

**Town of Great Barrington, Community Preservation Committee (CPC)**  
Minutes of November 20, 2014  
Great Barrington Fire Station

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The meeting was called to order at 5:30 PM by Chair Karen Smith.

Members present: All members were present: Ed Abrahams, Thomas Blauvelt, Jessica Dezieck, Martha Fick, Suzanne Fowle, Kathleen Jackson, William Nappo, Deborah Salem, and Karen W. Smith.  
Also present: Town Planner Chris Rembold.

**Administrative Business**

a.) Minutes of 10/28/14: Abrahams rephrased the sentence in the second full paragraph regarding applications that meet our criteria but does not deserve to move forward. Salem and Fowle corrected some typos throughout. Dezieck moved to approve the minutes of the October 28, 2014 as amended. Abrahams seconded. All were in favor.

b.) CPA budget: Rembold explained that the State Trust Fund contributed over \$190,000 to the Town, a 48% match of the FY14 net surcharge. Communities that did not adopt the 3% maximum CPA surcharge received only a 31% average contribution. Only 10 out of 155 state wide CPA communities received a 100% contribution. Our CPA budget therefore is as follows FY 14 + FY 15 is over \$900,000. Estimates for FY 16 are \$430,050. Some Committee members said they may not wish to spend all these funds in the first year.

c.) Ethics, Conflict of Interest Law, & Open Meeting Law: Rembold reminded each Committee members that they are all considered "municipal employees" subject to the conflict of interest laws. Each member needs to complete the online ethics test, print out the certificate, and sign the two acknowledgements—one for the open meeting law and one for the ethics summary. These three items need to be turned in to the Town Clerk by the end of the year.

**Discussion about Process for Step 2 Applications**

Smith said we have completed the score sheet which applies to all applications, regardless of category. But we should review the Housing, Open Space, and Historic Preservation considerations of the CPA Plan, and how and when these will be applied to the applications. When we get to reviewing the specific categories, she suggested whatever category has the smallest number of applications, we do that first, just to get started.

By the end of the second December meeting in December the vetting will be complete and we can begin evaluation the categories. All agreed.

Smith asked that members get their scores to Rembold prior to December 9 meeting. She suggested that by 10:00 AM Tuesday Dec. 9 would be fine. That way Rembold can input the scores and save time for the Committee.

Rembold said members could pick up the applications immediately after the 4:00 deadline on Dec. 1.

Jackson wanted to clarify whether an application late by two minutes would be considered. All agreed the applications must be in by 4:00 PM, no exceptions. The Committee agreed that the deadline is strict, no matter the excuse.

All agreed the scoring system may evolve but it was a good framework for evaluating the applications. Jackson reminded the Committee that the scores are a very good guide, but they are not scientific. All agreed the score system is only a guide.

Blauvelt said he would not score the application from the Mahaiwe since he has a conflict of interest. Rembold said he would send out some guidance regarding conflict of interest when members serve on other boards. The guidance is from the CPA Coalition and discusses how CPC members are allowed to represent the public interest of other boards, as long as they do not have a financial interest in a project.

### Reports from Committee Members

Blauvelt said the chair of the Finance Committee keeps asking if there could be a set aside for the Housatonic School. Blauvelt has told her no because nobody has submitted an application for that purpose. Abrahams said the only thing that could be done is money be reserved in one of the CPA categories.

Nappo reported that the Historic Commission determined the Newsboy Monument, the Wetherbee Vault/Mahaiwe Cemetery, the Fairgrounds, and the Housatonic Village RiverWalk Park are all historically significant. Smith asked that the approval letters also be filed with the CPC records.

Salem said the Housing Authority will not apply for CPA, since they can use the capital account. Rembold said if the capital funds have not been allocated, then they still could use CPA funds instead. If it has been allocated, then CPA cannot be used.

### Next Meeting

The next meeting will be Tuesday, December 9 at 5:30.  
The Committee will compare their scores of the Step 2 applications.

### Adjourn

Hearing no further business, Smith adjourned the meeting at 6:25 PM.

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Materials presented or distributed for this meeting:

- Minutes from October 28, 2014 meeting
- Conflict of Interest, Ethics, and Open Meeting Law materials
- Draft scoring sheet for Step 2 applications

Respectfully submitted:

