

GLOCESTER LAND TRUST
REGULAR MEETING
January 12, 2016

The regular meeting of the Gloucester Land Trust took place on January 12, 2016 at the Gloucester Town Hall. Vice-Chair Steven St. Pierre called the meeting to order at 7:00 p.m.

Members in attendance: Russell K. Gross, Gene Cavaliere, Steven St. Pierre, Roy Najecki, Janine Pitocco and legal counsel John J. Bevilacqua, Sr.

Members Absent: Stephen Mitchell and Rebecca Schultz

Minutes: Judi Rix

Guests: Michael Dahlquist (Arrived late into meeting)

Pledge of Allegiance

Open Forum Agenda Items Only: No one present wished to speak at this time.

Approval of minutes of previous meetings

- a. Roy Najecki made a motion to accept the minutes of the December 8, 2015 meeting; it was seconded by Russell K. Gross and passed unanimously.

Treasurer's Report: Treasurer Roy Najecki presented a report to the trustees on the current budget and what has been spent to date. Mr. Najecki had a question about a bill for \$72.98 paid to 146 Supply Company that showed up on the Citizen's Bank statement, but there was no record of it in the bills and minutes. Russell K. Gross indicated that it was for filters for the tractor, but payment and authorization happened between meetings because there was an immediate need so Mr. Najecki did not have a record of it. There are still a couple of outstanding questions about the Steere Hill WHIP funds and the Open Space Bond money, and Mr. Najecki is hoping to have answers on those soon. Russell K. Gross made a motion to accept the treasurer's report as presented; Janine Pitocco seconded and it passed unanimously.

Approval of Bills

- a. Russell K. Gross made a motion to pay John Bevilacqua's December 2015 invoice for \$1,000; Roy Najecki seconded and it passed unanimously.
- b. Gene Cavaliere made a motion to pay the recording clerk Judi Rix \$145 for the December 8, 2015 meeting minutes as well as the additional \$11.09 FICA charge to the town; Russell K. Gross seconded and it passed unanimously.

Old Business

- a. Update to GLT Treasurer's financial reconciliation report: Roy Najecki and Stephen Mitchell met with Diane Brennan in the finance office to discuss outstanding GLT issues. Ms. Brennan believes there may be a fee (possibly \$1,000) associated with finding out information on the Open Space Bond money; she will consult with some experts in the field and get back to Mr. Najecki and Mr. Mitchell.
- b. Review of volunteer hour documentation: Steven St. Pierre provided each of the trustees (via email) a unique log-in to allow them access to the form from anywhere, so they could log their volunteer hours. Mr. St. Pierre believes it is better to log in the hours served as they are completed, so the trustees don't have to try and remember when they volunteered.
- c. Steere Hill Name designation: Russell K. Gross made a motion to table this until the next meeting; Janine Pitocco seconded and it passed unanimously.

New Business

- a. Distribution of Draft Steere Hill/LePlat/Phillips Management Plan: Roy Najecki wanted to let the trustees know that a draft of this is available on the SkyDrive for them to review. Rebecca Schultz is not at tonight's meeting, but wanted to be part of the discussion, so for tonight Mr. Najecki is just asking that all of the trustees review this document prior to the next meeting.
- b. Approval amount per hour for Judi Rix to oversee Hyperlinked Agenda and assistance with OneDrive as needed: Steven St. Pierre provided Judi Rix with instructions on how to hyperlink items to the agendas, and Ms. Rix did accomplish this for tonight's meeting. The current rate that volunteers can charge their hours back to entities is \$23.53/hour. Since Ms. Rix will also have to pay taxes on her fee, Russell K. Gross suggested an amount of \$28.00/hour for this additional work. Roy Najecki made a motion to authorize a \$28.00/hour pay rate for Judi Rix to submit for additional time needed to accomplish extra work assigned to her; Janine Pitocco seconded and it passed unanimously.
- c. Request for extension of time to complete Joe Sweet Trailhead Grant: Steve Church from the D.O.T. contacted Roy Najecki and suggested that the GLT ask for an extension on the grant due to the regulatory issues that kept work from being started on the project. Waiting for permission to clear the trees in the parking area put the project behind schedule. Roy Najecki made a motion to authorize the Chair or the Vice-Chair to write to Greg Cassidy at D.E.M. and ask for an extension on the grant; Gene Cavaliere seconded and it passed unanimously.
- d. 2015 Annual Report of GLT to Gloucester Town Council: Stephen Mitchell was not present, so Russell K. Gross made a motion to table this until the next meeting; Gene Cavaliere seconded and it passed unanimously.
- e. Parental Consent Approval Form Discussion: Gene Cavaliere and Rebecca Schultz worked on this and sent to John Bevilacqua to look it over. Mr. Bevilacqua returned it to Mrs. Schultz with some suggestions. Mr. Cavaliere believes this form is now incorporated into the Youth Policy and would like to wait until Mrs. Schultz is at a meeting to discuss further. Russell K. Gross motioned to table this until Rebecca Schultz is present; Gene Cavaliere seconded and it passed unanimously.
- f. Conflict of Interest and Code of Ethics Affirmation Forms: Steven St. Pierre brought forms for all of the trustees to sign and John Bevilacqua can notarize them. A couple of the trustees had not read the policy in advance, and a couple were not present at the meeting, so they will sign it at the next meeting. These forms will be signed every year.
- g. Supervision of Youth Policy for GLT: Russell K. Gross made a motion to appoint Gene Cavaliere, Rebecca Schultz and Janine Pitocco to a sub-committee to review the draft document and refine it to bring before the board. Gene Cavaliere asked what takes place until policy is approved. John Bevilacqua stated that anyone who works with children must have a BCI completed and that children should not be solely supervised by teenagers. There must be adult supervision as well and someone from the board should be present at the function/event.
- h. Request for inclusion of three site projects within Dahlquist Property Easement: Steven St. Pierre, Stephen Mitchell and Russell K. Gross went to the property on New Year's Day. They did not foresee any problems with the projects Mr. Dahlquist is requesting. Mr. Dahlquist will provide the board with a property map with the location of each of the projects clearly marked. John Bevilacqua believes he may need to provide a map with an overlay.

Correspondence

a. Carol Trocki – Baseline Documentation Report collaboration /4/16 Steere Hill Property (11/23/15): Carol Trocki wanted to keep the board updated and let them know that she is gathering information to complete the report.

Trail Inspections: Nothing new to report.

Monthly GLT Activities – Reports: Gene Cavaliere and Roy Najecki cleared the trees from the Joe Sweet parking area. Things are ready to move forward on this project and the board can discuss the bid process at the next meeting.

Open Forum: Steven St. Pierre would like to contact the Town Clerk's office about the Wi-Fi for the board and their meetings. Again tonight, the trustees had difficulty getting online and Mr. St. Pierre could not access the Wi-Fi at all. This is a constant problem and he would like to find a resolution. Russell K. Gross wanted to say that he feels as if the board is sliding back to members acting on their own, he said he did not now that the Harmony Library event was taking place. Gene Cavaliere wanted to ask if a policy can be made on making decisions between meetings. John Bevilacqua informed him that there is a protocol in place. When a decision needs to be made, the Chair of the Board, Vice Chair of the Board and/or legal counsel John Bevilacqua should be contacted. If it is a life/death decision, then that may not be possible, but most cases will not come to that. At this point in the meeting, Mr. Dahlquist arrived and Russell K. Gross made a motion to return to New Business to accommodate Mr. Dahlquist.

Mr. Dahlquist arrived with copies of his plans to show the board where on the map the projects will be. Mr. Dahlquist had already written a formal letter with all of the information regarding the projects to the GLT. John Bevilacqua suggested that a copy of the letter, and a copy of the map with project information (including project dimensions) be attached to the easement in the GLT files. Mr. Dahlquist will provide an updated electronic copy of the map to the board and two full size hard copies. Roy Najecki made a motion to approve and authorize the building of the three projects pending the receipt of all required documentation requested from Mr. Dahlquist; Russell K. Gross seconded and it passed unanimously.

Executive Session: There was no executive session tonight.

There being no further business before the Land Trust, Russell K. Gross made a motion to adjourn at 7:53 p.m. The motion was seconded by Roy Najecki and it passed unanimously.

APPROVED AT JANUARY 26, 2016 MEETING.