

# COMMUNITY PRESERVATION COMMITTEE

## Public Meeting Minutes

September 15, 2020

7:00 P.M.

## Virtual Meeting

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a virtual public meeting on Tuesday, September 15, 2020 at 7:00 p.m. using the Zoom meeting platform. Meeting ID: 895 3995 4892 Password: 284357

Committee members John Cratsley, Tom Kearns, Peter Ward, Diane Proctor, Nancy Nelson, Judy Zaunbrecher, Paul Grasso and Burton Flint were present. Diane Proctor joined the meeting at 7:19pm.

Others Present: Matt Johnson, Select Board Liaison

Melissa Saalfield

Joshua Bath

Tom Wilson

Ryan Orr

Ryan Kane

Holly Cratsley

Jon Straggas

Kate Hodges

Helen (last name unknown)

The Chair called the meeting to order at 7:03 p.m. by a roll call vote.

Everyone at the meeting introduced themselves and stated which board or committee they were the designee. Mr. Cratsley explained how to public can use the raise hand function if they have a question or comment during the meeting.

### **Introduction to the CPC and Overview of Application Process**

Mr. Cratsley gave a brief presentation summarizing the Community Preservation Act in Concord. Mr. Cratsley explained that there is a 1.5% out of a possible 3% surcharge on real estate property tax bills for CPA and that the first \$100,000 of taxable value is exempt. He explained that persons with income less than 80% of area median income are exempt, as well as seniors with income less than 100% of area median income. Mr. Cratsley stated that the locally raised funds are matched on a percentage basis by funds in the State Community Preservation Fund. Mr. Cratsley then reviewed the four project categories: Community Housing, Historic Preservation, Open Space and Recreation. He then reviewed the application process and important dates and deadlines.

### **Questions from Prospective Applicants**

Melissa Saalfield explained that she is interested in restoring the historic flagpole at Emerson Field. Ms. Saalfield explained that she can only find one company to give her a bid for the work and was wondering if that is okay. Kate Hodges stated that a company not responding to a bid

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request is technically still a bid. Ms. Hodges and Ryann Orr gave Ms. Saalfield a few suggestions.

Tom Wilson explained that he sits on the Wright Tavern Task Force and introduced the proposed project. Joshua Bath of Nashawtuc Architects explained that the Historic Structures Report showed that the roof structure is sagging, so they need to add rafters and floor joists to stabilize the building. Holly Cratsley stated that the building will become open to the public for programming, so there is a strong recommendation to sprinker the building, insulate the attic, and replace the HVAC on the second floor. Ms. Cratsley stated that the project will cost between \$500,000 and \$700,000, but they have not decided how much their CPA request will be for yet.

Ms. Hodges briefly summarized the Town's projects, which include:

- \$250,000 Warner's Pond Dredging
- \$300,000 White Pond Beach Front
- \$100,000 Ralph Waldo Emerson Land Conservation Restriction
- \$35,000 Chamberlin Park Bridge
- \$20,000 to \$25,000 Wheeler Harrington House
- \$25,000 Phase 2C Bruce Freeman Rail Trail Additional Amenities
- \$40,000 Staff and Technical Services
- \$25,000 RHSO
- \$30,000 Housing Production Plan Update

Ryan Kane briefly reviewed the project plans for the White Pond Beach front and Ryan Orr explained that the Wheeler Harrington House is in need of repairs on the interior and exterior.

### **Commission Membership and Officer Elections**

Ms. Gill stated that Ms. Nelson and Ms. Schnipper need to be re-appointed by the Historical Commission and the Housing Authority. The Commission briefly discussed officers for the next year.

Ms. Proctor moved to appoint Tom Kearns as Chair of the CPC. Mr. Ward seconded the motion and all other voted in favor. The motion passed (9-0).

Ms. Proctor moved to appoint Peter Ward as Vice Chair. Mr. Grasso seconded the motion and all others voted in favor. The motion passed (9-0).

Ms. Proctor moved to appoint Judy Zaunbrecher as Treasurer and Burton Flint as Secretary. Ms. Nelson seconded the motion and all others voted in favor. The motion passed (9-0).

### **Town Meeting – Review and Approve Grant Agreements and Memorandum of Understandings for ATM20 Projects**

Mr. Cratsley stated that the CPC's warrant article passed on the consent calendar with no questions.

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The Committee reviewed the grant agreements and MOU's and had one change (typo) to the staff and technical services MOU. The Committee discussed the need for an additional condition for Holy Family requiring free public use of the meeting spaces by outside organizations.

Ms. Proctor moved to authorize staff and Mr. Kearns to draft the condition for Holy Family. Ms. Nelson seconded and all others voted in favor. The motion passed (9-0).

Ms. Nelson moved to approve all grant agreements and MOU's as drafted and discussed. Mr. Kearns seconded the motion and all others voted in favor. The motion passed (9-0).

### **Project Status Reports**

The Committee reviewed the project status reports that were received. The Committee stated that they were confused about the Wheeler Harrington House report. Ms. Gill stated that she will ask Ms. Rasmussen and Ms. Hodges to connect on this and figure out if the funds can be returned to the CPC. The Committee discussed how the Old Manse may submit a request to use the remaining funds. There was no report from Rideout or the Concord Playground. Ms. Gill will send another follow up email to try to get a report.

### **Minutes**

Draft minutes will be placed on the next agenda.

With no further discussion, Ms. Nelson moved to adjourn the meeting at 9:10 p.m. Ms. Proctor seconded the motion and all other voted in favor. The motion passed (9-0).

Respectfully submitted,

Heather Gill  
Senior Planner

Minutes Approved on: 10-13-2020

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Secretary