

West Tisbury Community Preservation Committee Meeting Minutes
February 14, 2007 at the Howes House

In attendance:

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

Absent:

Bruce Keep

The meeting began at approximately 5:00 p.m.

The draft warrant articles provided by Caroline were discussed. Caroline had looked up examples from other towns in Massachusetts and noted that there are a lot of different ways to draft the warrant articles.

The committee discussed the administrative budget and associated warrant article. Two options were discussed: including the administrative budget as part of the town budget or including the 5% administrative reserve line in the CPC warrant articles. The committee discussed the merits of both approaches. Al noted that everything else in the town budget includes revenues and expenses, so his thoughts were to keep it separate for the CPC. The committee decided that for the April 2007 Town Meeting, 5% for administrative expenses would be reserved in the CPC warrant articles as was done last year; Caroline said she would revise the warrant articles to reflect this. Susan then asked whether the CPC submits an administrative budget. Al noted that although the CPC doesn't have to, it is a good idea. Kristen had drafted an administrative budget for review by the committee before the meeting, which she distributed. The draft budget was reviewed and discussed in detail later on in the meeting. The total figure for the administrative budget does not expend the 5% reserved for administrative costs; the committee discussed going with 3% or lower in terms of the amount reserved for administrative expenses. After further discussion, the committee determined that they might want to have extra money set aside and available just in case it was needed, for example for project management, in the upcoming fiscal year. The committee decided to stick with 5% for this year. Any money remaining in the administrative reserve at the end of the fiscal year is returned to the general reserve fund of the CPC.

The committee provided clarifying comments on additional warrant articles that Caroline will incorporate into the draft warrant articles and submit to the Town.

The committee discussed the draft warrant article for the Paths Beside the Roadways Committee project. Susan noted that it needs to be clear that the \$80,000 is only a portion of what was requested. She suggested indicating that the money is to fund the first of two phases. Caroline noted that the Paths Beside the Roadways Committee might not do anything until they get all the money, it isn't clear what a first phase would be. Lesley suggested using the term initial phase. Peter noted that they wouldn't build half the path in the first year. Caroline described it as saving money for the project, setting aside money. Susan noted that the funding is for a path in a specific location as indicated on the maps. Peter suggested some clarifying language as to the path location in the warrant article. Caroline will make the changes.

Caroline let the committee know that Bruce Keep had been in the hospital earlier that day; he was not able to attend the CPC meeting. For this reason, Bruce was unable to give a report on whether the Parks and Recreation Committee has additional information for putting an article on the warrant

for a survey project. As no additional information was available, the committee determined it would postpone this decision until the future. Dale noted that there might be other opportunities, for example a Town Hall Special Meeting, that could include the Parks & Recreation proposed project. Lesley suggested that one possibility for Parks & Recreation would be to survey people when they come to get beach stickers. Al noted that the cost would be low for this type of survey.

Ginny made a motion:

"I move we vote to place warrant articles as currently constituted on the warrant for April 2007 Town Meeting."

The motion was moved by Al and seconded by Dale; the committee approved the motion.

The committee then reviewed the draft CPC administrative budget in detail and requested the following revisions:

Professional & Technical (services) = \$250
Professional & Technical (training/seminars) = \$500
Communication-Postage/Shipping = \$100; delete "potential" before "applicants"
Communication-Telephone/Internet = \$800
Communication-Notices/Ads = \$1000
Legal Services = \$0
Administrative Assistant = 10 average hours/week

The revisions will be incorporated into the draft administrative budget. Susan moved to approve the budget as corrected. Lesley approved the motion and Al seconded it. The committee approved the administrative budget as revised.

The committee then discussed public outreach leading up to Town Meeting. Caroline suggested that everyone be assigned to a proposed project and that committee members work with applicants. Al suggested that two people be assigned to each project versus one.

- Dale and Caroline = Rental Conversion Program
- Ginny and Sean = Historic Resources Inventory
- Susan = Sepiessa; Peter can't represent this project at Town Meeting but could help with oversight of this project subsequently; Caroline will help Susan leading up to Town Meeting
- Al = Paths Beside the Roadways; Peter will provide additional assistance leading up to Town Meeting

Caroline noted that project applicants can help present at Town Meeting, but that committee members will act as liaisons to the projects outlined above.

Susan suggested that maybe Lesley could work with Bruce to assist the Parks & Recreation Committee.

It was noted that there won't be much project management necessary this year for the projects being brought to Town Meeting.

The specifics of outreach were then discussed:

A brochure will be developed containing background information. The handout will be a concise summary. Information about the CPC will be drawn from the brochure developed by the committee last year. A poster will also be designed. The website will be expanded to include project descriptions and pros and cons about each project. A map will be developed showing where projects are located in town.

Some of the topics which could be included in the informational brochure, on the website, etc.: project category; project need; what the project will accomplish; where the project is located; the benefit to the community; etc.

Outreach materials should note that resources exist and encourage people to bring project proposals to the CPC.

A Public Forum will be held on March 28 at 7 p.m. at the Howes House.

At the Public Forum, the CPC will inform the public about the projects they will be voting on at Town Meeting. Applicants will be asked to attend if possible and present their projects. AI suggested giving a history of the 9 applications, and then focus on the ones that are being recommended to Town Meeting.

Peter suggested that the applicant could come up with a project description and why the town should vote for the project. Committee members will get in touch with applicants for this information. Applicants will also be asked to provide pictures if possible. Committee members will work with project applicants on putting together materials.

The Public Forum will be advertised in the newspaper. A poster advertising the Public Forum will also be developed and posted. Peter suggested putting together a press release for the week before the Public Forum. Caroline noted that she had given information to the Gazette about what projects the West Tisbury CPC had voted to recommend and didn't. AI suggested televising the Public Forum; this will need to be arranged. Other suggestions for publicizing the Public Forum included: a Newsbrief in the MV Times; e-mail press notice; MVTV advertisement; etc.

The CPC will work on planning for the Public Forum at their next meeting on March 14.

The next meeting of the Community Preservation Committee was scheduled for Wednesday, March 14, at 5:00 p.m. at the Howes House.

Caroline made a motion to adjourn, which AI 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 3/14/07.