

Minutes for Hull CPC Meeting: 10/5/20

Call to Order

A Hull Community Preservation Committee meeting was held remotely on Monday, October 5, 2020. It was called to order at 6:15 p.m. by CPC Chair Tammy Best.

(This meeting is being held remotely via GoToMeeting as an alternate means of public access pursuant to an order issued by the Governor of Massachusetts dated March 12, 2020 suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hull in accordance with the Open Meeting Law.)

Committee Attendees

Tammy Best, CPC Chair

Jim Ianiri, at-large

Jim Richman, Vice Chair

Fulvia Quilici Matteucci, Treasurer

Carol Costello, CPC Consultant

Guest: Selectman Jen Constable

Absent: Greg Grey, Parks and Rec, Nathan Payton, Hull Planning Board

Agenda

- Approval of minutes from meetings held on 8/17, 8/24 and 9/14
- Review and approve any outstanding invoices
- Meeting follow up with BOS, TM and TC on 9/15
- Review proposed CPA grant application flow chart and timeline
- Any new updates on previous CPA grants/projects
- Review any preliminary applications received

Review/Approve Meeting Minutes

Approval of minutes from meetings held on 8/17, 8/24 and 9/14

1. Meeting notes from 8/17 - no discussion/changes
VOTE: Jim R made the motion to accept, Fulvia seconded the motion; vote was unanimous
2. Meeting notes from 8/24 (Town Forum) - no discussion/changes
VOTE: Jim I. made the motion to accept, Fulvia seconded the motion; vote was unanimous
3. Meeting notes from 9/14 - no discussion/changes
VOTE: Fulvia made the motion to accept, Jim R seconded the motion; vote was unanimous

NOTE: Karen will no longer be available to prepare minutes for future CPC meetings and has offered to help find a replacement, should the board approve. Carol will follow up with Karen and report back to CPC.

Review/Approve Outstanding Invoices

1. Carol Costello's Invoice No. 5, dated October 5.
VOTE: Jim R. motioned to approve, and Fulvia seconded the motion, vote was unanimous. The motion passed and the invoice will be processed.
2. Karen Kovach last invoice dated October 5.
VOTE: Jim R. motioned to approve, and Jim I seconded the motion, vote was unanimous. The motion passed and the invoice will be processed.

Meeting follow up with BOS, TM and TC on 9/15

Selectman Jen Constable was invited to discuss the BOS recent vote on CPC projects at the meeting held on September 23rd.

Jen: Phil, Jim Lempke and I were invited to have a CPA discussion with Tammy and Carol on September 19th. Following this meeting, the BOS voted on September 23rd that we will not be entertaining any sizable CPC projects that are on town-owned property. The BOS were all in agreement, that with COVID this year, and we have not heard of any CPC preliminary applications to date, that the time constraints the board and our staff members are facing, is making it difficult to get the work completed; especially when the procurement laws apply and the work will rely on our staff members; staff members need to follow these laws and they can be time consuming.

A smaller project did reach out to us and the BOS will be making an amendment to this vote to allow smaller projects up to \$15-\$20K; 30B can be complicated and smaller projects do not fall under this law. This will be on the BOS meeting agenda.

We would like to encourage committees/residents to come to the BOS shortly after ATM to discuss town-owned projects; this will give plenty of time prior to CPC preliminary application's due date in October.

Fulvia: as for the Tower, will the BOS be willing to work with us for ATM22? Also projects like playgrounds will not be going to move forward this year?

Jen: any projects on town property, that BOS are not aware of and need to begin a procurement process.

Jim I: Basically, an individual or committee has not gone forward before BOS by now, will not be heard this year.

Jen: unless it is a \$15-\$ 20K threshold, staff members need time to work on these projects. [Jen mentioned that the BOS plans to amend the original vote about CPA funds (during their next meeting) to allow smaller projects (\$15-20K) to be presented/considered this year. This amount would not meet the threshold for 30B procurement laws]

Fulvia: do you think the town is going to receive this well?

Jen: if it is on town property, the town is responsible to oversee work, getting the procurement work done. We are not saying that a project cannot. We are saying because of COVID this year and we have not been approached at all this year, for any projects, and at this late time, we will not allow any to move forward due to the time constraints on our employees/staff.

Fulvia: just so I can direct the Historic Commission, the BOS will allow us to talk about the Ft. Revere Tower for potential project for ATM22? It is important to know that we will be heard. The Tower is not part of the capital plan; however, citizens have expressed that they would like to see this project completed with CPA funds.

Jen: correct, if there are committees out there with larger projects, let us begin the work through the property channels and vet them early. Commissions/Committee should be sure to have a plan and rank the projects in terms of importance. Yes, CPA funds can fund projects that don't have local funding source available; however, it's also important that the funds are used to keep the town moving in a positive direction; preserving/creating Open Space, Historic and Community Housing. As you know this program means a lot to me, and I am here to work with you. Thank you, CPC, for all your do.

(Jen left meeting 6:56 pm)

Review proposed CPA grant application flow chart and timeline

Tammy mentioned that it was agreed that CPC will keep to due dates this year: Preliminary Applications due October 28th with the Final Applications due on December 2nd. Next year, they will consider adjusting the dates.

Additional discussion about estimates

Tammy mentioned that there is some concern from the Town Manager about the requirement for 3 estimates (for projects proposed on town property). The reason is that the town has to go through the procurement process and request bids and will ensure that they get the best price/most qualified; in addition, the town is required to pay using the prevailing wage which increases the cost of any project. The Town Manager feels that citizens shouldn't be engaging contractors for projects/cost estimates.

Fulvia felt that in certain situations, eg, Historical Committee, they do have the knowledge, and have qualified contractors that can help with cost estimates and understand that this is not a commitment and any potential projects would have to be done through the town's formal procurement process.

Jim I felt mentioned the Ft Revere tower project where the town was against engineering studies, but it was a useful process to have competing estimates. Once the town gets involved in the procurement process, we have no control and the scope can be changed.

The team concluded, that we will need to work closely with the town on these larger projects and to ensure that the CPC represents the will of the town residents and helps to move these projects along without being aggressive (being assertive).

Any new updates on previous CPA grants/projects

Discussion on the boathouse/lifesaver's museum, as to the Town Lease being renewed. Fulvia will following up with the grant recipients as to the status and when will the project begin.

Review any preliminary applications received

As of this meeting, CPC has not received any preliminary applications. The next CPC meeting will be held Monday, November 2, at 6 p.m., at which point the board expects to have preliminary applications to discuss; due date for preliminary applications is October 28th.

Adjournment

Jim R. moved that the meeting be adjourned at 7:50 pm, seconded by Jim I, and approved unanimously.

Summary of Motions

1. Meeting notes from 8/17 - no discussion/changes
VOTE: Jim R made the motion to accept, Fulvia seconded the motion; vote was unanimous
2. Meeting notes from 8/24 (Town Forum) - no discussion/changes
VOTE: Jim I. made the motion to accept, Fulvia seconded the motion; vote was unanimous
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4. Carol Costello's Invoice No. 5, dated October 5.
VOTE: Jim R. motioned to approve, and Fulvia seconded the motion, vote was unanimous. The motion passed and the invoice will be processed.
5. Karen Kovach last invoice dated October 5.
VOTE: Jim R. motioned to approve, and Jim I seconded the motion, vote was unanimous. The motion passed and the invoice will be processed.
6. **VOTE:** Jim R motioned to adjourn, seconded by Jim I, vote was unanimous

Respectfully submitted by: Tammy Best and Carol Costello