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K. D. [Signature], ASST

COMMUNITY PRESERVATION COMMITTEE

Draft: December 03, 2011

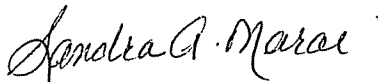
December 01, 2011

Approved: January 5, 2012

1. The meeting was called to order at 5:00 p.m. in the Nauset Room at Town Hall. In attendance; Steve Bornemeier, Julia Enroth (Chair), Sue Christie, William Garner, James Hadley, Catherine Hertz (Clerk), Jon Holt, Alan McClennen, Jr. (Vice-Chair), Steve Phillips .
2. There was no public comment.
3. Minutes of the ~~December 1~~, 2011 meeting were approved. 7-0-2
4. FY 2013 Applications *Nov 3*
 - a. Dave Withrow will attend the first meeting in January to let us know what to anticipate in funding.
 - b. Town Counsel will review applications and give his opinion if they meet the CP Act.
 - c. Will assign a liaison for applications to work with during the process. The liaison will continue on as monitor.
 - d. There are seven applications:
 - Federated Church (heating & air conditioning) - \$121,000
 - Affordable Housing (trust fund) - \$70,000
 - Orleans Planning Dept. (Nauset Beach Access Plan) - \$4,500
 - Orleans Conservation Trust (Fleck Property II) - \$120,000
 - Habitat for Humanity (Five Affordable Homes) - \$600,000
 - Orleans Historical Society (Glass Plate & Lantern Slide Preserv.) - \$7,000
 - Odd Fellows Lodge (Odd Fellows Restoration) - \$96,762.16
5. Project Monitoring – Updates and Expenses
 - a. Academy – Phases II & III (Jon Holt) – Consultant is scheduled to come December 2 to look at overall building and to see what the needs are. Will send us an update
 - b. Eldredge Park (Jim Hadley) – Julia reported that they just opened bids.
 - c. Sea Call Farm (Steve Bornemeier) – No new information.
 - d. Hinckley Affordable Housing (Catherine Hertz) – Jon Holt reported that they will have a lottery this winter and hopefully break ground in the spring.
 - e. Condominium Purchase (Alan McClennen) – No new information.
 - f. OHS Document/Photograph Restoration (Jon Holt) – Starting on second part of the project.
 - g. Open Space (Alan McClennen) – Pending Jackson acquisition contingent on receiving grant from State. Orleans and Brewster voted to approve it.
 - h. OHS Land and Septic Survey (Steve Phillips) – In 60 days should get an engineering report submitted to the Town.
 - i. Digitization of *Cape Codder* (Sue Christie) – No new information.
 - j. Putnam Farm (Catherine Hertz) – No new information.
6. Project Monitor Responsibilities
 - a. Review invoices and sign off making sure it is in keeping of what was approved at Town Meeting.
 - b. Make sure there is enough money in the project balance.
 - c. Town only pays for work that is completed. Payment checks are made out to the non-profit, not to the contractor.
 - d. Monitor works with one contact person.
 - e. Visit the site
 - f. You must go to them, can't wait for them to come to you.

- g. Responsibility to the Town is that money is spent correctly and in a timely manner
7. Old Business – Status of CPC Appointments, Other – Make sure you are sworn in as a committee member at the Town Clerk's office.
 8. New Business – CP Fund October Monthly Budget Report, Other – Monthly budget was reviewed by Julia.
 9. Key Dates / Timeline – CPC Meetings are January 5, 2012 through February 23 2012 (Tentatively Every Thursday), Fiscal Update from Finance Director, David Withrow Schedule for January 5, 2012.
 10. There being no further business, the meeting was adjourned at 5:56 p.m.

Respectfully submitted



Sandra A. Marai, Secretary
Community Preservation Committee

****Reports on file at Town Hall**