



**TOWN OF MAYNARD
COMMUNITY PRESERVATION
COMMITTEE**
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

M. John Dwyer, Chair
Rick Lefferts, Vice Chair
Jon Lenicheck, Treasurer
Bill Cranshaw
Ellen Duggan
Linde Ghere
Jon Canchola
Natalie Robert
Denise Walsh
Anna-Lisa Lysell McLaughlin, Clerk

Meeting Minutes
Remote Meeting via Zoom
Wednesday, March 15, 2023, 7:00 pm

RECEIVED

By James Alexander at 1:47 pm, Apr 06, 2023

Members present: John Dwyer (JD), Ellen Duggan (ED), Bill Cranshaw (BC), Linde Ghere (LG), Natalie Robert (NR), Denise Walsh (DW)

Members absent: Jon Lenicheck (JL), Jon Canchola (JC), Rick Lefferts (RL)

Guests: Mike Stevens, Resident

This meeting was recorded.

Call to Order: The meeting was called to order at 7:03 pm. JD read aloud an introductory script detailing guidelines for remote meetings.

Minutes: BC motioned to approve the minutes of the March 01, 2023 meeting as written. Seconded by ED. Passed by 5-0-1 roll call vote, with LG abstaining.

Correspondence: An invoice from MetroWest Daily News in the amount of \$152.88 for Public Hearing legal notice publishing in two weekly editions.

Administrative:

Grant Agreement Boilerplate: The Committee reviewed changes to the boilerplate language for grant agreements. Changes included insertion of clauses detailing the roles and responsibilities of the Project Manager and language indicating that grant recipients must permit the installation of a sign, at the discretion of the CPC, stating that the Project was funded through the Town of Maynard's Community Preservation Act program. A signature line for the Project Manager was added to the list of signatories.

New Business:

Public Hearings: Based on the definition put forth by the Community Preservation Coalition, public hearings must be held annually to obtain community feedback on overall CPA needs in town. To wit, *"As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the city or town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city or town."* It is not necessary to hold a public hearing to discuss project applications, but many towns hold a second public hearing to provide space for discussion among community members. The Committee agreed to continue discussion on this topic and to plan a public hearing to discuss the Town's CPA needs in late summer or early fall, prior to the opening of the next application cycle. The Committee agreed that they would likely maintain some sort of forum to discuss final applications in February, whether labeled formally as a public hearing or not.

Project Closeouts: None

Ongoing Projects: Work on the Keenan Field Softball project has been progressing nicely. Applications are still open for the Maynard Rental Assistance Program (MRAP) until the end of March.

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Additional Business: JD and RL will be attending the Finance Committee (FinCom) meeting on March 27th. If other Committee members are interested in attending the meeting, they should contact Alannah Gustavson to notify her beforehand.

Public Comments: Mike Stevens did not have any specific questions or comments to discuss with the Committee but attended the meeting to learn more about the CPC's work. He expressed his appreciation for the CPC's work.

Next Meeting: The next meeting is April 5, 2023.

Adjournment: BC motioned to adjourn. Seconded by ED. Passed by unanimous 6-0 roll call vote. Meeting adjourned at 7:55 pm.

Timeline of Dates for Spring 2023 Town Meeting – FY2023 CPA Proposals

- | | |
|---------------------|------------------------|
| • October 3, 2022 | Notice of Intent Due |
| • November 14, 2022 | Final Applications Due |
| • November 16, 2022 | Begin Review Process |
| • December 7, 2023 | Finalize Questions |
| • January 04, 2023 | Meet with Applicants |
| • January 18, 2023 | Meet with Applicants |
| • February 01, 2023 | Discussion |
| • February 15, 2023 | Public Hearing |
| • May 15, 2023 | Annual Town Meeting |

Documents and Exhibits used during the meeting:

- Draft March 01, 2023 Meeting Minutes
 - Agenda
 - Draft Grant Agreement Boilerplate
 - MetroWest Daily News Invoice
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Date approved: April 05, 2023
