

Community Preservation Committee (CPC) Meeting Minutes
5 October 2017, Shutesbury Town Hall

CPC Members Present: Chairman and Finance Committee Representative Allen Hanson, Co-Chair and Professional Representative of the Municipal Housing Authority Perspective, in the absence of such a Shutesbury Board: Rita Farrell, Selectman Chair Michael DiChiara, Conservation Commission Representative Linda Avis Scott, Open Space Committee Representative Sue Essig, Community at Large Member Margie Tighe-Saporito

Members Absent: Planning Board Representative James Aaron

Current CPC Vacancy: Historical Commission Representative and Recreation Committee Representative in the absence of such a Shutesbury Committee

Guests: none

Public Comment Period: none

Allen Hanson opened the meeting at 7:05pm.

26 April 2017 Minutes review and unanimous approval (after correcting the spelling of Rolf's name and adding the word "article" to the word "warrant" for clarity)

I. Agenda Review and Discussion Topics:

- A. Review CPC Meeting Schedule and Establish Important Dates 2017-2018 (FY2018): Document is reviewed and discussed and all committee members agree with updated changes made to Allen's original document and the new dates are as follows:

- Sept 28 Meeting moved to Oct 5
- Oct 5 Review CPC Plan
- Oct 31 News
- Nov 7 Publication
- Nov 14 All Boards Meeting
- Nov 30 Due Date for Preliminary Eligibility Proposals
- Dec 7 Review Eligibility Applications
- Jan 25 Final Applications Due
- Feb 1 Review Final Applications
- Feb 15 Meeting with Applicants
- March 8 Public Hearing
- April 20 Prep for Town Meeting, warrant articles, presentation, etc.
- May 5 Town Meeting
- May 17 Debrief

Allen will make changes to this schedule and email to CPC Committee members

II. Discussion on encouraging active participation of residents in Shutesbury CPC projects

- A. The Committee as a whole discusses/brainstorms possible ways of encouraging the people of Shutesbury to get actively involved in the application process for CPC funds.
1. Sue agrees to compile a list of examples that local towns similar to Shutesbury that have taken on as projects that could be funded with CPC money; for

- example, towns such as Leverett, Montague, Pelham, Conway, Goshen, Whately,
- 2. Rita, Sue, and Linda will write a presentation to post on Nextdoor Shutesbury with a link to the CPC page.
- 3. Dates are changed to assist the applicants with time frames and deadlines, hoping to make things more convenient.

III. Master Plan Working Group Report and Discussion of Relationship to CPC

- A. The Committee as a whole discusses and revises the FY17 Community Preservation Plan
 - Allen had emailed the document on 27 September 2017 prior to the Committee meeting so that all members would have a heads-up in order to make changes/corrections etc. for the new FY18 version.
 - 1. Dates in the earlier document are changed to meet all Committee Members approval.
 - 2. Michael gives some suggestions for more accurate descriptions of projects list, because there appears to be a mix up of general and specific examples. The language is tweaked for even more precision and clarity, specifically to address all or any questions regarding inclusivity ~everyone unanimously agrees that the CPC has always considered multiculturalism and diversity a given in the consideration of any and all applicants and applications, (inclusivity is inherent in the original vision).
 - 3. Some formatting issues are fixed ; for example, document says circle and boxes are given.
 - 4. Homework for the CPC Committee regarding Housing Values section is addressed for more accurate figures
 - 5. Allen will make corrections to the final document as per these suggestions

IV. Changes in CPC Members /Updates

- A. Leslie Bracebridge in an email on 28 September 2017 informs the CPC Committee that she has finalized her resignation from the Historical Commission and therefor her representation on the Community Preservation Committee effective 12 July 2017 ~she states, "It is my understanding of the Community Preservation Bylaw that the Historical Commission selects its own representative to the CPC." She advises us to contact Town Administrator Becky Torres as to how to determine who will be representing the Historical Commission on the Community Preservation Committee ~the committee has appreciated her hard work and professionalism.
- B. Jim Aaron's representation of the Planning Board is in question at this time
- C. Margie Tighe-Saporito has been officially appointed to the CPC as the Community Member at Large Representative as of 1 July 17

V. Votes

- A. CPC Committee members vote aye unanimously to make changes/amendments to original Community Preservation Plan Document for 2018
- B. CPC Committee votes aye unanimously to pay \$300 CPC dues

VI. Future Agenda Items/Topics

- A. Discussion on the topic of fixing the CPC website
- B. More work on the CPC Fiscal Report 2017
- C. Susan will “get the word out” on Shutesbury Nextdoor encouraging residents of Shutesbury to apply for CPC funds ~”while the funding is available”

VII. Confirmed Public Hearing will take place at All Boards Meeting on 14 November 2017.

VIII. Adjourn: voted to adjourn at 8:20pm

IX. Documents and Other Items Used at Meeting

- 1. 5 October 2017 Meeting Agenda
- 2. Draft Minutes of 26 April 2017 meeting
- 3. Copy of FY17 Community Preservation Plan
- 4. CPC Meeting Schedule and Important Dates 2017-2018 (FY2018)
- 5. Master Plan Working Group Report (considered as related to the CPC)
- 6. CP2: Community Preservation Fund Report –FY2017 as per Massachusetts Dept. of Revenue Division of Local Services
- 7. CP3: Community Preservation Projects Report
- 8. 28 Sept 2017 email Leslie Bracebridge’s resignation

These minutes are respectfully submitted by,
Margie Tighe-Saporito
Community Preservation Committee, Community Member at Large

