

## Eva Bowen

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**From:** Susan Mitchell-Hardt  
**Sent:** Friday, December 26, 2003 10:42 AM  
**To:** Clerk Department; Roland Bartl  
**Subject:** Minutes for CPC Meeting of Nov. 20, 2003, 7:30 pm - 10 pm, Library Meeting Room

## Minutes for CPC Meeting of Nov. 20, 2003, 7:30 pm - 10 pm, Library Meeting Room

Attending: Andy Magee, Catherine Coleman, Alison Gallagher, Susan Mitchell-Hardt, Walter Foster, Peter Berry, Mimi Herington, Chris Schaffner, Erin Bettez, Roland Bartl

Audience: John Ryder 8 pm, Nancy Tavernier, Anne Forbes, Pat Clifford

### 1. Discussion re: Process for Recommending Funding:

To prepare the committee for the discussion Peter passed out a handout on "Basic Consensus" which talked about the Definition of Consensus; Guidelines on Reaching Consensus; Guidelines for Brainstorming; the Adversarial Bargaining Model vs. the Interest-based Bargaining Model. He also mentioned the following fundamental principles:

- Arrive on time for meetings.
- Come to all meetings.
- Commit to the process.

Peter felt two decisions will be important:

- 1) How much money should the committee spend vs. preserve
- 2) Actual funding of proposals

The committee reaffirmed the following needs:

- to set aside funding for emergency purchases such as tracts of open space
- to support proposals which connect to each other and which serve multiple interests
- to leverage the CPA dollars

The following views were shared:

- that in the first year it would be preferable to spend rather than save
- to develop the 5 year plan for the following 4 years.

Also it was suggested that the committee should

- not commit to projects it doesn't understand and to not rush to approve everything
- that there will be negotiation to do
- that interests should be balanced
- that the committee should be sympathetic to underserved populations
- that the committee should have an open process so people are treated fairly

Catherine's concern was with the mechanics of dealing with the proposals. She passed out a handout

that suggested ways to help the committee organize proposals. She suggested making a list of questions to distribute to the applicants in advance of their respective meetings.

- The concept of triage was discussed. The committee felt that it's too risky - that the committee owes it to the applicants to meet with all of them.

- Decisions will be decided by a majority vote; Associate members may not vote.

The committee plans to hold 4 meetings and review 3-4 proposals/meeting @ 30 minutes per applicant. The committee will use Dec. and Jan to meet applicants.

The committee discussed Mimi's draft letter acknowledging receipt of an applicant's proposal.

**ACTION:** The committee decided that Peter B. would send each applicant a postcard acknowledging receipt of proposals, sending thanks, and a promise to be in touch.

**ACTION:** Catherine volunteered to keep a spreadsheet on each applicant's eligibility, major questions, more info. needed, scheduled meeting date, strengths/weaknesses of the project.

## **2. Discussion re: Roles of the CPC; Town Counsel**

- Peter Berry asked Town Counsel if Boards could submit proposals and if the CPC may write proposals. The answer is a qualified yes.

- Andy added that according to the Bedford model the committee are supposed to be advocates, should know people, and ask them to come forward or to push back.

- Walter pointed out that Town Counsel services are authorized through the BoS and there is a budget.

- If the committee needs legal answers, it should use the Town Counsel and use administrative funds to pay.

- John Ryder commented that the FinCom urges the committee to use administrative funds to hire experts such as Town Counsel, and that the committee needs good advice to succeed.

- In future years legal costs could be built into certain projects.

- The CPC discussed whether or not Town Counsel needs to receive proposals when we get them and review them for eligibility - no decision.

The Town Counsel not only gives strict legal advice but practical advice about what's best for the town.

Re: the role of CPC:

Does the committee see itself as a bank? - if so how much does one lend or keep to grow and lend later?

- The committee discussed the concept of reimbursing an applicant when the project is complete. With town projects the town might be able to borrow, however, funding at the end of the process might not work for everyone.

## **3. Review and Discussion re: Proposals**

Roland passed out an amendment to the town proposal for the ARRT which reduces the amount requested by 1/3 from \$248,000 to \$82,667.

Also the amount requested in the Morrison farm proposal should be reduced from \$442,000 to \$382,000.

- Peter suggested grouping proposals by areas and assigning contact people.

- Chris and others are partial to funding the restoration of the Davis Monument.

- It was suggested that the Morrison Farm proposal applicants should come in with the applicant for the EAV Green proposal as they are related.
- The consensus on the Leary Field proposal is that it's a great project but that it's not ready, and that it raises some controversial issues - primarily that of bonding.
- Some people felt the barn restoration proposal was not eligible though others thought it might be.
- Many felt that the quarry land purchase is not eligible as the land isn't for sale.
- People are pleased by the Affordable Housing projects.
- Mimi raised the question of how will the committee know if the budgets are appropriate.
- Erin emphasized the need for funding and completing some projects quickly so people can feel excited about the CPA.

#### **4. Next Steps: - Set meeting schedule.**

Action: Because of an overwhelming number of proposals to process in a short time, Susan will ask Westford CPC member, Bob Shaffer for a rain check on his previously scheduled date to meet with the Acton CPC as a resource person on Dec. 4.

- The CPC agreed to continue to end meetings at 10 pm and to meet biweekly.
- The committee discussed whether or not to assign members to a proposal. The CPC felt it's not beneficial as others won't be familiar with all the proposals on which all have to vote.

#### **5. Old Business**

Approval of the Minutes for the CPC Meeting of 10/6 was deferred to the next meeting.

#### **6. New Business**

Erin Bettez is filling in for Joe Nagle who is on leave for medical problems. Erin grew up in Acton, is a soccer mom; worked for State Housing and has experience reviewing grants for housing proposals.

#### **NEXT MEETINGS:**

Nov. 26, Wednesday, 10 am - 11:30 am in Roland's office. Meeting to construct agenda for Dec. 4. Participation is encouraged. Walter will not be available.

Dec. 4, 7:30 pm, Library Meeting Room, regularly scheduled CPC Meeting.

Dec. 18, 7:30 pm, Library Meeting Room

Jan. 8, 7:30 pm, Town Hall, Rm 204

Respectfully submitted: Susan Mitchell-Hardt