

**Gloucester Community Preservation Committee  
Minutes of October 16, 2012 Meeting**

**Members Present:** Bill Dugan, Sandy Dahl-Ronan, Karen Gallagher, Tom O'Keefe, J.J. Bell, Charles Crowley, Robert Gulla, Scott Smith

**Members Absent:** Stacy Randell

**Staff Present:** Debbie Laurie, Senior Project Manager

**Others Present:** Ellen Preston, Mike Carrigan, Tim Philpott, Roger Corbett, Steve Winslow, Jay Summer, Jon Pope, Dick and Barbara Wilson, Jeff Towne

The Meeting was opened by J.J. Bell, co-chair, at 6:00 pm.

**Public Meeting on the Newell Stadium Capital Improvement Project**

Due to the time constraints of the need for funding The CPC agreed to accept an Application for Funds from Gloucester Newell Building Committee (working in cooperation with the Gloucester Fisherman's Athletic Association)

**Mr. Winslow** explained that the total budget for the project is \$3,580,000. The total amount 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. He presented an overview of the project which includes new athletic field, athletic field lights, a regulation ¼ mile red track surface, walking lights, new bathroom facility, new bleachers, ADA accessible, refurbish the historic stone entry way, paint wrought iron fence.

**Mr. Winslow** explained that the Gloucester Fishermen Athletic Association (GFAA) was specifically requesting \$297,500 from CPA to fund the athletic field lights, a red track surface and walking track lights.

**Mr. Wilson** explained that this project is the epitome of what CPA is about. The project will be a resource for not only the city's youth but for all citizens. Mr. Wilson also discussed the need for continuing to fund raise for maintenance and explained that the GFAA would continue to secure donation to be used for maintenance.

**Mr. Towne** testified that the City of Gloucester is fully supportive of this project and that the City has committed to bond 1.5 million to fund this project. Mr. Towne also explained various scenarios the CPA may consider if it decided to recommend funding for this project.

**Motion made by:** Rob Gulla  
**Seconded by:** Karen Gallagher

The Community Preservation Committee, having agreed to review the off-cycle application of the Community Development Department on behalf of the Gloucester Newell Building Committee (working in cooperation with the Gloucester Fisherman's Athletic Association), recommends that the City Council appropriate \$298,000 to the Gloucester Newell Building Committee for the purpose of funding athletic field lights, a red track surface and walking track lights as part of the overall Newell

Stadium renovation project, to insure a fully functional and high quality recreational facility to be opened in the early Fall of 2013, subject to the following conditions:

- The total funding of \$298,000 shall be in the form of:
  1. currently available funds of not less than \$85,000; and
  2. a 15 year bond of not more than \$213,000.
- The recommendation is subject to the Department of Revenue certification of FY 2012 funds expected in early December of 2012.
- Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester, in a form acceptable to the Community Preservation Committee, and the City of Gloucester Newell Building Committee, which agreement will include, among other provisions, that the expiration of the award shall be December 31, 2013.

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds will be appropriated.

**Vote:**

8 Yes

0 No

1 Absent

**Motion Passed**

**Approval of Minutes**

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

Motion made by Ms. Gallagher to Accept the Minutes as written.

Motion seconded by Mr. Gulla

Motion Passed

**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, Unitarian Universalist Church, Cape Ann Museum, WPA Murals, the Sargent House Museum, the Sawyer Library and Greenbelt.

Wostrel Environmental Adventure Center: The work should be completed by the spring of 2013.

City Hall Restoration: The project remains on schedule.

Unitarian Universalist Church: The UU Church is presently waiting on the installation of the lifts. One is currently on site and the other should be arriving in a couple of weeks.

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. The CPC agrees that the Museum should be allowed additional time to seek alternative funds.

WPA Murals: Ms. Laurie announced that the RFP has already gone out and that they are working out details with the preferred bidder for the restoration.

Sheedy Park: Project is ongoing; Roof construction has started and the CPA sign to be picked up 10/18/12 by the Gloucester Housing Authority staff.

Sargent House: Ms. Ronan reported that due to the increased number of visitors to the Sargent House since the fence was taken down, the fence will not be replaced. Instead, the recipients of the funding have indicated that they would like to utilize the award to repair the stone wall. A discussion ensued regarding this funding issue and it was determined that the repair of the stone wall is a substantial deviation from the original request to replace the fence.

## **MOTION**

**Motion made by:** Karen Gallagher

**Seconded by:** Bill Dugan

Due to the fact that the Sargent House Museum no longer intends to utilize the CPC funds authorized by City Council for the purpose in which they were intended, that being the replacement of a fence around the perimeter of its property, the Community Preservation Committee will request the City's General Counsel, Suzanne Eagan, to determine a mechanism to rescind the authorization of the City Council for said funds. Furthermore, after considering the request to divert said funds to be used for the repair of a stone wall, the CPC agreed that it is a substantial deviation for the original application for funds, therefore, the Sargent House Museum representatives must file a new Application for funds at the next scheduled round of funding.

### **Vote:**

8 Yes

0 No

1 Absent

## **Motion Passed**

Sawyer Library: The bids for the Sawyer Free Library project were not favorable - issues with project manager and missing bid items. They plan on rebidding this winter (2013) and hope to start construction in the spring.

Greenbelt: A ribbon cutting ceremony was held. Greenbelt is still working on the conservation restrictions.

Little River: Pending information from Larry Durkin, City Engineer which will determine the next step.

## **Recap of the Status of Round Three**

City Council's Budget and Finance Committee has completed hearing from each of the applicants and will most likely vote on the CPA's recommendations at its November 8<sup>th</sup> meeting.

### Friends of Good Harbor:

The status of the land acquisition was discussed. The CPC requested Ms. Laurie to ask Denton Crews the following questions:

- Has the P&S been signed by all parties?

- What are the details with regard to the private financing/gap financing?
- In his opinion, what is the administration's position on the land acquisition?

In addition, the CPC has requested Ms. Laurie to ask Suzanne Eagan where she stands on the MOU between the Friends and the City and where she stands on the issue of 21e, as the City will be the ultimate owner.

### **Next Meetings**

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

### **Adjournment**

Motion made by Rob Gulla to Adjourn the Meeting

Motion seconded by Karen Gallagher

Motion Passed

The meeting was adjourned at 8:15 pm.

# Attachment A

## Status of 2010 Community Preservation Committee Awards

Project No.	Applicant	Project Title	Grant Amount	Exps to Date	Contact	Status (10-16-12 mtg)
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. <b>Completed</b>
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's, 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 prct 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. 10-04-12 update see attached qtrly.
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@tcbinc.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. <b>Project completed.</b>
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. <b>Project completed.</b>
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 Hatley 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 ordr 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. 9-9-12 minutes attachd.

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 Jerry Ackerman jerry.ackerman@venizon.net 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 &amp; 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 &amp; what was voted on by CC (see attached). New architect on board, Steve Arrington, which has submitted final plans (attached). Has submitted new budget (attached) &amp; 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 &amp; 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. 10-4-12: Ready for del. of lifts &amp; awaiting installation from the manufacturer; could be a few wks. see attached report.</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 1 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 &amp; 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 attached) 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 &amp; 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 &amp; disposition agreements all signed. Has permits to start. Signed installed. Foundation in. 1st payment submitted for review. 2nd invoice covers framing, roof &amp; 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. 10-16-12 - Waiting for final invoice and report; needs to have copies of occupancy permits.</p>

# Attachment B

## Status of 2011 Community Preservation Committee Awards

Project No.	Applicant	Project Title	Grant Amount	Expenditures to Date	Contact	Status (10-16-12 mtg)
1	Gloucester Housing Authority	Sheedy Park Roof Replacement	\$86,453		David Houlden 978-281-4770 doulden@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. 10-15-12 report - Construction started! See attached report; picking up sign on Thursday.
2	Cape Ann Museum	White Ellery House (1710) Window Restoration	\$25,000		Martha Oaks 978 283-0455 ext 17 marthaoaks@capeannmuseum.org	Contract pending. Applying for matching funds from MHC - MA Pres. Pjct 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. Contact 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. Copy of final report attached. Project completed.
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. See Oct. status report attachd.
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. As of this report no final submitted.
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. As of 10-16, Suzanne's rec is either seek amndment from original intent from CC or have them re-submit - Committee needs to decide.
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 til Jan. for new bids; came in too high this summer. Sandy going to contact Carol Grey. See status email dated 9/19/12. Planning on rebidding by end of month and begin const. early spring
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. Pending info from Larry Durkin, eng. Which will determine next move.
10	Essex County Greenbelt Association	Tompson Street Reservation Gateway - acquisition	\$120,000	\$120,000.00	David Santomenna, Dir. Of Land Cons. 978-7687241 x18 djs@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. Official opening ceremony was held today, 0-16-12. As of 10/12/12 - CR is drafted and need to submit to Con Com before can send to state.
			\$406,453	175,000.00		