

**COMMUNITY PRESERVATION COMMITTEE**  
**Minutes**  
**September 8, 2016**  
**Town Hall Banquet Room**

Mr. Lucas called the meeting order at 6:30 p.m. and noted the meeting was being recorded.

**A. ADMINISTRATIVE BUSINESS:**

Quorum/Attendance:

Jeffrey Lucas, Chairman, Ann Richard, Simone Bourgeois, Roger Marcoux and Jay Simmons

Absent: Terrence Meredith, Cynthia McNaughten, Frank Rezendes, Patricia Pacella

William Roth, Planning Director, was also in attendance.

Election of Officers:

William Roth opened up nominations for Chairman. Jay Simmons nominated Jeff Lucas and was seconded by Ann Richard. There were no other nominations. The vote was unanimous.

Jeff Lucas opened up nominations for Vice Chairman. Jay Simmons nominated Ann Richard and was seconded by Simone Bourgeois. There were no other nominations. The vote was unanimous.

Jeff Lucas opened up nominations for Clerk. Jay Simmons nominated Patricia Pacella and was seconded by Ann Richard. There were no other nominations. The vote was unanimous.

Acceptance of Minutes:

Minutes of December 17, 2015

Jay Simmons made a motion to approve the minutes of December 17, 2015 and was seconded by Simone Bourgeois. The motion passed unanimously.

Minutes of January 21, 2016

Jay Simmons made a motion to approve the minutes of January 21, 2016, and was seconded by Simone Bourgeois. The motion passed unanimously.

CPC Bills:

1. **Belson Outdoors, LLC- *Delivery for Town Hall Bike Racks-\$892.00-CPC Art#9A***

Jay Simmons made a motion to pay \$892.00 to Belson Outdoors, LLC and was seconded by Simone Bourgeois. The motion passed unanimously.

2. **Olive Software – *Millicent Library Digitizing -#1 – \$7,176.80 - CPC Art#9B***

Jay Simmons made a motion to pay \$7,176.80 to Olive Software and was seconded by Simone Bourgeois. The motion passed unanimously.

**PUBLIC HEARING:**

1. 2017 CPC Plan - Review

Mr. Roth read the legal notice in the record.

Al Benac, Resident – Was in attendance and asked a question on about how to file for a project for the upcoming funding round.

Mr. Roth – explained that this was a hearing for the CPC Plan and that at the end of the plan were the instruction for filing an application.

Mr. Roth went on to review the changes to the Plan from last year and noted the changes page by page. He also discussed the application process and recommended due date.

Ann Richard – Ask if and when the future applications the Committee would receive would be posted on the Town's Website.

Mr. Roth explained that he felt that the submitted applications should be posted a day or two after they were distributed to the Committee. That would give the Committee a little bit of a lead time to review the applications.

Simone Bourgeois felt that the posting on the web should be after the distribution meeting on November 10, 2016.

Jeff Lucas thought that was reasonable.

Mr. Roth completed the review of the plan and recommended that the application deadline be November 4, 2016.

Jeff Lucas recommended corrections on Page 1 and 2.

Ann Richard commented that the Plan and Application Guidelines state what is allowed and not allowed, which was good for the public to know. She felt that is was concise, readable and was very descriptive.

Jeff Lucas asked if anyone else had any comments.

Simone Bourgeois complemented Mr. Roth on his work and thanked him. The Committee did as well.

Ann Richard motioned to approve the plan with the change recommended and was seconded by Simone Bourgeois. The motion passed unanimously.

#### **C. OTHER BUSINESS:**

1. Authorization of CPC Chairman to sign for Payroll and for William Roth to sign in Chairman's absence.

Jay Simmons made a motion to authorize Jeff Lucas, Chairman to sign for Payroll and for William Roth to sign in Chairman's absence and was seconded by Ann Richard. The motion passed unanimously.

2. Approve CPC Appropriation list to Anne/Accounting for FY16.

Mr. Roth apologized that the Appropriation List was not in his folder. He explained the list and said he would put it on the next meeting's agenda.

#### **D. NEXT MEETING**

Roger Marcoux made a motion to schedule the next meeting for November 11, 2016, at 6:30 pm and was seconded by Jay Simmons. The motion passed unanimously.

Ann Richard made a motion to adjourn the meeting and was seconded by Roger Marcoux. The motion passed unanimously. The meeting adjourned at 7:36 p.m.

Respectfully Submitted,

William Roth, Planning Director