

Wrentham Community Preservation Committee Minutes
Wednesday, April 22, 2020
7:00 pm
via Zoom videoconference call

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There was no in-person attendance at this meeting.

Present: Chair Scott Manchuso, Mark Cuddy, Robin McDonald, Chuck Woodhams, Leo Immonen, Alan Richard, Alex Leonard, Jane D'Amico and Heather Ledbetter – Administrative Assistant. Steve Langley was not in attendance.

At 7:14 pm Mr. Manchuso, Chair, called the meeting to order.

- **Community Preservation Budget for next FY** – Mr. Manchuso sent the Committee members a draft budget for FY 21. He said that the CPC will have \$276,000 from FY 20 tax receipts. He thought that the State contribution could be lower due to slowing of real estate transactions due to the pandemic. So, he suggested an estimate of \$10,000 for the State's contribution to the CPC budget. Mr. Manchuso explained the details of the draft budget. Mr. Woodhams and Mr. Immonen agreed that being conservative was a good idea.

Ms. McDonald made a motion to accept the proposed FY 21 CPC budget of \$286,000 distributed as outlined below.

Appropriations:

Committee administrative expenses: \$14,000

Reserves:

Historic Preservation Reserve: \$30,000

Community Housing Reserve: \$30,000

Open Space Reserve: \$30,000

Budgeted Reserve: \$182,000

The motion was seconded by Mr. Cuddy and unanimously approved 8-0.

- **Fence project at Emerald Lane** – Mr. Manchuso said that the Housing Authority was unable to utilize the CPC funds allotted in FY20 as the fencing was contracted and paid for prior to the annual town meeting. The Housing Authority has some other proposed fencing projects along Emerald Lane as well as a need for fencing to secure an emergency generator and a playground. Mr. Manchuso asked if any of the projects were emergency in nature. Mr. Richard said that some areas are in more urgent need than others but not emergency in nature. The Committee members discussed whether the funds allotted for the original fence project could be used for new fencing repairs/installations and if the original project could just be amended. Mr. Immonen said he felt that a new application should be

submitted. Mr. Richard agreed to send a memo to amend the project to Mr. Manchuso detailing the changes to the original proposal and quotes from the fencing company. Mr. Manchuso would then discuss this proposal with the Town Administrator. Ms. McDonald said that other approved projects may need to amend their original proposals as circumstances change.

- **Committee goals for CPC Plan** – Mr. Manchuso feels that the public meeting is an important event that the Committee needs to work on as it was postponed due to the pandemic. He encouraged each area (Housing, Historical, Open Space and Recreation) to have an overview and goal statement for the CPC Plan.
- **Oversight reports on approved projects** – Ms. McDonald spoke with the representatives from both Mirror Lake and Lake Archer. The Mirror Lake project is on hold for now due to the pandemic and they will report back later in the year. Lake Archer is prepared to enter into a contract with their suction harvesting vendor and on the suggestion of the Community Preservation Coalition the contract should be made between the vendor and Lake Archer. The town should generate a check for the \$15,000 directly to the 5013c nonprofit, Friends of Lake Archer and then their 5013c will cover any liabilities. Ms. D’Amico reported that she spoke to the Rice playground contractor and that the project was on schedule and that the plan was to break ground in June.
- **Planning for this year's schedule** – Mr. Manchuso suggested that the CPC have the public hearing at the end of June to satisfy the requirement of a yearly public meeting. Mr. Immonen suggested maintaining the schedule by using Zoom to have the Public Meeting at the end of May and accepting initial applications for projects at the end of June and full applications by the end of July. The Committee members agreed that attempting to move forward, even remotely, would be acceptable.
- **Minutes of 2/25/20 Meeting** – Mr. Cuddy made a motion to accept the minutes as drafted which was seconded and unanimously approved 8-0.
- Mr. Leonard made a motion to adjourn at 8:11p which was seconded and unanimously approved 8-0.

Respectfully submitted by Heather Ledbetter, Administrative Assistant.

Next Community Preservation Committee Meeting Date: May 27, 2020