

GLOCESTER LAND TRUST  
REGULAR MEETING  
April 27, 2021

The regular meeting of the Gloucester Land Trust took place on April 27, 2021 via electronic communication (remote ZOOM Video Conferencing). Vice Chair Steven St. Pierre called the meeting to order at 7:00 p.m.

Members in attendance: Steven St. Pierre, James Giarrusso, Scott Boudreau, Gene Cavaliere, Roy Najecki, Bruce Payton and Janine Pitocco.

Members Absent:

Minutes: Judi Rix

Guests: Town Councilman William Worthy

The link to be a participant at this meeting was available on the Town of Gloucester Webpage, Secretary of State Website and Land Trust webpage. All votes were by roll call to ensure each vote was noted and the total tallied. This process was applied whenever a vote was required.

**Open Forum Agenda Items Only:** No one present wished to speak.

**Approval of minutes of previous meetings** (discussions and /or action): Member Janine Pitocco made a motion to accept the minutes of the April 13, 2021 meeting; it was seconded by Member Roy Najecki  
VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco) The motion passed unanimously.

**GLT Treasurer’s Report** (discussions and /or action): Treasurer Roy Najecki provided an updated report for the trustees to review. Vice Chairman James Giarrusso made a motion to accept the treasurer’s report as presented; it was seconded by Gene Cavaliere and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)

**Approval of Bills – Consent Agenda** (discussions and /or action):

- a. Member Bruce Payton made a motion to pay Judi Rix a total of \$175.00 for the April 13, 2021 minutes; it was seconded by Member Roy Najecki and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)
- b. Member Janine Pitocco made a motion to pay Scituate Lumber a total of \$441.81 for Hawkins Pond kiosk materials and signs; it was seconded by Vice Chairman James Giarrusso and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)
- c. Member Bruce Payton made a motion to pay Chepachet Hardware a total of \$109.00 for stone for Hawkins Pond West entrance; it was seconded by Member Janine Pitocco and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)
- d. Member Bruce Payton made a motion to pay Roy Najecki a total of \$253.06; it was seconded by Member Gene Cavaliere and passed unanimously. VOTE: Ayes – 6 (St. Pierre, Giarrusso, Boudreau, Cavaliere, Payton, Pitocco) Member Najecki recused himself from the vote.

**Old Business** (discussion and/or action)

GLOCESTER LAND TRUST MINUTES – APRIL 27, 2021 – APPROVED

- a. Internal Purchasing Policy: Chairman St. Pierre provided a copy to legal counsel and the Director of the Town Finance Office. The first portion of the policy comes directly from the town's policy; both had a couple of suggestions, but overall were happy with the policy. Attorney David Ursillo specifically mentioned that a better definition of what would qualify as an emergency circumstances purchase would be helpful. Chairman St. Pierre wants the bills paid quickly and that includes reimbursing trustees for their purchases. Member Najecki had suggested a 60 day window in case the board did not meet, and Vice-Chairman Giarrusso thought 45 days would be more reasonable and Member Najecki agreed that would be doable. Receipts submitted after the 45 days will be approved at the discretion of the Board.

Member Roy Najecki stated that he did not think volunteer equipment should be replaced if damaged, but several members disagreed with that and the consensus was that if a volunteer's equipment was damaged doing work for the GLT, it is reasonable that it be repaired/replaced. Chairman St. Pierre is hoping to have enough equipment that the trustees will not have to use their own personal tools. Member Pitocco stated that if she needed to purchase something, she would send a text to Chairman St. Pierre or Vice Chairman Giarrusso to let them know she made a purchase. The purpose of this policy is not to make it difficult for the trustees to pick up small consistently used items. Chairman St. Pierre will revise the document based on the tonight's discussion and will bring it back to the Board for a vote in May.

- b. Property Maintenance Policy: Chairman Steven St. Pierre provided the trustees with a draft document to review. Member Payton like the new draft and thought it outlined things well but would like to see roles assigned to the property managers. Chairman St. Pierre believed that when the policy was accepted last year there were two property managers and asked if he misunderstood; thinks there are two issues the first being large property projects and the second is equipment maintenance. Chairman St. Pierre sees himself and Vice Chairman Giarrusso as equals for Steere Hill and Member Pitocco and Member Boudreau are equals at Hawkins Pond; Member Najecki's suggested changes imply that someone would be in charge. Vice Chairman believed that he and Chairman St. Pierre were property managers, and the other trustees are property stewards for their assigned property. There appears to be confusion among the trustees as to what the titles and responsibilities are for the positions. Member Pitocco believes the two property managers should work together and if one has a stronger personality, than there must be a way to come to a compromise.

Member Roy Najecki would like to have property stewards provide a list of action items for their property and if the two managers disagreed on something they could bring it before the Board. Large projects on a property would need a project manager and could be assigned as needed. Chairman St. Pierre believes having inventory and equipment at each location available to use is important and makes working on the properties much easier. Members Payton and Pitocco liked the managers responsibilities document the best and found it the least confusing. The policy is a working document and maybe instead of spelling out procedure it should outline what the roles are; it will be brought back to the May meeting for further discussion/review. Vice Chairman Giarrusso and Member Pitocco see this document as an agreement to working as a team and what the trustees commitment is to the Board and the properties.

**New Business** (discussions and/or action):

- a. Plan clean-ups for historic cemeteries on GLT properties: Chairman Steven St. Pierre would like the Board to make it part of the property maintenance to work on the several historic cemeteries on the GLT properties. Mr. Bill Brown will do major work like resetting headstones, but he has asked the

GLOCESTER LAND TRUST MINUTES – APRIL 27, 2021 – APPROVED

Board to help do some spring clean-ups and maintain them. Chairman St. Pierre suggested making this an opportunity for volunteers to help.

- b. Authorize a dumpster for a clean-up at Hawkins Pond: The Board would like to get a dumpster to clean up the remaining items at Hawkins Pond before the re-opening of the property. A date has yet to be set for that event. Member Bruce Payton made a motion to authorize ordering a dumpster for clean up at Hawkins Pond; it was seconded by Vice Chairman Giarrusso and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)
- c. Approval of trail names and trail map for Hawkins Pond: Member Roy Najecki provided the trustees with proposed trail names and a trail map. Member Pitocco liked that the parking areas are on the map; QR codes are also going to be put on the map to provide additional information. Once map has everything on it, Member Najecki will provide to Chairman St. Pierre and Member Pitocco for approval before getting them printed for the kiosk. Member Janine Pitocco made a motion to approve the trail names and the proposed map with the suggested changes; it was seconded by Vice Chairman Giarrusso and passed unanimously. VOTE: Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)
- d. Signage at Hawkins Pond: Member Pitocco would like to see additional signage regarding where the parking areas are and how far from each other and maybe a sign telling people entrance is coming up with distance. Chairman St. Pierre suggested hanging a sign from the bottom of the existing Hawkins Pond property sign that says parking ahead and the distance. It was also suggested there be a sign on the west side that says “Parking” with an arrow, signs for where the Orange and Green trails overlap, “Carry in, Carry out” signs and pet waste signs. Renderings and prices will be brought back to the May meeting.
- e. Kiosk signage regarding pet waste bags: Chairman St. Pierre picked up a lot of bags on Saturday at Steere Hill; people are leaving the bags on the trails. The Board finds this disrespectful and will have signs made up to tell pet owners to take the bags with them when they leave.
- f. Portable restrooms on GLT properties: Member Roy Najecki typically handles these and will arrange for one at Steere Hill and one at the west parking area of Hawkins Pond. Member Najecki will wait for Members Pitocco and Boudreau to flag the spot where they would like it placed at Hawkins Pond and then he will call to arrange delivery.

**Correspondence**

- a) Rupert Friday (2020 annual report): This was for informational purposes that Mr. Friday had provided this.

**Trail Inspection(s)**: Member Janine Pitocco submitted a report and has a tree that she would like someone to look at.

**Monthly GLT Activities – Reports**: Member Roy Najecki would like to recognize National Trail Day on June 5<sup>th</sup> with some type of GLT event; it has been suggested that maybe it could be the reopening date for Hawkins Pond property.

**Open Forum**: **Member Bruce Payton will be putting the trail counter at Steere Hill that he** received from the RI Land Trust Council. Member Janine Pitocco encountered two women walking at Hawkins and one of them mentioned an “Open Air Day” for artists to pick a spot on the property and paint; the woman will follow up with an email.

Councilman William Worthy wanted to thank the Board for letting the Matt Light Foundation use the properties recently; their event was a big success. Councilman Worthy has also been fishing at Hawkins and

GLOCESTER LAND TRUST MINUTES – APRIL 27, 2021 – APPROVED

stated the property is really looking gorgeous. Chairman Steven St. Pierre would like to have a kids fishing day at Hawkins in the fall.

Town Finance Director Adam Muccino has concerns with the GLT donating to the Sand Dam Association and being a member of the association. Director Muccino was going to ask the town's legal counsel to review, but he has not reached out to the Board since. Councilman Worthy stated that the Town Council is trying to find alternative ways for the association to get funds since there are several other bodies of water that have the same problem with the milfoil, and it wouldn't be fair to only help one association and not the others. Member Bruce Payton thinks the GLT situation is different since the Board is a landowner on that pond.

**Executive Session:** There was no executive session held at the meeting this evening. This has been a standing agenda item for a long time, but the Board has not had any business to be conducted in executive session in years. Chairman St. Pierre will remove this as a standing item and put back on the agenda as needed in the future.

There being no further business before the Land Trust, Member Bruce Payton made a motion to adjourn at 9:15pm.; it was seconded by Vice Chairman James Giarrusso and passed unanimously. Ayes – 7 (St. Pierre, Giarrusso, Najecki, Boudreau, Cavaliere, Payton, Pitocco)

**Minutes Approved:** May 11, 2021 meeting.