

Community Preservation Committee
Minutes
December 6, 2016

Members Present: Catherine Schlichte, Co-Chair, John Feener, Hank McCarl, Barbara Silberman, and David Rhineland

Absent: William Dugan, Co-Chair; Scott Smith, Ellen Preston, and Heidi Wakeman

Staff Present: Deb Laurie and Dan Smith, CD Director

The meeting was opened by Catherine S. at 6:03 PM.

Item #1 Approval of Minutes

Was tabled for the time until David H. can arrive for a quorum.

Item #3 Application Review

Catherine S. stated that she and Barbara S. have been discussing how the application can be supplemented in some ways to make it easier for the applicants so they know what the criteria is, what we judge them on, and put in a process if we have applications that are worthy but not quite ready for submittal. Maybe assign a Board member to meet with them and guide them through the process. We have received a few applications that were not awarded funding, but could have if they broke up their project into smaller phases or help them get a concept for the project. John mentions that he is concerned that if the Committee does that there will be a perception of helping one applicant over another and giving them preferential treatment. Barbara stated that its standard for grants that vary in size as these do, that it's standard to go for a planning grant or an implementation grant. The applicants don't have the pieces they need to get to the implementation of their grant. Barbara is willing to work on this by adding some instructions to the CPA application. John F. suggests using some of the applications that have been submitted as a template. The Committee agreed on all the improvements suggested.

The Committee then discussed the timeline of CPA application process. All agreed that the schedule should remain the same, but get the recommendations to the City Council a bit sooner, so they can be approved in late November or December.

The Committee discussed the Stage Fort Park Beautification project. The bonding and amounts were discussed. They also discussed the timing of the project which is due to by December 31, 2016. So the City Council will need to vote by then. We need to ask them to move this forward if Budget & Finance recommends to full City Council.

New membership was discussed. Bill D. and Scott S. memberships expire in February. Deb L. states that if anyone has someone to recommend they should advise them to write a letter of interest to the Mayor. John F. also suggested posting the openings on the City's website.

Discussion of the application timeline and additions to the application was continued. Deb asked for everyone to review the application and send her any changes. John F. asked if we could include some information regarding assistance with Open Space. He will send Barbara the information to include with her changes. John F. asked also if we can include the amount of each category that is available on the application. Deb indicated that's difficult since the amounts are not certified by Kenny, City Auditor until July. But we can include the amounts in reserve for Community Housing, Historic Preservation and Open Space/Rec.

Deb L. brought up the subject of the Sawyer Free Library and their plans to expand the building. We gave them \$75,000 to improve the outdoor theater and handicap ramp and now they may be destroying this if they move forward with their plans. We have no restriction on this. Just something the Committee should keep in mind moving forward with application approvals and conditions.

David R. joined the meeting so the minutes were voted on;

MOTION: John F. made a motion to approve the minutes of October 4, 2016; Barbara S. seconded. All in favor, yes.

Item #2 Update of Ongoing Projects

Older Projects:

1. Magnolia Community Center - Still waiting for additional sprinkler heads. Final report and invoices need to be submitted. Balance - \$15,907.30. Need to extend contract agreement unless payment is received shortly. They may have a slight balance left to reprogram.
2. Phyllis A. - The vessel has been hauled and scrubbed; half of the deck has been removed and some ceiling - enough to start new frames which will be started soon. Some bottom painting and puttying has taken place. The tail feather has been installed and notched to receive new frame ends. The fos'c'sle has been restored for further restoration. All this work is done in steps to maintain the shape and strength of the vessel. A lot more work needs to be accomplished before she can return to the water. Doug Parsons of the Phyllis A. was present. He was asked to give an update of the funding from the State. He indicated that the \$200K is still alive at the State, but it's on "life support" right now. He would be surprised if the \$60k of the \$200k comes through. The state is looking at balancing budget and cuts are being made. Discussion continued regarding the State money. They will continue to plug away and raise what funds they can. They had a fund raiser and

raised about \$3,000. Contract needs to be extended; balance - \$18,593.25. The balance is not enough to get her back in the water, but they will complete the stern work which is what was proposed in their last application.

Save Our Shores – Bill D. asked for an update, but I haven't heard from them, so Barbara S. gave one. She stated that the regulations have changed

2015 Projects:

1. Action Inc. Rental & Mortgage Assistance – Currently 10 households are being assisted with rent. They have submitted invoice. Requested outreach info and it has been submitted. Invoices pending for \$24,750.

2. UU Church - They are seeking new contractor; 1st step will be the kitchen gas range fire-suppression system, followed by installation of the new water service to the building. The full-building project, installing the sprinkler system and infilling all of the walls with fire-proof insulation, is slated for May – Sept., 2017. Sent report to Committee. No expenditures to date. Balance - \$50,000. Need to extend their agreement.

3. Mattos Lighting - The City put this project out to bid on June 1st. After several delays, final bids were received on July 22nd. The City received two bids, the low bid of \$180,000 and high bid of \$400,000. The low bidder's references indicated that they were a highly reputable firm. The low bidder indicated they had missed several details in the bid package since the attached specifications lacked engineering drawings typically used to create price quotes. They also provided information from the bid of a similar system in Reading MA that indicated a competitive price of \$300,000 when detailed drawings were provided. The low bidder indicated that they could seek change orders to cover costs they had not anticipated. Rather than getting into a lengthy bid dispute, City staff accepted the low bidder's bid withdrawal and did not offer the high bid a contract due to the excess costs. City staff is currently researching options to provide lighting at Matto's Field at a cost closer to the current project budget of \$180,000. If acceptable to the Women's Softball league and others, a revised bid package will be issued shortly. Balance - \$110,000.

4. The Adventure is moving along with about 50% complete on the Captain's Cabin. Sent report to Committee. No expenditures to date; balance - \$25,000. Need to extend agreement.

5. Ocean Alliance – Project is about 1/3 done; they have reinforced brick window arch, repaired window, repaired brick and discovered parts of the old kiln. Balance - \$50,665.27; they also have requested a slight change in expenditures due to the roof of building B leaking. They want to take it out of the line item for insulation and take care of the roof issue. Contract needs to be extended and slight change in

scope. The committee felt this is still within the scope of improving the Buildings A & B.

Deb L. also mentioned the SOS project; "Save Our Shore" because Bill D. asked for an update. Deb looked to Barbara S. for an update since she was involved. Barbara S. indicated that the regulations from the State for a Conservation Restriction (CR) have changed, so it has slowed the process down. However, they are working with Greenbelt, who is very familiar with CRs and will get the job done.

MOTION: Barbara S. made a motion to extend the contracts if needed for the Magnolia Community Center, Phyllis A. , UU Church, The Adventure and Ocean Alliance; John F. seconded. All in favor, yes.

Next was the discussion regarding completed projects and closing them out so the committee can reallocate the funds to the appropriate account.

The projects are:

1. St. John's Housing Feasibility Study for \$1,750.
2. Burnham's Ball Field Improvements for \$1,503.41
3. Stage Fort Park ADA Restroom Renovations for \$1,566.77

MOTION: Hank M. moved to return the funds from the above projects to their appropriated funds. Seconded by Barbara S. All in favor, yes.

Another item on the agenda was the subject of CPA funding City owned projects. Deb L. stated that some members over the years have felt that CPA shouldn't be funding City owned open space and recreation projects. But there are also members that do. Deb L. reminded committee that DPW doesn't get any funds from the City to make major improvements to their parks and open spaces. They receive \$25k in maintenance funds for their entire city owned parks, beaches and recreational facilities. John F. thought the issue was not so much as funding the projects, but that they assume they are going to receive the money and are using this as part of their budget. Deb L. states that most of the "city" owned projects have not been driven by the City, but Advisory Committees and neighborhood groups, etc. The City must buy into the project, but they are not initiated by them. In consideration of this, the CPA Committee did a lot of outreach for applications, and did receive a lot of new organizations that applied. Not a lot of private organizations have open space and recreational land or facilities that they can apply for other than organizations like Greenbelt, who has received CPA funding a few times. The City has the most parks and recreational facilities that do need upgrading from time to time and their assets are limited. They do apply for grants for these capital improvements, but most of these require a match, which is why they apply for CPA funds. Deb mentioned that some members thought that the City had an advantage for the "off-cycle" funding. But many other organizations applied for available off-cycle funding like the SOS and Greenbelt, so that's not true. Also, Catherine S. expressed that the off-cycle

funds has other criteria like a deadline that needs to be met or it's an emergency, etc. unlike the regular funding cycle. Catherine S. adds that at least funding a city project it's retained for public use and has a true public benefit. Barbara S. said that there will always be some tension around some of these projects, because they are always timing things that the project person can't anticipate and the funder can't anticipate, so part of our job is to balance that tension and make sure that we are not rushed or pressured into funding something. John F. feels now that this issue has been discussed he feels better about it. Deb L. states that sometimes grant applications are rushed sometimes due to deadlines and other restraints.

Hank M. commented on Boston now joining CPA and what effect that's going to have on our funding. Deb L. indicates we are receiving 19% and tax payers contribute 1% and that Boston and other large city's joining CPA will have a negative effect on our amount of funding we receive. Barbara S. asked if the tax payers share can be raised. Might not be a good time for that due to tax assessments going up and business taxes not much more than the homeowner tax. Most tax payers were not happy. Discussion continued on the subject regarding the state and how they are going to address the shortfall moving forward. Raising the Registry of Deed fees is one option. The committee needs to bear in mind of bonding for projects if we are going to receive far less CPA money from the State.

Committee discussed the upcoming 2016 projects before the B&F and their schedule and when it will go to City Council.

Next meeting scheduled for January 17, 2017.

MOTION by John F. to adjourn, seconded by Barbara S.. APPROVED unanimously.

Meeting adjourned at 7:30 pm.

Respectfully submitted,
Deborah Laurie

List of Documents Reviewed:

Draft minutes October 4, 2016
Status Project charts with reports for 2014 & 2015
Ocean Alliance letter to request slight change in project scope
CPA application