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COMMUNITY PRESERVATION COMMITTEE MEETING MINUTES
June 9, 2022

A Public Meeting of the Community Preservation Committee was held on Thursday June 9, 2022, at 6:00 p.m. via Zoom Video Conferencing Communication App, Kerri Rufo hosting.

Present: Travis Brown, Chairman; Mary Leach, Vice Chairman; Doug Meagher, Treasurer; Joe Fiumara, Member; Tom Conway, Member; Diane DePaso, Member; Janet Morris, Member; Jim O'Donnell, Member; and John Speidel, Member and Chief Assessor

CALL TO ORDER:

Chairman Travis Brown called the meeting to order at 6:00 p.m.

PUBLIC COMMENT:

No one for public comment

ROLL CALL/ATTENDANCE:

Mary Leach – Aye
Doug Meagher - Aye
Tom Conway - Aye
Joe Fiumara – Aye
Diane DePaso - Aye
John Speidel – Aye
Janet Morris – Aye
Jim O'Donnell -- Aye
Travis Brown – Aye

VOTE TO PAY COMMUNITY PRESERVATION COALITION ANNUAL INVOICE:

Chairman Brown asked if anyone had any comments regarding invoice. The Committee was in agreement that the Coalition provides good information, they are a great reference, resource and advocate for the Community Preservation.

Doug Meagher let the committee know that he submitted his name as an applicant to the coalition for their Steering Committee. They have three seats open.

Joe Fiumara seconded by Doug Meagher made a motion to approve payment for the Community Preservation Coalition Invoice in the amount of \$3,500.

A roll call vote was taken
It was voted (9–0)

Mary Leach – Aye
Doug Meagher - Aye
Tom Conway - Aye
Joe Fiumara – Aye
Diane DePaso - Aye

CPC

John Speidel – Aye
Janet Morris – Aye
Jim O'Donnell - Aye
Travis Brown – Aye

John Speidel joined the meeting at 6:07

FINANCIAL DISCUSSION:

CPC Coordinator, Kerri Rufo created a new easy to read spread sheet listing all the accepted projects that have come before the Community Preservation Committee. The spread sheet shows all the project status and the amounts approved for each project. This spread sheet will also be voted on to replace the current page 20 in the CPC Plan. Janet Morris had a question about page 20. In the book it started out with 2018 but the year for this new one says 2019. Which one is correct? Also, can we change Yankee Doodle Bike Path back to Yankee Doodle Bike Path Design and change Katie Durand Carter Ave back to Katie Durand Memorial Park Carter Ave. Also, Janet noted that the Howe was on the previous sheet but not on this one and on Middlesex Canal Museum, can we add what it was for. Also, the Masonic should be listed as the Talbot Lodge just to keep things consistent. Janet also noted a couple more description errors and scrivener errors.

There is also an Expenditure Report for Budgets that must be submitted by June 17, 2022, and the Year-to-Date Budget Report from the Town Accountants Office.

Chairman Travis Brown opened the floor to the committee for questions or concerns. The committee liked and approve of the new spread sheet for the CP projects, there are just a few changes to be made. Travis will be looking into the coordinator and recording secretary pays with the Assistant Town Manager and the Town Accountant. Everything else looks to be in order.

SIGNAGE:

Bob Correnti of the Housing Authority asked for a sign for the new home on Mason Ave. Also, the other projects that are not completed yet will need signs. There are a couple of completed projects that need their signs taken down.

Chairman Travis Brown opened the floor to the committee for questions or concerns. Mary reminded the rest of the committee that there is section in the CPC Plan that deals with signage. On page 40 of the current plan, number 14; Mary read it for the committee.

CPA Signage. Prior to commencement of construction on the Property or reimbursement of these funds, Grantee shall prepare and install, at its own cost and expense unless provided by the Town, a temporary sign placed at the Property, which identifies the Project and acknowledges the CPA grant. The sign shall contain the following phrase: "Project Funded in part by Community Preservation Funds." The sign and language must be approved by the Town.

It seems that the signs should be up during construction and / or the beginning of the projects. Once the work is done the sign can be taken down. Mary did reach out to Stuart Saginor, the Executive Director of the Massachusetts Community Preservation Coalition to ask if other Affordable Housing funded projects had permanent signs. He said he was not aware of any.

There was other discussion that maybe there should be some kind of permanent signage for a project like the Howe building. Maybe some kind of a small plaque on a wall. The temporary signs are definitely a good way to let the public know where the money is being spent.

Jim O'Donnell seconded by Joe Fiumara made a motion to authorize the CPC Coordinator to place and/or take down the temporary signs for the projects.

A roll call vote was taken
It was voted (9-0)

Mary Leach – Aye
Doug Meagher - Aye
Tom Conway - Aye
Joe Fiumara – Aye
Diane DePaso - Aye
John Speidel – Aye
Janet Morris – Aye
Jim O'Donnell - Aye
Travis Brown – Aye

REVIEW EDITS TO UPDATE CPC PLAN:

There were edits and revisions sent to the CPC Coordinator, Kerri Rufo from some of the CPC members. The committee will go over all the suggestions and decide whether to add them or not.

Chairman Travis Brown opened the floor to the committee for questions or concerns. Some of the edits were just typos and scrivener errors. Some of the other changes were changing Board of Selectmen to Select Board, maybe adding hyperlinks but those can be challenging to keep up with and a few other changes. The committee went through all the changes and discussed most of them. There was also a discussion on the one or more warrant articles and it seems the majority of the committee were okay with one or more. Most think having the flexibility would be good.

Doug Meagher excused himself halfway through this discussion to leave for another meeting.

Joe Fiumara seconded by Diane DePaso, made a motion to update the Warrant Article language to one or more as discussed.

A roll call vote was taken
It was voted (8-0)

Mary Leach – Aye

Tom Conway - Aye
Joe Fiumara – Aye
Diane DePaso - Aye
John Speidel – Aye
Janet Morris – Aye
Jim O'Donnell - Aye
Travis Brown – Aye

Kerri will make all the final revisions and send the final copy to the committee members and they can vote on them at the next meeting.

Next Meeting date is July 7, 2022

ADJOURNMENT:

Joe Fiumara, seconded by Jim O'Donnell by made motion to adjourn.

A roll call vote was taken
It was voted (8–0)

Mary Leach – Aye
Tom Conway - Aye
Joe Fiumara – Aye
Diane DePaso - Aye
John Speidel – Aye
Janet Morris – Aye
Jim O'Donnell - Aye
Travis Brown – Aye

Chairman Travis Brown adjourned the meeting at 7:18 pm.

Joyce MacMillan
Recording Clerk