COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting
December 12, 2012

Present: Mark Gluesing – Chairman, Janet Bernardo – Vice Chairman, Carol Boulris, Reg Foster, Mike Retzky, Paul Siegenthaler, Sam Warner

Absent: Gary Crossen, Lita Young

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

The meeting convened at 7:35PM in the Highland Meeting Room located in Town Hall.

Chairman's Updates: Mr. Gluesing updated the Committee on a new attendance notification process. Anyone who is unable to attend a meeting must e-mail and call both Mr. Gluesing and Ms. Carey by 5:00 PM during the day of the scheduled meeting. This will allow for proper notification of Committee members if there will not be enough members present for a quorum and the meeting needs to be rescheduled.

Priority Planning Process: Mr. Gluesing handed out a project priority list *[see Addendum 1: CPA Project Planning List]* compiled through the recreation project planning summit. Several of the top projects found on this list have now been submitted for the Committee's review and will be discussed this evening in preparation for May Town meeting. The next steps for these projects will be determination of CPC eligibility, financial planning and review of fund balances.

Mr. Gluesing asked the Committee to discuss how they would like to fund the individual "buckets." Would they like to continue to fund the required "buckets" at 11% each and maintain a large general reserve, or would they like to increase the amount in the required "buckets" to prepare for the expected projects. Mr. Siegenthaler and Mrs. Boulris recommended continuing with the smaller "buckets" are larger general reserve to remain flexible for upcoming or unexpected projects. Ms. Bernardo shared the concern of the Conservation Commission that a request to fund the purchase of open space might be denied if open space funds had been used on a variety of recreation projects. Mr. Siegenthaler offered a suggestion for this discussion, to create a policy to not allow the general reserve to drop below a designated amount, to allow for the purchase of a property. Mr. Foster noted that the funds had been collected to be used, and all projects should be considered when presented. Mrs. Boulris agreed, stating that the general reserve should remain flexible for any type of project. The Committee agreed to continue with the current funding practice, while reviewing upcoming planning documents.

Mr. Foster noted that the Housing Authority's study was underway. They currently estimate having a $20,000,000 project, funded through a variety of sources, including requests to the CPC.

Review of New Proposals

FY2013-4, Community Housing Specialist: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Ms. Bernardo being assigned liaison.

FY2013-5, Conservation Restriction: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Gluesing being assigned liaison with the assistance of Ms. Carey. Mr. Warner noted that there is a newly created Trust in Needham that could be considered for holding this agreement. That group will need to contact the Town Manager with information.

FY2013-6, Open Space and Recreation Plan: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Crossen being assigned liaison.

FY2013-7, Reservoir Trail Design: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Ms. Young being assigned liaison. Ms. Carey noted that the Ridge Hill loop design project was submitted in the event that the School Committee did not submit the Newman projects. In the event it went forward, the concept was to hire one design firm to handle the Reservoir and Ridge Hill projects.

FY2013-8, Newman Fields & Eastman Conservation Trails: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Siegenthaler being assigned liaison.

FY2013-9, Newman Pre-School Surfacing: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Warner being assigned liaison.

FY2013-10, Ridge Hill Loop Design: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Ms. Young being assigned liaison.

FY2013-11, Mills Park Design: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Foster being assigned liaison.

FY2013-12, Community Farm Soil Quality Improvements: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Mr. Retzky being assigned liaison. Additional research will need to be done to insure eligibility.

FY2013-13, Purchase of Open Space: Accepted as meeting the criteria for project eligibility according to Needham's Community Preservation plan with Ms. Boulris and Mr. Gluesing being assigned joint liaisons. No parcel is under consideration at this time, so this is the annual placeholder project.

The next step in the current projects review will be Committee members needing to compile all of their questions for each project applicant and submitting them to Ms. Carey for distribution to each liaison. All questions must be received by January 1st, allowing enough time for liaisons to submit questions to the applicants and receive answers prior to the January meetings.

Meeting Schedule:

- Wednesday, January 9th, 7:30PM – Highland Room, Town Hall
- Wednesday, January 30th, 7:30PM – Highland Room, Town Hall
- Wednesday, February 13th, 7:30PM – Highland Room, Town Hall
- Wednesday, February 27th, 7:30PM – Highland Room, Town Hall

Update of CPC Plan: Mr. Gluesing and Ms. Bernardo have assigned a CPC Plan Sub-Committee for reviewing and updating Needham's current Community Preservation Plan and updating it to correspond to the recent CPA legislation changes. Members of this Sub-Committee will be Mr. Gluesing, Ms. Bernardo, Mr. Crossen, Mr. Siegenthaler and/or Ms. Young. All members of CPC should consider changes they would like to see made to the Plan and notify the Sub-Committee before a final vote will be held designating the changes made, following a Public Hearing in January.

Minutes – November 13, 2012: Mr. Siegenthaler made a motion to approve the minutes of the November 13, 2012 meeting. The motion was seconded by Mr. Retzky and was approved unanimously.

Adjournment: Ms. Boulris made a motion to adjourn the meeting at 9:05PM. Ms. Bernardo seconded the motion. The motion was unanimously approved and the meeting was adjourned at 9:05PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary