

**COMMUNITY PRESERVATION COMMITTEE  
RECORD OF MINUTES AND PROCEEDINGS  
November 30, 2006**

The Community Preservation Committee of the Town of Weymouth held a public meeting on Thursday, November 30, 2006, at 7:00PM at McCulloch Building, Whipple Center Conference Room, 182 Green Street, Weymouth, MA.

**Present:**

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

**Also Present:**

Stuart Saginor, Executive Director, Community  
Preservation Coalition  
James Wilson, Chief Financial Officer

**Recording Secretary:**

Christine Callbeck

At 7:00PM Chairman Flynn called the meeting to order and noted that all members were present at the beginning of meeting.

**Minutes – November 9, 2006**

Mr. Mathews made a MOTION to WAIVE the reading of minutes. The MOTION was SECONDED by Mr. Hannan. UNANIMOUSLY VOTED.

**Discussion with Stuart Saginor, Executive Director, Community Preservation Coalition**

Chairman Flynn introduced Stuart Saginor of the Community Preservation Coalition. Mr. Saginor stated that the Coalition is excited to welcome the Town of Weymouth into the fellowship of the Community Preservation Committees. Mr. Saginor further stated that the Coalition is here to support other CPC's. Mr. Saginor stated that the Coalition runs a web site [www.communitypreservation.org](http://www.communitypreservation.org), and has a technical assistance hotline; which helps people understand the act and also helps CPC's to implement the act. Mr. Saginor stated the Act has been amended six times. The Coalition is funded by a grant from the BAR Association. The Coalition is looking to expand the definition of the recreation element of the CPA. The Coalition is looking to ask the legislature to adjust the deeds fee formula so that the CPC's can get more money into the trust fund to get state match as high as possible for as long as possible. Mr. Saginor further stated that at

this time it looks like the first time the state match will fall below 100% is in 2009. Statewide the Coalition looks at where the money has been spent. Once a year the Coalition gathers all the project information, then they aggregate that information and produce the data. Open space is the most popular area. The least popular area is recreation and that is because it is difficult to access the money.

Mr. Saginor reviewed the main jobs of the CPC. The main job is to assess the needs of the community in the four areas that the CPA can help; hold a public hearing. The second job is to establish project criteria. Present the Community Preservation Plan (CPP) orally once a year. Tracking spending is the job of the CPC. Work closely with the town's financial planner. Make sure the money is being charged to the correct project. A CP1 form needs to be filed once a year on September 15<sup>th</sup>. The state will contact the CPC to ask if they are prepared to submit their CP1 form on time. The CP2 form is due on October 15<sup>th</sup> and it requires the signature of a majority of the members. CP3 is the project form – list all projects with the amounts spent on each project and details. Department of Revenue is in charge of the CPA and the administration of the act. The DOR is good to work with but difficult to access. Best access is via e-mail.

The CPA is guided by an open meeting law. Review the public records law. Any Weymouth citizen has the right to see any and all documentation that applies. Review the ordinance. Look at town's Master Plan, Open Space Plan, Affordable Housing Plan and other town plans. Members need to remember to get re-appointed.

The CPA requires, every year, out of your total revenue, that you need to either spend or reserve 10% for each area. Once a project is approved any fees must come out of the project category, before it is approved the fees are charged to administration.

The Deed Restriction is very important, and is often a misunderstood or not adhered to part of the CPA. Anything that the CPC buys with the CPA requires a Deed Restriction. The same party cannot own the deed restriction and project. The purpose of a deed restriction is to monitor what happens on that land and to make sure that the land is only used for open space.

### **Review of Draft Application and Criteria for Selection**

Mr. Mathews made a MOTION to continue the Draft Application and Criteria for Selection to the next meeting. The motion was SECONDED by Mr. Hannon.  
UNANIMOUSLY VOTED.

### **Other Business**

Mr. Lambros made a MOTION to ADD the following paragraph as paragraph 4 on the existing Application.

Applicants are encouraged to be creative, consider projects that will benefit the community and may not receive financial support from traditional sources.

Mr. O'Halloran SECONDED the motion. Discussion on the motion ensued.  
UNANIMOUSLY VOTED.

### **Next Meetings**

Chairman Flynn stated the next two CPC meetings will be held on December 7<sup>th</sup> and December 14<sup>th</sup>.

### **2-Step Application Process**

Mr. Hannan stated that he would like the committee members to consider the 2-Step Application Process mentioned by Mr. Saginor.

### **Adjournment**

At 9:45PM, there being no further business, a MOTION was made by Mr. Mathews to adjourn and was SECONDED by Mr. Ford, UNANIMOUSLY VOTED.

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

Dated: \_\_\_\_\_