

# TOWN OF MAYNARD

MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

## Minutes CPC Meeting – Town Hall June 15, 2016

Members Present: John Dwyer; Ellen Duggan; Rick Lefferts; Tom Hesbach; Randy James; Steve Jones; Jane Audrey-Neuhauser

Members Absent: Bill Cranshaw  
Position representing Planning Board is vacant

Also Present: Lisa Hanley; Dawn Capello-Chair, Maynard School Committee; Bob Gerardi-Superintendent of Schools; Andrew Scribner-MacLean-Assistant Town Administrator; Aaron Miklosko-DPW/Facilities; Bill Nemser-Town Planner

John Dwyer called the meeting to order at 7:05

### Minutes of June 1, 2016 Meeting:

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

### PROJECT BUSINESS:

#### Each of the members of the CPC gave input as to their goals for this meeting:

- Ellen stated that it would be helpful to meet with all of the stakeholders to see if there is any overlap in projects planned. A collaborative effort should result in better funding opportunities between the groups.
- Jane echoed Ellen's thoughts.
- John stated that this meeting of stakeholders should be at least 2x/year. Especially important during funding cycle.
- Randy added that the town's vision is important in the CPC process. He is interested in hearing about the larger projects, i.e. the golf course. Also stated that might look into the increased revenues if Town's surcharge increased from 1.5% to 3%. Tom stated that this would almost triple the money received by the Town.
- Rick stated that we do not want the Town to look at CPA funds as a readily available income source for projects.
- Steve stated that it's important to see the Town's Capital Planning Budgets so CPC can know where/when to supplement.

### **Capital Planning/Affordable Housing-Andrew:**

- 129 Parker Street will bring in new tax money and the Town is starting to discuss what to do with the money (which will take a few years to come in).
- John advised group that there has been a lack of affordable housing projects. He asked that the group put out the word on this.
- Andrew stated that affordable housing is the Town's highest priority. The Town currently has 23 objectives based on 4 goals that will impact how affordable housing is developed.
- Discussion of Affordable Housing Trust, which was formed 2 years ago. Andrew would like CPC to put money into the Trust. Need 5 Committee Members (have 2). Rick stated that the Committee was formed in 2008 at Town Meeting but never convened.
- Jane asked Andrew about Capital Planning Group. He said it is comprised of 6 employees. The Group has come a long way as it is more productive with subject matter experts present.
- Tom noted that the Capital Planning website is blank. Andrew will share with group.
- CPC will go through with Group and see if there is any overlap they can work on together.

### **CPC Application Process:**

- Andrew asked for explanation of process.
- Ellen stated that CPC members work as liaison so members can go back to their Committee. Trying to tighten up the process.
- Aaron suggested CPC get stakeholders involved ASAP so they can point applicant in right direction. Dawn added that Schools would like to know of relevant plans to assist with process.
- Agreed by all that CPC would direct individuals with good ideas to relevant Town Department and Departments would do the same with CPC.
- Aaron stated that ArtSpace Cupola is an example of why it's important for groups to come to Town at beginning of application process. Town subject matter experts are best at ensuring that applicant understands the process so time is not wasted.
- Aaron wants to meet with CPC at beginning of process (before award letters). He will attend initial meeting as necessary.
- CPC agreed to send applicants to Town subject matter experts.
- Agreed by all that **over-communicating** is best.

### **Town Planning:**

- Bill discussed importance of cohesive plan for Town development.
- Veteran's Memorial Park Report is very helpful as component costs are broken down. Flexibility of report means may be able to rely on different funding sources i.e. CPC.

### **Planning Board Appointment to CPC:**

- Rick stated CPC needs Planning Board input at meetings.
- Bill and Andrew stated that due to work load of Planning Board it is difficult to get volunteers to further commit their time to another Committee.
- Ellen stated that there is often difficulty in getting quorum at meetings without this position filled.

### **Rockland Fields:**

- John asked if schools have any interest in Rockland Fields. They said it doesn't affect them.
- School Department projects upcoming: Fowler Fields, playground and Alumni Fieldhouse.

### **DPW/Facilities Updates-Aaron:**

- Maynard High School baseball field fence is completed.
- Green Meadow-expect Final Plan from the designer Monday. Advised Conservation Commission. Bringing on Town Engineer. Under review to move forward.
- ArtSpace Cupola- Engineer reviewed scope of work today. Will rewrite a few things. They want work done by end of June. He explained to them this is not reasonable, has to go out to bid.
- Field House- Proposing a multi-use building. Sending out for bid this summer.
  - Steve advised that the money is from Historical Preservation so must remain in compliance with these requirements.
  - Historical Preservation awarded must follow standards set by the Secretary of Interior Guidelines. Rick will provide these guidelines to Aaron.

**Role of CPC:**

- Tom discussed his interpretation of role of CPC-once CPC gets approval for project funding at Town Meeting, they are done with the process.
- Discussion of role of CPC.
- Andrew stated that after approval, responsibility should transfer to applicable Town employee(s). CPC not expected to be subject matter experts.
- Aaron stated that Town employee should be assigned before CPC votes on matter.
- Bill stated that CPC could follow model of Economic Development Committee.
- Tom stated that with regards to School projects, need Town and School input. Dr. Gerardi advised that he will make sure the appropriate individuals are advised.

**PROJECT BUSINESS:**

**Discussion of CR for the Golf Course:**

- Discussion of value of land and how to return money to CPC. State must first approve carve-out. Andrew will speak with Stuart at Community Preservation Coalition.
- Andrew stated that Town preference would most likely be to payback installments rather than lump-sum.

**Next Meeting Date:**

Wednesday, July 6, 2016 at 7:00 p.m.

Tom made a motion to adjourn meeting. John seconded. Agreed unanimously. Meeting adjourned at 9:10 p.m.

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