

# Community Preservation Committee

## MINUTES COMMUNITY PRESERVATION COMMITTEE HYBRID PARTICIPATION September 21st, 2022

09-21-2022

**OPENING:** The regular scheduled meeting of the Community Preservation Commission opened at 7:02 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
Joanne Horacek	(Housing Authority)	Absent
Cassandra Bach	(Historical Commission)	Present-Zoom
David Spina	(Planning Board)	Present
Dave MacWilliams	(Conservation Commission)	Present
Chris Pratt	(Elected)	Present
John Whalley III	(Elected)	Present
Beth Thomas	(Elected)	Present
Sabrina Pooler	Coordinator	Present

### PUBLIC COMMENTS

No public comments

### NEW BUSINESS

#### Old Cemetery shed restoration

Gene H. Theroux- Cemetery Commission

Lisa Anderson- Cemetery Commission

Mr. Theroux spoke on behalf of the Cemetery Commission in regards to the 2020 town approved Old Cemetery Headstone Restoration project that received CPC funds. Within the application, funds were requested to rehabilitate the Old Cemetery shed. The old shed is in extreme disrepair and is functionally unsafe but it currently houses gravestones waiting to be restored. Theroux stated he would like to purchase a new shed. He goes on to say the town accountant will not release funds for a new shed because the project calls for the rehabilitation of the shed. Lisa Anderson continues to mention that the wording between the application and the warrant article are different. Committee member Chris Pratt replied that a new shed would not serve to preserve historical character. Mr. Theroux and Ms. Anderson discussed the trees that are on the property, some have been cut down for various reasons. She asks if this was something that was approved in the 2020 Old Cemetery Headstone Restoration project. Lisa asked the commission to submit something in writing to the town accountant explaining

# Community Preservation Committee

that the old shed and the tree removal was approved in the project. Chris asked if there was funding from the first proposal left. Lisa said yes, there was. Committee member Beth Thomas said she remembered that when the project was approved it was for education, supplies to repair the stones and that there was not a tree mentioned in that original grant. Mr. Theroux mentioned his frustration about the wording. Committee member Dave MacWilliams mentioned that one of the warrant articles says 'Old Cemetery headstone restoration' and 'restoration and preservation of headstones at the Old Cemetery', he believes tree removal would constitute for preservation of the headstones. Lisa continues to say that the warrant article only says 'refurbishing' and they aren't able to get funds for the shed and tree removal. Committee Member John Whalley III said he was there for the application process and the warrant article and the intent of the project was to improve and retain the historical significance of the cemetery and if the trees are a part of that he thinks they should be taken down. Committee member MacWilliams requests to have a detailed list of what the Cemetery Commission wants to do so the Community Preservation Committee (CPC) can look at it and discuss if it is allowable. Committee Chair Jeanne Reed asked what the quote for the shed was. Ms. Anderson said \$24,000. Committee Chair asked if the person doing the work would be able to historically replicate the shed. Ms. Anderson explained that that is what she is working on right now. Chair Reed asked for that to be included in the summary to be submitted to the Committee. Committee member MacWilliams asked if the representatives of the Cemetery Committee could update the CPC the current projects, the Cemetery records project was confirmed to be completed, the Southwick Cemetery fence is completed, the retaining wall project was completed. CPC coordinator Sabrina Pooler mentioned that she has updated the state website to reflect that the projects has been completed. Committee member Whalley III stated his opinion on getting two quotes on rebuilding the building using original materials. Chair Reed said to table this and she looks forward to seeing a summary of the work that needs to be done and this can be revisited at a later date. Mr. Theroux added that the Cemetery Spirit Walk will be the 29th of October from 2:00PM-4:00PM and he encourages the Committee to attend.

## **The Southwick Congregational Church (SCC) Steeple Application**

Erik Nitsch- Chair of Buildings + Grounds Committee of SCC

Erik Nitsch presented the application for the Southwick Congregational Church Steeple project. He said there was leakage in the steeple and a couple of the American Chestnut beams were rotted out, there are also exterior boards that are rotting. He mentioned the reason why he is applying for Community Preservation Act (CPA) funding is because of the historical significance the church possesses. He quoted multiple sources which state the historical significance of the church. He continued discussing what work needs to be done and what work has been done so far. Mr. Nitsch stated that out of approximately 6300 architectural projects, over 36 of them have been churches. He mentioned [communitypreservation.org](http://communitypreservation.org) criteria on why a church would fit into the CPC funding, broad community needs fits into that criteria. Mr. Nitsch continues in saying that the SCC says that not only do they have worship, but boy scouts, girl scouts, Alcoholics Anonymous, and the Crop Walk are all either held there or are sponsored by the church. Committee member Dave MacWilliams also mentioned the pasta suppers that are held at the church. Mr. Nitsch goes on to say that if you google "Southwick, Mass" this church is the image that shows up. Chair Reed asked if the committee had any questions and Mr. MacWilliams wanted to put on record that there are six letters from the public that support the application. The church will be 200 years old in 2024.

A motion was made to approve the application.

Motion: John Whalley III Second: Chris Pratt

The application was unanimously approved.

## **Update "CPC Selection Criteria"**

The Committee discussed possible updates the CPC Selection Criteria form. Committee Member Chris Pratt had looked at other community's criteria forms and made a draft for the committee to review. He

# Community Preservation Committee

also mentioned the application process could be updated and put online for online submittal. CPC Coordinator Sabrina Pooler mentioned that it is possible to make this an online form, however, having a "Submit" or "Send" button would be more complicated.

Linda Schomer, president of the Historical Society, had a couple questions for the committee on the application process and time frame. The committee responded with some answers.

Mr. Whalley III suggested a CPC Application Subcommittee be formed for the application and members agreed. Mr. Pratt, Committee member Beth Thomas and Coordinator Sabrina Pooler have agreed to be on this sub-committee.

## **CPC Signs**

Committee Member Dave Williams did a presentation on CPC signs. He suggests having two sets of signs, one sign be a temporary sign, put out on display and highly visible stating "Your CPC funds at work". The second sign would be a permanent one given once the project is complete, also stating that CPC money was used for the project. The permanent sign could be a smaller plaque, perhaps a durable bronze with the ability to withstand the weather. He believes the permanent sign can be covered within the price of the project and the temporary sign would come out of the administrative funds. Mr. Pratt mentioned all the signs should be uniform, as this was discussed before with the Select Board. Mr. MacWilliams said he would get a quote for the signs.

## **Reorganization of the Committee**

Committee Chair Reed stated the need to vote for a Chair and Vice Chair of the committee. Mr. Pratt suggested the need for a treasurer and secretary. The majority of the committee did not see a need for this. Chair Reed said that there are more educated people on this board and she prefers to work behind the scenes rather than to lead.

A motion was made to nominate Chris Pratt for Chairperson. Mr. Pratt accepted the nomination.

Motion: John Whalley III Second: David MacWilliams  
The vote was a unanimous yes.

Ms. Reed agreed to be vice- chair person. No motion or second was given.

## **August 10th Meeting Minutes**

A motion was made to accept the meeting minutes.

Motion: Dave MacWilliams Second: John Whalley III  
The vote was a unanimous yes.

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

Vice Chairperson Jeanne Reed asked Mr. Whalley III if he submitted his form. Mr. Whalley III states he did not. Vice Chair Reed said he is now aware to submit it. Coordinator gave an update stating that Karl Steinhart commented, saying that the whole CPC is designated as special municipal employees.

## **Updates on current projects in progress.**

# Community Preservation Committee

Coordinator Sabrina Pooler has been working on updating the CPC Plan. She expressed to the committee members that she would like some help writing up the sections for historical, housing, open space and recreation. She will give examples to the committee members representing those committees in hopes for their input in writing those four sections. Chair Chris Pratt also suggested to create a questionnaire to see what community members are interested in seeing and possibly adding that to the updated plan.

Coordinator Sabrina Pooler has also updated the status all of the projects who received CPC money on the state CP-3 report.

## Community outreach and education

Coordinator Sabrina Pooler asked when the annual public informational meeting should be held. Chair Chris Pratt said June and this was confirmed by committee members Beth Thomas and John Whalley III. It was suggested to post on the CPC town website that the last meeting in the fiscal year will be the public informational hearing.

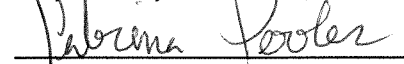
## Adjourn meeting

A motion was made to adjourn the meeting.

Motion: Chris Pratt      Second: David MacWilliams  
The vote to adjourn the meeting was a unanimous yes.

The meeting is adjourned at 8:27 PM.

Respectfully submitted,

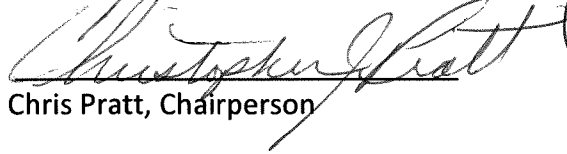


Sabrina Pooler, Community Preservation Commission Coordinator

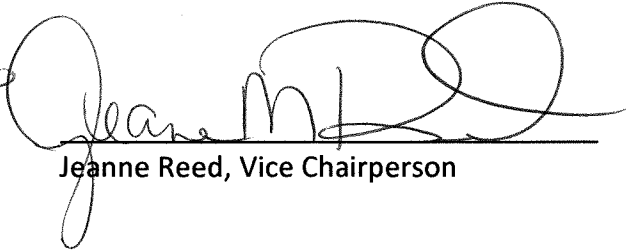
cc:

Select Board

Town Clerk,



Chris Pratt, Chairperson



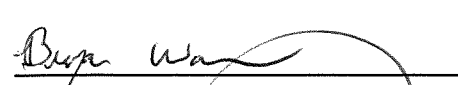
Jeanne Reed, Vice Chairperson

Joanne Horacek, Member



Cassandra Bach, Member

David Spina, Member



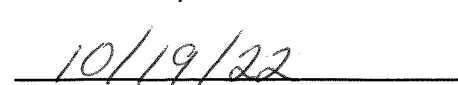
Dave MacWilliams, Member

Bryan Walker, Member



John Whalley III, Member

Beth Thomas, Member



Date

10/19/22