



TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 2/2/12

Community Preservation Committee Meeting Minutes January 5, 2012

Members in attendance: John Campbell, Chairman; Todd Helwig; Chris Kellogg; Peter Martin; Andy Clark; Michelle Gillespie; Sean Durkin; Kathleen Polanowicz (arrived at 7:30PM)

Members excused: Don Haitsma

Others in attendance: John Coderre, Town Administrator; Kimberly Hood, Assistant Town Administrator; Kathy Joubert, Town Planner; Norm Corbin, Deborah Comeau; Marie Nieber; Charlie Bradley; Leslie Harrison; Dan Clark; Lynne Moreno; Ellen Racine; Melanie Magee

Chairman Campbell called the meeting to order at 7:12PM.

Review Minutes of the Meeting of November 10, 2011 – Peter Martin made a motion to accept the Minutes of the Meeting of November 10, 2011 as submitted. Michelle Gillespie seconded, vote unanimous.

Review Minutes of the Meeting of December 8, 2011 – John Campbell noted one correction to the minutes as follows:

Page 1 - revise “...the Open Space Committee has received...” to read “...the Community Preservation Committee has received...”

Todd Helwig made a motion to accept the Minutes of the Meeting of December 8, 2011 as corrected. Peter Martin seconded, vote unanimous.

Chris Kellogg suggested that the committee meet for deliberations in February as he will be out of the country on January 19th. Members of the committee agreed.

Public Hearing to Consider FY2013 CPA Applications:

- **Town Offices Heating System Replacement (\$350,000)**
- **Preservation of Colonial Era Gravestones (\$5000)**
- **Historical Resources Preservation Fund (\$100,000)**
- **Demolition of former Senior Center (\$80,000)**
- **Historical Society 1874 Pipe Organ Restoration (\$7200)**
- **Conservation Fund (\$300,000)**

Town Offices Heating System Replacement (\$350,000) – Kim Hood explained that the project for consideration involves converting the existing steam heating system to a hot water system. She explained that the piping is original to the building, and there are numerous problems related to leaking pipes and steam traps. She noted that the boilers are relatively new, and both the architect and the

engineer have recommended using the existing boilers for the project that will also involve converting to a hot water system and installing all new piping. Ms. Hood explained that one of the major issues is that the building heats unevenly, and some offices rely on the use of space heaters during the winter months. She commented that the new system will be much more efficient. Ms. Hood stated that another issue with the existing system is that there is a separate delivery for the air conditioning, and the architect recommends replacing the rooftop condensing units.

Ms. Hood explained that the total cost of the project is estimated at \$992,000. She noted that town staff hopes to move this forward quickly so that the project can be completed during the summer when it is anticipated that the work can be done with minimal disruption.

Ms. Hood and Mr. Coderre discussed the cost and disruption caused by a number of burst pipes over the past several years, and provided a rotted cast iron pipe to demonstrate the severity of the situation.

Kathleen Polanowicz arrived.

Mr. Coderre emphasized that this project is necessary, and voiced his desire for the CPC to help defray some of the costs to make it more palatable to the taxpayers.

Chairman Campbell asked if there is any exterior rework anticipated in conjunction with the project. Ms. Hood indicated that it will require only internal work. Mr. Coderre voiced concern about mold and mildew, and reiterated the need to eliminate water damage.

Chairman Campbell commented that the project would preserve the original intended use of the building and maintain its historical features. Mr. Coderre reiterated that the biggest threat to preserving the building is the water that is supposed to stay inside the pipes.

Ms. Polanowicz stated that other communities are facing similar issues, and are using the work done in the Northborough Town Hall to encourage adoption of the CPA in their towns.

Preservation of Colonial Era Gravestones (\$5000) – Norm Corbin discussed the proposal for historic conservation of colonial era gravestones. He commented that during a recent walkthrough, a common grave for children was discovered in the Howard Street Cemetery, and the location of the first burial was discovered on Brigham Street. Mr. Corbin noted that the first person buried in the Brigham Street Cemetery appears to be the son of the town's founder.

Mr. Corbin explained that the project will be handled in two phases, with phase 1 including taking an inventory of the graves and developing an action list for the work to be done. Mr. Corbin stated that he has obtained two quotes for the work, and both are between \$2000 to \$2500 for taking the inventory, photographing, and developing the action list. He noted that an additional \$1500 to \$1800 is needed to straighten out the stones at the Brigham Street site and clean them.

Ms. Joubert reiterated that phase 1 of the project involves the inventory and action list and phase 2, which will require additional funding, will involve the actual restoration work. Mr. Kellogg voiced his understanding that there are ten stones at the Brigham Street site that will be restored in phase 1, and it is anticipated that the \$5,000 requested will be able to cover those costs.

Peter Martin asked if the preservation plan includes preservation of any of the stones in addition to the cleaning. Ms. Comeau reiterated that the decisions about the work to be done will be made once the master plan is drafted.

Chairman Campbell commented that the presentation box at the Howard Street cemetery is in need of some upgrading and asked if that can be worked into the budget. Mr. Corbin agreed to include it.

Historical Resources Preservation Fund (\$100,000) – Mr. Corbin clarified that this request is for additional funds to be put into the historic reserve fund. Chairman Campbell asked if the Historical Commission has developed a list of priorities. Mr. Corbin indicated that they have not, and welcomed input from the committee. He explained that he does not envision the Historical Commission purchasing any properties themselves, but rather sees them working with other town groups for the preservation of historical resources that would include more than just buildings. Chairman Campbell asked if there have been any resources in recent years that the Commission would have liked to protect but found it unable to do so. Ms. Nieber commented that the Wynn mansion could potentially have been converted into affordable housing units.

Mr. Kellogg asked Mr. Corbin how he would prioritize this year's applications. Mr. Corbin stated that the Historical Commission had not discussed the matter, and he would prefer to provide the CPC with a group consensus and not just his own personal opinion. Mr. Corbin also discussed the value of putting properties on the National Historic Register, and suggested that doing so could provide another source of funding. Mr. Kellogg reiterated his request for the Historical Commission to weigh in on this year's applications for funding.

Chairman Campbell encouraged the Historical Commission to incorporate into their monthly meetings a procedure for developing a priority list as well as some outreach to get things done.

Historical Society 1874 Pipe Organ Restoration (\$7200) – Ellen Racine explained that the Historical Society has operated as a private nonprofit organization for 106 years. She discussed the request for funding to restore the pipe organ that was built on location in 1874. She explained that the total cost is estimated at \$10,200, and the Historical Society has \$3,000 of their own to put towards the project.

Ms. Racine noted that the bellows are in need of restoration and new footings need to be welded to the base of the lead windpipes to eliminate the sagging that has occurred. She indicated that the project has the support of the Historical Commission.

Mr. Helwig questioned how the CPC can ensure that, after funding the restoration, the organ will not be sold at some point in the future. He also asked about the insurance coverage on the organ. Ms. Racine agreed to investigate the matter of insurance. She also commented that the organ would need to be dismantled in order to be sold, and she does not anticipate the Historical Society ever doing so. Ms. Polanowicz agreed that it would be prudent to know the appraised value of the organ and confirm that it is adequately insured.

Chairman Campbell suggested that the legal grant agreement that this committee now uses whenever it recommends funding for a non-town entity could be utilized with this project. He agreed that it is reasonable to want some assurances that the organ and the building would remain if the CPC is funding these projects.

Ms. Racine agreed to investigate the insurance issue and report back to the Committee prior to February 2, 2012. Mr. Helwig suggested that the CPC require proof of insurance as a condition of any funding

grant. Ms. Polanowicz also requested that the Historical Society confirm that the contractor for the organ restoration is bonded and insured.

Demolition of former Senior Center (\$80,000) - Lynne Moreno, Executive Director of the Housing Authority, explained that this application is for part of an ongoing proposal to build affordable housing units at the old senior center. She noted that the Housing Authority is required to do the demolition, with a portion of the building to remain intact. She stated that more investigative work was done at the request of the DHCD, and it appears that the demolition will be much more complicated and costly than originally anticipated. She explained that the most recent estimate was \$80,000. Ms. Moreno explained that the project will not be able to proceed unless the Housing Authority can find a way to move forward with the demolition and securing of the building, and they simply don't have that kind of money in their reserves so are looking to the CPC for help.

Chairman Campbell discussed the difficulty with going back to Town Meeting for additional funding for this project, and commented that residents will likely question why this was not included in the requests at the prior two Town Meetings. Ms. Moreno explained that the Housing Authority originally believed that they could cover the cost of demolition using their own reserves, but only recently became aware of the real cost of doing the work.

Chairman Campbell voiced his opinion that the town and this committee clearly support the project, but questioned whether the original building estimate is accurate given this new scenario. Ms. Moreno explained that the project will go back out to bid next month and will include a contingency that the Housing Authority must have the ability to fund the demolition. Chairman Campbell asked if the Housing Authority is confident with the estimate they received. Ms. Moreno confirmed that they are. Chairman Campbell requested that all figures be double checked to ensure that the CPC presents all of the facts at Town Meeting. Ms. Polanowicz suggested that the Housing Authority ensure that their existing insurance will cover any possible situation that may arise. Chairman Campbell noted that the information requested must be submitted to the committee prior to February 2, 2012.

Conservation Fund (\$300,000) - Charles Bradley explained that the town's application for a land grant to purchase the Schunder parcel on Green Street was denied by the State. He noted that the amount of funding available was greatly reduced from years prior and that there was a great deal of competition for the funds that were available. Mr. Kellogg asked what impact this denial will have on the town's CPC funds going forward. Chairman Campbell explained that the land grant was intended to fund a portion of the purchase price for the Schunder property, which will now be paid using future CPA revenue. He asked Ms. Joubert to get guidance from the Town Administrator to ensure that these funds are allocated appropriately. Ms. Polanowicz suggested that the town request a letter of support from their Congressman for any future land grant applications.

This year's request will be for building back up the funds available for open space purchases and the request is to specifically place the funding in the Conservation Fund. The Open Space Committee, in conjunction with the Conservation Commission, has wisely used the previous funds placed in this account for smaller land purchases over the past three years.

Old/New Business:

Mr. Kellogg noted that the CPC has received funding requests for in excess of \$842,000, but only has about half that amount available to grant.

Signage – Andy Clark discussed the committee’s plans for signage to be used to highlight projects funded by the CPC. He noted that he had provided some tentative layouts for signs; one was for a temporary sign that would be used during a project’s construction phase and one for a second, more permanent sign, to be used once a project is completed. Mr. Kellogg asked Mr. Clark to provide the committee with a written specification for the signs. Mr. Clark agreed to do so.

Chris Kellogg made a motion to allocate \$250 from the administrative fund to be used toward the purchase of temporary signs, assuming that the bid process is followed. Michelle Gillespie seconded, vote unanimous.

Adjourned at 9:05PM.

Respectfully submitted,

Elaine Rowe
Board Secretary