

Community Preservation Committee Minutes  
September 22, 2006 - Friday  
McCulloch Building, Whipple Center Conference Room

Present: Walter Flynn, Chairperson  
Arthur Mathews, Vice-Chairperson  
Adrienne Gowen, Clerk  
Christopher Hannan  
Larry Lambros  
James Cunningham  
Stephen Ford  
Tom Curtis  
Brian O'Halloran

Also Present: Jane Hackett, Chief of Staff  
James Wilson, Chief Financial Officer  
Scott Bois, Municipal Finance Dept.  
Cathy Torrey, Abigail Adams House

Recording Secretary: Mary Briggs

Chairman Flynn called the Community Preservation Committee meeting to order at 7:00 PM.

**Minutes - 9/7/06**

Tom Curtis made a motion to accept the minutes from the 9/7/06 meeting, with changes, and was seconded by Stephen Ford. A discussion followed of what changes were needed. Tom Curtis noted that on page seven of the minutes, comments by him were misinterpreted, and he will email the members a paragraph on it. Mr. Hannan noted the spelling of his name is incorrect in the minutes. Jim Clarke asked the clerk to provide him with a copy of the minutes with all changes or corrections noted.

A substitute motion was made by Arthur Mathews to table the minutes for further review and was seconded by Stephen Ford. Unanimously voted.

Chairman Flynn reminded the committee that so long as the minutes accurately reflect the essence of the meeting, there is no need to nitpick over details.

**Budget Discussion/Review of 9/21/06 hearing**

The Chairman asked if there needed to be any changes made in the budget to be submitted. Some improvements are not on the list. The Host Community Agreement with Lennar and mitigation for the Naval Air Station includes \$700,000 for park improvements, \$430,000 for future use at the Fogg Library, \$20,000 earmarked for cemetery improvements.

There was a discussion about the committee's ability to react to more critical situations as they become known. This will be a part of a needs assessment plan, and funds currently in the budget could be used to react to a critical need, so long as the project were subsequently added to the needs assessment plan.

Arthur Mathews agreed that the committee would appear to be proactive if smaller items could be handled quickly. Particular items would require professional expertise, such as repairs to the Abigail Adams House, which is privately owned. Without going out on an RFP or RFQ, the committee does not know what the engineering needs might be.

At this point, Mr. Wilson addressed the committee and gave them a brief overview of municipal law and how it will affect the projects. Under Chapter 30B of Mass. General Laws, and the Town Ordinances, there are clear procedures which must be followed. Projects must go out to bid, bids then received and reviewed. All capital projects go to the Construction Steering Committee for approval. The CP committee will first need to envision the scope of work will be, and then evaluate responses to determine favorable response. The committee should plan 45-60 days from start to final recommendation to the Construction Steering Committee for any RFP that goes out.

Chairman Flynn noted there seems to be an undercurrent for the committee “to move quickly for the sake of appearing to be moving”, but he recommend the committee use “due diligence” in determining selection criteria, and build a needs assessment plan.

Mr. Curtis agreed, noting the need to develop a plan, and then when proposals come in to see how they fit into the scope of the plan; first a list of suggestions for the needs assessment plan, then prioritize.

The chairman reminded the committee that motions should be made and voted on specific to the budget discussion.

Mr. Wilson noted for the committee that there are options to move specific projects, and include using FY06 fund balance, moving funds from the general reserve, and moving from a specific reserve fund to a specific project.

Chairman Flynn asked if anyone had anything further to add to the discussion, then closed the discussion.

Mr. Wilson provided a handout to the committee, with recommended verbiage to request Town Council adopt the report for the Community Preservation Committee. A motion was made by Mr. Mathews that the committee accept the report and forward to Town Council, and was seconded by Mr. Curtis. During a brief discussion it was agreed to make two changes to page two of the report: delete the word “maximum” in column four (Maximum Budget), and correct the spelling in the word “administrative” in column one, under Expenditure. Further discussion included a timeline; the measure will go to the 10/2 Town Council meeting, then referred to Budget Management Committee for further deliberation, then to public hearing. Mr. Mathews noted for the committee, that when the measure gets to the Budget Management Committee, there should be representation from the CP Committee, and the chairman should plan to speak; any other members who wish to be present should. Unanimously voted.

Chairman Flynn noted to the committee that parliamentary procedure will be used. Motions must be made and voted to keep the meetings running smoothly.

Cathy Torrey, who was in the audience on behalf of the Abigail Adams house, was recognized. She reminded the committee that the Abigail Adams House, while it is a private non-profit, is Weymouth's gem, and the Town voted 60 years ago that the house was worth preserving. She also suggested the committee obtain a copy of Robert's Rules for Dummies to assist them in conducting an efficiently-run meeting.

Ms. Hackett also addressed the committee and reported that the FY07/08 Capital Budget is being developed for March 1<sup>st</sup> submittal to the Town Council. The document is an inventory through FY11 of all projects anticipating capital funding. By October 1, all departments should have submitted capital budget funding requests. The committee is encouraged to look at the list by department to determine what might be also included on their needs assessment list. Eligible projects would not necessarily need to be funded in full by the CPC; assistance or match grants funding could be utilized. Chairman Flynn noted from his review of the document that there are few items on the Capital Budget document that might be eligible under the CPC.

The committee had a discussion on future meetings which will accommodate most members. The consensus of the committee is to change the meeting time to 7:30 for all meetings. Meetings will need to be coordinated with other town agencies and departments, and will have to accommodate prior scheduling in the conference room. Most members will be able to make a Thursday meeting, and some Mondays may also be used. Meetings will be conducted weekly at least through October. Jim Clarke will coordinate with Mr. Wilson on a schedule of meetings and topics beginning October 5<sup>th</sup>. The schedule will not be able to accommodate all members, and Mr. Wilson reminded them the charter is very clear; members who are not present at a meeting may not vote-there is no voting by proxy.

Mr. Lambros noted there is a resource on the web: [communitypreservation.org](http://communitypreservation.org) that the members should review. Mr. Clarke also noted there are specific town staff who can be brought in to share knowledge; for instance, community housing is not only the Weymouth Housing Authority, but also many programs using CDBG and HOME funds and administered by the Planning Department. Ms. Hackett noted the DPW director can share background knowledge as well on several areas including recreation. There are individuals in departments throughout the town who can provide expertise and as project presenters to add to the committee's information base.

### **Adjournment**

At 8:20 PM, there being no further business, a motion was made by Arthur Mathews to adjourn and was seconded by Brian O'Halloran. Unanimously voted.

Approved \_\_\_\_\_  
Walter Flynn, Chairman