

Community Preservation Committee (CPC)

City of Waltham, Massachusetts
CPC/CPA Office, 11 Carter. St., Waltham, MA 02452

Date: December 21, 2010

From: William W. Durkee Jr., Community Preservation Act Program Manager

Cc: M. Justin Barrett Jr., Chairman, Community Preservation Committee (CPC)

Subject: Minutes of December 21, 2010 CPC/CPA Public Meeting & Hearing

A. Call to Order 7:00PM – Chairman M. Justin Barrett Jr. gaveled the CPC Meeting to Order.

B. Roll Call (Joseph Salvo - Clerk) Present: M. Justin Barrett Jr., Carl Zinnell, Joseph Salvo, Jerry Dufromont. Absent: Scott Hovsepian. CPA Program Manager, Bill Durkee was present.

C. November 16 CPC Meeting/Hearing Minutes: (Joseph Salvo - Clerk) The Chairman noted the packet copy of the Minutes was missing a few pages, but had been sent via Email for review prior to the Meeting. The Chairman allowed time for review of the missing pages. He further noted an amendment had been suggested by the Program Manager to change the date as shown on page 13 for the future November Meeting to be Tuesday 11/15/11. The Chairman also noted that his position should be corrected to Chairman, not vice-Chairman as shown on page 1. After the Chairman requested any additions, subtractions, deletions or suggestions a Motion was made by Member Zinnell, second by Member Salvo to accept the Minutes as amended. The Motion passed by roll call vote.

D. Video Taping. As there were no persons other than the CPC and MAC in the audience, the Chairman noted that the meeting was being videotaped by the Waltham MAC cable station.

E. New Business.

1. Applications (Manager) – New Applications

1a. Historic – Supplemental City Hall Roof, Architectural and Decorative Elements

The Chairman noted that the purpose of the Special Meeting was to act on a Supplemental Application from the Building Department to restore the City Hall roof for Preservation of the Historic Building. The Building Department had received a credible estimate from a contractor that indicated an additional \$50,000 would be needed to replace the existing flat roof. Although there is no one in attendance from the Building

Department there was no need for anyone based on the contractor's estimate. Since both the Program Manager Mr. Durkee and the Chairman had spoken with the Building Department any questions of the Committee should be answerable by one of them. Per Member Dufromont to the Program Manager, would the amount requested be sufficient to do the job and to do it right. The contractor's estimate dated November 5 was not given to the CPC until November 17, after the previous CPC Meeting of November 16. The estimated range shown was for \$65,000-\$75,000. Therefore with the \$27,000 passed at the previous meeting, the Supplemental Application for \$50,000 would cover the high end of the roof replacement itself and allow more than requested for contingencies such as architectural and decorative elements. Mr. Dufromont asked when the work should be done. Per Mr. Durkee the Building Department did not have a specific date except to express their desire to have it done before the next deluge of water. The only date shown on the contractor's estimate was to have the work done within one year as Mr. Durkee recalled which was also the guaranty or warranty. The Building Department expressed their desire to get the job done as soon as possible within the parameters of doing the job correctly. Mr. Dufromont then asked whether the Building Department was doing anything to prevent further damage. Mr. Durkee explained that the new technology described in the contractor's estimate would change the failure of the previous roof that did not "tack" the roof with screws into the concrete. The new technology as described by the contractor is backed up by the producer and supplier of the new roof materials to prevent the lifting of the roof in high winds which then allow water to enter the building. Per Mr. Dufromont, the estimate says it will be done within a year. Per the Chairman, the Building Department has oversight of the project. They are the experts that will be putting the contract out to bid. If it fails the responsibility falls on them. Per Mr. Dufromont, his question was intended to clarify whether the Building Department had done anything to prevent future damage. Mr. Durkee responded that to the best of his knowledge the Building had done everything they could to make temporary patches but the Department has been waiting for funds to do the necessary major work since 2009. A Motion to Recommend that the Supplemental Application be approved for \$50,000 until December 31, 2011 to the Building Department to include the same conditions that were a part of the original Application was made by Member Zinnell, second by Mr. Dufromont, and passed with all present voting in favor. Per the Manager the vote will allow the matter to be placed on the Council docket 12/22 for its Meeting 12/27. The Chairman noted that the Council would then be able to vote on the matter at that meeting.

F. Old Business.

1. Historic – Charles River Museum of Industry and Innovation CRMII – (Recommended and Appropriated).

The Chairman was unable to clarify the request from the CRMII at the Law Department in time for this Meeting. The CRMII is seeking funds to pay the contractor which did the work on the first CPA grant but has not been paid. The work was done in 2008. As set in the previous CPA Meeting, the next regularly scheduled CPC Meeting is set for March 8. Copies of the agreed four CPC Meeting dates for 2011 were distributed by the

Manager. The Chairman noted it might be necessary to hold another Special Meeting for the purpose of approving a payment.

2. CPC Long Term Debt Committee (LTDC) Meeting.

a. Recommendation for Part Time Clerical Assistance. (Chairman)

At the Meeting of the LTDC attended by the Manager and Chairman the previous evening a request was made for funds for clerical and administrative assistance. The LTDC requested a Budget with line items. The Chairman plans to meet with Councillors Rourke and Tarallo, the Personnel Director, and the Planning Director, Mr. Vokey. The request was tabled.

3. CPC Rules and Ordinance.

Recommendation for Expansion of the CPC from Five to Seven Members. (Chairman)
In a discussion with Chairman Tarallo and other Councillors there was a favorable expression, with one mentioning a possible nine members depending on the makeup of the CPC. The CPC will work with the Council on that proposal.

4. Applications (Manager) – Status of Old Applications

a. Housing – WATCH – 2 Jackson St. (Rescind)

Per the Manager a formal letter of withdrawal was received and a copy distributed to the CPC (attached). It is an administrative action. The Law Department has asked that when there is a matter in the Council which has tabled or filed a CPA item, it is necessary for the CPC to rescind its Recommendation and send that notice to the Council. In turn the Council will correct its records. The Manager explained that the LTDC had an old item on its docket and a letter was sent to the Council noting a formal letter of withdrawal had been requested and would be forwarded after its receipt. Similarly, the LTDC has old item on their docket for the CRMII and was advised that there was new action pending. The CPC had sent a request for payment according to Law Department advice but the item was not supported by the Law Department when it arrived at the LTDC and was tabled. Discussion of the CRMII item continued but was left without action. A Motion was made by Member Zinnell, second by Member Dufromont to rescind the previous Recommendation and to send that information to the Council. Member Dufromont asked whether each member has to sign such actions. Chairman Barrett informed him that the Clerk signs the vote of the Committee.

G. Correspondence and Miscellany (Chairman or Program Manager).

1. National Register of Historic Places listings in Waltham, Massachusetts. This list was provided by the Waltham Historical Commission (WHC). The Chairman noted that most recent listing was 10-11 years ago. The subsequent years adds several other building within the usual 75 year age for potential historic structures. The WHC expects to request a small grant for an update for the WHC and CPC.

2. CPC/CPA Budget. It is necessary for the CPC to have its Budget request

ready for the next CPC Meeting planned for March 8. The Budget for FY 2010 was prepared by the Manager and Chairman and ready in March. For FY 2011 the same process would be necessary to avoid missing the Budget cycle if it was delayed to the June 14 CPC Meeting. The items discussed with the LTDC will be incorporated.

3. WHC. Grove Hill Cemetery – Restoration of Historic Gravestones.

A request for information to apply for CPA funds was received from Mr. Jack Cox. As described by Mr. Cox, they are the most historic artifacts in the City.

4. LTDC Spreadsheet. Councillor LeBlanc provided a spreadsheet during the CPC meeting which had been prepared by the Auditors Office. By request of the manager, the Chairman read the numbers for the Revenues and Expenditures of the CPC to date, with a number shown as “available”. Per the Chairman, through FY 2010 (June 30, 2010), there was \$14,489,650.63 collected by the CPC. Of that, the unreserved funds without specific designation are \$9,153,597.90. Unappropriated and unreserved funds, which we believe were appropriated but unspent and have been returned to the CPC, are \$829,337.70, which comes to just under \$10,000,000 (available). FY 2011 funds are estimated at \$604,435 already received, and estimated Surcharge of \$2,488,400 which the Auditor believed might be too high. Mr. Dufromont then summarized the available funds as \$10,000,000 with an additional \$2,800,000 potential for FY2011. He then asked whether there were any projects which might increase this amount. The Chairman noted there were the Grove Hill and WHC Study Applications outstanding. Another example is the Christ Church which was Recommended then sent to the Law Department but has not gone to the Council. There are several others which have been suggested such as Hardy Pond. Councillor Darcy has two Trapelo Road Applications. Councillor Logan has Crescent St. Mr. Dufromont said the \$175,000 for the Christ Church and the \$50,000, or \$77,000 for the two City Hall Roof Recommendations are pending Council approval. The Manager added that there are two other ongoing proposals pending for awhile. First is the request of the Housing Authority for which included the need for an Affordable Housing Trust Fund for about \$1,250,000. this might change with the new Legislative year as the CPA language is expected to be simplified to allow the spending without the Trust Fund. The Paine Estate is seeking about \$1,000,000 for that property alone. The Lyman Estate is now preparing a fund request. A request was made by Member Dufromont to receive a copy. The Manager suggested waiting until he had a chance to review it and perhaps make it more useable for example by showing the amounts mandated to go to the three CPA categories as 10% for each. The Chairman assured Mr. Dufromont he would get a copy. Mr. Dufromont further stated that the CPC was waiting for disposition of the Fernald property. The Chairman noted there is no specific request before the CPC for more funds for the Fernald. Mr. Zinnell noted that he was a Member of the Board of Trustees of the Fernald. His opinion is that it would be another one to two years. The Chairman added that when the State closed Wrentham it took five years. The City or some entity would have to bring any funding request to the CPC.

5. Historic Plaques. The owner of an historic home on Lowell St. had inquired about receiving the designation of his home as historic, and whether the City provided

plaques to identify them as such. The request was sent to the WHC and Waltham Historical Society (WHS) for a reply.

I. FOR THE GOOD OF THE COMMITTEE. The Chairman wished the CPC Merry Christmas, Happy New Year, and “see you next year”.

J. ADJOURN

The Motion to adjourn was made by Jerry Dufromont, second by Joseph Salvo and passed unanimously by the Members voting, without dissent.