



**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, April 05, 2023, 7:00 pm

RECEIVED
By James Alexander at 11:07 am, May 22, 2023

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

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

Guests: Cavan Stone, Finance Committee; Ken Estabrook, Finance Committee

This meeting was recorded.

Call to Order: The meeting was called to order at 7:11 pm. JD read aloud an introductory script detailing guidelines for remote meetings.

Minutes: BC motioned to approve the minutes of the March 15, 2023 meeting as amended. Seconded by ED. Passed by 6-0 roll call vote in favor.

Correspondence: None

New Business:

Warrant Articles: Cavan Stone and Ken Estabrook attended the meeting to discuss the Finance Committee's (FinCom) concerns regarding the wording of the appropriation article for the Alumni Field Bleacher Design project. Their primary concern is that it is not clear what percentage of the design cost is CPA eligible and would like to remove the language specifying that the CPC will fund "200,000.00 for 75% of the soft cost, excluding project management costs." FinCom suggested analyzing invoices as they are received and only paying for eligible costs. However, the CPC reiterated that the committee had arrived at the 75% figure based on rough estimates submitted by the applicant and determined that this would be the most straightforward and least burdensome method to address the issue for all parties, given that realistically it will not be possible to differentiate between eligible and ineligible items on all invoices. Moreover, a post hoc process to identify ineligible costs would necessitate naming or hiring an individual at the Town or School to review and scrutinize each invoice and may lead to delays in payments to contractors.

A secondary concern that was discussed centered on the degree to which the CPC is risk-adverse with respect to using CPA funds on items that constitute a "grey area" under the Community Preservation Act (CPA). The CPC is keen to avoid using any funds toward any items that may violate the CPA and put the entire CPC program in Maynard at risk. This is especially important, given that the CPC and the Town are still in the process of resolving the Conservation Restriction issue with the Maynard Golf Course in order to be totally CPA compliant. Meanwhile, FinCom would like to take a more aggressive stance in funding the Alumni Field bleacher project in order to help alleviate some of the financial strain. That being said, they understand that items such as the press box and concession stands clearly cannot use CPA funds. Additionally, the CPC reiterated that CPA may not be used for project management costs, such as hiring an Owners Project Manager (OPM). This is clearly stated in the appropriations article.

JD asked for a straw poll to determine if the members of the committee wished to keep the original language of the appropriation article. BC, yes; ED, yes; LG, no; DW, yes; NR, yes; JD, no.

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The committee agreed to maintain the original language of the appropriations article, but to amend the comments for further clarity that the “75% cost allowance accounts for CPA funds to be expended on only CPA eligible aspects of the design, based on the project estimate submitted with the application.”

BC motioned to change the comments submitted with Article 31 Community Preservation Fund Reserve Fund Appropriations. Second by DW. Passed by unanimous 6-0 roll call vote.

Administrative:

Grant Agreement Boilerplate: The committee reviewed and approved the revisions made to the grant agreement boilerplate. These revisions include the addition of language detailing the role of a Project Manager to streamline and clarify the budgeting and administrative aspects of the project.

LG motioned to accept the revised grant agreement boilerplate. Second by ED. Passed by unanimous 6-0 roll call vote.

Project Closeouts: None

Ongoing Projects: A CPC sign has been placed at the Keenan Softball Field site as work continues.

Additional Business: None

Public Comments: None

Next Meeting: The next meeting is April 19, 2023. This is school vacation week, so the meeting may be cancelled if members prefer or there is a lack of quorum.

Adjournment: LG motioned to adjourn. Seconded by BC. Passed by unanimous 6-0 roll call vote. Meeting adjourned at 8:45 pm.

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

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|---------------------|------------------------|
| • 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 of March 15, 2023 Meeting Minutes.
- Agenda
- Community Preservation Fund Reserve Fund Appropriations Article
- Grant Agreement Boilerplate draft

Date approved: May 17, 2023
