



COMMUNITY PRESERVATION COMMITTEE

MINUTES OF REGULAR MEETING

Thursday February 11, 2016

Chairman Bill Raus called the meeting to order at 7:03 p.m. with Vice-Chair Betty Slade, and members Hugh Morton, Tim Gillespie, Janet Jones, Elizabeth Collins, Richard Lambert, Jim Coyne, and Anne Brum.

Minutes.

Mr. Gillespie motioned to approve minutes with correction to scrivener errors. Mr. Morton seconded the motion and the vote was unanimous in favor.

REPORTS ON OUTSTANDING PROJECTS:

FY13 WYAA Soccer Fields

Gardner Lane, director of fundraising and Bob Grillo member of the Westport Youth Athletic Association gave the committee a presentation. Mr. Lane stated they have thus far raised \$350K in donations and pledges plus an additional pledge from BayCoast Bank for \$100K. He stated that the BayCoast Bank pledge is a 3 year pledge. He explained that according to their plans, after all the stumping, they plan to have a flat surface by June 1st. He noted that they have been working diligently to raise \$250K by June in order to have the land leveled and ready to pave. He also explained how he has been working to raise awareness of WYAA and thus facilitate contributions. Ms. Slade asked if there were pledges once the fields are built. Mr. Lane stated that they have made it known that for naming rights, the fields are \$150K each. He noted that he has been working this 10 year old project for the last 2 years. Mr. Lambert motioned to name a field for CPA. It was not seconded. Mr. Raus stated that if they have the opportunity to raise further funds by field naming they should have that income source available to them. Members agreed that there should be a prominent sign at some point and to look at the soccer fields for the example of a CPA sign. Mr. Morton suggested setting up PayPal to allow for online donations.

Sanford Road School (FY09 remaining balance \$828; and FY 14 remaining balance \$690).

Mr. Raus reported that there is at least one item that should be completed in a short period of time and that would utilize the remaining funds. With regards to the more current projects, Mr. Coyne will be the liaison instead of Mr. Raus. Justin Lentini has been appointed to take over the as project manager for Lino Rego. He and Ms. Slade will be working to craft an Grant agreement. Mr. Lentini will also be working on drafting an RFP with Mr. Coyne and the Town Administrator.

FY12 Town Annex and COA Accessibility

Tim Gillespie stated he has been looking at the gym area and has tried to find out when the last lead testing was performed; lead is thought to be in the stage area. He noted it is unknown if there is lead in the floor. He will continue to look into it. He has budgeted for a plasterer, a painter and flooring. He has accounted for prevailing wages. He needs to also contact Elaine Ostroff to find out what part of the accessibility portion has not been completed and also ask about the COA accessibility project. Ms. Slade suggested getting the Town Building Committee involved with projects such as these so that they could be part of the project and be able to follow through. She recommended that a careful examination of the historic town owned buildings be done to ascertain their needs.

FY14 Town Hall Slate Roof

Mr. Gillespie stated that he contacted Ward Hamilton, the advisor for the slate roof renovation project and he suggested that Mr. Gillespie contact the roofer. Mike Frank from the roofing company will be coming once the weather clears to take a look at the roof. Mr. Gillespie will try to contact the Deputy Fire Chief to coordinate a ladder truck - and will also ask Mr. Frank about the ladder.

Letter from Commission on Disability to disband attempts for dune crossing.

There are disputed charges on invoices from FY 15 and FY16 for the Beach Avenue Accessibility projects. Mr. Raus read the letter from the Commission into the record. The disputed bills are being reviewed. Ms. Slade said that she will follow through on this matter with Selectman R. Michael Sullivan and others.

Consideration of sweeping funding back to proper funding categories:

- a. FY10 Head Landing. Final Bill \$15,100. Remaining \$900 sweep to HP - the Landing Commission has asked to keep the balance should spring reseeding be needed.
- b. FY13 Strawberry Fields. \$130,000 sweep to Open Space. Mr. Raus stated he has spoken to Ryan Mann, Director of the Westport Land Conservation Trust, who said these funds should not be swept at this time as the Land Trust is still working on the purchase of the land.
- c. FY15 Beach Avenue Accessibility. Remaining \$69,890.16 sweep to recreation/open space.

It is too soon to sweep because there are some disputed bills. Ms. Slade noted that there are a few invoices that are under question and that may have been intended for the Buzzards Bay Coalition. She will check on them.

- d. FY16 Beach Avenue Accessibility. Remaining \$49,105 sweep to recreation/open space. Ms. Slade motioned to sweep to open space because the project has been discontinued. Seconded by Ms. Collins. The vote was unanimous to sweep. A memo will be sent to the town accountant to this effect.

Review of revised Applicant Guidance/Checklist Document.

Ms. Slade stated that she has prepared this document and solicited comments but received none. This document tries to identify what applicants need to know when applying and going before the CPC. She suggested such a document be made available to applicants. The "project submission form" also needs to be updated for clarity. Several suggestions were made: there needs to be a clear distinction between

town projects and private projects, payments for private projects must go to the project manager rather than directly to a contractor, the document should not be a checklist but rather a guide because the process is too complicated, estimates should be acceptable for application but bids would be required once the project funds are appropriated by town meeting.

Review of sources and amounts of funding for CPA FY17.

HISTORIC PRESERVATION:

Restoration of Powder House
at Head of Westport \$11,392 Source: FY17 Estimated Fund Revenues

Preservation of Stonework
at Head of Westport \$89,000 Source: FY17 Estimated Fund Revenues

Restoration of Fence and Posts
at Linden and Maple Grove Cemeteries
 \$55,000 Source: FY17 Estimated Fund Revenues

Town Records Preservation, Phase IV
 \$20,000 Source: FY17 Estimated Fund Revenues

Westport Grange Foundation Preservation
 \$22,200 Source: FY 17 Estimated Fund Revenues

OPEN SPACE:

Open Space Reserves \$64,000 Source: FY17 Estimated Fund Revenues

COMMUNITY HOUSING:

Community Housing Reserves \$64,000 Source: FY 17 Estimated Fund Revenues

BUDGETED RESERVES: \$250,000 Source: FY17 Estimated Fund Revenues

ADMINISTRATIVE ACCOUNT: \$28,000 Source: FY17 Estimated Fund Revenues

Mr. Morton motioned to accept the funding sources as proposed. Mr. Lambert seconded the motion. The vote was unanimous in favor.

Report by CPC to Finance Committee due on March 15.

Noted. Mr. Raus will attend.

Set up time table for reports on outstanding projects.

Ms. Slade will review.

Correspondence and Communications

a. Agreement between Land Trust and Town on mobi-mats. Ms Slade understands that an agreement between the town and the Land Trust on the mobi-mats is in process.

b. Using CPA administrative funds for Affordable Housing Workshop Friday March 4, 2016, Framingham.

Mr. Gillespie motioned to allow Ms. Collins and Ms. Slade to attend and to pay expenses and workshop fee from administrative funds.

c. **Governor includes \$10million CPA funds from budget surplus (first time).**
Noted.

Invoices.

CLE Engineering \$2,208.37

Members voted unanimously to pay.

Next meeting:

March 10, 2016 at 7:00 p.m. at Town Hall

Adjourn.

The meeting was unanimously adjourned at 9:30 p.m.

Respectfully submitted,
Lucy Tabit, Recording Clerk