

Community Preservation Committee

Monday, May 10, 2021

5:00 PM

Remote Virtual Meeting via Zoom

Approved June 14, 2021

Present: Dr. Peter Kurzberg, Chair Ron Frazier
 Maria Bonfiglioli Marta Googins
 Diane Francis Darryl Mikami

Also Present: Melissa SantucciRozzi, Director
 Linda Steiner, All Souls Church
 Mary Mitchell, All Souls Church

Dr. Peter Kurzberg calls the meeting to order at **5:00 PM** via Zoom and requests that **Director SantucciRozzi** proceeds to take attendance for the **May 10, 2021** meeting via roll call: Maria Bonfiglioli – here, Diane Francis - here, Ron Frazier – here, Marta Googins – here, Darryl Mikami – here, Dr. Kurzberg - here. Six Members are in attendance; Member Mark Preziosi is absent.

Chair Kurzberg mentions that we have two people here from All Souls Church, which is under Old Business. If it is okay with the Committee, maybe we can move that item to the front of the agenda so that we can get their business done and they can leave. Although, they are welcome to stay.

Old Business – All Souls Church (Linda Steiner and Mary Mitchell attending)

Director SantucciRozzi states before they get started, she wants to thank both Linda Steiner and Mary Mitchell for taking some time to meet with her. They have done a wonderful job on bringing the Director up-to-speed on their project and the progress they have made so far, which is significant. The reason that they are here is because their project, when it was funded by CPC, was subject to this funding agreement which provided for \$65,000 being appropriated for their use, and they were to secure some other funding from the state. To note, that funding agreement talked about them getting three disbursements of money, each in the amount of \$21,666 and one of which we have disbursed so far. Linda and Mary have a number of materials that the Director had attempted to send out to the Committee, including progress reports from their architect, the most recent bill from their contractor as well as a nice letter from Mary that summarizes where they are and what they are going to be looking for tonight from the Committee.

Linda Steiner thanks the Committee for making time for them. As the Director indicated, their project is just about done. Linda Steiner reminds the Committee that they were granted a \$65,000 CPA grant last year, contingent on the fact that All Souls Church would get \$50,000 from the Mass. Preservation Project Fund, which they did. They received a total of \$115,000 for their grant funding. They have expended a good portion of that; they have had bills of over \$72,000. Ms. Steiner confirms that when they signed the funding agreement it was to be in three equal disbursements; when they received their first disbursement back in November, it was used for some of the smaller bills. The project began in March and proceeded so quickly that it is just about done. They are going to be looking for payment for a significant amount more. The reason they are coming here today is to see if it is possible to receive the disbursement for the remaining 2/3's. It would help their cash flow. Mary Mitchell confirms that, as of today, they have paid invoices totaling \$72,000. This is detailed in Mary Mitchell's letter. There were some things they could pay for from CPA funding that they could not from MPPF, so they went through that first. For the last \$36,900, \$25,000 would be coming from CPA and the remainder from MPPF. The short story is because everything was very compressed for the bills, they didn't have the time to turn it over into three payments. They are requesting payment of the balance of the CPA grant, as they have exceeded payments.

Dr. Kurzberg asks if there are any comments or questions from Board Members. Dr. Kurzberg confirms that the invoice covers the work that has been done already, and they are not asking the Committee to release funds for

work that hasn't been completed yet. Both Linda Steiner and Mary Mitchell confirm that is correct. Linda Steiner explains the chimney has been deconstructed and reconstructed and is awaiting masonry to be done. The windows have been restored but they just need to be in place. So, there is some work that they expect to do over the next couple of weeks, but by far the bulk of it has been completed. The contractor expects to finish by the end of May. The rest of those bills will be coming very quickly.

Director SantucciRozzi explains to the Committee that these CPA payments go directly to All Souls Church, and the combination of bills received by All Souls Church does exceed the \$65,000. Again, they have additional funds from Mass. Historical, which is more restrictive than the CPA money, and is also done via reimbursement. They are here this evening because they would like those last two payments now, and the way our accounting works is packets are done every two weeks. If the committee allows this to go forward, All Souls Church will have spent much more in excess of our payment. The Director explains that bills paid already are beyond the CPA allocation. The Director is not concerned with the Committee releasing those final two payments, and the remaining work that would need to be completed would be done and paid for with Mass. Historical funds. Then, of course, we would need to get the final completion report before we sign off on the project. If things are not completed, as set forth, then All Souls Church would need to repay the funds. Director SantucciRozzi wants to thank both Linda and Mary again because the reports from the architect are excellent. It was very easy to get an idea on what was spent, what it was spent on and how that correlates with the \$65,000.

Member Maria Bonfiglioli asks is there is a reason why we wouldn't pay this; she sees no reason not to pay it. However, if we didn't pay this now, when would we pay it? Director SantucciRozzi states now is the time to pay; there is no reason not to. They have provided a wonderful update. Dr. Kurzberg asks when they anticipate receiving the \$4,827 invoice from the architect, and he asks if there is any reason we can't withhold that \$4,827 amount until we receive that invoice comes in. Linda Steiner is anticipating a bill in May and possibly in June at the completion of the project. The project has to be done by June 30, but the contractor advises that it will be done in a couple of weeks, barring bad weather. Director SantucciRozzi was looking at it in that their bills to date have far exceeded the initial amount we provided, which required them to use their own funds from the church, and they cannot use Mass Historic funds to pay the architect. If you look at the eligible costs that we can cover, it does exceed \$65,000. Linda Steiner states that basically, at this point, it is a cash flow issue. Dr. Kurzberg asks, if the \$4,827 were withheld, would it be a hardship. Then he asks, can we release it without an invoice? Linda Steiner doesn't think that amount of money would be a hardship for the church. Dr. Kurzberg confirmed we could release the balance less the \$4,827.50. Then, when the invoice comes in, we would just pay it. The Director clarifies with Linda Steiner when she anticipates receiving the next invoice, and Linda states the bills don't consistently come every month. Mary Mitchell explains that their bills are set out by how the project is progressing. Director SantucciRozzi discusses the ability to pay the remaining amount less the \$4,827.50 and her hesitancy to pay the full balance without confirming this with the Committee. However, when Linda Steiner presents her with the invoice for the remaining balance of \$4,827.50, she will have the authority to pay that balance. Member Mikami **MOTION** that we release the balance owed less the \$4,827.50, which is being withheld until we get the final invoice; seconded by Member Frazier; voted by roll call 6:0:0 (6 Votes: Dr. Kurzberg: Aye; Member Frazier: Aye; Member Francis: Aye; Member Googins: Aye; Member Bonfiglioli: Aye; Member Mikami: YES).

New Business – Potential New Projects:

Director SantucciRozzi explains that we have a recap of the things we talked about last month. prepared a package and on page 3 provides a synopsis as follows of Potential New Projects.

Historical Commission

An Application for a CPA Appropriation is forthcoming to repair the remaining stones and tomb work at Elm Street Cemetery. We received some follow-up documentation regarding pricing this afternoon. We will look at that and work with Member Frazier and the Historical Commission to put together an application.

Watson Park

Kelly Phelan, Conservation Planner, on behalf of the Conservation Commission has been working on this project with Woods Hole Group to design the restoration of the coast along Watson Park, which also includes elevating the Riverwalk in a portion of the Park. This has been permitted by both Conservation and Planning for the elevated berm. An Application for a CPA Appropriation for Construction of said improvements is forthcoming and should be provided by the Conservation Planner, Kelly Phelan, over the next few months.

Daughraty Gym

They are interested in updating some windows. They have not undertaken the exterior architectural review, at this time. The Director is waiting for a response from Chris Griffin.

Windjammer Cove – Affordable Housing Conversion

This is our affordable housing conversion project that we have been working on. The Director and Mayor Kokoros had an opportunity to tour the property. The Director has to say it is a little piece of paradise. She never had an overly positive opinion of the complex. She states, this evening, that the new owner is investing a lot of money. They are doing a lot of work. The interesting thing in this development, when you look out your windows, you are not seeing everybody else's building. The Director is going to be having a meeting this upcoming Thursday with our partners in the Home Consortium, and we are looking to leverage as much home funding as we can. Every year the Consortium gets more money, and there is quite a bit of money to tap into. She is going to try to minimize the request to the Community Preservation Committee.

Independence Manor I, II and III

Katie Barker – Executive Director had inquired about a potential window replacement project. The Director hasn't heard anything recently from her; therefore, the Director is planning to reach out to Ms. Barker.

Braintree Golf Course

There had been an inquiry from the Braintree Golf Course, who is in the process of renewing some of their environmental state permits. As part of the golf course's state permitting an opportunity to incorporate environmental designations (Audubon Certified Location) has come up. The Director has not heard anything further from Darren Brown, Golf Course Manager, to pursue that. The Director is awaiting additional information from Darren Brown to determine eligibility.

Town Hall Message Board and Fencing

The Director has spoken with John Thompson, Town Engineer, and asked him to put together a narrative so that she can discuss that with Stewart Saginaw at the coalition to make sure that those are, in fact, eligible activities. We are trying to improve the overall feel and appearance of Town Hall, the Mall, Thayer Library and put some kind of fencing in that is historic in style and design. The Director's instruction is that it has to be really top quality.

The Director explains these are the things that are being discussed. Nothing is at a high level of detail or moving forward at this point. Some are in the early stages and some are progressing. She will continue to provide updates.

Dr. Kurzburg asks members if there are any comments or questions.

There are no other comments or questions from Members on New Business Items.

Old Business-Project Updates

Director SantucciRozzi explains that she has updated the list since the last meeting.

East Braintree Little League

Currently on hold per Mayor Kokoros; this will not be going forward to the Council at this time. The Mayor is taking a more comprehensive look at the baseball fields in Town to better understand and prioritize the Town's needs.

Liberty Grove Unreserved Purchase

The Town signed the Deed and closed on this property on April 28, 2021. We are the happy owners of that property. The next step will be securing the surveyor to set the bounds on the portion that we own. More discussion will be coming forward. The Director has recommended some community engagement in that District and in that neighborhood to see what they would like to see in that property. The Director doesn't want to speak for Mayor Kokoros, but he is very happy about retaining ownership of that property. If the committee members would like to take a look at the property, this can be set up. The Director would like to go and take a look, as well.

Middle Street Trail

Conservation Planner, Kelly Phelan, is still working on this. Trail design is being finalized. Permitting will begin in July or August. Once the design is finalized, it will be permitted and construction bids obtained. Ideally, construction will be done in the fall of 2021. We do have a grant that needs to be spent by the end of the fall, in addition to the money that CPC provided. Kelly Phelan is really trying to keep that on target.

Armstrong Dam Trail

Conservation Planner, Kelly Phelan, continues to work very diligently on this. There are a lot of moving parts (the fish, the trail, the dam). They have gotten some bids on the Fishway. Trail construction is contingent on the Fishway work that is somewhat delayed related to MEPA Permits and water quality certification. The dam removal is very expensive and continues to escalate in price. Hopes are to still complete a portion by fall 2021. The timeline is very tight with fisheries time of year restrictions for in water work. If we are not able to start soon enough to finish by fall, the project may need to be delayed to the following June of 2022.

Conservation Restrictions

Plain Street – Cedar Swamp: Received final signed back from the State, and it will be recorded at the Registry. We have released the money to the monitoring agent.

Washington Street – Highlands Playground: Draft was approved by the State. We need to find an entity to hold the Conservation Restriction. (Pond Meadow has a conflict.)

Middle Street Land: We are waiting for the Wildlands Trust to vote to accept the Conservation Restriction. They are still reviewing the language.

Daughraty Gym

There is no activity currently on the architectural review.

Historic Inventory 2020

Director SantucciRozzi doesn't have any new updates on this. She has not had a chance to work with this file.

Elm Street Cemetery Fence Topper

Director SantucciRozzi explains she did get some information on the Topper Fence that she shared with the Historical Commission last month. She was able to figure out that the project was signed off on. She needs to get back into that file to try to understand why it was signed off on. The Director reported the following in her summary prep for this meeting:

INFORMATION TO DATE

1. P.O. and Contract with L & L Contracting for \$173,600 on 9/6/19
2. Drawings show the topper fence section in question.
3. We have a Certificate of Substantial Completion signed by the Architect, the contractor and Derek Manning on behalf of the Town of Braintree.

NEXT STEPS

1. Call L & L Contracting and the Architect and figure out what happened, as it is shown on the Plans.
2. Determine how much was paid out of the \$173,600.

Morrison Outdoor Classroom

Work should be completed on this by the end of the month.

Braintree High School Skate Park

Director SantucciRozzi advises that the Recreation Department is working with the Design Consultant. She believes they are about halfway through the design. They are currently working on plans

All Souls Church

Director SantucciRozzi advises that they were here earlier to provide an update on their project, which is moving along nicely. The Director wishes more people were as organized and diligent as Mary and Linda.

Dr. Kurzberg asks if there are any comments or questions from Committee Members.

Member Maria Bonfiglioli makes a comment about the Morrison School Outdoor Classroom Project, which is almost completed. She would love to go see it, and she doesn't know if that is something the members can go to see on their own, but she doesn't know what is acceptable. The Director states is it accessible in the back of the school. If anyone else besides Maria wants to go out there, they should send the Director an email, and she can have Dan Armstrong, the Project Manager, provide a tour. The Director thinks it is good to do the site visits at the end to see how it all comes together. Member Frazier states he walked up to the site through Pond Meadow.

Member Marta Googins asks who is in charge of the Liberty Street property and overseeing it at this point. Director SantucciRozzi states that Mayor Kokoros had the Facilities Department secure the property, change the locks, clean up the debris, etc. They will be taking care of the lawn currently.

Administrative Business

CPC Manager Position:

Director SantucciRozzi advises that this job description was circulated last week to Committee Members, and she had some follow-up questions from Dr. Kurzberg. The Director copied those questions for everyone, in case they had similar questions, so they could see the responses. Mayor Kokoros is very aware of the Director's intentions related to this position and getting this staffed at an appropriate level. There is an opportunity for the Committee and for the residents from an outreach perspective to educate people on what CPA is and where people's tax dollars are going. There could also be an opportunity to take a look at the Community Preservation Plan. The Committee composition has changed, and it may be a good idea while we are working on the Master Plan to provide our thoughts and positions around spending of Community Preservation funds. The job is pretty comprehensive. The Director wanted to make sure she outlined as much as she could in the description; she used some of what the Town of Falmouth included in a recent job description. The Director broke down the job description to show administrative, technical and financial duties. This individual will be taxed with overhauling the filing system related to closed out projects, current projects and potential projects.

The Director wants everything to be organized; we are undergoing a large effort in the Department to re-organize where people sit and work. We sit quite close together; however, we have started to move around furniture. We are working to set people up comfortably in their work areas and get an idea of our file management needs. We are open to any questions and suggestions. We are trying to get our Department fully staffed. This amount of work is not sustainable for such a small staff.

Dr. Kurzberg asks where would this be advertised, and what the likelihood is of finding someone. The Director would advertise in the Mass Municipal Association website. She would also advertise in the Massachusetts Chapter of the American Planning Association (APA). She is hoping that someone that cannot work full-time but wants to be in the Planning world will apply. Obviously, she would still serve in the capacity of oversight, but the file management, the organization, putting the agendas together, meeting with people about their application really need some assistance on keeping that going and being able to respond to people in a more efficient and effective manner.

Dr. Kurzberg asks if the Director needs anything from the Committee Members at this point. The Director states if the Members are okay with this, she will give the job description to the Human Resources Director to post. Director SantucciRozzi notes that Derek's job was posted for a while; however, the Human Resources Director was made aware that Director SantucciRozzi wanted to update the job description. The Director is hoping to do interviews in early June. Although we cannot have a quorum, she welcomes Committee Members to sit in on the interviews. The Director will keep in communication with Dr. Kurzberg and seek his direction, as well as keep the Committee informed.

Monthly Financial Report:

Director SantucciRozzi explains that in the packet she has provided the Committee information on what is going forward to the Town Council. The allocation buckets included what is always recommended (\$150,000 for housing, \$150,000 for open space, \$150,000 for historic preservation, \$427,592 into unreserved and \$46,189 for the administrative cap). This year we got \$923,784 compared to last year's \$895,000. A lot of people refinanced during COVID, and there were a lot of different fees going through the Registry. Director SantucciRozzi is going before the Council for the Department Budget on Wednesday, May 12, 2021. The big meeting on the Budget is Tuesday, June 1, 2021. There is a recap of the projects at the beginning of the report. It looks like we have about \$7.7Million plus the \$923,784. She is looking forward to having a staff person that can give us creative ways to spend our money. The Director discusses potential housing projects. We need to create units and increase affordability. Dr. Kurzberg asks if there are any comments or questions. There are none.

Next Meeting:

Dr. Kurzberg states our next meeting is scheduled for June 14, 2021.

Member Ron Frazier **MOTION** to adjourn the meeting; seconded by Member Diane Francis; voted by roll call (6:0 votes: Member Frazier: YES; Member Googins: YES; Member Francis: YES; Member Mikami: YES; Member Kurzberg: YES; Member Bonfiglioli: YES).

Meeting adjourned at 5:57 PM.

Respectfully submitted,
Louise Quinlan, Planning and Community Development

APPROVED