

**TOWN OF PEMBROKE  
MASSACHUSETTS**

**COMMUNITY PRESERVATION COMMITTEE**

**MEETING MINUTES**

**January 21, 2016**

Mr. Brian Van Riper, Chairman, opened a meeting of the Community Preservation Committee at the Pembroke Town Hall in Room 13 at 7:31 PM on Thursday, January 21, 2016. Other members present were Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, and Mr. Matthew Norton. Absent from the meeting were Ms. Diane Beauchesne and Mr. Paul Whitman. Also in attendance was invitee, Mr. John McKeown, Executive Director of the Pembroke Housing Authority and Mr. Otis Hathon, Cobb Library trustee.

The chairman invited Mr. McKeown to address the committee. Mr. McKeown explained that he was present at the meeting to submit four bills (final bills) for payment from work done at Kilcommons Drive and Mayflower Court for the intercom installations. The invoices were presented as one final bill payable to the Pembroke Housing Authority, as payments were already made by the Authority to the contractors. The chairman asked if there was discussion regarding the final bills submitted for payment submitted by Mr. John McKeown, Executive Director of the Pembroke Housing Authority. There was no discussion; therefore,

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

**VOTED:** To accept and pay the invoices submitted by Mr. John McKeown as follows: Pembroke Housing Authority - \$12,907.37 (invoice submitted by Cardno/ATC in the amount of \$1,731.67; City Lock in the amount of \$7,507.50 and \$3,172.50; and Hanover Lock & Security Services, Inc. in the amount of \$495.70).

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

Mr. McKeown then discussed the details of the application for funding that he submitted for the committee's approval. The scope of work is to include removal and replacement of the existing fire alarm system at Kilcommons Drive, which is obsolete and dysfunctional, with a new radio-controlled system. Total request for funding - which includes engineering costs, bid packages and administrative - amounts to \$100,000.00. Ms. Lisa Cullity asked about CO2 detectors, as they were not listed on the equipment needed for the project, and the sufficiency of the current wiring. Mr. McKeown informed the committee that currently CO2 detectors are in each unit and that the existing wiring should be sufficient. Ms. Carolyn Crossley stated that the project would probably not be eligible for funding based on the premise that the fire alarm system was being upgraded to protect the elderly. Although that is a worthy cause, Ms. Crossley indicated it was her understanding that CPA funds for affordable housing needed to support or protect the affordable housing, not the occupants, as had been previously discussed with regard to the application for a generator submitted by the police chief several years ago. Ms. Crossley further indicated that if the committee found that the fire alarm system would protect the affordable housing itself, it may be an allowable use. She suggested consulting the regulations for direction. There was no further discussion; therefore,

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

**VOTED:** To recommend Mr. McKeown's application for consideration by town meeting and to approve \$100,000.00 (from FY16 housing/annual revenue) in funding for the project.

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

Following the vote, Mr. McKeown departed the meeting and the chairman then invited Mr. Otis Hathon to address the committee. Mr. Hathon first discussed the application submitted for funding for Phase III at the Cobb Library. Project to include siding and painting. There was no further discussion; therefore,

Upon motion made by Mr. Stephen Herrmann and seconded by Ms. Carolyn Crossley, it was –

**VOTED:** To recommend Mr. Hathon's application for consideration by town meeting and to approve \$45,000.00 (from FY16 historic/annual revenue) in funding for the project.

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

The chairman then moved discussion to the proposal submitted by Mr. Hathon for repairs to the Harry M. Woods Memorial Bandstand in the town center. Project scope includes replacement of rotting beams. Ms. Crossley asked which account the funds would be allocated from if the project were passed by town meeting. The chairman suggested it be submitted as a recreation project. Mr. Norton offered assistance with application submittal. Application will be discussed at next scheduled meeting.

The chairman then asked Mr. Hathon for his proposal for restoration of the GAR Hall. The scope of work includes items such as removal of asphalt roofing shingles and installation of red cedar shingles; copper ridge and hip board accessories; replacement windows; repair of foundation sections; paint; replacement gutters and downspouts; signage; and landscaping. Mr. Hathon's construction cost estimate totals \$134,218.00 (Phase I - \$25,408.00; Phase II - \$84,459.00; and Phase III - \$24,351.00). The chairman discussed the status of the deed for the property. Ms. Crossley asked who the applicant would be for the project – the chairman said the town would be the applicant. Timeline was discussed and Mr. Hathon stated that the project could be completed between July 1 and November 1. Mr. Hathon said he will send in an updated application for the committee's next scheduled meeting. There was no further discussion; therefore,

Upon motion made by Ms. Lisa Cullity and seconded by Mr. Matthew Norton, it was –

**VOTED:** To recommend Mr. Hathon's application for consideration by town meeting and to approve \$135,000.00 (from FY16 historic/annual revenue) in funding for the project. No funds to be released until deed recorded as granted to the Town of Pembroke.

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

Following the vote, Mr. Hathon departed the meeting and discussion was then directed by the chairman to the application submitted by Mr. Joseph Sullivan of Pembroke Youth Baseball. The request for funds is in the amount of \$9,200.00 and the scope of work includes the replacement of fencing at McPhillips field at the Mattakeesett Street baseball fields. There was no further discussion; therefore,

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

**VOTED:** To recommend Mr. Sullivan's application for consideration by town meeting and to approve \$9,200.00 (from FY16 recreation) in funding for the project.

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

The chairman then gave an update about the status of the Lage Preserve land purchase. Currently, there is still no executed purchase and sale agreement. The chairman would like the town to gain possession of the land; however, it appears the owner of the land is now, perhaps, unwilling to part with it. The chairman would like to make a request for return of funds, in the amount of \$500,000.00, if it is determined that a deal cannot be reached in the near future. The discussion will be resumed at the committee's next scheduled meeting.

The chairman then asked for discussion regarding the draft meeting minutes of September 24, 2015, which were submitted to the committee for review and approval by the administrative assistant. There was no discussion; therefore,

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

**VOTED:** To accept and approve the meeting minutes, as printed, of September 24, 2015.

Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann, Mr. Matthew Norton and Mr. Brian Van Riper were in favor of the motion. Motion passed.

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 11, 2016 at 7:30 PM.

There being no further discussion or votes, the meeting adjourned at 9:05 PM.

Respectfully submitted,

Rachel Michael, Administrative Assistant  
Community Preservation Committee