

## Community Preservation Act Committee

### Minutes

Tuesday, June 13, 2023,

Town Hall, 221 Main Street, Boylston, MA

Scheduled time 6:30 p.m.

Members present were as follows: Michael Dubrule, Eric Hoffses, Elaine Jones, Corinna Javier, Amanda Baer, and Judy Haynes. Members absent: Tricia May, Mark Anttila and Ron Aspero

A quorum being present the meeting was called to order by Elaine Jones at 6:35 p.m. Order of Business:

- Minutes of May 9, 2023 were reviewed and Elaine Jones made the motion to approve minutes, seconded by Judy Haynes. Vote was unanimous to approve.
- The CPA Draft Plan was reviewed with Selection Criteria bullets. A suggestion was made to send out the Selection Criteria and the Project Scoring criteria with the application packets to promote transparency and assist applicants in preparing for the submission process. Amanda Baer volunteered to speak with the school committee about their priorities for CPA funding.
- The CPA Committee needs to schedule a date for a public hearing. A date of September 12, 2023 was suggested by committee members. Corinna Javier will investigate creating a graphic which can be used to notify town members of the hearing date. Elaine Jones will review the power point presentation used at the town meeting to see if it can be adapted for the September meeting
- Elaine Jones will inquire if we can use a ZOOM meeting format for the July 2023 meeting.
- There was considerable discussion regarding the process for grant submissions, invitations for applicants to present their proposals to the CPA Committee etc. with invitations to appear on the CPA Committee agenda. The group discussed who would present each recommended project at the town meeting. This could be the applicant or a member of the CPA Committee. It was decided that a member of the CPA Committee would present each recommended project.
- Tentative dates for the application process subject to change by the CPA Committee are:
  - The two applications will be finished and posted on the town website by October 1, 2023.
  - Deadline for submission of the Eligibility Application will be November 10, 2023
  - The CPA Committee will make an eligibility determination at the November 14, 2023 meeting.
  - Deadline for the Application for Funding will be January 30, 2024.
  - Applicants will be invited to the February 13, 2023 meeting and the CPA Committee will make a funding decision that evening or at a second meeting in February.

There being no other business to conduct a motion was made by Amanda Baer to adjourn the meeting, seconded by Corinna Javier. Vote was unanimous. Meeting was adjourned at 7:50 p.m.

Next meeting: July 11, 2023, 6:30 p.m.

Respectfully submitted,  
Michael N. Dubrule