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Wrentham Community Preservation Committee Minutes

JAN 23 AM 10:27

**Wednesday, October 23, 2019
Bennett Gardens Meeting Room**

Present: Chair Barry Kassler, Robin McDonald, Mark Cuddy, Alex Leonard, Scott Manchuso, Alan Richard, Leo Immonen, Steve Langley and Heather Ledbetter – Administrative Assistant.

Absent: Chuck Woodhams.

At 7:00p Mr. Kassler called the meeting to order.

Continuing Review of Finance Department CPA Fund data:

Mr. Kassler commented that Mr. Manchuso had done a great job in sorting out the CPA funds with the Town Accountant, Christine Dupras. The CP1 (report of revenue collected on the previous fiscal year) for State matching funds was not submitted on time on September 15th.

Mr. Kassler also stated that the budgeted reserve fund line item was not set up by the Finance department. Therefore, some funds for FY 2020 are not fully available.

Mr. Manchuso explained the results of his meeting with the Town Accountant. They discussed the budgeted reserve fund which had not been set up and the unrestricted fund which has been used instead. Mr. Manchuso thinks the budgeted reserve fund oversight can be rectified at fiscal year end in June 2020. The Town Accountant is eager to fix the issues and Mr. Manchuso feels she has a clear vision of what needs to happen moving forward. Ms. McDonald said that the current CPA balance available for appropriation is \$542,000 and with \$291,000 recommended for projects to be voted on at Town Meeting leaving the CPA balance at \$251,431 available going forward. Ms. McDonald said that overall the CPA has the funds needed for the projects on the November Town Meeting warrant.

Town Meeting Prep:

Mr. Kassler wrote the draft articles for the recommended projects for the Town Meeting warrant. Mr. Langley asked if the Committee might be able to include all projects on one warrant article and have a table that differentiates each of the CPA recommended projects.

Mr. Kassler said this would not be appropriate for the CPC as each project is a stand-alone proposal.

Mr. Immonen asked who will be bringing up the motions for the articles on the Town Meeting floor. Mr. Langley suggested that the CPC make the motions. Ms. McDonald suggested that each member of the Committee take one motion. Mr. Immonen said that the motions must be given to the town clerk by noon on the day of the town meeting.

Mr. Leonard will present the Cowell paintings, Mr. Kassler - open space, Mr. Manchuso - Lake Archer, Mr. Richard - Bennett Gardens project, Mr. Cuddy - Rice playground, Ms. McDonald - Lake Pearl project and Mr. Immonen - Mirror Lake project. Ms. Ledbetter will deliver all motions to the Town Clerk.

Publicizing TM Recommendations:

Mr. Manchuso has put together an overview for the public of the CPC and the projects being presented at the Fall Town Meeting. This booklet includes the budgets for each project. Mr. Manchuso will use the CPC's Facebook page as well as other town committee's and the lake association's Facebook pages to publicize the projects recommended. The Town Administrator will also post the booklet on Town Administrator Website.

Mr. Langley suggested that Mr. Manchuso put the key points onto a power point slide for the night of the Town meeting.

Set date of next meeting –

Wednesday, January 22, 2020.

Mr. Langley made a motion to adjourn at 7:42pm. The motion was seconded and approved 6-2 with Mr. Immonen and Mr. Leonard dissenting.

Respectfully submitted by Heather Ledbetter, Administrative Assistant.

Next Community Preservation Committee Meeting Date: January 22, 2020.