

MINUTES

November 3, 2010

Members present: Howard Baker-Smith, Chair
Jacquelyn McDonald, Vice Chair
Margaret Latimer
Stuart MacGregor
Kevin Shea
John Sousa

Members excused: Mark Lawton

Members absent: John Costa
Chris Markey

The meeting was called to order at 6:44 p.m.

Ms. McDonald said she is pleased with the presentation Mr. Baker-Smith made at Town Meeting. A discussion followed.

Motion:

Ms. McDonald made a motion to approve the minutes of the October 5, 2010 meeting. The motion was seconded.

Ms. Latimer requested an amendment to the minutes. On page one under the sentence "Three vouchers with invoices attached were circulated for review:" paragraph one shall read as follows:

"ttl Architects in the amount of \$2,030, representing an alternate payment of Phase II of the Historic Building Inventory."

Ms. McDonald's motion was amended to approve the October 5, 2010 minutes "as amended." The motion was put to a vote and passed by a 6-0 vote.

Two vouchers with invoices attached were circulated for review:

t1l Architects in the amount of \$1,450 representing the final payment of Phase II of the Historic Building Inventory.

Allen's Mill, Inc. in the amount of \$19,944.72 representing reimbursement of expenses incurred after July 1, 2003 for the Allen's Mill Project. The Town Accountant has reviewed and approved the disbursement request.

Mr. Baker-Smith is in receipt of a letter from Parks Superintendent Timothy Lancaster outlining a proposed disbursement schedule for the Dartmouth Community Park Phase II Project. The Parks and Recreation Department has also been awarded a State grant, which is reimbursable.

Mr. Baker-Smith is in receipt of a copy of the Conservation Restriction for the Cornell Farm Acquisition Project. The Final grant disbursement has been made to DNRT. The project is complete, and the grant is closed.

Motion:

Mr. Sousa made a motion to approve payment of the invoice from t1l Architects in the amount of \$1,450. The motion was seconded and approved by a 6-0 vote.

Motion:

Mr. Sousa made a motion to approve payment of the invoice from Allen's Mill, Inc. in the amount of \$19,944.72. The motion was seconded and approved by a 6-0 vote.

The vouchers were recirculated for signatures.

Ms. Latimer presented samples of the work t1l Architects has done on Phase II of the Historic Building Inventory. Ms. Latimer said the Historical Commission is pleased with the work done. More than 100 properties were documented. Committee members reviewed the forms and spoke positively of the work. Once the Historical Commission has reviewed and approved all the documentation for the Inventory, it will be scanned and added to the Town's Web site.

A discussion took place regarding project closeouts. Attorney Matthew Thomas was present and talked about the work he has done. He has been closing out past projects that existed before grant agreements were adopted. His work included

auditing project files to verify that necessary documentation has been obtained and expenditure invoices were approved and were appropriate. Mr. Thomas has been successful in closing out 30 projects. He has been unable to close out the Burgo Basketball Association project. Mr. Thomas distributed copies of a spreadsheet he composed that included language from two Town Meeting warrant articles and a breakdown of expenditures. The amount of \$60,000 was appropriated in Article 16 of the October 5, 2005 FATM, and \$137,795 was appropriated in Article 11 of the June 6, 2006 SATM. The two grants were combined making the total award \$197,795. An additional \$3,000 was appropriated at the October, 2005 meeting for CPC expenses associated with the project.

Town Meeting placed specific restrictions on how the funds were to be expended. Mr. Thomas identified two issues that need to be resolved in order for the project to be closed out. The first is the construction of tennis courts, which was voted in Article 16. The courts are incomplete. Steven Burgo said this is due to the improper installation of the paving. Mr. Burgo said he is in contact with the contractor to get the matter resolved. The second issue to be resolved is an invoice for the paving of basketball courts in the amount of \$6,501.80. Basketball court paving was not voted by Town Meeting as an allowable use of funds. The Burgo Basketball Complex was funded from multiple sources. The invoice for paving could have been submitted in error to the wrong funding source for payment.

Committee members spoke positively about the Burgo Basketball Project. They want to resolve these issues. A site visit will be arranged. Mr. Burgo will be asked to attend the December meeting.

Motion:

Mr. MacGregor made a motion to ask Matthew Thomas, on behalf of the CPC, to prepare a letter for Mr. Baker-Smith's signature inviting representatives of Burgo Basketball Association to attend the December CPC meeting to explain the discrepancy (to be described in the letter). The representatives must present their proposal on how this can be resolved. If a satisfactory resolution is not evident, the Committee would then consider proceeding to schedule a public hearing to consider whether or not the Association is in default of the said Warrant Articles and the appropriated funds.

The motion was discussed. The grantee needs to know that it is important they attend the meeting. Mr. Sousa said he admires Mr. Burgo and the work he has done. Mr. Burgo and other volunteers have worked very hard on building the Complex. Ms. McDonald respects the hard work and perseverance displayed.

The motion was put to a vote and passed by a 6-0 vote.

Mr. Baker-Smith assigned December 7, 2010 as the date for the next meeting.

PROJECT UPDATES

Warrant articles: The two Town Meeting articles to correct accounting errors were approved.

Russells Mills Library Project: Ms. Latimer had e-mailed Mr. Baker-Smith asking him if CPC sends project notification forms to the Massachusetts Historical Commission for historical preservation projects. Mr. Baker-Smith said the CPC has not done that in the past. It does encourage project sponsors to make sure they are in touch with the MHC since it will have to approve the historic restriction documentation. Ms. Latimer is concerned that MHC may stop the project in process and require archaeological work be done. The Town needs to notify MHC prior to starting any work. A requirement of that notification should be put in the Municipal Funding Award.

Motion:

Ms. Latimer made a motion to include in the Municipal Funding Award a stipulation that the Town contact the Massachusetts Historical Commission regarding any requirements for archaeological work on the Russells Mills Library CPA Project. The motion was seconded and approved by a 6-0 vote.

Gulf Hill Dairy Project: Work has begun on the project. The grantee has submitted its quarterly report. They have met with the Historical Commission. They hope to complete the project in two months.

Stone Barn Farm: A quarterly report is due. Mr. Baker-Smith has written to Gina Purtell. They have spoken with the Historical Commission regarding the details of the project in order to obtain the building permit.

Akin House: Diane Gilbert had submitted a request in the Spring to do a master plan instead of a market study. Mr. Baker-Smith has not had any contact with Ms. Gilbert since. He will write a letter to Dartmouth Heritage Preservation Trust asking for a status on the project. CPC will take up the request for a project change at a future meeting. The Akin House is a Town-owned building. Mr. Baker-Smith will confer with Executive Administrator David Cressman.

The Annual Needs Assessment was discussed. The CPC identifies its goals and strategies annually and holds a public hearing seeking comment on future vision from past grantees and others. Mr. Baker-Smith suggested making a survey available on the Town's Web site. CPC members could identify some questions for the survey. Information received would be discussed at the December meeting. The public hearing will be in January. The next funding round will begin in February.

Mr. Sousa questions whether a survey is necessary. He expects few people will respond. The needs assessment is generally not a part of the deliberations when discussing applications. Mr. MacGregor also feels the survey will generate few responses. CPC makes the decisions on project recommendations. Ms. McDonald said that the CPC does not solicit applications. It acts on the proposals that come before it. Mr. Sousa said the CPC has never been criticized by anyone who felt they were not following the Needs Assessment. Ms. McDonald said that Town Meeting has passed every project the first time except one.

The CPC had discussed using "Survey Monkey." Mr. MacGregor said it would not take much time to put a survey together. He can draft one for the next meeting. Mr. Baker-Smith said that by law, an annual needs assessment is required. A public hearing must be held in regards to it. Mr. MacGregor will present his ideas for a survey, and the CPC can decide at the December meeting if it wants to go forward with it. Mr. Baker-Smith will send letters to various Town boards and commissions seeking their comment on the needs assessment.

Mr. Baker-Smith related comments he received at Town Meeting from a concerned resident. A woman said that she appreciates all the Community Preservation Act has achieved, but asked if a smaller font could be used on future packet inserts to save paper. The matter was discussed.

Motion:

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

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied
Administrative Clerk

Howard Baker-Smith
Chair