

DRAFT
Oak Bluffs CPC Meeting
10/25/10
Oak Bluffs Town Hall Lower Level Mtg Room.

Members Present: Stephen Durkee, Chairman, Alison Shaw, James Westervelt, Joan Hughes, Harvey Beth, Charles Rock, Nancy Phillips, Cheryll Sashin*

*Arrived after minutes approval.

Also Present: Adam Wilson, Zoning Administrator and Administrative Assistant to the CPC.
Selectman Gail Barmakian. Historical Commission Chair Pam Melrose, Park & Recreation Commission members Karen Achille & Christine Todd. Board of Health Chair Dave Caron.

-Minutes from the 9/27 meeting were reviewed. Nancy asked for a clarification on which past project's money would be voted on at town meeting to be returned. Adam stated that the discussion was about the remaining funds being for Bradley Square and he would change the minutes to reflect that.

James made a motion to accept the minutes as amended. Harvey seconded.

The committee voted 7 – 0 to accept the minutes from September 27th as amended.

-Steve expressed his gratitude to Adam for the years of service he had done for the committee. Adam stated that he was happy to have been with the committee since its inception and hoped to continue being an informative source on how the CPA works and what the committee does with the funding.

-Steve wanted the committee to review the applications received by the Oct. 15th deadline and determine by consensus if they met the criteria for categorical approval and further consideration by the committee.

-The 1st application was for lantern restoration. Committee members discussed the project as it was presented the previous fiscal year. The present condition of the lanterns was talked about.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 2nd application was for money to go to the Town's Affordable Housing Municipal Trust Fund. Harvey stated it meets the criteria for CPA community housing. There was short discussion on who's sponsoring the project.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 3rd application was for the stained glass windows from the United Methodist Church. The Committee & Adam talked about the historical status of the Campground. Also discussed was the prior recommended approval from the previous year.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 4th application was for the \$44K estuaries project. Joan talked about how this is an open space project similar to others recommended by the CPC. She stated that it will be the last research project for the town's water resources. The culvert for Farm Pond was discussed. Charles complimented Shellfish Warden Dave Grunden, the project's author, for his prior funding work.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 5th application was for the DCRHA rental assistance program. Members affirmed it is the same as to what has been approved in prior years.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 6th application was for the MV Museum archive project. It was discussed whether or not this was an island wide shared project.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-The 7th application was for the Niantic Park restoration project. It was discussed that the park has had prior funding from the CPC for engineering and this project was the next step in fixing the town park.

By consensus the committee agreed that the application qualifies under CPA guidelines.

The last application was for Sunset Lake and Lakeside Park. Joan said that similar to Niantic Park it is a project dealing with a degraded watershed and how to prevent it from destroying the lake. It was discussed that it qualifies for both open space and historic preservation.

By consensus the committee agreed that the application qualifies under CPA guidelines.

-Steve said he would take care of contacting the applicants and setting up their 20 minute presentations at future meetings of the committee in November.

-Next on the agenda was Nancy's application for the Seaview Heritage project and the need for a recommendation from the committee because it was planned to be on the warrant article at the November Special Town Meeting. She pointed out the representatives from different town boards that were at the meeting. (At this point Cheryll joined the meeting.)

-Nancy stated that the application asks for an additional \$200K to go with last year's approved \$300K Heritage Project. She said that because other state & federal requests for funding for the brick bathroom area have not come through, the additional money needs to be in place so that a deadline for an existing National Park Service matching grant can be met by July 1st of next year. Nancy wants to have the opportunity to present the project for approval at the November 16th town meeting.

-Steve asked about matching funds reported to be in place when the original project was approved at the last annual town meeting. Nancy explained that matching funds are available only when the town spends its project funds and seeks reimbursement. She said the formula for reimbursement is 50 cents on the dollar. Nancy said that the Park Service was to notify the town in July of 2008 of available reimbursement funds but didn't announce the award until March of 2009. In spite of the late announcement, the award still had a two year time limit that expires in 2010. Nancy reported that it wasn't until the Fall of '09 that the architectural contract was signed by the town. She then said that she did not see the engineering work (CLE) until January. She said that Michael [Dutton] has been working with Melissa Cryan from the Division of Conservation Services to have just one "end of project" expense report submitted instead of quarterly reports done until the June 30th deadline for project completion. She said \$120,000 has been spent on Waban Alley Park and "it's not going to work. We just need the funding up front."

-Charles asked if the 50% return was in place. Nancy said yes it was. Joan asked for the total dollar amount for the soldier restoration, Waban-Alley Park and the brick bathroom. Nancy said the original grant was for \$724K and that there would be a 50% match. She stated that it was a little bit padded originally and that it was not expected that Waban-Alley was going to be that much of a problem.

-Joan asked if the town was going to have to spend the entire 500K. Nancy said the Park Service grant would give 250K back. There was discussion on the total amount and it was agreed that the dollar amount was 750K.

-Steve asked if the 300K hasn't been spent yet, why is there a request for more? Nancy said problems occurred when they went out to bid [on the brick bathroom] and the Conservation Commission "did not want us to proceed until we had straightened out between the engineers what was happening on the bluff." Nancy explained that the project went out to bid but no further action was taken until the engineers from three other major projects (new steamship building, Lake Ave sidewalk project and the fishing pier), all generally agreed how their work would be tied together. She said the cost of

engineering and architectural design was between 37 to 50K because of the situation of all those entities coming together and utilizing the brick bathroom as the hub of the three projects.

-Nancy stated that the estimate put together by Michael [Dutton], Stephanie [Mashek] and she came in at \$462K. "So we're short. We're short a hundred seventy two thousand." She said she can't start the project until she has all the funds. Charles asked if it really is a 750K project or does 250K go somewhere else? Nancy said that the 250 is going to the infrastructure project on Nantucket Avenue and also for the beach.

-Joan asked about the project costing 462K. There was a brief discussion on Conservation Commission's conditions for plantings to go along with the project. Joan asked and got a confirmation from Nancy that Waban Park has cost 120K. Nancy also reported that 7,500 had been spent on the civil war soldier with additional lighting and electrical costing another 200.

In talking numbers, Nancy stated that the Park Service grant includes a project component on the beach for having a concession stand, bathrooms, showers and a changing area. Joan asked what that would cost. Nancy stated she could not move on each part of the three parts until she had an idea of each one's cost. She said she initially had an idea but circumstances changed with time so costs changed with it. Joan said if there is already \$590K expended, how much will the stand, bathrooms, etc. cost down on Pay Beach. She also inquired if any of those components can be installed within the project's time frame because the beach area is currently being used for Sengekontacket dredge sand storage. There was discussion on who had the proper authorization to put the dredged sand on Pay Beach in the 1st place.

-Nancy said she could not move forward until she knew what was happening with the outflow pipe. She said she had great difficulty moving forward because town departments put her through huge hoops.

-Cheryll asked if the bathhouse project could be scaled back. Nancy said no. She said if you're going to make the bathhouse universally accessible, then it's the total cost projected.

Nancy spread out the drawings for the renovated bathhouse. Cheryll asked about the matching funds. Nancy stated that the CPC funding is for the bathhouse. The match is going to help all the projects. Joan there is 590K in identified expenditures and 160K left over to fulfill other parts of the grant with 250 coming back. She asked does all the reimbursement money come back when the entire 750k is spent and does the 160K cover the remaining costs of the whole project or what will it specifically cover.

-Nancy told the committee that she has had meetings on the beach with different department heads and she knows how much a portable concession stand costs as well as portable bathrooms and showers. She said if there is not enough money then some of the proposed amenities will have to be scaled back or eliminated. There was discussion on how the beach will be managed and the decisions to be made where the beach amenities would go as well as the accessible components.

-Cheryll asked about the visitor's kiosk being included in the project. Nancy said it and a solar paneled pergola was in the original project application but removed because of cost. She now wants to put it back in because of the use it will have in a major transit/welcome area.

-Joan talked with committee members about the permitting ConCom had to go through to get sand stored on the beach. There was a brief discussion on different department sign offs for project invoice payments. Steve stated there was lengthy discussion at the last town meeting on the cost of the brick bathhouse project and the matching funds that went with it. He expressed concerns about now needing to give more and at the same time figure out a way to fund the received projects seeking funds for the next year.

Nancy said she had a handout for the Heritage Project last year and didn't remember it being discussed that much. She said she plans on explaining the need for extra funds but cautioned the committee that if they didn't vote at this meeting a recommendation of the application, the town is going to owe a hundred

and twenty thousand for what happened over at Alley Park.

-Steve reminded Nancy that the original Seaview Heritage application presented to the CPC was for the bathhouse, bathrooms and the soldier and had nothing to do with Waban-Alley Park. Nancy said that all the extra engineering studies that occurred around the bathhouse done by the same engineering firm is why it will cost more. Joan said several of the studies done for the North Bluff area were paid for separately by CPC money and through a spending article passed at town meeting.

-Committee members and Adam talked about available funds. \$70,493 was remaining from the FY'09 surcharge and \$204,902 from the FY'09 state match. Joan pointed out that the total funding requests for next year is \$1,000,179. Added all together current and projected funds for CPA, the amount came to \$889K.

-Harvey asked if any of the reimbursement money can go back into the CPC. Nancy said the money coming back from the national park grant would go towards the beach part of the project and not the bathhouse.

-Gail and Nancy had a discussion on who had purview over the bathhouse area and its status as town or park department property. She said if it's on town property then the application should be vetted through the selectmen's office. She also had a concern about the additional kiosk not being subject to public hearings. Nancy talked about the area being part of the parks during the 1800's but was illegally transferred to the Board of Health. There was discussion on when the Selectmen would take up these issues.

-Charles asked if there was going to be a return of money from the national park service grant, can that money come back to the CPC and then further applied for the beach components. Nancy said that aspect of the project involving the beach amenities wouldn't qualify for CPA funding.

Cheryll asked what happens if the funding request doesn't go through. Nancy said the bathhouse can be torn down but money will still be owed for Waban-Alley Park.

-Dave Caron stated that there is always a concern for having available bathrooms in an area with high pedestrian traffic. Gail stated that the project could seek an extension because of unforeseen delays. Nancy countered that the National Park Service has had its funding cut and if there is a request to modify the project, the money will be pulled.

-Cheryll asked if the additional 200K was only for the bathhouse. Nancy said yes and the welcome area surrounding it. Karen Achille said if it is declared a park area then it will have to go out to bid. She said time and need is of the essence. Cheryll commented that it's an awful lot of money for the bathhouse.

-Dave asked what's the final amount to finish the bathhouse. Nancy said \$490K.

Joan asked what has already been committed. Nancy said \$37K. Cheryll asked if the 490 included the grant as part of the project.

Nancy: "The grant was to cover infrastructure that we had no funding for. Waban-Alley Park – 120,000 - the town had no funding for. I leveraged this in order to get a project done because the neighbors had evidence it had been flooding for fifty years." She said the only way to get services on the beach is by adding it to the project.

-Nancy talked about the different components being added to the welcome area around the bathhouse. Kiosk, sitting wall, permeable pavement and bike racks. Gail asked if these components were part of the original park service grant application. Nancy said it was.

-Alison questioned the proposed cost of the kiosk. There was also discussion on costs related to the kiosk and whether or not it could be anchored. Christine Todd asked what happens to that area if this doesn't go through at this meeting. Nancy said she would back out. She talked about the difference in building materials and design to make the bathhouse a much better restroom than the two others in town. She said if there isn't enough funds to bring the bathhouse project to completion, an alternative is to

have it torn down.

-Alison stated that there is enough money available to recommend the project. She said that the CPC has been committed to the waterfront all along. There has been a lot of work put into it already. James said he agreed but he shared the same concern with Steve on how it is presented.

-There was a short discussion on Bradley Square return money being available as well.

-Alison made a motion to recommend the project as presented and Harvey seconded.

The vote was 7 –0 -1 (Joan) to recommend the application for 200K in additional funds for the Seaview Heritage Project.

-Harvey advised the committee that the project will need a good explanation in order to get the votes to pass at town meeting.

There was discussion on finding another administrative assistant. Adam pointed out that there is administrative expense money available and it's around 12K. He showed the committee a report on all the responsibilities the AA to the CPC has. He said he'd e-mail the report for comment.

There was discussion on the number of hours per week the AA would work. Alison asked Adam if he'd be interested in staying on. Adam said no.

-Steve said he's tried to talk to Michael about the idea but doesn't have an approval yet to move forward with a new hiring. Harvey talked about the money needed to hire someone for 250 hours at \$10 per hour.

-There was discussion on how Adam initially paid himself. Members also talked about what other AA in other towns do their jobs. Adam said he added a lot of other responsibilities to the job that other CPC's don't do, including the annual town mailing and the media presentation at town meetings.

-Charles asked if the AA job was independent of the Zoning Administrator's responsibilities. Adam said it was initially but then was added to the ZA's position when a reclassification was done with the personnel board. He said there is no plan to hire another ZA so the committee can make plans to hire their own AA and have the funds to do it. Committee members wanted to look at the job description and who within town hall could take on the job. Adam said anyone who is in the union wanting to take on the job must have to go through an elaborate process to get their job description changed. It's better to hire from outside. Harvey commented that may require a higher learning curve. Joan asked what other committees Adam had administrative oversight for. He said the ZA currently administrates the Zoning Board, CPC, Copeland, Cottage City, Historical Commission, Sign Committee and the registration and renewal program for home based businesses.

-Harvey asked Steve if he needs help in researching the position. Members said they would do some research on what other towns have as a work load for CPC administrators. Steve said he would talk to Michael on whether or not there are any plans to hire someone. If not, the committee would advertise themselves and interview and hire someone. A job description would be formatted. Until then Steve said he would do the AA job.

-The committee discussed meeting again the 2nd Monday in November. There was discussion on who the committee wanted to interview 1st. It was decided that the projects for community housing would be the 4th Monday (22nd) and on the 8th the other projects for historic preservation and open space/recreation. It was decided that the 22nd meeting would be community housing and historic preservation applications and the 8th for all the open space/recreation projects.

-There was further discussion on the Bradley Square project and the Denniston Church project. The Committee talked about who would be responsible for seeking the return of the remaining funds. James said if the affordable housing committee was the original sponsor then they need to get either a correspondence from IAHF that the remaining funds are no longer needed and/or to submit a warrant

article to rescind the remaining amount of money for Bradley Square. Members asked if James and Harvey, as members of the AFC, could correspond with Ewell Hopkins. Harvey said that the AHC is now the municipal affordable housing trust that includes the selectmen so perhaps they should correspond.

-Harvey said he would talk to the powers that be about how to get a rescinding article together so the unused portion of the Bradley Square money would be free to fund other projects. He said the original application came from a committee that has now blended in with a larger committee.

Steve said it would important to hear from everyone in time so an article can get on the spring warrant to return the money to the CPC general fund.

The meeting adjourned at 6:15 pm.