

**COMMUNITY PRESERVATION COMMITTEE  
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting  
February 27, 2013**

**Present:** Mark Gluesing – Chairman, Janet Bernardo – Vice Chairman, Gary Crossen, Reg Foster, Mike Retzky, Sam Warner

**Absent:** Carol Boulris, Paul Siegenthaler, Lita Young

**Guest:** Connie Barr, Needham School Committee

**Town Staff:** Patricia Carey – Staff Liaison  
Nicole DiCicco – Recording Secretary

The meeting convened at 8:05PM in the Highland Meeting Room located in Town Hall.

**Chairman's Updates:** Mr. Gluesing, Ms. Bernardo and Ms. Carey met with the Board of Selectmen on the 26<sup>th</sup> and Finance Committee prior to tonight's meeting to discuss the current project list. Mr. Gluesing will discuss any concerns that either of those boards had in the Review of New Proposals.

**Long Term Planning:** Mr. Gluesing reviewed the Preliminary Funding Concept for CPA Projects chart with the Committee. This is still in draft form. *[see Addendum 1]*

**Review of New Proposals:** Prior to discussing each individual project, Mr. Gluesing went over the FY2014 ATM CPC Projects Draft spreadsheet. *[see Addendum 2]*

**FY2013-4, Community Housing Specialist:** The Finance Committee recommended that this project be funded annually, not as one five-year commitment, as the Planning Director had encouraged, allowing the Committee the ability to review performance at the end of each year. Ms. Bernardo felt that the Town Manager also preferred the single, five-year commitment, but was not opposed to the annual review. Mr. Retzky suggested that the Committee consider a two or three-year commitment in order to get the best of both options and it was decided that a conceptual five-year plan with a two-year guarantee would best serve all parties.

**FY2013-6, Open Space and Recreation Plan:** No additional information.

**FY2013-7, Reservoir Trail Design; Ridge Hill Loop Design:** A member of the Finance Committee had questioned the parking plan for the Reservoir Trail during the review of this project. Mr. Gluesing felt that parking issues would be something worked out in the design, not by the CPC.

**FY2013-8, Newman Fields & Eastman Conservation Trails:** No additional information.

**FY2013-9, Newman Pre-School Surfacing:** No additional information.

**FY2013-11, Mills Park Design:** The Committee decided not to have the Mills Park Design paid out of the General Reserve if approved, but to have it come out of the Open Space fund in order to allow the most monetary flexibility.

**FY2013-12, Community Farm Soil Quality Improvements:** Debbie Schmill compiled a revised, Three-Year Soil Improvement Budget proposal for the Committee's review. *[see Addendum 3]* This extended plan breaks down the full timeframe needed to fully improve the soil quality at the Community Farm, not only the first year as presented in the original project proposal.

**Overview of Public Hearing:** The Public Hearing is scheduled for 7:30PM on March 13<sup>th</sup> and will be held in the Highland Meeting Room in Town Hall. Each project will be presented by the proponent on the night of the hearing and will answer questions. Mr. Gluesing reminded the Committee that this is an opportunity for project applicants to explain their proposal to residents, as the Committee has had several meetings to raise questions.

**Next Steps:** The Committee agreed to meet at 8 PM on March 20<sup>th</sup> to give more members the opportunity to attend, discuss the projects and vote on the recommendations.

**Minutes – February 13, 2013:** Ms. Bernardo made a motion to approve the minutes of the February 13 2013 meeting. The motion was seconded by Mr. Warner and was approved unanimously.

**Upcoming Schedule:**

- Public Hearing: Wednesday, March 13<sup>th</sup>, 7:30PM – Highland Room, Town Hall
- Meeting, Wednesday, March 20<sup>th</sup>, 8:00PM – Highland Room, Town Hall

**Adjournment:** Mr. Foster made a motion to adjourn the meeting at 8:50PM. Mr. Crossen seconded the motion and the meeting was adjourned at 8:50PM.

Respectfully submitted,

Nicole DiCicco  
Recording Secretary

# Addendum 1

## Preliminary Funding Concept for CPA Projects

| Revenue                                          | FY13 - Recap     | FY14             | FY15             | FY16             | FY17             | FY18             |
|--------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| CPA Local Surcharge*                             | 1,684,833        | 1,761,000        | 1,821,755        | 1,884,605        | 1,949,624        | 2,016,886        |
| State Revenue                                    | 437,167          | 429,000          | 348,678          | 360,707          | 373,152          | 386,026          |
| <b>A) Annual Revenue Total</b>                   | <b>2,122,000</b> | <b>2,190,000</b> | <b>2,170,433</b> | <b>2,245,312</b> | <b>2,322,776</b> | <b>2,402,911</b> |
| State Aid % Match                                | 27%              | 25%              | 20%              | 20%              | 20%              | 20%              |
| <u>Other Available Resources**</u>               |                  |                  |                  |                  |                  |                  |
| Community Housing Reserve                        | 498,520          | 564,420          | 710,668          | 865,152          | 1,028,157        | 1,199,978        |
| Historic Resources Reserve                       | 68,320           | 68,320           | 68,320           | 68,320           | 68,320           | 68,320           |
| Open Space Reserve                               | 180,320          | 11,220           | 59,968           | 298,952          | 494,457          | 673,778          |
| CPA General Reserve Appropriated (equals line E) | 1,023,160        | 552,200          | 227,109          | 468,816          | 993,812          | 1,069,918        |
| <u>Other Estimated Resources</u>                 |                  |                  |                  |                  |                  |                  |
| CPA Free Cash***                                 | 2,925,435        | 3,948,595        | 2,815,595        | 3,042,704        | 3,511,520        | 4,505,332        |
| <b>Appropriations</b>                            |                  |                  |                  |                  |                  |                  |
| Administration Budget                            | 82,000           | 82,000           | 82,000           | 82,000           | 82,000           | 82,000           |
| Town Hall Debt Service                           | 550,000          | 711,000          | 666,078          | 650,528          | 635,953          | 622,353          |
| <b>Annual Obligation^</b>                        |                  |                  |                  |                  |                  |                  |
| Housing Reserve                                  | 233,420          | 240,900          | 238,748          | 246,984          | 255,505          | 264,320          |
| Historic Reserve                                 | -                | -                | -                | -                | -                | -                |
| Open Space Reserve                               | 233,420          | 240,900          | 238,748          | 246,984          | 255,505          | 264,320          |
| <b>Identified Projects</b>                       |                  |                  |                  |                  |                  |                  |
| Artifact Storage Upgrade                         | 25,000           | 15,000           | 100,000          | 100,000          | 100,000          | 100,000          |
| Heritage Project/Historical Inventory            | 25,000           | 175,000          | 415,000          | 450,000          |                  |                  |
| Historical Vital Records Preservation            | 30,000           | 40,000           | 202,750          |                  |                  |                  |
| South Street Home – Charles River ARC            | 220,000          | 248,000          | 1,685,200        |                  |                  |                  |
| Rail Trail Feasibility Study                     | 35,000           | 60,000           |                  |                  |                  |                  |
| Greene's Field Improvement                       | 445,000          |                  |                  |                  |                  |                  |
| "Small Project"                                  |                  |                  |                  |                  |                  |                  |
| Community Farm                                   |                  |                  |                  |                  |                  |                  |
| Community Housing Specialist                     |                  |                  |                  |                  |                  |                  |
| Cricket Building Renovation                      |                  |                  |                  |                  |                  |                  |
| Fields - Mills                                   |                  |                  |                  |                  |                  |                  |
| Fields & Trail - Newman/Eastman                  |                  |                  |                  |                  |                  |                  |
| Newman Playground Walkway                        |                  |                  |                  |                  |                  |                  |
| Open Space Plan                                  |                  |                  |                  |                  |                  |                  |
| Other Housing Projects                           |                  |                  |                  |                  |                  |                  |

# Preliminary Funding Concept for CPA Projects

|                                                                              | FY13 - Recap     | FY14             | FY15             | FY16             | FY17             | FY18             |
|------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Trail - Reservoir                                                            |                  | 65,000           | 140,000          |                  |                  |                  |
| Trail - Ridge Hill Loop                                                      |                  | 20,000           | 50,000           |                  |                  |                  |
| Trail - Rosemary                                                             |                  |                  |                  |                  |                  |                  |
| Trail - Ridge Hill Swamp #2                                                  |                  | 300,000          |                  | 8,000            | 60,000           | 85,000           |
| <b>Future Potential Projects</b>                                             |                  |                  |                  |                  |                  |                  |
| Rail Trail Construction                                                      |                  |                  |                  |                  |                  |                  |
| Estimated Linden Chambers/NHA ^^                                             |                  |                  |                  |                  |                  |                  |
| Parcel Acquisition ^^^                                                       |                  |                  |                  |                  |                  |                  |
| Rosemary Pool                                                                |                  |                  |                  |                  |                  |                  |
| Ridge Hill Buildings                                                         |                  |                  |                  |                  |                  |                  |
| Rosemary Camp Property                                                       |                  |                  |                  |                  |                  |                  |
| Emergy Grover                                                                |                  |                  |                  |                  |                  |                  |
| <b>B) Appropriation Total</b>                                                | <b>1,878,840</b> | <b>2,222,800</b> | <b>3,911,023</b> | <b>1,876,997</b> | <b>1,481,464</b> | <b>1,510,494</b> |
| C) Appropriation Funded by Reserves                                          | 780,000          | 585,000          | 282,500          | 100,500          | 152,500          | 177,500          |
| D) Appropriation Funded by Free Cash ****                                    |                  |                  | 1,685,200        |                  |                  |                  |
| E) Unallocated Revenue (A - B + C + D)                                       | 1,023,160        | 552,200          | 227,109          | 468,816          | 993,812          | 1,069,918        |
| F) Unallocated Free Cash After Appropriations                                | 2,925,435        | 2,263,395        | 2,815,595        | 3,042,704        | 3,511,520        | 4,505,332        |
| <b>G) Total Unallocated Funds Available for Other Appropriations (E + F)</b> | <b>3,948,595</b> | <b>2,815,595</b> | <b>3,042,704</b> | <b>3,511,520</b> | <b>4,505,332</b> | <b>5,575,250</b> |

\* Surcharge growth rate assumption FY2015 forward at 3.45%

\*\* Available balance as of 01/01/13; the balances for FY14 forward are calculated based on the assumed appropriations to and from the reserves.

\*\*\* FY13 actual; FY14 forward estimated based on identified appropriations

\*\*\*\* An appropriation vote which uses Free Cash would occur before June 30 of the prior fiscal year. E.g., an FY15 appropriation vote must occur prior to June 30, 2014.

^ Annual contribution FY14 forward; assumed at 11% of revenue estimate; except historical

^^ Needham Housing Authority has indicated a need of approximately \$2,000,000 over the five year period.

^^^ Parcel Acquisition Unknown Estimate at this time

Projects assumed funded from CPA reserves in red

Projects assumed funded by CPA free cash in blue



| CPC #   | Project                                    | Reserve fund      |               |                |                    |                |
|---------|--------------------------------------------|-------------------|---------------|----------------|--------------------|----------------|
|         | 2/25/13 DRAFT                              | Community Housing | Historic      | Open Space     | General Reserve/FC | Administrative |
|         | <b>Fund Balances</b>                       | <b>498,520</b>    | <b>68,320</b> | <b>180,320</b> | <b>3,948,595</b>   | <b>82,000</b>  |
|         | FY14 Annual Revenue                        | 2,190,000         |               |                |                    |                |
|         | surcharge                                  | 1,761,000         |               |                |                    |                |
|         | state contribution                         | 429,000           |               |                |                    |                |
|         | FY 14 reserve funding                      | 240,900           |               | 240,900        | 1,708,200          |                |
|         | <b>Total for project funding 6,885,755</b> | <b>739,420</b>    | <b>68,320</b> | <b>421,220</b> | <b>5,656,795</b>   |                |
| 2013-4  | Community Housing Specialist               | 35/175,000        |               |                |                    |                |
| 2013-5  | Conservation Restriction                   |                   |               |                |                    | 25,000         |
| 2013-6  | Open Space Plan                            |                   |               | 25,000         |                    |                |
| 2013-7  | combined with 2013-10                      |                   |               |                |                    |                |
| 2013-8  | Newman Fields/Eastman Trail                |                   |               |                | 248,000            |                |
| 2013-9  | Newman Pre-school surfacing                |                   |               |                | 60,000             |                |
| 2013-10 | Ridge Hill Loop/Reservoir Trail            |                   |               | 85,000         |                    |                |
| 2013-11 | Mills Park Design                          |                   |               |                | 40,000             |                |
| 2013-12 | Community Farm Soil Improv.                |                   |               | 15,000         |                    |                |
|         | <b>Total Requests</b>                      | <b>175,000</b>    |               | <b>125,000</b> | <b>348,000</b>     | <b>25,000</b>  |
| Other   | Town Hall debt                             |                   |               |                | 711,000            |                |
|         | Admin expenses                             |                   |               |                | 82000              | 12,000         |
|         | appropriate to Admin fund                  |                   |               |                |                    |                |
|         | <b>Balances</b>                            | <b>564,420</b>    | <b>68,320</b> | <b>296,220</b> | <b>4,515,795</b>   |                |

## Addendum 3

### Needham Community Farm Three Year Soil Improvement Budget

| Year 1: Spring/Summer 2013           | Amount          | Unit cost | Total |
|--------------------------------------|-----------------|-----------|-------|
| RTS Compost                          | 225 cubic yards | 12        | 2700  |
| Soil Amendments                      | various         |           | 700   |
| Subsoiler                            | 1               | 1000      | 1000  |
| Machinery to Spread Compost - Rental | 1 week          | 1400      | 1400  |
| Total Year 1                         |                 |           | 5800  |

| Year 2: Spring/Summer 2014           | Amount           | Unit cost | Total |
|--------------------------------------|------------------|-----------|-------|
| RTS Compost                          | *225 cubic yards | 12        | 2700  |
| Soil Amendments                      | various          |           | 700   |
| Subsoiler                            | 1                |           | 1000  |
| Machinery to Spread Compost - Rental | 1 week           | 1400      | 1400  |
| Total Year 2                         |                  |           | 5800  |

| Year 3: Spring/Summer 2015           | Amount           | Unit cost | Total |
|--------------------------------------|------------------|-----------|-------|
| RTS Compost                          | *225 cubic yards | 12        | 2700  |
| Soil Amendments                      | various          |           | 700   |
| Machinery to Spread Compost - Rental | 1 week           | 1400      | 1400  |
| Total Year 3                         |                  |           | 4800  |

|                             |  |  |              |
|-----------------------------|--|--|--------------|
| Total for the 3 Year Period |  |  | <b>16400</b> |
|-----------------------------|--|--|--------------|

\* This amount could be less depending on how things are going