

Community Preservation Committee
Minutes
April 25, 2017

Members Present: Barbara Silberman, Co-Chair, Hank McCarl, and Ellen Preston

Absent: Catherine Schlichte, Co-Chair, Heidi Wakeman, Karen Carter, John Feener, David Rhineland

Staff Present: Deb Laurie, Senior Project Manager

The meeting was called to order by Barbara S. at 6:05 PM.

Item #1 Approval of Minutes

Barbara S. tabled the approval of the March 21, 2017 minutes for the next meeting since there is no quorum to vote.

Item #2 Update of ongoing projects

Older Projects:

Phyllis A. – No further work to report, however, they just received \$40K from the State and will be getting back on track to utilize CPA funds by the end of the summer.

2. UU Church - Sent report; new water main being brought into building and the Kitchen renovations are in progress, which needs to be done before fire systems can be done. They are also doing electrical work. I actually conducted a site visit because they are also utilizing CDBG funds. Everything looks good.

3. Mattos Lighting – Project was awarded last month; work has begun. Ellen P. asked if projects keep coming back looking for funding. Barbara S. and Deb L. stated that many do. There aren't many funding sources for these organizations. It's not unusual for the same organizations to keep asking for funding. They also use CPA funds for leveraging for other larger grants.

4. The Adventure - Completed and will be sending me a final report.

5. Ocean Alliance – Project is about 1/3 done; they have had a few permitting issues along the way which have slowed down their progress, but the project is moving along.

6. Save our Shore – still working on the CR. There were new regulations and it's taking longer than usual. They are working with Greenbelt to complete. Barbara S. stated that she believes that it is now in front of the City's Attorney. No payment has been made.

7. Legion – Building Assessment report was completed. The report is quite comprehensive. They have been paid.

New 2016 projects:

Several agreements are completed; a few are still in progress.

1. Gloucester Writers Center – They have begun their project and have submitted their first invoice.

2. CAARA project won't start until July sometime Hank M. stated. Once they begin it won't take that long to complete.

Item #3 Discussion of the Legion Assessment Report

Deb L. stated that she believed Catherine S. wanted to discuss the findings in the report, but since she is not here we can table this for now. Not sure where they are at with finding funds or a solution to their capital improvements. At least now they have an in-depth report of what needs to be addressed. Barbara S. asked if there were costs associated with the work; no there aren't.

Item #4 CPA applications received

The Committee discussed each application briefly; Questions and request for clarification are as follows for each:

1. Manship Artists Residence and Studios (MARS) – They haven't purchased the property yet; plans are to have ownership by end of June. Of course, if the purchase doesn't go through then we wouldn't fund the project. They are applying for two studies: one architectural/preservation study and the other for a landscape preservation-planning consultant. The Committee has expressed to the organization that CPC would only be considering funding for the "public" space of the project. Barbara S. is still a little confused as to what exactly they are asking for: assistance with the house/barn or the landscape piece. The budget indicates that they are requesting \$7,000 for the architectural study and \$18,000 for the landscape and assessment study. They are also going to be applying to be included on the State Register identification. The application was discussed further; no questions at this time.
2. Essex County Greenbelt Association for Seine Field ADA Access for trails. The concern is that the method and materials they are using are ADA approved. Ellen P. will reach out to David Rimmer and find out.
3. City of Gloucester, Stage Fort Park (SFP) Advisory Committee – Deb L. stated that the Committee originally wanted to do a landscape study and build new wooden cannon carriages for the existing cannons at the site. They went before the Gloucester Historical Commission (GHC) which wants them to do an archeological study first. GHC feels this is an important step before any of the land may be disturbed. The question is whether they have jurisdiction to do so or not. Barbara S. reached out to the Massachusetts Historical Commission (MHC) and they said that they don't get involved in local decisions. She is still waiting for a follow up call from MHC for further information. Barbara S. feels that although an archeological study would be ideal, if the work is not disturbing the land, then it really isn't needed for the work that the SFP Advisory Committee wishes to do. Ellen P. thinks if they want people to visit the site that they also need to think about improving the access to the site. The existing pathways are in rough shape. Barbara S. states that they should wait to hear back from MHC again and then have a conversation with the GHC and see what they think.
4. Cape Ann Museum, map conservation – Hank M. states that this application is pretty state forward and they are not asking for a lot of money.

5. The Sargent Murray Gilman Hough House Association for failing roof - Other funding sources was discussed since it is a large request. They have suggested doing it in phases. The costs and scopes that they have presented are confusing and need clarification. Barbara S. did speak with them and emphasized the need for other funding sources. Deb L. is to ask for clarification from applicant.
6. Magnolia Library and Community Center, handicap accessible restrooms and entrance ramp – Deb L. states that the application was sparse, however, in their defense they were counting on Block Grant money, but we can't fund them out of this coming year's allocation. However, we will work with them to apply our program income funds towards the project during the upcoming program year. They may be able to phase this project and they do have an existing ADA ramp, but it makes more sense to have it at the front of the building for better access to the facility. Hank M. also commented on the request for a generator that would not be an eligible cost for CPA funding. Barbara S. asked if ADA was covered under historic preservation category. Deb L. said it is. Deb L. also asked for a copy of the architectural plans that they indicated is done, but has not received yet. The Center is heavily utilized for many activities. Barbara S. wants estimates and qualifications on the architect.
7. Ocean Alliance, sea wall/foundation repairs – Hank M. asked if they have estimates included in their application. They have project costs, but not actual estimates. We will need at least two copies of written estimates for the project.
8. Lanesville Community Center (LCC), The Virginia Lee Burton Little House – They have a lot of in kind assistance to re-erect the building. Ellen P. asked if this project would service a large portion of the community. Barbara S. asked because it's a small building or because there may not be much interest? Ellen P. stated, probably the interest. Hank M. stated that the Cape Ann Museum didn't have a problem with it and feels that it's a pretty significant project. There is no picture of the building in the application; Deb L. will ask for one. Barbara S. states that they have a lot of donated labor; she wants to know how skilled it is. Barbara S. would like more information and also an assessment of the condition of the existing wood components of the building. They need to have a least one professional involved; will ask for a resume or work experience. No other leveraged funds indicated, except the in-kind. Barbara S. would like to see an operational budget.
9. Gloucester Cemeteries Advisory Committee (GCAC), historic cemetery stone repairs – Hank M. states that the Clark Cemetery is difficult to access and it is overgrown and in terrible shape. GCAC need to address this before they restore the stones. Not sure if DPW can assist. Discussion of how the funds would be used. After discussion, the application does contain a list with photos of which stones would be restored. Again, discussion of the need to clear out the site should be included; no sense in restoring the stones, if you can't get to them. Barbara S. asks that they don't know who will do the work; after examining the application further, it does indicate who will be overseeing the process. Barbara S. suggests that they can get other grants; she will send Deb list to forward to them.
10. Cape Ann Women's Softball League, Mattos Field Rehab Project 2017 – Hank M. asked if we just funded this project; Deb L. stated we had funded the lights and they are now asking for a new backstop. The Committee feels they need more fund raising. Again, this is a city project and funds aren't available for this. They did receive donations and grants for the lighting project.

Item #5 Next Meeting and Public Hearing

Deb L. states that this time of year is when the Committee usually schedules their required public hearing along with the presentations for the applicants. The hearing portion of the meeting is to get the public's input as to what projects they want funded, prioritize goals and seek the public's perception of the program. The presentations can be a separate meeting; it doesn't have to be combined. The public hearing will be scheduled for April 16th. Deb will also work on setting a scheduled for site visits.

MOTION by Hank M. to adjourn, seconded by Ellen P. APPROVED unanimously.

Meeting adjourned at 7:20 pm.

Respectfully submitted,
Deborah Laurie

List of Documents Reviewed:

Draft minutes March 21, 2017
Update of ongoing projects
Chart of applications received