

Wrentham Community Preservation Committee Minutes
Wednesday March 28th 2018

Present: Chair Barry Kassler, Alex Leonard, Steve Langley, Robin McDonald, Leo Immonen, Scott Manchuso, Mark Cuddy
Absent: Carol Mollica, Chuck Woodhams

At 7:00 p.m. Barry Kassler called the meeting to order in the Bennett Gardens Meeting Room.

Barry Kassler presented a revised CPA proposed budget for Fiscal Year 2019. The proposed budget for FY 2019 is based on estimated revenues and includes \$15,000 for Administrative Expenses, \$30,000 for Historic Preservation Reserve, \$30,000 for Community Housing Reserve \$30,000 for Open Space Reserve and \$150,000 for Budgeted Reserve for a total proposed budget of \$255,000.

A motion was made by Langley to approve the CPA FY 2019 budget as proposed. VOTE: unanimous

It was noted that Barry Kassler will prepare a warrant article utilizing the approved budget numbers. The warrant article is to be submitted for consideration at the June 4th 2018 town meeting.

The CPC is considering hiring an administrative assistant to support CPC committee work. Sample CPC administrative assistant job descriptions from area communities were reviewed. Several questions were raised regarding this position. Barry Kassler and Robin McDonald will meet with the Wrentham Town Administrator to inquire about any town policies or protocol to be followed when hiring such a position. Based on committee input a draft job description will be prepared to share at the April 25th CPC meeting.

Discussion on the CPA application form and process was tabled.

Discussion on CPA information for the town website was tabled.

Scott Manchuso encourage CPC members to review the newly created CPC Facebook page.

Committee members discussed the timing for the required CPC annual public information hearing. It was agreed that the public hearing should be held on a date after the June 4th 2018 town meeting. It was agreed that the CPC focus for town meeting would be on educating residents about the fund and share information about the process for applying for funds.

It was suggested that CPC members familiarize themselves with the towns open space plan, the master plan and the capital budget plan for the town. These documents can be found on the town website and will provide information that will assist committee members when reviewing CPA funding requests.

Leo Immonen made a motion to approve the February 28th meeting minutes as amended. VOTE unanimous.

With no other business to come before the committee, at 8:17pm Steve Langley made a motion to adjourn. VOTE unanimous.

The next meeting will be on Wednesday April 25th, 2018 at 7:00 p.m. in the Bennett Gardens Meeting Room.

Respectfully Submitted by,
Robin McDonald