members Present: Ellen Duggan, John Dwyer, Rick Lefferts, Tom Hesbach, Randy James, Steve Jones, Bill Cranshaw
Members Absent: Jane Audrey-Neuhauser
Position representing Planning Board is vacant
Also present: Lisa Hanley

John Dwyer called the meeting to order at 7:00

ADMINISTRATION:

Minutes of the May 18, 2016 Meeting

- Motion by Tom to approve Minutes as distributed. Seconded by John. Rick abstained. Unanimously approved.
- Lisa Hanley will email a copy to Dave Griffin to post on the Town website.

Discussion of purchase of Laptop for CPC Admin.

- Tom made a motion to purchase laptop as outlined in invoice provided by Andrew Scribner-MacLean. Randy seconded. Passed unanimously.

Address term endpoints, which are out of sync with original staggered terms

- It was discussed that the Community Preservation Act requires staggered terms of 3 years.
- The Town set terms to match the different groups and is now trying to get all of the terms back in sync.
- Discussion that 3 members are believed to have terms expiring June 30. John stated that Jane said she would go back and check terms.

Filling Committee vacancies

- Bill sent to the BOS the proposed bylaw change (giving BOS appointment authority if others fail to act) and letter requesting it be placed on the next town meeting warrant.
- Becky advised him that it was put with other potential warrant articles that she and Kevin are compiling for the fall Special Town Meeting. The CPC agreed that this issue would be brought to Town Meeting if one is called before the fall Town Meeting.

Progress on meeting with town groups/committees to discuss future CPA project priorities

- Nothing new to report. Meeting may be on June 15. Bill advised he will not be at the June 15 meeting.

Changes to Open Space Plan

- John advised that Andrew is working on this.

CORRESPONDENCE:

- John received an email from Beacon Villager requesting information on CPA.
 - It was decided that much of the information can be found in the annual report. John will send a copy of it to the Beacon Villager.
- Randy reported that the final bid for the Rail Trail project was received by the town DOT. Construction starts in July.

PROJECT BUSINESS:

Review Acceptance and Conditions Letters

- Letters should be signed by liaison, cc'd M. John Dwyer
 1. ArtSpace:
 - Discussion of procurement laws. Discussion that this issue should be directed to Andrew.
 - Rick questioned necessity of paragraph 5 on Letter of Conditions: "That a copy of the bid specifications and the chosen consultant's contract be provided to the CPC".
 - Issue discussed. John stated that this is not for approval. The CPC wants work done before payment is made.
 - Decided to leave paragraph 5 the same.
 2. Fowler Field:
 - Steve will get names of individuals to receive letters and provide to Lisa.
 3. Maynard Conservation Fund:
 - John will send Lisa Award and Conditions letters specific to Conservation fund.

Golf Course

- Bill questioned whether there is a buildable lot included in the property that was surveyed on Wilder Street. The Town's GIS indicates there is, although the back of the golf course parking lot occupies part of it.

Green Meadow

- Ellen asked for update on this project. Tom stated that the plan is going to the Conservation Committee next week. They are looking for fall decision from the CPC.
- Only \$5,000 of \$50,000 contract has been spent as contractor could not come to terms on a contract with the town.
- Per Tom, the town civil engineer is still working on the project.

Memorial Park

- Randy gave update on the Memorial Park estimate. He said they are planning to get funding from various groups.
 - Discussion of how Bolton is having fundraisers to help support their new town common.
- Randy stated that he believes a report will be provided when it is completed.
- Discussion of expenses to make Memorial Park handicap accessible and to move the Veterans Memorial. Bill stated that other options should be explored, i.e. business owners requesting the BOS use downtown enhancement funds to hire a private landscaper to maintain the park.

ACTON ITEMS:

- Lisa will work on Acceptance and Conditions Letters
- Lisa will contact Dave Griffin about putting new CPC email address on website

Next Meeting Date:

Wednesday, June 15, 2016 at 7:00 p.m.

Tom made a motion to adjourn meeting. Ellen seconded this motion. Agreed unanimously. Meeting adjourned at 8:40.

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