

CITY OF GLOUCESTER

Community Development Department

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GLOUCESTER COMMUNITY PRESERVATION COMMITTEE MEETING

Tuesday, December 20, 2011

6:00 p.m. – 3rd Floor Conference Room – City Hall

MINUTES

Present: J.J. Bell, Charlie Crowley, Bill Dugan, Karen Gallagher, Stacy Randell, Sandy Dahl Ronan, Scott Smith

Absent: Tom O’Keefe, Steve Phillips

Also Present: Debbie Laurie, Project Manager and Kenny Costa, City Auditor

The meeting was called to order at 6:00 p.m.

Approval of Minutes

A correction was made in paragraph 5 of the November 15, 2011 Meeting Notes. Final applications/proposals will be due on March 16th NOT March 15th. On a motion by Ms. Ronan and seconded by Mr. Dugan the Minutes of November 15, 2011 CPC meeting, as corrected, were approved.

AGENDA:

Budget:

Mr. Costa provided the CPC with summary of the financial status of the CPA funds, including revenues, fund balances and expenses (See Exhibit A).

Mr. Bell suggested that due to the fact that interest rates are historically low it may be prudent to secure the Bond for the City Hall Exterior Restoration Fund sooner rather than later. Mr. Costa will discuss this further with the City Treasurer, Jeff Towne.

Status of Round 1 Awards:

Deb Laurie presented the CPC with a written summary of the status of Round 1 Awards (See Exhibit B). Discussion ensued regarding each of the projects.

- The Schooner Adventure Restoration and Beauport Window Conservation projects are complete and final reports have been submitted.
- Most projects are on track with the project schedule set forth in their grant agreement with the exception of Universalist Meetinghouse Restoration Phase II, 10 Taylor Street Condominiums and Wostrel Environmental Adventure Center. Ms. Laurie will continue to

monitor these projects closely.

Status of Round 2 Awards:

- The City Council approved the expenditure of \$406,453.43 for 10 projects recommended by the CPC's Round 2.
- The Tompson Street Reservation Gateway grant agreement and accompanying documents have been approved and signed.
- Ms. Laurie is in the process gathering information from all other Round 2 projects for the purpose of preparing grant agreements.

Signage:

The CPC agreed that all approved projects, where displaying a CPC sign during the duration of the project is appropriate, will be awarded \$135.00, which shall be used by the award recipient for the purpose of purchasing an approved CPC sign to be placed at the project site.

Project recipients will be directed by the CPC as to where to buy the sign and where to place the sign.

Upon completion of the project the sign will be returned to the CPC.

Public Outreach

Ms. Randell has composed an article highlighting Round 2 projects along with general information about CPA, which shall be sent to Gloucester Daily Times, My View column, The Beacon and all of the City's Boards and Commissions.

Ms. Randell will approach Cape Ann Cable TV for the purpose of filming a Documentary of the restoration of the WPA Murals at City Hall.

Mr. Smith will talk to Gloucester's Rotary Club with regard to scheduling a presentation by a member of the CPC to speak to Rotary members about the success of CPA.

Ms. Ronan will talk to the Cape Ann Chamber of Commerce with regard to a presentation by a member of the CPC to speak to Chamber members about the success of CPA.

Language on CPA Application regarding Women and Minority Owned Business:

Ms. Randell opened the discussion regarding proposed language to be added to the CPA Application. After a lengthy discussion, the CPC agreed that the following language shall be included on the CPA Application:

"The CPC supports the spirit and intent of state procurement and equal opportunity laws. All applicants will be evaluated in the same manner and in accordance with the goals of the Community Preservation Act."

Status of Project Manager's Salary and Official Title

Debbie Laurie has been officially hired as the CPC's Project Manager. Ms. Dahl and/or Mr. Bell in conjunction with Ms. Laurie shall discuss the Project Manager's job description with Sarah

Garcia, Community Development Director.

Discussion on Dan's Replacement for Taking Minutes:

The CPC was unsure as to whether a single individual had to be appointed to be the clerk/recording secretary of the CPC or if we could all take turns taking minutes. Ms. Dahl will check with the appropriate city personnel to determine what is allowable.

Other Business:

Mr. Crowley informed the CPC that although Central Grammar Apartments provides housing for low income elderly individuals, unlike publicly owned facilities, it does not provide housing for non-elderly disabled individuals. Mr. Crowley explained that this is because Central Grammar is a privately owned apartment complex, which does not have the same requirements a public housing development may have. The CPC agreed that in the future, when considering recommending funding for housing projects, we should take into account whether or not housing is available to the disabled regardless of age.

Next Meetings to be held at 6:00 pm, City Hall, 3rd Floor Conference Room:

January 31, 2012

February 21, 2012

Adjournment:

On a motion by Ms. Gallagher and seconded by Mr. Duggan the CPC Meeting was adjourned at 8:00 p.m.

Respectfully Submitted by:

Karen A. Gallagher