

Community Preservation Committee (CPC) Meeting Minutes
February 7th 2019 Shutesbury Town Hall

CPC Members Present: Allen Hanson/Co-Chair and Finance Committee Representative, Rita Farrell/Co-Chair and Community Housing Representative, Linda Avis Scott/Conservation Commission Representative, Margie Tighe-Saporito/Community Member at Large and CPC Secretary, Chris Donta/Historical Commission Representative, Elaine PuLeo/ Select Board Representative.

Members Absent: Sue Essig/Open Space Committee Representative, James Aaron/Planning Board Representative.

Guests: Janice Stone.

Public Comment: none.

The meeting was opened by Co-Chair Rita Farrell at 7:03pm.

Meeting Minutes from October 18th 2018, and Meeting Minutes from December 19th 2018 were reviewed and unanimously approved as written.

Agenda Review: no changes.

Discussion:

1. Rita walked us through the first application submitted by Megan McDonough, the Representative for the Pioneer Valley Habitat for Humanity. After some discussion, Linda Avis Scott of the Conservation Commission stated that the application looked thoroughly completed; all members of the CPC agreed unanimously that this application is accurate and meets all of our criteria at this point in time. Michael Broad is being considered as contractor. The Planning Board will consider giving their letter of support when they have received all of the necessary Information. Select Board Representative Elaine PuLeo stated that it will be a valuable asset for The Town of Shutesbury to support such community housing projects.
2. Rita Farrell, Co Chair motioned for a vote on the “general criteria” of the Pioneer Valley Habitat for Humanity Proposal; Elaine motioned to approve the application since it meets all of the “general criteria,” Linda seconded the motion; Rita recused herself from voting; 5 votes yes, in favor.
3. A motion was made by Allen to approve votes on the approval of “specific criteria” and seconded by Margie, Rita recused herself from voting; 5 votes yes, in favor.
4. Elaine made a motion to recommend this application to Town Meeting; Rita recused herself from voting; 5 votes yes, in favor.
5. Rita called attention to our second proposal from The Town Buildings Committee and Bob Groves for The Old Town Hall Rehabilitation Project. The CPC Committee discussed the difficulty in considering this proposal, as it does not meet the first criteria: it has not been presented in an official CPC Application format. The exact criteria was not adequately addressed, only a very limited amount of required information has been submitted to CPC; for example, no long term goals or specific costs have been addressed here. The CPC cannot make assumptions regarding such information. We together concluded that all applications must demonstrate legitimacy by meeting the specific criteria found in the official application; we require a more detailed scope in order to make a judgment, that we cannot estimate costs based on so little information.

6. Rita will draft a letter to The Shutesbury Building Committee and cc: The Shutesbury Historical Commission, regarding the Application for Community Preservation Funds explaining to Bob Groves and his team that the specific criteria necessary has not been addressed thus far. Rita will attach a copy of the official application to be filled out, and explain that we will extend the deadline to February 20th 2019. If the CPC does not receive this completed application with all of the requirements by that date, no further action will be taken by the CPC in regard to its consideration. We will invite them to attend the CPC meeting on February 21st 2019 at 7:00pm at The Town Hall, when we will review the application and they will have the opportunity to answer our questions. Rita will list all of the questions specifically in her letter.

7. After much discussion and a brief review of a few documents that were collected in the past concerning this same project, The Rehabilitation of the Old Town Hall, we all agreed that this is a building that should be saved, since the records vault is current located here and it also contains some important historical objects of museum quality. Right now Bob Groves' application is too ambiguous to achieve this. The CPC can only be involved in the initial stage to save this building, as it will require substantial funding to do more than just shore up the flooring, i.e. underpinnings. We believe this will take several stages to completely rehabilitate this historical building and a significant amount of money long term.

Votes Taken: 3 votes taken, all 5 Votes, Yes in favor; (Rita recused herself from all 3 votes).

Future Agenda Items: Public hearing scheduled on March 7th 2019 at Town Hall, not the School.

Adjourn: Rita Farrell's motion to adjourn was seconded by Elaine PuLeo. Meeting was adjourned at 8:53pm.

Documents and Other Items Used at Meeting:

1. Proposal #1. Application for CPC Funding from The Pioneer Valley Habitat for Humanity, Inc. Megan McDonough, Executive Director and Contact Person, (amount requested: \$28,000.00).
2. Proposal #2. A general proposal for CPC Funding from The Town Building Committee with Bob Groves as Contact Person, (amount requested: \$30,000).
3. Shutesbury Community Preservation Committee Application Review Sheet February 2019: General CPC Criteria with Specific Criteria for Community Housing Projects.
4. Shutesbury Community Preservation Committee Application Review Sheet February 2019: General CPC Criteria with Specific Criteria for Historical Preservation Projects.
5. Proposal from JWA Jones Whitsett Architects dated January 15th, 2019 to Bob Groves regarding he and Mike Vinsky's walk through with JWA in consideration for the rehabilitation of The Old Town Hall Building: it lists the scope of needs and costs.
6. Proposal from Ryan S. Hellwig, PE Structural Engineer dated January 22nd, 1999 to Jeff Lacey regarding roofing.

Respectfully Submitted by,
Margie Tighe-Saporito/Community Member at Large and CPC Secretary

