

GLOCESTER LAND TRUST
REGULAR MEETING
April 12, 2016

The regular meeting of the Gloucester Land Trust took place on April 12, 2016 at the Gloucester Town Hall. Chair Stephen Mitchell called the meeting to order at 7:05 p.m.

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

Members Absent: None

Minutes: Judi Rix

Guests: Mr. and Mrs. Arthur Dionne, Michael Dahlquist, Sam Lawson

Prior to the beginning of the meeting, Mr. Dahlquist sat with legal counsel John Bevilacqua and signed the appropriate paperwork related to the easement on his property. Having all the paperwork now completed, the Land Trust will be in compliance with the easement regulations.

Pledge of Allegiance

Open Forum Agenda Items Only: Mr. Dionne gave the board a brief presentation on the birdhouses that he builds to see if the board would be interested in any for the GLT properties. The board informed Mr. Dionne that they will put this item on the next meeting's agenda for further discussion. The board also welcomed Mr. Sam Lawson, a scout from Troupe 44 who was in attendance to earn credit for his communication badge.

Approval of minutes of previous meetings

- a. Roy Najecki made a motion to accept the minutes of the February 9, 2016 meeting; it was seconded by Russell K. Gross and passed unanimously with Steven St. Pierre abstaining due to his absence at that meeting.

Treasurer's Report: Treasurer Roy Najecki presented a report to the trustees on the current budget and what has been spent to date. Russell K. Gross made a motion to accept the treasurer's report as presented; Gene Cavaliere seconded and it passed unanimously.

Approval of Bills

- a. Russell K. Gross made a motion to pay the invoice for Carol Trocki's preparation and submission of baseline documentation report for the Dahlquist property for a total of \$1,760.00; Janine Pitocco seconded and it passed unanimously.
- b. Roy Najecki made a motion to approve an MOU to establish a Petty Cash fund for the GLT; Russell K. Gross seconded and it passed unanimously. Steven St. Pierre made a motion for Stephen Mitchell to be paid \$100.00 by the Finance Office to establish a GLT Petty Cash fund; Russell K. Gross seconded the motion and it passed unanimously. The cash will be kept in the Finance Office at Town Hall and will be dispersed via a voucher system that requires a receipt and the signatures of two of the three following people: the GLT Chair, GLT Vice-Chair or the GLT Treasurer.
- c. Russell K. Gross made a motion to pay the *Valley Breeze* legal ad invoice for a total of \$317.50; Gene Cavaliere seconded and it passed unanimously.
- d. Gene Cavaliere made a motion to pay the *Bargain Buyer* legal ad invoice for a total of \$284.00; Steven St. Pierre seconded and it passed unanimously.
- e. Janine Pitocco made a motion to pay the Midfield Technologies annual website renewal services fee for a total of \$490.00; Gene Cavaliere seconded and it passed unanimously with Steven St. Pierre recusing himself from the vote.

- f. Steven St. Pierre made a motion to pay John Bevilacqua's legal services fee for February 2016 for a total of \$1,000; Russell K. Gross seconded and it passed unanimously.

Old Business

- a. Transfer of realty tax revenue to GLT: Roy Najecki presented the board with a copy of the recent deposit from the realty tax into the GLT account. The Finance Office will notify the GLT Treasurer when the money is deposited into the account. This year's amount was significantly bigger than past year's. Town ordinance states that it gets deposited annually, to change the deposit schedule, the board would have to ask for the ordinance to be changed.
- b. Report of March 19 Land and Water Summit: Roy Najecki and Gene Cavaliere attending the summit this year and both found it to be very informative. There was one presenter there in particular that caught the eye of Mr. Najecki. The man is a teacher at Coventry High School and uses an ARC GIS system to identify where a trail issue is located just by taking a picture with either a smartphone, tablet or something similar.
- c. Rules and Regulations Update: Steven St. Pierre provided the board with a link to the revised Rules & Regulations for their review. The document now reflects all the requested changes from the February 9, 2016 meeting. The board can authorize an exception to any of the rules as long as the person/group comes before the board at a scheduled meeting for approval. Roy Najecki made a motion to accept and approve the revised Rules & Regulations; Rebecca Schultz seconded and it passed unanimously.
- d. Update on collaboration with URI Interns to Kwandran and Hawkins Properties: Stephen Mitchell met with a grad student named Melanie who will be working on the Hawkins Property baseline documentation report for her final exam due in May. Mr. Mitchell took her to Town Hall where he provided her documentation on the property that will assist in creating the final report. There used to be an easement on the property, but Narragansett Electric relinquished it. The Kwandran Property will have the baseline documentation report completed by a student named Ian, but Chairman Mitchell has not yet met with him.

New Business

- a. Earth Day and Arbor Day Activities: Rebecca Schultz contacted a few organizations to schedule activities, and was able to arrange a presentation on Vernal Pools by Mike Cavaliere at Steere Hill, April 23 at 11am. On April 24 at 10am Paul Dolan of the RI Wild Plant Society will lead a walk at Sprague Farm. The GLT Youth Council will also plant a tree in honor of Arbor Day. All of these activities are listed on the GLT website and Facebook page.
- b. Honorariums for rendering professional services to GLT: Stephen Mitchell would like to look at this topic at a future meeting. Currently the GLT does not have a policy in place for honorariums. An example would be the people providing programs for Earth Day. They are not charging a fee, so how can the GLT thank them? It was suggested that in the case of the person from the RI Wild Plant Society, a donation could be made to the Society as a thank you.
- c. Steere Hill Parking Lot Bid Progress: David Brae of Caputo & Wick sent a draft of the RFP for the project to Stephen Mitchell and from that he was able to place legal ads in both the *Bargain Buyer* and the *Valley Breeze* to receive bids. Bids will be accepted until 2pm on Tuesday, May 10, 2016 in the Finance Office at Gloucester Town Hall. Mr. Brae and his staff will review all of the submitted bids. The awarding of the bid will be at the GLT meeting on May 24, 2016. Once construction begins, the parking area will need to be closed and access to Steere Hill will be through the Heritage Park trailhead entrance.
- d. Strategic and Action Plan Progress: The board has made excellent progress on both the long term and short term goals they established last year. The maintenance timeline needs updating and Stephen Mitchell has asked Rebecca Schultz and Gene Cavaliere to reach out to the Foster Land Trust to see if they would be interested in working with the Youth Council.
- e. Steere Hill Management Plan Revisions: Roy Najecki made a motion to table this until the next meeting; Steven St. Pierre seconded and it passed unanimously.

- f. Installation of gate at Phillips Farm Field: Chairman Mitchell just wanted to remind the board that this project still needs to be completed.
- g. Request to assemble RFP for installation of Property Signs: Signs need to be installed. See next item for resolution.
- h. Request to assemble RFP for tree removal at Hawkins Property: John Bevilacqua suggested that the board just ask for proposals for these two jobs. Assembling RFP's is much more time consuming and complicated; requesting proposals would still be acceptable and be much easier to accomplish. All proposals will be presented before the board at a scheduled meeting for review and selection.
- i. Replacement of equipment lost at Hawkins Garage: Russell K. Gross has been collecting quotes for replacing the equipment and currently has two put together. Mr. Gross will need to get a third quote to satisfy the requirements of the Finance Office. This will be discussed in further detail at the next meeting.

Correspondence

- a. Rupert Friday- GLT Accomplishments February 20, 2016: Stephen Mitchell sent a report compiling the top GLT accomplishments in 2015 to Mr. Friday for presentation during RI Land Trust Council's Annual Meeting.
- b. John Staney – Steere Hill and Heritage Park Trail Conditions March 1, 2016: Mr. Staney wanted to commend the GLT for the wonderful condition of the trails and for the helpful signage.
- c. Steven St. Pierre Trail inspection reminder April 3, 2016: Steven St. Pierre sent an email to Roy Najecki and Gene Cavaliere to remind them that trail inspections on Sprague Farm needed to be conducted in April and May.

Trail Inspections: None have been conducted to date.

Monthly GLT Activities – Reports: Nothing new to report.

- a. Harmony Library – GLT Informational Presentation: Stephen Mitchell gave a PowerPoint presentation at the library and has also contacted the Gloucester Senior Center to see if they would be interested in a presentation.

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

Executive Session: A motion was made by Rebecca Schultz to convene to Executive Session; it was seconded by Steven St. Pierre and passed by all. Roy Najecki made a motion to leave Executive Session, Janine Pitocco seconded the motion and it was passed by all.

Executive Session Motions:

Title 42 Section 42-46-5 (5) Purposes for which meeting may be closed to the public

Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.

- a) Acquisition of land and/or conservation easement: Russell K. Gross made a motion to allow attorney John Bevilacqua to continue to work on the two property donation proposals before the board and provide an updated report on their status at the next meeting; seconded by Janine Pitocco and it passed unanimously.

There being no further business before the Land Trust, Russell K. Gross made a motion to adjourn at 9:06 p.m. The motion was seconded by Steven St. Pierre and it passed unanimously.

APPROVED AT MAY 24, 2016 MEETING.