

**Note: These proposed minutes should be considered preliminary until they are approved by the board at a future meeting.**

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**COMMUNITY PRESERVATION COMMITTEE  
THURSDAY, OCTOBER 1, 2020  
REGULAR MEETING - 7:00PM  
AUDITORIUM ROOM, TOWN HALL, NORTHFIELD  
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Mary King (MK), Tony Mateo (TM), Tammy Pelletier (TP), Carol Pike (CP)

Members Absent: Robin Conley, Joe Stacy

Others in Attendance: Wendy M. Levy, Boards Clerk

***I. WELCOME***

Chair LD called the meeting to order at 7:16pm.

LD took attendance and announced outgoing and new members. Discussion ensued.

LD noted an at-large CPC member is still needed. Discussion ensued on recruitment strategies, and meeting frequency and scheduling.

***II. APPROVE MINUTES***

**MOTION BY TM TO APPROVE THE MINUTES OF APRIL 23, 2020 AS WRITTEN. CP SECONDED. MOTION CARRIED 5-0.**

**MOTION BY TM TO APPROVE THE MINUTES OF FEBRUARY 19, 2020 AS WRITTEN. MK SECONDED. MOTION CARRIED 5-0.**

A discussion ensued on submitting final, approved meeting minutes to the Town Clerk. The conclusion: if there are amendments to the draft minutes, the Boards Clerk will make these changes and email them to the CPC. It is the CPC's responsibility to submit a printed copy of approved (and if necessary, amended) minutes to the Town Clerk.

***III. CPA PROJECT UPDATES***

**First Parish Steeple Project**

LD said she asked Mike Larue for an update. Highlights included:

The roofers are working.

Painting is happening.

The church has paid for 3/4 of the repairs.

On 9/17 they paid for painting.

The hope is, the work will be finished next week.

The church thanks the CPC for their help and flexibility.  
LD read the roofer's email to attendees.

#### Field Library Doors

LD gave an update. Highlights included:  
The doors are in bad shape.  
CPC gave the library money to repair them.  
The library was trying to get cost estimates for the repairs, but COVID-19 was interfering with this.  
Recently, the library was successful in getting an estimate.  
They hope to replace the doors by winter.

#### Calvin T. Swan Restoration Project

LD reported this project is complete. Work happened quickly, and LD noted it looks great. The CPC already reimbursed their bill.

#### Additional Projects

TM asked about additional CPC projects. LD said there's a wiring project, and she's waiting for information from Planning Board Chair Steve Seredynski. LD will contact Steve, and Town Administrator Andrea Llamas.

TM asked about the project to repoint the bricks at the elementary/old high school's north building. A discussion ensued on the grant funding that was received to do this. LD said the CPC will follow up on this.

#### CPC Financial Status

LD and TM reported they are continuing to attempt to get information on the CPC's financial status, but there have been challenges.

LD asked Andrea Llamas for the budget report, because it's unclear whom LD should ask. Andrea said LD should ask the Financial Assistant and Town Accountant, and she knows the CPC needs their budget, but she's still awaiting a reply. TM confirmed Andrea said the information is available, and the Accountant simply needs to provide it to the CPC.

A discussion ensued on the challenges with the new accounting system, and specific CPC challenges with getting their financial information. LD and TM said they will continue to follow up on this.

LD confirmed the CPC has enough money in the budget.

#### State CPC

LD discussed the Northfield CPC paying dues to the state CPC. LD arranged for the dues—\$300—to be paid. A discussion ensued on the Chair signing checks, and that CPC bills should go to the CPC mailbox, not directly to the Accountant.

### ***IV. FALL CPA INFORMATIONAL FORUM***

LD explained this event: it's annual, for the public, and its purpose is to introduce the CPC to the public so they can learn what funding may be available for their projects. It typically happens at the public library.



The question is: how will the CPC organize this event during COVID-19? A discussion ensued.

CP asked if the library was open for events like this. LD said she will ask the librarian, and noted the library is slowly reopening.

Possibilities discussed included hosting the event later in the year, or holding it in Town Hall.

A discussion ensued on strategies for ensuring social distancing occurs by limiting the number of attendees, but how to do that, and whether to reduce the number of CPC members in attendance so more members of the public can attend.

TM advocated for holding the forum at the library, and noted the CPC can set it up to be COVID-compliant. This means, sadly, no refreshments.

MK asked if holding the forum online was a good idea. LD said the CPC can create a PowerPoint presentation, and hold an online forum, for people uncomfortable with attending in-person. A discussion ensued.

A discussion ensued on when to hold the forum. Suggestions included after the November elections, before Thanksgiving, and not during the month of December. LD will contact the librarian for the library's availability.

## ***V. OTHER UNANTICIPATED BUSINESS***

### **Wetland Trails Bridges Restoration, and CPC Funding Procedure Question**

LD read an email from Joanne McGee about the Millbrook wetland trails bridges restoration.

LD explained the recreational trails grant requires a 20-percent match, and it's a reimbursable grant, not up-front funding.

A question arose: can CPA funding be loaned for use for the restoration project, contingent upon the project receiving the grant, and if they agree to return 80-percent of the funding to the CPC (thus satisfying the 20-percent match)? LD asked if the CPC has done this before. TM said he didn't know, but it seems like something the CPC can do. A discussion ensued.

TP noted this question is relevant to the CPA's work on housing.

LD will consult with the Town Attorney on this question. LD will contact the Boston CPA office to find out if this is legal, and if there's a precedent. TP noted this will increase the CPC's funding flexibility. A discussion ensued on the timeline.

### **Playground Roof Structure**

LD reported Cheryl George indicated the school's Parent-Teacher Organization may submit a proposal to build a playground roof structure to replace the tents for the winter to allow outdoor learning during COVID.

LD will alert Cheryl to the upcoming CPC forum.

TM discussed the history of the elementary school's pavilion proposal, requirements, and the Stanley Wickey pavilion at the Town Offices.

TM asked LD to ask the Boston CPA office if elementary school pavilion funding is permissible.

#### CPC Voice Recorder Purchase

TM raised the question of whether the CPC should purchase their own voice recorder for when the Boards Clerk cannot attend the meeting, and the Boards Clerk's voice recorder is being used by another group; this has happened before. LD researched the price—\$150, and noted she wants to purchase the same model. TM advocated for this purchase; it's a good use of funds. LD agreed. TP agreed. A discussion ensued on lawn signs at the Town Hall.

**MOTION BY TM TO PURCHASE A VOICE RECORDER FOR CPC USE IF THE BOARD RECORDER CAN'T BE THERE; THE VOICE RECORDER WILL BE IDENTICAL TO THE CURRENT VOICE RECORDER. TP SECONDED. MOTION CARRIED 5-0.**

#### ***VI. SCHEDULE NEXT MEETING DATE***

LD asked her colleagues if they wanted to meet before the CPC forum. TM and CP said yes. TM suggested the CPC preview changes to forum information, and to the PowerPoint presentation, at the next meeting.

The likely date of the next CPC meeting is either Tuesday, October 27, or Wednesday, October 28, pending Robin Conley and Joe Stacy's availability.

TM requested the minutes reflect that his Concord grape vines are overflowing and he would like to share them with those who want them. "Come pick them!" said TM.

#### ***VII. ADJOURN***

**MOTION BY MK TO ADJOURN AT 8:08PM. CP SECONDED. MOTION CARRIED 5-0.**

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