

**Community Preservation Committee
Meeting Minutes
March 16, 2016**

In attendance were:

Andrew Bengtson
Mike Cayer
David Levy
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone
Eric Helmuth
Richard Murray*

Also in attendance:

Eve Margolis, Joe Connelly, Donald Vitters, Cathy Garnett, Mike Nonni, Cori Beckwith, Karen Grossman, Andrew Keel, Madeline Cronin

*Denotes those not in attendance

- **Meeting Minutes** – February 29th meeting minutes approved. March 9th meeting minutes approved with small amendment.
- **Administrative Expenses** – Will need to work with Town Manager on the administrative position posting for July. Clarissa Rowe is going to contact a preservation lawyer to work with the committee come July 2016 for assistance on the Jason Russell House and Old Schwamb Mill applications.
- **Report to Town Meeting-** In order for the CPAC report to be included in the packet, needs to be complete by second week in April. The committee will vote beforehand – hoping for the end of March. May need to hold another meeting in April. Eric Helmuth suggests having a detailed report since there is not a lot of time to present all the information on CPA and the projects proposed during Town Meeting.
- **Robbins Farm Presentation**
 - Presented by Leslie Mayer, Joe Connelly (Director of Recreation), and Don Vitters (Park and Recreation Commission member)
 - Leslie Mayer introduced the presentation and discussed the planning process for Park and Recreation Commission projects. She reviewed the Robbins Farm project and how the funds would be used.
 - Don Vitters discussed the background and history of Robbins Farm, the project planning (studies and prioritization), and the Commission's plan to address every site in town. The commission always obtains a feasibility study before moving forward on projects.

- Joe Connelly reviewed the renovation area. Phase 1 was done 12 years ago. The field needs renovation, including grading and an irrigation system. The hard surface needs to be updated/renovated and the area needs to be ADA accessible.
 - Estimated budget for this work is \$594,974, which includes the ADA work. Statue and historic landmark installation, estimated to cost \$38,700. Community garden improvements expected to cost \$3,075. The labor will be done on a volunteer basis. Total budget to be \$636,749.
 - Questions: Do you expect this estimate to be true to cost? Historically, budgets have met project needs. If not, the commission will look for additional funding or change the project to accommodate the new budget. What is the maintenance after the project? Will it increase? DPW's budget does not increase so that can be a challenge; however, the new irrigation system will help.
- **Spy Pond Presentation**
 - Presented by Cathy Garnett (Arlington Conservation Commission) and Andrew Keel (Chester Engineers)
 - Cathy Garnett discussed the revised proposal, the budget remaining the same. \$49,760 for the feasibility study and survey for the preservation of 4 town owned parcels.
 - Goals are to enhance and help make the habitat more diverse, improve the water quality, control and strengthen access to the edges, stop erosion.
 - This could be a model for home owners who live around the pond.
 - Problems were noticed back in 2013 and some work was done, however, the problem continues.
 - Andrew Keel discussed his company's background, the work, and the feasibility study. Project deliverables include surveys to identify problem areas, concept alternatives, final concept plan with projected costs, maintenance and permit requirements.
 - Project schedule – July 2016 to November 2016. Final design, permitting, and construction in 2017.
 - Plans to hold 2 public meetings for abutters, general public, and interested parties.
 - Management of the project – have included an extra 8 hours a week for Cori or another project administrator.
 - Questions: What is the build cost? \$25K - \$150K, soft costs. Was the entire pond surveyed? Only the 3 parcels that is public property. What happens if this is not done? The edge will continue to erode, maybe losing land up to the bike path. Water quality will remain poor. How much erosion has there been? There used to be a little beach between the boat ramp and the first walk step down. It is no longer there. It also used to be a gradual grade into the water.
 - Clarissa Rowe and Cathy Garnett discussed the management issue with the construction phase of the project, which could use grant funding.
 - Andrew Bengtson noted the timeline may not fit the committee's timeline for FY17 but Cathy Garnett said they can be ready earlier.
- **Upcoming Meeting Dates:**
 - March 21 – Kimball Farmer House and AHA presentations.
 - AHA application – The committee is expecting an updated budget and pictures of the project.
 - New meeting on March 30th.

- **Town Meeting Report** – Discussion over whether or not to ask for a separate vote on each project. Should have the project boards ready so they can be displayed during the town meeting break.
- **Meeting adjourned.**