

**COMMUNITY PRESERVATION COMMITTEE
WEDNESDAY, OCTOBER 28, 2020
REGULAR MEETING - 7:00PM
AUDITORIUM ROOM, TOWN HALL, NORTHFIELD
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Robin Conley (RC), Mary King (MK), Tony Mateo (TM), Tammy Pelletier (TP), Carol Pike (CP), Joe Stacy (JS)

Members Absent: none

Others in Attendance: Wendy M. Levy, Boards Clerk

I. WELCOME

Chair LD called the meeting to order at 7:05pm.

LD welcomed new member, Joe Stacy (JS). Attendees introduced themselves.

TM asked the status of recruiting an additional at-large CPC member, and noted there's still one vacancy. LD will continue her recruitment efforts, and she asked others to do the same.

JS asked who proposes applications to the CPC, and if it was appropriate for CPC members to do so, or if that represented a conflict-of-interest. LD said CPC members have issued proposals, and it's only a conflict if the member is paying for the project. A discussion ensued on individual and committee proposals. LD reviewed the CPC's proposal procedures, including the CPC's work, and what happens after the CPC approves an application: it goes on the Annual Town Meeting warrant.

II. APPROVE OF OCTOBER 1 MEETING MINUTES

MK amended the spelling of one name in the draft meeting minutes: Calvin Swan. Wendy M. Levy said she would correct it and submit the amended minutes to LD.

MOTION BY TM TO ACCEPT THE MINUTES OF OCTOBER 1, 2020 AS PRESENTED, WITH THE SPELLING CORRECTION. MK SECONDED. MOTION CARRIED: 5 IN FAVOR, 2 ABSTENTIONS.

III. BUDGET UPDATE

LD is still trying to get the correct CPC budget information from the new accountant and new assistant accountant. LD distributed the CPC's ledger information she recently received from the assistant accountant. A lengthy discussion ensued. Highlights included:

- ☐ The CPC's frustrations trying to get financial information from a department that has been dysfunctional.
- ☐ Changes in the town's accounting system, in accounting personnel, and what that will mean for the town's various committees.
- ☐ The CPC's accounting is challenging because it contains many line-items.
- ☐ The recent history of the town's accounting system.
- ☐ How the new accountant will track and organize the CPC's financial information.

- ☐ The differences in the ways the town's accountants have coded the CPC's finances.
- ☐ Clarification on the ledger.
- ☐ The announcement that Peter Schmidt of Hilltown Accountants is handling the CPC's accounts.
- ☐ TM shared some details on his recent conversation with Mr. Schmidt about how the CPC would like their accounts named in the ledger, and he praised Schmidt.
- ☐ TM explained some of the line-items in the budget and which carry over year-to-year.
- ☐ TM noted the account designations in the ledger were confusing, and some of the amounts look wrong: some are too high, some are too low. TM detailed what he thought the amounts should be in each line-item.
- ☐ TM pointed out that the money hasn't been spent for three projects the CPC approved. When those projects are completed, then the money will be debited from the CPC's accounts.
- ☐ TM announced the accounting department will submit a monthly report to LD, the CPC's Chair, beginning in November.
- ☐ Positive developments with the new accountant.
- ☐ JS asked about issues with invoicing and allocation for the shed project. LD and TM responded. LD detailed steps to resolving this issue with the new accountant. TM noted this may explain the discrepancy between the ledger amount and what it should be.
- ☐ RC asked about a line-item in the ledger. TM responded.

JS asked when last year's Annual Report will be complete. TM noted he's on the Finance Committee, and there's nothing in the Annual Report about the CPC.

MOTION BY TM TO DIRECT THE TOWN TO RETURN THE \$25,000, THAT WAS ALLOCATED FOR THE RELOCATION OF WIRES THAT ARE CURRENTLY ATTACHED TO THE EXTERIOR OF THE TOWN HALL, TO THE CPA UNDESIGNATED ACCOUNT. RC SECONDED. MOTION CARRIED 7-0.

A discussion ensued on the process for accounting, specifically returning funds, and fund balances.

JS asked if any portion of the \$25,000 for the wiring project was used. TM said that according to Town Administrator Andrea Llamas, no, it has not.

TM committed to notifying the accountant to move the funds according to the directives of the motion.

IV. FALL CPA INFORMATIONAL FORUM

LD explained the forum, its structure, purpose, and how it's promoted. A discussion ensued on how to hold this forum during COVID-19. Highlights included:

- ☐ Whether to have it at the library, and how to structure it.
- ☐ Whether to have it online, and how to structure it.
- ☐ LD presented details on how to format an online forum, including ongoing ways for the community to interact with the CPC. CP asked about RSVPs and distributing the link to the online forum. LD explained the process.
- ☐ The forum's goal: to help encourage the public to submit proposals to the CPC.

The group agreed that LD's idea—to host an online forum and heavily promote it—is a good one. A discussion ensued on the forum's format and promotional strategies. LD committed to organizing the forum, and noted nobody else from the CPC has to attend. TM said he will attend.

A discussion ensued on the forum's date. LD committed to securing a date that doesn't conflict with the Selectboard meeting. LD will send CPC members a timeline and they can work together on a press release. TM said he thinks having an online forum will bring in more attendees.

V. REVIEW CPA APPLICATION FORM - ANY CHANGES NEEDED?

LD led a discussion, and proposed a change, in the "Time-sensitive applications" section: remove "autumn" and add "winter." The consensus was, yes, make that change.

TM spoke about the timeline, and noted it's really in-time to get an article on the Annual Town Meeting warrant. LD asked JS to review it, since he is new to the CPC. JS said it looks good.

A discussion ensued on the funding line-items in the ledger. Many agreed it's confusing. TM committed to asking the accountant to give line-items clearer names.

The consensus: the CPA application form looks good.

VI. OTHER UNANTICIPATED BUSINESS

RC reported she received an email about the Millbrook trails. LD said she contacted the Boston CPA office but has not been able to connect with them because of scheduling conflicts. So, LD added, there's no update yet. A discussion ensued on the flow of information from committee to committee. TM asked for the status on LD talking to the town attorney about this issue. LD responded: it depends what the Boston CPA representative says.

RC asked about the voice recorder the CPC plans to purchase for its uses, and will it be shared? TM explained why the CPC is purchasing its own device, and that there is a voice recorder for other committees to use, located in the Boards Clerk mailbox in the mail room. TM said he does not want the CPC to lend out its recorder.

VII. SCHEDULE NEXT MEETING DATE

The next CPC meeting's tentative date is January 21, 2021, at 7pm. LD will confirm this in early-January.

VII. ADJOURN

MOTION BY TM TO ADJOURN AT 8:39PM. CP SECONDED. MOTION CARRIED 7-0.

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