



TOWN OF TEWKSBURY COMMUNITY PRESERVATION COMMITTEE

Annual CPC Meeting

Meeting Minutes October 8, 2014

The meeting was called to order at 7:45 p.m. by Nancy Reed, Chair, at the Tewksbury Housing Authority, Saunders Circle. Present were Steve Deackoff (late arrival), Thomas Churchill, Christina Nawn, James Wentworth, Steve Sadwick, Director of Community Development, and Melissa Johnson, Recording Secretary.

Also in attendance were residents Donna Pelczar and Karyn Sliva.

Mrs. Reed thanked Ms. Pelczar for her 9 years of service on the CPC and presented her with a token of appreciation.

1) Reorganize

Ms. Johnson opened the nominations for Chairman.

MOTION: Mr. Wentworth made the motion to appoint Nancy Reed as the Chair of the Community Preservation Committee; seconded by Mr. Sadwick and the motion carried 6-0.

Mrs. Reed opened the nominations for Vice Chairman.

MOTION: Mr. Sadwick made the motion to appoint James Wentworth as the Vice Chairman of the Community Preservation Committee; seconded by Ms. Nawn and the motion carried 6-0.

Mrs. Reed opened the nominations for Clerk.

MOTION: Mr. Sadwick made the motion to appoint Steve Deackoff as the Clerk of the Community Preservation Committee; seconded by Mr. Wentworth and the motion carried 6-0.

2) Approval of Meeting Minutes

The approval of meeting minutes will be discussed at the next meeting.

3) CPA State News

a. FY2015 November 2014 Extra State Match

Mrs. Reed explained that approximately \$25 million is expected to go into the State CPA fund. It is anticipated that Tewksbury will receive approximately \$200,000; which is the same amount as last year. These funds are typically received in November.

4) Discussion of draft CPC Annual FY2013 & FY2014 report – put on the website

The members were previously provided a copy of the FY13 and FY14 reports. It was the consensus to put the reports on the town website. Copies of the reports can be found with the Community Development Department.

7:57 p.m. Mr. Deackoff arrived.

5) Discussion of Informational Memos as needed:

The following reports were previously provided to the members:

- a. Brief History of Town Hall Funding
- b. Considering Town Hall Borrowing
- c. Recreation Use Background
- d. Update on current CPA projects

A copy of the above documents can be found with the Community Development Department.

Mrs. Reed noted that the Town Hall has been the only borrowing project for the CPC.

Mr. Sadwick noted that the Town Manager has been posting daily reports online detailing the progress of the project; which is expected to be completed next summer.

Mr. Sadwick explained that one of the recent issues that occurred was with National Grid as there is a transformer where the elevator and addition are to be located. The contractor would like to install the foundation prior to the winter. There have been some delays in reaching the appropriate representatives at National Grid. Mr. Sadwick noted that the Building Commissioner met with National Grid in the field yesterday regarding this issue.

6) Master Plan update, CPC Admin Fund contribution discussion (as needed)

a. Town Center Master Plan Committee – invite to future CPC meeting discussion

Mrs. Reed noted that a vision session will be held on Wednesday, October 15, 2014.

Mrs. Reed suggested inviting the Town Center Master Plan Committee to a CPC meeting to educate them on ways the CPC could help.

7) Signage on projects discussion: High School Tennis Courts and Athletic Field, Funway Park, HUD Senior Housing Project

Mr. Sadwick noted that a construction sign for the town hall will be going up shortly. The sign will reference that the project was funded with CPA funds and was sponsored by the Board of Selectmen and Community Preservation Committee. The sign company is currently closed for two weeks. The signs will be paid for with CPA administrative funds.

8) Brief update on CPA projects, as needed:

a. Livingston Cemetery Fence/Recreation land transfer from the State

Mr. Sadwick noted that the Conservation Agent, Kyle Boyd, continues to work on this matter. There have been some difficulties in getting responses from DCAMM (Division of Capital Asset Management and Maintenance).

b. Planning Board Affordable Housing

Mrs. Reed noted that there is nothing new to report on this matter.

c. Long Pond Outreach/Section 319 Nonpoint Source Pollution Grant Application

Mr. Wentworth requested a background of this project. Mrs. Reed explained that this project was started awhile back and has been taken over by the Conservation Agent. Mr. Sadwick explained that the project was started with CPA administrative funds. A study of the pond was done with those funds and it was determined that there were some concerns regarding water quality issues, etc. A grant was applied for and awarded. A funding match was made by the CPC with a 60/40 split: \$225,000 of grant funds and \$120,000 of CPA funds. With the funds, Best Management Practices (BMP's: rain gardens, swales, etc.) are being done around the pond. An RFP was submitted with the lowest bid being from JJ Phelan and they have started the beginning stages.

d. Senior Housing, Livingston Street, HUD 202

Mrs. Reed noted that the senior housing has been finished.

e. Ella Fleming School Historic Rehab

Mr. Sadwick explained that the RFP for on call architectural services went out and three bids have been obtained. The Town Manager is currently working on executing the contracts.

Ms. Nawn asked if the inside future use of the building has been determined and Mr. Sadwick explained that it has not. The goal is to secure the outside of the building.

f. Tewksbury Rail Trail Study

Mrs. Reed noted that she has not heard anything new on this project. Mr. Wentworth noted that they have not met in quite some time.

Ms. Nawn asked what the CPC's roll is in this project. Mrs. Reed explained that the CPC would serve as a funding source and advisor. Mr. Wentworth explained that funds were allocated to see if there would be a possibility of doing the trails. Mrs. Reed noted that there is also the Bicycle & Pedestrian Advisory Committee that works in conjunction with the Rail Trail Committee.

g. Funway Park and school playground rehab

Mrs. Reed noted that the park has been completed and letters have been sent thanking all of those who helped make the project possible.

Discussion took place on the playgrounds at the elementary schools. The Town Manager is working on this.

h. Wamesit Indian Park Rehab. and Muster Park Rehab

Mr. Sadwick explained that requests for bids have been drafted for the Wamesit Indian project. There is a waterline project that needed to be completed prior to MASS DOT making road improvements from the Lowell line to Pike Street.

Mr. Sadwick noted that Muster Park has been on hold as it needs to be determined what will be done with the cell tower in this location. It is expected that there will be additional information on the cell tower within the next couple of months.

i. 379 Pleasant Street – Marshall House Preservation Restriction

Mrs. Reed explained that dialog on this matter began with Mark Ginsburg earlier this year. Mrs. Reed and the Chair of the Historical Commission, Bill Wyatt, have toured the

home with Mr. Ginsburg and he has explained his vision for the property. Mr. Ginsburg intends to preserve the original architecture of the structure.

Mrs. Reed briefly explained the preservation restriction, which would be a deed rider. The restriction was not done prior to the work being done as it was not known what needed to be preserved until the work began. If a preservation restriction is done, a special appraisal will be required as a restriction is considered a “burden” on the property. The appraisal will determine the worth of the home with and without the restriction and the difference is the amount that would be paid.

Mrs. Reed noted that she and Mr. Wentworth will be touring the home on Friday. Mr. Churchill requested he be provided with an update after the tour so he can report back to the Historical Commission as they have requested an update on this matter.

9) Town Hall Discussion, Status and Next Steps

a. Restoration of Town Hall Records

Mrs. Reed noted that the restoration of records has been ongoing on a consistent basis.

10) Discussion of Pike House move to old Police Station/CPA fund use

Mrs. Reed noted that funds were appropriated at town meeting to review the hazardous. Mr. Sadwick explained that when he reviewed some of the old bid information that one of the previous project managers was putting together, there was information from different contractors that discussed asbestos removal. As a result, funds were allocated for that purpose.

Discussion took place on whether the Pike House will fit onto this lot. Mr. Sadwick explained that it would depend how much of the building was moved and noted that the meeting room was an addition and is not part of the original structure. Mr. Wentworth noted that there has also been discussion on the possibility of moving the Pike House to Livingston Street.

11) Administrative Support for the CPC, funding with CPA Administrative Funds

Mrs. Reed explained that she has left the decision of whether there is a need for an administrative support person up to Mr. Sadwick and Mr. Montuori.

12) New Business/Old Business

Mr. Wentworth asked how the CPC determines which projects it will support and who can submit a project. Mrs. Reed explained that anyone can submit a project. The CPC studies the projects that are submitted to determine which projects have the most needs and ensures that the funds are spent appropriately. Mr. Deackoff noted that the other various Committees in town can bring projects forward as they see fit and the CPC should educate on the funds that are available.

Mr. Wentworth discussed possibly using CPA funds to clear some of the land along Long Pond to open the area up to picnic tables, fishing, and other recreation activities. Mrs. Reed noted that there is a Long Pond study available. The pond is on town land and would require submittal by the town.

13) Next meeting

The next meeting will be held at the discretion of the Chair.

Adjournment

MOTION: Mr. Deackoff made the motion to adjourn at 9:05 p.m.; seconded by Mr. Wentworth and the motion carried 5-0.

Approved: 1/5/15

*List of documents for 10/8/14 Agenda
Documents can be located at the Community Development Office*

Copy of Town of Tewksbury FY 2013 Community Preservation Committee Annual Report.

Copy of Town of Tewksbury FY 2014 Community Preservation Committee Annual Report.