

Draft Minutes
Little Compton Agricultural Conservancy Trust
Meeting
December 11, 2017

1. Call to Order: The meeting was called to order at 7:00 pm. Members present were B. Richmond, W. Montgomery, M. Steers and D. Wechsler.
E. Maiato arrived at 7:02pm.
E. Field arrived at 7:07pm.
G. Mason was absent.
Attorney West was present

2.) Minutes: Minutes from the Public Session and Executive Session of November 1, 2017 were reviewed. Cheryl Cady added that changes to the minutes are needed as follows:
- Under Agenda and Notice, letter d -Change the deadline day from Wednesday to Monday, and
-Under Agenda and Notice, letter G – Change Clerk to Secretary

Motion to approve the Public Session with changes as noted made D.W.. Second by M.S 4-0 approve

Motion to approve the Executive Session minutes of November 1, 2017 made by M.S. Seconded by D.W. 4-0 approve

Motion to maintain the seal on the executive session minutes from March 16, 2016, December 7, 2016, April 5, 2017, June 7, 2017, July 5, 2017, August 2, 2017, August 21, 2017, September 6, 2017, and October 4, 2017 made by M.S. Second by D.W. 4-0 approve

3.) Review of correspondence:

- Chubb Insurance letter dated November 3, 2017 regarding disclosure notice.
- Chubb Insurance letter dated November 16, 2017 regarding renewal of policy.
- Alliant letter dated November 24, 2017, renewing Commercial Package and Umbrella Policies.
- Umbrella Insurance policy received.

4.) Treasurer's Report

- The bank balances for the month of October 2017 were as follows:

Elite Sav/Centerville	\$ 249,069.37
Investment Account Centreville Bank	\$ 506,866.44
Checking Account Centerville Bank	\$ 10,000.00
Citizens Checking Account	\$ 0.00
Washington Trust Investment	\$2,276,796.87
Washington Trust Holding (ICS)	\$1,729,996.59
<u>Washington Trust Checking</u>	<u>\$ 118,809.51</u>
Total	\$4,135,602.97*

*Please note: Following the meeting the bank accounts total was noted to have an error. The correct total should be \$755,935.81.

Currently, the Trust has applications to preserve approximately 386.92 acres of land, estimated to cost, in excess of, \$11 million.

Bills were reviewed and discussed as follows:

- Anthony DeSisto	\$ 75.00
- Brousseau Landscaping	\$1,279.00
- Meadow Mowing	\$1,495.00
- Modern Printing	\$ 464.31
- Mosaic Lan Management	\$ 935.00
- Carol Trocki	\$ 977.50
- Carol Trocki	\$ 212.00
- J A Jones Associates	\$ 850.00
- J A Jones Associates	\$ 550.00
- J A Jones Associates	\$ 150.00
- Cheryl Cady	\$1,425.00
- Cindy Edwards	\$ 160.00

A bill from Computer Doctors was received, in the amount of \$295.00 for website hosting services. The bill was held for payment based on PishPosh providing hosting services.

Motion to pay the bills made by D.W. Seconded by E.M. 6-0 approve.

Motion to pay the Chubb Commercial Insurance renewal premium in the amount of \$1,286.00 and Commercial Umbrella premium in the amount of \$1,584, upon receipt made by M.S.

Seconded by E.M. 6-0 approve

Review of Transfer Tax Returns:

- During the period of October 26, 2017 thru December 1, 2017 transfer taxes in the amount of \$217,160.00 were paid to the Trust. This reflects transfer # 2764 thru 2784.

Attorney West reported all transfer forms calculation were correct.

5.) Old Business

- Sub-committee reports:

Public Awareness: -

- Website: M. Steers reported the website is close to completion. He received the test website link today and will be working with PishPosh Designs to update the land listing to correspond with the map of preserved properties. The goal is to publish the agendas and minutes on the website beginning in January. Directions from PishPosh will be needed for administering the website.

-Stewardship Committee Update:

- Brown (Plat 47, Lot 2-3): B. Richmond reported he has been in contact with Ms. Brown regarding the easement violation, that includes a shed on easement owned land. Ms. Brown will be moving the shed.

- Stewardship contract and services:

- The three year contract will work on a purchase order system. Monthly invoices will be billed against the purchase order. This will assist in keeping tract of the work performed as well as the payment amounts. D.W. suggested invoice be numbered. B. Richmond suggested he, Wayne and Mike will work with Carol Trocki to prioritize properties on a weekly basis and

invoices will be submitted on a monthly basis.

-Stewardship for new acquisitions: Stewardship needs for new acquisitions will require a proposal. The proposal will be brought before the trustees for a vote to approve new properties documentation. A member will then notify Carol Trocki requesting the documentation be completed. The goal is to have completed baselines signed prior to closing on new acquisitions.

-Review of Monitoring Reports from 2017: Monitoring reports, results and concerns will be handled by Bill, Wayne and Mike.

-Acquisition Committee:

- Mosher (Plat 26, Lot 25): The property has closed. Ms. Abigail Brooks provided a proposal for engineering service for the property. Funds for associated cost have previously been approved.

6. LCACT Policies/Procedures/Rules: The policies, procedures and rules were reviewed.

Mr. Larry Anderson suggested changes to the language under the section Agenda and Notice, item “f”. He suggested changing the word unanimous to majority and adding the Open Meetings Law regarding adding an item to the agenda at the meeting. Trustees discussed the suggestion and added the wording “for discussion only”. Item “f” now will read: A matter may be submitted at a Trust meeting upon majority vote of all Trustees present, for discussion only.

Mr. Anderson also suggested that under Agenda and Notice section, item “h”, relating to copies of the packet shall be distributed to the Trustees and Town Council liaison, a third item be added to include the Town Clerk for public view excluding Executive Session materials. Trustees discussed the addition and will include it in the section.

The new Transfer Tax form was reviewed. It now includes the ordinance pertaining to transfer of property.

Motion to accept the changes and send the revisions to the Town Council including the revised Transfer Tax Form, as required under the ordinance for inclusion in the December 21, 2017 Town Council Meeting Agenda made by M.S. Seconded by E.F. 6-0 approve.

7.) New Business:

- Plat 20, Lots 56-3, 52-1, and 51-1: The appraisal for the property has been received. B. Richmond will meet with Bob Mushen to review.

-RI DEM Division of Forest Environment Grant Announcement: This grant does not apply to LCACT owned properties.

-Land Trust Alliance Board Resolution/ membership requirement – No action taken.

- Conservation Easement Language: Attorney West will review the easement language provided by M.S. He will mark it up and sent to B. Richmond and M. Steers.

- The Nature Conservancy: John Berg was present from the Nature Conservancy. He provided an update on TNC activities. He also provided information that the Marvell family wants to sell property at Warren’s Point for conservation. The property is vacant land. LCACT would be willing to hear an application.

9.) Executive Session: Executive Session for the purpose of discussing land acquisitions/negotiations per R.I.G.L. 42-46-5(a)(5):

1.) Pratt (Plat 2, Lot 9-10):

2.) Conte (Plat 19, Lots 34-1, 34-2, 33-1):

- 3.) Goulart (Plat 29, Lot 2-2):**
- 4.) Ponte (Plat 20, Lots 56-3, 52-1, 51-1):**
- 5.) Costa (Plat 18, lot 3-7):**

Motion to enter Executive Session, for the purpose of discussing land acquisition/negotiations per R.I.G.L. 42-46-5(a)(5) made by E.F. Seconded by W.M. 6-0 approve (Members were polled individually regarding the motion and voted as follows: (B.R. – yes, D.W – yes, W. M. – yes, M.S. – yes, E.F.- yes, E.M. - yes)

Entered executive session at 7:47 pm.

Motion to return to public session made by W.M. Seconded by M.S. 6-0 approve (Members were polled individually regarding the motion and voted as follows: (B.R.-yes, D.W. –yes, W.M.-yes, M.S. – yes, E.F. – yes, E.M. -yes)

10. Return to Open Session: Returned to Open Session at 8:15 pm.

11. Vote to seal the minutes of Executive Session: Motion to seal the minutes of Executive Session as they pertain to land acquisitions/ negotiations made by M.S. Second by W.M. 6-0 approve

12. Adjournment: Motion to adjourn made by W.M. Second by M.S. 6-0 approve

Adjourned 8:16 pm

Respectfully submitted,
Cheryl Cady