

**Community Preservation Committee  
September 19, 2002  
Town Hall**

Present: Mark Kablack, Sigrid Pickering, Paul Griffin, Carole Wolfe, Sheila Stewart, Steve Swanger, Judy Sheldon, Chris Morely, Kirsten Roopenian, Jody Kablack (Town Planner)

Mark Kablack opened the meeting at 7:35 pm. The committee reviewed the minutes of Aug. 29, 2002 and approved them with minor corrections. One substantive comment was made regarding recreation projects in Bedford. Although reserving funds for recreation is not a statutory requirement of the Act, Bedford did have a skateboard project that they reserved \$40,000 for.

Draft Meeting Schedule (all meetings at Town Hall except 10/30 and 12/4)

**Wed. Oct. 2** – Finalize criteria for each area; review submission form; discuss RFP for distribution (Kirsten to follow up with SERF's process).

**Thurs. Oct. 17** – Open Space and Park & Rec projects: presentations and discussion.

**Wed. Oct. 30** – Housing and Historical projects: presentations and discussion (Goodnow Library)

**Wed. Nov. 6** (tentative) - Develop project list for Spring 2003 ATM. Plan forum

**Thurs. Nov. 14** – Plan Public Forum and deliberate on proposals, call backs on presentations if needed

**Wed. Dec. 4** – Public Forum (Goodnow Library)

**Mon. Dec. 9** – Finalize project list for TM warrant

Schedule and meeting topics voted.

Presentation Protocol

CPC members should bring other board members the night of their presentations if they will be proposing projects. In this early stage, presentations should include a description of the projects, cost estimates, visual aids and maps (if necessary and available). Proponents should be ready for some questions at initial presentation.

CPC again discussed the role of the members as conduits of various boards and committees. Statute apparently contemplated representation by specific boards on the CPC. Obviously representatives will advocate for their own interests. Committee will have to balance advocacy with the multiple facets of the Act.

Selection Criteria

Reviewed Steve Swanger's proposed criteria list and made revisions. General criteria voted as amended and inserted into the draft report.

Draft Report

Delete all projects from each area.

Specifically cite references of all goals.

Specific criteria for each area will be discussed at a later date.

CPC went page by page through report and made revisions.

Forum on projects will also include comment period on draft report. Not sure public comments will be included in revised report.

Draft report will be distributed to relevant committees for inspection.

Publicity/Advertising for Project Requests

Kirsten – announce at Selectmen’s meeting, speak to Town Crier about an article

Carole – work with M. Thompson on website and email address

Sigrid – letter to the editor soliciting proposals from the public.

Kirsten - Look at SERF’s project submission process to see if CPC wants to use a similar system.

Meeting adjourned at 10 pm.

Minutes taken by J. Kablack.

Approved by the CPC on 10/2/02.