

TOWN of HOLLISTON
COMMUNITY PRESERVATION COMMITTEE MEETING

Wednesday, March 8, 7:00 P.M. Room 105
Hybrid Meeting

MINUTES

Mr. Chamberlain read the Opening Statement:

Opening Statement: Pursuant to the Governor's June 16, 2021 Act relative to extending certain COVID-19 measures adopted during the state of emergency suspending certain provisions of the Open Meeting Law G.L. c 30A paragraph 20, the Community Preservation Committee will be using remote participation for this meeting. The audio of this meeting is being recorded and will be posted to the Town's webpage within 24 hours in accordance with keeping the public informed of actions during this meeting. I would ask that all participants remotely attending this meeting please state your name for identification purposes each time you speak throughout the meeting.

The meeting was called to order at 7:20 P.M.

At this time, a roll call attendance vote was taken.

Mr. Chamberlain called the roll for each member

Responding Present: Frank Chamberlain, Chair; Thomas Dumas (remote);
Melissa Kaspern; Paul Saulnier (remote); Allen Rutberg; Eva Stahl (7:40, remote).

Absent: Geoffrey Zeamer.

Also present: Town of Holliston, Ramholl for Holliston IT, Facilities Director James Keast (remote). Parks and Recreation Department Chair Mark Frank. Don Chemini of Chemini Design Architects LLC (remote), Shannon Cornwell for the Parks Department (remote), Dick Morse for the Parks Department (remote), Kristine Westland for the Holliston Community Farm (remote).

Public Hearing

The Public Hearing was called to order at 7:21 P.M.

Mr. Chamberlain asked for comments or questions from those attending.
Hearing none, there was a motion to adjourn.

MOTION to adjourn the public Hearing:

Ms. Kaspern

Second: Mr. Rutberg

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye.

The Public Hearing was adjourned at 7:35 P.M.

Vote on Spring CPA proposals

Historical Commission – Stabilization/repair of Miller tomb at Hopping Brook Cemetery

Mr. Keast presented the review of the proposal. He has had two preservationists visit, with estimates of \$15-20,000. The \$25,000 amount requested will be adequate.

MOTION to approve expenditure of up to \$25,000 from the Historic Preservation Reserve for the restoration/repair of Miller tomb at Hopping Brook Cemetery with a sunset date of one year from Town Meeting:

Mr. Dumas

Second: Ms. Kaspern

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye.

Parks and Recreation Department – Goodwill Park improvements

Mr. Chamberlain has shared the revised cost estimates for the Goodwill Park project and copies of the plans. He stated that the CPC may have until mid-April to adjust the finalized numbers. The Town Administrator has suggested approving a placeholder so that the warrant could close.

Mr. Frank was present to continue discussion of the Goodwill Park proposal. He believes the items are reasonable and give value to the Town. He reviewed the revised cost estimates, with the potential savings from the team at Chemini Design Architects LLC, including construction management cost estimates (temporary fencing etc. for the site during construction). The total proposed savings figure is \$147,776.00.

The main issue is that cost breakdowns are still very much estimates, so this process must stay open to see how the bids come back, in order to give the CPC the most accurate numbers.

Mr. Chemini explained the CMAR (Construction Manager At Risk) process. As part of the process, the contractor will introduce savings if possible. The number is usually higher because the bidder is at risk. There would be a contingency to send the money back to the CPC if the project is not realized.

Mr. Frank stated that the Parks Department is now at the limit of funds from the State, so re-engineering funds would not be available. Mr. Frank does believe the costs displayed here are representative of the best value the Parks Commission sees for the town. He hopes to get a vote of support from the CPC. The Parks Department can not really go out to bid without some sort of an idea of a not-to-exceed number on this. Mr. Frank believes the \$1.1 million number is still the best target.

Mr. Saulnier asked about changing the engineering or materials as one possibility for cutting costs. He questions if this proposal would pass Town Meeting. He stated that an architect might review the proposal. He is looking into some who might review value

engineering. He asked where the estimates came from. Ms. Kaspern replied that the design emerged from the master plan of improvements of Goodwill, which included a survey of what residents would like to have.

Mr. Chemini stated the costs were from design, not construction sources. Furthermore, the construction documents are not done now. There was a discussion about design engineering. Mr. Saulnier stated that this might be the right process, but perhaps not exactly the right project. Mr. Chemini spoke on behalf of the plans. Mr. Salunier stated that he is speaking from his own professional experience with Value Engineering. Mr. Frank noted that there have been several public hearings about these needs with various groups, and that the designers have made significant changes in response. Mr. Rutberg stated that the needs are well determined by now.

Mr. Dumas stated, based upon his experience with the use of the park by town youth, that the CPC should go through with this

Mr. Frank described his walk-through with Robert Walker, Highway Department Director, who stated that they were interested in helping save costs, including renovation of the existing seating area, and site prep/clean up.

Mr. Chamberlain noted that when the Committee had encountered a similar concern at Blair Square, there had been a granular budget that allowed the CPC to identify how appropriate each area was within the CPA guidelines. He repeated the placeholder motion idea, and noted that the CPC does not require approval from the Finance Committee.

Mr. Frank stated that the project could be tabled to the fall Town meeting, if needed. Mr. Chamberlain pointed out that amendments could be made at Town Meeting. He suggested a not to exceed amount to exceed \$1.1 million.

Mr. Saulnier suggested having a segmented bidding process at the May town meeting to cover the majority of the work on the basic project, and then adding remaining items afterward. The Parks Department could say what are the minimum areas that are needed. Mr. Chemini stated that they could work together to find those areas.

Mr. Frank brought up using the Parks discretionary fund.

Ms. Kaspern asked about how the project fits into the breakdown for each area in the three CPC buckets. Mr. Chamberlain pointed out that traditionally the Committee has used the General Reserve for Parks projects. This saves the Open Space bucket for true open space projects.

MOTION to recommend expenditure of up to 1.1 m from the general reserve to support the request of the Parks Department for improvement to Goodwill park, with a sunset date of May 2025:

Mr. Rutberg

Second: Ms. Stahl

Discussion:

Mr. Saulnier proposed that there be an amendment to have a value engineering study to be completed before Town Meeting. He stated that this project is fairly large and typically would have a value engineering analysis.

Mr. Chamberlain was concerned about additional cost.

Ms. Kaspern asked if this would be an analysis of the design.

Mr. Saulnier stated that it would seek the best solution for best price without sacrificing the original intent of the project. He felt this would help face Town Meeting. The 50% completion is higher than usual and would be more accurate. It's possible nothing would change.

Mr. Rutberg asked if this would require more hearings. Mr. Frank asked if there would be additional engineering costs. Mr. Saulnier stated that public hearings and discussions have agreed on the scope; it's the construction details that would be refined. There are usually savings.

Ms. Kaspern asked how quickly it could be done. Mr. Saulnier estimated around one week. Ms. Kaspern asked how long it would take to find the people to hire. Mr. Saulnier has names for prospective architects.

Mr. Chamberlain stated that this sounds like a "sanity check" on the process, but that he is concerned about delaying it.

Mr. Saulnier stated that he is not comfortable with approving this motion without Value Engineering.

Mr. Chemini stated that on a \$1.1 million project, to spend \$10,000 in order to save \$10,000 was not the best idea. His concern was the time spent to do it.

Ms. Kaspern reiterated that there was an internal review that saved money.

Mr. Dumas was concerned that the savings may not be worth pushing this out of this cycle.

MOTION to amend the original motion to have a value engineering project completed by Town Meeting:

Mr. Saulnier

Second: Ms. Kaspern

VOTE Defeated 5-1 by roll call: Mr. Chamberlain, nay. Mr. Dumas, nay. Ms. Kaspern, nay. Mr. Rutberg, nay. Mr. Saulnier, aye. Ms. Stahl nay.

Original MOTION (to recommend expenditure of up to 1.1 m from the general reserve to support the request of the Parks Department for improvement to Goodwill park, with a sunset date of May 2025)

VOTE Approved 5-1 by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, nay. Ms. Stahl, aye.

Discussion and vote on CPC Administrative budget for FY 2024

MOTION to approve the CPC Administrative budget for FY 2024 not to exceed \$5,000:

Mr. Dumas

Second: Mr. Saulnier

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye. Ms. Stahl, aye.

Discussion and vote on return to CPA reserves of surplus CPA funding on completed/expired projects

Mr. Chamberlain explained that the Town Accountant had sent a statement about projects that have passed their sunset date and have funds remaining. He read the projects with sunset dates and amounts. The Committee will recommend that the next Town Meeting vote to take those funds back.

MOTION to recommend returning the unspent money of surplus CPA funding on completed/expired requests to the CPA Respective Reserves, for a total of \$36,102.36:

Ms. Kaspern

Second: Mr. Dumas

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye. Ms. Stahl, aye.

New Business

Holliston Community Farm

Ms. Westland requested a 12-month extension for the funding of the 16x24 pavilion. The sunset approved at Town Meeting had been extended to May 2023. The original plan was for \$55,000, with \$28,000 expended. The kiosk, sign, irrigation well and parking area have been completed. The CPC will ask Town Meeting to extend the sunset date on the \$10,000 portion of their approval.

Ms. Westland reported on programs being run at the farm. . Vegetables from the greenhouse are donated to the Food Pantry. These programs have been funded by donations in kind.

The Conservation Restriction for the Community Farm is nearly complete. She will have a meeting with the Sudbury Valley Trustees on March 15. They are in favor of this.

MOTION with regard the Community Farm improvements, to rescind \$16,213.41 of the remaining balance, leaving a balance of \$10,000, and to extend the maturity sunset date through 2024:

Ms. Kaspern

Second: Mr. Dumas

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye. Ms. Stahl, aye.

CPC membership

Mr. Chamberlain reviewed CPC membership. Warren Chamberlain will not continue. Karen Sherman will be asked to propose a member from the Planning Board. The Open Space Committee will be asked for a nominee.

Approval of Minutes

MOTION to approve the minutes of March 8, 2023 as read:

Mr. Rutberg

Second: Ms. Stahl

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye. Ms. Stahl, aye.

Motion To Adjourn

Mr. Chamberlain

Second: Ms. Kaspern

VOTE Approved by roll call: Mr. Chamberlain, aye. Mr. Dumas, aye. Ms. Kaspern, aye. Mr. Rutberg, aye. Mr. Saulnier, aye. Ms. Stahl, aye.

The Meeting was adjourned at 9:39 P. M.

The next meeting is to be determined.

Mr. Chamberlain stated that there may be an additional CPC meeting before the spring Town Meeting to talk about the final budget for Goodwill, the date to be determined.

Respectfully submitted,

Susan Woodrow, Clerk