

## COMMUNITY PRESERVATION COMMITTEE

RECEIVED

MEETING MINUTES  
Monday, December 02, 2019

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

**I. APPROVAL OF MEETING MINUTES**

November 04, 2019

Motion was made by M. Proto and seconded by H. Berkowitz to approve the November 04, 2019 meeting minutes. Motion was carried unanimously.

**II. COMMUNITY PRESERVATION COALITION**

Glenn King explained to Committee members that the Community Preservation Coalition offers technical assistance through its membership program, noting the Coalition provides complimentary assistance to all new CPA communities until their local Community Preservation Committee is organized. At that time, communities are asked to join the Coalition. The amount each community pays is based on a sliding scale; for Northbridge it would \$875. Mr. King felt it was worth it to join the Coalition and expressed support. Harry Berkowitz and others agreed.

Motion made by H. Berkowitz and seconded by B. Paulus to join the Community Preservation Coalition Membership Program. The vote was unanimous.

Mr. King will contact Stuart Saginor from Community Preservation Coalition to inform him of Northbridge's intentions to join the membership program. Mr. Bechtholdt indicated that he would assist in filling out the necessary documents and process the payment on received.

**III. CPA ADMINISTRATION (Town-level)**

Glenn King suggested the Committee has three (3) options when it comes to town-level administration (preparing agendas, posting meetings, filing meeting minutes, assisting residents, processing applications, etc.): 1.) become self-sufficient, 2.) hire someone or 3.) have the Town Planner take on this role via stipend. Committee members noted they appreciated the assistance the Town Planner has provided thus far and felt it made sense to maintain moving forward.

Mr. Bechtholdt indicated he would be willing to do so, however suggested the Chair contact Stuart Saginor from the Community Preservation Coalition first to confirm if this was permissible under the CPA. Mr. Bechtholdt explained that the Committee would need to establish a budget for the position and should prepare a job description; Committee members agreed. Mr. King will contact the Mr. Saginor from the Coalition regarding the administration position and follow-up with the Town Manager and the Committee accordingly.

## IV. COMMUNITY PRESERVATION PLAN

Glenn King reviewed with the Committee the DRAFT Community Preservation Plan and application (see attached). Mr. King noted he received initial comments from Rainer Forst (absent) and will add the email address for the Committee (cpc@northbridgemass.org). Mr. King will review the recently provided Subsidized Housing Inventory (SHI) prepared by Massachusetts Department of Housing & Community Development and incorporate data into the Housing section of the Community Preservation Plan.

Committee members indicated it may be helpful to identify potential areas for Open Space (such as Castle Hill Farm, Krolls Farm and Szerlag). Mr. Bechtholdt suggested as part of the public hearing/forum process of adopting the Community Preservation Plan residents may identify specific sites and initiatives to be included under Open Space, Historic, Recreation, and Housing.

Mr. King offered to meet with the various boards and committees to help explain the purpose of the Community Preservation Plan and seek their input. Brian Paulus (School Committee representative) and Michael Proto (Playground & Recreation representative) will coordinate with Mr. King dates/times of upcoming meetings of the School Committee and Playground & Recreation Committee. Mr. Bechtholdt will get Mr. King in contact with Kenneth Warchol, Chair of the Northbridge Historical Commission to schedule a time/date to meet with the Historical Commission. Mr. King indicated that he is willing to also meet with the Board of Selectmen to provide them with an update and solicit their input as well. Mr. Bechtholdt suggested the Planning Board could co-host the public hearing/forum with the Community Preservation Committee to seek input from the residents (March 2020).

Mr. King will forward a copy of the DRAFT Community Preservation Plan and application to Stuart Saginor, Community Preservation Coalition for review and comment.

## V. OLD/NEW BUSINESS

Committee sought input from the Coalition on Chapter 61A land and other properties, specifically how to work with owners (if/when land is identified for acquisition that may or may not be currently for sale). Mr. King will also seek guidance on timelines for expending CPA funds appropriated at a Town Meeting (i.e. does the money need to be spent within a certain timeframe, within a fiscal year?). To allow opportunity for Mr. King to meet with the various town boards, the Committee decided not to meet in January. Next meeting scheduled for Monday, February 03, 2020 (6:00 PM).

## VI. ADJOURNMENT

H. Berkowitz motioned and seconded by M. Proto to adjourn at 6:50 PM.  
Motion was carried unanimously.

Respectfully submitted by,

  
R. Gary Bechtholdt II, Town Planner

Date approved: 02/24/2020

Cc: Town Clerk