

Community Preservation Committee Meeting of November 15, 2006

PLACE: Town Hall Banquet Room

6:33 P.M. Call to order by Chairman Lucas

A. Quorum/Attendance

Members Not Present: Laura Knipe

Planning Director William Roth was also in attendance.

B. Approval of Minutes

William Markey motioned to approve the 9/6/06 meeting minutes. Frank Rezendes seconded. The vote was unanimous. The motion passed.

C. Election of Officer

James Souza nominated Frank Rezendes as vice-chairman. The vote was 7-0 in favor. Frank Rezendes is the new vice-chairman.

D. Update on Applications Received

William Roth – The CPC web page is up and running on the Town's website. The plan is there as is the listing of the members. There's a description of what the committee does as well as links to state and related websites. It will be updated accordingly.

Chairman Lucas – Is the application on-line?

William Roth – Yes. I'm also looking to get a bill signed. It's from Staples for binders and the supplies that we have to pay for. It's for \$114.98.

Marinus Vander Pol moves payment. William Markey seconded. The vote was unanimous. The motion passed.

William Roth – Also, letterhead has been ordered and is in. I am awaiting a bill. I'd also like to purchase a five-drawer filing cabinet. I'm looking at the volume of applications and feel it is needed.

Chairman Lucas- How much would something like that cost?

William Roth – About \$275.00 and it is well within our budget. Regarding the overall budget, I feel we will have sufficient funds to cover expenses through the end of the Fiscal Year. This includes supplies and secretary salary. I will present a current budget breakdown at the December meeting.

James Souza- Expenses will be more as we start up as well.

James Souza motioned to purchase the five-drawer filing cabinet. Marinus Vander Pol seconded. The vote was unanimous. The motion passed.

Frank Rezendes – We might be able to save some money getting a used drawer at BPW.

William Roth – They only have used four drawer cabinets, which were from my department and the Conservation Commission. I know this because all of the cabinets are store in my office.

E. Review of Budget

Chairman Lucas – Has everyone seen John Nunes' projections?

William Roth – Some of you have signed it.

Chairman Lucas – We've spent much of the money already, probably before we should have. There are applications from Town Hall, Rogers School again and there are others.

William Markey – I was never notified for a second signature.

Chairman Lucas – We only needed five.

William Roth – We appropriated \$2,000.00 for administrative and \$360,000.00 at town meeting. We can only appropriate money that has been collected. For this next funding round at the May Town Meeting, we reserved \$40,000.00 for historic resources and \$50,000.00 for community housing. Unreserved funds are \$45,177.00. This could be appropriated.

Chairman Lucas – That sounds as if it should be divided.

William Roth- We'll need 5% of that for expenses next year. You can also appropriate in the fourth category for recreation. I need to look further into this. I have questions that I should have answers for next meeting.

Chairman Lucas- We did get a 100% match from the state this year.

William Roth – There are 4 projects that I will be handing out. There's a recreation project at Rogers School, a historic preservation project for Town Hall project, an historic preservation project from the Congregational Church and one from the Housing Authority.

Chairman Lucas – We don't have to fund what they request.

Marinus Vander Pol – I think it would be helpful if Mr. Roth could provide some guidelines. Where are they're leveraging opportunities and to what degree.

William Roth – That should be in the application.

Chairman Lucas – We contributed 10% to Viveiros Farm. It was around 7% or 8% at Fort Phoenix.

William Roth – I'm handing out the applications for your review to look at scheduling the presentations of the projects. You have a lot of reading to do in the next month.

Chairman Lucas – So, the task at hand is to go home, review these and we will go over them at the next meeting.

William Roth – We are scheduled tentatively again on December 13. Do you want to look at giving every applicant twenty minutes to present?

Chairman Lucas – We have an idea of what they are. Do we want to get them in at the next meeting?

William Roth – I'm proposing twenty-minute intervals, which will give us more than a two-hour meeting.

Chairman Lucas- Trying to do all four might be too aggressive.

Frank Rezendes – I recommend we do two.

Discussion ensued regarding bonding and other issues that may arise during the application presentations as well as other towns that have passed the CPA and some that did not.

William Roth – I will have a run down as to whether or not we need to appropriate the \$43,000.00.

Chairman Lucas – Do we want to bring in two applicants?

Terrence Meredith – I think Mr. Roth had a good idea in limiting them to 20 or 30 minutes.

Marinus Vander Pol – We have over \$1,000,000.00 in requests and just over \$45,000.00 to spend.

Chairman Lucas – So, we'll see all four.

Terrence Meredith – Can we take Mr. Roth on his offer for brief synopses on each?

Chairman Lucas- When do we make recommendations to the Selectmen and Finance Committee?

William Roth – When they ask for them, usually, February or March.

Chairman Lucas – The voting will most likely take place in January.

William Roth – The next meeting will be December 13, 2006 at 6:30 p.m.

Frank Rezendes motioned to have the next meeting on 12/13/06 at 6:30 p.m. Marinus Vander Pol seconded. The vote was unanimous. The motion passed.

William Markey motioned to adjourn. Marinus Vander Pol seconded. The vote was unanimous. The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

James Pelland
Secretary, Community Preservation Committee