

Lanes Cove Fish Shack Building Committee  
Minutes of meeting of 10/24/2011

Meeting twelve of the Lanes Cove Fish Shack Building Committee was held at the City Hall Annex on Pond Rd at 2:15 pm on October 24, 2011

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

Damon Cummings (Secretary)

Barbara Jobe

Russell Hobbs

Lisa Press

Jim Caulkett

Not present: Jim Hafey (Chairman), Bill Sanborn

Minutes of the meeting of October 17, 2011 were accepted.

Lisa Press notified us that Deborah Laurie of the Grants Division of Community Development would be our contact for any CPA proposal. We have her card and her email is [dlaurie@gloucester-ma.gov](mailto:dlaurie@gloucester-ma.gov) and phone 978 282 3027, cell 978 621 1819

The letter to mayor Kirk requesting establishment of a revolving fund, appended, was voted upon and accepted unanimously and awaits signature by Jim Hafey.

The letter to the Gloucester Fund was voted upon and accepted unanimously and awaits signature by Jim Hafey.

It was emphasized by all members present that the conditions of any revolving fund set up for the shack must allow carryover from fiscal year to fiscal year of shack funds.

The mechanism for obtaining work and paying for it, for example for the mill in Lanesville, was discussed. It is our understanding that we would need to get bids from three mills. These must be written if for over five thousand dollars. A purchase order would then be obtained from the purchasing department and an invoice submitted to the city for payment from the revolving fund, assuming sufficient funds were in the revolving account from our account with the Gloucester fund or other sources (for example grants).

No fund raising will be done until our account is established with the Gloucester Fund.

Barbara Jobe will work on a Christmas card fund raiser with Santa and elves repairing the shack.

Our next meeting will be at the City Hall Annex on Pond Rd at 2:00 pm on October 31, 2011. Since that is Halloween it was voted unanimously that our chairman, who was not present today, will be required to appear in appropriate Halloween costume.

The meeting adjourned at 2:40 pm  
Damon E Cummings 10/24/2011

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Letters to Mayor Kirk and to Gloucester Fund are appended as approved at this meeting

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## **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 24, 2011

Mayor Carolyn Kirk  
City of Gloucester, Massachusetts

Subject: Request for Establishment of a Revolving Fund

Dear Mayor Kirk,

After consultation with the city auditor, Kenny Costa, the Lanes Cove Fish Shack Building Committee requests that the city establish a revolving fund account specifically for work on the fish shack pursuant to Massachusetts General Laws Chapter 44 Section 53e½ for repair and renovation of the Fish Shack at Lanes Cove.

The shack at Lanes Cove is owned by the city and our committee is charged with its repair. We anticipate fund raising activities including donations of money, materials and labor directed into an account at the Gloucester Fund. That Gloucester Fund account will contribute funds to the city revolving fund as required to cover expenses. All expenses paid for the repairs will thereby pass through the city purchase order and council approval process with quotes and competitive bidding as appropriate.

Thank you for your attention to this matter..

Yours truly,

Lanes Cove Fish Shack Building Committee

Jim Hafey, Chairman

Damon Cummings, Secretary

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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:

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Barbara Jobe

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Russell Hobbs

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

Jim Hafey, Chairman

Damon Cummings, Secretary