

Braintree Community Preservation Committee
Minutes

March 9, 2009
Thayer Public Library

Present: Anne Murphy (Chair) John Dennehy
 Linda Raiss (V-Chair) Darryl Mikami
 Dick Fletcher Patrick Flynn

Absent: Mike Doran

Also present: Christine Stickney, Director of Planning & Community Development

Meeting convened at 7PM

Ms. Stickney explained for purposes of tonight's meeting, staff had established the agenda given that this was the first meeting of the new committee. Members introduced themselves and stated their affiliations within the Town.

Meeting dates and times: Members agreed to meet on Monday evenings (2nd and 4th of each month), at the Library with meetings beginning at 7:30PM and keeping them close to an hour plus given the library closes at 9PM. Staff will post meetings for the next three months and then members can consider their preference for the summer months.

Organization/Minutes: Ms. Stickney urged members to considered organization so that staff could have a point of contact. A number of members have commitments to other boards and committees that consumed their time. By consensus Ms. Murphy was asked to serve as Chair and Ms. Raiss to serve as vice chair, both women agreed – Mr. Fletcher **MOTION** to nominate Ms. Murphy and Ms. Raiss, seconded by Mr. Dennehy and unanimously voted. Ms. Stickney and Mr. Fletcher agreed to share the responsibility of maintaining minutes for the committee.

Planning and Community Development Department: Ms. Stickney noted the role of her department as serving as staff to the committee. She urged members to consider an active policy relative to the oversight of the appropriations and expenditures of the CPA funds. Ms. Murphy questioned how organizations throughout Town become informed on when applications for funding may become available. Ms. Raiss and Mr. Fletcher provided an explanation of how past process worked. This led to additional discussion on past projects, future accounting and process. It was agreed by all present that at the next meeting, Ms. Raiss will prepare an update of the current projects receiving CPA funding and their expenditures to date.

Stuart Saginor/CPA: Ms. Stickney informed members of Mr. Saginor's offer to come and meet with the committee and provide an oversight of the entire CPA enabling act and process for the new committee. Members agreed to ask if he could attend on 3/30/09, staff will follow-up on this matter.

Mr. Flaherty felt it is important for the committee to clearly understand what can and can not be funded with CPA funds. Members briefly discussed past projects and some issues that arose from the projects. Mr. Mikami stressed his opinion that we need to have a clear understanding of the status of these projects before we consider any new funding requests. Mr. Mikami also suggested it might be good to know what projects the Mayor may be considering for future funding so that the committee may have an idea what to expect over the next year plus. Ms. Stickney said she would look into this suggestion.

Sub committee organization: Ms. Stickney suggested that since there is so much new matters to be undertaken that dividing the work plan in smaller groups may be more beneficial for the committee's time. She suggested three work matters; Finances and Accounting – to understand what has been appropriated, what is still out on projects and what the CPA committee actually has in the account – Ms. Raiss and Mr. Fletcher agreed to take this task on. Next work matter was the application process – to update the current applications, develop a time table for accepting applications and the overall process & timetable for bring funding requests to the City Council – Mr. Dennehy and Mr. Flaherty agreed to take this task on. The last item of work – was the development of a CPA web page – Ms. Stickney explained how the Town is launching a new website and that the Community Development Department will have a sub page for the CPA committee and help is needed to determine what should go on the page – Ms. Murphy agreed to help.

For the next meeting: Members would like to meet on 3/30/09 to accommodate Mr. Saginor attendance, in addition Ms. Raiss will share her update on the projects currently funding and at the following meeting Ms. Stickney will ask Mr. Spellman if he can attend to talk about what funds are available, the annual certification process and other financial issues concerning the use of CPA funds.

Ms. Raiss **MOTION** to adjourn, seconded by Mr. Fletcher – unanimously voted. The meeting adjourned at 8:20PM.

Respectfully submitted,

Christine Stickney

