

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

**Minutes of Meeting
August 27, 2008**

Present: Paul Siegenthaler –Chairman, Jane Howard – Vice-Chairman,
Janet Bernardo, John Comando, Bruce Eisenhut, Mark Gluesing,
Brian Nadler

Absent: Sheila Pransky, Sandy Tobin

Town Staff: Patricia Carey, Staff Liaison
Nikki Witham, Recording Secretary

Guests: Kate Fitzpatrick, Town Manager
Steve Popper, PPBC Project Manager

The meeting convened at 7:35 PM in the Community Room at the Needham Public Library.

Approval of Minutes: Mr. Nadler made a motion to approve the minutes of the meeting of July 30, 2008. Ms. Howard seconded the motion and it was passed unanimously.

Chairman's Comments: Mr. Siegenthaler led a discussion on the role of CPC in reviewing the Town Hall project vs. their personal beliefs or role as Town Meeting members. There was general consensus that the Committee tended to discuss issues outside of the boundaries of the CPC's charge, but that they needed to do due diligence in making sure that the requested funding was CPA eligible.

Town Hall Project: Town Manager Kate Fitzpatrick and PPBC Construction and Renovation Director Steve Popper were present to update the Committee on the Town Hall project, review the process that is followed by the PPBC, the calendar for decision points, and answer any other questions the Committee might have to help begin preparations for the expected funding request. Ms. Fitzpatrick gave a brief overview of Option 4 for the Town Hall. The three goals for any option include 1) providing space for multiple community meetings, 2) restoring and preserving as many historic features as possible, and 3) keeping as many offices in Town Hall as possible. Option 1 and Option 4 meet those goals. The Selectmen will have a discussion on September 9th on the funding resources and other facility capital projects. They will hold a special meeting at the Library on September 15th to take a vote on an option for Town Hall and if Option 4 was chosen, a public information session would be held in October. A warrant article will be presented at Special Town Meeting on October 27th that will allow Town Meeting to provide guidance on the direction of Town Hall. Ms. Howard reported that the

Committee that the Town Hall Study Committee hopes to have a draft of their findings to the Selectmen on September 9, 2008.

Mr. Siegenthaler asked what the process would be after the Selectmen's vote. Mr. Popper explained that the architect will get into the full schematic phase of the project in greater detail than what has already been done. Testing that hasn't been done yet will take place and cost estimates will be based on the work done over the next few months. An historic preservation specialist has already been hired to work on things such as selecting the right paint colors and preserving other features. Mr. Siegenthaler wondered what the intent of the proponents is for the architectural details. Mr. Popper said the architect hasn't been directed one way or another but he will provide guidance to the PPBC in making choices. Mr. Eisenhut asked if the cost estimate comes after the schematics phase. Mr. Popper told the Committee that a more detailed cost estimate is being evolved. Mr. Comando asked Mr. Popper what the process is after schematics. Mr. Popper stated that projects are broken into three stages, 1) schematics, 2) design development, and 3) construction documents. He recommended that the CPC stay involved during the schematic phase. Mr. Popper assured the Committee that the PPBC will know what the sensitive issues are in regard to the project and asked anyone with concerns to bring them forward early in the process. Mr. Siegenthaler asked how information would be provided. Mr. Popper would recommend having someone from CPC sit in on the meetings. Ms. Howard explained that she and Ms. Bernardo have been attending the meetings regularly. Mr. Nadler asked how the CPC is going to proceed in hiring a consultant and how that person will be integrated into the process. Mr. Siegenthaler explained that a state specialist will provide guidance to the CPC's review, including possibly assisting with the hiring of a specialist with the hope that the specialist could help the CPC justify the awarding of funds provided to the project. Mr. Gluesing suggested that the Committee spend more time talking about the historical preservation side of the project. Ms. Howard asked that all CPC members be sent copies of the PPBC agendas and minutes, to stay up to date on the project.

Other Business: Mr. Gluesing provided the CPC with a handout with information from the MA Community Preservation Fund and the Secretary of the Interior's guidelines. Mr. Gluesing spoke with a few colleagues about potentially hiring an architect and two of the people suggested using the estimates that have already been created and review those, and the other person suggested doing his own cost estimate. Ms. Carey reminded the Committee that there are free resources available and that she is setting up a meeting with Mr. Siegenthaler, Ms. Howard, Mr. Gluesing and herself with a state specialist.

Adjournment: Mr. Eisenhut made a motion to adjourn the meeting at 9:40 PM. Mr. Nadler seconded the motion and the meeting adjourned at 9:40 PM.

Respectfully submitted,

Nikki Witham
Recording Secretary