



## COMMUNITY PRESERVATION COMMITTEE

### Minutes of the meeting of

September 28, 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 7:30 PM on Thursday, September 28, 2017. Other members present were Mr. Robert Clarke, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Daniel Pelletier and Mr. Paul Whitman. Members not in attendance were Ms. Carolyn Crossley and Mr. Matthew Norton. Also in attendance was Ms. Rachel Keller, Administrative Assistant to the Pembroke Community Preservation Committee.

### I. Minutes

- A. The chairman asked for discussion regarding the draft meeting minutes of August 28, 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 Mr. Whitman and seconded by Mr. Clarke, it was –

**VOTED:** To accept and approve the meeting minutes of August 28, 2017.

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

### II. Administrative Business

- A. Payment voucher payable to CertaPro Painters for shingle work and painting done at the Council on Aging building -

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

**VOTED:** To accept and approve the final invoice payable to CertaPro Painters, in the amount of \$4,134.00, for shingle work and painting completed at the Council on Aging building.

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

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

### III. New Business

#### A. Proposed sign for Luddam's Ford Park

1. There was discussion about the proposed sign and the fact that the spelling error would need to be corrected. The members agreed that the proposed sign was appropriate, as it matches the existing sign on the Hanover side of the park and its appearance is fitting for the site. There was further discussion about additional signage at the park and pamphlets to inform the members of the public about the public lands that they might not be aware of. The members agreed this should be discussed more thoroughly at the next scheduled meeting. There was no further discussion; therefore,

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

**VOTED:** To approve the design of the sign as proposed by Signs By Design, with the spelling error corrected – to read “Commission” rather than “Comission.”

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

### IV. Old Business

- A. Discussion about the letter from Ms. Peg Struzik regarding the flooring at the Firehouse food pantry – administrative assistant was instructed to forward Ms. Struzik's letter to Mr. Otis Hathon and the town administrator to request that the flooring be moved to priority status.
- B. Review of budget sheets – the chairman reviewed the first three pages of the five-page budget document. Discussion included the total funds received in CPA surtax revenue and the distribution of funds to projects that have been completed and the projects that currently remain outstanding. Pages 4 and 5 of the budget document will be released at the next scheduled meeting.
- C. Discussion regarding the approval/payment of final bills – the chairman explained that it is difficult to get final bills paid in a timely fashion due to the problem of the frequent inability of obtaining a quorum for a meeting. There was discussion about final authorization for payments submitted for projects being overseen by a town entity.

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

**VOTED:** To allow the town entity that is overseeing a public project to give the approval (via letter or email) to pay a final bill, rather than waiting for a meeting of the committee. Will require signature of administrative assistant on payment voucher.

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

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

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**VOTED:** To authorize the administrative assistant to solicit approval for final payments for private projects via email to the members. Upon receipt of five affirmative responses, a final bill shall be paid. Will require signature of administrative assistant on payment voucher.

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

There being no further discussion or votes, the meeting adjourned at 9:13 PM.

Respectfully submitted,

Rachel L. Keller  
Administrative Assistant

Materials and Exhibits

Email and drawing for proposed sign at Luddam's Ford Park

Budget sheets

Payment voucher for CertaPro Painters for work done at the Council on Aging building

Draft minutes of the August 24, 2017 meeting

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