

Approved October 24, 2019



Town of Duxbury Community Preservation Committee

TOWN CLERK
2019 OCT 31 AM 10:30
DUXBURY, MASS.

Minutes of January 17, 2019

The Community Preservation Committee (CPC) met on Thursday, January 17, 2019 at 8:15 AM in the Mural Room at the Duxbury Town Hall.

Members Present: Holly Morris; Cynthia Ladd Fiorini; Tony Kelso; Kathy Palmer; Terry Vose

Members Absent: Stephen McCarthy; Sarianna Seewald

Staff Present: Joe Grady; CPC Administrator; Susan Ossoff, CPC Administrative Assistant

The meeting was called to order by Chair Holly Morris at 8:25 am.

OPEN PROJECTS UPDATES

Terry Vose mentioned that he hoped the CPC could consider using some administrative funds for the Tinkertown Historic Survey if there are funds left later in the fiscal year; he believes it would cost approximately \$12,500.

Holly Morris said for the Bay Management signs, a draft sign has been printed. Kathy Palmer said the Open Space Committee is doing a field trip to Tidmarsh. Cynthia Ladd Fiorini said work on the ballfield dugouts has begun with trees being taken down.

Joe Grady said that installation of more than 80 concrete bounds has been completed on various parcels of land, and Conservation Restriction plans are being drawn. Two draft CRs for parcel groups are done and there is one more group to be done which will be worked on with Mass Audubon. The next project is to try to bring a farmer onto the DeLorenzo parcel in the future.

PROJECT SUBMITTED FOR 2019

The Finance Committee is meeting with CPC on February 14 at the Senior Center at 7:00 pm; the meeting with the Board of Selectmen is February 25 at 7:00 pm.

Church Records Preservation: Holly Morris had a discussion with Carol Robison about the need to develop an agreement. Holly Morris also spoke to Town Counsel who recommended a 20 to 30 year agreement and that the books be required to be insured with the Town considered an additional insured. Tony Kelso asked where the books will be housed, and Holly Morris said the Historical Society will store them in the Wright Building which is climate controlled but not fireproof. Kathy Palmer commented that there was discussion of taking the books on the road, but that public records are not normally taken out for travel; Holly will check with Town Counsel about this. The records will be provided to the Town Clerk on microfilm as required by the state. The request for this project was \$15,000 but Holly Morris is recommending increasing it to \$16,000 to cover the additional costs of microfilming.

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.

On a motion by Cynthia Ladd Fiorini, seconded by Kathy Palmer, it was voted 5-0 to increase the funding for the Church Historical Records project to \$16,000.

Housing Authority Improvements: Holly Morris received a call from Diane Bartlett of the Affordable Housing Trust who is concerned about using CPA money to repair state buildings. Holly Morris said this is Section 8 housing for Duxbury residents and there is a DHCD letter that supports using CPA money for this type of work.

Green Harbor Signs: Joe Grady said this project will be paid for using Conservation Commission funds.

TOWN MEETING PREPARATION

Town Meeting is March 9. Holly Morris won't be here on Saturday of Town Meeting, so she needs a backup person to be prepared to respond to questions about the projects if these articles come up on Saturday. Tony Kelso volunteered to be the backup.

PLANNING FOR ANNUAL PUBLIC HEARING

The meeting with the Board of Selectmen on February 25 will be posted as the CPC's annual Public Hearing.

ADMINISTRATIVE MATTERS

Invoices and Requisitions Approved Since Last Meeting:

The following Requisitions for purchase orders and invoices have been signed for by Holly Morris since the last meeting on behalf of the CPC:

Requisitions:

- Green Acres Landscaping for \$24,366 for ballfield dugout concrete pads
- Kofile Technologies for \$22,915 for Town Clerk records preservation project

Invoices:

- Invoice #1800 From Javatime Design for sign design for the Bay Management Sign project in the amount of \$999.
- Invoices #224908 and #225206 from Kofile Technologies in the amount of \$22,915 for the Town Clerk Records project.
- Invoices #119010 for \$227 and #118405 in the amount of \$2120.50 from KP Law for legal work for the DeLorenzo project.
- Invoice #4784 from Morse Engineering in the amount of \$26,560 for surveys and bounds for the Merry, Delano, and Williams projects.

Minutes

On a motion by Cynthia Ladd Fiorini, seconded by Terry Vose, it was voted 5-0 to approve the minutes of September 13, 2019 with minor editorial corrections.

On a motion by Cynthia Ladd Fiorini, seconded by Terry Vose, it was voted 5-0 to approve the minutes of October 18, 2019.

On a motion by Cynthia Ladd Fiorini, seconded by Terry Vose, it was voted 5-0 to approve the minutes of November 1, 2019.

Approval of old Executive Session Minutes

A folder of older Executive Session minutes was found and it was unclear whether they had ever been approved for release. The Town Clerk recommended having the CPC vote to release the minutes.

Cynthia Ladd Fiorini made a motion to release the following Executive Session minutes from January 8, 2003 until December 4, 2008:

January 8, 2003
April 17, 2003
May 15, 2003
August 7, 2003
September 18, 2003
September 9, 2004
October 7, 2004
November 18, 2004
January 20, 2005
March 31, 2005
September 15, 2005
September 29, 2005
October 27, 2005
November 10, 2005
December 1, 2005
December 15, 2005
January 5, 2006
February 16, 2006
March 30, 2006
September 13, 2006
July 27, 2006
August 17, 2006
September 21, 2006
February 1, 2007
April 12, 2007
June 7, 2007

August 2, 2007
August 23, 2007
September 6, 2007
September 20, 2007
October 4, 2007
October 18, 2007
November 8, 2007
November 29, 2007
December 20, 2007
January 3, 2008
January 24, 2008
May 8, 2008
July 31, 2008
December 4, 2008

The motion was seconded by Terry Vose the the motion carried by a vote of 5-0.

Blairhaven Project Closeout

Joe Grady said he prefers not to close this project out at this time, he wants to check if there are bounds at the property or whether bounds need to be installed.

ADJOURN

On a motion by Terry Vose, seconded by Tony Kelso, it was voted 5-0 to adjourn the meeting at 9:25 am.