

Community Preservation Committee

October 29, 2020

Present: Allen Hanson, Rita Farrell, Elaine Puleo, Linda Avis Scott, Michael DeChiara, John Walter

Missing: Margie Tighe-Saporito

MINUTES

Allen reviewed the minutes of Sept. 21, 2020 with the group. Michael moved to approved; Rita Seconded. Approved unanimously by voice vote.

NEW MEMBER

Allen welcomed John Walter to the committee. John will be representing the Historic Commission.

COMMITTEE COMPOSITION

The composition of the committee was reviewed following the June 2020 Town Meeting approval of changes to the CPC bylaws. Of note, the new bylaws reduce the membership to a 7-person committee and removed Finance Committee representative. All members shall now be appointed by the Select Board following recommendations from the CPC or respective committees/boards.

The CPC recommends the following membership for FY2021

- Open Space/Recreation representative: Elaine Puleo
- Select Board/Parks: Allen Hanson
- Conservation Commission: Linda Avis Scott
- Planning Board: Michael DeChiara
- Historic Commission: John Walter
- In lieu of Housing Authority: Rita Farrell
- At Large: Margie Tighe-Saporito (pending confirmation of interest)

Rita and Linda will share the recommendation with the Select Board.

The Committee agreed to reorganization and select a Chair/co-chair at the November 2020 meeting.

CPC PROJECT REVIEW

There are three active CPC projects that were reviewed.

1. Cemetery Project.

This project received its funding approval in 2015. It was reported that has been significant progress made recently on this project.

2. North Cove/ Lake Wyola

This project received its funding approval in 2018. It was reported that this project is stalled. The primary contact for the applicant, Fred Hartwell, is no longer involved. Allen will reach out to Mark Rivers and the Lake Wyola Association to get a status report.

3. Old Town Hall

This project received its funding approval in 2019. It was reported that the Buildings Committee, which was the applicant, has not been active in 2020. The CPC was interested in getting an update since it appears not much work has been done on this project.

Elaine moved and Michael seconded that for the two projects where little progress has been made, North Cove and Old Town Hall, the Committee would send a letter to the recipient committee/organization, asking for a status update and cautioning that if an update is not provided, the CPC will begin to explore the process for recapturing funding. Updates can be provided in writing to the CPC or applicant can attend an upcoming CPC meeting. Motion approved unanimously by voice vote.

DISCUSSION OF NEW PROJECT IDEAS

It was agreed that for future grants, each applicant should receive a Letter of Agreement from the CPC and also be required to complete a Grant Agreement. This will establish expectations for completion of a project and outline the process for returning funding if a project is not completed in a timely fashion. Rita will bring templates of the Letter and Grant Agreement to the November meeting.

Community Gardens. Elaine shared ideas developed by the Recreation Committee to develop community gardens. She indicated possible sites could be behind Town Hall, behind the Fire Station, at Elementary School or at Lot 032. Two issues were raised: 1) all sites are on town property and will need approval from Select Board; and 2) the Recreation Committee is seeking clarity about whether CPA funds can be used for a fence.

Cemetery: Given the progress made to date, Allen offered to talk to the Cemetery Commission about doing additional work at the cemetery

Educational/recreation projects with library: Michael raised possibility of library-led projects to address recreational (getting out of the house) activities. Allen will follow-up with Mary Anne Antonellis.

MARKETING

The committee discussed ways to get the word out to potential applicants about the FY21 round of funding. Allen will put announcements on both Town Announce and Nextdoor Shutesbury. John suggested contacting various town committees and reminding them of the opportunity and

offering assistance, if necessary. The FY21 CPC Plan has been posted on the Town website for potential applicants to review.

It was agreed that Dec. 4, 2020 would be the deadline for submission of initial Determine of Eligibility requests from potential applicants. Final applications will be due Feb. 1, 2021.

CALENDAR FOR FY2021

The following meeting dates were agreed to by the committee

- Nov. 19, 2020 – receive updates from projects, committee reorganize, review grant agreement and grant letter templates
- Dec. 10, 2020 *6:00pm – review eligibility of 2021 applicants
- Feb. 4, 2021- review 2021 applicants
- Feb. 18, 2020 – if necessary to meet with/ assist 2021 applicants
- March 4, 2021 – public hearing for applications; possible vote
- March 18, 2021 – vote on 2021 applications, if necessary
- April 15, 2021 – preparation for Town Meeting
- May 1, 2021 – Annual Town Meeting

Respectfully submitted by Michael DeChiara