



# TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 11/6/14

## Community Preservation Committee Meeting Minutes June 5, 2014

**Members in attendance:** John Campbell, Chairman; Peter Martin, Todd Helwig, Debra Comeau, Michelle Gillespie, Andy Clark and Chris Kellogg

**Members not in attendance:** Sean Durkin, Kathleen Polanowicz

**Others in attendance:** Kathy Joubert, Town Planner

**Chairman John Campbell called the meeting to order at 7:15PM.**

Ms. Joubert summarized the May meeting with John Coderre, Town Administrator, in which they discussed the following:

- aligning the process with the capital budget process
- moving up the CPC deadline
- more staff involvement with John Coderre; Kim Foster, Assistant Town Administrator; Dan Nason, DPW Director; and the CPC
- should the deadline for FY2017 be May?

Ms. Joubert stated John Coderre agreed to review the applications to determine if projects are 1- to 3-year projects. The original intent was to use CPA administrative funds to hire consultants for contracts and bid documents.

Members discussed value in having the FY2017 applications due in May 2016. In June and July, staff will review the applications and will get back to the CPC. Capital projects will be reviewed more intensely by the Town Administrator and DPW Director.

**CPC Application:** The members reviewed the application form and made revisions.

### **August meeting agenda items:**

- Scope of services for Community Preservation Plan
- Distribute, discuss applications
- April, May & June minutes

**White Cliffs:** The members reviewed the Historical Commissions' "Preservation Restrictions" document submitted by Norman Corbin and Debra Comeau, which is an overview of the

process steps and costs to obtain a Preservation Restriction. A letter has been sent to the owner of the White Cliffs, inviting them to meet with the Town Administrator, Town Planner and members of the Historical Commission.

Meeting adjourned 8:15pm.

Kathy Joubert  
Town Planner