

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

**Minutes of Meeting
February 25, 2009**

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

Absent: Jack Cogswell

Town Staff: Patricia Carey, Staff Liaison
Nikki Witham, Recording Secretary
Nicole DiCicco, Acting Recording Secretary

Guests: Jerry Riley-Director of Finance at Charles River Center, Maria
McTernan-Charles River Center, Rob Stegman- Chair of Needham
Housing Authority, Lisa Standley-Chair, Conservation
Commission, Kristen Phelps-Conservation Agent

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

Approval of Minutes: Ms. Howard made a motion to approve the minutes of the meeting of November 12, 2008. Mr. Nadler seconded the motion. Mr. Comando asked that the wording under the section titled FY2009-8 Transfer of Funds to Conservation Fund for Future Open Space, be changed to read “Mr. Comando raised the question about how much money is currently in the fund.” **The motion passed unanimously as amended.**

Proponent Presentations:

FY2009-6 Window/Energy Improvements for Six 40B Housing Units- Jerry Riley and Maria McTernan of the Charles River Center were present to speak to the Committee about their proposal. Charles River received three proposals with different options for windows and will work with a firm they have used in the past who will provide quality windows and workmanship. Charles River inquired about potential energy rebates from NSTAR, but because of their non-residential status, the reimbursement would be just \$10 per window. Mr. Gluesing asked if the price included replacement of window sills and storm windows. Mr. Riley said both would be replaced, as would four doors, and there was a contingency in case of unexpected conditions surrounding the windows that needed repairs. Mr. Siegenthaler noted that unused funds at the conclusion of the project should be returned to the CPA Funds.

FY2009-7 High Rock Homes- The Housing Authority (NHA) is seeking \$300,000 to buy down four market rate homes. Housing Authority Chair Rob Stegman noted NHA would like to be able to bring down two houses to the 100% AMI level and two houses to

the 80% AMI level. Mr. Comando asked if the houses at 100% AMI were Chapter 40 B eligible? Mr. Stegman stated that houses had to be at the 80% level to be eligible. Mr. Comando also inquired about buying down just the mortgage. Ms. Pransky explained that if the Housing Authority were to only buy down the mortgage, the Town would not be able to add the unit to the 40B list. Mr. Nadler asked why the request didn't include bringing all four homes down to 80% AMI and suggested that the CPC should consider providing additional funds for that purpose.

Mr. Gluesing made a motion to increase the funding request to the amount that would allow the CPA Fund to bring three homes down to the cost for those in the 80% AMI and to provide additional funds to be added to other funding sources to bring a fourth home down to 80% AMI. Mr. Nadler seconded the motion and it was passed unanimously.

Ms. Howard made a motion to authorize the Chairman to provide an updated funding request to the Town Manager with the amended amount for the proposal by Friday, February 27, 2009. Mr. Nadler seconded the motion and it was passed unanimously.

FY2009-4 Design Funds for All-Person's Trail Around Needham Reservoir- Conservation Commission Chair Lisa Standley informed the Committee that the proposed accessible trail around Needham Reservoir is one of the objectives of the Master Trails project. The property is not currently designed for recreation use. Most of the land is wet and muddy and when people walk around the perimeter and wet areas, they destroy wetland vegetation. Mr. Eisenhut recommended getting an opinion from Town Counsel on the project. The Committee all agreed that this project should be funded from the Open Space bucket.

FY2009-8 Transfer of Funds to Conservation Fund for Future Open Space Purchase- Dr. Standley noted that this request would bring the amount in the Conservation Fund to about \$250,000. Mr. Nadler asked if any funds had been used recently. Dr. Standley said that some of the non-CPA funds might be utilized for small trails projects, and some parcels of land are under study. Ms. Pransky was concerned about the fund being used for anything other than what was related to land purchased, but Dr. Standley explained that it was permissible under the law, but the funds from CPA would only be used on activities related to land purchases. The Committee all agreed to fund this project out of Open Space.

FY2009-10 Preservation of Open Space- Purchase of Land- Ms. Carey told the Committee that at this time, there is no new update on the purchase of the land. There will be no appraisal until all of the parties involved agree that there should be one.

FY2009-1 Preservation of Town Hall- Determination of CPA Eligible Funding:

Mr. Eisenhut asked that the Committee discuss whether a consultant was needed to review the funding proposal to assist with determining eligibility. Mr. Gluesing explained that a consultant would need to do its own estimate, which would take some

time and would cost in the range of \$5,000-10,000. Ms. Carey noted that anything over \$5,000 would require following the procurement process which would take several weeks. Mr. Gluesing felt that the estimate suggested that 80% of the project was eligible for CPA funds and that he agreed that was appropriate. The consensus of the Committee was that Mr. Gluesing had provided enough oversight on the costs and that a consultant would not be needed.

Mr. Siegenthaler is expecting to meet with Assistant Town Manager/Finance Director Dave Davison again regarding CPC's finances. He has committed to presenting the Committee with a final financial plan by mid-March.

Updates on Other Proposals:

FY2009-2 Additional Research to Complement Master Plan for Trails- No additional information at this time.

FY2009-3 Affordable Housing Consulting Assistance- No additional information at this time.

Other Business: The Committee discussed the warrant articles and the specific language of the titles of certain proposals. Ms. Carey is setting up the meeting date with the Finance Committee in mid-March. The Chairman, Vice-Chairman and Town Hall liaisons will be asked to represent the CPC.

Adjournment: Ms. Pransky made a motion to adjourn the meeting at 9:40 PM. Ms. Bernardo seconded the motion and the meeting adjourned at 9:40 PM.

Respectfully submitted,

Nikki Witham
Recording Secretary