

**COMMUNITY PRESERVATION COMMITTEE  
REGULAR MEETING MINUTES  
THURSDAY  
JUNE 10, 2021  
(Conducted via Google Meet)**

Members Present: Betty Slade, Chair  
Hugh Morton  
John Bell  
Janet Jones  
Philip Weinberg  
Dale Weber  
Mark Schmid

Absent were: Timothy Gillespie  
Elizabeth Collins

The meeting was called to order by Chair Betty Slade at 6:37 p.m.

Announcements by Chair were as follows:

Chair Slade introduced Maria Branco as the CPC's new Clerk. Maria is the Principal Clerk for the Zoning Board of Appeals and agreed to take on the clerk's duties of the CPC.

Chair Slade also read an announcement from the Governor, that, as of June 15, 2021, all meetings must be held in person, unless the deadline is extended by the Massachusetts Legislature.

Under Massachusetts General Laws Chapter 30A, Section 20(f), the meeting is being recorded.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, Massachusetts General Laws Chapter 30A, Section 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Westport Community Preservation Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the remote links listed on the posting online.

An audio recording of this meeting will be posted on the Town's web site as we are able.

Pledge of Allegiance.

Agenda Items:

1. Minutes of the February 11, 2021 meeting - Mr. Bell made a motion to approve the minutes of the February 11, 2021 meeting. Mr. Morton seconded the motion, which passed unanimously with Members Morton, Bell, Weinberg, Schmid, Jones, Weber and Slade voting aye.

2. Pietzyk Farm Appraisal Review - Appraisal was conducted by Jim Czupryna, which gives way for funds to be used for the conservation restrictions for Uncle Walt's Farm. Chair Slade said no vote is required on this matter.

3. Conservation Restriction Pietzyk Farm, 439 Briggs Road - Approved on Monday, June 7, 2021 by the Board of Selectmen. The CPC will receive a letter from Ross Moran of the Land Trust, who has asked that payment be expedited as the Land Trust is looking to pay off a loan with these funds. Ms. Weber made a motion to approve the funding of \$100,000 to be paid for the conservation restriction. The motion was seconded by Mr. Bell, which passed unanimously with Members Morton, Jones, Weber, Schmid, Weinberg, Bell and Slade voting aye.

4. Monitors for New Projects: COA Roof, Gravestone Repair - There were 3 new project approved at Town Meeting. First, Mr. Bell nominated Mr. Gillespie to be the liaison with regard to the COA Roof project. Chair Slade stated that Uncle Walt's Farm did not need a monitor as the project will be completed within the next 10 days. For the gravestone repair, Chair Slade said she would like to be the project manager and requested someone to report to and work with, and review the payment of expenses and oversee the process. Mr. Bell volunteered to work with Chair Slade on this project. Ms. Jones made a motion to approve the projects. The motion was seconded by Mr. Morton, which passed unanimously with Members Morton, Jones, Weber, Schmid, Weinberg, Bell and Chair Slade voting aye.

5. Reports on Ongoing Projects: Town Annex Recreation, Handy House Roof, Bell School Tower and Roof, Town Records, and Point Terminus Project - (a) Mr. Morton reported that he believed, after a 20-year wait, the athletic fields were operational and he would check on that further. Chair Slade noted that there

were funds left over from a previous FY19 project. The balance of \$40,000 remaining for the WUYS Soccer (electric and well) are unused at this time. Mr. Bell reported that Mr. Larginha had received 3 bids, however, 2 of the bids are pre-COVID, and he was uncertain as to whether he should request new bids. Chair Slade stated that it is difficult to obtain bids at this time; Mr. Morton suggested it be best to request new bids for a few reasons, one of which is that the prior contractor may not be available now for the project. Mr. Bell will contact Mr. Larginha and let him know the Committee's thoughts for this project. (b) Regarding the Point Terminus Survey, Chair Slade that Sean Leach had completed a parking plan and he would be reviewing the plan with the Fire Chief. She indicated that the CPC is not responsible for this project and, in fact, it is the Town's project and Town Administrator Timothy King is monitoring the process. The Board of Selectmen will address this project at its next meeting. (c) Regarding the Town Hall Annex Rear Recreation project, bills have been paid for various expenses. Chair Slade said that the new fence has been installed. Also, volunteers were able to construct a back to the stage and the Nursery School will hold its graduation there this year. (d) Ms. Collins was not present to address the Affordable Housing Trust. (e) The Pietzyk Farm was discussed earlier. (f) The new projects are the Council on Aging Roof and Gravestone Repair.

Mr. Schmid inquired about the remainder of the funds for the Point Terminus project and the Recreation project and whether the funds had been spent. Chair Slade indicated that the Recreation project is still ongoing; and as for the Point Terminus Survey, boundary markers will be placed. Once the projects are completed, the CPC will vote to return the remaining funds to the CPA fund. Since this is a historical preservation project, the funds will be returned for future projects.

6. Contract with Digital Farms to convert 40 cassettes with historically-significant data to MP4s for the cost of \$1,000 - 150 DVDs were converted to MP4s and videos and are now available to view on line. The Historical Society had several cassettes - mini cassettes and 8 mm. cassettes -- and were converted to videos/VIMEOs. These videos have significant historical value, some were of Portuguese heritage and interviews by Pete Baker of various topics. Chair Slade suggested using \$1,000 from the balance of funds after completing the Town Records Phase IV project toward the cost of the cassettes conversion. Motion was made by Mr. Morton to approve the payment of funds for the conversation project. Ms. Weber seconded the motion, which was

passed unanimously with Members Morton, Jones, Weber, Schmid, Weinberg, Bell and Chair Slade voting aye. Mr. Morton suggested collaborating with the Historical Society on this project. Chair Slade stated that she is working with Jenny at the Historical Society. Jenny gave the cassettes to Chair Slade for the project. Chair Slade will have Town Administrator King sign the contract, the Town Accountant will confirm that the funds are available, and Chair Slade said she will sign, as well as Rick Tabit.

7. Bills paid and to be paid - Chair Slade stated that, in the past, she has been given authorization to pay the bills. However, she would only do so after consulting with the liaisons on each project. She noted that, between February 11, 2021 and June 10, 2021: (a) final bill from Heritage Restoration for the Bell School Tower and Roof in the amount of \$6,649.40; (b) final bill from Heritage Restoration for the Handy House Roof in the amount of \$2,070.08 (Liaisons Dale Weber and Janet Jones approved this bill). Mr. Schmid asked whether a professional inspection should be conducted. Chair Slade said that no professional inspection is typically conducted as the liaisons discuss the project with the project managers. Mr. Morton inquired as to whether the Building Inspector could conduct an inspection. The Committee discussed Mr. Schmid's suggestion that professional inspections be conducted in the future. This topic should be placed on a future agenda to be further addressed with Mr. Gillespie at a future meeting. (c) Payments totaling \$31,000 to Highland Fence for the chain link fence at the Town Hall Annex (Rear Recreation project). (d) Seal Coating in the amount of \$850 at the Town Hall Annex (Rear Recreation project). Final payment of \$150,000 for the Pettey Farm. The 2 payments that were approved earlier in this meeting -- appraisal review of Pietzyk Farm in the amount of \$2,500 to James Czupryna and \$150,000 to the WLCT for the Pietzyk Farm conservation restriction -- will be made. Mr. Morton made a motion to approve payment of the appraisal fee and all the bills. Mr. Bell seconded the motion, which passed unanimously with Members Morton, Jones, Weber, Schmid, Weinberg, Bell and Chair Slade voting aye. There was further discussion regarding the Chair or Vice-Chair having authorization to pay bills after discussing with the liaisons. Re-authorization will be discussed at a later meeting.

8. Other business not anticipated - None.

9. Adjourn - Mr. Morton made a motion to adjourn the meeting at 7:08 p.m. The motion was seconded by Mr. Schmid, which was

passed unanimously with Members Morton, Jones, Weber, Schmid, Weinberg, Bell and Chair Slade voting aye.

The next meeting is currently scheduled for July 8, 2021, to be held in person at the Town Hall, unless otherwise mandated by Governor Baker.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Maria I. Branco", written over a horizontal line.

Maria I. Branco, Clerk

Attachments at the Meeting:

1. Minutes of the CPC Meeting of February 11, 2021
2. Pietzyk Farm Appraisal Review
3. Walt's Farm Conservation Restriction
4. Final Contract with Digital Farms
5. CPC Bills - February - June 2021