

**Town of Kingston
Community Preservation Committee**

MINUTES
August 11, 2009

Chairman LaBrache opened the meeting of the Community Preservation Committee held on August 11, 2009 at 7:12 pm in room 202 at the Town House, 26 Evergreen Street, Kingston, MA.
Present: Craig Dalton, Pine duBois, Mathew Hamilton, John LaBrache, Ken Moalli and Bill Underhill
Absent: Vickie Benassi, David Gavigan and Jason Lelio

Upon motion by Ms. duBois and seconded by Mr. LaBrache, following discussion and a 5-0-1 vote, it was

VOTED: to accept the minutes of July 14, 2009 as written

Mr. Moalli abstained.

Mr. Underhill informed the Committee he has submitted his resignation from the CPC effective at the close of this meeting. The Conservation Commission has appointed Marilyn Kozodoy as the new member to the CPC. Mr. Dalton thanked Mr. Underhill for his time and dedication to the Town while serving on the CPC.

Ms. duBois presented a signed schedule of \$40,000 payable to Jones River Landing Environmental Heritage Center. She requested the Committee sign off on the schedule and have it ready to go pending approval from Mass. Historic Commission approval of the Preservation Restriction. The Kingston Historical Commission and Board of Selectmen must also approve Preservation Restriction.

Mr. LaBrache indicated this is the same issue as the Habitat for Humanity payment. The Accountant will not make payment without the Preservation Restriction in hand.

Upon motion by Mr. Underhill and seconded by Mr. Hamilton, following discussion and a 6-0-0 vote, it was

VOTED: to sign schedule for \$40,000 payment to Jones River Landing Environmental Heritage Center and hold pending approval of the Preservation Restriction by the Kingston Historical Commission and the Board of Selectmen.

The Committee established future meeting dates as follows: 9-15-09 (replaces the meeting previously schedule for 9-22-09), 10-13-09, 11-10-09 and 12-8-09.

Ms. duBois updated the Committee on the Triphammer Park Project. Goodwin & Proctor is working on the documents needed for the Purchase and Sales Agreement. Some money (approximately \$10,000) would be used on preparing the land for sale. Town Counsel has indicated this money should be non refundable and would like to see that amount taken out of the CPA Administrative Fund. Ms. duBois asked for Committee support in taking \$8400 for appraisal and other fees from CPA Administrative Fund to be deducted from \$60,000 purchase price.

Mr. Moalli stated it was an appropriate use of Administrative Funds and we have done it before but he is hesitant on co-mingling of funds.

Mr. LaBrache indicated the Committee has the authority to spend Administrative Funds any way they choose. The \$8400 is targeted for Open Space and will never get back to the Administrative Fund line item. He would like motion worded so that it is clear the Administrative Fund will not be reimbursed.

Ms. duBois pointed out that the only way the \$8400 actually comes out of the Administrative Fund is if the Town reneges on the deal.

Upon motion by Mr. Underhill and seconded by Mr. Moalli, following discussion and a 5-0-1 vote, it was:

VOTED: to express the sense of the Committee to support covering costs, up to \$10,000, from the CPA Administrative Fund; not to be reimbursed to the Administrative Fund; for appraisal and other fees in the purchase of Triphammer Park Property.

Ms. duBois abstained.

Committee Reorganization: Upon motion by Mr. Hamilton and seconded by Mr. LaBrache, Mr. Moalli was nominated as Vice-Chairman.

Upon motion by Mr. Underhill and seconded by Ms. duBois, nominations were closed. Following discussion and 5-0-1 vote, it was:

VOTED: Mr. Moalli as Vice Chairman of the Community Preservation Committee

Mr. Moalli abstained

Mr. Dalton indicated he would like to see some changes in the criteria rating system used for projects. He would prefer if each specialty representative do the specific criteria rating on their own then share with the Committee. He feels members don't have the complete knowledge necessary to rate projects properly. It will draw the process out but will provide for a better ranking system.

Mr. Moalli pointed out that the specific criteria rating sheets are very objective and could be completed when the applicant is being interviewed. That way, members could ask specific questions of the applicants to fulfill the criteria sheet.

Mr. Underhill would like to see the Committee go over the sheet together in order to reduce differing interpretations. He would like to be more conversant with the applicant regarding rating questions.

Mr. Moalli questioned whether the applicants should have the criteria sheets available to them prior to filing the application.

Mr. LaBrache stated each member scores projects differently depending on who they are and that is an important part of the process. He does not want to mess with the process too much.

Mr. Hamilton suggested the best solution is for members to have the scoring sheets in front of them during applicant presentations and interviews. He suggested that if representatives from Committees wanted to tighten up their individual criteria, then they should take that back to their Boards/Committees.

Mr. Dalton asked representatives to review sheets with their Boards/Committees and make necessary changes to be reviewed at the next meeting.

Mr. Dalton asked the Committee for input on current application.

Ms. duBois indicated that as an applicant during the past two years, the second year was less redundant but it was still thorough. Although it is still a lengthy process, it is justifiable. She suggested there could be more guidance upfront, encouraging applicant to provide a fully developed application and to be thorough.

Mr. Moalli would like to see more detailed budget information including information of funding from other sources.

Upon motion by Mr. Hamilton and seconded by Ms. duBois, following discussion and a 6-0-0 vote, it was:

VOTED: to use the same application for the FY2011 application process and to provide a press release announcing applications available as of 9/1/09.

It was reported that Mr. LaBrache and Priscilla Brackett are currently working on updating the CP3 report for the DOR.

Status Update of Projects: Mr. Dalton questioned progress of Preservation Restrictions for both the Reed Building and Faunce School. Mr. Moalli will follow up on the Reed Building and Mr. Dalton will follow up with Nancy Howlett regarding the Faunce School.

Ms duBois requested signage for the Marshall Joyce Wildlife Property. Mr. LaBrache will provide her with a sign.

Mr. LaBrache indicated the Town Clerk had inquired about funding for digitizing future years of Town Reports. She did not use entire \$9000 and would like to use remainder of funding.

Mr. Dalton indicated she should turn money back in and reapply for 5 years of funding for preserving future reports. Mr. LaBrache will follow up with Town Clerk and inform her of need to reapply.

Upon motion by Mr. Moalli and seconded by Mr. LaBrache, the meeting was adjourned at 8:26 pm.

Future Meetings: September 15, 2009 at the Town House, Room 203 at 7pm
October 13, 2009 at the Town House, Room 101 at 7pm
November 10, 2009 at the Town House, Room 101 at 7pm
December 8, 2009 at the Town House, Room 101 at 7pm

Respectfully Submitted,

Priscilla W. Brackett
Secretary