

## **Community Preservation Committee (CPC)**

### **September 17, 2015 Meeting Minutes**

Held at Shutesbury Town Hall Technology Room

**Members Present:** Chairman Donald Fletcher, and members: Linda Avis Scott, Michael Vinskey and Leslie Bracebridge, recording.

**Members Absent:** James Aaron, Allen Hanson, Rita Farrell and Sue Essig.

**Meeting opened by Chairman Donald Fletcher at 6:15 PM.**

**No minutes were presented for approval of the April 2, 2015 meeting.**

#### **Annual CPC debriefing of FY 2015:**

1. Chairman Fletcher re-opened the annual debriefing discussion by identifying two concerns that emerged during FY 2015: the Shutesbury Athletic Club (SAC) 2015 application and the need for applicants to have more time for to prepare the final applications, once proposed projects have been determined eligible for CPA funds.

Shutesbury Athletic Club (SAC) 2015 application:

- a. After the CPC met and voted to determine the SAC application eligible for CPA funds, a question was asked up about whether the proposed proposed collection of materials involved the creation of new materials.
- b. Not wanting to recommend an ineligible project to town meeting, it was necessary for Chairman Fletcher to contact the Massachusetts Community Preservation Coalition and Town Council. The Community Preservation Act designates to local the authority to Town attorneys to determine project eligibility questions.
- c. Town Counsel MacNicol and the Community Preservation Coalition advised the CPC not to recommend use of CP funds for the creation of new historical resources.
- d. The application also proposed to preserve existing historic materials, which are eligible activities.
- e. The SAC application was withdrawn for reasons that were unrelated to whether the proposed project included the use of CPA funds for the creation of new resources.
- f. The CPC determined that it needs to ask more advance questions of during the preliminary Determination of Eligibility application. The purpose of asking more information will be to gather more specific information related to whether proposed projects meet the eligibility criteria to utilize CPA funds.
- g. As a result of this experience, the CPC voted to revise Shutesbury's Determination of Eligibility application form (Appendix B) of the Community Preservation Plan.

Application due date:

- h. During FY 2015, Chairman Fletcher determined that the three to four week period to complete the full application was not adequate, especially because the period occurred during the winter holidays. The due date for the submission was extended by two weeks.
- i. The CPC discussed the options and explored the Fiscal Year 2016 calendar to determine the meeting and decision dates.
- j. The CPC determined that the due date for final applications could be established as January 15<sup>th</sup>. This date will allow the CPC to submit recommended warrant articles for FY 2016 by March 31, 2016.

**2. Annual Revisions to the Shutesbury CPC Plan:**

- a. A standard practice of the CPC is to add the previous year's town meeting warrant articles to the Appendix of the Shutesbury Community Preservation Plan. This practice will keep a history of CPC recommended actions proposed and those approved by Town Meeting as part of Shutesbury's Community Preservation Plan.
- b. Notations with updates to the Historic Preservation Goals.
- c. Discussion of changing the final application due date coincided with the next topic to review the FY 16 CPC meeting schedule.

**3. CPC Annual Meeting Calendar for FY 2016:**

- a. Using information concerning the Select Board meeting schedule in preparation for Annual Town Meeting and in an effort to provide more time after the December to January holiday time for applicants to complete and submit applications, CPC members revised the FY 2015 to 2016 CPC meeting schedule.
- b. Consideration will be made to complete the debriefing and to approve the revised Shutesbury Community Preservation Plan in September. In future years this change would allow preliminary Determination of Eligibility applications to be due before the Thanksgiving holiday, and more time for the determination of eligibility and for the preparation of final applications. No action was taken on this matter.

**4. Required Trainings:**

- a. Members present were reminded to take the bi-annual state ethics test. Members present have already completed annual sign-off sheets on ethics, Open Meeting Law, and sexual harassment. The Town Clerk will connect with CPC members not present tonight for their annual and biannual obligations at another time.
- b. Donald will find out if there are any member orientation or seminars being provided by the Community Preservation Coalition that might interest Shutesbury CPC members.

**5. Other Business:**



- a. The Annual Town Report written by Chairman Fletcher and edited by Linda Avis Scott was finalized with no other member comments.

### **VOTES TAKEN:**

1. A motion was made, seconded and unanimously approved to make the following three revisions to the Town of Shutesbury Community Preservation Plan:
  - a. Add the results of the May 2015 Annual Town Meeting warrant articles that were sponsored by the Community Preservation Committee.
  - b. Change the due date for the final applications to January 15.
  - c. Add the following sentence to the preliminary application (Exhibit B):  
"Briefly describe how your project will meet the eligibility criteria (as described in the Department of Revenue's allowable use of funds chart on page 4 of the Shutesbury Community Preservation Plan.)"
2. A motion was made, seconded and unanimously voted to approve the following schedule of events for the 2015-2016 Community Preservation Committee Schedule:

<b><u>DATE</u></b>	<b><u>Event</u></b>
Thursday, October 17, 2015	CPC Meeting
Monday, November 30, 2015	Preliminary applications due. <u>(No meeting in Nov.)</u>
Thursday, December 3, 2015	CPC Meeting
Friday, January 15, 2016	Final applications due.
Thursday, January 21, 2016	CPC Meeting
Thursday, February 18, 2016	CPC Meeting
Wednesday, March 9, 2016	<u>CPC Public Hearing</u>
Thursday, March 17, 2016	CPC Meeting
Thursday, March 31, 2016	CPC Chairman delivers final warrant articles to Town Administrator.
Thursday, April 21, 2016	CPC Meeting
Thursday, June 16, 2016	CPC Meeting

The next meeting will be Thursday, October 15, 2016 at 6:00 PM.

The Community Preservation Plan was the only document used during this meeting.

A motion was made, seconded and unanimously voted to **adjourn at 7:30 PM.**

Respectfully submitted,

*Lisa Brackledge*  
Approved 12/17/15