



TOWN OF ACTON
COMMUNITY PRESERVATION COMMITTEE (CPC)
MEETING MINUTES
June 14, 2022 - 7:30 PM
Virtual (<https://zoom.us/j/93172335430>)
AVAILABLE TO THE PUBLIC

Present: Dean Charter (Chair), Bill Alesbury (Vice-Chair), Stephen Trimble (Clerk), James Colman, Alissa Nicol, Ray Yacoub

Absent: Tory Beyer, Lori Cooney, Walter Foster, Nancy Kolb

Others Present: Ms. Kristin Guichard (Planning Director), Ms. Kaila Sauer (Planning)

Mr. Charter opened the meeting at 7:31 PM. The Chair read the notice regarding virtual meetings. All votes will be by roll call. This meeting uses video conferencing via the Zoom App and in-person as posted on the meeting agenda. Please see the meeting agenda on the Town Website for details on how to participate remotely.

This meeting will feature public comments. Please note that we may record, publish, or rebroadcast this meeting. All participation within this meeting will be visible to others.

Roll Call:

Attending: Dean Charter (Chair), Bill Alesbury (Vice-Chair), Stephen Trimble (Clerk), James Colman, Alissa Nicol, Ray Yacoub.

I. Regular Business

1. Residents' Concerns:

None raised.

2. Review and Approve Minutes from Previous Meetings

- a. Mr. Alesbury moved to accept May 10, 2022, draft minutes as final, seconded by Mr. Yacoub.
- b. Mr. Charter requested Mr. Trimble to call the roll to approve the minutes: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye", Mr. Yacoub "Abstain".
- c. The Committee approved the May 10, 2022, draft minutes as final.

II. New/Special Business

1. Election of Officers

- a. Mr. Trimble nominated Mr. Alesbury as Chair, seconded by Mr. Yacoub.
 - a. Mr. Charter requested Mr. Trimble to call the roll to approve the nomination: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye", Mr. Yacoub "Aye".
 - b. Mr. Alesbury was voted as Chair unanimously.
- b. Mr. Yacoub nominated Mr. Trimble as Vice Chair, seconded by Ms. Nicol.
 - a. Mr. Charter requested Mr. Trimble to call the roll to approve the nomination: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye", Mr. Yacoub "Aye".
 - b. Mr. Trimble was voted as Vice Chair unanimously.
- c. Mr. Yacoub nominated Ms. Nicol as Clerk, seconded by Mr. Trimble.
 - a. Mr. Charter requested Mr. Trimble to call the roll to approve the nomination: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye", Mr. Yacoub "Aye".
 - b. Ms. Nicol was voted as Clerk unanimously.

2. Review and approve award letters

- a. Mr. Charter noted that the signage requirement outlined in the award letters was removed from those letters addressed to projects unable to comply due to the nature of the work.
- b. Mr. Yacoub motioned to accept the letters as amended as a group . Mr. Colman seconded.
- c. Mr. Charter requested Mr. Trimble to call the roll to approve the award letters: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye", Mr. Yacoub "Aye".
- d. The letters were accepted as amended unanimously.

III. Administrative Matters and Updates

3. Next Meeting Dates:

- a. **July 26th**: Topics will include certain best practices and review of a draft 5 Year Plan outline (Mr. Alesbury to send to Ms. Guichard)
- b. **August 23rd** Topics will progress July discussions as well as the draft 2023 CPA Plan.
- c. **September 13th** Review of 2023 Draft CPA Plan.
- d. **October** will look at Project Updates
- e. Supporting discussion:
 - i. Mr. Alesbury asked when we need to have the 2023 CPA Plan updated. He is thinking late August or early September to look at some best practice discussions. Based on that August 23rd with an eye towards a draft of plan by September 13th.
 - ii. Mr. Alesbury asked about the status report of the existing approved projects. Ms. Guichard noted our practice was to close out the award letters and then get updates from prior projects. Planning should have the Project Overview document ready for September 13th.
- f. Mr. Alesbury would like to discuss a running 5-to-6-year plan as described in the best practices work. Flexibility would be one aspect of the work as situations will change over time and it is not intended to lock the committee in nor provide any guarantees to multi-year projects. Mr. Alesbury is not sure what their procedural needs are for that to coordinate the collection of this document and he doesn't want to burden the Planning Department. Summer is best time to commence with this work. Mr. Charter suggested it be a modification of the plan and we can vote that in August meeting. We can't vote on it tonight since it is a net new topic. Mr. Charter and Mr. Alesbury to discuss further during Chair handoff.
- g. Mr. Yacoub thinks we did a planning strategy 3 years ago and this would formalize that line of work.
- h. Ms. Nicol suggested a July meeting, so it is not too long after the May meeting to discuss the best practices suggestions. She also wants feedback from the primary stakeholders (e.g., Rec, Housing, Historical, Open Space).
- i. Ms. Nicol thinks October 11 might be a better time to review the Project Status updates.
- j. Mr. Alesbury is good with moving project status to October.
- k. Ms. Guichard stated that the State guidance should arrive mid-July.
- l. Mr. Trimble suggested we lock in all dates to ensure we could hold the ZOOM ID. He also gave a recreation update including vendor related delays to Gardner and that the \$100k provided a year ago would be spent down this bill cycle for playground equipment.
- m. Ms. Nicol noted Asa Parlin discussion was on Town TV and you could search for the one-hour 2021 broadcast.

- 4. Mr. Charter called for a motion to adjourn this session. Mr. Yacoub made a motion to adjourn this meeting seconded by Ms. Nicol at 8:26 PM.
- 5. Mr. Charter asked Mr. Trimble to call the roll: Mr. Alesbury, "Aye," Mr. Charter, "Aye," Mr. Colman "Aye," Ms. Nicol, "Aye," Mr. Trimble "Aye," Mr. Yacoub "Aye".
- 6. The Committee unanimously approved the motion to adjourn June 14, 2022, meeting ending the session at 8:57 PM.

Items used at the meeting:

1. Draft Award Letters
2. CPC agenda 2022-6-14.pdf
3. CPC Draft Minutes – 2022-05-10.pdf

Additional meeting materials: <http://doc.acton-ma.gov/dsweb/View/Collection-15010/Document-82085>

For more information about Community Preservation Committee contact cpc@actonma.gov or 978-929-6631