

DRAFT
Oak Bluffs CPC Meeting
2/17/2009
Oak Bluffs Library 2nd floor conference room

Members Present: Stephen Durkee, Chairman. Alison Shaw, Nancy Phillips, James Westervelt, Cheryl Sashin

Also present: Adam Wilson, Administrative Assistant.

The meeting began at 5:50 pm

Minutes from the 1/20/09 meeting were reviewed.

The Committee voted 4 – 0 – 1 to approve the minutes from January 20th.

1st on the agenda was a review of the application and the process for submission to the committee.

Steve stated that he'd want to wait until there is full committee attendance on the subject matter and perhaps for the next meeting the committee could get together and seeks way to make both the application and submission requirements better.

-Adam stated that many applications are submitted with the idea that minimum information can be 1st submitted to get on the committee's agenda and then the remaining info the application asks for submitted when the applicant knows that their project is going to be reviewed by the committee. Adam also stated that although many applications are received with the necessary review materials i.e.: 990 tax returns, names of governing boards, expense justifications, etc., many applications don't have all that info and the committee at the same time hasn't stressed a need for that information when it conducts its reviews.

-Committee Members discussed the application and what would be the basic requirements for review. There was talk about the work needed to put the application together and how most of them received are not complete. Alison said there has also been no penalty for that. Several applications that were submitted this year were talked about as being incomplete as far as fulfilling all the requirements for submission.

-Adam passed out the check list items Chuck had generated for the committee. Various items were looked at potentially being not necessary. The synopsis, goal, concept and objectives were talked about as being redundant. Nancy asked if there was a legal reason for having all the information in the application. Alison said the group can always ask later for more info if it was felt necessary but a simpler starting process would work better for those applying to the CPC. Adam also said that there are professionals such as himself and the Town Accountant that would screen applicants to make sure they qualify. Members discussed how bureaucratic they wanted to be and how much oversight there should be for applicants who come back year after year.

-James said it is critical that applicants know when the money requested is available. Cheryl said applicants need to have a solid plan in place that outlines when and how the money approved will be spent. Adam said he usually screens an applicant's submission and let them know when the money is available in the next fiscal year. Adam said that there is a perception that part A of the application, which is to get "paperwork" to the Building Department by the deadline date, gets you in and then if you are going to be considered you'll have whatever other paperwork that would be part B making the application complete as needed. There was discussion on when the committee can get together to review applications and dismiss those out of hand that don't categorically qualify.

Members moved onto the idea of what other towns do to get projects reviewed. James asked Nancy what she thought of the applications she had to fill out representing the Parks Department. Adam complimented that Nancy's applications were very thorough and met all guidelines for submission. Nancy said it's confusing that there seems to be a "pre-application form" vs. the regular application. She then brought up a new policy trying to be put in place that has the Capital Improvement Program Committee (CiPC) determining which town projects can be approved for funding prior to requesting

CPA funds. There was discussion about how the town will move forward on rebuilding its infrastructure.

-Adam went back to the checklist items he finds in the application as being superfluous. The Board talked about simplification. It was decided that the full committee should go over the application again and find a way to simplify it.

-Adam handed out an end of year report from the state coalition. He told members that the coalition dues have been paid for next year. He said the dues are \$1,500 each year.

-Steve reported that he has received a letter from Dave Grunden rescinding the 20K project money he got for loans to provide for enhanced septic design systems in coastal areas. Adam said he had talked to Paul Manzi about the return and was told that it didn't need to go back to town meeting for a rescinding vote; the letter will take care of putting it back into the CPC reserve fund.

-Nancy asked how the money trail for projects under way gets reported. Adam stated that as a rule he does not process a request for payment unless it is signed off by those responsible for the project.

-The next discussion centered on money returned to the CPC general fund from past projects, what has been recommended out and what interest there might be in the fund as well. Adam stated that he had received reports that there was interest accruing - \$2,000 a month for at least the past six months - but he and Cheryl agreed that interest money is in a bank account and not in the general fund. There was discussion about how a transfer could occur. It was thought that the interest on the money being held up for projects not yet started should be requested to be put into the CPC account.

-Steve wanted to know how other towns are putting money aside for future projects & the interest they're accruing. Even though money has been separated out to different projects that haven't started yet, the consensus from committee members was that the interest belonged to the CPC.

Adam said he would make a request of the committee to the Town's financial team to know more about the interest and how it could become available for spending use.

-There was talk about how funding not appropriated at town meeting could be applied for at a special meeting down the road. James thought that if there is money in the CPC fund, anyone can apply for it and look for a recommended vote at whatever town meeting is scheduled after April's meetings. He mentioned that there have been other projects that got funding at other times of the year.

-Steve brought up the next item on the agenda which is policy formulation. He said he would be looking for policy suggestions at the next meeting with the full committee. Completed application policies were talked about. Emergency requests were also talked about. Adam talked with the committee about how policies get established and what types of votes are needed to create, modify or delete policies, rules or regulations. He thought that the very 1st rule or policy that every committee needs is what type of vote is necessary to approve new policy: majority, 2/3rds, unanimous, etc. He said that when rules are laid down to adopt, change or delete, they are usually very rigid and can't be arbitrarily changed. He stated that he liked rules and wished more of the boards and committees had them because they give leverage in situations where applicants seek compromises.

-Alison asked if the CPC has any policies. Adam said none truly voted upon and recorded. Nancy asked if the Coalition would have info on established CPC policies. Adam said he would communicate with S. Saginor of the coalition for other towns that have some in place as well as other town application forms that are simplified. Cheryl said she would contact Nantucket's CP Committee to see what they have as well.

-Steve brought up the placement of the recommended projects on the warrant. It was shown that in prior years the projects were listed alphabetically and it was thought that it should stay that way since it eliminates any idea that certain weight was being placed on projects for approval by where they were in the spending article. Everyone agreed.

-Adam showed a draft of what will eventually be mailed out to the 1,900 head of households in OB. Nancy said that the Seaview Heritage project should have as sponsors the Historical Commission and the Board of Health as well. Adam said he would make the change to reflect that.

- Adam also showed on the report to town residents that project approval comes with an acknowledgement that recommended criteria has been met. He stressed that it is important that as the spending warrant goes forward, the committee is obligated to show that approval comes from a set of criteria the committee has established and uses to “reason” their approvals. Satisfying certain criteria is an easy way of telling others looking at the warrant how the committee came to their conclusions recommending projects.
- Cheryll asked if the church window project should also include a statement about preserving a historical aspect of the Campground. Adam said he would change the language to include preserving the historic resource that would otherwise be lost.
- The Committee talked about the current situation with the church groups on island and what would happen if the building was closed. It was thought that this particular church would remain because of its location in the Campground.
- Steve brought up the subject of the collaboration with Tisbury for the Eastville Beach in the Town Report. The Committee discussed how the two towns will get together to spend the recommended project funding.
- The Committee discussed when to meet next. It was decided **not to meet** March 3rd and to get together on March 17th @ 5:30 pm.

The Committee voted to adjourn. The meeting ended at 7:05 pm.