

TOWN OF WINCHENDON
Community Preservation Act Exploratory Committee
MEETING MINUTES

WINCHENDON TOWN CLERK
RCUD FEB 7 2023 AM 9:18

ZOOM Conference Call

April 4. 2022

Justin Sultzbach, Town Manger

Citizen at Large Seats: David Romanowski, Marc Dorwart, Adam Gardner, Pam Smith, Joe Rosa

Standing Committee Members: Adrian Guerrero (Finance Committee), James McCrohon (Historic Commission), Debra Bradley (Recreation Commission), Lionel Cloutier (Conservation Commission), Amanda Phillips (Housing Authority)

Bold = present at meeting.

7:35 P.M. Call Meeting to Order – by David R.

1. Minutes Review –March 7, 2022 meeting – Postponed until next meeting.
2. Board Members –
 - o Confirmation of members as all seven at large members were not in attendance.
 - i. Members – David to confirm with roll call. Adrian, Debra, James, Lionel Amanda
 - ii. At Large: David Romanowski, , Marc Dorwart, Adam Gardner, Pam Smith, Joe Rosa
3. Review outstanding action items from previous meeting –
 - o Chair from Templeton and Royalston CPA information.
 - i. Call out by Justin, trying to get on board for next meeting.
 - o CPA presentation video.
 - i. Justin to locate the training video to share.
 - o Assessors office data request.
 - i. All received street list. David suggested to keep as reference for future use.
 1. Justin wanted to provide raw data to the committee for transparency.
 2. Some members may have data experience on how to best utilize.
 3. Marc suggested to use spreadsheet as a median value and break into layers.
 4. Adam volunteered to work on the stats, suggested to make interactive to personalize with a calculator.
 5. Adam volunteered to build a webpage.
 - ii. David asked for page on town webpage, Justin to look into and work with IT personal to help set up. Bring back to the group during next meeting.
 - iii. Straight rate or deferments, 100K exemptions, senior citizen and low income.
 - iv. Marc suggested on webpage to show how the funds will be disbursed. Who makes the decisions. Spending could be more complex than other town funds, therefore needs to be defined fully.
 1. David suggested to use Marc's Mellen Road experience on town perspective.
 - v. Amanda – recalls the presentation breaks down the spending.
 - vi. Justin can put together a visual representation to show flow of existing review vs new CPA funds. Example used of Old Murdock, to help cover cost with CPA protocols, this could free up the previous town funds to use for other needs.
4. Vision – David, what are we here for, needs to clear for citizens to understand.
 - o Marc suggested to use the tool that Adam has volunteered to build.

With advance notice, the Town Manager's Office can arrange for reasonable accommodations for persons with disabilities or difficulties accessing the meeting. To request assistance, contact the Town Manager's Office at 978-297-0085.

- David, what does Exploratory mean toward everyone?
- David, what is our product to present back?
- Debra, timeline for milestones
- Pam, understanding is we are to explore to see if we are for the CPA and then represent to the town.
- Justin, broad discussion with a cross section of citizens to explore the pros/cons on how it would impact the community and individuals. Wants this to be a town decision and not coming from the town manager as a program to do.
- David sees the goals as explore the act and how it is good/bad for the town, could do multiple action items in parallel. Need to know what to do and when.
- Amanda, some Master Plan items may overlap and can use some of those resources.
 - i. Marc agreed that CPA can piggyback on the Master Plan items.
 - ii. Will this do something new that regular taxes don't do? Will this get other things done that couldn't be done before?
- Adam, funding is different with CPA, a way to unlock cash for more improvements for all the town. Sample of ideas and project. CPA protected from the regular town budget for new projects. Not status quote spending.
- Adam – Outreach, what would the voter do with the money? Technical, analysis, involvement from other out of town committees to see what they are doing. Real estate fees. Perceptions of how town government is thought of so phrasing and presentation is important.
- Debra, build a standard message that we all talk and deliver the same before starting the outreach.
 - i. Homework on coming back on May 2nd with three items to bring to the committee to work on a standard statement
- David, common knowledge of the goal and how to speak the same.
- David, webpage and outreach at the same time
- Adrian, what happens if we may not have spent 3% on the items, the rest of the money not spent goes back to the state.
- Justin, If the committee does the full 3% it is full match, if under that it is lower to like 35% not full match, unused funds roll over to a reserve account. There is a committee that has a good idea of town capital need. \$250M capital needs (not wants) vs current funding under current system of approx. \$1.5M.
- Marc, threshold of 100% match for Winchendon is due to lower town median.
- Justin, economic condition is major factor in funding, may not always be 100% due to the town improving.
- Marc, do we want to come up with what the town should do? Is it our goal to say this is what we think is best for Winchendon.
- David, building an FAQ as we go along.
- Marc, is the value on the ballot for the %?
- Justin, 1st % of the match in town, are we going for the full match? 2nd % is if implemented, what % goes to historic, open space, housing. Each needs to be 10% of the funds. Future perseveration committee will determine how second % would be utilized.
- Justin, Town meeting warrant, if passes will go on ballot in November, both votes need to be agreed to be passed.

- Marc, we need to give the town the warrant article, at what %.
- Justin, need some type of deliverable by August.
- Adrian, % would be based on what the funds are used for?
- Justin, it would be used for the future preservation committee not this exploratory committee.
- David, 3 – 4 months to come up with the plan.
- Adam, what is the tax rate?
- Justin, pulled the rate in original table to show how to
- Debra, how much money are we really talking about coming into the town with a 3% and match?
- Marc, Master Plan and how funds needed for?
- Amanda, can bring information Master Plan but Capital Plan has a five year plan
- Justin, current take rate \$15.11 per \$1,000 assessed value.
- David, first need to agree on goal statement and then build off of that with tasks and how to accomplish those tasks.
- David, should we meet more often?
- Adam, lot to digest, some type of shared google doc/drive to discuss and build what is needed.
- Justin, refrain public business discussion in private, but filter through Justin to distribute to committee. Do not converse on the email chain on items that should be discussed during a meeting.

5. Discussion of Next Steps

- Next meeting – Zoom, May 18th 7:30pm.
 - i. Two in person meetings before presenting.
 - ii. Bring any “homework”.
 - 1. Adam would like to build the calculator.
 - 2. Marc, Adam, would like to learn more of CPA
 - 3. Amanda suggested fact sheet to share of what is learned.
 - 4. David, FAQ’s list from items of questions of the committee from this meeting. Need items sent to David by Monday, 11th to compile list of questions and answers.
 - 5. Justin will put together the revue flow to get a good picture of what the funding sources and projects are in town.
- Meeting May 2nd, 7:30pm

6. Adjournment – Debra motion, Pam second, all in favor.