



Bedford

MASSACHUSETTS

Community Preservation Committee

Meeting Minutes

7:00 PM

June 6, 2023

Meeting Held via Remote Participation

Members Present: Lee Vorderer; Robin Steele; Christina Wilgren; Margot Fleischman; Chris Gittins (7:35pm); Erin Dorr; Lauren Crews

Also Present: Assistant Town Manager of Operations, Amy Fidalgo

Chair Lee Vorderer opened the meeting at 7:07pm and stated that pursuant to Chapter 22 of the Acts of 2022, which temporarily suspends certain provisions of the Open Meeting Law, this meeting of the Community Preservation Committee is being conducted via remote participation. Persons who would like to listen or view this meeting while in progress may do so by Zoom or by phone. This meeting is being recorded by the Town of Bedford. All votes taken by this body shall be by roll call vote.

The CPC members were asked to announce they were present: Ms. Vorderer, present; Ms. Steele, present; Ms. Wilgren, present; Ms. Fleischman, present; Ms. Dorr, present; Ms. Crews, present.

1. Meeting Minutes from January 12, 2023 (taken out of order)

Ms. Dorr moved to approve the meeting minutes of January 12, 2023 as amended. Ms. Wilgren seconded.

Ms. Vorderer, aye; Ms. Steele, aye; Ms. Wilgren, aye; Ms. Fleischman, aye; Ms. Dorr, aye; Ms. Crews, aye.

2. Review of Project Submission Sheet (taken out of order)

Ms. Fidalgo reviewed the current project submission sheet, and provided suggested edits including making the form an online fillable application, and making it clearer that the application can be submitted on a rolling basis.

The Committee stressed wanting to make it clearer to applicants that are non-Town staff, to be required to talk with Ms. Vorderer or Ms. Fidalgo in order to make sure the appropriate departments are able to assist with necessary work.

The Committee discussed having only Town staff provide vetted budget numbers with applications.

Ms. Steele recommended encouraging applications to be submitted on an earlier deadline for Annual Town Meeting, in order for the committee to have more time to review applications and make sure all projects are viable.

Ms. Fleischman agreed and stated that some projects in the past have needed more time to review, but because they have had such vocal support, they have been brought to Town Meeting prematurely.

3. CPA Promotional Ideas (taken out of order)

Ms. Dorr volunteered to write a series of educational and promotional articles about CPA, and available funds, to be published in the Bedford Citizen. Ms. Dorr reviewed some of her draft language with the Committee, and asked for confirmation that the Committee supports her writing these pieces on behalf of all the members.

Members also suggested that topics include: allowable versus non-allowable use of funds, and to showcase projects that have been successful from all categories of funding.

Ms. Fleischman moved that Ms. Dorr write numerous articles promoting CPA, and the availability of funds, on behalf of the Committee. Ms. Steele seconded.

Ms. Vorderer, aye; Ms. Steele, aye; Ms. Wilgren, aye; Ms. Fleischman, aye; Ms. Dorr, aye; Ms. Crews, aye; Mr. Gittins, aye.

The Committee discussed having a booth at Bedford Day. Ms. Vorderer and Ms. Fleischman volunteered to work on some promotional materials with the assistance of Ms. Fidalgo for this event.

The Committee decided to regroup in the summer to further discuss promotional materials, and finalize a schedule of covering the booth at Bedford Day.

4. Nomination of Officers

Ms. Vorderer volunteered to be Chair for the upcoming CPC funding cycle. The Committee celebrated Ms. Vorderer and Ms. Dorr for their efforts as Chair and Vice Chair in the past year.

Ms. Wilgren nominated that Ms. Vorderer remain as Chair for the CPC and that Ms. Dorr act as Vice Chair of the CPC. Ms. Steele seconded.

Ms. Vorderer, aye; Ms. Steele, aye; Ms. Wilgren, aye; Ms. Fleischman, aye; Ms. Dorr, aye; Ms. Crews, aye; Mr. Gittins, aye.

5. Discussion of Potential Future Projects (taken out of order)

Ms. Vorderer said she would be following up with an applicant who applied for improvements at Page Field. Many of the features of this application had not yet been vetted by staff, and some of the features were not CPA eligible. Ms. Vorderer said she would follow up with this applicant to see if they would like further assistance on a future, revised application.

6. Adjournment

Ms. Steele moved to adjourn. Ms. Wilgren seconded.

Ms. Vorderer, aye; Ms. Steele, aye; Ms. Wilgren, aye; Ms. Fleischman, aye; Ms. Dorr, aye; Ms. Crews, aye; Mr. Gittins, aye.