**CPC Meeting**

**October 17, 2016**

**GAR Hall**

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

The meeting was opened at 7:00 pm

**Acceptance of Agenda** – A MOTION was made by Ms. Burbine to accept the agenda; Seconded by Mr. Coulter; All in Favor

**Acceptance of Minutes** – A MOTION was made by Ms. Burbine to accept the August 8, 2016 and September 12, 2016 minutes as written; Seconded by Mr. Meyerson; All in Favor

**FY 2017 APPLICATIONS – LIAISON ASSIGNMENTS:**

1. Friends of the Dog Park: Driftway Dog Park Ann Burbine
2. Beach Commission: Board Walks Tom McShane
3. Beach Commission: Beach Shade Structures Adam Conrad
4. Beach Commission: Trash Barrel Re-Furbishing & Branding Ann Burbine
5. Cedar Point Association: Lighthouse Point Benches & Receptacles Penny Scott Pipes
6. No. Scituate Beach Improvement Assoc: Glades Road Pocket Park Ann Burbine
7. Recreation Commission: Central Park Field House Gary Meyerson
8. Recreation Commission: Central Park Field Supplemental Request Gary Meyerson
9. Scituate Little League: Roach Field Parking Lot Improvements Ann Burbine
10. Board of Selectmen: Development of Athletic Fields Study/Clapp Road Dan Fennelly
11. Historical Society: Documents & Photo Preservation Doug Smith
12. Historical Society: Mann House Roof Repair Doug Smith
13. Historical Society: Restoration of Two Historic Plaques Doug Smith
14. Scituate Housing Authority: Lawson Green Apartments Stephen Coulter

Ms. Connolly reminded the Board that, going forward, they are the contacts for the applicants. Ms. Sprague will send a spreadsheet that will list the projects/sponsors/funding request, project liaisons, the hearing dates, etc. Ms. Connolly asked the Board if the meeting schedule was aggressive enough to keep things moving along, noting that weather has been a factor in the past.

**FOLLOW-UP DISCUSSION/HEARING: DOG PARK APPLICATION** – Ms. Connolly said that CPC has received a letter from the Planning Board outlining the requirements that need to be met for the Dog Park project to be approved. She said that she appreciated all of the work that the Planning Board has already done to make sure the application is in good order.

There was a discussion about the specifics of the project and Ms. Connolly reminded the Board that it is not the CPC’s job to verify the accuracy of an application’s engineering plans, or determine whether or not they are meeting certain requirements; it is up to the applicants to do that with the help of the Town departments and boards. She also noted that the Dog Park applicants are “pretty far down the road at this stage” of the process.

Adrienne Rowles (330 Gannett Road), a representative of the Friends of the Dog Park, offered a brief update to the Board. She said that they have been meeting with the Town boards and are moving things along.

* Mr. Meyerson reviewed his understanding of the Stanton Group’s grant requirements and asked Ms. Rowles for clarification on her funding request. Ms. Rowles said that the funding amount would be refined based on input from the Planning Board and Morse Engineering. There are a lot of specific requirements that they need to meet.
* Mr. Smith asked about the Planning Board’s recommendations and if those costs will affect the funding request. Ms. Rowles said it is too soon to know. Mr. Smith also asked about ongoing maintenance costs and trash and snow removal. Ms. Rowles said that they will have a private contract for snow and trash removal and will do fundraising to cover the maintenance costs. Mr. Smith reminded Ms. Rowles that CPC cannot fund maintenance.

Mr. Smith noted that the application was submitted to the CPC on July 18, 2016 and should be updated based on all the new information and recommendations.

* To that point, Ms. Connolly requested a list of the particular items that the CPC funding will be used for, to ensure that the money isn’t used for ineligible costs. The application should be revised to reflect CPC funding needs.
* Ms. Burbine said that the Dog Park needs to be self-sustaining, and suggested that dog owners pay a fee or donation to use the park, which could fund the maintenance costs. She cited a dog park in Florida that does this.

Ms. Rowles said that she is considering several options regarding various types of fees that could be attached to the use of the park.

* Ms. Connolly cautioned that many of these projects fall into disrepair when the maintenance is not built into the project and citizens get upset.
* Mr. Smith added that these are questions that will be asked by the Board of Selectmen and at Town meeting so this exercise helps to strengthen the application.
* Mr. McShane clarified that the Friends of the Dog Park will be responsible for handling the maintenance and asked if Ms. Rowles had an annual estimate. She replied it would be around $10,000.
* Mr. Meyerson asked who would be responsible for reporting to the Stanton Group, specifically in regards to the 3rd grant which offers 5% every two years for park improvements. Ms. Rowles said she has been in discussions with the Town Administrator regarding this process.
* Mr. Fennelly asked how they will enforce the Dog Park rules and regulations and handle violations. Ms. Rowles said that the Animal Enforcement Officer has been consulted and they are reaching out to other parks to see how they handle that issue.

Ms. Rowles was asked to get the revised plan to the Board before her follow-up hearing in January.

Ms. Connolly said that she and Mr. Fennelly are going to create a flow chart to help future applicants better understand what Town Boards and Departments they may need to meet with, depending on the type of project being put forth, before a project goes before Town meeting. She hopes that this will help to streamline the process for applicants.

**Update on Maxwell Trust and Hennessey Land Acquisitions** - Ms. Connolly told the Board that the appraisals have been completed. The Maxwell Trust property came in at $390,000 and the Hennessey Family Trust property at $13,000. The applicants have accepted the appraisal results. She explained that Maxwell will receive the amount that was approved at the ATM ($389,000) and the Hennessey family will receive less than the application, which was for $16,000.

**Progress Report on Boat Letter to other CPA communities** - Ms. Connolly said that she will discuss the letter with the Board of Selectmen at the November 1st meeting. She is on the agenda.

**OLD BUSINESS:** Mr. Coulter offered a follow-up on the Central Park Window project. The architect may be able to do a window that will look like the original windows.

**NEW BUSINESS: there was no new business**

A MOTION to adjourn was made at 7:50 pm; All in Favor.

*Submitted by:*

*Mary Sprague*

*Administrative Assistant*