

Minutes West Tisbury CPC meeting 7/25/2007
(approved 8/22/2007)

Present: Lesley Eaton, Caroline Flanders, Ginny Jones, Dale Julier, Bruce Keep, Susan Phelps, Peter Rodegast; Tony Nevin, Admin Asst.

Absent: Sean Conley, Al DeVito

Caroline Flanders called the meeting to order at 5:35pm.

The minutes of June 27, 2007 were reviewed and unanimously approved, with Ginny Jones abstaining.

Caroline reviewed the issue of payment for approved projects. In most cases, payment can be approved only after an invoice has been submitted for work actually completed. The question of how to fund grants in advance was raised and discussed. It was agreed that each Status Report Form will include the equivalent of a Memorandum of Understanding in the space for Issues/Comments/Concerns (or appended to the form). This Memorandum will include a statement of how funds are to be used and specify the requirements for disbursement of funds for grants and ongoing projects. For example, the DCRHA will have to document the expenditure of the \$18,000 for rental support allocated on September 1, 2007, and the Martha's Vineyard Museum will have to send an invoice documenting its use of advance funding for the Historical Inventory project. Different arrangements may be required when project work is being performed by a Town department, in which case funds may be transferred between CPC and Town accounts. The general process is that each project's assigned Liaison will bring a statement of expenses approved within that project to be authorized by the entire CPC for disbursement.

Other topics discussed were:

1. The need to update the Community Preservation Plan and arrange for a public input meeting early in September (to be discussed at the August meeting).
2. The need to update the CPC website to make the deadlines for submission of applications concerning eligibility and for specific projects in a way that would generalize across calendar years. It was agreed that the deadline for applications for eligibility would be the 3rd Friday in September, to allow time to assemble applications before the regular last-Wednesday meeting, and that the deadline for specific project applications would be the last business day of October, to allow time to assemble applications before an early-November CPC meeting.
3. The need to place newspaper advertisements inviting applications, ideally in early September (to be discussed at the August meeting).

Caroline reported that Chuck Hodgkinson and Jim Osmondson would like to discuss the town hall renovation project with CPC at its next meeting.

Caroline asked all CPC members to review the project evaluation checklist before the August meeting.

The meeting adjourned at 6:35 pm.

Respectfully submitted,

Tony Nevin, Admin Asst.