

**Gloucester Community Preservation Committee
Minutes of September 18, 2012 Meeting**

Members Present: Bill Dugan, Sandy Dahl-Ronan, Karen Gallagher, Tom O’Keefe, Stacy Randell

Members Absent: J.J. Bell, Charles Crowley, Robert Gulla, Scott Smith

Staff Present: Debbie Laurie, Senior Project Manager

Others Present: Steve Winslow and Roger Corbett

The Meeting was opened by Sandra Dahl-Ronan, co-chair, at 6:00 pm.

Approval of Minutes

The minutes from the August 21, 2012 meeting of the CPC were reviewed.

Motion made by Mr. Dugan to Accept the Minutes as written.

Motion seconded by Mr. O’Keefe

Motion Passed

Newell Stadium (taken out of order of the Agenda)

A new project application, entitled Newell Stadium Capital Improvement Project, was submitted outside of the CPC’s regularly scheduled rounds of funding (See Project Application for details). Steve Winslow, Project Manager, requested to be added to the agenda for the purpose of outlining the project and to explain the necessity of submitting the Application at this time rather than waiting for the next round of funding in 2013.

Mr. Winslow explained that the total budget for the project is \$3,580,000. The total of CPA funds requested is \$297,500. Other funding sources for this project are: New Balance, Gloucester Fisherman Athletic Association, PARCs Grant, City Bonding and miscellaneous donations.

Mr. Winslow also explained that the Project requires a commitment of \$66,500 from CPA prior to January 1, 2013 to allow for the red track and walking lights to be constructed in the spring of 2013.

Mr. Winslow was invited to return to speak to the members of the CPC on October 16, 2012 at 6:00. This portion of the meeting will be considered CPC’s public meeting for the purpose of the public offering input on the project. A notice regarding the meeting will be published in the October 2, 2012 edition of the Times.

Discussion ensued regarding whether the CPC had adequate funds available to commit to a project this size if the CPC voted to refer the request for funding to City Council. The members agreed that in order to prepare to deliberate the Newell Stadium Application, a status update from the Friends of Good Harbor (FOGH) regarding the 70-74 Thatcher Road Land Purchase Application was necessary as well as an update from Kenny Costa regarding the CPA’s fund balance.

The CPC will invite Mr. Costa to its November 20, 2012 meeting and request an update from FOGH for discussion at the October 16, 2012 meeting.

Recap of the Status of Rounds One and Two

For more detailed information see Attachments 'A' and 'B'

Ms. Laurie discussed the status of the 2010 and 2011 CPA Awards. In particular, she gave an update on Wostrel Environmental Adventure Center, City Hall Restoration, Taylor Street Condominiums, Cape Ann Museum, Phyllis A, Magnolia Library and Sargeant House.

Wostrel Environmental Adventure Center: The work continues. The initial round of planting was completed and the remaining plants will be planted in the spring of 2013.

City Hall Restoration: Ms. Laurie submitted Minutes from the 9/10/12 meeting of the City Hall Restoration Commission, prepared by the project architects McGinley Kalsow & Associates, which gave a detailed description of the progress of the restoration and an update on the status of the project. A site visit of the exterior of the tower for CPC members is scheduled for September 24, 2012 at noon.

Taylor Street Condominiums: Ms. Laurie provided the members with a Construction Progress Report from the 10 Taylor Street, Gloucester project. An open house will be held on September 25, 2012 to view the completed project. The builder is waiting to receive an occupancy permit.

Cape Ann Museum, White Ellery House Window Restoration: The Museum's grant application for matching funds from the Massachusetts Historical Commission was denied. The Museum is seeking other funding sources.

Phyllis A: Ms. Laurie provided the members with a very detailed memo outlining its progress along with pictures from the Phyllis A. Haul Out from May 17, 2012 to August 1, 2012.

WPA Murals: Ms. Laurie will follow-up to confirm that RFPs have been prepared and announced.

Magnolia Historical Society: The archival restoration project is completed, invoices submitted and project paid in full.

Sargeant House: Ms. Ronan reported that due to the increased number of visitors to the Sergeant House since the fence was taken down, the fence may not be replaced. Instead, the recipients of the funding have indicated that they would like to utilize the award to repair the stone wall. The CPC will have to make a determination as to how to proceed since the basis for the funding is no longer viable. The CPC must determine if the recipients of the award would have to reapply for funding.

Sawyer Library: Ms. Ronan will follow-up with the Library and report at the next meeting.

Greenbelt: Ms. Laurie will follow-up on signage and conservation restrictions.

Recap of the Status of Round Three

City Council's Budget and Finance Committee continues to conduct hearings on all projects submitted for funding by the CPC.

Friends of Good Harbor: The Friends of Good Harbor are investigating the legality of a Bridge Loan and other sources of funding.

The CPC also reiterated its concern for whether and environmental impact study (21E) was every conducted and if so, where the results are. Ms. Laurie was unable to locate any filings.

If this project becomes impractical or impossible to bring to fruition the CPC has to determine what the procedure would be to withdraw its recommendation to City Council for funding.

Discussion also ensued regarding the length of time a project should be allowed to remain in a state of uncertainty before the funding request is withdrawn.

Site Visits for the CPC of Various Round One and Two Projects

Ms. Ronan suggested that the members of the CPC conduct site visits of various projects from Rounds 1 and 2.

Community Preservation Act Plan Update

Discussion ensued regarding updating the CPA Plan. Gathering existing miscellaneous city plans prior to beginning the update was suggested.

Scheduling a Public Forum after the first of the year was also recommended.

Other Business

Members of the CPC who attended events during the Schooner Festival were disappointed that there was no mention by the Schooner Adventure regarding funding by CPA

Next Meetings

October 16, 2012, City Hall's 3rd Floor Conference Room

6:00 pm to 6:30 – Presentation of Newell Stadium Application and Public Forum

6:30 pm to 8:00 – CPC Meeting

November 20, 2012 at 6:00 pm, City Hall's 3rd Floor Conference Room

Adjournment

Motion made by Ms. Randell to Adjourn the Meeting

Motion seconded by Mr. O'Keefe

Motion Passed

The meeting was adjourned at 8:00 pm.

Status of 2010 Community Preservation Committee Awards

Project No.	Applicant	Project Title	Grant Amount	Exps to Date	Contact	Status
1	Community Development Department	Dogtown/ North Gloucester Woods Preservation Planning	\$30,000	28,000.00	Stephen Winslow swinslow@gloucester-ma.gov	Grant agreement signed by Matt Lustig and Steve Winslow. Task 1, (drift trail map) completed & pd; Task 2, (Prel Inv) completed & pd; Task 4, #1 Public mtg) & Task 4, #2 (Public mtg) comp & pd; Held final mtg & contractor will be finalizing plan. Final report & payment should be done by mid February. Project completed (final report emailed 2/13). Balance of \$2000 left over. Co-Chair needs to write memo to Kenny, City Auditor, letting him know of the balance left. Memo drafted. Board needs to vote on. Board voted last meeting memo and minutes will be sent to Kenny. Completed
2	Gloucester High School, Jim Schoel	Wostrel Environmental-Adventure Center	\$10,100	5,792.50	Jim Schoel 978-828-4981 jim.schoel@comcast.net	Inter-dept. agreement signed. 1st invoice paid. Mr. Schoel working on estimates for tree replacement. Signed is in place. However, still working with Mr. Schoel, regarding estimates, PO#, possibly wage issues - prevailing wages. Also, he has to submit to the Conservation Commission a planting plan for approval 1st. No response from Jim, however. Con Com said he was in to discuss planting plan. Nothing submitted as of yet. 1/18/12 - Sandy spoke w/ Jim & said prjct is on back burner for winter, however, needs to get an arborist to assist him w/ planting plan for Con Com - project to move forward in spring and Sany offered our assistance. Reinforced time limit also. Jim has dropped off planting list. (see attached) Ok with Con Com. Issue w/ hiring arborist; Sandy suggests to review w/ Board at mtg. He is ordering the 1st round of plants and should be in w/ a few wks. Plants have been planted. Plans on doing rest of plants in the spring of 2013.
3	Gloucester Development Team	Central Grammar Apartments	\$50,000	50,000.00	Marc Sandler 978-283-3234 msandler@sandlerlarame.com; James Perrine Project Manager for Community Builders jamesperrine@jcbinc.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. Sent committee last report. Final invoice processed; Final report still pending. Requested sign to remain for a while. Kirk Noyes picked up pole. Should be done soon. Sign is up. Project completed.
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 \$9,815.82 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. Windless barrel installed and support structures are being fabricated now. Final report received. Project completed.
5	City Hall Restoration Commission	City Hall Restoration- Completion of the Exterior Restoration	up to \$215,000 annually	1,299,688.00	Maggie Rosa 978-281-1871 maggierosa44@gmail.com	J.J. met with Jeff Towne 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 in 2011 and 2012, borrow short-term if more is needed. Then borrow long-term. CHRC agreed with architect on fee of \$242,005. Jim Hafey will be PM, sign off on all invoices and submit to Debbie for processing. Two new items pertaining to CH - ADA compliance issues need to be addressed now since ruling has changed and the chimneys need to be repaired. Chg odrh has been processed. 1st, 2nd invoices for arch. pd. 3rd & 4th one in process to be pd on 2/3/12. Total Contract awarded for a total of 2,088,100. to Campbell const. PO's & contract in process. Construction has begun- scaffolding being erected; sent committee const. sch. See 8-13-12 CHRC minutes attached.

Status of 2010 Community Preservation Committee Awards

6	Gloucester Unitarian Universalist Church	Universalist Meetinghouse Restoration Phase II	\$30,000	18,780.00	<p>Karen Rembert Church Administrator 978-283-3410 gloucesteruu@earthlink.net et. Jerry Ackerman jerry.ackerman@verizon.net et Newton Fink newfink@yahoo.com Charles Nazarian chasnaz@earthlink.net</p>	<p>Need new project timeline. Have revised plans three times. Latest revision moving forward. (see attached). J.J., Sandy & I met with members on 4/27 to discuss latest revision. Just changing location of lift again, no other changes. \$\$ will be used for the lift and handicap bathroom as intended in original application & what was voted on by CC (see attached). New architect on board, Steve Armington, which has submitted final plans (attached). Has submitted new budget (attached) & will be sending revised project schedule. J.J and Sandy thought it would be wise to discuss with Suzanne and make sure they would not have to go back to CC for revision. Suzanne does not see any need to go back before CC since the scope & funds will still be used for the initial intended purpose as the CC voted. Chair lift has been ordered and paid for. Construction has begun. Site visit on 8/20. About half way done. signed delivered.</p>
7	Gloucester Historical Commission	Gloucester Street Survey Update	\$7,500	7,500.00	<p>David Rhinelandier GHC 978-325-0518 davidrx@aol.com</p>	<p>Grant agreement executed. Ready to receive invoices. According to contract schedule Phase 1 Report est. date is June 3, 2011. Emailed David. Mix up with the PO to Wendy, behind sch.- New sch. Submitted, phase I should be completed by 10/7/11. First report received, 10/12/2011. 1st invoice rec'd, pd on 10/28/11. 2nd half of Phase 1 report rec'd & emailed to members; 2nd invoice pd. Final draft of report has been sent to GHC; should be completed by mid Feb. 2012. Final report received (see attachd) invoice paid. Project completed.</p>
8	Historic New England	Beauport Window Conservation	\$25,000	25,000.00	<p>Jodi Black Project Manager 617.997.5580 jblack@historicnewengland.org</p>	<p>Grant agreement executed. CPA sign installed. Beauport has been right on schedule with reports and payments. They are completed. Final report submitted. Project completed.</p>
9	Gloucester Housing Authority	Cape Ann Homeownership Center	\$20,000	\$20,000.00	<p>David Houlden 978-281-4770 dhoulden@ghama.com</p>	<p>Grant agreement executed. 1st & 2nd invoice paid and received 2nd qtrly. Third report rec'd with invoice, pd on 10/28/11. Has submitted 50% completion report; fwd to members. Qtrly report submitted w/ 3rd invoice. Will be paid on 1/20/12. Project completed; final report submitted. Final invoice submitted; project completed</p>
10	Gardner Company	10 Taylor Street Condominiums	\$110,000	\$99,000.05	<p>Carl Gardner 978-857-1556 carlgardner@gmail.com</p>	<p>All documents received, reviewed by Legal dept. and contract & disposition agreements all signed. Has permits to start. Signed installed. Foundation in. 1st payment submitted for review. 2nd invoice covers framing, roof & partial windows. 3rd inv. submitted; should be pd on 2/3/12. Bal. for project upon occupancy permit. Site visit for all funders on 9/25 from 3:30 - 5:30 pm. Construction status report attached.</p>

Status of 2011 Community Preservation Committee Awards

Project No.	Applicant	Project Title	Grant Amount	Expenditures to Date	Contact	Status
1	Gloucester Housing Authority	Sheedy Park Roof Replacement	\$86,453		David Houlden 978-281-4770 dhoulden@ghama.com	Project going out to bid July 1st. Agreement signed, bid awarded and construction should start at end of month. Waiting for State approval.
2	Cape Ann Museum	White Ellery House (1710) Window Restoration	\$25,000		Martha Oaks 978 283-0455 ext 17 marthaosaks@capeannmuseum.org	Contract pending. Applying for matching funds from MHC - MA Pres. P'riect fund. Final drawings - Aug; Oct - production of glass & installation April 2013. Contract in place. Update report submitted-7-28, seeking addtl funds since grant to MHC was denied.
3	Gloucester Adventure	Save the Adventure - Purchase & Install spars	\$25,000	25,000.00	Joanne Souza 978 281-8079 jsouza@schooner-adventure.org	Grant Agreement signed on 1/11/12. Routing thru city. Contract issued, 1st payment submitted with report. Project completed.
4	Phyllis A. Marine Association	Phyllis A. mast & hull restoration	\$20,000	20,000.00	Mrs. Gloria Parsons, Bd Secretary/Treasurer 978 283-9292 schtruant@verizon.net	Grant Agreement signed on 1/18/12. Contract executed on 2/9/12. Waiting for haul out which should take place week of 5/7/12. Vessel is hauled out and being working on. Project completed. Copy of final report attached.
5	Gloucester Committee for the Arts	WPA Murals restoration	\$15,000		Dale Brown, 978 290-6690 daletb@berizon.net	Have met with Dale & Donna, Purchasing Agent, to review scope & discuss bidding procedure for project. Have emailed several times for status of project; have not heard back. Agreements routing; RFP due out shortly. Report update for July - See attached email. No new status since July report.
6	Magnolia Historical Society	Magnolia Historical Society archival restoration - purchase of copier/scanner for digitization	\$10,000	10,000.00	Lisa Ramos, President, 978 290 3005; lisa@magnoliahistorical society.com	Grant Agreement signed 1/25/2012; Contract executed on 2/6/12. Scanner/printer delivered to site which I did a site visit for. 1st invoice paid. Materials purchased, small balance left for more paper, toner etc. Emailed Lisa to invoice. Sent 2nd reminder. Final invoice paid. Final report requested. Will follow up.
7	Sargent House Museum	Fence replacement - Main Street side	\$15,000		Judith Nast 508 816-9665 judithnast@gmail.com	Contract executed on 2/28/12. Appox. Fence removal and replacement - June/July 2012. Requested status report again; will be coming in for sign. Sandy going to contact Judith.
8	Sawyer Free Library	Landscape Project - ADA access	\$75,000		Joan Ciolino, President, Bd of Director, joanciolino@gmail.com & Carol Gray, Director, Sawyer Free Library; gray@sawyerfreelibrary.org	Contract pending new project schedule and budget. Going out to bid shortly. Won't be starting ADA construction until late spring. Parking lot is first. Agreement signed. Starting construction July. Requested status update again. Voice mail: defer till Jan for new bids; came in too high this summer. Sandy going to contact Carol Gray
9	City of Gloucester, Community Development Department	Little River Stream Habitat & Restoration	\$15,000		Greg Cadematori 978 281 9781 gcadematori@gloucester-ma.gov	Agreement signed and routing. Agreement delayed by Kenny, seeking Suzanne's advise. Need to do MOU or LOA. Agreement in place; however, no movement on project. Requested update from Greg.
10	Essex County Greenbelt Association	Tompson Street Reservation Gateway - acquisition	\$120,000	\$120,000.00	David Santomenna, Dir. Of Land Cons. 978-7687241 x18 dts@ecga.org cell 978 500-3201	Grant agreement signed on 12/20/2011; Invoice processed 12/21/2011. Emailed David as to status of signage. See attached update for parking plan & signage. Parking lot competed, had emailed cmte. Working on signage & CR. Requested update
			\$406,453	175,000.00		