

Community Preservation Committee Meeting Notes for September 20, 2011

Members present: JJ Bell, Steven Phillips, Sandra Dahl-Ronan, Daniel Morris, Scott Smith, Karen Gallagher, and Stacy Randell

Staff: Debbie Laurie, Senior Project Manager

1. Ms. Dahl-Ronan noted errors in the minutes of the meeting held on August 23, 2011. The votes for the proposals related to the Sergeant House fence and the Gloucester Library landscaping and handicapped access had been 8 in favor and 1 opposed, rather than 9 in favor and 1 opposed, as reported in the draft minutes. Mr. Morris moved to accept the minutes, amended to reflect this correction, Ms. Dahl-Ronan seconded and the CPC unanimously passed the motion.
 2. In celebration of the 10th anniversary of the enactment of the Community Preservation Act, a ceremony will be held on September 27 at the state capitol. Our co-chair, Sandra Dahl-Ronan will be honored with the Robert Kuehn Award. The full CPC expressed its congratulations and appreciation to Ms. Dahl-Ronan. Ms. Gallagher offered to contact the Gloucester Daily Times, the Beacon, and Good Morning Gloucester about the event.
 3. Mr. Bell and Ms. Dahl-Ronan met with Councilor Curcuru about the strategy for communicating with the Council's Budget and Finance Committee (B&F) about the proposals forwarded to the mayor and Council by the CPC. The B&F meets every other Thursday. CP funding applicants should attend. The B&F members may want to conduct site visits. The co-chairs and Ms. Laurie will share information with the CPC as more is known about the B&F's plans.
 4. Mr. Bell consulted with the City's CFO regarding the timing of the next (3rd) round of requests for proposals a relates to the budget cycle. The current plan is to require applicants to submit pre-applications on December 15 and full applications by February 1. To better align with the budget cycle, pursuant to Department of Revenue processes, the CP funding cycle should call for pre-applications on February 1 and the full applications by March 15.
- Ms. Gallagher moved to amend the planned funding cycle to require for pre-applications on February 1 and the full applications by March 15. Ms. Dahl-Ronan seconded the motion. The motion passed with a unanimous voice vote.
5. Ms. Laurie presented an update of the projects that were funded in round 1. A table with information on each of the projects was shared with the Committee members and is included in these minutes as a summary of the discussion.

Project No.	Applicant	Project Title	Grant Amount	Expenditures to Date	Contact	Status
1	Community Development Department	Dogtown/ North Gloucester Woods Preservation Planning	\$30,000	18,666.00	Stephen Winslow swinslow@gloucester-ma.gov	Grant agreement signed by Matt Lueig and Steve Winslow. Tasks #1, #2 & #4 completed; which was hired firm to assist w/grant, held 1st mtg and completed pre-inventory. (see attached)
2	Gloucester High School, Jim School	Wostrel Environmental-Adventure Center	\$10,100	1,000.00	Jim School 978-828-4981 jim.school@comcast.net	Inter-dept. agreement signed. 1st invoice paid. Mr. Schoel working on estimates for tree replacement. Also, has been contacted regarding sign. First round of tree replacements should take place in Sept.
3	Gloucester Development Team	Central Grammar Apartments	\$50,000	21,000.00	Marc Sandler 978-283-3234 msandler@sandlerlaramee.com; James Perrine Project Manager for Community Builders jamesperrine@tcblinc.org 857-221-8651	Project Manager, James Perrine (Community Builders) provided documentation of final DHCD loan approval and image of wire transfer. Pro-rated share of \$50,000 based on state distribution. \$21,000 now, \$29,000. See emails in Central Grammar electronic folder. First payment has been issued and progress report filed. (see attached) Sign has been put in window, but will be put on post once the outside cranes/lifts are not being used anymore.
4	The Gloucester Adventure	Schooner Adventure Restoration: Windlass and Anchor Chain	\$25,000	25,000.00	Joanne Souza 978-281-8079 jsouza@shooner-adventure.org	Grant agreement executed. CPA sign installed. First invoice of \$9,615.82 paid. Progress report w/photos submitted. Phase II should be submitted soon; seems they are slightly behind in sch. - Emailed Mr. Krugman. Response from Joanne Souza stating CC was behind & that set them behind schedule. Windlass barrel installed and support structures are being fabricated now. Final report received (see attached)
5	City Hall Restoration Commission	City Hall Restoration- Completion of the Exterior Restoration	up to \$215,000 annually	0.00	Maggie Rosa 978-281-1871 maggierosa44@gmail.com	J.J. met with Jeff Towins to determine funding needs for 2011 and 2012. Jeff will draft motion for Council to appropriate \$215,000 from FY 2011. Will use CPA & first check in 2011 and 2012; borrow short-term if more is needed. The long-term. CHRC agreed with architect on fee of \$242,000. Jim Haley will be PM, sign off on all invoices and submit to Debbie for processing. Two new items pertaining to CHADA compliance issues need to be addressed now since rulling has changed and the chimneys need to be repaired. Chg ord has been processed.
6	Gloucester Unitarian Universalist Church	Universalist Meetinghouse Restoration Phase II	\$30,000	0.00	Karen Rembert Church Administrator 978-283-3410 gloucesteruu@earthlink.net; Jerry Ackerman jerry.ackerman@verizon.net	Waiting for project schedule from Karen Rembert and Jerry Ackerman to include in grant agreement. Church is still fundraising and deciding how and when to proceed. Sent email for status of project and project schedule. I met with Jerry Ackerman & Newton Fink of the UU Church; they are rethinking the location handicap entrance and bathrooms. See letter. No contract yet because of these issues. (see letter)
7	Gloucester Historical Commission	Gloucester Street Survey Update	\$7,500	0.00	David Rhinelandier GHC 978-325-0518 davidrx@aol.com	Grant agreement executed. Ready to receive invoices. According to contract schedule Phase I report est. date is June 3, 2011. Emailed David. Mix up with the PO by Wendy, behind sch. - New sch. Submitted, phase I should be completed by 10/7/11.
8	Historic New England	Beauport Window Conservation	\$25,000	25,000.00	Jodi Black Project Manager 617.997.5580 jblack@historicnewengland.org	Grant agreement executed. CPA sign installed. Beauport has been right on schedule with reports and payments. They are completed. Final report pending.
9	Gloucester Housing Authority	Cape Ann Homeownership Center	\$20,000	\$4,540.92	David Houlden 978-281-4770 dhoulden@ghama.com	Grant agreement executed. 2nd invoice paid and received 2nd qtrly.
10	Gardner Company	10 Taylor Street Condominiums	\$110,000	\$0.00	Carl Gardner 978-857-1556 carlgardner@gmail.com	Finalizing agreement and payment schedule. Waiting for Deed Rider from DHCD and Disposition Agreement. Issues with final fee.

Mr. Bell provided additional background on two issues related to the City Hall project. First, the chimneys have been found to be dangerously deficient and have been removed down to the roof line. Investigation has determined that the south chimney is no longer in use. The north chimney provides needed ventilation to the building's boiler. The north chimney is unlined, and was added to the building well after original construction onto the exterior. The City is pursuing authorization for emergency procurement to effect the structural improvements to the chimney and returning to service before the heating season. Staff are looking into the possibility of filing an insurance claim or seeking support from FEMA for funds to effect the repair.

The second issue is that the cost of the CP funded work exceeds 30% of the assessed value of the property. This triggers a requirement that the entire building must be brought into compliance with handicapped accessibility standards. This includes interior spaces as well as areas directly affected by the work on the exterior. City staff are investigating alternatives for becoming compliant with the requirements. The CPC discussed whether and to what extent CP funds should be used for the accessibility work. Though the work may be triggered by the initiation of the CP funded exterior project, the problems pre-exist the project and the building has been out compliance ever since the accessibility standards were established. Members of the CPC discussed the best way to express their sense that the CP funding should only be used for accessibility accommodations exterior to the building and that the City should find other sources of funds for the inter accessibility modifications.

Mr. Bell promised to keep the CPC up to date as more is know about these situations and the management alternatives.

6. The next meeting is slated for Tuesday, October 18, 2011, in City Hall at 6:00 p.m.

7. Ms. Dahl-Ronan moved to adjourn the meeting at around 6:40 p.m., Mr. Smith seconded, and CPC unanimously passed the motion.