

Community Preservation Committee
Minutes of Meeting
January 19,2011
Hildreth House

Members present: Steve Rowse, Charlie Gorss, Don Boyce, Chris Cutler, Debbie Ricci, Wade Holtzman, John Lee and Michelle Catalina

Meeting was called to order at 7:09 pm.

Minutes of Dec. 15, 2010 were reviewed.

Motion was made to accept minutes as amended, seconded and passed.

Dennis Lyddy and Don Green attended the meeting to discuss receiving financial support for the restoration of Veteran's grave markers and Memorials. Dennis made a brief statement to the Committee on the role of Veteran's Agent, the status of Veteran's grave markers in the Town Center Cemetery (many missing and many broken) and the status of War Memorials: many in poor shape and falling apart – WWI Memorial is badly in need of repair; WWII Memorial is longer there; there is a request for a Memorial at the Shaker Cemetery; and there are no Memorials for post WWI Wars and conflicts. Dennis then stated that he was unfamiliar with the process for requesting CPA funds; he had reviewed the application but was unsure how to proceed. They would essentially like to request \$10,000.

Discussion points included:

- Town Center Cemetery markers and Town Center Memorials in existence and in need of repair and the WWII Memorial on the Common would qualify under the Historic section of the Act.
- The requestors should obtain and document as much information on the number of markers and cost of the projects as possible
- Sources for additional information on use of CPA Funds.

The Committee reviewed the Harvard Municipal Affordable Housing Trust (HMAHTF or MAHTF) Project status report (copy attached). We also discussed the format of the report and the request by the MAHTF to use the format submitted instead of the standard CPC Reporting form. Points discussed included: positive is can see CPC vs. Other funds, but would then also need to split spending by fund source; need for MAHTF to allocate interest between CPC and Other funds and availability of historical spending via Town website with our current format. Conclusion was to request MAHTF to use our standard format.

Don Boyce reviewed the available funds for this coming year. The total is anticipated to be \$333,854, which includes \$1,018 in Historical reserves and \$99,942 in unspecified reserves. The anticipated 2012 funds are \$232,894, which means the minimum allocation to Housing, Historic and Open Space is about \$23,300.

The goal of the Committee in the recent past is to try and leave about \$100k in reserves each year.

The requests were discussed as follows:

- Fruitlands document preservation (\$7,000): Concern is providing funds to an non-Town entity given the amount of funds we have available and the outlook for future
- Storm Water Management (\$73,750): This would enable them to construct storm water management facilities at 3 additional locations. They received a State Grant and need additional matching funds to be able to use the balance of the money (60/40 match for State/Town) as some of the anticipated 'in-kind' DPW work had to be outsourced, as our DPW did not have the skills necessary. The work originally done came in at less than expected.
- Preservation of Town Documents (\$27,000): this would provide the Town Clerk with the full amount originally requested last year and, hopefully, would provide some savings by being able to do the project all at once.
- Town Hall Restoration (\$100,000): C Cutler felt we should consider funding the project, especially if we were going forward with the renovation and addition to Town Hall, to help fund the project. Other members felt this should be part of the Municipal Building project, if the next stage of the project passes at Town Meeting, so that citizens will be looking at the entire picture. We originally funded this last year as

we were led to believe there were repairs that could not wait and which would not be impacted by the renovation of Town Hall. Now that the Municipal Building Committee is looking at an addition to Town Hall, it may be better to present the entire project to Town Meeting and then later determine what role CPA Funds could have in funding the project.

- Conservation (\$150,000): C. Gorss -The Conservation Commission (ConCom) is also asking the Finance Committee for \$100,000 from the operating budget, as the CPC Funds they receive have a number of restrictions and they need more unrestricted funds in order to properly maintain the properties they own. After discussion, S. Rowse suggested that for future years, the ConCom split the request between the Town and the CPC.
- HMAHTF Affordable Housing request: It was noted that we currently have a 2 year reprieve on new Chapter 40B projects and that the MAHTF is pursuing an accessory apartment option. The plan is currently a concept without definite details. They are looking to other communities which already use this approach for a Plan they can then modify. D. Ricci suggest funding \$25k, which covers the minimum request, and deferring additional amounts until they have a definite plan and experience with it.

S. Rowse made a motion: To fund three projects: Town Clerk's request for Document Preservation for \$27,000; MAHTF request to support affordable housing in the amount of \$25,000; the Bare Hill Pond Committee request for \$73,750 to construct Storm Water Management facilities, and not to fund any other requests at this time.. The motion was seconded (J. Lee) and passed unanimously.

It was decided, by general consensus, that we would check on the sunset dates of previous articles and the sunset dates for the above would be determined at a later meeting.

The source of funds for each request was discussed, the sources being reserves or 2012 fiscal year funds.

S. Rowse moved the projects be funded as follows: Town document preservation - \$1,018 from historic reserves and \$25,982 from Fiscal Year 2012 funds; the \$25,000 funding for the Affordable Housing requests from Fiscal Year 2012 funds; and the Storm Water Management Project funding be split with \$25,000 from Fiscal Year 2012 funds and \$48,750 from unspecified reserves. The motion was seconded (D Ricci) and passed unanimously.

S. Rowse then moved to authorize \$2,500 from Fiscal Year 2012 funds be used for administrative expense. The motion was seconded (c Cutler) and passed.

Committee members then reviewed the CPC Annual Report and a few minor changes were made.

D Boyce reminded the committee that everyone needed to complete and submit forms regarding Open Meeting Law and Ethics to Janet Vellante and that there are two (2) forms to return.

The meeting was adjourned at 9:25 pm.

Respectfully submitted,
Deborah Ricci

Next meeting: February 16, 2011.