



TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 11.14.19

Community Preservation Committee

Meeting Minutes

April 22, 2019

Members in attendance: John Campbell, Chairman; Anthony Ziton; Leslie Harrison; Todd Helwig; Andy Clark

Members excused: Peter Martin; Sean Durkin; Rita Osborne

Others in attendance: Kathy Joubert, Town Planner

Chairman Campbell called the meeting to order at 7:05pm. Meeting was held in Room B126 at the Algonquin Regional High School.

Discussion and Vote RE: Use of FY2019 Administrative Funds for Open Space and Recreation Plan

Kathy Joubert explained process to update the Open Space and Recreation Plan using the Central MA Regional Planning Commission (CMRPC). Original process was to perform the update in-house but due to volume of work necessary to update the plan in its entirety and based on the workload of the Town Planner and Conservation Agent, it would be more productive to hire CMRPC. Request to use FY2019 administrative funds for the update. Draft contract has been negotiated down from \$19,121 to \$17,675. As of today, balance of admin account is \$19,121.50.

Motion made by Todd Helwig and seconded by Andy Clark to authorize the use of up to \$19,000 of FY2019 admin funds for the hiring of CMRPC to work with staff to update the Open Space and Recreation Plan. All members present voted in favor.

K. Joubert will finalize contract with CMRPC and Town Administrator.

Consideration of Minutes

Anthony Ziton made a motion to approve the minutes of the December 6, 2018 meeting, second by Leslie Harrison, all in favor.

Anthony Ziton made a motion to approve the minutes of the January 17, 2019 meeting, second by Andy Clark, all in favor.

CPC Membership

Kathleen Polanowicz has moved out of state and the Town will advertise to fill the vacant seat. Outreach will also be done to the Northborough Housing Authority for a member to fill the spot reserved for a Housing Authority member.

Meeting adjourned at 7:25PM.

Respectfully submitted,

Kathy Joubert
Town Planner