

COMMUNITY PRESERVATION COMMITTEE

Public Meeting and Hearing Minutes

May 28, 2019

7:00 P.M.

First Floor Conference Room

141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a public meeting and hearing in the First Floor Conference Room at 141 Keyes Road, starting at 7:00 P.M. Committee members John Cratsley, Peter Ward, Melissa Saalfield, Burton Flint, Hester Schnipper, Judy Zaunbrecher and Tom Kearns were present.

Mr. Cratsley called the meeting to order at 7:02 P.M.

Commission Membership and Officer Elections

Ms. Ortner came to the meeting and stated that she has been appointed to the Finance Committee, so her term on the CPC has ended. Ms. Ortner stated that she enjoyed her time on the CPC and learned so much about the town. Ms. Saalfield stated that she will now be the chairperson for the Historical Commission, so she will no longer be the CHC representative on the CPC. Ms. Saalfield stated that the Historical Commission will appoint a new representative at their next meeting. Mr. Ward stated that his term on the Recreation Commission has ended, so he will no longer be the representative on the CPC. Ms. Gill stated that she has received the appointment letter for the new Recreation Commission representative. Mr. Ward stated that he did put a Green Card in for the CPC. Mr. Cratsley, Mr. Flint, Mr. Kearns, Ms. Zaunbrecher and Ms. Schnipper stated that they will continue their terms on the CPC. Ms. Gill stated that Mr. Flint and Ms. Zaunbrecher need to be reappointed as their Board's representative.

Ms. Saalfield moved to nominate Mr. Cratsley as the new chairperson of the CPC. Ms. Schnipper seconded the motion and ALL OTHERS VOTED IN FAVOR. The motion passed (7-0). Mr. Flint moved to nominate Mr. Kearns as the new vice chair of the CPC. Ms. Schnipper seconded the motion and ALL OTHERS VOTED IN FAVOR. The Commission decided to wait until their next meeting to appoint the secretary and treasurer.

Review and Approve Grant Agreements and Memorandum of Understandings for ATM19 Projects

The Committee reviewed the Memorandum of Understandings for the Town projects. Ms. Zaunbrecher asked if the Town officially owned the White Pond property yet. The Committee asked that the first condition of that MOU read "The title of the property has been transferred to the Town of Concord prior to the disbursement of funding." The Committee asked that the words "on request" be removed from one of the Emerson Field Improvements project conditions. The Committee reviewed the two grant agreements for the non-town projects and has no additional comments.

Ms. Saalfield motioned to approve all of the Memorandum of Understandings and the Grant Agreements as drafted and amended. Mr. Flint seconded and ALL OTHERS VOTED IN FAVOR. The motion passed (7-0).

Review of Project Accounts to be Closed

The Committee reviewed the closing project checklists and site visit reports for the following projects:

15-16 Orchard House Climate Control
7-14 Peter Bulkeley
1-15 Gowings Swamp
1-16 Re-Planting Trees
5-16 Umbrella Windows
9-17 Corinthian Lodge Restoration

Ms. Zaunbrecher motioned to close the above projects. Ms. Saalfield seconded the motion and ALL OTHERS VOTED IN FAVOR. The motion passed (7-0).

Upcoming Year Discussion

The Committee discussed the updated application forms, and the draft press release announcing the funding cycle. The Committee asked that a second press release is run in August prior to the September application deadline. The Committee discussed writing a guest commentary in the Concord Journal regarding the CPA funding process.

The Committee discussed the General Selection Criteria in the CPC Plan and made the following amendments:

- In General Selection Criteria g. add “key project milestones” to the last sentence.
- In General Selection Criteria b. add sentence “Specifically, the 2018 Comprehensive Long Range Plan’s Systems Checklist (which can be found on Page 240 of the Comprehensive Long Range Plan)” with a link.

The Committee also made a few edits to the Specific Use Criteria in the CPC Plan; including adding the 2018 Comprehensive Long Range Plan as a referenced document, and fixing the title of some of the other referenced documents.

Project Update Report and Project Status Reports

Ms. Gill gave a brief project update report to the Committee, letting them know which projects had invoices paid since the last CPC meeting. The Committee reviewed the project status reports that were submitted for all of the open CPA projects.

Approval of Minutes

The minutes will be placed on the next meeting agenda.

Mr. Ward moved to adjourn the meeting. Mr. Kearns seconded the motion and ALL VOTED IN FAVOR. The Meeting was adjourned at 8:47 P.M.

Respectfully submitted,

Heather Gill
Senior Planner

Minutes Approved on: _____ July 16, 2019 _____

Secretary