

Minutes of the Community Preservation Committee (CPC)
7 March 2019 Shutesbury Town Hall
7:00 pm

CPC Members Present: Allen Hanson/Co-Chair and Finance Committee Representative, Rita Farrell/Co-Chair and Community Housing Representative, Linda Avis Scott/Conservation Commission Representative, Margie Tighe-Saporito/Community Member at Large Representative and CPC Secretary, Chris Donta/Historical Commission Representative, Elaine PuLeo/Select Board representative.

Members Absent: Sue Essig/Open Space Committee Representative, James Aaron/Planning Board Representative.

Guests/Residents and Members of Town Boards/Committees/Organizations: Penny Kim/Moderator, Meryl Mandell/(RSWC), Stephen Smulski, Joan Hanson, Catherine Hilton, Jeff Lacey, Leslie Bracebridge, Janice Stone, Susie Mosher/Town Clerk.

Allen Hanson, CPC Co-Chair, opened the meeting at 7:05pm.

1. This being our annual CPC Public Hearing Allen began by announcing two applications/projects requesting FY2020 Community Preservation Committee funds that are presently in process:
1) Community Housing funds for affordable housing land acquisition and 2) Historic Preservation funds for Old Town Hall rehabilitation.

-Allen spoke to the group of past CPC projects, listed in The Master Plan.

-Co-Chair Rita Farrell explained what we are and how we work, again referring the audience to The Master Plan for details and specific criteria; Rita stated that there is approximately \$400,000.00 in CPC funds that are available to residents; she explained where the money comes from and how we as a community can put it to use.

2. Rita and Allen invited public input on needs, possibilities, potentials and resources: Penny Kim, Town Moderator asked about Recreation i.e. a possible ice rink, public garden space, park and playground; Meryl Mandell, (RSWC) asked about a potential walking track for residents to use since the school track is not open to the public mornings or during school hours; Janice Stone asked about putting records online, or digitizing the information somehow; Town Clerk, Susie Mosher is concerned about cleaning and preserving present records and conditions of storage facilities; Jeff Lacey, Planning Board Chair asked about marking the "highest summit" in the Town of Shutesbury which he believes is located just off Carver Road; Susie Mosher wondered about more possibilities for Community Housing development, particularly a multi-unit building or some kind of Senior Housing similar to the Goshen Project Linda had mentioned at an earlier date.

-Allen again encouraged all to view the Shutesbury Town Webpage CPC Section and pointed out the link to The Community Preservation Coalition Webpage (www.communitypreservation.org) for all information past, present and future regarding eligibility of proposals and good examples and ideas for all communities large and small to engage in. Allen added that all residents of Shutesbury are welcome to attend the public comment period at our CPC meetings (again, our schedule and agendas are posted on the Shutesbury Town website).

3. Rita introduced Executive Director, Meghan McDonough's proposal, since Meghan could not attend the meeting, for Community Housing funds in the amount of \$28,000.00 FY2020 for affordable housing land acquisition, to build a single family home for a first time home buyer on a Town owned lot located on Pelham Hill Road. Pioneer Valley Habitat for Humanity, Inc. will target someone under 60% AMI (area median income) at an estimated sale price of between \$120,000.00 and \$150,000.00. These homes are highly regarded for energy efficiency. Susie Mosher asked about Habitat for Humanity's contribution to the project? Rita answered that the application states that Habitat's matching contribution will be (\$43,862.00 cash +~\$26k in kind), a match percent total of 22.4% to CPC's \$28,000.00 therefor, making the total project cost approximately \$195,862.00. Rita added that

a lottery system would be used to ultimately decide from all “qualifying applicants” who will get the home. Janice Stone asked about the quality of the land, and if the Conservation Commission has looked at it. Linda, Representative to the Conservation Commission replied that the site has been approved and she sees no obstacles from their perspective. Jeff Lacy said it’s a nice piece of property. Leslie Bracebridge asked that if the house were re-sold, would it also have to be a first time Home Buyer? Rita said, no, probably not; we can look into that further. Linda said that according to their application the house would be available for sale by June 2021.

4. Bob Groves spoke about acquiring Historic Preservation funds FY2020 for The Old Town Hall building rehabilitation. Bob began by giving us his background experienced as a Contactor. Bob spoke about his and his group’s interest in rehabilitating and preserving this Historic Shutesbury Building, firstly for storage of records and artifacts and ultimately for public use. Bob and The Town Building Committee are requesting \$34,000.00. Bob broke things down into categories and estimated costs in stages: Dig Out: \$15,000.00 and Piers: \$5,000.00; Framing: \$15,000.00; and Demo & Disposal.

Bob spoke of various things that have been done in the past to keep the building useful such as new roofing and a kitchen and restroom that were added in the 1960’s. Bob said that the most necessary thing to start with is clearing out dirt and rock from the crawlspace beneath the building and adding new piers to re-enforce the foundation. Excavating will give us a clearer picture of the work that will be needed to make the building a public meeting space eventually. Bob said they wanted to keep the project local (i.e. the hiring of a crew and materials) for obvious reasons, that will ensure a “quality finished project.” Bob believes that moisture mitigation is vital for health and safety of documents and people.

CPC funds shall be used primarily to excavate engineering and thorough inspection of the area. Janice asked if all the big rocks/boulders would need to be removed, Bob said probably not, that plastic could be put right over some of them. Stephen Smulski questioned costs of framing, and concerns about other structural things not mentioned in the proposal. Bob said we could choose to do what we want to do. Bob said keeping costs under \$100,000.00, or \$150,000.00 will make the difference in what will be required by code. Chris Donta, Historical Commission, was concerned about CPC rules regarding this. Allen added that we must follow CPC procedures exactly. Bob talked about his plans to keep costs low, while maintaining high quality work and the possibility of using local volunteers as well. Bob said structural soundness is the primary goal, and that handicap accessibility will come later. Both vault documents and people who use the building require a safe and healthy environment. Stephen asked about restrooms, Bob said there is a septic system and bar sink already available. Bob said that just heating the building correctly will make a big difference, and that putting down plastic in the basement will certainly help improve humidity levels on the first floor as well.

Meryl Mandell is concerned about parking being handicap accessible. Bob Groves suggested a couple of possibilities and these were debated. Bob doesn’t want public parking to be a deal breaker, especially at this early stage; Jeff Lacy said parking also changes at different times of the day referring to the post office spaces etc.; Jeff thinks it can be worked out as we can consider this further as we lean towards the future possibility of making it a municipal meeting space. Meryl worries that the building may be a money pit. Bob said we could avoid unnecessary bureaucracy and keep costs low by the choices we make; communication is the key here. A healthy, functioning and usable space shall be our primary goal; the idea of turning it into a municipal meeting space is a future prospect for now.

Jeff Lacey spoke about having taken part fixing the building in the past i.e. roofing issues that were dealt with, and said, now the time has come to fix the underpinnings and the floor. Jeff had to leave at this point and read to us the letter he and the Planning Board have written in support this project proposal. Jeff stated that he as Chair thinks it’s important to consider buildings as useful spaces, not just empty preservation. Leslie Bracebridge compared it to the Old School House; Susie Mosher said that a museum site that is visited, but not used as a meeting place and requires much less than a

municipal meeting place, which must clearly meet the needs of the people: it requires a restroom, safe accessible parking for everyone, including a handicapped parking space, and regular maintenance like snow removal; she added that she has had to shovel snow herself in order to get into records that are already kept in the Old Town Hall building. Susie also said to consider that the present Town Hall needs work and maintenance as well. Bob Groves admits the handicapped parking place is yet an issue, but does not consider it insurmountable.

Rita Farrell believes we shall not be able to keep costs under \$100,000.00. Bob disagrees. Susie Mosher said keeping steps separated here makes all the difference. Piers and underpinnings are first and foremost required just to keep the place safe for what it's holding now. Chris Donta pointed to the estimate from Jones Whitsett to support Rita's claim. Bob said that they are very pricey and this is why he does not recommend using them for this project. Bob said he is exploring legal ways of saving money using local talent, local products and volunteerism. Allen Hanson said that we were circling the argument at this point. Meryl agreed with Susie's earlier statement that this shall be a "process," done in "stages," and we must stick to "stage one:" digging/excavating and underpinnings exclusively.

Bob Groves said that once we get a clearer picture underneath the structure, we would know whether or not the original framing is in tact or will need to be replaced. Chris Donta pointed to the Interiors Standard for Rehabilitation and/or Preservation of Historic Buildings and stated that these rules must be considered in our decision no matter what; Chris does not think that this is based on dollar amounts spent. Stephen Smulski explained there is a difference between "damp proofing" vs. simply applying plastic. Allen said we would have to look into this specifically. Bob said the earth does not seem excessively wet.

Susie Mosher said that the CPC should establish a framework for clarity; she added, that more committees will be involved as we head toward future plans, she suggested putting a "breaker" in place, separating out "usage" of the building from "general safety" i.e. underpinnings/structure stability.

Joan Hanson said that the Historic Commission would like to contribute \$1,000.00 to this particular project as they frequently do for things see as a worthwhile investment to the Shutesbury community as a whole.

Allen called an end to the public hearing at 8:00pm. The Shutesbury CPC decided to hold off on voting for or against The Proposal for CPC funding to rehabilitate and Preserve The Old Town Hall building until our next meeting on March 21, 2019.

Linda motioned to vote on recommending CPC funding to The Pioneer Valley Habitat for Humanity affordable housing land acquisition proposal to build a single family home for a first time home buyer to be brought to Town Meeting; Chris seconded the motion; Rita recused herself from voting; 4 votes yes to go forward with this proposal to Town Meeting.

Linda suggested waiting until our next meeting to vote on whether or not to bring The Old Town Hall proposal to Town Meeting, since we have a lot of new information to process; The CPC needs to reconsider and clarify our purview; Rita suggested that we "award," the money, but not "release" it.

Adjourn: Rita motioned to adjourn at 9:00pm.

Future Agenda Items: Vote on bringing Town Hall Proposal to Town Meeting; Discuss Grant Agreements; CPC Budget; outline and discuss Town Meeting.

Documents and Other Items Used at Meeting:

1. Proposal #1 Application for CPC Funding from The Pioneer Valley Habitat for Humanity, Inc. Meghan McDonough, Executive Director and Contact Person.
2. Proposal #2 Application for CPC Funding from The Shutesbury Town Building Committee; Bob Groves Contact Person.
3. Proposal from Ryne S. Hellwig, PE Structural Engineer dated January 22, 1999 to Jeff lacy regarding roofing.
4. Proposal from JWA Jones Whitsett Architects dated January 15, 2019 to Bob Groves
Re: he and Mike Vinsky's walk-through with JWA in consideration for the rehabilitation of The Old Town Hall Building; it lists scope, needs and costs.

{Please note that some of these dollar amounts/figures do not add up and have changed since this discussion.}

Respectfully submitted by Margie Tighe-Saporito/CPC Community Member at Large and CPC Secretary.