

## Oak Bluffs Community Preservation Committee

### Minutes of meeting 2/1/06

Present: Cheryl Sashin, Duncan Ross, Allan DeBettencourt, Peter Martell, Harvey Beth, David Wessling, Joan Hughes, Stephen Durkee, Kerry Scott, Casey Sharpe, Alison Shaw\*, Adam Wilson\*

\*Arrived Late/Left Early.

Absent: Charles Rock

-The meeting began at 9:30am in the Town Library Historical Room.

- CPC Members present were appointees Cheryl Sashin, Peter Martell and Stephen Durkee, Harvey Beth (Affordable Housing Committee), Alison Shaw (Historical Commission), Allen deBettencourt (Parks Commission), Joan Hughes (Conservation Commission), David Wessling (Planning Board).

-Additional participants in the meeting were Casey Sharpe (Town Administrator), Kerry Scott and Duncan Ross (Selectmen's Office), Adam Wilson (Building Office).

-A quick statement was made as to the terms of the statutory and appointed members. Terms of office are to be staggered and appointees are to be one (1) year (Cheryl/Peter) or two (2) years (Stephen/Charles).

A discussion took place by all CPC members on why they have joined the Committee and their individual feelings on open space, recreation, historic preservation and affordable housing. Selectmen Kerry and Duncan welcomed the group and thanked them for the work they will be doing and spoke of the vision they both had for Preservation Act's mandate and for the future of the town.

-The CPC by-law was distributed as well as Rep Turkington's year end legislative update.

-Members were advised that the Community Development Council (CDC), a Selectmen established advisory group, was established to research the enabling legislation for community preservation that was passed island wide in 2004. The CDC was instrumental in crafting the by-law to create the CP Committee.

-Kerry recommended that all members should have CDC's final report on the CPA. Casey said she would distribute copies.

-By consensus, the Committee agreed to invite the CDC to attend their next meeting.

-Committee members scheduled their next meeting for Wednesday 2/15 at 9:30 am in the Library's Meeting Room. The CDC is scheduled to meet with the CPC at 10am.

A discussion followed on the amount of money that will be raised and matched by the state. Cheryl let the Committee know that many town residents have come into the collection office with concerns about the additional tax. She informed the Committee that:

- The CPA tax can have a lien, although liens wouldn't occur for a year;

- The CPA cannot be repealed for 5 years;

- Many Townspeople still don't know what the CPA is.

Kerry asked Cheryl about exemptions. Cheryl replied that Assessors do exemptions and that they are not easy things to obtain. They are different than abatements and take several months to put together. Casey pointed out that the Board of Assessors does meet regularly and that residents can find out more about the exemption process and how to file.

The Committee discussed how it procedurally should run itself. Ideas were presented on having quarterly reports for the Selectmen to review and how to post notice and have public meetings. There was also a discussion about the revenue stream for administration. It was questioned as to whether the

5% allocation was from local tax only or included the match from the state. It was stated that the Act allowed “up to 5%”. Several members of the Committee stated administration should be advertised and hoped that the Committee wouldn’t have to pay more than 20K for someone to administratively assist the CPC.

It was agreed that much education is needed and the CPC will likely need to meet with key department personnel to clarify policy, finance and administrative issues. A suggestion was made that since the statutory members came from other boards and committees that could be competing for the same resources, it would make sense that the Committee be led, chaired or facilitated by an at large appointee. -Casey agreed to act short term as information gatherer and meeting facilitator. Adam agreed to provide minutes and other administrative matters as well.

The Committee then began to talk about the need to establish its own internal structure. Discussion centered on minute taking and whether or not to establish rules of order. The Committee agreed to the use of Robert’s Rules in the conduct of its business. Stephen Durkee offered to initially Chair the Committee. **A motion was made by Harvey Beth to make Stephen Durkee Acting Chair. It was seconded by Joan Hughes.**

### **THE VOTE WAS 7 – 0 – 1 IN FAVOR OF STEPHEN DURKEE BECOMING ACTING CHAIR FOR THE COMMITTEE.**

-Stephen’s first recommendation was for the Committee to find a better way of explaining what the CPA is.

- Cheryl stated that the CPC needs a mission statement and to perhaps include a web site. In that site would be the mission statement, Committee members and Long/Short range goals.

Cheryl pointed out that the CDC has a means for guidance.

-Harvey remarked that the Community Preservation Coalition has a very good statement and should be looked at.

-Kerry talked to the Committee about the value of electronic mail and cautioned the group about the use of e-mail in relation to state sunshine laws.

There was an open discussion on the hiring of an administrative assistant and money available.

-Peter suggested a \$20,000 limit. The Committee felt that this amount was enough to cover any and all administrative costs for fiscal year 2007. Within the 20K would be salary as well as mailing, supplies, advertising and other communications costs to keep the public informed of the Committee’s progress.

-The Committee also stated that any funds not spent would be turned back to the Committee’s general fund at the end of the year.

-Casey said she would research necessary requirements for CPC administration and make the decision after consulting Personnel Board and Finance Director for amount to budget for administration. Casey also agreed to research the meaning of “annual revenues” as part of determining the amount of money available for administrative/operating expenses.

-A request was made to have Finance Director Paul Manzi at next meeting.

Stephen, as Acting Chair, was appointed tasks for the next meeting. They included:

1. Mission Statement;
2. Facts and info for public knowledge. “What is the CPA?”
3. Follow up reading of the CDC report.

A motion was made and seconded to adjourn the meeting. Vote was unanimous. The Committee adjourned at 11:00am.