

TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC) VIRTUAL MEETING MINUTES

**January 5, 2021
7:30 PM**

MEETING HELD BY ZOOM TELECONFERENCE AND AVAILABLE TO THE PUBLIC

Note: The Town of Acton in response to the COVID-19 (Corona Virus) is currently following the guidance from the Acton Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread. The Town Hall is closed to the public.

Present: Ray Yacouby (Chair), Victoria Beyer, Nancy Kolb, William Alesbury, Dean Charter, Alissa Nicol (Associate), Carolyn Kilpatrick, Steve Trimble (Clerk)

Absent: Walter Foster

Others Present: Robert Hummel, Bill Dickinson, Jim Colman, Phoebe Conant, Bob Ferrara, Doug Herrick, Bill Klauer

Mr. Yacouby opened the meeting at 7:30 PM. The Chair read the notice regarding virtual meetings and how the public could access and participate in the meeting. All votes will be by roll call.

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I. Regular Business

1. Citizens' Concerns (7:34 PM - 7:38 PM)

- a. Mr. Yacouby requested from Mr. Hummel if there were any attendees with citizens' concerns outside of the planned project overviews. Mr. Hummel responded no.

2. Review Meeting Minutes (7:38 PM – 7:44 PM)

- a. Mr. Yacouby requested a motion to approve the December 22, 2020 CPC Minutes.
- b. Ms. Kilpatrick moved to approve the minutes December 22, 2020; seconded by Alesbury. Subsequently Mr. Alesbury moved to approve the December 22, 2020 minutes as amended, seconded by Ms. Beyer.
- c. Mr. Trimble noted the following changes made to the posted draft December 22, 2020 minutes:
 - Item 2.d.: Ms. Green was incorrectly identified instead of Ms. Kolb as voting "Aye".
 - Project names were added to items 4.b, 4.c, 4.d and 4.e.
 - The chart was removed page 2.
 - Ms. Nicol noted her name had an "s" incorrectly on her last name and was removed.
 - Ms. Kilpatrick noted a few clarification issues resolved above in the bullets under item 4.
- d. Committee Disposition: "Ayes" Mr. Yacouby, Ms. Kilpatrick, Ms. Beyer, Mr. Alesbury, Ms. Kolb, Mr. Charter, Ms. Nicol, Mr. Trimble.
- e. Motion approved unanimously to accept the December 22, 2020 Draft Minutes as amended.

3. Review 2020 Town CPC Annual Report (agenda item handled out of stated sequence; 8:42 PM - 8:45 PM)

- a. Mr. Hummel wanted to know if whole committee would like to review it or would Mr. Yacouby review it on behalf of the committee. Mr. Alesbury stated he would like to participate. It was determined that Mr. Alesbury would review on behalf of the committee.

4. Administrative Updates & Scheduling (agenda item handled out of stated sequence; 8:45 PM – 9:05 PM)

- a. Mr. Yacouby noted he would meet with Finance Committee next Tuesday. He plans to present a brief update of the projects and financials and that we have significantly less money than requested. He planned to note that we have heard from 3 projects so far.
- b. Ms. Kolb noted it took place the same night as our next meeting. Mr. Yacouby noted that for Ms. Kilpatrick as vice chair could stand in as needed until his arrival.

- c. Mr. Alesbury noted the Finance Committee timing seemed off given the delay in Town Meeting and the Committee's deliberations. Mr. Yacoubi anticipates returning to the Finance Committee later to provide the disposition of the Committee's deliberations.
- d. Ms. Nicol attended Fin Comm meeting in September and noted Mr. Alesbury's comments that Open Space was bonded versus purchasing in neighboring towns that could impact the Committee's funding allocations. Ms. Nicol stated Fin Comm noted it wanted to discuss with Open Spaces and/or CPC regarding bonding apprehensions. Mr. Yacoubi said nothing was mentioned to date. Mr. Alesbury would welcome the conversation and noted we have \$2m set aside and Concord, Wayland and Sudbury use bonding instead.
- e. Ms. Kolb noted a change in next week's presentations with Main Street going ahead of the other 2 with an extra 10 minutes requested. Planning updated the agenda as noted.
- f. Ms. Kolb inquired from Mr. Hummel on paper copies of applications. Mr. Hummel sent an email on it and was at the office last week. He requested Ms. Kolb to call and arrange a mutually agreed on time to collect the documents.
- g. Ms. Beyer noted to Mr. Hummel The Historical Commission used a shorter version of the introduction by Mr. Yacoubi on the meeting logistics. Mr. Hummel and Mr. Yacoubi noted most town committees are using it due to the legal public hearing necessity.
- h. Mr. Charter noted the reference to "Board of Selectman" was correct until the next town election.
- i. Mr. Hummel noted town counsel will review the 3 projects in question done by the 4th of February.
- j. Mr. Yacoubi requested from Mr. Hummel current budget CPA projections. Mr. Hummel stated \$2.6m was requested and the committee had \$1.7m to allocate. Mr. Yacoubi noted the three historical ones may likely fall under the 10% provision even with the 53 River Street request if less than 170k (10%).
- k. Mr. Alesbury noted that he is not comfortable with any contingency amount. "What is the lowest amount you can accept?" Padding does not encourage financial diligence.
- l. Mr. Yacoubi requested a motion to adjourn and noted the Committee's next meeting on January 12th. Mr. Hummel noted Ms. Guichard would represent Planning.
- m. Ms. Nicol moved to adjourn, seconded by Ms. Kolb.
- n. Committee Disposition: "Ayes" Mr. Yacoubi, Ms. Kilpatrick, Ms. Beyer, Mr. Alesbury, Ms. Kolb, Mr. Charter, Ms. Nicol, Mr. Trimble.
- o. Motion to adjourn the January 05, 2021 meeting approved unanimously.

II. New/Special Business

Project Hearings

1. 7:40PM – Pencil Factory Bridge: Phase 1 Design (7:44 PM – 8:04; presented by Bill Dickinson; Chair of Acton Historical Commission)

- a. Mr. Dickinson noted this met historical and public accessibility goals. The bridge would span Nashoba Brook between the Bruce Freeman Rail Trail (BFRT) and Trail Through Time (TTT) Kiosk.
- b. Phase 1 estimated at \$44k for design and engineering (took highest bid and added 10% contingency). This would commence on funding, Summer, 2021 with Phase 2 funding requested for 2022 construction. He noted this effort was presented to the Board of Selectman and several other organizations with positive reviews
- c. Phase 2 expenses (Phase 2 ~\$250k which will be sought in 2022) and additional leverage of \$9.5k in addition to \$44k requested are outlined in the proposal. Mr. Dickenson noted prior efforts on the Trail through Time KIOSK and BFRT contributed to this effort. Mr. Dickenson noted grants will be sought; any funding received would reduce the ask / returned to the committee depending on timing.
- d. Mr. Charter noted his excitement on the project. Ms. Nicol noted the connection with BFRT and TTT along with Mr. Yacoubi. Ms. Nicol asked Mr. Dickenson to come back with any grant efforts. They are January and February and he will come back with updates. Ms. Kilpatrick asked more about the location not being familiar with it. Ms. Beyer was glad Mr. Dickenson envisioned this work along with Mr. Alesbury who would like to see similar work near South Acton Rail station. Mr. Alesbury asked if \$4k contingency was not provided would it continue? Mr. Dickenson stated

it would continue. Mr. Alesbury inquired if a smaller amount (e.g., 10% below) be an issue? Mr. Dickenson responded that scope could be adjusted. Ms. Beyer reminded the Committee that the required 10% historic might make this allocation moot if not reached.

2. 8:00PM – Preliminary Archaeological and Historical Review (8:05 PM – 8:20 PM; Mr. Dickinson and Mr. Ferrara Acton Historical Commission)

- a. Provides ongoing funding to quickly survey sites with potential archeological or historical value. The work is also pursuing a town bylaw supporting this topic. This work was presented to the BoS on October 5th and advised to continue to explore.
- b. The surveys would be an output of current Land Use evaluation processes and a 1-2-day site evaluation if it met 3 conditions: larger than 3 acres, in an area of high or moderate archeological sensitivity (e.g. mainly water features) and undeveloped. He anticipates a few per year and the money would help avoid the bid process.
- c. Mr. Ferrara noted this is directed to private homeowner and non-profits not for developers who knew the process. They would align with the Land Use Department to pull in the resources.
- d. Mr. Yacoub asked if this would work like the housing funding. Mr. Charter thought it would be helpful. Ms. Nicol asked how they would be notified? Mr. Ferrara noted it would be an output of the Land Use process and the bylaw would help support this. Ms. Nicol noted that if a private homeowner brought in a developer would that skirt this provision? Mr. Yacoub stated it depends as it would be part of the Land Use evaluation whether to apply the review. Mr. Ferrara cited a non-profit like the Boy Scouts of America who may not be skilled at land development concerns as normal practice where professional developers know what they are doing.
- e. Ms. Kilpatrick asked if a private person could apply for this for their own purposes. Mr. Yacoub answered that Land Use applications would engage this work so an individual could not use for own purposes. Mr. Alesbury requested a point of clarification on supporting developers as language in the request was contradictory “provide a developer and homeowner”. Mr. Ferrara noted the bylaw is designed and the fund is only aimed at homeowner and non-profits. R Alesbury asked whether with 1 to 2 per year it felt like 2-3 years of funding. If we allocated less could they operate and replenish next year? Mr. Ferrara agreed that was the case.

3. 8:20PM – Textiles and Clothing Collection (8:20 PM - 8:43 PM introduced by Doug Herrick and presented by Phoebe Conant and Bill Klauer)

- a. Project (request: \$10,646) seeks to protect many donated items that are stored and displayed in the Hosmer House. They are challenged to maintain with current capability. They need consultant help to understand how to store and preserve the items either worn or produced in Acton. Bulkier items are hanging in closets with smaller items better stored.
- b. The effort seeks to develop a Textiles Management and Acquisitions Plan, obtain consultant, document current state, implement revised strategy, develop a photo archive, upgrade museum displays and engage outreach to appropriate educational and general communities.
- c. Some recommendations are costly, but the consultant did look at high value lower-cost opportunities (e.g., window film keep out UV light). The intent is to keep the items available to the public by updating displays, retrofitting mannequins, etc. They plan to create a photo archive as many items are not digitally catalogued and they would like an internet archive objective.
- d. Mr. Yacoub observed the presentation was done well and ties into projects like the pencil factory as they both seek to preserve and make available historically significant items. He noted its synergies with Hosmer house CPA funding in the past. Mr. Charter noted there was precedent for this (e.g., the DAR flag in Memorial Library). Ms. Nicol thought it was a fabulous project and that it leveraged the consultant to teach how to do it as well. She would like to see this extend to Iron Work Farm. Ms. Kilpatrick agreed it was nice to see something preserved the way it was. Ms. Kolb noted the effort expended on this well thought out presentation and noted the project felt it was mid-stream and not at the beginning.

Next Scheduled Meeting(s):

1/12/2021	7:40	Community Housing Program Fund	\$50,000 - CH
1/12/2021	8:00	Main Street Development	\$500,000 - CH
1/12/2021	8:20	Regional Housing Services (2 years)	\$68,000 - CH
1/26/2021	7:40	Gardner Playground and Parking Construction: Phase 2	\$704,500 - R
1/26/2021	8:00	Jones Playground Surfacing Expansion	\$120,000 - R
2/9/2021	7:40	NARA Sports Pavilion	\$250,000 - R
2/9/2021	8:00	Elm Street Courts Resurfacing	\$240,000 - R
2/9/2021	8:20	Dog Park	\$91,000 - R
2/23/2021	7:40	53 River Street Historic Park	\$100,000 – HR, R
2/23/2021	8:00	Open Space Acquisition/Protection Set-Aside Funds	\$400,000 - OS
2/23/2021	8:20	5% Administrative Support	\$66,478.88

Items used at the meeting:

- CPC Agenda 2021-01-05
- Draft CPC minutes 12 22 20
- AHS - Textiles and Clothing Collection Presentation
- Pencil Factory Bridge Presentation
- Preliminary Archeological and Historical Review Presentation

Additional materials can be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-13024>

For more information about Community Preservation Committee contact

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