

Community Preservation Committee (CPC) Meeting Minutes  
19 April 2018 Thursday Shutesbury Town Hall

CPC Members Present: Allen Hanson/Co Chair and Finance Committee Representative, Linda Avis Scott/ Conservation Committee, Sue Essig/Open Space Committee Representative, Margie Tighe-Saporito/ Community Member at Large Representative, Chris Donta/ Historical Commission Representative.

Members Absent: James Aaron/Planning Board Representative, Rita Farrell/ Co-Chair and Community Housing Representative, Michael DeChiara/Selectman.

Guests: none

Public Comment Period: none

Please Note Correction: Allen read a letter informing us that “The Friends of The Historical Commission” has donated \$1,000 to the Shutesbury Community Preservation Committee Fund, not “The Friends of the Library.” We are very appreciative and thank them for their kindness and generosity. (My apologies.)

Allen opened the meeting at 7:05pm.

Meeting Minutes from 27 February 2018 are reviewed and approved unanimously.

Agenda Review: no changes

Agenda Review and Discussion Topics:

1. The Committee reviewed Document 1. CPC Sponsored Warrant Articles  
We reviewed the paperwork language in preparation for Annual Town Meeting on 5 May 2018, FY 19 Budget.  
We read over the wording of each of the Warrant Articles 1, 2, and 3 sponsored by The Shutesbury CPC:  
(The following is general wording of the Articles; see documents for complete language and numbers)  
  
-Article 1. To see if the Town of Shutesbury will vote to act on CPC recommendation of the CPC on the fiscal year 2019 budget to transfer money from the Community Preservation Fund estimated annual revenues to state mandated accounts: Open Space (including Recreational purposes); Historic Resources; Community Housing; and the FY19 Community Preservation Fund budget reserve, or take any action relative thereto.  
  
-Article 2. To see if the Town will vote to appropriate \$2,500 from fiscal year 2019 Community Preservation Fund estimated annual revenues for necessary

and proper administration and operation expenses of the Shutesbury CPC, or take action thereto. (“mostly unused dollars revert to the budget reserved fund at the end of the fiscal year”).

-Article 3. To see if Town will vote to appropriate \$5,000 from Community Preservation Fund to develop a comprehensive plan for the removal of accumulated silt in Lake Wyola and the restoration of the North Cove to its historical depths.

We all approved the language/wording of the articles without changes.

2. The Committee reviewed Document 2. CPC Financial Information. Shutesbury Community Preservation Fund, Revenues and Transferred Percentages to various accounts, expenses, and reserves.
  - Report 2009-2019, including Town of Shutesbury CPC/CPA Funded Projects:
  - Fiscal Years, Projects, Total Costs, Remaining Balances.
  - Fiscal Years 2009-2019, Tax Surcharge, State Match, Interest Income, Total Income (by year), and Warrant Article Amounts.
3. The Committee reviewed Document 3. Draft Notes CPC Agenda For Town Meeting 5 May 2018, Topics included are:
  - Changes in members/responsibilities
  - About the committee
  - Current projects list
  - Project proposals this year
  - CPC Projects brief
  - Select board’s “Small Projects” Funding
  - Warrant Articles 1,2,3. (Same as the articles we’ve passed for 10 years).
4. CPC Schedule Plans for 2018-2019
5. We discussed how the Lake Wyola Project is prompting the CPC towards new methods of procedure. We consider the importance of assigning project “Start” and “End” Dates. We talk about how different projects will require different criteria and Procedures. We see the importance now of timeframes and consider two specific projects that are lingering at the present: The Cemetery Headstone Restoration is on schedule but unfinished and The Top of the Lake Canoe Launch that has been delayed somewhat by a site issue. We decide to talk about these issues and possible solutions at the next meeting. Linda suggests maybe we have Penny Jakes at the next meeting to discuss Top of the Lake Canoe Launch project details.

Future Agenda Items:

1. Accountability; Timeframes; Scope and Cost of Projects; Legal Contracts.

Adjourn: Sue motions to adjourn, Linda seconds the motion 8:36pm

Documents and Other Items Used for Meeting:

1. Community Preservation Committee Warrant Articles 1,2,3,  
For Annual Town Meeting, May 5, 2018, FY 19 Budget.
2. Shutesbury Community Preservation Funds; Town of Shutesbury CPA  
Funded Projects 2009-2018; Town of Shutesbury Summary of Community  
Preservation Income Estimates 2009-2019.
3. Draft Notes For Town Meeting-May, 5 2018.
4. Sample of a Legal Contract: "The City of Quincy Community Preservation Act  
Grant Agreement."

Respectfully submitted by, Margie Tighe-Saporito/ Community Preservation  
Committee, Community Member at Large.