

**TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC)**

**MEETING MINUTES**

**March 14, 2019 -7:30 PM**

**MEETING ROOM, ACTON MEMORIAL LIBRARY, 486 MAIN STREET, ACTON**

**Present:** Ray Yacouby (Chair), Peter Berry, Bill Alesbury, Tory Beyer, Amy Green, Walter Foster, and Carolyn Kilpatrick

**Absent:** Nancy Kolb, Steve Trimble, and Dean Charter

**Others Present:** Robert Hummel, Assistant Town Planner

**1. Opening**

Chair Mr. Yacouby opened the meeting at 7:30PM

**2. Regular Business**

A. Citizens' Concerns – None

B. Review and Approval of Meeting Minutes- The draft meeting minutes from the CPC's February 28, 2019 meeting were reviewed and approved: Motion to accept minutes by Mr. Alesbury seconded by Ms. Kilpatrick, approved unanimously.

**3. Special Business**

C. Delegate responsibilities for the formal response to the Open Meeting Law complaint of 3/5/19

The chairman requested to take up the discussion of the delegation of the formal response prior to approving the revised meeting minutes. The Committee voted to delegate the responsibilities for the formal response to the Open Meeting Law complaint of 3/5/19 to the Town Manager to handle on the Committee's behalf. Mr. Foster made the motion and it was seconded by Ms. Beyer, approved unanimously.

D. Clerical Corrections to Previous Meeting Minutes (OML complaint 3/5/19)

Mr. Foster moved to accept the revised 2-7-19 meeting minutes with clerical corrections; the motion was seconded by Mr. Alesbury, and approved unanimously.

E. Town Meeting Preparation –

a. Presenter/mover, CPC article11

Mr. Yacouby stated that he would present and move Article 11 at the Annual Town Meeting. Mr. Yacouby reported that he gave a brief summary of the CPC presentation at the Finance Committee meeting earlier in the week.

b. Presentations review and dry runs were conducted.

The Committee reviewed the draft CPC town meeting PowerPoint presentation.

Mr. Foster asked to add 2-4 extra slides for the Asa Parlin House from the Town Manager's presentation. The Committee requested that pictures for the Asa Parlin House be added as background slides. The Committee requested to switch the existing photographs for the Mill Place project with the ones that were in the applicant's presentation.

The Committee also requested other revisions to the draft PowerPoint slides and photographs be made before the presentation was finalized for Town Meeting.

**F. Finalize Town Meeting Warrant Article**

The CPA warrant article (Art. 11) had been finalized at last CPC meeting and the Committee passed over this agenda article.

**4. Administrative Updates**

The next scheduled meeting is April 25<sup>th</sup>.

**5. Adjournment**

Motion to adjourn at 9:25 PM was made by Mr. Berry, seconded by Mr. Foster, approved unanimously.

**6. Documents and exhibits used during this meeting**

3-14-19 CPC Agenda, 2-28-19 CPC draft minutes, -Draft Article 11. Powerpoint Presentation, Open meeting violation complaint dated 3-5-19, and draft CPC minutes 2.7.2019 -Revised 3.14.2019.