**CPC Meeting Minutes**

**Monday, May 11, 2015 7 pm**

**GAR Hall**

**IN ATTENDANCE:** Karen Connolly, Adam Conrad, Harvey Gates, Joshua McKain, Marla Minier, Frank Snow

The meeting was called to order at 7 p.m.

**Acceptance of Agenda:** A motion was made by Mr. McKain to accept the agenda as presented; seconded by Ms. Minier; All in Favor.

**Approval of Minutes:** A motion was made by Mr. Conrad to accept the April 13, 2015 minutes as written; seconded by Mr. Gates; All in Favor.

**MEETING DISCUSSIONS:**

**Website:** The website was written over 7 years ago and the technology is not user friendly by today’s standards. It does not allow an administrator to log in and make changes and updates; they need to be made by the person who designed the sight and/or someone who knows HTML. The project information on the website needs to be updated on a timely basis. It was agreed that we would submit a request for bids in the Mariner. The goal is to rebuild the website to make it more interactive and more organized, and allow an administrator to do updates. A motion was made by Ms. Minier to start the process for a new website design, seconded by Mr. McKain; All in Favor.

**Annual Meeting Date and Format:** There was discussion about having an informational meeting to allow people to come in to learn more about the CPC, what we do and the application process; a press release would be sent out to announce the meeting. This meeting would also include scheduled updates on existing projects. It was agreed that this meeting would be in September.

It was also agreed that updates on projects approved at 2015 ATM would be deferred until September 2016.

**Proposed change of project submission deadline:** The Board discussed moving the CPC application submission deadline to October 1st to allow more time for the hearings. It was discussed that a letter be sent to the four commissions about the change. Liaison assignments could be done at the October meeting. Hearings will begin in November. A motion was made by Ms. Minier to change our submission deadline to October; seconded by Mr. Snow; All in Favor.

**Updates on Outstanding Balances on prior year projects:**

* **Driftway Pedestrian Path – Crosswalk (2007)** - $5,461 – Frank Snow discussed the crosswalk painting with Kevin Cafferty, who indicated that it isn’t a priority. The question still remains when this will get done. Mr. Snow has requested this work many times and cannot control when the town can complete a project.

Ms. Connolly stated that if it hasn’t been done in 8 years then perhaps there is no need for it and the money could be rescinded at a later date. She reminded the Board that projects are expected to be completed within three years, unless the project manager requests additional time from the Board.

Ms. Minier suggested that, after the new water pipes are in and the repaving is done, DPW ask the line painting company to add this crosswalk to their list. Then, if it doesn’t get done, we can rescind the money at that point.

The Board agreed to leave it alone for now and give the DPW more time to complete this one last piece of a project that has been so well received by the town.

* **Scituate Marine Park (2008)** - $21,109.46 – This is ongoing due to Salt Marsh mitigation and the dredging issue with Army Corps of Engineers, and compliance issues. This is a complex project with many facets that include the Conservation Commission, Waterways, Harbor Master, etc. The Board agreed to give this project more time.
* **Driftway/North River Access (2008)** - $47,244 – Mr. Snow said that Conservation asked for this money for design and feasibility to build a bridge over the Herring Brook on the railroad bed. At the same time one of the Conservation Agent’s entered into an agreement with the developers at Herring Brook Meadows to sell Conservation a piece of property. Due to a perception of a connection between the bridge and the Herring Brook Meadows project coupled with opposition by some neighbors, the Selectmen put a hold on the work. Mr. Snow, on behalf of the Conservation Commission, would like to bring this before the Board of Selectmen for further review. There was discussion that this money was approved by the Town and the project should be completed. Mr. Snow added that they should be able to move forward with two smaller bridges near the MBTA.

*Mr. Snow indicated that he is meeting with the Town Administrator on Wednesday and will determine if this can get on the Selectmen’s agenda for further discussion.*

* **Gannett Road Path (2011)** - $20,555 – This project is completed and this money can be rescinded at a later date.
* **Harbor Walk Stage II (2013)** - $43,990 – The plan was to take the sidewalk as far as the Bates House on Jericho Road. There was an issue as to whether or not the narrow sidewalk in that area could be a path and involved moving the curb. Mr. Snow was told that the intersection at Jericho Road needs to be revamped before the curb could be reset to complete the Harbor Walk. It was suggested that the team involved (Contractor, DPW, Mike Bulman, John Murphy) be asked to come in September to give the Board an update.
* **Lighthouse Seawall Repair (2013)** - $135,953 – According to Nancy Holt, $475K was originally requested and then another $200K was needed after a majority of the design work was complete. The construction cost was $717,542. Based on the payments to the contractor, some of the bills were coded from a seawall capital project rather than the CPC project account number for $129,213.36 due to the shortfall.  When that is corrected, the remaining balance will be $6,739.87. However, there are some cement issues with the wall and there is also a road/berm that needs to be addressed (minor landscaping).  It is highly unlikely that there will be any funds to rescind for that project.
* **Town Archive Preservation (2013)** – Per Nancy Holt, Kathy Curran has confirmed that this project is fully completed and can be closed.

**New Business**

Pathway vs. Sidewalk Issue: Ms. Minier brought up the difficulty that the Board has with applications that come to them from individuals requesting a path in their neighborhoods. When a request comes from DPW it is easier to consider than a request from an individual because it is very difficult for the Board to know what works and what doesn’t work in these cases.

She said that Norwell has a Sidewalk/Pathway Committee that reviews path requests before they come to the CPC. She suggested that CPC ask the Board of Selectmen construct a Sidewalk/Pathways Committee to act as an intermediary. Anyone requesting a pathway would be required to go before the Sidewalk/Pathway Committee for their review and approval before the CPC could receive the application. The Board agreed that this committee would also be responsible for ensuring that there is reasonable support for the project.

Ms. Connolly suggested that, instead of funding everything upfront, the CPC should fund the engineering and design first, then have the applicants come back to discuss the project.

The Board discussed some of the issues that have come up with these proposals. For example, neighbors feeling blindsided by an application or applicants telling the Board that neighbors are supporting a proposal, when in fact they are not.

There was further discussion about the difficulty of completing some of these projects and that not everyone will be happy with or agree to a project and that the DPW is already overburdened with projects in town.

The Board envisions a more constituted group with representatives from DPW, Traffic Rules and Regulations, etc., to review and prioritize these types of proposals. This also would ensure that there is support from the various Town boards for the project.

Mr. Snow suggested that, if the Selectmen do not want to form another committee, CPC have a checklist that the applicants have to go through before they can propose a path project. He also suggested that neighbors receive registered letters in advance of hearings on proposals that impact their area or neighborhood to ensure that everyone is notified.

**Old Business**

Historic Bike Path website is moving slowly. The website has markers and trails outlined.

A motion was made to adjourn at 8:17 p.m. – All in Favor

*Submitted by:*

*Mary Sprague*

*Administrative Assistant*