MINUTES OF THE MEETING

What: Town of Hadley – Community Preservation Committee
When: February 8, 2021 / 7:00 pm
Where: Zoom

Who: Edwin Matuszko (EM), Chair
     Mark Dunn (MD), Clerk
     Paulette Kuzdeba (PK)

     Amy Fyden (AF), Vice Chair
     Denise Barstow (DB)

     Mary Thayer (MT), Treasurer
     Cassaundra Gonzalez (CG)

Non-Voting Guests/Applicants
     Andy Morris-Friedman (AM)
     John Schott (JS) JL
     [Hadley Media – host]

Absent: Diane Kieras-Ciolkos (DK)
     Hadley Housing Authority Rep

Items of Discussion:

1. Edwin counted 7 members and declared a quorum at 7:04 pm. We still do not know who the Housing Authority rep is.

2. There was a motion, second and unanimous vote to adopt the minutes from the January 25, 2021 CPC meeting.

3. Mary shared her screen of the CPA Summary spreadsheet (see attachment A).
   
   A. The set asides were reviewed and it was agreed to add $45,000 to each set aside line (from the general fund line).
   
   B. There was discussion about the Administrative line item balance. Ultimately adding $3,000 to this line was agreed upon based on the various miscellaneous expenses incurred over an average year.
   
   C. There was discussion on the merits of adding a few more signs or banners to help make the taxpayers aware of how their CPA funds were being spent to preserve Hadley’s assets.
   
   D. AF moved that we request voters approve adding $45k to each set aside line and add $3k to the Admin line. The motion was seconded and approved by a vote of 7-0-0.

4. The list of various funding requests was reviewed:
   
   A. Handrich APR
   B. Galinski APR
   C. North Hadley Cemetery
   D. Russelville Cemetery
5. PK made a motion that we recommend the Emergency Covid-19 Rental Assistance request (see attachment B), as proposed for $100,000 over a 2 year period. MT said she would abstain as she is a landlord in Hadley.

A. There was a second and the motion passed with a vote of 6-0-1.

6. Discussion ensued regarding how to define the funding time period and its termination date. For example, should a 2 year term be described:
   1) more simply as ending at the same Town Meeting (Annual or Special) in 2 years, or
   2) more precisely as ending 2 years from the date of the Town Meeting vote that authorized the funding?

   There was a motion and second for option 2 (more precise), and it passed by a vote of 4-1-2 with EM and MT abstaining.

7. We were reminded that the Select Board has asked departments and committees to condense and/or combine multiple articles (where logical) to shorten the length of the Town Meeting and thereby minimize the public health exposure risk.

8. PK shared screen to review the Gralinski APR funding request.

   A. The DAR will fund $99,000 while the Town is asked to fund $11,000. The Con Comm has been asked to fund $5,500 from TDR, and the CPC is asked to fund $5,500 from CPA (Open Space).
   B. There was a motion and second to fund this APR for $5,500 with the funding expiring 2 years from the date of its town vote. The motion was approved by a 7-0-0 vote.

9. PK presented the Handrich APR funding request for 40.5 acres of farmland. This parcel connects to adjacent APR parcels. The DAR will contribute $234k while the Town contributes $26,000. The Con Comm is being asked to fund $13,000 from TDR, and the CPC is asked to fund the remaining $13,000 from CPA (Open Space) for 2 years from the date of its town vote. The motion was approved by a 7-0-0 vote.

10. The funding request to reserve the First Church clock tower was discussed and John Schott gave clarifying answers to questions.

   A. JS noted that they were considering a different contractor, but the budget was not expected to change.
   B. The church is contributing $2,500 and requesting $13,500 from the CPC General Fund to preserve the 1909 clock in the church steeple. The funds would expire in 2 years.
   C. MT motioned to approve the request and PK seconded it.
   D. AMF noted that the Supreme Court approved such “church & state” projects that meet 3 criteria (which AMF said this meets).
   E. The motion passed with a vote of 7-0-0.

11. Current funding extensions were discussed.

12. PK motioned to amend the Cemetery and the Emergency Rental Assistance articles’ wordings on funding expiration (to match the new standard set in item 6 above). The was a second and the motion passed by a vote of 7-0-0
13. Amy will make the revisions to the articles and forward them to the Town Administrator.

14. AMF suggested funding claw backs be acted upon.

   A. A letter will be sent to the Town Treasurer requesting clawbacks for:
      1) Lake Warner Board Walk ($1,517)
      2) Lake Warner Monitoring ($216)
      3) Outdoor Pavilion ($127.32)
      4) Lake Warner Monitoring ($148.59)

15. The additional graphics (signs and banners) were discussed and PK suggested we designate $500 for this effort. There was a second and the motion passed with a vote of 7-0-0.

16. MT noted projects active in 2020. It was suggested that we include a brief narrative of the work in the Annual Report. MD suggested that we express our gratitude for the past and continuing support from AMF. EM is working on a draft of the CPC Annual Report.

17. The next meeting will be scheduled for August 2021 at 7 pm via Zoom.

18. The meeting was adjourned with a motion, second and unanimous vote at 9:12 pm.

Minutes as recorded by Mark Dunn, Clerk.

JL (Joined Late)

Attachments
   A. Hadley CPA Summary (financial spreadsheet)
   B. Article for Emergency Covid-19 Rental Assistance program
   C.
# CPA Funds Summary

<table>
<thead>
<tr>
<th>Town data</th>
<th>Proposed 2021 ATM</th>
<th>New projects approved</th>
<th>2021 ATM balance</th>
<th>If projects approved at 2021 ATM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open space set aside</td>
<td>98,380.00</td>
<td>45,000.00</td>
<td>143,380.00</td>
<td>18,500.00</td>
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<tr>
<td>Historic set aside</td>
<td>23,052.15</td>
<td>45,000.00</td>
<td>68,052.15</td>
<td>68,000.00</td>
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<tr>
<td>Housing set aside</td>
<td>288,399.46</td>
<td>45,000.00</td>
<td>333,399.46</td>
<td>100,000.00</td>
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<tr>
<td>General Fund Reserve</td>
<td>500,000.00</td>
<td>-</td>
<td>500,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Avail General Fund bal</td>
<td>1,310,245.21</td>
<td>(135,000.00)</td>
<td>1,175,245.21</td>
<td>103,500.00</td>
</tr>
<tr>
<td>Subtotal Available funds</td>
<td>2,220,016.82</td>
<td>2,220,016.82</td>
<td>1,930,016.82</td>
<td></td>
</tr>
<tr>
<td>Reserves for expenditures</td>
<td>488,573.01</td>
<td>488,573.01</td>
<td>290,000.00</td>
<td>778,573.01</td>
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<tr>
<td>CPA fund bal 9/13/20</td>
<td>2,708,589.83</td>
<td>2,708,589.83</td>
<td>2,708,589.83</td>
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</tr>
</tbody>
</table>

Agrees with town

# History of CPA Revenue Additions:

<table>
<thead>
<tr>
<th>CPA Revenue Ledger</th>
<th>As of 1/17/21</th>
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<tbody>
<tr>
<td>From town's report:</td>
<td>Yr ending</td>
</tr>
<tr>
<td>Tax liens redeemed</td>
<td>104.15</td>
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<tr>
<td>Int and penalties</td>
<td>264.55</td>
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<tr>
<td>CPA Surcharge prev yrs</td>
<td>1,919.69</td>
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<td>CPA Surcharge curr yr</td>
<td>141,770.31</td>
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<tr>
<td>CPA State Distribution</td>
<td>197,928.00</td>
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<tr>
<td>Subtotal</td>
<td>341,806.70</td>
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<tr>
<td>Earnings on Investment</td>
<td>3,858.89</td>
</tr>
<tr>
<td>CPA Trf from Town GF</td>
<td>1,410.00</td>
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<tr>
<td>Total added to CPA fund</td>
<td>347,255.59</td>
</tr>
</tbody>
</table>

10% set asides | 45,000.00 | 43,380.00 | 25,000.00 | 36,000.00 | 30,000.00 | 30,000.00 |

Proposed 2021 ATM | Still to be voted on by the CPAC, and if approved, then by the town at 2021 ATM |
| Potential set aside | |

- CPAC | 3,000.00 General Fund |
- Handrich APR | 13,000.00 Open Space |
- Gralinski APR | 5,500.00 Open Space |
- North Hadley Cemetery | 60,000.00 Historic |
- Russelville Cemetery | 30,000.00 $8,000 Historic / 22,000 General fund |
- Hockanum Cemetery fence | 65,000.00 General Fund |
- Emergency Rental Assistance | 100,000.00 Housing |
- First Church clock | 13,500.00 General Fund |
- 290,000.00 |
ARTICLE – COVID EMERGENCY FUND
To see if the Town will vote to appropriate and transfer $100,000.00 from the Community Preservation Act Housing Fund to be granted to the Hadley Housing and Economic Development Committee for the purpose of supporting community housing through an Emergency Rental Assistance COVID-19 program, and to authorize the Select Board to enter into a grant agreement, setting forth the terms of said grant with the added conditions that 1) no funds will be dispersed prior to the signing, by both parties, of a letter of agreement between the Select Board and the qualifying organization administering the program on behalf of the Hadley Housing and Economic Development Committee addressing eligibility, administration, and oversight, and 2) if the funds are not expended under the Emergency Rental Assistance Program by Annual Town Meeting 2023, any unused balances shall be returned to the Community Preservation Housing Fund.