

Meeting Minutes

Committee -Community Preservation Committee

Date: Tuesday, February 27, 2024

Time: 4:00PM

Location: Zoom

Committee Members in Attendance: Susan Berger, Will Flanders, Mary Lou Gallup, Jennifer Hale, Joan LaPierre, Carolyn Wheeler, Susan Flaccus, Paul Hollings, Carolyn Wheeler, Edith Bingham

Members of the Public in Attendance: Andrea Donlon, Franklin County Regional Council of Governments (FRCOG), Terry Narkewicz, Town Administrator, Town of Shelburne, Rick LaPierre

Will Flanders called the meeting to order at 4:08 PM

Susan Berger made a motion to accept the February Meeting Minutes, Paul H. seconded.

Unanimously approved

Paul H. moved for the committee to adopt the following officers:

Will Flanders, Chair

Jennifer Hale, Vice Chair

Mary Lou Gallup, Clerk (January – March)

Carolyn Wheeler seconded the motion. Unanimously approved

Will said he had been following up on the committee's question regarding how much could be expected to be available for the first round of funding. The Whately town clerk, who has experience with CPA, est. \$80,000 raised through 3% tax, which is the tax rate Shelburne adopted. Stuart from the Community Preservation Coalition thinks Shelburne will get a 100% match.... Will proposed we consider assuming a more conservative \$80,000 plus 80% match of 64,000 for total budget of \$144,000. Jennifer indicated her support for being conservative, as if more comes in we can still expend it. Will agreed and said if you get more it goes into the unallocated account, would take a special town meeting to reallocate if we are off, but the money is still available. Susan agreed that they were only estimates and moved to adopt Will's proposal. Paul seconded. Unanimously approved.

Andrea told the committee that a FRCOG grant supports her time to help write the first round of the town's CPA plan. She explained that the process used in Greenfield involved another FRCOG staffer mostly wrote the Greenfield plan and the committee reviewed it. Andrea can flush out and review town's individual supporting plans such as Land Use, Housing etc. . Paul said he had looked at the town's plans, plus the four provided by Andrea (most for larger towns). Will thinks Shelburne's housing plan was questionable and the committee got a lot of push

back, so it may need to be re-done. Andrea, did housing plan for Orange recently. Not so many survey responses, but plan did not hinge on the survey. Andrea indicated that demographic information rather than surveys is much more useful for the committee. Lots of other resources could help inform the planning board to develop a plan. Will suggested the committee put the concern on back burner until later to flush out.

Edith asked for some direction on her role as an advocate for historic preservation what is her role. Will suggested that Jerry Hoyt, from the historical commission which works at Arms Academy might be a good resource for Edith to learn about historic preservation interests, efforts and direction. Andrea said most of SF district is within historic district. There is a database Sec. of State, Mass Historical Commission to look up what buildings are documented as historical. Also, part of land use and rec. plan there are some designations on a map. There was a suggestion by (?) that it might be worth getting Cowell Gym designated as a historic building.

Paul found that different plans designated things that were most important in their communities. Andrea said it was up to the committee to designate what is most important and that one way is to have public meeting early to get public input. Some felt attendance might be an issue. Perhaps a survey to get feedback. The committee agreed that it should work on ways to solicit input.

Andrea suggested that some plans evaluate priorities and put them on a timeline for multi-year funding. For example, "next 3-5 years these are our priorities".

Carolyn stated that part of Land Use plan priorities was land preservation.

Jen noted that the housing plan expires in 2023 and asked if FRCOG could help to update it. The Housing Authority blended with regional housing authority since the plan was created. Andrea thought that grants had been used to create and update housing plans (One Stop Grant ?), and you would have to talk to Terry N about it. The current plan is on Town website.

Will asked Andrea what the steps would be for developing the CPA plan. Andrea said she would frame out an outline of the plan, then start filling in general info about Shelburne, pick different subject matters, look to committee for goals. Perhaps starting with mission statement would help. Andrea indicated it would be best if the committee developed the mission statement.

For the CPA application process, Stuart recommended a 2 step process, one page application of interest with basic information for review by the committee for approval. Then go to a more lengthy application process. The first town meeting for approval of funding would be May 2025. Andrea backed up the dates to a potential initial application date of Oct. 2024.

Mary Lou noted that some financial accounting and reporting need to be done on a specific schedule. Will thought the Whately accountant who will likely be working with Shelburne can handle that piece of the committee's responsibilities. Jen asked if the committee needs a treasurer? After some discussion the committee thought we might benefit from someone who tracks the accounting process, but that the decision will be made later.

The subject of sub committees to do some work including drafting a mission statement was brought up and the implications of Open meeting law. Will will check with Terry. Susan was in favor of 3 working on the mission and small group work in general. She also felt that the committee can't model after larger towns

Paul, Jenn, Susan would like to be on sub committee to write mission statement. Maybe get together 3 times. Paul said there are lots of plans on line and a sub committee could take parts of each, come together and polish it. Hopefully, there could be a draft by March 19th.

The subcommittee could post their meeting if there is a problem with open meeting law.

Will asked if there was anything else we need to be thinking about for next meeting. Andrea informed the committee that parts of the village of SF are designated as an Environmental Justice Community based on income criteria. The Committee should consider that designation in its evaluation and funding. Andrea will send committee members information from the State on what the designation means, what it is based on and some state maps to show what areas are affected. These areas often don't have as much access to resources, income brackets might be barrier to involvement in some of the key things that CPA supports (open space, parks, outdoor recreation). Census data is used, median track \$49,000, below regional or state threshold. (Census tract). Link to GIS map, every couple of years census updates and map changes. Buckland side different then Shelburne side. Jen read definition online. Will wondered what the state designation indicate CPA funding should support. Andrea said the committee might want to look at weaving it into the plan.

Andrea- looked up mass historical commission database. <https://mhc-macris.net>

Andrea said that at the next meeting she will have an outline of time frame/ process and outline of a plan and see what she can get done on introduction section (without mission statement). Carolyn said the committee should be sure to get the word out and tell people what they need to know about the process as soon as possible so they can be thinking about their potential applications and not miss out. Andrea said some towns have emergency out of time frame application option we might consider.

Mary Lou mentioned to CPA website Colrain has set us as potentially being helpful. Will will talk to Terry about whether the town allows separate websites. Andrea- Colrain is in the process

of adoption and uses that website to inform people about the cost of CPA to individual taxpayers. CPA already has page on the Shelburne town website with minimal info.

Will likes the idea of pooling money for projects. Andrea said right now it is not possible under current law to pool money for housing projects. Paul said in reviewing other town's plan, multiple towns are working together for regional projects. Andrea said it didn't happen often but could work here with housing projects.

Mary Lou asked if Susan Flaccus's at-large seat filled? Will said to Ask Terry. Andrea noted that Susan's at-large seat has to be someone who is not on town committees already represented.

Will brought up that there is an allowance in the budget, for admini. costs, public hearings, etc. The planning board is looking for a new assistant and that someone is interested, but needs more hours than that job provides. So there is the potential for combining needs and hiring a joint staff person beginning new budget year in July. (\$7,000 limit). Andrea suggested that AI assistant can summarize meeting minutes for you. Susan brought up that Faye who works for the planning board, might be a good admin and her expertise and overlap of knowledge could be helpful.

Joan- now that we have officers do we have to pay dues to the CPC? Andrea noted, not until next July.

Will called for Public Comments. There were none.

Next meeting will be in person March 19th. 4-6PM

Motion to Ajourn Susan motion. Mary Lou second.

Meeting adjourned 5:33PM