

Community Preservation Committee

Minutes: June 6, 2016

City Council Hearing Room

Members Present:

James Souza, Antone Dias, Paul Machado, Alan Rumsey, Jason Caminiti

Members Absent:

Kenneth Pacheco, Matthew Burke, John Brandt, Mario Lucciola

Open Meeting Law:

Vice-Chairman, James Souza, read the Open Meeting Law Advisement.

Minutes:

A motion was made by Antone Dias to accept the minutes of the April 25, 2016 meeting. That motion was seconded by Alan Rumsey.

Result: Unanimously approved

New Business:

Vice Chairman James Souza introduced new Board member Jason Caminiti, the replacement Park Board representative.

Paul Machado suggested that a copy of the approved minutes be provided to the City's IT Director for posting on the website.

Administrative Assistant Report:

Administrative Assistant, Sandra Dennis, indicated that she would be seeking updates from each of the private projects.

Paul Machado noted that it appears that the Kozsuiscko Square project appears to be complete but he had never observed any signs at that location. Ms. Dennis indicated that she would be meeting

with Kenneth Pacheco, in his capacity as Director of Community Maintenance, to discuss the placement of signs at the various ongoing projects.

Ms. Dennis reported that the private projects have all started, Kozsciusko Square, Children's Museum, Historical Society, Lafayette-Durfee House, the Fire Museum and the Abbey Grill.

She did not have any information as to the status of the public projects and would seek an update.

Antone Dias questioned whether a CPA sign would be placed on the open space project within the Bio-Reserve. Some discussion took place that the signs would be, generally, located in places that are visible to a sufficiently large audience.

Public Input:

David Jennings, the Executive Director of the Lafayette/Durfee House, asked to address the CPC to provide an update on this project. Mr. Jennings told the Committee that not only was work ongoing but also that all issues involving the architect have been resolved and a contract has been entered into with restoration architect Richard Ventrone.

Antone Dias noted that there is a lot of moisture penetration and Mr. Jennings responded that this would in fact be a priority in this project.

City Council Finance Committee Update:

Paul Machado noted that he and Chairman, Kenneth Pacheco, had received invitations to address the City Council Finance Committee. He indicated that there were few questions. There was one comment about the Lafayette/Durfee House with one councilor stating that that would have been his most significant project. Paul Machado noted that there are so many historic preservation projects. James Souza added that not only are they so many projects, but most of the historic properties have been allowed to deteriorate. Paul Machado said that the finance committee appears to have approved the recommendations and it will likely be heard at the next City Council meeting on June 14m, 2016.

Alan Rumsey questioned the authority of the City Council as to the budget. Paul Machado said that he had reviewed the statute and the By-Law prior to the finance committee meeting and the statute allows the Legislative body to Approve, Reject or Reduce.

After some discussion, it was decided that since there were some questions last year, there should be representatives at the City Council meeting.

Financial Update:

It was noted that the Committee sent a letter to the City Treasurer inviting her to attend this meeting to explain the financial statements provided. She had responded through Ms. Dennis, that she was not available.

Antone Dias indicated that he was frustrated that the account fluctuates each time the Committee receives an update. He noted that the fluctuations do not reflect actual expenses or distributions.

Paul Machado indicated that the financial statements received contain a number of entries that are concerning. He noted that an entry entitled disbursement shows a \$600,000 expense, even though the actual project expenditures are little more than \$60,000.

He indicated that an expense of \$2,500 for legal services is concerning because that appears to be supplanting City services.

Paul Machado questioned the \$1,500 expense for postage. He asked Ms. Dennis how many letters she had mailed on behalf of the CPC and she responded none. Paul Machado did note that the CPC has sent multiple letters to the applicants, notifying them of both hearings and the results but he has donated the postage for all of these mailings. Jason Caminiti indicated that this amount would cover mailing 3,400 pieces.

Administrative Assistant, Dennis was asked how much office supplies she had been provided and she responded, perhaps a few note pads and folders, nothing which would approach the \$1,500 office supply entry.

Alan Rumsey noted that don't all expenses have to be approved by this Board. The statute requires that the CPC approve expenditures and then the requests are submitted to the City Council. The Board noted that it has never received receipts for many of these expenses.

Alan Rumsey said that the only expenses were the Administrative Assistant, the CPA dues, the publications and the signs.

Paul Machado suggested that we notify the City, the Administration and City Council of what is required by the statute.

Alan Rumsey noted that that other purchased services and supplies total \$14,000.

Sandy Dennis indicated that she did not know if any public project disbursements had been made. This is interesting since the Herald News has reported that the King Phillip Mill project was complete. The CPC never received any notification of this expense or a copy of the report.

Paul Machado moved that the Committee notify the City Administrator, the Treasurer's Office and City Council of what is required by statute, the efforts to obtain financial information and the inadequate and apparently inaccurate responses. The Motion was seconded by Alan Rumsey and unanimously approved.

Paul Machado suggested that we create a sub-committee to review this notification and Board members Alan Rumsey and Jason Caminiti volunteered.

Antone Dias noted that he has an Excel spreadsheet of all funds and projects. Paul Machado noted that unlike the City supplied documents, he had confidence in Mr. Dias' records.

Amendments to Applications:

James Souza suggested that improvements need to be made to the applications and more documentation should be required. Antone Dias noted that there is no follow-through with the Committee once the funds are approved. The King Phillip Mill project was cited as an example of a contract that was unilaterally changed.

Paul Machado noted that if there are changes necessary, it should come back to the Board. Alan Rumsey noted that once these projects are approved, neither the CPC nor the applicants are involved in the process.

Alan Rumsey suggested that the contracts include an oversight provision. Antone Dias agreed that more oversight on complex projects is needed.

Next Meeting Agenda:

The Committee agreed that the next meeting would be July 18, 2016.

The agenda would include the usual issues, Administrative Assistant Report, Budget Update and the following additional issues, Conflict of Interest Discussion, Changes to Application, and Annual Meeting agenda.

Adjournment:

A motion was made by Paul Machado, seconded by Jason Caminiti and unanimously approved to adjourn at 8:00 PM.

By: Paul J. Machado

Clerk
Community Preservation Committee
June 14, 2016