

MINUTES

July 6, 2010

Members present: Howard Baker-Smith, Chairperson
Jacquelyn McDonald, Vice Chairperson
Stuart MacGregor
Chris Markey
Kevin Shea
John Sousa

Member excused: Mark Lawton

The meeting was called to order at 6:37 p.m.

Motion:

Ms. McDonald made a motion to approve the minutes of the June 2, 2010 meeting. The motion was seconded and approved by a 5-0 vote. Mr. Markey was not present for the vote.

Mr. Baker-Smith circulated the following four invoices for review:

Fairhaven Lumber for \$108.00 for the Grange Project
Susan Dorschied for \$39.60 for the reimbursement of supplies
Will's Building for \$1,240 for the Allens Mills Project
ttl-Architects for \$3,770 for the Historic Inventory Phase II

Mr. Baker-Smith also circulated an FY2010 Encumbrance Request in the amount of \$3,480 for the remaining funds due to ttl-Architects for the Inventory.

Motion:

Ms. McDonald made a motion to approve payment of the invoice from Fairhaven Lumber. The motion was seconded and approved by a 6-0 vote.

Motion:

Ms. McDonald made a motion to approve payment of the invoice from Susan Dorschied. The motion was seconded and approved by a 6-0 vote.

Motion:

Ms. McDonald made a motion to approve payment of the invoice from Will's Building. The motion was seconded and approved by a 6-0 vote.

Motion:

Ms. McDonald made a motion to approve payment of the invoice from ttl-Architects. The motion was seconded and approved by a 6-0 vote.

Motion:

Ms. McDonald made a motion to approve the FY2010 Encumbrance Request. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith read an invitation the CPC has received from the Apponegansett Meeting House to attend its Community Appreciation Weekend on July 24-25, 2010.

Mr. Baker-Smith has been notified by Timothy Lancaster that John Costa has been appointed as the new Park Board delegate to the CPC.

Mr. Baker-Smith has been notified by Nancy Thornton that she will no longer be able to be a CPC Member. Mrs. Thornton is no longer a member of the Historical Commission and therefore cannot be its delegate to the CPC. Mr. Baker-Smith will send letters of appreciation to Mrs. Thornton and the Historical Commission for her service.

Ms. McDonald and Mr. Shea met with Town Treasurer, Finance Director Gregory Barnes on June 23 regarding the Stone Barn Farm and Gulf Hill Dairy Projects. The Sponsors of those projects were also present. Project procurement had been discussed. Mr. Barnes has amended the "Community Preservation Fund Appropriation Payment, Accounting and Procurement Policy." Drafts were distributed. A discussion followed. Mr. Markey feels that it is important that applicants understand the Procurement Policy. The Policy should be clear. Mr. Shea asked about payments being made to vendors in some cases and to grantees in others. Mr. Barnes said that payments should be made as reimbursements to grant recipients. Mr. Baker-Smith said that all projects that have grant agreements are paid in that manner. The older projects did not have grant agreements, and vendors were paid directly.

Mr. Baker-Smith asked Mr. Barnes if applicants could contact him (Mr. Barnes) if they have any questions about the Procurement Policy. Mr. Barnes said yes. He said the June 23 meeting with the project sponsors was instructive. He feels such meetings would be beneficial to future projects, as well. Mr. Sousa had suggested that applicants be notified of the Procurement Policy at their preliminary meeting with the CPC. Applicants are sent letters following their appearance at those meetings. Mr. Baker-Smith suggests applicants be told in the letters to contact Mr. Barnes prior to the public hearing to discuss the Procurement Policy and how it relates to their specific project. Currently, the Procurement Policy is available on-line. Ms. McDonald suggested Mr. Barnes be present at public hearings to explain the Policy. Mr. Sousa said that applications should contain language that labor should be calculated at prevailing wage until its exemption is determined.

Motion:

Ms. McDonald made a motion to endorse the draft "Community Preservation Fund Appropriation Payment, Accounting and Procurement Policy." The motion was seconded and approved by a 6-0 vote.

Project updates were discussed. Agreements for the new projects are in process. Mr. Markey gave an update of the Veterans Housing Project. Legislation has been passed allowing DCAM to sell the former State Police Barracks to the Housing Authority. The Governor must now sign to authorize DCAM to negotiate the sale with the Housing Authority. Mr. Baker-Smith gave an update on the Rogers Street Boat Ramp project. He has received an e-mail from Harbormaster Steve Melo informing him that the Waterways Commission is awaiting a final inspection clearance from the Department of Environmental Protection on compliance with their administrative consent order. The Commission is currently establishing rules and regulations for the use of the facility. There is more work to be done. The final project update was on the Cornell Farm Acquisition. Mr. Baker-Smith has e-mailed Dexter Meade from DNRT asking for a status on the conservation restriction. Ms. McDonald said it has not yet come before the Conservation Commission.

A discussion took place regarding projects with outstanding balances. Mr. Baker-Smith distributed a spread sheet entitled "Project Status Report" which lists all CPC projects. Details included the name of each grant recipient, the type of award received, the amount funded and the amount of funds remaining, if any. The report was reviewed. There are currently five projects that have grant agreements whose performance terms have or soon will expire. Those projects are the Akin House, Cornell Farm Acquisition, Veterans Housing, Rogers Street Boat Ramp II and the Stone Barn Farm Plan. Progress is being made on these projects, and Mr. Baker-Smith suggested a one-year extension to their performance terms. A draft letter to be sent to those grantees was distributed and reviewed.

Motion:

Mr. MacGregor made a motion to extend the performance terms for the Akin House, Cornell Farm Acquisition, Veterans Housing, Rogers Street Boat Ramp II and Stone Barn Farm Plan for one year. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith distributed a draft letter to grantees whose projects have outstanding balances that the CPC wants to recapture. Unused funds as of September 1, 2010 will be recaptured unless the grantee notifies the CPC in writing of their intention to use those remaining funds. Those projects are Allens Mills, Grange Handicap Access, Congregate Housing Study and Schofield Septic. A discussion followed.

Motion:

Mr. MacGregor made a motion to send letters to all sponsors who projects date back to fall, 2008 or earlier and have outstanding balances asking them if they still have use for the funds. The grantees listed in the previous motion excepted. The motion was seconded and approved by a 5-0 vote. Mr. Sousa was not present for the vote.

Mr. Baker-Smith distributed a breakdown of the FY 2010 administrative budget as well as a proposed administrative budget for FY 2011. A discussion followed.

Motion:

Mr. Shea made a motion to accept the proposed administrative budget for FY 2011 in the amount of \$34,000. The motion was seconded and approved by a 6-0 vote.

A discussion took place regarding the Historic Property Inventory. The Historical Commission is pleased with the work ttl-Architects has done. The Commission has recommended the CPC exercise its option to renew its contract with ttl for one year.

Motion:

Ms. McDonald made a motion to exercise the CPC's option to renew the contract with ttl-Architects for a period of one year. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith assigned August 4, 2010 as the next meeting.

Motion:

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

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied
Administrative Clerk

Howard Baker-Smith
Chairperson