

Community Preservation Committee Meeting
Thursday, September 7th, 2006
McCulloch Building, Whipple Center Conference Room

PRESENT: Walter Flynn/Chairman, Arthur Mathews/Vice-Chairman, Adrienne Gowen/Clerk,
Brian O'Halloran, Christopher Hannon, Larry Lambros, James Cunningham,
Stephen Ford and Tom Curtis

ALSO PRESENT: James Clarke/Director of Planning & Community Development
Scott Bois, Municipal Finance Department

Chairman Flynn called the meeting to order at 7 PM, noting all members were present.

Discussion of Application (To The Community Preservation Committee) Forms

Mr. Lambros distributed a draft of an Application Form that he created for the members review and discussion. He explained that he went on the Internet to research the form, and found other application forms there; including those from Plymouth and Wellesley. (Mr. Clarke noted that there was also a form from the Town of Bedford). Mr. Lambros told members that each form offered something different. He said that he included specific areas as reflected in the law.

In reviewing the draft form for Weymouth, Mr. Lambros referred to Item #2 - Community Need: *Why is the project needed? How does it address one or more of the categories checked above? How does it address needs already cited in The Master Plan and or the Capital Improvement Plan?*

Mr. Lambros suggested they add the following to Item 2: "but not yet addressed or funded".

Members discussed this item, with Mr. Mathews commenting they didn't want to submit a project already proposed or funded, but he felt this committee could look at projects outside The Master Plan.

Mr. Cunningham suggested they eliminate the word "How" (does it address needs etc.) from Item 2.

Mr. Curtis supported this, adding it would force people to familiarize themselves with The Master Plan.

Mr. Hannon suggested they think about including 'tools' they have used in the creation of The Master Plan, because of the nature of the Act. He pointed out they don't double fund. He went on to say that it would also force people to become familiar with the process, then asked 'does this get to cumbersome?'

Mr. Mathews suggested they consider removing the sentence entirely. He said if members have questions they could ask Mr. Clarke. He recommended they retain the first two sentences re. Item #2, eliminating the 3rd. He felt their objective should be to make keep it as simple possible for those who fill out the form.

Mr. Lambros stated that when they do the 'needs study', they should become familiar with them. He asked "don't we have a responsibility to respond to needs?" He said, we still have a responsibility to look into ideas and let them know how it balances against needs. He asked if they felt it would be appropriate to get back to the people about their ideas/proposals, as opposed to having to respond on the spot.

Members agreed that they would need time and did not feel it appropriate to feel obligated to respond immediately to any proposals/requests.

Mr. Cunningham said he liked Mr. Mathews suggestion, adding he thought they should respond to all suggestions with the words "it will be taken under advisement" - and then they could respond after they have done some research and were ready to give a complete answer.

Chairman Flynn asked Mr. Lambros if he expected the members to approve his draft application form tonight and he answered 'no'.

Mr. Lambros told members that his form was drafted from an amalgamation of several forms and also tried to address some of the committee comments.

Chairman Flynn pointed out that the Bedford form was very simple, commenting that he felt the simplest form was the best for the public.

Mr. Hannon asked 'if we label something maintenance, does that mean we can't fund it?' - and if so, do they possibly restate it or eliminate it.

Chairman Flynn replied that maintenance of a historical structure might be permissible - as opposed to maintenance of an athletic field.

Mr. Lambros referred to the Wellesley form, noting it was longer than the others - two pages. He noted that some forms addressed 'maintenance'; i. e., Newton. With regard to Scituate, this form included an explanation/reason for the form, as well as, the requirements. He commented that he found some forms to be very complicated, then asked 'to what extent do we hold people responsible'. What will we accept from people, just open/verbal recommendations, he hoped not. He said that he hoped those making recommendations would consider all requirements and understand the reason for them.

Ms. Gowen said she felt some would just come up with projects, but wouldn't understand how to pursue/supply the required information, adding it should be a partnership.

Mr. Ford noted that their purpose is to preserve the community, more wants than needs - adding they should be proposing something to improve the Town, not to fix it.

Mr. Curtis agreed with Mr. Ford, suggesting they include with the Application, a preamble comprised of several sentences that would include 'it is advisable for the party making the submission to familiarize themselves with the documents.' He didn't want to see a duplication of effort. He commented that residents might feel if they submit something, it might not receive its fair share of consideration. Bottom line, he agreed they should familiarize themselves with all aspects of the Town of Weymouth.

Mr. O'Halloran asked "if the committee wanted additional information about a project, would there be an opportunity to go back and ask for it", whether it be about the cost or the plan itself. He wanted to make sure the lack of information wouldn't rule out a project.

Mr. Flynn reminded members that he suggested they think about forming several subcommittees. He also wanted to acknowledge that he felt the cover sheet was a good idea.

Mr. Cunningham supported the cover sheet and a simple form, which he commented, could originate with the committee, although he quickly added that ideas could come from any direction.

Mr. Lambros took a moment to point out there were interested people present this evening.

Mr. Flynn wanted to recap what their discussion in regard to the application form:

- use a simple form
- add a cover sheet
- include a committee work sheet

Mr. Curtis also felt the form should call for certain information - he said by adding more information they would be more receptive to giving it a thorough review.

Some felt this requirement could be very intimidating to those citizens making application.

Mr. Mathews pointed out that the Town was already experiencing this problem referring to the senior tax exemption form, commenting that some seniors have told him they chose not to take advantage of this exemption because the form was too complicated and confusing to them. He further explained that the requirement of including certain financial information made them shy away from it.

Chairman Flynn asked members to go on the Internet and download the forms from the website: **communitypreservation.org**

Jim Clarke said that anyone without access to a computer could come into the Planning office and use theirs or they could use the computers made available to Seniors right there at the Whipple Center.

Approval of Minutes

It was agreed to table approval of the minutes until the next meeting.

Review of Budget Process

At this point Mr. Clarke introduced Scott Bois of the Municipal Finance Department, who was sitting in for Jim Wilson this evening. Mr. Bois told members he was present this evening to assist with the budget process. Two handouts on the budget were distributed to the members. He explained that they were (2) FY07 Budget Outlines - one delineated a **minimum** budget and the other a **maximum** budget for the Committee.

Mr. Bois went on to say that he would review the budget by sections. He first asked them to look at the 'minimum' budget, the first section entitled "**FY06 Mandatory Set Aside Reserve for Future Use**" which totaled \$465,066. He pointed out that the minimum that must be set aside was \$46,506 for each major budget item; i. e., Open Space, Historic Resources and Community Housing. Deducting this amount leaves them with a balance of \$325,546. He noted that this amount is **not** available until Free Cash is certified, which he quickly added happened today.

Next category Mr. Bois reviewed was the '**Revenue**'. Taking into consideration the allowable 2- $\frac{1}{2}$ % increase, the amount then becomes \$476,692. Added to that is the state's 65% match or \$286,015. Combining these two figures the new total is \$762,708.

Mr. Mathews interjected that in tonight's newspaper it stated that the state is going to increase the match to 100%.

Mr. Cunningham suggested they first go with the bare structure.

Mr. Bois confirmed the 100% match, adding that the article said that it was most likely they would get the final number from the state in mid-October. He said that history demonstrates that the fund usually goes down.

Mr. Mathews stated that if they do receive a larger percentage, they could go with a supplemental budget.

Chairman Flynn commented that he saw inconsistencies with the numbers - sometimes the numbers would be rounded off and sometimes the number included cents, asking Mr. Bois if in the future they could be consistent and go one way or the other.

Mr. Bois agreed this could be done, explaining that Mr. Wilson did it in that manner to be consistent with the balance sheet - adding that UNYS rounds the numbers off.

Next category: Expenditure

Mr. Bois emphasized that they were allowed a 5% maximum of the budget or \$38,135 for Administrative Costs - which includes, Recording Secretary, Miscellaneous Expenses and Salary Allocations. He then addressed the \$33,135 figure for Salary Allocation/support staff, noting that Town Council actually approved \$30,000 for the FY07 budget for this expense. He further explained that the \$3,000 balance could be allocated for whatever the committee sees fit, adding it's just a 'place holder'.

Mr. Lambros asked if they choose not to spend all of the money, would it go back to the General Fund?

Mr. Bois replied 'no, it would go into the 'Unrestricted Fund' balance.

Mr. Lambros asked as they go from FY06 and FY07, are there any administrative costs left over and Mr. Bois responded 'no', explaining since there was not budget for 06, therefor there were no administrative costs. With regard to the Recording Secretary, Mr. Bois stated that the committee would need to calculate this number. At this point the amount \$4,000 is only used as a place holder and was based on the amount Town Council sets aside for their Recording Secretary (which is \$5,000).

Re. Miscellaneous Expense - Mr. Bois explained that this budget items covers costs such as public hearings, member's nameplates, printing. He added that if there is any excess here, the committee can use it as they see fit.

Mr. Lambros asked the reason for 'salary allocation'.

Mr. Bois explained that there are various people within the Town who provide services to this committee; for example, Mr. Clarke's staff - and paying them for their services is very common place. He cited his salary as an example, informing members that 25% of his salary comes from the Water Enterprise fund.

Lastly, Mr. Bois addressed Recreation and Open Space/Historic Resources/Community Housing and Debt Service, which totaled \$76,270 (x3). He told members that the CPC is mandated to plug in 10% (of total Revenue) for this portion of their budget.

Finally, Mr. Bois referred to 'net to balance' \$500,000 (\$495,760), stating that this amount needs to be subdivided within the other groups.

Mr. Lambros referred to the \$495,000, asking - if it comes after the 10% is deducted and can go into the Unrestricted Fund, why can't we leave it there?

Mr. Bois explained that the 10% is for next year and it cannot be used. He clarified that they need to wait a full calendar year before they can use it. He noted that if they looked at FY06, they would see that the Town collected \$466,000.

Mr. Curtis interjected that he didn't believe they would have to wait 12 months.

Mr. Bois stated that \$46,000 was put in July 1st with this amount being certified in October - with 10% of the revenue goes in there right away.

Mr. Mathews commented if they could place the money into an Unrestricted Fund Balance, it would give them the much needed time to make the proper recommendations to the Mayor for next year.

Mr. Bois agreed, stating that the money doesn't have to be specified, but they should try to allocate it out.

Mr. Mathews emphasized that he didn't want to be rushed.

Mr. Lambros asked Mr. Bois if they could take the money out of one category and then go back at a later date and transfer it to another and Mr. Bois responded 'yes'.

Mr. Bois further stated they didn't need to designate a specific project to get state matching funds.

Mr. Cunningham asked Mr. Bois why it was recommended they put a percentage into these line items, rather than into the Unrestricted Fund.

Mr. Bois said it could be viewed as a 'place holder'.

Mr. Mathews then asked "what if we designate \$150,000 and in the future they see a project they like and want to transfer the money - for example from Open Space to Historic Resources - could this be done?" and Mr. Bois replied 'yes'.

Mr. Bois wanted to review the process for the members. He explained that even though they may have designated money to a specific category in the Reserve Fund, the money is viewed as being in one fund. Further in order for a project to be approved, it required that Mayor Madden make the recommendation to the Town Council and they approve it. He went on to say that when "changes" are proposed, they must go through the process a second time, detailing the process which included approval by this Committee, then to the Mayor for his approval/recommendation - from there it is sent as a Measure to the Town Council who refers it to the Budget/Management subcommittee, then it comes back to Town Council for action. This approval process usually takes around 30 days. A public hearing is only required if the amount for the project exceeds what is in the Reserve Fund.

Mr. Bois cited an example - if you have \$150,000 in each category and you have \$100,000 to expend, it will then be a quick process because the reserve amount is less than what is in the account. By choosing to put the money in the Reserve Account, the process is much longer. If an increase in funds is requested, it must go through the entire process again but because of the increase, a public hearing is also required.

Mr. Lambros commented that he was uncomfortable with having a lot of money in one account, then transferring it out - he felt it had the potential for a public relations nightmare.

Mr. Hannon commented he still wasn't clear.

Mr. Bois tried to clarify the process for him, restating if they go to Town Council with a budget of \$90 million in the Reserve Fund, this would be unacceptable, so the money must have some designation. He emphasized that DOR wants some kind of allocation/budget.

Mr. Flynn and Mr. Clarke agreed that this issue needed to be resolved and Mr. Bois said he would get the answer for them.

Mr. Bois referred to a discussion he had with Jim Wilson. Mr. Wilson told him that the money has to be divided up into the three areas; i. e., Open Space, Historic Resources & Community Housing. He expected deliberations - with not all of the 65% going into one account. He told members that he didn't think DOE would accept it - it would portray that the CPC had no budget - no intent. He said that DOR would argue that you have \$400,000 from FY06 and now \$700,000 for FY07 that you don't want to spend.

Mr. Bois confirmed he would resolve this question.

Maximum Budget Sheet

Mr. Bois pointed out that this budget outline begins the same as the Minimum Budget Sheet re. FY06. He noted that the worksheet is based on the 100% match (as opposed to the 65%) by the state. He clarified that the state matches the previous year (NB: \$500,000 is still to be collected).

Mr. Ford asked what their match would be if they had been up and operating in FY06 and Mr. Bois responded that he didn't have that information, with Mr. Clarke interjecting they would get that number for him.

Mr. Bois said that the intent of the maximum budget is for them to go forward with the 100% match - but wanted to be clear that he wasn't sure what the state would do in October. He explained that when their recommendation reaches the Town Council, they would have the option of either approving or rejecting the project(s). He emphasized that they do not have the authority to increase, although they do have the option for a supplemental budget. He pointed out that it was easier to decrease a budget on the floor.

Mr. Flynn interjected that his number didn't agree with the numbers Mr. Bois was referring to.

Mr. Bois explained that the difference was in the FY06 Revenue - acknowledging that they are short \$5,000 - because this amount remains uncollected.

Mr. Lambros asked about \$94,679 attributed to each of the three major accounts, which they are to deal with - and Chairman Flynn told him that was the 10% reserve number he was looking at.

Mr. Bois emphasized that they cannot use that money **until FY08**, as mandated by CPA, adding it comes off the top for future use.

Mr. Lambros stressed that they need accurate numbers - wanted to know just what they can expend between now and June 30th.

Mr. Bois said that \$number was \$464,000 and was available now to expend, plus whatever money that is allocated for FY07 - once approved. He cited as an example - there is \$107,000 in each area and they can expend all of this with the exception of 10%.

Mr. Hannon asked if they were required to expend the 10% from last year (FY06) and Mr. Bois responded 'no, it can be carried forward'.

Mr. Bois further explained that if we build a proper budget and have approved projects, they could expend that, urging they work within their Operating Budget.

Mr. Cunningham asked if there was a time line to expend the money and Mr. Bois responded that he didn't think it could sit idle, adding he would check to see if there was a deadline to expend it.

Mr. Curtis asked who was responsible validating their expenditures and Mr. Bois said that he would be (Municipal Finance), along with the external auditors and the Mass. Dept. of Revenue.

Mr. Curtis asked if there was an expense for that service and Mr. Bois responded that the Town Council has paid for this expense in the past and he expected they would continue to pay for it unless the costs escalates and becomes a concern.

Mr. Curtis asked if the Committee had an override provision in case their approved projects are turned down.

Mr. Bois said if this happens, the project is returned to them. Based on that he recommended that the members do their homework and only submit projects where they are totally prepared to substantiate all the costs. He noted that last year, it took three tries before the Town Council approved their budget.

Mr. Mathews wanted to point out that the Town Council has the option of reducing the amount if they so choose.

Mr. Bois said that he has been involved in many projects, including water treatment, that require approvals at many levels.

Tentative Budget Schedule

Mr. Ford asked if they received interest on the money in their account and Mr. Bois told him that he didn't think it was invested, adding they have \$500,000 that is not deposited in the Reserve Fund, so it would bare no interest. He said he would check on this, adding he was not sure how it would be governed.

Meeting Schedule

At this point, the CPC's next scheduled meeting will be a public hearing to be held on Thursday, September 21st. From there the committee would send their approved budget to Mayor Madden - as it must be to him by Sept. 26th 10 AM. Then, if approved by the Mayor, he will submit a Measure to the Town Council, which should be in time for their Sept. 28th meeting. At that point Town Council would then refer it to their Budget/Management committee for an October meeting, then the Measure comes back to Town Council with their recommendation, who will then schedule a public hearing. It is expected that the Town Council would at that time act on the budget and tax classification.

Chairman Flynn asked if the members are expected to attend the Budget/Management meeting as well as the Town Council meeting and Mr. Mathews, Town Councilor, said they should and then explained the procedure.

Mr. Mathews said that he could ask the Town Council members to move quickly on their budget due to the time constraints. He recommended that this committee request staff support during this period. He informed members that Town Council meetings are televised - so he recommended that they present their budget via a Power Point presentation.

Mr. Bois agreed, he felt it all should be spelled out and made easy to follow. He suggested they give thought to having one person represent the committee (this will be the Chairman), adding that the majority of questions would be from the Budget/Management members.

Mr. Hannon commented that they needed to prepare an Annual Report in accordance with Jim Wilson. It was noted that the Capital Improvement Plan is separate from this process.

Mr. Clarke reiterated that the budget is first approved by the CPC, then it goes to Mayor Madden - then the Town Council. He said that once this is done, they will work on a 'needs assessment', which he felt would be between mid-October to the end of the year.

Mr. Curtis wanted to know if the Town may have already been funding some of the projects that they might propose.

Chairman Flynn replied 'yes and no', adding it is all actually Town money, it just depends on what pocket the money comes from.

Mr. Curtis stated that given that the town has allocated funding for projects in the past that now may be eligible for CP funding, and that half of the available funding, that portion designated as a state set aside, can be assumed to be "found money", and since he has been led to believe that the town is going to increase its budget by the maximum 2.5 percent allowable by law probably on an annual basis, why cannot the town not increase their budget the entire 2.5 percent but increase it by the 2.5 percent allowable less that portion of the state set aside deemed to be "found money"? The people of Weymouth could be made aware of this benevolence on the part of the town and they may then be reinforced in the fact that their vote for the CPA, which only won by a mere 94 votes, was a correct vote.

Mr. Bois told him that if they give the money back, they would be defeating its purpose.

Mr. Clarke stated that the Town estimates all revenue and what it can spend, adding they never have enough money for all the requests and needs.

Mr. Bois suggested the members look at the money from the state like it's a grant, commenting if they don't take the money and balance the budget and don't use it for that purpose, they will need to give the money back.

Mr. Lambros interjected, the law says we can't supplant.

At this point it was recommended that the Committee move forward with the process.

Mr. Mathews asked if they could go forward with the public hearing without specifying the designation of the 65% matching funds and Mr. Bois responded 'yes and no', adding Jim Wilson prefers otherwise. He went on to say that at a public hearing a project might be presented and members might want to put it into the budget. He said this could be discussed further.

Mr. Mathews recommended they meet at least one other time before the public hearing and possibly a meeting after it.

Dates to meet their obligations were discussed:

- Send recommended budget to Mayor Madden 9/26

- Recap the 9/21 public hearing
- Budget
- Process
- Ideas
- Determine what and how to present (all within a couple of weeks time)

Chairman Flynn discussed the \$5,000 shortfall.

Mr. Bois said if the money does come in, it would go into the Undesignated Fund. He told members that Jim Wilson would be at their next meeting and that they would both be involved in the Committee's budget process.

Mr. Clarke told the members that he has Rod Fuqua and Bob Luongo from his office being brought up to speed so they can assist at future meetings.

After a brief discussion, members agreed to go with the "Maximum" budget.

Chairman Flynn recommended they use a white board and tweak it. The chart would have nine columns, one for each member's recommendation - and a row for cost items.

Mr. Ford voiced his concern about the Mandatory Reserve Fund, reason being only three of the categories are mandated - "Recreation" wasn't, which he saw it as an important part of this Board's charge.

Mr. Lambros wanted to reconfirm that they would not be allowed to touch \$98,000 of the money until FY08.

Chairman Flynn stated that \$645,415 was their number.

Mr. O'Halloran asked how their different recommendations would be viewed, adding "do you envision that would be the meat of the debate"?

Mr. Mathews recommended they don't get locked into this type of an issue until after the public hearing.

Chairman Flynn told members he was looking for their consensus.

(File Note: During this period of discussion, Mr. Bois had been out of the meeting researching some of the questions - he returned with the following update.)

*Mr. Bois told members he found some answers. First DOR won't allow all the money in one account. He said they could have a Reserve Account within those areas, but they **do** have the option of applying for an Exemption. He wanted to clarify they were talking about the Operating Reserve Fund only. He said they are looking at two separate items - for example, a Checking account and a Savings account.*

Chairman Flynn clarified that \$615,415 is the amount the committee would be allocating.

Mr. Bois then referred to their funds being in an interest bearing account - confirming that there is interest calculated on all Town funds so this Committee's fund would receive interest, adding that it would probably not be significant but it was something.

Mr. Lambros told Chairman Flynn that he felt the consensus of the members re. appropriating the funds would be to split it evenly four ways and Chairman Flynn said he disagreed.

Mr. Curtis said he saw the amount they were dealing with was \$520,000 divided by (4).

In discussing the manner they would expend the money, members were concerned about public perception on how they designate the money. They continued to discuss the exact amount of money they are dealing with at this particular point in time.

Mr. Bois told them that \$465,000 would be in a separate account.

The calendar was discussed.

It was explained to the Committee that a fiscal year begins on July 1st and goes through to the following year terminating on June 30th (FY06 from 7/1/05 to 6/30/06 and FY07 goes from 7/1/06 to 6/30/07). The Town is presently in FY07. The money from FY06 is now available for the Committee to expend.

- Monies from FY06 = \$465,000
- Monies from FY07 = \$615,000

The CPC cannot spend the 10% from FY07 in the three major accounts (\$94,000 x 3 = \$282,000) until FY08.

Mr. Bois wanted to point out that 10% is the Minimum they have to set aside, adding if they chose to they could increase the amount but did not have the authority to decrease it.

Mr. O'Halloran asked about the requirement they have in regard to the spending of the money and Mr. Bois told him that there was no deadline.

Mr. O'Halloran then asked if they were mandated to spend the FY06 reserved and Mr. Bois responded 'no'.

Mr. Bois told members that they don't want to touch the \$46,000 or \$345,000, adding if they choose they can let it build up.

Mr. Mathews clarified that they must keep 10% in the Reserve Account and they can only expend money from those particular designated accounts.

Mr. Bois told members that it was similar to a Revolving Fund.

Mr. Clarke suggested they continue this discussion to the next meeting, when they should have a thorough explanation of the unanswered/incompletely answered questions, because that during the meeting viewpoints and interpretations kept changing.

Mr. Ford referred to Section 6 "Legislative Body Can Spend Or Set Aside 10%".

Mr. Bois promised to get Mr. Wilson's interpretation.

Members agreed to meet next Tuesday, September 12th, 2006 at 7 PM at the Whipple Center. Members also discussed a 9/18/06 meeting.

Chairman Flynn asked them to review their minutes for the meeting, adding they would be reviewing the proper allocation of funds.

Mr. Clarke asked if there were any corrections on the Members Roster, if so to let him know. He noted that the Legal Ad for the 9/21/06 public hearing was in tonight's newspaper.

Mr. Mathews pointed out that the budget figures used in the legal notice was based on the 65% state matching figure, but now that has changed and they are going with the maximum (100%) figure.

Mr. Clarke acknowledged this, but pointed out the verbiage in the ad says 'estimated'.

Mr. Mathews referred to the next agenda and agenda items:

- resolve budget and budget questions
- discuss budget and prepare for hearing with Town Council and Budget/Management meeting

He said he would like to see some type of format and a handout.

Mr. Clarke offered to prepare a draft agenda for the hearing.

Ms. Gowen asked if they could also have a budget handout for the public and Mr. Bois said that they typically do provide one, and they would also have one for the Town Council meeting. Re. a time line, he said if the Committee has some kind of budget in place by 9/21/06, they would be okay.

Mr. Cunningham recommended they schedule another meeting, noting they can always cancel it if it is not needed.

Mr. Mathews suggested they give some thought to meeting after the 9/21/06 public hearing. It was agreed that a handout would be made available to the public and Mr. Clarke would also look into having it posted on the Town's website.

Mr. Mathews moved to allow the administration to purchase member's nameplates.

UNANIMOUSLY VOTED

Public Comment

The meeting was opened to the public.

Ann Hilbert, Resident noted that on 8/31/06 the Senate changed the name of the Community Preservation Act with regard to Recreation.

Mr. Clarke offered to check on this further with Senator Hedlund.

Next speaker was Kathleen Curran, 26 Babcock Avenue, North Weymouth - she asked 'what is the purpose of the 9/21/06 public hearing?'

Chairman Flynn told her the purpose of the hearing was to discuss and get input on the budget, with Mr. Clarke adding they would be taking public comment that night - which was essentially the purpose of the hearing.

Mr. Clarke stated that this committee takes information received at the public hearing and assesses it to see to see if it would be addressed in this cycle of the budget - or at later time.

Mr. Cunningham recommended they begin the hearing by:

- introducing themselves
- give an estimate of the money
- open the hearing for public input

Mr. Mathews felt it important they explain their tight time frame, but to accept all suggestions. Additionally, they should also explain that the Town needs to set the tax rate, but it can't be done until the CPC submits a budget.

Ms. Curran asked about the application form and Chairman Flynn said they could give weight to their recommendations, adding the form is not required to make a proposal.

Mr. Clarke interjected that they can contact the Planning office for assistance and at the public hearing notes should be taken then evaluated.

Ms. Gowen recommended they have some type of formalized format.

Mr. Cunningham said they could give out an agenda and some type of preamble.

Mr. Clarke again offered to provide a draft agenda.

Members asked how many votes were needed for a motion to pass - and the response was it must be a majority vote.

Chairman Flynn interjected "in accordance with Roberts Rules".

Mr. Lambros asked about having an Open Space Inventory as well as a Historical Site Inventory.

Mr. Curtis reported that homes with historical significance can be found on the Town's website, but added it keeps changing - for example, now Mayor Madden's home could be designated as an historical site, because it is the home of the first Mayor of the Town of Weymouth.

Mr. Clarke told members that in the future he could bring speakers to the meeting, those with expertise/knowledge on Conservation/Open Space, Housing and Historical Resources. He felt they would be able to bring the members up to speed for a common level of knowledge in those pertinent areas.

Mr. Mathews thought it would be a good idea to invite a representative from IT (Information Technology) to a future meeting and Mr. Clarke offered to do that.

Adjournment

Mr. Mathews moved to at 9:55 PM.

UNANIMOUSLY VOTED

Respectfully submitted,

Susan DeChristoforo
Recording Secretary

APPROVED: _____

Adrienne Gowen, Clerk

DATE: _____