

MINUTES

July 7, 2009

Members present: Howard Baker-Smith, Chairperson
Jacquelyn McDonald, Vice Chairperson
Mark Lawton
Stuart MacGregor
Nancy Thornton
Barry Walker

Members absent: Charles Sisson
John Sousa
Lisa Tavares

The meeting was called to order at 6:47 p.m.

The minutes for the meeting of June 10, 2009 were reviewed. The minutes are to be amended as follows: Page 3, paragraph 5, sentence 5 will read "The Committee voted previously to disallow the work." Sentence 7 of the same paragraph will read "They have sought opinions from historical experts, including Dorr Fox of Mass. Preservation, who believes the work is necessary in order for the restoration work to be visible."

Motion:

Mrs. Thornton made a motion to approve the minutes of the June 10, 2009 meeting with the revisions. The motion was seconded and approved by a 5-0 vote. Ms. McDonald was not present for the vote.

A voucher for payment for reimbursement for the purchase of supplies by the administrative clerk in the amount of \$261.61 was distributed for signatures.

Motion:

Mr. Lawton made a motion to approve payment of the invoice for Susan Dorschied in the amount of \$261.61. The motion was seconded and approved by a 5-0 vote. Ms. McDonald was not present for the vote.

The Committee discussed project updates. Attorney Matthew Thomas has prepared the Grant Agreement for the Apponegansett Meeting House Project as well as the Municipal Appropriation Notice for the Waterways Commission, both in triplicate. The documents will be forwarded to the respective parties for signature.

Regarding the Apponegansett Meeting House Project, Mr. Baker-Smith has been in contact with the Community Preservation Coalition in reference to the necessity of a second historic preservation restriction on the Meeting House following the restoration project. A deed restriction currently exists on the property. The Coalition has seen instances where an existing restriction is amended to broaden its scope. Mr. Baker-Smith has left a message with a representative of the Massachusetts Historical Commission in order that they may discuss that possibility.

Regarding the acquisition of the former State Police Barracks, the Housing Authority is awaiting the legislation to allow the State to dispose of the property to the Authority.

Regarding the Grange Handicap Ramp Project, the Grange is expecting the concrete for the ramp to be poured in July.

Regarding the Akin House Project, the Dartmouth Heritage Preservation Trust has provided its first quarterly report. The Committee has found the report to be thorough.

A discussion took place regarding the appointment of project liaisons. With certain types of projects, both the applicant and the Committee would benefit from having someone acting in that capacity. Mr. Walker has volunteered to be the liaison for the Apponegansett Meeting House Project. Other projects considered for liaisons were the Akin House, Grange, Housing Rehab Program, Clark's Cove Access and Dartmouth Pride Equity Program. Mr. Walker will be the liaison for the Akin Project as well.

Regarding the Housing Rehab Program, Mr. MacGregor inquired as to how the program works. Mr. Baker-Smith gave a description of the program. He will invite Doris Copley, the Grant Program Manager, to a future meeting to provide more detailed information.

Regarding the Allen's Mills Project, Mr. MacGregor inquired as to why the project has been ongoing for six years. Mr. Baker-Smith related the problems the project has faced including the

separation of its partnership with W.H.A.L.E and its issues with abutters. Progress has been made including the completion of the required archaeological dig and the approval of the parking area. There is no expiration date for the grant, and it will remain open.

The Committee resumed the discussion on project liaisons. The role of the liaison will include making site visits and obtaining and reviewing the quarterly reports of the assigned project. The grant agreement will be a reference. The liaison will be the contact person should the applicant encounter a problem with the project such as a compliance issue. Some projects will be more complicated than others, and some projects will not require a liaison. Mr. MacGregor volunteered for the Clark's Cove Access Project. Mr. Baker-Smith will send letters to the applicants for the Meeting House, Akin House and Clark's Cove Projects informing them of the appointments of their project liaisons and providing them with their liaison's contact information.

Regarding the Historic Inventory Phase II, the Department of Revenue does not approve of the use of an interdepartmental agreement between the CPC and the Historical Commission. Since no activity took place during Fiscal 2009, no funds were encumbered to begin the inventory. The matter will be further discussed later in the meeting.

A discussion took place regarding the fall funding round which began on July 1, 2009. Applications are available on line and at Town Hall and the Southworth Library. Applications are due no later than August 17, 2009 at 12:00 noon. Mr. Baker-Smith has sent e-mails to some previous applicants informing them that a new round is underway and encouraging them to get the word out. Mr. MacGregor has drafted a press release. It was reviewed and amended to update factual information and to include the availability of the applications. The release will be sent to the Standard-Times and the Chronicle. It will also be posted in various public buildings. Mr. Lawton suggested including photos of past projects.

The discussion continued. Mr. Lawton suggested the possibility of arranging an informational display at the Apponegansett Meeting House during one of its "Summer Conversations" events. A map of Dartmouth could be displayed with project areas highlighted. Photos and brief descriptions would be attached. Mr. MacGregor knows a professional who could produce a poster display as well as hand-out cards. Mr. Lawton volunteered to take pictures of various current projects.

Motion:

Mrs. Thornton made a motion to authorize Mr. MacGregor to prepare marketing materials for the Community Preservation Committee at a cost not to exceed \$400. The motion was seconded and approved by a 5-0 vote. Ms. McDonald was not present for the vote.

Motion:

Mr. Walker made a motion to approve the press release produced by Mr. MacGregor, as amended. The motion was seconded and approved by a 5-0 vote. Ms. MacDonald was not present for the vote.

Mr. Baker-Smith requested a motion to convene into executive session.

Motion:

Mr. Walker made a motion to convene into executive session. The motion was seconded and approved by a 5-0 vote. Ms. McDonald was not present for the vote.

Executive session began at 8:13 p.m.

The public meeting reconvened at 8:31 p.m. following a unanimous vote at the executive session.

A discussion took place regarding the solvency of Dartmouth's CPA fund. Mr. Walker inquired if there is a policy in place which limits spending. He is concerned the CPC is awarding grants and incurring debt at too high a rate when compared to its revenue. The state match has decreased. There is money in the reserves, but Mr. Walker does not want to keep approving projects and run the risk of letting it get too low. He suggested no more projects be approved this fiscal year. Mrs. Thornton stated that projects could be approved with the possibility that certain ones be at lower amounts than requested. Mr. Baker-Smith stated that the debt service is an important key and, by law, cannot exceed projected revenue. He also stated that taxpayers expect to see their surcharges used for the stated purpose and not be left sitting in the reserves. Mr. Baker-Smith feels there is a balance the Committee has achieved. He feels a spending policy does not need to be put into place, but that Mr. Walker's concerns should be part of project evaluations.

The discussion regarding the Historical Inventory Phase II resumed. Mr. Baker-Smith distributed to the members a draft letter to the Historical Commission stating what the CPC wants to achieve through the Phase II Inventory and the assistance it needs to get it done. Mrs. Thornton, who is also the Chairperson of the Historical Commission, explained the survey process for the benefit of the new members.

Ms. McDonald joined the meeting at 8:57 p.m.

The discussion continued. Mrs. Thornton was in agreement with Mr. Baker-Smith's proposal. He next distributed a spread sheet breaking down the administrative expenses since the Town's adoption of the CPA in fiscal year 2003 as well as the projected expenses for the current fiscal year. A discussion regarding funding the Inventory followed. The Inventory will have to be funded over a period of three fiscal years. Mrs. Thornton stated the Commission will seek opportunities to secure additional funding from other sources.

Motion:

Mr. Walker made a motion to set aside \$15,000 of the CPC's administrative funds for the purpose of conducting an inventory of historic buildings in town and request the assistance of the Dartmouth Historical Commission in pursuing the project. The motion was seconded and approved by a 5-0-1 vote with Mrs. Thornton abstaining.

Mr. Baker-Smith will send a letter to the Historical Commission outlining the CPC's proposal.

The next meeting will be held on August 25, 2009.

The fall funding round will end on August 17, 2009. Ms. McDonald will collect all applications and mail them to the other Committee members for their review. Mr. Baker-Smith explained the process to the new members.

Motion:

Mrs. Thornton made a motion to adjourn. The motion was seconded and approved by a 6-0 vote.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied
Administrative Clerk

Howard Baker-Smith
Chairperson