



COMMUNITY PRESERVATION COMMITTEE
Minutes of the meeting of
April 6, 2017
Pembroke Town Hall, Room 13

Disclosure: These minutes are not verbatim – they are the administrative agent's interpretation of what took place at the meeting.
All materials presented during this meeting are available in the Pembroke Conservation Commission office.

Open Meeting Law, G.L.c. 30A § 22.

Agenda – May include topics not reasonably anticipated by the chairman at time of posting of the meeting.
Open Meeting Law, G.L.c. 30A § 20.

Mr. Brian Van Riper, Chairman, opened a meeting of the Community Preservation Committee at the Pembroke Town Hall in Room 13 at 7:32 PM on Thursday, April 6, 2017. Other members present were Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann and Mr. Paul Whitman. Members not in attendance were Mr. Robert Clarke and Mr. Matthew Norton. Also in attendance were Mr. John McKeown, Director of the Pembroke Housing Authority, Mr. Otis Hathon, Architect, and Ms. Rachel Keller, Administrative Assistant to the Pembroke Community Preservation Committee.

I. New business

A. Applications for funding

1. The chairman asked for discussion regarding the applications for funding submitted by the director of the Pembroke Housing Authority for roof replacement and a backup generator at the MacDonald Way housing development. Mr. John McKeown, Director of the Pembroke Housing Authority, explained that the roof replacement is necessary, especially considering the age of the current roofing – estimated to be over 30 years old. Power for continuous on-site sewer operation was named as one of the important needs related to request for a backup generator. The chairman asked the members if they had any questions for the director. It was asked whether the federal government provided any funding for the projects; the director mentioned the authority received very little funding for the development and there has been nothing received for these projects specifically. There were no further questions; therefore,

Upon motion made by Ms. Cullity and seconded by Mr. Herrmann, it was –

VOTED: To recommend the application for consideration by town meeting and to approve \$15,000.00 in funding from the community housing account for a **backup generator at the MacDonald Way community housing development.**

Materials or other exhibits used by the public body in an open meeting are available to the public, within 10 days, upon request.

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

Upon motion made by Ms. Cullity and seconded by Ms. Crossley, it was –

VOTED: To recommend the application for consideration by town meeting and to approve \$100,000.00 in funding from the community housing account and undesignated reserves for **roof replacement at the MacDonald Way community housing development.**

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

II. Old Business

A. The chairman asked Mr. Otis Hathon to present his findings regarding the **Firehouse food pantry**. Mr. Hathon's recommendations include weather-stripping, insulation, raising of the floor (including encapsulation of the asbestos flooring currently there) and ceiling/roof, kitchen repairs, windows and doors.

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

VOTED: To recommend the application for consideration by town meeting and to approve \$45,000.00 in funding for **restoration of the Firehouse food pantry.**

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

B. The chairman then moved discussion to the invoice submitted by Mr. Hathon.

Upon motion made by Mr. Whitman and seconded by Ms. Crossley, it was –

VOTED: To pay the invoice submitted by Mr. Hathon for professional services in the amount of \$1,450.00.

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

C. The chairman then presented the newly formatted "Completed Projects" budget sheet to the committee members and informed them that the additional budget pages will be formatted similarly.

III. Minutes

A. The chairman asked for discussion regarding the draft meeting minutes of March 2, 2017, which were submitted to the committee for review and approval by the administrative assistant. There was no discussion; therefore,

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

VOTED: To accept and approve the meeting minutes, as written, of March 2, 2017.

Materials or other exhibits used by the public body in an open meeting are available to the public, within 10 days, upon request.

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

There being no further discussion or votes, the meeting adjourned at 8:37 PM.

Respectfully submitted,

Rachel L. Keller
Administrative Assistant

Materials and Exhibits

Application for funding from the Pembroke Housing Authority for backup generator at MacDonald Way
Application for funding from the Pembroke Housing Authority for new roof at MacDonald Way
Proposal (including drawings) submitted by Mr. Otis Hathon for restoration of the Firehouse food pantry
“Completed Projects” budget sheet
Draft minutes of the March 2, 2017 meeting

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