

Community Preservation Committee Meeting
Tuesday, February 13, 2018
7:30 PM
Wellesley Police Station

Members Present: Barbara McMahon, Chair; Allan Port, Vice Chair; Mason Smith, Raina McManus, Catherine Johnson, Don Kelley, Emily Maitin, Mark Wolfson.

Also Present: Jack Morgan, Board of Selectmen Liaison; Danielle Marini, Administrative Support

Members Not Present: Susan Troy

Guests Present: None

B. McMahon called the public hearing/meeting to order at 7:30 PM.

Citizen Speak: No one was present for Citizen Speak.

B. McMahon gave an introduction to Danielle Marini, who will be serve as temporary administrative support for the Community Preservation Committee (CPC). B. McMahon explained that Danielle is a staff member for the Natural Resources Commission (NRC), and also takes the minutes for the Wetlands Protection Committee (WPC) public hearings. It is the hope that the CPC administrative assistant will be bundled with another Town position in the future to provide more work and hours for that role.

B. McMahon listed off the projects that the CPC is considering for appropriations from its reserves. The projects are as follows:

- Morses Pond beachfront and bath-house study - \$40,000; Open Space
- DPW reconstruction of tennis courts at Sprague Field/MS - \$150,000; Undesignated
- Phase II HS Track and Field Restoration: Installation of bathroom facilities - \$175,000; Undesignated
- NRC, Construction of vernal pool boardwalk and observation area - \$50,000; Open Space
- NRC, Gas leak detection equipment and training - \$2,500; Open Space
- NRC, Construction of fish ladder at Fuller Brook - \$5,000; Open Space
- NRC, Phase I of Duck Pond bridge - \$38,500; Open Space
- Planning Department, Sub-Area Land Use Study and Plan - \$25,000; Housing
- Wellesley Historical Society, Continuation of business, club, and organization archiving project - \$36,00; Historical
- FMD/WHC, Fells Branch Roof Replacement - \$31,000; Historical
- Softball Field Improvement Committee, Improvements to landscaping, drainage, and safety at two softball fields in town - \$100,000; Undesignated
- Wellesley Housing Authority (WHA), Analysis of WHA sites at Barton Road and Morton Circle/Washington Street - \$200,000; Housing

B. McMahon closed the public hearing at 7:35 PM.

7:36 PM

Wellesley Historical Society Request

B. McMahon began the discussion of Wellesley Historical Society's request for funding to continue archiving historical records from businesses, clubs, and other organizations relevant to the Town of Wellesley's history. She read a letter provided by Kathleen Fahey outlining that funds appropriated by the CPC have allowed the Historical Society to archive records from the Blizzard of '78 and letters and photos from World War I. This funding has also allowed Wellesley High School Seniors the opportunity to work with the Historical Society on their senior projects.

The question was raised as to whether there was an end date in site for the archiving project. B. McMahon explained that the archiving has been done in different chunks and categories over the years. Once they finish archiving the records from businesses, clubs, and organizations, the Historical Society will look to archive Town records. It was discussed that the Wellesley Town Government should be involved in archiving Town Hall records. Whether or not the Society's archiving projects are part of its regular operations and the appropriateness of CPC continuing to fund these archiving activities was also discussed. B. McMahon expects that this year will be the end of archiving the club and business records and the conversation of whether or not CPA funds should be used for future archiving projects will be taken up before next year's grant cycle.

The funding for this year's historical archiving grant is at a 1/3 to 2/3 ratio. The Wellesley Historical Society is asking for \$36,000 out of \$54,000 this year. Two (2) people will be working on archiving the record. The increase in employees and hours accounts for the increase in the Historical Society's request for funds.

C. Johnson, Planning Board Representative, brought up the need for easier access to Town records that the Wellesley Historical Society have archived and what they plan to archive. She discussed the possibility of digitizing these records to increase accessibility and immediacy. If the Historical Society has plans to digitize these records, a hierarchy of importance should be used to determine what should be digitized first. C. Johnson would be more inclined to find ways to help digitize this information.

Another question was raised regarding the Wellesley Historical Society's financial plan. E. Maitin, Wellesley Historical Commission Representative, will bring these questions to the Historical Society for clarification.

A. Port made, and M. Smith seconded, a motion to approve \$36,000 for the continuation of the business, club, and organization archiving project. The CPC voted unanimously to approve \$36,000 for the continuation of the business, club, and organization archiving project.

7:58 PM

Softball Field Improvement Project

B. McMahon began the discussion by stating that new designs and site plan review will provide a greater level of comfort through having all options explored. New drawings will include more details about the trees and drainage, and will identify any environmental concerns.

R. McManus, Natural Resources Commission Representative, explained that the NRC is supportive of the project, but were not provided with the plans to back it up. There was no money available to go back and re-measure or re-survey the softball field to create more detailed plans. The NRC is confident that if they can see the project and the plans in full, then they will be able to consider the project in its entirety. B. McMahon explained that communication will happen between the different departments and working groups associated with this project. Collaboration will occur throughout the design process.

J. Morgan, Board of Selectmen Liaison, stated that, assuming the project is approved by the CPC, the Selectmen would like to publically acknowledge this project. He said that the Selectmen will take a vote in support of this project on camera.

R. McManus made, and Don Kelley seconded, a motion to approve \$100,000 for the design and site plan review of the girls' softball playing field. These funds will go to the DPW, as the project managers, from Undesignated Funds. The CPC voted unanimously in favor of this motion.

R. McManus stated that, as a board of four (4) women, the NRC is very much in favor of supporting this project and making it happen.

8:17 PM

Review of Draft Grant Agreement Document

B. McMahon stated that the CPC did not have a grant agreement in the past, and was hoping to create a small document with the basics.

Blythe Robinson, Executive Director, and Tom Harrington, Town Counsel, drafted this Grant Agreement Document based off of what has been found in other towns. It is up to the CPC if they want to use this document or not.

It was discussed that if the CPC wants to use this draft Grant Agreement, that it needs some further editing. E. Maitin will put comments in writing explain what should be corrected, such as spelling and grammar mistakes, as well as discrepancies between terms.

The CPC discussed that this Grant Agreement is beyond what the CPC was originally looking for. They intended for an agreement that required CPC acknowledgement, listed reporting requirements, explained what the project was including costs, the CPA contribution to those costs, the duration of the project, and any contingencies that are to be associated with the project. While this draft Grant Agreement addresses the majority of these items, it goes beyond the CPC's original intent. E. Maitin will check what the City of Waltham is using for their Grant Agreement, as it is more along the guidelines that the Wellesley CPC intended for.

8:41 PM

Community Preservation Coalition Dues

A. Port made, and D. Kelley seconded, a motion to approve payment of the Community Preservation Coalition dues. The CPC voted unanimously in favor of this motion.

8:42 PM

Old Business/New Business

A. Port distributed the Wellesley CPA Financial Plan to the CPC board members. He stated that CPC balances are currently in good shape. It was recommended that the \$500,000 for the Softball Field Improvements be moved to a future year for transparency. He will remove the "pending" and "approved" designations from the projects on the Wellesley CPA Financial Plan.

A. Port also stated that the CPC should continue to ask for long term plans from the boards and committees asking for CPC funding.

B. McMahan stated that she will be talking to the consultant for the Housing Board's Housing Production Plan that is in process. She also stated that the Unified Plan meeting will be on Tuesday February 27th. A final draft of the Unified Plan has not been released yet.

8:58 PM

Approval of Meeting Minutes for 01/10/2018

R. McManus clarified that under the "Softball Fields Project" discussion, the NRC was still waiting for answers to design questions for the project.

A. Port made, and D. Kelley seconded, a motion to approve the meeting minutes for 01/10/2018. The CPC voted 8-0 in favor of approving the meeting minutes for 01/10/2018.

9:01 PM

Adjournment

M. Wolfson made, and C. Johnson seconded, a motion to adjourn the CPC meeting. The CPC voted 8-0 in favor of adjourning the CPC meeting at 9:02 PM.

The next CPC meeting will be held on Wednesday, March 14th, at the Wellesley Police Station. Town Meeting will start on March 26th.