

Town of Wenham

Community Preservation Committee
Meeting Minutes of October 5, 2015
Wenham Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Committee members, a meeting of the Community Preservation Committee (CPC) was held in the Selectmen's Meeting Room on Monday, October 5, 2015 at 7 PM

With a quorum present, Ms. Davis called the meeting to order at 7 PM

Committee Present: At-Large Members Harriet Davis, Chair; Patrick Waddell, Clerk; Kennon Anderson; Barbara Locke; Leo Maestranzi; Tom Starr

Town Representatives; Denis Curran, Joint Recreation Board; Conservation Commission; Vice Chair Virginia Rogers, Planning Board

Not Present: Arthur Burt, Wenham Housing Authority

Public Information:

Agenda

CPA Financial Information

Minutes – There were no minutes presented for approval.

Finance Director to report on funds expended including cemetery past due bill and funds available

Ms. Wills, Finance Director, was present to review the past appropriations and expenditures of the CPC Fund since 2006 when the Town Adopted the Act.

A CPA tracking spreadsheet was provided to the Committee and referenced during the update.

The current un-appropriated balance in the CPA Fund is \$1.58 Million

Open Projects were reviewed. The balance in open projects is \$855,967

Ms. Wills recommended some projects be closed out; any remaining balance would to back to the original funding source.

The Committee must vote to close out open projects that have been completed.

The Committee took action to close out the accounts under *New Business* on the agenda.

Ms. Wills reported that special legislature was received in June for the Town of Wenham to release and pay the \$30,000 appropriated for preservation work done on historical stones at the Wenham Cemetery that the Town could not previously pay when the project was not put out to bid as required by law.

Ms. Wills fielded questions regarding the CPA financials.

Ms. Wills provided the Committee with a document entitled *Community Preservation Fund Allowable Spending Purposes (G.L. c. 44B, Ch 5)*, which identified the four categories (Open Space, Historic Resources, Recreational Land, Community Housing), and the definitions and criteria for CPA funding.

This will be posted to the Town's web site with the application.

The Town Hall debt service payment was approved for FY 2016 at Town Meeting.

Ms. Wills informed the Committee that an Act approved by the Joint Revenue Committee to sustain CPC funding is in the early phases of the legislative process.

Wenham participates at the 3% surcharge level of the tax levy against real property and has received returns of up to 100%, with a minimum return of 49% in the past.

Mr. Curran noted the benefit of having the Finance Director present to explain the finances and answer questions.

Discuss scheduling of reports for FY 15 Recipients

The Committee discussed scheduling the recipients of FY15 CPC funds for an update on projects approved for CPC funding.

The person who signed the application would be asked to submit a summary / status / progress report on the project prior to speaking to the committee. Ms. Davis will follow up with the applicants prior to scheduling the presentations. It was later agreed that recipients submit a written report to the Chair by October 30, 2015, prior to making a presentation at the November meeting.

It was noted some applicants have not yet requested the appropriation.

Discuss goals for FY 16 recommendations

The First Church submitted an application last year (2015) for repairs to the historic clock tower after the deadline; this application remains viable for consideration for 2016.

The Church is requesting to amend the application.

The Committee observed this would be the first time they would have an application from a privately owned, religious (church) application and a review of the guidelines and regulations regarding such entities would need to be clarified before a decision is made by the CPC.

According to **Sections 5(a) through 5(c) of the CPA statute**, one of the Committee's responsibilities is to develop a Preservation Plan. The Committee initiated a list of goals for FY16:

- Continued historical headstone restoration of the Wenham Cemetery
- Affordable Housing Study
- Structure to house Enon One (antique) Wenham's first fire pump apparatus
- Tendercrop Farm – i.e. conservation restriction, town conservation purchase
- Discuss how to best measure community support of an application, and how to best determine if an application is in the best interest of the Town, before it is brought to Town Meeting.
- Review the application process for efficiencies
- Draft a plan to be proactive for future projects

Application Deadline

It was the consensus of the Committee that Friday, January 8, 2016 at noon be the deadline for submitting applications to Town Hall.

Discuss and adopt application process form and timeline to be posted on town website

Ms. Davis will work with the Finance Director to organize the CPA information and post updates on the Town's website. The Committee agreed that the *Allowable Spending Chart* be part of the application process with the applicant to identify under what section of the Act qualifies them to apply for CPA funds.

The Committee discussed Mr. Maestranzi suggestion to have a process for an unforeseen application – i.e. 61A or 61B properties and a Town acquisition. It was thought that the process allows the Committee to meet anytime and consider an application for a Special Town Meeting.

Discuss modifying bylaw to lengthen and stagger terms

Ms. Davis explained that all the appointed terms of the CPC expire on the same date, June 30, 2016, and suggested the undesignated terms be staggered terms. This would be in the form of a bylaw to be adopted at a town meeting.

Ms. Davis will speak with the Town Counsel regarding staggering terms and bring back a recommendation to the Committee.

New Business

Ms. Locke moved, and it was seconded, to close out the CPA accounts as recommended by the Finance Director including the Ballpark Improvement Account; Pleasant Pond Recreation Account; Afford Housing Study Account; War Memorial Park Account. The motion carried unanimously.

Ms. Rogers respectfully resigned as Vice Chair of the CPC as of next month.

Ms. Davis asked for nominations for Vice Chair. Ms. Rogers nominated Leo Maestranzi. There were no other nominations. Mr. Maestranzi accepted the nomination as Vice Chair.

Ms. Davis will continue to serve as Chair.

Mr. Waddell will continue to serve as the Secretary.

The reporter for the Hamilton Wenham Chronicle, Lucy Frederickson Sprague was present and talked to the Committee about information considered significant to be included in an upcoming article in October regarding the CPA.

Next Meeting Date

The Committee will meet on November 2, 2015.

Adjournment

The Committee unanimously adjourned at 8:23 PM

Respectfully submitted by

Catherine Tinsley
10.21.15