

Town of Needham, Massachusetts
Community Preservation Committee
Meeting Minutes
May 17, 2023

Place: Hybrid Meeting, Charles River Room, PSAB, 500 Dedham Avenue, Needham
The Board will attend in person. The public may attend in person or via Zoom.

Present: Chair, Peter Pingitore; Vice-Chair, Robert Dermody; Dave Herer, Reg Foster,
Jeanne McKnight

Remote: Joe Barnes, Laura Dorfman

Absent: Dina Hannigan, Rick Zimbone

Staff: Cecilia Simchak

Call to Order

At 7:30 p.m., Chair Pingitore called the meeting to order, read the Open Meeting Law statement and disclosed the meeting is being video recorded.

Chair's Updates

As announced at Town Meeting, terms will be expiring June 30, 2023 for Chair Pingitore and Vice-Chair Bob Dermody. Also, Rick Zimbone will shorten his term from June 30, 2024 to June 30, 2023. The Select Board and Town Moderator are recruiting for replacements.

Approve Meeting Minutes of 2/22/23, 3/8/23, 3/15/23

Members determined the minutes provided are too detailed. Ms. Simchak will provide edited versions to members for approval at the next meeting.

CPC Procedure Changes

This item will be considered at the meeting of June 14, 2023.

Members were encouraged to review the changes on the CPC web site.

Five-Year Capital Plan

This item will be considered at the meeting of June 14, 2023.

CPC Spending Versus Appropriations

Ms. Simchak shared a spreadsheet categorized by ATM, Article Number, Project Name, Dollars Appropriated, Dollars Spent, Dollars Encumbered, and Dollars Remaining. Members were invited to take photos of projects funded by CPC to add to the web site.

Updates on CPC Administrative Staff, Financial Consultant, Advisory Group

1. Administrative Staff - A requisition will go out next week to recruit a recording secretary.
2. Financial Consultant - A requisition will go out before May 31 to recruit someone to review/analyze requests for funding. Some consultants willing to help have been identified.
3. Advisory Group - A group will be compiled to oversee grant requests to ensure funds are used properly by interacting with the developer's project manager.

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Members discussed the Advisory Group concept and composition including benefit of having an Advisory Group that would include a CPC member. Chair Pingitore will ask the Town Manager why the Permanent Public Building Committee would not be used as the Advisory Group.

At 8:25 p.m., Bob Dermody, who was participating remotely, entered the meeting in-person.

Summer Schedule

Members reviewed the summer and fall CPC meeting schedule and will notify Ms. Simchak of meeting dates that conflict with summer vacations.

The July meeting will be a reorganization meeting to elect a new Chair and Vice-Chair.

Next Meeting: June 14, 2023

Matters not reasonably anticipated by the Chair 48 hours in advance - There were none.

MOTION: P. Pingitore moved to adjourn the meeting at 8:42 pm.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye;
D. Herer, aye; J. McKnight, aye; P. Pingitore, aye. Unanimously approved.

MOTION CARRIES: 7-0

Informational

The packet with meeting materials for this meeting is available at this link:

<https://www.needhamma.gov/Archive.aspx>

Respectfully submitted,

Dale Michaud
Recording Secretary