



**Community Preservation Committee Meeting
Agenda & Meeting Packet**

April 6, 2021
7:00 PM

Meeting will be held at the **Municipal Building**
2nd Floor, Council Chambers
355 East Central Street

The public will **NOT** be permitted to enter the building or participate in person. Only pre-approved participants on the meeting agenda will be allowed to enter the Building and participate in person. **Residents can attend and participate via the “ZOOM” Platform.**

***A NOTE TO RESIDENTS:** Due to the continued concerns regarding the COVID-19 virus and Governor Baker’s declared State of Emergency, we will be conducting a remote/virtual Meeting for all public access and participation. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number (Cell phone or Landline Required) OR citizens can participate by clicking on the attached [link](#) (Phone, Computer, or Tablet required). The attached link and phone number will be active for the duration of the meeting for citizens to ask questions/voice concerns. If residents are just interested in watching the meeting it will also be [live-streamed by Franklin TV](#) and shown on Comcast Channel 11 and Verizon Channel 29.*

- **Link to access meeting:** April 6th CPC Meeting Link [HERE](#) -- Then click “Open Zoom”
 - Or copy and paste this URL into your browser:
<https://us02web.zoom.us/j/82707030417>
 - **Call-In Phone Number:** Call **1-929-205-6099** & enter 82707030417 then press #

Agenda:

1. Approval of Minutes
2. Approval of Committee Meeting Schedule
3. FY22 Budget Approval
4. Open Space Presentation & Discussion

Recommended Committee Homework & Reading:

1. [Open Space & Recreation Plan](#)

Community Preservation Committee
March 2, 2021
5:00 PM
MINUTES

Members Present: Christopher Feeley, David McNeill, Monique Doyle, Lisa Oxford, Michael Giardino, Joseph Halligan, Wayne Simarrian, Jeffrey Livingstone, Phyllis Messere Malcom

Town staff also in attendance: Town Administrator Jamie Hellen, Assistant to the Town Administrator Chrissy Whelton, Director of Planning and Community Development Bryan Taberner, Director of Recreation Ryan Jette,

Other Attendees: Thomas Mercer, Deborah Pellegri, Cobi Frongilo

Town Administrator Jamie Hellen called the meeting to order at 5:00 PM

1. Organize: Chair, Vice-Chair, and Clerk:

- a. Temporary Town Clerk, Nancy Danello called off committee members names to announce their presence. All members were present. Mrs. Danello asked members of the committee to raise their right hand and repeat the Oath of Office after her. Nancy congratulated the members as they were officially sworn in.
- b. Mr. Hellen led the first order of business, organization of Chair, Vice Chair and Clerk. He asked for a motion to elect a Chair. Ms. Doyle made a motion to nominate Mr. McNeil. Seconded by Ms. Oxford. Mr. Hellen asked if there were any other nominations. Mr. Halligan made a motion to nominate Mr. Feeley as Chairman. Seconded by Ms. Malcolm. Mr. Hellen opened the deliberations and asked Mr. Feeley and Mr. McNeil to say a few words regarding their desire to serve as Chair and their experience. Mr. McNeill started off by thanking the Committee for their nomination and is honored to be serving on this committee and looks forward to working with the committee and being an active listener to all members as well as citizens on what their wants and needs are for the community. He explains that he will keep an open mind to all perspectives and viewpoints. Mr. McNeill also states that his experience working with stakeholders and in the State Legislature will apply here however he will be happy with any outcome and looks forward to serving the community. Mr. Feeley thanked the members for their nomination of him as Chairman and stated his experience serving this community for many years including 12 years on the Board of Assessors and 8 years on the Town Council with the last 5 serving as the Chairman. Mr. Feeley mentions looking forward to leading this committee if chosen and will show the community that we can work as a committee to get these tasks done. Mr. Feeley also states that his involvement in the Housing Trust and Housing Authority will be a big piece of this committee. Mr. Helen asked if there were any further comments. Mr. Giardino asked if one doesn't get voted as Chair will they be voted as Vice Chair. Mr. Helen stated it would be a separate vote. Mr. Giardino asked Mr. Feeley and Mr. McNeill if they felt they would be able to commit the

time that will be needed as chair. Mr. Feeley stated that he would be able to commit as his involvement on other committees ties in with that of this committee. Mr. McNeill also stated that he will be able to commit to the time needed however he has not officially run a meeting in the past but has served on the administrative side of meetings. Mr. Hellen stated that at this time we have two nominations for Chair and asked if there were any nominations for Vice Chair. No nominations were made. Mr. Hellen offered some feedback to the committee regarding experience. He stated that Mr. Feeleys experience with running public meetings would be beneficial and perhaps to vote for Mr. Feeley as Chair and Mr. McNeil in as Vice Chair to allow him some time to gain the knowledge and experience from Mr. Feeley on how to run a meeting. All members agreed this would be the road to pursue. Mr. McNeil also agreed and would be happy to serve as the Vice Chair. Members took a roll call vote to appoint Mr. Feeley as the Chair. Vote was unanimous. Members took a roll call vote to appoint Mr. McNeill as the Vice Chair. Vote was unanimous. Mr. Hellen asked if there was a motion to elect a Clerk of the Committee. Ms. Malcolm made a motion to elect Ms. Doyle as Clerk. Seconded by Mr. Feeley. No discussion. Members took a roll call vote to appoint Ms. Doyle at Clerk. Vote was unanimous.

2. Next Steps & Committee responsibilities:

- a. Mr. Hellen gave a brief overview of the next steps the committee will make. He also noted that the agenda lists various links for information regarding the CPA for members to read through to keep themselves informed. Mr. Hellen asked how often the committee would like to meet and when to start a schedule of meetings for the year and mentioned that they should start discussions on the questions that may arise. Mr. Hellen noted that Community Preservation collections would not start until July 1st and that it would take roughly a year and a half to collect the funds needed to receive the state matching funds which is anticipated for Fall of 2022. He also mentioned that funds can be borrowed against future revenue with limitations and would require approval from the Finance Committee. Mr. Hellen said the committee will need to discuss the application procedure and how they will want to proceed as well as researching how other towns procedures. Ms. Doyle asked if there would be some type of training for new members. Mr. Hellen stated that the staff would reach out to Stuart Saginor at the Community Preservation COalition on his availability for attending a meeting to give this training. Mr. McNeill stated that the committee should hold public hearings and outreach to assess and reach the town's needs. He also asked if members of the 5 boards on the committee could attend a meeting and give a presentation on those focus areas. Mr. Hellen followed up that he would invite these board members to meetings to speak on those areas. Ms. Doyle asked if we could look into other towns' application process. Mr. Hellen stated that the staff would gather some recommendations for comparable towns and their application process. Mr. Feeley asked if there was any literature the committee could read that would list what is required of them as members in terms of rules and in general.

3. Committee meeting schedule:

- a. Mr. Feeley asked if the first Tuesday of every month would work for all the members for future meetings. All members agreed. Mr. Halligan asked if we could move the meeting time to 7pm rather than 5pm. All members agreed that moving the time to 7 would work better. Mr. Hellen noted that the staff would gather a list of meeting dates for the committee to vote on and that they would work around the schedule of the School committee so as not to interfere with their schedule of meetings. Mr. Hellen noted the next meeting would be April 6th however there may be a meeting beforehand for training with the Community Preservation Commission. Date to be determined after discussion with Stuart Saginor. Ms. Oxford asked if there was anything they should be doing as members in the meantime. Mr. Hellen noted that for now the members should focus on educating themselves and familiarize themselves with current and past projects and that there are some informative links on the agenda to assist. Mr. Giardino asked if as a committee do they make recommendations or take recommendations. Mr. Hellen said both. He mentioned that the committee will receive formal applications for CPC funds that they will review and recommend or not recommend to the Full Town Council for approval. Mr. Hellen asked if the board would prefer in person meetings. All board members agreed noting that if any members felt uncomfortable due to the COvid-19 pandemic that they would be able to attend virtually. Mr. Hellen asked if there was a motion to adjourn the meeting. Ms. Doyle made a motion to adjourn the meeting. Seconded by Mr. Halligan. Members took a roll call vote. Vote was unanimous.

Meeting Adjourned at 5:42 PM

**Community Preservation Committee
2021 Meeting Schedule**

***Meetings are held on Tuesdays at the Municipal Building in the
Council Chambers unless otherwise noted***

Tuesday, March 30, 2021	Training Session with Community Preservation Coalition
Tuesday, April 6, 2021	FY22 Budget & Open Space
Tuesday, May 18, 2021	Recreation Presentation (<i>tentative</i>)
Friday, June 11, 2021 or June 25, 2021	Historic Tours (<i>tentative</i>)
Tuesday, June 15, 2021	Historical Commission Presentation (<i>tentative</i>)
Tuesday, July 20, 2021	Housing Presentation (<i>tentative</i>)
Tuesday, August 17, 2021	
Tuesday, September 21, 2021	
Tuesday, October 5, 2021	Public Forum (<i>tentative</i>)
Tuesday, November 2, 2021	
Tuesday, December 7, 2021	