

Approved June 8, 2016

## Marshfield Community Preservation Committee

### Open Meeting Minutes

April 13, 2016

CPC Members in Attendance: Tim Russo, Tom Whalen, Bert O'Donnell, Kevin Cantwell, Michele Campion, Kerry Richardson. Absent: Mike Bilas, Mike Baird.

Others in Attendance: Karen O'Donnell, Don McAleer.

#### Open Meeting

MOTION: Tim Russo made a motion to open the meeting at 7:01 p.m. Second by Tom Whalen.

#### Minutes

MOTION: Tom Whalen made a motion to accept the Open Meeting Minutes of March 9, 2016. Tim Russo second. All approved. Absent: Mike Bilas, Mike Baird.

#### Open Space Update

- Karen O'Donnell announced that the town has received a reimbursement grant to help purchase 310 Furnace Street. The grant will cover 50% of the purchase price and will be disbursed in FY17.
- Karen O'Donnell said the owner is taking the house down prior to the sale, and the Historical Commission has signed off on the demolition, all permits are in place.
- Karen O'Donnell said the Open Space committee will work on the Update from 2010, not much has changed. She said students from the Conway School can do it for the flat fee of \$6,500. The Conway School cannot do the ADA section.
- Karen O'Donnell said in 2012 Rocco Longo said he would seek funding for the ADA component from the town.
- Tom Whalen said CPC should plan to spend the original \$35,000 recommended by Town Planner Greg Guimond in case of unexpected costs.
- Tim Russo said let's have one more meeting and get hard numbers on the plan costs before voting.

#### Hatch Mill Update

- Tom Whalen said invoice #37 is missing and that \$5,420 remains in the project. Tom Whalen read aloud a letter he prepared for the Hatch Mill establishing end of project dates, and final costs.
- Tim Russo said if we send the letter, what is the fall out?
- Tom Whalen said nothing will happen and CPC has been more than generous to the Hatch Mill.
- Tim Russo said we tried to offer them an extension and they did not want it.
- Bert O'Donnell asked what is left to be done.

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- Tom Whalen said there is \$5,000 worth of work to complete in two months' time.
- Bert O'Donnell said nothing has come before the Conservation Commission.
- Tim Russo asked if the project can be completed in that time and if so, he has no problem sending the letter.

MOTION: Tom Whalen made a motion to send a letter to the Hatch Mill Group establishing an expected project end date, and detailing remaining budgets and expectations. Tim Russo second. All in favor. Motion passed, letter will be sent.

#### Open Space Land Trust

- Tim Russo said other towns have set up land trusts so that purchases can be made without having to go to town meeting for approval. He asked if CPC wishes to pursue this.
- Tom Whalen said Rocco Longo asked the state for clarification on this issue while working as Town Administrator in Duxbury.
- Tim Russo said there may be community concerns.
- Karen O'Donnell said people want to vote on land purchases at town meeting.
- Bert O'Donnell asked about separating the Open Space and Recreation components of the set aside category.
- Karen O'Donnell said Duxbury has funds held by conservation and vote it back each year. She said chapter land would benefit from a trust of available funds.
- Kevin Cantwell said town meeting would go crazy, land purchases have to go to town meeting.
- Karen O'Donnell said there are properties that may need to be surveyed and conservation land without restrictions that may need funds.

#### CPC Expenditures

- Tim Russo said it is important for CPC to prioritize expenditures going forward.
- Tom Whalen said affordable housing is important and done differently in other towns.
- Tim Russo said should CPC set a certain percent aside that we agree not to spend or just play it by ear?
- Tom Whalen said we should keep \$300,000 in savings or set it aside always.
- Tim Russo said there are two schools of thought on that. 1. It is taxpayer money; if projects are valid we should spend it. 2. Don't want to spend it all but save for important projects.
- Bert O'Donnell said what are our options with regard to projects like the Hancock building that was purchased with CPA funds?
- Bert O'Donnell said at the last meeting Kevin Cantwell brought up using it for affordable housing but the selectmen want it for town offices. When it was purchased, was it supposed to be CPC's responsibility?
- Kevin Cantwell said it was not supposed to be CPC responsibility.

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- Michele Campion said she prefers being fiscally conservative, and she also likes to be able to vote when projects come to CPC.
- Michele Campion suggested that CPC only fund projects over \$750,000 at 50%.
- Tim Russo said we always used to fund 100% but now we are pushing for partial funding.
- Bert O'Donnell said we could decide to hold a certain percent of funds back for land as you just don't know when land will come up for sale.
- Kerry Richardson said he recommends setting aside specific amounts and attempt to increase it each year without touching the original amount.
- Tom Whalen said we can't give only 50% to a project if they can't raise the other 50%.
- Tim Russo said we have been doing about 30% of funding, and we need hard and fast guidelines.
- Tim Russo said projects above \$100,000 need to fundraise or contribute.
- Tim Russo said he wants to set priorities and guidelines.
- Tom Whalen said when he took over as chairman from Jose Carreiro CPC kept \$500,000 in the bank.
- Tim Russo said for every project that comes before us we must have other sources of funding identified.
- Michele said what's eligible for grants and what is not will be considered.
- Tim Russo said CPC still needs to do some homework, the projects with fundraising in applications may get priority, and CPC can prioritize projects.
- Michele Campion said we have to consider how it fits into our objectives.
- Tim Russo said CPC needs to develop a mission statement with its guidelines, and identify projects with other funding sources as priorities.
- Tim Russo said the guidelines also have to show where a project falls in line with the town's master plan.
- Tim Russo said each project should also have a funding plan for three years of maintenance, where maintenance is applicable.
- Tom Whalen said some projects over a certain amount should need a project manager where applicable.
- Tim Russo said we want people in front of us who have done their homework.
- Tim Russo asked that the grant and one page application be sent to members.
- Tim Russo suggested the Annual Open House meeting be held at the Daniel Webster Estate on the third Wednesday in May at 7 pm and food and drink be served.

MOTION: Tim Russo made a motion to end the open meeting at 8:30 p.m. Tom Whalen second. All approved. Open Meeting ended at 8:30 p.m.

Respectfully submitted,

Carolyn Shanley, CPC Administrator