

Approved 10/13/16

TOWN CLERK

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DUXBURY, MASS.



## Town of Duxbury Community Preservation Committee

### Minutes of September 15, 2016

The Community Preservation Committee (CPC) met on Thursday, July 21, 2016 at 8:15 AM in the Mural Room at the Duxbury Town Hall.

**Members Present:** Holly Morris; Cynthia Ladd Fiorini; Tony Kelso; Kathy Palmer; Terry Vose (leaves 9:05)

**Members Absent:** Jim Borghesani; Sarianna Seewald

**Staff Present:** Joe Grady; CPC Administrator; Susan Ossoff CPC Administrative Assistant

The meeting was called to order by Chair Holly Morris at 8:25 am.

#### OPEN PROJECT UPDATES

##### **Duxbury Bay Signage**

Kathy Palmer spoke with Linda Brody who reported that some work on this project is in progress; they have met with the Rural & Historical Society about a historic sign at Blairhaven. Kathy will advise them not to proceed with any work until contacting the office to discuss the need for purchase orders for any work that costs over \$500.

##### **Myles Standish National Register**

Terry Vose reported that work on this project continues and a draft is expected by the end of October.

##### **Keene's Mill**

Joe Grady updated the Committee about this project. Work is supposed to start next Monday and the deadline for completion is October 31. Dam Safety has been out and everything is in place to proceed. The DPW will do some of the work in order to be able to complete the project within the funds voted for the project. A small park area is envisioned for the area next to the mill site.

##### **Merry Land Purchase**

Joe Grady reported that work continues on the Conservation Restriction; Pat Loring is working on a draft. The barn has been taken down and the property is being cleaned up.

##### **Jaycox Tree Farm**

Although not a currently open project, Joe Grady reported that 600 trees have been lost to drought at the tree farm, approximately 26% of the trees at the farm. Using money from the revolving fund several years ago a well and electric service were installed at the site. Money was used from the revolving fund this year to run some PVC pipe underground so that spigots could be placed throughout the plantation and the trees have been watered.

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.

Irrigation would help avoid this type of situation in the future and would allow for faster growth of the trees. Money may be sought from CPC to install an irrigation system.

## **VOTES TO CLOSE COMPLETED PROJECTS**

### **Projects with a \$0 balance:**

On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 5-0-0 to close the following completed projects that have a \$0 balance:

- Koplovsky Land Purchase, Article 25 of 2011 ATM
- Historical Property Survey, Article 25 of 2010 ATM
- First Parish Church Renovation, Article 23 of 2010 ATM
- Isaac Keene Barn Renovation, Article 24 of 2010 ATM
- Old Town Hall Restoration, Article 21 of 2011 ATM
- Gravestone Restoration, Article 23 of 2011 ATM
- Winsor House Chimney Repair, Article 37 of 2012 ATM
- Alden House Assessment, Article 28 of 2015 ATM

### **Projects with an existing balance:**

**Grange Affordable Housing:** On a motion by Terry Vose, seconded by Kathy Palmer, it was voted 5-0-0 to close out Article 28 of the 2010 ATM, Grange Affordable Housing, and return the balance (\$71,426) to the Community Housing reserve.

**Chandler St. Athletic Fields:** On a motion by Tony Kelso, seconded by Terry Vose, it was voted 5-0-0 to close out Article 25 of the 2013 ATM, Chandler St. Athletic Fields, and return the balance (\$20,080) to the undesignated fund.

**Bradford House Assessment:** On a motion by Tony Kelso, seconded by Kathy Palmer it was voted 5-0-0 to close out Article 27 of the 2015 ATM, Bradford House Assessment, and return the balance (\$3,503) to the Historical Resources reserve.

**Cemetery Fencing:** On a motion by Cynthia Ladd Fiorini, seconded by Terry Vose, it was voted 5-0-0 to close out Article 29 of the 2015 ATM, Cemetery Fencing, and return the balance (\$1,440) to the Historical Resources Reserve.

## **PROJECT APPLICATIONS FOR NEXT YEAR**

No project applications have been received to date.

Terry Vose mentioned the shop at the Berrybrook School which could be put on the National Register of Historic Places. Holly Morris asked who oversees the shop and whether there is public access; it is on the school grounds so there is no general access. Terry Vose said he would do more research and find out if the shop is being moved. Cynthia Ladd Fiorini asked whether buildings on private property can get National Register status.

## **ADMINISTRATIVE MATTERS**

### **Administrative Fund Expenditures**

**LandVest (Phase I):** On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 4-0-0 to approve the expenditure of \$397.95 from Administrative funds to supplement the \$10,000 voted in FY 16 (PO #155789) in order to pay the balance of an invoice for appraisal work that has been completed.

**Joe Grady Stipend Voucher:** On a motion by Cynthia Ladd Fiorini, seconded by Kathy Palmer, it was voted 4-0-0 to approve expenditure of \$6000 from Administrative funds for a stipend for FY 2017 for Joe Grady to serve as Administrator for CPC.

**Joe Grady:** On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 4-0-0 to reimburse Joe Grady for the recording fees at the Registry of Deeds for the Keene's Mill Dam Safety Permit (\$77) to come from Administrative Funds

### **Invoices**

**Anderson Kreiger:** On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 4-0-0 to pay Anderson Kreiger Invoice #117956 for \$247.50 for work on the Blairhaven Conservation Restriction to come from Blairhaven Article (ATM 2011 Article 24) Account 280-179-5720-5810.

**Wendy Frontiero:** On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 4-0-0 to pay Wendy Frontiero Invoice #1 dated 8/15/16 for \$5000 for work on the nomination of the Cove Street District to the National Register of Historic Places with the funds coming the from Historic Property Survey article (ATM 2014 Article 20) Account #280-196-5710-5305-15.

**LandVest:** On a motion by Tony Kelso, seconded by Cynthia Ladd Fiorini, it was voted 4-0-0 to pay Invoice #00001813-IN from LandVest dated 8/3/16 for \$10,397.95 (Purchase Order #155789 for \$10,000 plus \$397.95 voted from Administrative Funds).

**Pam Smith:** Holly Morris checked with Pam Smith about the Historical Archives Project and whether it should be closed out. Pam Smith submitted a number of invoices for the yearly hosting fee for the website and for the monthly charges for the website. Holly Morris spoke with the Town Accountant. There is one invoice from prior to the start date of the funding of the project so that can't be paid. The original proposal included costs for one year of paying the website hosting fee; Pam Smith has been paying this fee on her credit card and now is seeking reimbursement for more than one year. The article language does not limit the payment for 1 year. The Committee needs to decide how they want to handle this. Cynthia Ladd Fiorini suggested Pam Smith be invited to give an update about the recurring website hosting expenses and the hosting fees and it was agreed that she will be invited to the next meeting.

No vote was taken on paying the invoices at this time which were multiple invoices to reimburse cost of hosting web site July 2014- April 2016 (ATM 2014 Article 19) to come from Account C# 280-196-5731-5700.

**NEXT MEETING DATE:** The next meeting is October 20.

**ADJOURN**

On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted 4-0-0 to adjourn the meeting at 9:25 am.

Respectfully Submitted,  
Susan Ossoff