

Wrentham Community Preservation Committee Minutes  
Wednesday November 28th, 2018

Present: Chair Barry Kassler, Robin McDonald, Leo Immonen, Mark Cuddy, Carol Mollica, Alex Leonard, Scott Manchuso

Absent: Chuck Woodhams, Steve Langley

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

Barry Kassler informed the CPC members that the Askin property remains on the market. CPC members had been previously informed that an offer had been made on the property for \$725,000. It was noted that \$725,000 was more than the CPC warrant article submitted to town meeting in November for approval and therefore the warrant article was not brought forward at the November town meeting. No more information regarding the property is available at this time.

Scott Manchuso shared a project recommendation document that is used as part of the project review and recommendation process by other CPCs. Committee members agreed that the use of this document template would be helpful if incorporated in Wrentham CPC project review and recommendation process.

Barry Kassler will send an email to all town committee chairs and to the town administrator sharing the guidelines and application for CPC funds. Barry will inform committee chairs that the annual public hearing for CPC will be held on Wednesday January 30<sup>th</sup> at 7:00pm. It was noted that this date will also be the January meeting date for the CPC. Meeting location is to be determined. Barry Kassler will request the use of town hall meeting room. Additionally, once the location of the meeting is confirmed Barry will submit the legal notice announcing the meeting to be published as required by law.

Committee members agreed on the following outline for presentation at the annual hearing:

1. Who are the Community Preservation Committee members and what are the roles/responsibilities of this committee?
2. Where does the funding come from and how much is available?

3. What are the eligible funding categories?
4. Examples of projects and success stories from other communities?
5. Review the guidelines for eligibility and application and timeline?
6. Contact information CPC
7. Q & A

Scott Manchuso will create a slide deck aligned with the outline above. Scott will send the draft of this presentation to CPC members prior to the Dec. 19<sup>th</sup> 2018 meeting for review. Scott will also create a table to demonstrate available CPC funding for projects identifying funds restricted for specific uses. Barry Kassler will contact Wrentham finance department to request current information regarding the funds available and will provide this information to Scott Manchuso for his use in creating a table that can be created and updated on an ongoing basis.

Robin McDonald and Barry Kassler will meet to plan for the hiring of an administrative assistant for the CPC.

Under new business, Leo Immonen asked that the town finance director be asked to provide regular updates on CPC fund balance. Leo Immonen also noted that meeting minutes need to be distributed and approved on a more timely basis. Leo Immonen also reminded CPC members that emails should be used to share information only and not for sharing opinions.

Mark Cuddy made a motion to approve the September 26, 2018 meeting minutes as distributed, seconded unanimously approved.

Robin McDonald will send CPC members a draft copy of the October 29<sup>th</sup> meeting minutes. Barry Kassler will send CPC members a draft copy of the October 24<sup>th</sup> meeting minutes. Barry Kassler will also confirm that the town clerk has all meeting minutes that have been approved to date for 2018.

Mark Cuddy made a motion to adjourn at 8:00pm. Seconded, unanimously approved.

The next meeting will be on Wednesday, Dec 19<sup>th</sup>, 2018 at 7:00 p.m. in the Bennett Gardens Meeting Room.

Respectfully Submitted by,  
Robin McDonald