

CPC Meeting Minutes

June 12, 2017

GAR Hall

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

Additional Attendees: Ann Vegnani, Marla Minier, Howard Matthews, Richard Minier, Frank Snow, Kathy Donahue

Meeting was called to order at 7:02 pm

Approval of Agenda: A motion was made to accept the agenda; All in Favor (8/0)

Approval of Minutes: A motion was made by Ms. Scott Pipes to accept the January 23, 2017 and February 13, 2017 minutes as written; seconded by Ms. Burbine; All in favor (8/0)

DISCUSSIONS:

Update on possible applications for fall Special Town Meeting

Ms. Connolly explained that there is no reason not to consider applications for the Special Town Meeting (STM) in the fall, especially if they are time sensitive. The benefit is that, after STM, the money is available right away; at the spring Annual Town Meeting (ATM) funds are not available until July 1st. Although it appears unlikely, Ms. Connolly said that if there isn't a STM this year, then the applicants will have to wait until the spring. It is best to put the application in and then see what the Town and the Board decides to do. Concerns were raised by some Board members that they may get inundated with applications.

- Ms. Connolly said that the Board has the right to decide which town meeting is most appropriate.
- Ms. Burbine said that the timing should be based on the complexity of a project and the number of Town boards that would need to review it.

It was suggested that information be posted on the Town CPC website page related to STM and ATM deadlines and the Boards discretion to decide when it should be put to the Town. **[NOTE: The deadline information is posted on the Town website under “Application Information, Guidelines and Forms” - the wording on the Guidelines documents says “if you have a project that you would like to be considered”, which infers the Boards discretion. MS]**

Application Discussion - Proposal for trail mapping, signage, and a small bridge

Marla Minier, Richard Minier, Howard Matthews, Frank Snow, Conservation Commission

Ms. Minier explained to the Board that Mr. Matthews and Mr. Minier have been doing trail maintenance for the Town on a volunteer basis for more than two years. Prior to that time, Mr. Matthews handled the work alone. Ms. Minier did some research to see how other towns manage their trail maintenance. They met with Conservation Agents in five different communities and came up with a report that has been submitted to the Board and the Recreation Commission. Now that they have this information, the question is how to move forward.

The first need they identified was to create adequate parking and kiosks at the Crosby, Damon, Higgins-McAllister, and Bates Lane properties, which is the subject of another application being presented by the Conservation Commission. Ms. Minier added that these two applications go hand in hand.

The next need was to walk the properties to find potential routes for the trails. They have already flagged trails for both Damon and Higgins-McAllister, which have been approved by Mr. Snow. They have enlisted a pool of volunteers to clear the trails and are ready to go. Ms. Minier explained that they are requesting funding from CPC to do virtual mapping via GPS, produce paper maps, create two small bridges at Higgins-McAllister, and to create signage. Ms. Minier added that this project is best done in the winter, especially the virtual mapping. They have about 80 percent of the budgeting done.

Ms. Minier said that their report has a plan for long term maintenance. Rather than reinvent the wheel they are going to adopt what the other towns do to maintain their trails, which is a combination of public volunteers and highway department workers. They already have groups who have expressed interest in helping.

Mr. Snow expressed his support for this project and praised the applicants for all of their efforts and hard work. He thinks that more people will use the trail systems with maps and better signage.

- Ms. Connolly suggested that this project be submitted by the Conservation Commission, who will take responsibility on a long term basis. rather than an ad hoc group.
- Ms. Burbine said that they need to fill out an application with what they have now, so they can proceed. She agrees that this should be done over the winter, and added that too many projects languish and don't get completed.

There was additional discussion on who would build the bridges and the size and materials to be used, whether they would or could be handicapped accessible, the criteria used for laying out the trails and where they can access the virtual maps.

- Mr. Meyerson suggested that they put up some warning signs related to hunting areas, what they should be wearing, etc.

Update on Parking and Access for CPA Open Space Parcels - Ms. Scott Pipes, Conservation Commission

Ms. Scott Pipes reminded the Board that her application is for Kiosks and access and parking areas at Crosby, Appleton, Damon, Higgins-McAllister and Bates Lane properties. Some areas will be handicapped accessible; all parking lots will have handicapped parking. This project is best done in the winter and will do less damage to the environment. They should have a final plan by the end of June and the final budget of about \$350,000 by August. It will need to go to bid. They have met with abutters.

- Ms. Connolly said that \$250,000 of Open Space funds that have not been utilized will be rescinded at the STM for the purpose of using it towards funding for the parking lot project. Then the parking lot project will be submitted as a separate article, for approximately \$350,000.

- Ms. Burbine said that the Economic Development Commission would like to be part of the design discussion for the signage, mapping, etc.

Discussion/Update: Recreation Field Committee's long term plans for the town & schools – Dan Fennelly, Recreation Commission; Anne Vegnani, Field Coordinator/Recreation Department

Mr. Fennelly reminded the Board that the Field Study was done to determine the needs of the Town via surveys and outreach to other towns and youth groups. They also looked at the metrics for the expected population. Mr. Fennelly explained that what they need now is an expert to come in and look at Town as a whole and make recommendations for the long term. The Recreation Commission will be coming to CPC with an application for \$40,000 to fund a Town-wide study.

- Ms. Connolly agrees that we need this type of study to come up with an appropriate plan. The CPC members are not experts on this subject and cannot prioritize the needs of the Town. She said that this would be very helpful.
- Mr. Smith said that he thinks if the Selectmen, the schools and the Recreation Department help to fund the plan, they will be more likely to follow the plan. Ms. Connolly agreed that the people who benefit from the plan should have a “little skin in the game”.

CPA Application Process/Flow Chart - Ms. Connolly said that Mr. Fennelly came up with a flow chart to help applicants navigate the CPA application process. She asked the Board to review it and provide feedback. Mr. Fennelly said that it is offered as a guideline for the applicant; not every project will require checking off every box.

Boat Campaign update – Ms. Connolly offered a brief update and said that they had received a letter from the Town of Hingham who voted to support our efforts. The Board has about 15 towns that have expressed support. She explained that the next step involves her and Mr. Fennelly and Ms. Sprague to meet Representative Jim Cantwell to determine the legislative process and how to get this in motion. Once we have that information, the Board will send a second letter to make a stronger case. Ms. Burbine suggested also meeting with Joan Moschino. Ms. Connolly reminded the Board that Maura Glancy is doing outreach to the Recreation Commissions in the State.

Review recent Invoices - Ms. Burbine read out loud the amounts and descriptions of the most recent invoices. After a brief discussion, the Board agreed to ask Town Accountant Nancy Holt for a listing of year to date invoices.

OLD BUSINESS – Maxwell Trust FY16 Article

Ms. Donahue told the Board that she asked Town Counsel at the ATM if there was enough funding to close on the Maxwell property that was voted for over a year ago and if it would be available by June 30th. She said that he confirmed that it would. She is here tonight to determine the status. Ms. Donahue read a recent email letter she wrote to the Town Administrator and Town Counsel. She also referred to the 2017 ATM article for closing costs for this purchase.

Ms. Connolly explained to Ms. Donahue that in order to put Conservation Restrictions on Town owned land, there needs to be a clear title. Title searches were conducted on each property purchased, or to be purchased, by CPC. Attorney Henderson, who is representing Maxwell Trust, had been told that there is a serious title defect with one of the parcels but had not responded to the Town. She further explained that the CPC put the closing costs in a separate article at the 2017

ATM because it was not budgeted in the original land purchase. The Town stands ready to close on those purchases but cannot do it without clear title on both parcels.

Ms. Donahue explained that it was well known that “there was a cloud over one of the parcels”. Ms. Connolly responded that the Town did not know that *[when the application was presented]*.

Ms. Connolly said that today Mr. Henderson had asked if the Town could close on the property with clear title. Ms. Connolly said that she does not see a reason not to proceed on that parcel. She further noted that, since the parties involved were not present, there was no point in continuing the discussion.

The meeting was adjourned at 9:02 pm; All in Favor.

Submitted by
Mary Sprague
Administrative Assistant

Documents Submitted
Application Process Flow Chart