

**COMMUNITY PRESERVATION COMMITTEE  
WEDNESDAY, SEPTEMBER 27, 2023  
REGULAR MEETING - 7:00PM  
TOWN HALL AUDITORIUM  
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Meg Livingstone (ML), Tori Luksha (TL), Tony Matteo (TM), Lindsay McCarthy (LM), Tammy Pelletier (TP), Susan Space (SS)

Members Absent: Bob Emberley

Others in Attendance: Bee Jacque

***I. WELCOME***

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

LD welcomed Tori Luksha (TL), the new CPC member representing the Conservation Commission, and Bee Jacque, who is the Interim Historical Commission representative. LD announced the other members, and their associated committees:

- LD and LM are at-large members
- TM is from the Finance Committee
- ML is from the Council on Aging
- TP is from the Planning Board
- SS is from Open Space
- Bob Emberley, who is absent, is from the Recreation Commission

LD shared a document, "CPC Contact List," and asked everyone to add their contact information to it.

TM asked if a reorganization vote was necessary to determine a new chair. A discussion ensued. The consensus was to vote to appoint a chair. LD said she is willing to continue; she asked if anyone else is interested in being the chair. Nobody expressed interest.

**MOTION BY TP TO KEEP LARA AS CHAIR. ML SECONDED. MOTION CARRIED UNANIMOUSLY.**

***II. APPROVAL OF 2/28/23 MEETING MINUTES***

BJ requested two amendments to the minutes:

1. 1. To correct her last name.
2. 2. To correct the reference to her letter of support: it was as her role as chairperson of the Historical Commission.

**MOTION BY TM TO ACCEPT THE MINUTES AS AMENDED. SS SECONDED. LD, ML, TM, AND LM VOTED YEA. NOBODY VOTED NAY. BJ, TL, SS, AND TP ABSTAINED. MOTION CARRIED 4-4.**

All who abstained from that vote indicated they either had been absent from that meeting, or were not

yet members of the CPC.

### ***III. BUDGET UPDATE***

LD announced the CPC members must vote to pay the \$300 annual dues to the Community Preservation Coalition, which is part of the state's Community Preservation Act program.

LD read the Coalition's letter, reminding the CPC to renew, into the record.

LD noted the money for the dues comes from the state, and it is valuable to belong to the Coalition. They offer direct support, as well as a helpful website that includes information about CPC projects across the state.

**MOTION BY ML THAT WE PAY \$300 FOR THE COALITION DUES. TL SECONDED.  
MOTION CARRIED UNANIMOUSLY.**

LD shared a packet of financial documents, which included:

- The CPC account activity for the past month.
- The CPC ledger from the past month.
- The comprehensive CPC spreadsheet.

LD explained the difference between the three documents.

LD reviewed some old projects that should be removed from the financial statement.

LD noted the CPC's finances are complicated for a variety of reasons:

- The number of funding sources.
- State regulations on how certain funding can be spent.
- The CPC's money often moves around.

A discussion ensued on how to read the CPC's financial statements.

LD reported the CPC has a good amount of money in its coffers. The details:

- The Undesignated Fund Balance is \$124,000, and this does not take into account the money that will be moved into that fund.
- The Historic Preservation Fund has approximately \$4,000. This fund is used the most for CPC projects.
- The Open Space Fund has \$2,000, and this fund is used the second-most.
- The Affordable Housing Fund has \$32,000, and this fund is used the least because there is no committee for it.

LD reviewed the CPC's recent history, and their challenges with not having an accountant adequately handle the town's finances. This period has ended, though, because now there is a competent accountant.

### ***IV. CPA PROJECT UPDATES***

#### **a. Senior Center Shed and Grill**

LD reviewed this project's history and results. ML reported the shed and grill are very nice. This project may come in under budget.

#### **b. Field Library Sign**

LD reviewed this project's history and results. It is complete and looks great. This project may come in under budget; if so, the surplus will be returned to the CPC. Should that happen, the CPC will vote to return the leftover money to the Historic Preservation Fund. LD will have more information on that at the next meeting.

TM asked what happens when the CPC funds a project from multiple funding sources, and the project is under-budget and returns some money to the CPC — how does the CPC determine in which fund to return the surplus? LD responded: there is no policy now, so we get to decide. A discussion ensued on the pros and cons of having a policy to address this.

#### **c. Fireplace at Squakheag Village**

LM provided an update on this project. Because of the rainy spring and summer, the mason working on this project could not complete the work. He will try again in the spring.

### ***V. FALL CPA INFORMATIONAL FORUM***

LD explained that the Legislature requires the CPC to host an annual public information forum to answer questions and promote the program so people will submit applications for their projects. It usually happens in the fall. She noted a common misconception is that the CPC are project managers. This is not true; the CPC recommends funding for projects that meet Legislative requirements and are suitable for Northfield, and the people applying are responsible for their own project-management. After the CPC recommends the funding, the vote to approve project funding happens at Annual Town Meeting.

The CPC set the date for the CPA Informational Forum: Thursday, November 9, at 6:30pm. Location to-be-determined, but most likely in the auditorium at the Town Offices.

LD said the CPC has to advertise the forum in the newspaper, and vote to expend the funds to do so. She does not know the exact rates.

**MOTION BY LD TO NOT SPEND MORE THAN \$100 ON THE NEWSPAPER ADVERTISING FOR THE FALL CPC INFORMATIONAL FORUM. TM SECONDED. MOTION CARRIED UNANIMOUSLY.**

LD shared a document: the 2021 CPA project application. The state requires the CPC to review it annually. LD asked members to come to the next meeting with their notes for possible amendments and updates to the document.

### ***VI. SET JANUARY 2024 PROJECT APPLICATIONS DEADLINE***

LD said the deadline is usually January 15, unless it's a weekend or holiday. And, in 2024, January 15 is Martin Luther King, Jr. Day. The consensus was to make the deadline the day's-end of January 16,

and LD will pick up the applications on the 17th. LD noted no vote is necessary to set this deadline.

LD said she will place the CPA signs that say, "This project was funded by the CPA," on the lawns of project sites as a way to promote the program. She will also post a message about it on the Northfield Next Door website.

LD asked for other promotion ideas. BJ recommended making an announcement during Selectboard meetings. LD recommended hosting drop-in hours at the library where members of the public can ask questions. TL recommended printing fliers to put at the library, and promoting the program by word-of-mouth.

#### ***VII. OTHER UNANTICIPATED BUSINESS***

There was none.

#### ***VIII. SCHEDULE NEXT MEETING DATE***

The next CPC meeting is on Wednesday, November 8, at 7pm.

#### ***IX. ADJOURN***

**MOTION BY ML TO ADJOURN. SS SECONDED. MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 8:21pm.

#### **DOCUMENTS PRESENTED:**

- CPC Contact List
- Community Preservation Coalition renewal letter
- The CPC account activity for the past month.
- The CPC ledger from the past month.
- The comprehensive CPC spreadsheet.
- The 2021 CPA project application.

---

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

*Approved 1/11/2024*  
*LARA DUBIN CHAIR, CPC*