



COMMUNITY PRESERVATION COMMITTEE

MINUTES OF REGULAR MEETING

Thursday, November 12, 2019

Chair Betty Slade called the regular meeting to order at 7:00 pm (the meeting was delayed 30 minutes due to audiovisual issues) with Vice-Chair Tim Gillespie, Hugh Morton, Dale Weber and John Bell. Janet Jones, James Watterson and Elizabeth Collins were absent.

Minutes.

September 12, 2019. Motion by Mr. Gillespie to approve as amended. Seconded by Mr. Morton. The vote was unanimous in favor.

Regular Meeting Items

- a. WUYS bids for project under FY19 Town Meeting appropriation. Mr. Larginha has not received all the bids and will be on the agenda once he receives them.
- b. CPC Project Submission Form
A copy was provided to remind members that it is on the website.
- c. Projects outstanding and Liaisons. Members reviewed and discussed the following:
 - 1) Handicapped ramp at the Town Annex gymnasium. Mr. Gillespie is working on this aspect of the outstanding project.
 - 2). Petty Farm: Update by Ms. Weber reported that the APR program has voted to accept the project officially with the federal money they were awarded. They will now begin final due diligence on the project (survey, title, etc.) and it should close sometime in the 2nd or 3rd quarter of 2020. All is going as planned. The Land trust continues to fundraise for their share of the project, and they expect to meet their goal by closing.
 - 3). Town Hall Slate Roof: Hold the funds in reserves for the time being.
- d. Table on Approved Community Preservation Act Projects in Westport FY02-FY20 as of 9-15-2019. Members reviewed this table and it can be found on the CPC webpage.
- e. Table on CPA accounts (as of beginning of FY21 Fiscal Year) and Expense Accounts. Ms. Slade presented a table on CPA accounts which showed approximate available funding as of the beginning of the FY 21 Fiscal Year. Total available funds are \$1,190,056.
- f. Four Grant agreements: Bell School, Handy House, WUYS and WYAA. These were approved by the Historical Society and the sports groups. The Board of Selectmen will review at their next meeting.

- g. Noquochoke conservation restriction. A copy of the Conservation Restriction was provided. The Land Trust will hold the restriction and monitor the property and create trails on the property. The land was returned to the Town from the Affordable Housing Trust.

- h. CPA Funding of the Affordable Housing Trust (AHT)

Henry Lanier from the Affordable Housing Trust was present and was invited by the chair to sit at the table and participate in the discussion. Ms. Slade stated that there had been a question in the previous meeting about whether funds appropriated to AHT could be used for any AHT project. She had researched the handouts and learned that some funds had been specified for particular purposes at Town Meeting but mostly they had not. She presented a table showing the situation. If funds are specified for particular projects in the handout at Annual Town Meeting they can only be used for that project. Otherwise CPC could approve any budgeted use by the AHT. In FY11 \$35K was allocated to the Housing Office and \$75,700 was allocated for small scale development. In FY16 \$280K was allocated for Noquochoke Village. In all other fiscal years, no category was specified, but AHT had prepared budgets that were reviewed by CPC when funds were requested. The Town Moderator had clarified that CPC handouts were considered part of the motion so if CPC wished to specific use it should do so in the handout. Ms. Slade had shared that information with the Housing Officer.

Mr. Lanier stated that the Housing Officer budget is from other sources as well as CPA. Mr. Gillespie questioned that. Ms. Slade stated she learned through her research that an annual audit of the AHT is required, but this had only been done in one year. She understood AHT would henceforth have annual audits done. CPA project appropriations must be reported in the State's CP-3 form and the guidelines have changed for AHT reporting within the last three years. The AHT Housing Officer has been preparing that information and giving it to CPC. There is also a grant agreement between the CPC and AHT for each appropriation. Ms. Slade suggested that funds which were formally in other budget categories could be reallocated in AHT budgets after discussion with CPC.

Mr. Gillespie would like to have more transparency or an actual record of the number of hours worked by personnel in the AHT housing office. Ms. Slade stated that the housing officer submits this information to the Trust members. Mr. Gillespie thought it would be helpful for the CPC to have an annual summary of hours worked, and other expenses. He said the housing office has a large budget and the CPC needs such information to be able to defend it. Ms. Slade stated that the town accountant only records line items as AHT expenses are made. She does not allocate them such as she does with CPA funds for other projects. Therefore accounts are prepared by the Housing Officer and he gives these reports to the AHT. It was suggested that it would be useful if CPC saw those reports also.

- i. Sweeps to be considered.
None at this time.

Any other business not reasonably anticipated.

Mr. Bell brought up the historic stone marker at the intersection of Sodom Road and Rt. 177 indicating the way to New Bedford. It has been vandalized with yellow paint. The stone marker is on the Westport Historic Inventory. Ms. Slade agreed to speak with a stone specialist to see what could be done. Mr. Bell would like to see if funding may be necessary to restore the stone marker. Discussion ensued. Mr. Bell will pursue with Historical Commission.

Correspondence.

None.

Bills.

WB Mason for file folders \$6.99

Postage for Hudson Archival return of hard drive \$5.19

Kleinfelder for IWRMP outreach \$1,500.00

Members unanimously approved bills listed above.

Next meeting: December 12, 2019, 6:30 p.m.

Adjourn.:

Members voted unanimously in favor of adjourning at 8:00 pm.

Respectfully submitted,

Lucy Tabit

Recording Clerk

Attachments:

September 12, 2019 minutes

CPC project submission form 2019

CPC Liaisons and Outstanding Projects 8 14 19

All CPC Projects by type with description 9 15 19

CPC expense accounts August 12 2019

CPC Grant Agreement WYAA 2019 for FY20 CPA Funding 11 8 19

Westport United Youth Soccer FY19 Grant Agreement 11 8 19

WHS Grant Agreement 2019 Bell School 11 8 19

WHS Grant Agreement 2019 Handy House 11 8 19

Noquochoke Village Conservation Restriction

CPA Funding to AHT as of 11 9 19