**CPC Meeting Minutes**

June 11, 2018

Town Library – Large Conference Room

**ATTENDEES**: Ann Burbine, Karen Connolly, Stephen Coulter, Dan Fennelly, Tom McShane, Gary Meyerson (Chair), Penny Scott Pipes, Doug Smith *(Absent: Adam Conrad)*

**Other Attendees**: Ron Gifford, Superintendent of Schools; Linda Whitney, Principal, Wampatuck Elementary School; Tara Connaughton, Co-President, Wampatuck PTO; Brad Washburn

Meeting was called to order at 6:58 pm

**Approval of Agenda**: A MOTION was made by Mr. Meyerson to accept the agenda; Seconded by Ms. Burbine; All in favor (7/0)

**Approval of the May 14, 2018 Minutes**: A MOTION was made by Ms. Connolly to accept the minutes as written; Seconded by Mr. Fennelly; All in favor (7/0)

**Discussion: Wampatuck Playground $288,000 Application Presentation:** Ms. Connaughton gave the Board a packet of materials that included maps, estimated budget, photos of damaged equipment, support letters, etc. The following excerpt is from the support document:

The current Wampatuck School South playground cannot be safely or properly repaired due to its age. This playground was installed by a parent volunteer group nearly three decades ago, and does not meet current safety or ADA/ASTM standards. Any repairs made would not meet safety standards/codes. This equipment is no longer in production and components cannot be replaced. A new playground would not only solve these safety issues, but would also benefit the surrounding community with a safe, ADA/ASTM compliant and accessible play area.

The primary usage of this playground is for Wampatuck School’s lower-grades recess time (mainly 1st and 2nd Grades) and after-school recreation for all ages. This playground is also used by the surrounding community during non-school hours, on weekends, and throughout the summer.

Ms. Connaughton explained that the annual PTO budget has a line item for playground repair, which has been used to purchase replacement parts for the north playground. As noted above, parts are not available for the south playground. The PTO researched State-approved playground companies, and has been mindful of costs. They have been doing fundraising and have $12,000 in a savings account. Ms. Connaughton said that the PTO knows that they cannot raise the kind of money needed. They are looking to design an ADA compliant playground specific to the needs of 5 to 12 year olds. Ms. Connaughton noted that the North Scituate playground is designed for younger children. The applicants have been working through the CPC Flo Chart but, at this stage, they are looking for advice and direction from the Board and to answer questions.

**Ms. Scott Pipes** asked why this not a Capitol Planning project for the School Department.

**Mr. Griffin** explained that it has been part of the School Departments capitol planning but it keeps getting bumped due to other school building issues, like HVAC, that took priority.

He noted that they view this as a community opportunity and not just a school opportunity due to the use of the playground. They would like CPC to be a partner on the project with the School Department.

**Mr. Smith** expressed his concern that CPC is being viewed as a supplemental funding source for the school system. He noted that the majority of the time spent on the playground is during school time. He would prefer that they go to Capitol Planning first and let them decide if it should be funded or not. He is concerned that CPC will lose credibility for what they are funding. Mr. Smith asked about maintenance needs and management.

**Mr. Griffin** said maintenance will be handled via a partnership between the DPW and the schools. He added that he believes the playground project supports the mission of creating outdoor spaces for the community and is not looking to erode CPC’s credibility.

**Mr. Meyerson** said that it is possible to have a community partnership and go through Capitol Planning. He explained that, in theory, they have more flexibility in terms of the mix of funding available to them, where CPC has a limited source of funding. He believes that most everyone should go to Capitol Planning first, admitting that the process can take longer.

**Mr. McShane** said he thinks this is a good project and likes that they have done fundraising. He asked what portion the school is committing to the project.

**Ms. Connaughton** said the research they have done shows that the new playgrounds and equipment have strong warranties in place; some are ten years or longer. **Mr. Griffin** noted that, typically, the older playgrounds have had more maintenance needs due to the now out dated materials that were used.

**Ms. Burbine** cited the newly funded school usage study and said the results should be considered [as part of playground planning]. She suggested contacting the Toll Brothers, who are building a 55+ housing development, to ask for a donation to the project. **Mr. Griffin** said that they have been in conversations with the TA about Toll Brothers and the scope of mitigation. **Ms. Burbine** added that, even if it is outside the mitigation scope, you can ask for a donation. She said that her biggest concern is maintenance because the Town is “historically known for not maintaining anything”. She also noted that, while she understands the community aspect, the playground is on school property and cannot be used by the general public during the school day because it would interfere with learning. She would like further discussions before she can support the project. She cautioned them about depending on DPW – they don’t have the resources or money to maintain the playgrounds.

**Ms. Connolly** said she would like to know: 1) where in the grand scheme of things is this playground, 2) what is the state of all the playgrounds at all of our schools and 3) what are the needs going forward. She also cited the school study that is being done and noted that we don’t yet know what will happen to some of the schools. Ms. Connolly also weighed in on maintenance and said that it wasn’t clear if the DPW had additional funds allocated for maintaining the new North Scituate Playground. She said that even the “poured in place” materials will need to be replaced at some point. She suggested that Toll Brothers probably has a charitable entity for donations, that would be outside the mitigation negotiations. The BOS would need to approve.

**Mr. Griffin** said that they did a viability study that was part of the capital budget to determine whether or not Hatherly or Cushing schools will be viable in the next five to 10 years, both structurally and educationally viable. They need engineering and education studies to determine if hard repairs are needed or a new building. Wampatuck was included in the study to serve as the base line; the school already had a renovation and has been brought up to code and “brought up to snuff in terms of educational outlay”. Wampatuck will not be going anywhere and this play space will not be impacted by anything else.

**Ms. Scott Pipes** said she would like to see other entities in the Town contributing funds, with CPC probably paying the lion share. Projects with multiple funding sources are easier to pass at Town meeting.

**Ms. Connaughton** reassured the board that they will be notifying abutters; they need to determine what type of permitting is required first. They will also put out a public notice to let any interested parties attend the meeting/s.

**Mr. Meyerson** said he thinks this is a great project for the whole community and the whole community needs to invest in it. When they come back for a second hearing, he would like to see more details on the budget number’s, confirmation that they have looked at potential issues related to storm water runoff, a request made to Toll Bros (confirming that they do donate to Towns) by the Town or the School Committee, and see a Capital Planning request made. He complemented the applicants on the supporting documents and said he thinks it’s a great project and a great start.

There was an additional discussion on acceptable types of advertising that could offer additional funding sources.

**Discussion/Vote: CPC Coordinator job description**

Ms. Connolly, who has been chair for four years, explained why she thinks there is a need for a CPC Coordinator position. She noted that [over the last four years] she has been doing a lot of the work that is listed on the job description, as have some of the volunteers on the board. In addition, Ms. Sprague works full time at the Assessor’s office and has a limited amount of time to offer as the administrative assistant. Many towns do have a CPC Coordinator; that is what Mr. Washburn based the description on. The funds would come from the CPC administation budget.

Ms. Connolly added that they need to ensure that CPC is complying with all the rules and regulations and that they are managed properly in case the DOR decides to audit CPC communities. She said that the coordinator could do things like preparing an annual report for the Town, assisting applicants with funding requests, tracking project status, conservation restrictions, etc.

There was additional discussion on whether or not this would be a town employee or a consultant or sub-contractor, if it would be part time or full time, if they also would assist the Affordable Housing Board or other commissions or committees, what the salary and benefits would be. Mr. Washburn cautioned that if the job was part time, the pool of applicants would go down.

The Board agreed to table the vote until the details have been worked out between Mr. Washburn and Nancy Holt.

**Vote/Sign: Bill paying signature authorization letter for FY19**: The Board signed the letter to be given to Nancy Holt.

**Discuss/Vote: Community Preservation Coalition Invoice**: Mr. Meyerson said they received a second notice to pay the annual dues/contribution. Ms. Connolly said that they are not required to pay this, although Scituate has for many years.

Mr. McShane said that the coalition will tell you they do three things: 1) they advocate to the legislature for the State match which can be a budget fight; run campaigns to expand CPC to other municipalities to adopt which puts pressure on the legislature to appropriate and 3) they are the ones that people go to for answers to questions. Ms. Connolly said that if Scituate had a question about the legality of a project, they would still need to ask Town Counsel.

Ms. Burbine made a **MOTION** to ignore the second notice from the Coalition; Seconded by Ms. Scott Pipes; All in Favor (7/0).

**Discussion: MHP/Affordable Housing Trust Round Table *(5/23)***: Mr. Meyerson said he and Mr. Coulter attended the Mass Housing Partnership tour and meeting and offered a recap to the Board. They gave a tour of a 6 bedroom house in Hingham for veterans, which was very impressive; it is run and maintained by Father Bill’s. The project was started by a community grassroots campaign: the house was donated and renovated through a variety of funding and grants. It was noted that smaller projects are considered to be the way other towns are going.

**Roach Field Parking Update**: Mr. Fennelly said they have a new design and are going to the Planning Board on Thursday. The original estimate did not include storm water management, which came to about $70,000. He walked the Board through the specifics of the design, which he feels is better. Ms. Burbine said that if it is under 15,000 square feet then they don’t need it. The Board discussed eliminating a couple of parking spaces to get it under that number and saving some money. The Board agreed to table the discussion until after the Planning Board meeting.

The meeting was adjourned at 9:15 pm.

***Submitted by***

***Mary Sprague***

***Administrative Assistant***

***Documents Submitted***

*CPC Project Coordinator Job Description*

*Wampatuck Playground Application (see CPC website)*

*Payroll Authorization Letter*