



TOWN OF NORTHBOROUGH Community Preservation Committee

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Approved 2/6/14

Community Preservation Committee Meeting Minutes January 9, 2014

Members in attendance: John Campbell, Chairman; Chris Kellogg; Todd Helwig; Michelle Gillespie; Debra Comeau; Andy Clark; Sean Durkin; Peter Martin

Members excused: Kathleen Polanowicz

Others in attendance: Kathy Joubert, Town Planner; Elaine Rowe, Board Secretary; June Hubbard-Ward, Finance Director; Jason Little, Town Accountant; Tom Spataro

Chairman Campbell called the meeting to order at 7:08PM.

Chairman Campbell explained that the objective for tonight's meeting is to hear any final comments on the applications and to vote. He also voiced a desire for the board to put effort into developing a Community Preservation Plan in hopes of having something in place by the end of the season. He also suggested inviting Rick Leif and other stakeholders to an upcoming meeting in order to get input about potential future projects. Chairman Campbell agreed to contact Rick Leif about scheduling a meeting on a date and time when Kathleen Polanowicz is also available to attend.

Sean Durkin arrived.

Discussion with June Hubbard-Ward, Finance Director and Jason Little, Town Accountant re: Reserve Fund Totals & CPA Trust Fund Distributions

June Hubbard-Ward distributed documentation of CPC funds and discussed the estimated FY 2015 revenue, which she expects to be \$420,000 from the net tax levy and a state match of 25%. She also provided some historical information, including details of the FY2014 state match. Chairman Campbell noted that, by law, the board is required to allocate 10% of the anticipated funding to each of the three accounts (Historical, Conservation, and Housing) with the any excess to remain within the unreserved account.

Ms. Hubbard-Ward provided a recap of where the Committee stands with funds, and noted that the unreserved fund balance is \$599,514. She also noted that the Committee has maintained healthy balances and has acted conservatively, which has served us well so far.

Ms. Hubbard-Ward reminded board members that a warrant article will be needed to fund the debt service on the Green Street property. Mr. Helwig asked if there is any benefit to paying the debt off early. Ms. Hubbard-Ward noted that it is not possible to do so.

Ms. Joubert commented that the Committee has a total of approximately \$1.6 million available. Chairman Campbell suggested allocating whatever possible to the unreserved fund to allow for as much flexibility as possible.

Mr. Helwig asked if there is still a balance in the Conservation fund. Ms. Joubert commented that the fund balance is \$432,908, of which \$383,700 is from CPA funds and \$48,948 was existing balance pre-CPA funds being added at town meeting. Ms. Gillespie asked about tax levy changes and whether there will be any increases to CPC funding. Chairman Campbell commented that there no need to go back to Town Meeting for any additional tax levy. Ms. Hubbard-Ward agreed.

Chairman Campbell noted that the town had bonded in order to purchase the Green Street Property because we did not have sufficient reserves at the time. Ms. Joubert commented that the bond rate was very low, with a net interest cost over 5 years of \$13,660.

Mr. Clark stated that there is very little that the Conservation Fund would be used for that would not fall within the CPC criteria. Chairman Campbell voiced his expectation that, should the Conservation Committee have a need for funding, it would be brought back to the CPC for discussion.

Mr. Kellogg asked about bond payments being paid for the Green Street purchase. Ms. Hubbard-Ward noted that those are reflected on the expenditures spreadsheet, with this year's payment being \$48,600. Chairman Campbell asked how far back the expenditures report covers. Ms. Hubbard-Ward stated that all open projects are included on that report. Mr. Kellogg asked if the board needs to take any action to recoup leftover funds from previous projects. Ms. Hubbard-Ward indicated that the board must vote to close the project. Ms. Comeau suggested that the board go back and close out any projects that we believe to be completed. Ms. Joubert suggested confirming that they have truly been completed prior to doing so.

Northboro Youth Basketball Association Court Repair Project - Tom Spataro discussed his proposal for repairs to existing basketball courts and revised his request to seek \$95,750 based on more recent estimates of the work needed. He noted that, based on his conversations with Cheryl Levesque, Business Director for Northborough Schools, the school department has agreed to pay for an engineer/architect to review the conditions of all courts in an effort to put more specificity into the Statement of Work. A meeting is scheduled for next Tuesday.

Mr. Spataro discussed work to be as follows:

Re-set 4 hoops at Melican Middle School

Repaving to be done at Peaslee and Proctor Schools

Work needed at Lincoln Street School will not be done due to pending renovations

Ms. Joubert reiterated that the School Department has committed to hiring an architect to survey and evaluate existing conditions including any broken pipes. Mr. Spataro suggested that things may change once the work commences. He voiced his desire to start with the courts at the Middle School since they get a fair amount of recreational use over the summer. Once completed, he suggested doing the courts at Proctor School since those courts are segregated and therefore it is easier to control and to keep track of the kids. He also noted that there are two hoops at Proctor that were knocked down and will need to be reset.

Mr. Spataro stated that the Northborough Youth Basketball Association (NYBA) also intends to contribute funds to the project as needed. Chairman Campbell voiced his understanding that work has already been done on the courts at Melican Middle School. Mr. Spataro commented that the cracks were filled, sealcoating was done, lines were painted, and Bison Strong triple rims were installed.

Mr. Kellogg suggested that Mr. Spataro's figures are based on advice from vendors who have experience doing this type of work. Mr. Spataro reiterated his belief that his figures are accurate.

Mr. Spataro stated that he is requesting \$95,750 for the project. Mr. Durkin asked Mr. Spataro if he will have someone onsite to inspect the work and ensure that the project is being done correctly. Mr. Spataro stated that the NYBA could provide staff to do so.

Mr. Helwig asked if the school has approved the locations for the courts. He also asked how long these courts typically last. Mr. Spataro stated that the paint will last at least 5 years, and NYBA funds will be used for maintenance. Mr. Helwig noted that Lincoln Street School was removed from the project because they are using the space for equipment storage, and voiced concern about the possibility that schools could use the space for other purposes after the CPC has invested money into these renovations. Ms. Gillespie asked if there are any plans for remodeling Peaslee School in the near future. Ms. Joubert stated that the work to be done at Lincoln Street School is all that she is aware of, but agreed to follow-up with John Coderre to see if there is anything else included in the capital plans. She also noted that there are no guarantees that the School Committee won't decide to repurpose the court space a few years down the road. Mr. Kellogg asked if there have been any comments from the School Superintendent. Mr. Spataro stated that he has recommendations from the school principals and has met with staff from Charles Gobron's office several times. Ms. Joubert reiterated that the schools are contributing funds for an architect, which is a positive sign. Members of the board agreed that the project fits the criteria for use of CPC funds and suggested including an additional \$15,000 as a buffer. Mr. Helwig asked about recognition for this use of CPC funds. Mr. Spataro agreed to install signage.

Peter Martin made a motion to allocate \$110,000 from FY2015 revenue for the Northboro Youth Basketball Association Court Repair Project. Chris Kellogg seconded, vote unanimous.

Chairman Campbell asked Mr. Spataro to provide photographs of existing conditions for presentation during Town Meeting.

Memorial Field Viewing Deck Renovation – Ms. Joubert explained that Mr. Nason was not available to attend tonight’s meeting, but had indicated that he does not yet have a firm estimate. Chairman Campbell suggested determining an expected cost, to be revised at or just prior to Town Meeting if necessary. Mr. Durkin estimated a cost of \$37,000 without prevailing wage, and suggested that \$75,000 should be sufficient. Members of the board agreed overwhelmingly that this work needs to be done as soon as possible

Chris Kellogg made a motion to allocate \$75,000 from FY2015 revenue for renovation of the viewing deck, with the proviso that the board can withdraw or adjust the amount if firm numbers are provided by the DPW Director prior to Town Meeting. Sean Durkin seconded, vote unanimous.

Hop Brook Trail Parking Area and Trail Construction and/or Repair – Chairman Campbell noted that the applicant had requested \$12,000 for the project but encouraged the board to provide a buffer should the project exceed the estimate.

Andy Clark made a motion to allocate \$15,000 from FY2015 revenue for the Hop Brook Trail project. Chris Kellogg seconded, vote unanimous.

Affordable Housing Fund – Ms. Joubert noted that there was no affordable housing project submitted this year, but the board is required to allocate a minimum of 10% which would be \$52,500 to the affordable housing category.

Andy Clark made a motion to allocate \$52,500 from FY2015 revenue for the Affordable Housing fund. Todd Helwig seconded, vote unanimous.

Cemetery Headstone Restoration - Chris Kellogg made a motion to allocate \$78,000 for the headstone restoration project, to be funded with \$52,500 from FY2015 revenue and \$25,500 from the Historic Resources Preservation Fund. Debra Comeau seconded, vote unanimous.

Historic Resources Preservation Fund – Mr. Clark asked if the Historical Commission has specific projects in mind or if they are simply building up the fund in anticipation of projects in the future. Ms. Comeau indicated that there are some known projects.

Chris Kellogg made a motion to allocate \$75,000 from FY2015 revenue for the Historical Resources Preservation Fund. Debra Comeau seconded, vote unanimous.

Cemetery Signs – Chris Kellogg made a motion to allocate \$5,000 from FY2015 revenue for cemetery signs. Peter Martin seconded, vote unanimous.

Conservation Fund - Chris Kellogg made a motion allocate \$400,000 to the Conservation Fund, to be funded with \$91,400 from FY2015 revenue and \$308,600 from the unreserved fund. Todd Helwig seconded, vote unanimous.

Chairman Campbell noted that \$48,600 from FY2015 will be used for the bond payment for the Green Street parcel.

Review Minutes of the Meeting of November 7, 2013 – Sean Durkin made a motion to approve the Minutes of the Meeting of November 7, 2013 as submitted. Todd Helwig seconded, vote unanimous.

Review Minutes of the Meeting of December 5, 2013 – Sean Durkin made a motion to approve the Minutes of the Meeting of December 5, 2013 as submitted. Andy Clark seconded, vote unanimous.

At Chairman Campbell's suggestion, members of the board agreed to meet on February 6, 2014 to discuss an outline for the Conservation Plan.

Chairman Campbell suggested that the board also schedule a meeting for April 3, 2014, which could be cancelled if not needed.

Chris Kellogg made a motion to close the hearing. Peter Martin seconded, vote unanimous.

Ms. Comeau asked if a non-resident can propose a project to this board. Ms. Joubert voiced her understanding that they can.

Adjourned at 8:55PM.

Respectfully submitted,

Elaine Rowe
Board Secretary