**TOWN OF LAKEVILLE**

Community Preservation Committee

Meeting Minutes

August 15, 2023

 On August 15, 2023, the Committee Preservation Committee held a meeting at 7:00 PM at the Lakeville Police Sation, 323 Bedford Street. The meeting was called to order at 7:00 PM by Chairman Nancy Yeatts. Community Preservation Committee Members present were Nancy Yeatts, Paula Houle, Michele MacEachern, Susan Spieler, Kathleen Barrack, Nancy LaFave. Absent were Barbara Standish, Amy Knox. Also present were Marc Resnick, Town Planner and Cathy Murray, Planning Board Clerk. LakeCAM was recording the meeting for broadcast.

CPA Budget review and clarification/CP3 filing update

CPA Budget Review: Mr. Resnick reported the Community Preservation fund has received $200,000 in last year’s receipts from collections from 12 months ending June 30th. Penalties and interest were subtracted and should have been added and earnings on investment show a negative but is really a plus which brings the account to $221,056.21. He will get an update regarding the penalties and interest at the next meeting.

CP3 Filing Update: Member K. Barrack spoke with the Coalition to assist in enrolling on the state website to file the town’s CP3. Since we do not have any projects approved at Town Meeting, it was advised not to enter anything on the website. Member K. Barrack verified this information with the town accountant. The Department of Revenue has updated our CP3 form with notes that we do not have any approved projects, and this will not jeopardize our state match. Once any projects are approved at Town Meeting, they will need to be entered into the website which are not due until next September.

CPA Professional services/discussion/possible vote

A question was raised at the last meeting regarding the line item in the budget regarding secretarial services for meeting minutes in the amount of $1100.00. There was a discussion as to what the committee was told by Select Board member Rich LaCamera that the town would be providing secretarial services, and they would not be charging for it. The town had offered to give the committee $5000 for administrative services but the CPC decided to ask the town to pass the budget so administrative costs could come out of the budget. The monthly budget report didn’t show professional service fees coming out each month and only showed up in the Year-to-Date report in July. This conflicting information added to the confusion as to whether the town is paying for the services or coming out of the CPC budget. Mr. Resnick will make sure that the fees come out on a timely basis, so it is shown throughout the year. Committees that have separate funding sources are the only committees that are charged for minutes. Member S. Spieler suggested that the CPC do their own minutes rather than pay someone to do them and come out of the budget. Any money not used for administrative expenses at the end of the year goes back into the reserve fund. A vote will be taken at the next meeting on whether a member will be taking the minutes or continue to pay out of the Community Preservation administrative budget.

Process for Accepting Future Project Applications/discussion/possible vote

Member M. MacEachern presented materials regarding a process for accepting future project applications. At the last meeting, three projects were approved to go to Town Meeting for funding and the checklist was not used nor was the Coalition sent the applications to be reviewed. Stuart from the Coalition was consulted and advised there should be a breakdown of every line item in the budget to make sure it meets the criteria for funding. We didn’t receive any actual quotes for work on the Step 2 applications which is listed as criteria on the application. A blanket amount should not be listed on the application without the backup showing where the money is being spent.

The Committee discussed whether the Coalition should be reviewing the applications. It’s a service the coalition provides as part of our dues and should be utilized, especially it being the first time the CPA projects are going to Town Meeting. The checklist needs to be used when reviewing projects and check boxes added to the checklist.

Upon motion made by M. MacEachern and seconded by S. Spieler, it was:

**VOTED:** to add to the general evaluation criteria checklist a checkbox “should this project be reviewed by the Coalition”.

Unanimous in favor.

Mr. Resnick and Chairman Yeatts will draft a handout for the town meeting for explanation of each project and bring to the next meeting for review.

Signs Identifying CPA funded projects/discussion/possible vote

There was a discussion about ordering standard signs for approved projects during construction. Mr. Resnick will get some examples/designs to bring to the next meeting for review.

Approved Minutes of September 29, 2022

Upon motion made by N. LaFave and seconded by M. MacEachern, it was:

**VOTED:** to approve the minutes of September 29, 2022. Abstain, P. Houle, K. Barrack.

Next Meeting

Tuesday, October 17, 2023, at 6:30 pm.

**Adjournment**

Upon motion made by N. LaFave and seconded by P. Houle, the Committee voted to adjourn at 8:07 pm.