COMMUNITY PRESERVATION MINUTES
FEBRUARY 11, 2021

Members Present: Chair Russell Robbins; Vice-Chair Paul Glynn; Finance Director Michael Stone; Clerk Steve Patton; Annie Dean; John Druley; Robert Brown; Peter Walsh.
Also Present: Carole Sutherland; Sharon Gay

Chair Russell Robbins called the meeting to order at 6:00 Pm via a Zoom Meeting

ITEMS FOR REVIEW AND DISCUSSION:
- LOA’s and Special Conditions
- Draft 2022 CPC Administrative Budget
- 2021 CPC April Town Meeting Articles
- Quarterly Reports

PUBLIC COMMENT: none

2021 APRIL TOWN MEETING ARTICLES:
On the motion of Peter Walsh, seconded by Peter Walsh, the committee VOTED: unanimously to approve the CPC Articles, recommendations and explanations as written.

ROLL CALL VOTE: Glynn-yes; Walsh-yes; Druley-yes; Stone-yes; Patton-yes; Brown-yes; Dean-yes; Robbins-yes.

DRAFT LOA SPECIAL CONDITIONS:

GUY FULLER FIELD:
- Project to be constructed in accordance with the Americans with Disabilities Act and Mass. Architectural Access Board Rules and Regulations
- Plans to be submitted to CPC office for review prior to building and project construction.
- Prior to final release of CPA funds, a CPC designee will conduct a review and site inspection to document compliance with ADA and MAAB requirements.
- Project to be completed by June 20, 2022.
- Permanent signage must be erected on the project site that acknowledges the use of CPA funds on the project.
- Project liaison is Robert Brown

BELL TOWER TENNIS COURTS REHABILITATION:
- Project to be constructed in accordance with the Americans with Disabilities Act and Mass. Architectural Access Board Rules and Regulations.
- Plans to be submitted to CPC office for review prior to building and project construction.
• Prior to final release of CPA funds, a CPC designee will conduct a review and site inspection to document compliance with ADA and MAAB requirements.
• Project to be completed by December 31, 2022. Extensions to the completion date may be negotiated.
• Permanent signage must be erected on the project site that acknowledges the use of CPA funds on the project. Applicant will consult with CPC staff for approval of proposed signage and location.
• Project liaison is Robert Brown.

SYLVIA WOODLAND SPECIAL CONDITIONS:
• Purchase a permanent Conservation Restriction in perpetuity on 9.3 acres.
• Said CR to be administered by the Conservation Commission for open space and passive recreation purposes and such other uses as may be permitted under the CR. The form of which shall be subject to approval of the Conservation Commission and Board of Selectmen.
• Project to be completed by December 31, 2021. One extension may be negotiated.
• Permanent signage must be erected on the project site that acknowledges the use of CPA funds. Applicant will consult with CPC staff for approval of proposed signage.
• The CPC project liaison is Peter Walsh.

ROLL CALL VOTE: Glynn-yes; Walsh-yes; Druley-yes; Stone-yes; Patton-yes; Brown-yes; Dean-yes; Robbins-yes.

DRAFT FY 2022 CPC ADMINISTRATIVE BUDGET:
Chair Russell Robbins advised members that past administrative budgets were operating with a 2-3% budget. The state allows a 5% administrative budget. Any monies not utilized are returned to the undesignated fund balance. With this budget every line item is increased including the line item for Personnel Adjustments, which will allow for whatever staff requirements the CPC may want to consider.

On the motion of Michael Stone, seconded by Peter Walsh, the committee VOTED: unanimously to accept the draft CPC administrative budget as drafted. ROLL CALL VOTÉ: Glynn-yes; Walsh-yes’ Druley-yes; Stone-yes; Patton-yes; Brown-yes; Dean-yes; Robbins-yes.

QUARTERLY REPORTS:
Quarterly Reports were received on the following projects:
• Gateway to the Greenway
• Upper Childs River and Farley Bog Restoration
• Nye Park Tennis Court Rehabilitation
Community Play Space
John Neill Baseball Fields Phase I Engineering
Guv Fuller Field Restoration Project 1-2-3
Falmouth Housing Production Plan
Falmouth Housing Coordinator
Bay View Cemetery Grave Stone Repair and Preservation
Keeper’s House Rehabilitation Phase 2
Refill Reuse Water Station Initiative
Harmony Path ADA Accessibility
Cape Housing Institute 2019
Historic Structures Report
Inventory of Historical Resources Phase 4
Shiverick’s Pond

Carole noted that quarterly reports for the skate park, Little Pond and Willet Way are due. John Druley reported that Willet Way is awaiting the final coat of paving. Paul Glynn inquired about the Community Play Space in Davisville. Steve Patton reported that the Community Garden has been in use. The Play Space Project was delayed due to a potential housing project that might become part of the parcel. The Recreation Department is the applicant..

**CHAIRMAN’S REPORT:**
Chair Russell Robbins stated he wanted to follow up on Barbara Schnieders’s remarks during Public Comment in January regarding the Haddad Parcel and Menauhant Beach. He wanted to clarify to the Beach Committee, according to the project file, a signed document shows the project closed in June 2009. He reminded the members that in 2018 they signed a letter to the Beach Committee supporting public access and signage informing Falmouth residents that the parcel was public.

He advised members that a letter to the Town Manager regarding the position of the Part-Time Administrator will be prepared for discussion at the March meeting.

**ADMIN. COORDINATOR/CONSULTANT REPORTS:**
Carole Sutherland reported the following:

The Housing Production Project is closed out. The intern completed her spreadsheet of all affordable housing projects built in Falmouth. There is a balance of $4,930 in the account.

The Needs Assessment Hearing is scheduled for 6:30 PM on March 11th subsequent to the regular CPC meeting. Notifications will be in the Falmouth Enterprise, Select Board, town meeting members, boards and committees and non-profits. A reminder will also be sent out.

Member Robert Brown asked and was told that committee members can speak to any subject.
CONSULTANT REPORT:
Sharon Gay advised she and Carole will finalize the documents necessary for Town Meeting as well as the LOA’s, which require signatures of the applicants.

FINANCE REPORT:
Michael Stone reported on the payment of the following bills:
- Gateway to the Greenway - landscaping services - $6,400.
- Guv Fuller Field Rehabilitation – engineering services - $6,700
- Highfield Hall ADA Garden Path - $44,466.
- Gateway to the Greenway - construction services - $38,702.20
$98,089.54

REVIEW AND APPROVE CPC MINUTES JANUARY 14, 2021
On the motion of Steve Patton, seconded by Robert Brown, the committee VOTED: unanimously to accept the January 14, 2021 minutes, as amended.
ROLL CALL VOTE: Glynn-yes- Walsh-yes; Druley-yes; Stone-yes; Patton-yes; Brown-yes; Dean-yes; Robbins-yes.

OTHER BUSINESS:
Paul Glynn commented on Carole Sutherland’s retirement in June as a major event for him.
Steve Patton thanked Chair Russell Robbins for the letter in the Enterprise regarding the autonomy of the CPC, which affirmed the views of the committee.

There being no further business, the committee VOTED: unanimously to adjourn at 6:55 PM to meet again on March 11, 2021 at 6:00 PM.

Submitted by: Mary J. Little, Recording Secretary