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TOWN OF CHELMSFORD PATRICIA E. DZURIS TOWN CLERK

Town of Chelmsford
Community Preservation Committee
50 Billerica Rd. Chelmsford, Ma 01824

Meeting MINUTES
January 16, 2019
Approved February 20, 2019

Meeting Location: Town Offices, 50 Billerica Rd., Chelmsford, Ma Room 204

Committee Members Present: Linda Prescott-Chairman, Evan Belansky, Gary Persichetti, Judy Carven, Henry Parlee

Committee Members not Present: Sandra Martinez, April Mendez, Connie Donahue, Emily Antul

Others Present: Kathleen Canavan, Facilities Director,

* Documents referenced in these minutes are available at the Community Development Office, 50 Billerica Rd., Chelmsford Town Offices. This meeting was hand recorded by the Recording Secretary.

Meeting was called to order at 7:10PM by Chairman Prescott.

Welcome new PB member

Henry Parlee was welcomed to the Committee.

Public comment

No one came forward at this time.

New applications for funding

Dog Park Advisory Committee

Vivian Merrill, Dog Park Advisory Committee, requested \$6,000.00 from the Recreational Capital Improvement Account to match funding the committee has already acquired for trees, shrubs and landscaping improvements at the Chelmsford Dog Park. A presentation showing existing conditions at the park was shown. All original plantings installed at the park have died. DPAC has met with the Tree Committee to have some soil testing done to see what types of trees and shrubs will stand the best chance of success, as the land was originally a DPW storage yard, and has been a very active community dog park for three years. Mr. Parlee offered his assistance with a planting plan once the soil tests have been completed. DPW will finish work to the entrance and exit to alleviate water that is pooling in those areas. DPW has already replaced a former rain garden at the front of the park with a stone drainage ditch and has trimmed back existing foliage that will most likely re-grow in the spring.

Motion: by Mrs. Carven to appropriate \$6,000.00 to the Dog Park Advisory Committee for landscaping improvements at the Chelmsford Dog Park from the Recreational Capital Improvement Account #271860, as presented. Seconded by Mrs. Prescott. **Motion carries, unanimous.**

CCA Stage Restoration

Kathy Canavan, Facilities Manager, requested funding for stage restoration for the Chelmsford Center of the Arts. Currently, the Town pays for certain repairs and utilities for the building. A permanent stage extension is proposed to replace the temporary structure already there. Existing historical panels will be pulled forward to cover the new extension. Several quotes and photos were provided to the Committee for review.

Motion: by Mrs. Carven to appropriate \$9200.00 from the Historic Preservation Account for restoration of the stage extension at the Chelmsford Center of the Arts, as presented. Seconded by Mr. Persichetti. **Motion carries, unanimous.**

Cemetery Wall Restoration

David Boyle, Superintendent of Cemeteries, is requesting funding for the restoration of a wall at Fairview Cemetery on Main St. The wall was originally built in 1934, and the granite wall and pillars have been eroded by sand, salt and time, and need restoration. Quotes and photos were provided to the Committee.

Work could be done in 2 or 3 phases. The request for \$19,500.00 is for first phase. Mr. Boyle would return at the appropriate time to request funding for future phases. The cemetery has three entries and three gates. Most of the proposed work is by the Twiss Rd. gate and the Lynn Ave. gate. At this time, the estimate for Phase Two work is \$15,000.00.

Motion: by Mrs. Carven to appropriate \$19,500.00 from the Historic Preservation Account. Seconded by Mr. Parlee. **Motion carries, unanimous.**

Center Village Brook Walk

Community Development Director Evan Belansky and Center Village Master Plan Implementation (CVMPI) Committee Chairman Mike Rigney were present. The Center Village Master Plan was completed in 2013, and included the brook walk concept. Planning work on the brook walk is beginning in earnest now that a portion of land has been formally donated to the Town and is being managed by the Conservation Commission. A map of the proposed walk was shown.

An application for a Mass trails grant is due by February 1, 2019. This grant can be used for design, planning and construction. The CVMPI Committee is putting together a plan to hire a consultant to work with the Conservation Commission, the Chelmsford Land Conservation Trust and some stakeholders to come up with a feasibility plan to lay out the trail through the forested section to include two bridge crossings. Proposed locations of the bridges were shown. Winstanley Development is building a portion

of the walk that crosses their property. This grant would cover the area of what is being called “the forest path” in the Master Plan.

The Conservation Commission has voted to support the grant application, and the Bicycle and Pedestrian Advisory Committee is also supporting the application. The CVMPI Committee will meet with the Chelmsford Land Conservation Trust on January 21, 2019. Mr. Belansky is preparing the grant application, which requires a 20% local match. Mr. Belansky is therefore requesting \$10,000.00 from the Administrative Account, and \$10,000.00 from the Recreational Capital improvement Account. Mr. Belansky intends to request \$70,000.00 from the state, although he could request up to \$100,000.00.

Motion: by Mrs. Carven to appropriate \$10,000.00 from the Administrative Account and \$10,000.00 from the Recreational Capital improvement Account, for the planning, design and construction of the “Forest Path” of the Brook Walk described in the Center Village Master Plan. Seconded by Mr. Parlee. **Motion carries, unanimous.**

Façade and Signage Improvement Program

Community Development Director Evan Belansky explained this request will require a Spring Town Meeting Warrant Article. A 42 page proposal was provided to the Committee, which describes a façade improvement grant program available to owners of historic buildings in Center Village and North Village. Mr. Belansky requested Committee members look over the information, and requested a vote of support at the next Committee meeting in February, 2019. The concept of this type of grant program was discussed in the 2010 Chelmsford Master Plan, as well as in the Center Village Master Plan and North Village Master Plan.

This proposal is to request \$100,000 from the Historic Preservation Account to establish a commercial façade improvement program. An appropriation of \$50,000.00 will be for Center Village, and \$50,000 will be for North Village. Targeted areas in both villages were shown on a map. Both areas have land in historic districts, and the Historic Commission would be involved in any design decisions on the properties.

The program is intended to provide aesthetic improvements, not structural improvements, to the subject dwellings. Applicants could apply for grants up to \$10,000.00. The funding is not a loan. The property owner and tenant must get prior approvals via a contractor and written and visual plans. Applicants’ cost is estimated to be about \$3000.00, and this would count toward the 30% matching funding requirement. Properties receiving this grant would need a preservation covenant which is being developed through Town Counsel and the Mass. Historic Commission.

This program has been discussed for over the past couple of years. This program is a first time opportunity in Chelmsford.

Request For Minute Approval

Motion: by Mrs. Carven to approve the Meeting Minutes of April 18, 2018, as presented. Seconded by Mr. Persichetti. **Motion carries, unanimous.**

Motion: by Mrs. Carven to approve the Meeting Minutes of September 19, 2018, as presented. Seconded by Mr. Persichetti. Mr. Belansky abstained, all others in favor. **Motion carries.**

Payment Approvals

An invoice for the Annual Dues of the Community Preservation Coalition for \$4,350.00 is paid from the Administrative Account, every year. This is a regular annual expense.

Motion: by Mr. Persichetti to approve payment of the Annual Community Preservation Coalition Dues invoice for \$4,350.00 from the Administrative Account, as presented. Seconded by Mr. Parlee. **Motion carries, unanimous.**

New Business

Committee updates

The Chelmsford Housing Authority is once again working with the owners of the Brianna Lynn Apartments to preserve the affordable units. The building may have some maintenance concerns; Mr. Hedison is gathering information and working with DHCD to negotiate an acquisition price. The building has 16 affordable units. Similar issues have come up in previous years. The Committee could condition how any money is used. Mr. Hedison is looking at a variety of funds to finance this purchase. A proposal will be presented at a future meeting.

Short Form vs Long Form Applications

Discussion on whether these forms should they be combined or just use the long form will be discussed at the next meeting.

Reschedule Stuart Saginor's visit and create a list of topics for discussion

A meeting date for March will be set, and the meeting will happen during the day. A list of discussion topics will be reviewed at next meeting.

Adjourn

Motion: by Mrs. Carven to adjourn the Regular Meeting at 8:10PM. Sec by Mr. Parlee **Motion carries, unanimous.**

Next Meeting: February 20, 2019

Respectfully Submitted,
Vivian W. Merrill Recording Secretary

Supporting documents:
-Minutes

- Annual CPA Dues Invoice
- Proposal for the Façade & Signage Program
- Project Funding Applications