

TOWN OF PEMBROKE
MASSACHUSETTS

COMMUNITY PRESERVATION COMMITTEE

MEETING MINUTES
January 12, 2017



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, January 12, 2017. Other members present were Mr. Robert Clarke, Ms. Lisa Cullity (7:37 PM arrival), Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Paul Whitman. Members not in attendance were Ms. Diane Beauchesne and Ms. Carolyn Crossley. Also in attendance were Mr. Skip Aluisy, private citizen, Ms. Anna Seery, Director of the Pembroke Council on Aging and Ms. Rachel Michael, Administrative Assistant to the Pembroke Community Preservation Committee.

I. Minutes

A. The chairman asked for discussion regarding the draft meeting minutes of December 8, 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. Herrmann that was seconded by Mr. Clarke, it was –

VOTED: To accept and approve the meeting minutes, as printed, of December 8, 2016.

Mr. Clarke, Mr. Herrmann, Mr. Van Riper and Mr. Whitman were in favor of the motion. Mr. Norton abstained from the vote, due to absence from the December 8 meeting. Motion passed.

II. New business

A. The chairman then recognized Ms. Anna Seery of the **Council on Aging**. Ms. Seery informed the committee members of the approval of one of her applications at the fall town meeting – she asked that this project (exterior painting and replacement of rotting woodwork and shingles – \$8,500.00, listed as project 10 on the agenda) be stricken from the list of applications currently under consideration by the committee. She then described the work included in the remaining project (**exterior painting and replacement of rotting woodwork and shingles – \$20,670.00**, listed as project 11 on the agenda), which is also explained in the application and accompanying documentation, and said that she had four contractors look at the building, but received just two estimates, which are also included in the documentation. Mr. Whitman suggested that the requested funds be increased to \$24,500.00 to allow for any unforeseen charges that may arise after commencement of the project. Mr. Herrmann asked what area(s) of shingles would be replaced. Ms. Seery responded that the full south side of the building would be replaced, along with random rotted shingles on the other sides. The chairman asked the members if they had any questions about the application – they had none; therefore,

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

VOTED: To recommend the application for consideration by town meeting and to approve \$24,500.00 in funding for the **exterior painting and replacement of rotting woodwork and shingles** at the **Council on Aging**.

Mr. Clarke, Ms. Cullity, 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.

B. The chairman then recognized Mr. Skip Aluisy, private citizen. Mr. Aluisy described his proposal, "**Tucker Preserve/Ludham's Ford Park landscape improvements**" – listed as project 12 on the agenda, and explained that the park has been in a constant state of neglect, so he and his neighbors have essentially taken on the role of caretaker of the property – disposing of trash, repairing picnic tables, painting over graffiti, etc... Mr. Clarke mentioned that there is currently a collaboration of folks from Hanover, Hanson, Pembroke and the Wildlands Trust to submit a grant for funds to create trails on this property. It was agreed by the members to increase the funds request to \$10,000.00 to sufficiently cover the costs for a phase I of what appears to be a multiphase project. The chairman asked the members if they had any questions about the application – they had none; therefore,

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

VOTED: To recommend the application for consideration by town meeting and to approve **\$10,000.00** in funding for **phase I to improve landscaping at Ludham's Ford**, to be overseen by the **Pembroke Department of Public Works**.

Mr. Clarke, Ms. Cullity, Mr. Herrmann, Mr. Norton and Mr. Van Riper were in favor of the motion. Mr. Whitman abstained from voting. The chairman was present, but did not vote on the motion. Motion passed.

C. The chairman then moved discussion to the three applications for funding to make **improvements to the baseball fields on Mattakeesett Street**. The chairman asked the members if they had any questions about the applications – they had none; therefore,

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

VOTED: To recommend the applications for consideration by town meeting and to approve **\$6,800.00** in funding for **installation of dugout roofs of field D** (submitted by Pembroke Youth Baseball (PYB)), **\$6,800.00** in funding for the **installation of dugout roofs on field E** (submitted by PYB) and **\$12,500.00** in funding for **dugout improvements on the high school field** (submitted by the town administrator) at the Mattakeesett Street baseball fields.

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

D. The chairman then moved discussion to the two applications (listed as project 8, with \$20,300.00 requested, and project 9, with \$2,119.00 requested, on the agenda) submitted by the director of the recreation commission for funding to make **parking lot and guardrail improvements at the J.J. Shepherd ball field complex**. The chairman asked the members if they had any questions about the applications – they had none; therefore,

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

VOTED: To recommend the applications for consideration by town meeting and to approve **\$22,419.00** in funding for **parking lot and guardrail improvements at the J.J. Shepherd ball field complex**.

Mr. Clarke, Ms. Cullity, Mr. Herrmann, Mr. Norton, Mr. Van Riper and Mr. Whitman were in

favor of the motion. Motion passed unanimously.

E. The chairman then moved discussion to the application submitted by the town administrator for the **replacement of the fence at Little Sandy Beach** - listed as project 7, with \$8,000.00 requested. The chairman asked the members if they had any questions about the application – they had none; therefore,

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

VOTED: To recommend the applications for consideration by town meeting and to approve **\$10,000.00** in funding for **fence replacement at Little Sandy Beach**.

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

F. The chairman then moved discussion to the **Fire House Pantry** application, listed as project 13 on the agenda. As the application is not in a complete form, the chairman recommended that the committee take no action on it at this time and defer a vote until more information is received.

G. The chairman then moved discussion to the application submitted by the DPW for **repair of headstones and stone walls** at four of the cemeteries in town, listed on the agenda as projects 1-4, with a total of \$100,000.00 requested. After discussion about the prioritization of these projects, Mr. Whitman, DPW Commissioner, asked the committee to consider application 2 for improvements at Mount Pleasant Cemetery and application 3 for improvements at Center Street Cemetery for this round of funding and defer application 1 for improvements at Pine Grove Cemetery and application 4 for improvements at Brigg's Burial Ground. The committee members agreed to this approach. The chairman asked the members if they had any questions about the application – they had none; therefore,

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

VOTED: To recommend the applications for consideration by town meeting and to approve **\$25,000.00** in funding for **repair of headstones and stone walls at Mount Pleasant Cemetery** and **\$25,000.00** in funding for **repair of headstones and stone walls at Center Street Cemetery**.

Mr. Clarke, Ms. Cullity, Mr. Herrmann, Mr. Norton and Mr. Van Riper were in favor of the motion. Mr. Whitman abstained from voting. Motion passed.

III. Final bills

A. The chairman presented a final invoice submitted by Joe Sullivan of PYB on behalf of Stewart Fence Company for fencing on field A 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. Herrmann that was seconded by Mr. Whitman, it was –

VOTED: To accept and pay the final invoice, in the amount of \$1,840.00, submitted by Mr. Sullivan.

Mr. Clarke, Ms. Cullity, 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.

B. The chairman presented a final invoice submitted by Mr. Stephen Herrmann on behalf of Lortie & Sons Construction for roofing at the East Pembroke Community Club. Mr. Herrmann informed the committee of the fact that this bill exhausts the funds in the phase I grant and also uses

\$10,824.55 from the phase II grant. The chairman asked if there was further discussion regarding the final bill or the project itself - there was no discussion; therefore,

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

VOTED: To accept and pay the invoice, in the amount of \$18,324.00, submitted by Mr. Herrmann.

Mr. Clarke, Ms. Cullity, Mr. Norton, Mr. Van Riper and Mr. Whitman were in favor of the motion. Mr. Herrmann abstained from voting. Motion passed.

IV. Closure of accounts

A. The chairman then explained that two projects are complete and he would like to instruct the town accountant to close the accounts and revert the remaining funds to the account(s) of origin. The chairman asked if there was discussion regarding the accounts – there was no discussion; therefore,

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

VOTED: To direct the administrative assistant to ask the town accountant to revert remaining funds to the account(s) of origin and close the project accounts.
1. Pine Grove Cemetery, phase II (FY14) – remaining balance of \$50.00
2. Mt. Pleasant Cemetery (FY16) – remaining balance of \$280.00

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

B. The chairman then moved discussion to the boat ramp project. He explained that although there is \$8,644.43 remaining in this account, the project is complete. He asked that the committee consider directing the town accountant to close the account and revert the remaining funds to the account of origin.

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

VOTED: To direct the administrative assistant to ask the town accountant to revert remaining funds to the account of origin and close the project account.
3. Boat ramp (FY16) – remaining balance of \$8,644.43

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

There was then discussion regarding the next meeting to be scheduled for the committee. Members agreed that a meeting should be held on Thursday, February 9, 2017 at 7:30 PM.

There being no further discussion or votes, the meeting adjourned at 9:23 PM.

Respectfully submitted,

Rachel Michael, Administrative Assistant
Community Preservation Committee