

Community Preservation Committee
Minutes
April 22, 2015
Third Floor Meeting Room, City Hall

Members Present: Stacy Randell, John Feener, Charlie Crowley, David Rhineland, Barbara Silberman, Catherine Schlichte and Scott Smith

Members Absent: Joseph Orlando, Bill Duggan

Staff Present: Deb Laurie, Senior Project Manager

MOTION: by Scott Smith, second by John Feener: After review, the minutes of March 24, 2015 were approved UNANIMOUSLY.

Stacy Randall, having attended the Open Meeting law workshop, reminded the committee that we need to add a list of documents reviewed to our minutes.

Magnolia Library Update: Jamie O'Hara, member of the Magnolia Library Board, gave an update on the project. He advised that, as a volunteer board, progress was slow in getting the bid documents assembled and sent out for estimates. He hoped that his board would have that process completed in the next 6 weeks. The committee gave some guidance to the applicant and set expectations for progress of the project. The applicant was reminded that they have failed to meet conditions of the phase 1 funding. Specifically, no CPA sign was installed at the project site, the change order requesting a time extension for the usage of the remaining balance of funds was not signed in a timely fashion and no progress reports have been filed.

MOTION by John Feener, seconded by Barb Silberman: The Magnolia Library needs to demonstrate to the Board by its June meeting that the bid specifications have been assembled and 3 separate contractors have been solicited for a job estimate. Approved UNANIMOUSLY.

MOTION by Stacy Randell, seconded by Catherine Schlichte: To withdraw the balance of phase 1 funding for failure to comply with contractual requirements. Approved UNANIMOUSLY.

Status on Funded Projects:

Holy Family Parish: Committee requested that Deb send letter to the applicant with deadline for submittal of signed contract and to advise that failure to submit same could result in fund forfeiture.

For remainder of funded projects and their status see details contained in the documents itemized under "List of Documents" below.

Site Visit Updates: Deb, Charlie and David reported on site visits to the Woolworth's Building, The UU Church and The American Legion.

Discussion of 2015 Applications: All applications were discussed, the following applications had action items.

a. Burnham Field: Steve Winslow of the Community Development Department appeared on the department's request to use the funds remaining from the 2014 grant on player benches and landscaping.

MOTION by Stacy Randall, seconded by Charlie Crowley: That unspent funds of \$13,056 be reallocated for the purchase and installation of players' benches and landscaping on the grounds that those items fall within the scope of the original project. Approved UNANIMOUSLY.

b. Action, Inc. Façade: Deb will forward engineering report to the board.

c. Phyllis A: Deb will request information regarding the organization's plan for raising ongoing maintenance costs once project reaches completion.

d. The American Legion: Deb will request information regarding Legion's past and current public use and whether the applicant has the ability to contribute to the project.

Annual Meeting: Board discussed annual meeting and topics to be covered. In addition to the 2015 applications, the board discussed topics for future discussion.

1. The balance of funding amongst the four allowable spending purposes of open space, historic resources, recreational land and community housing needs review.
2. And related to that, the board would like to do some outreach the Fall in an effort to get better community wide participation among the various nonprofit organizations that would be eligible for funding.

Barbara Silberman noted that the minutes should reflect the call for public comments regarding the Committee's work and goals.

MOTION to adjourn by Catherine Schlichte, seconded by Scott Smith. Approved UNANIMOUSLY.

List of Documents Reviewed

- Minutes of March 24, 2014
- Status Report of 2013 CPA Awards, with attachments
- Status Report of 2014 CPA Awards, with attachments
- CPA 2015 application questions w/answers from meeting of March 24, 2015

Next Public Meetings:

May 14th at 6PM, Friend Room, Sawyer Free Library
May 28th at 6PM, CATOC Meeting Room, 3 Pond Road