



TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 9-5-13

Community Preservation Committee Meeting Minutes April 4, 2013

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

Members excused: Kathleen Polanowicz; Todd Helwig; Debra Comeau; Peter Martin

Others in attendance: Kathy Joubert, Town Planner; Elaine Rowe, Board Secretary

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

Discussion regarding Revised Application Process and Submission Dates for FY2015 - Chairman Campbell discussed the proposal to modify the timeline for the CPC process, and questioned whether the deadlines should be moved up gradually or immediately modified to what is best. Ms. Joubert indicated that she had spoken with other town departments about the potential changes and there were no concerns raised. She expressed her opinion that having additional time worked into the process will be beneficial for applicants with projects that would have to comply with public bid requirements.

Mr. Kellogg suggested moving the application deadline to July. Chairman Campbell asked about timelines in other communities. Ms. Joubert stated that she was not able to get information about timelines, but she did get information that indicated that projects are clearly being done in phases.

Ms. Joubert reiterated that public projects costing over \$25,000 must be put out to bid. Mr. Durkin voiced his concerns about the loss of the collaborative community effort that has existed in the past on these types of projects. He also noted that vendors will be less willing to negotiate and cooperate with a municipality than with a community organization. Chairman Campbell voiced his understanding that there were three different organizations involved in the Middle School field project. Mr. Durkin stated that the vendors were very accommodating for that project, and reiterated that we will lose this benefit in the bid process. He also voiced concerns about the potential for price increases during a 2-year process. Ms. Joubert stated that the town is required to comply with the prevailing wage law. Mr. Kellogg reiterated his desire to get applications submitted early so that the CPC can vet them out and help to move them forward.

Chairman Campbell discussed the proposed viewing platform project at Memorial Field, and noted the importance of ensuring that it is constructed appropriately to limit liability. Mr. Durkin commented that the viewing platform as it exists today is an inherent danger until it gets renovated.

Chairman Campbell stated that additional public hearings to review the applications may prove beneficial. Ms. Gillespie suggested that a process similar to that of the Design Review Committee might

prove helpful. She noted that the DRC process is somewhat informal initially, starting with discussions about the project and what the DRC requests might be, followed by meetings to address more concrete details.

Ms. Joubert voiced her opinion that the CPC should not have to tell applicants how to prepare their applications and presentations, and that the applicants should be vetting out their entire project before appearing before the CPC.

Andy Clark arrived.

Mr. Durkin commented that the CPC wants to encourage average citizens to bring their projects forward. Ms. Joubert indicated that the applicable town board should be advising organizations about the various requirements in the CPC process. Mr. Kellogg asked about using the CPC's administrative fund to assist applicants with getting to the application step with a viable cost expectation. Mr. Campbell stated that the hearings are the most useful part of the process, so having an opportunity to interact more often is not necessarily a bad thing. He also commented that the organizations coming to the CPC need to establish the priorities for their projects.

Chairman Campbell stated that he would not convene a meeting in August because of vacations and other potential conflicts. Mr. Kellogg suggested a July deadline for applications, with a first meeting to be held in late August or early September. Mr. Campbell commented that, since final recommendations for the Town Warrant must be submitted to the Town Administrator in January, the proposed extended timeline would allow the CPC to open up the public hearing sooner and spread the presentations out more than we have been able to in the past.

Member of the Committee discussed an application deadline of some time in August, with the first public hearing to be held the first Thursday in September at which time the Committee can discuss and determine which applications might involve a bid process. Hearings would then be held in October, November, and December as needed, with final decisions to be made in January.

A suggestion was made that the cover sheet on the CPC application be modified to instruct applicants to present their proposed project to the appropriate town organization for support prior to submitting their application. Mr. Kellogg suggested that a signature from the appropriate board chairman and a letter of support be required with the application.

Chris Kellogg made a motion to change the application deadline to an August date to be determined by Ms. Joubert. Sean Durkin seconded, vote unanimous.

It was noted that the first public hearing for FY2015 applications will be Thursday, September 5, 2013.

Chris Kellogg made a motion to modify the language in the cover sheet, to be shown in red, to request that applicants meet with the respective town staff or commission and receive a signature and/or letter of support to be provided with the application. Michelle Gillespie seconded, vote unanimous.

Ms. Joubert stated that the CPC articles are numbers 39 through 49 on this year's warrant.

Review Minutes of the Meeting of February 25, 2013 – Chris Kellogg made a motion to approve the Minutes of the Meeting of February 25, 2013 as submitted. Andy Clark seconded, vote unanimous.

2013 Town Meeting Presentation – Chairman Campbell polled the Committee for any points they would like to suggest for the town meeting presentation. He explained that he plans to incorporate pictures into the presentation. He also stated that he is not fond of the wording of the articles for the Memorial Field viewing platform and the Assabet Park shading project, and he will do his best to put a positive spin on them. He also plans to highlight good uses of CPC funds in the past. He mentioned that he is anticipating comments to be made about the Senior Center project.

Chairman Campbell suggested posting a placard at Town Meeting announcing the changes to the timeline for the CPC application process. Ms. Joubert stated that she will also send out the information to the usual applicants over the next few weeks. Mr. Kellogg suggested that Chairman Campbell also announce the details at the beginning of his presentation.

Adjourned at 8:07PM.

Respectfully submitted,

Elaine Rowe
Board Secretary