

6/27/2007 West Tisbury CPAC meeting

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

Absent: Lesley Eaton, Ginny Jones, Al DeVito

The meeting began at approximately 5:30pm.

The minutes of May 23, 2007 were reviewed. Upon motion duly made and seconded, the minutes of 5/23/2007 were unanimously approved.

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

Administrative Assistant position

Bruce recounted his and Al's interviews with the two administrative assistant applicants and their conversations with the applicants' references. Bruce and Al both recommend hiring Tony Nevin. Sean moved and Susan seconded a motion to hire Tony Nevin. The motion was unanimously approved. Caroline will meet with the personnel board regarding starting Tony out on Step 2. The CPC discussed reevaluating the administrative assistant position and raising the grade, in order to attract and/or keep highly qualified people in the position.

Management of approved CPA Projects

The following project liaisons were assigned:

FY07-4 Historic inventory: Sean Conley

FY07-5 Sepiessa pre-development: Caroline Flanders

FY07-6 Rental Conversion program: Dale Julier and Susan Phelps

FY07-2 Paths beside the roadways, path #4: Al DeVito and Peter Rodegast

There was discussion on how and when to provide CPA funds to approved projects. The CPC approved use of the project management documents (the Request for Funds Guidelines, Project Status Report, and Commitment Letter) Dale, Susan and Caroline presented, with some minor edits and tailoring to the specific projects.

Bruce moved and Dale seconded a motion to give the DCRHA the entire grant allotment (\$18,000) for the Rental Conversion Program upon David Vigneault's submission of an invoice. The motion was unanimously approved.

Sean moved and Peter seconded a motion to fund half of the historic inventory project on July 1, 2007 (\$2850) and the second half on October 1, 2007 (\$2850), in each case upon the submittal of a Project Status Report. The motion was unanimously approved.

Historic Inventory project/DOR

Sean reported that he had talked with the Community Preservation Coalition, and that they are going to speak with the DOR about funding feasibility studies, plans, inventories, etc. under the CPA. Sean will follow up with the Coalition regarding their progress on this matter.

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

Respectfully submitted,

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Caroline Flanders, co-chair

Next meeting: Wednesday, July 25, 2006, 5:30PM @ Howes House

Agenda for next meeting:

- Approve June minutes
- Welcome Tony as our new admin.assistant
- Project management documents
- Project updates
- Municipal finance rules regarding financing projects
- CPC website
- Goals for August