



Town of Dighton

Community Preservation Committee

Regular Meeting

Thursday Aug 18, 2022 at 6:00PM

Hybrid Meeting: in person at Primetime 1059 Somerset Ave. Dighton, MA 02715 and via Zoom

MEETING MINUTES

1: Call to order: Meeting called to order by Chairman Kevin Smith Jr. at 6:03 PM.
Video recording disclaimer recited.

Members present: Kevin Smith Jr., David Marvill, Dan Higgins, Jonathan Gale, William Pruitt, Jim Digits

Live on Zoom: David Eckerson prior to arrival at 6:15PM

Public Present: None

2: Pledge of Allegiance recited

3: Old Business:

Review / Discuss / Act: CPC Training.

Discussion of federal guidelines of CPC fund uses and allocations. CPC PowerPoint shared with board members by Stuart Saginor, Executive Director, Community Preservation Coalition.

Review / Discuss / Act: Community Coalition Preservation Dues.

Vote was approved for payment. Kevin will request Stuart Saginor to resubmit invoice for FY23 dues.

Kevin Smith Jr. entertains a motion to take item D in old business out of order so that Mr. Digits can be present for next discussion.

Jonathan makes a motion to take item D out of order for the purpose of continuing the conversation.

Dan Higgins seconds motion.

Motion carries unanimously.

Technology for the CPC clerk.

Dave Marvill presented options

Quoted \$833.99 on a Dell Latitude 3520, 8 gig 15.6 screen, Windows 10. Microsoft 2019 license is an additional \$70.00, no printer quoted. Use printer at townhall.

Kevin Smith entertains motion to expend not to exceed 920.00 for the purchase of the Dell Latitude in the amount of 833.99 plus the 75.00 for the Microsoft Office License to come from our administrative expense account.

Jonathan Gale seconds the motion

Motion carries unanimously

Review / Discuss / Act: Financial Report

Work with new incoming accountant to generate a report that gives more visibility into what encumbrances was set aside for warrant articles from previous years.

Decipher what is still in our ledger, what we are responsible for paying and what has been written in an article to be expended.

Go back to FY20 and look at warrant article and compare to ledger for matching encumbrance.

4: New Business:

Review / Discuss / Act: CPC Annual State Financial Reports

CP1 Form – Community Preservation Surcharge Report.

Board of Assessors to fill out and will returned to the state. Due date 9/15/22

CP2 Form – Community Preservation Fund Report.

Will be reviewed with the town accountant. Due date 10/31/22

CP3 Form – Online Community Preservation Projects Report Database.

To be filled out by CPC members for upcoming projects. Review sign offs on old projects. Due date 9/15/22

Review / Discuss / Act: CPC Application Process

Determine what the application process to look like.

Jonathan Gale motions Mr. Chairman appoint a subcommittee of three to work over the next month to come up with the application process and guidelines to present recommendations to the board at the September meeting.

Dan Higgins seconds motion for the purpose of discussion.

Kevin Smith Jr. presents working on the application process as a collaborative effort from the entire board. Suggests everyone to use Drop Box application to submit their ideas

Jonathan Gale withdraws motion.

5: Meeting Minutes:

Kevin Smith Jr. entertains motion on the meeting minutes.

William Pruitt seconds motion.

Motion carries unanimously.

6: Next Meeting:

Scheduled for Sept 15, 2022 Time TBD, change meeting time to 5:30 PM from 6 PM

7: Public Input: None

Adjournment:

Jonathan Gale make motion to adjourn at 7:24 PM

William Pruitt seconds the motion.

Motion carries unanimously.