

Community Preservation Committee
Minutes
July 19, 2016
Third Floor Conference Meeting Room, City Hall

Members Present: William Dugan, Co-Chair, Catherine Schlichte, Co-Chair, Scott Smith, John Feener, David Rhineland, Hank McCarl, Barbara Silberman, Ellen Preston and Heidi Wakeman.

Staff Present: Deb Laurie

Guest: Kenny Costa, City Auditor

The meeting was opened by Bill Dugan at 6:03 PM.

Item #1 Kenny Costa with update of CPA Budget

Kenny handed out a two page budget report. Kenny indicated that the first page is FY16 fund balances and budget report. He continued to explain the beginning balance, where revenues come from, the expenses in FY16 which included the City Hall debt service, the transfers which include the 10% reserves each category and project allocations and the fund balance as of June 30th for the CPA account. The balance of \$474,572.70 is the remaining balance that can be allocated to projects. This is not an official number until the account is reconciled, but doesn't anticipate that it will change by much. Explained the FY2016 Budget amount (2nd half of page 1) shows the budget reserves and their ending balances. States that these amounts can be allocated at any time. Barbara asked about FY17 Budget; Kenny handed out the Certificate of Vote for the FY17 CPA budget. John Dunn, CFO, is responsible for the budget for this and the total budget is a conservative one with a total of \$645,000. Kenny explained that the budget is meant to be a conservative one, so we won't over spend. Many communities under estimate so they won't run into problems with over spending and then have a problem with DOR. Kenny further expressed not to allocate the total amount of \$474,572.00 so that there is some money left on the table for either off cycle projects or for the next round of funding. Kenny concluded with advising the Committee to be conservative with your allocations.

John F. asked if the Committee should set a conservative amount to allocate to all the projects. Bill D. thought that was good idea and after general discussion, they decided to start with \$400K.

Item #2 Approval of Minutes

MOTION: by Hank M., seconded by Barbara S. and the board voted unanimously to approve the minutes from June 21, 2016 meeting.

Item #3 Update of ongoing projects

Deb L. gave a brief update of all CPA projects that are ongoing; see attached charts.

- The Phyllis A. should be ramping up again. They just were granted approximately \$60K from the State.
- Magnolia Library is almost complete. The alarm systems are in and the main water line has been completed. They are waiting for additional sprinkler heads and once installed should be complete. They will probably come in under budget.
- Cape Ann Museum is also almost complete; waiting for some electrical work and invoice us when completed.
- The Action, Inc. façade on Main Street is almost complete; they will finish up in the fall with the Pleasant Street side.
- The Action Inc. rental and mortgage assistance program has three clients signed up with another three passing the screening. Barbara S. asked how many do they plan on doing; approximately 15 clients.
- The UU Church submitted a quarterly report of the status of their project. Engineer is developing schematics, contract approved with Resilient Group and August installation for the large range-hood fire suppression system. Barbara had a question on the type of material used called cementitious insulation. It seems it is a different method than originally submitted. I will forward question to Charles Nazarian.
- Ocean Alliance met with the City Building Inspector on site to review plans; met with contractor and funding raising continues. They should be starting project in September.
- The Adventure is moving along; they probably won't spend the total award and are about 40% complete with renovations to Captain's Cabin.
- St. John's report indicated that the fact finding phase of the study has been completed and the final step will be conceptual drawings. They can build between 12 - 18 units of affordable housing on the site. They indicated in the report that they will be applying for more CPA funds.

Item #4 Review and possible vote of CPA Round 7 applications

Bill D. stated at the last meeting the Committee made some tentative decisions for some of the applications; the Committee agreed to go down the list again and discuss each project and/or questions that needed to still be answered. Then if they have time they will consider voting. The Committee discussed the following applications:

1. Harbor Village application: Catherine asked if approved that this funding could come from the Housing Reserve; Bill D. answered yes. John F. asked about the income guidelines being used and the status of the local preference. Deb explained

that they income guidelines are correct and they are asking the State for local preference, but has not heard back from the State or applicant.

2. The CAARA, Wheeler School and GFD Riverdale Hose Co. No. 2 application: Catherine S. questioned why they would be asking for \$35K when there is an estimate for about \$20K. They reviewed and discussed the estimates; question also about some include painting and rot repair and other do not. John pointed out on the C. F. Carpenter estimate that rot would be at an hourly rate of \$55/hour; how will they cover this and the estimates says it's good for 30 days so wants to verify that it is still good. Deb will clarify with applicant.

3. Generous Gardeners application for Boulevard: Bill D. questions the eligibility of the project; where does it fit into the definition of Open Space, to create, preserve or acquire. Deb clarifies that it does qualify under Recreational Use and Rehab/Restore definition of CPA. Discussion continued regarding the project and the definitions. It was agreed that the Boulevard has a tremendous public benefit and used by thousands of people. Questions regarding the bulb plantings were raised. Catherine S. understood that the bulbs would be removed once they bloom and annuals will be planted in their place. Deb will clarify with applicant. Also, she will follow up with legal counsel on the validity of the project. Bill D. asked Heidi W. as a member of the Open Space and Recreational Committee recommended the project. She said they had a quorum, but not all members attended, so the vote was all in favor.

5. Visitor's Center at Stage Fort Park application; Bill D. recommended funding the repointing portion of the project. The Committee seemed to agree. The cost of the lead paint testing was discussed. Deb said her office could probably test the paint. Ellen asked if any assistance could be done by DPW; probably not.

6. Stage Fort Park Beautification project: Heidi shared some information from their Open Space and Recreational meeting; it was a very tense meeting regarding this application. Mr. Crowley does not want to Bond for this project. He made a motion to support the project but added a condition that the project not be bonded. 2 voted for the recommendation and 2 were opposed. He has concerned that the Committee will be utilizing monies for future projects that may need it. Discussion continued regarding the funding sources, like the grant from the State and its match requirements. Also, the question about design and whether the Committee should just fund the conceptual design for now was discussed. John F. seemed to feel that not enough public input and ideas have been discussed. There have been several meetings to discuss the project including meeting with the Farmers Market, neighborhood and it has been advertised. Discussed the pros and cons of the whole project and its funding sources. J. D. McEachern asked if Cressy's beach was in the plans to try and bring the beach back so that it could be utilized. This was discussed, but Bill D. indicated that's something that needs to be discussed with Steve Winslow, Project Manager. Bill D. asked how the Committee felt about the \$50K funding and bonding for the remainder \$200K. Most of the members felt it is a worthwhile

project, even to bond. Short money over a 10 year period for a great project for one of our most signature public spaces. Most would be in favor of funding the project. John F. had concerns about the bonding because it will drain all of our funds and Barbara S. doesn't understand the urgency of the funding. The urgency is that the Land grant is available now. The question was asked is this grant available on a yearly basis, or is it periodic? Will there be other opportunities for this grant application. Heidi will follow up with Steve W. and the Committee. Bill D. asked if we did fund the project entirely, would we include the first year of bonding amount. Don't believe so; the \$50K comes out of this year's allocation and the bonding would start in the next round.

7. Annisquam Association application for the DuLuge 8 Firehouse: The Committee feels they should start with a restoration plan for the building and phase the project; Barbara S. also questions whether this collection warrants this much money and why someone like the Cape Ann Museum house couldn't the collection. Comment was also made regarding public benefit. Most felt like this is not a community wide benefit. Only a small amount of residents would utilize.

8. Friends of Burnham's Field application: Most thought this was a good project. John F. asked if he has looked at alternative materials for the walkway instead of asphalt as it could be cheaper. Deb indicated that he has not. Heidi offered that the Open Space and Recreational Committee did vote to support the project. Deb would ask about the alternative material.

9. City Clerk's Archives project; ok with Committee

10. Oak Grove Cemetery; ok with Committee

11. Magnolia Historical Society electric application. Discussion regarding the underground utilities took place. The Committee still does not understand why the utility lines need to be underground. She still needs to get another estimate. Deb will reach out to Lisa Ramos.

12. Gloucester Committee for the Arts, WPA Mural application; ok with Committee

13. Historic New England; Beauport Museum for outer building roof replacement. They are asking for funds to fix the tool shed roof (restrooms), gatehouse, garage and caretakers cottage. Barbara S. has an issue with the match; using the caretakers cottage as their match when they are going to do the work anyway. Most didn't agree with her reasoning, but understood her point. Further discussion continued and the consensus was that the Gatehouse and toolshed (now restrooms) could be funded, but not the garage.

14. Sargent House Museum application for various repairs. Most agreed they could fund the porch, columns, and the pins & epoxy of the top 2nd tier step. Other questions were asked of the other requested repairs like the wall and repointing.

Committee needs to clarify what they are going to do to repair the 2nd tier step; are they going to repair crack or replace the whole step? Deb will ask applicant.

15. MAARS application for the Paul Manship's 15 acre property application: the Committee suggested to the applicant at its site visit if they would consider the Committee funding an assessment study of the property instead of the original request. They seemed amendable to that suggestion. They submitted a revised proposal for a Cultural Landscape Documentation, Assessment and Treatment plan for \$18K. Discussion continued on how or what to fund.

16. Gloucester Writers Center for Maud/Olson Library and GWC Archives application: ok with Committee

17. Maritime Museum for restoration of the Marine Railway application: Hank M. stated that what we asked for from the Maritimes was what were the expenses associated with the cofferdam in place. The responded with a phased approach, costing approximately \$62k which half of that is to repair the winch, and has nothing to do with taking advantage of the cofferdam. Catherine responds that it is essential to the rail, but Hank M. states that it is essential to the rail, but it doesn't have anything to do with the stuff that is going to be dry with the cofferdam. He agrees that it should be done, but not in phase I to take advantage of the cofferdam. Further discussion continued and most of the Committee agreed that out of \$175K project, the \$62K is not an unreasonable request.

Catherine S. advised the Committee that of the money we have tentatively allocated tonight is a total of \$295K. We are still waiting on information for some of the other projects, but we still have funds that can be allocated. Discussion continued regarding adding funding to some of the projects.

~~Item #6~~

Next meeting scheduled for September 13, 2016

MOTION by Bill D. to adjourn, seconded by Catherine S. APPROVED unanimously.

Meeting adjourned at 8:00 pm

Respectfully submitted,
Deborah Laurie

~~List of Documents Reviewed:~~

FY16 CPA budgets and FY17 approved City Council budget
Draft minutes June 21, 2016
Status Project charts with reports for 2014 & 2015

