

Lanes Cove Fish Shack Building Committee
Minutes of meeting of 10/17/2011

The eleventh meeting of the Lanes Cove Fish Shack Building Committee was held at the City Hall Annex on Pond Rd at 2:00 pm on October 17, 2011

Members present were: (5 of 7 thus a quorum)

Jim Hafey (Chairman)

Damon Cummings (Secretary)

Barbara Jobe

Bill Sanborn

Russell Hobbs

Not present: Lisa Press, Jim Caulkett

Visiting: Kenny Costa City Auditor

Minutes of the meeting of October 3, 2011 were accepted.

Jim Hafey updated Kenny Costa on our plans for fund raising and asked for advice.

The recommendations were:

Set up a city revolving fund to pay bills. This fund can be replenished from the Gloucester Fund which can accept tax exempt donations both of checks and in kind donations such as labor and materials. Damon will prepare a memo to the mayor asking for the establishment of such a revolving fund. Jim Hafey will submit bills to Kenny Costa and the city will cut checks for the vendors.

Before ordering any goods or services for the project a written purchase order from the purchasing department must be obtained for each purchase or service.

Check out the state law authorizing revolving funds at
<http://www.malegislature.gov/laws/generallaws/parti/titlevii/chapter44/section53e1~2>

Ultimately we will probably want a second revolving fund for maintaining the building.

Sound business practices are essential and 3 bids are required for expenditures over \$5,000.

We must keep track of in kind donations as well as of donations by check so they can be accepted by the city council.

Tax deductible donations for the project by check or in kind will be accepted by The Gloucester Fund and transferred to the city revolving fund as needed by the project.

It was decided that Barbara Jobe and Russell Hobbs will be the interface between the committee and the Gloucester fund and a letter to that fund will be prepared by Damon (appended hereto)

For tax deduction purposes The Gloucester Fund can issue 1099 forms to donors for donations by

check and for in kind donations such as of materials or labor. This is a major reason for accepting donations through the Gloucester fund. The fund will collect any donations for the project. Checks may be mailed to their office at 45 Middle Street. It is vital that all checks be made out to the Gloucester Fund with "Lanes Cove Fish Shack project" written on the memo line.

A subcommittee will be formed specifically for fund raising. Jim Hafey will talk to potential members. Geoff Richon has offered to help with fund raising, but not as chairman of the effort.

Russell Hobbs will talk to Peter Natti about use of the saw mill.

Our next meeting will be at the City Hall Annex on Pond Rd at 2:00 pm on October 24, 2011

The meeting adjourned at 2:58 pm
Damon E Cummings 10/17/2011

Appended is draft of letter to Gloucester Fund:

Lanes Cove Fish Shack Building Committee

Jim Hafey (Facilities Director), Damon Cummings (Resident and Cove mooring user)
Barbara Jobe (Resident and close neighbor of shack), Russell Hobbs (Resident and carpenter)
Lisa Press (Conservation agent), Jim Caulkett (Harbormaster), Bill Sanborn (Building inspector)

October 17, 2011

Gloucester Fund
45 Middle St. Gloucester, MA 01930

attn: Barry Pett

Dear Barry,

The building committee wishes to thank you for the offer of the Gloucester Fund to serve as a fiduciary agent for the committee.

The following two committee members are authorized by the committee to submit invoices for work done on the fish shack:

Barbara Jobe

Russell Hobbs

The Lanes Cove Fish Shack Building Committee (<http://gloucester-ma.gov/index.aspx?nid=675>)

Jim Hafey, Chairman

Damon Cummings, Secretary