

**COMMUNITY PRESERVATION COMMITTEE
RECORD OF MINUTES AND PROCEEDINGS
September 12, 2006**

The Community Preservation Committee of the Town of Weymouth held a public meeting on Tuesday, September 12, 2006, at 7:00 P.M. at McCulloch Building, Whipple Center Conference Room, 182 Green Street, Weymouth, MA.

Present:	Walter Flynn, Chairman Arthur Mathews, Vice-Chairman Brian O'Halloran Christopher Hannan Larry Lambros James Cunningham Stephen Ford
Not Present:	Tom Curtis Adrienne Gowen
Also Present:	Scott Bois, Municipal Finance James Clarke, Director of Planning & Community Development James Wilson, Chief Financial Officer
Recording Secretary:	Janet Murray

Chairman Walter Flynn called the meeting to order at 7:00 P.M.

Mr. Flynn noted that Mr. Curtis was not present as he is on vacation.

1. Minutes – 8/30/06

Mr. Cunningham made a MOTION to ACCEPT the minutes from 8/30/06 and was seconded by Mr. Mathews and UNANIMOUSLY VOTED.

Mr. Hannan noted that his name is misspelled. This will be corrected.

2. Budget Discussion - Mr. Wilson and Mr. Bois

Open Questions Discussion

Mr. Wilson stated that he had received information from the DOR as recently as 2 P.M. this afternoon.

Mr. Bois discussed the answers to questions posed at previous meetings. He distributed a hand-out titled "Community Preservation Committee – Open Questions – UPDATE – 9/12/06".

Mr. Bois stated that a majority vote is five (5) voting affirmatively on a motion. Mr. Lambros questioned this. He stated that the law says that the majority of a quorum is only required. Mr. Wilson stated that the DOR regulation requires this. It was noted that a simple majority is 5/9; super majority (2/3) is 6/9 for bond issues.

There is no current timeline for expenditures.

If the CPA is repealed, the Committee remains active until the balance of the CPF is expended in full.

As of today, permission was granted to have a general reserve fund line item for FY 07 budget.

Mr. Bois noted that the CPA has several Reserve Funds. The FY 06 fund balance is cash on hand. The law has specific terminology such as unrestricted and mandatory. The FY 07 revenue is a projection. This committee needs to address how to define these line items.

This budget is in full force and in effect from when Council passes it until 6/30/07.

Mr. Hannan asked for clarification on the Debt Service line item. Mr. Wilson stated that even if the amount is \$0, it must be noted on the budget.

Mr. Mathews asked about moving an additional \$1000 into the Recording Secretary. It was noted that the approval process (Town Council approval) is required to re-appropriate money from the miscellaneous expenses to the Recording Secretary expenses after the budget has been set.

Mr. Flynn noted that there will be sub-committee meetings in addition to the regular committee meetings. These should be done by a recording secretary.

Mr. Lambros asked about the salary allocation. Mr. Mathews noted that three town employees are present this evening. Mr. Wilson noted that there are also three members of his staff working on abatement forms which require a public hearing of the Assessors Board. He noted, too, that staff from the Planning Department also works on CPC issues.

Prior year's fund balance is cash in the bank that must be certified by DOR prior to use by the CPC.

Mr. Lambros made a MOTION to CHANGE the expenditure titles under Recreation, Open Space, Historic Resources, and Community Housing to remove “/acquisitions” are identified and was seconded by Mr. Ford. The following discussion ensued.

Mr. Wilson stated that the town uses project accounting. Under the specific projects line item, there would be itemized accounting for each project which will be coded.

Mr. Wilson noted that any reserve fund transfer requires the eight step process found in the "open questions" handout.

The MOTION was UNANIMOUSLY VOTED.

Mr. Lambros made a MOTION to ACCEPT the expenditure titles as are currently reflected to include the above MOTION changes and was seconded by Mr. Hannan. The following discussion ensued.

Accrued interest would be part of the revenue projections starting in FY 08. Proceeds from bonds and gifts are revenue, which are not included in any documents unless required.

This is a requested budget and does not become operational until the Council approves it.

The CPC may want to add a line item, that is acceptable; however to move funds to line items involves the "eight step process" found in the Open Questions Update handout.

The MOTION was UNANIMOUSLY VOTED.

Administrative Costs

Mr. Hannan stated that he would like to see more money spread to specific costs as opposed to leaving it in the Misc. category.

Mr. Mathews made a MOTION to reallocate the following amounts from the Misc. line item;

- Salary Expenses - \$30,000 to \$35,000
- Recording Secretary - \$4,000 to \$7,000
- Misc. expenses - \$5,340

Possible Misc. expenses: Name tags, public hearing notices (at least 4 times), publishing forms, publishing reports.

Mr. Cunningham stated that he thought the amount for the Recording Secretary could be reduced to \$5,000.

Mr. O'Halloran asked what would happen if a line item exceeded the amount budgeted. Mr. Wilson stated that the CPC would need to seek a re-appropriation from another line item, or take from unrestricted fund by going through eight step process.

Mr. Mathews stated that money left over will go back to the General Fund.

It was noted that the cost for a public notice in a newspaper is approximately \$250.

Mr. Clarke stated that he thought the amounts allocated are a fair representation. He noted that in four months these amounts can be revisited for the FY 08 budget.

Mr. Lambros asked about publication of sub-committee meetings. These meetings are required to be advertised through the Clerks Office as it would be a public meeting.

Mr. Wilson stated that he thought that the \$5,340 amount for misc. is a fair representation based on his department's budget for publications.

Mr. Mathews stated that only public hearings have to be published in the newspaper.

Mr. O'Halloran questioned if the amounts allocated for administrative costs are too high. Mr. Wilson stated that he did not think they were too high as this is the first year of the committee.

Mr. O'Halloran asked Mr. Wilson if \$35,000 is what he would ask for. Mr. Wilson stated that he stands by the \$30,000 amount shown in the town's revenue budget. However, he noted that he did not anticipate having three staff members present this evening when he calculated the \$30,000 revenue projection.

The MOTION passed on a 5-2 vote. Mr. O'Halloran and Mr. Ford were opposed.

Mandatory Reserves

Mr. Bois asked if the 10% mandatory minimum is sufficient. This is for the mandatory set-asides. Mr. Flynn asked if this was to look at possibly increasing this line item. Mr. Bois stated that is correct.

Mr. Lambros stated that he thought the philosophy of the CPC needs to be determined; such as whether the amounts are to be equal or will one account get more or less than another.

Mr. Flynn stated that he sees seven philosophies this evening.

Mr. Cunningham made a MOTION to accept the 10% mandatory minimum amount for each of the three line items and was seconded by Mr. Hannan and UNANIMOUSLY VOTED.

Net to Balance - \$615,416

Funds allocated that remain in the Mandatory Set Aside Reserves at the end of the fiscal year roll into the Reserved Fund Balance, seen on the balance sheet. They remain restricted to the designated area. The mandatory amount remains in its line item if not spent and does not count towards the next year's 10%.

All other funds allocated that remain at the end of the fiscal year roll into the unreserved fund balance, seen on the balance sheet. These funds are unrestricted.

Mr. Bois provided three options to allocate the funds; 1) leaving money in General Reserve; 2) dividing the amount by four; 3) setting aside a percentage for each.

Mr. Ford made a MOTION to ADD \$94,679 to the unspecified reserve line of Recreation item and leave \$520,737 in the General Reserve Fund and was seconded by Mr. Mathews. The following discussion ensued.

Mr. Flynn stated that he thought the allocations should be divided into the three accounts \$137,000 with \$224,866 allocated into Recreation.

Mr. O'Halloran stated that he agreed with the motion as it represents a philosophy that all four areas are equal as to the mandatory minimum amounts.

Mr. Mathews stated that the committee does not need to rush to judgment to spend the taxpayers' money without considerable debate.

The MOTION was UNANIMOUSLY VOTED.

Mr. Bois stated that the FY 06 fund balance is \$325,546 with an additional \$46,506 in each of the three mandatory accounts for a total of \$465,066.

Mr. Flynn stated that there are currently no specific projects to have funds allocated to. If there was, Mr. Wilson stated that there would be a separate public hearing to allocate the funds for a specific project.

3. Review of 9/21/06 Hearing Agenda

Mr. Bois stated that he sees this presentation at the Public Hearing to be similar to the slide sheets reviewed this evening, but with more detail.

Including the \$465,066 from the FY 06, the available funds for FY 07 are \$1.4 million available.

Mr. Wilson handed out a draft agenda for the public hearing on 9/21/06. There was discussion regarding the format of the public hearing. Although a form may not be available at the public hearing, the public can be informed as to how they can get their opinions heard.

Mr. Cunningham asked about what the Needs Assessment is. Mr. Flynn stated that it is a process by which the committee chooses specific projects to fund. Mr. Cunningham asked what the time line is for the Needs Assessment. Mr. Clarke stated that the Needs Assessment would start immediately after the public hearing. Mr. Flynn asked if there was a date for completion. Mr. Wilson stated that there are several time lines to be considered. The Needs Assessment must consider the current fiscal year and five subsequent years.

Mr. Flynn stated that by Ordinance, the CPC must appear before the Planning Board during the Capital Budget process.

Mr. Mathews stated that he and Mr. Clarke have been working on getting the meeting taped or broadcast live. The Weymouth Channel, by contract, must tape the Town Council Meetings and the School Committee Meetings. There is a conflict on 9/21/06 with the School Committee. Mr. Mathews stated that he is working with Council President Smart to get a resolution to this.

Mr. Ford noted for the record that a meeting is scheduled for Friday, 9/22/06. This meeting can be cancelled, if necessary.

Mr. Wilson stated that he would like to put together a presentation for the committee's approval.

4. Other Business

Mr. Mathews passed out a “project submission form”. He used a form that has been used in the Town of Braintree.

Mr. Cunningham made a MOTION to ACCEPT the submitted application for use at the public hearing on 9/21/06 and was seconded by Mr. Mathews.

Mr. Ford asked about the need for the fiscal year to be included on the form. Mr. Mathews stated that there are several instances where spreading out the cost may be applicable such as purchasing land. Mr. Ford stated that this portion of the form could be confusing to the public.

Mr. O’Halloran commented that the application process will involve dialogue with the person/group who submits it.

Mr. Cunningham stated that he thinks that it is important for the public to be involved in the process.

Mr. Lambros asked about criteria for acceptance in regards to the form.

Mr. Mathews stated that he would foresee the person/group coming before the Committee after the submission of the form.

Mr. Cunningham noted that where to submit the form needs to be included on the form. Mr. Flynn noted that it should be forwarded to the Community Preservation Committee c/o the Planning Office at Town Hall.

Mr. Cunningham made a MOTION to AMEND the original motion to include submittal information on the form and seconded by Mr. Mathews and UNANIMOUSLY VOTED.

Mr. Flynn stated that Cathy Roth of the Community Preservation Coalition asked for a committee roster of the CPC. He noted that he would provide her with members’ names and their appointment information only.

5. Public Comment

There was no public comment.

6. Adjournment

At 10:00P.M., there being no further business, Mr. Cunningham made a MOTION to ADJOURN and was seconded by Mr. Mathews and UNANIMOUSLY VOTED.

Walter Flynn, Chairperson

Date