

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

**Minutes of Meeting  
December 14, 2011**

**Present:** Mark Gluesing – Chairman, Janet Carter Bernardo – Vice Chair,  
Sam Bass-Warner, Jane Howard, Reg Foster, Mike Retzky, Lita Young

**Absent:** Carol Boulris, Patricia Carey – Staff Liaison

**Town Staff:** Nicole DiCicco – Recording Secretary

The meeting convened at 7:35 PM in the Webster Conference Room located in the Public Services Administration Building (PSAB).

**Review and Acceptance of Minutes of Meetings – October 12, 2011 and November 9, 2011:** Ms. Howard made a motion to approve the minutes of the October 12, 2011 meeting. The motion was seconded by Ms. Bernardo and was approved unanimously. Ms. Bernardo made a motion to approve the minutes of the November 9, 2011 meeting. The motion was seconded by Mr. Bass-Warner and was approved unanimously.

**Chairman Updates – CPA Legislation Bill and Review of Historic Resources applications:** Mr. Gluesing spoke with Stuart Saginor, Executive Director of the Community Preservation Coalition about both the current status of the CPA Legislation Bill and of Town Counsel David Tobin's ruling on the Historic Resources applications for FY2012.

According to Mr. Saginor, the Legislation remains with the House Ways and Means Committee and the House leadership will have the final say on whether it is completed prior to, or following the State budget. It is not likely, however, that the Legislation will be ready in time for Needham Town Meeting in May 2012.

Mr. Saginor also agreed with Mr. Tobin's decision on the Historic Resources application review. As a result of this conflict of interest decision Ms. Bernardo, Vice-Chair of the Committee, will serve as acting Chairman during all portions of meetings where Mr. Gluesing must excuse himself. Project liaisons will be assigned this year to alleviate some of the strain caused by the CPA requirement of all votes being decided by a five member quorum while lacking one appointed member on the Committee and having three removed from any involvement in more than half of this year's applications.

**CPA Budget Status:** David Davison, Assistant Town Manager/ Finance Director was not able to put together a financial update in time for this meeting. Mr. Gluesing created a rough version of the current funds available using the numbers provided prior to Special Town Meeting in early November. The rough fund totals are as follows:

|                           |              |
|---------------------------|--------------|
| <b>Community Housing</b>  | \$535, 000   |
| <b>Historic Resources</b> | \$148, 000   |
| <b>Open Space</b>         | \$476, 000   |
| <b>Reserve</b>            | \$1,180, 000 |

Mr. Gluesing explained that a major factor in this budget will be finding out the total debt service for the Town Hall project. After briefly reviewing the last items on the Town Hall punch-list, Ms. Bernardo asked if the Committee's 11% Historical Resource requirement will be covered for FY 2012 by this debt service alone. Mr. Foster showed concern in thinking this may "short-change" the Historical Resource applications submitted. Mr. Gluesing explained that the Town Hall debt service should not effect any decisions on current applications as money can be re-designated from the reserve in order to cover combined costs of past and current projects.

**Future Meeting Schedule:**

- Meeting - **Wednesday, January 11<sup>th</sup>, 7:30pm**, *Location TBA*
- Meeting - **Wednesday, January 25<sup>th</sup>, 7:30pm**, *Location TBA*
- FY2012-1, FY2012-3 and FY2012-4 Project Presentations - **Wednesday, February 8<sup>th</sup>, 7:30pm**, *Location TBA*
- FY2012-2 and FY2012-5 Project Presentations - **Wednesday, February 29<sup>th</sup>, 7:30pm**, *Location TBA*
- Public Hearing - **Wednesday, March 14<sup>th</sup> at 7:30pm**, *Location TBA*

**Topics for Future Agendas:** Committee questions for each applicant are due to Ms. Carey (Ms. DiCicco in Ms. Carey's absence) no later than December 28, 2011. Each project list will be compiled for review at the January 11<sup>th</sup> meeting and answers from the project applicants reviewed for the January 25<sup>th</sup> meeting. This will provide the proper timeline for follow-up questions to be prepared by the Committee and asked of the applicants at their respective presentation date in February.

Mr. Gluesing also wants a vote to take place during the next meeting on January 11<sup>th</sup> to increase the total hours paid to Ms. Carey from the CPC administration account each week from two to three hours.

**Application Review and Liaison Assignment:**

**FY2012-02: Charles River Center – South Street Home:** Ms. Howard made a motion to accept FY2012-2 as meeting the criteria for project eligibility according to Needham's Community Preservation plan, and for the assigned liaisons, Ms. Young and Mr. Bass-Warner, to contact John Grugan of the Charles River Center. The motion was seconded by Mr. Foster and was approved unanimously.

**FY2012-05: Town Manager – Preservation of Open Space, Purchase of Land:** Ms. Bernardo made a motion to accept FY2012-5 as meeting the criteria for project eligibility according to Needham's Community Preservation plan, and for the assigned liaisons, Ms.

Howard and Ms. Boulris, to contact the Needham Town Manager Kate Fitzpatrick. The motion was seconded by Mr. Retzky and was approved unanimously.

*At this time the two present Historical Society Board members, Mr. Gluesing and Ms. Howard exited the room during conversations and voting on the Historical Resources applications. (Ms. Boulris, the third Historical Society Board member was absent from the December 14<sup>th</sup> meeting entirely)*

*Mr. Gluesing returned after conversations regarding FY2012-1, FY2012-3 and FY2012-4 concluded, while Ms. Howard did not return for the closing of the meeting.*

**Present Quorum:** Janet Carter Bernardo – Chairman in the absence of Mr. Gluesing, Sam Bass-Warner, Reg Foster, Mike Retzky, Lita Young

**FY2012-01: Needham Historical Society – Artifact Storage Upgrade:** Mr. Bass-Warner made a motion to accept FY2012-1 as meeting the criteria for project eligibility according to Needham's Community Preservation plan, and for the assigned liaison, Ms. Bernardo, to contact Gloria Greis of the Needham Historical Society. The motion was seconded by Mr. Retzky and was approved unanimously by the five member quorum of the Committee.

**FY2012-03: Needham Historical Commission – Heritage Project, Historical Inventory:** Mr. Foster made a motion to accept FY2012-3 as meeting the criteria for project eligibility according to Needham's Community Preservation plan, and for the assigned liaison, Mr. Foster, to contact Chairman Rick Hardy of the Needham Historical Commission. The motion was seconded by Mr. Retzky and was approved unanimously by the five member quorum of the Committee.

**FY2012-04: Town Clerk – Preservation of Historical Records:** Mr. Bass-Warner made a motion to accept FY2012-4 as meeting the criteria for project eligibility according to the CPC plan, and for the assigned liaison, Mr. Retzky, to contact the Needham Town Clerk Theodora Eaton. The motion was seconded by Mr. Retzky and was approved unanimously by the five member quorum of the Committee.

*Mr. Gluesing returned to the meeting room at this time to close the meeting.*

**Adjournment:** Mr. Foster made a motion to adjourn the meeting at 8:40 PM. Ms. Bernardo seconded the motion. The motion was unanimously approved and the meeting was adjourned at 8:40 PM.

Respectfully submitted,

Nicole DiCicco  
Recording Secretary