

**COMMUNITY PRESERVATION COMMITTEE****MEETING MINUTES****Monday, April 08, 2019****I. WELCOME & OVERVIEW**

Adam Gaudette, Town Manager welcomed and thanked residents for serving on the newly established Community Preservation Committee. Mr. Gaudette briefly explained with local adoption of the Community Preservation Act (CPA) the town will create and maintain a separate account with the (1%) surcharges collected. The Committee will be responsible for preparing a Community Preservation Plan and present warrant article(s) at future Town Meetings where funds may be designated and used for Open Space, Historic Resources and Housing.

R. Gary Bechtholdt II, Town Planner noted he has been asked to assist the Community Preservation Committee. Mr. Bechtholdt explained that he will coordinate a training workshop with the Community Preservation Coalition, a partnership of Massachusetts affordable housing, land conservation and preservation non-profits designed to help municipalities understand, adopt and implement the CPA. Additionally, the Coalition will conduct a staff training session with the Town Accountant, Town Assessor, Town Planner, Town Treasurer, and other municipal departments.

Mr. Bechtholdt explained, like other boards and committees the Community Preservation Commission will need to post agendas and file meeting minutes with the Town Clerk. The Committee shall also designate a Chair, Vice Chair and Clerk, noting the Clerk would be responsible for taking meeting minutes.

**II. COMMUNITY PRESERVATION COMMITTEE MEMBER SWEARING-IN**

Linda Zywiec, Assistant Town Clerk was present to swear-in Community Preservation Committee members.

The following members took the oath to serve on the Community Preservation Committee: Harry Berkowitz; Rainer Forst; Glenn King; Mike LeBrasseur; Barbara McNamee; John O'Brien; and Wendy Timmons.

Gerry Ouillet, Jr and Michael Proto were not in attendance and will need to be sworn-in prior to their participation in future meetings.

**III. COMMUNITY PRESERVATION COMMITTEE MEMBER INTRODUCTIONS**

Committee members introduced themselves. Mr. Bechtholdt noted the Committee is comprised of nine (9) members consisting of representatives from the Housing Authority, Planning Board, Historical Commission, Conservation Commission, School Committee, Playground & Recreation Committee, and

three (3) members at-large appointed by the Board of Selectmen. A quorum of a minimum of five (5) members (majority) would be required to conduct meetings.

Mr. Bechtholdt explained with the assistance of Sharon Susienka, Executive Assistant to the Town Manager, a page on the town's website has been created for the Community Preservation Committee where meeting agendas, meeting minutes and other information will be posted online.

Mr. Bechtholdt asked the Committee if Monday evenings (6:00 PM) generally worked for meetings or if another day during the week may be better; consensus indicated Mondays at 6PM are preferred. Mr. Bechtholdt suggested the frequency of meetings (once a month, twice a month, every other month) will depend on the Committee and what specific initiatives are being considered. For instance, if an article is to be considered at a Town Meeting the Committee may need to meet more frequently.

#### IV. M.G.L. CHAPTER 44B

Mr. Bechtholdt explained the purpose of this initial meeting was simply to have Committee members meet one another and to briefly review role and responsibility of the Community Preservation Committee.

Mr. Bechtholdt distributed copies of the Mass General Law provision (CH 44B), noting same has been uploaded online and may be viewed from the Northbridge Community Preservation Committee webpage.

Mr. Bechtholdt also provided copies of the Town of Northbridge Community Preservation Committee Bylaw (same included on the NCPC webpage). The bylaw consists of the following: Establishment, Duties, Requirement for a Quorum and Cost Estimates; Amendments; Severability; and Effective Date.

#### V. OLD/NEW BUSINESS

Mr. Bechtholdt noted he will contact the Community Preservation Coalition to schedule the staff training and workshop on CPA and how other towns have used CPA funds.

Mr. Bechtholdt will provide Committee members with a couple of meeting dates (Monday evenings) to arrange for a time when the Coalition can hold their training and workshop.

John O'Brien asked if the Committee could organize this evening (Chair, Vice Chair & Clerk). Committee members decided not to appoint Chair, Vice Chair and Clerk at this time, noting two (2) members were not present.

#### VI. ADJOURN MEETING

Once a date/time is confirmed for the Community Preservation Coalition workshop a meeting agenda will be posted with the Town Clerk.

83 Having no additional business, the Committee adjourned its meeting of April 08, 2019 at or about 6:45 PM.

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85 Respectfully submitted,

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88 R. Gary Bechtholdt II

89 Northbridge Town Planner

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91 Cc: Town Clerk

DRAFT