

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
October 13, 2010**

Present: Jane Howard – Chairman, Mark Gluesing – Vice Chair, Janet Bernardo, Carol Boulris, Reg Foster, Mike Retzky

Absent: Bruce Eisenhut

Town Staff: Patricia Carey, Staff Liaison
Nicole DiCicco, Recording Secretary

The meeting convened at 7:35PM in the Webster Room of the Public Services Administration Building (PSAB).

Chairman's Comments:

Minutes of Meeting – April 14, 2010: Mr. Gluesing made a motion to accept the minutes of the April 14, 2010 meeting. Ms. Bernardo seconded the motion and the minutes were approved unanimously.

Minutes of Executive Session – April 14, 2010: Mr. Gluesing made a motion to accept the minutes of the April 14, 2010 Executive Session. Ms. Bernardo seconded the motion and the minutes were approved unanimously.

Minutes of Meeting – May 3, 2010: Mr. Foster made a motion to accept the minutes of the May 3, 2010 meeting. Mr. Gluesing seconded the motion and the minutes were approved unanimously.

Minutes of Meeting – May 5, 2010: Mr. Foster made a motion to accept the minutes of the May 5, 2010 meeting. Mr. Gluesing seconded the motion and the minutes were approved unanimously.

Minutes of Meeting – May 10, 2010: Mr. Foster made a motion to accept the minutes of the May 10, 2010 meeting. Mr. Gluesing seconded the motion and the minutes were approved unanimously.

Minutes of Meeting – May 12, 2010: Mr. Foster made a motion to accept the minutes of the May 12, 2010 meeting. Mr. Gluesing seconded the motion and the minutes were approved unanimously.

Minutes of Meeting – September 14, 2010: Ms. Bernardo noted that she and Mr. Gluesing did not attend the Town Hall weathervane dedication with Ms. Howard. The

minutes have been changed to reflect this change. **Ms. Bernardo made a motion to accept the minutes of the September 14, 2010 meeting as amended. Mr. Gluesing seconded the minutes were approved unanimously, as amended.**

November Special Town Meeting: Ms. Howard reminded the Committee that November 8, 2010 will be the first night of Special Town Meeting. CPC has one article on the warrant, (*Article 15- Amend Community Preservation Fund Reserves*) so there will be a Committee meeting prior to the 7:30pm start of Town Meeting until the article is discussed and voted on by the Town Meeting Members.

Role of Liaisons: Ms. Howard led a discussion on the role of liaisons to projects. Once the CPC has determined eligible projects, a liaison is appointed for each project. The liaison does not have a direct relationship to the project. As an example, the Housing Authority appointee to the CPC is not the liaison to a community housing project. The liaison develops a list of questions from the committee and works with the proponent to provide additional information. When projects are presented to the community at a public hearing, the proponent speaks for the project. At Town Meeting, the projects recommended by the CPC are presented by the CPC as the warrant article proponent, with the group requesting the funds being available for technical questions. Typically, the liaison presents the project to Town Meeting, focusing on its eligibility. Ms. Bernardo and Mr. Gluesing shared their experiences as liaisons.

Adjournment: Mr. Gluesing made a motion to adjourn the meeting at 8:15 PM. Ms. Bernardo seconded the motion. The motion was unanimously approved and the meeting was adjourned at 8:15 PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary