

TOWN of HOLLISTON

COMMUNITY PRESERVATION COMMITTEE MEETING

Wednesday, August 15, 2018

7:30 P.M.

Holliston Town Hall, Room 19

MEETING MINUTES

Attendees: Eva Stahl, John Vosburg, Chris Bajdek, Warren Chamberlain, Thomas Dumas, Melissa Kaspern, Michael Pelon, Frank Chamberlain

Agenda Items:

1. Discussion of dates and schedule for Fall CPC cycle.

Agreed that the deadline for applications for the October 2018 Town Meeting will be Friday, September 14, 2018. The CPC will meet on Wednesday, September 19, 2018 to discuss any applications received, and again on Wednesday, September 26, 2018 for a public hearing, further discussion if necessary, and a vote on which applications to recommend to Town Meeting.

Discussed the need to move the deadline for application submittals forward in the calendar in order to accommodate the Selectmen's desire to finalize the warrant earlier in the cycle. Agreed to consider the possibility of moving the submittal deadline to January 15 for the Annual Town Meeting and July 15 for the October Town Meeting. Deferred decision until Sept. 19 meeting.

Mr. Chamberlain will see about putting a piece in the Holliston Reporter to advise the community about the current deadline. It was suggested that a template be created for submittal to the Reporter in advance of upcoming deadlines.
2. Review of CPA web site materials.

It was agreed that the CPC web site is stale and needs to be updated. Ms. Stahl agreed to revise the application forms. Mr. Chamberlain will contact Town web administrator Chris Meyo to determine process for submitting updated materials.
3. Review of CPC balances and status of current projects.

Ms. Kaspern reported that the survey being prepared in conjunction with the Parks and Recreation should be completed before the October Town Meeting

The bills for the completed 8-Arch Bridge project were bills paid without being submitted to the CPC for authorization. Mr. Chamberlain to discuss with Town Administrator and Town Accountant.
4. New Business

Mr. Chamberlain requested the Committee's thoughts on how to better divide up CPC responsibilities. Originally, the Committee was structured with a Chair, Vice

Chair and Secretary. The Vice Chair and Secretary positions have been vacant for some time. Susan Woodrow has been assisting the CPC with administrative functions on a paid basis, but since she has been unavailable due to health reasons, all administrative functions have fallen to the Chair.

It was suggested that the Chair's responsibilities could be divided amongst the members. Mr. Chamberlain agreed to provide a list of the functions and responsibilities currently carried out by the Chair.

Mr. Chamberlain will talk with Ms. Woodrow and determine her willingness to continue in the administrative role.

There was a discussion regarding the need to provide signage identifying projects as having been funded using CPA money. No specific conclusion was reached with regard to this, but the discussion will continue at future meeting(s).

5. Approval of Minutes

No minutes were presented for approval.