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*Community Preservation Committee*  
**MINUTES OF THE September 30<sup>th</sup>, 2022 MEETING**  
**Held Virtually using Zoom Online Software**

**Members Present:**

Jenny Raitt  
John Spiers

**Members Absent:**

David Lescohier

**Staff:** Tina McCarthy

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Ms. Raitt opened the meeting at 8:33 AM.

**Approval of minutes**

Mr. Spiers moved to approve the subcommittee minutes of 8/15/22. Ms. Raitt seconded the motion.

Jenny Raitt- yes; John Spiers- yes

**Request for Proposals- Community Preservation Plan development**

Members reviewed the CPC feedback from the 9/12 meeting & progress with other boards and commissions. Mr. Spiers noted that the full committee wanted to move quickly. He added that he wanted to move forward effectively with a plan. All of the existing Town plans were developed for other funding streams, for different reasons; this plan should focus on the unique CPA program. He appreciated that the CPC supported the consultant drafting the plan and planning the engagement process.

Members discussed the scope of work for the RFP and created the following outline for the document:

**RFP Proposed Scope of work**

Educational materials

Design- brand for CPA in Brookline, logo for use on signs, town website, etc.

Survey

1<sup>st</sup> Community Meeting- Community charette

2<sup>nd</sup> Community Meeting

3<sup>rd</sup> Community Meeting

Focus Groups- 4 on topics

Preservation Commission meeting to work on Preservation Plan for CPA

Website for Public Engagement

Report of Community Engagement- equity integrated

Write CPA Plan, to include:

Community need & Context

46 History of CPA in Town and other Funding  
47 Sources  
48 Communicate with CPC on priorities  
49 CPA Categories and Equity  
50 Engagement/ Meetings  
51 Role of Town/ Committee (our responsibilities)  
52 Outreach to Boards & Commissions/identify priorities  
53 Tasks  
54 Timeline  
55 Deliverables  
56  
57 Summary of category status with funding goals  
58 Community engagement  
59 Draft application, 2 phases  
60 Project types- coded to help with future effectiveness assessments  
61 Rubric for evaluating proposals; include equity lens  
62  
63  
64

65 **Next Steps-**

66  
67 Members discussed the draft project timeline. Ms. Raitt requested that Ms. McCarthy adjust  
68 the project timeline to include the CPC approval of the final RFP on 11/14. The deadline for  
69 final RFP Draft to send to the CPC for review is 11/10. Ms. McCarthy will contact the  
70 procurement office to better understand their deadlines and process and add their submission  
71 date to calendar.  
72

73 **Wrap up & set time for next meeting-**

74  
75 All agreed to plan to meet on 10/21/22 to discuss progress.  
76

77 **Other Business**

78 None  
79

80 The meeting adjourned at 9:06.