**Community Preservation Committee (CPC) Meeting Minutes**

**April 26, 2017 Shutesbury Town hall, Technology Room**

**Members Present**: Co-Chairman and Finance Committee Representative Allen Hanson, and Co-Chair and Professional Representative of the Municipal Housing Authority perspective, in the absence of such a board: Rita Farrell, Conservation Committee Representative Linda Scott, Open Space Committee Representative Susan Essing, and Community Member at Large, Margie Tighe-Saporito.

**Members Absent**: Selectman and Board of Parks Representative Mike Vinskey, Planning Board Representative James Aaron, and CPC Secretary and Historical Commission Representative Leslie Bracebridge.

**Current CPC Vacancy**: Recreation Committee Representative in the absence of such a Shutesbury Committee.

**Guests**: Rolf Cachet.

**Co-Chairs Rita Farrell and Allen Hanson opened the public hearing at 7:03pm.**

We all reviewed and approved of CPC Minutes from 3.8.17. unanimously as written.

(Since guest, Rolf Cachet had not arrived yet)

We reviewed specifically Warrant Article Petition filed March 22, 2017 at 2:15pm, titled: Resolution to Preserve Native American Historical Sites and Traditional Cultural Properties, Including Ceremonial Stone Landscapes. Rolf arrives and introduces himself. The CPC members introduce themselves.

Rita began by suggesting that Rolf begin editing his article by changing the word “commission” to “committee” on page 2 paragraph 5 “Community Preservation Committee,” not “Community Preservation Commission.”

Allen and Rita call Rolph’s attention to the wording of this paragraph, explaining what the CPC is, and encourage him to familiarize himself with the appropriate guidelines that we operate under. They explained that the CPC does not solicit applications or proposals or write them; that the CPC reviews the applications submitted to them by the community and then determines whether or not the proposals meet the state guidelines/requirements. They refer Rolf to the actual detailed description of the CPC’s responsibilities (explaining again what we do and do not do) as per the Shutesbury Town Webpage, and the MA statewide criteria.

Susan asked about the specific tribes involved: but discussion was held off on that since

The information is contained in the documents many pages ~both Rita and Allen agreed we needed to concentrate on and clarify first why CPC’s involvement in this warrant article as stated is inappropriate. Rolf went on to explain his intentions, hopes and expectations.

Rolf immediately sees that he has misunderstood how the CPC works and realizes he must re-write parts of his warrant article, since it is not in alignment with what we do, or how we do it. He apologizes for the misunderstanding and explains that he will make corrections.

After more questions, discussion, and explanation from Rita, Allen, Linda, and Susan, Rolf decides to remove the CPC from this particular document all together, since it is incorrect. Rolf considers forming a forum to discuss his warrant article, but sees that there is little time before the next town meeting. Allen and Rolf agree that this meeting to review and discuss the warrant article has raised everyone’s awareness of Rolf’s petition and the possible involvement and or actions that the CPC can have. We all agree that the CPC’s potential role in this is now clarified and this subject will have to be considered again at another time in the future according to the appropriate guidelines.

Rita and Allen also suggest that Rolf change the tone and wording of his warrant article: specifically suggesting that the word “should,” be removed and replaced by “encourage.” Rolf agrees. Rolf says that the “thoroughness” has made it complicated to change with so little time and decides with the encouragement of the CPC Committee to write an Amendment to the warrant article. Rolf says he was in a bit of a hurry to get this done now, because he’s concerned that state funding may not be there in the future and that he will write an amendment for the next town meeting. He expressed other concerns about getting on state land.

Rita suggests Rolf resubmit this in the Fall 2017, after familiarizing himself with the correct process and procedures. Rita and Allen also prompt Rolf to check out the Community Preservation Coalition for further help and make some suggestions preparing the new documents in the right way. Rolf and the CPC Committee thank each other for their help and understanding. Rolf is now aware of the actual process of applying for and processing applications for funds, and ways projects originate. All agree there is a possibility of working together with this in the future.

**The Public Hearing was closed at 7:50pm** and the business meeting of CPC followed:

1. **Getting back to the minutes of 3.8.17 again, unanimously approved as written.**
2. **Agenda Discussion Items:**
3. **Annual Town Meeting:** Allen will attend town meeting; Rita will be away on May 6 and cannot attend. Allen will speak to all questions at town meeting on behalf of the CPC ~ there will be no new project recommendation articles this May.
4. **Documents Presented and Reviewed:**
5. Allen Provided us with two documents: Shutesbury CPC Funds and Projects 2010-2017 and these facts and figures were discussed and agreed upon by all the members ~some suggestions were made to clarify especially The Community Preservation Fund Balance as of June 30, 2016 (the last day of the fiscal year 2016).

Rita asked how much has CPC spent each year since we began ~what was raised. Rita also asked how much CPC money was collected and how much did the state match since 2010 (7 years). Everyone agreed Allen did a great job with the documents he provided, that all the information was here and only needed to be clarified some more. Rita will do this. More work will be done to clarify the balance End of FY2017 for a more accurate estimate. Rita will revise the documents for Town Meeting and Allen will present it.

Allen asked Linda about any issues with The Top of the Lake/Canoe Launch Project 2015. Refer to projects in progress.

1. Linda provided the third document presented and reviewed at the meeting: The Town Accountant’s Report for CPC as of February 28, 2017. Gail Weis prepared the Balances Available For Appropriation At Town Meeting; Article Balances; Interest thru January 31, 2017; Appropriation Balances Available for Use for FY18 (may be voted at May Town Meeting); set asides, budgeted reserves and undesignated fund balances. Everyone approved the information in this document. 2017-2018 will be estimates.

 **C. Projects in Progress:**

1. **Top of the Lake/Canoe Launch Project 2015:** Linda explained questions still remained regarding the project site, things are pending and currently in the process of being worked out at this time ~when she knows more she will inform us.
2. **West Cemetery Gravestone Preservation 2015:** tree roots wrapping around old stones, dead and dying trees removed and new ones planted etc. still in progress.

 **D. Change in CPC Members and responsibilities brief discussion.**

 **E. Confirm Next Meeting Date:** May 18, 2017 Thursday 7pm

1. **Adjourn:** Voted to adjourn 8:10pm.

**These minutes are respectfully submitted by,**

**Margie Tighe-Saporito**

**Community Preservation Committee Community Member at Large**

**List of Documents Used At Meeting:**

1. April 28, 2017 meeting agenda
2. Draft minutes of March 8, 2017 meetings
3. Citizen Petition “Resolution to Preserve Native American Historical Sites and Traditional Cultural Properties, Including Ceremonial Stone

Landscapes” and relevant received emails

1. Shutesbury Community Preservation Fund
2. Shutesbury CPA Funded Projects
3. Town Accountant’s Report for CPA As Of 2.28.17

 To: Community Preservation Committee,

 From: Gail Weis, dated March 9, 2017