

COMMUNITY PRESERVATION COMMITTEE PUBLIC HEARING MINUTES

August 08, 2019

A Public Hearing of the Community Preservation Committee was held on Thursday August 08, 2019 at 7:00 p.m. in Town Hall room 110.

Present: Rich Scanlon, Vice Chairman, Travis Brown, Treasurer, Tom Conway, Member, Doug Meagher, Member, Joe Fiumara, Member, Marlies Henderson, Member, Caddy Em, Member and Katie Mahoney, Community Preservation Coordinator

Absent: Jim O'Donnell, Chairman, Matt Battcock, Member,

CALL TO ORDER:

Vice Chairman Rich Scanlon called the meeting to order at 7:00 p.m. and stated the meeting is being audio recorded by Joyce MacMillan recording secretary.

REORGANIZATION:

Doug Meagher, seconded by Tom Conway made a motion to nominate Rich Scanlon as Chairman.

It was voted: 7 – In favor
0 – Opposed

Tom Conway, seconded by Joe Fiumara made a motion to nominate Doug Meagher as Vice Chairman.

It was voted: 7 – In favor
0 – Opposed

Doug Meagher, seconded by Tom Conway made the motion to nominate Travis Brown as Treasurer.

It was voted: 4 – In favor
1– Abstained (Brown)

Caddy Em, seconded by Tom Conway made a motion to nominate Marlies Henderson as Treasurer

It was voted: 2 – In favor (Em, Henderson)
1 – Abstained (Brown)

PUBLIC COMMENT:

No one came forward

DISCUSSION OF SWANSON MEADOWS GOLF COURSE/BEDFORD WOODS DEVELOPMENT, LLC

APPRAISAL QUOTE:

Katie Mahoney, after spoke with Paul Watson, Town Accountant, he explained that if the work was not done then it should be work for the next fiscal year. Mr. Watson said the committee should go back and re-evaluate.

Katie also spoke about the Mason Hall – they are still waiting on the right of first refusal. They have been in touch with her and said they will vote at their September meeting and they will have a quorum.

As far as the title work goes, we are still waiting to hear back from Town Counsel. Rich Scanlon had spoken to Town Counsel from KP Law and it was explained that the committee could go ahead and close on the parcels without the title work being done.

Katie explained that the committee would have to vote to use admin funds this year for the Swanson Meadows appraisal. Currently we have \$45,000, after a rough estimate (taking away for known admin expenses) there should be approximately \$20,000

Joe Fiumara, seconded by Doug Meagher made a motion to accept the appraisal of \$12,500 from the FY 2020 CPA Admin funds for the Swanson Meadow Golf Course.

It was voted:

5 – In favor
1 – Opposed (Henderson)
1 – Abstained (Em)

CPA SIGNAGE:

Katie Mahoney explained that they received a mock up 18” X 27” lawn sign from the First Parish. They will be starting their project soon and would like to have a sign that states the project is funded in part by CPA funds and thanking the Town of Billerica. Katie included a copy of the mock up and some other examples of signs from other towns in tonight’s packet. The committee checked over the examples to see which they liked best and try to come up with a sign so all the projects would have a similar sign to have some sort of uniformity. The committee discussed the sign ideas and most liked the Gloucester example. The committee has asked Katie to reach out to a company called Sign Effects – Graphic Solutions on High Street in Billerica and maybe have them give us some feedback on signs. This company does the “Circa” signs on the historical homes in town. Katie will report her findings to the committee at the next meeting.

OPERATIONAL PROCEDURES:

Marlies Henderson emailed a memo to the committee members some proposed changes to the Community Preservation Committee Operating Procedures. The committee went through each suggestion, discussed each one and voted on item number two. Item #4, the committee asked Katie to research what other committees have in there operational procedures. She will report back at the next meeting. Item #5, will also be discussed at the next meeting.

Marlies Henderson, seconded by Tom Conway made a motion to accept Suggestion #2 of the memo.

Doug Meagher, seconded by Travis Brown made a motion to amend the above motion to add “or otherwise as needed” to the end of her suggestion #2.

It was voted:

6 – In favor
1 – Opposed (Henderson)

CONSERVATION FUND DISCUSSION:

Marlies Henderson wanted to let the committee to know about a Conservation Commission Funding structure that is similar to the Housing Authority Trust Fund Structure. It is a fund that is part of the Conservation Commission and was used in 1984. Marlies explained how and why it could be used, the fund is limited by the Conservation Commission Act and the Community Preservation Act. Transfers can be done from CPA funds into this Conservation Commission Fund. Rich Scanlon asked Marlies to type something for the Committee to go over and go back to the Conservation Committee to get the support of the Conservation Administrator. There was a short discussion amongst the committee.

COORDINATORS REPORT:

Katie Mahoney stated that signed copies of the Grant Agreements were received from the Housing Authority and the First Parish Church. First Parish is waiting for the Preservation Restrictions to come back from the state. The MOU came through for the Fire Truck and the Great Deed. We also received our first invoice from the Library for the Preservation Project. It has been submitted to Accounting and should be paid out soon. Katie has the final assessment, it is about 70 pages. If any of the members would like a copy they can email Katie and she will send them an electronic copy. The last item is the Masonic Hall; they will be getting that vote in September regarding the Right of First Refusal.

Rich Scanlon asked Katie to reach out to Joe Brice, the Appraiser; we need a contract from him to do the appraisal on both properties.

FISCAL UPDATES:

The amount in the Administrative Fund is \$45,000.

There was some discussion regarding if the funds from FY19 was rolled back into the fund. Marlies would like to see an updated sheet each meeting. Katie explained that this is sheet she gets directly from the Town Accountant and there haven't been any changes. Rich suggested they take in money once a quarter. The chairs made the final decision that they get a new report quarterly, July, October, January and April from Paul Watson, Town Accountant.

Doug Meagher asked where we stand with the CP-3, Katie stated it is done, all filled out and ready to hit submit. It has to be completed by September. The CP-3 is a list of all the projects, the monies spent and their progress.

Marlies Henderson asked Rich Scanlon about the DLS Gateway (Division of Local Services) and how she could get a copy. She was told that she could get a read only copy, Rich is going to research this. He is one of the administrators and under the impression it was for employees only.

MINUTES:

Doug Meagher, seconded by Joe Fiumara made the motion to accept the minutes of June 27, 2019 as amended.

It was voted:

6 – In favor
0 – Opposed
1 – Abstained (Em)

MISCELLANEOUS/CORRESPONDENCE – NOT OPEN FOR DISCUSSION:

N/A

ADJOURNMENT:

Joe Fiumara, seconded by Doug Meagher made motion to adjourn.

It was voted:

7 – In favor

0 – Opposed

Vice Chairman Rich Scanlon adjourned the meeting at 8:02 pm.

Joyce MacMillan
Recording Clerk