

Town of Canton, Massachusetts
COMMUNITY PRESERVATION COMMITTEE
Minutes of September 13, 2021

The meeting was called to order at 7:04 p.m. in Pequitside Tavern, 79 Pleasant Street.

Committee members in attendance: Shaun Chu, Lisa Lopez, Stacey Gorman, Kendall O'Halloran, George Comeau, John Leonetti

MINUTES

Upon a motion made by G. Comeau, seconded by L. Lopez, the Committee voted 6-0-0 to approve the minutes of July 26, 2021.

Upon a motion made by G. Comeau, seconded by L. Lopez, the Committee voted 6-0-0 to approve the minutes of August 23, 2021

COMMUNITY PRESERVATION PLAN UPDATE / USE OF CONSULTING SERVICES

Following outreach to consultants requesting quotes for work on updating the Community Preservation Plan, a single quote with a draft scope of work covering the public input aspects of the plan was submitted by J.M. Goldson. CCPC members were generally impressed with the proposed scope and the sample plans submitted with the quote. J. Leonetti questioned how the consulting firm would ensure that a broad cross-section of residents had an opportunity to participate/comment. Following discussion about various options to increase and diversify participation, J. Leonetti suggested that a subcommittee meet with the consultant to ask how these concerns would be addressed.

Motion to move forward with hiring J.M. Goldson contingent upon successful vetting by hiring subcommittee by G. Comeau, seconded by J. Leonetti, approved 6-0-0.

S. Chu sought volunteers to conduct a pre-hire interview. J. Leonetti and G. Comeau agreed to take on this task. Further discussion about timing and project deliverables followed.

FY 23 FINANCIAL REPORT & PROJECTIONS

K. Phelps reported that there was a substantial delta between estimated and actual revenues in FY 21 (approximately \$180K), which will be available for project funding in FY 23. Estimated revenue for the coming fiscal year has not been reviewed with the Finance Director (Randy Scollins) as of yet. J. Leonetti requested that Mr. Scollins be invited to present the CPA financial position at an upcoming meeting. Discussion about project funding philosophy ensued.

OUTREACH EFFORTS TO POTENTIAL APPLICANTS

The CCPC discussed efforts to broadly advertise the upcoming filing deadlines for the FY 23 round of CPA grant funding. Town boards and departments as well as past applicants received an e-mail with pertinent details and a press release was submitted to the Canton Citizen. Committee members agreed to raise the topic with their respective Boards. They further agreed that barring extraordinary circumstances the filing deadlines should be honored.

L. Lopez noted the ongoing maintenance costs associated with many CPA-funded projects and asked whether the CCPC should review operational budgets more rigorously to make sure that there is capacity to take on added maintenance work. The CCPC agreed that boards and committees should be asked to comment on their ability to support maintenance activities within their operation budgets.

CPA SIGNAGE – DISCUSSION

K. Phelps explained the process underway for moving forward with CPA signage. She is working with L. Francis to find a vendor that can produce a template sign that can be modified across different projects. J. Leonetti noted that the CCPC website should be included on the signs.

Motion to adjourn at 8:22 p.m. by G. Comeau, seconded by S. Gorman, approved 6-0-0.

The next meeting of the CCPC is scheduled for Monday, October 18, 2021.

Respectfully Submitted by:

Kristen Phelps

**Kristen Phelps
CPA Administrator**