**CPC - Annual Information Meeting Minutes**

September 11, 2017

Scituate Library Community Center

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

**Additional Attendees**: Dave Ball, Don Burris, Bob Chessia, Janet Cornacchio, Betty Foster, Robin Glazier, Bill Luette

A moment of silence was observed in memory of September 11, 2001.

Meeting was called to order at 7:01 pm

**Approval of Agenda**: A motion was made to accept the agenda; All in Favor (9/0)

**Approval of Minutes**: A motion was made by Mr. Meyerson to accept the June 12, 2017 and July 10 minutes as written; seconded by Mr. Fennelly; All in favor (9/0)

**DISCUSSIONS:**

**Overview and Update of CPC**: Ms. Connolly gave the Board a document that lists of all of the projects completed or approved by the Town since 2003. Since its inception in 2002, the Scituate local 3% surcharge on property taxes to fund CPC projects has amounted to $13,494,000. In addition, CPC has received $7.5M in State matching funds for a total of $21M.

When CPC started the Town was getting a 100% match. In 2009, it was reduced to 72%; in 2010 it took another tumble due to the recession; in 2011 it went to 30.35%. Then, in 2014 it went back up to 58.2%. Last year, it was down to 22.74%, Now that Boston is a CPC community, we may see another downward trend. The CPC Coalition is looking into other means for funding.

At the 2017 ATM (FY18) the Town approved rescinding 18 balances for a total of $589,000, funds that will go back into the reserved funds they came out of or undesignated funds; in addition the Town approved $65,000 for Historic projects, $1,900,000 for Housing from Housing and Undesignated Reserves, and $405,000 for all the other projects. In addition, they set aside a total of $545,000 for Historic, Open Space and Housing Reserves and $90,000 for Administrative expenses.

Current Balances in Reserves are:

* $679,000 Historic
* $691,000 Open Space
* $197,000 Community Housing
* $2,300,000 Undesignated

**ACTIVE PROJECTS UPDATE:**

**Town Archives – Betty Foster**

**Preservation of Town Documents -** Ms. Foster said that they had to rewrite the scope of practice and will resubmit it to the Town Finance Department. They are waiting for a new quote.

**Recreation Department**

**North Scituate Playground** – Mr. Fennelly said that it is almost completed; they just need to do some landscaping, and install the benches and picnic tables.

* Ms. Burbine said that there are no public facilities there and suggested that the WPA

Building could be opened for that purpose but volunteers would need to be there.

**Girls Field Hockey Field** – Mr. Luette said it is 99% finished. He highlighted some of the issues they faced, like not being able to do an irrigation system, but they have come up with other ways to hook up to water.

* Ms. Connolly noted that a bylaw was passed that prevents anyone from putting in a new irrigation system.

**Central Field Renovation** – Mr. Fennelly said that there are two parts to the renovation: the North Field and the South Field. The North Field project was put on hold for a short while due to issues with the contractor. But they now expect it to be ready by October. The South Field has not been started yet.

**Historical Society**

**Lighthouse Lantern Room Renovation** – Mr. Ball said that the restoration project is ongoing. They met with copper experts from Caradonna who gave them an estimate. It was then suggested by a former trustee that they get a structural engineer to review the area to make sure it is not compromised. He added that the old copper may be used by an artist to make jewelry.

**Old Oaken Bucket House** – Mr. Ball said the Museum El has been opened to the public and the project is nearing completion.

**Lawson Tower Museum Space Evaluation** – Mr. Chessia said they were concerned about being able to do the project and be ADA compliant. They did some research which indicated that, since the Tower was on the National Historic Registered building, it could not be altered in any way. So, it does not have to be ADA compliant by law. They are waiting for the engineer to sign off on the plan before they know for sure that they can move forward. Mr. Chessia said can have 49 people and just one entrance into the space. Public building regulations say that if you have 50 or more people, you need to have two entrances. It isn’t a space that is likely to have that many people at one time.

* Ms. Burbine asked him to confirm that there is only one way in and one way out. She would like to have both the Building Department and the Fire Department put something in writing that they approve of only one entrance.
* Ms. Connolly said that she has a problem spending public money on a plan that is not ADA compliant. Mr. Chessia said they would speak to the Commission on Disabilities. Mr. Ball said that at the Grist Mill Pocket Park they had a similar issue and they received an ADA compliance waiver from the State.

**Little Red Schoolhouse Archive Improvements** – Mr. Ball said the project is well under way and offered some highlights. He said they hope to have it done in a year.

**Bailey-Ellis House** – Ms. Glazier reviewed the history and process of the ongoing project. She said that the first project to fix the roof is 100% complete. The second project to fix the drainage issues is about 95% complete and needs one more drainage area. The third project to address the gutters, soffit and fascia, should be complete in 2018. They are using matching funds from the Scituate Arts Association to complete this project. The last project, to address handicapped accessibility, was completed last summer. This project was also funded by a grant from the Massachusetts Cultural Council Facilities fund.

In the future they need to look at restoring the windows, but will not be submitting an application until all the other projects are complete.

**Tercentenary Markers** – Mr. Smith said that one has been completed and installed on 3rd cliff. He showed before and after photos to the board.

**Central Park Housing – Stephen Coulter**

**Central Park Windows** – Mr. Coulter said that Phase I is almost complete. They were not able to finish Phase I with the funds allocated due to some asbestos issues that needed to be addressed. The new windows are a significant upgrade to what was there before.

**Central Park Cupola** – Mr. Coulter said that this project should be done within the month.

* Mr. Meyerson asked if the SHA looked into additional funding sources, such as the Federal Block Grants issued to states for HUD project repairs. If you qualify, he said the average amount is about $750,000. Mr. Coulter said that their consultant does look into grants and drafts the RFP’s. He will confirm what other grants have been pursued or considered.
* Ms. Connolly agreed that it is important to show Town Meeting that CPC is the only possible source of funds for these projects. Mr. Coulter said he would provide a list of all the grants they have tried for funding of this type of project.

**Discuss Field Evaluation Study Application** – Karen Connolly explained that this application was just received, noting that STM applications were due in July. It was filed on behalf of the Recreation Commission.

Mr. Fennelly reviewed the history. A field study subcommittee was formed and they determined that they needed a town wide study with short, medium and long term needs and goals. The Recreation Department could not issue an RFP without having any funds available.

They have a $10,000 commitment from the youth sports organization; the school department said they would contribute funds but could not give an amount at the time; the Rec Department said they would not know how much money they would have until the end of the year. In the meantime, they thought they should submit the application in case CPC funding is needed for the RFP.

* Ms. Burbine asked if this study would replace the $40,000 Clapp Road Field study requested by the BOS and suggested that the funds should go towards the town wide study. She further suggested that the Recreation Department should discuss this with the BOS.
* Ms. Connolly said that none of the allocated money for the Clapp Road study has been spent, but the BOS will need to tell CPC what they plan to do. This would require getting on their agenda to discuss the issue. Ms. Connolly reminded the Board that this study will be part of the Open Space Plan for the Town.

There was additional discussion on the potential scope of the study, a similar study that Norwell did in 2014, and whether or not the committee wanted to accept this application for the STM.

Ms. Burbine made a MOTION to accept the application for the Field Study; Seconded by Ms. Scott Pipes; All in Favor (9/0). Further, the Board agreed to put a “place holder” on a potential project based on the study for the ATM in April.

Ms. Connolly said that the STM was scheduled for November 14 and articles are due on September 28th.

Mr. Meyerson made a MOTION that the Board meet to vote on the STM articles on September 19th; Seconded by Ms. Burbine; All in Favor (9/0). Ms. Sprague will determine a place to meet.

The meeting was adjourned at 8:50 pm; All in Favor.

*Submitted by*

*Mary Sprague*

*Administrative Assistant*

***Documents Submitted***

*CPC Project List (2003-2017) – posted on website*

*Tercentenary Marker Photo- posted on website*

*Bailey-Ellis House Update*