

**Town of West Tisbury
Community Preservation Committee (CPC)
Meeting Minutes - June 27, 2018, 5:30 pm
Howes House**

The meeting was called to order by Chairman Bea Phear, at 5:35 pm.

Present: Bea Phear, Dale Julier, John Rau, Nancy Dole, Ted Jochsberger,
Cheryl Lowe
Others: Pam Thors, Heidi Dietterich, Administrative Assistant

The Committee gave their thanks to Pam Thors for her work as Administrative Assistant and wished her good luck in her new position as ZBA Administrator for the Town of West Tisbury. The Committee welcomed Heidi Dietterich as the new Administrative Assistant for West Tisbury's CPC Committee.

Old Business:

The Committee reviewed the minutes from the May 30, 2018 meeting. Some corrections were made, and with these corrections, on a motion made by Dale Julier, seconded by Cheryl Lowe, the minutes were approved with one abstention. (Nancy Dole)

Invoices for the Vineyard Gazette advertising, \$134.00; Dukes County Regional Housing Authority Assistance for July, \$5,820.00; and administrative costs were reviewed and approved.

New Business:

The Committee discussed the bill paying process. It was discussed and decided that invoices received for administrative costs would need only the chairman's approval; invoices that were CPC projects and were under \$10,000.00 would need both the CPC chairman's approval and project liaison's approval; and all projects over \$10,000.00 would need the full committee's approval. The invoices would be received and reviewed by the Administrative Assistant and brought to the chairman/liaison/committee as indicated by the new policy. On a motion made by John Rau, seconded by Nancy Dole, the policy was approved unanimously.

Three deed restrictions had been sent to the committee prior to the meeting for their review:

- Artifact Agreement (Peddler's Wagon, MV Museum)
- Preservation Agreement (Agricultural Society, Doors)
- Municipal Housing Trust

Following discussion and with amendments/changes to the agreements, on a motion made by John Rau, seconded by Dale Julier, the restrictions were approved as amended, unanimously.

Dale Julier gave a report on the CPA signage project. She indicated that ten plaques had been completed and two sandwich boards were being constructed. The Committee understood that the cost of this project fell within the procurement guidelines for the Town of West Tisbury. The Committee asked Heidi Dietterich to develop a comprehensive list of where the signs could be displayed/installed for the next CPC meeting.

The Committee was asked to appoint a Chairman for the 2018-19 fiscal year. On a motion made by Cheryl Lowe, seconded by John Rau, the Committee unanimously approved Bea Phear to continue as Chair.

Dietterich asked the Committee to review a draft schedule for FY 2018-19 CPC meetings. The schedule was reviewed, discussion followed and the schedule was accepted as presented.

A list of the Committee Membership was presented and changes/additions were needed. The Town Administrator and Town Clerk had been asked if the Housing position could be represented by one person, it could not, this was a town requirement. With Dale Julier retiring from the Dukes County Regional Housing Authority position, there is a vacancy in that position. The Committee thanked Dale for her dedication and years of work with the CPC.

It was noted that there will not be a meeting of the CPC in the month of July, 2018.

The Committee reviewed a letter from the School Superintendent requesting an extension for the Martha's Vineyard Regional High School Track Project. It was noted that the Town has a policy to complete projects within five years. This project is at three years, so they have until 2020 to complete this project. Bea Phear will respond.

With no further business, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Heidi Dietterich
Administrative Assistant