CPC Meeting Minutes

Monday, November 4, 2019

Library Conference Room

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

Additional Attendees: Ron Griffin/School Superintendent, Jerrilyn Quinlan, Steve Litchfield, James Hart, Lynda Steverman, Anna Shea

The meeting was called to order at 7 pm

The agenda was accepted as amended by unanimous vote

Acceptance of prior meeting minutes: A MOTION was made by Mr. Fennelly to accept the October 7, 2019 minutes as written; seconded by Ms. Burbine; all in favor (7)

Mr. Fennelly clarified that, on the open project list discussed at the last meeting, the $4,700 for the North Scituate playground was an encumbrance, not a balance; that account has been closed.

**Discussion – Wampatuck Playground – Superintendent Ron Griffin**

Mr. Griffin thanked the Board for their role in the Wampatuck Playground renovation project. He said that the playground has been well received and attributed the successful renovation to a community effort involving the CPC, the PTO, the parents, school staff and the children who contributed their ideas. He handed out a copy of the School Board’s five year Capital Plan, which is also on the school website.

Mr. Fennelly said this application was the best one they have received and also complimented the collaboration on this project.

**Discussion – Update on Cole Parkway project (Dan Fennelly via Lorraine Devin)**

Mr. Fennelly read an email from Lorraine Devin: The benches and trash receptacles are ordered. They submitted all the plaques (11) which have been reviewed by the applicants. She expects the benches and receptacles to be delivered around the end of December; installation should be complete at the beginning of 2020. The gazebo is currently being renovated.

**Review/Discussion/Vote New Applications 2021:**

1) Country Way Multi-Use Trail Phase 1 & II ($ TBD) submitted by James Hart *– Project would be a continuation of the multi-use trail, or Phase 2, from Hughey Rd to Old Country Way*

Mr. Fennelly said that, in 2012, an application was submitted for both Phase 1 & 2; only Phase 1 was completed. The original application was submitted by Al Bangert and managed by the DPW. He explained that Phase 2 was stalled by a lawsuit in Norwell which challenged the CPC rules regarding trails vs sidewalks. That issue has been resolved.

Mr. Fennelly suggested that, since so much time has elapsed, the Board will need a new application for Phase 2. He also suggested that DPW should drive Phase 2.

Ms. Scott Pipes said that the engineering and permitting for both phases was completed during Phase 1 so that will not be part of the funding for Phase 2.

Mr. Hart said that the Phase 2 area is much shorter, only .8 of a mile.

There was additional discussion about the timing and next steps, i.e. new cost estimates and going out to bid, and how busy DPW is with current work load. Ideally, the Board would like it ready for April ATM.

Mr. Hart said that he received an estimated cost of $397,000 from Sean McCarthy, Town Engineer. Mr. McCarthy said that there may be an additional cost of approximately $12,000 if they need to hire a project manager.

Mr. Fennelly will have a discussion with Engineering/DPW to determine next steps.

2) Restoration of a 1924 Fire Truck ($135,000) submitted by Scituate Antique Fire Engine Restoration Group *– Application to restore a 100-year-old fire truck once owned by the Town of Scituate. The Scituate Historical Society has agreed to donate $5,000, for a total project cost of $140,000. Full history of the truck is available on the CPC website.*

Ms. Quinlan introduced the four retirees who are submitting the application: Tom Bell, retired Deputy Chief, Donny Litchfield, retired fire fighter, Normal Duffy, retired Fire Captain, Bob Quinlan, retired fire fighter.

She offered a review and history of fire fighting which started with bucket brigades and lead to hand held hoses. The first Town fire truck was purchased in 1923 for $10,000 and the 1924 truck was purchased in 1925 and served Scituate until 1947. There is title information that confirms Scituate’s ownership in the past and some original lettering can be seen. The truck is in good shape and has had some restoration work, but it got too expensive for one person. *Note: See application for full history.*

A professional fire truck restorer, Mr. Gasper, has reviewed the truck and his assessment is that it needs parts replacement and a complete overhaul. The project cost of $140,000 does not include ladders and other accessories.

Once restored, Ms. Quinlan said there are many ways the Town can use the truck, i.e. parades, Touch a Truck, education and history opportunities, Heritage Days.

Ms. Burbine asked whether or not they would go to bid. Ms. Quinlan said that they have reached out to other restoration experts and received a bid from Peter West in West Virginia for $127,125 and another in Maine who did not respond. Mr. Gasper is in Connecticut which makes it more convenient in light of the fact that the bids are so similar.

Ms. Quinan confirmed for Mr. Chick that the truck ownership will be transferred to the Town of Scituate. He noted that, in that case, they need to follow a legal procedure for bidding and advertising, etc., when using tax payer dollars.

Mr. Chick asked about the use of gold leaf and pin stripping due to the $14,000 cost. Ms. Quinlan said it was originally gold leaf. They submitted the recommendations of Mr. Gasper, but noted that there is another plastic option, which would cost less.

Mr. Smith said the Historic Commission will vote on the project at their November meeting.

Mr. Fennelly asked the applicants to determine the value of the truck post restoration.

There was additional discussion about where the truck would be stored after restoration, who would be responsible for it (Fire Department or Historical Society) and who would cover the cost of repairs, insurance and licensing. It was suggested that the Board will need a letter from the Board of Selectmen to confirm that the Town will own and maintain the truck and then determine which department will take over. It may need a deed restriction.

Mr. Fennelly said the application should be increased to between $150-175,000 with contingencies.

3) PJ Steverman In-Line Skate Park Restoration ($315,000) submitted by Friends of Scituate Recreation (FOSR) – *Application for new surface and boards. The Steverman family will provide new goal nets, bench repairs and plaques. FOSR will continue to hold annual fundraisers.*

Ms. Shea said the rink was donated to the Town in 1996. It has been maintained by FOSR and the Steverman Family for 24 years through fundraisers that produced $350,000 for the Town. Now the facility is in need of significant repairs and there are safety issues; this is the first time they have asked the Town for money to maintain the rink. With all of the work done at the High School and the Gates School, the applicants are hopeful that PJ’s in-line rink can be part of the master plan to make the campus complete. This is a heavily used rink by many groups in Town.

There was a discussion about why the Town hasn’t been maintaining this rink over the years. It was noted by Ms. Burbine and Mr. Fennelly that Recreation does have money for maintenance and this rink should be included in their budget.

The Board said that, in order to fund repairs, they will need a letter from Recreation committing to future maintenance. Also the Board suggested they go to ADA to make sure they are compliant.

The Board said to increase the funding request to $350,000 for contingencies. They also discussed the bid process with the applicants, who were told to do the RFP after the funding is approved. Mr. Fennelly suggested they speak to Sean McCarthy about prevailing wages, which may be about 35-40%.

**Discussion/Vote - Project Reporting**

a) Project Reporting requirements - Mr. Fennelly said the project reporting report should be submitted every six months and applicants should come in front of the Board once a year. The Board agreed; there was no vote.

b) Signage – Mr. Fennelly also discussed adding signage requirements to the application.

VOTE: Ms. Burbine made a **MOTION** to revise the funding application with a requirement for applicants with appropriate projects to provide signage approved by CPC; seconded by Ms. Brennan; all in favor.

**Discussion – Application archive and public access**

There was a discussion about the need and the process to upload all projects from 2003 to the Town website. Ms. Sprague noted that:

* applications from 2003-2009 will need to be scanned from files at Town Hall
* all documents on the laptop from 2010-2014 need to be reviewed as they were not well organized
* applications from 2015 and 2016 can easily be uploaded
* She and Shari Moak-Young need to meet with IT to determine the best way to archive the documents; there are a couple of options.

*Submitted by*

*Mary Sprague*