

Community Preservation Committee Minutes – August 28, 2008

CPC Members Present: Kit Bowry, Brad Boyd, Jim Conlin, Rose Mary Donahue, Joan Gaughan, Dona Kemp, Jack Morgan, Tony Parker,

Others Present: Barbara Searle (BOS Rep), Caren Parker (Advisory Rep); Linda Buffum (Chair, Historical Commission), Greg Mills (Chair, BOS).

Chair Jack Morgan called the meeting to order at 7:30 pm, Town Hall, NRC Conference Room

Citizen Speak: No citizens addressed the CPC

Approval of Minutes - with minor corrections, the July 8, 2008 minutes were approved as submitted

Review of CPC Finances – Jack Morgan presented an overview of CPC’s financial history and revenue projections. On 6/30/08 we had a balance of \$4,339,397. After FY 09 expenses, the balance, not including FY09 revenue from the State and the Town, will be \$3,033,708. Jack also reviewed the history of projects, open and closed, and funding since the Town adopted CPA in 2003.

Approval of Invoice for Payment - The Town received an invoice from General Environmental Systems in the amount of \$117,067.50 for the Morses Pond storm water treatment project. Apparently there were problems with the pump’s generator and Steve Fader Town engineer, recommended holding back \$16,503.75 until he is satisfied these problems are corrected. CPC approved payment of \$100,563.75.

CPC Administrative Assistant – It is the intention of the CPC to use some of its administrative funds to support a part time assistant. The duties of the assistant were reviewed and approved. Kit Bowry and Jack Morgan will pursue the identification and hiring of an assistant with Susan Adler, Director of Human Resources.

Old Town Hall Project - The RFP resulted in two responses, both of which exceeded the funding appropriated by Town Meeting. The question now is what can be done that is within the spirit of what Town Meeting approved (within the Article). The OTH Working Group came up with three options for our consideration:

1. redefine scope to a more limited project and reissue the RFP. Due to the WCC’s timeline, this option is not practical

2. following the State procurement laws, the Working Group will obtain 3 bids (by invitation) for the removal of selected interior samples from the building. The law stipulates that the cost of the project must not exceed \$25,000.00.
3. have WCC's demolition contractor set aside some elements to save for the Town's use.

Linda Buffum added that the Historical Commission would like to document (photos, drawings) the building at time of deconstruction. They would like to save flooring from the second floor the lunette and double hung windows in the gable.

Considering the scope and spirit of Town Meetings vote this past spring, CPC believes it is acceptable to do only a portion of the funded project. CPC voted unanimously to allow the Working Group to determine what can be saved, following the State three bid process described above, for a sum not to exceed \$25,000.00. CPC also approved the use of an additional \$25,000.00 for other expenses (trailers, etc....). Should it be determined that documentation (photos, drawing) is a use allowed under CPA, these funds may also be used for that purpose.

The meeting adjourned at 10:15 pm