

# Community Preservation Committee

Monday, April 12, 2021

5:00 PM

Remote Virtual Meeting via Zoom

Approved June 14, 2021

**Present:** Dr. Peter Kurzberg, Chair      Ron Frazier  
Mark Preziosi, V-Chair      Marta Googins  
Diane Francis      Darryl Mikami

**Also Present:** Melissa SantucciRozzi, Director

Dr. Peter Kurzberg calls the meeting to order at 5:00 PM via Zoom and requests that **Director SantucciRozzi** proceeds to take attendance for the **April 12, 2021** meeting via roll call: Member Mikami – here, Member Preziosi – here, Chairman Kurzberg – here, Member Frazier – here, Member Francis – here, Member Googins – here. Six Members are in attendance; Member Maria Bonfiglioli is absent.

## New Business – Potential New Projects:

Director SantucciRozzi prepared a package and on page 3 provides a synopsis as follows of Potential New Projects.

### Historical Commission

An Application for a CPA Appropriation is forthcoming to repair the remaining stones and tomb work at Elm Street Cemetery. The goal is to be on the May 2021 CPC agenda, if the Director can complete that application by then.

### Watson Park

Kelly Phelan, Conservation Planner, on behalf of the Conservation Commission has been working on this project with Woods Hole Group to design the restoration of the coast along Watson Park, which also includes elevating the Riverwalk in a portion of the Park. This has been approved by both Conservation and Planning for the elevated walkway. An Application for a CPA Appropriation for Construction of said improvements is forthcoming and should be provided by the Conservation Planner over the next few months.

### Daughraty Gym

There has been a multitude of requests. They are trying to continuously improve the structure. The Facilities Department is doing quite a bit of renovation inside. As that progresses, they could potentially be coming forward for some windows. The Director has had preliminary discussions with Chris Griffin of Recreation/Parks regarding getting up to speed on the previous appropriation for the architectural review, and the Director is waiting to hear back from Mr. Griffin.

### Windjammer Cove – Affordable Housing Conversion

This has been discussed with CPC in the past. The Director, Mayor Kokoros and Chief of Staff Taub met last week with the representatives and owners. They will be providing some financial information to determine what they are going to need for a total allocation from the Town to complete this conversion. We are looking at a potential for Community Preservation funds. We are also looking into the Home Consortium where there is money for rehabilitation of units in conjunction with affordability requirements. We will also be tapping into the Turtle Crossing proceed money the Town received some years ago as a result of that development. The Director is going to be fiscally responsible in looking at the financing for this project and trying to use funding sources that have a more definitive use (i.e. affordable housing). She will come to CPC with the smallest request possible.

### **Independence Manor I, II and III**

The Department is in discussion with Katie Barker – Executive Director on a potential window replacement project that would preserve affordability for these units. Ms. Barker has provided some information, but nothing has progressed since.

### **Braintree Golf Course**

There has been an inquiry from the Braintree Golf Course, who is in the process of renewing some of their environmental state permits. As part of the golf course's state permitting an opportunity to incorporate environmental designations (Audubon Certified Location) has come up as something that the golf course could achieve. There has been an interest for Darren Brown, Golf Course Manager, to pursue that. The Director is awaiting additional information from Darren Brown to determine eligibility.

### **Town Hall Message Board**

The Director mentions that BELD has provided the Town with money for a Town hall Message Board in front of Town Hall. The location is within the Historic District and the goal is to make the base and frame of the sign look very historic. John Thompson and Jim Arsenault from DPW have really taken that to heart and they have done quite a bit of research and come up with some signs of other historic structures in Massachusetts. With that type of design, this will add to the cost of the sign. The cost of the message portion of the sign will eat up all of the budget that we have received from BELD. The Mayor is going to be coming to CPC for some funding for the monumentation, designing, brickwork and granite. This sign will be subject to a certificate of appropriateness from the Historical Commission. We are looking at multiple goals for this. One is to have a sign in front of Town Hall that is a showpiece. We want it also to accommodate emergency messaging. That is where the electronic component comes in and where the Historical Commission concerns will come in to minimize that portion of the sign and emphasize a beautiful design.

The Director explains these are the things that have been brought to her attention thus far. Some are in the early stages and some are progressing. She will continue to provide updates.

Dr. Kurzburg asks members if there are any comments or questions.

Member Googins asks who would be the monitoring agent at Windjammer Cove if we do this project. Director SantucciRozzi explains one of the requirements is that they will have to have long-term monitoring in place, and they would need to designate an agent, and the agent would need to perform that monitoring including the rent certifications and income certifications. That is something that is reported annually to both the Town and to DHCD as part of the regulatory agreement. Essentially, the lottery process, all of the monitoring, all of the things that are going to ensure that the units are vetted fairly and equally and made available to all residents on an equal basis will be carried out in accordance with the DHCD requirements.

There are no other comments or questions from Members on New Business Items.

### **Old Business-Project Updates**

Director SantucciRozzi explains that on the Project Updates side she has reached out to the individuals responsible for various projects and updates these items based on those discussions.

### **East Braintree Little League**

Currently on hold per Mayor Kokoros this will not be going forward to the Council at this time.

### **Liberty Grove Unreserved Purchase**

The Town and Liberty Grove LLC, have an executed P&S. The 40B Applicant has been withdrawn. The Approval Not Required Plan was endorsed by the Planning Board on 1/12/21 and has been recorded at Land Court and we are waiting for final sign off from the Land Court Title Examiner. We are hoping that will be completed in short order. The Mayor has reached out and expressed the desire to execute this in a fairly expedited manner so that we can retain ownership of our portion and begin to plan that Town's new asset.

### **Middle Street Trail**

The trail location is being finalized. Once the design is finalized it will be permitted and construction bids will be obtained. Ideally construction will be done in the Fall of 2021.

### **Conservation Restrictions**

There has been some movement on these. There is a request later on in the Agenda.

### **Plain Street-Cedar Swamp (Admin Funds Requested)**

Draft approved by the state and sent to the Wildlands Trust for their signatures (expected week of April 5, 2021). We will be looking for Administrative Funds to fund this later in the Agenda. The final document will be sent back to the state and recorded at the Registry upon receipt of the stewardship endowment.

### **Washington Street - Highlands Playground**

Draft approved by the state. Pond Meadow was the intended holder of this Conservation Restriction, but they have indicated they will be unable to hold the Conservation Restriction due to a conflict of interest (they receive half of their funding from the Town). Conservation Planner, Kelly Phelan, is looking for an alternative entity to hold the Conservation Restriction.

**Middle Street Land** Waiting for the Wildlands Trust to vote to accept the Conservation Restriction.

### **Armstrong Dam Trail**

Director SantucciRozzi expresses that this is really an exciting project due to the time and effort that has gone into it and the showpiece that it is going to become. We are completing permitting for the overall project. Construction specifications will be finalized in March and the project put out to bid with an anticipated start date of June 2021. Construction should be completed by fall 2021. The timeline is very tight with fisheries time of year restrictions for in water work. If we are not able to start in June the project may need to be delayed to the following summer.

### **Daughraty Gym**

The gym is currently undergoing a large-scale interior renovations overseen by the Facilities Department and paid for with non-CPC funds. Chris Griffin has inquired about Windows. I have reminded the Recreation Department about their appropriation for the historically architectural review of the exterior. This document will result in a Plan for exterior Restoration. No Action has been taken at this time.

### **Historic Inventory 2020**

Director SantucciRozzi doesn't have any new updates on this. She has been going through some of the Historic files and CPC files in the office. She has not had a chance to work with this this file.

### **Elm Street Cemetery Fence Topper**

Director SantucciRozzi explains she did have an opportunity to research some of these files that she had shared with the Historical Commission last week. Unfortunately, this project has been signed off on by the Contractor, the Architect and Derek Manning in May of 2020. The Topper Fence project is no longer listed on Mark Lin's Open Project List. She needs to clarify whether there was a financial "close-out" of this project with Mark Lin and whether there was any money left over. In looking at the contract and drawings, it appears that the Topper Fence was not completed in accordance with the Contract and Drawings; therefore, the Director is not certain why it was signed off on.

### **Morrison Outdoor Classroom**

The Director received an update from Dan Armstrong; they are waiting for two manufactured items (Archimedes Screw and Slide), before going back onsite to finalize the work. The Archimedes Screw just came in and the slide is expected later this week. At this time, the Contractor is planning on being back on site the week of April 26, 2021 and is expecting about 2-3 weeks to finish.

### **Braintree High School Skate Park**

Director SantucciRozzi advises that, per the Recreation Department, they hope to have completed plans and construction documents from the designer by the end of May.

### **All Souls Church**

Director SantucciRozzi did receive some correspondence from Linda Steiner, which the Director included in this update. Linda Steiner also sent some other information that the Director is yet to review, as well as a request for some funding from this allocation. The Director will review that material as soon as she can.

Dr. Kurzberg asks members if there are any comments or questions on Old Business Project Updates.

Member Preziosi refers to the Armstrong Dam as being time-sensitive and asks the Director what is her sense that it will get done this year. Is it something that will have to wait until next year? Director SantucciRozzi thinks it will get done this year. They are on schedule for it to be done. They had the pre-bid site walk last Thursday. Kelly Phelan, Conservation Planner, hasn't indicated that it is not on schedule, but you never know with weather and unforeseen circumstances there could be minor setbacks. Per Ms. Phelan, they are on schedule at this time.

Dr. Kurzberg asks about All Souls Church. Are they anticipating the project at \$99,000? Does that mean they will be coming back for more money or do they have the balance above the \$65,000? The Director will have to double check, but she believes that we have paid one-third of that \$65,000 already. The Director advises that Linda Steiner did send quite a bit of materials, and the Director hasn't had a chance to look specifically at what was the scope of the appropriation and whether there would be a need for additional funding.

Dr. Kurzberg refers to the detailed budget sheet, Elm Street Cemetery Improvement, and asks Member Frazier if that is the project for the topper fence. Member Frazier clarifies that there are three different projects. The Topper Fence is the thing that was signed off on that the Historical Commission never signed off on. The Historical Commission never approved that. Member Frazier and Director SantucciRozzi have tried to straighten that mess out, and we are in between a rock and a hard place on that one. The other thing that we talked about previously is the about one dozen broken stones that remained. That is a separate one. We have been looking at the tombs in the rear of the cemetery and a couple of other spots that are in terrible shape. Director Santucci Rozzi confirmed that she emailed Frank Drollette before the Historical Commission meeting, but she hasn't heard back from him yet. The Director confirms that the Topper Fence was a separate project, in itself; it has all its own files. She wants to say the appropriation was around \$176,000. She doesn't believe it is in either of these line items. As she had said earlier, if it's not on this list, does that mean it has been closed out? She cannot answer that question currently.

### **Administrative Business**

#### **CPC Manager Position:**

Director SantucciRozzi discusses recent happenings in the department including her appointment as Director, which now allows the department to fill the position of Assistant Director. We will be able to modify the CPC Manager position; she has discussed with Dr. Kurzberg this position being two days per week. It is a job that Falmouth posted. If the committee agrees with Director SantucciRozzi working directly with Dr. Kurzberg with oversight from the Vice Chair in vetting that description, she would like to get this position posted as soon as possible. If not, she can return for next month's meeting with a draft job description. Hopefully, the committee is okay with the Director working directly with Dr. Kurzberg and Vice Chair Preziosi to try to get something posted within the next couple of weeks.

Dr. Kurzberg asks if that is a contracted position. Director SantucciRozzi states they are paid out of CPC with no benefits. We are looking for a Planner or a retired Planner that is willing to work two days a week and covering the meetings. We are looking for someone that can deal with the administrative tasks and also grow the program.



Dr. Kurzberg asks what Derek was being paid per hour; Director SantucciRozzi states Derek was being paid \$20 per hour. The Director would be looking to pay this position about \$40 per hours, which is essentially what the administrative staff makes. The Planners make more than that. She is looking for someone with more of a background of housing, historic, open space and how these components tie together. She really wants this person to be a member of the department. The Director wanted to call around to other communities. She discusses what Falmouth was looking for in this position. She just wants to make sure the work is done appropriately and the boards and committees are served adequately. Dr. Kurzberg states that, when the Director has a draft of the job description and an idea on what other communities pay, she can send all of that to the entire committee.

**Monthly Financial Report:**

Interim Director SantucciRozzi explains that the Accounting Manager, Mark Lin, sent these earlier today. She hasn't had a chance to take a good look at them. She is going to try to see if we can get these a little more in advance so that she can look at it in more detail. Ed Spellman provided the FY2022 budget; that allocation is \$933,836. Mr. Spellman asked how we want to split up the money. It looks like the Committee usually does \$150,000 for housing, \$150,000 for open space, \$150,000 for historic preservation, the rest into unreserved and \$45,000 into the operating. She asks if the Committee wants to do something different this year; her suggestion would be that we put a little more into administrative. The reason that she says that is because we do have some older articles; they are the ones that require the conservation restrictions and also the monitoring. The older articles, when they went to Town Meeting, didn't include the cost of all of the administrative cost with a purchase. The allocation was only for the purchase. Hence, this evening's next item is on the Agenda. Now, when we do a purchase, as we did for Liberty Grove and going forward, the allocation that is requested is going to include all of that so that the Committee knows what it is really costing to buy this. There is the purchase price, the legal documentation, the environmental review, monumentation and survey work, the restrictions (whether they be historic, affordable housing or open space) and lastly the monitoring. Those are all costs that are associated with these purchases. The one we have this evening is about \$12,250. We should put an additional \$30,000 into the administrative bucket for when those requests come forward the funds will be in place. It looks like there is about \$40,000 in the administrative bucket. Once we get somebody on board, we will be drawing down expenses for that.

Dr. Kurzberg refers to the balance of \$40,523, for next year's bucket would we be adding to that amount? The Director states "yes", but she doesn't know if the administrative funds go back into the unreserved and you continually fund that line item. She has to look into that. She doesn't think the Committee has been spending \$45,000 annually on administrative costs. Dr. Kurzberg thinks, for this past year, Ed Spellman recommended the amounts for the Committee. In the end, it doesn't really matter because we have the unreserved. The Director states it does matter because there are minimum requirements under the Act for various activities. Currently, there is about \$500,000 in Historic, not including any of this new money. There is \$950,000 in community housing and \$180,000 in Open Space. Regarding the \$400,000 reserve for expenditure, she would like to put that on for discussion. Those are first rights of refusal on affordable units and different things. She doesn't think we need to carry \$400,000 for that. Maybe we could carry enough to cover the cost of one affordable unit. This had come up last year on an affordable unit at Turtle Crossing. An affordable unit would cost the Town between \$240,000 and \$295,000 depending on location and if it is a resale unit. The \$400,000 would be more than enough to cover that. The need to exercise those first rights is a rare exception. She will forward the email that Ed Spellman sent. Dr. Kurzberg doesn't need anymore time; the allotments are fine. The Director will get a little more information on the Administrative line item and whether it goes back to zero at the end of the fiscal year. Dr. Kurzberg states it may not because it is over \$40,000 now. Dr. Kurzberg states it looks like we are up close to \$7million because there was an additional \$900,000 that came in from tax revenue. That doesn't look like that is included in the \$6.1Million total. Member Preziosi confirms that isn't. The Director thinks it is up close to \$8Million, and we have already deducted the Liberty Grove costs out, which were \$1.4Million. The Director believes that the \$933,000 for different buckets is in addition to the \$900,000 from tax revenue. The Director feels it is nice to save a little, but it is really nice to spend it to let the community see where their money is going. There are so many things we can do with this money.

APPROVED

**Use of Administrative Funds:**

**Cedar Swamp Conservation Restriction Stewardship of \$12,250.**

The Conservation Planner, Kelly Phelan, provided the Director with a Worksheet of Costs highlighting the fees associated with this. The Director has included it in the Committee's packet. The Director is looking to use Administrative Funds to cover these costs. Dr. Kurzberg confirms that those are all legitimate costs that fit under that category. The Director states you can use the Administrative Funds to cover these costs; going forward, we are going to be including these in the project appropriations from the beginning so the Committee understands the full cost. That way, we can budget and plan a little better. There will be some old CR's coming forward where those fees were not included in the original appropriation. We will need to tap into Administrative Funds for those.

Member Preziosi **MOTION**, in accordance with the provisions of Chapter 44B, of the General Laws, the Community Preservation Committee recommends the appropriation of \$12,250 from the Administrative Fund for the Conservation Restriction Stewardship for Cedar Swamp. Said funds are to be expended under the direction of the Community Preservation Committee and the Director of Planning and Community Development; motion seconded by Diane Francis; voted by roll call (6:0 votes: Member Mikami: YES; Member Preziosi: YES; Member Francis: YES; Member Frazier: YES; Member Googins: YES; Member Kurzberg: YES).

**Approval of Meeting Minutes – February 8, 2021**

Member Ron Frazier **MOTION** to approve the minutes of February 8, 2021; seconded by Member Mark Preziosi; voted by roll call (6:0 votes: Member Mikami: YES; Member Preziosi: YES; Member Francis: YES; Member Frazier: YES; Member Googins: YES; Member Kurzberg: YES).

**Items for Next Month:**

Chairman Kurzberg confirms that there are a number of items on for next month, and he hopes we can finalize some of them. Director SantucciRozzi is working with Historic Commission and Member Frazier to finalize the application for the additional tomb and stone repair. The Director has a draft application prepared, and hopefully we will have that available next month.

**Next Meeting:**

Dr. Kurzberg states our next meeting is scheduled for May 10, 2021.

Member Marta Googins **MOTION** to adjourn the meeting; seconded by Member Mark Preziosi; voted by roll call (6:0 votes: Member Mikami: YES; Member Preziosi: YES; Member Francis: YES; Member Frazier: YES; Member Googins: YES; Member Kurzberg: YES).

Meeting adjourned at 5:50 PM.

Respectfully submitted,  
Louise Quinlan, Planning and Community Development

**APPROVED**