

Minutes Approved May 2, 2022, meeting – Motion to approve by Adam, 2<sup>nd</sup> by Adrian – Any discussion, no. Roll call David R (Y), Kyle B (Y), Debra B(Y), Jay M (Y), Adrian (Y), Marc D (Y), Adam G(Y) Amanda P (Y) .

WINCHENDON TOWN CLERK  
RCUD FEB 7 2023 AM9:18

**TOWN OF WINCHENDON**  
**Community Preservation Act Exploratory Committee**  
**MEETING MINUTES**  
**ZOOM Conference Call**  
**April 18<sup>th</sup> 2022**

**Justin Sultzbach, Town Manger**

**Citizen at Large Seats: David Romanowski, Marc Dorwart, Adam Gardner, Pam Smith, Joe Rosa, Kyle Bradley,**  
**Standing Committee Members: Adrian Guerrero (Finance Committee), James McCrohon (Historic Commission),**  
**Debra Bradley (Recreation Commission), Lionel Cloutier (Conservation Commission), Amanda Phillips (Housing Authority)**

**In Attendance: David Watkins.**

Bold = present at meeting.

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**7:36 P.M.**      Call Meeting to Order – by David R.

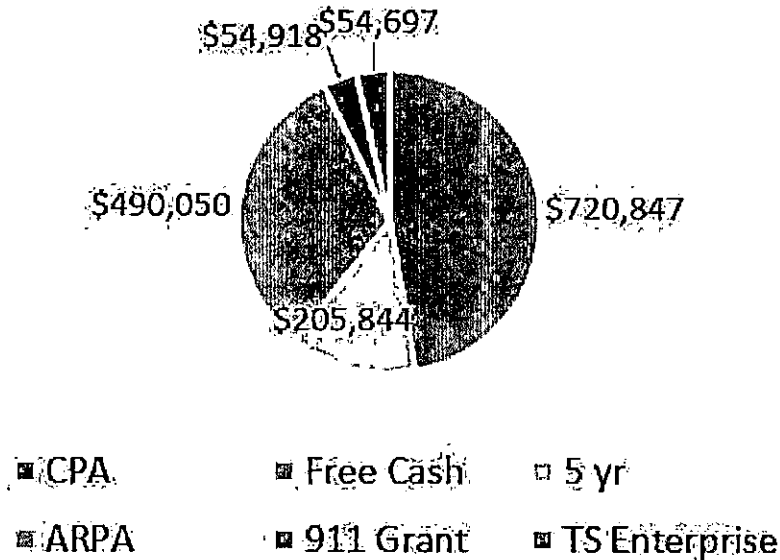
1. Minutes Review –March 7, and April 4<sup>th</sup>, 2022 meeting.
  - o 1<sup>st</sup> meeting typo of status quo, everything else ok.
  - o All proved March 7 and April 4<sup>th</sup> by all voting members.
2. Old Business:
  - o Adam would like to build the calculator. Absent at start of meeting. (Joined later in the meeting).
  - o Marc, Adam, would like to learn more of CPA
    - i. Marc – Went to youtube of other public meetings of CPA and ads, will get links to see what is worth watching. The money fluctuates, end of year is when the amount is determined.
  - o Amanda suggested fact sheet to share what is learned.
  - o David, FAQ's list from items of questions of the committee from this meeting. Needed items sent to David by Monday, April 11<sup>th</sup> to compile list of questions and answers.
  - o Justin will put together the revenue flow to get a good picture of what the funding sources and projects are in town.
    - i. Share screen – presented spreadsheet – Capital Plan of 5y projections.
    - ii. Cash flow strongest argument for CPA. Capital needs, no wish list.
      1. DPW replace fleet staggered times instead of all in one year.
      2. Fire Station once every 30/40 years.
      3. Senior Center exterior structure has phase 2 & 3 to plan.
      4. Town Hall – Exterior 3 phases, to correct years of neglect.
      5. 5 year total, \$25,236,334, what we currently have for funding, we don't have a town to support.

Without CPA (projection):

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.

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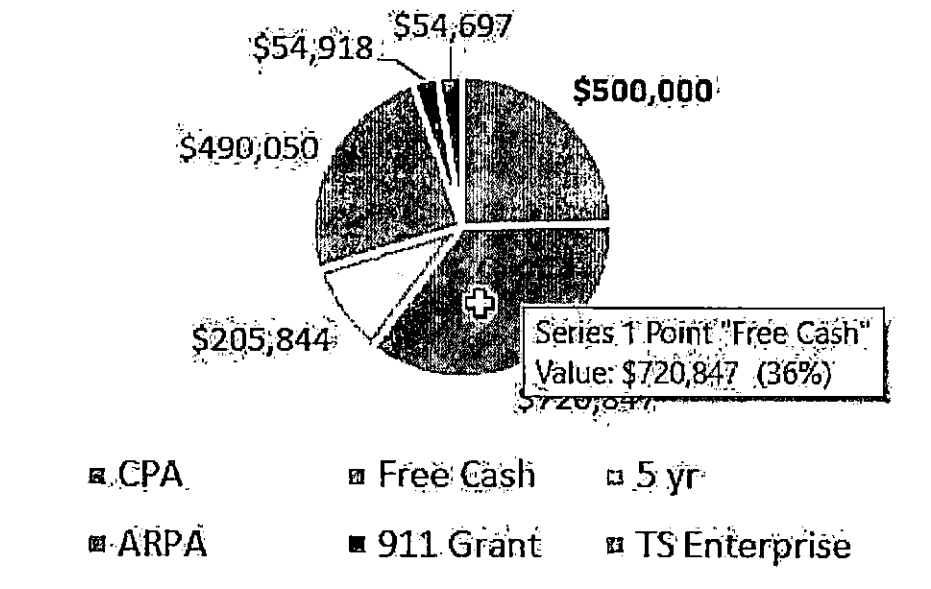
## Capital Improvement Funding Sources



6. Chapter 90 state funds to repair roads, only used now.

With CPA in place (Projection):

## Capital Improvement Funding Sources



iii. Need to get the threshold of the funds.

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- iv. David, need a realistic idea of funds and to use other than Capital Improvement.

*Subject to review of Capital Planning Committee	
**CPA Funding subject to review of CPA Committee	
***All expenses subject to Town Meeting vote	

v.

- vi. Free Cash (separate account) – is money that is coming from a few sources, any unspent funds from pervious year. Some lean years, fluctuates.

1. Example, overage of snow removal would come out of free cash.
2. Need to keep free cash as a stabilization fund, don't want to spend down to the penny.
3. Marc – Question to Justin, a little shocked by the research numbers of the Capital Plan, what are we selling to the citizens for approval of the CPA plan, other towns use the funds to use on items not in the Capital Plan for different wanted items.
4. David – the spreadsheet is real expenses, to sell CPA that will give the town something it currently doesn't have. Can we afford to do the extra projects when we have real needs that the town needs in the Capital Plan.
5. Marc – The committee to follow the Ex Com, the town voted where the money goes, has nothing to do with the helping the struggling existing town budget. Looking to avoid having angry voters if funds are not used for projects.
6. Kyle – CPA not promising to fix roads etc... need to dig out of a hole as a neglected town.
7. Justin – recommendations, this is the needs, but not a voting member to make decisions.
8. Amanda – CPA Does it go into the town budget?
  - a. Justin, no never budgeted for town budget, CPA and town meeting will vote how to spend
9. Adrian – CPA town Templeton may be a better comparison on how to use CPA funds.
10. Marc – What about open space etc... how to use funds.
11. Debra – Mixture of projects, some to free cash, some to wants.
12. Justin – CPA for all of MA, but each town has different needs.
  - a. Some initial CPA funds could help Winchendon catch up fixing items that have been neglected.
  - b. Try to get the town out of the woods the first five years to then start doing some of the more community building of the CPA.
  - c. Marc – agrees fixing assets of the town first. Land trusts for CPA use possibilities.
  - d. David – We are representative of the whole town.
  - e. Kyle – Money going to spend on town hall is going to be spent out either way. Can't let the building fall down. Shifting money around from free cash, CPA, or budget.

- f. Marc – concern that folks may be taxed out of town.
- 13. Amanda – Putting the cart before the horse. Need to get this passed before trying to spend the money. Need to investigate to see if it's good for the town.
- 14. Adam – Town hall is compelling, but messaging could be misinterpreted that taxes raised to pay for town hall or use to pay for a portion of it. Matching of state funding is compelling for the reasons to adopt CPA. Do not want to lose in the messaging.
- 15. David – what do we want to point out to the community.
- 16. Marc – Need to look at how CPA is working in other towns. CPA is functioning the same in every town. The whole town knows why we need more money. How to get citizens to vote to raise taxes.
- 17. David – give facts of CPA.
- 18. Marc – compare towns to learn new.
- 19. Debra – move on the agenda.
- 20. David – need a deeper background of the CPA to get things down on paper. Kyle – makes perfect sense.
- 21. David – what is the product then reverse engineer the recommendation for the town. Need by early August.
- 22. Marc – need to know the threshold of 100% funding, what is the match. \$50 per household isn't the case.
- 23. Justin – shared:  
[Understanding the Distribution Formula | Community Preservation Coalition](#)
- 24. Justin – 100% now but when is the tipping point that we wouldn't be at 100% anymore.
- 25. Justin – locked into the first 5 years, after that vote after per year.
- 26. Marc – Justin came to our road and CPA and it's not true as the funds are fluctuating, wants to know if the Winchendon version is true.
- 27. Justin – Has worked with CPA in several communities and pays into it as a taxpayer.
- 28. Justin – Screenshare – Breaks down all communities in their CPA rankings.
- 29. David – would like to have the State CPA folks in for the next meeting.
- 30. Justin – CPA web page has the percent match, match would be a base figure 130%, the state can come in to explain the percentage on May 2<sup>nd</sup>.
- 31. Adam agrees need to see what to produce to the town meeting.
- 32. Marc – some towns have sale pitch ads on how CPA benefits the town.
- 33. Amanda – show how the town will be out of funding by not doing the CPA.
- 34. David – need to make a motion on what we need to produce as a committee by early August. What work do we need to do to get this produced?

35. Marc – need to get the options including the 3% which has the 100% match.
  36. David – present pro and cons of each percentage match
  37. Marc – thinks if we want this to pass it is going to be hard. Ballot and town meeting voting is different.
  38. David – product is all three options.
  39. Amanda – keep it as simple as possible – simple facts and reasons.
  40. Kyle – once people hear tax raise, they shut down. Lot of work for a little percentage.
  41. David – does the town get to vote on percentage.
  42. Justin – option is a catch 22, is good to provide many options, but then gets too complicated and confusion of options.
    - a. Town meeting – if fails town meeting, anyone can have a 5% signature of getting on the ballot.
    - b. If it passes the town meeting (% set at this time), then goes to ballot in November to the town to vote.
    - c. If passes both then the CPA committee is formed.
  43. Debra – Adam – calculator status, basic similar to BMI.
  44. David – calculator tool to have community have an idea how their taxes will change.
  45. Marc – Motion to produce articles with multiple options to town meeting. Adam second. David, yes - Amanda – no, Adrian, no, Debra, no.
  46. Amanda – Don't think we need to vote on a motion, need a fact sheet and need to work on that way.
  47. Adrian – Thinks we need to know what the funds are for.
  48. David – agrees with everyone, trying to find a vision/goal mission. That we are going to produce something prior to town meeting to hopefully education on town on pros/cons on adopting CPA. Need ideas in writing to move forward on. Need to really understand and become the most educated in town.
3. New Business
    - o Finalize Vision/Goal/Mission
    - o Draft FAQ's – Run through FAQ as a group. Title email April 18 Agenda Meeting.
    - o To be determined
  4. Next Meeting, May 2<sup>nd</sup>, 2022, at 6:30, via Zoom. Adam motion, Amanda, Second, Adrian, Marc all approve. Kyle will get sworn in for next meeting. Debra to forward Kyle's contact information. May 16<sup>th</sup> next town meeting. Emails through Justin.
  5. Adjournment Debra motion, Adam second, Adrian, yes, Amanda, yes, March yes. David, yes.