



# Town of Bridgewater, Massachusetts

## Community Preservation Committee

### Meeting Minutes – May 5, 2008

Location – Room C201 Bridgewater-Raynham Regional High School  
Recorded by: Laurie Miller

#### Community Preservation Committee

Dan Buron  
Recreation Commission

Peter Colombotos,  
Vice Chair/Secretary  
Master Plan Implementation  
Committee

Robert Iafrate  
Planning Board

Marilee Kenney Hunt, Chair  
Citizen at large

Jim Tebou  
Conservation Commission

David Moore  
Housing Partnership

Rick Kranes  
Open Space Committee

Bob Vazza, Treasurer  
Housing Authority

Robert Wood  
Historical Commission

#### Members Present:

Dan Buron [ x ], Peter Colombotos [ x ], Jim Tebou [ x ], Rick Kranes [ x ],  
Marilee Kenney Hunt [ x ], David Moore [ x ] Robert Iafrate [ ],  
Bob Vazza [ x ], Robert Wood [ x ]

**CPC Liaison:** Sharon Travers Gay [ ]

#### Guests:

Charles Kane  
Helen Whiting  
Fawn Saunces

The meeting was called to order at 5:35 PM.

The minutes of the February 21, 2008 and April 2, 2008 and the notes from April 10, 2008 were handed out for review. Marilee pointed out that the April 10, 2008 notes are not actually minutes as the meeting was improperly posted. Marilee was advised by both Paul Sullivan, Town Administrator and Ron Adams, Town Clerk to keep the notes as a public record of the fact that the meeting was not done in secret (a guest was in attendance) the public was neither intentionally nor inadvertently excluded.

Rick Kranes advised that we should not vote on the April 10 notes since they are not official minutes.

April 2, 2008 minutes – David Moore noted that the adjournment time didn't seem correct and Laurie said she would check her notes and amend it as it was probably a Scribner's error.

\* Motion by David Moore, seconded by Bob Wood to accept the minutes after adding the following language near the end: "A lengthy discussion ensued regarding the articles for the Town Meeting specifically whether to leave them on the warrant. The Committee decided to leave them on as placeholders pending the recommendations presented in the study of the NCA report."

\* Motion by Bob Wood, seconded by Dan Buron to accept the February 21, 2008 minutes without changes.

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Bob Wood inquired as to the date of the final NCA report to the town. Marilee will try to schedule it for the week before Memorial Day weekend or the first full week in June.

\*Motion by Peter Colombotos, seconded by Rick Kranes to amend Warrant Article #5, Lines 1 and 14 as follows:

**Warrant Article #5; Lines #1, 8, 9, 10, 11, 12, 13 & 14.**

**Line #1** Change from \$39,000 to \$35,750 - \$3,250

**Line # 14** (3 set-asides) Change from \$234,000 to \$214,500 -\$19,500

**Total decrease Lines 1 & 14 = \$22,750**

A motion was made by Peter Colombotos with a seconded by Jim Tebou to withdraw the proposals in Lines 8 through 13 which are described as follows:

**Line #8** (\$71,000)

**Line #9** (\$110,000)

**Line #10** (\$75,000)

**Line #11** (\$80,000)

**Line #12** (\$15,000)

**Line #13** (\$100,000)

**Total of Lines 8-13 = \$351,000**

Discussion:

David Moore opposed the removal of the line items and stated that he always supported them. After being reminded that all of the articles were originally recommended as "place-holders" for actions that the NCA might designate as "Urgent," David agreed to the removal of all the Lines with the exception of Line #12 which proposes \$15,000 for the handicapped access ramp and remodeling of the two bathrooms on the first floor of the Academy Building.

David noted that he had requested that the improvements in Line #12 be completed on an emergency basis last February but no special town meeting was ever called as Marilee had promised.

Marilee reminded David of his commitment to the Committee at the February 21<sup>st</sup> meeting to provide it with a letter from NCA certifying the urgency of the ramp and bathroom upgrades. She quoted from the minutes of the February 21, 2008 meeting as follows:

*.... A very long discussion ensued regarding the fact that the proposals come before the Committee prior to the report of the NCA. The Committee was concerned about how the proposals will correspond to the 10 year plan that will be recommended by the architects. Since Town Meeting voted to hire NCA, it is the Committees' commitment that we hear and take seriously their*

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*recommendations before planning to move forward with any restoration or preservation of 4 buildings.*

*David suggested that a special town meeting take place as soon as possible to vote CPA funds to improve the handicapped access into the Academy building. **Marilee asked that David provide the Committee with a letter from NCA saying that such an improvement will be their highest priority recommendation in their forthcoming report. David assured her that it would be and he would have the letter from the architects to her by Monday February 25<sup>th</sup>. [emphasis added]** ...David was asked to come back to the Committee at our next meeting to give details on each of the other proposals that he submitted...*

Marilee noted that no detailed proposals have ever been brought forward nor did NCA send or provide a letter stating that the ramp and bathroom upgrades were their highest priorities. To the contrary, on March 25<sup>th</sup> at the Visioning Session, architect Arnold Robinson, he said that, while handicapped accessibility for the Academy Building is very important, the only items in the "urgent" category will be items that jeopardized the structural integrity of the buildings or caused a hazard which puts the public at risk. David did not contact Marilee about the handicapped accessibility after the February 21<sup>st</sup> meeting.

Marilee stated that handicapped accessibility and, indeed, all the improvements to the Academy Building and Town Hall are high priorities for the Committee. Its commitment is so considerable that it recommended and is funding a study of the 4 town buildings in hopes of carefully and thoughtfully preserving, restoring and using the buildings to their fullest capacity. She re-stated that the Committee plans to follow the recommendations that will be put forward so that it will ensure maximum efficiency in the use of CPA money entrusted to it by the citizens of Bridgewater and Massachusetts.

Marilee also noted that the Selectmen and Town Administrator have recently asked for assurances that a Project Manager be named in advance for any CPA allocation being awarded to the Town. Project management, like attorney's fees and project-specific administrative support, must be included in proposals' budgets. David noted that he felt the Committee was micro-managing the grants that it received.

Marilee asked who would oversee the handicapped accessibility grant (write the specs, put it out to bid and act as project manager). David said he would be the Project Manager. When Marilee inquired why the Project Manager had not been specified in the original proposal, David replied that he had no

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time to write proposals. Mention was made that insufficient time to write a proposal might indicate lack of time to oversee the entire project.

Marilee inquired why, when he was pressed for time and unable to write responsive proposals, David did not use the services of Sharon Travers Gay our consultant to assist grantees in producing appropriate and responsive grant. David replied that he did not know that Sharon was available to assist him. Marilee stated that he was part of the Committee when Sharon was hired for that specific purpose, that he knows her capabilities and was aware that she assisted Town Clerk, Ron Adams with the writing of his proposal for the binding of Town records.

Charles Kane and Helen Whiting requested to be heard and Marilee allowed them to speak on behalf of improving the handicapped accessibility of the Academy Building. Mr. Kane presented a letter making that appeal. Ms. Whiting said that the Academy Building is out of compliance with the American's with Disabilities Act (ADA). Marilee acknowledged their concerns and added that the Academy and other town buildings have been out of compliance with the ADA and the Mass Rehabilitation Act since approximately 1978. While the Committee has deep concerns about that lack of compliance and the serious difficulties it causes persons current and past attempting to access those spaces, the CPA cannot abandon process to fix problems that the town has not addressed for a quarter of a century. Marilee underscored the CPC's concern for handicapped accessibility and its desire to assist in making the buildings more accessible. She suggested that in a month the NCA report will have been presented and some items, including the handicapped accessibility, could be added to the town's "clean-up" warrant for a special end of the year town meeting. Such a schedule would allow David time to complete a responsive proposal for the Committee. David said that he had heard there would be no clean-up town meeting this year or that it might not take place until the end of July. Pete said in that case the Committee could call a special town meeting as was suggested by David in February. Ms. Whiting said that the town cannot afford a special town meeting.<sup>1</sup>

Dan Buron stated that he believes the upgrades are necessary but agrees that we need to adhere to the processes previously agreed upon by the Committee.

David again confirmed that he will take on the project management of the handicapped accessibility project and assured the Committee that the

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<sup>1</sup> In February, when advocating for a special town meeting for the handicapped accessibility, David assured us that a special town meeting held at the Senior Center would not be of significant cost to the town.

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\$15,000 requested for the upgrades of the two bathrooms and the ramp is sufficient to cover the cost of the project. Marilee stated that the Committee is dealing with public funds, which has serious legal and ethical obligations. Appropriate grant making and grant management standards require the Committee to base its recommendations on something other than a verbal agreement. She contended that the Committee needs a written, budget-specific proposal that describes, at a minimum:

- detailed work to be completed,
- a time-line for that work,
- a project manager to direct the work and
- provision for sufficient administrative support for the town for gather bid specifications and post the project bid.

David said he would provide such a document.

Peter Colombotos underscored our need for process and independently verifiable information on which to base our decisions. He stated that a one-paragraph request attached to a \$15K request is not sufficient to not warrant the investment of taxpayers money no matter how noble the cause.

Rick Kranes stated that he could hear and understand both perspectives and felt that the ramp restructuring and restroom remodel are necessary but that the issues being raised should have been raised earlier than the meeting immediately before Town Meeting.

Bob Vazza voiced his preference for retaining all the Articles on the Warrant (8-13) and commented that NCA has done an outstanding job. He wants NCA to take some leadership role in the plan they will provide to the Committee.

\*David Moore amended the motion made by Peter Colombotos to read "remove Lines 8-11 and Line 13 from Warrant Article #5;" seconded by Rick Kranes.

The motion carried; David Moore and Bob Vazza opposed.

\*Motion by David Moore, seconded by Rick Kranes to keep Article 12 on the warrant.

Discussion:

David said he will defend the Article on Town Meeting floor if need-be. Marilee assured him of her commitment to always support the Committee's decision regardless of her personal views. What she cannot defend if asked is the details of the proposal since they have not been provided. If the Committee votes to support Line #12 in the Warrant, Marilee will present it and defend it by saying that a detailed proposal will be forthcoming.

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Discussion continued about how to receive a detailed proposal for Line #12. David said he would produce the proposal and present it to the Committee.

\*The motion carried; Marilee and Peter Colombotos opposed.

\*Motion by Peter Colombotos, seconded by Dan Buron to remove Article #5, Line 4 from the Warrant.

Discussion:

Marilee reported that the proposal's proponent, David Matton of the Community Development Office withdrew his proposal. After checking with the CP Coalition, it was determined that it is more appropriate to support the CPC Liaison with the Committee's administrative funds than to give a grant to the CDO. Thus, if she is willing, Sharon will be asked to continue as our Liaison and Marilee will work with the Selectmen, Town Accountant, Town Counsel and Town Administrator to assure timely payment of her invoices.

Motion carried unanimously.

Marilee reported that she and Sharon have scheduled a conference call with the coalition on May 6<sup>th</sup> to go over items for the May 15<sup>th</sup> meeting. Several guests have been invited to attend that meeting---including the Coalition, a lawyer who has chaired the CPC in Kingston, our town counsel, town accountant, town administrator, two selectmen, and some current grantees. It is hoped that we will learn more about how other communities run their grants/allocations then set or adjust our own grant making policies and payment plans with all the players at the table.

A brief discussion regarding the CPC's ability to hire its own specialized CPA attorney ensued.

Bob Wood suggested we invite West Bridgewater as they just passed the CPA. Marilee said she has already reached out with that invitation.

David Moore suggested that we return to our regular meeting schedule. Marilee noted that we are currently on a regular meeting schedule; May 15<sup>th</sup> being our next regular meeting (third Thursday of each month). Unfortunately, due to the need for one extra meeting before the town meeting and the two mix-ups in postings for April 10 and April 17, it has felt that we were off schedule.

Bob Wood suggested that a process chart showing the time-line for FY'09 would be helpful to potential grantees and Committee members. Marilee agreed and said she would have one ready by the May 15<sup>th</sup> meeting. It will plan for proposals to be presented at both the Fall and Spring Town Meetings. Bob also suggested that it would be good to give proponents more

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time between the pre-application and the final application to thoroughly work up and vet their proposals. Marilee will consider that in the construction of the time-line.

Bob Vazza reported that there is currently \$1,753,912.09 in our fund as of April 23, which included April interest.

Meeting was adjourned at 6:45 PM