

## **Community Preservation Committee (CPC) Meeting Minutes February 18, 2016 Shutesbury Town Hall, Technology Room**

**Members Present:** Chairperson and Community-at-large member Donald Fletcher, Conservation Commission representative Linda Avis Scott, Housing representative Rita Farrell and Historical Commission representative Leslie Bracebridge.

**Members Absent:** Planning Board representative James Aaron, Open Space Committee representative Sue Essig, and Selectman (Board of Parks) representative Mike Vinsky.

**Current CPC Vacancies:** Finance Committee and Recreation Committee representatives.

**Guest:** Resident Jessica Carlson-Belanger.

Chairperson Fletcher opened the meeting at 6:00 PM.

### **I. Minutes of the January 21, 2016 meeting were unanimously approved as written.**

Chairperson Fletcher reviewed the evening's agenda and packet of handouts, which he had prepared for tonight's meeting:

- The financial overview will be up-dated for the March meeting.
- The March 9 meeting/Public Hearing, to be held at the Elementary School:
  - Will include this year's applications presentations, coupled with,
  - The annual required Public Hearing discussion of Shutesbury's community preservation needs, possibilities and resources.
  - Will start promptly at 6 PM, so
  - Members should arrive by 5:45 PM for set-up to allow for a 6 PM prompt start time.

### **II. Subjects Discussed:**

**A. Presentations of "Applications for Funding" by applicants followed by questions and answers:** Chairperson Fletcher first reviewed the 5-part review process for all applications:

1. "Determination of Eligibility" applications are submitted, reviewed and approved,
2. Full "Applications for Funding" are submitted and reviewed by CPC members to identify and prepare questions and issues that might be raised during the review process,
3. Applicants present proposed projects to the CPC and answers the questions that were developed in step 2,
4. Applicants present the proposed projects to, and answer questions from the CPC and interested residents at a public hearing. Those present provide comments of support for, or concerns with, the proposed projects.
5. The CPC meets, reviews all information gathered during the review process, completes an evaluation of each application using the CPC general and specific Evaluation Criteria, and votes on whether or not to recommend each project to Town Meeting for approval.

Chairperson Fletcher explained that for proposed projects that the CPC recommend to Town Meeting, although the presence of applicants at town meeting is always valued in order to answer any technical questions that the CPC Chairperson is not familiar with, it is Shutesbury's CPC's practice for its Chairperson to present the CPC's recommendations be Town Meeting.

- a. Running/Walking track construction** – Presented by Jessica Carlson-Boulanger who clarified that although she works as school secretary, this is a proposal from a newly formed committee of community members, teachers and parents. Ms. Carlson-Belanger’s time devoted to this project is as a volunteer. It is not something that she is doing on her paid work time.
- i.** Chairperson Fletcher shared a hard copy of an additional support letter that was received in the CPC Town Hall mailbox from the M. N. Spear Library Board of Trustees. Its Director – Mary Anne Antonellis, signed the letter. Mr. Fletcher will scan and send it to CPC members.
  - ii.** Jessica provided a paper copy of a DRAFT PowerPoint presentation of the proposal. The handout included answers to all CPC’s questions that the CPC developed at its January 21, 2016, meeting.
  - iii.** The wetlands have been researched with the assistance of the committee volunteer, Beth Wilson, the Amherst’s Wetlands Administrator. The committee understands that it will submit a Request for Determination to the Conservation Commission. It will do so after Town Meeting warrant article for the proposed project is approved.
  - iv.** Jessica will check with Shutesbury’s Board of Health to get their feedback regarding whether a permit is required for the track, given its proximity to the public well. If so, a permit will be requested after the Town Meeting warrant article for the proposed project is approved.
  - v.** Matching funds are secured for this project.
  - vi.** Jessica asked Highway Superintendent Tim Hunting if he could help with track construction. Tim indicated that the Highway Department would be available, but that a request for authorization must first be requested and approved by the Town Administrator.
  - vii.** Jessica has consulted with people involved in building a track for the Swift River School last year.
  - viii.** Trap rock is the proposed surface for Shutesbury’s track. Swift River had free access to reclaimed asphalt. Jessica states that she would upgrade Shutesbury’s track surface to reclaimed asphalt if a free source were found.
  - ix.** The track will be open to the public, except during school hours (due to heightened school security everywhere in recent years). During school hours Shutesbury’s children who attend the SES will have daily access to the track.
  - x.** School maintenance staff will keep the track plowed in winter. This will increase the use of the field for recreation during the winter months.
  - xi.** Jessica thinks that the grade and surface of the trail to the proposed track area meets accessible standards. Jessica will research this further.
  - xii.** Jessica asked if the completed project costs less than the approved budget whether the excess funds can be used for something additional such as a sign or a bench. The answer given was that all donated funds are used first, followed by CPA funds. Any excess funds cannot be used for another purpose; they remain CPC funds.

- b. Playground repairs and replacement structures** – Draft PowerPoint presentation by Jessica Carlson-Boulanger included with the minutes:
- i.** Chairman Fletcher shared a support letter received from the Shutesbury Elementary School Physical Education Teacher, which he will scan and send to CPC members. Many other letters of support were included with the application.
  - ii.** Jessica is pleased to know that Community Preservation funds can be used to rehabilitate spaces already available, such as the school grounds.
  - iii.** This preschool structure is the first part of a larger plan (est. \$150,000) to also put play structures on the lower level playground for the older children. That project will require a ramp to comply with accessibility standards.
  - iv.** The school nurse has many stories of injuries that have occurred to children while playing on the current climbing structure.
  - v.** Matching funds from the Shutesbury Athletic Club have been assured, but Jessica does not yet know the amount of the SAC donation.
  - vi.** Jessica applied to the Amherst Educational Foundation (AEF) for \$5,000 in matching funds for this proposal. Jessica used the same application format as an Amherst elementary school's successful application to AEF for school playground equipment. The AEF application was due February 1. The outcome should be available by the May 7 Annual Town Meeting.
  - vii.** If the AEF funds are not provided, then a smaller structure will be substituted that costs a corresponding smaller amount of money.

**B. Request Recipients of CPA funds to take before and after photos** – Not discussed.

**C. Financial Overview** – Chairman Fletcher presented draft CPA fund summaries as printed in the handouts used at the meeting:

- a.** Solid figures in through June 30, 2014: Total balance: \$250,709.
- b.** Total revenue (estimated) through June 30, 2015: \$323,667.
- c.** Total expended to present, plus reserved for approved expenses: (\$78,750).
- d.** Total fund balance as of June 30, 2015: \$244,917.
- e.** Estimated June 30, 2016 total fund balance: \$291,717.
- f.** Estimated FY 17 total revenues: \$46,800.

Chairperson Fletcher will review and confirm the correct amounts and will update the financial overview. The updated amounts will be available for the March meeting of the CPC and as a handout at the Annual Town Meeting.

#### **D. CPC Membership:**

- a. Allen Hanson is no longer a member of the Finance Committee, which he previously represented as a member of the CPC. Allen has indicated that he would like to remain on the Community Preservation Committee and has offered to continue the task of posting to the website for the CPC.
  - i. The original bylaw presented to Town Meeting proposed CPC membership to be 7. However, to ensure that all potentially impacted committees were represented on the CPC, the proposed bylaw was amended on town meeting floor and the membership was increased to 9. The two additional members were designated to represent the Finance Committee and the Recreation Committee (currently inactive).
  - ii. There was discussion regarding whether 9 members is perhaps too many members for the CPC. Since its inception the CPC has always had 1 or 2 vacancies, and therefore has operated with 7 or 8 of the 9 members. Reducing the CPC membership to 7 requires a town meeting amendment to Shutesbury's CPC bylaw. Reducing membership to 7 would result in fewer actual members because of the inevitable vacancies as turnover is inevitable. A concern was expressed that with members occasionally having to miss meetings due to personal conflicts, the number of CPC members present would frequently be fewer than 7. No motion made or action taken to recommend a decrease in membership.
  - iii. The original bylaw and town meeting vote will be posted on the CPC web page, so that everyone can understand the current make-up of the CPC.
  - iv. The intention of the CPC membership make-up is to keep representation and communications open between affected committees and the CPC.
  - v. In some cases, when committees do not have any member interested in attending the CPC meetings, they have recommend non-members to represent their committee on the CPC. For example, Linda Avis Scott was selected by the Conservation Commission to serve as its representative, although she is not a member. Linda is the Clerk to the Conservation Commission and maintains communication with it.

**E. Other Business:** None.

**F. Future Meetings** – See agenda for complete list of future meetings. The next CPC meeting will be the Public Hearing at the Shutesbury Elementary School, on March 9, 2016. CPC members should arrive early for set-up by 5:45 to be prepared to begin promptly at 6 PM.

These minutes are respectfully submitted by,

Leslie Bracebridge  
Historical Commission Representative