



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
Denise Walsh
Anna-Lisa Lysell McLaughlin, Clerk

Meeting Minutes
Remote Meeting via Zoom
Wednesday, June 07, 2023, 7:00 pm

RECEIVED

By Jim Alexander - Asst. Town Clerk at 9:47 am, Aug 09, 2023

Members present: John Dwyer (JD), Ellen Duggan (ED), Bill Cranshaw (BC), Denise Walsh (DW), Jon Lenicheck (JL), Linde Ghere (LG)

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

Guests: Matt Preys, Resident; Mike Stevens, Resident

This meeting was recorded.

Call to Order: The meeting was called to order at 7:01 pm. JD read aloud an introductory script detailing guidelines for remote meetings.

Minutes: BC motioned to approve the minutes of the May 17, 2023 meeting as written. Seconded by DW. Passed by 6-0 roll call vote in favor.

Correspondence: None

Administrative:

Officers: The committee discussed the appointment of officers for the next fiscal year. RL was not in attendance but indicated that he would be willing to volunteer for Vice Chair for another year. The committee also discussed the addition of a co-chair to learn the ropes in the coming year, as JD will no longer wish to chair the committee at some point. They will find out whether a co-chair can be a legal officer or if this position would essentially render the Vice Chair redundant. ED noted that another member of the Historical Commission may be willing to step in and take her place as representative. Officers will be voted on at the first meeting in July.

Keenan Field Invoices: The committee discussed the final two invoices received from Boston Hill Fence. These invoices, totaling \$102,540.00, exceeded the remaining account funds by \$4,953.00. Accounting will pay out using the remaining funds available in this account and the Town will be responsible for covering the remaining balance owed. This situation highlights the importance of applicants consulting with relevant Town entities when drafting their applications. Projects that will require a bidding process must get an estimate from DPW for any such administrative costs and incorporate them into the total project budget. Additionally, Project Managers should be monitoring grant fund balances as invoices are received to ensure that projects do not end up over budget.

New Business:

Draft Grant Agreements: The committee discussed amendments to the draft grant agreements.

- CH013-23 Affordable Housing Trust Fund and OS028-23 Conservation Trust Fund:
 - Strike Sections 5, 6, and 7.
 - Strike "Project Manager" from the signature page
- CH014-23 Regional Housing Services Office (RHSO) Membership:
 - Change Project Sponsor to Town Administrator
- CH015-23 Concord Circle Door Replacement:

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- The Project Manager duties for this project will likely be fulfilled and overseen by the Executive Office of Housing and Livable Communities (EOHLC). This office will certify that the installation of the doors has been completed satisfactorily.
- REC046-23 Reo Road Playground:
- REC049-23 Alumni Field Bleacher Design:
 - Special Conditions should mirror the language of the Project Description to underscore that grant funds may only be spent on CPA eligible items.

The committee also noted that all drafts and the boilerplate grant agreement should be updated to reflect that the CPC must be notified if the appointed Project Manager must step down and approve of a replacement.

Golf Course Update: The committee will invite Greg Johnson to an upcoming meeting to provide an update on the status of the Golf Course. They also agreed that it could be beneficial to request the Select Board add the matter to their agenda to provide them with a review of the situation if progress stalls.

Ongoing Projects:

Additional Business:

Coolidge School: LG reported that the purchase of the building will likely be formalized this month, with construction anticipated to begin this fall. If everything goes to schedule, the project could be completed with occupancy by the end of 2024.

6163 Summer Street Reuse Committee: ED noted that the Reuse Committee will be meeting at 7pm on Thursday 6/8 at the Maynard Library for public input as to possible options for the building's future use. The Reuse Committee will present the possible solutions to the Select Board, who will make the final decision.

Recreation Commission: DW noted that the Recreation Commission will be resurrecting the Field Usage Task Force in order to better regulate and formalize agreements between local athletic groups and Town entities. Their goal is to develop clear processes to regulate field usage.

Project Closeouts: None

Public Comments: None

Next Meeting: The next meeting is June 21, 2023.

Adjournment: JL motioned to adjourn. Seconded by ED. Passed by unanimous 6-0 roll call vote. Meeting adjourned at 8:00 pm.

Documents and Exhibits used during the meeting:

- Draft of May 17, 2023 Meeting Minutes.
- Agenda
- Draft Grant Agreements

Date approved: August 02, 2023
