

CPC Meeting Minutes
Monday, July 11, 2022
-Meeting at Scituate Public Library -

ATTENDEES: Suzanne Brennan, Ann Burbine, Jill Caffrey, Skyler Chick, Dan Fennelly, Penny Scott Pipes, Doug Smith, Meg Stillman (*absent: Mike Connor*)

Additional Attendees: Kelly Bower, Kathy DeMarsh (Housing Authority), Kevin Kelly (Facilities), Robin Glazer, Janet Cornacchio, Joyce Bacci (Scituate Arts Assn)

Acceptance of Agenda – Motion by Mr. Fennelly to accept the agenda for July 11, 2022; Second by Ms. Burbine; unanimous vote (8/0 in favor).

Acceptance of Minutes – Motion by Mr. Fennelly to accept the May 9th and June 13th 2022 minutes as presented; Second by Ms. Burbine; (8/0 in favor)

DISCUSSIONS/ Votes:

Discussion – CPC Financials for September Special Town Meeting

Mr. Fennelly said he believes they will have enough money for the projects that have been proposed and noted the fund balances as follows (*round numbers*):

- Historic - \$345,000
- Open Space - \$251,000
- Community Housing – \$1,860,000
- Undesignated - \$1,290,000

Update/Discussion/Vote: 90 Foot Baseball Field Construction Phase – Recreation

Mr. Fennelly said that they are still working on getting the final quotes. He cautioned them that they will need to have those numbers by the August meeting.

There was an additional discussion regarding the use of the \$400,000 Toll Bros mitigation funds which is still being determined.

Update/Discussion/Vote: Cushing Trail Restoration – Open Space/Recreation

The applicant, Caroline Meehan, was not in attendance. Ms. Burbine said that she spoke with Mike Breen and Kevin Cafferty, who said it would cost \$50,000 to restore the path. The Board agreed they could not take a vote on this project yet. Ms. Burbine will reach out to Mr. Breen and Mr. Cafferty again.

Update/Discussion/Vote: Wheeler Park Windows Restoration – Affordable Housing

Kathy DeMarsh said she understood that Jon Duane, who was at the last meeting, was asked to provide more estimates. She said they can get additional estimates but noted that all projects are done in accordance with Chapter 1/49.

Mr. Fennelly said they were concerned about the price of \$2,500 per window from Hingham Lumber. He suggested that three estimates would be best. Ms. DeMarsh will look into it and was asked to provide them prior to the August meeting.

Mr. Chick asked about the materials for the windows as they were replaced 30 years ago. The quote was for wood windows. Composite windows will reduce the cost. He also questioned why an architect is needed for this project as it isn't historic preservation. Ms. DeMarsh said that, because it is a Department of Housing project, an architect is required.

Ms. Burbine said that the windows in Wheeler Park I were replaced five years ago with the roof for \$300,000, which was financed through a grant, at \$6,800 per window. Ms. DeMarsh said the grant was from the Department of Housing, which is awarded annually for the capital fund. Typically, they save up the annual funds to do large projects. Without CPC funding, this project would be on hold until 2025, 2026 or 2027. Their roof project has been funded most recently.

Mr. Fennelly noted that the CPA Coalition said this could be funded as a capital improvement project.

Update/Discussion/Vote: Mobi Mats (\$13,051) – Kelly Bower, Beach Commission – *Funding request to replace the mats at Sand Hills Beach.*

There was no additional discussion on this project.

VOTE: A motion was made by Ms. Burbine to fund \$13,051.59 (including contingency funds) for the Mobi Mat project; Second by Ms. Brennan; all in favor (8/0)

Update/Discussion/Vote: Bailey Ellis House Windows, Tower & Door Restoration (\$89,526) – Janet Cornacchio, Robin Glazer, Scituate Arts Association (SAA) - *Funding request for \$90,000 to elevate the Tower and restore windows and the front door; with additional funding from the MA Cultural Council's Facilities Fund (\$15,000) and \$15,000 set aside from the SAA for contingencies, for a potential total cost of \$120,000.*

Ms. Cornacchio explained that, due to requirements and standards set by the Secretary of the Interior for the treatment of historic properties, they will need skilled craftsmen for this project. This project is part of the ongoing restoration process. She noted that the tower is in "desperate need of restoration". The windows, tower and door all have separate estimates for the bid process. The work will be done in a couple of phases to limit the disruptions for the artists; the studios are at full capacity. *(To read the full property assessment and history please go to the Town website/CPC page/FY23 STM projects.)*

There was a lengthy discussion on the condition of the house and previous projects that have been done on the roof, basement, drainage, etc., as well as future projects, like the basement foundation. It was noted that they are about 80 percent done with the outside restoration.

Mr. Fennelly suggested that the SAA contingency fee be added to the application in the funding totals to highlight their contribution.

Mr. Chick asked about the timeline for the project for the project phases, which was estimated at six months.

Mr. Smith noted that the Bailey Ellis is a Town owned property and expressed gratitude that the Scituate Arts Association not only applies for grants to help fund the restoration projects, they also contribute funds from the SAA.

VOTE: A motion was made by Ms. Burbine to fund \$89,526 for the Bailey Ellis House Tower, Windows & Door Restoration project; Second by Ms. Brennan; all in favor (8/0)

Update/Discussion/Vote: Historic Preservation Plan (\$60,000) – Doug Smith, Historic Commission – *Funding request to create a historic preservation plan which will build off of the Town's master plan, as well as previous historic surveying, comprehensive burial plans and the national register listings to develop a comprehensive historic preservation plan for Scituate.*

Mr. Smith noted that the Town does not have a long-term preservation plan. They have done things in bits and pieces but they have not identified what the future of historic preservation looks like and the best way to facilitate it. The plan would identify what's important, what needs to be preserved going forward, and how it interacts with current regulations and permits. Given the many requests CPC has received over the years, they really should have a plan, which would also include community outreach.

He explained the Scituate Historical Commission operates without a town budget and is not eligible to receive charitable gifts. Funding needs to be secured through grants or CPC funding. There are limited grant opportunities for this purpose. They did not get the matching funds they applied for so the Board can rescind the funds previously awarded.

Mr. Smith said there are about 12 areas in town that have been identified as historic areas. He explained that there are two types of historic districts: one is a National Registry of Historic Districts, like Norwell Center, which is more ceremonial and offers a perceived protection but is unregulated; the other is a Local Historic District, like Hingham Center and Cohasset Common, which is highly regulated by a Town's Historic Commission.

There was additional discussion about historic regulations and restrictions and what has been previously identified in Scituate. Mr. Smith will send copies of historic regulations and examples of what other Towns have paid for surveys.

Update/Discussion/Vote: Damon Access & Picnic Area (\$105,700) – Penny Scott Pipes, Conservation Commission – *Funding request to complete this project*

Ms. Scott Pipes reviewed the bid history and said this is an average of the low and high bids; it is going out to bid again in September. They are in the process of clearing trees and prepping the area, etc., with the previous funds received.

It was noted that the picnic area was not included in the estimate. Ms. Scott Pipes will submit a revised application with quotes and more details.

Update/Discussion/Vote: Crosby & Bates Picnic Area (\$107,500) – Penny Scott Pipes, Conservation Commission - Funding request to complete this project

As above, Ms. Scott Pipes reviewed the bid history and said this is an average of the low and high bids; it is going out to bid again in September.

New/Old Business –

Gazebo Project - Kevin Kelly, Facilities Director, attended the meeting to give an update on the Gazebo Project. He has met with the Building Department, carpenters and the structural engineer who did the original report to address concerns regarding the structure's safety. It may be necessary to take the roof off; he is getting quotes just in case. They have replaced some floor boards and railings to shore up the building due to scheduled events there. He also has heard from HC Design, who will do design services pro bono.

Mr. Kelly explained that the design plans for the Community Building at 44 Jericho Road include a pavilion. Before he explores this idea further, he wanted to ask the Board's thoughts about putting the Gazebo in that area rather than Cole Parkway. There will be restrooms and plenty of parking in that space. It was noted that Cole Parkway has many parking challenges, such as astronomical high tides. There is a potential for a more park like setting for concerts, etc.

Mr. Fennelly mentioned that Marshfield has done a similar project funded by CPC near the Harbormaster's office. He thinks it is maintained by the Knights of Columbus. Mr. Kelly said he will look at that space.

The Board agreed that this was a good idea that should be pursued. Mr. Kelly said he will proceed with the current plan but will plant a seed for this idea.

Property Purchases – Mr. Fennelly said that on July 17th the Town will close on Mordecai Lincoln; Sunset Road is still being resolved.

Adjournment - The meeting was adjourned at 8:55 p.m. by unanimous vote (8/0 in favor).

*Submitted by
Mary Sprague*

*Documents submitted
Applications*