

## **Shutesbury Community Preservation Committee**

### **May 19, 2016 Meeting Minutes**

Held at Shutesbury Town Hall

Meeting opened at 6:03 pm by CPC Chair, Donald Fletcher

Members present: Linda Avis Scott, Allen Hanson, Mike Vinskey, Rita Farrell, Donald Fletcher

Members absent: Susan Essig, Leslie Bracebridge, Jim Aaron

#### Meeting topics

The agenda for the meeting was the annual debrief.

It was mentioned that Rita will look for another non-housing grant agreement sample

#### What have we learned this year?

1. Process went well including the schedule
2. Historic process is more complex – we should put guidance in the CPA guidelines about historic requirements including the potential need for a historic consultant
3. We should know status of projects so we can report progress to town meeting – ask for or require update by March of each year
4. Get regular accounting from treasurer

#### Web page:

1. Need before and after pictures – we should require that of awardees
2. Would like to know how many people access the CPA page on the town website
3. Have better info on site e.g. link to CP Coalition and other sites

#### Gazebo update

1. Gazebo has to be located in a different place because of wetlands at Old town Beach
2. Raises question of what policy is if there are substantive changes to a project post award

#### Community preservation plan

1. Update plan every year
2. Tweak the historic guidance
3. Revise schedule as needed
4. We should go through another round of surveying town committees, boards as part of master plan process – how do people want CPA \$ spent?
5. Committee members should go back to their respective committees/boards to review existing plan and see if changes are needed.
6. Add warrant articles, schedule, and link to coalition to the plan
7. Check for links to CP Coalition website covering historic guidelines.
8. Send changes to Donald and they will be made in September.

### Chair and Secretary Nominations

1. A motion was made by Rita, seconded by Linda for Donald Fletcher to remain as CPC chair– vote was unanimous
2. A motion was made by Donald and seconded by Alan, for Leslie to be the secretary. The vote was unanimous.

### Meeting and application schedule for next year

<u>September 15:</u>	review community preservation plan; make any changes and post by October 1
<u>October 20:</u>	CPC meeting
<u>November 15:</u>	Preliminary applications due
<u>November 17:</u>	CPC meeting
<u>December 1:</u>	CPC meeting if needed
<u>January 13, 2017:</u>	Final applications due
<u>January 17:</u>	CPC meeting to initiate review
<u>February 17:</u>	applicants' interviews
<u>March 8:</u>	CPC public hearing
<u>March 16:</u>	CPC meeting to decide on proposals
<u>April 20:</u>	CPC meeting
<u>May 18:</u>	annual debrief meeting

Kevin Weir submitted preliminary determination of eligibility – will consider at first fall meeting

### Letter from DEP regarding school well

1. Letter about effect of track construction on school well
2. DEP have jurisdiction over track?
3. Catherine Hilton spoke to DEP
4. School has to go through process with DEP

Meeting adjourned at 7:20 pm

Minutes recorded by Rita Farrell