

TOWN OF YARMOUTH
COMMUNITY PRESERVATION COMMITTEE
MINUTES
June 22, 2011
FINAL

PRESENT: Gary Ellis, Nate Small, Gloria Smith, Thomas Kelley, Jack Mulkeen,
Tom Roche, Dorcas McGurrin

ABSENT: Hugh March, Mary Ann Walsh

STAFF: Jennifer Coutinho

LOCATION: Room A, Town Offices, 1146 Route 28, South Yarmouth, MA

HANDOUTS AT THE MEETING (Located in the Department of Community Development)

1. Email from Community Preservation Coalition re: municipal sewerage costs, 5/24/11
2. Community Preservation Coalition newsletter re: CPA Bill, 6/7/11
3. Email from JLC to PJS regarding proposed CPA bill, 6/9/11
4. Memo from JLC to WGH regarding Alms House Road LAND grant, 6/13/11

Convene: Chairman Ellis opened the Community Preservation Committee (CPC) meeting at 3:02 p.m. All members except Hugh March and Mary Ann Walsh were present.

EXECUTIVE SESSION

A motion was made by Ms. Smith and seconded by Ms. McGurrin to convene executive session at 3:02 p.m. under MGL Chapter 39, section 23B, to discuss possible land acquisitions on West Yarmouth Road and Route 28. Chairman Ellis recused himself from the executive session. Roll call was taken: Tom Roche, yes; Nate Small, yes; Jack Mulkeen, yes; Dorcas McGurrin, yes; Thomas Kelley, yes; Gloria Smith, yes. Vote unanimous 6-0. The open meeting resumed at 3:57 p.m.

NEW BUSINESS

Correspondence: The CPC reviewed an email from the Community Preservation Coalition which stated that community preservation funds cannot be used for municipal sewerage costs.

Mr. Kelley referenced the Alms House Road correspondence and noted that the road is narrow and the Town should consider widening it and have pull off areas.

Cellar House Bidding Invoice from VHB Consultant: The Town put the Cellar House out to bid prior to Annual Town Meeting 2011. On February 2, 2011, the Town entered into a contract (#81655.09) with Vanesse, Hangen, Brustlin, Inc. (VHB) to complete bid assistance for the Cellar House construction project. The contract totaled \$8,500.

VHB completed the project in March, and then in April, they submitted a client authorization together with an invoice stating that total cost for the project was \$12,468.64. The additional cost of \$3,968.64 was for reimbursable expenses for postage, printing, and advertising. The back-up invoices for these expenses was included in their request.

The CPC discussed the original contract which itemizes \$1,000 for expenses and noted that they did not have advance notice of these additional expenditures. Staff was directed to contact Town Counsel for clarification on the Town's liability in this matter.

CPA application requirements and application process: Mr. Kelley suggested that the CPC take this opportunity to review the application and make changes prior to the next grant round. Staff shall obtain other Town's applications so the CPC may compare them.

REVIEW 2011 CONTRACTS

2011-4 Community Connections Whites Path Garden: Mr. Kelley recused himself from the discussion. Ms. McGurrin moved to approve the contract as presented. Mr. Small seconded. Discussion: Chairman Ellis requested a letter from National Grid granting permission for Community Connections to create a garden on the site. The vote was unanimous 6-0.

2011-6 Captain Bangs Hallet Museum Windows: Ms. McGurrin moved to approve the contract as presented. Ms. Smith seconded. Vote unanimous 7-0.

2011-8 Town Clerk Records: Ms. Smith moved to approve the contract as presented. Ms. McGurrin seconded. Vote unanimous 7-0.

2011-9 Taylor Bray Farmhouse Alternate 2 Funding: Vice-chair Roche moved to approve the contract as presented. Mr. Small seconded. Vote unanimous 7-0.

Chairman Ellis suggested that staff obtain a copy of the insurance forms for all private projects.

OTHER BUSINESS

Alms House Road: Mr. Mulkeen stated that six bird feeders would be placed at Alms House Road.

ADJOURN

As there was no further business, Ms. Smith moved to adjourn the meeting at 4:53 p.m. Ms. McGurrin seconded. Vote unanimous 7-0.

Respectfully submitted,
Jennifer Coutinho
Program Coordinator

Mary Ann Walsh, Clerk