

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

**Minutes of Meeting
January 22, 2014**

PRESENT: Janet Bernardo – Chair, Lita Young - Vice Chair, Robert Boder, Gary Crossen, Reg Foster, Mark Gluesing, Mike Retzky, Sam Bass Warner

STAFF: Patricia Carey, Staff Liaison

GUESTS: Kate Fitzpatrick, Town Manager; Connie Barr, School Committee Liaison

Ms. Bernardo called the meeting to order at 7:35 PM in the Highland Room at Town Hall.

Chairman's Comments: Ms. Bernardo did not have additional information to provide.

Request for Administrative Funds: Town Manager Kate Fitzpatrick reviewed the discussion from last year regarding the requirement for the Town to obtain conservation restrictions on the parcels purchased with CPC funds at Carol/Brewster and 174 Charles River Street. At last year's discussion, the CPC agreed that this project should be funded through Administrative Funds. Over the year, Ms. Fitzpatrick was able to find an organization that was willing to oversee the restriction on Carol/Brewster, but their charter did not allow them to do Charles River Street as a recreation site. The Needham Land Trust had recently formed, so they were willing to go through the process to change their charter, allowing them to be eligible to handle the restrictions on conservation and recreation parcels, which involves monitoring the use to insure it does not change from open space. The one-time charge to the Needham Land Trust would be \$4,000, plus there would be incidental costs for the creation of the restrictions that would not likely exceed \$1,000. Ms. Young asked if it was appropriate for Needham residents to monitor the use of the land. Ms. Fitzpatrick stated that the law just required it to be a different entity other than the Town of Needham itself. **Mr. Gluesing made a motion to approve use of CPC Administrative Funds to pay the \$4,000 fee to the Needham Land Trust to hold conservation restrictions on the parcels purchased by CPC funds on Carol Road/Brewster Drive and Charles River Street, and to fund up to \$1,000 for additional costs related to the creation of the conservation restrictions. Mr. Foster seconded the motion.** There were 6 votes in favor of the motion and one member abstained from voting. The motion passed.

Proposal Review:

FY2014-3 Town Common: The members reviewed answers to questions submitted by Ms. Fitzpatrick prior to the meeting. Ms. Fitzpatrick gave an overview of the Downtown Streetscape design project, outlining the areas with recommendations for improvements. As the Common was not included in the funding for the design project, she is seeking funds to do an additional study of the Common that respects its historic value to the community, and that could have the improvements made at the same time. As the Blue Tree is also scheduled for replacement, it is appropriate to view the full Common and make any decisions related to change at the same time. Ms. Fitzpatrick has met with the Historic Commission who has voted to support this proposal and who will be consulted as decisions would be

made during the design phase. Mr. Gluesing asked if enough funds had been requested, and Ms. Fitzpatrick stated that through discussions with consultants, it appears to be the appropriate level of funding. Mr. Warner and Ms. Young met with Parks and Forestry Superintendent Ed Olsen to review the proposal. Mr. Warner stated his opinion that since the scope of work was limited to the location of trees, unifying surfaces of walkways and installation of irrigation that it didn't make sense to hire a landscape architect to do the work. Ms. Young was concerned about how the streetscape and Common projects would be coordinated, and how the historic preservation requirements would be met. Mr. Boder stated that the Historic Commission was looking to keep the Common as an open place for gathering as it had been during its lifetime. Ms. Young asked if the project could be funded under Open Space or Historic? Mr. Gluesing felt that it was up to the CPC decide, as it could be either category or both.

FY2014-4 Memorial Park: Mr. Crossen is scheduling a time to meet with Parks and Forestry Superintendent Ed Olsen. He asked if the members had any additional questions. Mr. Boder asked if the project should actually be included with other drainage projects in the capital improvement plan, rather than a request to CPC. Ms. Young would like to know where the water would be drained to, so that it didn't overburden Highland Avenue's drainage system.

FY2014-5 Vital Records: The members viewed answers to written questions submitted by Mr. Foster prior to the meeting. Mr. Foster has discussed the project with Town Clerk Tedi Eaton, and it is basically the same project done a few years earlier. Mr. Gluesing and Ms. Young were interested to know if there were any additional documents that were not included, as it may make financial sense to incorporate them into this project for better pricing.

FY2014-1 Ridge Hill Boardwalk and Bridge Replacement: Mr. Gluesing has discussed the project with Conservation Commission Chair Lisa Standley. In the Trails Master Plan, this project is rated the highest priority, as the swamp trail is the connector to two other major trails at Ridge Hill. The project has completed the design and permitting phase, so it is ready for construction. Additional information is being put together for the CPC on the alternate designs and the estimated costs. Partial funding for the full project is available from another source, so CPC is not being asked to fund the full project. Ms. Bernardo announced that the Conservation Commission is hosting walks at Ridge Hill on the first Saturday of each month at 10 AM. She coordinated the first walk, with 20 people coming on a cold day after a snow storm. More information will be available for the meeting on February 12th.

Next Steps: Lisa Standley and Ed Olsen will attend the February 12th meeting to provide updates. Additional questions for any of the projects should be sent to Ms. Carey so she can add to the lists and provide to the liaisons. The Public Hearing will be held on March 12th. Proponents should be available to present their projects at the hearing.

Determination of Eligibility:

FY2014-7 Restoration of Piano – School Department: The proposal will not be submitted at this time. Ms. Carey became aware of the possibility a week earlier, and in the meantime has spoken to the teacher and given him guidance on steps to take prior to submitting a proposal, including presenting the concept to the Superintendent, and if given approval to move forward, to present the concept to the Historic Commission.

Review of Finances: Ms. Bernardo and Ms. Carey recently met with Assistant Town Manager/Finance Director Dave Davison who provided updated information on the funds available for CPC. The current balances, after the Fall 2013 Special Town Meeting are as follows:

Community Housing Reserve	\$ 669,420
Historic Resources Reserve	\$ 68,320
Open Space Reserve	\$ 218,020
General Fund Reserve	\$ 915,200
CPA Free Cash	\$3,766,414

Due to the additional funds provided from the MA CPA Fund, Mr. Davison is recommending that the May Special Town Meeting warrant include an article to add \$29,100 to the Community Housing Reserve and the Open Space Reserve, to insure that in FY'14, the 10% obligation is met.

For the May Annual Town Meeting, Mr. Davison is estimating that FY'15 revenue will be \$2,244,277, so he is recommending that the annual article appropriate \$82,000 to the Administrative Fund, \$246,865 to both the Community Housing and Open Space reserves, to meet the 10% obligation, and \$1,192,734 to be appropriated to the General reserve, pending the outcome of votes on the possible projects. The 10% obligation for Historic Resources would be met through the payment of the debt on Town Hall, which will be \$475,763.

Needham Community Preservation Plan Update: The subcommittee has made a few recommended changes to the prior draft of the Plan, so Ms. Carey will finish making those changes and resend to the subcommittee for final comments. The draft will then be sent to the full committee for discussion at the February 12th meeting. If it is ready, the draft will be included on the March 12th public hearing for public input.

Minutes: January 8, 2014: Mr. Retzky made a motion to approve the minutes of the January 8, 2014 meeting. Mr. Foster seconded the motion and it was passed.

Mr. Foster asked to update the CPC on Housing Authority news. The new Executive Director is now prepared to coordinate with the Housing Authority on the process to move forward to review several studies that have been completed, to help guide them on making decisions on what should be the next steps for improvements. Through CPC funds, the Planning and Economic Development Department has hired Housing Specialist Karen Sunnaborg. Ms. Sunnaborg was one of the consultants who has

worked with the Housing Authority, so she comes to her new position with valuable information related to Needham's housing needs.

Adjournment: Mr. Gluesing made a motion to adjourn the meeting at 8:45 PM. Mr. Crossen seconded the motion and the meeting adjourned at 8:45 PM.

Respectfully submitted,

Patricia M. Carey, Staff Liaison