

## Community Preservation Committee Meeting Notes for October 18, 2011

Members present: JJ Bell, Steven Phillips, Sandra Dahl-Ronan, Daniel Morris, Scott Smith, Karen Gallagher, Tom O'Keefe, Bill Dugan, and Stacy Randell

Staff: Debbie Laurie, Senior Project Manager

1. Mr. O'Keefe moved to accept the minutes from the meeting on September 20, 2011, Ms. Gallagher seconded, and the CPC unanimously passed the motion.
2. Mr. Bell reported that he had been asked by Stuart Saginor of the CP Coalition to write a letter to the Boston Herald rebutting an editorial piece that was critical of the CPA. The Herald ran the letter, but edited it to remove the sections that were critical of the newspaper.
3. The Council's Budget and Finance Sub-Committee has held two meetings to consider round 2 CP proposals. There was very little in the way of presentation. CP members who attended said that Councilors seemed well prepared. Site visits are being scheduled and CPC members are encouraged to attend, if possible.
4. Ms. Laurie presented updates on the progress made on the round 1 CP funded projects. A table with a summary of the updates is provided on page 2 and 3 of these notes. Regarding the project at Gloucester High School, the question arose as to whether the project may proceed ahead of its proposed schedule. It was the sense of the CPC that moving faster than planned is acceptable.
5. The chairs heard a concern about the cost of CP project signs. The CPC discussed the signs, their utility and importance, and concluded that the signs are a critical part of the CPC's message. The community should see the signs and associate the progress in their neighborhoods with the CP fund. The Committee agreed to try to preserve and reuse signs. We also discussed the possibility of embedding costs for the signs into the project awards, but came to no decision on that approach.
6. Mr. Bell provided an extended update of the City Hall project. The chimney problems are being addressed right away. Concerned about the start of the heating season, the City is interested in a temporary fix that would use flexible ducting to service a boiler and is looking for a contractor to do the work.

The question of handicapped access to City Hall has received a great deal of study. There is a wide range of alternatives in terms of cost and obtrusiveness to the historic structure. City Hall Commission representatives met with the project architect to develop a plan and determined that the preferred approach would be to gain approval for the handicapped entrance to be at grade on the Dale Avenue side of the building. Initial indications from the Architectural Access Board are that this approach would be acceptable. The Board suggested that the Commission get buy-in from an access advocacy group in the area. Mr. Bell met with representatives of the Independent Living

Applicant	Project Title	Grant Amount	Expenditures to Date	Contact	Status
Community Development Department	Dogtown/ North Gloucester Woods Preservation Planning	\$30,000	18,666.00	Stephen Winslow swinslow@gloucester-ma.gov	Grant agreement signed by Matt Lustig and Steve Winslow. Tasks #1, #2 & #4 completed; which was hired firm to asst w/grant, held 1st mtg and completed prel. Inventory. (see attached)
Gloucester High School, Jim Schoel	Wostrel Environmental-Adventure Center	\$10,100	1,000.00	Jim Schoel 978-828-4981 jim.schoel@comcast.net	Inter-dept. agreement signed; 1st invoice paid. Mr. Schoel working on estimates for tree replacement. Sign should be erected. Rec'd one est. Working with John Feener for two more estimates. Will give me a report mid Oct. Spoke to Feener on 10/17, need memo from Schoels regarding estimates and schedule, then can proceed with ordering & planting. Would like to change timeline.
Gloucester Development Team	Central Grammar Apartments	\$50,000	21,000.00	Marc Sandler 978-283-3234 msandler@sandlerlaramee.com; James Perrine Project Manager for Community Builders jamesperrine@tcbinc.org 857-221-8651	Project Manager, James Perrine (Community Builders) provided documentation of final DHCD loan approval and image of wire transfer. Pro-rated share of \$50,000 based on state distribution. \$21,000 now; \$29,000. See emails in Central Grammar electronic folder. First payment has been issued and progress report filed. (see attached) Sign has been put in window, but will be put on post once the outside cranes/lifts are not being used anymore.
The Gloucester Adventure	Schooner Adventure Restoration: Windlass and Anchor Chain	\$25,000	25,000.00	Joanne Souza 978-281-8079 jsouza@shooner-adventure.org	Grant agreement executed. CPA sign installed. First invoice of \$9,815.82 paid. Progress report w/photos submitted. Phase II should be submitted soon, seems they are slightly behind in sch. Emailed Mr. Krugman. Response from Joanne Souza stating CC was behind & that set them behind schedule, Windless barrel installed and support structures are being fabricated now. Final report received (see attached)
City Hall Restoration Commission	City Hall Restoration-Completion of the Exterior Restoration	up to \$215,000 annually	0.00	Maggie Rosa 978-281-1871 maggierosa44@gmail.com	J.J. met with Jeff Towne to determine funding needs for 2011 and 2012. Jeff will draft motion for Council to appropriate \$215,000 from FY 2011. Will use CPA \$ first in 2011 and 2012, borrow short-term if more is needed. Then borrow long-term. CHRC agreed with architect on fee of \$242,005. Jim Hafey will be PM, sign off on all invoices and submit to Debbie for processing. Two new items pertaining to CH - ADA compliance issues need to be addressed now since ruling has changed and the chimneys need to be repaired. Chg ordr has been processed. First invoice received & will be paid on 10/28.

Gloucester Unitarian Universalist Church	Universalist Meetinghouse Restoration Phase II	\$30,000	0.00	Karen Rembert Church Administrator 978-283-3410 gloucesteruu@earthlink.net; Jerry Ackerman jerry.ackerman@verizon.net	Waiting for project schedule from Karen Rembert and Jerry Ackerman to include in grant agreement. Church is still fundraising and deciding how and when to proceed. Sent email for status of project and project schedule. I met with Jerry Ackerman & Newton Fink of the UU Church; they are rethinking the location handicap entrance and bathrooms. See letter. No contract yet because of these issues. (see letter) Email received that they should have new plans by the end of Oct. Have not heard back yet.
Gloucester Historical Commission	Gloucester Street Survey Update	\$7,500	0.00	David Rhinelander GHC 978-325-0518 davidrx@aol.com	Grant agreement executed. Ready to receive invoices. According to contract schedule Phase 1 Report est. date is June 3, 2011. Emailed David. Mix up with the PO to Wendy, behind sch.- New sch. Submitted, phase I should be completed by 10/7/11. First report received, 10/12/2011. 1st invoice rec'd, pd on 10/28/11
Historic New England	Beauport Window Conservation	\$25,000	25,000.00	Jodi Black Project Manager 617.997.5580 jblack@historicnewengland.org	Grant agreement executed. CPA sign installed. Beauport has been right on schedule with reports and payments. They are completed. Final report submitted.
Gloucester Housing Authority	Cape Ann Homeownership Center	\$20,000	\$4,540.92	David Houlden 978-281-4770 dhoulden@ghama.com	Grant agreement executed. 2nd invoice paid and received 2nd qtrly. Third report rec'd with invoice, pd on 10/28/11.
Gardner Company	10 Taylor Street Condominiums	\$110,000	\$0.00	Carl Gardner 978-857-1556 carlgardner@gmail.com	All documents received, reviewed by Legal dept. and contract & disposition agreements all signed. Has permits to start.

Center of the North Shore, based in Salem. They appreciated being consulted, and agreed with the suggested access concept.

Mr. Bell met with the Mayor's chief of staff, Mr. Duggan, who agreed that the City, rather than the CP fund, would pay for the interior accessibility updates that will be required. Outyear funding for these improvements is yet to be identified. But the City agreed to commit to the project, which is necessary since the accommodations are conditions on the work permit for the CP-funded exterior repair project.

The next steps are to get the Mayor or Mr. Duggan to commit in writing to the interior access accommodations, and to make a formal application to the Architectural Access Board at their January meeting.

7. Ms. Dahl-Ronan led a discussion of outreach initiatives to let people know about the next solicitation for proposals (round 3). She encouraged members to write letters to the editor and to meet with civic groups. Someone also suggested a My View column, to be published after the upcoming election. Ms. Dahl-Ronan asked everyone to be on lookout for projects.

Ms. Randell said she would contact the local access cable TV company and ask them to document the refurbishment of the City Hall murals.

8. Ms. Dahl-Ronan attended and spoke at the Boards and Commissions meeting. Her message on the CPC and CP funded projects was well received.

9. There was a discussion regarding everyone's contentment with our process and accomplishments. Most of the members expressed satisfaction. As far as future business, Ms. Laurie asked if we needed to make any changes to the application materials for round 3 and Ms. Randell asked if the CPC would change the application materials to acknowledge and indicate support of the state procurement law, to which applicants may not be subject, that express a promotes the use of preference for projects that would be completed by women-owned and minority-owned businesses. The matter was tabled until the next meeting.

10. The next meeting is slated for November 15, 2011, at 6:00 p.m.

11. Mr. Dugan moved to adjourn the meeting at around 7:00 p.m., Ms. Randell seconded, and CPC unanimously passed the motion.