

Town of West Tisbury
Community Preservation Committee (CPC)
Meeting Minutes – May 22, 2019, 5:30 pm
Howes House

The meeting was called to order by Chairman Bea Phear, at 5:31 pm.

Present: Bea Phear, Ted Jochsberger, Cheryl Lowe, John Rau, Jeffrey DuBard, Doug Ruskin

Others: Heidi Dietterich, Administrative Assistant

Correspondence:

The Committee received a letter from the Martha's Vineyard Museum director, Phil Wallis, thanking the CPC for their support toward the Peddler Wagon. The Museum opening has been very successful and the Museum wanted to follow up on how best to recognize the West Tisbury Community Preservation Committee in their final public report. The Committee agreed that listing the support as 'Town of West Tisbury Community Preservation Program' would be sufficient.

Old Business:

The minutes from the March 27, 2019 meeting were reviewed. On a motion made by Doug Ruskin, seconded by Ted Jochsberger, the minutes were approved, with John Rau abstaining.

The Committee received the final report of Town Meeting approved projects for FY 2019-20. The Committee asked that the chart should add the word 'Recreation' to the 'Open Space' Reserve column. Recreation projects are included in the Open Space funding reserve.

Chairman Phear again reminded the members to be sure to complete their Ethics Test and submit it to the Town Clerk, Tara Whiting. Two members of the CPC still needed to complete this test.

New Business:

The Committee reviewed the proposed schedule of meetings for FY 2019-20. Due dates for both the eligibility and final applications were moved up one day to Thursday, so that they can be scanned and emailed out to the CPC for their review over the weekend. The Committee can then be prepared to review them thoroughly at the full meeting the next week. Also, three weeks prior to the Eligibility application deadline, when the advertising begins to run, it was suggested that a 'Letter to the Editor' be submitted asking the public to look for the ads and to also ask the public to look at the CPC section of the Town website for more details.

The Eligibility and Final application forms were reviewed by the Committee. Several revisions were suggested. The deadline dates, a signature line, and title of the signer, should be at the top of the applications. Consistent 'footers' showing page number, date, and project name should also be on every page of both the Eligibility and Final applications. Phone information needs to be included in the contact information. One hard copy needs to be delivered before the deadline to Town Hall, as well as a pdf copy received by the CPC. The applicant will receive a confirmation email from the CPC saying the application was received. If the applicant does not receive this confirmation, they must call the office (Town general voicemail phone number). Staff will follow up immediately upon receiving this message. This notice will also be shown on the application. Another addition to the Final applications is that applicants must include two written estimates/quotes to substantiate proposed costs.

The Committee discussed placement of the 'CPA West Tisbury Community Preservation Supported Project' signs. New CPA projects to be approached regarding putting up signs were Aidylberg III and Scott's Grove. A temporary sign could be used for Aidylberg III until their project was completed, but the Scott's Grove housing might have a spot in a common area, where the sign could be placed. The Committee asked Dietterich to follow up with both projects. Dietterich reported she had left a sign at the MV Ag Hall and had not seen it installed yet. She would also follow up with their new director, Christina West.

Chairman Phear asked that Dietterich explain the Human Resources Services meeting. The Town goes through a personnel classification and compensation study every five years. Dietterich is compiling information for this update and Phear will be reviewing it prior to submission to the Town Personnel Board. A consulting group, Human Resources Services, Inc., will be giving an overview of this study on Wednesday, June 12, at 1:30 pm, at the Library.

Chairman Phear asked for the Committee's input regarding the \$101,000.00 which is available in the CPC Historic Resources Reserve Fund. Cheryl Lowe had reviewed the historic resources projects already completed with CPC funds through the Town website. The Committee agreed that the Grange Hall might be an option. The Grange Hall was owned by the Preservation Trust, which is well funded. Perhaps the Maley/Field Gallery might apply for something, but nothing specific was addressed. The Committee asked that Dietterich speak to Town Administrator, Jen Rand, about this potential project and also see if she had any other ideas for potential future projects eligible for these monies.

Dietterich reported that the Municipal Affordable Housing Trust (MAHT) Committee had forwarded an application for funding from the Island Housing Trust for the Perlman House. John Rau had reviewed the application and suggested some wording which would help avoid confusion or misinterpretation in the goals and objectives of proposed MAHT projects. Since these projects use CPC monies, the projects need to follow the legislation that pertains to the Community Preservation Act. The suggested wording could be incorporated into any MAHT projects. In this project's case, it would read: "The Dukes County Regional Housing Authority and the Island Housing Trust will comply with all laws as set forth in the Mass. Gen. Statute 44B, in the development and operation of the Perlman House." The MAHT administrative assistant indicated the MAHT will include this wording in any future applications involving CPC funds.

Bea Phear asked the committee if there would be another member interested in being Chairman for the upcoming 2019-20 fiscal year. The Committee encouraged Phear to stay in the position and on a motion made by Doug Ruskin, seconded by Cheryl Lowe, the Committee unanimously approved Bea Phear to remain Chairman for the upcoming year. Phear indicated this would be her last year as Chairman and that she was glad to serve in this position.

With no further business, the meeting was adjourned at 6:27 pm.

Respectfully submitted,

Heidi J. Dietterich
Administrative Assistant