

**Gloucester Community Preservation Committee**

Committee DRAFT Meeting Report for July 28, 2010

Members attending: Stacy Randell, Sandy Dahl-Ronan, John Feener, Karen Gallagher, Dan Morris, Scott Smith, Bill Dugan, J.J. Bell

Members absent: Ian Lane

Staff: Matt Lustig, Community Development Staff

1. Minutes from the CPC meeting held on June 23, 2010, were accepted unanimously and without amendment. Moved, Mr. Dugan; seconded, Ms. Randell.

2. Ms. Dahl-Ronan expressed the CPC's sense of excitement over the start to the proposal review process. She noted that the review process would be iterative as the CPC asks questions and suggests refinements to the proposals. The CPC will strive for consensus; that is, the package of approved proposals should be something with which we're all content. However, officially, the CPC will need to make decisions by voting.

3. Ms. Gallagher again met with staff from the Auditor's Office, along with IT staff. There has been little progress in development of financial reports that are easily read and understood by CPC members. The town of Weston is a good example of what the CPC would like to see.

Mr. Lustig reported that CPC has over \$424,000 available for community preservation awards. This figure includes interest earned. The current year match from the state is 28%, based on prior year collections.

4. The CPC briefly reviewed each of the proposals that were submitted. Each CPC member was assigned proposed project and was asked to describe the project and pose critical questions that need to be answered before a detailed review process begins. Some of the specific questions raised during the meeting are listed below. Others will be submitted by CPC members directly to Mr. Lustig, so he can follow up with the applicants.

- Dogtown, north Gloucester woods preservation planning. Reviewed by Ms. Dahl-Ronan. Why is the proposed survey needed when trail maps of the area exist? Will existing maps be used?
- Beauport window conservation and replacement. Reviewed by Ms. Dahl-Ronan.
- Central Grammar Apartments window replacement. Reviewed by Mr. Bell. Are there any existing historic easements on the building?
- Gloucester Schooner Adventure windlass and chain replacement. Mr. Lane's notes on the project were presented by Mr. Lustig.
- Gloucester Housing Authority, Cape Ann Homeownership Center. Mr. Lane's notes on the project were presented by Mr. Lustig. When will other funding sources supporting this activity become available?
- City Hall restoration. Reviewed by Mr. Feener. Is it possible to leverage additional funds for this project? Or must all the funds for the external restoration come from CP

funds? Is there a more cost-effective approach to platform staging than the proposed lease? Is there value in requiring the applicant to solicit bids from architects and builders rather than directing the award to known contractors?

- Unitarian-Universalist Church restoration and ADA accommodations. Reviewed by Mr. Dugan. Is it possible to install a ramp rather than an elevator?
- Gloucester High School Wostrel Environmental-Adventure Center. Reviewed by Mr. Dugan. Do the principal and school committee support and approve of the project? What are the proponent's plans for securing the equipment and area when the area is not supervised? Is that necessary?
- Action, Inc., rental and mortgage assistance. Reviewed by Ms. Gallagher. Is this sort of project technically eligible for CP funds?
- Wellspring, window and roof for the Davis-Freeman house. Reviewed by Mr. Morris. Does the project qualify as historic preservation if modern windows and other methods are used?
- Wellspring, homelessness prevention fund. Reviewed by Mr. Smith.
- Gardner Company, 10 Taylor Street condominiums. Reviewed by Ms. Randell.
- Historical Commission street index update. Reviewed by Ms. Randell.

5. The amount requested for the City Hall restoration project exceeds the amount available in one year of CP funding. CPC members seem to view the project quite favorably, so Mr. Bell suggested that the CPC and Community Development staff explore a variety of funding alternatives for that project. Given a variety of funding alternatives for City Hall, the CPC can then determine the amounts available for other projects and can piece together a complete set of proposals to recommend to the City Council. The members concurred with this strategy.

6. The next meeting of the CPC will be on August 25 at 7:00 p.m. To allow more time for consultation between members regarding the proposals, the CPC agreed to meet twice monthly in September and October. Meetings will be held on September 8 and 22 and October 13 and 27.

7. The meeting adjourned around 9:30 p.m. on Ms. Gallagher's motion, Mr. Feener's second, and the CPC's unanimous consent.

Documents used during the meeting.

1. 2010 Community Preservation Project Application Checklists, prepared by members for each of the proposals.
2. 2010 Community Preservation proposal materials, prepared and submitted by the applicants.
3. Tables (3); June 30, 2010; City of Gloucester; Revenue and expenditure reports and an account level balance sheet.