

**Town of Dunstable
Community Preservation Committee
Minutes: December 7, 2015
Meeting called to order at 4PM**

Present: Members: Joan Simmons, Judy Larter, George Basbanes, Susan Psaledakis, Carol Bacon, Ken Leva, Alan Chaney, Catherine Irzyk. **Guest:** Tracey Hutton, Town Administrator.

Minutes: The minutes of March 18, 2015 were read with motion to accept by Alan C., seconded by Ken Leva and unanimous approval by the members present.

Election of Officers:

Susan Psaledakis was nominated by George B., seconded by Alan to continue as Chairman with unanimous approval from the committee. She accepted the position. Catherine Irzyk was nominated by Judy L., seconded by Ken with unanimous approval for the duties of secretary. She accepted the position.

Administrative Fund:

Susan discussed the necessity of a member of the committee be given permission to sign for payment of bills. The committee members gave permission for Susan to sign and Catherine as back up to sign.

CPA Coalition:

The Coalition meets to discuss matters relating to community preservation. Membership in the Coalition program gives us access to information and advice year round. It publishes information of importance and interest on the internet. The cost is \$700-\$800 per year. The motion to belong to the coalition was moved by Alan Chaney and seconded by Ken Leva and passed by the committee.

CPA balances for fiscal year 2015-2016:

Susan reviewed the balances as described:

Open Spaces	\$28,671
Historical Commission	\$223,020
Community Housing	\$269,171
Undesignated Fund and matching funds	\$324,151

Discussion followed regarding the use of such funds for different purposes.

Committee Reports:

Historical Committee: Carol Bacon

The committee is in the process of updating the birth, death and marriage registry books stored in the Town Hall. The cost to upgrade all books is \$50,000 and will be completed in 2 stages at \$25000 each. Browns River book company in Vermont is in charge of the process. She also stated a picture with a historical frame fell from the wall in the library and broke into many pieces. The cost to replace the frame would be slightly less than \$2000.

Conservation Committee:

Conservation reported that funds set aside at the May 2015 Town Meeting have not yet been expended. The Tully APR is expected to be wrapped up by the end on the year. The conservation restriction on the Miller property is dependent on receiving a self-help grant from the state which has not completed assignment of those funds. Alan excused himself from the meeting while Judy presented information on a current project under consideration by the Conservation Committee. It consists of 83 acres on Westford Street and they are proposing a conservation restriction to be purchased. The property has been appraised at \$750,000. The agricultural value of 75K will remain with the land leaving the cost of the CR at 675K. The committee plans to seek 405K from the self-help state fund and 20K from the Conservation Timber account. The committee will be asking 250K from CPA. We will be receiving a formal application within the next several weeks and will schedule a January meeting to discuss the request.

Affordable Housing:

A possible site for this project is in question. The former Best property located at the intersection of Main and Lowell Street does not have access to a water supply. In order to drill a well it would be necessary for an independent utility company to manage the water supply. A second site called the "mud", (mixed use district), project is under consideration. CPC has provided \$30,000 towards a feasibility study.

Planning Committee:

The only current development project is the Nashua River housing with 16 units proposed. None of these will go towards affordable housing development.

Administrative Fund: Carol Bacon has attended several workshops regarding affordable housing at her own expense. She is asking if the CPC could fund such workshops from the CPC administrative fund. Susan will forward the request to the CPA Coalition for clarification and report back to the committee.

Susan will inform the committee members of the date of the next meeting.

Meeting adjourned at 4:45 PM

Minutes submitted by Catherine Irzyk

APPROVED