



Town of Hingham
Community Preservation Committee

Committee Minutes from May 11, 2016 / Central South 2nd floor
15th meeting of the season

MEETING CONVENED:

Bob Curley called the meeting to order at 7:05 pm. Also in attendance from CPC were Vicki Donlan, Scott Mclsaac, Kathleen Peters, and Carol Pyles. Unable to attend: Paul Gannon, Tony Kiernan, Gary Tondorf-Dick and Jim Watson. AdCom liaisons in attendance: Donna Smallwood

APPROVAL OF MINUTES:

On the motion of Vicki Donlan second by Kathleen Peters the April 6, 2016 minutes were approved. The committee members unanimously approved.

ADMINISTRATIVE SALARY REVIEW:

Bob Curley reviewed the current stipend that Roger Fernandes is currently receiving from CPC. Roger's invaluable services to both this committee, town and project proponents have not gone unnoticed. The services he provides are outside the scope of his Town Engineer position. Roger currently receives a \$5K stipend from CPA budget. The committee reviewed the document below of the estimated time spent working with this committee and projects. Vicki Donlan made a motion to approve \$10K yearly for Roger Fernandes' stipend from CPA budget; second by Carol Pyles. The committee members unanimously approved the revised stipend.

Currently the CPA covers approx 1.8 hrs per week or 96 hrs annually - Roger receives a flat stipend of \$5000/annually
Below is a breakdown providing a retrospective accounting of the time invested that would not otherwise be a part of my current job description for CPC projects within an average calendar year.

Table with 2 columns: Description and Yearly/hours. Rows include Permitting with local boards, BOS contract approvals, Harbor Development, CPC Meetings, Contract drafting, Proposal, Meetings, Contract/Grant Reviews-Private Projects, Annual CPC Projects Accounting/Budgeting, and Construction Admin and in project meeting. Total hours estimated at 176.

This does not include the day to day contract management, survey or designer selection etc. Which I will consider part of my responsibilities as Town Engineer. It also does not include items like drafting the CPC process manual or undertaking the construction of the Excel accounting spread sheets.

RECAP FROM TOWN MEETING:

Bob congratulations the team on a great job at town meeting. Pleased with the results and hard work contributed by CPC members.

Grant Agreements

Grant Agreements should be reviewed and report back to Carol Costello if you wish to add any special provisions. Carol will send these out to the proponents for their signature. The Final Grant Agreements will be signed by the Project Managers and Chair at the June 11th meeting. Once the agreements are finalized, Carol will send back to the proponents for their records. (Note: The P&S will be the Town's agreement regarding the Lehner Property; no action required by PM Vicki Donlan)

CPC PROCEDURES:

Applications

The committee reviewed the applications for the upcoming season. Bob Curley suggested that we add to both Preliminary and Final Applications: "Do you intend to seek additional grants/funding from the Town, State or any other organization?" Also add to the Final Application: Have you been contacted by and/or identified your CPC Project Manager? During the Preliminary Application stage, the CPC staff member and/or PM could recommend that they look into other grants, etc.

Historic Preservation Restriction

Bob Curley stated when the Town acquires an interest in real estate property with CPA funds; the Town is required to go through the Mass Historic Commission to record a Historic Preservation Restriction; that the Historic Preservation Restrictions would be recorded by our Town Land Counsel, Susan Murphy. It would not be handled at the CPC office or at the Historic Commission level. Each Historic project would be treated as recommended by CPC. Bob Curley also mentioned when CPA funds are not used to purchase a building but CPA funds are used to preserve that building, we can use our drafted Historic Preservation Restriction, and record these buildings with the Town and not go Mass Historic Commission; Susan Murphy should be involved and would need to record these. Examples of these would be the Girl Scout House and the Mason Lodge.

PROJECT UPDATES:

Heritage Museum – Project Manager: Bob Curley updated the committee on a recent gathering held by the Historical Society "Cocktails and Construction", they announced that they completion for the project would be August 2016. The elevator is almost fully installed and electrical almost completed. Mark Cullings, from the Historical Society, also sends out weekly emails on the status of the project that are forwarded to the CPC members and are kept on record in the CPC office.

Bare Cove Fire Museum Roof #52 – Project Manager: Gary Tondorf-Dick (not in attendance) Bob Curley updated the committee on recent findings on Building #52. A bid package was advertised and only one contractor submitted a proposal of \$119K. This proposal was rejected as it exceeds budget and available funds appropriated for this project of \$72K. The roof contains asbestos and total project cost exceeds the quote that was submitted for this project. Kathleen Peters asked if the proponent can get the project accomplished within the two-year time frame that was initially set for this project. Do they have other means of funding from another source? If not, the CPC members discussed looking at rescinding the amount that was appropriated at ATM 2015.

Selectmen's Parcel – Project Manager: Jim Watson ATM 2014 (not in attendance) Kathleen Peter asked if we would be rescinding the amounts given to the Selectmen's Parcel since it was announced that this project is not moving forward. Carol Costello will reach out to Proponent HAHT Tim White for an update to provide to CPC at next meeting scheduled for June 11th.

8:00 pm Vicki made a motion to adjourn; 2nd by Kathleen Peters; all in favor.

LIST OF DOCUMENTS USED AT THIS MEETING

1. Agenda for CPC Meeting of May 11, 2016
2. Minutes for April 6th meeting
3. CPC ATM 2016 Grant Agreement Recap
4. Preliminary and Final Applications for Upcoming Funding
5. Historic Preservation Restrictions documents

Respectfully Submitted by Carol Costello

NEXT MEETINGS:

June 15th – Final CPC meeting