

**TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC)**

**MEETING MINUTES**

**Tuesday, September 26, 2023**

**7:30 PM**

**HYBRID MEETING HELD IN MEMORIAL LIBRARY CONFERENCE ROOM AND BY ZOOM**

**Present:** Peter Berry, Dean Charter (Chair), James Colman, Lori Cooney, Walter Foster (Vice Chair), Steve Trimble (Clerk); Michelle Ellicks

**Absent:** Michaela Moran, Tory Beyer

**Others Present:** Nora Masler (Planning), Tom Gillispie, Karen Martin & Clare Siska from the Acton Community Dog Park (ACDP) Committee, Joe Will

Chair Charter opened the meeting at 7:31 PM

**I Regular Business**

1. **Citizens' Concerns** – None
2. **Review and Approval of Meeting Minutes** – The Committee reviewed the August 22, 2023, CPC minutes. Colman moved to approve the minutes as posted, seconded by Berry. Trimble called the roll, and the minutes were approved with one abstain (Trimble).

**II. New /Special Business**

3. **Discussion with Dog Park Committee on future funding request**
  - i. Gillispie reviewed the dog park features and funding sources. He then reviewed certain health, safety and accessibility needs for CPA consideration.
  - ii. Charter asked if the work could meet 2023-2024 schedule or could some of this move to following year. Gillispie believes the work will proceed but all the desired features may not be complete (walls, etc). Colman asked about storm water management. Tom noted the gentle slope and no serious concerns to date by Stansky and McNary.
  - iii. Foster asked about town funding. Trimble suggested he request Melissa Settipani raise this ask to the Town Manager (TM) to determine direction. Colman noted the items requested fall under standard recreational asks and sees nothing unusual.
4. **Public Hearing; Hear comments/questions on the draft 2024 Community Preservation Plan**
  - i. Cooney asked about signage language. There was some discussion on how quickly projects should begin after funding. Charter noted they should be within 3 years Foster noted that costs change so the sooner the better.
  - ii. Colman noted some wording issues that were fixed.

## **5. Ratification of 2024 CPA Plan**

Foster moved to ratify the 2024 CPA Plan. Ellicks seconded as amended. Trimble called the roll, and the motion carried as amended.

## **6. Discussion regarding permanent signage for projects funded with CPA funds**

- i. Charter noted in discussion with Kaila Sauer (planning) that we will ask each project for draft wording and where the sign will be noted. The Chair will work out fine details with flexibility in mind.
- ii. Colman agrees but asked about common element (Town seal or CPC...consistent font or color. Town seal or CPC...consistent font or color). Planning will work up some sample language.
- iii. Berry noted we might suggest \$1000 for sign cost and that submitters need to make sure it's in the application. Charter asked to add to form not in the plan.

## **III. Administrative Updates and Scheduling**

### **Next Meeting Dates**

- i. October 10 – canceled
- ii. October 24 – Project Status Review and Open Space Committee. Recreation asked to contact Dean.
- iii. November 14 – canceled
- iv. November 28 – Start application reviews

**Adjourn** – Foster motioned to adjourn at 9:17 PM seconded by Trimble. Adjourned by unanimous consent.

### **Documents and exhibits used during this meeting:**

1. 2024 CPC Plan - for public hearing
2. Final 2023 CPC Plan
3. CPC Agenda 2023-9-26.pdf
4. DRAFT CPC 8-22-23 Minutes

Additional materials can be found here: <https://doc.acton-ma.gov/dsweb/View/Collection-17269>  
agenda items are those reasonably anticipated by the Chair. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Reasonable accommodation for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way, we can contact you if we need more information. Please allow advance notice. Send an e-mail to [planning@actonma.gov](mailto:planning@actonma.gov) or call Planning's Office (978)929-6631.

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