



COMMUNITY PRESERVATION COMMITTEE

MINUTES OF REGULAR MEETING

Thursday June 16, 2016

Chairman William D. Raus called the meeting to order at 7:05 p.m. With Vice Chair, Betty Slade, and members Hugh Morton, Tim Gillespie, Janet Jones, Richard Lambert, Jim Coyne and Anne Brum present. Elizabeth Collins was absent.

Minutes.

April 14, 2016.

Mr. Gillespie motioned to approve as written. Ms. Slade seconded the motion and the vote was seven in favor. Mr. Coyne was absent at that meeting.

May 3, 2016.

Mr. Gillespie motioned to approve as written. Ms. Jones seconded the motion and the vote was five in favor. Hugh Morton, Anne Brum, Elizabeth Collins and Richard Lambert were absent at that meeting.

FY 13. Westport Youth Athletic Association report on RFP and brochure. Grillo, Lane and Sullivan.

Ken Sullivan, Bob Grillo and Keith McDonald of the WYAA will be submitting an RFP to the town administrator to finish the work which will result in graveled, level playing fields. The RFP would be structured with a base bid and with add alternates. There will be private donations as part of the sources of funds. It was clarified again that prevailing wage requirements do not apply in this project because the lessees are a private entity. This should be stated in the RFP. This fact has been verified by Mr. John Ronan, in the state prevailing wage office. Ms. Slade noted that the lowest bid need not be accepted under CPA funding if there was a valid reason not to accept it. Mr. McDonald estimates the RFP to be issued in the next few weeks so work can be done in the fall. Mr. McDonald stated the stumps would probably be hauled off site but also may be grinded on site. Mr. Sullivan stated that Mr. Lane, who was not present, will be better able to approach donors who have been waiting for the work to start. Geraldine Millham is designing the new brochure which includes the role of CPA clearly.

Ms. Slade motioned to move ahead with the RFP. Mr. Morton seconded the motion and the vote was unanimous.

FY 15. Update on American Legion Hall School District 18 Roof RFP.

Mr. Gillespie argued that the single bid of \$33K in the letter by Capeway Roofing systems was too high. He also saw no indication of the size of the roof in that letter. Mr. Gillespie had measured the roof in the past and was aware of its size. He also argued that the fact that it was not clear that prevailing wages were not required disadvantaged original possible bidders and they should be given a chance. Mr. Coyne seconded the motion and the vote was unanimous to ask the town administrator to rebid with full information. Mr. Gillespie will send a note to Tim King. Ms. Slade will follow through.

FY 17. Historic Preservation of Head Landing Stone Walls Project. Clarification of use of funds. Tony Millham, Landing Commission.

Mr. Millham stated he is at the point of applying for a NOI at ConCom. The reason he is here tonight is that in the previous phase of the stone wall work, the Landing Commission should not have been the overseer of the actual work due to its limited knowledge. The Landing Commission had anticipated the Highway Surveyor to oversee the work in the previous project but this did not work out.

Mr. Millham ended up as the point of contact and project manager and did not feel he was fully qualified to oversee this project. Mr. Millham stated that Mr. King suggested that an overseer of the project be retained for project oversight. He estimated that the cost of such oversight would be between 5 and 10% of the project. He has been in touch with a local retired person who is giving him advice and may bid on the oversight position. In response to Mr. Coyne, Mr. Millham agreed that errors and omissions and professional liability insurance and other matters would be included in a contract. Mr. Millham asked for CPC's approval to commit up to 10% of the project funds with the anticipation of negotiating the cost lower than that. The members felt that the administrative funds can be used for project management of for a maximum amount of \$8,900, which is 10% of the appropriation. Ms. Slade stated that CPA regulations allow for such use.

Ms. Slade motioned to use administrative funds to hire a person to provide oversight. Mr. Morton seconded the motion and the vote was unanimous with all in favor.

Ms. Slade motioned to amend her motion to use administrative funds not to exceed \$9,000 to hire someone to manage this project. Seconded by Ms. Brum. The vote was unanimous with all in favor.

Since the amount is less than \$10k, only 3 oral bids are required. In some cases where the consultant work is specialized, only one bid would be required. This should be looked into. A discussion about gravel backfill was initiated by Mr. Gillespie. Mr. Millham said they were trying to maintain the historic look and that vegetation would eventually grow up to the headstones. Mr. Gillespie suggested lowering the membrane 2-3 inches.

Motion by Mr. Coyne that Mr. Raus and Ms. Slade review the contract for an oversight person and sign off in approval, if needed, before the next CPC meeting. Mr. Lambert seconded the motion and the vote was unanimous.

Mr. Millham stated that the \$89K that was appropriated may not cover the costs for the entire stone wall work after all.

The RFP will therefore, will contain the numbering of the stones in order to determine what is done and what would be remaining.

He also noted that the project in its entirety would be permitted by ConCom, therefore it could go forward in the future in stages as needed without requiring constant permitting.

Receipt of registered conservation restrictions for Nisby and Camara properties.

Members voted in April to have the Chair sign off on the vouchers once the restrictions were recorded. The Conservation Restrictions have been recorded and copies submitted to CPC. Vouchers will be endorsed for payment to the Land Trust for the

Conservation Restrictions for the Nisby Property for \$100K and for the Camara property for \$140K for a total of \$240,000..

FY17. Grant agreement for the Grange project. Betty Slade.

The grant agreement was drafted and is with the Town Administrator and Mr. Horky. Ms. Slade suggested the CPC approve this version to allow it to go forward. Mr. Lambert motioned to allow the grant agreement to be worked on by the Grange officials and Mr. King and for Ms. Slade to follow through to have it put before the Board of Selectmen. Ms. Jones seconded the motion and the vote was unanimous with all in favor.

Discussion ensued over the logistical means to pay the applicant who would submit an invoice for work performed and not pay the contractor directly as has always been the case. This procedure was indicated in a letter from town counsel in 2011 concerning the owners of the Oscar Palmer Farm which Ms. Slade will forward to the CPC after the meeting. One issue is that the accountant wants to pay the contractor directly not the grantee. This problem has to be clarified. Ms. Slade asked if the members would agree to ask Town Counsel for clarification of the procedure.

Mr. Lambert motioned for Ms. Slade to get clarification from Town Counsel. Mr. Gillespie seconded the motion. The vote was unanimous with all in favor.

Reports.

- a. FY06 Historic Map Collection: Ms. Slade stated that the project is well underway with cooperation with the library and the Westport Historical Society. Ms. Lenora Robinson is doing the work at this time. Ms. Slade stated that they are almost complete and the maps will be sent for digital scanning.
- b. FY09 Sanford Road School and FY14 Sanford School projects. Ms. Slade motioned to sweep the remaining funds. Mr. Lambert seconded the motion and the vote was unanimous.
- c. FY10 Historic Inventory. Ms. Slade motioned to sweep the remaining funds after the final invoice tonight. Mr. Lambert seconded the motion and the vote was unanimous.
- d. FY13 WYAA Athletic Fields. See item above, members of WYAA updated members.
- e. FY14 Town Hall Slate Roof. Mr. Gillespie reported that they have enough evidence there is water coming in through the roof and would like to do more research with Ward Hamilton and to take a more aggressive stance by requiring Ward Hamilton to take more responsibility to get the problem fixed.
- f. FY15 Nisby \$100K & FY16 Camara \$140K Conservation restrictions - these have been recorded. Vouchers closing out these projects will be signed tonight.

Ms. Slade suggested looking at these other projects:

- a. Oscar Palmer Farm - need an update. She will contact the owners.
- b. Bell School foundation - it is now known more funds will be needed to fix the sill and foundation. WHS needs to report what they need.
- c. Handy House septic - Issues on the layout of the site need to be resolved among other things before this project is completed.
- d. Soccer fields - Mr. Morton will check the status of the outstanding \$13K and when it is expected to be used.

- e. Mr. Gillespie gave an update on the Recreation Commission as well as work needed in the Annex Gym. Fortunately the amount of lead is minimal. They are trying to find people to tear down a corner room before they get started - at no cost. Ms. Slade asked if the Recreation Commission would be willing to work with the WYAA to develop handicapped playground and accessible trails on the baseball field property. The Land Trust will also help with the trails. Mr. Gillespie thought it would be a good idea and would look into it.

Correspondence.

None.

Invoices.

Lenora Robinson for Historic Maps. \$260.00

Robert Maker, for Historic Inventory. \$200.00

Members voted unanimously to pay both invoices as listed above.

Next meeting:

Thursday July 21, 2016, 7:00 p.m.

Adjourn.

Members unanimously adjourned at 8:35 p.m.

Respectfully submitted,
Lucy Tabit, Recording Clerk