

Community Preservation Committee  
At the Shutesbury Town Hall upper level Conference Room  
April 11, 2013

**Community Preservation Committee (CPC) members present:** Chairman and Community at Large Member Donald Fletcher, Select Board/Recreation and Parks Committee Representative Al Springer, Conservation Commission Representative Linda Avis Scott, Historical Commission Representative Leslie Bracebridge, Finance Committee Representative Allen Hanson, and Open Space Committee Representative Susan Essig. Absent: Housing Authority Representative Rita Farrell. Vacant Positions: Planning Board and Recreation Committee Representatives.

**Discussion of quorum:** Though 3 people were present for the June 13 meeting, it was cancelled because a quorum was not reached. A quorum of a committee is defined by the Secretary of the Commonwealth to be the majority of a fully populated membership, regardless of how many people currently serve on a committee, unless otherwise voted by the committee. The Community Preservation Committee currently has 2 vacant positions requiring almost complete attendance by the remaining 6 members in order to meet the quorum of 5. It is difficult for volunteers who have many other commitments to attend every meeting, and inconvenient for those who do attend to not be able to proceed with business. To address this problem:

**A motion was made, seconded and unanimously voted to change the quorum of the Community Preservation Committee to 4.** This vote may be reconsidered once the committee is fully populated.

- I. Chairman Fletcher opened the meeting at 6:00 PM and welcomed a motion and second to approve the minutes of the April 11, 2013. **The CPC unanimously voted to approve the minutes of April 11, 2013 as written.**  
**Leslie summarized Chairman Fletcher's action plan in the absence of a meeting on June 13:**
  1. The Committee will debrief from annual town meeting, and review the process for requests for funding that fall outside of the annual cycle at the September meeting.
  2. The Committee will review our Community Preservation Plan and add the May 2013 Town meeting votes to the appendices in the fall.
  3. Donald will prepare the Committee's annual report for the FY 13 Annual Town Report.
  
- II. **Subjects Discussed:**
  - A. **Review debriefing on the Shutesbury Community Preservation Funding FY 2013 activities:**
    1. Town meeting supported the funding of the Hearse House renovations
      - The project was put out to bid, but got a limited response, and not all sections were covered.
      - It will be re-bid and some of the work may be carried over until the spring.
    2. The associated and anonymously donated removal of pine trees has occurred at the cemetery.
  - B. **Review of FY 2014 annual plan for the Community Preservation Committee:**
    - The current Plan does not clearly state that requests for funds can fall outside of the regular funding cycle if the request cannot wait until fall. This will be clarified in the 2014 Plan.
    - Leslie will look for the annual notice of funding availability to the town, and try to get it into the newsletter to be mailed out next week.
    - A recommended standard for Community Preservation Plans is to cumulatively add the town meeting actions of the prior year onto the plan. We are doing that with our plan.
    - Susan made the following suggestions:

- a. With the preservation of Brushy Mountain, we will have a new percentage of Open Space land. Susan will get that percentage to Donald before the October meeting so that he can insert it into the 2014 Plan.
  - b. Susan stated that the town is lacking recreation facilities and suggested that a low-cost, high-impact facility could be a kayak launch at one of the town owned Lake Wyola waterfront properties.
    - i. Linda stated that the Conservation Commission would also like to see a kayak launch, but cannot present it because they would be the permitting department.
  - c. Susan also suggested another low-cost, high-impact project would be an accessible picnic table at one or more of the town-owned Lake properties.
- If someone writes an application, the fall cycle, the Community Preservation Committee will review it in December for funding.
  - We will approve the edits to the 2014 Community Preservation Plan at our October meeting.

**Other Business:**

1. When asked if anyone was aware of future requests for funds, only Leslie was aware of inquiries regarding assistance with access at the Community church and possible future assistance with renovations to the Lake Wyola Lodge. She did not have anything concrete to report.
2. Donald summarized the way that he addresses inquiries about Community Preservation funds:
  - i. Read the Plan to see if your idea qualifies, particularly the allowable spending purposes chart, the goals and the funding criteria.
  - ii. If you feel that your idea merits further consideration, submit the preliminary application in November and if approved prepare an application and generate support for December.
3. Members reviewed and approved Donald's FY 13 annual report.

**III. The next meeting was scheduled for Thursday, October 10 from 6 to 7 PM. There will be no meeting in November and we will only meet in December if an application is submitted in November.**

**IV. The Community Preservation Committee adjourned at 7:00 PM.**

Respectfully submitted,

Leslie Bracebridge  
Community Preservation Committee Member