

**CPC Minutes**  
**March 5, 2015**

**Present:** Les Squires, Jim Natle, Judy Healy, Nicholas Tirrell, Linda Leduc

**Guests:** Haley McGinnis, Duane Stinchfield

1. Jim Natle called the meeting to order at 7:10.

**2. The Update on Projects:**

- **Hope United Methodist Church**

Duane Stinchfield was present to answer questions regarding railing cost, Emergency shelter status and shower project eligibility:

1) Railing Cost: Mr. Stinchfield submitted pictures of a typical ADA compatible railing and ramp configuration. These types of accesses consist of a switch back geometry and a smooth welded double-pipe railing. These also typically cost 2-3 times more than standard railings. This installation would displace one existing parking lot space. Additional bids will be sought for the project but, at this point, a \$14,500 cost is not unrealistic.

2) Emergency Shelter Status: Mr. Stinchfield submitted verification that the church is listed as #7 in the Town's Preparedness Plan and stated that it would be a significant facility during certain worst case scenarios where a railroad incident could result in other shelters being inaccessible. Due to this emergency shelter ranking, the shower component would be an eligible project for CPA funding.

3) Project Ranking: Mr. Stinchfield stated that the bathrooms are the highest priority followed by the railing/ramp project. The Church could offer up to \$10,000 in in-kind service for the entire project.

The Committee discussed the possibility of funding the bathroom project, including shower, at a total cost of \$32,000 minus an in-kind service amount of \$7,000.

**Recommended CPA Funds: \$25,000.**

- **Cemetery Field Work**

Steve Williams submitted a cost break down to Jim via email as follows:

South Cemetery: \$ 5625  
Hillcrest Cemetery: \$1500  
Evergreen Cemetery: \$1000  
Cost Share: \$375

The Committee discussed funding only South Cemetery this year. It was further agreed that with the lack of other budgeted town funds this will likely be an annual

request, so full funding should continue to be considered as we look closer at this year's available budget. **Recommended CPA Funds: \$8,125.**

- **Skate Park**

The Committee received updated information via email documenting the past two grant funded phases as well as a list prioritizing this year's project requests. The Skate Park Committee identified the ramps as top on the list followed by the shelter. They provided an estimate from ShedWorks for a 12'x12' pavilion. The lighting and landscaping projects will be withdrawn this year.

The Committee discussed funding only the ramp equipment request this year and that this should be a final grant application. Future requests for lighting, landscaping and a shelter would need to have a significant cost share to be considered. Prices provided for four ramp pieces are as follows:

Radius Bowl: \$16,210

Bank Ramp: \$6,996

Steel Picnic Table/launch ramp: \$4,536

Spine: \$2,380

**Recommended CPA Funds: \$30,122**

- **Board of Assessors: Preservation of Historic Tax Records**

The Committee has no more questions. **Recommended CPA funds: \$3,500**

- **New England Small Farms Institute**

The information the committee requested has not been provided. The Committee agreed that this project cannot be recommended for funding this year.

- **Donald Freeman: Preservation of Mid-1800's barn**

The information the committee requested has not been provided. Linda will reach out to Mr. Freeman informing him that this project cannot be recommended for funding this year and encourage him to consider re-submitting this request next year.

- **Vince Viglione: Gravestone Restoration for Rural Cemetery**

The Committee has no more questions. **Recommended CPA funds: \$4,900**

- **LeeAnne Connolly: Conservation Restriction Fees:**

The Committee has no more questions. This request will be funded from the open space allocation. **Recommended CPA funds: \$23,441**

- **Clapp Memorial Library: Lift Repair**

Les spoke with the Library Director, Sheila McCormick, about the lift project and the fact that last year's funding has not been spent yet. She informed him that they are still waiting to receive a report prioritizing the library's needs. Last years' funded project is still slated to move forward but the inoperable lift has required them to shift focus. It has become a more urgent priority to keep the building fully accessible to all its patrons and avoid possible penalties related to non-compliance with federal and state ADA requirements.

The Committee discussed the importance of funding this project and the need for previously funded projects to be completed. It was suggested that the applicant be made aware that the Committee will likely not entertain any new requests until grant funds are spent as allocated. **Recommended CPA funds: \$26,000**

- **Family Center: Ramp Repair**

The Committee agreed that this project is not eligible for CPA funding and cannot be recommended for funding.

- **Jessica's Boundless Playground**

The Committee has no more questions. **Recommended CPA funds: \$49,495**

- **Grantham Group: 250 units of Assisted Living**

The Committee has no more questions. This request will be funded from the housing allocation. **Recommended CPA funds: \$218,000**

The Committee went over the budget based on the above recommended totals:

TOTAL FUNDS:	\$544,700
DEBT SERVICE:	<u>-\$125,000</u>
TOTAL AVAILABLE FUNDS	\$419,700
TOTAL PROJECT COSTS:	<u>-\$388,208</u>
REMAINING BALANCE:	\$31,492

The Committee will finalize these numbers at the next meeting on March 17, 2015.

3. Les brought up the problematic issue of the lack of filing space for CPC documents. He has inquired with "Discount Office Furniture" on the costs of various sized cabinets. The Committee agreed we could use more filing space. Les agreed to handle the purchase and delivery of a new filing cabinet to the Town Hall.

4. Motion to adjourn at 8:25 (Nadle, Squires 5/0)

3. **Next Meeting: March 3<sup>rd</sup>.** We will look at the budget and begin ranking projects.