



**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, December 5, 2018, 7:00 pm**

**Members present:** John Dwyer (JD), Jim Coleman (JC), Bill Cranshaw (BC), Ellen Duggan (ED), Tom Hesbach (TH), Jon Lenicheck (JL), Randy James (RJ)

**Members absent:** Steve Jones (SJ), Rick Lefferts (RL)

**Others present:** None

This public meeting was not recorded.

**Call to Order:** The meeting was called to order at 7:05 pm.

**Public comments:** None

**Correspondence:** None

**Administration:**

- **Minutes:** JD provided minor proofreading correction. JD motioned to approve the minutes, as amended, of November 7, 2018. Second by JL. Vote 7-0.
- Greg Johnson will be attending the December 19<sup>th</sup> meeting.

**Administrative Assistant:**

More than 40 applications were received. JD had Stephanie Duggan review them and she provided a shortlist of 6 applicants, based on administrative experience and living locally. The members discussed some general considerations and possible questions. The members selected four for interviews – Matson, Grenier, McLaughlin and Bruhn. JD will invite them for interviews at the December 19<sup>th</sup> or January 2<sup>nd</sup> meetings. JD will have Stephanie respond to those who were not on shortlist.

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**Finalize Questions for FY19 Applicants:**

Members reviewed the list of questions provided to JD prior to the meeting. Changes were made as follows.

- CH005-19 Affordable Housing Trust Fund, \$75,000. Question 3 about the grant agreement was deleted. A question was added asking for more information about the request for funding greater than the 10% minimum annual allocation to the Community Housing fund.
- REC035-19 Fowler Field Renovations, \$50,000. No changes were made to the list of questions.
- REC034-19 Replacement of Alumni Field Bleachers, \$375,000. Questions 2 and 3 were deleted. A question was added regarding who the signatory for the grant agreement would be.
- OSO023-19 Conservation Fund Support, \$20,000. Question 1 was deleted.
- OSO022-19 Ice House Landing Improvements, \$7,094. A question was added regarding who the signatory for the grant agreement would be. The question of the signatory will also be discussed with Greg Johnson at the next meeting.
- HR027-19 Restoration of Historic Grave Stones, \$10,000. Question 1 was deleted. A request for a letter of approval/participation from the Town was added (for the Glenwood work).

The project liaisons will notify the applicants of the questions and request they coordinate with JD regarding appearing at the January 2<sup>nd</sup> or 16<sup>th</sup> meetings.

**Updates on Ongoing Projects:**

- TH reported that, while the planned work at Green Meadow is not fully complete, it is likely that the CPC-funded project work has ended. He will meet with school officials to confirm.
- ED reported that the MACRIS project has commenced, with the first phase of work to be completed later this month.
- ED and JD reported that work has begun on the trail project at Glenwood Cemetery, but that due to high water and weather conditions the work will likely not be completed until the spring.

**Upcoming Meetings:**

- The next meeting is December 19<sup>th</sup>. Agenda items include discussion with Greg Johnson and interviews of administrative assistant candidates.
- January 2<sup>nd</sup> agenda items include any remaining interviews of administrative assistant candidates and the first of the meetings with FY19 funding applicants.

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**Adjournment:**

TH made motion to adjourn. Second by JL. Vote unanimous. Meeting adjourned at 8:10 pm.

Documents and Exhibits used during the meeting:

- Draft minutes of November 7<sup>th</sup> meeting.
- Administrative Assistant resumes (shortlist)
- Preliminary list of Questions for Applicants – FY19, compiled by JD.

Date approved: *December 19, 2018*

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

- October 1, 2018 – Preliminary applications due
  - October 3, 2108 – CPC deter eligibility and notify applications
  - 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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