**CPC Meeting Minutes**

Monday, September 9, 2019

Library Conference Room

**ATTENDEES**: Suzanne Brennen, Ann Burbine, Skyler Chick, Tammy Durante, Dan Fennelly, Penny Scott Pipes, Doug Smith

Additional Attendees: James Boudreau, Henry Yeh, Craig Rosenquist, Pam McCallum, Dave Ball, Mary Porter

1. The meeting was called to order at 7 pm
2. The agenda was accepted as amended by unanimous vote
3. Acceptance of prior meeting minutes: A MOTION was made by Ms. Burbine to accept the August 19, 2019 minutes as written; seconded by Mr. Smith; all in favor (7)
4. **UPDATE ON OPEN PROJECTS**:

**2018 - Civil War Book Restoration ($5,000) – Betty Foster, Kathleen Gardner**

Mr. Fennelly read the following email update from Kathleen Gardner: “The only outstanding invoice is from Pam McCallum from Converpage. Once this bill is paid from the CPC-Civil War Book account, this account can be closed.” There is $1,000 remaining.

**2018 - Wampatuck Playground ($270,000) – Tara Connaughton**

Mr. Fennelly said that the playground has been completed and they had a successful grand opening at the school. Tara Connaughton noted in her written update that the project came to a total of $296,262. She needs to determine if there are any outstanding bills to submit. *(Ms. Connaughton’s full update is attached to this document.)*

**2017 - Parking Area Access ($350,000)– Penny Scott Pipes**

Ms. Scott Pipes said that the initial bids came in very high due to contractors being so busy. They are in the process of rebidding the project – which has been tweaked - and hope to get more bids in soon.

**2017 –Clapp Road Field Study ($40,000)– Jim Boudreau**

Mr. Boudreau said that $7,800 has been spent and they have another $7,000 in an encumbered contract. They are going to review the area again in the spring to see if they can fit a field in that area. The project will remain open.

**2017 - Mapping Trails & Signage($38,490) – Marla Minier**

There is $27,000 left in the account. Last year they created and mapped five trails; this Damon and Crosby have been mapped. They cannot move forward until the parking lots are complete. Ms. Minier said that the maps will be live and they can connect with Google Maps but they have a severe back log. They are looking into another company called Open Street Maps. Some of the trails are on the Conservation website and they are looking to connect there too.

**2015 - N Scituate Beach Nourishment ($100,000 w/$7,000 remaining) – Kevin Cafferty**

Kevin Cafferty emailed the following update: “We will need funds to apply for future grants. We will use these funds to help design or permit as well as complete the design applications.” Mr. Fennelly confirmed that the project will remain open.

**2018 - Sunset Road Land Acquisition ($640,000)– Brad Washburn**

Shari Moak-Young emailed the following update: “Two members of the selling family have recently passed. Their estates are being dealt with, but taking some time to finalize all details. No date has been set for the closing at this time. All parties are working to ensure all documents are in order for a clean closing when the time comes.”

**2017 - Boardwalks & Beach Mats ($51,300 w/$9,200 remaining) – Nancy Fay**

Mr. Fennelly noted that of the $9,200 remaining, there is $4,100 in bills.

Nancy Fay said that the Egypt Beach boardwalk was put down this year. They changed the design to be more like the one at the lighthouse. This also reduced the costs: the new design was $20,231.58 vs the original cost of $24,000.

They had a new set of Mobi mats this year; she would like to purchase some additional lengths of the mats with the money left over to go over the cobble at Humarock.

**2017/18 - Roach Baseball Field Improvements (Phases 1&2) ($170,000)– Dan Fennelly**

Dan Fennelly said the parking lot is finished. They still need to put in some trees, a gate and the signage. They have spent $80,000 out of the $170,000 budget. There is sufficient money to finish the details. Mr. Fennelly said that more signs will need to be placed on the street; people are still parking there.

**2016 - Little Red Schoolhouse Archive ($180,000 w/$7,000 remaining)– Mary Porter**

Mary Porter said that a recent bill was submitted; the new balance at $4,727. They have a few more things to complete and expect to use the remaining funds.

**2017 - Preservation Documents & Photo ($31,919)– Mary Porter**

This project is complete; there will be about $600-700 left to rescind.

**2017 - Central Park Windows Phase II ($277,665) – Stephen Coulter, Kathy DeMarsh**

Kathy DeMarsh, Executive Director of the Scituate Housing Authority, emailed the following update: “The Central Park Window Replacement Project, Phase II is complete. The Scituate Housing Authority board will vote tomorrow night at their meeting to approve the Certificate of final completion and application for final payment. I will be forwarding the payment requisition on Wednesday to you.”

**2018 - Design & Engineering HS Athletic Complex ($418,900) – James Boudreau**

The Athletic Fields Project is on time and on budget and the lower field and the stadium field is on schedule to be ready by Thanksgiving. At the end of September they are putting the pavement down for the track; in October they will put down the field.

They have received an estimate for the design of the concession/restroom building which is $100,000 less than the prefab building estimate.

5. **Review/Discuss/Vote New FY21 Applications:**

**OPEN SPACE: Country Way Land Purchase ($20,000)**–Joseph Pulieo

Ms. Scott Pipes said that the Conservation Commission is always open to purchasing land but has decided they cannot support this purchase at this point in time. As noted in previous discussions, the committee believes the price is too high and there will be other costs associated with the purchase, like a CR and an appraisal. Because it isn’t buildable, there is no risk of development on that site.

In response, Mr. Pulieo read a letter of support from the Water Resource Committee *(this letter can be viewed on the CPC website.)* He said he “finds it interesting that one particular entity in Town thinks it’s entirely reasonable to purchase the land and another entity says that it is not feasible at this time”. He added that he could consider less that the asking price, but not too much.

There was an additional discussion about the Town’s assessment of $20,000 and it was noted that it was not an appraisal. An appraisal could come in at half that value. It was suggested that he go to speak to the Town assessor.

Mr. Fennelly asked the Board what amount they could support, noting that they could only pay for the appraised amount.

Ms. Burbine suggested that the applicant withdraw the application without prejudice so that he could come back at the later date.

She also suggested that he contact the WRC to see if they have any funds for the purchase.

Ms. Burbine made a **MOTION** to accept the applicants withdrawal of this application; Seconded by Ms. Scott Pipes; all in favor.

**HISTORIC: Restoration of Stone Mile Markers ($5,000) –** Craig Rosenquist, Pam McCallum

*(Note: This application was approved at the August meeting.)* The applicants have received approval from the DPW to move it; they will hire someone to do the work.

**HISTORIC: North Scituate Canopy Restoration Phase II (85,000)** – Henry Yeh

Mr. Fennelly asked Henry Yeh to add the total funding request to the application; it is only noted in the attachments.

Mr. Yeh noted that he received additional letters of support from Traffic Rules and Regulations, Recreation and the Historic Commission.

**VOTE**: Ms. Burbine made a **MOTION** to approve the restoration of the North Scituate Canopy Phase II; seconded by Mr. Smith; all in favor.

6. **Discussion/Review: CPC Financial Information**

The Board reviewed the financial report from Nancy Holt. The CPC has a total of $10,705,000. (See attached report.) It was noted that CPC underpaid the set-aside by $30,000.

7. **New/Old Business**

1) Ms. Scott Pipes noted that she may not be available for the October meeting and offered an update on the following:

Conservation Restrictions are in a Super CR, which means all the CPC properties under one CR.

North Scituate Playground Signage is complete and the sign should be in place by next week.

2) Maxwell Trust - Mr. Boudreau offered the following update from Frank Snow on the Maxwell Trust Land Purchase: The attorney for Maxwell Trust has sent affidavits on the deeds to Town Counsel and if they can get title insurance they will “good to go”. They are getting very close to getting this done.

3) Pending Legislation Changes – Mr. Fennelly said that Senator Patrick O’Connor and Representative Patrick Kearney are proposing legislation to allow CPA funds to be used for coastal mitigation.

Ms. Burbine noted that she would prefer to see legislation to allow CPA to pay for water recreation.

A MOTION was made to adjourn at 8:15 pm; all in favor.

*Submitted by:*

*Mary Sprague*

*Administrative Assistant*

**Documents:**

**Financial Statements**

**Tara Connaughton via email on 9/9/19**

Hi Mary & Dan,

Below is an update/brief summary for the completed Wampatuck Playground Project. In addition to these notes, please extend my own, our PTO’s, and our whole school community’s most exuberant thank you’s to the Committee for their support of this project. It was such an amazing addition to Wampatuck and the surrounding neighborhood, and has made and will continue to make many kids REALLY happy!

* The new Wampatuck Playground (including the ADA compliant walkway from the school to the playground) was completed mid-August after a 6-week on-schedule build, and it was officially opened to the public the week of August 26th.
* The community began using the playground right away and we have received a lot of great feedback from parents, kids, and teachers. Wampatuck had a dedication ceremony on Friday September 6th during school to celebrate the new playground and thank our CPC & Town employees who helped bring this project to life.
* I have reached out to the SPS Business Office who has been managing the contract & payments to contractors along with Town Accounting. I will confirm if there are any outstanding payments still to be made as soon as I receive a reply.
* Based on contracted expenses, the project came to a total of $296,262 (Initial planned budget = $300,000).
* Per Paul Donlan (SPS Finance Director), we have $5,238 in remaining Wampatuck PTO ($30,000) & Scituate COD\* ($1500\*) contributions in the Wampatuck Playground Donations account. This account was set up by Paul Donlan, Superintendent Ron Griffin, and SPS Accounting to house the $30,000 contributed by Wampatuck PTO.(\* $1500 was generously donated by Our Scituate Commission on Disabilities towards the handicap-accessible equipment & any accessibility needs)
* Per the agreement that Superintendent Griffin arranged with CPC in May 2019, our understanding is that the remaining funds will stay in the Wampatuck Playground Donations account for any future enhancement or maintenance to this playground (and only this playground). Wampatuck PTO will be responsible for any future disbursements from this account in collaboration with the SPS Business Office. We anticipate that as students and families are actively using the space that we may have needs come up that were not anticipated. We are grateful to have these funds available so that these needs or issues can be addressed immediately. ***[Note: Ms. Connaughton was informed by Mr. Fennelly that any remaining funds will need to be rescinded to the Town. MSprague]***

If there are any questions that come up I am happy to address them by email following the meeting.

Thank you again!

Tara