

Community Preservation Committee

MINUTES COMMUNITY PRESERVATION COMMITTEE HYBRID PARTICIPATION October 19, 2022

OPENING: The regular scheduled meeting of the Community Preservation Commission opened at 7:02 via Hybrid. Chairperson Chris Pratt announced the names, time and date of the meeting, and stated that the meeting was being recorded.

ATTENDANCE

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

PUBLIC COMMENTS

Daniel Kelly, acting manager of Southwick Housing Authority introduced himself and mentioned that the Housing Authority will be coming forward with projects in the near future. He also mentioned he is working on providing information from the Housing Authority to update the Southwick Community Preservation Plan.

NEW BUSINESS

Review new CPC Application (form)

Members of the Community Preservation Committee reviewed the new application forms and edited them as deemed necessary.

*John Whalley III left the meeting

OLD BUSINESS

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The Southwick Congregational Church (SCC) Steeple Application- Amount requested clarification

It was noted that in the September 21st meeting minutes, no mention of the amount of approved funding was stated. The committee amended the last meeting minutes to state that the church project was approved for the requested amount of \$60,790.00 which is to come out of the historical fund.

The Nomination of Jeanne Reed for Vice Chair- Nomination Clarification

It was discussed in the September 21st meeting that Jeanne Reed would be willing to take the position of vice chair.

A motion was made to nominate Jeanne Reed as Vice Chair

Motion: Joanne Horacek Second: Dave Spina

The vote was a unanimous yes, John Whalley III was not present for the vote.

September 21 Meeting Minutes

A motion was made to accept the September 21st meeting minutes.

Motion: Jeanne Reed Second: Bryan Walker

The vote was a unanimous yes, John Whalley III was not present for the vote.

Cont.- Old Cemetery shed restoration

Members discussed the submitted quote of a new shed for the Old Cemetery. Committee member Beth Thomas was concerned about the asphalt shingles, clarifying that in the previous discussion it was said no asphalt shingles were to be used. Chair Chris Pratt added that at the moment the real question is whether or not the shed is covered under the warrant article, this is because what the town votes on is how the funds are used. The warrant article states that the project is a headstone restoration project. Committee member Joanne Horacek mentioned that the shed is where the headstones are stored and worked on. Vice Chair Jeanne Reed commented that the reasoning is valid, however the committee needs to make sure they go about it proper right way. Chris Pratt said to make sure that the details are listed in the warrant article when the committee approves a project. That way, the warrant article will be the only necessary document to go by when a project is reviewed for funding in the future. Beth Thomas said that the similar thing is happening with tree removal, that she doesn't remember approving tree removal. She remembers supplies, education and head stone repairs, not trees to be cut. With the understanding that if a tree falls on a headstone it could damage it. Jeanne Reed asked if the applicant could submit another application, specifying shed restoration. Chris Pratt and Joanne Horacek said yes. Coordinator Sabrina Pooler brought the warrant article up on the screen and said that she believes the reason why the town accountant isn't allowing the funds to be released for the shed is because the shed was not mentioned on the warrant article. Jeanne Reed wanted to make sure they are not contradicting themselves because they just created an application where it states not all will be listed on the warrant article. Beth Thomas agreed. Sabrina Pooler stated that the warrant article for the Old Cemetery project does mention "or take any action relative thereto", leaving some room for interpretation. Jeanne agreed, and added that in the new application form it states that "it is possible that not all aspects of the proposed project will make the warrant article". David Spina clarified that this means certain parts of the project may be removed from the project at the discretion of the committee and not be voted on in the town meeting. Joanne Horacek said that the stone restoration is on the warrant article and the stones are being restored in the shed. Sabrina Pooler brought up the May 6th 2020 meeting minutes on the screen in which the project was discussed. She then brought up the original application of the project for members to read and discuss. Committee members identified that the trees and old shed were mentioned in the application. Chris Pratt mentioned the committee voted to approve the application in the meeting minutes. Sabrina Pooler said that the town approved what was written on the warrant article. Jeanne Reed brought up the fact that there is an opportunity for the

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town voters at the town meeting to ask questions about the warrant article and the application. She also mentioned that warrant articles are not easy to write, even harder when you have a limited amount of time to write them before town meeting. Jeanne Reed stated that the committee is learning as they go and that as they move forward they would take note of the warrant articles and the details that are included. Jeanne Reed then moved on to ask what the definition of 'rehabilitation of a shed' is. Sabrina Pooler mentioned that the definition of rehabilitation is listed at the Department of Revenue (DOR). Jeanne Reed also mentioned that if the rehabilitation as listed by the DOR does not fit the parameters of what the applicant asked for in the previously approved application, then the applicant would have to submit a new application. She continues to say that perhaps the committee should ask for guidance of town counsel and/or Stewart at the Community Preservation Coalition. Sabrina Pooler asked if the applicant is going to have to purchase a new shed, would that fall under rehabilitation? Chris Pratt responded with saying that if the applicant is going to ask for a new shed that he doubts that would qualify for use of CPC money. Committee Member Bryan Walker asked if tools to restore the headstones would be covered under the CPC funding, and that if tools are covered, wouldn't the shed qualify as a tool? Jeanne Reed added, if what was written in the application covers what was approved, then the conversation that is being held is a moot point. Sabrina Pooler noted that in the application it states 'rehab of shed'. Would an application need more details to accept a rehabilitation project? Beth Thomas mentioned that two years ago it was mentioned that the shed needed rehabilitation, however, now, the shed looks like it needs to be torn down. She also continues to ask if the CPC would even want to use the funds to erect something similar to the shed that is in the old cemetery now? And how long will a shed of similar build last for? Joanne Horacek added that all old cemeteries have sheds that look similar to the one currently in the Old Cemetery. Beth reiterated that asphalt shingles are being used. Bryan Walker suggests to use cedar shingles instead of asphalt shingles. Beth continues with saying that she wants to give them the money because they really need it but it needs to be done the correct way. Jeanne Reed suggests a continuation. Chris Pratt agrees that the committee needs to get some more information and discuss this further at a future meeting.

See documents

"2020 CPC Application SWK Old Cemetery Headstone Restoration"

"2020 CPC Town Article 15 Old Cemetery Headstone Restoration"

"CPC May 6th Meeting Minutes Old Cemetery Restoration Project"

"Old Cemetery Shed Quote 10-3-2022"

Updates on current projects in progress

Coordinator Sabrina Pooler wanted to know if the two old historical projects (Preserve/Archive Town of Southwick Historical Documents & Preservation/Archive Historic Documents) were in fact complete and if the committee needed to vote to return the remaining funds back to the general fund. Jeanne Reed added that the projects are quite old and the historical commission are all newer members and unfamiliar with these projects. Chris Pratt also stated that the Town Clerk, Michelle Hill, might have information in regards to these two projects and their status. Sabrina Pooler added that she believes she has already updated the CP-3 report on these two projects as 'Completed'. Chris Pratt commented stating that one of the projects was from 2011 and if they are not done, it is quite a long time for a project to remain open.

A motion was made to have the unencumbered funds from the "Preserve/Archive Town of Southwick Historical Documents" in the amount of \$1,046.00, and phase 2 "Preservation/Archive Historic Documents", in the amount of \$19,464.50 be returned to the general fund of Community Preservation.

Motion: Chris Pratt Second: Beth Thomas

The vote was a unanimous yes, John Whalley III was not present for the vote.

Adjourn meeting

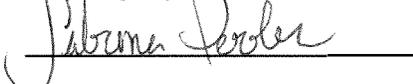
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A motion was made to adjourn the meeting.

Motion: Jeanne Reed Second: Joanne Horacek
The vote to adjourn the meeting was a unanimous yes.

The meeting was adjourned at 8:53 PM.

Respectfully submitted,



Sabrina Pooler, Community Preservation Commission Coordinator

cc:

Select Board

Town Clerk



Chris Pratt, Chairperson

Jeanne Reed, Vice Chairperson

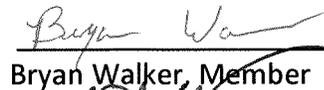
Joanne Horacek, Member

Cassandra Bach, Member



David Spina, Member

Dave MacWilliams, Member



Bryan Walker, Member

John Whalley III, Member



Beth Thomas, Member

November 16 2022

Date