

**Community Preservation Committee
Meeting Minutes
February 6, 2017**

PRESENT: Barry Johnson, Andrew Cooney, Richard Anderson, Penny Myers, Fred Bartholomew, George Sala

EXCUSED: Daniel Doucette, Neil Langille, Peter Holmes

ALSO PRESENT: Michael Rausch, Sallie Riggs, Tom Guerino, Krissanne Caron, Sue Ross, Dave Pelonzi, Allyson Bizer-Knox, George Slade, Debra Jordan

Recording Clerk, Ann Gutterson

B. Johnson called the meeting to order at 6:32pm. Would like to extend courtesy to Tom Guerino and Sallie Riggs and hear the Park first.

The process is to hear from the applicant, then have our public hearing, vote recommendations then to FinCom and Town Meeting. We have changed the process a little due to the nature of the project and the amount requested.

- **FY2018 Buzzards Bay Park application:** Developing certain questions relating to sections of the application filed by the Main Street Steering Committee; does the CPC want their Consultants to attend a CPC meeting to explain the budgetary proposal; explain how all of the outlined "action items" are dependent on each other; can certain items be "phased-in" with the understanding the request is to have appropriations in the May, 2017 Special and Annual Town Meetings for the full requested amount.

Tom: There is much misinformation out there. Comments on social media are that we ran out of money, not true, there is a couple hundred thousand left, it was halted for the winter and that work will be completed in the spring. At the beginning of the project, Jon Nelson put a figure of \$1.75 million out there. The park as proposed follows quite closely the survey that went out and the response we received. Mr. Nelson would spearhead the day to day operations. George Sala did some after Jon left but we have a new facilities department and it's not the same job. It will need a Clerk of the Works/owners representative which will be in the price.

B. Johnson: When appropriations are done, it will be \$775,000. What's not contracted for? What's left?

G. Sala: We are still collecting bills. Agree we need a Clerk of the Works position. I try to do what I can. John had a lot of ideas what he was going to do, I can't keep up.

Tom: Outside hire, similar to what we did for Archives and DPW. Depends on the financial situation after town meeting.

B. Johnson: \$138,000 is requested for special town meeting (STM), is this part of the \$1.3 million?

Sallie: Yes, that amount allows the design and bid documents to go forward. If we get the whole amount on 7/1/17 we can have all the work done by the end of 2017. If not, then 2018. People want to use the park. With the remaining funds, we can do hydroseeding but not the irrigation.

P. Myers: So when the contractor comes back to finish the work, he's just rearranging and hydroseeding?

Sallie: Yes. It will happen in May. We'd prefer to have the irrigation in the STM so we can put it in prior to hydroseeding.

G. Sala: Electrical, water lines, drainage system and conduit under the paved areas has been done. Irrigation is more important. We have to dig up Main St. as we can't go under the tracks to access the water and we can't do a well due to ground water.

B. Johnson: Does it make sense to up the money to the STM and reduce the ATM?

Sallie: Irrigation, plantings, design and construction docs are included in the STM price.

Tom: If the entire project is to move forward, then the phasing is important. The \$138,000 makes sense now and will be completed by the end of the fall.

B. Johnson: The \$138,000 might be a little light. Need to look at how to finance. Tonight is to understand the project. Our minimum should be to get it back to where it was.

Tom: The project gets halted after irrigation then you've spent \$800,000 to have what you had.

Sallie: There are differences now is we know about the Main St. property owners but also have others waiting to move into Buzzards Bay. They are looking to see if the Town is going to be able to support/finish a town project. Buzzards Bay is in a different position than before. It can be a revenue generator for the town.

R. Anderson: Is some of the irrigation in?

Tom: Just the conduit for the pipes to go through.

Sallie: If approved at STM, we can begin the day after. \$16,000 is for irrigation. UCT and friends will be doing the work.

R. Anderson: How much is "in kind" services?

Sallie: One of the committee members is a landscape architect which has done the drawings and helped.

Tom: Tens of thousands has been invested already.

A. Cooney: Who's doing the planting?

Sallie: UCT if it works with their schedule.

Tom: If add on's are unanticipated in the few thousands, it will be absorbed in the grand total. Have to adjust as you go.

A. Cooney: If UCT isn't available when you need them have you considered putting more money up front?

B. Johnson: The Open Space Committee (OSC) met on Saturday to work on the Open Space/Recreation plan to get it to the State by the end of April. In your application the DPW has responsibility to maintain the park. We can't use CPA funds for that.

Sallie: The MSST discussed maintenance constantly. We won't have a substantial amount of maintenance from what was there.

G. Sala: The size of the park has changed but we still have to empty the trash, mow, etc.

A. Cooney: Phase 2 costs, can you estimate?

Sallie: July 1st, any funding would become available.

A. Cooney: Clarify what you need to finish in Phase 1 with the STM money and Phase 2 would be with the ATM money. What if you can't finish?

Sallie: If no money available, the Phase 2 area will just be hydroseeded. We wouldn't have the activities that the people wanted. If a vote for less than the \$1.3 million, we'd go back and talk with the consultants.

George Slade: Concerned about hydroseeding immediately after Town Meeting. The timing is very tight and depending on UCT students, will they be waiting in the wings to start? What are they doing?

Sallie: Depending on how funds are available, could the whole amount go to STM? We would be really delighted because then the project can just go.

B. Johnson: We want to meet with the MSST and Weston & Sampson, discuss funding complexity. The 2/28/17 Selectmen's meeting they park is doing a presentation. I'd like to invite the CPC, OSC, capital outlay.

Tom: The 28th is booking fast. Maybe a separate distinct evening for a joint meeting.

B. Johnson: I don't want to waste the consultant's time and this will be televised.

Review and discussion of the FY2018 Recreation applications:

a. Hen's Cove Beach Access Mats

Krissanne: These will allow for easier mobility to the beach and water. Each location is 250' of matting from the parking lot to the high tide line. Tim Mullen did a lot of work prior to me getting this. The mats go down for the season.

P. Myers: How and where will they be stored?

Tom: At the DPW.

Krissanne: They provide some stability for people. It's a helpful step and requires some maintenance: sweeping, making sure the stakes are in, etc. Hen's cove we have mobi chairs.

Penny: Are the chairs used? How do people know they exist?

Krissanne: The chairs aren't used. We advertise with the DNR, on the town site and we keep one out all day so people do know.

F. Bartholomew: Did the disability committee help with this?

Krissanne: No, it's very straight forward.

R. Anderson: Any thought of moving the handicap spot so it doesn't dump people in the no swim part?

Krissanne: At this point we're going to see how it plays out for the season. The mats have a 2 year warranty and a 5 year lifespan, possibly longer but if vandalism, then a shorter lifespan.

b. Ball field Bleachers: Pocasset, Monument Beach, Clark Field, Buzzards Bay

G. Sala: Our bleachers no longer meet ADA and fall zone/height requirements, this will bring all fields into compliance. \$6,000 per unit.

R. Anderson: How many people do they hold?

G. Sala: These are a permanent fit.

Review and discussion of the FY2018 Housing applications:

- **Continental Apartments Sprinkler System**

Dave Pelonzi, Debra Jordan

We received a grant for 8 Head of the Bay Rd for the sprinkler system. In the process of doing the review we found the system wouldn't be sufficient for the building. We are working with an engineering firm and are \$98,000 short so the project is on hold. We are just asking for the supplemental amount, nothing has changed.

B. Johnson: Have any funds been spent?

Debra: a small amount for the engineering.

B. Johnson: The project is now \$309,000 including this request?

Debra: Yes.

Dave: The alarm gets the people out of the building, the sprinkler system maintains the building.

Debra: The DHCD gave no money towards this project.

A. Cooney: I thought the generator was an issue? But Bob Troy said it was eligible? The application on page 13, is this building handicap accessible?

Dave: Only the first floor is.

Debra: Every unit has its own entrance. There is no interior common area.

R. Anderson: If this goes forward, how long before work starts?

Dave: The plans don't meet current code.

Debra: The engineer says it's a fairly simple change. Using Crowley Engineering.

- **Housing Services & Support**

Sue Ross

Administrator, clerical, works with the Housing Authority when needed, keeps inventory up to date, fights at DHCD to keep properties on the list, is now working on an RFP for Wing Road. This is our #1 priority.

P. Myers: Does the Coady school really help our numbers?

F. Bartholomew: Who owns the Coady school? How was your group involved?

Sue: All we have to do is make sure it's on the inventory. The State always give s Bourne credit for always working toward the 10%. The school is a private group. We do look for grants to help fund this position but they are hard to find.

- **Affordable Homes Program**

Wing Road, we are going to build a 3 bedroom with a 4 bedroom septic if they want to expand later. We will have a lottery and it will be affordable in perpetuity. We love doing these and are scattering them throughout the town. In 2015, we did our Housing Action Plan. I'll have to ask Kerry Horman about what priorities have been done.

R. Anderson: What's the time frame?

Sue: First the RFP, then vetting, probably summer.

B. Johnson: We looked at revenues coming in. 3 applications totaling \$219,350. The housing available money is \$181,762. The balance will come out of the undesignated fund balance.

Scheduling and discussion of how the CPC will be reviewing the:

- FY2018 Hoxie Center Application: Developing certain questions relating to sections of their application that will be forwarded to them for clarification purposes that will be discussed at our meeting with the applicants.

Allyson Bizer-Knox

B. Johnson: FY18 will be effective July 1st. Request is \$203,541? The application says \$211,541.

Allyson: Should be \$203,541.

B. Johnson: Lots of disassociation, old board vs new board members. Would like the credentials of the Board. Lavinsky Assoc. is the accounting firm? – yes.

What are they going to do?

Allyson: We retained them last spring to do a full financial audit. They do a lot of work with non profits.

B. Johnson: Have you worked out a system with them yet? Who will bills process with them? How do you envision the process?

Allyson: We get the invoice, it's signed off by me, the project manager and treasurer of the Board. We will check to make sure the work is complete, then send to Lavinsky to send to you.

B. Johnson: I want copies of contracts to accompany a bill. Get more than one price quote and submit those as well as a reference point.

Allyson: In the past we haven't done multiple bids, we are doing it now.

B. Johnson: I want Linda Marzelli to meet with Lavinsky to set up the process. How are you going to raise the funds for a project manager? What role will they play?

Allyson: They will oversee, get the bids, work with the Board, make sure it's done properly, work with us on billing.

G. Sala: Do you already have someone in mind?

Allyson: We have made no decisions but do have someone in mind.

G. Sala: They should have a procurement background also; knowledge of pricing, bids, etc. Know the process.

R. Anderson: A Clerk of the works position, don't they have a degree they go by? Credentials, Construction Supervisor license.

A. Cooney: It's been over a year and a lot has happened. How are you going to prevent the same mistake from happening again? No treasurer assigned now as presented.

Allyson: John Brennan is our treasurer.

A. Cooney: It's important to see a strong Board. What are their responsibilities going to be and how are you going to get a project from concept to finish?

F. Bartholomew? Can we get an overall financial report from you?

Allyson: I'll provide what they gave the Selectmen. We will be putting together more solid projection figures. Reaching out to other centers, see what the future can look like, how to be sustainable and revamping our business plan.

G. Sala: Have you received any funding since May 2016?

Allyson: We brought in about \$50,000. Mainly used for operational, maintenance. We are actively seeking grants, waiting for deadlines for a few. Grammercy Park foundation is the largest that we found we can ask for.

B. Johnson: Consider having an outside firm/person to look at the application and confirm the numbers are realistic. How did you generate the costs you came up with? Go back to the original application and list the cost then and now. There are no outstanding bills. This fee will come out of our committee expense.

D. Anderson: Did you build in extra money for the time that has passed?

Allyson: The bathroom should be about the same. We have two quotes on the alarm system.

G. Sala: Want hard numbers. Also a 15% contingency.

A. Cooney made a Motion to hire an independent firm/person to help evaluate the costs as outlined in the application. The Motion was seconded by P. Myers.

B. Johnson: I want to make sure this is solid and is in the best interest of the Town.

G. Sala: This whole issue was a slap in everybody's face. Best practice would be to get three quotes.

B. Johnson: I want an independent review. The fund allows up to 5% for expenses.

Allyson: Eagle Sprinkler gave me the final number on 1/20/17. We are going with them as they did the other work.

R. Anderson: The numbers you put are actual quotes?

Allyson: Yes. We do have two quotes.

B. Johnson: Did everyone get the same description of work to be done?

Allyson: I'll have to ask the person who went and got the quotes.

B. Johnson: Allyson, get the original quotes and the quotes now and supply to us.

George Slade: The written estimates: date of estimate and date of expiration.

MOTION: All in favor. B. Johnson will report back.

G. Sala made a Motion to rescind the last vote/motion. The Motion was seconded by A. Cooney.

G. Sala made a Motion to let B. Johnson have authority to hire a firm/individual to give review the Hoxie application. The Motion was seconded by A. Cooney with all in favor.

Minutes of 12/12/16 and 1/23/17

Continued to the next meeting.

Next meeting:

March 6, 2017 at 6:30 to discuss dingy dock and historic.

R. Anderson made a MOTION to adjourn seconded by G. Sala with all in favor.

With no further business before the Committee, the meeting was adjourned at 8:45pm

Respectfully submitted,
Ann Gutterson