

**COMMUNITY PRESERVATION COMMITTEE
TUESDAY, FEBRUARY 7, 2023
REGULAR MEETING - 7:00PM
TOWN HALL EOC ROOM
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Bob Emberley (BE), Lindsay McCarthy (LM), Meg Livingstone (ML), Tony Matteo (TM), Susan Space (SS)

Members Absent: Tammy Pelletier, Robin Conley, Mary King

Others in Attendance: Council on Aging Director Colleen Letourneau, Ladies' Benevolent Society President Gail Weiss, Field Library Director / Ladies' Benevolent Society Treasurer Linda Chapin.

CALL TO ORDER

Chair LD called the meeting to order at 7:03pm.

I. SENIOR CENTER SHED AND GRILL PRESENTATION

Colleen Letourneau presented on the proposal for a shed and grill for the Senior Center. Highlights included:

- A history of the shed project.
- The need for more space for Senior Center events and recreational equipment.
- Many of the Senior Center's guests have requested more congregate meals.
- A grill would enhance the Center's programming.
- Other people and groups could use the Stanley Wickey Pavilion and grill.
- The shed is small — 10'x10' — and will be built on-site, abutting the garage, and it will have window boxes for flowers. The shed will not be pre-fabricated.

BE asked if the shed needs a building permit. Ms. Letourneau responded: she asked Building Inspector Jim Hawkins about a permit, but because of the shed's size and distance from abutting neighbors' property, it needs no permit.

A discussion ensued on the foundation. TM asked whether it will adequately protect against flooding in the parking lot.

Ms. Letourneau noted the Council on Aging recently received an unexpected donation, and there are no conditions for how it can be used. This donation will help pay for any needed, additional costs for the shed and grill.

LD asked if the Town Administrator and Selectboard have approved this project, because it involves building on town property. Ms. Letourneau said she had spoken with Town Administrator Andrea Llamas about it, and she will ask to get on the Selectboard's agenda.

ML asked for more information on the quotes from vendors, and why the lowest quote was not chosen. Ms. Letourneau responded: the low bid was for a shed that was too large.

LD explained the CPC's process for reviewing projects: if the CPC votes to approve, it goes on the Annual Town Meeting warrant. LD asked Ms. Letourneau to briefly speak about the project when it comes up during Annual Town Meeting. LD noted that once the project is approved at Annual Town Meeting, the funding will become immediately available.

II. FIELD LIBRARY SIGN REPLACEMENT PRESENTATION

Ladies' Benevolent Society President Gail Weiss, and Director of the Field Library and Ladies' Benevolent Society Treasurer Linda Chapin presented on the proposal to replace the sign at the Field Library. Highlights included:

- The reason for the request: the sign is in poor shape and is falling apart.
- They got quotes for both a wooden replacement and one made of heavy-duty plastic that looks like wood. LD noted that because this involves historic preservation, the sign will have to be made of wood.

A discussion ensued on the sign's materials and appearance.

A discussion ensued on some of the quotes the Ladies' Benevolent Society received for the project.

A discussion ensued on the history of the sign, and of the building.

BE asked Ms. Weiss and Ms. Chapin about the ownership of the building and the land. They responded: the Ladies Benevolent Society owns both the building and the land.

LD reviewed the CPC's — and Annual Town Meeting's — approval process.

III. UPDATE ON OUTREACH ABOUT THE REPAIR OF HISTORIC FIREPLACE PROPOSAL

A discussion ensued on the timeline and deadlines for this proposal, should Ms. Newton apply this year to get CPA funding to repair the fireplace in Squawheag Village. LD noted March 20 is the deadline to submit warrant articles for this year's Annual Town Meeting, and the CPC needs time to review the application and ensure it's historic, as per guidance from the Historical Commission.

The consensus was that the hard deadline for this proposal is February 21.

MOTION BY BE TO EXTEND THE ORIGINAL DEADLINE FOR THE HISTORIC FIREPLACE. THE REVISED APPLICATION MUST BE COMPLETE BY FEBRUARY 21ST, BY THE END OF THE DAY, AND IN THE CPC MAILBOX, TO BE APPROVED THIS YEAR. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

IV. DISCUSSION AND VOTE ON PROJECT APPLICATIONS

A discussion ensued on CPA funding sources for projects. LD noted there's approximately \$11,000 in the Historic Preservation budget: \$8247.99, plus \$2,800 that's been shifted.

a. Senior Center Proposal For a Shed and Grill

The request for this project is \$2,825: \$2,525 for the shed and \$300 for the grill. The funding source is Open Space, sub-category Recreation. The Council on Aging is asking for less than the project amount because they have other funding sources. TM noted the Council on Aging is almost matching their

funding request, which reflects the spirit in which the CPC was formed.

LD noted there is \$2,882 in the Open Space budget right now, but this figure may be inaccurate because the accountant is still working on the CPC's financial records.

A discussion ensued on whether this project's funding should come from other sources. LD said the guidance is for funding to always come from restricted funds before pulling from unrestricted funds.

LD said the following phrase should be part of the motion — "approved subject to approval by the Selectboard" — so it doesn't look like the CPC is approving the Council on Aging building something on town property.

MOTION BY TM TO FUND THE SHED PROPOSAL FOR \$2,825 FROM THE OPEN SPACE BUDGET, SUBJECT TO APPROVAL BY THE SELECTBOARD. THERE WAS NO AUDIBLE SECOND.

A discussion ensued on which funding source to use. TM said it is permissible for the CPC to have a line item in the negative, especially because annual funding will arrive. LD disagreed, as did others.

MOTION BY BE TO AMEND TM'S MOTION TO CHANGE THE ENTIRE AMOUNT AS COMING FROM OPEN SPACE TO HAVING \$2,000 COME FROM OPEN SPACE AND \$825 COME FROM UNDESIGNATED FUNDS. ML SECONDED. MOTION ON THE AMENDMENT CARRIED UNANIMOUSLY.

MOTION BY TM TO FUND THE SHED PROPOSAL FOR \$2,825, WITH \$2,000 COMING FROM OPEN SPACE AND \$825 COMING FROM UNDESIGNATED FUNDS, SUBJECT TO APPROVAL BY THE SELECTBOARD. THERE WAS NO AUDIBLE SECOND. MOTION CARRIED UNANIMOUSLY.

b. Field Library Sign Replacement Proposal

A discussion ensued on why the proposal meets the qualifications.

The request is for \$1,890. BE recommended giving the Ladies' Benevolent Society a little more money than they requested, in case some unforeseen costs arise. ML dissented because the Society has other funding sources. TM recommended giving them \$2,000.

MOTION BY TM TO FUND THE NORTHFIELD FARMS FIELD LIBRARY FOR THE AMOUNT OF \$2,000 FROM HISTORIC FUNDS. ML SECONDED. MOTION CARRIED UNANIMOUSLY.

V. OTHER UNANTICIPATED BUSINESS

BE said he will speak to someone at Loaves & Fishes at their upcoming meeting about affordable housing and whether anyone there wants to form a committee to address it.

LD reported on an email she recently received from Chase Mack from the Community Preservation Coalition. Mr. Mack wrote to alert the Northfield CPC about a CPA training conference in early-March. BE said he would like to attend. LD said she will ask Mr. Mack if there is a Zoom option for

the conference.

VI. SCHEDULE NEXT MEETING DATE

Tuesday, February 28, at 7pm, is the next CPC meeting. LD will write and share the warrant articles at this meeting. The articles will include the proposals, and the change in the CPC bylaws that allow the Council on Aging to appoint their own representatives to the CPC and not require this appointment to come from the Selectboard.

VII. ADJOURN

MOTION BY ML TO ADJOURN. LM SECONDED. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:31pm.

DOCUMENTS PRESENTED:

- The email from Chase Mack about the CPA training.

Respectfully submitted by Wendy M. Levy from minutes taken by Wendy M. Levy.

Approved 1/11/2024

LARA DUBIN CPC CHAIR