
COMMUNITY PRESERVATION COMMITTEE

MEETING MINUTES

Monday, June 07, 2021

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A Section 18 and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings of the Northbridge Community Preservation Committee shall be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided in the Order.

I. CALL MEETING TO ORDER

Roll-Call Attendance

Recognizing the presence of a quorum Glenn King, Chair called meeting (via ZOOM) to order at 6:30 PM; with Rainer Forst, Barbara McNamee, Lenny Smith, Harry Berkowitz, and Michael Proto in attendance; John O'Brien and Brian Paulus were absent. R. Gary Bechtholdt II, Town Planner/CPC Admin and Neil Vaidya, Town Accountant were also in attendance. One Member at-large vacancy remains.

G. King noted Brian Paulus was recently replaced by Erin Donahue, who will serve as the School Committee representative on the Committee. Mr. King indicated he would reach out to Ms. Donahue.

II. APPROVAL OF MEETING MINUTES

May 03, 2021

Upon motion duly made (H. Berkowitz) and seconded (B. McNamee) the Community Preservation Committee voted to accept meeting minutes of May 03, 2021; vote was unanimous.

III. COMMUNITY PRESERVATION PLAN (April 2021)

Application Timelines; Review & Procedures

G. Bechtholdt reminded Committee members of the timelines described in the Community Development Plan for applicants to submit pre-application and applications, noting pre-applications should be received by August/September with project applications due October 01. Mr. Bechtholdt suggested the Chair and perhaps another member attend an upcoming Board of Selectmen meeting to publicize the solicitation of pre-application submittals and to also provide a general overview on CPA.

M. Proto indicated the Playground & Recreation Committee is planning to submit a pre-application in the coming weeks.

IV. OLD/NEW BUSINESSCorrespondence & Communications

None received.

Land Appraisal -Status/Update

Committees reviewed its expense budget balance for FY2021; which was set at \$9,573.00 (\$3,000 for Admin; \$152.89 for public hearing legal ad; & \$875.00 for Community Preservation Coalition membership/dues), leaving a balance of \$5,545.11. G. Bechtholdt provided an overview of the procurement process (solicitation for services) and reviewed responses (price quotes) received from two (2) appraisal firms: LandVest, Inc.

(\$12,500) and Avery Associates (\$6,500) for an independent appraisal of the Castle Hill Farm property. G. Bechtholdt explained the Planning Board in action taken (May 25, 2021) authorized utilization of a portion of its remaining FY2021 Expense balance to assist with covering the cost for land appraisal. *Upon motion duly made (H Berkowitz) and seconded (R Forst) the Committee voted (6-0) to engage the services of Avery Associates to perform property appraisal of Castle Hill Farm in the amount of \$6,500.* G. Bechtholdt noted he would prepare a vote, inform both appraisal firms, finalize a contract agreement, and notify the property owner.

CPA Fund -Account Balances for FY2022 (Town Meeting)

N. Vaidya, Town Accountant and G. Bechtholdt, CPC Admin noted passage of Articles 10 & 11 at the 2021 Spring Annual Town Meeting as recommended by the Committee. G. King indicated the state match may be higher than in years past. G. Bechtholdt suggested once funds are being expended a committee member should be tasked with keeping account of budget reserves, etc. where after confirming with Town Accountant report back to the Committee each month.

CPA Administration Services -Vote to Amend/Reauthorize

Upon motion duly made (B McNamee) and seconded (H Berkowitz) the Committee voted (6-0) to re-authorize the Town Planner (G Bechtholdt) to serve as CPA Admin for an annual stipend of \$3,500.

Vacancy -Member at-Large

G. Bechtholdt indicated the Committee still has a vacancy (Member at-Large) and asked members if they could have their individual committee/boards consider re-appointment/appointment prior to the next scheduled meeting of this committee. H Berkowitz indicated that he did received/returned notice from the Town Manager indicating his desire for re-appointment (serving as member at-large). G. Bechtholdt suggested at the next meeting members review their appointment status.

Scheduling of Next Meeting

G. King noted the order suspending certain provisions of the Open Meeting Law will expire prior to the next meeting, where in-person meetings will be required. G. Bechtholdt indicated that he would coordinate a meeting location (Town Hall or Town Hall Annex) with the Town Manager's Office. Mr. Bechtholdt advised that all persons not fully vaccinated are to wear facemasks while in Town Hall and other town buildings. The next meeting of the Committee is scheduled for Monday, July 12, 2021 (6:30 PM).

VI. ADJOURN MEETING

Having no additional business, the Community Preservation Committee adjourned its meeting at 7:00 PM.

Respectfully submitted by,

R. Gary Bechtholdt II, Town Planner

Date approved: _____

Cc: Town Clerk