



**TOWN OF MAYNARD
COMMUNITY PRESERVATION
COMMITTEE**

195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

M. John Dwyer, Chair
Rick Lefferts, Vice Chair
Steve Jones, Treasurer
Jim Coleman
Bill Cranshaw
Ellen Duggan
Tom Hesbach
Randy James
Jon Lenicheck

Meeting Minutes

Town Hall – Room 101

Wednesday, November 7, 2018, 7:00 pm

Members present: John Dwyer (JD), Jim Coleman (JC), Bill Cranshaw (BC), Ellen Duggan (ED), Tom Hesbach (TH), Steve Jones (SJ), Rick Lefferts (RL), Jon Lenicheck (JL)

Members absent: Randy James (RJ)

Others present: Anna-Lisa Lysell McLaughlin

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:03 pm.

Public comments: None

Correspondence:

- Rick Lefferts, on behalf of the Affordable Housing Trust, submitted two preliminary applications for funding.
- Steve Jones, on behalf of the Recreation Commission, submitted the Final Application For Funding for the Fowler Field Irrigation.

Administration:

- **Minutes:** BC motioned to approve the minutes of October 17, 2018. Second by JC. Vote 7-0. (Jon Lenicheck arrived shortly after the vote)
- JD distributed copies of the Final Application For Funding for HR027-19, REC034-19, REC035-19, OS023-19, and OS035-19.
- JD discussed Greg Johnson's availability for attending the December 19th meeting. The committee concurred and JD will coordinate.
- There was discussion of the printing quote for the CPC booklets. As the unit cost was substantial, the members agreed not to have them professionally printed. TH volunteered to GBC-bind copies instead.

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Administrative Assistant:

JD reported that Lisa Hanley has decided to resign from the position. Anna-Lisa Lysell McLaughlin's resume had been provided to the CPC by the Office of Municipal Services. She was on hand to discuss her interest and qualifications. As the position has likely not yet been formally advertised, JD will confirm with the Town Administrator about the hiring process requirements.

Preliminary Applications for Funding:

RL introduced the two applications from the MAHT. One requests \$25,000 from the Community Housing fund and one requests \$50,000 from the undesignated balance. The funding would be provided to the MAHT Trust Fund for future affordable housing activities consistent with both CPC and MAHT requirements. JL motioned to find the two applications were for eligible activities. Second by ED. Vote 7-0, with BC abstaining.

Review of Final Applications for Funding:

The members discussed each of the final applications for funding. The committee is to provide applicants with questions and requests for more information, as needed, by December 5, 2018.

- Replacement of Alumni Field Bleachers (REC 034-19). JL was designated as the liaison for the project. It was noted that the amount requested far exceeded available funds. There was renewed discussion of whether such projects were eligible. JD will confer with the Community Preservation Coalition about whether bleachers and/or the press box are eligible activities.
- Restoration of Historic Grave Stones (HR027-19). There was discussion that doing the work on the privately-owned headstones at St. Bridget's would require access on St. Bridget's land. RL suggested the applications for the two cemeteries should be separated. BC requested formal documentation by St. Bridget's in the application supporting the project and allowing the work to be done. ED will be bringing the issue back to the Historical Commission and the CPC will defer further action for the time being.
- Conservation Fund Support (OS023-19). There were no questions or comments for the applicant at this time.
- Ice House Land Improvements (OS035-19). The CPC would like to hear what other means of doing some/all of the improvements are available, such as community groups like the scouts.
- Fowler Field Irrigation. There were no questions or comments for the applicant at this time.

Closing Project Accounts:

It appears that there are a handful of old projects that are either complete or have reached the deadline for returning of unused funds. The unused monies, likely totaling more than \$60,000, should be returned to its original fund source to be available for future projects. SJ will coordinate with the Town Accountant for processing the return of those funds.

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Project List for Maynard 150th Book:

ED received a request from David Mark, who is writing a book for Maynard's sequicentennial, about information about CPC projects. ED will provide him with a list of CPC-funded projects and the CPC booklet.

Updates on Ongoing Projects:

SJ reported that the Recreation Commission will be meeting with the DPW to help prepare the bid specifications for the project.

Upcoming Meetings:

- The November 21st meeting is canceled.
- The next meeting is December 5th. Prior to the meeting members should provide JD with any questions/comments that they want to go to funding applicants.
- JD reminded members that there is a Special Town Meeting on Nov 8th.

Adjournment:

JD made motion to adjourn. Second by JC. Vote unanimous. Meeting adjourned at 8:34 pm.

Documents and Exhibits used during the meeting:

- Draft minutes of October 17th meeting.
- Preliminary Application For Funding, MAHT Funding #2018-1, dated 11/7/18.
- Preliminary Application For Funding, MAHT Funding #2018-2, dated 11/7/18.
- Final Application for Funding, Fowler Field Irrigation, dated 11/6/18.
- Final Application for Funding, Ice House Landing Improvements, dated 11/2/18.
- Final Application for Funding, Conservation Fund Support, dated 11/2/18.
- Final Application for Funding, Restoration of Historic Grave Stones, undated.
- Final Application for Funding, Replacement of Alumni Field Bleachers, dated 11/5/18.
- Anna-Lisa Lysell McLaughlin resume

Date approved: *December 5, 2018*

Timeline of Dates for May 2019 Town Meeting – FY2019 CPA Proposals

- October 1, 2018 – Preliminary applications due
 - October 3, 2018 – CPC determine eligibility and notify applicants
 - November 5, 2018 – Final applications due
 - December 5, 2018 – CPC develops questions for applicants
 - January 2 and 16, 2019 – Meetings with proponents of projects
 - February 20, 2019 – **Public Hearing and final vote on proposals**
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