

*Approved 11/3/21*

Town of West Tisbury  
Community Preservation Committee (CPC)  
Meeting Minutes – October 27, 5:30 pm  
Virtual Meeting via Zoom

The meeting was called to order by Chairman Cheryl Lowe, at 5:30 pm.

Present: Bea Phear, John Rau, Ted Jochsberger, Cheryl Lowe, Jeffrey DuBard, Nancy Dole

Others: Sara Fuschetto, Administrative Assistant

Old Business:

The Committee reviewed the minutes from the September 29, 2021 meeting. Cheryl Lowe asked if the Committee had any changes or corrections to the minutes. On a motion made by Cheryl Lowe, seconded by Beatrice Phear, the Committee approved the minutes, with Nancy Dole abstaining. A request for the agenda packet to be sent out at least the Friday before the meeting was made by Phear. Jochsberger added that last names should be used in the minutes.

New Business:

The Committee reviewed the Field Fund irrigation project, which was not approved last meeting due to needing proof of payment for the already submitted invoicing. The canceled check had not yet been received, and Fuschetto would check back with Mollie Doyle.

The review for proof of payment language on the Request for Funds form was discussed. Phear said outside applicants who have applied for funding should provide proof of payment before CPC reimbursement. However, inside applicants like the town will not issue a check until the CPC has approved it. Therefore, inside projects like the town's Mill Brook study cannot produce proof of payment through a canceled check, and should be granted an exception. In this case, the bill can be approved for payment, Bruce Stone can verify the liaison signature and administrator signature for proof of payment, issue payment, and then produce a copied check for our file. Offering an exception from time to time by internal vote instead of a separate Request for Funds form was preferred. On a motion made by Lowe, seconded by Jochsberger, the Committee unanimously approved this exception.

Updated language on the Request for Funds form was discussed. The new additional language on the Request for Funds form would be the following: "the 'Request for Funds' must include

the original invoices, receipts and cancelled checks, or such other documents as the Committee may require. Please have a copy of the cancelled check attached to the invoice or a PAID stamp and an authorized signature on that invoice. If payments are for contracted services, a copy of the signed contract should accompany the request. Additionally, we require a detailed report of billable hours (if applicable).” On a motion made by Lowe, seconded by Phear, the Committee unanimously approved the updated form. Phear asked Fuschetto to process the request on the Mill Brook project.

The Committee then reviewed the new applications.

The eligibility of the Harbor Homes for Women application was approved on a motion made by Phear, seconded by DuBard, and unanimously approved by the Committee.

The MVPT Grange Hall new roof application was approved as eligible under Historic Preservation by Rau, seconded by Phear, and unanimously approved by the Committee.

The eligibility of the Tabernacle Roof Replacement application for the next installment was approved on a motion made by DuBard, seconded by Phear, and unanimously approved by the Committee.

The eligibility of the Martha’s Vineyard Garden Club Old Mill building repair application was approved on a motion made by Phear, seconded by Rau, and unanimously approved by the Committee.

The eligibility of the Aidyberg III affordable housing application was approved on a motion made by Phear, seconded by Jochsberger, and unanimously approved by the Committee.

The eligibility of the Huseby School IHT application was approved on a motion made by Phear, seconded by Jochsberger, and unanimously approved by the Committee. Rau asked if this project was similar to the hospital wanting to build housing for its employees. That project was rejected because housing cannot be restricted to only hospital employees. The Huseby School could be similar, because it restricts to school employees. Phear said this is not the case, as she had spoken with the Massachusetts Housing Project in anticipation of this project coming to the planning board. The MHP stated Huseby School is not in violation of the Fair Housing Law because there is a preference to all school employees, without discrimination. Lowe mentioned Island Autism, and their intent to open up to a wider pool if they had space. Jochsberger asked if CPC money could be used if only some of the units were 100% affordable housing. Phear said the CPC money will only go to the affordable units, and this information will be in the final application. The application deadline was discussed. Incomplete but on time was deemed reasonable for acceptance by the eligibility application deadline. Lowe asked if an application could be approved at any point in the year, if CPC has funds available. In other words, the CPC could approve a project that is not in the deadline. Phear said yes.

The eligibility of the Red Arrow IHT application was approved on a motion made by Phear, seconded by Jochsberger, and unanimously approved by the Committee.

The eligibility of the Affordable Housing application was approved on a motion made by Jochsberger, seconded by Rau, and unanimously approved by the Committee.

Fuschetto was asked to address follow up questions to the eligible projects: quotes for the work proposed, and whether other Community Preservation Committees on island asked to submit applications as a regional project (notably, Grange Hall and the Garden Club).

With no further business, the Committee voted unanimously to adjourn at 6:22 pm.

Respectfully submitted,

Sara Fuschetto  
Administrative Assistant