



**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, May 01, 2019, 7:00 pm

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

Members absent: Randy James (RJ), Ellen Duggan (ED), Tom Hesbach (TH)

Others present: David Mark

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:04 pm.

Correspondence: None

Minutes: JL moved to amend the minutes of the March 20, 2019 meeting to reflect the motion to transfer the balances from the FY2016 and FY2017 undesignated funds proportionally at 10/10/10/70 percent into the respective community housing, historic, open space, and budgeted reserve funds. Second by JC and approved unanimously. BC motioned to approve the minutes of the April 10, 2019 meeting as written. Second by JD and approved by 3-0 vote; with 3 abstentions, as SJ, RL, and JL were not in attendance.

Administrative: JD will not be able to attend the Town Meeting on the evening of May 20th and, therefore, another representative of the CPC will need to attend to present and move the article, as well as answer any questions. BC will serve as representative and will contact Becky Mosca for details.

Public Comments: David Mark, from Trail of Flowers, attended to discuss the suitability of applying for CPC funds for a project to install a safety fence around the historic foundations of the Marble Farms homestead, as well as to beautify the surrounding site to make it useable as a small park. At present, two plaques have been installed describing the historical significance of the site; however, a lack of adequate fencing around the foundations has raised safety concerns. At the highest points, there is a 7-8 foot drop from the walls of the foundation to the ground below. As the stones of the foundation are not secure, this presents a falling hazard. There is also an open well that should be capped to prevent visitors from falling in. Installing a fence is needed to prevent and discourage visitors from climbing on the foundations and into the site

TOWN OF MAYNARD COMMITTEE PRESERVATION COMMITTEE
May 1, 2019 Meeting Minutes

below. SJ noted that the Recreation Commission has been looking at the area adjacent to the Marble Farms site off of Rockland Avenue as a possible location for additional parking, which could serve as a nice access point to the Rail Trail as well as the Marble Farms Historic Site and proposed Community Garden and park area. This would be an excellent collaborative project between the CPC, the Recreation Commission, and the Maynard Community Gardeners. Considering the dual nature of the project, it would be best to submit two applications: one under the rubric of historic preservation to cover the installation of the fence, and another under open space and recreation to include the clearing and beautification of the surrounding site and installation of benches and/or picnic tables. RL also suggested speaking to the Historic Commission for any feedback they may have regarding the site.

Grant Agreement Amendments:

- On the first page, create a fill-in-the-blank spot for the date, as well as strike "*Community Housing Reserve Fund*" and another create a fill-in-the-blank spot for the respective funding source.
- To maintain flexibility, the language in section **4. Budget and Other Sources of Funding** will be kept as broad as possible, and shall be revised on a case-by-case basis, according to the appropriate requirements of each individual project.
- In section **6. Reports** strike "*The Recipient shall also file a PSR with each Grant Fund Disbursement Request*" and insert "[...] *an itemized list of expenditures to date [...]*" into the first sentence. Amend the due date of the PSR to read "*the last day of January*" rather than the last day of December.
- Insert the text "*Failure to meet the terms and requirement set forth in the CPC Grant Agreement may affect eligibility for future projects.*" at the end of section **10. Compliance with Laws and Agreement.**

New Business: Move discussion of CPC Booklet to next meeting when ED will be present to discuss.

Policy on Moving Funds: In preparation for a vote at the next meeting, the following policy statement will be drafted and disseminated for review: "*At the start of the fiscal year, all undesignated balances from prior fiscal years, excluding the most recent year, shall be allocated 10/10/10/70 to the respective Affordable Housing, Historic, Open Space, and Budgeted Reserve funds.*"

Project Closeouts: Mike Guzzo did not yet closeout the STM10.AS03 ARRT Easement account. SJ will contact Mike to go forward with closing that account.

TOWN OF MAYNARD COMMITTEE PRESERVATION COMMITTEE
May 1, 2019 Meeting Minutes

Ongoing Projects: The Conservation Commission is looking at a lot on Thomas Street. As this property would be acquired through tax taking, CPC funds would not be used. Due to the shape of the lot and its positioning on the river, it would not likely be a suitable property for affordable housing development. However, in the future a canoe launch may be installed on the property, which could be a good use of CPC funds.

Next Meeting: May 15, 2019

Adjournment:

JL made motion to adjourn. Second by JC. Vote unanimous. Meeting adjourned at 8:17 pm.

Documents and Exhibits used during the meeting:

- Draft of March 20, 2019 Meeting Minutes.
- Draft of April 10, 2019 Meeting Minutes
- Agenda
- CPC Grant Agreement Draft

Date approved: May 15, 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 applicants
- 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
- May 20, 2019 – Town Meeting