



Community Preservation Committee Meeting
November 14, 2012
WPA BUILDING, North Scituate Massachusetts

Members Present: Mrs. Lisa Halbower-Fenton, Chairperson, Mr. Bill Limbacher, Mrs. Marla Minier, Mr. Harvey Gates, Mr. Frank Snow, Mr. Joshua McKain, Mr. Dave Smith, Mr. Rob McCarry

Other Present: Cynde Robbins, Gary Meyerson

- Call to order 7 pm
- Acceptance of Agenda- Motion by Mr. Limbacher, Second by Mrs. Minier, and Unanimously Voted 7-0 to accept the agenda as submitted. Mr. Snow was not yet present for the vote.
- Acceptance of Minutes- Motion by Mr. McCarry, Second by Mr. McKain and Unanimously Voted 7-0 to accept the minutes as submitted. Mr. Snow was not yet present for the vote.
- Signing of Invoices
- RFP's on Lind/Litchfield properties-Danena selected to conduct property survey. Motion Mrs. Halbower-Fenton Chairperson, Second Mr. Limbacher, all voted in favor.
- Discussed usage of Dropbox to view applications. There were no issues. Mr. Trafton will be given hard copies by Priscilla. Priscilla will maintain information in the box and make the committee aware of any changes to box via email.
- Review of excel sheet that was created in order to track applications. Lisa will provide dollar amounts for the excel sheet. Priscilla will maintain and email committee of updates and changes.
- Reviewing of Applications- Applicants are assigned committee liaisons. The liaisons are responsible for insuring that applications are completed correctly using the online application. Applications should be accompanied by supporting visuals, realistic cost breakdowns and estimates. Even though quotes for funding are variable, legitimate quotes on company letter head from those working on the project are helpful. These types of supporting details are essential in aiding the decision making process for project determination. Liaisons will advise applicants that they will need present their application to the committee on an assigned date and time. These presentations will help the committee determine if the project enhance the towns master plan and goals of the Scituate community at large. It is important that applicants realize that even though a project may be eligible for CPC funding, it does not mean it will be supported. The CPC may support the project, but the project still needs to pass a vote at town meeting. It is the job of the CPC to act as stewards to this process. The decision making process for applications will be completed by the end of January 2013. Any money that is not spent will go back into the general fund.
- Assignment of Liaisons:
 - 1) Lisa Halbower-Fenton, Chairperson- Lisa is the liaison for the Community Signage and Harbottle Scenic Road Signs projects.
 - a) Community Signage- Lisa will speak to Town Administrator, Patricia Vinchesi for more information on what has presently been done with this request because it was brought up last year. Also, quotes are needed for the work to be done, so have a realistic cost break down.



- b) Harbottle Scenic Road- What kind of contingencies is anticipated that could cost \$3,535 over requested amount? The request needs some clarification, asking for 52 signs based on a list of 11 streets which were attached to application. It would also be helpful having actual estimates for cost, not a breakdown based on a conversation.
- 2) George Trafton is the liaison for the Foster Archives Restoration and Bucca Maple St Forest Signs projects.
 - a) Foster Archive Restoration- This application is for the continuation of work presently being done to restore the town archives. The committee discussed whether microfilm is the most current method for archiving documents in light of all the technology available today. Marla asked if archiving can be done in a way that is more compatible with computer technology. Lisa felt the cost of \$33,000 seemed high for microfilming 80 books, which is 1800 images. Cynde Robbins said that microfilming is used because it does not go obsolete and there is a security benefit to it. A question was raised as to whether or not a microfiche reader can be supported by CPC fund. The applicant needs to provide more information on different types of archiving processes and their benefits, a cost break down, and quotes for companies that do archiving services.
 - b) Bucca Maple St. Forest Signs- Committee would like to know, if applicant is planning on complying with the design of signs presently being used in the town and whether or not the signs will denote as historical significant. The applicant needs to provide specific specs for the signs and an actual quotation for the work to be done. A visual of what the signs would look like would be helpful.
- 3) Marla and Bill- Marla and Bill are the liaisons for the Bangert Country Way project. For phase 1 of the project the request is for \$566,000. The committee agreed that there was a need for a trail at Country Way; however concerns were brought up about the layout of the trail, materials, and width. Harvey had questions on the Sidewalk Study which was attached to the application as supporting documentation. The study determines that elementary schools indicate a priority for a trail/sidewalk. Marla said a trail on Country Way does not lead to an elementary school. Harvey would like clarification on how the priorities were determined for the study. Application needs more information on specific cost break downs, viable quotes, more specifics on materials to be used and width.
- 4) Marla is the liaison for the Cunio Union Chapel project. The committee would like Reverend Cunio to demonstrate how the chapel is used as a meeting place and it's accessibility to Scituate residents. Lisa would like to know if the chapel has any historical significance as a meeting place for the town. Is there documentation of any community accessible events that have taken place at the chapel? Documentation of the cost for the storm windows is also needed, ex. Invoices, pricing receipts.
- 5) Bill and Harvey are the liaisons for the five Historical Society projects; D.Ball Cushing Shay, D.Ball Gravestone Restoration, D.Ball Lawson Tower, D. Ball Lighthouse Journals, and D. Ball LRS Roof. The applications need to be completed using the on-line format. Photographs or visuals are need for description purposes. A clear, accurate and supported dollar value is needed to determine cost. For example, on the Lawson Tower application estimates from companies that would do the inspecting and painting need to accompany the application. The same holds true for the request for a roof on the LRS application. A contractor's verbal estimate does not help to determine real cost.
- 6) Frank is the liaison for the Cedar Street project. The committee needs to have documentation on the size of the property, the properties boundaries, the properties access and the amount of wetlands on it. Lisa believed that the price the applicant is requesting needs to be addressed. The price needs to be more in line with past CPC property acquisitions.



- 7) Frank and Bill will be the liaisons for the Harborwalk Murphy project. The application needs a more specific cost break down for the \$315,000 requesting. The Harborwalk Committee is working on getting grants from other area seaport grants that are available. It would be helpful to also have some visuals accompanying this application, since it is unclear how narrow Jericho Rd by the yacht club can be.

 - 8) Frank and Rob are the liaisons for the Rec. Trail Mapping project. The Historic Trails of Scituate have downloadable maps linked to the town's website. The maps connect recreation, historical and town sites. Lisa believed the proposed Recreation trail mapping needs to be consistent with the present mapping system. She felt the application needs to start with a measurable trail which is already involved with the established infrastructure. The applicant may want to start by requesting funding for a schematic to go up on the town website. The applicant may want to consider waiting until the Conway study is completed and use the study for feedback on the recreation trail system. Lisa suggested the scope of the project is large that it may be best served by setting it up in stages.

 - 9) Rob, Josh, and Dave are the liaisons for the four Recreation projects; Rec.SHS Athletic Complex, Rec.Three BB Court Improvements, Rec. Central Park Fields, and Rec. Gates Track. The applications need to be completed with more supporting details and visuals like designs, sketches. Based on the high cost and large scope of these projects, there needs to be a budget for the expenses. A break down of the different costs for materials, labor, or bids from various contractors for each application would be helpful. Lisa believes the Recreation Department needs to establish a priority for the applications submitted. There needs to be a determination on which project or parts of a project the Recreation Department wants to focus on. This way the committee can determine what CPC can fund and support. Also discussed was the need for field improvements in Central Park. Mr. Meyerson felt the soft ball field that is there is unsafe.
- Next meeting December 4, 2012 and 7 pm. At this meeting the liaisons will address the committee on any changes and or additions to their applicant's application. Marla is going to ask Reverend Cunio if our meeting can be held at the Union Mission Chapel.

 - Adjourn 8:45 pm. Motion by Mr. Snow, Second by Mr. Gates, and all were in favor.

Priscilla Grable
Assistant