

**COMMUNITY PRESERVATION COMMITTEE
REGULAR MEETING MINUTES
THURSDAY
MAY 12, 2022
(Conducted via Google Meet)**

Members Present: Betty Slade, Chair
Timothy Gillespie
Elizabeth Collins
Dale Weber
Mark Schmid
Philip Weinberg

Absent Members: Hugh Morton
John Bell

The meeting was called to order by Chair Betty Slade at 6:30 p.m. with the Pledge of Allegiance.

Announcements by Chair were as follows:

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.

Chair Slade announced that the four (4) projects recommended by the CPC had passed unanimously by Town Meeting (i.e. Westport Youth Athletic Association, Westport Historical Society and Westport Affordable Housing Trust and Westport Land Conservation Trust.) Also passed was the CPC's budgeted reserves and historic preservation reserves that are financed by new revenues. These funds are available to be used this fiscal year.

1. Approval of Minutes of February 10, 2022 Meeting

Minutes of February 10, 2022 - Mr. Gillespie made a motion to approve the minutes of the February 10, 2022 meeting. Ms. Weber seconded the motion, which was passed unanimously with Tim Gillespie, Philip Weinberg, Dale Weber and Betty Slade voting aye in a roll call vote. (Elizabeth Collins abstained from voting as she was not in attendance at the February 10, 2022 meeting; Mark Schmid voted aye on the minutes for which he was present at the meeting).

2. Resignation of Janet Jones as WHC Representative to CPC

Chair Slade stated that Janet Jones had submitted her letter of resignation from the Westport Historical Commission, thereby resigning as the WHC representative to the CPC. Chair Slade said that she has asked the Westport Historical Commission to appoint a replacement. The WHC indicated it would do so at its next meeting, however, Chair Slade noted that she believed Garrett Stuck would volunteer. She said she would be sending a letter of appreciation to Ms. Jones on behalf of the Committee.

3. Review of Outstanding CPA Funded Projects/Potential Sweeps

(1) Chair Slade asked Mr. Gillespie to provide a status of the renovations at the Town Hall Annex. Mr. Gillespie said that he did not want to sweep the funds at this time as there are still unresolved (i.e., compliance with the ADA (railing around the entry, automatic door opening), landscaping the entryway, roof, and the staining in the Planning Board room). Several hours were spent installing plywood at the top of the backboard on the stage. The movie screen is available for movie night. A meeting of the Recreation Commission is scheduled for Monday. Mr. Gillespie said he would report to the Committee at next month's meeting whether there are other repairs to be made or to sweep the funds. Mr. Gillespie said he would do a review of the building to determine what other repairs are needed.

(2) Chair Slade discussed Phase IV of the transfer of Town records into digital format. Digital Farms performed scanning historic materials from the Cemetery Department. The transfer of old tapes into Vimeo is being done through Westport Historical Society.

(3) Chair Slade said that she spoke with Mr. Bell regarding the painting to be done at the Council on Aging. Mr. Bell said

that he has encouraged the project to move forward to completion, but that has not been done at this time.

(4) Chair Slade said that Mr. Bell spoke with Fernando Larguinha of the Westport United Youth Soccer, who said that Reynolds Electric would honor its original quote of \$22,045.85, which was obtained in 2019. The work is expected to begin work next week. Also, Mr. Larguinha is requesting a one-year extension to November 20, 2023 for completion of the well. He needs to obtain other quotes before hiring a contractor. Mr. Gillespie made a motion to grant a one-year extension for the FY2019 WYSA to complete the installation of the well. Ms. Weber seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg, Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

(5) Chair Slade and the Committee discussed the Westport Point Terminus Historic Survey. Town Meeting approved the sum of \$50,000 to repave and draw the lines and adjust the median. These funds are not paid from CPA funds, with a remainder of \$4,637.00. Chair Slade suggested that the remainder of the funds be used to conduct research as to whether the Point area should receive a historic designation as an "historic area" and to do research on the existing buildings there. Mr. Schmid asked when the paving work would be completed. Chair Slade said she was not sure and would ask the Town Administrator, although the project had just recently been funded.

(6) Chair Slade said that the stone walls at the Head are finished, however, there are issues that need to be resolved. Jeff Bull is the new Chair of the Landing Commission and he has asked that the funds remain available for repairs.

(7) Regarding the roof at the Council on Aging, there is an estimate of \$85,000 to replace it. Mr. Gillespie said he would look into the matter and report back next month.

(8) Chair Slade said that the cemetery gravestone repair is ongoing. She said the Select Board welcomed the team to discuss the project at its meeting on May 9th, 2022. At the meeting were: Betty Slade, Todd Baptista, Laura Oliveira and Troy Rebello. The team informed the Select Board of the incredible work being performed by volunteers with 357 stones having been repaired; and their attendance by volunteers at workshops taught by Jonathan Appell on how to repair the stones. This project would have cost \$100,000, if not for the volunteers, who also provide their vehicles and other supplies.

4. Appointments of Liaisons for CP23 New Projects:
WYAA, WHS and AHT

Chair Slade stated that the liaisons for the four (4) projects are as follows: Berry Hill Farm - Dale Weber; Westport Historical Society (Rehabilitation of the Bell School) - Mark Schmid; Westport Youth Athletic Association - Hugh Morton; and Affordable Housing Trust - liaison to be determined at the next meeting.

5. Grant Agreements for FY23 Projects: WYAA, WHS and AHT

Chair Slade said that the grant agreements have been prepared and reviewed. Once the Town Administrator has reviewed the grant agreements, the Select Board will review and sign them and, then, forwarded back to the CPC Chair, who will sign them as well. Mr. Gillespie made a motion to accept the grant agreements with the Westport Youth Athletic Association, Affordable Housing Trust and Westport Historical Society. Mr. Schmid seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg, Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

6. Request for Authority for Chair and Vice-Chair to Approve RFPs Issued Through Town Administrator's Office for CPA Projects.

The RFPs will be funneled through the Town Administrator's Office. Denise Bouchard, Secretary to the Selectmen, will mail out the RFPs. The bids will then be opened on a certain date in the presence of others, including the liaisons.

Chair Slade suggested that she and Vice-Chair Gillespie approve the RFPs prior to the next meeting. Ms. Weber made a motion to allow the Chair and Vice-Chair to review and approve the RFPs. Mr. Gillespie seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg, Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

7. Review of Outstanding Bills/Paid Bills Since February 10, 2022.

Chair Slade reminded that she and Mr. Gillespie had been authorized to pay outstanding bills. She itemized the bills that have been paid and those that remain outstanding as follows:

From the Administrative Fund:

East Bay Media - Public Hearing Notice - \$180.00

App/Geo - Updating GIS Cemetery Locations - \$750.00

John Kinnane - Appraisal Review of Berry Hill Farm - \$2,375.00

From the FY17 Town Records Preservation Project:

Digital Farms - Transfer of tapes to Vimeo - \$156.25

From the FY22 Historic Gravestone Restoration Project:

Betty Slade - Reimbursement for Materials and Supplies - \$247.99

Mr. Gillespie made a motion to pay all bills as listed. Mr. Schmid seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg, Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

Chair Slade gave an explanation of some of the bills that are outstanding:

Cemetery gravestone restoration workshops conducted by Jonathan Appell - 2-day workshop at \$1,900 per day. Mr. Appell provided the materials.

Supplies for cemetery work - \$786.85

Rent-A-Jon - workshop on May 7-8, 2022. Chair Slade said she paid for this expense, however, the workshop was canceled due to weather - \$247.99

Chair Slade stated that because the Town could not accommodate the printing of the handouts for Town Meeting, the printing was done by Staples at a cost of \$118.40, paid from the Administrative Funds.

App/Geo - Chair Slade discussed the project of designating cemeteries and buildings on the Westport GIS system. She said that she discussed this project with Sharon Potter (former Assessor) and Theo Gabriel, the current Assessors' Assistant, who have contacted the Town of Dartmouth, who said there are marks on the Dartmouth GIS to designate the locations of the cemeteries. Chair Slade said that she believes these designations should be performed in Westport and that the funding could come from CPC, since the CPC has projects with the cemeteries and their locations. There has been an ongoing issue that cemeteries are designated on property deeds and, when the property is conveyed, the cemetery designation is omitted from the deed. Ms. Potter is working with attorneys to ensure that the cemeteries continue to be noted on property deeds. Mr. Gillespie made a motion to pay all bills.

Mr. Weinberg seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg, Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

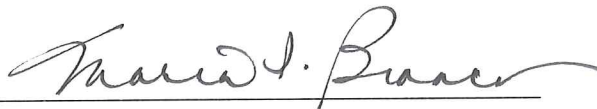
8. Other Business

The Committee discussed at length the deterioration of the Wolf Pit School. The property has a historic preservation restriction on it and the Westport Historical Society is authorized to monitor the School. Chair Slade said that, for years, she has pursued an effort to get permission for children to visit the School once or twice a year. The building is deteriorating rapidly and it is the responsibility of the CPC and WHC that the owners comply with the terms of the historic restriction. Chair Slade suggested that, perhaps, Attorney Eric Dray may be retained to review the restriction and render an opinion as to how the CPC and WHC may enforce the terms under the restriction. The legal fees can be paid from Administrative Funds. Mr. Gillespie agreed and noted that the purpose of the renovations was so that the entire Town could enjoy it. Ms. Collins stated she spent many hours discussing this project with the owners and that, when the owners signed the agreement, they agreed to comply with the terms of the restriction, including renovating the School. Ms. Collins said that, when she discussed the issue with an owner and mentioned about the CPC assisting with getting the project off the ground, the owner was not amenable. Chair Slade said that some fundraising had already taken place to raise funds for the renovations, and that Norma Judson sold mulberry trees, the profits of which were to be used for the renovations. It was noted that the owners have restored some of the property, which is beautiful. Chair Slade said that there are CPA funds available to obtain a legal opinion. She said that the WHC is the monitor and should be consulted. The Committee can then discuss further steps to resolve this issue.

Adjourn - Mr. Gillespie made a motion to adjourn the meeting at 7:18 p.m. Ms. Collins seconded the motion, which was passed unanimously with Mark Schmid, Elizabeth Collins, Philip Weinberg Dale Weber, Tim Gillespie and Betty Slade voting aye in a roll call vote.

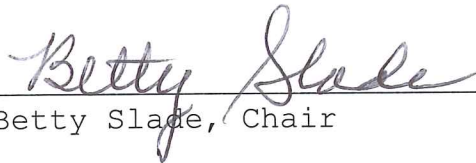
The next meeting is currently scheduled for June 9, 2022 to be held via Google Meet, unless otherwise decided.

Respectfully submitted,

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

Maria I. Branco, Clerk
Community Preservation Committee

APPROVED:

A handwritten signature in cursive script, appearing to read "Betty Slade", written over a horizontal line.

Betty Slade, Chair

Attachments:

CPC Minutes of February 10, 2022
Grant Agreements for WYAA, WHS and AHT
Paid Bills and Outstanding Bills