



**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
Anna-Lisa Lysell McLaughlin, Clerk

Meeting Minutes

Town Hall – Room 101

Wednesday, March 6, 2019, 7:00 pm

Members present: John Dwyer (JD), Jim Coleman (JC), Steve Jones (SJ), Randy James (RJ), Ellen Duggan (ED)

Members absent: Tom Hesbach (TH), Bill Cranshaw (BC), Rick Lefferts (RL), Jon Lenicheck (JL)

Others present: No guests were in attendance.

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:12 pm.

Public comments: None

Correspondence: None

Minutes:

Revisions included several typos. ED motioned to approve the minutes of February 27, 2019 with revisions. Second by SJ. JC abstained, as he was not present at the meeting. Vote 4-0 to approve.

Administrative Issues: None

Review of Warrant Article: The committee reviewed and discussed the draft Warrant Article. A few errors were found, including incorrect numbers corresponding to the funds to appropriated for the Affordable Housing Trust Fund (\$21K from the budgeted reserve fund, rather than \$11K from the undesignated fund), the Ice House Landing Improvements (\$7,094, rather than \$9,074) and, consequently, the total amount to be appropriated by the Community Preservation Committee should be \$147,094, rather than \$139,074. JC motioned to approve the Warrant Article as revised. Second by SJ and unanimous 5-0 vote to approve. Anna-Lisa will revise the draft in order for it to be submitted to Town Administrators by March 12, 2019.

Procedure for Moving Funds: The committee had a general discussion on what method should be used to move funds going forward. Mike Guzzo will be moving the balance from the FY2016 undesignated fund into the budgeted reserve fund in advance of the Town Meeting. He

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recommended leaving at least one year's worth of funds in the undesignated fund, as that would allow the committee to pull from that fund in case of an emergency. Ideally, the committee would institute an automatic process by which at the start of a new fiscal year, the funds from the previous year's undesignated fund would be transferred to the budgeted reserve fund. Mike Guzzo will check with the Department of Revenue to ensure that this is an acceptable method of moving and managing funds. SJ noted that it is important to have some form of internal planning to ensure that the Affordable Housing Trust has the funds it needs each year. The committee also discussed whether undesignated funds should simply go into the budgeted reserve or whether 10% should go back into the respective Affordable Housing, Historic, and Open Space funds. The committee decided to keep this discussion on the agenda for the following meeting and SJ moved to vote to transfer the FY2016 undesignated fund balance to the budgeted reserve fund in advance of the upcoming Town Meeting. Second by ED and unanimously approved by 5-0 vote.

Ongoing Projects: All of the bids for the Fowler Field project have been received, opened and are currently in the process of being certified.

Project Closeouts: None.

New Business: There has been significant discussion via email regarding the repair of the Clock Tower. Questions still remain as to whether such work should be considered preservation or repair work. Moreover, it is not clear whether the use of CPC or Town funds is appropriate at all in light of prior agreements with the Town concerning the Mill Owner's responsibility to maintain the property. The committee will keep this email correspondence for review in the event that we receive an application for funds to repair the Clock Tower at a later date.

Next Meeting:

The next meeting will be March 20, 2019.

Adjournment:

SJ made motion to adjourn. Second by ED. Vote unanimous. Meeting adjourned at 7:51 pm.

Documents and Exhibits used during the meeting:

- Draft minutes of February 27, 2019 Public Hearing.
- Agenda

Date approved: March 20, 2019

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 applications
- November 5, 2018 – Final applications due
- December 5, 2018 – CPC develops questions for applicants
- January 9 and 23, 2019 – Meetings with proponents of projects
- February 27, 2019 – Public Hearing and final vote on proposals
- March 12, 2019 – Deadline for draft warrant articles for Town Meeting