



## COMMUNITY PRESERVATION COMMITTEE

### MINUTES OF REGULAR MEETING

**Thursday, October 8, 2015**

Chairman William D. Raus called the meeting to order at 7:03 p.m. with Hugh Morton, Tim Gillespie, Elizabeth Collins, Richard Lambert, James Coyne, Anne Brum and Betty Slade present. Janet Jones was absent.

#### **Minutes. Sept 10, 2015.**

Mr. Coyne moved to accept minutes as written. Ms. Slade seconded the motion and the vote was 6 in favor with Ms. Collins and Mr. Gillespie abstaining because they were absent at that meeting. Janet Jones was absent.

#### **Request by the Landing Commission to update the Head of Westport historic stone wall restoration by Tony Millham.**

Mr. Millham gave a time line of the events leading up to the invitation for bids to repair the stone walls at the Head of Westport. A bid was received and the Town Administrator awarded the sole bid. No one from CPC was informed or consulted with so as to be sure the work being described meets the proposal as submitted and approved at Town Meeting. Ms. Slade motioned for 2-3 members of CPC to meet with the Town Administrator to agree upon a process. Mr. Gillespie seconded the motion followed by discussion by the members.

It was noted that former Chairman Warren Messier reviewed the proposal in May when he was still Chairman. There was no further consultation with CPC after Mr. Messier reviewed the scope of work which was then forwarded to the Town Administrator by the Landing Commission. Mr. Messier was not re-appointed to the Finance Committee and as a result not to the CPC as their representative in July and this is perhaps why there was no continuity. The members agreed that Ms. Slade, Mr. Raus and Mr. Morton will seek out to meet with Administrator to agree on process so this mix up does not happen again. Mr. Millham stated that it would be helpful to have a checklist for anyone going through this process so they know what is expected and what will need to be done. Ms. Brum stated that the CPC needs to be involved before it goes to the Town Administrator so that the work proposed corresponds to the project scope. The bid was \$15,100.00. The amount awarded in 2010 was \$16,000.

The members voted all in favor.

Ms. Slade agreed to draw up a checklist for applicants based on information on the CPC website. Ms. Brum will work with the Landing Commission to keep the CPC committee updated in the future. Mr. Raus asked if there was going to be more stone work. Mr. Millham stated that this project was of such a limited scope and a way to get an indication of the amount of work necessary. There will be significant engineering costs to proceed with the rest, maybe to include the Army Corps of Engineers in part and because that area is considered navigable water. He would look into it.

#### **Request by the Westport River Watershed Alliance to give an update on the historic restoration of the Head Garage by Charley Appleton.**

Mr. Gillespie briefed the CPC in the absence of Mr. Appleton. The current plan is to place an exterior elevator on the east side of the building but there was opposition by the Westport Historical Commission (WHC) to its design. Ms. Slade stated that CPA allows for rehabilitation to make the resource meet its purpose. It allows work to meet ADA requirements. All work should also meet the Department of Interior Standards for Rehabilitation.. It was stated the WHC advises the CPC and that the CPC has called upon and respected the WHC advice. However the CPC is not bound by the WHC suggestions. Ms. Brum noted that the WRWA is working with the WHC to resolve their issues. Ms. Slade suggested that the question of rehabilitation of historic resources be taken up with Stuart Saginor at the November meeting.

#### **Grant agreement for Acoaxet Chapel.**

Ms. Slade stated that this project should have a grant agreement because it is for a private entity. Although grant agreements are not required by CPA, they are generally being drawn up across the state. The committee needs to think carefully about what will be asked of them that is not too restrictive but which give the project the public purpose. The amount involved is relatively low at \$10,000. There are templates and examples on the CPA Coalition website that can be used as references. They vary greatly. She stated she would gather some samples from other towns and will forward to the members and to Stanley Cornwall who is the Acoaxet Chapel project manager. She stated that the request may be as simple as a permanent sign that is posted on the property stating CPC Funds were used. Members felt that there should have been discussion at the time of application about any restriction. Discussion ensued. This will be considered and kept in mind at the next meeting at which Stuart Saginor from The CPA Coalition will be present.

#### **Questions for Stuart Saginor, Director, Community Preservation Coalition.**

These are the topics for discussion: grant agreements, preservation restrictions, rehabilitation of historic resources, role of the historical commission, what types of "studies" qualify, issues of ownership of resources, affordable housing financing limits of CPA, authority of affordable housing trusts, new ideas and developments in CPA in the commonwealth. Ms. Slade will compile a list of questions for Mr. Saginor and send to him prior to the meeting.

#### **Assignments as project liaisons.**

Members reviewed open projects and made assignments for CPC Liaisons and Project Managers of open projects as noted below:

<b>Project</b>	<b>Amount</b>	<b>CPC Liaison</b>	<b>Project Manager</b>
FY05 Affordable Housing Plan	3,000.00	<b>SWEEP</b>	<b>CLOSE OUT</b>
FY06 Historic Map Collection	1,770.90	Betty Slade	WHC/Slade/Jenny O'Neill
FY08 Historic Photo Collection	536.44	Betty Slade	Library/Slade
FY09 Oscar Palmer Farm	54,889.60	Bill Raus	Norm Anderson
FY09 Sanford Rd Schoolhouse	826.06	Bill Raus	Vets/Lino Rego
FY09 TH ANNEX Restoration	12,859.14	Bill Raus	CPC/Messier
FY09 Town Hall Restoration Phase 5	1,637.08	Bill Raus	CPC/ Messier
FY10 Head Landing	16,000.00	Ann Brum	Landing C./T.Millham
FY10 Bell School Exterior	11,220.00	Tim Gillespie	WHS/Jenny O'Neill
FY10 Historic Inventory	459.47	Betty Slade	WHC/Betty Slade

<b>Project</b>	<b>Amount</b>	<b>CPC Liaison</b>	<b>Project Manager</b>
FY11 Cadman-White-Handy House	35,164.40	Janet Jones	WHS/Jenny O'Neill
FY12 TH ANNEX & COA Accessibility	7,852.98	Tim Gillespie	COD/ Cornwall
FY12 Wpt Estuaries Assessment	15,000.00	Tim Gillespie	CPC/Tim Gillespie
FY12 Greenwood Terrace Safety Issues	5,000.00	Liz Collins	Housing A./ Liz Collins
FY13 Strawberry Fields Land Cons	130,000.00	Bill Raus	WLCT/Ryan Mann
FY13 Preservation of Town Records	1,279.30	Betty Slade	Town Clerk/ Slade
FY13 WYAA Youth Athletic Fields	522,000.00	Liz Collins	WYAA/ Bob Grillo
FY13 WUYS Soccer Fields	13,000.00	Hugh Morton	WUYS/P. Brown
FY14 COA Historic Preservation	6,608.64	Bill Raus	CPC/Warren Messier
FY14 TH Slate Roof	17,000.00	Tim Gillespie	CPC/Warren Messier
FY14 Legion Hall Sch Dist 18	690.00	Bill Raus	Vets/ Rego/Messier
FY14 Phase II Bread & Cheese Brook	24.00	<b>SWEEP</b>	<b>CLOSE OUT</b>
FY14 Playground Access & Re-Hab	12,029.95	Tim Gillespie	Rec Com/Tim
FY15 TH ANNEX Gym re-hab & Access	69,000.00	Tim Gillespie	Rec Com/Tim
FY15 Sanford Rd School #18Roof Re-hab	31,554.00	Bill Raus	Vets/ Rego/Messier
FY15 Sanford Rd School #18Tank Re-hab	16,000.00	Bill Raus	Vets/Rego/Messier
FY15 Head Garage Exterior Hist. Pres	161,500.00	Janet Jones	WRWALanding C/Appleton
FY15 Nisby Property Cons Restriction	100,000.00	Bill Raus	WLCT/R. Mann
FY15 Beach Ave Accessibility	77,814.80	Tim Gillespie	COD/Cornwall
FY15 WUYS Athletic Fields	70,000.00	Hugh Morton	WUYS/ Brown
FY16 Acoaxet Chapel Rest & Accssblty	10,000.00	Anne Brum	Acoaxet Chapel Assn Cornwall
FY16 Beach Ave Accessibility II	49,105.00	Tim Gillespie	COD/Cornwall
FY16 Camara Land Cons Restriction	200,000.00	Bill Raus	WLCT/R. Mann
FY16 Appropriations for AHT	All of them	Liz Collins	AHT/Liz Collins

### **Schedule for reports by project managers of longer term outstanding projects.**

This was not discussed.

### **Update on signs.**

On older projects, it was suggested that CPC pay for the signs out of administrative funds. In the future, applicants will be made aware of the sign requirement and will incorporate the cost of signs into their project submission. Lucy Tabit and Anne Brum have developed a template which can be sent to a shop such as Signature Signs. Ms. Slade suggested that the CPC take the role of supplying the template and wording of the sign. Size of the signs would be determined by the project. Temporary vs permanent signs were discussed. Lucy Tabit will contact Peter Brown about their request for guidance for the sign at the soccer fields and will follow through with Ms. Brum and Ms. Slade.

### **Any other business that may come before the committee.**

None.

**Correspondence.**

None.

**Invoices.**

Invoices endorsed by the Chair earlier in the week for the purpose of processing.

Hudson Micro Imaging (Town Records Preservation) \$4,194.08.

AccessMatt mobi beach mats, COD phase 1 project \$1,375.20.

Shorelines for public meeting ad \$25.20.

**Next meeting.**

Regular Meeting on November 12, 2015 at 7:00 p.m. at Town Hall.

**Adjournment.**

Members unanimously voted to adjourn at 9p.m.

Submitted by Lucy R. Tabit