

Deerfield Community Preservation Committee
December 10, 2009
DRAFT Minutes

Meeting convened in Deerfield Town Hall at 7:08 P.M.

Members Present: Rick Andriole, Steve Barrett, Karen Herold - Chair, Bruce Hunter, Edie Lipp, Liam O'Brien - Vice Chair, Bruce St. Peters - Financial Liaison, Bob Underhill

Others Present: Roger Sadoski, Jeff Upton

Review of Minutes

Motion: Mr. Hunter moved to accept the minutes of November 12, 2009. Mr. St. Peters seconded. Motion passed: 8-0-0

Financial Report

Mr. St. Peters reported that approximately \$760,715 is available in Deerfield CPA funds.

Review of CPA Applications

The committee read through its funding priorities prior to conducting the review of applications.

Franklin Land Trust: Savage and Kostiuk Agricultural Preservation Restrictions

There was discussion of the Franklin Land Trust request for CPA funds for two APRs. The proposed APRs are eligible for CPA funding, but the applications are incomplete because they do not specify the amount of money requested. Rich Hubbard will be invited to attend the January CPC meeting to discuss the process of land valuation, other funding matters, and projected timeline.

Deerfield Historical Commission: Sugarloaf Street Cemetery Restoration

Ms. Lipp reported that the Historical Commission had been advised by the town administrator that it was not necessary to submit three estimates and requested clarification of the matter. Ms. Herold explained that the purpose of the requirement of three quotes is to provide the CPC with an indication that the funding request is reasonable and to ensure that the applicant has fully considered the scope of the proposed project.

There was discussion of the request for CPA funding for the restoration of the Sugarloaf Street Cemetery. Ms. Lipp reported that the Town of Deerfield will assume responsibility for brush and tree limb removal, aspects of the project that are not eligible for CPA funding and volunteer labor will be used to clean some grave stones. She reported that the Historical Commission will seek matching funds with assistance from Preservation MASS, an organization that supports initiatives to preserve historic resources in Massachusetts. She noted that a representative of Preservation MASS will attend the January 12, 2010 meeting of the Historical Commission and she invited the CPC to attend.

The application is incomplete. The applicant will be asked to provide the following information by 1/7/10 (with the exception that financial information may be submitted as late as 2/11/10, if extra time is needed):

- one additional cost estimates for the proposed work
- written statement regarding matching funds

There was discussion of strategies for completing the project. Mr. O'Brien suggested that the Historical Commission request Open Space funds for a garden component. Mr. Hunter questioned whether the Historical Commission would need to submit a Project Notification Form to Massachusetts Historic and he will research the matter.

Deerfield Town Clerk: Preservation of Municipal Records

There was discussion of the request for CPA funding for the preservation of municipal records. The proposed project is eligible for CPA funding, but the application is incomplete. The applicant will be asked to provide the following information by 1/7/10 (with the exception that financial information may be submitted as late as 2/11/10, if extra time is needed):

- two additional cost estimates for the proposed work
- written statement regarding matching funds

Ms. Lipp reported that she had provided the town clerk with the name of someone who deals with document preservation.

Deerfield Select Board: Restoration of Town Clock

There was discussion of the request for CPA funding for the restoration of the Town clock. The proposal as presented is not eligible for CPA funding, because the proposed restoration does not adhere to appropriate standards of restoration in that the use of acrylic and aluminum components would not have been elements of its original condition. In addition, the application is incomplete and applicant has provided neither justification for the proposed restoration nor information about the present condition of the clock and its maintenance history.

The applicant will be asked to submit the following information by 1/7/10 (with the exception that financial information may be submitted as late as 2/11/10, if extra time is needed):

- written statement clarifying the necessity to restore the clock vs. routine upkeep
- an assessment of the current condition of the clock with a maintenance history
- itemization of proposed work in accordance with the restoration standards of the Department of the Interior
- two additional cost estimates
- written statement regarding matching funds

Tilton Library: Replacement of Library Front Steps and Slate Roof

There was discussion of the request for CPA funding for the restoration of the Tilton Library front steps and slate roof. The proposed projects would be eligible for CPA funding, but the application is incomplete. In addition, it was agreed that in any event the CPC would not recommend the full funding request for this project. There was discussion of additional funding options, including a question whether the library might have money of its own to use toward the project and the recommendation that the Tilton Library seek matching funds from Massachusetts Historic. The CPC also suggested that Tilton Library prioritize the projects and then submit a modified funding request to cover development of bid-ready plans with design specifications for one project.

The applicant will be asked to submit the following information by 1/7/10 (with the exception that financial information may be submitted as late as 2/11/10, if extra time is needed):

- two additional cost estimates from contractors which include prevailing wage rate
- a plan for completion of a design review process and development of bid ready plans
- written statement regarding the 30% Rule and possible requirements for increased ADA accessibility that may be triggered by the project
- documentation that the project has been submitted for consideration as part of the Town budget processes
- written statement regarding matching funds

Next Steps

Applicants will be informed of the review of applications and asked to submit additional information. The Deerfield Finance Committee and the Capital Planning Committee will be provided with the applications and asked to provide information about municipal funding for the library.

Update from Town Administrator

Mr. Andriole will meet with the town administrator to request a status report on proposals approved by the 2009 Annual Town Meeting and on CPA funding contracts being completed by town counsel.

Review of application process

The following suggestions to the application process were offered:

- specify that all application materials must be submitted as separate sheet documents to facilitate duplication and distribution
- clarify application deadlines to allow later submission of financial specifications
- specify where town planning documents are available for review

Correspondence with other CPCs

There was discussion of a proposal to meet with members of other CPCs and it was agreed to wait until after the Annual Town Meeting. Ms. Herold reported that the Community Preservation Coalition will present a CPA spring conference in Northampton.

Public Comments

Mr. Upton commended the committee on its good work and offered suggestions for improvement to the application.

Adjournment

Meeting adjourned at 8:55 P.M.