

Community Preservation Committee

MINUTES COMMUNITY PRESERVATION COMMITTEE HYBRID PARTICIPATION August 10, 2022

OPENING: The regular scheduled meeting of the Community Preservation Commission opened at 7:04 via Hybrid. Chairperson Jeanne Reed announced the names, time and date of the meeting, and stated that the meeting was being recorded.

ATTENDANCE

Jeanne Reed, Chairperson	(Park & Rec)	Present
Bryan Walker, Vice Chairperson	(Elected)	Present-Remote
Joanne Horacek	(Housing Authority)	Present
Cassaundra Bach	(Historical Commission)	Absent
David Spina	(Planning Board)	Present
Dave MacWilliams	(Conservation Commission)	Present
Chris Pratt	(Elected)	Absent
John Whalley III	(Elected)	Present
Beth Thomas	(Elected)	Absent
Sabrina Pooler	Coordinator	Present

PUBLIC COMMENTS

No public comments

NEW BUSINESS

Chairperson Jeanne Reed welcomed the new CPC Coordinator, Sabrina Pooler.

Disclosure of Appearance of Conflict of Interest as required by Mass G.L. 268A s23 (b)(3)

Committee Member John Whalley III gave some details of what the Disclosure of Appearance of Conflict of Interest and a Special Municipal Employee were. He mentioned he is applying for building permits to build a new building and trying to avoid a conflict of interest. Committee Member Dave MacWilliams added that not just one committee member can be a Special Municipal Employee but every member of the Committee needs to be a Special Municipal Employee. Further discussion happened among the committee members clarifying the details.

A motion was made to vote to designate the Conservation Committee as Special Municipal Employees

Motion: Dave MacWilliams Second: David Spina

Roll Call:

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Jeanne Reed	Yes	Joanne Horacek	Yes
David Spina	Yes	Chris Pratt	Absent
John Whalley	Yes	Bryan Walker	Yes
Beth Thomas	Absent	Cassandra Bach	Absent
		Dave MacWilliams	Yes

Electrical Project at Whalley Park has been completed- Vote to return remaining funds to the CPC general fund

Chairperson Jeanne Reed explained that the Electrical Project at Whalley Park has been completed and that \$794.98 remains in the account. A vote is needed to re-appropriate funds back to the CPC.

A motion was made to vote to re-appropriate the \$794.98 remaining funds back to the CPC for recreation.

Motion: Joanne Horacek Second: David Spina

Roll Call:

Jeanne Reed	Yes	Joanne Horacek	Yes
David Spina	Yes	Chris Pratt	Absent
John Whalley	Yes	Bryan Walker	Yes
Beth Thomas	Absent	Cassandra Bach	Absent
		Dave MacWilliams	Yes

Updates on current projects in progress

The Committee members reviewed the current projects that are listed as "Project in progress" in the state's CP-3 report. Projects "Preserve/Archive Town of Southwick Historical Documents", "Preservation/Archive Historic Documents", "Southwick Cemetery Fence", "Southwick Cemetery Records", and "Old Cemetery Headstone Restoration" will have to be confirmed with the Historical Commission and/or Lisa Anderson. Projects "Farm Signage" and "Whalley Park" are completed. Project "Assess repairs needed on Old Fire/Police Roof Cupola" will have to be confirmed with the Select Board. Projects "Updating the Housing Portion of Town of Southwick Master Plan" and "North Pond Trail Improvement and Signage" are currently projects in progress.

See document "August 10th 2022 CPC Project Updates"

Application process and deadlines

Chairperson Jeanne Reed and the Coordinator discussed that the agreed deadline for the application was December 31st 2022. This deadline was put up on the website. Coordinator Sabrina Pooler mentioned she had put an advertisement up on the town Crier stating CPC applications are now being accepted for 2023 funding. There was also a discussion on how the application and checklist could be updated to be more user friendly and digitized for electronic submission. Chairperson Jeanne Reed stated that Chris Pratt had an application he had been working on. Chairperson Jeanne Reed also stated she would like to see a deadline specifically for the criteria submission.

Community outreach and education

Community Preservation Coordinator, Sabrina Pooler gave the committee an update on what she has done so far with community outreach and education. She has put an announcement on the CPC website saying that the CPC is currently accepting applications and to please submit by deadline (December 31st

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2022). She has posted an advertisement on the Town Crier announcing the CPC is currently accepting applications for 2023 funding. Ms. Pooler asked the committee members for suggestions on community outreach. Chairperson Jeanne Reed suggested that CPC members representing their respective committee (open space, recreation, historical, housing) go back to their committees and ask if there are any projects coming up that could put in an application for CPC funding. Jeanne continued with reviewing possible new projects such as the church and pantry that were just purchased, the rail trail and repairs of housing. Coordinator Sabrina Pooler mentioned she emailed the Assistant Director for the Springfield/Westfield area at the Massachusetts Department of Developmental Services (DDS), Elaine Baillargeon, to try an open dialogue with that area and see if any CPC funds can be used. The Committee suggested putting a public announcement in local newspapers. Committee member Dave MacWilliams said that people just don't understand the program and public outreach is needed to explain the process. He suggested putting something on The Southwick Community Page on Facebook, getting on the agenda of different committees such as the Agricultural Committee to explain who we are and what we can do, set up a table at certain public events such as the concerts at Whalley park- giving out information on the CPC and its process for funding. Committee Member Brian Spina added that perhaps the lack of applications is because there is a lack of awareness. Jeanne said she would like the committee to generate more ideas for community outreach and education and it can be further discussed in the next meeting. Dave suggested creating a brochure about the CPC and having available at public venues such as the library. Jeanne continued and added that there had been some talk about putting up signs where CPC funds have been used for completed projects. Coordinator then suggested putting something up on Channel 15. Jeanne reminded the committee of the public annual presentation.

Diane Gale, 5 Point Grove RD suggested to include information on the CPC in October tax bill which includes a pie chart for the tax distribution.

Jeanne suggested having the required annual meeting during a regularly scheduled meeting and Committee member Joanne Horacek suggested having informational mail go out to town residents. Committee member suggested going through the state list of projects to get an idea of what could happen here in town.

Dave MacWilliams said he will look into what other towns have done for CPC signage and mock up something for Southwick for review in the next meeting.

Adjourn meeting

The Committee agreed the next meeting would be September 21st at 7:00 PM in the Land Use Room.

A motion was made to adjourn the meeting.

Motion: John Whalley III Second: David MacWilliams

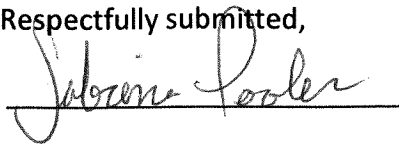
Roll Call:

Jeanne Reed	Yes	Joanne Horacek	Absent for vote
David Spina	Yes	Chris Pratt	Absent
John Whalley	Yes	Bryan Walker	Yes
Beth Thomas	Absent	Cassandra Bach	Absent
		Dave MacWilliams	Yes

The meeting is adjourned at 8:06 PM.

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Respectfully submitted,

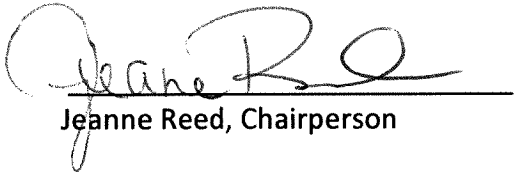


Sabrina Pooler, Community Preservation Commission Coordinator

cc:

Select Board

Town Clerk

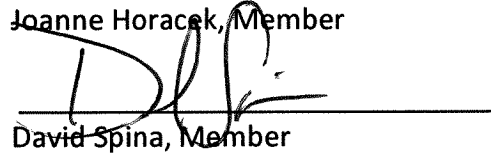


Jeanne Reed, Chairperson



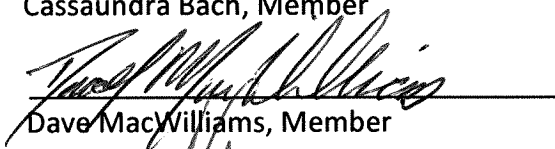
Bryan Walker, Vice Chairperson

Joanne Horacek, Member



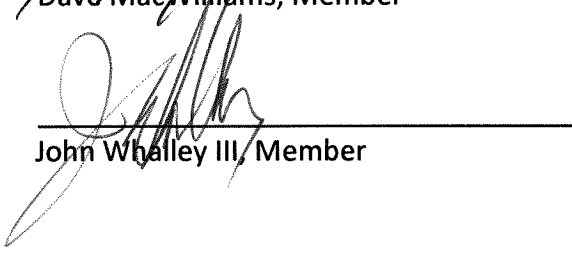
David Spina, Member

Cassandra Bach, Member



Dave MacWilliams, Member

Chris Pratt, Member



John Whalley III, Member

Beth Thomas, Member

Date