

**Braintree Community Preservation Committee**  
Minutes

November 16, 2009  
Thayer Public Library

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

Absent: John Dennehy & Pat Flynn

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

Meeting convened at 7:33 PM.

Update on Article 2 – CPA Ordinance

Mike Dorn questioned where things stood with the ordinance. Christine Stickney reported that the Town Solicitor submitted early October a comprehensive ordinance of all Article 2 that included the CPA provisions. Members were provided a handout of the CPA article as submitted. Dick Fletcher felt under Section 2.715.020C there was some language missing and recommended amending this section to read “The committee may include in its recommendation to the Mayor, who shall submit *it* to the Town Council, a recommendation to set aside for later spending funds for specific purposes that are consistent....” Linda Raiss asked about members’ thoughts on the language in Section 2.715.030 relative to a quorum. Members also discussed the number of members being seven. After some discussion members agreed to recommend amending this section to read “A majority of the committee members shall constitute a quorum for purposes of convening a meeting and conducting the business of the Committee. The Committee shall approve its actions by a majority vote of the *committee*.”

Dick Fletcher **MOTIONED** that the CPA committee recommends that the quorum be a majority of the board and that approved actions require a majority of the CPA committee, seconded by Darryl Mikami – unanimously voted. The committee directed Christine to forward to the Town Council Committee on Ordinance and Rules the recommended changes.

Administrative Matters:

Members reviewed the first six-month schedule of meeting dates for 2010.

Members also reviewed minutes noting some minor typographical changes to the September minutes. Linda Raiss **MOTION** to accept the minutes of June 22, 2009, seconded by Darryl Mikami – unanimously voted. Linda Raiss **MOTION** to accept the minutes of August 10, 2009, seconded by Darryl Mikami – unanimously voted. Linda Raiss **MOTION** to accept the minutes as amended of September 14, 2009, seconded by Darryl Mikami – unanimously voted.

Web Page Development:

Christine Stickney informed members that the office now has access to the web page and members should consider what they think should go on the page. She showed members what is on the page to date – including schedule and minutes. Anne Murphy felt it would

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be nice to have a project update page to let the public know where projects stood, a simple explanation of each project and if it is still under underway or completed. Members agreed some pictures of the projects should be included with the description.

Financial spreadsheet update:

Dick Fletcher reported that he and Linda Raiss had met with the Town Accountant Mark Lin and had made substantial headway in reconciling accounts for the last six years. Due to other commitments, all involved were not able to meet again and complete the work but hopefully they will before the next meeting and have the completed sheets. Dick Fletcher noted that once this matter has been completed, the CPA committee should routinely meet with the Town Accountant to monitor the financials to prevent the need to do this again in the future. Anne Murphy asked Dick and Linda if they would take this “watchdog” concern on for the CPA committee and they agreed to routinely meet with Mark and update the CPA committee.

Applications for fall funding:

Members were provided with a “revised” CPA application from the School Department with a revised scope of services and funding request. Christine Stickney updated the members on the issue of historical significance for the Highlands School and the need for the School Department to return to the Historical Commission at their December 9, 2009 meeting for a formal determination of historical significance.

Members discussed the request for funding for an Historic Assessment and Master Plan for the original Thayer Library building submitted by the Planning and Community Development office on behalf of Mayor Sullivan. Christine Stickney updated the members on the need to get this underway in order to participate in an upcoming state historical preservation grant round in January 2010. Dick Fletcher questioned the funding request and what is anticipated to be accomplished. Linda Raiss noted her experience with the Town Hall assessment that came in at \$7,500.00. Christine explained an RFQ/RFP would be issued with a scope of services and that it maybe possible that proposals come in less than the request for funding. Christine explained the anticipated work and the historical significance of the building, members expressed their confidence that the Planning and Community Development staff will monitor costs. Mike Dorn **MOTION** to recommend to the Mayor the CPA request of \$35,000.00 for a Historic Assessment and Master Plan for the original Thayer Library building, seconded by Darryl Mikami. Unanimously voted. Members agreed to review other applications at the next meeting.

Linda Raiss **MOTION** to adjourn, seconded by Mike Dorn – Unanimously voted

Meeting adjourned at 8:35PM

Respectfully submitted,  
Christine Stickney, Director Planning & Community Development.