

TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

Minutes CPC Meeting – Town Hall
December 6, 2017

Members Present: John Dwyer; Jon Lenicheck; Bill Cranshaw; Ellen Duggan; Randy James

Members Absent: Steve Jones; Rick Lefferts; Tom Hesbach

Also Present: Lisa Hanley

John Dwyer called the Meeting to order at 7:00

ADMINISTRATION:

Minutes of the 11/01/17 Meeting

- Motion by Bill to approve Minutes as amended. Seconded by Jon. Unanimously approved.

CPC Plan Revision

- Lisa, John and Ellen are planning on more time to make revisions. Document will then be forwarded to group for review.

Generation of Questions for Final Applications for Funding:

1. REC032-18 Fowler Field . Send to Jim Hines and Aaron. CC Steve

- a. Can we see the results of the Study that was previously done so that we can know the scope of work that is needed?
- b. Maynard Youth Soccer has been fund raising. However, the Town has said that this project was on the Town Capital Plan. Is it on the Plan and if so, how much money is the Town prepared to contribute towards the project?
- c. Does this project have the written approval of the School Board?
- d. Is the school contributing money, and if so, how much?
- e. How much of the work can be done by DPW?

- f. How will the DPW finance the maintenance of this project? Would it be possible for the Recreation Commission to have a budget to maintain the fields? What do you expect the maintenance costs to be?
- g. Please provide a written maintenance plan.

2. OSO020-18-Conservation Fund Support – Send to Michele. cc John

- a. What is being done to move the Winter Street Project forward?
- b. Please clarify that money will be used for purchase of land and not maintenance.
- c. Please provide the amount of money to date CPC has given to the Conservation Fund and the total amount now available in this fund.
- d. Please rank the requests for Funds by the Commission as per question 13 in the Final Application for Funding.
- e.

3. OSO021-18 Ice House Landing. Send to Michele. cc John

- a. Please provide justification for purchase of new picnic tables and kiosks. Why are new picnic tables/kiosks needed?
- b. Please provide a detailed description of the walking trail work that is proposed to be done.
- c. What is the maintenance plan for this project? How will the maintenance be financially funded?
- d. What parts of the project can be funded by Wetlands Funds?
- e. Please rank the requests for Funds by the Conservation Commission as per question 13 in the Final Application for Funding.

4. REC033-18 Glenwood Cemetery. Send to Paul Boothroyd, Michele and Aaron. cc Ellen

- a. What is the maintenance plan for this project?
- b. Where is the estimate, which was done by a private contractor, for this project?
- c. What is the process for the Historic Commission to approve the design and oversee the construction?
- d. Will additional funds be required to ensure the maintenance of the trails i.e. because of erosion?
- e. Could the Glenwood Perpetual Care Fund be use for any of this?

5. HR025-18 MACRIS. Send to Jack MacKeen. cc Ellen

- a. Who will be receiving these funds? The Maynard Historic Commission?
- b. Who will be writing the RFP? Who will be writing the Contract?
- c. Could any of these costs be defrayed by volunteer work?

Dates for Applicants to Attend CPC Meeting

January 3, 2018 – Ice House Landing, Conservation Fund and MACRIS

January 17, 2018- Fowler Field, Glenwood Cemetery

Lisa will notify all applicants of the date to appear before CPC and questions which they should answer.

PROJECT BUSINESS:

Powder Mill Doors – Bill
Doors are complete

Next Meeting: January 3, 2018

Preliminary Applications:

1. **Fowler Field Renovation – REC03218**
2. **Conservation Trust – OSO020-18**
3. **Glenwood Cemetary Pond Area – REC033-18**
4. **MACRIS – HR025-18**
5. **Reserve Fund for Maynard Historical Commission – HR026-18**
6. **Ice House Landing – OSO021-18**

Motion to adjourn at 8:40. Unanimously approved.

Respectfully submitted,

Lisa Hanley
Clerk

Timeline of Dates for May 2018 Town Meeting – FY2018 CPA Proposals:

- October 2, 2017 – Preliminary Application due
- October 4, 2017 – CPC determine eligibility and notify applicants
- November 8, 2017 – Final Applications due
- December 6, 2017 – CPC develops question for applicants
- January 3 and 17, 2018 – meetings with proponents of project and discussion
- February 28, 2018 – **Public Hearing and final vote on proposals**

2017-18 Committee Positions:

Chair – John Dwyer
Vice Chair – Rick Lefferts
Treasurer – Steve Jones
Clerk – Lisa Hanley