

TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

Minutes CPC Meeting – Town Hall July 20, 2016

Members Present: John Dwyer; Rick Lefferts; Randy James; Jane Audrey-Neuhauser; Bill Cranshaw

Members Absent: Ellen Duggan; Tom Hesbach; Steve Jones
Position representing Planning Board is vacant

Also Present: Lisa Hanley

John Dwyer called the meeting to order at 7:05

ADMINISTRATION:

Minutes of the June 15, 2016 Meeting

- Motion by Jane to approve Minutes as amended. Seconded by Rick. Unanimously approved.

Filling Committee Officer Positions

- **Chair:** Rick nominated John to continue as Chair. Bill seconded. Unanimously approved.
- **Vice-Chair:** John nominated Rick to continue as Vice-Chair. Bill seconded. Unanimously approved.
- **Clerk:** Rick nominated Jane to continue as Clerk. John seconded. Unanimously approved.
- **Treasurer:** Rick nominated Steve to continue as Treasurer. Jane seconded. Unanimously approved.

Summer Projects

- Jane stated that the CPC should start advertising the dates for submitting proposals for CPA funding.
- Lisa will have article placed in the Action Unlimited and the Beacon Villager.
- Lisa will also update the CPC website.

CPC Calendar

- Monday October 3, 2016 - Preliminary applications due
- Wednesday November 9, 2016 - Final Applications due
- December 7, 2016 meeting - CPC will complete questions about proposals
 - Final applications will be discussed at the November 6 and December 7 meetings
- January 2017– CPC will meet with Proponents
- February 15, 2017 – CPC will make final vote on applications

Discussion of Town Role in the Submittal of Applications

- Town wants to be involved as soon as possible to avoid any overlap of projects (to ensure the project is in compliance with the Town Plan). Especially important when project is on Town property.
- CPC will forward the applications to the relevant Town Department as soon as Preliminary Application is approved.
- It is the Town's responsibility to follow-up. CPC liaison will ask Proponent if they have discussed with relevant Town representative.
- Town Meeting is the third Monday in May. Anticipated date is May 15, 2017. Warrant due 45 days prior.

Rick asked if there is talk of a Special Fall Meeting. Bill stated that the Special Fall Meeting is just for 129 Parker Street.

PROJECT UPDATES:

ArtSpace Cupola

- Bill asked about bids on the Cupola. Rick said he saw the RFP in the Beacon Villager on Thursday.

Fowler Study

- Rick stated that this should go out for bid.

Other:

Rick stated that he provided Aaron Miklosko with the Secretary of the Interior Guidelines as requested at the June 15, 2016 meeting.

Next Meeting Date: August 3, 2016

Jane made a motion to adjourn meeting. Bill Seconded. Meeting adjourned at 8:02.

2016-17 Committee Positions:

Chair – John Dwyer

Vice Chair – Rick Lefferts

Treasurer – Steve Jones

Clerk – Jane Audrey-Neuhauser