**Community Preservation Committee**

**January 21, 2016 Meeting Minutes**

Held at Shutesbury Town Hall Technology Room

Meeting opened at 6 pm by CPC Chair, Donald Fletcher

Members Present: Member at large and Chair Donald Fletcher; Selectman Mike Vinskey; Historical Commission Representative, Leslie Bracebridge; Open Space Committee Representative Susan Essig, and Conservation Commission Representative Linda Avis Scott

Members Absent: Jim Aaron, Planning Board Representative, Rita Farrell, Housing Reprehensive

Minutes of 12/17/15 meeting were accepted as written.

Subjects Discussed:

(1) Two proposals submitted by the Shutesbury Elementary school -- (a) Multi-use Track Construction and (b) Preschool/Kindergarten Playground Reconstruction. These two proposals were reviewed with the intent of determining potential questions/issues that may arise at the February CPC Meeting or at the Annual CPC Public Hearing, March 9, 2016. The evaluation criteria in the Shutesbury Community Preservation Plan (General Criteria and Specific Criteria for Recreation Projects) were used as a basis for this discussion. In addition, some of the questions/issues listed have been asked during the discussion and review process of proposals in previous years.

CPC committee members identified the following questions/issues:

(a) Multi-use Track Construction:

(i) Is the overall project financial feasibility? Is the SES certain that the work expected of volunteers will occur and that the other sources of funds will be available?

(ii) What is the basis for the financial estimate detailed in the proposal?

(iii) How will potential liability issues be addressed?

(iv) Are permits required for construction work so near the school well that is located nearby?

(v) Are permits required for construction work that involves digging within 100 feet of a wetland?

(vi) Will the access to the proposed track comply with state and federal accessibility standards? Specifically, will there be a compliant wheelchair accessible path from the school to the track?

(vii) Will Town residents (who are not elementary school age) have access to the track during periods when students are not attending school, but will not have access when school is in session?

(viii) Are there procurement procedures that are required for the proposed expenditures? What are these procedures?

(ix) What led to the decision to make the track 6 feet wide? Does 6’ width represent a standard for similar tracks? Would it be more useful if it were 8’ wide?

(x) Why is the track construction not being funded from the SES’s annual appropriation?

(b) School Playground:

(i) Is the overall project feasible? What will occur if the requested grant funds are not received? Is the discount for the playground equipment predicated on January 31, 2016 approval? Will there be a financial cost to dispose of the dismantled equipment?

(ii) How will potential liability issues be addressed?

(iii) What permits are required for work that involves digging within the due to 100' of a wetland? Will the permit cover both the dismantling of existing equipment disposal and installation of the new playground equipment?

(iv) How will Town residents have access? Are there surrounding structures used for protection that will hamper access?

(v) What are the school procurement procedures that will be followed?

(vi) Why is the playground project not being funded from the SES’s annual appropriation?

(2) The CPC received a letter from Preservation Massachusetts. The letter described the technical assistance that would be provided on historic preservation projects. The assistance is available to the CPC and directly to non-profit organizations, including private churches. This may be a resource in the event that the Shutesbury Community Church proposal is developed. The primary assistance available was to help find appropriate resources for the project. This response was to inquiry sent by Rita Farrell on behalf of the Shutesbury Community Preservation Committee.

(3) The CPC received a letter dated January 6, 2016, from Douglas B. Mishkin of Venable LLP. The letter requested that the committee provide a copy of "each application for preservation, rehabilitation, or restoration of church, house of worship, or other building regularly used for religious services, that has been approved or may be considered for funding with Community Preservation Fund money in the 2015 fiscal year or any subsequent fiscal year". The CPC Chair, Donald Fletcher will respond. He will provide a copy of the one Determination of Eligibility application that has been submitted to the Shutesbury CPC that involves a building used for religious services. The Shutesbury CPC determined that most of that proposed project is eligible to receive CPA funds.

Votes Taken: Approval of 12/17/15 minutes

List of Documents Used at Meeting:

(a) Town of Shutesbury Community Preservation Act Plan

(b) Proposal by Shutesbury Elementary School: Track Construction (with related attachments)

(c) Proposal by Shutesbury Elementary School: Playground Reconstruction (with related attachments)

(d) Email response from Preservation Massachusetts

(e) Letter with public information request from Douglas B. Mishkin of Venable LLP

Meeting dissolved at 7:03 p.m.

Minutes recorded by Susan Essig (1/21/16)