



**Community Preservation Committee Minutes (Final)**  
**Tuesday Dec. 10, 2024 at 7:30 PM**  
**Acton Town Hall**

**Present:** Peter Berry, Tory Beyer, Dean Charter, Jim Colman (chair), Lori Cooney (clerk), Michelle Ellicks, Steve Trimble (vice chair), Jon Cappetta, Jaclyn Saltzman,

**Absent:** Lees Stunts

**Others Present:** Kaila Sauer and Nate Ryan from Planning, plus those listed in presentation notes.

**Regular Business**

Jim Colman called the meeting to order at 7:31 pm

Residents' Concerns – none were raised

Review and Approval of Meeting Minutes - Steve moved to accept slightly amended minutes, Jon seconded. They were approved by unanimous vote.

**Administrative Updates & Reports-**

Peter Berry suggested we change the start of the meeting time to 7 p.m. and all agreed beginning in January.

We have \$2.8M in requests and exactly \$2,011,482 in the fund.

Jim Colman asked if the committee wanted to change anything in the process of how the CPC operates. No one had any changes to suggest.

**New/Administrative Business**

Housing Project Updates– Peter Berry introduced the new executive director of the Acton Housing Authority Melissa Bible. Winsor Green remodel of bathrooms planned. 2023 CPC granted money to replace windows at Windsor Green. Note: they are trying to leverage that grant to get more money from the state. Last year's CPC money is going to pay for new

windows at Sachem Way. McManus Manor project is moving forward with hope to break ground in the spring with preliminary work starting in January.

#### Presentations

a. Acton Housing Authority –McCarthy Village Window Replacement Request: \$242,560 – similar project to earlier funding for other housing projects. The windows are 38 years old and single pane. They are not asking for state funding because the state is slow to pay. New windows will make the units easier to heat and safer.

b. Acton Housing Authority – Sachem Way Playground and Garden - Request: \$50,000 They have applied to a non-profit that finds corporate sponsors to pay for the equipment, but if they got it they would need \$8,500 to have the site prepped. They should know by early 2025. About 20 kids would use the playground. The vegetable garden also needs work.

c. Infant Toddler Children’s Center – Hapgood Family Farmhouse \$445,475 Barbara Carlson presented. She wants ITC at 149 Central Street to tell the story of the Hapwood Farm to the community of Acton as part of its historical heritage. They have committed \$1.5M to the project, and have already spent \$154K in the planning stage. Barbara said getting the CPA grant would catapult the project’s fundraising effort. Community input will be solicited.

d. Acton Arboretum – Draft Master Plan Design, Layout, and Copy Editing \$7,000 Bettina Abe presented for the Friends of the Acton Arboretum. The Friends group have donated time, talent and money since the Arboretum opened. The master plan will produce an historical document, as well as give an inventory. Volunteers have spent thousands of hours working on this, but they want professionals to finish it. It will be published throughout the town.

e. Town of Acton Planning Division – Regional Housing Services Office – \$50,000 Kalia Sauer presented the need for Acton to pay our way and retain our membership. The group includes Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston. This \$50K includes a one-time increase of \$10K because they need to train someone prior to the retirement of the current director of the RHSO. Each community will pay \$10K increase. Among its responsibilities, RHSO monitors rental and ownership units, certifies reports, tracks the number of affordable units in a town, answers all technical and legal housing questions for town staff.

Review recapture memo and vote to recapture unused projects – NARA Bridge Boardwalk and Elm Street tennis courts will give back \$15, 209.03. Lori made a motion to accept the recapture memo. Steve seconded. Unanimous approval.

Administrative Matters and Updates- Select Board will discuss town CPC projects at the 12/16 meeting to prioritize their view of the projects.

Next Meeting Dates – all start at 7 p.m.

- a. January 14 – Presentations
- b. January 28 – Presentations
- c. February 11 – Presentations, Historic Project Updates

**Adjourn** – Lori motioned to adjourn with Torey seconding at 9 PM. The meeting adjourned by unanimous consent.

**Additional materials can be found here:** <https://doc.acton-ma.gov/dsweb/View/Collection-17726> For more information about community Preservation Committee contact [cpc@actonma.gov](mailto:cpc@actonma.gov) or 978-929-6631.