

Wrentham Community Preservation Committee Minutes
Wednesday February 28th 2018

Present: Chair Barry Kassler, Alex Leonard, Chuck Woodhams, Carol Mollica, Robin McDonald, Leo Immonen, Scott Manchuso, Mark Cuddy
Absent: Steve Langley

At 7:00 p.m. Barry Kassler called the meeting to order in the Bennett Gardens Meeting Room.

Barry informed the committee that a warrant article needs to be submitted for June 2018 town meeting. The warrant article needed would include the proposed CPC budget for fiscal year 2019. The warrant article would represent a budget estimate as final budget numbers will not be available until after the warrant article due date.

Leo Immonen made a motion to submit a proposed CPC budget based on estimated numbers for local revenues. The budget would allocate available CPA funding for fiscal year 2019 as follows: 10% for historical preservation, 10% for open space, 10% for housing, 5% for administrative expense, with the remaining 65% unrestricted. Motion seconded by Cuddy VOTE: unanimous.

Scott Manchuso reviewed a FAQ document drafted for posting on the CPC website.

Chuck Woodhams made a motion to accept as amended the FAQ document and to have the document posted on the website. Motion seconded by Mollica VOTE unanimous.

Scott shared with the committee an overview of information required to establish a CPC Facebook page. Scott received approval from the town administrator to establish a Facebook page and also reviewed the town policy that relates to Facebook and social media. Committee members suggested that documents may best be hosted on the CPC website, with links and messaging being posted on Facebook. Scott noted that the site can have multiple administrators, it was agreed at this time Scott and Chuck will both be assigned as administrators.

Leo Immonen made a motion to establish a Facebook page as presented by Scott. Motion seconded by Leonard VOTE unanimous.

Barry Kassler shared the town of Hamilton and the town of Stoughton's CPA funding request application. Barry presented a draft CPA funding application based on these examples. The draft application will be revised using the two part process similar to the town of Hamilton. This two part process includes part one, an eligibility screen, and a second part to be completed once it's determined the project is eligible for funding.

Leo Immonen made a motion to use the CPA funding request application presented by Barry as amended to include the two part process. Motion seconded by McDonald VOTE: unanimous.

Barry Kassler reminded committee members that an annual public hearing for community members to provide input and to ask questions regarding CPA funds is required. This hearing will be included as an agenda item for the May 23rd CPC meeting.

Robin McDonald suggested this might be a good time to consider hiring a person to assist with CPC administrative duties. A sample job description will be provided and reviewed at the March CPC meeting.

A motion was made by Scott Manchuso to accept the minutes of the Jan 24th meeting as amended. Vote: unanimous.

With no other business to come before the committee, at 8:48pm Chuck Woodhams made a motion to adjourn. Motion seconded by Cuddy VOTE unanimous.

The next meeting will be on March 28, 2018 at 7:00 p.m. in the Bennett Gardens Meeting Room.

Respectfully Submitted by,
Robin McDonald