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COMMUNITY PRESERVATION COMMITTEE

MEETING MINUTES

Monday, February 24, 2020

NORTHBRIDGE TOWN CLERK
DOREEN A. DEBRUNE

Recognizing the presence of a quorum Glenn King, Chair called meeting to order at 6:00 PM, with John O'Brien, Barbara McNamee, Rainer Forst, and Harry Berkowitz in attendance. Michael Proto, Brian Paulus and Wendy Timmons were absent. R. Gary Bechtholdt II, Town Planner was also present. Mr. King indicated that he would contact Wendy Timmons as she has missed numerous meetings.

I. APPROVAL OF MEETING MINUTES
December 02, 2019

Motion was made by H. Berkowitz and seconded by R. Forst to approve the December 02, 2019 meeting minutes. Motion was carried unanimously.

II. COMMUNITY PRESERVATION COALITION
Membership Dues -Invoice

Upon motion duly made by H. Berkowitz and seconded by B. McNamee the Committee authorized payment (\$875.00) for the Community Preservation Coalition annual membership. Motion was carried unanimously. G. King suggested the annual fee is well worth the membership, noting he has had multiple conversation with the Coalition, adding they have been very helpful in guiding us through the process. Committee members agreed.

III. CPA ADMINISTRATION (Town-level)

G. King explained to the Committee that he spoke with the Community Preservation Coalition, acknowledging a Town Planner may serve as Administrator and would be eligible for CPA funds allocated for administration (expenses). G. King also noted that he spoke with the Town Manager, who would support the CPC in selecting the Town Planner to serve as CPC Admin.

Upon motion duly made by B. McNamee and seconded by H. Berkowitz the Committee designated R. Gary Bechtholdt II, Town Planner as its CPC Administrator. Motion was carried unanimously.

G. Bechtholdt suggested as the CPA funds grow and the Committee (Town) becomes more established and is at a point where they are actively taking in and reviewing applications (projects) it may make sense for the Committee to hire someone else dedicated to review and actively seek applications for potential projects. Committee members may revisit this arrangement on an annual basis.

Committee members agreed to have G. King talk with the Town Manager about setting the stipend amount for the Administration position (\$2500-\$3500) for this fiscal year (FY2020). G. Bechtholdt reminded the Committee the administration budget line item also includes legal fees, Town Counsel, mailings, etc.

IV. COMMUNITY PRESERVATION PLAN

Glenn King noted that he met with the School Committee, Playground & Recreation Committee and the Board of Selectmen to update them on the CPA -Community Preservation Act. Informing them that the CPA provides a source of funds for accomplishing goals (housing, historic, open space & recreation) and explained how it works.

G. King indicated that he still needs to meet with the Housing Authority, Historic Commission and Conservation. B. McNamee (Conservation rep) suggested Mr. King could meet with the Conservation Commission on April 01, 2020. G. King will coordinate with J. O'Brien (Housing rep) on a meeting date with the Housing Authority and would need to contact the Historic Commission.

G. King explained that he provided the CP Coalition with the initial draft of the Community Preservation Plan, noting they had some suggestion that could be incorporated in the Plan.

V. OLD/NEW BUSINESS

2020 Spring Annual Town Meeting (Tuesday, May 05, 2020)

Point of information -no discussion.

2020 SATM Warrant Closes Friday, March 06, 2020

Point of information -see discussion/vote below (Warrant Articles)

Public Informational Hearing -Community Preservation Plan

Town Planner to coordinate with Planning Board to co-host informational hearing on the preparation/adoption of the town's Community Preservation Plan (scheduled for Tuesday, April 14, 2020)

Vote to Sponsor Warrant Article(S)

Upon motion duly made by (H. Berkowitz) and seconded by (R. Forst) the Committee voted to sponsor the following warrant articles for the 2020 Spring Annual Town Meeting:

(Article A) To see if the Town will vote to appropriate or reserve for future appropriation from the Community Preservation Fund annual revenues in the amounts recommended by the Northbridge Community Preservation Committee for community preservation projects and other expenses for the Fiscal Year 2021, with each item to be considered a separate appropriation, or take any other action relative thereto.

Reserves:

- a) From FY2021 estimated revenues for Historic Resources Reserve -the sum of \$ _____
- b) From FY2021 estimated revenues for Community Housing Reserve -the sum of \$ _____
- c) From FY 2021 estimated revenues for Open Space & Recreation Reserve -the sum of \$ _____
- d) From FY 2021 estimated revenues for Budgeted Reserve -the sum of \$ _____

(Article B) To see if the Town will vote to appropriate the sum of \$ _____ or any other sum, from the Community Preservation Fund reserves to the Northbridge Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act, including but not limited

to clerical assistance, office supplies, property surveys, appraisals, attorney fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2021, or take any other action relative thereto.

Motion was carried unanimously.

In taking such action, the Committee acknowledged said sums shall be determined/confirmed by the Town Accountant based upon local surcharge revenues and contributed State-match. The exact wording of the warrant article(s) may be altered as may be required by Town Counsel. The Community Preservation Committee shall offer its recommendation with specific dollar amounts prior to Town Meeting.

Scheduling of next meeting(s)

Community Preservation Committee to meet next on Monday, April 06, 2020 to offer its recommendation on the two (2) Warrant Articles for the 2020 Spring Annual Town Meeting and Tuesday, April 14, 2020 for an informational public meeting (with Planning Board) to review DRAFT Community Preservation Plan and take input from the public.

VI. ADJOURNMENT

H. Berkowitz motioned and seconded by B. McNamee to adjourn at or about 6:35 PM. Motion was carried unanimously.

[Prepared by John O'Brien, Clerk]

Respectfully submitted by,


R. Gary Bechtholdt II, Town Planner

Date approved: 06/08/2020

Cc: Town Clerk

