

TOWN OF YARMOUTH  
COMMUNITY PRESERVATION COMMITTEE  
MINUTES  
August 24, 2011  
**FINAL**

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

**ABSENT:** Mary Ann Walsh

**STAFF:** Jennifer Coutinho

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

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**CONVENE**

Chairman Ellis opened the Community Preservation Committee (CPC) meeting at 3:02 p.m. All members except Ms. Walsh were present.

**NEW BUSINESS**

Approval of Minutes: Mr. Small moved to approve the June 22, 2011 meeting minutes as written. Mr. Roche seconded. The vote was unanimous 7-0-1 with Mr. March abstaining as he was not present at the meeting.

Mr. Small moved to approve and hold the June 22, 2011 executive session minutes as written. Ms. McGurrin seconded. The vote was unanimous 7-0-1 with Mr. March abstaining as he was not present at the meeting.

Correspondence: The CPC reviewed a memo from Ms. Coutinho to Pam Barnes regarding the two at-large positions and the Community Housing Committee appointments through 2014. Chairman Ellis added election of officers as a future agenda item. They also reviewed a memo to the Fire Department regarding the eligibility of Community Preservation Act (CPA) funds for a fire rescue vehicle and the save the date invitation for the 10<sup>th</sup> anniversary of the CPA in Boston. Staff will inquire about CPC reimbursement for conferences.

First Congregational Church Fire Alarm Upgrades: The CPC discussed a request from the First Congregational Church to utilize funds in their electrical work contract (2010-9) to make necessary upgrades to the fire alarm system. The CPC determined that this work falls under the general provisions of electrical upgrades in the contract. Ms. Coutinho noted that there is \$15,364.00 remaining in the account.

Mr. Mulkeen made a motion to approve the First Congregational Church's request to utilize funds from the existing CPA contract 2010-9 to make necessary fire alarm system upgrades, with the total cost of the upgrades not to exceed the amount remaining in contract (2010-9). Ms. Smith seconded. Vote unanimous 8-0.

Our First Home, Inc. funding request: Mr. Ellis reviewed a memo from Our First Home, Inc. in which they request funds to purchase land for affordable housing should an opportunity arise. Mr. Ellis stated that the process is for Our First Home, Inc. to submit a CPA application to request the funding.

## **OTHER BUSINESS**

CPA Brochure: The CPC reviewed the brochure entitled “The Benefits of Community Preservation Funds” and they offered no changes. Mr. Kelley moved to authorize Chairman Ellis to use his discretion spending operating funds associated with the cost to print the brochure. Ms. McGurrin seconded. Vote unanimous 8-0.

Annual Public Hearing: The CPC reviewed the draft agenda and Chairman Ellis noted that they should ask Bob DuBois, Director of the Yarmouth Chamber of Commerce, to speak at the hearing about the success with CPA funds in town.

The CPC agreed to run the public advertisement once in the Sunday, Sept. 18<sup>th</sup> *Cape Cod Times*.

## **ADJOURN**

As there was no further business, Ms. McGurrin moved to adjourn the meeting at 3:56 p.m. Mr. March seconded. Vote unanimous 8-0.

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

1. Memo to Pam Barnes from JC re: appointments to the CPC, 8/2/11
2. From First Congregational Church to CPC re: fire alarm work, 8/3/11
3. To Fire Department from JC re: fire rescue vehicle and CPA funds, 8/5/11
4. From Our First Home, Inc. to CPC re: land acquisition request, 8/10/11
5. Save the Date – CPA 10<sup>th</sup> anniversary, 9/27/11
6. Draft CPA brochure “The Benefits of Community Preservation Funds”, draft CPA public hearing agenda, and draft *Cape Cod Times* public hearing advertisement.

Respectfully submitted,  
Jennifer Coutinho  
Program Coordinator

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Mary Ann Walsh, Clerk