

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

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

Members Absent: Tammy Pelletier

Others in Attendance: none

I. WELCOME

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

LD took attendance.

II. APPROVAL OF AUGUST 31ST MEETING MINUTES

LD announced that because of an error on the agenda, which warned that the CPC would approve the October 31 meeting minutes, the CPC could not approve the August 31 meeting minutes because it had not been properly warned. LD tabled approving the August 31 meeting minutes until the next CPC meeting.

LD asked if anyone had amendments to the August 31 meeting minutes so they could be noted while the meeting was still fresh in people's memories. There were none.

III. BUDGET UPDATE

LD announced there had been no changes to the budget since the last meeting; thus, there was no update.

IV. DISCUSS WAYS OF PROMOTING / FACILITATING USE OF AFFORDABLE HOUSING FUNDS

LD said she received an email from a Pioneer Valley real estate agent offering his help with the affordable housing issue.

BE shared a document, which was a pamphlet with the title, "The CPA Work in Small Towns." BE said he did some research on what other towns are doing about affordable housing funds.

BE shared a document, which was a booklet he made that incorporated four articles related to CPA affordable housing projects, with one article addressing possible block grants for affordable housing.

A discussion ensued on different options for the CPC to address affordable housing funds.

A discussion ensued on drafting a statement to give to the Selectboard and to Town Administrator

Andrea Llamas to include what is missing in the subject of affordable housing for Northfield, and what other towns are doing about their own affordable housing and the related funds. This statement will be the first step toward establishing some sort of program or process for using the funds.

A discussion ensued on the Neighbors at Home program specifically to address the needs of elderly Northfield residents who need affordable housing.

A discussion ensued on whether Northfield has a Town Housing Plan, or a Comprehensive Housing Study, as part of its Master Plan. This is a state requirement. SS will follow up with Andrea on this.

LD reported the affordable housing funding that's currently available is \$27,000.

A discussion ensued on possible matching grants for affordable housing funding.

V. FALL CPA INFORMATIONAL FORUM ON NOV. 16 — APPROVE SPENDING FOR ADS IN THE RECORDER

LD announced the Fall CPA Informational Forum will take place on November 16 at 6:30pm in the Town Hall Auditorium. LD explained what the forum is, why the CPC has it, when it is, and how it must be advertised. This is per statute.

MOTION BY TM TO SPEND NOT MORE THAN \$125 ON TWO INFORMATIONAL ADS REQUIRED TO BE PUBLISHED IN THE NWSPAPER WITHIN TWO WEEKS OF THE FORUM SESSION. BE SECONDED.

Discussion: TM asked whether the \$125 was per ad, or for both of them. LD responded: it is for both of them.

MOTION CARRIED UNANIMOUSLY.

MK recommended the notices make it clear that affordable housing funds will be part of the CPA forum's discussion.

VI. OTHER UNANTICIPATED BUSINESS

There was none.

VII. SCHEDULE NEXT MEETING DATE

A discussion ensued on whether the CPC should meet in January to review CPA proposals, or sooner. The consensus was to have a brief meeting at 6pm, right before the CPA Informational Forum, to discuss progress on the affordable housing research.

The tentative date for the next full meeting, where the CPA proposals will be reviewed, is January 19, 2023 at 7pm.

LD reviewed the CPA proposal review process.

A discussion ensued on whether to approve the August 31 meeting minutes sooner than the January 19

meeting. She said that if it's necessary to approve the minutes before then, the CPC could call an emergency meeting just to approve the minutes.

X. ADJOURN

MOTION BY DL TO ADJOURN. SS SECONDED. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 7:52pm.

Documents presented:

- Pamphlet: "The CPA Work in Small Towns."
- Booklet incorporating four articles related to CPA affordable housing projects.

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

10/24/23 - approved for posting
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