

Community Preservation Committee

Minutes

July 18, 2017

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

Absent: Karen Carter

Others: Holly Clay, GHC to replace David Rhineland

The meeting was called to order by Barbara S., Co-Chair at 6:02 pm.

Item #1 Kenny Costa, Auditor – update on CPA budget

Kenny C. introduced himself to the Committee. He passed out the current CPA budget for FY17 and budgeted projects spreadsheet. He explained the overall budgets, including beginning balances, transfers, etc. The Committee had several questions and he gave an over view of the project balances as well. He also passed out information from the Community Preservation Coalition regarding how much Gloucester has received to date in CPA funds. The Committee thanked Kenny for his presentation and commended him on his diligence in assisting the Committee to keep in line with funding and expenditures, and upcoming State budget changes.

Barbara S. took a moment to introduce Holly Clay and the rest of the group introduced themselves.

Item #2 Approval of Minutes

MOTION by John Feener to accept the minutes of June 20th with two noted changes, seconded by David R., with the board voting unanimously to approve the minutes.

Barbara S. suggested that they take up the MARS project next before they discuss 2017 funding projects.

Item #4 MARS off-cycle request for funding

Rebecca Reynolds told the Committee that they would not be seeking off-cycle funding for the acquisition of the property after all. She has spoken with Ed Becker of Greenbelt regarding the Conservation Restriction (CR) requirements and logistics and he suggested that they wait to apply because the CR was complicated and they didn't have enough time to figure out the definitive acreage that would be under restriction as well as the value. Barbara S. asked if they were officially withdrawing their applicant; Rebecca R. answered yes. Barbara S. requested that she send in a letter to withdraw funding for this off-cycle request. She agreed. She stated that

this has been a great learning process and appreciated the Committees input. Barbara S. encouraged her to reach out to the Committee if they need any assistance or are think of re-applying again.

Hank M. there is still a pending application in for studies; will you be withdrawing this also. Rebecca stated that they would be. This application is premature also, without doing more work on the project and what exactly they wish to create with the property. Barbara S. asked Rebecca to submit a withdrawal letter for both projects.

Item #5 CAARA change of scope for project

Deb L. explained that Hank M. had spoken to her regarding their current façade rehab project and they wanted to make a change in the scope of work. Deb L. explained to him that the Committee would need to vote on this change at their next meeting. Hank M. explained that they are not asking for any more funds, but the president renegotiated the painting estimate to a lower amount and would like to utilize those saved funds to fix a leak in the roof over the kitchen area. After more discussion the Committee requested that CAARA submit a new revised budget. Hank M. will submit and the Committee can vote on at their next meeting.

Item #3 2017 CPA pending project discussion and vote

Barbara S. suggested that the Committee think about a target amount of funds they want to award now that they have heard from Kenny and have an estimated budget. Ellen P. suggested that they might want to reserve some money for future big projects like Stage Fort Park, especially when State funds are expected to be less in the coming years. After discussing the Committee decided to approve approximately \$400K as Kenny C. had originally suggested at the beginning of year. The projects were discussed as follows:

1. Manship Artists Residence and Studios (MARS) – MARS is withdrawing their project request; they will be sending a formal letter.
2. Seine Field, Essex County Greenbelt – The consensus of the Committee that this is a very worthwhile project and are requesting a reasonable amount of funds. The Committee would like to receive a maintenance plan as part of a condition of funding.

MOTION: Hank M. made a motion to fund the Seine Field Handicap Access Trail project in the amount of \$5,000. Motion seconded by David R. All in favor, yes.

3. Stage Fort Park Restoration Plan – Deb L. updated the committee on the status of this project. Members of the Gloucester Historical Commission, David Dow and Deb, met last Thursday, to discuss the revised RFP that Mary Ellen Lepionka created. It was decided at the meeting to move forward with the RFP and send out to potential bidders. This is not a formal request for an RFP at this time, since they don't have the funding yet, but a request for an estimate based on the RFP. Deb L. sent to several organizations and asked them to respond asap. Once these estimates are received David D. can update his CPA funding request based on the new estimates. Catherine S. asked if the revised RFP just included the Fort Area. Deb L. responded that it did. A vote was delayed until they receive this new information and new requested amount for the project.

4. Cape Ann Museum: 1851 Walling Map Conservation – Barbara S. stated that the museum wanted to restore this very important map and asked if any wanted to speak in favor or the project. A few members spoke highly of the project. No one spoke in opposition of the project.

MOTION: David R. made a motion to approve the Cape Ann Museum map conservation project in the amount of \$3,490. Seconded by Catherine S. All in favor, yes.

5. Rehabilitating the Sargent House Museum's Failing Roof and Gutters – Ellen P. asked if they have received any more funds for the project; Barbara S. stated no, not that they are aware. After discussing the project and budget, the consensus of the group was that the request was very high and the budget and phased costs still didn't make sense. They would like to clarify with the applicant. Deb L. will set up a meeting with Co-Chairs and the applicant and herself. Vote was tabled until project budget is clarified.

6. Magnolia Library Center: Handicap Access: Restrooms and Entrance - John F. spoke in favor of this project. He felt they have learned a lot from their last CPA funded project and they are ready to move forward. Ellen P. asked if they have submitted any more estimates. She would like to see competitive estimates. Deb L. informed the Committee that they have not received any new estimates at this time, but had requested them. Deb L. will request again. Hank M. asked about the generator. The Committee informed him that this would not be eligible for funding and have notified the applicant of such. The Committee delayed their recommendation until they receive more estimates from applicant and to confirm a project manager for the project.

7. Tarr and Wonson Paint Manufactory: Restoration of the Seawall - The Consensus of the Committee was that this is a very straight forward project. Barbara S. was very impressed by her site visit and it is well thought out. Their work to date has been excellent.

MOTION: Hank M. made a motion to recommend funding for the Ocean Alliance wall/foundation project for \$18,000. Seconded by Catherine S. All in favor, yes.

8. Virginia Lee Burton Little House – Ellen P. liked the idea of the project but thought it was a bit costly to re-erect an existing building; she didn't understand all the construction costs. Barbara S. did state that the gentleman, Chris Wagner, who presented the project works for a very reputable company and if he is the project manager, there is no doubt the project will be done professionally. Discussion continued on the overall cost, labor costs and line items. Catherine S. suggested that they take out the cost of permits and insurance. Also, the equipment purchase she didn't feel was an eligible expense. This would equal \$4,000 less in their line item budget. After further discussion the Committee felt that a recommendation of \$30,000 towards the project was reasonable. John F. also asked if a Historic Preservation Restriction would be required. Deb L. stated that this was expected and it can be included as a condition of the award.

MOTION: Catherine S. made a motion to recommend to fund the Lanesville Community Center, Virginia Lee Burton Little House project for \$30,000. Seconded by Heidi W. All in favor, yes.

9. First Parish Burial Ground and Clarks Cemetery - Catherine S. stated that it is a 100% request for the project to be funded by CPA, however, they don't have really many other resources or grants to apply for. Other than families of the deceased donating money, they don't have any

funds. The Committee was in agreement that this was a great project and the cemetery needs a lot of attention, but there are limited funds. Catherine S. felt that the Committee was doing a wonderful job; she admired the work that has been done, the seeking out expertise training on cleaning the stones and the overall commitment of the Cemetery Advisory Committee to preserve these cemeteries and the headstones.

MOTION: John F. made a motion to recommend 100% funding in the amount of \$9,500 to the Cemetery Advisory Committee for Historic Cemetery Stone Repair project. Seconded by Hank M. All in favor, yes.

10. Mattos Field Rehabilitation - The Committee felt that Mattos has received a lot of CPA funding over the years however, the project came together and the lights were a much needed addition to the field and is utilized a lot. Hank M. was concerned with the City's plans to vacate the school property in the future and asked what would happen to the field; members were quite sure that the field could not be sold since it was designated as open space.

MOTION: John F. made a motion to recommend funding for Matto's backstop project in the amount of \$34,129. Seconded by David R. All in favor, yes.

Barbara S. summed up the funding that has been recommended so far. A total of \$100,130 recommended with three outstanding projects on hold; Stage Fort Park for the archeological study for the Fort for approximately \$33K, the Sargent Museum for \$125K and the Magnolia Community Center for \$100K.

John F. suggested that due to the decrease in CPA funding in the upcoming years they might want to look at capping projects and keeping some funds in reserve. They will discuss this at their next meeting.

Next Meeting: September 12, 2017

MOTION to adjourn by Catherine S., seconded by David R. APPROVED unanimously.

Meeting adjourned at 7:30 pm

List of Documents reviewed

Budgets, funding to date information from Kenny Costa, Auditor
Draft Minutes for June 20, 2017
Project vote chart

Respectfully submitted,
Deborah Laurie

