

## Community Preservation Committee Meeting Notes for November 15, 2011

Members present: JJ Bell, Daniel Morris, Karen Gallagher, Tom O'Keefe, Charley Crowley, and Stacy Randell

Staff: None.

1. Amendments were offered to the notes from the last meeting. Mr. Dugan was present at the meeting, but had not been listed as present. A suggestion by Ms. Randell regarding an upgrade to the CP application package had been misreported. Ms. Randell provided corrected language to the CPC clerk via e-mail. Mr. O'Keefe moved to accept the minutes from the meeting on October 18, 2011, as amended with the language offered by Ms. Randell and corrected to show Mr. Dugan as present at the meeting. Ms. Gallagher seconded the motion, and the CPC unanimously passed the motion.

2. Mr. Bell welcomed new member, Charley Crowley, to the CPC. Mr. Crowley replaces Mr. Morris as the representative to the CPC from the Open Space and Recreation Committee. Mr. Morris noted that tonight's meeting would be his last.

3. Mr. Bell reported on progress made by the Council's Budget and Finance Committee. The B&F has hosted presentations by project applicants and has conducted site visits. They are slated to vote on Thursday, November 17, and no problems are anticipated. Mr. Bell noted that the West Gloucester property procurement project is the most time sensitive, but noted the applicant is likely to have bridge financing to proceed with the purchase, pending the final distribution of the awards.

4. Mr. Bell reviewed the status of projects funded in round 1. A summary had been provided by Ms. Laurie and is reproduced on the following page. Mr. Bell provided additional detail about the status of the City Hall project.

- A temporary flue has been installed. It should be sufficient through the winter, and a permanent new chimney will be installed in the spring.
- Progress has been made with the Architectural Access Board, and the Board chairman endorses the access plan (i.e., at street grade, via the Dale Street side of the building).
- The project plans will likely be addressed at the Board administrative hearing in December.

5. The CP application and information materials have been updated to indicate new deadlines for the next round of applications. Preliminary project proposals will be due on February, 1, and final applications/proposals will be due on March 16.

6. The CPC revisited a suggestion of Ms. Randell's to acknowledge (in the application materials) and express support for the state procurement law that promotes use of women-owned or minority-owned businesses, when state funds are expended. After some discussion, the topic was tabled again, and Ms. Gallagher and Mr. Bell offered to review past meeting notes and to contact Mr. Lustig to refresh our understanding of the matter.

7. Signage:

Discussion ensued regarding the following:

- Should the award recipients pay for the signs?
- Should the cost of the sign be included in the award amount?

- Should recipients pay a deposit for the sign?
- Should the signs just be given to the recipient with the expectation they be returned?

Prior to developing a policy regarding signs, the CPC needs to understand whether or not the accounting department has the ability to account for revenue derived from charging for signs or if it is possible and/or allowable, to set aside the cost of a sign from the total award amount. The CPC shall ask Ms. Laurie to discuss these accounting issues with the appropriate city personnel and report back to the CPC.

The CPC agreed that the grant agreement should include language that requires recipients to return signs once the project is completed.

8. The CPC's project manager's salary was discussed. It was determined that we need clarification regarding what percentage or dollar amount of the CPC's administrative budget has been going to the project manager's salary. Furthermore, is Ms. Laurie officially the project manager or is she still acting project manager? Finally, what role does the CPC play in selecting a project manager? Mr. Bell and Ms. Ronan will meet with Sarah Buck to discuss these issues.

9. Ms. Gallagher shall contact Ken Costa to request monthly budget (expense and revenue) updates.

10. Ms. Randell will draft a letter to GDT's My View column. The CPC will review it prior to submission.

11. Next meeting: December 20, 2011  
6:00 p.m.  
3<sup>rd</sup> Floor, City Hall

Submitted by: Daniel Morris and Karen Gallagher

Proj No.	Applicant	Project Title	Grant Amount	Expenditures to Date	Contact	Status
1	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, Mtg #1, completed; which was hired firm to asst w/grant, held 1st mtg and completed prel. Inventory. Third invoice on next warrant. 4th taks, #2, completed see attached.
2	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. Signed is in place. However, still working with Mr. Schoel, regarding estimates, PO#, possibly wage issues - prevailing wages. Also, he has to submit to the Conservation Commission a planting plan for approval 1st. Have not heard back from Jim. Still pending
3	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. Sent committee last report.
4	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. Project completed.
5	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

6	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.
7	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. 2nd half of Phase 1 report due 11/18/11
8	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.
9	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. Will be submitting 50% completion report soon.
10	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. Signed installed. Foundation in.

7. Four project signs have been returned, and six additional signs have been ordered. The CPC discussed the idea of requiring a deposit from the award recipients for the signs to ensure they are returned.

8. Mr. Morris departed the meeting early to attend to another obligation. Mr. Morris has resigned from the CPC and this meeting was his last. Mr. Bell thanked Mr. Morris for his service on the CPC.

[My notes stop here. Karen Gallagher will take over.]