

Approved 6/23/21

Town of West Tisbury
Community Preservation Committee (CPC)
Meeting Minutes – May 26, 2021, 5:30 pm
Virtual Meeting via Zoom

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

Present: Bea Phear, Ted Jochsberger, Cheryl Lowe, John Brannen, Mary Sage Napolitan

Others: Heidi Dietterich, Administrative Assistant

Old Business:

The Committee reviewed the minutes from the April 28, 2021 meeting. Cheryl Lowe asked if the Committee had any changes or corrections to the minutes. On a motion made by Beatrice Phear, seconded by John Brannen, the Committee approved the minutes as presented, unanimously.

Cheryl Lowe reported on the Search Committee's progress. She indicated that three applications had been received. The Committee had met and reviewed the applications and will set up interviews on June 9, 2021, beginning at 4:00 pm for 30 minute interviews. The location will either be outside on the library property, or inside the Howes House. John Brannen indicated that references should be reviewed prior to the interviews.

New Business:

The Committee discussed the 2021 Annual Town Meeting. Specifically, the late notification from attorney Ron Rappaport's office regarding the MV Shellfish warrant article. He called Chairman Lowe late Friday afternoon and indicated the article had been determined ineligible by his offices back in November. The West Tisbury CPC was not notified of this and did not have enough time to post a meeting to discuss it. Cheryl Lowe had communicated by email the situation and indicated she would withdraw the article on Town Floor. She indicated that it was too bad such late notice was given, the MV Shellfish Group could have asked for funding through a town warrant article, versus the CPC articles. The Shellfish Group will now have to wait a full year to request any funding for this project. Other than that issue, the Town Meeting and the response to the CPC recommended projects had gone well.

The Committee received an updated Liaison chart with the 2021-22 projects listed. Bea Phear made a motion that both the Mayhew Chapel and the MV High School Track projects be cancelled and those monies returned to the appropriate Community Preservation fund due to

no progress on either project and the five year time limit has run its course. The motion was seconded by John Brannen and the Committee approved the motion unanimously.

The Committee received a spreadsheet with CPC project history. Dietterich reported that she reviewed these numbers annually with the Town Accountant, Bruce Stone, to be sure records were accurate. Dietterich used this spreadsheet as a tracker as requests for funds came in for CPC approved projects. It was a good tool to track projects progress and if they were languishing. It also served as a double check on appropriation balances. She indicated she would review this information with Bruce Stone and update it as necessary.

The Committee reviewed the terms for their membership. It was that time of year to nominate and have members re-appointed from their respective committees. It was noted that four members terms were ending on June 30, 2021. They were: Beatrice Phear, Planning Board; John Brannen, Conservation Commission; Jeffrey DuBard, Affordable Housing; and Ted Jochsberger, Dukes County Regional Housing Authority. Bea Phear indicated she had been reappointed as the CPC representative at the most recent Planning Board Meeting. John Brannen said he would make sure Conservation Commission had this as an agenda item at their next meeting. Ted Jochsberger would contact David Vigneault to make sure he had approval for this nomination. The Committee asked Dietterich to contact Jeffrey DuBard to have him ask about his re-nomination from the Affordable Housing Committee.

Cheryl Lowe asked if the Committee would consider the Chairman position for the CPC's upcoming year. On a motion made by Bea Phear, seconded by Ted Jochsberger, the Committee unanimously nominated Cheryl Lowe to continue as Chairman for FY 2022.

The Committee had received a Request for Funds for the "Kuehn's Way" project. The Island Housing Trust had submitted this request for \$100,000.00 and since it was above the \$10,000.00 threshold, the full committee needed to review the invoice. On a motion made by Bea Phear, seconded by Ted Jochsberger, the committee voted to approve the request for funding the \$100,000.00 request from Island Housing Trust for the Kuehn's Way project unanimously.

The Committee noted that there would need to be an additional meeting to approve hiring of the new administrative assistant in June. The date had yet to be set.

Cheryl Lowe read a letter of thanks addressed to Heidi Dietterich for her work in the position as Administrative Assistant to the Community Preservation Committee. She told the Committee Dietterich had agreed to meet with the new administrative assistant, once they were hired, to review procedures and introduce them to the desk area, filing, computer files, etc.

With no further business, the Committee voted unanimously to adjourn at 5:56 pm.

Respectfully submitted,

Heidi Dietterich
Administrative Assistant