

## West Tisbury Community Preservation Committee

Meeting Minutes - November 8, 2006

In attendance: Sean Conley, Al DeVito, Lesley Eaton, Ginny Jones, Dale Julier, Bruce Keep, Caroline Locke, Susan Phelps, Peter Rodegast, and Kristen Clothier

The meeting began at approximately 5:30 p.m.

The Committee discussed the topic of conflicts of interest. It was noted that CPC members are already municipal employees. The category of "special municipal employee" might have been given to CPC members; follow-up is needed to check on whether or not this is the case. It was also mentioned that in the past ethics forms were filled out annually. It was noted that the ethics commission said special municipal employee designation would help. Committee members can disclose to organizations they are involved with, and Dale will pursue additional information from the state ethics commission. It was noted that the CPC is made up of representatives from different groups, on purpose. Financial gain was identified as an area where a conflict of interest might arise.

At this meeting, Applications for Funding were going to be reviewed to see if additional information was needed, but no decisions were going to be made, so it was determined that Committee members could remain in the room and participate, although some members did recuse themselves at certain points from the discussion, or disclose relevant information, as noted below.

The Applications for Funding were then reviewed and discussed one-by-one. A determination was made as to whether additional information was needed from individual applicants. In some cases, individual applicants will be requested to attend the November 29 CPC meeting to provide additional information, as noted below.

The Committee noted that there is money available in the historic reserve fund, and a general question arose as to whether or not it could be disbursed right after town meeting. Kristen will speak with Bruce about this and provide this information to the Committee.

### **Application #: FY07-4**

**Title: Survey and Planning Grant/West Tisbury Historic Resources Inventory**

**Sponsoring Organization: Martha's Vineyard Museum**

**Amount Requested: \$5,700**

**Total Project Cost: \$5,700**

**Category: Historic Preservation**

**Brief Summary of Proposed Project:** The aim of this project is to conduct a survey and planning assessment of West Tisbury's existing historic inventory, which would determine how much work would be needed and how much it would cost to completely update the town's historic inventory and make it into an accessible electronic database, following the rules of the Massachusetts Historical Commission. The project would require the hiring of a Massachusetts Historical Commission approved professional consultant, who would come to West Tisbury to examine and review the town's historic resources inventory as well as supporting documents, maps, photographs, etc. Once the survey and planning assessment were complete, the Martha's Vineyard Museum would then apply for funding to implement the plan in 2008.

The application from the Martha's Vineyard Museum was then discussed. The Committee determined that a representative from the museum would be invited to attend the November 29 meeting by letter to provide additional information and answer questions. The specific needed pieces of information/questions identified by the Committee were:

1. A line item budget
2. Detailed information about what will be accomplished during this phase
3. Details about when the project will start and when the project will finish

The Committee noted that details about what the money would be specifically spent on would be helpful. It was noted that an in-kind donation of time from the museum appeared to be part of the project. It was mentioned that the town historic commission isn't very active and that the historic district commission is definitely in support of the project. Given the project is just in the planning phase, the costs were noted to be high; no product will come from this phase. It was noted that in the second phase over 200 forms will have to be redone. There was interest in understanding the total project cost, including the second phase.

A question arose as to why the museum doesn't start with doing the actual project from the beginning versus first carrying out a planning phase; it was noted that the Massachusetts Historical Society requires the process to be conducted in this way, and by a credentialed professional. From the application, it appears that once the first phase is complete a budget for the next phase will be developed. It was noted that the Massachusetts Historical Commission will be offering grants in the future, and the forms that would be generated through this project would be a requirement. It was noted that this project has been done in other towns.

**Application #: FY07-2**

**Title: Paths Beside the Roadways Project on Old County Road**

**Sponsoring Organization: Paths Beside the Roadways**

**Amount Requested: \$160,000**

**Total Project Cost: \$160,000**

**Category: Recreation**

**Brief Summary of Proposed Project:** To build a walking path along Old County Road starting at the spot where the present bike path turns into the State Forest and continuing along the east side of Old County Road to the intersection with State Road. The path will be considered primarily a walking path but also for biking, strollers, jogging, etc.

The Committee discussed the document submitted by Paths Beside the Roadways. The committee determined that what was submitted does not constitute a complete application. It was noted that the Application for Eligibility submitted by this organization previously included more detail. Paths Beside the Roadways would need to reapply with a complete application for funding. It was noted that some organizations are very experienced in terms of developing projects and applications, but some may need a helping hand.

A motion was made by Caroline and affirmed by the Committee:

*While we support the concept we cannot approve the letter as it isn't a complete application and doesn't follow the guidelines. We encourage you to submit a complete application for funding to be voted on at a town meeting to be held after this April 2007.*

Kristen was asked to draft a letter including the above statement and additional remarks offering consultation services if needed to develop a complete application. It was suggested that a copy of the Application for Funding and the guidelines should be included with the letter.

The Committee determined that after drafting this letter and others identified at the meeting, Caroline would review the letters and they could be mailed. Drafts of the letters will be e-mailed to the CPC.

**Application #: FY07-3**

**Title: Restoration of Historic Town Building for a Community Hall**

**Sponsoring Organization: West Tisbury Parks and Recreation**

**Amount Requested: \$50,000**

**Total Project Cost: \$75,000**

**Category: Historic Preservation**

**Brief Summary of Proposed Project:** The Parks and Recreation Committee is requesting funds to return the former Fire Station #2 building on Old Courthouse Road to its original intent as a Community Hall through renovation and restoration for year-round community activities, including but not limited to: summertime children's programs, recreational activities, movies, social events, and meetings.

The application from the West Tisbury Parks and Recreation Department was then discussed. The Committee determined that a representative from the Parks and Recreation Department would be invited to attend the November 29 meeting by letter to provide additional information and answer questions. The specific needed pieces of information/questions identified by the Committee were:

1. Additional budget information including estimates
2. Clarification about what they are going to do to the building and how the building will be used

In addition, a written description of what they are planning to do and budget details will be requested. An expert opinion stating that the building can be restored would also be helpful. It was also suggested that a letter from abutters would be helpful in supporting the application. It was noted that the supporting letter from the Board of Selectmen was dated 2003.

The Committee also discussed how they might need input from the Space Needs Committee regarding the location of this potential project. Other committee members suggested that the CPC consider the project without anticipating this type of issue, but rather let it go through without interceding and let the town decide.

Only the downstairs space will be used for the public if this project moves forward. It was mentioned that there is currently no place to gather within the town and that this project would provide a space.

**Application #: FY07-8**

**Title: Habitat for Humanity Martha's Vineyard House #5**

**Sponsoring Organization: Habitat for Humanity**

**Amount Requested: \$100,000**

**Total Project Cost: \$155,700**

**Category: Community Housing**

**Brief Summary of Proposed Project:** Construct a one-family house for a family whose annual income does not exceed 80% of the HUD median income guideline for Dukes County. The house would remain affordable in perpetuity through the Island Housing Trust renewable 99 year ground lease. This would be the fifth Habitat for Humanity house on Martha's Vineyard. The total project cost covers the following: affordable housing restriction; prefab house; finish work.

*Al and Bruce are on the Board of Habitat for Humanity and recused themselves from the discussion.*

*Members of the CPC disclosed the following:*

*Caroline lives on the same street as the proposed project*

*Dale lives in the association which this lot is part of*

The Committee discussed how this project is in the preliminary stages of the permitting process, it may not be there yet in terms of process. There are a number of steps that need to be taken to make the project possible. For example, the applicant would have to show that they could comply with Board of Health Regulations in terms of square footage per bedroom and demonstrate that the lot is buildable. To determine whether or not the lot was buildable, additional details about homesite lots would need to be obtained; there are a number of different caveats (Reference: 4.4-7C1). Additional necessary details include density issues and requesting access to the lot from the association. Additional information about site prep costs and overall budget would be desirable. It was suggested that the CPC provide endorsement of the concept but that the applicants come back once some of these details (homeowners association, Board of Health, MVC, and Planning Board) have been worked out.

The Committee noted that it doesn't want to recommend a project without certainty of its viability. The Committee determined that not enough has been completed at this point, and that they would respond with a letter. The letter would indicate that given the status of the details, the Committee has hesitations. The CPC has expressed support for Habitat for Humanity in general. They concurred that budget-wise Habitat has a successful track record. It might be helpful to include some of the conditions that may apply in the letter, and indicate that evidence of a buildable lot and a more detailed outline of the process would be helpful to the Committee in considering the project.

**Application #: FY07-9**

**Title: Jenney Way**

**Sponsoring Organization: Island Affordable Housing Fund**

**Amount Requested: \$100,000**

**Total Project Cost: \$100,000**

**Category: Community Housing**

**Brief Summary of Proposed Project:** The Jenney Way affordable housing development will create a cluster of 10 single-family units on a 2.53-acre infill lot off Upper Main Street in Edgartown, for buyers earning between 80-140% of the area median income. The funds requested would secure one homeownership unit at Jenney Way for a West Tisbury resident. The recipient would be selected by the West Tisbury Affordable Housing Committee or its assign.

*Peter is an employee of the South Mountain Company and recused himself from the discussion.*

*Dale had another obligation she needed to attend to and left the meeting at this point. As her husband is an employee of the South Mountain Company, she would have otherwise recused herself from the discussion.*

The committee doesn't have any questions about this project, they just need to decide whether or not they should recommend it. The project is located in Edgartown. It was noted that this project will also be applying to other CPCs for funding. It was mentioned that it is an interesting concept to have every town donate to an affordable housing project on the island. No further steps are needed for this application at this point in time.

**Application #: FY07-5**

**Title: Sepiessa Pt. Apartment Expansion**

**Sponsoring Organization: Dukes County Regional Housing Authority**

**Amount Requested: \$29,500**

**Total Project Cost: \$35,400**

**Category: Community Housing**

**Brief Summary of Proposed Project:** The funding requested would be for predevelopment costs associated with the addition of new units (as many as 4) of rental housing at the Sepiessa Point Apartments. The predevelopment phase of this effort would include the design of an expanded septic system (including a denitrification system), site and architectural plans for the second building and permitting through the MVC and West Tisbury ZBA. Of the funding requested, \$4500 is budgeted for engineering and surveying and \$25,000 is budgeted for architectural and site plans.

*Peter is an employee of the South Mountain Company and recused himself from the discussion.*

*Dale had already departed. As her husband is an employee of the South Mountain Company, she would have otherwise recused herself from the discussion.*

The application from the Dukes County Regional Housing Authority (Sepiessa) was then discussed. The Committee determined that a representative from the DCRHA would be invited by letter to attend the November 29 meeting to provide additional information and answer questions. The specific needed pieces of information/questions identified by the Committee were:

1. Where will other funding for the project come from?

2. What are the estimates of costs (for example, architects, surveyor, engineer)?
3. What are the costs associated with permitting or will DCRHA staff take care of these details?
4. Is there neighborhood support for the project?

It was noted that if the Committee funds an application to draw up plans, if the plans are then not approved, the Committee has just spent money on plans.

The topic of the amendments to the TNC Conservation Restriction was mentioned. The application tries to justify this by indicating that building will be better for the environment due to stricter language in the amended Conservation Restriction. It was noted that there might be a hard time finding West Tisbury residents for this project. One Committee member mentioned that they had real reservations about there not being public transportation access from this affordable housing project.

**Application #: FY07-6**

**Title: Rental Conversion Program**

**Sponsoring Organization: Dukes County Regional Housing Authority**

**Amount Requested: \$18,000**

**Total Project Cost: \$18,000**

**Category:** Community Housing

**Brief Summary of Proposed Project:** The Rental Conversion Program encourages the owners of existing seasonal rentals to convert to year-round, fair-market rentals in exchange for a range of management services. Working families pay 30% of their adjusted income towards at least 50% of their rent. The amount requested would fund 1/3 of West Tisbury's RCP waitlisted residents (3) at an average subsidy of \$6,000/participant.

The application from the Dukes County Regional Housing Authority (Rental Conversion Program) was then discussed. Since a representative from the Dukes County Regional Housing Authority will be invited to attend the November 29 meeting to answer questions about the Sepiessa project, the questions below can also be answered. The specific needed pieces of information/questions identified by the Committee were:

1. Why is 3 the number of rentals being requested, for \$18,000 total?
2. Will this request be a yearly item?
3. Are there landlords available for this program?

It was noted that because the market is slowing down, some people's rental prices will come down. It was noted that it isn't much money that is being asked for, additional funding will come from other sources.

In summary, representatives from the Martha's Vineyard Museum, the Parks and Recreation Department, and the DCRHA will be invited to the November 29 meeting to answer the questions identified above, for 20-25 minute blocks of time beginning at 5:45 p.m. It was determined that all responses to applicants should be in writing. Kristen will draft the letters for review and work on scheduling applicants for time slots. The letters should include a list of questions identified by the Committee for those being asked to attend the November 29 meeting. A timeframe for how the Committee expects the process to go should be included, describing how the Committee will make its determination at the January meeting about whether or not to forward individual applications by recommendation to the town for consideration. The letters should ask applicants to please give the Committee a call to confirm.

Applications for Funding were not submitted for the following projects for which the CPC had received Applications for Eligibility:

**FY07-1: Old Parsonage Restoration**

An Application for Eligibility had been submitted to repair the roof, the gutters, and the historic old chimney of the Old Parsonage, a historic home in West Tisbury built in the 1660s and situated at the intersection of Edgartown and State Roads just west of the Mill Pond.

**FY07-7:West Tisbury Community Housing-Bridge Housing Corp.**

An Application for Eligibility had been submitted to fund a feasibility study of building 4-9 units of community housing, where 50% of the dwelling units would have been designated for families whose income is at or below 80% of the area median income, after locating and acquiring up to 4 acres of open land. Funds would have been spent on site analysis, engineering and soil testing, some preliminary design, and preparation of a financial pro forma.

The CPC is invited to attend the Conservation Partnership meeting on November 15 at 1:30 p.m. at the Wakeman Center. The Conservation Partnership would like to learn more about what types of projects the CPC is interested in. The Conservation Partnership is made up of representatives of all Wakeman conservation groups. Leah Smith is the contact person. No more than 4 CPC members will attend the meeting.

The next meeting of the West Tisbury Community Preservation Committee will be held at 5:30 p.m. on Wednesday, November 29, at the Howes House.

Al made a motion for the meeting to adjourn and Caroline seconded. The meeting adjourned at approximately 7 p.m.

Respectfully Submitted,

Kristen Clothier  
Administrative Assistant

*These minutes were approved by the Community Preservation Committee on 11/29/06.*