

**Community Preservation Committee
Meeting Minutes
October 11, 2018
7:30pm**

Town Hall Annex. Second Floor Conference Room

In attendance were: Eric Helmuth
Clarissa Rowe
Charlie McCabe
Eugene Benson
Eric Helmuth
Leslie Mayer
JoAnn Robinson
Charles Tirone
Ann Woodward

Not in attendance: Amy Fidalgo, Management Analyst
Richard Murray

Also in attendance: Jim Feeney, Assistant Town Manager

1. **Meeting Opened:** Eric Helmuth called meeting to order at 7:30pm. Eric Helmuth welcomed two new committee members. Clarissa Rowe stated she was glad to be back on the CPAC. Charlie McCabe expressed his excitement to be chosen for the Committee and provided an overview of his work with non-profits related to parks. Committee members introduced themselves and identified their background and home commissions.
2. **Election of Vice Chair:** Eric Helmuth opened floor for nominations for Vice Chair. Eric Helmuth nominated Clarissa Rowe. No other nominations were presented. Gene Benson seconded Eric Helmuth's nomination. All voted in favor.
3. **Review of Committee Work Plan and Calendar:** Eric Helmuth lead a discussion about the timeline for this CPAC cycle. He noted that by the end of October, the Committee should be advising applicants to submit final applications based on eligibility, as well as any advice about potential modifications to the applications. The Committee set a final application deadline of December 10, 2018 at 4pm. Eric outlined that January will be a busy month with the public presentations on projects, and February will be busy with consulting other Town bodies, including the Finance Committee, the Capital Planning Committee and the Select Board. The Committee may wish to schedule another meeting to update the Community Preservation plan.

Eric Helmuth reviewed the changes made to the preliminary CPA application for this year. Eric recommended the same changes be incorporated into the final application. Gene Benson recommended the Committee include additional language requiring the applicant to specify which goals of the Town's plans will be met with the project. JoAnn Robinson cautioned against creating a perceived barrier for applicants where there may not be a specific matching plan or goal in a town document. After discussion, the Committee ultimately agreed to add the following language: "if so, please specify" to the Community Need section of the application. Chuck Tirone recommended the relevant Town plans be accessible on the CPAC website for convenience.

4. **Updating the Community Preservation Plan:** Eric Helmuth reminded the Committee the Plan still has a draft watermark, and should be finalized. The Committee held a public meeting initially after passage of CPA in Town. Clarissa Rowe believes the Committee needs to do additional targeted outreach now that CPA has been in effect for a few years. Eric asked for volunteers to join a subcommittee that would work to revise the Plan and plan a public meeting if one is necessary. Charlie McCabe, Gene Benson, Clarissa Rowe and Ann Woodward volunteered. Clarissa Rowe will Chair the subcommittee. It was noted the community in general needs to think creatively about creating more affordable housing.
5. **Update on CPA Projects:** Jim Feeney and JoAnn Robinson provided an update on the Reflecting Pool project, which is nearing completion, and the Old Burying Ground Master Plan. Jim also provided comments regarding the matching grants that were obtained using the awarded CPA funds.
6. **Review and Discussion of FY20 Preliminary Applications:** Eric Helmuth introduced the estimated budget for this fiscal year, and compared it to the total amount of funds requested this year. Eric noted the state match is actually expected to be approximately 16% due to a state budget surplus, but that figure is not yet finalized. Clarissa Rowe discussed the CPA legislation that was close to passing earlier this year but failed to be passed. The Committee acknowledged the grant requests exceed this year's budget.

Eric Helmuth instructed the Committee to focus the discussion at this stage on the eligibility of the individual projects, which would be taken in the order of appearance on the narrative summary sheet.

- a. Winslow Towers: Clarissa Rowe wondered if this project was also submitted for CDBG funding. Ann Woodward expressed concern that the scope and budget of the project was highly speculative because the study was not yet completed. The Committee discussed how the project appeared to be in its preliminary stages. Ann believes CPA could fund the building envelope study, but perhaps CDBG could not. Leslie Mayer cautioned that funding just the study would not meet the 10% reserve requirement. The Committee will have to reserve additional funds for later affordable housing use if that is the case. Though the Committee believes the application is eligible, Eric Helmuth will relay to the Housing Authority the Committee's hesitation to commit funding until the study is completed, and discuss the various options.
- b. Reservoir Improvements Phase II: Leslie Mayer noted that Phase I to replace pump house so the beach can continue to operate is underway. Phase I will also pilot trail improvements. The Phase II costs are more than was previously allocated by the CPC, so the applicants are looking for supplemental funding. The applicants will be seeking grant funding as well. Phase II would include a boat ramp, parking lot improvements, infrastructure, a new playground, signage and a continuation of the path work. The Committee determined the project is eligible.
- c. Mill Brook Revitalization: Chuck Tirone mentioned the Conservation Commission had not received any recent updates on this project. The Committee discussed that recent staff turnover likely impacted the project. Gene Benson would like to receive more

information about the consideration given to the 100 year flood plain. Clarissa Rowe asked if water testing had been conducted. Jim Feeney stated he had not seen any results, but would inquire. The Committee determined the project is eligible.

- d. North Union/Thompson School Playground: The Committee discussed the opportunity provided by the funding earmarked by the State, as was as potential opportunity to seek CDBG funding. Gene Benson suggested the applicants may need to prioritize one project for this fiscal year. Jim Feeney noted the applicants were looking to be flexible and pursuing other funding options at the same time. The Committee determined the Project is eligible.
- e. Study of Spy Pond Bleachers: JoAnn Robinson stated this element is quite old and would be considered historical; the Historical Commission may consider not protecting the structure, but it would need to be surveyed and inventoried at a minimum. Jim Feeney expressed the applicant's desire to engage the larger community in order to learn what the best course of action is for this structure, either restoration or removal. Gene Benson and Leslie Mayer questioned whether this may best be considered historic preservation, rather than recreation, at this point due to the historical value. The Committee also discussed whether this would fall under the stadium category, placing the same restrictions experienced with the swimming pool study last cycle.
- f. Central School Renovation: Clarissa Rowe expressed that the application should include a specific budget for the work to be completed with CPA funds. The Committee agreed only building envelope work is allowable and the final application should specifically focus on the eligible project elements.
- g. Town Hall Garden Reflecting Pool: JoAnn Robinson described the planting work that was not able to be funded as an alternate during bidding. Jim Feeney noted it is yet to be determined whether contingency funds will cover the cost of a winter cover. The Committee noted the project is eligible, and that they are hopeful the investment will be protected.
- h. Old Burying Ground Restoration: The Committee discussed the high total budget for the project. Clarissa Rowe reported that reconstruction of historic walls is very costly, and offered a tour to the Committee. Clarissa mentioned the possibility of the Cemetery Commission contributing to the project through their budget. Jim Feeney described the phased approach to reconstructing the wall. Chuck Tirone questioned if this means there will be multiple future grant applications. Jim acknowledged future grants and noted certain Mass Historical matching grant funds may be available.
- i. Tercentenary Markers: The Committee determined this project is eligible because the markers themselves are historic. JoAnn Robinson noted the Historical Commission will need to grant their support for the project.
- j. Whittemore Park Revitalization: The Committee discussed the detailed plans in the application and the options for phasing the project, which follows the previously funded study. The Committee discussed whether this project would be best fit under historic preservation or recreation.

- k. Whittemore Robbins House and Cottage: The Committee was pleased to see the applications for these properties, noting the building envelope work was eligible. Jim Feeney agreed to work with applicant to determine which project was a priority in terms of CPA funding.

Clarissa Rowe made a motion to the Committee, seconded by Ann Woodward, to proceed with the actions discussed for each individual project. All voted in favor. Meeting adjourned at 9:05pm.