

**Town of Marshfield Community Preservation Committee**  
**Open Meeting Minutes --- APPROVED ---**  
**February 15<sup>th</sup>, 2017: 7pm**

**CPC Members in Attendance:** Chairman Kevin Cantwell, Tim Russo, Bert O'Donnell, Michele Campion, Mike Bilas, Kerry Richardson and Bill Last, Jr.

**Also in attendance:** Kaila Brailey (Marshfield Mariner)

**Open Meeting**

**MOTION:** Kevin Cantwell made a motion to open the meeting at 7:02 pm. **Second** by Bill Last.

**Finances/Accounting**

- Chairman Kevin Cantwell presented an overview of CPC current finances. Current requests for CPC funding total \$2,007,663 for FY18 funding. The CPA mandated 10% set asides will be \$ 163,239 for Open Space, Historic and Affordable Housing and \$ 81,619 (5%) administrative. If all FY18 projects approved, the estimated remaining balances will be: \$11,189 (Historic); \$ 9,120 (Open Space); \$93,568 (Housing) and \$678,853 (Unreserved).
- Bill Last said that \$75,000-\$80,000 is probably yet to be recovered in "Carry Forwards" to bring back into the CPC accounts. This may be up to \$100,000.
- Kerry Richardson asked if CPC should consider leaving some in Set Asides before voting and recommended building the Set Asides and relook at it each year. CPC should set a goal for the future "set asides".
- Bill Last asked if this is restricting the "Unrestricted".
- Tim Russo said CPC members could decide not to spend the Set Asides and save it for a big project in the future.
- Chairman Kevin Cantwell asked if this should be 5%, 10% or 20%.
- Bill Last asked if CPC should begin with the existing \$416,192 unreserved balance and build from there.
- Michele Campion said that all members seem to agree, now how to implement it?
- Kerry Richardson said if inflation increases costs it might be better to spend more of it now.
- Bert O'Donnell said CPC should wait until Town Meeting to vote on it. All in agreement.

**Senior Center/Council On Aging (COA)**

- Chairman Kevin Cantwell said that the COA may bring in another project proposal or they may wait until next fall to submit something.

**Winslow Cemetery Flagpole**

- Chairman Kevin Cantwell said that a new flagpole, flag and all necessary accessories will be installed at the Winslow Cemetery. The DPW will install it before Memorial Day. The request is for \$1,325.

**MOTION:** Kerry Richardson made a motion to allocate \$1,325 in funding from the Historic Reserves to replace the flag, flagpole and necessary accessories for installation at the Winslow Cemetery. Tim Russo second. In favor: Tim Russo, Kerry Richardson, Kevin Cantwell, Mike Bilas, Michele Campion, Bert O'Donnell, Bill Last Jr. Motion passed.

**Daniel Webster Estate Law Office and Well**

- Kevin Cantwell explained that both projects will be placed in one article for the Town Warrant. The requested amount is \$18,340 for the well and \$43,960 for the Law Office grounds restoration and final work on the ADA accessible parking.

- Mike Bilas asked if this will complete work at the Estate for the near future.
- Kevin Cantwell responded that yes, it will complete the project.
- Michele Campion explained that Ground Effects is the contractor for the work.

MOTION: Kerry Richardson made a motion to allocate \$62,300 in funding from the Historic Reserves for the Daniel Webster Estate well and Law Office grounds restoration. Michele Campion second. In favor: Bert O'Donnell, Bill Last, Kerry Richardson, Michele Campion, Kevin Cantwell, Tim Russo and Mike Bilas. Motion passed.

### **Centre Cemetery**

- Tim Russo asked if there are any other historic projects requesting CPC funding.
- Michele Campion responded that she does not know of any specific projects right now. The Historical Commission endorses the cemetery projects.

MOTION: Tim Russo motioned to approve \$119,050 for restoration of the iron fencing at the Chapel Cemetery. Michele Campion second the motion. In favor: Tim Russo, Michele Campion, Bill Last, Kerry Richardson, Mike Bilas, Bert O'Donnell. Not in favor: Kevin Cantwell. Motion passed.

MOTION: Tim Russo made a motion to approve \$123,860 in Historic Preservation funding to restore headstones at the Centre Cemetery. Bert O'Donnell second motion. In Favor: Tim Russo, Bert O'Donnell, Michele Campion, Mike Bilas, Bill Last, Kerry Richardson. Not in favor: Kevin Cantwell. Motion approved.

### **Open Space**

MOTION: Michele Campion made a motion to approve \$20,000 in Open Space funding to the Open Space Committee for a conservation restriction. Bert O'Donnell second motion. In favor: Tim Russo, Bill Last, Kevin Cantwell, Bert O'Donnell, Michele Campion, Mike Bilas and Kerry Richardson. Motion passed.

### **Trails**

- Mike Bilas said the preferred materials for the kiosks are those with timber frames and metal roofs. He is still waiting to hear back from South Shore Signs.
- Kerry Richardson asked if we need a contingency.

MOTION: Michele Campion made a motion to approve \$66,370 in Open Space/Recreation funding for trails kiosks and signage. Mike Bilas second. In Favor: Michele Campion, Tim Russo, Bill Last, Kevin Cantwell, Kerry Richardson, Bert O'Donnell and Mike Bilas. Motion passed.

### **Martinson Elementary School (MES) Playground**

- Tim Russo said that the DPW had \$35,000 for playgrounds budget included in this year's capital request of \$100,000. DPW has received this amount for three out of the last four years. Elizabeth Zimmer got some DPW funds for the Governor Winslow School Playground.
- Bert O'Donnell said the MES has shown real need for a slightly larger playground because it is the largest school and supports a lot of community playground need.
- Tim Russo said that the last school, Governor Winslow School, came to CPC requesting funding for their new playground, but their proposed project budget had to be cut back from over \$300,000 due to lack of available CPC funds at the time. CPC should set a maximum amount for school playgrounds going forward.

- Michele Campion said the MES is the largest school, centrally-located in town and providing a needed playground for that community and population at that part of town. The MES Playground Committee is fundraising and identifying additional funding sources.
- Kerry Richardson asked if CPC should consider a flat amount for school playgrounds or not. This amount could be tied to a dollar amount per number of students.
- Bill Last said it's difficult to tie the funding solely and directly to exact enrollment numbers, which are always fluctuating to some degree and don't adequately portray the school's need. From personal experience working with special needs kids at MES in the summer programs, Bill Last said that MES is the only school that runs the summer school and programs for special needs students, much more than the other Marshfield schools.
- Chairman Kevin Cantwell said going forward, CPC should set a certain amount per school. He understands what CPC did in the past; CPC can do something different now.
- Tim Russo said that CPC has fewer funds each year. School playgrounds should be capped at \$130,000. He said that CPC usually requests applicants to trim back their budget.
- Marcy Concannon said that in fact MES had cut back their budget from the original proposal of \$206,000 to a current request of \$175,000.
- Chairman Kevin Cantwell said that Eames Way and South River School may request funding and DWS and GWS may come back and ask for more funding.
- Kerry Richardson said CPC could compare the DWS actual project cost/student at recess against GWS actual cost/student at recess.
- Bill Last said that MES needs more funding to build a slightly larger and durable playground with special equipment for special needs kids.
- Tim Russo said CPC had asked GWS to reduce their budget.
- Mike Bilas asked Tim Russo how much he thinks CPC should grant to MES.
- Tim Russo recommended \$130,000 for MES.

**MOTION:** Tim Russo made a motion to approve \$130,000 of Recreation funds to the Martinson Elementary School Playground. Mike Bilas second motion. In Favor: Tim Russo, Kevin Cantwell, Bert O'Donnell, Michele Campion, Bill Last and Mike Bilas. Kerry Richardson abstained. Motion passed.

### **Rockwood Road Fields**

- Department of Public Works Superintendent Tom Reynolds is requesting \$280,760 for work on the Rockwood Road fields.
- Bill Last asked if there are plans to improve parking, fields scheduling and how the fields could be accessible to the High School if needed. 2 additional U12-sized fields will be built.

**MOTION:** Tim Russo made a motion to approve \$280,760 from Recreation funds for the Department of Public Works for the Rockwood Road Fields. Kerry Richardson second. In Favor: Tim Russo, Kerry Richardson, Michele Campion, Bert O'Donnell, Mike Bilas and Kevin Cantwell. Bill Last abstain. Motion passed.

### **Ballfields/Playgrounds**

- The DPW will work on the Daniel Webster School, Tower Ave and South River School fields.
- Kevin Cantwell reminded all that this funding is for capital improvements at Playgrounds and fields.
- Mike Bilas said it had been discussed to not use the fields for parking (ruins the grass).

**MOTION:** Kerry Richardson made a motion to approve \$100,000 in Recreation/Open Space funding to the Department of Public Works for the ballfields and playgrounds. Second by Kevin Cantwell. In favor: Kerry Richardson, Kevin Cantwell, Tim Russo, Bill Last, Michele Campion, Bert O'Donnell and Mike Bilas. Motion passed.

### **Affordable Housing Coordinator Salary**

- The Housing Coordinator's budget has been \$ 65,000 since its inception and the budget is for the salaries and expenses for two consultants Jack Mathers and Dan Gaulin. In the last five years, they have not spent the entire \$65,000. The Advisory Board recommended raising the Coordinator's salary to \$75,000. Kevin Cantwell said that any unused portion of the salary returns to the CPC budget.

**MOTION:** Chairman Kevin Cantwell made a motion to allocate \$75,000 from the Affordable Housing fund for the Affordable Housing Coordinator's salary. Bill Last second the motion. In favor: Kevin Cantwell, Bill Last, Kerry Richardson, Michele Campion, Mike Bilas, Bert O'Donnell and Tim Russo. Motion passed.

### **Affordable Housing Creation and Conversion**

- Bill Last said there could be potential for developers to create additional by offsetting costs with CPC funds.
- Kerry Richardson said he had met with Town Counsel, Bob Galvin, and Town Administrator, Rocco Longo and Tom Whalen concerning the issue of too much money going towards conversions at too high of a cost per converted unit. Town Counsel, Bob Galvin, recommended creating more affordable housing units instead of converted units.

**MOTION:** Chairman Kevin Cantwell made a motion to allocate \$522,000 from the Affordable Housing Reserves for affordable housing creation and conversion. Motion second by Michele Campion. In favor: Kevin Cantwell, Michele Campion, Tim Russo, Mike Bilas, Bill Last, Bert O'Donnell, Kerry Richardson. Motion passed.

### **Administrative Funding**

Tim Russo asked if there are any new studies being requested or needed.

- Bert O'Donnell reminded Board that all Administrative Funds need to be spent by June 30<sup>th</sup> (end of Fiscal Year).
- Kevin Cantwell said the Administrative funds should be at the full 5% (\$81,619) as CPC could fund a grant writer out of this funding. He recommended CPC Board vote to recommend \$ 81,619 for the 5% set aside along with the 10% set asides for Open Space , Historical and Community Housing .
- Kevin Cantwell said that Minutes will be approved at the next meeting. CPC has yet to hear if the Selectmen have approved the nomination of Tony Pina to the CPC Board.
- Chairman Kevin Cantwell said that CPC still had an opening to be our appointee to the Open Space Committee.
- Bert O'Donnell said he and Karen O'Donnell had spoken with Town Council about his application and that he was told there was only an appearance of a conflict for him to serve on Open space Committee.
- Bert then said that Karen had also asked Town Counsel about the possibility of Bill Last being the CPC appointee and that Town Council said that this could be a conflict of interest given his work as a real estate developer.
- Bill Last responded that he only works for a developer.

**MOTION:** Mike Bilas made a motion to recommend Bill Last Jr. to be the CPC liaison to the Open Space Committee. Michele Campion second the motion with the approval of Town Counsel. Bert O'Donnell abstained. In favor: Michele Campion, Kevin Cantwell, Tim Russo, Bill Last, Mike Bilas, Kerry Richardson. Motion passed.

- Chairman Kevin Cantwell said the next CPC meeting is scheduled for March 8<sup>th</sup>. If CPC receives updated project information from the Council On Aging, CPC may hold an earlier meeting.

**MOTION:** Chairman Kevin Cantwell made a motion to adjourn the open meeting at 9:11pm. Motion second by Tim Russo. Open meeting adjourned.

Respectfully submitted,

Marcy Strazer Concannon  
CPC Administrator