

Community Preservation Committee
At the Shutesbury Town Hall upper level Conference Room
June 26, 2014

Community Preservation Committee (CPC) members present: Chairman and Community at Large Member Donald Fletcher, Select Board/Recreation and Parks Committee Representative Al Springer, Conservation Commission Representative Linda Avis Scott, and Finance Committee Representative Allen Hanson. Vacant Positions: Planning Board and Recreation Committee Representatives.

Remote Participant: Historical Commission Representative Leslie Bracebridge, by speaker phone.

Absent: Out-going Select Board/Recreation and Parks Committee Representative Al Springer, Housing Authority Representative Rita Farrell, Open Space Committee Representative Susan Essig.

Vacant Positions: Planning Board and Recreation Committee Representatives.

Others present: None.

- I. Chairman Fletcher opened the meeting at 6:00 PM with a quorum of members present on site, and welcomed a motion and second to approve the minutes of the February 20, 2014. **After changing the year of the date from 2013 to 2014, the CPC unanimously voted to approve the minutes of February 20, 2014 as written.**

Next, a motion was made and seconded to approve the minutes of the March 20, 2014 Public Hearing. The Community Preservation Committee agreed to:

1. Add the words "Public Hearing" to the title, and
2. Add to Section II a. a notation that Town Administrator Rebecca Torres suggested the May 30, 2013 Massachusetts Department of Housing and Community Development paper regarding Utilization of CPA) Funds for Preservation of Existing Public Housing Units could be utilized as helpful guidelines by the Shutesbury Community Preservation Committee to decide whether a project was "preservation," maintenance" or "rehabilitation", in the Historic category on the 2012 Department of Revenue (DOR) CPA project eligibility chart,

The Committee unanimously voted to approve the minutes of March 20, 2014 as amended.

II. Subjects Discussed:

A. FY 2014 review – lessons learned:

Improve outreach communications:

- Create a brochure?
- Regular use of the *Our Town* newsletter? Rita offered to "spruce –up" last September's *Our Town* story and add a photo for Sept. 2014 *Our Town*.
- Invitation to public officials via town hall mailboxes to attend the CPC to discuss ideas?

Request for simplified instructions of the application process: Linda and Allen agreed to draft.

B. Defining Preservation of Historic Buildings: Preservation versus maintenance

- Eligible projects are subject to local interpretation:
 - Removal of trees at cemetery: Because Pelham and Hadley did it is not proof that it qualifies for use of CPA funds. It probably qualifies, but is it the best use of CPA funds?
 - Examples of Community Preservation projects from other towns are available on the Community Preservation Coalition website.

- The Coalition recognizes “loopholes.” Every Town Counsel might say something different about qualifications of the same project. A project is OK until it is challenged.

C. Annual Revision of the Shutesbury Community Preservation Plan:

- Donald offered to put 3 or 4 sentences in the Plan regarding preservation versus maintenance.
- Allen cautions: The more words, the more likely we can “hang” ourselves. Better to go case-by-case and once we decide, consult Town Counsel.
- Rita: Consult Coalition for advice and examples of approved projects.
- More discussion on this topic on September 18.

D. Review annual meeting schedule:

- CPC fall meeting timeline: All meetings are 6 to 7 PM.
 - i. September 18 meeting: Review revisions made to the Plan over the summer.
 - ii. October 16 meeting: Approve Plan so it is ready for pre-applications.
 - iii. November: No meeting on 3rd Thursday; pre-applications due November 30.
 - iv. December 4 meeting: Determine eligibility of any pre-applications received.
 - v. Consider giving an extra month to prepare the final application?
 - vi. January 8, 2015: Final applications review/approval.
 - vii. No need for meetings in December and January if no applications.

III. Other Business:

1. Applications received outside of the annual schedule:

- i. The CPC offers flexibility around the annual schedule.
- ii. Because the approval process requires a public hearing and a town meeting vote, even a fast turn-around will be 2 to 3 months.
- iii. Timing might be aligned with a special fall town meeting or if timing is important enough, a special town meeting can be called.

2. Affordable Housing:

- i. On the housing side the Affordable Housing Municipal Trust can do anything at any time.
- ii. Shutesbury has not done an affordable housing project yet.
- iii. Leverett offers 1st time home buyers’ assistance.

IV. The next meeting was scheduled for September 18 at 6 PM.

V. The Community Preservation Committee adjourned at 6:38 PM.

Respectfully submitted,

Leslie Bracebridge
Community Preservation Committee Member