

Braintree Community Preservation Committee
Minutes
May 12, 2014
Johnson Chambers – Town Hall

Present: Linda Raiss (Chair) Darryl Mikami
Anne Murphy (V-Chair) Ronald Frazier
Dick Fletcher Paul Machado

Absent: Pat Flynn

Also Present: Kelly Phelan, Conservation Planner, Elizabeth Mees (c) Braintree Historical Commission, James Casey, Town Clerk and Christine Stickney, Director Planning & Community Development

Meeting convened at 7:30PM

New Business/CPA Applications:

Kayak Launch Application off Cleveland Ave. (K. Phelan present) – Using a handout provided to members, Kelly Phelan addressed the issues raised at the last meeting. Access will be off Cleveland Ave. via a driveway that will provide a safe option for accessing the launch. She will provide an estimate for the materials for the driveway after talking with Engineering. She has inquired if DPW could perform the labor. The objective is for a low impact and low maintenance project and the proposal to use mats will prevent erosion with kayaks being dragged up from the river. The Chair referenced a letter of support from the Fore River Watershed for the project. Darryl Mikami asked if parking would be just for those using the kayak launch or if the area would continue to be used as a staging area. Kelly replied that the Mayor has indicated that the area would only be for the kayak launch. Kelly informed the committee that the design is currently being prepared and she should be able to share it with the CPC in a few weeks. It was agreed she would either return with the added materials or get them to the committee for a vote on the project at a later date.

Conservation Restrictions:

Linda Raiss reported that Kelly Phelan on behalf of the committee had sent out 6 requests for quotes to survey companies for survey work and installation of bounds. She heard back from only one with the following estimate: \$3500 for Franklin St (8 bounds), \$2000 for Pond Street (3 bounds) and \$2500 for Plain Street (5 bounds). Linda commented this was a little more expensive than estimated by the Town Engineer. Members put off discussion for later in the meeting.

Old Thayer Library – Phase III (Architectural services) – Elizabeth Mees on behalf of the Braintree Historic Commission explained the funding request for Phase III of Old Thayer Library. It is intended that the building will be used by the general public so access and restrooms need to be handicap accessible, hence the request for funds to solicit architectural services. Dick Fletcher questioned if the architectural services would include construction plans. Elizabeth responded yes and maybe more [HVAC and heating system]. Dick questioned further the relationship with handicap accessibility and Elizabeth said it may need to be examined further. Dick expressed his concern with the cost estimate for the funding request. Christine explained the estimate came from a recent bidding of the Town Hall. Many of the same activities will be reviewed by the architects with two additional items: assistance in applying to the MA Preservation Project Fund and assistance for MAAB variances for new construction. The Chair asked for any additional comments.

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Darryl Mikami **MOTION** to move approval of the funding request, seconded by Ron Frazier – discussion: Members discussed the funding request and where funds should come from. Both Mr. Mikami and Mr. Frazier withdrew their motion and second. Darryl Mikami made a **MOTION** In accordance with the provisions of Chapter 44B of the General Laws and with the recommendation of the Community Preservation Committee, to recommend appropriation of \$75,000.00 as follows: \$25,000.00 from the Community Preservation Act Unreserved Fund and \$50,000.00 from the Community Preservation Act Historic Resources Fund for the purpose of funding the Old Thayer Library Exterior Restoration Project - Phase III architectural services for design, conditional on the Braintree Historical Commission reporting quarterly on progress of the project. Said funds are to be expended under the direction of the Community Preservation Committee and by the Director of Planning and Community Development – vote 4:0:2 (D. Fletcher & A. Murphy abstained). Anne Murphy commented that we need a meeting with the Mayor to discuss what will be the use of the building and what the projected cost of work remaining is. She suggested an invitation be extended to the Mayor to attend a joint meeting of both the Historical Commission and CPC. Elizabeth Mees agreed and added that the Phase III architectural services will also force the question to meet the MAAB requirements. Ms. Mees thanked the committee and left the meeting.

Historical Preservation Project -Discussion with Town Clerk Jim Casey (8:05PM): Chairwoman Raiss provided a handout and reminded members of their desire to discuss this project funded in 2011 and not yet commenced. Jim Casey, newly appointed Town Clerk, indicated that he has been unable to locate much information about the project, that it is not a priority for him and asked the committee for “professional courtesy” to provide him with one year to allow him time to look into the project and decide if he will continue with it or use the funding for a similar project. Linda Raiss explained that this was one of the first projects approved for funding and the application process was not as demanding as it is currently. She added that since there is no signed contract it is advisable to have the funding returned. Should Town Clerk wish he could then apply for funding in the future. The \$100K has been tied up for over three years with absolutely no progress. Anne Murphy stated that the project was to convert old documents onto microfilm. Mr. Casey said he probably would not go with microfilm and would investigate other data storage option. Darryl Mikami congratulated Jim on his new position and added that if Jim is considering something different, that is all the more reason to return the funds and obtain new estimates for what he is considering. Jim repeated his request for an extension. Paul Machado stated that he recalled a vote had already been taken earlier this year – perhaps January. Review of the minutes from January did reveal a vote was taken and Christine reminded members that the Finance Director said the committee could not vote to return the funds without the consent of the department head. Therefore, the matter never moved forward as the former Town Clerk was on administrative leave. Dick Fletcher suggested that the Town Clerk review the committee’s file and Anne Murphy expressed her frustration with few updates on the project and now being asked to keep the funding tied up for another year. Darryl Mikami commented that the preservation of records in the Clerk’s office should be a priority for the Town Clerk. Mr. Casey left the meeting at 8:40 P.M. to allow the members to have further discussion and vote on his extension request. Ron Frazier commented that during his employment he did extensive research and microfilm can be converted. Dick Fletcher reviewed the minutes and discussion in January. Members expressed concerns with Jim’s intention to use the funds for other purposes as the Council Order is clear on what is funded. There is no alternative use. Dick Fletcher **MOTION** to request Town Clerk re-appear before the CPC no later than 12/8/14 before expending any funds from the account for the project known as Historical Records Preservation

[Council Order #11-42] and with a plan on how he intends to proceed, seconded by Ron Frazier – Vote 4:1:1

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(L. Raiss opposed and D. Fletcher abstained). Darryl Mikami noted that seven months should be sufficient time given Town Clerk's main focus is the election and not the Town Records.

Conservation Restrictions (cont. discussion): Kelly Phelan explained that in the past there seemed no need for bounds as normally Town Engineer shoots the property line. However, encroachment has been observed on the Franklin Street parcel. Linda Raiss shared an e-mail from Scott MacFaden of the Southeastern Wildlands Trust about monitoring and estimated costs. A site visit has been scheduled for 5/21. Kelly Phelan questioned if we should be pursuing the Pond Meadow Park or the Wildlands Trust. Darryl Mikami questioned how many other communities do bounds? Christine is familiar with Duxbury and informed the committee that the cost of a survey and bounds setting is included in the appropriation for acquisition. Paul Machado questioned how the parcels could be accessed. Linda Raiss noted the most difficult parcel to access would be Plain Street and that it may need to be done during the winter in order to cross marsh area. Members agreed to discuss at the next meeting when more information will be available.

Completion of Vital Records I & II (Town Clerk): The Chair said to date \$77,000.00 has been paid to the vendor. She spoke with John Doherty, President of Micro Image, who informed her that the project has been completed. Anne Murphy **MOTION** to notify the Town Accountant to return the balance of \$3,000.00 to the Unreserved Account from which it was appropriated in 2010, seconded by Paul Machado – unanimously voted.

Gallivan House Status Report: - nothing to report

Administrative:

Anne Murphy **MOTION** to pay the annual dues of \$2,875 to the CPA coalition for FY2014, seconded by Ron Frazier – unanimously voted.

Members agreed to meet August 4, 2014 and add to annual schedule.

Dick Fletcher **MOTION** to accept the minutes of 4/14/14, seconded by Ron Frazier – unanimously voted.

Anne Murphy **MOTION** to adjourn the meeting, seconded by Ron Frazier – unanimously voted.

Adjourned at 9:20PM

Respectfully submitted,

Christine Stickney, Director of Planning and Community Development