

**Braintree Community Preservation Committee  
Minutes  
August 4, 2014  
Johnson Chambers – Town Hall**

Present: Linda Raiss (Chair) Dick Fletcher  
Anne Murphy (V-Chair) Paul Machado

Absent: Pat Flynn, Ronald Frazier and Darryl Mikami

Also Present: Nelson Chin, Recreational Director, Barbara Mello, Grant writer and  
Christine Stickney, Director Planning & Community Development

Meeting convened at 7:30PM

**New Business:**

***Community Preservation Applications:*** The Chair entertained Nelson Chin and Barbara Mello with their application to fund a new playground up at **Hollingsworth Park**. Members had been provided with this application prior to the meeting to review. Barbara provided the members with the background of the Town's award of a \$145,000.00 grant for new playground conditional on a local match of \$50,000.00 and that the playground be installed and operational by December 31, 2014. The grant is a reimbursement program requiring the Town to post \$195,000.00 up front and then when complete the Commonwealth would reimburse. When the Town received their award, the Governor had pushed the completion date up six months which resulted in the application being submitted to the CPC now. Barbara explained that because of the reimbursement nature, the Mayor has had to present it to the Town Council for authorization to fund the total amount and the matter is scheduled before them for 8/12/14. Barbara continued that if the CPA agreed to fund the \$50,000.00 that would be an accounting process to free up whatever other funds authorized by the Council. The Chair informed members of a conversation she and Barbara Mello had relative to the timing of the funding request. Ms. Raiss prefers to keep with the committee's policy of review at the initial meeting and then a vote at a subsequent meeting which would be the September meeting. Paul Machado complimented Ms. Mello on the application and noted these types of applications that leverage other revenue sources is what the CPC likes and he questioned what would be determined between this meeting and the September meeting that should postpone the vote. The Chair reiterated the committee's policy, Mr. Machado questioned if the Council needs the CPC vote before they can act and Ms. Mello explained it was not needed. Mr. Machado questioned if the Town will be bonding this and Ms. Mello responded yes. Dick Fletcher questioned the in-kind component of the grant and Ms. Mello acknowledges the amount of \$20,000.00 would be work done by the DPW. Ms. Mello provided members with two additional letter of support and a copy of the original deed. Ms. Mello felt she could convey to the Council that the CPC members present at this meeting were favorable to the project. It was agreed to place this matter on the September meeting.

***Elm Street Cemetery*** was the second application submitted by Christine Stickney on behalf of the Braintree Historical Commission. Christine explained why the application was coming forward at this point in time to try and capture the remaining season in the fall. The project is for the majority of the stones remaining however it does not include the tomb doors or fencing. Members agreed the fencing is a major concern with the investment in the cemetery. Ms. Raiss noted that the fencing and the

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landscaping should be later on in the project. Dick Fletcher questioned how the funding request was estimated and Christine explained how the numbers were derived considering inflation factor, work accomplished to date and possible contract change orders. Christine noted that the funding request is an estimate and that the actual number is being accomplished with an Invitation to Bid that is currently out with a deadline of August 20, 2014 for submissions. Dick Fletcher commented that the CPC meeting is after that and we could review it at the next meeting.

***Modification of CPA Application:***

Ms. Raiss asked Christine to explain the procurement process she has to do to put a bid out and why many town projects can't always get three quotes – Christine explained how she just put an Invitation to Bid out for the Elm Street cemetery in order to meet the committees request for quotes prior to approving a funding request. Non-Town entities have an easier process when getting three quotes for projects than town sponsor – they merely call three contractors and ask for written estimate – the Town bids have to include prevailing wage that can only be obtained a few days before bids are solicited. Dick Fletcher noted the Housing Authority submits estimates and we have worked with them to assist in funding amounts. Linda Raiss noted also that the estimates obtained for the Art Center were useful in getting a better sense of the budget – members agreed to leave the application requirements alone for the time being.

**Old Business:**

***Wildlands Trust:*** The Chair reported the Wildland Trust was supposed to meet in July but the meeting was cancelled till next month – nothing to report.

***Franklin Street land survey*** – the Chair reported that the Town's engineering department attempted to do the survey but was unable and the Conservation Agent – Kelly Phelan would like to have the survey done by a professional survey company. Linda Raiss noted that an estimate was obtained from Thompson McFarland for \$3500 to do the survey and place bounds. Anne Murphy **MOVED** to appropriate \$3500 from the CPC Administrative account for the purpose of performing a survey and set bounds in accordance with the Thompson and McFarland quote, seconded by Mr. Machado – Vote 3:1 (Mr. Fletcher opposed).

***Kayak Launch*** – nothing new to report

***Old Thayer Library*** – Christine reported that only two (2) RFP/RFQ proposals were received for architectural services for Phase III – one was submitted a day late – so only Bargmann Hendrie was the only proposer in good standing. Now the Mayor will work to negotiate a fee.

***Gallivan House*** – An email from Matthew Mees was shared with the members that gave the status of the historic preservation restriction.

**Executive Session:**

The Chair announced the CPC members would be going into Executive Session for the purpose of discussing a potential acquisition and public discussion could affect the negotiations – the Chair asked for a Motion – Mr. Fletcher **MOVED** to enter into Executive Session, seconded by Ms. Murphy – Chair called for a roll call vote:

Chair Linda Raiss – yes  
Dick Fletcher – yes  
Paul Machado – yes  
Anne Murphy – yes

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The Chair announced the CPC will come out of Executive Session and return to the public meeting. Mr. Fletcher **MOVED** to come out of Executive Session, seconded by Ms. Murphy – Chair called for a roll call vote:

Chair Linda Raiss – yes  
Dick Fletcher – yes  
Paul Machado – yes  
Anne Murphy – yes

***Administrative Matters:***

Mr. Fletcher and Ms. Raiss had revisions to the minutes they provided to staff – Mr. Fletcher **MOVED** to accept the minutes of June 9, 2014 as amended – unanimously voted (4:0)

Members discussed moving their September meeting up to **September 8, 2014** – Christine noted that they may have to meet in Cahill Auditorium since it is also the Historical Commission is also meeting that evening. Christine will look into the room reservation and let members know if that date is good for all members.

Linda Raiss informed members of the recent project she has been undertaking with the development of CPA projects descriptions and photos for the web page – she will be providing a link for members to review it before actually going live.

Paul Machado ask what was the status of the John Adams Park at the First Congregational and if we heard when will it start? Christine reported that the check was provided to the Church and it is expected to start in the fall. Hopefully the Elm Street cemetery will be underway and the Mayor hopes to have some kind of ground breaking event as well.

Anne Murphy **MOVED** to adjourn the meeting, seconded by Paul Machado

The meeting adjourned at 9pm

Respectfully submitted,

Christine Stickney, Director  
Planning and Community Development