

Holliston Community Preservation Committee

Holliston Town Hall, Room 014
7:00 P.M. Thursday, January 31, 2013

MINUTES

The Meeting was called to order by the Chairman at 7:10 P.M.

Attending: Samuel R. Tyler, Chair, Chris Bajdek, Frank Chamberlain, Warren B. Chamberlain, Thomas J Dumas, Rachel Kane, Melissa Kaspern, Liz Newlands, and Michael Pelon

Approval of Minutes

APPROVED: The Minutes of the meeting of November 8, 2012 were approved as presented. Rachel Kane, Melissa Kaspern and Michael Pelon abstained.

Community Preservation Coalition 2013 Membership Dues:

Mr. Tyler presented the annual membership dues for the Massachusetts Community Preservation Coalition totaling \$1,500 for approval. He stated that the dues level is determined based on a community's population. He explained that the Coalition is a statewide membership nonprofit organization organized to assist the local Community Preservation Committees in the Commonwealth and to represent CPC and CPA interests in the Massachusetts General Court. He noted that the Coalition has responded to several inquiries by the Holliston CPC and has been a helpful resource. He explained that since the CPC has a few new members, it would be advisable to invite Mr. Stuart Saginor, the Executive Director of the Coalition, to make a presentation about the new amendments to the CPA law and any further legislative initiatives or activities of the Coalition as well as answer any questions the members may have.

VOTED: The members unanimously voted to approve the 2013 membership dues of \$1,500 for the Massachusetts Community Preservation Coalition.

CPC Reorganization

Mr. Tyler stated that after serving as Chairman of the CPC since it was established in 2002, which has encompassed 11 years and 23 Town Meetings, he will resign from the CPC before the May Town Meeting and that a new Chairman would need to be elected. He also indicated that he thought that several of the responsibilities he had assumed over the past 11 years could be delegated. He recommended that a Vice Chairman be elected to help with some duties. He indicated that he has been working with the CPC's Administrative Assistant, Susan Woodrow in organizing and updating files in preparation for the transfer of responsibilities and that she would be able to assume some of the duties as well. He also indicated that when the CPC was first established in 2002, as a new body it was agreed that the Chairman should not be one of the designees of the five Town Board or Committees that by law must be represented on the Committee so it would not appear that one of the interests had an advantage in the CPC's decisions of which projects to support. However, he explained that after 11 years of experience, the CPC had established itself as an objective and neutral body in its decision-making and that a Chairman being elected who represented one of the five boards would not be an issue going forward.

The members discussed this issue and agreed that the selection of the next Chairman should not be limited to the four Board of Selectmen appointees. It was noted that the next Chair was expected to serve a shorter term than the initial Chair did. Members of other committees or boards explained that leadership of those committees rotated every two years or even annually. Mr. Dumas asked the members to indicate if they would be unable to assume the responsibilities of the Chair even with some duties delegated. A few members did so indicate after which Mr. Dumas nominated Frank Chamberlain to serve as Chairman. Mr. Dumas stated that Mr. Chamberlain would bring the full experience of the CPC to the position since he was an original designee of the Historical Commission in 2002.

VOTED: Upon the motion made and seconded, the members voted to elect Frank Chamberlain as Chair of the CPC for 2013, seven in favor; Mr. Chamberlain abstained.

The Vice Chairman will be appointed in the future.

New Business

Mr. Chamberlain will send out the letters for proposals for the May 6, 2013 Town Meeting. The deadline will be March 15, 2013.

Mr. Tyler reviewed the process for scheduling the annual hearing. Legal notices must be posted for two consecutive weeks prior to the hearing. He also summed up the projects that he will continue to oversee, including: a system to assure that the Town Accountant knows invoices have been officially approved; the organization of collected files and folders; a report on appropriations that haven't been spent and thus should be returned; the report from the Committee for Karen Sherman; an updated budget to pay for maps and other needs; a reassessment of the administrative budget up to 3% of CPC monies, with a possible request to Town Meeting for additional funding of that account; an updated website, with photos of CPA funded projects. Mr. Tyler has a list of CPC websites from other towns that he will forward. Mr. Tyler also discussed the upcoming CPC social event with current and former members. The date is not yet set. He suggested ways to increase publicity about annual hearings, and pointed out. Mr. Chamberlain will continue the practice established by Mr. Tyler of meeting with the Finance Committee as a courtesy, to report the CPA figures.

This being Mr. Tyler's last meeting as Chairman, members of the Committee expressed appreciation for his service.

VOTED: Upon the motion made and seconded, the members unanimously voted to adjourn. The next meeting will be Monday March 18, 2013 at 7:30 PM in Room 19 of the Holliston Town Hall.

Approved: March 19, 2013

Respectfully submitted,
Susan Woodrow