



**WILLIAMSTOWN COMMUNITY PRESERVATION COMMITTEE  
31 NORTH STREET  
MINUTES  
DECEMBER 11, 2024**

This meeting of the Williamstown Community Preservation Committee was held in person with remote participation via Zoom and streamed live on Willinet.org., & broadcast live on Willinet's Spectrum cable TV channel 1303.

**Present:** Phil McKnight, Alison Bost, Barbara Halligan, Polly McPherson, Molly McGovern, Ken Kuttner, Nate Budington, and Matt Neely alternate for Randal Fippinger

**Absent:** Steve Dew-Housing Authority

**Minute Recorder:** Linda Sciarappa

Chair Phil McKnight opened the meeting at 6:00 p.m. and introduced himself as Chair.

Phil McKnight noted that the committee is at full strength with nine members, including a new member.

**Welcome and Introduction of Members**

Phil McKnight- Conservation Commission

Alison Bost-Town Manager's designee

Molly McGovern- Finance Committee

Nate Budington- Historical Commission

Ken Kuttner- Planning Board

Polly McPherson- Resident

Matt Neely alternate- Select Board

**Review of the Committee's Financial Position for FY 2026 Applications**

- Phil McKnight presented the Committee's FY26 financial position and highlighted the carryover from the previous year and the state share.
- The revenue for FY26 is estimated at \$390,000, with \$37,000 carried over from the previous year.
- The state share is a conservative estimate due to the state's delayed commitment to funds.
- Phil McKnight explained the statutory obligation to commit at least 10% of available funds to affordable housing, historic preservation, and open space. The fourth category permitted under the statute for recreation does not bear the 10% requirement.

- The committee will need to allocate 10% of available funds to open space if there are no sufficient applications for historic preservation

### **Consideration of the Effects of the Cable Mills FY26 Funding (\$200,000)**

The committee discussed the final payment for the Cable Mills project, which will be \$220,000, marking the end of their obligations. This \$220,000 is the last payment on the second large building being built down there, which will start either groundbreaking this fall, but more likely now this spring. The total that we had committed to was \$400,000 and this \$220,000 is the last installment. After making this FY26 final payment we will continue to increase three or 4% a year. It's \$200,000 this year and we anticipate a much larger sum next year.

#### **Review of FY 2024 Application Form**

- There were changes to the application form. Town hall administration audits the dispersing of funds and oversees that the funds were spent correctly. The Town Manager informs the committee of unspent funds for carryover.

#### **Schedule and Participation for Pre-Application Meetings in December**

- Phil McKnight outlined the application process, including the need for a three-person subcommittee to assist applicants in December.
- The committee members volunteered for subcommittee dates: Nate, Ken, and Alison for December 16, Molly, Ken, and Polly for December 18, and Phil and Polly for December 19.

#### **Schedule of FY26 Committee Meetings**

- Applications are due on January 3, and the committee will review them on January 22, with potential follow-up meetings on January 29 and February 5.
- The committee will draft warrant articles for Town Meeting, which will be reviewed and voted on by the committee.
- Phil McKnight emphasized the importance of thorough applications and the potential for immediate votes on January 22.

#### **Historic Preservation, Application Requirements, Recreation and Other Categories**

- Molly McGovern discussed the Images project, which aims to renovate the theater to allow for two movie screens and a community gathering space.

- Nate Budington explained the role of the Historical Commission in validating the historical significance of buildings.
- Phil McKnight clarified the requirements for historic preservation projects, including meeting the Secretary of the Interior's standards.
- The committee discussed the importance of preserving historical value and the distinction between repair, maintenance, and preservation.
- The committee discussed the recreation category, which does not have the 10% set-aside requirement.
- Recreation funds can be used for projects like the skate park, which were previously funded under this category.
- Phil McKnight provided an overview of the committee's past funding allocations, including \$2 million for affordable housing, \$1 million for historic preservation, and \$1 million for open space.
- The committee emphasized the importance of having specific projects for funding and the need for a one-year deadline for project completion.
- The committee discussed the importance of transparency and the need for applicants to provide documentation for the use of funds.

#### **Review and Vote on CPC Minutes dated February 21, 2024**

The committee reviewed the minutes from the last meeting. Motion made by Nate Budington to approve the CPC Minutes for February 21, 2024, seconded by Ken Kuttner. The motion passed unanimously. 8-0

#### **Other Business**

Phil McKnight opened the floor for any questions or clarifications from new members. Phil McKnight mentioned the availability of examples of good grant applications on the town website for reference.

#### **Adjournment**

Motion to adjourn made by Phil McKnight to adjourn the meeting at 7:40 p.m., seconded by Nate Budington. The motion passed unanimously. 8-0

Respectfully submitted,  
Linda Sciarappa, Administrative to the Town Manager