

## **Community Preservation Committee Minutes**

**Date: September 27, 2023**

**Time: 7:30 PM**

**Place: Zoom Virtual Meeting**

Members Present: Stu Sklar, Doug Thornton, Pam Marston, Beth Williams, Jane Biering, Charles Oliver, John Lee, Marisa Steele

Guests: Todd Currie, Dee Lee

The meeting was convened at 7:32 p.m.

1. Roll Call and Sound Check were done. Preamble, Rules for Participation, and Reminder that meeting materials are available online and that this meeting is being recorded were read by the Chair.
2. Interview Candidates for open position-Two Applicants for one opening.
  - a. Dee Lee – lived in Harvard for 56 years. Financial consultant.
  - b. Todd Currie - Co-Founder/Executive Co-chair of Bravehearts FODC, Board of Directors of the Snowmobile Club. Born and raised in Harvard.
  - c. Committee will recommend Dee Lee to the Select Board by a 4-3 vote. Beth will inform Dee that CPC is recommending her as our selection. Stu will inform Todd and Julie Doucet of the CPC choice and recommendation.
3. Public Comment Period: No public comment
4. Review/Approve Minutes, July 26, and August 23: July 26 minutes were approved unanimously. August 23 minutes were unanimously approved.
5. Treasurer Update: Jane Biering presented the Draft Budget for FY2025 (See attached). Jane checked the Coalition website yesterday but has not yet received FY2024 funding. Funding should be received sometime in early November.
  - a. There are 3 2022 Projects, no money has been spent. Jane suggests that we reach out to these Grantees.
    - Conservation Commission – Invasive Plant Project \$8,000.00. John Lee will check with Wendy Sisson as to the status.
    - ADA upgrades - \$10,352.00. Equipment has been purchased, but the bill hasn't hit yet.
    - Civil War Tablet Restoration - \$11,777.00. Jane will reach out to Marie as to the status

6. Update items: Funds Availability; Timing and Permissible Accounts

- a. John Lee has checked with Stuart Saginor regarding Open Space and Recreation fund. Unfortunately, when the CPA Act was passed, this was not included. Conservation and Housing were the only funds allowed. It was suggested that we vote the money into OS & R reserve account. The money would still be under CPC jurisdiction and control until voted at the Town meeting to transfer to a specific project.

7. \*Initial Application Updates

- a. -9 have been received.

<b>Requesting Organization</b>	<b>Application/ Funding Title</b>	<b>Mass CPA Category</b>	<b>Requested Amount</b>	<b>CPC Recommend ed Funding</b>
MAHT	Emerson Green	Affordable Housing	\$190,000.00	\$0.00
MAHT	MAHT Annual Funding	Affordable Housing	\$36,100.00 Estimate	\$0.00
Town Hall	Municipal Record Preservation	Historic Preservation	\$13,000.00	\$0.00
Harvard Town Hall	Town Hall Debt	Historic Preservation	\$46,988.00 Estimate	\$0.00
Park & Rec Anne McWaters	ADA Beach Improvements	Open Space & Recreation	\$23,720.00	\$0.00
Park & Rec Marisa Steele	Robotic Field Lining System	Open Space & Recreation	\$61,000.00	Not Allowable
Park & Rec Marisa Steele	Stairs at McCurdy Track	Open Space & Recreation	\$18,000.00	\$0.00
Park & Rec Anne McWaters	Bromfield Outdoor Basketball Court	Open Space & Recreation	\$40,000.00	\$0.00
Conservation Commission Liz Allard	Invasive Plant Management	Open Space & Recreation	\$35,000.00	\$0.00
Conservation Commission Liz Allard	CPA Conservation Fund	Open Space & Recreation	\$200,000.00	\$0.00

Transportation Advisory Committee Bruce Leicher	Nashoba Regional Greenway Network	Open Space & Recreation	\$10,000.00	\$0.00
CPC	CPC Expenses		\$2,500.00	\$0.00
		TOTAL:	\$615,318.00	

8. Follow up Items-Discussion/Vote

- a. Policy for percentage of receipts to go towards Bonding Projects - to be discussed at October meeting.
- b. CPC membership \$1,750/yr. It is thought that the rate has increased due to CPC raising the fee from 1.1% to 3%. Stu will investigate the rate increase prior to us paying this bill.
- c. -Freedom's Way Grants - Providing grants. Community Planning & Cultural Grants.
- d. -Topics for the next meeting are to be sent to Stu Sklar.
- e. -Administrative funds

9. The meeting adjourned at 9:08 pm.

Important Upcoming Dates:

10/21/2023 Fall Town Meeting  
1/5/2024 Financial Warrant Articles Due  
2/6/2024 Budget Recommendation Due  
4/6/2024 Annual Town Meeting  
4/9/2024 Town Elections

		<b>Community Preservation Fund</b>				
		FY25 Draft Budget 9/27/23 - J Biering				
	<b>Unreserved Fund Balance Carried Forward</b>	\$30,000.00		Balance estimate as of 7/1 per Jared M.		
	<b>FY 24 Town Collection</b>	\$695,000.00		Estimate update from Jared Mullane 9/22/23		
	<b>FY 24 State Match</b>	\$139,000.00	20%	Estimate		
	<b>FY 24 Town Collection plus State Match</b>	\$834,000.00				
	<b>Total</b>	\$864,000.00		10% minimum: ~ \$73,000 w/o match OR. ~\$86,000 w/ match		
	<b>FY25 Requests</b>	<b>Amount Requested</b>	<b>Sub-Totals by Category</b>	<b>Applicant</b>	<b>Comments</b>	
	<b>Conservation Fund</b>	\$200,000.00		Conserv Comm		
	<b>Invasive Plant Mgmt</b>	\$35,000.00		Conserv Comm	Q re \$35k or \$26k; note \$8k still available from 2022 extension	

	<b>Robotic Field Lining System</b>	\$61,000.00		P & R		
	<b>Bromfield Outdoor Basketball Court Upgrade</b>	\$40,000.00		P & R		
	<b>Beach - ADA Improvements</b>	\$23,720.00		P & R		
	<b>Stairs at McCurdy Track</b>	\$18,000.00		P & R		
	<b>Nashoba Regional Greenway Network</b>	\$10,000.00		Transportation Advisory Comm		
	<b>OPEN SPACE SUB-TOTAL</b>		\$387,720.00			
	<b>Emerson Green Incentive</b>	\$168,000.00		MAHT		
	<b>AFFORDABLE HOUSING SUB-TOTAL</b>		\$168,000.00			
	<b>Town Hall Bond Repayment</b>	\$46,000.00		Town	Estimate	
	<b>Preservation of Town Hall Docs</b>	\$13,000.00		Town Clerk		
	<b>Balance for 10% Minimum</b>	\$27,000.00			Estimate, based on \$86,000 min	
	<b>PRESERVATION SUB-TOTAL</b>		\$86,000.00			
	<b>CPC Admin Expenses</b>	\$2,500.00		CPC	Estimate	

	<b>TOTAL EXPENSES</b>	\$644,220.00				
	<b>Balance, unallocated</b>	\$219,780.00				

