

**Braintree Community Preservation Committee**  
Minutes

April 27, 2009  
Thayer Public Library

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

Absent: Pat Flynn

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

Meeting convened at 7:30 PM

**Former CPA approved projects:**

Linda Raiss provided members with a handout of the CPC-funded accounts she has been reviewing and updating with Accounting. Due to the Town's budget process the Accounting and Finance departments have been busy with other matters and unable to focus on the CPA accounts. She did note a letter from the school department was received as to the Hollis school elevator but with an additional request for monies for the historic façade. Members discussed this request and agreed that since the application process is still being worked through that Christine Stickney should send a letter to the Superintendent informing him that there will be a process shortly. Christine agreed to forward a draft to the Chair for review and comment before sending. It was also noted that the request for any funds needs to have current information and figures.

The Committee has received a letter from Peter Morin, Chief of Staff and Operations stating that the Town Hall Auditorium window replacement project [FEMA grant match] will not go forward and the funds may be returned to the "Budgeted Reserve Account."

Christine Stickney spoke with the Mayor about the three outstanding historic projects: the American Legion building, the Elm Street Cemetery and the survey of historic buildings. The Mayor's office will forward a letter addressing the return of funding. In addition, Christine Stickney said the Mayor indicated he will shortly be appointing an Historic Commission.

Dick Fletcher **MOTION** to recommend to the Town Council that the CPA funds for the Town Hall Auditorium windows and Hollis school elevator be returned to their respective accounts seconded by John Dennehy – unanimously voted.

Dick Fletcher provided members with a handout regarding the Community Preservation Fund that he felt was informative for members to review. He commented that it may assist the CPC with what needs to be done for FY2010 as to the 10% buckets,

Page 2  
CPC Minutes 4-27-09

administrative account and budget reserve. Members briefly discussed past recommendations for appropriations and what may be forthcoming in the new FY10.

Members asked Christine Stickney to inquire with the Town Council as to dates for meeting with them prior to the end of the fiscal year.

**CPA Application Development:**

Pat Flynn was absent so John Dennehy presented a few items to the members for consideration regarding the application process. He had researched other Towns, Bedford and Sharon for ideas as to the application process. John suggested the committee consider two dates for the annual cycle. After some discussion as to timing and commitments it was agreed that the deadline for submission of applications to the CPC committee will be October 1<sup>st</sup> and April 1<sup>st</sup>. There will also be an emergency provision for those situations that need immediate attention that will be worked through. Christine Stickney noted to the committee that criteria for rendering a decision should be available for all as part of the application process. It was agreed most of the former application packet would be able to be used with some modifications.

Also discussed was the issue of current estimates – anyone making an application should solicit at least two-three quotes to substantiate their CPA request rather than a “guess” of what might be needed. Members felt the estimates should be within 6 months of making a CPA application – this will be added to the application packet.

**General Discussion/Administration:**

Christine Stickney will contact Ed Spellman about attending one of the future CPA meetings.

Dick Fletcher **MOTION** to approve the minutes of 4/13/09, seconded by Linda Raiss – unanimously voted.

Next meeting is 5/11/09

John Dennehy **MOTION** to adjourn, seconded by Linda Raiss – unanimously voted. The meeting adjourned at 8:40PM.

Respectfully submitted,

Christine Stickney