

Essex Community Preservation Committee

Thursday January 28, 2021

Meeting Minutes

7:00pm, Essex Town Hall Video Conference

The Community Preservation Committee met on Thursday, January 28, 2021 via the Essex Town Hall Video Conference line at 7:00 p.m.

The link to the video conference was: <https://join.freeconferencecall.com/bzubricki>, and, if prompted, the on-line meeting ID is bzubricki. A telephone conference line was available for anyone unable to addend using the link. The call-in-only number was: (425) 436-6352 and the access code was 1729820.

Minutes

- The meeting was called to order at 7:32
- The Board of Selectmen called a concurrent meeting to order to join the CPC
- Members of both boards and public in attendance:
 - Kimberly Drake – CPC Acting Chair, Planning Board
 - James Witham – CPC BOS appointment
 - Alison Taylor – CPC BOS appointment
 - Dave Frithsen –CPC DPW
 - Jay Tetzloff – CPC Historic Commission
 - Greg Cooper – CPC Housing Authority
 - Michael Burke – CPC Conservation Commission
 - B Zubricki – Town Manager
 - R Perea – Board of Selectmen
 - Guy Bradford – Board of Selectmen
 - Peter Phippen – Board of Selectmen
 - Irene Frontiero – Housing Authority
 - Dan Doucette – Fire Chief
 - Marty Flood
 - David Oliver
 - Andy Gardner
- Richard “Stretch” Stevens – Resignation Letter has been received
 - Jay Tezloff has been appointed by the Historic Commission to be the representative to the CPC
- Mission of the CPC was briefly described including the history of CPA in Essex
 - Accepted at Town Meeting 2007
 - Initial contribution - 0.5%
 - Current contribution – 1.5%
 - Commonwealth provides funding based on each Town’s participation % through a trust fund. Yearly funding disbursements from the Commonwealth are generally

made in November of each year. Communities with greater contributions are eligible for additional grant rounds depending upon available funds.

- Projects funded must fall within the following categories:
 - Historic Preservation
 - Affordable or Senior Housing
 - Recreation or Open Space
 - The Town is a member of the Community Preservation Coalition which includes resources and implementation guidance <https://www.communitypreservation.org/>
 - Project Eligibility Guide
 - <https://infograph.venngage.com/pl/AYt17rnxts>
- Accounts status
 - Error noted from December Balance under representing the Housing Authority budgeted funding for Walkway Repairs. The correct funding is identified in the January budget sheet which was distributed
 - Outstanding /Available Balances
 - Uncommitted Balance - \$500,047 (shown on the December 31, 2020 budget sheet)
 - Open Space - \$93,776
 - Historic - \$50,451
 - Housing - \$44,873 (should be \$20,275)
 - Budgeted Reserve - \$142,207
 - Unreserved - \$328,275
 - Budget error – should reflect (\$24,598) housing authority correction
 - Current Project Status and Balances
 - \$100,000 - Paul Revere Bell – Meetinghouse/Congregational Church
 - Completed and fully invoiced
 - \$3,170 – Spring Street Cemetery Signage – out to bid next week or so
 - Status – 100% remaining
 - \$8,755 – Hearse House Preservation - work has started, on hold until spring
 - Status 75% remaining
 - \$11,181 - Historic School House HVAC- addition funding required to bid
 - Status – 100% remaining
 - \$2,733 – Housing Authority Exterior Walkway – halted for cold weather out to bid soon
 - Status – 100% remaining
 - Error in December budget spreadsheet, January Budget corrected to read \$27,331
 - \$1,911.50- Housing Authority Painting – finishing up,
 - Status – 100% remaining
 - \$8,790.94 – Town Hall Vault – can be released Brendhan to verify procedure
 - Status – 100% remaining
 - \$10,939 – CPC Administrative Expense
 - Status- 92% remaining

- Potential project discussions
 - \$60,000 – Building to house fire hand tub – sponsor Board of Selectmen
 - Motion to Recommend to Town Meeting – Michael Burke
 - Seconded by Jim Witham
 - **Unanimous vote by roll call to include on Town Meeting Warrant**
 - **Funding source - 50/50 historic/unreserved**
 - Presentation was made by Brendhan Zubricki with support from Ruth Pereen and Dan Doucette
 - Town has made commitment to fund the demolition at the existing site for an amount greater than \$30,000 (Anticipated at around 200,000 per later clarification). Funding request is for site preparation and installation of a prefabricated building suitable for housing the historic hand tub (manual fire pumper) on its trailer including a garage door for removal of equipment for parades and other public displays.
 - Essex Veteran Fireman's Association may provide additional funding toward project.
 - Building would include windows for viewing while housed in structure.
 - Anticipated location would be similar to current adjacent storage unit adjacent to the parking lot behind the current public safety structure
 - Budget request = \$30,000 for Site Preparation and \$30,000 for prefabricated structure purchase and installation
 - \$20,000 –Survey of historic Essex Properties – sponsor Historic Commission
 - **CPC voted unanimously by roll call not to fund the request at this time**
 - Committee felt that the scope of request was not developed sufficiently
 - Would include survey of 40 of historic properties identified from previously funded study done about 7 years ago (visual) with list of properties for further review
 - Result would include recommendations for further survey and preservation efforts
 - \$7,700 – Veterans Memorial Patio – sponsor DPW
 - CPC agreed to continue discussion at the next meeting at the request of the proponents at which time they will provide additional information
 - Marty Flood presented the project for a paved area behind the backstop at the ballfield located behind Town Hall in Memorial Park
 - Veterans Subcommittee has currently raised \$2,800 of the \$10,000 that was anticipated for the project. Received a favorable bid from Triad for the work. May need to redesign and rebid to consider the ADA access.
 - Mike Galli and John Filias are donating manpower for site preparation
 - The Committee raised concerns with the lack of an accessible path meeting ADA requirements.

- Historic School House HVAC additional funding
 - Jim Witham requested that the subject be tabled
 - \$2,500 – Captain Cogswell tomb repair within the Ancient Cemetery – sponsor BOS yes, historic bucket
 - Motion to Recommend to Town Meeting – Jim Witham
 - Seconded by Michael Burke
 - **Unanimous vote by roll call to include on Town Meeting Warrant**
 - **Funding source – Historic**
 - Mark Haskell in West Gloucester has volunteered to repair donated labor and materials (worth \$10,000 to \$11,000)
 - Request is to fund the construction of a temporary enclosure required for protection during construction, materials, and a plaque
 - Jim Witham provided a description of the tomb structure and location
 - Estimate includes enclosure and masonry element above top of tomb with proposed inscription of the interred, Johnathan Cogswell, commander of Essex militia just prior to revolutionary war. Was commander of 3rd regiment which included Chebacco Parish (Current Essex), Manchester (By the Sea), Hamilton, Rowley and Ipswich.
- Annual Town Meeting - May 3 anticipated date
 - The Committee voted unanimously to include all project/funding recommendations within one warrant article
 - Items within the article will be individually described in a handout at Town meeting, but are voted on together as one item
 - The Committee can include additional projects/funding up until the time that the worksheet is printed for Town meeting as long as they fall within that single Warrant Item
 - Any items recommended for approval outside of the combined warrant article would need to be presented before the warrant closes.
 - An example of projects that might be identified in an individual warrant article might be very large funding requests, potentially controversial projects, or projects with complicated funding or ownership requirements
- Board and Committee Updates – none
- Meeting minutes – none – last meetings minutes will be reviewed at the next meeting
- Next meeting date to be determined by receipt of project/funding requests.
- Meeting adjourned
 - Motion to adjourn – Michael Burke
 - Seconded by Alison Taylor

- Approved unanimously by the committee