



**Community Preservation Committee  
June 22<sup>nd</sup>, 2016 – 7 PM  
Town of Hanover**

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The following minutes are from the meeting of the Hanover Community Preservation Committee held on Wednesday, June 22<sup>nd</sup>, 2016, in Hanover Town Hall.

The following committee members were present: William Scarpelli, John Goldthwait, Mary Dunn, James Coulter, and Richard Deluca.

The following committee members were absent: April Manupelli and Jonathan Chu.

The Chairman William Scarpelli opened the meeting at 6:59 p.m.

**CPC Membership Requirements**

William Scarpelli discussed on the Community Preservation Committee (CPC) member requirements and proposed to change in the CPC bylaws in order to remove a couple of the assigned positions and add two more citizens at large. Richard Deluca agreed and wanted to see more availability for the citizens at large. CPC members asked Heidi Cho, the associate planner to look at the minimum requirements according to State Law.

**CPC Articles from Town Meeting in May and Letter to Applicant**

William Scarpelli wanted to discuss with the committee the tracking of applicants and funds for the voted projects in the past. The committee wanted to understand how the money is being reimbursed from the CPA account.

For the projects the committee asked to include completion dates in the article so the committee can decide which projects can be withdrawn if the projects have not been completed for a long time. The committee also requested to update CPA policy to have a regular meeting with the applicants every three-months to better manage the projects and oversee their financial progress. The committee suggested having a platform to track the past projects that are still in progress. This would include how much money the projects have used, their expected completion dates and their contact information. In addition, the committee asked the past applicants to provide written responses regarding the projects in progress.

The committee requested a better understanding of where the unexpected excess funds will be allocated after the projects have been completed. Heidi Cho, the associate planner will look into the State Law in regards to CPC members' role in finance and overseeing the project.

### **Future Application**

For future applications, the committee wanted to strictly require the applicants to present the project in person. The committee was concerned that this year most of the applications were incomplete. The committee wanted to strengthen its policy on incomplete applications and will not accept any insufficient application in the coming year. The committee agreed that the same ground rules should be applied to every applicant for fair submission.

Richard Deluca suggested encouraging applicants to submit a rolling application instead of waiting until the deadline. The committee also wanted to have a better policy on matching fund cases for future applications to avoid last minutes decisions.

### **Sylvester School Redevelopment**

The committee recognized that Sylvester School Redevelopment project is in progress and is a potential applicant for the CPA funds. The committee realized that the CPA funds were previously appropriated to such projects.

### **Propose meeting with Stuart Saginor**

The Peter Matchak suggested meeting with Stuart Saginor. The committee agreed to touch base with Stuart Saginor, the director of Community Preservation Coalition.

### **CPC Finance Update**

The Committee reviewed the financial report as of May. The committee raised questions on the negative funds in the administrative category. Also the committee wanted a report on the projects that are still open and their remaining funds. Heidi Cho, the associate planner will update accordingly.

The committee reviewed the meeting minutes from February 24th, 2016. John Goldthwait made a motion to accept the meeting minutes. Richard Deluca seconded the motion. All others voted in favor.

William Scarpelli made a motion to adjourn at 8:00 p.m. Mary Dunn seconded the motion. All others voted in favor.

**The meeting was adjourned at 8:00 p.m.**

Respectfully submitted by:  
Heidi Cho  
Associate Planner