

2020 FEB 27 AM 8:43

**Wrentham Community Preservation Committee Minutes
Wednesday, January 22, 2020
Bennett Gardens Meeting Room**

Present: Acting Chair Scott Manchuso, Chuck Woodhams, Leo Immonen, Steve Langley, Alan Richard, Alex Leonard, Jane D'Amico and Heather Ledbetter – Administrative Assistant.

Absent: Mark Cuddy and Robin McDonald.

At 7:00 pm Mr. Manchuso, acting as chairperson, called the meeting to order.

- **Welcome new member –**

Jane D'Amico – a 26-year resident of Wrentham; Ms. D'Amico has been on the recreation committee for 19 years and she recently joined the Open Space Committee. She is originally from Hyde Park. She hopes to help open space and recreation work better together. Ms. D'Amico is interested in putting the CPC monies to good use for the community.

- **Reorganization –**

Mr. Manchuso said that a Chairperson needs to be elected but the Committee should hold on this decision until the February 26th meeting.

Following a CPC training session held at the Plainville Town Hall, Mr. Manchuso identified a need to create a Community Preservation Plan with goals, values and visions for the Wrentham CPC. He felt that elements of the plans written for Open Space/Recreation, Historic and Housing could be incorporated into the CPC Plan.

- **Release of funds to 2019 approved projects**

Mr. Manchuso discussed the CPC's need to have periodic updates on the progress of approved projects as well as oversight on the approved projects. The town accountant has not set up the accounts for payment to projects but felt a CPC approved point person would be needed to submit invoices.

Mr. Langley would like to see how other towns handle this issue and he suggested the Committee adopt a hands-off approach and let the Town handle invoice submissions.

Mr. Woodhams agrees. The administrative assistant to the CPC could submit invoices

for the projects. Mr. Richard feels a “how to” document should be created explaining to awarded projects the process of accessing the funds.

Mr. Manchuso will meet with the Town Accountant to get her input on the invoice procedure.

Mr. Richard says that the Housing committee has already spent project money to install the fencing requested and now needs reimbursement.

- **Annual Public Meeting/ 2020 Application Process Discussion**

Mr. Manchuso suggested that the CPC annual public meeting could be scheduled in March followed by an April 15th application eligibility deadline and a May 15th full application deadline. Mr. Manchuso suggested that the CPC should use both Facebook and Kevin Sweet’s Town Administrator’s blog to publicize the deadlines. Ms. D’Amico suggested adding the Community Preservation Coalition’s eligibility chart to the Wrentham CPC web page.

- **Approve/adjust 2020 meeting dates**

The Committee discussed the 2020 meeting dates and decided to adjust the November and December meeting dates. November 18th and December 9th were agreed upon.

- **Minutes of 9/25/19 & 10/23/19 Meetings**

A motion to approve the minutes as amended was made by Mr. Langley. The motion was seconded and approved 7-0.

Mr. Langley made a motion to adjourn at 7:46pm. The motion was seconded and approved 7-0.

Respectfully submitted by Heather Ledbetter, Administrative Assistant.

Next Community Preservation Committee Meeting Date: February 26, 2020