

GLOCESTER LAND TRUST
REGULAR MEETING
August 22, 2017

The regular meeting of the Gloucester Land Trust took place on August 22, 2017 at the Gloucester Town Hall. Chair Stephen Mitchell called the meeting to order at 7:00 p.m.

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

Members Absent: Person to be appointed by Town Council

Minutes: Judi Rix

Guests:

Pledge of Allegiance

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

Approval of minutes of previous meetings

a. Steven St. Pierre made a motion to accept the minutes of the June 13, 2017 meeting; it was seconded by Russell K. Gross and passed unanimously.

Treasurer's Report: Treasurer Roy Najecki provided an updated treasurer's report to the board which reflected actuals from year-end and estimates for the 17-18 fiscal year. Steven St. Pierre asked if there was an update on the open space bond money yet, and Mr. Najecki said he still has not heard anything. Since the board has been asking for an update on that money for over a year now, Chairman Mitchell will go to the Finance Office and ask for a copy of the bond, which he will then provide a copy of to Attorney Bevilacqua. Steven St. Pierre made a motion to accept the treasurer's report as presented; it was seconded by Gene Cavaliere and passed unanimously.

Approval of Bills: There were no bills to approve for this meeting.

Old Business

a. Report on inspection of Hawkins Site by GLT Trustees: Steven Mitchell had asked each member to visit the site over the summer break and provide their thoughts on what could be done to limit the damage being done to the spillway. Janine Pitocco doesn't believe there is an easy solution and suggested enhancing the eastern entrance on the property to make it more obvious as to where driving is allowed and where to park. Roy Najecki suggested installing concrete blocks in strategic locations to prohibit vehicles from accessing the slope, but keeping the access roads the same. Mr. Najecki provided the board with an illustration and some pictures (Appendix A). Gene Cavaliere did not make a site visit over the break due to personal reasons. Steven St. Pierre liked Mr. Najecki's block suggestion because they could easily be moved if necessary and also likes the idea of a gate that would prohibit access to the spillway. Member Gross liked the idea of a gate as well. Chairman Mitchell likes the idea of a gate limiting access to the spillway, but is concerned about the weight of the blocks. The dam needs to have repairs done, and the board will have to work with an engineer to make the required improvements; due to the cost, the job will have to go out to bid. Russell K. Gross made a motion to move the project forward and allow the members to assemble the necessary financial information; Steven St. Pierre seconded and it passed unanimously.

b. Status of Grant Application for Joe Sweet Parking Area: Roy Najecki has the application all ready for the Chairman's signature, and will put it in the mail immediately. The next meeting of the Trail Grant

Committee is in November 2017 with notification in December 2017. Spring 2018 is the earliest construction could start. Any funds spent on the project prior to the grant being awarded would not be matched, so the board must wait. The last round of unopened bids will no longer be viable due to the amount of time that will have passed, so the job will need to go out to bid again.

c. Status of Trail Sign Work on Steere Hill: Janine Pitocco has not had any response to her request for volunteers for the project. Chairman Mitchell would like to move forward with installing the property signs that the board already has purchased, so Steven St. Pierre and Russell K. Gross will get some estimates to hire the jobs out and report back to the board at the next meeting. Mr. St. Pierre suggested that the board start with the signs for Hawkins Pond and Sprague Farm and wait on the sign at Steere Hill until a decision is made on the parking area there.

d. 2017-2018 Hunting Regulations: The updated regulations with the appropriate hunting dates have been posted on the GLT website, and the Town Clerk Jean Fecteau will post them on the town's website. The board will offer three opportunities for hunters to get their permits, then they will hand off any remaining permits to the clerk's office. Steven St. Pierre and Roy Najecki will be at the town hall from 6-8pm on August 29th, Stephen Mitchell and Gene Cavaliere will be at town hall from 6-8pm on September 5th and the third opportunity will be from 6-7pm on September 12th just before the GLT meeting.

New Business

a. 2017-2018 Budget Preparation: Chairman Mitchell would like to table this until the September 12th meeting. Since only receiving the document this morning, he does not feel that the board members have had sufficient time to review it. Each board member was asked to review this prior to the next meeting, and pencil in what they would like to see budgeted in each line for next year. Russell K. Gross made a motion to table the 2017-2018 budget preparation until the GLT September meeting on September 12th; Janine Pitocco seconded the motion and it passed unanimously.

b. Hawkins Dam Inspection Report of July 6, 2016 – Next steps: There have been three inspection reports on this dam, the first one in 2009, the second in 2014 and now the report from 2016. In the 2016 report, the dam is labeled as a "high hazard" dam which necessitates an inspection every two years until the identified issues have been fixed/addressed. The report found the following:

1. Upstream side: there were five items identified, in which one of them was the mention of large gullies that the inspector was unsure if animals or waves were creating.
2. Downstream side: There were seven items identified, one of which was the state of decaying stumps and if they may be undermining the integrity of the slope.
3. Spillway: Parts of the spillway need to be re-manufactured with the training walls in poor condition and a piece has broken off.

The report also mentions the lack of a formal manual for operations/maintenance. Chairman Mitchell will contact D.E.M. to see if they have a template for a manual that the board could use to create one for this property. Mr. Mitchell is also concerned with the notation in the report regarding seepage, and would like more information on that issue.

Suggestions were included in the report of what action should be taken to fix the identified issues. The board will need to hire an engineer to complete the repairs, but an RFP would not be necessary because hiring an engineering firm would fall under "Professional Services". This is a major safety concern for the town and Chairman Mitchell would like to hold a joint meeting with the Town Council to discuss options once an engineer has identified possible ways of making the repairs and what the costs associated with those repairs may be.

c. Manufacturing of bronze plaque to be placed at entrance of Steere Hill pathway: Chairman Mitchell met with the members of the Heditsian family to discuss what should be on the plaque. After many revisions, the final wording was provided to the board for approval at this evening's meeting. Stephen Mitchell has asked the DPW to locate two slabs that the plaque could be mounted on, and would like to move the project forward by having the plaque created and planning a dedication ceremony for some time in October. Steven St. Pierre made a motion to approve the creation of the plaque in honor of Tateos M. Heditsian with the cost to be no greater than \$1,500; Russell K. Gross seconded the motion and it passed unanimously.

d. Schwartz Family Foundation Gift to GLT of \$500: Chairman Mitchell received a call from a bank the members of the Schwartz family keeps their funds with, informing him that they would like to give the Land Trust a gift of \$500. The family has visited Steere Hill multiple times, and enjoyed the time they spent there very much. Mr. Mitchell crafted a thank you note, on behalf of the trust, to the Schwartz family and provided a copy to the board members. The funds will go to enhancing the Steere Hill property, maybe with some more benches and plantings.

e. Condition of top step to Clarkville School: Chairman Mitchell accompanied the appraiser from The Trust to see the Hawkins garage and Clarkville schoolhouse. Upon arrival at the schoolhouse, they found the top step to be broken in half. Attorney Bevilacqua reminded the board that this is a liability issue, and the board needs to take action to prevent people from going on the steps until they are repaired. The area needs to be cordoned off until the repair is made. Russell k. Gross would like to see a handrail on the steps when they are repaired. Steven St. Pierre would like to put the building on a future GLT agenda to discuss what the board would like to do about maintenance on it for the long term.

Correspondence:

a. 2017-2018 Property & Liability Renewal from The Trust: A copy of the policy will be stored in the GLT office at Town Hall.

b. Inquiries regarding hunting regulations for 2017 hunting season: This item has been addressed by establishing dates to hand out permits.

c. Open Space Application Grant Information: The D.E.M. is now accepting applications, but the board does not have any projects they are considering at this time that would qualify for submission.

d. Louis Ferrara inquiry to donate parcel of land on Pine Orchard Road: This is just an informational item right now. The property in question is next to Sprague Farm, but the landowner has recently had some changes in his family's situation and is up in the air regarding how he wants to proceed. Chairman Mitchell directed him to contact Attorney Bevilacqua if/when he decides how he would like to proceed with a land donation.

e. Building Appraisals (Clarkville School and Hawkins Garage): The board received a report from the appraiser's visit, with the appraised value for each of the buildings, for insurance coverage purposes. The Hawkins garage had a building value of \$61,200 and content value of \$2,040. The Clarkville schoolhouse had a building value of \$63,036 and no content value.

Trail Inspection Reports: Roy Najecki was conducting a trail inspection on Sprague farm when he came across a beaver problem that is causing portions of a trail to flood. Mr, Najecki thought that using a pipe to help with the problem, similar to what was done at Joe Sweet Road would help and he will reach out to Gary Treml at the DPW for advice/assistance. Russell K. Gross suggested a stipend r some type of payment for Mr. Treml since his time is not free. Steven St. Pierre reported that the inspections at steer Hill will be complete by the end of the month.

Monthly GLT Activities / Reports: Mike Cavaliere's vernal pool walk at Steere Hill was very well attended; Roy Najecki also led a walk for the Harmony Library that went well.

Open Forum: No one present wished to speak.

Executive Session: There was no Executive Session at this meeting.

There being no further business before the Land Trust, Russell K. Gross made a motion to adjourn at 8:35p.m. The motion was seconded by Steven St. Pierre and it passed unanimously.

APPROVED AT SEPTEMBER 12, 2017 MEETING.