

CPC Committee Minutes 11-12-2013

Rockport Police Station 7:00 PM

Members Present: Ruth George (Acting Chair), Paul Sena, Maryann Lash, Phil Croty, Julie McMahon, Bethany Brosnan, Mel Michaels

- 1) Comments from the Acting Chair:
 - a. Ruth George opens meeting by stating that the open forum/workshop for 2014 CPC applicants will be held at the December meeting due to the need to have more time to properly advertise the meeting to prospective applicants. The workshop forum will be held on Dec. 10, 7:00 PM at the Rockport Police Station. She sends around a draft notice to be sent to the local papers and to all appropriate town committees and organizations.
 - b. Ruth sends around a contact list for members to update their contact information.
 - c. Ruth sends around four contract agreements to be signed by committee members.
 - d. Ruth sends around a letter from Action, Inc. director Stella Mae Seamans giving a brief synopsis of the 18 Rockport individuals or families who benefited from the rental/mortgage assistance program funded with CPA funds for 2013. There was discussion of having the local papers do a write-up about the program and the individuals that it helped. Phil volunteers to write up a press release to give to the GDT and the Beacon.
- 2) Electing new chair person: Maryann Lash nominates Ruth George to be the next chair of the CPC. Phil Croty seconded the motion. Unanimous vote with Ruth reluctantly but bravely agreeing to take on role. She says what she would like to accomplish most is public outreach to show Rockport voters and tax payers the broad range of projects that have been funded by the CPC in the past 11 years since it was approved. She suggests putting together a poster board of photos from all of the projects that have been funded to be displayed at public locations like town hall or the library to show people what has been funded. Mel Michaels suggests nominating a vice chair. It is agreed to hold off nominations to a meeting where all members are present.
- 3) Approval of October minutes: Steve DeMarco sent out an email this afternoon that he will not be able to attend tonight's meeting and will send out October minutes for review at the Dec. meeting. Maryann opens discussion of hiring a secretary for the committee. All are in agreement. Bethany knows someone who might be interested who will contact Ruth.
- 4) Treasurer's Report: Mel Michaels hands out an updated treasurer's report which he says has no substantial changes from last meeting. He is still reconciling the accounts with the town accountant to get the numbers firm. Also, the state just allocated an extra \$25 million for matching funds but has

not announced how it will be distributed yet. Based on this additional allocation, the CPC may need to have an article placed on the spring town meeting warrant to allocate additional funds to the 3 core CPA categories in order that the full 10% requirement be met.

Mel also distributes draft rules for processing invoices. He asks members to review the draft rules and e-mail him with any comments so that they may be voted on at the Dec. meeting. Paul Sena asked about the role of the building inspector in signing off on projects. He suggested that all projects should have a town department or committee sponsor and that that entity should be responsible for signing off on quarterly progress reports for the projects that they sponsor before the CPC signs off on the invoices.

- 5) Signing of Grant Agreements: Grant agreements signed for Action, Inc., Gloucester Housing Authority and two for Thacher Island Assoc., Inc.
- 6) Open forum for applicants: Scheduled for Dec. 10, 7:00 PM. Ruth says she has gotten word that the CPC may be receiving applications from: Rockport Art Assoc., the Unitarian Universalist Church for steeple repair, the Congregational Church, South Street parcel cleanup and development, Old Garden Beach Assoc., for Evans Field stands and Action, Inc.
- 7) Update CPC webpage: The website needs to be updated. The application needs to have the dates updated. Since the Feb. 1 application deadline falls on a Saturday in 2014, members agreed to revise the submittal date to Monday, Feb. 3 for this year. Ruth would also like to include a copy of the CPA allowable uses chart presented by CPA Coalition director Stuart Saginor at the last meeting to help guide applicants in whether their proposed project would be an allowable use for CPA funds. The list of funded project should be updated and have pictures attached. Paul suggests having submittal of digital photos be made a requirement of the quarterly progress reports. Ruth is going to ask the Selectmen's office or the IT director for help in updating the web page. Phil recommends that if there is any hesitation or problem with town staff assisting with the web page that the CPC use its administrative funds to hire someone to get the job done.

Mel Michaels moves to adjourn meeting. Bethany Brosnan seconds motion. Unanimous vote to adjourn.

Meeting adjourned at 8:20 PM.