

## **Minutes from Acton CPC Meeting of 7/15/03, 7:30 pm - 9:30 pm, Library Meeting Room**

Attending: Catherine Coleman, Mimi Herington, Walter Foster, Peter Berry, Peter Grover, Andy Magee until 8 pm, Susan Mitchell-Hardt, Chris Shaffner, Alison Gallagher until 8:20 pm, Roland Bartl

Absent: Joe Nagle



### **1. Approval of Minutes:**

The minutes of 6/26 were approved unanimously.

### **2. Subcommittee's Comments on ACPC Draft**

#### **a. Format and Referencing**

- We need consistency of style; to always use the same terms; we might want a definitions page.
- Should we reference the material in the Plan? We decided it's not necessary as much of the material has been pirated from other towns; however it would be appropriate to reference the Act or the Bylaw if we quote from them.
- We might want to reference the CP Coalition.

#### **b. Discussion of Bylaw Language**

- We will recommend an appropriation at Town Meeting which will require a simple majority vote. For bonding or a zoning change a 2/3 majority is required. These ratios are determined by our bylaw.
  - The committee shouldn't meet without a majority of members - this puts the emphasis on good attendance so as not to hold up the committee's work.
  - Town Meeting cannot increase any recommendation according to the bylaw.
- There was discussion as to whether or not Town Meeting can increase an amount and come up with its own appropriation without the CPC, e.g. if someone filed a citizens' petition.
- ACTION: Catherine volunteered to contact Chris Saccardi for a decision.

#### **c. Report from Communications Subcommittee re: the draft material received and how it was incorporated**

- Mimi and Catherine drew primarily from three plans - that of Westford, Hingham, and Bedford. (The application process is from Hingham).
- They tried to simplify and rewrite as time permitted. They clarified the process and created place holders.
- Mimi simplified the Housing piece and reduced it to approx. one page.

#### **d. Open Space and Recreation Section**

Since the purpose of the plan is to set out priorities, we questioned whether or not local detail was needed and agreed to cut it down.

ACTION: Omit tables; use bullets before goals rather than numbers; omit "Possible Future Proposals" as it's limiting; for more detail refer the reader to the OSRP.

- We will put in a summary of the Open Space inventory.
- The goals will go on the first page.
- Keep summary about current protected resources.
- We will incorporate Andy's changes.

#### **e. Recreation**

- Alison was concerned about why her draft was changed as it was carefully written.
  - Discussed multi use areas/recreation zones and how they substituted for some of Alison's language - we want to encourage multi-use areas/rec. zones.
  - Put in something about how we have 60 acres of active recreation land in use and that according to the National Recreation and Park Association Acton should currently have 214 acres of active recreation land to meet the current needs of Acton residents. (See p 114 OSRP)
- ACTION: Use the Recreation goals outlined in the OSRP; vet any additional goals with the Recreation Commission; take out the list of inventory.
- ACTION: Roland will confirm the percentage by which Acton's population has increased in the past 10 years.

#### **f. Housing**

- Omit list of housing resources.
  - Change, These "158" affordable units to "164."
- Goals Section:
- Add "promote proposals that fund affordable units under 40B."
  - Peter expanded the goals section by drawing from the list of purposes in The Stow Plan.
  - Proposed new goal: prefer projects that support the town center concept; prefer projects that are consistent with the Master Plan.
  - In goal 1, omit "non-residential properties".
- ACTION: Peter will send this revised section to Mimi.

#### **g. Historic Resources**

- Peter corrected Historic Commission to "HistoricAL Commission".
  - He rewrote the second paragraph.
- Goals:
- #1 Discussion of language, "protect and enhance" as not being inclusive enough.  
Roland prefers, "rehabilitate and adaptive re-use to "enhance" - Peter and Chris will collaborate on re-writing this goal.
- #2 Add something about requiring a preservation restriction.
- #3 Possibly expand "remaining rural/historic character" to dwelling, barns, historic landscapes, country roads - Peter and Chris will re-write.
- Add a new goal addressing Historic Landscape.
  - Discussed the difference between maintenance and preservation. If the Davis monument is going to fall down, refooting it is preservation as opposed to maintenance; enforcing building code is general maintenance.

#### **h. Selection Criteria**

- (RE: Open Space and Recreation Section) They should be consistent with the appropriate goals of the CP Plan as well as with the Acton Open Space and Recreation Plan.
  - Are we prepared to accept proposals that are multi year projects the first go around? Walter feels that we wouldn't want to say no because we don't have a track record. An option would be to fund the first year and then review.
- ACTION: Add a bullet point on project schedule.
- RB suggested adding a paragraph which states that projects will be chosen based on how well they meet the criteria.
- ACTION: Walter will tinker with the criteria.

#### **i. Resource materials for applicants:**

We will make copies available on a request basis of the OSRP and Master Plan at the library and the Planning Dept. The Executive Summary of the Master Plan will be on the website.

### **3. Timeline**

- 7/22 is the deadline for sending drafts to Catherine and Mimi so that they may create a new draft which they will email to the committee asap. (A date will go on each document to distinguish it from previous drafts).

#### **- AUGUST 5: NEXT MEETING**

For next time: Look at "Guidelines for Submission" and email comments

- Use one date in September for public hearing re: CP Plan.
- Nov. 15 is the deadline for submitting a proposal.
- January: Make a recommendation to the Selectmen for a warrant article.
- Later we will come up with a date notifying yes or no.
- September 16: Hearing on CP Plan - (it won't need lots of promotion).
- **Fall Town Meeting:** Publicize CPA and appropriate for administrative expenses.

#### **a. Discussion of appropriateness of the aforementioned dates**

- Walter feels that a Nov. 15 deadline is too soon.
- We don't need recommendations voted by Jan. 1.
- February: Recommendations must be given to the BoS.
- This timeline won't work for the town process due to timing issues. Priority proposals from a town perspective are affordable housing, restoration of the Davis monument, etc.; the town will have a process to prioritize proposals. We will have to see what happens.

#### **b. Process for Soliciting Proposals and Recommending Funding**

The process is to

- receive applications
- set priorities
- have before us finalists for review based on criteria
- select a core group of proposals
- have a forum where we consider proposals separately.

At the public forum we get input on which projects should go to Town Meeting.

- A reduced number of projects are presented at a hearing. The proponent could give a summary. For example, take a proposal to purchase open space; describe it, how much does it cost, give an overview, develop a multi-use plan.

### **4. Old Business**

#### **a. Website**

Roland reported that Mark Hald has an intern whose job is to input material on the town website; she could get our website done by the end of the summer.

ACTION: Give her information such as names of committee members, contact information, copy of the Act and Bylaw, list of important dates, minutes, link to the Coalition website, description of purpose, etc. and she'll put it on the website, and it will be consistent with the town website.

- Each group can modify their own piece - they don't need technical clearance.

ACTION: Catherine will give Roland links.

**b. Associate vacancy**

At the next meeting the BoS will consider and appoint someone to fill the position.

**5. New Business**

**a. Land coming out of Chapter 61A is offered to the town:**

The right of first refusal will be up Oct. 1 (120 days) on the Colonial Acres parcel off of Squirrel Hill Rd..

Respectfully submitted,

Susan Mitchell-Hardt