**TOWN OF LAKEVILLE**

Community Preservation Committee

Meeting Minutes

February 1, 2024

 On February 1, 2024, the Community Preservation Committee held a meeting at 6:30 PM at the Council on Aging, 1 Dear Crossing. The meeting was called to order at 6:32 PM by Chairman Nancy Yeatts. Community Preservation Committee Members present were Chairman Nancy Yeatts, Kathleen Barrack, Paula Houle, Amy Knox, Nancy LaFave, John Lucey, Michele MacEachern, Barbara Standish, and Susan Spieler. Also present Cathy Murray, Planning Department Clerk; Christina Cotsoridis, Assistant to the Town Administrator; Lacey Marshall, Director of HR; Melisa Turcotte and Brynna Donahue from Parks Commission. LakeCAM was recording the meeting for broadcast.

**Meet with two members of the Park Commission/John Paun Park/discussion**

Melissa Turcotte and Brynna Donahue from Parks attended to discuss the John Paun Park CPA funds that were awarded at Town Meeting. The water tie-in through Blueberry Estates has not been approved so this affects the engineering plans for the park. A well could be put in for toilets and have hand washing stations or there are other options, but Parks plans to move forward submitting an RFP for bids for the other improvements needed. Ms. Houle stated the money was approved by the town for the design engineer whether the water comes from Blueberry Estates or a well needs to be dug. She said we are keeping the money because we need a design engineer plan no matter where we get our money for John Paun Park. Ms. MacEachern asked if this would change the scope of the project since there is no water, and this was the concern of the committee. Ms. Turcotte stated that they don’t know if there will be any water and there are still options out there. Ms. Spieler stated that the application mentioned this step was needed to get the ARPA funds and these funds won’t be available since they won’t pay for well water. Ms. Turcotte stated that if its determined there will be no water at all, they will submit the RFP without water and septic but listing the other improvements. These plans are needed to apply for any grants or funding. Ms. Spieler asked if this was an Open Meeting Law violation since there were three members of the Parks at the meeting. Ms. Houle stated she wasn’t representing Parks but was representing the CPC.

**Budget Report Update**

Chairman Yeatts and Cathy Murray sat with Todd Hassett, Town Accountant, to discuss the budget report. She will continue to get the monthly report but wants to break it down to a report that is understandable. Town Meeting appropriated $245,000 in anticipation of what they estimated to collect, $159,631 is what has been collected to date but since the report, the total collected is now $210,795. The next tax payments are due today and $85,868 is needed to meet the appropriated amount of $245,000. Chairman Yeatts will come up with a different report to accompany the one supplied by Todd.

**Project Signs/examples/discussion/possible vote**

The committee looked over the different types of signs that are on the Coalition website. The vocational school was asked about making the signs, but they do not have the capabilities to make wooden or metal signs. The committee decided to use the Yarmouth sign during the construction phase of project and the applicant would be responsible for the final sign. The CPC will tell the grantee what is wanted as the permanent sign so they can include in their RFP. Ms. Standish will get quotes and create a design for the temporary signs and report back to the committee.

A motion was made by J. Lucey and seconded by A. Knox, it was:

**VOTED:** to have Ms. Standish create a design using Yarmouth sign as a sample with green background, white lettering, and town seal – Unanimous vote.

**Review MOA for Town Counsel**

Chairman Yeatts stated the former town planner wrote a Memo of Understanding and sent to Town Counsel in December. Town Counsel sent a version last week which is different than what had been sent. Ms. MacEachern will make changes to what Town Counsel sent following the Community Preservation Plan. Cathy Murray contacted a few other communities to see what they have in place and recommended it should say Planning Department and/or CPC. Ms. MacEachern stated we need to have a Memorandum of Understanding for town projects and a Grant Agreement for non-town projects which would be a third party, so we need to have two documents created. Chairman Yeatts will have Town Administrator contact Town Counsel for advice if two separate documents are needed. Ms. MacEachern will also contact the Coalition for advice, and they may have a simplified version of these documents.

**Announcements for Step 1, Step 2 and Public Meeting/discussion**

Chairman Yeatts passed out the timeline for the applications and Public Meeting. Cathy Murray sent out an email to all the committees to announce the opening of Step 1 applications and submitted a Public Hearing announcement to be published in the paper. The meeting will start at 6:30 and the Public Hearing will be at 7 pm.

**Review and approve meeting minutes for December 13, 2023 and January 10, 2024**

A motion was made by S. Spieler and seconded by J. Lucey, it was:

**VOTED:** to approve the meeting minutes of December 13, 2023 – Unanimous vote

A motion was made by M. MacEachern and seconded by P. Houle, it was:

**VOTED**: to approve the meeting minutes of January 10, 2024 – Unanimous vote

**Response to resident inquiry regarding CPA exemptions**

Chairman Yeatts emailed John Gregory, the resident that spoke at last meeting regarding CPA exemptions. She made copies of the abatement forms for the senior center and spoke with Laurie Fahey, Director of COA. There will be an article for the March newsletter and a small presentation at the COA and someone available to help them fill out the forms. These abatements are due by April 1, 2024.

**Reorganization/discussion/possible vote**

Chairman Yeatts stated she has many projects coming up that will need her attention and felt it was time to reorganize.

A motion was made by S. Spieler and seconded by A. Knox, it was:

**VOTED**: to nominate M. MacEachern as chair

P. Houle-abstain, K. Barrack-abstain, N. LaFave-abstain, N. Yeatts-abstain; S. Spieler-aye, A. Knox-aye, B. Standish-aye,

J. Lucey-aye, M. MacEachern-aye.

A motion was made by M. MacEachern and seconded by S. Spieler, it was:

**VOTED:** to nominate J. Lucey as Vice Chair – Unanimous vote.

A motion was made by K. Barrack and seconded by S. Spieler, it was:

**VOTED:** to nominate N. Yeatts as treasurer – Unanimous vote.

A motion was made by M. MacEachern and seconded by B. Standish it was,

**VOTED:** to nominate S. Spieler as Secretary – Unanimous vote.

A motion was made by J. Lucey, and seconded by B. Standish, it was,

**VOTED:** to adjourn at 7:54 pm – Unanimous vote.