

COMMUNITY PRESERVATION CMTE (CPC)
JAN 31, 2017 7 PM
TOWN HALL

MINUTES

Present: Tony Matteo, Robin Conley, Tammy Pelletier, Lara Dubin, Ted Thornton, Carol Lebo
Absent: Rhoda Yucavitch
Guest: Robert Hall

Meeting was called to order at 7:05 p.m.

Tony announced that agendas will be posted on the town website and will also probably be emailed prior to meetings. He also stated that he is not the official chair, and elections were held. Tony was elected as chair 5-0-0 and Robin was elected as sec'ty 5-0-0.

Every member received a copy of the Town of Northfield Community Preservation Plan guidebook, and members were asked to familiarize themselves with it. We then discussed our membership. The Community Preservation Committee is a 9-member board consisting of representatives from various town committees and two at-large members. The present cmte is as follows: Tony Matteo, Finance Cmte; Robin Conley, Open Space Cmte; Carol Lebo, Historical Commission; Ted Thornton, Council on Aging; Tammy Pelletier, Planning Board; Rhoda Yucavitch, at-large; and Lara Dubin, at-large. A member contact sheet was distributed.

Tony informed the committee of CPA's funds. The CPC was established at a 3% surcharge rate its first year and received matching state funds. At Town Meeting the surcharge was subsequently voted in at 0.5% and we do not receive matching state funds. A goal is to get the surcharge back to 3%. The town presently gets \$30,000/year. 10% (\$3,000/yr) goes to Open Space/Recreation; 10% (\$3,000/yr) goes to Historical Preservation; 10% (\$3,000/yr) goes to Community Housing; and 5% (\$1,500/yr) goes to administrative costs. All remaining monies go into an undesignated fund. Last fiscal year the funds were just under \$29,000.

Available funds are as follows (rounded to nearest dollar):

Open Space	\$ 5,712
Historical Preservation	\$ 3,048
Community Housing	\$ 13,807
Undesignated	\$128,832

There are also encumbered funds from projects that were completed with funds left over, projects that were abandoned, and one project that has not begun. \$2,718 is left over from the evaluation of the Town Hall exterior. \$2,000 was not spent on a project to get water to a cemetery. Dickinson Memorial has voted to not pursue the \$1,800 fire-proof storage unit. And there is \$1,152 left over

from the Historical Barns of Northfield booklets. \$6,000 is set aside for repairs to First Parish Church foundation. We discussed procedures for transferring encumbered funds back into the CPC fund. Tony will request chairs of the respective committees to submit written letters to the Town Administrator to release the encumbered funds.

The CPC voted 6-0-0 to pay \$300 annual dues to the Community Preservation Coalition.

Minutes of the last meeting held in June were reviewed and approved 6-0-0.

Tony informed us that \$100,000 that had been set aside for Open Space is no longer active.

The CPC continues to need to present a public forum. The forum was delayed due to a non-quorum membership last year.

Next meeting is scheduled for Wednesday, February 14 at 7 PM at Town Hall when we will discuss the two project proposals. Each member rec'd copies of the submitted proposals and asked to review them. Tammy inquired how the CPC is expected to contribute towards projects, and Tony replied that CPC is considered "seed money" for projects to get underway. Tony also distributed handouts to help determine project eligibility (attached). Robin will contact Deb Kern and Kathy Wright and invite them to the next meeting where they have to opportunity to verbally present their proposals and answer questions from CPC members. CPC will discuss the proposals after the guests leave.

Meeting was adjourned at 8:07 PM.

Submitted by Robin Conley 