

**Gloucester Community Preservation Committee**

Committee Meeting Report for October 13, 2010

Members attending: Stacy Randell, Sandy Dahl-Ronan, Karen Gallagher, Dan Morris,  
J.J. Bell, Scott Smith, Bill Dugan

Members absent: John Feener

Staff: Matt Lustig, Community Development Staff

1. The meeting began at 7:00 p.m. Ms. Dahl-Ronan moved to adopt the minutes (v2) of the meeting held on September 21, 2010, without amendment; Mr. Dugan seconded, and the committee unanimously approved the motion.

2. The CPC took a moment to consider the contribution made to the community by Ian Lane. Mr. Lane, a CPC member, passed away on September 29, 2010. The co-chairs drafted a short letter for publication in the newspapers expressing the CPC's sense of appreciation for the time, energy, and wisdom he shared with us. All members supported publication of the letter as drafted.

With Mr. Lane's passing, the Gloucester Historical Commission is no longer represented on the CPC. Mr. Bell offered to speak with the Commission's chairman about appointing a member to the CPC.

3. The amount of the state match for the CP fund has been announced. At 27.2%, \$118,680, the amount was slightly less than the 28% that had been expected.

4. Kenny Costa, the city auditor would like to address the CPC to go over the accounting structure for internal tracking of CP project awards and expenditures. Ms. Gallagher and others expressed a need for clarity, especially as regards the required funding categories and carryover of unmet funding obligations. The members considered when the next meeting should be in order to accommodate Mr. Costa's request. See item 9 below.

5. Mr. Lustig reported that the CPC's funding recommendations had been received by the mayor and forwarded to the City Council. The Council received the recommendation, and without discussion, deferred the matter to the Budget and Finance Committee (Mr. Curcuru, chair; Mr. McGeary, vice chair; Ms. Hardy, member). The B&F Committee will meet at 5:30 p.m. on October 21, 2010. They may report to the Council as early as the October 26 meeting or at the November 9 meeting.

The CPC discussed the members' roles through this review and approval process. If possible, members should attend the meetings at which the CP recommendations will be discussed. Mr. Lustig's correspondence with the applicants already informed them of the procedural steps that would be taken before awards are made.

The City Council is constrained by statute to approve or disapprove the recommendations, or they may approve projects for a lesser amount that what is

recommended. They cannot award amounts greater than recommended. Of course, the Council may send questions or requests for information to the CPC.

6. The CPC discussed the timing of the next application cycle and whether there should be more than one round in 2011. For the 1<sup>st</sup> round pre-applications are due on February 1, and full applications are due on March 15. Postponing by a couple months would better align the award process with the fiscal year cycle. Having a second funding cycle could be deferred if there were insufficient funds. Members expressed some concern about the burden of conducting new awards cycles while tracking expenditures and progress of past awards. The issue was tabled for further discussion at the next meeting.

7. Mr. Bell has been investigating options for signs that would be posted at worksites funded by CP awards. He had a couple examples of materials and text content, and he discussed the pros and cons of each. The CPC agreed that a sign of 2' x 3' would be right for most applications. Ms. Gallagher moved that the CPC authorize expenditure of up to \$250 for development of a prototype. The prototype would likely be the basis of a future solicitation for bids from a number of sign makers. Mr. Dugan seconded the motion, and the CPC unanimously approved the expenditure. Mr. Lustig will shepherd a purchase through approval via City procedures.

Mr. Bell offered to speak with Dr. Bill Goodwin, the principal of Gloucester High School, to see if the vocational classes would consider making the signs. The Department of Public Works may also have the capacity to make signs.

8. The co-chairs discussed potential outreach roles for members. After consideration of a variety of formats and messages, the co-chairs offered to draft a "My View" column that would list the CPC's funding recommendations and the merits of each project.

9. The date of the next CPC meeting will depend on the availability of Mr. Costa to attend and make a presentation. The CPC would prefer November 3 or alternatively, November 15.

10. The meeting adjourned at 8:30 p.m. on Mr. Bell's motion, Mr. Smith's second, and the CPC's unanimous consent.

#### Documents used during the meeting

1. Draft letter to the editor expressing appreciation for the contributions made to the community by Mr. Lane.