

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
March 23, 2016**

PRESENT: Gary Crossen - Chair, Lita Young – Vice Chair, Reg Foster, Ron Furman, Peter Oehlkers, Paul Alpert, Chris Gerstel, Mark Gluesing

ABSENT: Robert Boder

STAFF: Patricia Carey, Staff Liaison
Kristen Wright, Recording Secretary

GUESTS: Finance Committee: Rick Zimbone, Dick Reilly
Assistant Town Manager David Davison
Public Facilities-Construction Project Manager Mike Retzky

Mr. Crossen called the meeting to order at 7:30PM in the Highland Room at Town Hall.

Chairman's Updates: Mr. Crossen noted that he attended a recent Finance Committee meeting to gather their questions about each of the projects, with Mr. Gluesing and Ms. Carey.

Discussion and Vote on Proposals:

FY2016-2 Community Housing Specialist - Liaison – Mark Gluesing

This request is for \$60,000 in continued funding for the Community Housing Specialist position, requested under Community Housing.

Mr. Gluesing noted that the request would cover half of the salary for the part-time position over a three year period. The other half will be funded through the Planning and Community Development operating budget. Mr. Gluesing suggested future discussions about whether the CPC should consider funding the full salary, rather than half. Ms. Young felt that it might be more appropriate to fund the salary through the operating budget. Mr. Foster agreed that the Town should consider funding the position through its operating budget as it is now an essential function. *Mr. Gluesing made a motion to recommend funding to Town Meeting of FY2016-2: Community Housing Specialist, in the amount of \$60,000 with funding to be drawn from the Community Housing Reserve. The motion was seconded by Mr. Foster. Ms. Young made a motion to amend, with funds to be drawn from CPA Free Cash. Mr. Gerstel seconded the motion to amend. Mr. Furman stated it was appropriate to use the funds from Community Housing Reserve, and Mr. Foster added that using the specific "bucket" allowed for more flexibility on the use of free cash for larger projects. On the motion to amend, the vote was 3 in favor and five opposed. The motion did not pass. On the motion to recommend funding, the vote was 8-0 in favor, and the motion passed unanimously.*

FY2016-3 Memorial Park Drainage Phase 1 – Liaison – Peter Oehlkers

This request is for \$490,500 in funds for Phase 1 of the drainage system at Memorial Park, requested under Recreation.

Mr. Oehlkers stated that the Town had continued to work on the design and reduced the overall scope of the project under Phase One, so that Parks and Forestry Superintendent Ed Olsen was amending his request for funds to \$310,000. The information was available just prior to the Finance Committee meeting so, it was mentioned to them that the request would be reduced. *Mr. Oehlkers made a motion*

to recommend funding to Town Meeting of FY2016-3: Memorial Park Drainage Phase 1, in the amount of \$310,000 with funding to be drawn from CPA Free Cash. The motion was seconded by Mr. Gerstel. On a vote of 8-0, the motion was passed unanimously.

FY2016-4 Trails – Student Conservation Association – Liaison – Gary Crossen

This request is for \$25,000 in funds to use SCA to complete various trail improvements, requested under Open Space and Recreation.

Mr. Crossen noted that the CPC had funded an earlier project with the Student Conservation Association which was successfully completed. Finance Committee Vice Chairman Rick Zimbone noted that his committee had asked that Needham students be involved. Ms. Carey stated that Needham students are eligible to apply to work with Student Conservation Association, but none have applied in recent years. *Mr. Crossen made a motion to recommend funding to Town Meeting of FY2016-4: Trails-Student Conservation Association, in the amount of \$25,000 from CPA Free Cash. The motion was seconded by Mr. Gerstel. On a vote of 8-0, the motion was passed unanimously.*

FY2016-5 Conservation Fund – Liaison – Reg Foster

This request is for \$50,000 to be transferred from the Community Preservation Fund to the Conservation Fund for use of Open Space acquisitions, requested under Open Space.

Mr. Foster noted that the CPA funds had been approved in the past for the Conservation Fund, to help keep it at the Conservation Commission's goal of \$250,000. The Conservation Fund has non-CPA funds that were used for a project, so the full balance has gone down to about \$200,000. Mr. Crossen noted that the Finance Committee had numerous questions, and suggested that the Conservation Commission could seek emergency funding for possible land purchases through the Finance Committee Reserve Fund. Assistant Town Manager David Davison explained that the CPC appropriations to the Conservation Fund are only for use related to land or easement purchases, and are tracked separately from the other money in the fund which is less restrictive. None of the CPC appropriations have been used at this time. Mr. Zimbone re-stated that the Conservation Commission could come to the Finance Committee for funds, as other boards have done. Finance Committee member Dick Reilly felt that it was challenging to keep the accounting accurate, separating the more restrictive uses from CPC funds from other money in the fund. *Mr. Foster made a motion to recommend funding to Town Meeting of FY2016-5: Conservation Fund, in the amount of \$50,000 from Open Space Reserve. The motion was seconded by Mr. Alpert. Ms. Young made a motion to amend the funding amount to \$25,000. The motion to amend was seconded by Mr. Gluesing. Mr. Alpert asked what funds would be available if the Conservation Fund did not have enough available for purchase. Ms. Carey noted that CPA Administrative Funds can be used for the early stages of a land purchase, in the event there was not enough funds in the Conservation Fund. Mr. Alpert asked if the CPC funds in the Conservation Fund could be used for projects, i.e. repairing stone wall at entrance. Mr. Davison stated that the CPC Funds were placed in the fund for land acquisition or easement. Ms. Young stated that any projects would need to come to CPC through the project proposal process. On the motion to amend, the vote was 6-2, and the amendment passed. On the main motion, as amended, the vote was 8-0 in favor, and it was passed unanimously.*

FY2016-6 Rosemary Lake Sediment Removal - Design – Liaison – Paul Alpert

This request is for \$118,000 in design funds to remove sediment that has been building up at Rosemary Lake from Rosemary Brook and Sportsman's Pond, requested under Open Space.

Mr. Alpert reviewed the project and noted that the funds were to design the process for removing the sediment from the Rosemary Lake bottom. This follows other projects that have been completed upstream to clean the water entering the lake. The hope is to move the project through permitting and if permits and construction funding are approved for both projects, to do the work simultaneously with the Rosemary Recreation Complex project. *Mr. Alpert made a motion to recommend funding to Town Meeting of FY2016-6: Rosemary Lake Sediment Removal Design, in the amount of \$118,000 from CPA Free Cash. The motion was seconded by Mr. Gerstel.* Mr. Gluesing asked if the anticipated construction funds would be in the range of \$1-2 million. Ms. Carey stated that it is expected to be in that range, depending on permit approvals, an order of condition that allows for the draining of the lake to do the work, and the distance that the sediment needs to be transported for disposal. *Mr. Gluesing made a motion to amend to have the funds come from the Open Space Reserve. The motion to amend was seconded by Mr. Foster.* Mr. Gluesing felt that the CPA allowed for this use under Open Space as a protection project, but Mr. Crossen and Mr. Alpert have been reviewing this option with Town Counsel and feel that the legislation does not classify a water body as open space. *Mr. Gluesing withdrew his motion to amend. On the original motion, the vote was 8-0 in favor, and it was passed unanimously.*

FY2016-7 Rosemary Recreation Complex - Liaison – Gary Crossen

This request is for \$550,000 design funds for the Rosemary Recreation Complex project, requested under Recreation.

Mr. Crossen reviewed the concepts for the Rosemary Recreation Complex, noting that it was understood that the full project was not eligible for CPC funds. Mr. Crossen met with Mr. Davison to look at a debt financing scenario based on \$12 million of funding all through debt. Mr. Davison presented a draft debt financing scenario, as seen in Appendix A. This was created as a planning tool, and is based on assumptions on the cost of the program, the amount of the project eligible for CPA funding, and the support of the CPC. The plan is conservative, and uses a high estimate for the borrowing rate. The scenario does not include any funding received from the MA CPA Fund, as that cannot be utilized for debt payments. Mr. Alpert noted that the scenario showed 10% of funds appropriated to each reserve, plus shows spending from the reserves, so appears to “double count” those funds. Mr. Davison stated that was intentional, as part of the conservative planning tool. Mr. Foster noted that the plan showed numerous projects being funded, but in 2020 appears to use up the debt capacity, which starts becoming available after that date. Mr. Reilly noted that the Finance Committee was concerned with the estimates for the complex vs. the amount of use for the outdoor pools and is trying to determine if it is a valuable project. Mr. Crossen stated that the community has had many opportunities to provide input, and there is community support for the project, as well as support from Selectmen and others. Mr. Gluesing noted that it is an expensive project that has been well researched and received community support. The CPC will need to look at the upcoming projects, including a possible renovation of the Emery Grover building, to determine what can and cannot be afforded. The design funds help to get the needed information for review. Mr. Alpert asked what the cost was if the project did not move forward. Public Facilities-Construction Project Manager Mike Retzky estimated the cost to be in the \$2-3 million range to decommission the current pool and restore the property, with required public access. Mr. Retzky noted that the project has gone through numerous reviews, including if it was possible to reduce the size of the pools to reduce costs. As the pools need to fill in the current pool area, the amount of new pool space would need to be dramatically reduced to find a cost savings, and would not be able to meet the programming goals. *Mr. Crossen*

made a motion to recommend funding to Town Meeting of FY2016-7: Rosemary Recreation Complex Design, in the amount of \$550,000 from CPA Free Cash. The motion was seconded by Mr. Gerstel. The vote was 7-1 in favor and was passed.

Article 41: Mr. Crossen noted that Article 41 on the Annual Town Meeting warrant appropriated the new revenue into appropriate “buckets.” *Mr. Gluesing made a motion to recommend funding of \$82,000 to Administration, \$1,547,037 to General Reserve, \$292,700 to Community Housing Reserve, and \$292,700 to Open Space Reserve. The motion was seconded by Ms. Young and was passed unanimously.*

Next Steps: Ms. Carey will notify the Town Manager, Board of Selectmen, Finance Committee and project proponents about the CPC votes on the projects. Liaisons will prepare to present to Town Meeting, outlining how projects are eligible and why the CPC voted to support the project. The League of Women Voters will hold a warrant meeting night in late April.

Minutes: March 9, 2016:

Mr. Alpert made a motion to approve the minutes of the March 9, 2016 meeting and the motion was seconded by Mr. Gerstel. The minutes were approved, with a vote of 7-0 and 1 abstention.

Adjournment:

Mr. Foster made a motion to adjourn the meeting at 9:15PM. Mr. Gerstel seconded the motion and the meeting adjourned at 9:00PM.

Respectfully submitted,

Patricia M. Carey,
Staff Liaison

Funding Concept for CPA Projects

	FY15 - Recap	FY16 - Request	FY17	FY18	FY19	FY20	FY21	FY22
Revenue								
CPA Local Surcharge*	1,971,000	2,065,000	2,126,950	2,190,759	2,256,481	2,324,176	2,393,901	2,465,718
State Revenue	566,099	492,750	408,870	421,136	433,770	446,783	460,187	473,992
A) Annual Revenue Total	2,537,099	2,557,750	2,535,820	2,611,895	2,690,251	2,770,959	2,854,088	2,939,710
State Aid % Match	31%	25%	20%	20%	20%	20%	20%	20%
<u>Other Available Resources**</u>								
Community Housing Reserve	956,520	1,237,873	1,516,813	1,804,122	2,100,049	2,404,855	2,718,804	3,042,173
Historic Resources Reserve	15,820	15,820	15,820	15,820	15,820	15,820	15,820	15,820
Open Space Reserve	271,901	543,254	307,194	594,503	890,430	1,195,236	1,509,185	1,832,554
CPA General Reserve Appropriated (equals line F)	1,272,117	1,448,606	1,163,627	1,021,115	1,134,902	1,051,623	809,513	909,283
<u>Other Estimated Resources</u>								
CPA Free Cash***	5,257,019	3,112,136	4,010,742	5,174,369	6,195,484	7,330,387	8,382,010	9,191,523
Appropriations								
Administration Budget	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000
Town Hall Debt Service	475,763	464,438	456,313	449,163	441,494	430,525	416,675	405,041
<u>Annual Obligation^</u>								
Housing Reserve	258,000	281,353	278,940	287,308	295,928	304,805	313,950	323,368
Historic Reserve	-	-	-	-	-	-	-	-
Open Space Reserve	258,000	281,353	278,940	287,308	295,928	304,805	313,950	323,368

Funding Concept for CPA Projects

	FY15 - Recap	FY16 - Request	FY17	FY18	FY19	FY20	FY21	FY22
<u>Identified Projects</u>								
Boat Launch		30,000						
Fields - Cricket				285,000				
Fields - Mills		510,000						
Fields - Newman		1,527,000						
Historical Vital Records Preservation	52,500							
Memorial Park Soil Improvements	35,000		276,000					
Rail Trail Construction		100,000						
Rosemary Pool		450,000	550,000					
Town Common Redesign	20,000							
Trail - Charles River	213,219							
Trail - Eastman		800,000						
Trail - Reservoir			515,000					
Trail - Ridge Hill Loop		10,000						
"Small Project"				100,000	100,000	100,000	100,000	100,000
Other Housing Projects				100,000	100,000	100,000	100,000	100,000
<u>Future Potential Projects</u>								
Estimated Linden Chambers/NHA ^^								
Parcel Acquisition ^^^								
Rosemary Pool (CPA Debt (\$6,140,000) amount shown is the estimated debt service for the year)					240,000	397,200	718,000	696,650
Ridge Hill Buildings								
Rosemary Camp Property								
Emery Grover								
B) Appropriation Total	1,394,482	4,536,144	2,437,193	1,590,779	1,555,349	1,719,336	2,044,574	2,030,427

Funding Concept for CPA Projects

	FY15 - Recap	FY16 - Request	FY17	FY18	FY19	FY20	FY21	FY22
C) Appropriation Funded by Reserves	320,719	10,000	515,000	-	-	-	-	-
D) Appropriation Funded by Free Cash****		3,417,000	550,000					
E) Less Unreserved Surcharge	(191,219)							
F) Revenue to General Reserve (A - B + C + D + E)	1,272,117	1,448,606	1,163,627	1,021,115	1,134,902	1,051,623	809,513	909,283
G) Unallocated Free Cash After Appropriations	1,840,019	2,562,136	4,010,742	5,174,369	6,195,484	7,330,387	8,382,010	9,191,523
H) Total Unallocated Funds Available for Other Appropriations in Current Year (F + G)	3,112,136	4,010,742	5,174,369	6,195,484	7,330,387	8,382,010	9,191,523	10,100,807

* Surcharge growth rate assumption FY2017 forward at 3%

** Available balance as of 01/01/15; the balances for FY15 forward are calculated based on the assumed appropriations to and from the reserves.

*** FY15 actual available; FY16 forward estimated based on identified appropriation uses.

****An appropriation vote which uses CPA Free Cash must occur before June 30 of the prior fiscal year. E.g., an FY16 appropriation vote must occur prior to June 30, 2015.

^Annual contribution FY16 forward; assumed at 11% of revenue estimate; except historical.

^^ Needham Housing Authority has indicated a need of approximately \$2,000,000 over the five year period.

^^^ Parcel acquisition unknown estimate at this time.

Projects assumed funded from CPA reserves in red

Projects assumed funded by CPA free cash in blue

Funding Concept for CPA Projects

	FY15 - Recap	FY16 - Request	FY17	FY18	FY19	FY20	FY21	FY22
Housing Reserve Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Open Space Reserve	\$233,219.00	\$10,000.00	\$515,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trail - Reservoir			\$515,000.00					
Trail - Ridge Hill Loop		\$10,000.00						
Trail - Charles River	\$213,219.00							
Town Common Redesign	\$20,000.00							
Historic Reserve	\$52,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Historical Vital Records Preservation	\$52,500.00							
General Reserve	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memorial Park Soil Improvements	\$35,000.00							