

MINUTES

June 2, 2010

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

Members absent: Chris Markey
John Sousa

The meeting was called to order at 6:33 p.m.

Ms. McDonald commended Mr. Baker-Smith for his presentation of the proposals at Town Meeting.

Motion:

Ms. McDonald made a motion to approve the minutes of the May 4, 2010 meeting. The motion was seconded and approved by a 6-0 vote.

A bill for legal services from Attorney Anthony Savastano in the amount of \$4,002 was circulated for review.

Committee members have been notified by Lisa Tavares that she is resigning from the CPC, citing personal circumstances. A brief discussion took place. Mr. Baker-Smith will write to Timothy Lancaster expressing his appreciation of Ms. Tavares' service. A new delegate from the Park Commission will have to be appointed.

A discussion took place regarding the Historical Property Inventory. Judith Lund of the Historical Commission was present and spoke about the Inventory. The Historical Commission is pleased with the work ttl-Architects has done. ttl has submitted a letter of intent to continue the work. The first phase is complete. The forms have been submitted to Mass. Historical for its approval.

The second phase of the Inventory is to document 130 properties dating up to 1880. The cost will be \$15,000 of which \$14,500 is the fee to ttl. The remaining \$500 is for expenses the Historical Commission will incur in the compilation of the data. Ms. Lund stated that the Commission would benefit from having a computer for the Inventory. Currently the members are using their home computers.

Motion:

Ms. McDonald made a motion to allow the Historical Commission to use the \$500 expense funds to buy a laptop computer to facilitate the use of the electronic database. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith asked Ms. Lund to have ttl submit a letter to the CPC regarding what the next phase of the project will be and to include a payment schedule. The CPC will vote on the approval of the second phase at its July meeting.

The Committee discussed the Town Meeting.

Mr. Baker-Smith has written to all the applicants regarding their grant awards. Grantees have been asked to submit a disbursement schedule for their project.

Mr. Baker-Smith has been contacted by Town Treasurer and Finance Director Gregory Barnes regarding the CPC's Disbursement Policy. Chapter 30b was discussed. Mr. Barnes would like to meet with the project sponsors for the YMCA and Mass. Audubon projects to discuss the particulars of their projects including the procurement of funds. Mr. Baker-Smith suggested Mr. Shea attend the meeting due to his experience and knowledge. Mr. Baker-Smith asked the Committee to consider hiring liaisons for the two projects. Those persons' duties would include reviewing disbursement requests and site visits.

Motion:

Ms. McDonald made a motion to approve payment of the bill from Anthony Savastano in the amount of \$4,002. The motion was seconded and approved by a 6-0 vote.

The October funding round will begin on June 5, 2010. The CPC had previously voted to award no more than \$300,000 of grant funds. Ms. McDonald will distribute applications to the Southworth Library and the Town Clerk's Office. The application will also be available on line. Ms. McDonald will request press releases in the Chronicle and the Standard-Times.

A discussion took place regarding the Disbursement Policy. The Policy currently states that requests for funds subsequent to the initial disbursement must be accompanied by a project status report. A project status report is required quarterly. Disbursements have been made to grantees in between their project quarterly reports when proper back-up documentation has been provided. A current grantee has requested a change in the language. Page 4 of 9, section f. "Project Status Reports" of the Community Preservation Fund Appropriation Payment, Accounting and Procurement Policy is to be changed. Changes include PSRs to be submitted *at least* every quarter. PSRs that are not specifically quarterly reports should contain a cover letter describing the work that has been done along with expense documentation. Mr. Baker-Smith has e-mailed Mr. Cressman and Mr. Barnes the proposed changes. Both are in agreement.

Motion:

Ms. McDonald made a motion to request the Town revise its Disbursement Policy as described in the draft of the revision. The motion was seconded and approved by a 6-0 vote. The draft of the revision accompanies these minutes.

Mr. Baker-Smith assigned July 6, 2010 as the next meeting.

Attorney Matthew Thomas will be invited to the next meeting. The CPC wants to discuss the project closeout reports he is drafting. They also want to get a status on the Dartmouth Pride Equity Project.

Dartmouth Heritage Preservation Trust has requested a revision of its Grant Agreement. Its President, Diane Gilbert, wants to create a master plan rather than perform a market study. Ms. Gilbert will be invited to a future meeting to explain the request. DHPT has also proposed a separate building be constructed on the property to be used as a cultural heritage center. Such a building would require bathroom facilities. Mr. Shea asked about the market study. Mr. Baker-Smith said that WHALE had applied unsuccessfully for a State grant to restore the Akin House. One reason for the denial was that the State questioned whether there was a viable demand for the cultural heritage center at the Akin House. The CPC required DHPT do a business plan and market study to address that issue. The Akin Project is complete with the exception of the plan and study.

The Akin House is owned by the Town of Dartmouth and leased by DHPT. The long-term responsibility of the property will be the Town's. Additional structures will need to be maintained and staffed. Zoning issues will need to be addressed. The Town needs to determine the viability of such development. A business plan and market study will assist in that determination. Ms. McDonald said that the initial plans to restore the House by WHALE had no mention of a cultural heritage center. Mr. Baker-Smith said that WHALE had tried to restore the building with CPA funds, but was unsuccessful due to its poor condition. The subsequent goal for the House was a study house. The structure cannot be modified to have a place for staff and bathroom facilities. Mr. Baker-Smith will ask DHPT to provide a written description of the master plan they are proposing and how it differs from the business plan and market study that is a requirement in their Grant Agreement. Mr. Cressman will be invited to the meeting. Mr. MacGregor wants a brief written history of the Akin House projects. Mr. Baker-Smith will ask Ms. Gilbert to provide one.

Motion:

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

The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied
Administrative Clerk

Howard Baker-Smith
Chairperson