

**COMMUNITY PRESERVATION COMMITTEE
ANNUAL AND REGULAR MEETING MINUTES
THURSDAY
SEPTEMBER 8, 2022
(Conducted via Google Meet)**

Members Present: Betty Slade, Chair
Timothy Gillespie
John Bell
Elizabeth Collins
Hugh Morton
Dale Weber
Garrett Stuck

Absent Members: Philip Weinberg
Mark Schmid

The Annual Meeting was called to order by Chair Betty Slade at 6:32 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 stated that the annual public meeting was being held for the purpose of gathering input of the needs, possibilities and resources of the Town regarding Community Preservation Act funding for RY24. The public is invited to the hearing to present ideas to determine whether their projects fall under the purview of the Committee's approval for funding.

Chair Slade said that she had been contacted by a few people who were interested in coming before the Committee. She said that the Committee had received a draft submission, with photographs, from Tony Vieira, Commander, American Legion, 489 Sanford Road, Westport, MA regarding proposed renovations.

Tony Vieira addressed the Committee, giving a history of the building. He also stated that:

1. Submitted a draft of a submission with photographs to gather comments from the Committee as to the project's eligibility for funding.

2. The Chair and Vice-Chair of the Historical Commission visited the building.

3. The CPC has been involved in three (3) prior projects in the past at the historic Sanford school.

3. The building will comply with the Americans with Disabilities Act.

4. The funding will be used for materials and labor.

5. The funds they currently have will fund many of the expenses; however, major projects will require CPA funds.

6. The building has much historical value.

7. Elevators may be planned at some point in the future.

8. The building has been used for different events in the past and will be in the future, once the building is more secure.

9. He is working with Paul Hebert to obtain estimates for yellow cedar shingles and labor.

10. He has discussed the project with the Westport Historical Commission.

Chair Slade confirmed that the Chair and Vice-Chair of the Historical Commission joined her in a view of the building and supported the rehabilitation. It is a historic school on the Westport Historic Inventory.

Mr. Gillespie explained the American Legion's efforts in the past to have the building comply with ADA and he had drawings of a

proposed ramp that were prepared at a time when the ramp was considered. He said that any wheelchair ramp to be constructed would also require the adjoining deck to be reconstructed due to its poor condition and inability to manage the ramp.

Chair Slade noted that ADA compliance is very important in historic buildings and the funding for that can be financed by CPA funds.

Mr. Morton inquired as to whether shaftless elevators have been researched for the project.

Mr. Vieira said that shaftless elevators are expensive to purchase and expensive to maintain. One (1) shaftless elevator can cost between \$80,000 and \$100,000.

Mr. Gillespie said that yellow cedar shingles may not be readily available; that pre-stained shingles may be available.

Chair Slade welcomed Garrett Stuck to the Committee, noting that Mr. Stuck represents the Historical Commission following Janet Jones' resignation from the CPC.

Mr. Stuck said that he would provide information to the Westport Historical Commission.

Chair Slade said that, in order to be considered at the next Town Meeting, all submissions must be received no later than the December 2022 meeting. She also mentioned that the CPC requires Requests for Proposals and, once approved at Town Meeting, a grant agreement will be required to be executed by all private project parties and recorded with the Registry of Deeds.

Mr. Vieira said he hopes to have all the documents available for the Committee sometime in November.

Mr. Vieira thanked the Committee for allowing him to make a preliminary presentation of the project and he will be in contact with more information as soon as feasibly possible.

Chair Slade asked if there were any other persons who wished to address the Committee.

Paul Oliveira, 19 Aime's Way, Westport, MA addressed the Committee. He stated that:

1. He is interested in possibly receiving funds to construct pickleball courts.

2. He has been contacted by many people who are interested in playing the sport in Westport.

3. He has researched that CPCs in other areas of Massachusetts and CPA funds have funded pickleball courts.

Chair Slade asked if Mr. Oliveira had a location in mind for the courts.

Mr. Oliveira said that there are a few locations in mind (i.e., campground, Macomber School, Town-owned property on Drift Road, or community-owned land). He said he is willing to do the research to find the ideal location.

Mr. Gillespie suggested that, perhaps, at the rear of the Town Hall Annex may work; however, he has heard that the noise that is made by the rackets when hitting the balls is an issue. Mr. Gillespie suggested that Mr. Oliveira contact Lyn Fors to further discuss. Mr. Gillespie further suggested that this project should be brought to the attention of the Recreation Commission for further review.

Chair Slade also suggested that the WYAA area may have space for pickleball courts.

Mr. Morton stated that he believed this would be a project that is eligible for CPC funding.

Mr. Gillespie noted that there would need to be someone who will manage the scheduling, availability and keeping the area clean of trash and proper maintenance of the courts.

Ms. Collins said that she is a direct abutter to the campgrounds, and is unsure of whether the noise emanating from the pickleball courts would be a disturbance.

Mr. Oliveira thanked the Committee for its time and suggestions and he said he would be in contact with the committee once he has some further information.

There being no further discussion to come before the Annual Public Meeting, Chair Slade closed the meeting at 7:17 p.m.

The Regular Meeting of the Community Preservation Committee was called to order by Chair Betty Slade at 7:17 p.m.

1. Approval of Minutes of August 11, 2022 Meeting

Minutes of August 11, 2022 - Mr. Bell made a motion to approve the minutes of the August 11, 2022 meeting. Mr. Morton seconded the motion. Mr. Gillespie noted that he was not present for the August 11, 2022 meeting; however, Mr. Morton stated that, if he read the minutes, then Mr. Gillespie could vote to approve them. The motion was passed unanimously with Hugh Morton, Dale Weber, Garrett Stuck, Tim Gillespie, John Bell and Betty Slade voting aye in a roll call vote. Elizabeth Collins did not vote on this motion because her audio did not work.

2. Update on Town Annex Recreation Project

Mr. Gillespie said that he received a quote for the installation of the automatic opening handicap door at the south entrance of the gym. Also, the entryway was cleaned up, and installation of a retaining wall that provides for better access at the rear of the Annex was done. As to the railing on the handicap ramp, Mr. Gillespie said he has attempted to discuss this with the contractor who installed the railing at the front of the building, however, the discussion is stalled due to the unavailability of the contractor. The Recreation Commission is obtaining quotes for rehabilitation of the playgrounds. Mr. Gillespie said that, because there is a lack of funds, the Commission may be coming to the CPC soon with quotes to apply for funding.

3. Update on Housing Officer Search

Chair Slade said that she understood that it has been a difficult process recruiting someone to be the Housing Specialist. Chair Slade tabled this matter until later on the agenda when Ms. Collins can discuss this matter.

4. Correspondence

None.

5. Bills

Chair Slade noted the bills that have been paid since the last meeting as follows:

- William Plamondon - Electric work at outdoor stage behind the Town Hall Annex - \$863.62.

- A.G. Bettencourt - Pine wood chips/Recreation area - \$800.00. (Note: Chair Slade said that she was asked if pine wood chips could be place at another playground, but that is not feasible as that would be considered maintenance of the playground.)
- East Bay Media Group - Publication of the Annual Public Meeting in the Shorelines - \$58.50.
- Kyle Baptista - Preservation of Town cemetery records - \$476.25 and \$225.00.
- Atlas Preservation - Historic Gravestone Restoration - \$406.58.
- Home Depot - Gravestone project - \$239.44.
- Troy Rebello - Reimbursement for purchases made for the gravestone restoration project - \$518.67. (Note: The Town Accountant has now given Troy Rebello a tax exempt number, so that he can purchase items without paying sales tax, as sales tax is not a reimbursable expense).

Ms. Collins made a motion to approve all the bills as listed. Ms. Weber seconded the motion. The motion was passed unanimously with Elizabeth Collins, Hugh Morton, Dale Weber, Garrett Stuck, Timothy Gillespie, John Bell and Betty Slade voting aye in a roll call vote. Mr. Morton suggested that there be a tickler placed on the Town records to revisit whether the hard drives and other media are still viable.

3. Update on Housing Officer Search

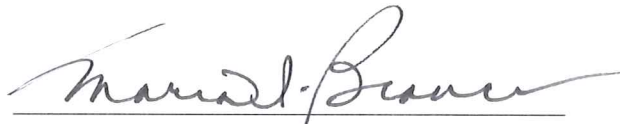
Ms. Collins said that the former Housing Specialist resigned on June 30, 2022. RFPs were solicited and, as of August 31, 2022, only one (1) person had responded. Due to the unavailability of two (2) members of the Search Committee, with a tentative award date of November 1, 2022.

The Affordable Housing Commission has appointed Bob Barboza as Acting Housing Specialist until such time as one is appointed. Mr. Barboza has been performing the duties of the Housing Specialist since June 30, 2022 and, therefore, the Commission voted to also increase his contract until a permanent Housing Specialist is appointed. Ms. Collins said that she and Mr. Barboza are handling the accounts, but are not spending any money at this time.

There being no further discussion, Mr. Gillespie made a motion to adjourn the meeting at 7:35 p.m. Mr. Morton seconded the motion, which was passed unanimously with Elizabeth Collins, Hugh Morton, Dale Weber, Garrett Stuck, Timothy Gillespie, John Bell and Betty Slade voting aye in a roll call vote.

The next meeting is currently scheduled for October 13, 2022 to be held via Google Meet, unless otherwise decided.

Respectfully submitted,

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

Maria I. Branco, Clerk
Community Preservation Committee

APPROVED:

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

Betty Slade, Chair

Attachments:

CPC Minutes of August 11, 2022
List of Bills Paid