

5/23/2007 West Tisbury CPAC meeting

Present: Dale Julier, Bruce Keep, Caroline Locke, Susan Phelps, Sean Conley, Peter Rodegast, Ginny Jones

Absent: Lesley Eaton,

The meeting began at approximately 5:30pm.

The minutes of April 25, 2007 were reviewed. Upon motion duly made and seconded, the minutes of 4/25/2007 were unanimously approved.

CPC will touch base with Lesley Eaton regarding her interest in staying on the Committee.

Administrative Assistant position

There was a brief discussion regarding the two applications received for the CPC administrative assistant position. Al and Bruce will interview the two applicants and make a recommendation at the June 27, 2007 meeting.

Management of approved CPA Projects

There was a brief discussion regarding Nantucket's project management style and sample documents provided. We were generally in favor of Nantucket's approach of appointing project liaisons from the CPC.

It was reported that Chatham's CPC has the Town accountant manage projects and expenditure of funds, and that Edgartown's CPC reviews all invoices.

We discussed sending letters to applicants explaining how their project will be managed and funded.

We discussed whether and/or how State procurement laws apply to CPC projects.

Historic Inventory project/DOR

Sean reported that DOR is currently maintaining the position that all "planning, studies, and surveys" need to be paid for out of the administrative reserve. We discussed pushing the Community Preservation Coalition to work on getting the DOR to accept historic surveys/inventories as acceptable "historic" expenditures under the CPA.

Upon motion duly made and seconded, the meeting was adjourned at approximately 7:00pm.

Respectfully submitted,

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Caroline Locke, co-chair

Next meeting: Wednesday, June 27, 2006, 5:30PM @ Howes House

Agenda for next meeting:

- Administrative Assistant recommendation
- Project management documents
- Goals for July & August