

COMMUNITY PRESERVATION COMMITTEE

Public Meeting Minutes

July 17, 2018

7:00 P.M.

Second Floor Meeting Room

141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held in the Second Floor Meeting Room at 141 Keyes Road at 7:00 P.M. Committee members Terri Ackerman, Dee Ortner, Peter Ward, Burton Flint, John Cratsley, Greg Higgins and Melissa Saalfield were present. Senior Planner, Heather Gill was also present; as was Linda Escobedo and Tom Kearns.

Ms. Ackerman called the meeting to order at 7:05 p.m.

Robbins House Timeline Extension Request

Maria Madison and Anne Forbes presented the project timeline extension request. Ms. Madison summarized the four remaining projects that will require CPA funding: site clearing, the construction of a stone dust path, stonework and other landscape design work, as well as electrical work and the installation of a backup sump pump. Ms. Ackerman clarified that this request will require two votes by the committee: one to approve the extension of the timeline beyond 30 months, and one to authorize CPA funds to be used for the remaining four projects. The whole committee agreed that the electrical work is within the original scope of the project. Ms. Madison explained that the land is town owned, however because it is within the bounds of the National Park, there is a Memorandum of Agreement between the park and the town stating that exterior improvements must be approved by the National Park Service. Ms. Ortner asked for clarification on how the tree removal qualifies under the original scope of work, why it hadn't been done already, and how this isn't routine maintenance. Ms. Madison explained that the age and condition of the trees is not apparent, and they were not flagged during the initial survey work. Ms. Ortner stated that she believes that the applicant needs to submit a separate application for the site clearing. Mr. Higgins stated that he did not believe that a separate application would be necessary. Mr. Cratsley asked what else needs to be done after these four projects. Ms. Madison stated that these four projects would be it, and that they would be returning all the remaining unspent CPA funds. Ms. Ortner stated that she has concerns about the sump pump draining into the same pipe as the primary pump. Mr. Higgins stated that there isn't as issue with both pumps draining to the same pipe. Mr. Ortner questioned Ms. Madison about some of the past bills that were paid using CPA funds, which would be considered routine maintenance. Ms. Ortner stated that a new treasurer caught the payments, which include almost \$900 to MLP. Ms. Ortner questioned the Jasonics Security Corporation expenditures, and stated that if those are monthly operating fees, then that is routine maintenance, and not appropriate expenditures of CPA funds. The committee discussed some of the past expenditures that should not have been paid using CPA funds, and discussed how to rectify this. Ms. Ortner stated that they need to rectify this situation before the project is closed out. Mr. Cratsley moved to approve the extension request to November 30, 2018; and to approve the funding for the four projects identified in the June 5, 2018 letter. Under discussion, Ms. Ortner suggested an amendment to the motion to subtract the amounts paid for routine maintenance. Mr. Higgins suggested that the motion also include the stipulation that further reimbursements are not made until the Robbins House refunds the committee for the erroneous expenditures. Mr. Ward

seconded the motion as amended. All others voted in favor. Ms. Ortnier moved that the applicant shall reimburse the Community Preservation Committee for the inappropriate expenditures. Mr. Ward amended the motion to state “out of scope” instead of inappropriate, and that the amount is to be determined by staff. Mr. Higgins seconded the amended motion and all others voted in favor.

Masonic Lodge Project Conditions

The Committee reviewed a letter from the Concord Masonic Corporation regarding the proposed project specific conditions for CPA funding. The proposed condition stipulated that the Masonic Corporation shall hold up to four public open houses per year. Dan Consoletti, from the Corporation explained that they would propose that there is a ten year timeline for that condition. He stated that they are concerned that down the road, with different masons in charge, an open house may not happen, and they do not want to default on the grant. Ms. Ortnier stated that ten years is a perfect timeline, because there is standard condition that has a timeline of ten years as well. Mr. Consoletti stated that he will be presenting the mortar to the Historic Districts Commission later that week. Mr. Consoletti also stated that they have applied for a Massachusetts Historical Grant as well as a few national grants. He stated that the roof will be their next big project that they are looking for grant money to fund. Ms. Ortnier moved to amend the condition to state a maximum period of ten years for public open houses. Mr. Higgins seconded the motion and all others voted in favor.

Project Status Reports

Ms. Gill reviewed the project updates that have been received, which included updates on the following projects: CHDC and RHSO, Bruce Freeman Rail Trail Phases 2C and 2B, Chamberlin Park Bridge, CIPS Playground Initiative, the Concord Museum, Gowings Swamp, Wheeler Harrington House, Heywood Meadow, Junction Village, Alcott House, Old Calf Pasture, Robbins House, Sleepy Hollow, Timothy Wheeler House, Warner’s Pond, Playing Field Water Fountains, and White Pond. The Committee discussed some of these project updates and requests clarifications on the Sleepy Hollow Project and the Heywood Meadow project. The Committee also requested that an inquiry be made again for a permanent sign at Rideout Playground. Ms. Gill also reviewed the open projects spreadsheet, and the reimbursements that had been that month.

The Committee also reviewed a letter from Pat Nelson requesting reimbursement for the planting of the final trees at the Natural Playscape at Ripley Playground. The letter also requested to use the remaining \$160 for replacement plantings as needed. The Committee stated that it could be possible, if the plantings were damaged during the replanting of the trees. The Committee asked that the applicant submit a letter explaining how this use of funds fits in with the original project scope.

2019 CPC Plan Update

Ms. Ackerman stated that the Committee needs to read thru and digest the new comprehensive long range plan, so that they can update the CPC plan to reflect that. The Committee discussed waiting on this update because the Comprehensive Long Range Plan still needs to be adopted by the Planning Board and the Select Board.

The Committee discussed updating the General Selection Criteria in the CPC Plan. Ms. Ortner stated that she has concerns about the financial management of some of the applicants. The Committee discussed possibly amending criteria g. Mr. Flint stated that there are huge differences between the Concord Museum and the Masonic Lodge, and that the committee shouldn't penalize smaller organizations. Ms. Ortner stated that she also has concerns about criteria n, and the maintenance of some projects. Mr. Higgins stated that he is not just concerned about non-profits, but also for Town projects. Mr. Higgins questioned what the town's plans are for re-pointing the walls at Sleepy Hollow down the road in order to maintain them. Ms. Ortner stated that she has concerns about the ongoing invasives removal at Heywood Meadow, and asked at what point that becomes maintenance. Mr. Kearns suggested that the committee could encourage applicants to build a maintenance fund. The Committee discussed criteria u. The Committee agreed that they need to change this, and that the applicant or the CPC should notify the Concord Housing Authority. The Committee discussed criteria d, and the emphasis on town owned property. The Committee also discussed the CPA reimbursement process, and possible only paying portions of reimbursements to make sure that the applicant is paying their matching portion. Ms. Gill stated that it would be a logistical nightmare to pay each reimbursement at differing percentages. Mr. Higgins questioned what would happen if the applicant cannot raise their portion, would the projects just never happen. Ms. Saalfield stated that the committee shouldn't be in the business of monitoring these organization's fundraising.

2018 Meeting Schedule

The Committee discussed the meeting schedule for the rest of 2018.

Commission Membership

The Committee welcomed Tom Kearns to the CPC. Mr. Higgins stated that he is the Chairperson of the Natural Resources Commission and will likely be stepping down from the CPC. He stated that he has a replacement in mind, and the NRC will nominate her promptly. The Committee discussed possibly having the new NRC representative as the committee's treasurer and asked to put off voting until the next meeting.

Minutes

Ms. Ortner motioned to approve the meeting minutes from June 12, 2018. Mr. Ward seconded and all others voted in favor.

Mr. Higgins moved to adjourn the meeting. Ms. Ortner seconded the motion and ALL VOTED IN FAVOR. The meeting was adjourned at 9:07 P.M.

Respectfully submitted,
Heather Gill, Senior Planner

Minutes Approved on: 10/30/2018

Dee Ortner, Secretary