

**TOWN OF PEMBROKE
MASSACHUSETTS**

COMMUNITY PRESERVATION COMMITTEE

MEETING MINUTES

May 19, 2016

Mr. Brian Van Riper, Chairman, opened the annual hearing of the Community Preservation Committee (CPC) at the Pembroke Town Hall in Veteran's Hall at 7:03 PM on Thursday, May 19, 2016. Other members present were Mr. Robert Clarke, Ms. Carolyn Crossley, Ms. Lisa Cullity, Mr. Stephen Herrmann and Mr. Matthew Norton. Members not present were Diane Beauchesne and Paul Whitman. Also in attendance was Pembroke Chief of Police, Richard Wall, Pembroke Fire Chief, J. Michael Hill, Council on Aging Director, Anna Seery, and First Church of Pembroke Trustee, Scott Healy.

The chairman asked for a motion to open the public hearing.

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

VOTED: To open the public hearing.

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

The chairman acknowledged Mr. Richard Wall, Pembroke Chief of Police, and Mr. J. Michael Hill, Pembroke Fire Chief, and asked if either gentleman had any business to bring before the committee. Chief Wall spoke about the purchase of the "Benson property." He discussed the details about the property and mentioned that there are wetlands and conservation areas that might be of interest to the CPC. He also mentioned that he hopes that the committee would be willing to try to form a coalition with the police and fire departments, other town entities and residents alike to be sure the property is utilized and developed with the best interests of the town at the forefront. Mr. Herrmann spoke about the potential of repurposing the Turner House, which is currently on the property, as office space for the town. He stated that he has a report about the property, its condition and its potential and will forward it to Chief Wall for review. Mr. Norton asked what CPA funds could be utilized for regarding the property as a whole. Ms. Crossley responded that CPA funds could be used for the wetlands on the property and for the preservation of the Turner House. However, she mentioned that the problem discussed in the past, regarding the Turner House, is that funds may be used to refurbish and preserve it, but there has not been much interest from the public in someone volunteering to be the caretaker of the property. Ms. Cullity pointed out that there has not been much solicitation for the position. The chairman informed the chiefs they could submit an application for funding at any time prior to August for consideration for the special town meeting.

The chairman then recognized Ms. Anna Seery, Council on Aging Director, and asked what business she had to bring before the committee. Ms. Seery mentioned that the Council on Aging building is in need of some attention and that she was in attendance to get some information about the application process. The chairman explained the application process to her and invited her to submit an application for funding for review prior to August.

The chairman then acknowledged Mr. Scott Healy of the First Church. Mr. Healy stated he was in attendance to ask if the committee was in need of any additional information to accompany the application he submitted for additional funds for the project at the First Church. The chairman informed Mr. Healy that no additional information is needed to process his application and it will be reviewed and voted on in August.

The chairman asked if there was any further discussion. There was no discussion; therefore,

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

VOTED: To adjourn the public hearing at 7:32PM and continue with a regular meeting of the committee.

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

The chairman then moved discussion to his recommendation of increase in salary for the committee's administrative assistant. His suggestion is to increase the rate of pay from \$20.00 per hour to \$25.00 per hour. He informed the members that his recommendation is based on the administrative assistant's performance, but was open to debate. Ms. Cullity stated that no other town employee, including union employees, received a pay raise equivalent to the increase proposed by the chairman. Mr. Norton mentioned that he recently participated in a study regarding the salary of recreation directors when deciding what salary increase was appropriate for Pembroke's director – he thought the same strategy would be helpful in this instance. Mr. Clarke asked if the administrative assistant receives any other benefits or if the hourly rate is the only compensation. The chairman responded that the only compensation is the hourly rate. Ms. Cullity and Mr. Clarke suggested the administrative assistant contact her counterparts in the area to inquire about their job duties and salary. The chairman directed the administrative assistant to contact area counterparts to obtain the job specific information needed to assess the appropriateness of his salary increase recommendation. Discussion will be deferred to the next meeting.

The administrative assistant was also instructed to prepare current budget documents for disbursement at the next regularly scheduled meeting.

Mr. Norton gave an update regarding the fields behind the recreation building in the center of town. It is the hope of the Recreation Commission to refurbish the fields and transform them into one lacrosse field and three flag football fields.

The chairman then asked for discussion regarding the draft meeting minutes of February 18, 2016, which were submitted to the committee for review and approval by the administrative assistant. There was no discussion; therefore,

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

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VOTED: To accept and approve the meeting minutes, as printed, of February 18, 2016.

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

The chairman then formally introduced and welcomed Mr. Clarke to the committee.

There being no further discussion or votes, the meeting adjourned at 8:09 PM.

Respectfully submitted,

Rachel Michael, Administrative Assistant
Community Preservation Committee