TOWN OF PEMBROKE
MASSACHUSETTS

COMMUNITY PRESERVATION COMMITTEE

MEETING MINUTES
August 18, 2016

Mr. Brian Van Riper, Chairman, opened a meeting of the Community Preservation Committee at the Pembroke Town Hall in Room 13 at 7:30 PM on Thursday, August 18, 2016. Other members present were Ms. Diane Beauchesne, Mr. Robert Clarke, Ms. Carolyn Crossley, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Paul Whitman. Absent from the meeting was Ms. Lisa Cullity. Also in attendance were Mr. Scott Healey and Mr. Alan Peterson of First Church in Pembroke and Ms. Rachel Michael, Administrative Assistant to the Pembroke Community Preservation Committee.

The chairman asked for discussion regarding the draft meeting minutes of May 19, 2016, which were submitted to the committee for review and approval by the administrative assistant. There was no discussion; therefore,

Upon a motion made by Mr. Norton that was seconded by Mr. Herrmann, it was –

VOTED: To accept and approve the meeting minutes, as printed, of May 19, 2016.

Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Van Riper were in favor of the motion. Ms. Beauchesne and Mr. Whitman abstained from the vote, due to absence from the May 19 meeting. Motion passed.

The chairman presented a final invoice submitted by Ms. Susan Roche, Recreation Director, on behalf of Stewart Fence Company for a backstop with canopy at the girls' softball field at the Mattakeesett Street baseball fields. He asked if there was discussion regarding the final bill or the project itself - there was no discussion; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Clarke, it was –

VOTED: To accept and pay the final invoice, in the amount of $845.00, submitted by Ms. Roche.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman then presented a final invoice submitted by Ms. Susan Roche, Recreation Director, on behalf of Stewart Fence Company for the installation of a roof over the dugout at the girls' softball field at the Mattakeesett Street baseball fields. He asked if there was discussion regarding the final bill or the project itself - there was no discussion; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Clarke, it was –

VOTED: To accept and pay the final invoice, in the amount of $486.00, submitted by Ms. Roche on behalf of Stewart Fence Company.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman then presented a final invoice submitted by Ms. Susan Roche, Recreation Director, on behalf of the Pembroke Recreation Commission for the installation of gates at the entrance on Mattakeesett Street to the J.J. Shepherd Memorial Forest. He asked if there was discussion regarding the final bill or the project itself - there was no discussion; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Clarke, it was –

VOTED: To accept and pay the final invoice, in the amount of $2,518.00, submitted by Ms. Roche on behalf of the Pembroke Recreation Commission.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman then presented a final invoice submitted by Mr. Joe Sullivan, President of Pembroke Youth Baseball, on behalf of Pembroke Youth Baseball for the installation of new fencing at McPhillips Field at the Mattakeesett Street baseball fields. He asked if there was discussion regarding the final bill or the project itself - there was no discussion; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Clarke, it was –

VOTED: To accept and pay the final invoice, in the amount of $9,200.00, submitted by Mr. Sullivan on behalf of Pembroke Youth Baseball.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

Following the payment of bills, the chairman moved discussion to the several applications for CPA funding that were submitted for consideration by the committee. He explained that he had received an application from the town administrator that should be given priority status due to the nature and timeline of the project and said it could be funded by the committee if transfers were approved. Entitled the "**Benson Property – Open Space Purchase John Turner House Preservation**" project, the $300,000.00 proposal includes the purchase of 4-5 acres of open space on property that the town will acquire and also the earmark of funding to secure the John Turner house on the property for future restoration.

The chairman then recognized Mr. Healey and Mr. Peterson of **First Church**. The gentlemen stated they were in attendance to answer any questions the committee had regarding their application for **phase II** funding of their ongoing windows project. The chairman asked the members if they had any questions about the application – they had none; therefore,

Upon a motion made by Mr. Norton that was seconded by Mr. Herrmann, it was –

VOTED: To recommend the application for consideration by town meeting and to approve **$55,800.00** in funding for the completion of **phase II** of the windows project at the **First Church**.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman then asked the committee to consider the Benson property application. Mr. Whitman stated that the DPW would be willing to defer consideration of its applications so ample funding for the aforementioned project would be available. Mr. Norton stated the same with regard to the applications submitted by the Recreation Commission. There was general support for the project; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Herrmann, it was –

VOTED: To recommend the project for consideration by town meeting and to approve **$215,000.00** in funding for the acquisition of 5 acres at 369 Washington Street, Pembroke, MA – also known as the "**Benson property**" – (Assessor map E12, Parcel 1A) for open space/historical purposes to include preservation of existing real estate on the parcel with new parking.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman asked Mr. Norton which recreation related projects were the most pressing. Mr. Norton stated it would be best for the committee to consider the Pembroke Youth Baseball projects that would attend to the needed improvements on field A at the Mattakeesett Street baseball fields. There was support for this approach and no further discussion; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Herrmann, it was –

VOTED: To recommend Mr. Sullivan's (PYB) application for consideration by town meeting and to approve **$4,200.00** (in open space/recreation revenue) for the **installation of on-deck cages on field A at the Mattakeesett Street baseball fields**.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

Upon a motion made by Mr. Whitman that was seconded by Ms. Beauchesne, it was –

VOTED: To recommend Mr. Sullivan's (PYB) application for consideration by town meeting and to approve **$9,200.00** (in open space/recreation revenue) for the **replacement of fencing on field A at the Mattakeesett Street baseball fields**.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

Following the votes related to the applications for funding, the chairman then moved discussion to the transfer of funds between accounts. The members agreed that the transfers were appropriate; therefore,

Upon a motion made by Mr. Whitman that was seconded by Mr. Norton, it was –

VOTED: To transfer $25,000.00 that was approved for a building study of the Community Center in FY13 to the fund reserve.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

Upon a motion made by Mr. Whitman that was seconded by Mr. Norton, it was –

VOTED: To transfer $60,000.00 that was approved for a Pembroke Housing Authority site design project in FY15 to the fund reserve ($25,000.00) and the community housing reserve ($35,000.00).

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton and Mr. Whitman were in favor of the motion. The chairman was present, but did not vote on the motion. Motion passed.

The chairman then asked the committee to consider a previously discussed agenda item regarding a pay increase for its administrative assistant. He explained that some research was conducted regarding the duties and salaries of the assistant's counterparts in neighboring communities. It was discovered, he said, that in other towns, the CPC administrative assistants there are often already town employees receiving a yearly salary and benefits for their primary position and they receive additional compensation for their role as CPC assistant. However, the administrative assistant to the Pembroke CPC is an independent contractor who receives an hourly rate with no other benefits, is required to be "on call" and works unpredictable hours. With this information in mind, the committee agreed that after nearly three years of employment, a pay raise is warranted. The chairman reaffirmed his endorsement of an increase from $20.00 per hour to $25.00 per hour. The committee agreed with this increase in pay; however, some members thought a change to a monthly stipend, to provide for a regular income, was more practical. Members who were not in favor of the monthly stipend stated that it might prove to be unfair for the administrative assistant due to overage of hours without adequate reimbursement in a given month. The committee concluded that it would be best to approve both proposals for consideration by the town administrator; therefore,

Upon a motion made by Mr. Clarke that was seconded by Ms. Beauchesne, it was –

VOTED: To increase the salary of the committee's administrative assistant from $20.00 per hour to $25.00 per hour.

Ms. Beauchesne, Mr. Clarke, Ms. Crossley, Mr. Herrmann, Mr. Norton, Mr. Van Riper and Mr. Whitman were in favor of the motion. Motion passed unanimously.

Upon a motion made by Mr. Whitman that was seconded by Mr. Norton, it was –

VOTED: To change the committee's administrative assistant's method and rate of reimbursement from $20.00 per hour to $500 per month.

Ms. Crossley, Mr. Norton, Mr. Van Riper and Mr. Whitman were in favor of the motion. Ms. Beauchesne, Mr. Clarke and Mr. Herrmann were not in favor of the motion. Motion passed.

There was then discussion regarding the next meeting to be scheduled for the committee. Members agreed that, if needed, a meeting should be held on Thursday, September 8, 2016 at 7:30 PM.

There being no further discussion or votes, the meeting adjourned at 9:03 PM.

Respectfully submitted,

Rachel Michael, Administrative Assistant
Community Preservation Committee