

## Community Preservation Committee (CPC) Meeting Minutes February 27, 2017 Shutesbury Town Hall, Technology Room

**Members Present:** Temporary Chairman and Conservation Commission representative Linda Scott, Selectman and (Board of Parks) representative Mike Vinskey, Finance Committee Representative Allen Hanson, Professional Representative of the Municipal Housing Authority perspective, in the absence of such a Shutesbury Board: Rita Farrell, and CPC Secretary and Historical Commission representative Leslie Bracebridge.

**Members Absent:** Planning Board representative James Aaron, Open Space Committee representative Sue Essig. In light of the February 17 meeting being canceled in the absence of a quorum, Mike was asked to call Jim Aaron to discuss his attendance at CPC meetings.

**Current CPC Vacancies:** Community-at-Large member and Recreation Committee Representative in the absence of such a Shutesbury Committee.

**Guests:** None.

The meeting was opened at 7:04 PM by Temporary Chairman Scott.

**I. Minutes of the January 19, 2017 meeting** were not available to be approved and will be considered at the next meeting.

### II. Discussion Items:

#### A. Election of an interim chairperson:

- a. Members were in agreement that the CPC move forward with the election of a new chairman with the understanding that should Donald Fletcher return to the CPC we would gladly have him resume the duties of Chairman.
- b. Unanimously voted to elect Rita Farrell and Allen Hanson as Co-Chairs. Conclusion: It takes 2 people to replace Donald!
- c. We need a new Community-at-Large member:
  - i. Mike will create a "want ad."
  - ii. Allen will post it on the website.
  - iii. People interested in the position should attend a few meetings to ensure a good fit.

#### B. Plan the March 8, 2017 Public Hearing:

- a. Linda has already placed the required legal ad for the public hearing in the newspaper and will take responsibility for paying the \$119.84 invoice when it is received.
- b. An agenda was created, that Linda will give to the town clerk to post.

#### C. Consider methods for encouraging CPC Applications: Passed over for a future meeting

#### D. Status of update requests for incomplete CPC projects: Leslie will send Allen the wording created at the January meeting for Allen to send out to the contact people for each unfinished project, requesting a status update and any available progress photos.

#### E. Handling CPC email:

- a. Allen will monitor the email and forward emails to Rita and Leslie.
- b. The CPC discussed how to respond to emails in that 1 person cannot speak on behalf of the CPC without CPC deliberation to reach agreement of responses: First: Acknowledge receipt of the email on behalf of the CPC. Second: Note that it will be considered at a future meeting. Third: Refer the person who sent the email to the CPC webpage for additional information about the CPC and the Community Preservation Plan.
- c. Allen will respond accordingly to an email sent to the CPC at 3PM this afternoon.

#### F. Brainstorm selection criteria for future privately owned historic preservation projects: Passed over for discussion at a future meeting.

#### G. Future meeting schedule: Public Hearing March 8 at 6 PM.

**III. Other Business:** Allen will contact Donald Fletcher concerning receiving a CD or thumb drive of previous CPC documents, inquire if the updates were made to the 2016 Plan for the website, and research how to get the financial numbers for the 2017 annual town meeting warrant articles.

**V. Adjourned at 8:20 PM:**

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



**Leslie Bracebridge  
Historical Commission Representative**

**List of documents used at the meeting:**

1. 3 PM email.