

Community Preservation Committee
June 20, 2018
Volunteers Room, Harvard Town Hall

Attendees: John Lee, Beth Williams, Didi Chadran, Erin McBee (Planning Board), Jo Ward

Absent: Pam Marston, John Mark Walker, Municipal Affordable Housing Trust and Park & Rec representatives

Guests: Alice von Loesecke, Michael Barton, Paul Chiou – Municipal Affordable Housing Trust (MAHT)

The meeting convened at 7:32 PM.

Minutes from April 18, 2018 meeting were approved.

1. Treasurer Update: No new statistical data from January's figures. John Lee reported that he has sent David Nalchajian account transfer paperwork on closed projects (Hildreth House windows, Walking Trail, Invasive Species, Trail work, stone wall and Open Space) on the books as open with a balance of about \$46,000.00 to be returned to their funding sources. John provided David with paperwork regarding sunset dates to clear the books.
2. Public Comment: None received.
3. Peer Community Joint Planning Guest-MAHT: Alice and Michael spoke with CPC regarding MAHT's status and future plans.

Board Status – Currently have 4 out of 5 members. Town now manages the checkbook (David Nalchajian).

Charge – The purpose of the Town of Harvard Municipal Affordable Housing Trust Fund (Trust) is to provide for the creation and preservation of affordable housing in the Town of Harvard for low and moderate income households and which counts towards the Town's subsidized housing inventory as determined by the Department of Housing and Community Development. MAHT cannot buy land for development. They can fund accessory apartments and contribute to projects already under development. Their goal is to coordinate with other town boards and committees to work within the Master Plan. They are also reaching out to other towns to determine how they do things regarding affordable housing.

Alice took the action item to have a MAHT member appointed to the CPC.

4. End of FY2018 Forms: It was felt that the forms distributed by David Nalchajian were not applicable to CPC.

5. Official Communication Forms: Updates, Processes & Timeframes:

Didi drafted and submitted Notification of Approval letters for the three groups (Town Hall, Town Clerk & Conservation Commission) approved at the May 2018 Town Meeting. It was recommended that we also send similar letters to the 2 groups (Old Library Accessibility Committee, & WW1 Monument) that were approved at the fall 2017 Special Town Meeting. Didi will draft and submit.

Mid-Year Status reports will be requested from all open projects. Didi and John Lee will update the form and send out to all projects.

CPC reviewed and edited the FY2020 Grant Application Form. Deadline for submission of Grant Applications will be 4:00pm, Thursday, October 11, 2018. Didi will update the application and submit to Town Hall for inclusion on the website.

6. CPC Float for 4th of July Parade: Discussion was held as to whether the CPC should have a float or march in the July 4th Parade. It was determined that not enough members would be available to do so.

7. Action Items:

- a. Pam Marston and Michelle Catalina will determine screening criteria for stone wall RFP for next section of work to be done.
- b. Didi will draft and submit Notification of Approval letters for Old Library Accessibility and World War 1 monument
- c. Didi to updated FY2020 Grant Application and submit to Town Hall.
- d. John and Didi to update and distribute Status report forms.
- e. Didi will submit the Legal Notice for CPC Call for Applications in time to make the last issue of the Harvard Press before its summer hiatus, which goes out 7/06.
- f. Alice Von Loesecke will have a MAHT member appointed to CPC.

Next CPC meeting scheduled for Wednesday, July 18, 2018 at 7:00pm in Volunteers Room, Harvard Town Hall.

Meeting was adjourned at 9:08 pm.