



CPC MEETING MINUTES
July 15, 2013
Scituate Public Library, Scituate

Members Present: Mrs. Lisa Halbower-Fenton, Chair, Mr. Joshua McKain, Mr. Rob McCarry, Mrs. Marla Minier, Mr. Harvey Gates, Mr. Frank Snow, Mr. Dave Smith, Mrs. Camille Wells

- Call to order 7:08 pm
- Acceptance of Agenda- Motion was made by Josh McKain. Second Dave Smith. All in favor.
- Acceptance of Minutes- Motion was made by Marla Minier. Second Dave Smith. All in favor.
- Introduction: Lisa introduced and welcomed our new committee member Camille Wells.
- Recreation Update: Rob McCarry presented an update on the Recreation project protocols to the committee. Priscilla explained the invoice process and informed Rob that the DPW may not want to manage the three Recreation Department projects. The Recreation Department will have to discuss project management with Town Hall. Dave Smith mentioned that the Recreation Department is asking Al Bangert to provide a template for RFP's. The department is also hoping that Al will be willing to shepherd them through the project process. Rob said that the SHS Athletic Complex project (lights) was on hold do to feasibility study.
- Website Project Update: Josh McKain has agreed to manage the CPC website. Lisa has assigned members projects which they will review and provide Josh with a brief update for the website. Lisa asked that the write ups read as if they were in a brochure not just as they were written for the Town Warrant. She wants an explanation of what has been completed on the project in the update. She would also like the dates of completion. The updates need to include: the title of the project, year it made the Town Warrant, date approved at Town Meeting, whether or not it is completed, and date completed. Lisa will email everyone the project list again. Josh will let Lisa know which projects are presently missing from the website. Lisa will advise Josh of any projects that are presently completed. The committee used two computers to review the website, discussed how the website is navigated, and reviewed past projects like the Teak Sherman Garden. Marla mentioned how Conservation Restrictions are holding up the completion of various Open Space projects. Lisa suggested that Marla paraphrase her Open Space projects by mentioning the Conservation Restriction. The committee felt that on the website



homepage that there should be mention of the fact that the Scituate CPA Fund is ranked 19th in the state and has received \$14.3 million in state funding. This money has been used to enhance the Scituate community. Lisa also wanted Josh to update the website with the names of new CPC members and thank the retiring members for their service. Lisa agreed to get the Town Warrant to put on the site. She would also like a section that says Latest News. This section could be used for posting information like "check out historicalscituatetrails.org and see the new trails and maps". The website needs to reflect all of the PC projects from the inception of CPC to the present (2012-2013). Lisa said that Josh can make any changes to the site which he deems fit.

- Request for Additional Copies of Conway Report: Frank Snow presented the committee with the brochure created by the Conway School which summarizes their report. It was a beautiful colored pamphlet that outlined usage for the Open Space properties purchased by CPA funds. Frank requested that CPC purchase 20 copies of the brochure to be used at Town Meeting and other areas like the library in order to show the community how these properties can be utilized. Marla felt that the brochure should be mentioned in the Scituate Mariner in the column "In a Round Town" by Nancy Mary Young. Marla wanted the brochure to be labeled saying, "This project was funded by CPA funds." Frank agreed to write a blurb for the CPC website along with an electronic copy. Frank said that Webster Printing, Ernie Foster will charge \$12.50 per copy. Dave asked that Frank check on the copy rights. He also wanted Frank to get in writing permission from the Conway School to copy it. Lisa made a motion, that CPC will fund \$12.50 per copy for 20 copies, totaling \$250 and will pay no more than \$300 for the Conway Report. The funding for these copies will come out of the CPC Administrative Fund. Marla Minier and Rob McCarry Second. All in favor.
- Old Business: Frank agreed to contact Cynde Robbins for an update on the status of the Higgins McAllister purchase. A family member became ill and the process was stalled. Frank also agreed to speak to Attorney Bill Orehenberg about moving the project forward.
- New Business- Lisa informed the committee that Janet Cornacchio from the Scituate Art Association will be presenting her application of Eligibility for the Ellis House at the August 19th meeting. Lisa asked that the committee understand the distinction between maintenance and preservation. CPA funds can only be used for preservation. The committee needs to be able to determine what appropriate preservation for a historical building is. Frank felt that the building needed a lot of work. He said that attached to the Ellis House is Conservation property and wondered if the two could be linked together to enhance usage and support maintenance.

Camille, Marla, and Rob gave Priscilla new phone numbers to update the committees contact list.

- Adjourn 8:15 pm. Motion by Rob McCarry. Second by Joshua McKain. All in favor.