

**COMMUNITY PRESERVATION COMMITTEE
WEDNESDAY, JANUARY 26, 2022
REGULAR MEETING - 7:00PM
REMOTE LOCATION
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Robin Conley (RC), Bob Emberley (BE), Mary King (MK), Lindsay McCarthy(LM), Tammy Pelletier (TP)

Members Absent: Tony Mateo, Susan Space

Others in Attendance: Wendy M. Levy, Board Recorder

I. WELCOME

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

LD noted there is no new Council on Aging representative yet. She explained why the CPC has a Council on Aging representative: it's a state regulation that the CPC can nominate someone if a town has no Housing Authority, and if the Council on Aging is relevant to housing concerns.

LD said she sent out the funding proposal to CPC members.

II. APPROVAL OF DECEMBER 16 MEETING MINUTES

RC disputed the accuracy of a section of the minutes under item "IV. Budget Update." Wendy M. Levy read her notes from that section. A discussion ensued. The consensus was for Wendy to add the following line to the December 16 meeting minutes: "TM mentioned an accumulation of the affordable housing fund and the CPC encourages people to apply for those funds.

MOTION BY BE TO APPROVE THE AMENDMENT AS WRITTEN. RC SECONDED. ROLL CALL VOTE:

LD YEA

LM YEA

BE YEA

RC YEA

TP YEA

MK YEA

MOTION CARRIED UNANIMOUSLY.

MOTION BY RC TO ACCEPT THE DECEMBER 16 MINUTES AS AMENDED. BE SECONDED. ROLL CALL VOTE:

LD YEA

LM YEA

MK YEA

RC YEA

BE YEA

TP YEA

MOTION CARRIED UNANIMOUSLY.

III. BUDGET UPDATE

LD distributed and reviewed a document, "Ledger History - Allocated Summary - Expenditure Ledger FY22;" specifically, the section that shows the Community Preservation expense report. Highlights included:

- LD reviewed the figures.
- LD said the Council on Aging Director reported they are not purchasing a storage shed, and asked if the Council can use those funds for something else. LD reported her response was, "No," because the wording in the Annual Town Meeting article was specific. Thus, the Council must return the funds and apply for other projects in the future. LD will follow up with the Council on Aging Committee Chair to confirm.

LD shared and reviewed a document, "Ledger History - Allocated Summary - General Ledger," which shows how much money the CPC has in the budget. Highlights included:

- LD said some of the figures do make sense; others don't.
- LD said there is approximately \$27,000 in the Community Housing Fund, but there is no Housing Authority for people to apply for this funding, and the CPC cannot determine applicants' eligibility right now.
- LD said there is approximately \$57,000 in a line item, "Fund Balance: Res. for Cont. App." LD said she does not know what this is, and she will ask the accountant for an explanation.
- LD asked CPC members to submit their ideas for further questions for the accountant.
- LD said the Undesignated Fund contains approximately \$66,000.
- LD said she will ask the accountant about funding resources.

IV. REVIEW AND DISCUSS CPA PROJECT APPLICATIONS

LD introduced the CPA application for painting the Historical Commission building.

LD shared and reviewed a flowchart document, "CPC Qualifying Historic Projects for CPA Funding." LD applied the CPA application for the painting project to the flowchart, and she noted it is eligible.

LD opened discussion on the proposal. She noted that tonight, the CPC does not approve the project; instead, it decides if it qualifies for review. If so, the CPC then invites a representative to appear before the CPC at a future meeting to present the project and answer questions about it. A discussion ensued on the project. Highlights included:

- Is the building sound enough to paint?
- A mold-remediation project was mentioned for the building. Will it be done properly?
- The CPC can encourage the Historical Commission to apply next year for additional funding to increase accessibility to the building.
- Historically-relevant guidelines for restoration projects.
- The CPC will give the Historical Commission representative their questions ahead of time so the representative can prepare for the meeting.
- RC noted if the CPC gives the Historical Commission money for the painting project, it will free up more of the Commission's funds for mold-remediation and heating upgrades.
- Ensuring the painting bids are based on the bidder conducting a site visit.
- The process and deadlines for reviewing this proposal.

LD reviewed the questions she will send to the Historical Commission representative:

1. What is the overall condition of the building?
2. Is it a good, solid house?

3. Is it ready to paint, or does it require further repair work beforehand?
4. Is mold-remediation necessary inside the building as well as on the exterior?
5. Is the Historical Commission aware of any historical building requirements for the restoration?
This is specifically about removing the widow's walk parts and sandblasting.

MOTION BY RC TO MOVE AHEAD WITH THE NORTHFIELD HISTORICAL COMMISSION'S APPLICATION TO PAINT THE BUILDING. LM SECONDED. ROLL CALL VOTE:

LD YEA

BE YEA

RC YEA

MK YEA

LM YEA

TP YEA

MOTION CARRIED UNANIMOUSLY.

V. SET UP DATE FOR Q&A SESSION WITH PROJECT APPLICANTS

The consensus was for the date to be Thursday, February 10, at 7pm. LD will confirm this date with the representative from the Historical Commission, Susan Space, and Tony Matteo.

VI. OTHER UNANTICIPATED BUSINESS

There was none.

VII. SCHEDULE NEXT MEETING DATE

The next meeting is on Thursday, February 10, at 7pm.

VIII. ADJOURN

MOTION BY RC TO ADJOURN. LM SECONDED. ROLL CALL VOTE:

BE YEA

MK YEA

RC YEA

TP YEA

LM YEA

LD YEA

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 7:53pm.

Documents presented:

- "Ledger History - Allocated Summary - Expenditure Ledger FY22"
- "Ledger History - Allocated Summary - General Ledger"
- "CPC Qualifying Historic Projects for CPA Funding"

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

Approved - [Signature] 5-5-22