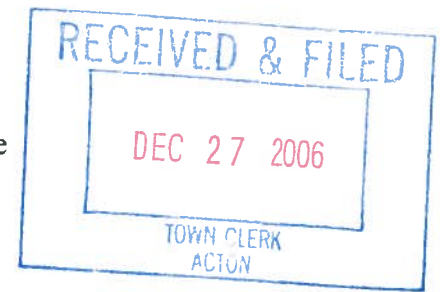


Meeting Minutes
Town of Acton Community Preservation Committee
November 30, 2006
Acton Public Library



Attending: Jon Benson, Peter Berry, Tory Beyer, Catherine Coleman, Matt Lundberg, Andy Magee, Susan Mitchell-Hardt, Ken Sghia-Hughes, Ed Starzec, Nancy Tavernier

Chair Catherine Coleman opened the meeting at 7:35PM.

1. Applicant Presentation: Granite Markers Restoration

Applicant Dean Charter presented a brief overview of the proposal for the benefit of the committee and the audience. He noted that CPC funding would be leveraged by the labor of DPW staff.

The committee asked questions of the applicant regarding the proposed two-year time frame, the basis of the cost estimate, and the missing lettering on the marker at Nagog Hill Road and Main Street. Mr. Charter indicated that the two year time frame is due to extensive backlog on the part of the stone engraver, the basis of the cost estimate is his discussions with the engraver, and that he would utilize various methods and resources to attempt to determine what was written on the Nagog Hill Road marker.

Anne Forbes of the Historical District Commission expressed her support of the application but noted that as with all historic resources, the Secretary of the Interior's standards for restoration will apply. To this effect, the markers should be professionally photo-documented before they are altered in any way. Ms. Forbes noted that the consultant who will be undertaking the town-wide historic resource inventory would be a logical choice to document the markers and that perhaps a small amount of additional funding should be requested to cover the extra work. Ms. Forbes also expressed some concern with sandblasting and incising lettering into the markers if lettering was "painted on" originally. Dean Charter indicated that he would look into these concerns. The committee requested that Ms. Forbes put her comments in writing to Mr. Charter.

2. Applicant Presentation: Bruce Freeman Rail Trail

Applicant Roland Bartl of the Town of Acton presented a brief overview of the project. The committee asked numerous questions of the applicant, focusing on the project schedule and the timing of funding requirements.

- **Could the BRAC insurance be put off until the project moved into construction?** Mr. Bartl noted that construction could start as soon as FY09 and that some limited digging in the form of test borings could be required as part of design and that it would be prudent to have the insurance in place.

- **When will 25 percent design be complete?** Mr. Bartl said the original schedule called for completion by May, 2007 but the project is running behind and a late spring or early summer date is more likely.
- **What is the status of the project in adjacent communities?** The Lowell-Westford construction RFP will be issued in December, and Concord and Sudbury are both in design.
- **Are all costs included in the proposal?** Hopefully, but no guarantees. This is a “best case” scenario. If Federal Enhancement funds do not come through, there would be additional costs for the Town to bear.
- **Who is paying for construction?** MassHighway with Federal funds.
- **Any chance this funding will go away after the project is designed?** Not realistically.
- **Can the Federal funds be used for construction of spur trails and parking lots?** Mr. Bartl indicated that MassHighway encouraged the Town to include these extras in the application but that stringent Federal design standards for trails may make the Town seek other approaches to funding construction.

Tom Michaelman of the Friends of the Bruce Freeman Rail Trail spoke in support of the project and highlighted the volunteer trail clearing of his group as a valuable “match” of CPA funds.

3. **Approval of Minutes from 11/16**

The minutes of the 11/16 meeting were approved with minor amendments.

4. **Preliminary Discussion of 2007 Proposals/**

Determination of Proposals to be Reviewed by Town Counsel

The committee undertook a preliminary review of all thirteen applications to identify potential issues requiring additional input from applicants as well as to identify those applications which should be forwarded to Town Counsel for legal review.

Comments on each proposal follow:

- **Capital Fund (Acton Housing Authority)**
Some concerns that this appears to be a “maintenance” project. Nancy Tavernier will produce a letter from DOR clarifying that maintenance of affordable housing is eligible for funding as a “supportive” act. Forward to Town Counsel.
- **Support Services (Acton Housing Authority)**
Forward to Town Counsel.
- **Community Housing Program Fund (Acton Community Housing Corporation)**
The program includes preference for municipal employees, which may raise some

concerns. Forward to Town Counsel.

- **Athletic Field Lighting (AB Youth Baseball/ABRSD)**
Some discussion related to the ratio of the ratio of private and school district funding to CPC funding, as well as responsibility for ongoing operational costs. Forward to Town Counsel.
- **Bruce Freeman Rail Trail (Town of Acton)**
Forward to Town Counsel for limited review.
- **East Acton Village Green (Town of Acton)**
Note that project cost has fallen from previous application. No Town Counsel review required.
- **Communitywide Archaeology Reconnaissance Survey (Town of Acton)**
Discussion as to whether Acton Historical Commission needs to or should oversee this project. Anne Forbes asks that this be clarified. Forward to Town Counsel.
- **Faulkner Room Ceiling Repair (Town of Acton)**
Application is a placeholder and additional information is needed. Forward to Town Counsel.
- **Granite Street Marker Restoration (Town of Acton)**
Forward to Town Counsel.
- **NARA Master Plan (Town of Acton)**
Some concerns that the attached “example” scopes are not relevant to NARA. Need a quote for work, more definition of project. No Town Counsel review required.
- **Open Space Set Aside (Open Space Committee)**
No Town Counsel review required.
- **River Street/Concrete Dam Land Acquisition (Town of Acton)**
Some concerns about cost of land given constraints to development. Request a site visit. Forward to Town Counsel.
- **Purchase/Reuse of 468 Main Street (Town of Acton)**
Set up a site visit. Forward to Town Counsel.

5. State DOR Form

Committee members reviewed and signed a form entitled “Bureau of Accounts Schedule A-4 Community Preservation Fund Ch. 44B”.

6. New Business

- Catherine Coleman provided a summary of the 11/27 oversight meeting with the Board of Selectmen. The Selectmen commended the CPC for their highly effective management of Acton's CPA program and provided feedback on some specific issues.
 1. There did not seem to be strong support among the Board to create an "ombudsman" position.
 2. The Town Manager clarified that a project is legally started as soon as any related action is taken (i.e., the issuing of a Request for Proposals) which should alleviate some of the concern about projects exceeding the three-year deadline. However, the Board encouraged the CPC to meet with the proponents of lagging projects to determine what is slowing them down.
- Roland Bartl distributed his response to a request from MassGIS for addresses for CPA-funded projects as part of a state-wide geo-referencing effort. He noted that many funded projects can not be associated with a specific address.

The meeting adjourned at 9:35PM.