

1 *Community Preservation Act Committee*  
2 **MINUTES OF THE**  
3 **September 18<sup>th</sup>, 2023 MEETING 6:30 PM**  
4 **CPA Public Information Sessions**  
5 **Held Virtually using Zoom Online Software**  
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7 **Members Present:**

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9 Nancy Heller, Chair

10 **Staff:** Tina McCarthy

11 **Consultant:** Laura Smead, Jen Goldson

12 **Public:** Sean Lynn Jones, Mary Dewart, Janice Khan  
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16 Ms. McCarthy opened the meeting at 6:30 and invited Jen Goldson to begin her presentation.  
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18 Ms. Goldson reviewed the role of the CPA Plan in the funding process and explained the  
19 application timeline. Initial eligibility applications accepted 9/18/23 through 10/16/23. She  
20 explained that Phase 2 applications would be by invitation only, for all applications found  
21 eligible in Phase 1 of the application. She walked through screen shots of the Accela  
22 application website and explained how to navigate the portal and start the application.  
23

24 Ms. Heller asked Ms. Goldson to explain the details of preservation restrictions. Ms. Goldson  
25 explained that these restrictions can demonstrate a public purpose for private land. She gave  
26 the example of a privately-owned historic house museum, requesting funds to restore the  
27 house. CPA could fund the project if a Preservation Restriction was put in place. Such a deed  
28 restriction would be permanent. Easement can also be used to establish public benefit on  
29 private property, allowing the public access at certain designated times.  
30

31 Mary Dewart asked about the initial approvals within the Town for projects. Do you need  
32 approvals from all affected departments? Ms. Goldson stated that the first and most important  
33 step would be to obtain the owner's permission. She recommended, in the case of Town  
34 property, finding out who has custody. The Town attorney would be a good resource on this.  
35 Projects need support from the departments that have jurisdiction over the property, both for  
36 political and logistical support. If the resource is not historic, but you want to use historic  
37 funds, you need to get the Preservation Commission's designation of historic significance first.  
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39 Sean Lynn Jones thought the applications would come from departments or  
40 boards/commissions themselves. He asked about the feasibility of citizen-initiated  
41 applications, and gave an example of removing of invasive species. He asked if most  
42 applications would be from the Town or Non-profits. Ms. Goldson explained that it depended  
43 how the Town decided to structure its CPA program. In Boston they really try to get  
44 community members to initiate projects. But most Towns or Cities see most projects from  
45 Departments or larger Non-Profits that have the logistical capacity to administer the

46 applications. She encouraged all applicants that have a project in mind and the owner's  
47 permission to apply for the initial eligibility decision.  
48  
49 Mary Dewart asked for successful applications from other communities. Ms. Goldson  
50 suggested the Community Preservation Coalition's website, but she was not aware of any  
51 actual applications online. She also noted that Brookline's application was unique, and advised  
52 that applicants contact staff for specific advice.  
53  
54 Janice Kahn raised questions about custody of properties, and asked whether the Select Board  
55 was the owner of all Town property. Ms. Goldson thought the Select Board was a good group  
56 to go to for support. She advised checking with Town Counsel to determine ownership.  
57  
58 Ms. Goldson noted that the next info session would be at 10 AM tomorrow, September 19<sup>th</sup>.  
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60 The meeting adjourned at 7:28 PM.