



TOWN OF WHATELY
Whately, Massachusetts 01093

Community Preservation Committee
Alan Sanderson Jr., Chair

MINUTES

WEDNESDAY, JUNE 21, 2023

by Zoom

Present: Alan Sanderson, Doug Coldwell, Judy Markland, Andrew Ostrowski, Donna Wiley, Catherine Wolkowicz

Absent: Jonathan Edwards

Alan Sanderson called the meeting to order at 5:00 p.m.

The Committee approved minutes from the meeting of April 12, 2023 unanimously.

Alan opened discussion of the off-cycle application received from Wayne Hutkoski on behalf of the Recreation Department [sic]. After discussion by the Committee, Alan agreed to pose the following questions to Wayne:

- In what sense is the application ‘time-sensitive’? What would the timeline be for the work proposed, given that it may take until late fall to secure a recommendation from the CPC and schedule a Special Town Meeting?
- How does this application relate to the PARC/CPA grants awarded for Herlily Field renovation work in 2021?
- Has the August 2022 site engineering plan submitted with this application been approved by the Conservation Commission? Andrew Ostrowski is not certain that this is the same plan approved by Con Comm.
- May we see written cost estimates from vendors, including plant sizes? Does the requested amount include installation of the plantings and fencing, or simply their purchase?
- Has the Recreation Commission endorsed the application? The CPC must receive their recommendation by August 11 in order to keep working on the application.

Alan will also remind Wayne that it would be useful for the Rec Commission to appoint a member to the CPC who is able to attend and participate fully in the CPA application process, and inquire whether the Rec Commission plans to submit an application for the batting cage that has been submitted to the Town for funding for the past two years.

Alan turned discussion to Judy Markland's suggestion that a technical assistant be engaged, using CPA administrative funds, to perform the tasks Judy has completed as a volunteer. They include the following:

- Calculating CPA funds available for the spring and fall CPA funding cycles. In the spring the data is derived from the CP-2 report prepared by the town accountant and estimates of CPA revenues in the upcoming fiscal year (the state match for the current fiscal year plus a projection of Whately's CPA tax revenues).
- Filing the CP-3 'report' to the DOR, which involves entering information on projects approved for the previous fiscal year on their data base and updating information on earlier projects.
- Reviewing the Town Accountant's CP-2 report for accuracy.
- Maintaining the CPA project history.
- Keeping track of project reserve balances.
- Posting CPC materials on whately.org.

Committee members expressed support for this move. Alan will consult with Amy Schrader and Lynn Sibley about an appropriate pay rate.

Judy moved appointment of Alan Sanderson as liaison for the grant to Quonquont Farm LLC. Donna Wiley seconded. The Committee voted unanimously in support of this motion.

The Committee discussed briefly plans for the Library grant to restore the masonry steps and entry platform. No CPC action is required at this time.

The next meeting of the CPC will be held on Wednesday, July 19, at 5:00 p.m. via Zoom.

Alan adjourned the meeting at 5:35 p.m.