**Community Preservation Committee (CPC)**

**October 15, 2015 Meeting Minutes**

Held at Shutesbury Town Hall

**Members Present:** Chairman Donald Fletcher, James Aaron, Rita Farrell, and Allen Hanson

**Members Absent:** Linda Avis Scott, Michael Vinskey, Leslie Bracebridge, and Sue Essig

Meeting convened by the chair at 6:03 pm.

1. There was no motion to approve the minutes of the previous meeting.
2. The chair reviewed the changes to the FY2016 Community Preservation Plan. These changes were designed to provide more time between the publication of the yearly plan, submission of the preliminary one-page proposal, and the final proposal.
3. It was generally agreed that the CPC may need a meeting two weeks or so after the date that the preliminary applications are due in order to handle potential issues of eligibility under CPA guidelines before the final applications are submitted. The chair agreed to draft a set of due-diligence guidelines the committee can use to guide the decision making process.
4. The committee performed a walkthrough of the FY2016 draft plan to integrate edits and changes.
5. A **motion** to approve the revised CPC Plan for FY 2016 with the edits was approved unanimously.
6. The committee plans to advertise the availability of the revised plan through a variety of means, including Nextdoor Shutesbury (Farrell) and eCricket (Hanson). Announcements will be to the effect that “Preliminary applications for proposed CPA funds are due November 30. For more information, see the revised plan on the CPC website at Shutesbury.org.”
7. Next Meeting: December 3, 2015.
8. Meeting was adjourned at 6:38pm