

Community Preservation Committee

Minutes

October 17, 2017

Members Present: Catherine Schlichte, Co-Chair; Barbara Silberman, Co-Chair; John Feener, Hank McCarl, Ellen Preston and Holly Clay-Smith

Absent: Heidi Wakeman and Karen Carter

Staff: Deb Laurie, Senior Project Manager

The meeting was called to order by Catherine S., Co-Chair at 6:05 pm.

Item #1 Approval of Minutes

MOTION by John F. to accept the minutes of September 20, 2017, seconded by Hank M., with the Committee voting unanimously to approve the minutes.

Item #2 Project Updates

Deb gave a brief update of all ongoing projects (see attached list).

1. Phyllis A. agreement extension was discussed. Deb L. reported that Donna Compton, Purchasing Agent, would allow another extension. Their contract has been extended several times. Catherine S. asked what the holdup is. Deb L. stated that they did not receive money expected from the State bonding, waiting to haul out the vessel and finding workers are some of the reasons why. The Committee would like to have a representative for the Phyllis A. attend their next meeting to present an update for the project. Barbara S. also asked that they prepare an outline and timeline for completion. Catherine S. also asked for a copy of their agreement be sent to the Committee. Also, find out if they need to raise more funding in order to complete the project.
2. Maritime Gloucester Railways Project. Project is at a standstill due to previous Director, Tom Balf's departure. Maritime Gloucester has an interim director at the time who is Lee Cunningham. Deb L. will also ask them to appear at our next meeting and give an update, timeline and outline of tasks for the project to be completed.
3. CAARA is moving along: pictures of the progress is attached to report. Hank M. informs the Committee that the cost of roof work is going to be slightly more than they thought, but the painting may be less expensive, but it will not affect the CPA funding regardless. CAARA will have to come up with the difference, if necessary.

A few projects are delayed due to illnesses: Mount Pleasant Cemetery project and the Stage Fort Park mortar and power washing. Mount Pleasant Cemetery is trying to assign duties to another member so the project can get done. Also, Deb L. will check with DPW to see if they can assist

on the Stage Fort Park project and with Fred Geisel to see if someone else on the Committee can assist with moving project along.

John F. asked that when projects get delayed for unforeseen illnesses or Director's leaving if we can still have the awardees move these projects along. Deb L. informed John F. that she is always asking for updates and applicants are required by their contract agreement to provide quarterly reports, but they don't always respond. He suggests that we send them a "friendly" reminder that their funding could be in jeopardy if the project doesn't move forward and that every effort to assign the project to another board member or person should be done.

Item #3 Grant Award to Sargent House from MHC

Deb L. informed the CPC Committee its formal recommendations to the Mayor and City Council new information surfaced regarding the Sargent Murray Gilman Hough Museum roof project. They were awarded \$50K from the Massachusetts Historical Commission (MHC) for the roof project. They did not supply this information on their application as a pending funding source. Catherine S. at the Committee's previous meeting made a recommendation of funding the project for \$111,500; based on the actual construction estimate of \$162K, taking out administrative costs, and \$56,500 of funds they actually had in hand. So basically they are over funded. The Committee discussed new information that the Sargent House grant be reduced, and that the CPC Committee should suggest this at the B&F meeting and also inform the applicant of CPC's pending action. Barbara S. suggested that the Committee send a memo to B&F to that effect.

MOTION: John F. moved to make B&F aware that there is a \$50K discrepancy in funding available to the applicant (Sargent House) at the next scheduled meeting. Seconded, Barbara S., all in favor, yes.

Next Meeting: November 21, 2017

MOTION to adjourn by Hank M., seconded by Barbara S. APPROVED unanimously.

Meeting adjourned at 6:40 pm

List of Documents reviewed

Minutes of September 20, 2017
List of Project updates & attachments

Respectfully submitted,
Deborah Laurie