



**Minutes for CPC Meeting of 8/10/06, 7:50 pm–9:30 pm, Memorial Library**

*Attending:* Susan Mitchell-Hardt, Peter Berry, Jon Benson, Tory Beyer, Catherine Coleman, Walter Foster, Ken Sghia-Hughes, Nancy Tavernier, Roland Bartl

Susan opened the meeting at 7:50 pm.

The Committee approved the minutes of the June 8, 2006, meeting with amendments.  
The Committee approved the minutes of the June 22, 2006, meeting as written.

The Committee reviewed the latest draft of the 2007 CPC Plan. The final draft was approved unanimously as amended.

New Business

Walter updated the Committee on the status of some on-going projects:

- Historic signs are up
- The Town Hall slate roof is nearly complete
- TJ O'Grady skatepark is open
- The Stone Chamber work is complete
- Elm Street Hoops is complete
- The Morrison Committee is finishing up its report to the Town

Walter also informed the Committee that the Board of Selectmen is considering hiring staff specifically to help out with the administering of all the Town-based projects. There are so many important projects that have been funded that current staff is having trouble keeping up with them. Peter agreed to look into the legality of rolling administrative costs into the funding of specific projects funded by the CPC.

The 74 River Street lot will be put out to bid (if it hasn't been already) for "up to 2 units" of affordable housing.

The Committee discussed the format and preparation for the working session scheduled for the 9/28 meeting. It was suggested that we need to have a section on the procurement and writing of RFP's. Roland will ask Dean Charter if he would be willing to instruct on this issue. Roland will also look for a suitable template for an RFP. Catherine agreed to publicize the meeting and the application deadline in the Beacon. It was agreed that the format of the meeting would be Questions and Answers for how to complete a CPC application, and the feasibility of CPC funding for specific projects.

The Committee discussed the draft RFP submitted by the Acton Housing Authority (AHA) for Committee approval, according to the conditions of CPC funding of the AHA consultant project. The Committee approved the RFP, with some recommendations for changes, notably, that a required written report be explicitly stated in the RFP, and that the RFP be written as an RFP, not as a bid document. Also, the Committee noted suggested that the AHA consider putting out the entire scope of work as one RFP, rather than the three separate contracts anticipated. The

Committee agreed that if the AHA issues three separate RFP's, that each will require the approval of the Committee, per CPC funding conditions.

The meeting was adjourned at 9:30pm.

Respectfully Submitted,

Ken Sghia-Hughes, Clerk  
Community Preservation Committee