

**TOWN OF LAKEVILLE**  
**Community Preservation Committee**  
**Meeting Minutes**  
**October 18, 2022**

On October 18, 2022, the Community Preservation Committee held a meeting at 6:30 PM at the Lakeville Council on Aging, One Deer Crossing. The meeting was called to order at 6:31 PM by Chairman Nancy Yeatts. Community Preservation Committee Members present were: Nancy Yeatts, Barbara Standish, Nancy LaFave, Amy Knox, Susan Spieler and Kathleen Barrack. Also present was Christina Cotsoridis, Assistant to the Town Administrator. Absent were Michael Smith and Michele MacEachern. LakeCAM was recording the meeting for broadcast.

**MEETING WITH TOWN ACCOUNTANT TODD HASSETT/REVIEW/POSSIBLE VOTE ON COMMITTEE TREASURER POSITION**

Todd Hassett, Town Accountant was present for the discussion. Chair N. Yeatts spoke to Mr. Hassett about provided a report to their Treasurer so that the Treasurer can update the Committee on the current financials, when they are available. T. Hassett noted that to date they have collected 58,000 of the estimated 110,000 that they are expecting to receive, this is for the first quarter only. He referenced the Fall Town Meeting and the Tax Rate approval process that is upcoming, he estimated that after that, he will be able to provide reports on a monthly basis to the Committee depending on what they need.

T. Hassett spoke about the annual reporting requirements for the Community Preservation Act. There is a CP 1, a CP 2, a CP 3 and a CP 4 forms that need to be completed each year. He would be taking care of CP 1, 2 & 4. CP 3 reporting is done by the Committee. He explained that the CP 1 is the annual report to the Commonwealth that shows what the Town billed, what our percent surcharge is and what was granted in abatements or statutory exemptions. He also noted that is due in August every year. The CP 2, breaks out the projects and the equity in the fund by the components and what you have for active/or approved projects for the following year, it is due at the end of September. The CP 4, relates to the setting of the tax rate and it is done in November, after the Fall Town Meeting, then he prepares to get the tax rate approved by the State DOR.

T. Hassett briefly explained the CP 3, which is done by the Community Preservation Committee and this outlines the projects and initiatives that are being worked on. A log in will need to be created to do the annual filing. T. Hassett offered to assist/work with the Committee to help them get this form completed.

At 7 PM Nancy LaFave left the meeting and quorum is lost.

**REVIEW TOWN COUNSELS ADVICE ON PERSONAL EMAILS**

Chair N. Yeatts asked everyone if they have read the correspondence from Town Counsel's Advice on Personal Emails. Those present indicate they have read it.

**PROCEDURE ON HOW AS A COMMITTEE WE SHOULD ASK FOR AND RECEIVE ADVICE FROM THE COMMUNITY PRESERVATION**

**COALITION/DISCUSSION/POSSIBLE VOTE**

Chairman Yeatts spoke about taking in all the advice that is given to the Committee. She spoke about how when we are working with the Coalition we can designate a liaison of the Committee that will reach out to the Coalition and report back to the Community Preservation Committee.

**NEXT MEETING**

The next meeting of the Community Preservation Committee will be on November 1, 2022 at 6:30 PM.

**ADJOURN**

The meeting ended at 7:15 PM.