



**Community Preservation Committee  
Meeting Minutes  
November 16, 2021**

**1. Call to Order**

Meeting called to order at 7:02 p.m. by Chair M. Justin Barrett, Jr.

**2. Roll Call**

**Present:** Chair M. Justin Barrett, Jr., Vice Chair Erika Oliver Jerram, Clerk Dan Melnechuk, Bob LeBlanc, Loretta McClary, Amanda Thibodeau, Sean Wilson, Tom Creonte (joined meeting at 7:10 p.m.), Bill Doyle (joined meeting at 7:22 p.m.)

**Absent:** None

**3. Meeting Minutes**

Motion made by Ms. Oliver Jerram to approve the meeting minutes of October 5, 2021, seconded by Ms. Thibodeau. All in favor. Motion passed.

**4. New Business**

**A. New Applications**

**1. Opportunities for Inclusion Architect Design Services Application**

Attorney Shawn Keefe, Vice President of the Opportunities for Inclusion Board of Directors, noted that this is a city-owned building, located at 56 Chestnut Street. Opportunities for Inclusion started as the Greater Waltham ARC (GWArc) in 1956, and moved into the building in the 1970s. The building was constructed in 1901 and is listed on the National Registry of Historic Places. In May, they went before Waltham's Historical Commission and obtained a letter of support. The building is in need of some serious repairs. They are seeking \$85k to pay for design services costs for planned repairs to the roof, gutters, downspouts, front entry for ADA accessibility, and windows. They hope to return to the CPC in the future to request funding for Phase II, which will be for the actual repairs.

Gabriel Vonleh, Chief Executive Officer of Opportunities for Inclusion, gave a history of the organization. City Councillor Cathynn Harris spoke in support of the application.

Mr. Barrett opened up questions from the committee. Mr. Melnechuk asked about the three bids that were submitted. He noted that they cover different items. Jimmy LaCrosse, City of Waltham's Planning Department, explained that they got the different quotes depending on how the CPC would prefer that they proceed with the project. They can either get the money upfront or they wait until construction time. By getting the money upfront, they are locked into the CA (Contract Administration) amount, or they design everything and then go to bid

and base their CA off that budget. Mr. Creonte asked what has the City had more luck with. Mr. LaCrosse replied that the City has had more luck with everything coming in at the end. Mr. Barrett noted that it doesn't matter either way since the CPA amount will be capped. Ms. Oliver Jerram asked if the project is for basic maintenance or for an expansion of programs inside the building. Mr. Barrett noted that they can't use CPA funds for interior renovations since it wouldn't include historic renovations. Mr. Wilson noted that the Historical Commission would love the opportunity to work with them from a historical standpoint and offer input. Mr. LeBlanc asked for an explanation as to why the exterior of the building can be paid for with CPA funds, but the interior cannot. Mr. Barrett replied that they are protecting the envelope of the building. The interior of the building is not up to historic standards. It has been modified from its original purpose (therefore, CPA funds cannot be used). Mr. Melnechuk asked if the roof is still leaking. Mr. Vonleh replied that they recently had mitigation work done on the roof which has stopped the leaks. Mr. Barrett opened up questions from the public. There were none. Motion made by Ms. Oliver Jerram to accept the application for architectural design services for \$85,000 with the condition that the architect work with the Historical Commission. Motion seconded by Mr. Wilson. Discussion of the motion: Mr. Melnechuk noted that the application is asking for \$85k, but at least two of the quotes include a CA aspect. It appears the CPC would be putting in more money than is needed. Mr. Barrett stated that if the money does not get spent, it comes back to the CPC. All in favor of the motion. Motion passed. Mr. Doyle noted that he did not vote since he joined the meeting late and wasn't part of the discussion.

## **2. 92 Felton Street Exterior Repairs Application**

Frank Nakashian, the new Principal Planner with the City of Waltham, stated that this project is Phase I of a multi-phase approach to renovate and bring up to code 92 Felton Street. Phase I would be for the exterior: windows, new roof, and front entrance. Once restored, they are thinking about it becoming some type of marketplace. Mr. LaCrosse noted that they went before the Historic Commission the previous week and received a letter of support from them. Mr. Doyle wanted to confirm that the building is located in riverfront and if so, they will need to come before the Conservation Commission for approval. Mr. LeBlanc asked if there has been any review of the natural structure to substantiate the proposed repairs. Architect Bob Livermore stated that there hasn't been a structural analysis done on the building, but there have been structural repairs over time. What he has observed is there is solid construction, and the building has been kept in pretty good shape. The flashing has deteriorated, but they plan on replacing it in Phase I. Mr. LeBlanc is concerned that the CPC has funded other buildings in the City but then aren't used. Mr. Melnechuk asked who will be in charge of the building once it's all fixed up. Mr. Barrett and Mr. LaCrosse replied that the Mayor would be. Mr. Barrett pointed out that they would be preserving the edifice. Ms. Oliver Jerram noted that Fred Wallace, former Framingham Historical Commission Chair, has mentioned to her that buildings need to be updated and made useful in order to preserve them.

Mr. Barrett opened up questions from the public. There were none.

Motion made by Mr. Doyle to approve the application as submitted, with a note that if the

building is in the jurisdiction of the Conservation Commission, then paperwork will need to be filed. The Historical Commission's letter requests that the architect and City work with the Commission to find a less expensive approach to the building's preservation that will still satisfy the level of historical integrity. Motion seconded by Ms. Oliver Jerram. All in favor. Motion passed.

#### **B. Vote on CPA Allocations**

##### **1. Estimated CPA Tax Revenue for FY2022 (\$3.4M)**

Motion made by Ms. Oliver Jerram to accept the estimated City CPA tax revenue of \$3.4M with 10% going to each of the following accounts: Open Space Recreation, Housing and Historical, 5% to the Administrative fund, and the remaining balance to the Undesignated account. Motion seconded by Ms. McClary. All in favor. Motion passed.

##### **2. State Match for FY2022 (\$1,292,123.00)**

Motion made by Mr. Creonte to accept the state match of \$1,292,123.00 with 10% going to each of the following accounts: Open Space Recreation, Housing and Historical, 5% to the Administrative fund, and the remaining balance to the Undesignated account. Motion seconded by Ms. Thibodeau. All in favor. Motion passed.

##### **3. CPA Unallocated Reserve Funds (\$357,437.67)**

Motion made by Ms. Oliver Jerram to allocate the CPA Unallocated Reserve account balance of \$357,437.67 to the CPA Undesignated Budget Reserve account. Motion seconded by Mr. Creonte. All in favor. Motion passed.

#### **C. Vote to reopen City Hall Exterior Design Services account**

Motion made by Mr. LeBlanc to reopen the City Hall Exterior Design Services account for \$90,000. Motion seconded by Mr. Wilson. All in favor. Motion passed.

#### **D. Winter/Spring 2022 Meeting Dates**

- February 8, March 15, April 12, May 10 (Annual Public Hearing), June 14

#### **5. Adjourn**

Motion made by Mr. Creonte to adjourn, seconded by Ms. Oliver Jerram. All in favor. Motion passed. Meeting adjourned at 8:08 p.m.