

Community Preservation Committee

December 19, 2017

Attendees: John Lee, Beth Williams, Pam Marston, Didi Chadran, Jo Ward

Absent: John Mark Walker, Michelle Catalina, Municipal Affordable Housing Trust and Park & Rec representatives

The meeting convened at 7:40 PM.

Minutes from November 15, 2017 meeting were approved, as amended.

1. Treasurer Update: John Lee presented the latest figures including the latest CPA Trust Fund distribution amounts and figures received from David Nalchajian, Finance Department which stated that the amount due for the Town Hall Debt was approximately \$51,000.00 for this year.

CPC Approximate Funding by Source, FY2019

CPC Surcharge Collections (estimated)	\$220,000
State Match	37,000
Cash on Hand	216,000
Less STM 2017 Grants	
Old Library Accessibility	(50,000)
World War 1 Memorial Preservation	(20,000)
	<u>(70,000)</u>
Available Funds for FY2019 Grants	\$403,000

2. Photography Session for 2017 Town Annual Report: Didi Chadran took photos which will be sent to Town Hall for publication along with the CPC Annual Report.
3. Report on December 4, 2017 Meeting with Capital Planning & Investment Committee: Didi and John Lee reported to CPIC on CPC's proposed slate of warrant articles for the May 2018 Annual Town Meeting. Discussion was held regarding the inaccuracies in the Harvard Press article regarding this meeting. Didi will draft a letter to the Press regarding this meeting to clarify inaccuracies.

4. Vote on FY2019 CPC Grant Applications and Warrant Articles: The slate of warrant articles proposed for the ATM in May 2018 includes the two remaining applications – one from Town Hall for the preservation of historic documents, and a second request from ConCom to fund ongoing invasive plant control – as well as the CPC’s obligatory debt service payment for Town Hall preservation and a transfer of funds from the CPC’s unrestricted reserves to the committee’s Affordable Housing reserve fund, as required under the Massachusetts CPA. A summary is provided below.

Fund Recipient	Application/ Funding Title	Proposed Amount	CPC Recommendation
Harvard Town Hall	Town Hall Debt Service	\$51,000 (estimated)	To transfer \$51,000 from the unrestricted fund to the CPC Historical Preservation reserves and to grant this amount in turn to Harvard Town Hall to service debt associated with historical preservation of the building.
Conservation Commission	Invasive Plant Management	\$26,000	To transfer \$26,000 from the unrestricted fund to the CPC Open Space reserves and to grant this amount in turn to the Conservation Commission for the control of invasive plants on conservation land.
Town Clerk	Preservation of Town Records	\$26,000	To transfer \$26,000 from the unrestricted fund to the CPC Historical Preservation reserves and to grant this amount in turn to the Harvard Town Clerk for the preservation of historical town documents.
CPC Affordable Housing Reserves	CPA-Mandated Affordable Housing Grant	\$26,000	To transfer \$26,000 from the unrestricted fund to the CPC Affordable Housing Reserve.
CPC	CPC Administrative Expenses	\$2,500	To transfer \$2,500 from the unrestricted fund to the CPC for operating expenses.

Totals: **\$131,500**

DRAFT 2018 CPC ARTICLES

The following Warrant Articles were unanimously approved to be presented at the Annual Town Meeting.

ARTICLE : COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation Budget as printed in the 2017 Town Report, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE : TOWN CLERK – PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from Fiscal 2019 Community Preservation unspecified reserves the sum of \$26,000, to be expended by the Town Clerk for the purpose of preserving

and restoring historic town documents with unexpended funds as of June 30, 2019 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by the Town Clerk and the Community Preservation Committee)

ARTICLE ____ : CONSERVATION COMMISSION – INVASIVE PLANT MANAGEMENT

To see if the Town will vote to appropriate and transfer from Fiscal 2019 Community Preservation Fund unspecified reserves the sum of \$26,000, to be placed in the Conservation Fund, to be expended by the Conservation Commission for the purpose of controlling invasive plants on lands acquired with Community Preservation funds with unexpended funds as of June 30, 2021 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by the Conservation Commission and the Community Preservation Committee)

ARTICLE ____ : COMMUNITY PRESERVATION COMMITTEE AFFORDABLE HOUSING RESERVES

To see if the Town will vote to appropriate and transfer \$26,000 from Fiscal 2019 Community Preservation Fund unspecified reserves to the Community Preservation Committee Affordable Housing Reserves, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE ____ : PAYMENT OF DEBT ON TOWN HALL RENOVATION

To see if the Town will vote to appropriate and transfer \$51,000 from Fiscal 2019 Community Preservation Fund unspecified reserves, to be expended by the Town for payment of debt for the renovation of Town Hall, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE ____ : COMMUNITY PRESERVATION FUNDS – ADMINISTRATIVE EXPENSES

To see if the Town will vote to appropriate and transfer from fiscal 2019 Community Preservation Fund unspecified reserves, the sum of \$2,500 to be expended by the Harvard Community Preservation Committee for administrative expenses, including Community Preservation Coalition dues and necessary legal fees, with unexpended funds as of June 30, 2019 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

5. Review of Action Items:

- a. Didi will contact Marlene Kenney, Town Clerk, to ask that the CPC meeting site be changed to the Volunteers Room on the Town website.
- b. Didi will draft a letter to the editor of the Harvard Press regarding the inaccuracies in the reporting of the December 4, 2017 meeting between CPC and CPIC.

6. Other Business:

- a. Stone Wall Project – Pam Marston has resigned as the Project Manager, for the Historical Commission. Manny Lindo is the new Project Manager. Schedule has been received from the contractor.

Next CPC meeting scheduled for Tuesday, January 17, 2018 in Volunteers Room, Harvard Town Hall.

Meeting was adjourned at 8:56 pm.