

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

**Minutes of Meeting
January 14, 2009**

Present: Jane Howard – Vice-Chairman, Janet Bernardo, Jack Cogswell, John Comando, Bruce Eisenhut, Mark Gluesing, Brian Nadler, Sheila Pransky

Absent: Paul Siegenthaler

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

Guests: Kate Fitzpatrick- Town Manager, Jim Healy- Chairman of Board of Selectmen, David Tobin-Town Counsel, George Kent- Chairman of PPBC, Steve Popper- Director of Construction and Renovation, Wendall Kalsow- McGinley Kalsow & Associates, Doug Manley- McGinley Kalsow & Associates

The meeting convened at 7:30 PM in the Newman School Conference Room.

Approval of Minutes: Mr. Cogswell made a motion to approve the minutes of the meeting of December 10, 2008. Ms. Pransky seconded the motion and it was passed.

Chairman's Comments: None presented.

Update on Town Hall: Mr. Popper briefly discussed the 1/12/09 memo to CPC regarding the evaluation of eligibility and process as outlined by the architects. The bulk of the work on the Town Hall qualifies for CPA funding under rehabilitation. The memo included a list of project costs and determined whether each was CPA eligible or not, based on prior input from Bond Counsel and Town Counsel. Mr. Manley talked to the Committee about the Architect Accessibility Board and the regulations for ADA compliant entrances. MKA will apply for waivers on the stair railings and two original side entrances, and attend an administrative hearing within the month. If the waivers are not approved, a public hearing can be held. Mr. Popper noted that the Needham Commission on Disabilities will be able to review the plans and the applications for waivers prior to submission.

Discussion of Proposals with Proponent to Determine Eligibility-Town Manager:

FY2009-1 Town Hall Historic Preservation- Ms. Bernardo made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Ms. Pransky seconded the motion and it was passed unanimously.

FY2009-2 Additional Easement Research to Complement Master Plan for Trails-

Ms. Howard asked about the funding “bucket” and Ms. Fitzpatrick noted that it could be reviewed as an administrative fund expense. **Mr. Comando made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Mr. Cogswell seconded the motion and it was passed unanimously.** Ms. Howard commented that CPC could make the decision to fund the project out of the administrative funds at a later time. Ms. Carey will contact the Community Preservation Coalition for input.

FY2009-3 Affordable Housing Consulting Assistance- Ms. Fitzpatrick noted the need for expertise when projects related to affordable housing come forward, and stated the funds would allow for her to bring in consultants as needed. **Mr. Comando made a motion to accept the project as eligible for CPA funding and to move it through the process. Ms. Pransky seconded the motion and it was passed.** Mr. Eisenhut abstained from the vote.

FY2009-4 Design Funds for All-Person’s Trail Around Needham Reservoir- Mr. Cogswell made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Mr. Eisenhut seconded the motion and it was passed unanimously.

FY2009-5 Trails Preservation Coordination- Ms. Pransky made a motion to accept the project as eligible for CPA funding and to move it forward through the process. **Mr. Nadler seconded the motion.** Ms. Fitzpatrick told the Committee that if this proposal proceeds forward and it is accepted, then this would probably be an annual request for funding. Mr. Eisenhut feels the proposal is debatable and would like an opinion from the Community Preservation Coalition. **Mr. Cogswell moved to lay the motion on the table. Ms. Bernardo seconded the motion and it was passed unanimously.** Ms. Howard reminded the Committee that in order to bring the motion back to the table it had to be moved again.

FY2009-6 Window/Energy Improvements for Six 40 B Housing Units- Ms. Pransky made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Mr. Gluesing seconded the motion and it was passed unanimously.

FY2009-7 High Rock Homes- Ms. Bernardo made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Ms. Pransky seconded the motion and it was passed unanimously.

FY2009-8 Transfer of Funds to Conservation Fund for Future Open Space Purchases- Mr. Eisenhut made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Mr. Cogswell seconded the motion and it was passed unanimously.

FY2009-9 Equipment to Facilitate Trail Preservation- Ms. Carey informed the Committee that she thinks the Conservation Commission will withdraw this proposal. Park and Recreation may be able to purchase the equipment for the projects, as many of the trail projects will be done on Park and Recreation property.

FY2009-10 Preservation of Open Space-Purchase of Land- Ms. Bernardo made a motion to accept the project as eligible for CPA funding and to move it forward through the process. Ms. Pransky seconded the motion and it was passed unanimously.

Use of Administrative Funds: Currently there is no process to request administrative funds. Mr. Cogswell asked if Ms. Carey would contact the Coalition to see what other towns do for similar requests.. Ms. Pransky suggested that maybe a one page explanation with criteria could then be created.

Next Steps: Ms. Howard suggested that the Committee adopt a calendar for the next few months. She will meet with Mr. Siegenthaler and Ms. Carey to develop a draft time line.

Robert Kuehn Community Preservation Award Application: Ms. Pransky and Ms. Carey have drafted the application for the award, submitting the High Rock homes project. The application is due January 31st and the award is for \$3,500, and if awarded, is deposited into the Needham CPA fund.

Other Business: Ms. Howard asked the liaisons to contact the project proponents prior to the next meeting.

Adjournment: Mr. Cogswell made a motion to adjourn the meeting at 9:15 PM. Mr. Nadler seconded the motion and the meeting adjourned at 9:15 PM.

Respectfully submitted,

Nikki Witham
Recording Secretary