

**MINUTES**  
**COMMUNITY PRESERVATION COMMITTEE**  
**April 9, 2015**

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Members present: Ted Eayrs, Kimberly French, Jane Lopes, Janet Miller, Peter Reynolds, David Thomas, Josephine Ruthwicz and Laura Stevens  
Members not present: Mark Belanger  
Also attending: Jennifer Goldson and Colleen Lieb – Recording Secretary

The Chairman called the meeting to order at 7:01 pm.

**Minutes**

The minutes of the March 12, 2015 meeting were reviewed. There was one change noted.

**MOTION: To approve the March 12, 2015 minutes as amended.**

**BY: J. Ruthwicz                      SECOND BY: Dave Thomas                      VOTE: All are in favor.**

**Old Business:**

**Oliver Estate Purchase Article - Discussion**

*Steve McKinnon – Selectman and Caroline LeCroix are present for the discussion.* Chairman J. Lopes and Member J. Ruthwicz recap the discussion at the last meeting regarding the five year not break even clause for the Oliver Estate Purchase. It was noted that in the event that the Oliver Estate home is not being utilized or generating funds at the five year anniversary date of purchase, the house will be sold. Chairman J. Lopes also talked about how at least four uses have been identified for the home as noted in the Reuse Study that was done. There was a brief discussion on the funding that was approved at the previous Town Meeting as well as the funds that are being requested at the upcoming Town Meeting.

Steve McKinnon expressed concern over the purchase of the Oliver Estate and the use of all the CPA funds to make the purchase happen. He also referenced the lack of a business plan for the property. There was further discussion on the funding and the timing of the Cultural Counsel grant, which will not be available to use as funding for the purchase. It was noted that a grant can still be applied for and the funds can be used to make renovations to the home. The Committee discussed the five year break even plan for the property and it was noted that the terms will be incorporated into the Grant Agreement.

Steve McKinnon gave his opinion that he doesn't not feel the Oliver Estate purchase is a good idea and that there is too much confusion as to how the Oliver Estate will pay for itself.

The Committee reviewed the CPA Fund Financials. There was an overview of the FY 13 through FY 16 projects and related costs. K. French presented her figures and referenced the \$819,708 as cash on hand. There is a review of the reserved funds and the allocated projects figure.

Chairman J. Lopes spoke about the Town's Open Space priority which is to protect the land along the river and acting on it as it becomes available.

Caroline LaCroix, 74 Purchase Street, noted that the Open Space plan is being updated and that it does reference the purchase of chapter land as it becomes available along the river.

There was discussion on the need to increase the request for the purchase to include the \$25,000 Wildlands Trust, which will reimburse the project and \$7,000 in administrative fees. The

administrative fees are for the consultant to work on additional grant funds and coordinate reimbursement on the project. The new total for the purchase of Oliver Estates is \$338,000.

**MOTION: To approve the additional request for funds in the amounts of \$25,000 to cover the Wildlands Trust and \$7,000 in Administrative fees for a new total of \$338,000 to be presented under the Article at the Annual Town Meeting.**

**BY: K. French**

**SECOND BY: J. Ruthwicz**

**VOTE: All are in favor.**

Park Department Feasibility Study – Step Two Application review

**NOTE: Member D. Thomas disclosed to the Community Preservation Committee and those attending that he is an elected official on the Park Commission.**

*Caroline LaCroix was present for the discussion.* Caroline presented to the Committee the Step Two Application for a Recreational Feasibility Study, which would identify sites for a sports complex. J. Goldson referenced the \$600 for Administrative Fees for this project. There was a review of the Step Two Application. There are no questions.

**MOTION: To approve the Step Two Application for a Recreational Complex Feasibility Study and increase the project amount by \$600 for administrative fees.**

**BY: Peter Reynolds**

**SECOND BY: J. Ruthwicz**

**VOTE: All are in favor.**

**Action Items**

1. Jane to ask Town Counsel about a public access easement for the Organ Project. It is noted that this is in progress and will be brought back to the next meeting.
2. K. French to work with Town Accountant and M. Franco further on the CPA financials. These were reviewed earlier in the meeting.
3. C. Lieb to send letter to BOS requesting reappointments for Laura Stevens, Mark Belanger and Dave Thomas. This will be reviewed further.
4. Work with Town Counsel on wording for Bonding Article for Oliver Estates. The wording was reworked to allow for the outright purchase and not bonding.

**New Business**

Status of Projects – Jennifer Goldson

J. Goldson reviewed the Status of Active CPA Funded Projects. There was an update on Cemetery Signs. It was noted that out of 14 signs, 8 signs have now been installed. There was an update on the Green School project and some unforeseen expenses that will be taken from the contingency fund on the project. It was noted that the original approval was for \$77,000. J. Goldson noted that she has arranged to do site visits on all the projects and that they are scheduled for April 21<sup>st</sup>.

Grant Agreements - Update

It was reported that four grant agreements have been signed by the CPC and sent to their award recipients. They are as follows; UU Church, Soule Homestead, Robbins Museum and Shoe Shop Place.

Signs - Update

J. Ruthwicz reports on the construction signs for the CPC projects. It was noted that the cost is \$90 per sign.

**Invoices**

J. Goldson Invoice – There was an invoice presented for work done by J. Goldson in the amount of \$1,786.50.

**Motion: To approve to the invoices presented from J. Goldson in the amount of \$1,786.50.**

**BY: D. Thomas      SECONDED BY: K. French      VOTE: All are in favor.**

Secretarial Services – There was a bill presented in the amount of \$96.84 for secretarial services.

**Motion: To approve to the invoice presented in the amount of \$96.84.**

**BY: K. French      SECONDED BY: D. Thomas      VOTE: All are in favor.**

**Action Items for Next Meeting**

1. Jane to ask Town Counsel about a public access easement for the Organ Project
2. C. Lieb to send letter to BOS requesting reappointments for Laura Stevens and Mark Belanger. (D. Thomas Reappointment?)

The next regular meeting was scheduled for Thursday, May 14, 2015 at 7:00 PM.

**MOTION: To adjourn the regular session meeting of the Community Preservation Committee.**

**BY: D. Thomas      SECONDED BY: K. French      VOTE: All are in favor.**

The meeting was adjourned at 9:00 PM

Respectfully Submitted:

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Colleen M. Lieb, Recording Secretary

**List of Documents And Other Exhibits Used By The Body At The Meeting**

1. Minutes from the March 12, 2015 Meeting
2. J. Goldson's Status of Active, CPA Funded Projects
3. Bills
4. Step 2 Application for Sports Complex