

**COMMUNITY PRESERVATION COMMITTEE
WEDNESDAY, AUGUST 31, 2022
REGULAR MEETING - 7:00PM
NORTHFIELD TOWN HALL EOC ROOM
MEETING MINUTES**

Members Present: Lara Dubin, Chair (LD), Robin Conley (RC), Bob Emberley (BE), Tony Mateo (TM), Mary King (MK)

Members Absent: Tammy Pelletier, Deb Lanou, Lindsay McCarthy, Susan Space

Others in Attendance: none

I. WELCOME

Chair LD called the meeting to order at 7:09pm.

LD took attendance.

LD announced the meeting had met quorum.

II. APPROVAL OF MAY 11TH MEETING MINUTES

One correction was requested:

In agenda item V., change the spelling from "Irving" to "Erving."

MOTION BY BE TO APPROVE THE CORRECTED MAY 11 MEETING MINUTES. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

III. CPA PROJECT UPDATES

a. Painting the Northfield Historical Museum

LD announced this project is complete, she received the invoice, the invoice was paid, and it came in under budget.

b. Northfield Elementary School: Restoration of the North Building

RC gave an update: the job is complete.

c. Trail Work

TM asked for an update on the trail work; specifically, is there any money left over? RC gave an update, which included the possibility of the town purchasing some property, and work dealing with invasive species.

d. The Town Clock

TM asked for an update on the Town Clock. LD looked out the window and said it looks like the clock

is working, and is keeping accurate time.

IV. BUDGET UPDATE

- Ledger Review, and What to Do with Unspent Project Money

LD reported that over the summer she contacted the town's accountant, Peter Schmidt, to ask him to move some of the CPC's funding into different CPC accounts.

LD distributed and reviewed the following documents related to the CPC's accounts:

- "Ledger History - Allocated Summary - Expenditure Ledger for Fiscal Year 2022"
- "Ledger History - Allocated Summary - Expenditure Ledger for Fiscal Year 2023"
- "Ledger History - Allocated Summary - General Ledger for Fiscal Year 2022"
- "CPC Accountant Worksheet"

In her review of the documents, LD noted figures indicating money that can be returned that was not needed for approved and completed projects.

A discussion ensued on the money from cancelled projects and what to do with that money. LD distributed a print-out of an email exchange she had with Stuart Saginor of the state's Community Preservation Coalition, subject heading, "Question about canceled project monies." LD read the email out-loud, and noted Mr. Saginor said there is no state statute dictating what a town should do with unspent CPC project funding; it is up to the town.

A discussion ensued on whether there is a town bylaw addressing what to do with unspent CPC project funding. Questions raised included: Does the unused money go back into the General Fund? The CPA account? The answer: it goes back to the source of the funding, for example: the Undesignated Fund Balance, the Open Space account, etc.

LD said Stuart's guidance also indicated that if the unspent project funding came from two different accounts, then it should be returned to the most restrictive account. A discussion ensued on developing a process for doing this, and how to include this information in the Annual Town Meeting warrant articles.

LD noted Town Financial Assistant Erin Degnan has been doing an excellent job at sending LD financial information about the CPC's accounts on a regular basis.

LD continued reviewing the ledgers she distributed, and the CPC's procedures.

LD noted highlights of the CPC's recent work regarding finances:

The CPC reviewed the latest budget paperwork.

The CPC clarified issues with unspent / cancelled project funding.

The CPC acknowledged the accounting process is still a work-in-progress, but the Town Accountant has made tremendous progress.

- The Northfield Elementary School Project

LD announced this project has been completed, and there is money left over. A discussion ensued on

what to do with it, with an acknowledgement that records are sparse and do not indicate from which fund the money came. The consensus was to return the unspent money to the Undesignated Fund.

MOTION BY BE TO MOVE THE NORTHFIELD ELEMENTARY SCHOOL NORTH ENTRANCE MONEY, IN THE AMOUNT OF \$25,180.17, BACK INTO THE UNDESIGNATED FUND. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

- Leftover Funding from the Northfield Historical Museum Painting Project

LD recommended waiting until a future meeting to vote on what to do with the leftover money from the museum painting project because she needs to find the records on which fund, or funds, the money came from. This will ensure the money is returned properly as per the recent guidance.

- CPC Membership Dues

LD shared and reviewed a document, "Community Preservation Coalition Dues Notice." She noted the CPC pays annual dues to the Coalition, which grants the CPC access to helpful state-level people like Stuart Saginor. The dues are \$300.

MOTION BY TM TO PAY, FROM THE ADMINISTRATIVE FUND, \$300 FOR THE COMMUNITY PRESERVATION COALITION ANNUAL DUES. RC SECONDED. MOTION CARRIED UNANIMOUSLY.

V. BYLAWS UPDATE

LD shared and reviewed a document, "Town of Northfield Community Preservation By Law" [sic]. She gave an update on the ongoing issue of the town having no Housing Authority, thus having no HA member to send to the CPC, and whether the bylaws should be changed to designate a member of the Council on Aging to perform these duties since that makes the bylaws consistent with what has actually been happening. This was an oversight.

LD noted Deb Lanou, who is the CoA's representative to the CPC, was appointed by the Selectboard as the CoA's representative to the CPC. LD also reported Ms. Lanou said the CoA supports the bylaw change.

LD reviewed the process for changing the bylaws: first it is reviewed and approved by Annual Town Meeting, then it is submitted to the Attorney General for their approval.

LD read the new wording on the relevant portion of the bylaws: "One member of the Council on Aging as designated by the Council on Aging to act in the capacity of, or perform like duties of, a member of a Housing Authority."

A discussion ensued on developing a "policies and procedures" book for the CPC.

MOTION BY BE THAT THE MAKE-UP OF THE CPC INCLUDES ONE MEMBER OF THE COUNCIL ON AGING, AS DESIGNATED BY THE COUNCIL ON AGING, ACTING IN THE CAPACITY OF THE NON-EXISTANT HOUSING AUTHORITY. TM SECONDED. MOTION CARRIED UNANIMOUSLY.

VI. CPA PLAN - UPDATES OR REVISIONS NEEDED?

The consensus was: no revisions necessary.

LD wants to change the application to read, "nine copies," to reflect the number of members the CPC should have. She also wants to change the due date for next year's applications to January 17th.

VII. FALL CPA INFORMATIONAL FORUM

A discussion ensued on the location and date. The forum is planned to take place in the Town Hall Auditorium on Wednesday, November 16, at 6:30pm.

VIII. OTHER UNANTICIPATED BUSINESS

BE requested a future meeting agenda include a discussion on establishing a Housing Authority of some sort. He said several members of his church have indicated they are having housing challenges, such as needing to install a wheelchair ramp. He said the town can help residents with these challenges, and asked CPC members to discuss how this can be achieved. RC said she supports this, and would like the information to be ready to present at the Fall CPC Forum.

LD said she would speak to someone at the FRCOG for guidance and information. She noted the state CPC site, communitypreservation.org, is available for anyone to use to research projects funded state-wide, and it is searchable. Thus, someone could look up "wheelchair ramps for a residence." BE said he will do this research and share his findings with the other CPC members.

TM said the Franklin County Regional Housing Authority is interested in what the Northfield CPC is doing with housing. A discussion ensued.

IX. SCHEDULE NEXT MEETING DATE

The next CPC meeting is on Tuesday, October 4th, at 7pm.

LD thanked MK for taking back-up minutes in case the recording did not work and the proceedings could not be shared with the Boards Recorder.

X. ADJOURN

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

The meeting adjourned at 8:30pm.

Documents presented:

- "Ledger History - Allocated Summary - Expenditure Ledger for Fiscal Year 2022"
- "Ledger History - Allocated Summary - Expenditure Ledger for Fiscal Year 2023"
- "Ledger History - Allocated Summary - General Ledger for Fiscal Year 2022"
- "CPC Accountant Worksheet"
- Print-out of email conversation with Stuart Saginor of the state's Community Preservation Coalition, subject heading: "Question about canceled project monies."

- "Community Preservation Coalition Dues Notice."
- "Town of Northfield Community Preservation By Law" [sic]

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

10-24-23

- APPROVED FOR POSTING
The Mayor