

Town of Hubbardston Community Preservation Committee

Minutes

Meeting of March 19, 2014

Meeting Opened at 7:04 PM

Present: Danielle Arakelian – Member at Large
Donna Farrell – Member at Large
Susan Fox – Member at Large
Vin Ritchie – Planning Board
Barbara Carpenter – Historical Commission
Dennis O'Donnell – Finance Officer / Housing Authority (Acting Chair)

1) Minutes

Motion: Vin - Second: Sanda
To approve the minutes of January 14, 2014 (after correction of one grammatical error)
Vote: Unanimous

2) Dues

Motion: Dennis - Second: Susan
To submit Community Preservation Coalition annual dues \$300, increased from \$250 last year.
Vote: Unanimous

3) Proposed letter to Town Administrator

Motion: Dennis - Second: Danielle
To have Jassy draft a letter to the Town Administrator to put a system of checks and balances in place. The CPC is requesting to view all invoices prior to payouts for the purpose of auditing for compliance with approved scope of projects.
Vote: Unanimous

4) May Meeting

Discussion of Open Space Committee Survey results indicating that members of the community would like to attend a future meeting for information on CPC purpose and projects. Committee members were agreeable to posting an invitation for the public to attend the May meeting for a Q&A session. Possible sites would be the school or the Senior Center. Refreshments TBD.

5) Housekeeping

Dennis reported that there have been no new project applications. An article will be presented at the annual town meeting to approve payment of \$15,000.00 for the second installment on the Playground Project. A special article will be presented to adjust the FY14 distribution, and FY15 Appropriation Article for \$58,855.00 anticipated from 23% matching CPA funds. At present, the estimated FY15 beginning balance is \$199,899.26.

6) Town Records Update

Memo from Town Clerk Joyce Green detailing progress of 4-phase project was distributed. The memo contains details of records to be restored. Phase One included 9 volumes of records, completed and returned by the restoration company. Payment of \$15,930 was made to KoFile per Warrant #10 on December 5, 2013. Copies of invoice and warrant were also provided. Phases Two & Three are near completion and should be received back in Town Clerk's office by April 1. Phase Four involves heavily used volumes that will need to be indexed prior to leaving the office. Project is within budget.

7) Tennis Court Update

Sanda reported that the engineer will view the site once the snow melts. The project will then go out for public bid, which is a 30 day process. Construction should begin in June and be complete in approximately 3 weeks. The courts will be between the playground and the skate part and may need to use some parking lot space in order to avoid cutting into the slope.

8) Historical Commission Update

Barbara reported that the Historical Commission is working with the Cemetery Commission regarding an historic granite post that has fallen over at the cemetery. Dennis asked that the Historical Commission decide at their next meeting whether or not they are able to complete the project they were awarded funds for in 2008 and send a letter to the CPC with their decision. The Historical Commission should consider returning the funding if there are no immediate plans for completion.

Next meeting May 21, 2014

Motion: Vin - Second: Sanda
To adjourn meeting @ 7:38 pm
Vote: Unanimous

Respectfully Submitted: Sheila Chicoine, Clerk

Approved:

