



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 15, 2019, 7:00 pm

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

Members absent: Randy James (RJ), Tom Hesbach (TH), Jim Coleman (JC)

Others present: None

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:09 pm.

Correspondence: None

Public Comments: None

Minutes: Amended to reflect the 3-0 vote to approve the minutes of May 1st meeting. RL motioned to approve the minutes as amended. Second by JL and unanimous 5-0 vote to approve.

Administrative:

- The policy statement on the annual transfer of CPC funds was amended to read as follows: *At the start of the fiscal year, all Annual Undesignated Fund Balances from prior fiscal years, excluding the most recent year, shall be allocated as follows: 10% to the Community Housing Fund, 10% to the Historic Preservation Fund, 10% to the Open Space Fund, and 70% to the Budgeted Reserve Fund.* BC motioned to approve the statement as amended; seconded by RL and unanimous 5-0 vote in favor.
- The committee briefly discussed the best way to proceed with ongoing and newly approved CPC projects in light of the recent departure of the Director of Public Works in order to ensure that the relevant grant agreements and contracts are signed in a timely and effective manner. The committee concluded that until a new DPW Director is found, it will be best to submit any grant agreements and contracts to Greg Johnson and follow-up with Megan Zammuto.

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Review of the CPC Application Procedures and Forms Booklet: The committee decided that the current version of the booklet does not need to be revised; the content is simple and straight-forward and the checklist is quite useful.

Issues for Town Meeting: SJ will follow-up with BC before the Town Meeting with the dollar amount of the accepted bid for the Fowler Field project. The base price is \$283,500, and \$340,200 with the addition of a 20% contingency. The expected project completion date is set for fall 2020.

New Ideas for Future Projects: ED spoke to Bill Nemser and Kaitlin Young about applying for funds to install some benches along the Rail Trail and Memorial Park under the Open Space Fund designation next year. SJ noted that local businesses would likely be happy to sponsor this type of project. Likewise, area families may also wish to donate a bench in remembrance of loved ones. ED will mention this idea to an event planner in town that is helping to organize such projects in the lead up to the Town's Sesquicentennial Celebration in 2021.

Project Closeouts: None

Ongoing Projects:

- Work has been stalled on the restoration of gravestones in Glenwood Cemetery due to heavy rain and high water levels. Once the area is opened up, wood chips from Christmas trees will be spread over the path.
- MACRIS Phase II has concluded and Kathleen Broomer, the preservationist working on the project, is finalizing her report on Phase II. After receipt of the report, the Historic Commission will sign-off on her payment and then start Phase III.

New Business: The committee discussed recruiting a new member to replace Tom Hesbach. They would like to have a bit more diversity, if possible, and will get the word out about the opening.

Next Meeting: June 05, 2019

Adjournment:

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

Documents and Exhibits used during the meeting:

- Draft of May 01, 2019 Meeting Minutes.
- Agenda
- Town of Maynard Community Preservation Plan, Section Two, Application Procedures and Forms

Date approved: June 05, 2019
