

Community Preservation Committee Meeting  
March 29<sup>th</sup>, 2006  
Oak Bluffs Library Historical Room

Members Present: Stephen Durkee (Chair), Peter Martell, Charles Rock, Joan Hughes, Alison Shaw

Also Present: Adam Wilson, Casey Sharpe

-Stephen started the meeting at 9:36 am.

-Casey handed out copies of the Special Town Meeting Warrant.

-The minutes from 3-15 were reviewed by committee members. Stephen motioned for approval. Peter seconded.

**The minutes from March 15<sup>th</sup> were unanimously approved.**

-Stephen responded to a request by Charles to have regularly scheduled meetings for the CPC. He roughed out a schedule of meetings for twice each month. 1st and 3rd Wednesday's beginning April 5th. The meetings were approved for 10am start time in the Library's Historical Room.

Charles stated that he can make 2nd meetings each month but can't make both most of the time. Casey said that Charles was an at large member and was thought to bring important ideas to the group.

-Casey brought up the CPA warrant for the Special Town Meeting + FinCom's remarks. Casey talked about changes in the warrant's reserve amounts for the CPA because tax rate has been set by the town already. Instead of committing specific \$\$ amounts, the warrant will state the recommended amounts of no more than 5% for administrative expenses and 10% in each of the three reserves. Joan expressed her views about the 32K not being in the individual accounts. Percentages had to go back in and not hard numbers.

-Casey handed out review of Administrative Assistant's Position. She said that the hand out generated by the committee members for town meeting was shown at the selectmen's meeting and got rave reviews. Kudos were given to Stephen and Alison for their work on it.

-The Committee reviewed the AA job description and talked about the salary. Casey said this is not a union position and does not fall under the town's personnel bylaws. There was discussion about making Adam the committee's AA and if it should be advertised for others to apply. Joan expressed concerns that the position should be posted and available so that anyone could apply if interested. Adam stated that he is interested in the job. Casey said that she would advertise the position until April 14th on the Town Hall's Community Bulletin Board and state that there is a "strong in-house candidate."

-Peter made a motion to approve the job description as presented to the committee.

-Alison seconded. **The Committee voted 5-0 to approve the AA job description.**

-Casey asked if it could be advertised at \$25 - \$35 per hour. Peter volunteered to help with interview process.

The Committee talked about the administrative budget for the coming year and decided to table the discussion until next meeting.

The Committee discussed the handout. Casey wanted to know if table was needed for Town Meeting. She said she could get one if the Committee requested it.

The Vision statement was clarified. Wharf Beach was determined as to location.

-Alison showed Stephen minor changes to the language in the hand out. She also thinks Committee members should be listed. The Board discussed the examples in the handout.

-Alison went on to talk about printing. They talked about #'s. Peter volunteered to get the printing done. The members felt that three to five hundred copies should cover everything.

-Stephen brought up the Senior Center meeting and if it's necessary. The Committee felt that the get together as a practice session may not be worthwhile. The Committee hypothesized how the warrant article would be presented and how the committee members would appear towards town residents. The members felt that special meeting and regular would take more than one night. Volunteers for the table were all members present except Peter.

-Stephen said that he would speak if necessary. Harvey Beth was also thought to want to speak about affordable housing.

Adam pointed out that some residents will be ready to ask about how to apply to get projects going. Statewide CPC website is already available for info and possibly applications for projects. Peter said it will take time because projects and spending probably won't happen for a year. Members were encouraged to see what was available on the web site for the state's coalition. Charles read out the site. It is:

[www.communitypreservation.org](http://www.communitypreservation.org)

Stephen scheduled the next meeting for April 5<sup>th</sup> @ 10:00am in the Historical Room  
Motion made to adjourn at 10:30 am

#### SCHEDULE OF CPC MEETINGS

Apr. 5<sup>th</sup> & 19<sup>th</sup>  
May 3<sup>rd</sup> & 17<sup>th</sup>  
June 7<sup>th</sup> & 21<sup>st</sup>  
July 5<sup>th</sup> & 19<sup>th</sup>  
Aug. 2<sup>nd</sup> & 16<sup>th</sup>  
Sep. 6<sup>th</sup> & 20<sup>th</sup>  
Oct. 4<sup>th</sup> & 18<sup>th</sup>  
Nov. 1 & 15<sup>th</sup>  
Dec. 6<sup>th</sup> & 20<sup>th</sup>