

Wrentham Community Preservation Committee Minutes  
Wednesday August 22, 2018

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

Absent: Scott Manchuso

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

Barry Kassler requested the committee approve paying its Community Preservation Coalition annual dues in the amount of \$875. Community Preservation Coalition dues are paid out of the CPA administrative fund account.

Mark Cuddy made a motion to approve the Community Preservation Coalition dues payment. Seconded, Vote: approved unanimously.

The Committee reviewed the draft job description for the administrative assistant position. A motion was made by Steve Langley to accept the job description as amended; the motion was seconded. Vote: approved unanimously.

A final draft of the job description will be emailed to CPC members and will be shared with the Town Administrator. Committee members were reminded that at the May CPC Committee meeting, Barry Kassler, Robin McDonald and Scott Manchuso were approved to serve as the administrative assistant hiring sub-committee. The sub-committee will determine the final process and timeline for hiring the position and will present the preferred candidate to the CPC for consideration.

Barry Kassler shared the draft of the CPA funds application form and guidelines document. The committee reviewed and revised these documents. Mark Cuddy made a motion to remove the second bullet of the CPA funds application guidelines, seconded. Vote: 7:1 approved.

Leo Immonen made a motion that the CPC make recommendations for granting CPA funds annually at the November Special Town Meeting, seconded. Vote: approved unanimously

Mark Cuddy made a motion to approve the May 23<sup>rd</sup> meeting minutes, seconded. Vote: approved unanimously

Robin McDonald will send the June 27<sup>th</sup> meeting minutes to the committee for review.

Steve Langley made a motion to adjourn at 8:38pm, seconded. Vote: approved unanimously.

The next meeting will be on Wednesday September 26<sup>th</sup>, 2018 at 7:00 p.m. in the Bennett Gardens Meeting Room.

Respectfully Submitted by,  
Robin McDonald