

CPA Committee
Minutes of Meeting March 4, 2010
6:30 PM – 7:30PM and 7:50 PM – 8:30 PM

Members Present: Ann Borton, Janet Chayes, John Lochhead, Martha Conant, Walter Goodridge.

Also present: Muriel Antes, Phil Kantor, Helen Spencer, Tony Borton, John Conant, Louise Beckett, Mary Irwin, Peter Engleman, Alfred Barten, Linda Barten, Carl Darrow, Richard Safirowicz,

Philip Kantor gave an overview of the Historical Society Museum Moisture Abatement Project (Attachment A).

Walter Goodridge gave his endorsement of the project.

Janet Chayes asked about the material costs included in the Labor category of the Project Costs sheet. Materials are included in most or all of the Labor items.

Janet also asked about whether Federal standards for renovating historical buildings would be followed. She stated these were supposed to be followed for all use of Community Preservation Funds for historical renovations, and would resend the requirements and link to those standards previously distributed by email (Attachment B)

Philip explained the options other than historical deed restriction through which CPA could insure that the funds remained dedicated to the task for which they were requested. A draft grant agreement was included in the Historical Society's final application distributed at the meeting.

A question was asked concerning the timeline. The project is projected to take about 3 months and could start sometime between mid May and July 1.

Meeting temporarily adjourned at 7:30 pm and reopened at 7:50 pm.

Minutes of Hearing
7:30 pm – 7:50 pm

Present: see list above.

Natalie Whitcomb made a presentation illustrating the kind of documents to be preserved under Assessor Records Preservation project. She asked to amend the request to include documents recently found in the library.

The Historical Society project had already been discussed in detail and there were no questions concerning it.

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Present were committee members listed above and Philip Kantor, John Conant and Tony Borton.

Janet distributed a financial spreadsheet (Attachment C) showing projected revenues for FY11 and proposed reserves of at least 10% in each category. The state share is estimated at 28% or \$13,273. She indicated that there has been confusion as to how the accounting should be made and that there appears to be differing opinions on reserve

balances between the last town auditors and a quoted statement from a state Dept. of Revenue lawyer (1/25/10 minutes, exhibit B). The problem stems from reserve set-asides based on estimated receipts for a particular tax year. Jack suggested that the estimates be made low and that town auditors would correct the numbers at a later date.

The committee voted to take both of the proposals before it to town meeting:

Town Assessors Records Preservation for \$7,500.

Historical Society Museum Moisture Abatement for \$23,970.

It was determined that a draft grant agreement with the Historical Society should be submitted to the Town Attorney for review.

Meeting adjourned at 8:30 pm.