

## **Community Preservation Committee**

Minutes

November 21, 2017

Members Present: Barbara Silberman, Co-Chair; Hank McCarl, Ellen Preston, Linda Carter and Heidi Wakeman

Absent: Catherine Schlichte, Co Chair; Holly Clay-Smith and John Feener

Staff: Deb Laurie, Senior Project Manager and Jill Cahill, CD Director

The meeting was called to order by Barbara Silberman Co-Chair at 6:05 pm.

### **Item #1 Introduction of Jill Cahill, new CD Director**

Deb L. introduced Jill Cahill the new Community Development Director and stated that they are very happy to have her on board as their new director. The Committee members and others present also introduced themselves to Jill C.

### **Item #2 Phyllis A. Updates**

Barbara S. tabled this item since the representative wasn't present yet.

### **Item #3 Maritime Gloucester project update**

Mr. Geoff Richon and David Zimmerman were present to give a brief update of the project at Maritime Gloucester to repair the marine railway. They provided a detailed report and timeline prior to the meeting as requested at the last Committee meeting (report attached). Geoff R. informed the Committee that the restoration of the marine railway is a two-phase project. Pictures of the project were shown. Some work has been completed regarding the hauling winch. A survey was done by First Electric a few months back which provided them with an estimate. First Electric has been authorized to start the work. Structural repairs are pending. So far a number of videos and dive surveys have been completed. A diver will be brought in to measure the wedge blocks needed to shore up the gaps under the main timber rails. Other work is pending. David Z. added that the winch motor has been removed and shipped out for repairs and should be completed by the end of the month and reinstalled. Barbara S. asked if the project was on schedule, according to the schedule included in the report on page 8. Geoff R. indicated that the goal is May 2018, but probably won't meet that deadline. More realistically, the project should be completed by the fall of 2018.

#### **Item #4 Project Updates**

Deb L. gave a brief overview of all the projects that are in process. Report for all projects attached.

Save our Shores - Barbara S. informed the Committee that their group and Greenbelt have conducted their review and it has been sent back to the State hopefully for approval. Also, it appears that the land will actually get transferred to Essex County Greenbelt by the end of year.

CAARA - Hank M. informed the members of the status of the CAARA building. They have completed three sides and have completed the roof work. An invoice should be forthcoming.

Mount Pleasant Cemetery - Deb L. informed the Committee that the Mount Pleasant Cemetery plans to have the work done by the end of the month. Mary Kathryn has been ill and also a new board has taken over. However, she will make sure that the project is completed.

Stage Fort Park project – The work for this project is now going to be done by DPW. They will power wash the building and will bid the masonry work. It may not be completed until the spring of 2018.

Beauport – Project is in process as the applicant has pulled the permits for the work. Should be completed by end of month.

Oak Grove Cemetery - Deb L. has received no updates and has reached out to the applicant to get a project update.

Burnham's Field - Project is in process. The lights should be received this week and Cullen Electric will be installing the week after Thanksgiving.

Committee for the Arts – No new update. Barbara S. expressed concern that this project is not moving and asked what the issue is. Deb L. states that they are ready to go out to bid for the work to be done, however, they are trying to secure a University where students will participate in the process and this is still pending. Barbara S. asked if their agreement would need to be extended. Deb L. indicated that the Committee has an MOU with the Committee for the Arts and doesn't need to be extended, but will check to see if there is an expiration to the MOU. Also, the actual contract will be with the vendor they hire to do the work.

City Clerk's Archival project is completed; report is pending.

#### **Item #5 Budget and Finance (B&F) update for 2017 projects**

Barbara S. stated that the B&F had two meetings held on November 9<sup>th</sup> and the 16<sup>th</sup> and have heard all the presentations. The Sargent House was presented with the new recommended amount of \$62,500. That's what was presented by the applicant and that's what was heard by the Committee. Deb L. states that the Public Hearing for 2017 applications should be before the City Council on December 12<sup>th</sup>. She'll keep the Committee and applicants informed.

Minutes were tabled for now as there was no quorum.

#### **Item #7 Review of CPA Criteria**

Barbara S. asked Deb L. to go over the schedule for the next round of CPA applications. Deb L. informed the Committee that applications should be available in January of 2018. The eligibility form would be due by March 1<sup>st</sup>. Two public hearings will take place in February and April. The February meeting is an informational meeting for applicants and the April meeting is the presentations of those who apply as well

as the Committee to set any priorities that they wish and receive public input for the process. The applications will be due by April 19<sup>th</sup>. The Committee meets a few times to discuss the applications and decide on which ones will be recommended and at what amount. By June or July the memo of recommendations is sent to the Mayor and then before the City Council and B&F. This can take a few months and by November/December the City Council votes on the projects at a public hearing.

Barbara S. now would like to discuss the guidelines of the CPA process. She and Catherine S. would like to remind everyone that the guidelines are included in the application packet. The Committee may want to review these guidelines and include them in our discussions of each application. Silberman suggests that each member of the committee review the guidelines prior to our January meeting. Silberman also discussed the possibility of scoring the applications as a means of further ensuring objectivity.

Deb L. suggested that a checklist be created using the existing criteria and we can score the applications that way. She will create a checklist for the January meeting to review.

### **Item #6 Minutes**

Barbara S. stated that the minutes of October 17<sup>th</sup> and the 25<sup>th</sup> meeting needed to be approved. The October 17<sup>th</sup> minutes were taken first, and asked if any comments or corrections were needed. Committee looked over the minutes and a motion was made by Hank M.

MOTION: Hank M. made a motion to accept the minutes of October 17, 2017, as presented; Ellen P. seconded, all in favor, yes.

The October 25<sup>th</sup> special meeting minutes were reviewed. Ellen P. noted that Catherine S. and Barbara S. did an excellent job explaining the change in the recommendation for the Sargent House. They did it with patience, clarity and in a very dignified way.

MOTION: Ellen P. made a motion to accept the minutes of October 25, 2017, as presented: Heidi W. seconded, all in favor, yes.

### **Item #8 Member Vacancy**

Barbara S. noted that they still have a vacancy for an at-large member for the CPA Committee. Deb L. suggested that maybe Jill C. could assist with this as she is looking at all the Boards and Committees that fall under the Community Development Department. Several candidates have expressed interest and written to the Mayor, but we have not heard of an appointment yet. Paul McGeary was the last interested candidate and he attended the last CPA meeting and has written a letter of interest to the Mayor. Jill C. indicated as Deb L. had stated that the department is reviewing all the committees and she would be happy to assist with the appointment.

### **Next Meeting: December 17, 2017**

Barbara S. suggested that they might want to move the meeting ahead a week so that it is not so close to the Christmas holiday. Deb L. also advised the Committee that they do not have to meet at all that month if there was no business before them. Options were discussed and the consensus was to not meet in December.

MOTION: Ellen P. made a motion that since there is no pending business to discuss the Committee will not meet in December. Seconded by Hank M., all in favor, yes.

### **Item #2 Phyllis A. project update**

Amy-Beth Healey was now present to give a brief up date of the Phyllis A. project. She asked if everyone had time to read the report she had filed and asked if anyone had any questions. Barbara S. asked if item #6 on the report is the remaining work under the grant. Amy Beth H. indicates that most of the remaining work is on the stern. This includes the bulwarks that need to be done and they utilized the grant to purchase the wood. The planking area of the new frames, circular timbers and the stem and forefoot in bow needs to be done in order to put her back in the water. The grant was for the stern so the other items under #6 need to be accomplished. They have made good progress this year and Amy Beth H. states that they have received some money from the State. She states that most of the CPA award funds were used for materials, but some for labor; the State funds will assist with the labor issue. So with more labor, more work will get done, which will reach the forward end of the engine room. So there is the stern, main cabin, engine room, fish hole, foscle and bow. Repairs to half of the boat are finished. They are working on a big campaign to raise more money in order to finish her by another year or year and a half.

Deb L. asked how much money is needed to complete her. Amy Beth H. indicates that in order to complete her they need another \$450K. The last \$100k is hydraulics, navigation systems and Coast Guard certifications. Deb L. asks how much is needed to just get her back in the water. Amy Beth H. states that another \$100k should do it.

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

Meeting adjourned at 6:50 pm

**List of Documents reviewed**

Minutes of October 17<sup>th</sup> and 25<sup>th</sup>, 2017  
List of Project updates  
Project reports from the Phyllis A and Maritime Gloucester  
Pictures of the Phyllis A presented at meeting

Respectfully submitted,  
Deborah Laurie