

**Shutesbury Community Preservation Committee (CPC) Meeting Minutes
January 19, 2017 Shutesbury Town Hall, Technology Room.**

Members Present: Conservation Commission representative Linda Scott, Finance Committee Representative Allen Hanson, Professional Representative of the Municipal Housing Authority perspective, in the absence of such a Shutesbury Board: Rita Farrell, CPC Secretary presenting the Historical Commission perspective Leslie Bracebridge.

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

Current CPC Vacancies: Community-at-large member, Recreation Committee Representative in the absence of such a Shutesbury Committee.

Guests: None.

In the presence of a quorum, the meeting was opened at 6:05 PM.
In the absence of Chairman Fletcher, it was unanimously voted that Linda Scott serve as temporary Chairman.

I. Draft minutes of the December 1, 2016 meeting were unanimously approved as written.

II. Discussion Items:

A. Election of CPC Chairman: Chairman and Community-at-large member Donald Fletcher sent the following resignation by email on January 5, 2017:

Dear Select Board members,

It is with regret that I am writing to submit my immediate resignation as the at-large member of Shutesbury's Community Preservation Committee. Unfortunately, my wife's daily health needs now require my full attention.

Shutesbury is fortunate to have a Community Preservation Committee that is comprised of thoughtful, dedicated and long serving volunteers. I am confident that they will continue to be excellent stewards of the Shutesbury's Community Preservation program.

I hope to be able to help again in the future.

Thank you very much for the opportunity to serve.

Donald Fletcher

- Unanimously voted to make the title of the person to serve be "Interim Chairman," with the understanding that the members of the CPC very much respect and appreciate the work that Chairman Fletcher has done for many years, and hope that he will resume his Chairmanship when he is "able to help again in the future."
- In the absence of 3 members, unanimously voted to wait until more standing members of the CPC are present before voting on an "Interim Chairman."
- With Linda Scott's agreement, unanimously voted that Linda serve as "Temporary Chairman" until enough members are present to vote for an "Interim Chairman."
- Appointment of an "At-Large Member" to the CPC is a Select Board function.

B: Review Full Applications submitted (due January 13, 2017.):

- The CPC did not receive any full applications for consideration:
 1. Kevin Weir withdrew his Poverty Mountain Farm, LLC request for funds to preserve and rehabilitate the Adams family tomb by a Dec. 3, 2016 email.

2. Rita offered to send new information that she has encountered concerning use of public funds on private property.
3. The CPC has had no communication from Robert Groves concerning the 1829 Town Hall.

C: Brainstorm selection criteria for future privately owned historic preservation projects, other than “historic building” (uniqueness, cultural significance, quality of construction, and materials, public access.):

- Discussion tabled until the next meeting, with more members present, and so that members may review the criteria already in the CPC Plan.

D: Request updates for incomplete CPC projects:

- An email was composed to be sent to the contacts of the 5 projects awarded funds in the previous year along the following lines:
 1. Dear Applicant, In preparation of our up-coming budget and town meeting presentation, the Community Preservation Committee is seeking a brief paragraph concerning the status of the project, which you were awarded, using Community Preservation Act funds. If available, please also send progress photos of your project to cpc@shutesbury.org. We thank you in advance for your response for our February 16 meeting. On behalf of the Community Preservation Committee, Allen Hanson.
 2. Emails to be sent to:

<u>Project</u>	<u>Contact Name</u>	<u>Email Address</u>
Old Town Beach Gazebo	Catherine Hilton	boardhealth@shutesbury.org
Cemetery Rehabilitation	Walter Tibbetts	firedept@shutesbury.org
Kayak Launch	Penelope Jaques	concom@shutesbury.org
SES Track and Playground	Jessica Carlson-Belanger	carlson-belanger@shutesburyschool.org

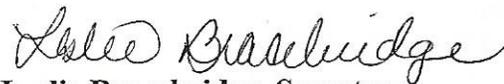
III. Other Business: Agenda items for Feb. 16 meeting to include: Item C on this January 19 agenda, plan for public hearing, elect “Interim Chairman.”

IV. Confirm Assignments, next meeting date, and future agenda items:

- Rita will send information to CPC members concerning public funds for private CPA projects, and CPA public hearing mandates.
- Leslie will prepare January 20 meeting minutes and wording of email to project contacts, and send everything to Allen and Linda.
- Linda will post February 16 agenda and send out agenda and draft minutes to CPC members.
- Allen will communicate with Web Committee to gain a CPC email password, monitor for in-coming email communications and forward those communications to members who have requested to receive them: Leslie and Linda.
- Allen will send the composed email request (above) to last year’s project representatives.

V. Adjourn: Unanimous vote to adjourn at 6:50 PM.

These minutes are respectfully submitted as approved on March 8, 2017,


Leslie Bracebridge, Secretary

Documents used at this meeting: December 1, 2016 draft meeting minutes.