

# GLOUCESTER COMMUNITY PRESERVATION COMMITTEE MEETING

Wednesday, June 22, 2011

6:30 p.m. – 3<sup>rd</sup> Floor Conference Room – City Hall

## MINUTES

**Present:** J.J. Bell, Bill Dugan, Karen Gallagher, Tom O’Keefe, Steve Phillips

**Absent:** Dan Morris, Stacy Randell, Sandy Dahl Ronan, Scott Smith

**Also Present:** Debbie Laurie, Acting Project Manager – [dlaurie@gloucester-ma.gov](mailto:dlaurie@gloucester-ma.gov)

**The meeting was called to order at 6:40 p.m.**

### Minutes

On a motion by Karen Gallagher and seconded by Bill Dugan the Minutes of May 25, 2011 CPC meeting were approved.

### AGENDA:

#### **Discussion of Project Manager:**

J.J. Bell introduced Debbie Laurie who currently works full time for Gloucester’s Grant Department. She will be the Acting Project Manager (PM) replacing Matt Lustig until she or another candidate is hired for the part time position of CPC’s PM.

Ms. Laurie gave us a brief background of her experience with the Grant’s Department and explained that her job description with that department will be revised in order to incorporate the duties of PM.

#### **Status of Budget Approval and City Hall Appropriation:**

The FY11 \$215,000 appropriation was referred by City Council to B&F on June 14th.

The FY12 CPA budget will be voted on within the next week as presented. There have been no recommended changes.

An additional \$215,000 will be appropriated out of the FY12 as well.

#### **Discussion of Questions for Applicants at Scheduled Hearings:**

Discussion ensued regarding the format of the Hearing as well as potential questions to be posed to the Applicants.

**It should be noted that J.J. Bell recused himself from discussion regarding the White Ellery project and will do so at all future Hearings and CPC meetings.**

The format will be as follows:

- An 8 minute presentation by the Applicant.
- Any person from the general public will then have 2 minutes to speak in support or in opposition to the project.
- Each CPC members will then have an opportunity to ask questions of the Applicant.

Debbie Laurie will email the applicants to inform them of the format of the Hearing.

**Site Visit Scheduling:**

Following the Applicant's presentation at each Hearing, they will be asked to schedule a site visit of the project for the members of the CPC.

**Next Meetings:**

Tuesday, June 28, 2011 at 6:00 p.m. at the Friends Room, Sawyer Free Library.

Tuesday, July 19, 2011 at 6:00 p.m. at the Friends Room, Sawyer Free Library.

Wednesday, July 27, 2011 at 6:00 p.m. at the 3<sup>rd</sup> Floor Conference Room, City Hall

**Other Business:**

Debbie Laurie will check on the status of the CPC signage at each the previously funded projects.

Debbie Laurie will make sure that the outstanding bill for the CPC signage is paid.

**Adjournment:**

On a motion by Karen Gallagher and seconded by Bill Dugan the CPC Meeting was adjourned at 8:20 p.m.

**PLEASE NOTE: ALL FUTURE CPC MEETINGS WILL BEGIN AT 6:00 P.M.**