



Town of Dighton

Community Preservation Committee

REGULAR MEETING

DATE: Thursday October 20th, 2022

Dighton Town Hall – Lower Level- Sewer Commission Office
979 SOMERSET AVENUE, DIGHTON, MA 02715

TIME: 5:30PM

Hybrid meeting in person and via Zoom

Meeting ID – 833 3007 6303

Passcode – 689621 phone: +1 929 205 6099 US (New York)

<https://us02web.zoom.us/j/83330076303?pwd=bWFZcjlNbnNkxZK0ROd2F0TTQ1dy9vZz09>

MEETING MINUTES

1: Call to order: Meeting called to order by Chairman Kevin Smith Jr. at 5:33 PM. Video recording disclaimer recited. Audio only, no video available in the Sewer Dept office.

2: Pledge of Allegiance recited

Members present: Kevin Smith Jr., Jonathan Gale, William Pruitt, Dave Eckerson. Jim Digits, William Fontaine

Live on Zoom: Dan Higgins

Members absent: David Marvill, Tom Bourquin

Public Present: None

3: Old Business:

Review / Discuss / Act: Financial Report

Dave Eckerson reviews the financial report received from Serina.

Review / Discuss / Act: Dropbox folder

Everyone should have access at this point. Review files uploaded and contact Kevin, Jonathan or Elizabeth if any members have issues viewing files.

Review / Discuss / Act: CPC Projects Funded

Kevin reached out to all the individuals that have projects funded for status updates.

Current projects...

Parks and Rec

N. Dighton Ball Field Fencing and Lighting Project

Approved in 2019 for \$62,500.00. To date \$50,302.00 has been expended. All fencing 100% complete. Bristol Plymouth to install the lighting portion and is in process. 90% of the materials have been purchased and there will be no charge for labor. May be \$5-8,000

under budget. Will need to write warrant articles for next year's annual town meeting to return any money to its respective places.

Playground Project

To date the project is 99% complete. Few things to address but the playground is operational and open to public. Out of the approved \$210,000.00, \$199,803.00 of the funds have been spent. Project may also come in under budget by roughly \$5,000.00. Will also need to write warrant articles for next year's annual town meeting to return any money to its respective places.

Town Clerk

Vital Records, Restoration and Preservation Project

Work is being done with the town admin to finalize the paperwork to secure a vendor through a sole procurement.

Historical

The Dighton Wide Community Historic Properties Project Surveys, Phase One

Project was approved at the annual town meeting on June 7, 2021. This project has been completed by preservation consultant, Stacy Spies. The commission has received all final project components. In this survey, 93 properties were either updated or added. A hard copy base map is available to see where these properties are, and the CAI Technologies has the needed information to add the historic layer to Dighton GIS mapping. Once the final invoice (#004) from Stacy Spies is processed they will be able to finish the completion report from the Massachusetts Historical Commission. MHC will review the completion report and issue the reimbursement check. Article was written for \$25,000.00 with a \$12,500.00 (50%) reimbursement coming back from MHC. Final invoice will be discussed and approved at the end of this meeting.

The Dighton Wide Community Historic Properties Project Surveys, Phase Two

Project was approved at the annual town meeting on June 6, 2022. This project will begin October 31, 2022 and be completed on June 30, 2023. Once again Stacy Spies has been hired to complete the survey update.

*Going forward, request invoices to read what phase of the project that the invoice covers. William Pruitt will discuss at his next Historical Committee meeting.

Dighton Housing Authority

Replace All Electrical Panels at Lincoln Village

Project was approved in 2019 for \$136,281.00. Mrs. DeSousa responded with the following update... Job was posted in the Taunton Gazette on 9/30/22. Bidding closed on 11/2/22. The Housing Authority will review the bids at their November meeting. The engineer will do reference checks and the work will start sometime in December.

Open projects to research...

- Brook Street Herron Run Project – Open Space Committee
- 20 acers of land owned by Ken and Darleen Arujo that was to be purchased in 2018
- Pleasant St Boat Ramp Project

Kevin will reach out to assessor's office to find out the status of land acquisitions.

Review / Discuss / Act: CPA Annual State Financial Report.

CP1 was submitted by assessors dept.

CP3 Kevin submitted in Mid Sept

CP2 form 10/31 was completed by Town Accountant

Breakdown as follows...

Collections from Community Preservation surcharge 126,163.75

Distribution from the state fund 51,665.00

Earnings on investments 1,694.76

Other, Interest 1,424.90

Expenditures the historical resources 8,125.00

Other, Community Recreation 5,989.06

Total Expenditures 14,144.06

Admin expenses 782.00

Other, undefined 1,167.47

Total Expenditures 16,064.33

Total fund balance as of June 30, 2022 \$1,069,844.06

Fund Equity

Fund balance reserved

Open Space 40,876.87

Historic Resources 85,876.87

Community Housing 25,876.87

Special Purposes (projects that have been vote, pending projects) 257,866.94

Community Preservation Act Undesignated 659,346.51

Total Fund Balance as of June 30, 2022 1,069,844.06

Available balance 1,069,844.06 - 257,866.94

Dave Eckerson makes a motion to approve CP2 form breakdown to be reported. William Fontaine seconds. Motion carries unanimously.

Kevin will sign and submit to Serina

Review / Discuss / Act: Application Process

Committee members discussed new application verbiage and any new guidelines that the committee wants to implicate when requesting CPC funds.

William Fontaine makes a motion to use the new revised application form, Jonathan Gale seconds. Motion carries unanimously.

Committee discusses whether a meeting would need to be held to determine the eligibility of an applicant or can it be approved by Chairperson. Members decided it would be best to review and discuss the applicant as a group and have a vote presented project.

Kevin will email everyone a copy of the application.

4: New Business:

Review / Discuss / Act: Historical Commission Invoice

Pat Gales submitted the final invoice for phase one in the amount of \$4,375.00 which will complete that project.

Jonathan Gale makes a motion to approve the Historical Commission invoice in the amount \$4,375.00. William Pruitt seconds motion. Motion carries unanimously

Jonathan Gale brings up the conversation about the documents we need that are locked in the file cabinet and the future of a particular members with the CPC.

Jon makes a motion asking the chair to discuss with the town administrator about sending a certified letter to the former chair asking him to provide a key as well as all of the documents in his personal possession within ten of receiving the certified letter. William Fontaine seconds for discussion. Members discuss challenges faced with lack of cooperation/ responses from former chairperson.

Kevin reviews motion in second, to send a certified letter to Mr. Bourquin requesting he return the key to the file cabinet and any documents in his possession within ten days or receiving the certified latter, motion carries unanimously

Kevin will email the town administrator Mr. Mullen asking him to send a certified letter.

Members discuss town procedures on absent members.

Jon motions to direct the chairmen to send a letter to Mr. Bourquin advising him that we are considering removing him as a member of the CPC at our next meeting. However, prior to we would like to give him the opportunity to respond to the chair in writing as to whether he agrees or disagrees and if there is disagreement what his rationalization is for not being able to participate in the prior three meetings.

No second was made

Dave Eckerson motions to direct to chairmen to review the town bylaws to see if the bylaws about missed meetings can be applied to the former chairman of the committee and report at the next meeting. William Fontaine seconds motion for discussion. Kevin reads town bylaws from the Dighton Town page.

Dave Eckerson withdraws motion

Jon makes a motion that we direct the chair to ask the town administrator to send a second certified letter to Mr. Bourquin informing him that since he has missed three consecutive meetings of the CPC, the CPC is considering recommending his removal from the CPC to the Board of Selectman based of the committee handbook rules and regulations. We would like to give him an opportunity to respond to the chair if there was an extenuating reason why he was not able to attend the meetings and to potentially attend the next meeting and have a conversation with the CPC members. Failing that we will make a recommendation to the Board of Selectman to have his name removed as a member. William Fontaine seconds motion. Motion carries unanimously.

6: Meeting Minutes:

Review / Discuss / Act: Meeting Minutes

Kevin entertains motion to approve the minutes from 9/15/22, William Fontaine seconds motion. Motion carries unanimously.

6: Next Meeting:

Scheduled for Nov 17, 2022, 5:30PM in Primetime

7: Public Input: None

Adjournment:

Jonathan Gale make motion to adjourn at 7:25 PM

William Fontaine seconds the motion.

Motion carries unanimously.