

COMMUNITY PRESERVATION ACT COMMITTEE
MINUTES
Earle Mountain Room
August 2, 2023, 5:00 pm

Members present: Mary Shaw, Dan Coppelman, Eileen Morgan, Carolyn McPherson, Dave Hobbs, Mark Herman. Members attending via zoom Joanna Buffington and Janet Benjamins

Members absent: Edmund Casarella

Staff present: Paul Lagg, Town Planner; Teena Tilton, Town Accountant

The meeting was called to order at 5:00 pm.

1. **Call to Order** - Meeting was called to order by Mary Shaw at 5pm.
2. **Update on CPA Administrative Staffing** - Paul Lagg updated the committee on the new CPA Admin Assistant, Stacey Wadey will start on 8/21/2023. Mary thanked Paul for including her and Rachel Butler (Housing Coordinator) in the interview process.
3. **FY25 CPA Grant Calendar** - Mary Shaw provided outline of 2023/2024 CPA schedule and meeting dates; keeping TBD dates for 5-year plan. Application deadline to submit grant request is November 1, 2023. No new applications for FY 2025 will be accepted after this date. Partial applications will be accepted on November 1st.
4. **Annual Public Hearing** - Committee members discussed CPA public hearing, logistics for presenting information and options for PowerPoint slide information. Paul Lagg will post Legal Notice to the Provincetown Independent. Carolyn and Mary will submit a letter to the editor to generate interest in submitting applications. Paul will also update the Annual PowerPoint presentation. Paul will present the PowerPoint presentation first then the public will be invited to ask questions. Joanna Buffington suggested adding information for collaborative project opportunities to highlight options to better leverage funding.
5. **CPA 5-Year Plan Update** – The Committee discussed CPA 5-year plan; Paul Lagg to obtain quotes. Teena Tilton, Town Accountant provided update on funds for 5-year plan.
 - Mary Shaw made a motion to use admin funds to pay for consultant to update 5-year CPA plan; Second Dan Coppelman; vote to approve 7-0 (Janet Benjamins left at 6:05pm)
6. **Financial Information and Projects Status** - Committee discussed project status and closing out remaining balances. Committee discussed CPA cash balance sheet and latest info on State CPA funding for reimbursement. Votes on project remaining funds as follows:
 - Motion made by Carolyn McPherson to accept final report on the Town Hall vault project and return \$8,153.11 remaining balance to where funds came from; Second Dan Coppelman; Vote to approve 8-0
 - Motion made by Dave Hobbs to accept final report on the Schoolhouse Museum project and return \$1472.07 to the original fund; Second Mary Shaw; vote to approve 8-0

- Motion by Dan Coppelman to accept final report for the purchase of the Cole Road property and close project with no balance to be returned Second Eileen Morgan; Vote to approve 8-0

7. **Other Business** - None

8. **Adjournment** – A motion was made by Dan Coppelman, seconded by Eileen Morgan, to adjourn, carried 7-0. The meeting adjourned at 6:15 pm.

Respectfully submitted as prepared by Stacey Wadey

Joanna Buffington, Clerk