

## MINUTES

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

ACTON MEMORIAL LIBRARY, 486 MAIN STREET, ACTON, 7:30 PM, April 25, 2019

Members Present: Ray Yacouby (Chair), Walter Foster, Carolyn Kilpatrick, Bill Alesbury, Tory Beyer, and Nancy Kolb

Members Absent: Steve Trimble, Dean Charter, Amy Green

*(Note: Peter Berry resigned as BOS representative on April 22, 2019)*

Others Present: Kristen Guichard (Planning Division), Roland Bourdon (Finance Committee)

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

- I. Citizens' Concerns – None.
- II. Review Meeting Minutes for March 14, 2019:  
Motion to accept minutes by Mr. Alesbury, seconded by Ms. Kilpatrick, approved unanimously. It was noted that minutes include a written list of materials used in the meeting.
- III. Town Meeting Recap:  
Mr. Yacouby thanked the Committee for their work evaluating projects and preparing for Town Meeting. He stated that he appreciates the constructive dialogue which the Committee exhibits throughout the project evaluation process. Members commended Mr. Yacouby on his presentation at Town Meeting.  
  
Mr. Foster and Mr. Alesbury suggested the CPC work together with the Finance Committee to improve communications about proposed CPA projects for the coming year. It was suggested and agreed upon by Mr. Bourdon that a mid-year check in, possibly in January, could assist with this effort.
- IV. Review and Finalize CPC Project Award Letters  
Members review the content of the award letters.  
  
Mr. Foster moved to approve and issue award letters for: 53 River Street, ACHC Community Housing Program Fund, Acton Arboretum – China Trail and Garden, Acton Arboretum – Entrance, AHA Windsor Green Doors, AHC Acton Historic Survey, Town of Acton - Asa Parlin House, and Town of Acton – Jones Field Playground. The motion was seconded by Ms. Beyer and was approved unanimously.  
  
Ms. Beyer noted that the Town should make clear that the Applicant for the Mill Place Condo – Bell Tower project will need to seek professional services for the certification of compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, as the time commitment required would be beyond volunteer capabilities of the AHC.

Members reviewed the award letter for Iron Works Farm and questioned if the third bullet was necessary because the Town already holds a preservation restriction for Jones Tavern.

Ms. Guichard will review the preservation restriction with Planning Division staff and relevant documents to determine if a modification to this bullet would be required.

Mr. Foster moved to approve and issue award letters for Mill Place Condo-Bell Tower and Iron Works Farm in Acton LLC, with a revision to the third bullet of the Iron Works Farm in Acton LLC award letter to clarify the preservation restriction requirement as needed. The motion was seconded by Mr. Alesbury and was approved unanimously.

V. Administrative Updates:

Upcoming Meetings

The next meeting will be held on June 27<sup>th</sup> at which the following items will be discussed:

1. Appointments – chair, vice chair and clerk
2. Outline of CPA project reports (Projects receiving 2019 CPA funding will be required to submit an update by September 1<sup>st</sup>)
  - a. Planning Division will create an outline and consult with the Town Manager to determine what format would be helpful to track Town projects.
3. Housing update from Nancy Tavernier – Mr. Alesbury will confirm meeting date.
4. Historic update and evaluation criteria ideas from Ann Forbes – Mr. Foster will confirm meeting date.

The Committee canceled the following summer meeting dates:

May 9, 2019; May 23, 2019; June 13, 2019; July 11, 2019; July 25, 2019; August 8, 2019

Mr. Alesbury moved to adjourn, seconded by Mr. Foster to adjourn at 8:45PM, approved unanimously.

For a review of the meeting documents for this meeting, please visit the digital link below: <http://doc.acton-ma.gov/dsweb/View/Collection-10489>

A list of the meeting documents for this meeting is listed below:

 <a href="#">4.0 - Award Letters (drafts)</a>		 <a href="#">53 River Street Historic Park</a>
 <a href="#">0.0 - CPC agenda 2019-04-25</a>		 <a href="#">ACHC - Community Housing Program Fund</a>
 <a href="#">2.0 -DRAFT CPC minutes 3.14.19</a>		 <a href="#">Acton Arboretum - China Trail and Garden Planting</a>
 <a href="#">5.0 - CPC - 2019 Room Schedule</a>		 <a href="#">Acton Arboretum - Entrance</a>
		 <a href="#">AHA Windsor Green Doors</a>
		 <a href="#">AHC - Acton Historic Survey</a>
		 <a href="#">Iron Work Farm - Window Preservation Project</a>
		 <a href="#">Mill Place Condo - Bell Tower</a>
		 <a href="#">Town of Acton - Asa Parlin House</a>
		 <a href="#">Town of Acton - Jones Field Playground</a>