

CPC/CPA Public Meeting and Hearing (CPC)

City of Waltham, Massachusetts

CPA/CPC Office, 11 Carter Street, Waltham, MA 02452

DATE: Monday, March 4, 2013

FROM: Kevin Dwyer, Clerk, Waltham Community Preservation Committee (CPC)

SUBJECT: Minutes of February 12, 2013 CPC Public Meeting & Hearing

A. Call to Order at 7:00 PM

Call to order by Chairman Barrett. Meeting taped by the Waltham Channel.

B. Roll call by clerk (Dwyer)

Present: Chairman Barrett, Mr. Dwyer, Mr. Fowler, Ms. Young, Program Manager Durkee, Mr. Melnechuk, Mr. Craig, Mr. Zinnell.

Absent: Mr. Hovsepian, Mr. Dufromont.

C. Minutes

1. Minutes of the November 20, 2012 Meeting

Motion to accept Minutes as written by Member Craig, Second by Member Young, motion passed unanimously.

Manager Durkee passes out amendments to minutes of November 2, 2012 Meeting.

2. Minutes of December 4, 2012 Special Meeting

Motion to accept Minutes as written by Member Melnechuk, Second by Member Craig, motion passed unanimously.

D. NEW BUSINESS

1. Acceptance meeting-Historic Application-Mayor-City of Waltham Wellington House-Interior \$160,000.

Mayor McCarthy present to answer any questions from the CPC.
There will be no additional phases of this project.

Motion to accept application made by Member Zinnell, Second by Member Young. Motion passes unanimously.

2. Waltham Historical Commission (WHC)-Alex Green-Overview of WHC Historic Plan and updates of its projects

Mr. Green cannot be present.

3. Changes to the CPC FY 2013 PLAN

No changes at this time.

4. FY 2014 Budget Discussion

4a. Manager's Salary-Non-City Grade Adjustment

Manager Durkee is an employee of the City of Waltham for payroll purposes and administration, but technically works for the CPC.

The auditor feels that Manager Durkee does not work for the City per se and is not a union member and can only get raise with approval of CPC.

Motion to approve a retroactive payment in the amount of \$1,287.00 to Manager Durkee as a step adjustment made by Member Fowler. Second by Member Zinnell. Motion passed unanimously.

4b. FY 2014 Budget

CPC Budget should be in place with expenses by the March CPC meeting. CPC will ask for extra funding for administration of the CPC from the Long-Term Debt Committee in March or April 2013.

E. OLD BUSINESS

1. Status of Appropriated CPC Projects (Program Manager)

101 Prospect Street-came out of Law Department today and was signed by Chairman Barrett.

Gore Place-signed by Chairman Barrett.

Paine Estate-demolition underway and project hopefully will be done by rental season.

2. Available Funds Report (Member Young)

Member Young presented a copy of spreadsheet "City of Waltham Community Preservation Committee as of 1/31/13" to all CPC Members.

Three active projects.

Records retention project-it appears that there is \$1,746 left to spend. This is an error. Project had a purchase order open. What is left to spend (\$1,746) and what is encumbered (\$1,737) is almost the same at this point.

Bright School Historical Archive-\$170,140 left to spend and \$711,267 encumbered.

Bright School Fire Suppression-\$259,000 left to spend with no funds encumbered at this point.

Paine estate elevator and restrooms-\$322,000 has been encumbered, only \$32,200 is left to spend. According to Chairman Barrett, the amount of \$30,791 is for the oversight from the architect who designed the fire suppression system. This amount may have to be rescinded by the CPC at the next meeting. This issue will be addressed by Alex Green in the future.

Available Funds report-Member Young-Currently the CPC has \$19,271,561.16 available to spend as of November 2012.

F. ANNOUNCEMENTS/CORRESPONDENCE-Manager Durkee and Chairman

CPC received a letter from the Mayor regarding the revenue stream for the Paine Estate. Copies distributed to the CPC. Public members need to let Councilor Rourke know if they wish to continue serving on the CPC.

DOR has sent the CPC an email. They have a link to each of the Waltham CPC's projects as well as all CPC projects throughout the state.

G. FOR THE GOOD OF THE COMMITTEE

1. Next Regularly Scheduled Meeting-Tuesday, March 12, 2013.

Member Melnechuk would like to receive original photographs or digital copies of CPC applications so CPC members could view photos in color. CPC should ask applicants, if a thumb drive exists or if copies exist in digital form, the CPC should receive a copy. This requirement will be voted on at the next meeting and the application/plan will be changed.

H. ADJOURN

Motion to Adjourn made by Member Fowler. Second by Zinnell.
Motion to adjourn passed. Meeting adjourned.