Community Preservation Committee Meeting Minutes

 Town Hall – September 9, 2021

 Sturbridge, MA

At 7:00 pm the Community Preservation Committee (CPC) Chair called the meeting to order. In attendance: Penny Dumas (PD), Ed Goodwin (EG), Kadion Phillips (KP), Barbara Search (BS), Kelly Emrich (KE), and Walter Hersee (WH). Lauren Trifone (LT) arrived at 7:03 pm.

Guest: Jeff Bridges (JB), Town Administrator; Robyn Chrabascz (RC), Facilities Manager; Becky Gendreau (BG), Conservation Agent; Annie Roscioli (AR), Recreation Director.

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person and via remote means, in accordance with applicable law. This means that members of the Community Preservation Committee as well as members of the public were able to access this meeting in person or via virtual means. The meeting was held via the GoToMeeting application and available for public access via the Town’s on demand video broadcast, on cable television, or by telephone access during the meeting.

Joanne Everson (JE), CPC Clerk, read an introduction to the virtual meeting. PD established that a quorum was present, read the meeting agenda, and explained that Ed Neal (EN) was not at the meeting because the Housing Partnership does not currently have a quorum. She added that she suggested that EN may want to consider the “at large” committee member position currently available. PD welcomed WH (representing the Planning Board) and LT (representing Open Space) to the CPC.

**Approval of Meeting Minutes**

KE moved the motion to accept the March 22, 2021, meeting minutes as presented; KP seconds. Motion accepted 4-0-3.

Roll call vote:

 PD, yes BS, abstained KP, yes EG, yes KE, yes LT, abstained WH, abstained

EG moved the motion to accept the May 10, 2021, meeting minutes as corrected; BS seconds. Motion accepted 4-0-3.

Roll call vote:

 PD, yes BS, yes KP, yes EG, yes KE, abstained

 LT, abstained WH, abstained

**Request for Additional Funds for Approved CPA Funded Project to Remove Dangerous Structures and Restore Land on CPA Parcels**

KP moved the motion to see if the town will vote to appropriate and transfer from the Community Preservation Fund undesignated fund balance up to $10,000.00 for the purpose of covering increased costs associate with the outbuilding removal and asbestos abatement project; EG seconds. Motion accepted. 7-0-0.

Roll call vote:

 PD, yes BS, yes KP, yes WH, yes EG, yes LT, yes

 KE, yes

BG explained that the project had been approved at the Annual Town Meeting and planned for the spring of 2021 to avoid the active season of a Priority Habitat, but the work was delayed due to icy trails in the spring. She stated that the project is currently on hold until November but costs have increased due to Covid-19. BG said that the cost has increased by $5,000.00 and she has added a $5,000.00 contingency to cover any additional costs. KP asked what the original cost of the project was; BG answered that it was in the $164,000.00-$165,000.00 range. PD recommended not telling the contractor that there was a contingency. BG said that she would not but would be checking in with the contractor when the project draws nearer to see what the additional costs would actually be.

**Request for Painting of Library**

RC said that a sum of money was previously set aside by the Town to paint the exterior trim and doors on the library but that there is not enough money in the account. She added that she was uncertain if the project is eligible for CPA funds. PD explained that it was a question for Town Counsel and the CPA Coalition due to the fine line between what is considered maintenance and what is considered restoration. RC added that there is a wooden guardrail along the roof edge that needs to be replaced and wondered if carpentry would make the project more acceptable to the CPC. The committee discussed maintenance versus restoration and agreed that checking with Town Counsel and the CPA Coalition is in order. PD requested that RC send her the wording for the project and she will forward it to the CPA Coalition for guidance.

**Recreation Proposal for Multi-use Field at Cedar Lake Recreation Area**

EG moved the motion to request a placeholder on the next STM warrant for design, construction, improvements, and a multi-use field at Cedar Lake Recreation Area; WH seconds. Motion accepted 7-0-0.

Roll call vote:

 PD, yes BS, yes KP, yes WH, yes EG, yes LT, yes

 KE, yes

PD explained that AR had a proposal for the 2021 Annual Town Meeting just as the warrant closed. PD explained that traditionally the CPC doesn’t bring large projects to STM, but it has been done. PD said she reached out to AR regarding the upcoming Special Town Meeting (STM) because of the missed deadline for the Annual Town Meeting warrant. AR explained the project is a true recreational enhancement project proposing to build a multi-use turf field with 52 parking spaces, lighting, constructing crosswalks and sidewalks, and expanding the existing recreation area. She added that Americans with Disabilities Act (ADA) requires specific enhancements but added that there is grant money available for ADA improvements. KP explained that finding appropriate recreation parcels in Town is difficult; the Recreation Committee would like to use this parcel for a multipurpose field because of its central location; and that turf is preferred over grass due to maintenance issues with grass. JB explained that the funds to design the field were approved in 2019, but, as the project worked through the Town boards, the Planning Board and the Conservation Committee recommended additional engineering for the entire recreation area.

PD recommended more time to gather and review information. She said that a meeting with Barbara Barry (BB) would be necessary to discuss the upcoming Senior Center project and any other upcoming projects that may seek CPA funds. EG asked what the Senior Center would be asking of the CPC. JB explained that he doesn’t know but it is possible that the Town may bond the entire project. KP agreed that more information would be beneficial and noted that there is never a good time to bring forward a recreation project. AR added that a public informational meeting is scheduled for September 27. KP suggested the use of a placeholder to allow PD time to meet with BB, for CPC members to walk the property, and the Recreation Committee to make a full plan forward. PD explained the purpose of a placeholder to WH and LT and said she would contact BB.

**Community Needs Study**

PD stated that she is tabling this topic to give it the time it deserves. She noted that she has completed the Department of Revenue’s CP3 form which describes every CPC article for the fiscal year along with grant funding. She said that it was completed well in advance of the September 15 deadline.

PD asked JE to craft minutes to reflect that there was a lack of quorum on June 7 and the meeting was cancelled.

EG moved the motion to adjourn; BS seconds. Motion accepted 7-0-0 and the meeting was adjourned at 8:13 pm.

Roll call vote:

 PD, yes BS, yes KP, yes LT, yes EG, yes WH, yes

 KE, yes

/jme