

**COMMUNITY PRESERVATION COMMITTEE**

**MONDAY, MAY 24, 2021**

**REGULAR MEETING - 6:00PM**

**STANLEY WICKEY PAVILION**

**MEETING MINUTES**

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

Members Absent: none

Others in Attendance: none

***I. WELCOME***

Chair LD called the meeting to order at 6:15pm.

***II. APPROVAL OF FEBRUARY 25TH MEETING MINUTES & MARCH 5TH MEETING MINUTES***

**MOTION BY RC TO APPROVE THE FEBRUARY 25 MEETING MINUTES AS PRESENTED. CP SECONDED. MOTION CARRIED UNANIMOUSLY.**

**MOTION BY RC TO APPROVE THE MARCH 5 MEETING MINUTES AS PRESENTED. LM SECONDED. MOTION CARRIED UNANIMOUSLY.**

***III. BUDGET UPDATE***

LD and TM reported they met online with Peter Schmidt, who is working on the town's finances and financial records. LD noted this meeting was helpful for her understanding the CPC's finances, including the monthly financial reports.

LD conveyed Peter Schmidt's request that CPC members read the monthly reports and contact him if something looks incorrect; he is still reconciling the finances to resolve the inconsistencies from the previous accountants. LD noted they are still sorting out what the CPC thinks it has in the budget versus what the ledger says is in the budget.

LD expressed her confidence that the CPC's financial reports will be updated and correct by the fall, and Peter's work will help with the upcoming town audit.

RC and TP asked for details on how much money the CPC has in its budget. TM provided the following figures, as of the current fiscal year, FY21, which ends on June 30:

Open Space: \$1,712

Historic Preservation: \$2,248

Community Housing: \$19,807

Fund Balance for Appropriations: +\$77,000

TM noted the only appropriation the CPC is currently working with is the library doors project. LD gave an update on the library doors project.

LD presented a history of the CPC's financial confusion, due to the former accountant. All of the money the CPC is supposed to have is there, LD explained, it is just not always in the right line-item. She predicts this will be resolved during the summer. TM said the CPC, in total, has between \$150,000 and \$175,000 in funds, and this figure reflects pre-Town Meeting-approved expenditures.

#### ***IV. START REVIEW OF CPA PROPOSAL APPLICATION AND NORTHFIELD COMMUNITY PRESERVATION PLAN FOR ANY NEEDED UPDATES/REVISIONS***

LD announced she had distributed copies of the document, and has paper copies if anyone needs them.

LD reviewed the regulations guiding the CPC's activity, including the CPA proposal application, recent revisions to the application, and the need to continue making revisions.

LD proposed a plan to divide the labor for the CPC to review the document.

LD reviewed a plan for notifying the public about the CPC's work, and how the public can apply for funding.

LD noted the challenges of the guidelines for affordable housing funding, the process, and the community's need for this funding.

CPC members chose the sections of the proposal application they will review. They are as follows:

Open Space: RC

Historic Preservation: MK

Recreation: JS

Affordable Housing: CP and TP

The proposal sections: LM

The use of CPA funds sections: TM

A discussion ensued on other community and regional committees, and possibilities for collaboration.

LD requested CPC members email her with their suggested changes. She will then compile those into a draft revised document and distribute it to the group for their review and approval.

A discussion ensued on the CPC's history of revising the document, and whether to make an online version of the application.

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

##### ***- The Town Clock***

JS requested an update on the First Parish Church Town Clock project. TM responded: Town Meeting approved the town finance the clock's repair, and resident David Smith offered to facilitate the project's committee. LD read David Smith's email about the matter into the record.

A discussion ensued on the clock project, its history, and its likely future.

A discussion ensued on other nearby towns with town clocks.

**- Town Meeting**

RC noted this year's Town Meeting was excellent, and the two CPC proposals "sailed through."

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

LD suggested not meeting in June, and meeting in July, date TBD. She reminded CPC members to review the proposal application documents.

**MOTION BY TM TO ADJOURN. TP SECONDED. MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 6:56pm.

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