

Community Preservation Committee  
2 Feb 16 Minutes

Members: Chairman Beth Rosenblum, Elizabeth Whitham, Tim Connors, John Dudley and Cathy Van Lancker

Call to Order: 6:34 pm at Town Hall.

Guests: Steve Morgan (Capital Improvement Committee), Yolanda Greaves (Board of Selectmen) and Andrea Green (Ashland Downtown Collaborative)

**Agenda Item #1: Welcome and Introductions.**

Ms. Rosenblum welcomed everyone.

**Agenda Item #2: Review/Approve Minutes of 1/5/16**

A motion was made by Mr. Connors, seconded by Mr. Dudley, to approve the minutes as amended, all in favor 5-0

**Agenda Item #3: CPA Coalition Year in Review**

Ms. Rosenblum mentioned Governor Bakers budget item of up to \$10,000.00 in State funding for CPA.

Also, Ms. Rosenblum mentioned receiving 37.7% State match in funds.

**Agenda Item #4: 6:45 pm: Public Hearing to Accept Project Proposals**

Ms. Rosenblum read the Public Hearing Notice

Ms. Rosenblum stated receipt of an email inquiring about monies to improve parking lot at Mill Pond Park.

Proposal #1: Restoration of Gravestones in Ashland Cemetery, 118 Main Street

Submitted By: Cynthia Winterhalter, Historical Commission

Purpose: Historic

Funds Requested: up to \$15,000.00

The proposal is to restore Forty-Nine (49) gravestones at Town owned cemetery behind the Federated Church. Also, to have a granite sign post installed. (discussed at the CPC meeting of January 5, 2016)

A motion was made by Ms. Van Lancker, seconded by Mr. Connors, to approve the expenditure of up to \$15,000.00 for the restoration of grave stones and sign post at cemetery in back of Federated Church, all in favor, 5-0.

Proposal #2: Ashland Downtown Wayfinding Project

Submitted By: Andrea Green, Ashland Downtown Collaborative

Purpose: Historic

Funds Requested: \$12,000.00

Phase 1 proposal is for historic street name signs (renderings shown). Signs will be metal.

Ms. Rosenblum says this proposal may be premature because the downtown has not yet been designated a Historic District.

Ms. Green says the goal is to have the signs (10 of them) fabricated by late winter. Ms. Green says the Board of Selectmen has seen a rendering and has accepted same.

Ms. Rosenblum says this submission is deficient. A cost estimate, narrative, support letters, quotes, description, etc. are needed.

It was stated that the Historical Commission needs to be made aware of this proposal and a vote of support from them is needed.

A motion was made by Ms. Van Lancker, seconded by Mr. Dudley, to continue this proposal to the next CPC meeting on March 1, 2016, all in favor, 5-0.

Ms. Rosenblum discussed the need to submit a notice of intent to the Board of Selectmen and Town Manager of proposed warrant articles. The CPC agreed that place holders are to be put in for warrant articles for town meeting.

**Agenda Item #5: Proposed CPC Membership Bylaw Changes**

Existing CPC Bylaws were discussed. Ms. Rosenblum presented CPC Bylaws from ten (10) surrounding towns.

Ms. Rosenblum stated that several towns have term limit for members. She stated that several of the towns have a member from the Board of Selectmen and a greater number of "at large members". There is no affordable housing committee member on any of the Bylaws that were received. Also, most towns have nine (9) members.

Mr. Dudley stated that adding more members does not make it better. Ms. Rosenblum says more members brings new voices.

Accepted at March 9<sup>th</sup>, 2016 meeting

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Mr. Morgan suggested adding someone from the Capital Improvement Committee.

Ms. Greaves stated that she would contact the Board of Selectmen in Holliston, Hopkinton, and Wellesley regarding the workability of a nine member committee. Ms. Rosenblum will contact Concord, Arlington and Northborough for their input.

The committee members agreed to move forward with an increase to nine members.

Revisions to CPC Membership (five (5) options were considered)

Ms. Van Lancker likes option #4: The CPC shall be comprised of the following (9) members

- a) one member Ashland Conservation Commission – designated by the Commission
- b) one member Ashland Historical Commission – designated by the Commission
- c) one member Ashland Planning Board – designated by the Board
- d) one member Ashland Housing Authority – designated by the Authority
- e) one member Ashland Open Space Committee – designated by the Committee
- f) and four (4) members shall be At Large Seats held by Voters in the Town of Ashland who hold no appointed or elected office, identified above and shall be appointed by the Board of Selectmen.

A motion was made by Mr. Dudley, seconded by Ms. Van Lancker, to approve a proposed warrant article for CPC Membership Revision #4 with amendment; each CPC member to serve a term of three (3) years expiring on August 31<sup>st</sup>; use Town of Holliston language on terms; use Town of Hopkinton on behavior; use Town of Arlington Establishment and membership paragraph “c” and to add some language for removal of a committee member, all in favor 5-0.

**Agenda Item #6: Housing Trust Grant Agreement – Review Town Counsel Comments**

Mr. Dudley stated that to use this document effectively, it should be used as a tool for accountability.

Town Counsel suggested changing “every three months” the Trust shall provide the Committee with a written update, to “every six months” and that the CPC should consider including some enforcement language. The CPC agreed to keep the updates at three (3) months.

Also, funding and record keeping were discussed.

Ms. Rosenblum is to ask Town Counsel to draft some enforcement language and the revised agreement will be considered at the next meeting.

**Agenda Item #7: Sign Invoices**

A motion was made by Ms. Van Lancker, seconded by Mr. Connors, to approve and sign CPA dues in voice for \$3,500.00, all in favor, 5-0

**Agenda Item #8: Public Records Request**

Ms. Rosenblum read the request from law firm Venable LLC (of Washington D.C.) and explained the response.

**Agenda Item #9: Member Committee Updates**

Ms. Rosenblum stated that an Open Meeting Law workshop is needed as a refresher for some members.

Mrs. Whitham asked if upcoming dates for CPC meetings could be put on the agenda and discussed at the next CPC meeting

Mr. Dudley mentioned playgrounds at schools and maintenance of same. (no provisions for maintenance)

Mr. Connors mentioned lack of monies in facility management to replace broken or stolen equipment in the use of the school fields.

Ms. Rosenblum mentioned warrant articles for Spring Town Meeting;

1. Bond Articles for Warren Woods; High School Fields; Oak Street property
2. Three CPA proposals – cemetery, membership revisions and possible downtown signs.
3. Annual Appropriation set aside article.

A motion was made by Ms. Van Lancker, seconded by Mr. Dudley, to accept warrant articles as stated, all in favor 5-0.

**Agenda Item #10: Other Business**

Ms. Rosenblum mentioned two (2) CPA projects that are close to sun setting; Housing Authority steel doors (may need an extension); and Field Management – tennis courts and basketball court. Ms. Rosenblum to speak to Mr. Heideman (facilities director) and School Committee chair for status update and if extension may be needed.

**Agenda Item #11: Next Meeting:**

The next CPC meeting will be on Tuesday, March 1st, 2016, at 6:30 p.m.

A motion was made by Mr. Connors, seconded by Ms. Van Lancker, to adjourn the meeting at 9:40 p.m., all in favor, 5-0.

Minutes taken and submitted by:

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Rosalie Porter, Secretary