

## **CPC - Annual Information Meeting Minutes**

January 22, 2018

Scituate Town Library

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

**Other Attendees:** Scituate Recreation/Scituate Athletics – Maura Glancy, Bill Luetete, Dave Smith; Brad Washburn, Director of Planning & Development

Meeting was called to order at 7:00 pm

**Approval of Agenda:** A MOTION was made by Ms. Connolly to accept the agenda; Seconded by Mr. Coulter; All in favor (8/0)

### **Approval of Meeting Minutes:**

- A MOTION was made by Ms. Burbine to accept the 9/19/17 minutes as written; seconded by Ms. Scott Pipes; All in favor (9/0)
- A MOTION was made by Ms. Burbine to accept the 10/16/17 minutes as written; seconded by Ms. Scott Pipes; All in favor (9/0)
- A MOTION was made by Ms. Burbine to accept the 11/13/17 minutes as written; seconded by Ms. Scott Pipes; All in favor (9/0)
- A MOTION was made by Ms. Burbine to accept the 12/11/17 minutes as written; seconded by Ms. Scott Pipes; All in favor (9/0)

### **DISCUSSIONS:**

**Discuss/vote Lawson Green CPC Letter of Support** – The Board discussed the letter and Ms. Connolly's suggested changes. A MOTION was made to accept the letter to Undersecretary. Kornegy as presented; seconded by Ms. Burbine; All in favor

**Discuss Recreation/School Application for High School Track and Field** – Ms. Glancy and the Board discussed the history, condition and maintenance issues related to the track and field. It was agreed to move on with the understanding that maintenance must be included in application proposal/s. Ms. Connolly reiterated that the DPW cannot handle all CPC projects. There was an additional discussion about who should be responsible for RFP's; Town departments and counsel also must approve them.

Ms. Glancy said that Capital Planning has approved \$450,000 for the turf portion of the project. They are looking to CPC for additional funding for the track. The total project is in **three phases** and is estimated at \$6.7M. Ms. Glancy said that the project started out as replacing the turf and the project has expanded to do much more due to the condition of the track and field, and the results of the town-wide study that has been done.

Ms. Connolly said that the CPC is not able to provide that level of funding and suggested that they need a financing plan that is broken down into phases. She added that CPC is not the place to start; they are the Board to come to when the "powers that be" have a plan in place. Ms. Connolly noted that in FY19 they will have \$3.5M in undesignated funds.

Ms. Connolly asked about the monies left over from the Middle School project adding that they came in under budget. Mr. Luetete replied that they have \$4M but are not able to access that money

for this project. \$1M is earmarked for the remodeling that still needs to be done. After one year, if the money is still there, they need to go back to ATM to decide where the money should go.

The Board agreed that at this moment they cannot make a decision; they need the funding broken down more. Ms. Glancy said that, right now, they are looking for funding only for Phase 1 (the track) which is \$1.5M, minus the \$450,000 already committed.

- Mr. Meyerson discussed the idea of doing a bond to fund the project.
- Mr. Fennelly suggested that the applicants together with Town and School officials should figure out the financing plan for the entire project and then come back to CPC with specific requests.
- Mr. Smith noted that they cannot make multi-year commitments.
- Mr. McShane said that a \$6.7M project is a Capital Improvement project and is beyond the scope of CPC.
  - Mr. Luethe said that they are not asking for funding for the total project, just the track phase. The multi-phase plan was presented for the Board to review not to fund.
- Ms. Burbine also reiterated the need to maintain the track and field going forward, because if “we don’t maintain it, we lose it”.

There was additional discussion about the financing options and the departments that should be involved in the overall plan to get this done. Ms. Glancy said they will submit an amended application and will discuss the Board’s thoughts with the TA.

**Discuss/vote 1st Cliff Land Appraisal and Title Search (Admin Budget)** – Mr. Washburn gave the Board a handout. Ms. Connolly said that Nancy Holt confirmed that they can use CPC administrative funds for the appraisal. It was noted that this land has been on and off the market for several years. Ms. Connolly explained that she and Mr. Washburn have met with some Selectmen and Town departments to gauge interest in moving forward with the appraisal and potential purchase of this property. The land would be used for public access and NOAA would help to build a boardwalk from the Maritime Center to the NOAA dock and provide programs. It is currently on the market for \$950,000.

Ms. Connolly noted that the owners may not want to sell it (to the Town) when the appraisal comes back, but they need to complete that process. Mr. Washburn presented a list of appraisers that have been asked to submit a bid for the 5 acre parcel at 23 Sunset Road. He asked the Board for authorization to choose a company because they have to proceed as soon as possible; this needs to “be buttoned up by March 1<sup>st</sup>”. He confirmed for the Board that they do not need to do a title search at this phase.

There was further discussion about two other parcels in that area that taxes have not been paid on for several years. Mr. Washburn said the owners are unknown and it may result in a taking but they need to follow several legal steps before that can happen.

A MOTION was made by Ms. Burbine to authorize Mr. Washburn to spend up to \$8,500 to pursue an appraisal of the MacDonald property; Seconded by Mr. Meyerson; All in favor (9/0)

**Discuss/vote Open Space Plan Completion Funds (Admin Budget)** – Mr. Washburn has been doing “forensic research” to determine where the plan stands and what needs to be done. He said they are about 95% done but it will require some additional funding at this stage.

**Discuss/vote Payment of Coalition Annual Dues - \$4,350** - Ms. Connolly explained that the dues are voluntary and not a requirement. She expressed her frustration with the Coalition and cited the boat project as a key issue. Also, she thinks they spend much of their time getting more towns to join. Ms. Connolly added that they can just as easily go to Town Counsel to address any questions regarding funding issues. Before they pay the invoice she said that she and Mr. Meyerson would go to discuss their issues in person.

A MOTION was made by Ms. Burbine to table the invoice; Seconded by Ms. Scott Pipes; All in favor (9/0)

**Review financials** – Ms. Connolly asked the Board if they had any questions regarding the invoices that have been paid; there were no questions. She noted that Ms. Holt keeps a watchful eye on the CPC financials.

**Outline Annual Town Meeting schedule** – Ms. Connolly reviewed the following schedule:

- BOS meeting: Jan 23<sup>rd</sup> – to outline the projects that have been submitted prior to vote
- Next CPC meeting: Feb 12<sup>th</sup> – project discussion/vote
- Advisory Committee – Feb 22<sup>nd</sup>
- BOS meeting: Mar 6<sup>th</sup> – to review the approved applications
- Project write-ups due: Mar 7<sup>th</sup> – send to Ms. Sprague
- Advisory booklet deadline: Mar 15<sup>th</sup>
- ATM: Apr 9<sup>th</sup>

Ms. Connolly shared a spreadsheet with details of all projects since 2003 saying it is now updated and thanked Ms. Sprague, Mr. Fennelly and Mr. Meyerson for their work getting this done.

**OLD BUSINESS:** Mr. Coulter said that the Lawson Green project has received the project eligibility from the DHCD and have been acknowledged as a 40B; they are invited to participate in the spring funding round.

The meeting was adjourned at 8:15 pm; All in Favor.

*Submitted by  
Mary Sprague, Administrative Assistant*

**Documents Submitted**

*List of Appraisal Companies  
Rec Department project budget  
Spreadsheet of all CPC projects since 2003*