



TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC)

MEETING MINUTES

Tuesday, February 13, 2024

7:30 PM

Virtual

Present: Tory Beyer, Peter Berry, Dean Charter (Chair), Lori Cooney, Michelle Ellicks, Walter Foster (Vice Chair), Jaclyn Saltzman, Steve Trimble (Clerk), James Colman (joined late)

Absent:

Others Present: Kristen Guichard, Kaila Sauer (Assistant Planner II), Karen O'Neill, Susan Mitchell-Hardt, Brandon Comstock, Harry Hollenberg, Joe Cooney, Joe Will, Ray Lyons

Charter opened the meeting at 7:33 PM.

I Regular Business

1. **Residents' Concerns** – None raised.

2. **Review and Approval of Meeting Minutes**

a. **January 9th Meeting Minutes**

Foster motioned to approve with Charter seconding. Trimble called the roll (Colman absent). The motion passed unanimously.

b. **January 23rd Meeting Minutes**

Foster motioned to approve with Beyer seconding. Trimble called the roll (Colman absent). The motion passed unanimously.

II. New /Special Business

3. Application Presentations

a. 7:35 PM Town of Acton Open Space Committee – Open Space Acquisition and Set-Aside Fund

i. \$750,000 request presented by Ms. O'Neill. In this request she requested that no Open Space funding be used for Active Recreation.

ii. Berry supported the request but inquired if any DEI considerations were investigated given that open space does limit available lands for building and drives up the cost of real estate. He noted that Nantucket is 60% Open Space restricted. Has anyone discussed it with town DEI Director?

Karen responded that being new she has not discussed this. Mr. Cooney (VP of ACT), but speaking as a resident, noted that there is a rapidly closing window of open space. The town will eventually not be able to protect due to cost or availability. Saltzman asked how Acton compares to comparable size towns with Open Space. Ms. O'Neill to follow up. Mitchell-Hardt opined that we are in the middle and thought Concord and Carlisle were around 30%, Acton, Littleton, and Westford near 17%, No examples of towns less than Acton were cited.

- b. 7:58 PM Town of Acton Planning Division - Regional Housing Services (RHS)
 - i. Ms. Guichard provided background for the new members. The Town funded RHS since 2012 through CPA in one- or two-year increments. This year's ask is for one year.
 - ii. Acton is part of an inter municipal collation partnership with the offices in Concord. The RHS provides critical housing expertise aid to the Planning Division. The RHS oversees affordable housing concerns such as legal and housing compliance, deed monitoring, education, etc.
 - iii. Ms. Guichard noted there were no deed restriction violations in 2023. 8.06 percent of Acton's housing meets the Subsidized Housing Inventory (SHI) for affordable housing.
 - iv. Kristin reviewed where the expenses occurred by percent Foster asked how many towns participate to which Guichard stated ten.
- c. 8:13PM Town of Acton Planning Division – CPA Admin Support
 - i. \$71,282 requested. The CPA regulations permit up to five percent and this year's ask represents 4.55%. The funding covers the Planning, Finance, Town Manager, and Town Counsel functions.
 - ii. Colman asked if the \$10,000 noted for counsel is allocated to the other functional areas if it is not spent. Ms. Guichard noted the percentages hold stable year over year.
 - iii. Mr. Berry understood this to be retroactive for prior year, but this is a forecast need. Is there a reconciliation at the end of the year? The answer was no.
 - iv. Ms. Cooney asked last what was year's amount. Sauer noted it was four percent of a larger CPA collection of \$1,567,530. This year the CPA fund is at \$1,680,624 and \$67,318 which is also four percent.
 - v. Mr. Foster thanked Planning and noted one of few committees that pays its own way.

4. Community Preservation Committee Town Report

- a. Colman suggested adding clarity to the report. It is calendar year per Sauer
- b. Motion to approve as written by Trimble, Foster. Passes unanimously
- c.

III. Administrative Updates and Scheduling

- Michael Moran resigned due to conflict with her role at Iron Work Farm.

- Sauer noted there would be a Planning Board meeting next week and a replacement could come from this meeting. The representative could join and participate in deliberations in answer to Cooney, but Sauer planned to suggest observing only this session.
- Moran could join again but with the regularity of property work CPA submissions it does not make sense.
- Sauer will send out the spreadsheet sent out again, due by Monday. This will have revised Admin Support requested amount. Dean noted that all but the largest 2-3 are normally straight forward. Sauer noted by the next meeting Ms. Racine will deliver the gutter and painting as separate quotes. Theatre III will answer Trimble's question on building enhancements made since the last CPA funding. Ms. Racine will address Trimble question on why interior painting was completed from the operational budget in 2023 but the exterior work was not addressed.
- Beyer noted to the new members that some of these projects might receive a portion of the request this year. She commented on not worrying about using all funds. Berry asked if the Theatre III number was correct; Sauer will verify all numbers prior to sending them out.
- Charter reminded the Committee not to share your decisions with anyone due to open meeting law regulations.

5. Next Meeting Dates

- a. February 27 – presentation placeholder / start deliberations
- b. March 12 – continue deliberations

Adjourn – motion to adjourn at 8:39 PM by Foster seconded by Beyer. Trimble called the roll and the meeting adjourned by unanimous consent.

Documents and exhibits used during this meeting:

1. CPC agenda 2024-02-13.pdf
2. CPC minutes 01.09.24 draft.pdf
3. CPC minutes 01.23.24 draft.pdf
4. Town Report – Community Preservation Committee 2023.docx
5. 2024 Community Preservation Committee Applications

Additional materials: <https://doc.acton-ma.gov/dsweb/View/Collection-17708>.

For more information about community Preservation Committee contact cpc@actonma.gov or 978-929-6631