

**COMMUNITY PRESERVATION COMMITTEE
TUESDAY, JANUARY 24, 2023
REGULAR MEETING - 7:00PM
TOWN HALL EOC ROOM
MEETING MINUTES**

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

Members Absent: none

Others in Attendance: Meg Livingstone

I. WELCOME

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

LD welcomed Meg Livingstone, whose nomination as the CPC representative from the Council On Aging, is being formalized by the Selectboard. Thus, she is not a voting member during this meeting.

***II. APPROVAL OF AUGUST 31, 2022; OCTOBER 11, 2022; AND NOVEMBER 16, 2022
MEETING MINUTES***

**MOTION BY RC TO ACCEPT THE MINUTES OF AUGUST 31, 2022. BE SECONDED.
MOTION CARRIED 6-2, WITH TP AND SS ABSTAINING.**

**MOTION BY RC TO ACCEPT THE MINUTES OF OCTOBER 11, 2022. SS SECONDED.
MOTION CARRIED 7-1, WITH TP ABSTAINING.**

A discussion on the November 16 meeting minutes ensued. TM asked to amend the minutes to indicate he was present at the meeting.

**MOTION BY BE TO ACCEPT THE MINUTES OF NOVEMBER 16, 2022 AS AMENDED. TM
SECONDED. MOTION CARRIED 6-2, WITH TP AND RC ABSTAINING.**

III. BUDGET UPDATE

LD distributed the current CPC financial statement, which includes the budget and the expenditures ledger.

LD explained what is included in the expenditures ledger.

TM asked if the current financial statement includes the November distribution of the commonwealth funds to Northfield. LD said she did not know, but would find out from the accountant.

LD read the amounts in each CPC fund. They are as follows:

- Open Space: \$2,882
- Historic Preservation: \$2,160. LD noted the figure shown in the budget is inaccurate because it does not include the money being returned from the painting project. She is working with the accountant to develop a better system for when funds are returned and how to reallocate them into the budget.

- Affordable Housing: \$32,607
- Reserves: \$18,200. LD noted that at the end of the Fiscal Year, what is left in Reserves go into the Undesignated Fund.
- Undesignated Fund: \$85,898

A discussion ensued on the leftover funds from previous projects. LD said she will ask the accountant about the exact amount of leftover funds, and from which category they came, so the CPC can then decide in which category/categories to return those funds.

LD notes that, unlike some other committees, the CPC's unused funds roll over into the next Fiscal Year.

A discussion ensued on current projects, their status, and whether they have spent all of their CPA funding.

IV. REVIEW AND DISCUSS CPA PROJECT APPLICATIONS

1. Repair the historic fireplace — Janice Newton

A discussion ensued on this application. Highlights included:

- This application is incomplete, but LD wants CPC members to reach out to Ms. Newton to help her complete the application and understand the process.
- LD gave details and history of correspondence with Ms. Newton.
- MK gave details about the historical relevance of the fireplace's location.
- RC agreed to talk to Ms. Newton to help her prepare and properly apply; MK will help once RC makes the initial contact.
- This application will not be considered this year because it is incomplete.

2. Senior Center shed and grill — Council On Aging

A discussion ensued on this application. Highlights included:

- LD gave an update on the previous shed project, and noted that because the Council On Aging reorganized, there were challenges with its previous proposed location, and the type of shed was not fully determined, this project was on hold.
- Now the shed is to be made of wood, and the COA would like to add a grill to the project.
- There was some dissent on whether the grill should be included.
- LD reminded CPC members that they must determine whether to approve a project using qualification guidelines.
- Is this application appropriate for CPA funding? The consensus was yes, especially for the grill's community-building potential.
- The shed's location and design is still to be determined.
- The shed will need approval from the Building Inspector and the Selectboard. It will also be helpful to get a statement of support from the Recreation Commission, and others.
- CPC members would like more information on whether other groups can use the grill.
- Does the project's cost include footings for the shed? More information is needed.

MOTION BY BE TO INVITE THE COUNCIL ON AGING BACK FOR A DISCUSSION ON THE SHED AND GRILL PROPOSAL. LM SECONDED. MOTION CARRIED UNANIMOUSLY.

LD explained the parameters of the conflict of interest restriction vis-a-vis CPC members voting on projects submitted by groups of which they are members. Unless the CPC member, or their family, stands to profit from the project, the CPC member can vote on the project and does not have to recuse themselves.

3. Field Library Sign Replacement — Ladies Benevolent Society

A discussion ensued on this application. Highlights included:

- The CPC has already determined that the Field Library qualifies as "historic," because the CPC has previously approved for CPA funding for projects at this site.
- The sign qualifies, too, because it announces the location of a historic and community site.
- The Ladies Benevolent Society owns the sign, but a private person owns the building and the property. The CPC would like a document from the building/property owner that they approve of this project.
- The CPC would like to ensure the new sign is made from historically-appropriate materials.

MOTION BT TM TO INVITE THE LADIES BENEVOLENT SOCIETY TO DISCUSS THE NEW SIGNAGE ON THE FIELD LIBRARY BUILDING. TP SECONDED. MOTION CARRIED UNANIMOUSLY.

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

VII. SCHEDULE NEXT MEETING DATE

The next CPC meeting, which will include the Q&A session with project applicants, is at 7pm on Tuesday, February 7, in the Town Offices EOC room.

VI. OTHER UNANTICIPATED BUSINESS

A discussion ensued on affordable housing updates. BE said he will speak to someone at Loaves & Fishes for ideas on affordable housing, and to do outreach for the affordable housing potential funding.

VIII. ADJOURN

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

The meeting adjourned at 8pm.

DOCUMENTS PRESENTED:

- The current CPC financial statement.

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

Approved 1/11/2024

Lara Dubin CPC CHAIR