

**Wrentham Community Preservation Committee Minutes
Wednesday, February 26, 2020
Bennett Gardens Meeting Room**

Present: Chair Scott Manchuso, Mark Cuddy, Robin McDonald, Chuck Woodhams, Leo Immonen, Steve Langley, Alan Richard, Alex Leonard, Jane D'Amico, Rachel Benson – Town Planner and Heather Ledbetter – Administrative Assistant.

At 7:00 pm Mr. Cuddy, Vice Chair, called the meeting to order.

- Reorganization – Mr. Cuddy states that Mr. Kassler will be greatly missed as he was a great asset. Mark Cuddy made a motion to nominate Scott Manchuso for Chairman. The nomination was seconded by Mr. Immonen and unanimously approved 9-0.
- Finance tracking and status- Mr. Manchuso created a financial worksheet using a template from the city of Newton, MA to simplify financial tracking for the CPC members. He explained the tracking document and answered questions from the Committee members.

Project Management Document draft- Mr. Manchuso wants to approve the document so that it can be sent out to awardees. He advised that there is a need to have some oversight on projects not already overseen by a Town appointed committee or board. In some cases, consultants may be needed to monitor projects and perhaps this expense should be built into the project proposal. The Mirror and Archer Lake projects' key contact for guidance on the Committee will be Ms. McDonald. Ms. McDonald asked who would be vetting the project contracts. Mr. Langley said he would consult with the Town Administrator to see if CPC project contracts over a certain dollar amount would need to be examined by the town counsel and also who signs off on these contracts.

Mr. Manchuso said that the Housing award for fencing would not be allowed as the invoices were already paid in 2019 and the fence was installed in 2019. The CPC cannot pay in arrears for projects already completed.

Ms. Benson explained to the committee about various affordable housing options in the Town.

- CPC Plan creation outlook – Mr. Manchuso asks for each of the CPC committees to create a long-term strategy which can be included in the plan. Mr. Immonen cited that the law (Chapter 44B Sec 5(b)(1)) which requires CPA towns to create a yearly plan.
- Annual Public Meeting – Mr. Manchuso proposed Tuesday, March 24th at 7pm in the Wrentham Town Hall 2nd floor conference room. Members agreed to the date. Mr. Manchuso suggested that this year's meeting present an overview of the CPC process.
- 2020 Application Process Discussion – The Committee discussed the application process and document as well as due dates.
- Minutes of 1/22/20 Meeting -A motion was made by Mr. Langley to accept minutes as amended. The motion was seconded and unanimously accepted 9-0.

Mr. Manchuso made a motion to adjourn at 7:46pm. The motion was seconded and approved 9-0.

Respectfully submitted by Heather Ledbetter, Administrative Assistant.

Next Community Preservation Committee Meeting Date: Tuesday, March 24, 2020