



# COMMUNITY PRESERVATION COMMITTEE

## MINUTES OF REGULAR MEETING

**Thursday, June 11, 2015**

Chairman Warren Messier called the meeting to order at 7:00 p.m. with Vice-Chairman William D. Raus, Janet Jones, Elizabeth Collins, James Coyne, Anne Brum, Richard Lambert and Betty Slade. Tim Gillespie was absent.

### **Westport Youth Athletic Association – Playing Fields Update.**

Bob Grillo was not able to make the meeting however he circulated an e-mail and Mr. Messier read it to the members. The message follows:

*AJ Potter continues work on the drainage for the road.*

*The ConCom agent has generously re-flagged some of the missing wetlands flags and our engineers are working on a revised plan for Con Com.*

*The Babe Ruth Challenge that we presented to baseball and softball was done so to generate interest and enthusiasm to families – we succeed on that front. Families are genuinely interested in our project and more aware than ever. Each player was given the chance to setup his/her own fundraiser page through our website. So far, we have generated \$6400 from the promotion.*

*We also received an additional \$10,000 from a private donor this week.*

*Our fundraising continues to chug along and I am confident that by the Fall or Spring 16 that we'll have funds to match CPC money....so they we can begin the leveling process.*

Ms. Collins asked what the leveling process meant. Mr. Messier stated that this may refer to having sufficient funds outside of infrastructure - for which CPC funding will be used. Their intention is to pay for any prevailing wages. Mr. Raus stated that this may be referring to the leveling of the fields. Ms. Collins stated that she had originally asked for a monthly report but would like to ask for a timeline. Mr. Raus stated that the leveling and grubbing was their greatest labor. Ms. Slade stated that the large donors are waiting for this to be complete before stepping forward.

### **Westport Youth United Soccer – Sanford Road Soccer Fields.**

Peter Brown stated that they received their bid for the loam and seed. They are waiting for their spring season to end after the last tournament on June 21. They are also looking for rain, since there is no irrigation on the field. The WYUS is also celebrating its 25th year and will be commemorating an official opening day on Saturday August 29, 2015 at 11:00 a.m. He has invited all of those who have been involved. Mr. Brown asked what kind of sign or plaque will they need to put up. Mr. Messier stated that the CPC will be working on that. Mr. Brown stated that the night before the grand opening on Friday August 28, 2015 there will be a Soccer Ball (evening event) for adults and he will make further details known as they materialize.

**Update on Beach Avenue.**

Elaine Ostroff noted that the Commission of Disabilities will be awaiting instructions for installing a sign at the annex for the work that was funded by CPC.

Ms. Ostroff reported that there are protected areas of nesting Piping Plovers based on the report from the Conservation Agent requiring the Town to follow a protocol. The COD was taking a time out period because there is a "black out" period until this fall - March 31 through September 1 - that would prevent any activity. She noted that the black-out period would restrict any construction during that time out period. The engineer would be doing the permitting in that time.

Ms. Ostroff presented a diagram of the dune crossing boardwalk. The design has not changed. The structure shown will be situated close to the turn around on Beach Avenue. Ms. Ostroff stated that in correspondence dated May 11, 2015 with the engineer, Carlos Pena, he noted his concern providing unrestricted access for mobility devices to the intertidal beach zone because persons with limited mobility may become trapped in the sand and overwhelmed by the tide. He suggested there be signage for the boardwalk and dune crossing and the question of liability is best answered by Town Counsel. He would also get some clarification from MAAB. Ms. Ostroff noted that the original intent was not to restrict any public, especially with wheelchairs.

She thought that the engineer may be concerned about safety and weight load in the design. Mr. Coyne asked if there is any action required on the part of CPC. Ms. Jones asked if there could be a sign limiting the number of people on the structure.

Ms. Ostroff asked for a reaffirmation from CPC of the intent to allow all persons to use the dune crossing.

Mr. Coyne motioned to reaffirm support for access of all persons on the dune crossing structure. Ms. Collins seconded the motion and the vote was unanimous.

Mr. Coyne felt that the engineer may be trying to cover his own liability. Mr. Messier stated that the design engineer will know based on size what the loading would be.

Ms. Ostroff is going to check with other communities to see what they are doing to address this same concern.

She will be working through August on this project, and if CPC is meeting this summer, she would like to introduce the person that will take over this project before she leaves.

**Preliminary Master Plan for the Handy House presentation.**

Jenny O'Neill stated that the Handy House has opened for the summer and there will be many events that she encourages everyone to attend. She asked if the members want to come as a committee, to let her know. As part of their master plan, they need to have handicapped restrooms and a septic system and upgrade the parking in order to run the facility and to accommodate visitors. They have been working with landscape architect, Emily Vogler, to do this. Ms. O'Neill stated that there are only 7 parking spaces and 4 are used for employees - this does not work for visitors because it only leaves 2 spaces for visitors and one for handicapped parking. As part of the grant agreement any work outside of the land under a historical preservation restriction must also be approved by the CPC. She noted the proposed parking area incorporates trees and a couple of trails. The existing parking area will be able to service handicapped parking without any changes to it or widening of paths.

They will need to file for site plan approval with the Planning Board first. Mr. Coyne suggested scheduling a CPC meeting to coincide with the final approval.

Ms. Slade motioned to accept the concept of the parking plan as designated and noted that a public hearing will take place to meet the requirements of the grant agreement.

Seconded by Ms. Collins and the vote was unanimous.

Members also asked if there were going to be any provision for bus parking for school bus trips. Ms. O'Neill stated that she would ask the landscape architect.

Ms. Slade thanked the Historical Society for coming forward on their own and asked about the timeline for the restrooms. She stated that she wanted it to be understood that she did not need to recuse herself as she is not a member of the Board of the Historical Society.

### **Discussion Public Outreach.**

Mr. Raus noted that CPC is required to periodically have public outreach sessions. He stated that seeing that it is June, the committee should decide when since applications are due in December. Ms. Slade read the CPA Law - Section 5

*(b)(1) The community preservation committee shall study the needs, possibilities and resources of the city or town regarding community preservation, including the consideration of regional projects for community preservation. The committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the board of park commissioners and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the city or town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city or town.*

*(2) The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section; provided, however, that funds expended pursuant to this chapter shall not be used for maintenance. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited.*

Ms. Collins motioned to plan for a public hearing in September at the regular meeting date and time; to put out notices in August after discussion at the regular CPC meeting. Seconded by Ms. Jones and the vote was unanimous.

The topic is to be placed on the August agenda for CPC discussion.

Ms. Slade suggested an article or announcement in the paper now and to notify public bodies soon. Mr. Coyne suggested a cable tv show which he and Ms. Slade could possibly do.

### **Town Hall Annex painting update.**

Mr. Messier stated that Mr. Gillespie was working on coordinating with the Sheriff's department to finish the painting of the stairwells. This was not completed at the original time of painting of the halls because there was a lack of staging for the area. Mr. Messier stated that he will be working with Mr. Gillespie to continue this coordination.

### **Minutes.**

Ms. Collins motioned to approve with corrections to scrivener's errors. Ms. Jones seconded the motion and the vote was 5 in favor with Mr. Coyne, Ms. Brum and Ms. Slade abstaining because they were absent.

### **Correspondence.**

a. Memo from the BOS requesting attendance for committee members. Draft memo with attendance statistics was presented to the committee and endorsed by Mr. Messier for delivery to the BOS.

b. Memo from Town Accountant requesting review of the accounts and to consider closing inactive accounts.

Ms. Slade stated that she feels that there are no accounts that need to be closed out at this time.

A response is to go to the accountant that the committee discussed this at their meeting and at this time, none is to be closed and that the CPC will continue to follow up and review these again in future meetings.

### **Invoices.**

Previously processed on June 2, 2015 to make the warrant cycle:

Members acknowledged the following invoices that were paid..

Norm Anderson for the Oscar Palmer Farm septic system \$19,846.02

Hudson Micro Imaging - Town records preservation \$6,478.32

CLE Engineering for Beach Avenue Project \$1900.49

### **Next meeting:**

Regular Meeting –July 16 and August 13, 2015 and September 10 will be the public Outreach hearing at 7:00 p.m. at Town Hall

Members asked that the topic of signs be placed on the July meeting agenda and the topic of the public outreach hearing be placed on the August agenda.

### **Adjournment**

Members unanimously adjourned at 8:45 p.m.

Submitted by Lucy R. Tabit