

DARTMOUTH

Community Preservation Committee

Howard Baker-Smith, Chairperson
Margaret Latimer, Vice Chairperson
James Bosworth
Michael Kehoe
Elaine Lancaster
Stuart MacGregor
Damon May
Kevin Shea
John Sousa



MASSACHUSETTS

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MINUTES

September 3, 2013

Members present: Howard Baker-Smith, Chair
Margaret Latimer
James Bosworth
Damon May
Kevin Shea
John Sousa

Members absent: Elaine Lancaster
Stuart MacGregor
Michael Kehoe

The meeting was called to order at 6:36 p.m.

Motion:

Mr. Sousa made a motion to approve the minutes of the August 6, 2013 meeting. The motion was seconded and approved by a 5-0 vote. Mr. May was not present for the vote.

Mr. May joined the meeting at 6:37 p.m.

A discussion took place regarding the bills for legal services from Attorney Anthony Savastano. Members were in receipt of the July billing which totaled \$770. Previous invoices contained charges that the CPC felt were not their responsibility. Mr. Baker-Smith has met with David Cressman to discuss the matter. The charges have been divided accordingly between the Town and the CPC. There are still some concerns about the length of time billed for certain services. Additionally, Mr. Savastano did not relate his opinion on all the proposals he reviewed. There is a mention of "draft notes to file." Members would like to receive copies of the notes. Other

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suggestions from members included if a cap could be placed on the amount to spend for legal services on a project proposal review or if an estimate could be requested prior to its review.

Motion:

Mr. Sousa made a motion to approve payment of the invoice (for July services) from Attorney Savastano in the amount of \$770.00. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith will request copies of the notes referenced in the July billing.

The previous two invoices have been parsed such that the CPC's responsibility for the June billing (for May services) is \$1,645 and for the July (for June services), \$70.

Motion:

Mr. Sousa made a motion to approve payment of the June bill (from Attorney Savastano) in the amount of \$1,645. The motion was seconded and approved by a 6-0 vote.

Motion:

Mr. Sousa made a motion to approve payment of the July bill (from Attorney Savastano) in the amount of \$70. The motion was seconded and approved by a 6-0 vote.

A discussion took place regarding the proposed Dartmouth Off Leash Dog Park. Deborah Melino-Wender was present and made reference to a group that has sought CPA funds in previous rounds to develop a dog park. They were unsuccessful for reasons that include the lack of matching funds. She said Timothy Lancaster has been contacted by an organization called the Stanton Foundation which awards grants to municipalities in Massachusetts for dog-related causes and projects. Several communities have benefited from Stanton funds. The foundation will fund up to 90% of a project cost of \$250,000 or less. A prerequisite to funding is the submission of a conceptual design. The cost of the design plan would be \$4,600.

The Town would like to move forward with the design plan, and is asking CPC to consider funding the cost out of its administrative budget. It is anticipated that the group will come before the CPC with an application for the next round to fund the balance of the project not funded by Stanton. Mr. Baker-Smith said the cost of the plan cannot be included in a proposal since the work will be performed prior to Town Meeting approval. Currently, there are not sufficient administrative funds to cover the cost of the plan. Mr. Baker-Smith proposes asking the Town to cover the first \$4,600 of the CPC's legal expenses, as may occur. This would free up the funds necessary to fund the design plan. The Town wants to act now and not wait until the next funding round, which funds would not become available until July 1, 2014.

Motion:

Mr. Sousa made a motion to approve \$4,600 of the CPC administrative budget towards the feasibility study (for the Dog Park), subject to the Town ensuring that they will cover the first \$4,600 of any legal expenses CPC might incur in Fiscal Year 2014. The motion was seconded. A brief discussion followed clarifying the motion.

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

A discussion took place regarding the formation of an open space and recreation committee by the Town. They would like to have a CPC member on the committee. Every member present was either not willing or unable to join. Mr. Baker-Smith will contact the absent members.

A discussion took place regarding the Historic Building Inventory. Mr. Baker-Smith has drafted a service contract for the final phase, which had previously been forwarded to the other CPC members for review.

Motion:

Mr. Shea made a motion to approve the contract for the Historic Building Inventory. The motion was seconded and approved by a 6-0 vote.

PROJECT UPDATES:

Russells Mills Library

Ms. Melino-Wender referenced a previous request that the CPC consider reallocating some unused funds from Phase I to Phase III to cover the cost of restoring all the windows. She presented an estimate from a contractor, which was \$1,500 per window, as well as a budget for the remainder of Phase III. A discussion followed. Mr. Sousa is in favor of the request, less the \$2,700 contingency. Other members agreed.

Motion:

Mr. Sousa made a motion to approve the reallocation of funds (for the Russells Mills Library), as proposed, less the \$2,700 contingency. The motion was seconded and approved by a 6-0 vote.

NEEDS ASSESSMENT

A discussion took place regarding updating the annual Needs Assessment. The format varies among communities. A public hearing is held for comment. Mr. Sousa and Mr. May feel the current assessment is thorough and complete. Few changes have been made in the past. Mr. Baker-Smith said the Town's Housing Production Plan is being updated. The CPC could invite Ms. Melino-Wender, or another, to share some of the recommendations. Mr. Lancaster could be invited to speak on any replacement needs. There has also been talk about the formation of an open-space trust. Mr. Cressman could be invited to discuss the idea. Another matter for discussion could be the desire for matching funds.

A discussion took place regarding the funds previously approved for the testing of sports fields. Ms. Latimer is concerned if testing the soccer fields is appropriate, since she believes they are capped. If testing does not take place, where will those funds be allocated? Mr. Bosworth is not certain the area has been capped. He said the land will undergo drainage testing.

Motion:

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

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied
Administrative Clerk

Howard Baker-Smith
Chair