

COMMUNITY PRESERVATION COMMITTEE MINUTES
AUGUST 20, 2020
ZOOM WEBINAR VIDEO CONFERENCE

Members Present: Chair Russell Robbins; Vice-Chair Paul Glynn; Financial Officer Michel Stone; Clerk Steve Patton; Peter Walsh; John Druley; Annie Dean

ABSENT: Robert Brown

Also Present: Administrator Carole Sutherland and Consultant Sharon Gay

Chair Russell Robbins opened the meeting via ZOOM at 6PM

Documents for Review and Discussion:

Revised CPC FY2021 Application Schedule

Open Projects List

FY2020 CPC Administration Budget and Expenditure Report/Reconciliation

FY 2020 Project Closeout Notification with Balances

Project bills approval

July 9, 2020 Minutes

PUBLIC COMMENT:

1- UPDATE FY2021 APPLICATION FUNDING ROUND SCHEDULE:

Chairman's Memorandum:

- Chairman Russell Robbins's Memo advised *time -urgent only applications will be accepted for April 2021 and November 2021.* .

Press Release for Falmouth Enterprise:

- The proposed press release will specify a revised application schedule for new project applicants. Requests are due Wednesday, August 19th. Applicants for time-urgent projects must be submitted by Thursday, October 8, 2020.

2--UPDATE –FY2021 APPLICATION FUNDING ROUND SCHEDULE:

The committee will accept project applications that are time-urgent only for the April 2021 Town Meeting. The CPC will also accept time-urgent only applications for November 2021.

The committee opted for this conservative schedule in case there are future delays. There is uncertainty of the existing 11 unapproved CPC articles.

3- CP FUND FY2021 PRELIMINARY FUNDING REQUESTS:

Chair Russell Robbins advised that there are three requests applying under time-urgent status. The applicants must meet one of three time-urgency criteria. Applicants must complete a preliminary funding request by August 19th. Qualified applicants must complete a detailed full application by October 8, 2020.

- *Florence Sylvia Woodlands –No. Falmouth*
The 300 Committee and the Falmouth Conservation Commission is proposing this project costing \$600,000. They are requesting \$200,000 in CP funds for Conservation Restriction (CR). The purchase is under agreement for the 9-acre parcel. Peter Walsh, the CC designee to the CPC, spoke in favor stating the project is time urgent because there could be a significant loss of funding and important resource.

Following discussion, committee members agreed the project would qualify as time-urgent.

On the motion of Peter Glynn, seconded by John Druley, the committee **VOTED: UNANIMOUSLY** to approve the project as time-urgent based on the risk of loss of funding

And loss of a significant resource.

Roll Call Vote: Glynn-yes; Stone-yes; Patton-yes; Walsh-yes; Druley-yes; Dean-yes; Robbins-yes

- *Community Garden:*

This project would be located on the former Emerald House, Davisville Road, East Falmouth, which is also a town asset. The Recreation Department would be the Applicant and is requesting \$45,000 in CP funds.

Members found issues: the site is not firmed up as yet; road entry way has not been laid out; there is no definitive plan and the map was confusing. Procurement Process was not available.

Dick Pooley joined the Zoom meeting to advise that they propose the Community Garden to be located on the Emerald House site. The work would involve installing a shed and a layout

Area for the raised beds for gardening.

On the motion of Steve Patton, seconded by Annie Dean, the committee **VOTED: UNANIMOUSLY** that the project does not meet the definition of time-urgent.

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

Bell Tower Tennis Courts – Woods Hole

The applicant, Falmouth Recreation Department, is seeing \$225,000 to reconstruct the tennis courts and also utilize the courts for pickle ball, which are in high demand by the residents of Falmouth. In his application, Director Joe Olenick, stated the project is ready to proceed;

In reviewing the project, members noted the courts and fencing have continues to deteriorate. The project was included as part of the 2019 application for construction of the Lawrence

School tennis courts. It was passed over.

On the motion of Steve Patton, seconded by Michael Stone, the committee **VOTED: UNANIMOUSLY** to approve the application as time-urgent based on the risk for public safety; risk of damage to or loss of a town asset.

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

4- FY 2020 ADMINISTRATIVE BUDGET /EXPENDITURES SUMMARY REPORT:

Carol Sutherland submitted an Administrative Budget Expenditures report for FY2020. She also submitted an end of FY2020 Reconciliation Report . The FY2020 appropriation was approved for **\$137,950**. Expended as of July 2nd was **\$61,942.66 (45% expended)**. The unexpended balance is **\$76,007.34** will revert to the Undesignated Fund Balance. All accounts/expenditures matched with no discrepancies.

5-COMMUNITY HOUSING:

Steve Patton reported on a proposed concept to form a Municipal Affordable Housing Trust. He doesn't know who sponsored the idea. The monies would come from different sources, but most of the funding would come largely from CPA funds. It is a similar concept to the Falmouth Affordable Housing Fund, but with minor items. We would have to abandon our existing FAHF and insert the Municipal Trust format. John Druley, a member of the FAHF, said he would not support it. It would be very limiting. He also reported that the Planning Department is working on a multi-family bylaw. It will have a huge impact on affordable housing for the town of Falmouth.

Paul Glynn inquired about current projects funding by the FAHF. John Druley stated the committee has not met recently because there is no approved funding.

6-QUARTERLY REPORTS:

LIAISONS:

John Druley - Willet Way project by Habitat for Humanity: Road work is completed. The construction of the homes has yet to begin.

Michael Stone – Skate Park Project: It is substantially complete. Project sign has been installed. ADA access looks great Glad to see public usage.

Steve Patton – Upper Childs River/Farley Bog Restoration: Rod and Gun Club received an approved Chapter 91 license.

Russell Robbins – Lawrence School Tennis and Pickle Ball: Project is completed and waiting for sign off and final invoice. Joe Olenick will be installing plaque.

PROJECT AMENDMENT REQUESTS:

An Open Projects sheet was distributed for 28 open projects from 2017. It includes ten (10) unapproved projects. It was suggested the committee extend the completion date 12 months from their timeline for projects voted at Town Meeting as well as projects not yet approved. Carole would notify the applicants of the extension. Carole proposed a Project Amendment Request form that would be instituted for projects from 2017 to present.

John Druley suggested an 18-month extension and further proposed applicants should be allowed a further extension.

On the motion of John Druley, seconded by Steve Patton, the committee **VOTED: UNANIMOUSLY** to extend all approved and unapproved projects for 18months for construction purposes.

Roll Call Vote: Glynn-yes; Stone-yes; Patton-yes; Walsh-yes; Druley-yes; Dean-yes; Robbins-yes.

7-ADMINISTRATIVE/CONSULTANT REPORTS:

Carole Sutherland reported to town accountant on the five FY2020 projects that have been closed out with balances. Two projects were closed out with zero balances. Over \$19,000 will be returned. The CPC budget will finance a laptop with a docking station to allow for Zoom meetings.

8-FINANCIAL REPORT:

Financial Officer Michael Stone reported on the eight (8) project invoices paid from June 17th through July 13th. Chair Russell Robbins signed off and Michael approved them remotely with Carole's assistance.

9- OTHER None

10-REVIEW AND APPROVE MINUTES OF JULY 9. 2020

On the motion of Steve Patton, seconded by Michael Stone, the committee **VOTED:** to approve the July 9, 2020 minutes.

Roll Call Vote: Glynn-yes; stone-yes; Patton-yes; Dean-yes; Walsh-yes; Druley-yes; Robbins-yes.

There being no further business , on the motion of Paul Glynn, seconded by Steve Patton, the committee **VOTED** to adjourn the Zoom meeting at 7:33 Pm to meet again on Thursday, September 10, 2020 at 6:00 PM via Zoom.

Submitted By: Mary J. Little, Recording Secretary