

Community Preservation Committee (CPC) Meeting Minutes
17 May 2018 Thursday, 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, Sue Essig/Open Space Committee Representative, Margie Tighe-Saporito/Community Member at Large Representative, Chris Donta/Historical Commission Representative

Members Absent: James Aaron/Planning Board Representative, Michael DeChiara/Selectman

Guests: Penny Jaques/Conservation Commission Member

Public Comment Period: none

Rita opened the meeting at 7:05pm.

Meeting Minutes from 19 April 2018 are reviewed and approved unanimously as written.

Agenda Review: no changes.

Agenda Review and Discussion Topics:

1. Follow-up on The Top of The Lake Canoe Launch Project: Penny Jaques refreshed us on the background regarding The Top of the Lake Canoe Launch Project. She described the exact location of the Town owned piece of property at the North End/North Cove, of Lake Wyola: a small parcel with shared property lines on two sides with two different residents. Penny explained that she had written the application about three years ago, on behalf of the Conservation Commission, requesting \$5,000 of CPC funds to build a canoe launch/"pocket park" (to be named "Elliott Park"). This will be a place for town residents to access and use in a similar way to the Town Beach. One of the Abutters has been uncooperative with their efforts and is ignoring and denying the property line on his side, (i.e. the Abutters continued to park a boat on the Town property). Penny requested our advice and more community support in mediating this ongoing issue and continuing disagreement with the Abutters.
2. Co-Chairs Rita and Allen asked if any legal action has been taken with the Abutters: Penny reiterated that letters had been written to the Abutters confirming the property line, and that the Chief of Police had spoken to the Abutters at least on one occasion as well, and yet the boundary dispute continues, making the situation and the environment too uncomfortable and tense to do any work at the site.
3. Rita motioned that we send a letter to the Select Board stating that we had a meeting to discuss the issue and strongly suggest that the Town take action against the Abutters in order to settle this dispute, so that work may continue at the Lake site and the CPC funded project be completed. Allen seconds the motion, 5 votes yes: we all agreed to empower Rita and Allen to write the letter to the Select Board for the CPC. We agreed to pursue all avenues necessary to resolve this issue together and complete The Top of the Lake Canoe Launch project a.s.a.p. Linda suggests informing Becky Torres, Town Manager of the difficulties and our action plan.
4. How to get the word out to the Shutesbury Community about CPC Funds: Rita suggested we write a memo to all the Shutesbury Committees and Commissions to educate the community on the use of CPC Funds, and to encourage new applications. Linda suggested emails as a good way to communicate. Rita suggested that we place a sign with high visibility at sites of CPC Funded projects stating: "This is a CPC Funded Project." Chris will talk with the Historical Commission; Allen will talk with Capital Planning; Linda will talk with the Building Committee; Rita will talk with The Finance Committee (etc.). Allen and Rita will write a CPC overview to submit to Janice Grey at the Town Newsletter (something that stands out and catches the interest of the community at large).

5. Looking Ahead when we meet in September: Our Community Preservation Plan can be amended if necessary. A sign will be made to display at CPC Funded Projects.
6. Rita introduced a Sample of Grant Agreement (501C3) for us to consider in regard to the allowance of CPC funding to be used for The Lake Wyola Dredging Project.

Future Agenda Items:

1. Review and Edit CPC Plan; Basic Things The CPC needs to be concerned with in regard to clarity in defining the potential use of CPC funds: Allen and Rita suggested that we not release future CPC funds without a schedule from the applicant(s) that gives us a workable timetable with Start and End Dates. Grant Agreements between the Town Counsel, The CPC, and the Recipients of CPC Funds will be used for future projects. Allen will talk to Gail, The Town Accountant, about the release of money and how it works. Rita suggested that Grant Agreements legally protect future CPC interests. Rita suggested that we have a special meeting to talk again about The Lake Wyola Project monies.
2. Finalize meeting dates CPC Calendar
3. Finalize Application Due Dates
4. Discuss meeting with other committees and commissions
5. Brainstorm ideas of how to spark the community's interest in the pursuing of CPC Funds for community centered projects and ways to help create more ease and clarity for CPC applicants.

Votes Taken: 1 vote taken: 5 votes yes, in favor of writing a letter to Board of Selectmen

Adjourn: Allen motions to adjourn, Margie seconds the motion 8:20 pm

Documents and Other Items Used at Meeting:

1. Community Preservation Committee Warrant Articles 1., 2., and 3., For Annual Town Meeting, May 5, 2018 FY 19 Budget.
2. Shutesbury Community Preservation Fund; Funded Projects FY 2009-2018 May 5, 2018
3. Draft Notes For Town Meeting – May 5, 2018
4. CPC Calendar September 2018-May 2019
5. Sample: Grant Agreement (City of Quincy CPA Grant Agreement) we reviewed in regard to the Determination of Eligibility to the Lake Wyola Association's Application to dredge the southwestern section. Note: This project has the ongoing preservation of the recreational value of Lake Wyola, as its principle focus is the avoidance of a naturally occurring silt and weed situation. "A shallower lake with a muddier bottom is a warmer lake with significantly different ecology and greatly diminished recreational potential" for the community as a whole.

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

