

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

**Minutes of Meeting
October 19, 2022**

LOCATION: Hybrid Meeting, Charles River Room, PSAB, 500 Dedham Avenue, Needham
Committee members and members of the public may attend in-person or remotely

PRESENT: Peter Pingitore (Chair), Dave Herer, Reg Foster

REMOTE: Laura Dorfman, Rick Zimbone (Vice Chair), Robert Dermody, Joe Barnes,
Jeanne McKnight

ABSENT: Dina Hanigan

STAFF: Kristen Wright, Cecilia Simchak

P. Pingitore called the meeting to order at 7:00 p.m. and completed a roll call for Committee members and staff, the results of which are noted above. P. Pingitore reviewed meeting rules and disclosed that the meeting, which was conducted in-person and via Zoom, was also being recorded.

CHAIR'S UPDATES

Dave Herer was appointed to the CPC by the Conservation Commission and was present for his first meeting.

AMENDMENTS TO DUE DILIGENCE QUESTIONS

R. Foster, J. Barnes and L. Dorfman worked as a subgroup to update the due diligence questions. They created four sets of category-specific questions which were presented and explained to the Committee.

P. Pingitore moved to approve the updated set of standard due diligence questions. D. Herer seconded the motion. The roll call vote was as follows: **D. Herer** (aye); **R. Zimbone** (aye); **R. Foster** (aye); **L. Dorfman** (aye); **J. McKnight** (aye); **R. Dermody** (aye); **J. Barnes** (aye); **P. Pingitore** (aye). Motion passes 8-0.

PROJECT UPDATES AND STATUS REPORTS

J. Barnes presented a proposed form that project applicants would complete and submit to the CPC twice per year to provide the Committee with information regarding the current status of approved projects. The CPC discussed the most efficient way to track projects over time, obtaining a commitment from project applicants to provide status reports, and the CPC's interest in monitoring the expenditure of funds as well as the return of unused funds to free cash.

The CPC agreed that periodic status reports should be obtained and that Town staff will be responsible for tracking, obtaining, and presenting updates to the Committee.

CPC SCHEDULE

P. Pingitore presented a proposed meeting schedule and workflow outline for the current application cycle through Town Meeting. The proposal included deadlines for initial applications, due diligence responses, project presentations, a public hearing, and a vote on warrant articles.

The next meeting will be held on November 15, 2022.

J. McKnight left the meeting at 8:23 p.m.

CPA PLAN AMENDMENTS

The Committee reviewed the most recent red-lined version of the CPA Plan. The Committee is still awaiting input from some of the stakeholder boards and commissions. Committee members will continue to review and refine the plan document in preparation for holding a public hearing, most likely in March 2023.

UPDATE ON HOUSING PLAN WORKING GROUP

A public hearing is scheduled for November 16, 2022. The group anticipates finalizing the draft housing plan at its December 8, 2022 meeting,

COMMUNITY PRESERVATION COALITION MEMBERSHIP

The Needham CPC is a member of the Community Preservation Coalition. Membership dues are \$7,900 and paid out of the CPC administrative budget.

R. Foster moved to approve payment of the Community Preservation Coalition membership dues in the amount of \$7,900. P. Pingitore seconded the motion. The roll call vote was as follows: **D. Herer** (aye); **R. Zimbone** (aye); **R. Foster** (aye); **J. Barnes** (aye); **R. Dermody** (aye); **L. Dorfman** (aye); **P. Pingitore** (aye). Motion passes 7-0.

ISSUES NOT REASONABLY ANTICIPATED BY THE CHAIR WITHIN 48 HOURS

None.

ADJOURNMENT

P. Pingitore made a motion to adjourn the meeting at 8:41 p.m. D. Herer seconded the motion. The roll call vote was as follows: **D. Herer** (aye); **R. Foster** (aye); **J. Barnes** (aye); **R. Zimbone** (aye); **R. Dermody** (aye); **L. Dorfman** (aye); **P. Pingitore** (aye). Motion passes 7-0.

Respectfully submitted,

Lauren Spinney
Administrative Coordinator