

**COMMUNITY PRESERVATION COMMITTEE
WEDNESDAY, MAY 11, 2022
REGULAR MEETING - 7:00PM
NORTHFIELD TOWN HALL EOC ROOM
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Robin Conley (RC), Deb Lanou (DL), Bob Emberley (BE), Lindsay McCarthy (LM), Tony Mateo (TM), Susan Space (SS), Mary King (MK)

Members Absent: Tammy Pelletier

Others in Attendance: Wendy M. Levy, Board Recorder

I. WELCOME

Chair LD called the meeting to order at 7:04pm.

LD announced the project to paint the Northfield Historical Society was approved at the recent Annual Meeting. LD said she has been in contact with Society representatives to discuss next steps.

II. APPROVAL OF FEBRUARY 10 AND FEBRUARY 22 MEETING MINUTES

Two corrections were requested:

The February 22 meeting minutes show the wrong date in the header.

The February 10 meeting minutes have the wrong name, due to Zoom profile information: Shirley Keech was not at the meeting.

**MOTION BY BE TO APPROVE THE FEBRUARY 10 MEETING MINUTES. LM
SECONDED. MOTION CARRIED 6-2, WITH SS AND DL ABSTAINING.**

**MOTION BY BE TO ACCEPT THE FEBRUARY 22 MEETING MINUTES AS AMENDED.
RC SECONDED. MOTION CARRIED 6-2, WITH SS AND MK ABSTAINING.**

III. BUDGET REVIEW

LD reported the CPC received the budget from accountant Peter Schmidt, and she and TM met with Peter to review the information.

LD shared two documents, which were ledger history pages. She explained that they are almost identical, except one was printed by Peter, and the other by Erin Degan.

LD reported Peter found the CPC's missing funds. LD shared the CPC's FY22 budget document, and then reviewed it and its components, such as the undesignated funds, and funds that have already been spent.

CPC members reviewed the documents for projects that have already been completed. LD will share this information with Peter so he can correct the ledger to put the funds in the correct line items.

MOTION BY TM TO RETURN \$2,717.50—WHICH WAS DESIGNATED FOR THE TOWN

HALL EXTERIOR AND NOT USED—TO THE UNDESIGNATED FUND BALANCE. RC SECONDED. MOTION CARRIED UNANIMOUSLY.

A discussion ensued on organizations that have not spent all of their funds. It was noted that they only lose it when the CPC returns it to the undesignated fund balance.

A discussion ensued on reaching out to the Northfield Elementary School to notify them they have approximately \$25,000 from the CPC to spend. A question arose about whether doing so would establish an unfair precedent. RC dissented. LD tabled this item so RC can try to find records of this project, which happened at least five years ago.

A discussion ensued on leftover funding from the library's document archival project.

MOTION BY BE TO MOVE \$173 FROM THE PREPARATION OF DOCUMENTS LIBRARY FUND TO THE UNDESIGNATED ACCOUNT. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

A discussion ensued on the Boy Scouts / old Fire Station building plaque project, and the funding left over from that.

MOTION BY RC TO MOVE \$180.55 FROM THE FIRE STATION PLAQUE LEFTOVER MONEYS TO THE UNDESIGNATED ACCOUNT. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

A discussion ensued on the electric wire removal project at the Town Hall, on the south side of the building's exterior, to return it to its original state. TM gave a history of this project and why it could not be done.

MOTION BY TM TO RETURN \$25,000, WHICH WAS DESIGNATED FOR REMOVAL OF ELECTRICAL WIRES ON THE SOUTH WALL OF TOWN HALL, TO THE UNDESIGNATED FUND, BECAUSE THE PROJECT WAS CANCELLED. BE SECONDED. MOTION CARRIED UNANIMOUSLY.

A discussion ensued on the Recreation Commission's steel shed project, from which \$474 is left over.

MOTION BY BE TO MOVE \$474 FROM THE STEEL SHED RECREATION COMMISSION PROJECT TO THE UNDESIGNATED FUND. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

A discussion ensued on the Senior Center storage shed project, which is not happening; DL confirmed this.

MOTION BY DL TO MOVE \$2,000 TO THE UNDESIGNATED FUND FROM THE STORAGE SHED SENIOR CENTER PROJECT THAT HAS BEEN CANCELLED. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

RC noted that the total of all of these funds is over \$30,000.

LD said she will notify Peter that he is to move these funds.

TM noted that if the CPC gets the Elementary School funds back, the undesignated fund balance will be over \$100,000.

A discussion ensued on appropriate projects for the undesignated funds, which is anything the CPC approves as long as it conforms to CPC guidelines.

A discussion ensued on what to do when a town has no Housing Authority, which is the situation in Northfield. DL reported on her research into what to do with affordable housing funding, and having the FRCOG manage affordable housing projects. DL said she will follow up with the FRCOG representative.

BE announced he had added the figures in the undesignated fund, and the balance is \$122,345.36. This, he said, includes the Elementary School funds.

TM mentioned damage to the Brush Mountain kiosk in February. RC said the Open Space Committee is also discussing it.

LD reported on an update to the Schell Bridge project.

IV. BYLAWS REVIEW

LD distributed a document of the CPC bylaws for review.

LD reviewed the schedule for the periodic review of the CPC bylaws and noted the CPC behind schedule.

LD mentioned a mystery: the Housing Authority member of the CPC should be appointed by the Selectboard, so how did it end up the Council on Aging approves their own CPC representative? A discussion ensued on changing the bylaw to: "This member will be from the Council on Aging by the Council on Aging." LD noted changes to these bylaws must be approved by a majority-vote at Town Meeting.

A discussion ensued on talking to the Selectboard about getting this item on next year's Town Meeting warrant. A discussion ensued on whether the Council on Aging should vote on this first. LD said that DL can bring the issue to them and confirm; then LD will discuss the issue with Town Administrator Andrea Llamas to update the bylaw's language. The consensus was: yes, do that.

RC noted she corrected the typographical errors in the bylaws. She will submit those corrections to LD.

A discussion ensued on the order of voting for the Council on Aging CPC representative. The consensus was: put it first on the Selectboard agenda, then on the Council on Aging agenda, then bring it back to the CPC.

TM asked if the Attorney General has to approve the amended bylaws. LD said she would ask the Boston CPA.

LD said she will include RC's corrections to the bylaws and bring them to the next CPC meeting for

review.

A discussion ensued on keeping track of the schedule for reviewing the CPC bylaws.

V. OTHER UNANTICIPATED BUSINESS

DL announced that the Erving, Warwick, and Northfield council for the block grant for affordable housing seeks members. DL gave the relevant documents to LD.

LD requested the CPC members put up the "CPC-Funded Projects" signs. She said this is good outreach.

VI. SCHEDULE NEXT MEETING DATE

The next CPC meeting is on June 8, 2022 at 7pm in the Town Hall.

VI. ADJOURN

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

The meeting adjourned at 8:20pm.

Documents presented:

- CPC Ledger History (2 versions)
- CPC FY22 Budget
- CPC Bylaws

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

- Approver 10/24/23
For posting
