

Minutes of the Deerfield Community Preservation Committee - February 28, 2022
Held remotely via Zoom

“Present”: Tim Hilchey (Chair), Lili Dwight, Alan Swedlund, Analee Wulfsuhle, Charles Shattuck, Ben Bensen (Clerk). Also attending: Bruce St. Peters

Tim called the meeting to order at 6:31pm.

Analee read a proposed Emergency Administrative policy proposal (drafted by Lili) to clarify procedures for dealing with reasonable funding requests submitted outside the normal application cycle. Tim then asked for comments and reaction from committee members. Concerns included:

- leaving the definition of “emergency” to the committee,
- avoiding the use of any such emergency funding to obtain a CPC grant,
- whether funding used to enable obtaining a larger grant from another funding source (as in paying for grant-writing services) should be repaid if such funds were obtained,
- avoiding vagueness in the application process,
- which entities would be eligible to apply for such funds
- having the support of the Selectboard for any such emergency funding request.

Tim explained that this procedure was conceived to enable the CPC to act quickly if need be; otherwise such requests would have to go through approval by a special town meeting. He did not want to spend money without the approval of voters, but he would assume that any such funding requests would ultimately be “CPA worthy.”

Bruce questioned whether this proposal would be outside of state regulations. Tim responded that approvable projects would ultimately be confirmed by the voters.

There was discussion of the avoidance of complications or precedents, and which committee would ultimately have priority. Applicants would have to explain “why their emergency was our emergency.” Tim also noted that our CPC has been responsive; many other CPC’s in the state have actively promoted projects.

Discussion of how much of the CPC’s available administrative funds could be used for such requests, and whether a specific amount or percentage should be named.

The proposal would be enacted as a policy, not a by-law.

Since this policy was being decided in response to a request from the Deerfield Grammar School CPA application team led by Julie Chalfant, committee members wished that the Name, amount and parameters of the grant be clearly described, and all agreed that any such funding from the CPC be predicated on the approval of the selectboard.

Tim moved and Lili seconded that we approve this policy as written [Policy follows these minutes]. Approved unanimously. After approving the policy, the emergency application from Julie Chalfant on behalf of the “Grammar School” project was discussed and conditionally approved, pending recommendation of the Selectboard.”

Ben moved, Lili seconded, all agreed to adjourn at about 8:15 p.m.

Policy Governing “Emergency Administrative Grant” Requests

On rare occasions outside the standard application cycle for a CPA grant, an applicant may encounter an unanticipated and urgent need for administrative resources in order to pursue/leverage grant or other outside financing.

If the administrative work is in support of a project funded by Community Preservation Act money, or of an application that is deemed to be eligible for CPA funding even if not yet approved for recommendation, the Deerfield Community Preservation Committee (DCPC) may vote to approve use of funds from the Committee's administration reserve account on an emergency basis.

To be eligible to make such a request, the applicant must represent a recognized Deerfield Committee, Board, or Commission, and either

- a.) have previously received CPA funding for the same project or,
- b.) have submitted a completed application to the Committee at least one (1) week prior to requesting an Emergency Administrative Grant.

Although the authority to award an Emergency Administrative Grant rests with the DCPC, such a grant request must also be supported by a vote of the Selectboard.

The DCPC will move as expeditiously as possible to act on all such requests that meet the previously stated eligibility criteria.

To ensure transparency and equal access, this and any subsequent revisions of the policy for requesting an Emergency Administrative Grant will be incorporated into the DCPC application package.

Any DCPC funds awarded under this emergency request policy shall be deemed an interest-free loan. In the event the applicant receives the non-CPA financing, the applicant shall use such money to reimburse the DCPC the full amount of the Emergency Administrative Grant where such repayment is allowed by the funding source. In the event of an unsuccessful grant application, the DCPC loan will be forgiven.

This is an emergency policy. Any applicant awarded emergency administrative funds under this policy cannot apply for such funds for a period of five (5) years.

Approved by the Deerfield Community Preservation Committee: 2-28-2022