



## **COMMUNITY PRESERVATION COMMITTEE**

### **MINUTES OF REGULAR MEETING**

**Thursday November 10, 2016**

Chairman William D. Raus called the meeting to order at 7:00 p.m. with Vice Chair, Betty Slade, and members Tim Gillespie, Hugh Morton, Elizabeth Collins, Jim Coyne and Anne Brum present. Janet Jones and Richard Lambert were absent.

#### **Minutes: October 13, 2016.**

Mr. Gillespie motioned to approve as amended. The motion was seconded by Ms. Slade. The vote was unanimous with all in favor.

#### **Affordable Housing Trust Fund grant agreement with the Town and request for new funding. Request: \$292,000.00**

Leonardi Aray from the Affordable Housing office gave the members a summary and briefing of the status of the activities of the AHT and the plans associated with the request. The amount of \$292,000 being requested will help support one year of operations as shown on the application. This figure assumes that there will be enough existing funding to carry over to next year and this amount will kick in once that runs out.

This proposal will be taken up at the next meeting for a vote to go forward to the public hearing in January along with all the other projects.

**Grant Agreement between Town and Affordable Housing Trust Fund.** The agreement was drawn up by Leonardi Aray for the previous CPA grant and reviewed by the AHT. The Town Administrator has reviewed it. Mr. Aray will review once more.

Ms. Slade moved that Mr. Aray take the grant agreement to AHT and TCB (the contractor for Noquochoke Village) for review and make any changes and if there any significant changes the CPC Chair should be informed. Mr. Aray will then take it to the Town Administrator for BOS approval.

#### **Signs for Paul Cuffe historic Trail. Request: \$1,500.00**

Westport Historical Commission's Jane Loos and Geraldine Millham were present to discuss the proposal for 10 signs to be placed along a heritage trail commemorating Africa-n and Native- Americans.

Ms. Millham noted that the heritage trail is actually called the African American - Native American Trail - but signs will have only room for the "Paul Cuffe Trail" on them.

As an aside, on November 17, 2016 at 2 p.m., the Old County Road solar farm will be dedicated as the Cuff Slocum community farm.

Motion by Ms. Collins to approve the project to go to the January public hearing. Seconded by Mr. Coyne. The vote was unanimous.

**Signs for historic burial sites : Request: \$2,380.**

Cory Howland was present to explain that some of the historic burial grounds/cemeteries do not have stone markers because many of the sites are very hard to access to transport them. Mr. Howland found vandalism on his family's plot. Some cemeteries are hard to see and unknown to people. The proposed signs would provide notice that there is a cemetery to protect them from vandalism. Out of 105 burial grounds, about 50 have the stone markers. For the sign project, signs will be of variable heights and will have specific information to the cemetery. Certain cemeteries are on people's private property and would not welcome large signs that draw attention from the road. Signs will be metal and mounted on poles and designed by Geraldine Millham. Members preferred the green colored sign.

Motion by Mr. Coyne to approve the project to go to the January public hearing. Seconded by Ms. Collins. The vote was unanimous with all in favor.

**Westport Historical Society.**

**a. Bell School Sill Repair and Foundation Work. Request: \$11,150**

Tony Millham explained the project to replace the upper foundation and the sills and lower wall structure to stabilize the building which has been settling. There is already \$10,700 remaining from a FY2010 project which has not been utilized as it turned out the problem was much greater than earlier anticipate. There is also \$15K of private funding. The total project will cost \$36,850.

Mr. Gillespie motioned to move this project to the January public hearing. The motion was seconded by Ms. Collins. The vote was unanimous with all in favor.

**b. Historic Bell Schoolhouse Bell tower \$42,000 and lean-to restoration and repair \$8,345. Total Request: \$50,345.00**

Tony Millham summarized the problem with the bell tower. It is structurally sound but the exterior woodwork was poorly repaired in 1976 and does not meet accepted preservation guidelines. The plan is to replace those components and use appropriate historical restoration materials that will last longer and hold paint better. The WHS will try to adhere to the best earliest photo they can find. They were urged to call for a historic carpenter in their scope of work. Ms. Slade questioned the estimate of \$18,000 for staging. Mr. Gillespie made a few suggestions on how to lower that cost with lifts which could be rented by the WHS. Liability was discussed and the WHS was encouraged to check that out

The lean-to on the Bell Schoolhouse needs repairs and replacement and to meet some structural issues. It also needs a new asphalt roof. Request: \$8,345. There were no questions from the CPC.

. Mr. Millham will rework the numbers for the bell tower by considering a lift vs scaffolding and return to the CPC December meeting with the information.

**Status of WYAA bid for work and request for funding. Request: 600,000**

Bob Grillo and Keith McDonald stated that they opened sealed bids two weeks ago and have been analyzing them and consulting with bidders. The bids were wide ranging with addenda, so it is a complicated process. After consulting with bidders they are finding ways to reduce costs. At the present, WYAA has \$750,000. They expect the cost of getting the fields ready for use is \$1.95 million. They need \$1.2 million to finish. They are asking for a CPA grant of \$600,000 - which is half of the \$1.2 million as a match. Ms. Slade stated that this was a key project as a selling point for adopting CPA and then one of the first projects. Many would like to see this project come to fruition. The CPC agreed. The WYAA feels confident it can match the \$600,000 grant as that grant will give people confidence the project will be completed within the next two years. Mr. Coyne motioned to move this project for \$600,000 to the January public hearing. The motion was seconded by Ms. Collins. The vote was unanimous with 6 members in favor. Hugh Morton abstained.

**CR for WYAA fields**

Ms. Slade noted that the Town Administrator made arrangements for her to talk to Town Counsel to answer their questions and provide necessary documentation. An important question is who will hold the restriction. The town owns the land and the WYAA is the lessee so neither can hold the restriction. Ms. Slade has asked the WLCT if they will hold the CR and it seems possible they will. Town Counsel is working on this matter.

**Westport Grange. Bids related to their CPA grant.**

Ed Horky stated that they have obtained three bids on each separate part of the work which were included in their documentation. One company could not provide all the necessary requirements. They have chosen the lowest bid for each category. The total was more than the CPA grant, and the Grange will meet the difference.

Mr. Gillespie moved to approve the chosen bids by the Grange. The motion was seconded by Mr. Morton. The vote was unanimous.

**Town Hall roof final resolution. Repair of BOS room ceiling.**

Mr. Gillespie stated that Ward Hamilton has not heard from the contractor in response to his letter, and neither has the town administrator.

Ms. Slade moved that Mr. Gillespie ask Ward Hamilton to fulfill his obligation as he acknowledged, and fix the roof. The motion was seconded by Mr. Coyne. The vote was unanimous with all in favor.

**Town Hall Annex roof project request for funding.**

Mr. Gillespie stated that he worked on the estimate for the proposal and came up with \$104K.

Mr. Morton motioned to move this project to the January public hearing. Ms. Slade seconded the motion and the vote was unanimous.

### **St Vincent De Paul property. request for funding. WLCT**

There was no one present from the Land Trust to make a presentation. The members discussed a couple of issues associated with a possible purchase of a conservation restriction using CPA funding. First, Mr. Raus emphasized that the CPC should know what the 12 acres not covered by the restriction will be used for. He sees it as very visible and therefore a consideration for the CPC. The proposals to the WLCT will be known only after December 31, so not in time for the next, and final, meeting for applications. Secondly, a discussion was held on who should make the application to the CPC: the Land Trust or the Conservation Commission. It was noted that the conservation commission has never made that presentation. The CPC agreed that the Land Trust should make their presentation in December with any further information they might have. To date the Town has not made a suggested use of the 12 acres, although the AHT and the Recreation Commission have shown interest.

### **Status of Powder House project**

The project will be completed soon. Mr. Coyne suggested inviting the Colonial troops for a ceremony. Members thought it would be a good idea. Ms Slade said that the Shorelines will be doing a story.

### **Town Hall Annex painting status**

Mr. Gillespie and Mr. Coyne feel that the hall stairwells are fine as they stand and that painting is not necessary.

### **Cemetery fence update.**

Mr. Gillespie followed up on seeking the materials but has not gotten a price yet. Ms. Slade stated that the Town Administrator suggested having the contractor do all the work and not to rely on any of the cemetery laborers to do any of the work.

### **Proposal to close out projects and sweep the funds.**

- FY 10 Westport Historic inventory
- Acoaxet Chapel (all funds were used);
- FY15 Beach Avenue Accessibility.

Mr. Coyne motioned to sweep FY10 Historic Inventory to Historic Preservation reserves and FY15 Beach Ave Accessibility to open space reserves. The Acoaxet Chapel funds are completely used with nothing to sweep and is closed as a result. Seconded by Mr. Gillespie. The vote was unanimous with all in favor.

### **Discussion of CPA available funds.**

Ms. Slade prepared the following table for the members to use as a tool for managing funding requests.

<b>Expected Submissions by:</b>	<b>Amounts</b>	<b>Possible cuts</b>
WLCT Horseneck	130,000	
WLCT St Vincents	350,000	
Affordable Housing Trust	585,000	292,500
Acoaxet Chapel	23,100	
Westport Historical Society	11,000	
Westport Historical Society	50,000	
Town Hall Annex roof	100,000	
WYAA	600,000	
Cemetery Markers	2,380	
African-Native American Trail	1,500	
 Administrative funds	 30,000	
Legal Expenses CR	10,000	
CR Holder Expenses	15,000	
<b>Total</b>	<b>1,907,980</b>	<b>1,615,480</b>
 <b>Reserves</b>		
Open Space	49,129	
Community Housing	18,173	
Historical	56,585	
Budget Reserves	140,000	
Undesignated	727,127	
	991,014	
FY 18 CPA revenues	600,000	
Possible sweeps	84,000	
<b>Total</b>	<b>1,675,014</b>	
 Gap	 232,966	
 Surplus		 59,534

NOTE: The Affordable Housing Trust has only requested \$292,000 and the WLCT Horseneck project is actually \$140,000, so those corrections need to be made.

### **Correspondence.**

None.

### **Any other business that may come before the Committee**

None.

### **Invoices.**

Hudson Microimaging \$68.00

Eastbay Newspapers. \$25.20

### **Next meeting.**

December 8, 2016

**Adjournment.**

Members unanimously adjourned at 9:20 p.m.

Respectfully submitted,  
Lucy Tabit, Recording Clerk