

CPC Meeting
6/14/06 Library Conference Room

Present: Stephen Durkee (Chair), Alison Shaw, Harvey Beth, Joan Hughes, Peter Martell

Also present: Raven Marino, Town IT Manager and Adam Wilson, Zoning Administrator

The meeting began at 10:05 am

Minutes were approved from May 3rd. Committee members discussed notes/minutes taken 4/5 and 5/17 in which there was no quorum. The Committee, by consensus, agreed that they did not need approval. Adam said he would have them stamped in with the Town Clerk anyway for record keeping sake.

Raven talked to the Committee members about the AA position needing a laptop computer and the formulation of the CPC web site. She stated that the one currently being used by Adam, which is the library's, would cost \$1,200. Harvey motioned for the Committee to commit \$1,200 out of the administrative funds for the AA's computer. Joan seconded.

The Committee voted 5 - 0 Vote to approve the expenditure.

-Raven then talked about the CPC's web site and how it can be part of the town web site or whether it can stand on its own.

Joan asked about a separate web site for CPC only. Committee members talked about the linkage to OB's web site and how the CPC would then have it's own section. They talked about the CPC's own domain name. Raven said this could be budgeted for \$1k per year in maintenance + \$500 to design. Committee members discussed the merits of having CPA V. CPC. Web site would be called "Oak Bluffs CPA.org."

Peter motioned for up to \$1K to be used for web site. Joan seconded.

The Committee voted 5 - 0 to spend up to \$1,000.00 dollars for web site design and implementation and to name the web site "Oak Bluffs CPA.org".

-Raven pointed out that AA can have access to the town's accounting "munis" system and can generate financial reports for the CPC.

Raven asked for committee support for web site development. Alison and Stephen volunteered. Harvey asked about the time frame on web site development.

Raven said it shouldn't take more than a month. Adam asked about application being part of web site. Stephen said the application, in acrobat format, can be included in the site.

-Stephen discussed with the committee members a memorandum he has received from fellow committee member Cheryl Sashin about the AA position. Stephen stated that she was now interested in applying for the position.

The committee members discussed the period of time in which the job was posted and the time in which interested parties could apply. They then discussed Cheryl's request. Harvey made a motion that the committee not re-open the position to new candidates. Peter seconded.

The Committee voted 5 - 0 not to re-open the AA's position to new candidates.

-Adam informed the committee members that the personnel board meeting with the union over revising his job responsibilities to include the AA position was postponed until June 26th at 11:00 am.

-Peter left the meeting at 10:45 am.

Stephen said he's been in touch with Katherine Roth from state CPA Coalition. She said that the committee is proceeding down the path in the proper way.

The Committee talked next about the application form. The legal aspects were discussed. Joan said that parts 6 & 7 should probably be eliminated. Harvey thought part 6 should be revised. He said the state procurement law should be added to part 8.

Joan said counsel should finalize draft for legal ramifications. The Committee made adjustment and corrections to the proposal. General information and submission requirements were worked over and updated. The Committee discussed procedurally how the application process would work (Posting of agenda, inviting the public for comment, applicant notification on dates and time of proposal review.) Harvey asked about the non profit status and documents needed to verify an organization's status (990's, recent certified audits etc.) Harvey thought a "memorandum of understanding" would be relevant to have in the application as well. He talked about the caution needed with arbitrary decisions and the possibility of discriminatory practices that could occur. A discussion went on about the use and cost of Town Council. Harvey thought that the drafting process might be able to go through the coalition for less expensive advice.

-The Committee agreed to make changes to the application form and then seek advice from council on a final draft, paid by the CPA or otherwise. Joan said she will make changes and e-mail to Committee members.

-Committee members discussed absenteeism of members. Harvey talked about the possible need for associate members. He thinks membership can generate excitement with invited guests. The Committee decided to have Stephen talk with heads of various town departments about replacing CPC members who haven't been attending meetings.

-Harvey talked about an island wide CPC for regional projects in conservation and housing. He asked if the OB CPC would consider hosting a meeting for brainstorming ideas. Alison said she'd agree but wants the committee's first year to be nothing but working on projects for OB. Joan said all-island meeting could be beneficial. Stephen thinks that hearing how other organizations and their start could be interesting to know. Committee members discussed plans to have meetings during the summer with either guest speakers or for public awareness about the philosophy of CPA spending.

-Next meeting was scheduled for Wednesday 7/12 at 10 am in the Library Meetings for 6/21 and 7/5 are canceled.

The meeting adjourned at 11:55am.