

**Bedford Community Preservation Committee  
Minutes of Tuesday, November 25, 2014 - Regular Session  
Town Hall, Second Floor Conference Room**

**Members Present:** Cathy Cordes (at-large member), Chair; Margot Fleischman (Selectmen, Park Commissioner); Don Corey (Historic Preservation Commission); Vito LaMura (at-large member), Robin Steele (Recreation Commission); Christina Wilgren (Bedford Housing Partnership); Eugene Clerkin (Housing Authority); Steven Hagan (Conservation Commission); Shawn Hanegan (Planning Board)

**Also Present:** Assistant Town Manager Jessica Porter; Finance Director Victor Garofalo; Barbara Perry, Finance Committee

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**1. Call Meeting to Order**

Chair Cordes opened the meeting at 7:32 p.m. with a quorum present.

**2. Municipal Affordable Housing Trust Grant Agreement**

This agreement was drafted to ensure that Municipal Affordable Housing Trust will transfer the CPA funds that were allocated to them to the Bedford Housing Authority for the purpose of the Kitchen and Bath and Window Replacements at Ashby Place. The document had already been sign by the Bedford Municipal Affordable Housing Trust and Bedford Housing Authority. The Selectmen will signed at their next meeting.

**Mr. Corey made a motion to ratify the agreement between the Community Preservation Committee, Bedford Municipal Affordable Housing Trust, Bedford Selectmen and the Bedford Housing Authority. Mr. LaMura seconded the motion.**

**The motion passed 7-0-1,  
Mr. Clerkin abstained as he is a  
member of the Bedford Housing  
Authority.**

**3. Status of Community Preservation Budget**

Finance Director Victor Garofalo explained that due to an error in calculating the general reserve budget the CPA budget is running a deficit. This can be remedied by reallocating funds out of the Affordable Housing Reserves. This vote would be taken at Annual Town Meeting in March. Mr Garofalo recommends that \$107,000 be transferred out. To avoid this happening again Mr. Garofalo suggested that general reserve money only be allocated at Special Town Meeting.

Mr. Hagan arrived at 7:35 p.m.

**Mr. Corey made motion to recommend to Annual Town Meeting that \$107,000 be transferred out of the Affordable Housing Reserves in order to balance the budget. Mr. LaMura seconded the motion.**

**The motion passed 9-0-0.**

Mr. Garofalo presented the FY16 estimated budget. \$919,934.90 is the total remaining unrestricted fund balance after bond payments and the Affordable Housing and Administrative & General Reserve Appropriations. CPA debt will 38 % in FY2016 and will reach the highest point at 40 % in FY2017 before decreasing.

#### **4. Community Preservation Committee Six Year Plan**

At the last meeting Mr. LaMura and Ms. Porter were asked to review and revise the project submission sheet. They added an important note at the top urging those who wish to submit a project to call the chair of the CPC first so it can be determined whether the project is even CPA eligible. Language was added to so that the committee will receive a more detailed request that includes supportive material. The committee made some suggestions to help condense the number of questions without sacrificing necessary detail. It was also suggested that a sample submission sheet be created and placed on the website to help those submitting future requests. The hope is to have this in use for the next fiscal year.

Ms. Cordes recommended that the committee do a pairwise ranking to prioritize the submission criteria. Ms. Cordes reiterated the necessity for a six year plan as the number of submissions is growing each year as people have become more familiar with what the committee can do. The CPC will have to have a more structured vetting process for the projects. This means that submissions must have more detailed estimates of the cost of the project as well. Projects will then be prioritized within each category. Ms. Fleischman mentioned that it is not necessary to fund the project in its entirety. Ms. Cordes added that it is important to not forget about smaller projects as well.

A Dropbox will be set up for the CPC so that it will be easy to access CPC documents.

The committee reviewed the new comprehensive six year spreadsheet and provided suggestions on how to modify it. The committee then decided to contact the sponsors of the current submission and encourage them to fill out the new form.

#### **5. Recreation Needs**

Ms. Steele explained that there has been more discussion about making Springs Brook Park into a pool with the hope that it will be more of a destination for Bedford residents. Other recreation facilities may be added to provide more activities year round. Tennis courts, an ice skating rink and a mini-golf course were among the suggestions. The park may be closed on weekends next summer to help improve water quality during the week. Public Works Director Roy Sorenson is working on an RFQ for a land study. \$40,000 has already be placed aside for this study. The timeframe of all of this will be discussed at the next Recreation Commission meeting.

**6. Minutes – October 21, 2014**

**Mr. LaMura made a motion to approve the minutes of October 21, 2014, as amended. Ms. Fleischman seconded the motion.**

**The motion passed 7-0-2, Mr. Hagan and Mr. Hanegan abstained as they did not attend the last meeting.**

**7. New Business**

Ms. Cordes encouraged the committee to attend the December 3, 2014 meeting to hear the report on Fawn Lake.

**8. Schedule Next Meeting**

The next meeting will be December 16, 2014, 7:30 p.m.

**Ms. Fleischman made a motion to adjourn. Mr. LaMura seconded the motion.**

**The motion passed 9-0-0.**

The meeting adjourned at 9:15 p.m.