

Community Preservation Committee (CPC) Public  
Meeting and Hearing - May 10, 2016  
City of Waltham, Massachusetts  
CPC Office, 119 School Street, Waltham, MA 02451

Recorder: William W. Durkee Jr., CPA Program Manager,  
Waltham Community Preservation Committee (CPC)

Note: This meeting was held in the Waltham City Hall, City  
Council Chambers, 610 Main St., Waltham, MA 02452.

A. Call to Order at 7:00 PM

Called to order by Chair Diana Young. WCAC (Waltham Community  
Access Channel) video recorded the Meeting. In the absence of  
both the CPC Clerk and the Vice-Chair, the Program Manager acted  
as the Clerk of the CPC.

B. Roll Call by Clerk Durkee.

Present: Chair Diana Young, Justin Barrett, Bob LeBlanc,  
Jerry Dufromont, Randy LeBlanc, Tom Creonte. Absent: Dan  
Melnechuk, Kevin Dwyer, Sean Wilson. Program Manager: William  
Durkee -present, acting as CPC Clerk. A Quorum of six was  
declared present.

C. Minutes - Clerk.

Minutes of the April 12, 2016 CPC Meeting. A Motion was made to  
accept the Minutes. The Motion was seconded, and passed  
unanimously with six in favor ("Final", 4 pages, attached).

D. Public Hearings.

1. Paine Estate - Historic, Roof Design proposal of  
\$12,000.

William Forte, Superintendent of Public Buildings,  
presented the Application for the Paine Estate. This design is  
for one half of the roof, the south side, but would apply to the  
second half when needed. The south side leaked due to ice dams  
in 2015 causing internal damage. Water is leaking at the  
balustrades into the kitchen. \$20,000 of internal damages were  
caused. The Insurance Recovery Fund would cover those costs, but  
the roof should be replaced. There were no additional damages in  
2016 due to a milder winter. Technical questions regarding the

roof, insulation and the cause of ice dams were discussed. A moisture barrier was used in the previous design. Insulation or other aspects could be added but some historic regulations don't allow it. MASS Historical must approve the design. The Curator, Ann Clifford, has done a wider study of the building envelope which will be reviewed later. The poor condition of the patio will be repaired and paid through the current budget, with bids being sought. Once the design is complete, the full cost of the roof replacement is expected to be about \$173,200. A Motion was made, seconded, and passed 6 to 0 by roll call vote to recommend funding the Roof Design Application for \$12,000.

2. Lyman Estate/Historic New England (HNE) - Historic, Greenhouses \$165,900

Ben Haavik, Team Leader, Property Care, presented the Application. He is responsible for 36 properties of HNE and based at the Lyman. The Project Manager, Colleen Chapin, and Site Manager Shira Gladstone accompanied him. The greenhouses open to the public range in age from 1804, 1820's, 1840's and 1930's. About 20,000 visitors come to the Lyman annually and 10,000 of those visit the greenhouses. Project repairs include repointing masonry, structural problems in the 1840's greenhouse, two vent sashes, rehabilitation of the 1930's heat distribution system, and 1930's planting tables (asbestos) and wooden elements. The existing multiple staircases which limit public access to the most accessible greenhouses will have new ramps and paths. A site view would be accommodated at CPC convenience. The oldest, pre 1798 greenhouse is not included in this project as it is not open to the public or very accessible. The budget (page 17) which includes "repairs" is not acceptable if it is maintenance. The wording should be restoration, not repairs. Also on page 17, the \$33,500 for the Team Leader and Project Manager should not be included if these persons are working at the site anyway. The alternative could be to hire an architect and manager from outside HNE. A 50% reduction in this cost appeared to be acceptable. The old heating pipes will be kept for aesthetic reasons but a less visible modern hydronic system with discreet baseboards will be installed. Mass Historical will vet the application, including the window design which the State has been asked to fund. All painted surfaces are assumed to have lead paint and are dealt with as if they do. The property has an Historical Restriction with the Mass Historical Commission.

E. Old Business -

1. Update discussion of previous CPC Applications and

Hearings.

1a. A possible change in the date of the next scheduled CPC Meeting to June 7 was discussed. Reasons to pass outstanding proposals before the Council summer break were given. The Chair would make the decision.

1b. Music Hall Proposal. The Law Department is reviewing the CPC request for an opinion of a recapture clause to be added to any agreement if the building were sold, which would depreciate over a period of time. An attorney has been assigned. In the interim, Mr. McElroy was invited to address any other issues. Multiple bids for subcontract services such as roof repair, architectural, exterior and stained glass windows, painting, electrical, rebuilding store fronts, doors, permits, scaffolding, signage, and awnings for \$350,573 were questioned. Mr. McElroy distributed the bids package and noted he sought more bids for the critical electrical and painting (9 pages, attached to the Statement of Building Owner previously provided, 5 pages). A contingency of \$31,000 would cover any higher costs not on the bids. The historical value of the building roof was questioned. Although there were arguments for and against paying for the roof, including three past CPC payments for roofs, it was agreed that it would be excluded. Signage was questioned, but awnings were included as they existed historically. Mr. McElroy pointed out that a recent appraisal was for \$2,500,000 with a current mortgage of \$900,000 leaves room to borrow to fund potential cost overruns in excess of the contingency. Mr. McElroy used his experience and knowledge of local firms such as Cleary Bros. for the historical windows, and Wholesale Doors as examples of the expectation of reliable bids. In all, he said he has the resources to complete the project. Copies of the second bids were requested. CPC Members Bob Leblanc and Randy LeBlanc volunteered to review the bids for scope. Bill Doyle (Doyle Engineering) and his architectural and engineering team would also be available during the project work. A written statement of the Doyle engineering credentials was requested. Mr. McElroy added that he worked 5 years for Gene Snow where he oversaw a lot of projects for Snow Development. Recapture has precedence in other CPA projects but the Waltham Law Department has to issue its opinion, and then the CPC would define the details. The CPA is definitely open to providing funds for private property as long as the public benefit in the form of a restriction is acceptable. A contract would be needed to enforce the repayment details. Mr. McElroy would rewrite the proposal to remove the costs for the roof and provide it to the Program Manager.

2. Update on Public Input Proposals.

2a. A hand written proposal for the Public Input Meeting was received from Mary Early as she was unable to hear with the background noise. Senior Housing with apartments in 4-8 unit buildings is needed. The suggestion will be attached to the record for April 12 (attached - 1 page).

3. The Annual Report to the Mayor - Chair Young

With agreement of the CPC, the Report as written will be sent to the Mayor. For the City Council, the Report will be modified to use the FY 2016 numbers as done statewide, not calendar year 2015. (2 pages, attached).

4. Budget and Finance Updates - Chair Young

4a. Changes to the proposed FY 2017 Budget were needed and the revised budget was distributed to the CPC. The administrative budget remains within CPA 5% rule for administrative purposes estimated at \$180,000.

4a1. An increase in salary for the Program Manager was included because the City is expected to increase all salaries for non-union employees. The final amount will be whatever the City indicates and there is a Temporary employee line item if necessary.

4a2. Conservation Restrictions can be carried forward if unused at year end. Therefore the amount in the previous voted budget was reduced.

4a3. An historic preservationist is needed to oversee any work done on CPA funded projects on private property. Previously such preservationist was working for the Historical Commission but the current staff do not have the time to do the number of projects that are being approved. If the amount needed is less than the \$30,000 which triggers a formal bid, a simple request for proposals for the work should suffice.

4a4. Office Copier. The amount estimated for renting a copier rather than buying were placed in the previous line item. When the movement of the currently shared offices are made, it may need to be adjusted.

A Motion was made, seconded and accepted unanimously with those present 6 in favor and 0 opposed without a roll call.

5. Conservation Restrictions (CRs) - Chair Young

5a. The CPC voted to fund CRs on two properties, but the restrictions are not likely to be completed until next fiscal year. In order to be able to carry over the approval and budget

amount until next fiscal year, the Auditors office asked that the CPC move the funds for the CRs, (about \$34,500), to a separate account.

The Motion was made and seconded to move the amount for the CRs to a separate account pending the legal resolution which was accepted unanimously with those present 6 in favor and 0 opposed without a roll call.

#### 6. Status of Appropriated CPC Projects.

6a. Tenant Based Rental Assistance (TBRA). The Mayor rewrote the contract and a copy was received by the Chair, and by Waltham Housing Authority. The contract allows the CPC approved project to go forward. The Chair will sign it to allow it to proceed.

#### F. Announcements/Correspondence - Chair & Program Manager

##### 1. Application Inquiries.

1a. Chair -City Council/ Waltham Historical Commission (WHC). The Council Fernald Use Committee passed a resolution to support a CPA Application, with the WHC as co-sponsor, to request a survey of the Fernald historic buildings. \$75,000 is expected to be required.

1b. Program Manager. An Application from the Planning Department and Recreation Board will be sent to the CPC for an overhaul of the Gilmore Playground.

1c. Program Manager. The French American Victory Club (FAV) will investigate the possibility of doing improvements to the historic building at Elm and Pine Streets. Unless the building is on the Historic Register the FAV must go before the WHC for its approval.

#### G. For the Good of the Committee - Chair

1. Meeting permission for the Chair to send questions and/or meet with the Law Department.

1a. Music hall Restriction. The CPC questioned whether it would survive a bankruptcy. The CPC decided it would survive making the request moot. The restriction remains as is.

1b. Historic Preservationist. It is unclear whether the Law Department or the Auditors have imposed the requirement for oversight. A motion was made to allow the Chair to address the requirement with the Law Department. The motion was made, seconded and approved unanimously of those present 6 in favor and 0 opposed without a roll call.

H. ADJOURN. - A motion was made and seconded to adjourn and approved unanimously.