

**COMMUNITY PRESERVATION COMMITTEE
WEDNESDAY, SEPTEMBER 29, 2021
REGULAR MEETING - 7:00PM
TOWN HALL EOC ROOM
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Robin Conley (RC), Bob Emberley (BE), Mary King (MK), Tony Mateo (TM), Lindsay McCarthy(LM), Carol Pike (CP).

Members Absent: Tammy Pelletier

Others in Attendance: Wendy M. Levy, Board Recorder

I. WELCOME

Chair LD called the meeting to order at 7:01pm.

LD led introductions to welcome new member BE.

RC announced she's soon resigning as the Open Space Committee's representative to the Community Preservation Committee, but will be the Conservation Commission's representative. LD will follow up with Sue Space, who may step in.

II. APPROVAL OF FEBRUARY 18TH MEETING MINUTES & MAY 24TH MEETING MINUTES

MOTION BY RC TO ACCEPT, AS WRITTEN, THE FEBRUARY 18, 2021 AND THE MAY 24, 2021 MEETING MINUTES. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

III. CPA PROJECT UPDATES

- Field Library Doors

LD gave a brief history and update on the project to replace the library's doors, which are not of a standard size. There were many interruptions to this project. Now, the project is complete. LD showed before and after photographs. The invoice for \$4,000 has been paid.

- Mill Brooks Trail Restoration

RC reported this project was approved in May. There is no invoice yet. The work day was in early September and about 30 volunteers were present. The foot bridges are complete. Volunteers removed some invasive plants at the School Street entrance. In spring, there will be another invasive plant removal session. The total for this project is \$5,530.

- Senior Center Shed

CP reported this project is on hold because it may not be needed. Also, the cost of the shed has sharply increased. The Senior Center staff will continue to assess the situation. This project was approved for \$2,000, which has not yet been spent.

- Church Steeple

CP asked about this project. A discussion ensued. LD said she received the invoice in June, during Fiscal Year 2021, and it has been paid.

IV. REVIEW OF COMMUNITY PRESERVATION PLAN DOCUMENT AND PROPOSAL APPLICATION

CPC members reviewed the documents. Highlights included:

- On the proposal application cover sheet, add to it the wording the CPC voted on at the March 5 meeting.
- Add the policy for accepting proposals for work already completed.
- Add that this funding is only for private projects; municipal projects are prohibited.
- LD reviewed the five conditions that were approved in March, which are reviewed in the March 5 meeting minutes.
- A discussion ensued on using consistent language to describe the document. Is it a proposal, a submission, or an application? The consensus: it should be "CPA Project Application."
- A discussion ensued on the structure of the cover sheet and application wording.
- A discussion ensued on the 2022 deadline. The consensus: January 15 is good.

LD will revise the document and email the draft to CPC members for their review, and vote on the final document at the next meeting. LD asked members to bring their suggestions to the next meeting, but to send simple changes, like copy edits, to her via email.

A discussion ensued on whether to make the application available online, and in what format. The consensus: do not put the application online; keep it as a paper application.

A discussion ensued on promoting the "community housing" component of the Community Preservation Plan, as it is underutilized.

A discussion ensued on the Open Space Plan and how it connect with the Community Preservation Plan.

V. FALL CPA INFORMATIONAL FORUM

LD noted state regulations require this meeting to occur annually. Last year it was held online and attendance was good. This year it can happen in-person with masks. A discussion ensued on the time and location. The consensus: Wednesday, November 10, at 6:30pm in the Town Hall Assembly Room.

VI. BUDGET UPDATE

LD noted the CPC budget is complicated. She reviewed the financial statements with TM and the new accountant, but it is still confusing. LD notified members that Northfield's income is listed on communitypreservation.com, a state website, which is available to the public.

TM reviewed the financial documents and shared what he learned from the accountant. According to official town records, the CPC has \$177,349.18 in its budget; of that, \$11,530 is earmarked, so

\$165,819.18 is available. Some of those funds are designated, some aren't. TM noted that November is when disbursements arrive, so more money is coming.

A discussion ensued on Northfield's upcoming 350th anniversary.

A discussion ensued on the Open Space Committee's balance.

A discussion ensued on the undesignated balance.

MOTION BY LD TO PAY THE \$300 ANNUAL MEMBERSHIP DUES TO THE COMMUNITY PRESERVATION COALITION. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

VII. OTHER UNANTICIPATED BUSINESS

- Signing Meeting Minutes

MOTION BY LD TO APPOINT TM, OR THE CHAIR, AS OFFICIAL SIGNER FOR MEETING MINUTES TO POST ON THE WEBSITE. CP SECONDED. MOTION CARRIED UNANIMOUSLY.

- CPA Lawn Signs

LD brought 10 lawn signs, made a few years ago, that read, "Your CPA funds at work here!" LD asked CPC members to put the signs up at project sites. LD distributed the signs.

- 24 Main Street

BE reported the church wants to sell 24 Main Street. If any committee is interested in this, please fill out a CPC application. The space is currently a park.

VIII. SCHEDULE NEXT MEETING DATE

The next meeting date is Wednesday, October 27, at 7pm.

MOTION BY TM TO ADJOURN. MK SECONDED. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:44pm.

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

1/20/22 - APPROVED BY LARA DUBIN
