

Attending:

CPA members: Ian Lane, Scott Smith, Dan Morris, J.J. Bell, Stacy Randell,
Karen Gallagher, Sandy Dahl Ronan, Rob Gulla (1/2 hour).

Staff: Sarah Buck, Community Development Director.

Guest: John Feener, Conservation Commission member

Absent: Ms. Dorothy Martins

Introductions were made around the table, with background on the development and passing of the CPA in Gloucester and various members' involvement and perspective on the CPA.

Mr. Gulla stated that although he is the current appointee from the Conservation Commission, that another member – Mr. Feener – has a strong interest. Mr. Gulla intends to resign and ask the Commission at their next meeting to recommend Mr. Feener as their CPA representative.

The group discussed electing officers. Ms. Ronan was nominated by several to be chair. She declined at this time due to family constraints. The group decided to wait until a future meeting to elect the chair, vice-chair, and clerk.

Ms. Buck stated that the committee could use the 5% allowable administrative funding from CPA to help hire staff for the committee. There may be some energy funds available that could supplement the amount from CPA for two years, so that a full-time person could be hired to handle both duties.

As per the agenda, the committee discussed the house-keeping issues. Ms. Buck agreed to post the meetings. Assignment of minute-taking was postponed until election of clerk or hiring of staff. Contact information (email addresses) were distributed at the meeting, and members added phone numbers to a sign-in sheet at the meeting. Ms. Buck will distribute.

The Open Meeting Law and quorum requirements were discussed. All meetings must be posted 48 hours in advance. No issues of substance should be discussed on group emails, but rather in an open meeting. For this nine member committee, a quorum is five members. A quorum is required to hold a meeting. Ms. Buck was unsure of how the Public Records Law applied specifically to CPA. Ms. Ronan suggested we ask at the training provided by the nonprofit group that supports the CPA.

The group picked three possible dates for the free training offered by the CPA Coalition: September 9, 10 and 23 at 6 p.m. Ms. Buck will check to see which date might work.

The group reviewed the local CPA Ordinance. Ms. Ronan expressed concern that the Ordinance did not seem to be the final version approved by City Council. Ms. Buck will look into this.

The group reviewed section 5(b) of the state law to familiarize themselves with the section of the regulations that explains the planning document required to guide the use of CPA funds, the public hearing, and the way the funds may be expended. Mr. Bell stated the planning process seemed very involved. Ms. Buck thought that the Plan2001 would be helpful. Ms. Randell asked if the representatives from the affected committees might be able to ask their respective committees for their top five priorities to inform the planning process.

Mr. Bell mentioned the committee's requirement to recommend spending by November 1st each year. This requirement is in the state law. Someone stated that this mostly applied to towns who are held to annual town meetings for appropriation votes, rather than cities in which the City Council may vote whenever the committee is ready.

The committee's initial tentative timeline:

September training from the CPA Coalition. Date to be sent by email.

Meetings generally to be the second Monday of each month,
3rd flr conf rm City Hall.

October meeting will be on Tuesday, the 13th, because Monday is a holiday.

The boards, committees, and commissions represented on the CPA will ask their respective groups for a list of the top five priorities and will bring this back to the CPC for the October 13th meeting.

Meeting adjourned 8:30 p.m.