

Wrentham Community Preservation Committee Minutes
Wednesday September 26th, 2018

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

At 7:03 p.m., Barry Kassler called the meeting to order in the Bennett Gardens Meeting Room.

A final draft of the Community Preservation Committee Administrative Assistant job description was shared with the CPC. Steve Langley made a motion to approve the job description as presented. Seconded, Vote: unanimously approved.

Barry Kassler shared the draft of the CPA funds application form and guidelines document. The committee reviewed and revised these documents. Chuck Woodhams made a motion to adopt the application and guidelines form with the revisions made at the meeting, seconded. Vote: motion approved 7-1-1. These approved documents will be shared with each town committee represented on the CPC and with any group or individual who has indicated interest in submitting an application. The application will be posted on social media and made available to the public as of September 27th 2018.

Barry Kassler will send the approved copies of the Administrative Assistant job description, the Guidelines for Project Application and the Application for funding to the town administrator.

Barry Kassler informed the committee that an application would be forthcoming from the Open Space Committee. The application would request funds to support an appraisal, survey and environmental survey for the Askin Property located at 2445 West Street.

Steve Langley made a motion to approve the June 27, 2018 and August 22, 2018 meeting minutes, seconded. Vote: approved unanimously

Under new business, Barry Kassler asked the CPC to consider an application for funding from the Open Space Committee for the Askin

property. Specifically the request was to consider funding \$50,000 for a survey, environmental study and appraisal on the property. There was discussion about when the CPC would review project applications and when funding decisions would be made over the course of a fiscal year and whether the Open Space Committee application fell within the current guidelines and timeline for requests. The process for this was outlined in the guidelines for application document. The process in the guidelines called for a two part process with an application for project eligibility to be submitted no later than March 31 and final applications due no later than April 30 in any fiscal year. Projects could be considered for recommendation for funding at the November special town meeting. The application process guidelines provide for the CPC to waive this requirement if circumstances so dictate. Robin McDonald made a motion to follow the process and timeline for requests as outlined in the Guidelines for application and in the application process as developed and approved by the CPC, seconded. Vote: 8 in favor 1 opposed. Motion approved.

Mark Cuddy made a motion to adjourn at 9:17pm.

The next meeting will be on Wednesday, October 24th, 2018 at 7:00 p.m. in the Bennett Gardens Meeting Room.

Respectfully Submitted by,
Robin McDonald