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Jeffrey H. Alper
ORLEANS TOWN CLERK

**TOWN OF ORLEANS
COMMUNITY PRESERVATION COMMITTEE**

**Minutes
September 7, 2023, 4:30 p.m.**

A hybrid meeting of the Community Preservation Committee (CPC) was held in the Nauset Room of Town Hall and via Zoom beginning at 4.30pm on September 7, 2023. Real-time public access was provided by Orleans Channel 8 on the Town website and cable television.

Attending for the CPC were Chair Walter North, Kevin Galligan, John Lipman, Stephanie Gaskill, Joan Francolini, Charles Ellis, Maxine Minkoff and Clerk Sue Christie. Barry Alper was absent.

Call to Order - The chair called the meeting to order at 4.31pm

Public Comment – No one presented for public comment

Reorganization of the committee and votes – There was discussion about the eventuality of the Vice Chair becoming the Chair. Each member of the CPC has experience as a liaison and understands the Act and the resources to support CPC decisions, therefore, any member of the committee could serve as Chair, if willing. Mr. Alper communicated his willingness to serve as Vice Chair prior to the meeting.

Ms. Francolini nominated Mr. North for Chair of the CPC. Ms. Gaskill seconded the nomination.

Mr. Galligan moved to close the nominations and vote to approve Mr. North as chair. Mr. Lipman seconded the motion. Mr. Galligan, Mr. Lipman, Ms. Gaskill, Ms. Francolini, Mr. North, Ms. Minkoff, Mr. Ellis, and Ms. Christie voted Aye. Motion carried: 8-0-0.

Ms. Francolini moved to nominate Mr. Alper as Vice Chair of the CPC. Mr. Galligan seconded the motion.

Mr. Lipman moved to close the nominations and vote. Ms. Christie seconded the motion. Mr. Galligan, Mr. Lipman, Ms. Gaskill, Ms. Francolini, Mr. North, Ms. Minkoff, Mr. Ellis, and Ms. Christie voted Aye. Motion carried: 8-0-0.

Mr. North called for a vote to approve Mr. Alper as Vice Chair of the CPC. All present voted Aye. Motion carried: 8-0-0.

Ms. Gaskill moved to nominate Ms. Christie as Clerk of the CPC. Mr. Lipman seconded the motion. Mr. Galligan, Mr. Lipman, Ms. Gaskill, Ms. Francolini, Mr. North, Ms. Minkoff, Mr. Ellis, and Ms. Christie voted Aye. Motion carried: 8-0-0.

Ms. Gaskill moved to close nominations and vote the position of Clerk. Mr. Lipman seconded the motion. Mr. Galligan, Mr. Lipman, Ms. Gaskill, Ms. Francolini, Mr. North, Ms. Minkoff, Mr. Ellis, and Ms. Christie voted Aye. Motion carried: 8-0-0.

Mr. North called for a vote to approve Ms. Christie as Clerk. All voted Aye. Motion carried: 8-0-0,

Review and consider feedback for the Comprehensive Plan

The Committee discussed the Comprehensive Plan and how best to share recommendations. Mr. Lipman had made suggestions on a document, and it was suggested he add further remarks regarding recreation in that format. Mr. Lipman felt it was more than what he could prepare alone and he wasn't certain what document to use for feedback. It was generally decided the CPC should provide feedback to the plan as it relates to or guides the decisions made by the Committee. Ms. Minkoff will check with the Planning Board as to the most valuable way to share input to the Plan at this point.

Ms. Francolini forwarded information about recreation goals to Mr. Lipman for inclusion. In addition to the comments shared by Mr. Lipman, Mr. Galligan spoke about the need to seek sustainable and climate-resilient design in building projects such as affordable housing. Mr. North raised the possibility of CPC supporting recreation with alum treatments. Ms. Christie drew attention to the helpful information shared by the group Exit 89 on short term rentals. The need to consider regional projects and the preservation of artifacts (in addition to structures) was discussed. Discussions regarding the Comprehensive Plan will continue.

Discuss the FY2025 Grant Application process.

a. public awareness and new requests

Discussion considered a variety of ways to alert the community that the CPC was accepting grant applications. Mr. North and the administrator will investigate creating an article or press release about a completed CPC project. Ms. Francolini shared the success of a sandwich board inviting participation in the Friends of Snow Library. The administrator will investigate something similar for CPC. There was some discussion about the possible total of funds to distribute for FY25 and that, if they were limited, attracting many new grant applicants might be problematic. It was noted that the Committee would welcome small new projects similar to installing accessible picnic tables. It was suggested to estimate the total Orleans CPC might award for FY25 at \$1.4million but subject to change due to the variability of the state match.

b. anticipated projects and liaisons

There was some suggestion of possible grant applications to expect and who would liaise to help each applicant, if needed.

Anticipated projects:

Village Green Walkway continued – Joan Francolini

Snow Library archiving- Joan Francolini

Affordable Housing Trust Board (general funding) – Barry Alper

CDP – Lower Cape Institute – Barry Alper

CHO – Meetinghouse balcony railing – Charles Ellis

CHO – CG36500 project – Charles Ellis

Bandstand – Sue Christie

Academy Playhouse – Finalize exterior renovation – Charles Ellis

RAC – Bay Ridge project costs – Joan Francolini

Basketball courts – Joan Francolini
Veteran’s Park – phased rehabilitation costs
Skateboard Park rehabilitation of the surface- Sue Christie

Possible projects:

Historic rehabilitation of Civil War statue – Kevin Galligan
COA – Walkway increased costs – Sue Christie
Pilgrim Lake alum treatment
Putnam Farm – John Lipman
Open Space – Stephanie Gaskill
Community Housing projects - Barry Alper
Historic Commission – next phase of East Main project and early Nauset project – Charles Ellis

c. discussion and vote regarding historic consultant advice for FY25 grant applications-

Mr. Ellis recommended the Committee allocate \$6,000 for the services of a consultant regarding CPA compliance on historical projects.

Mr. Galligan moved the CPC approve the allocation of up to \$6000 for the services of a historic consultant for FY25 grant applications. Ms. Francolini seconded the motion. All voted in favor of the motion. Motion carried: 8-0-0.

d. timeline for grant consideration – A suggested timeline was shared noting the closing dates for applications on Oct 31, 2023 for Part A only and full applications on November 20, 2023.

The Committee stated it is worthwhile to visit the French Cable Museum and the Academy Playhouse to review completion of work done with CPC funds. The administrator will coordinate these. An update on Veteran’s Park is needed.

Updates for ongoing projects

Mr. Lipman provided a substantial update on Putnam Farm and future plans for wetland restoration, a pavilion, eventual solar power, expansion of plots and imminent connection of the pump.

Ms. Christie updated regarding the NW Schoolhouse and the choice of a contractor.

Mr. Ellis delineated the many steps in the archeologic review of Nauset Sites and the selection of a local archeologist and the start of archival research in December.

Mr. Ellis said the East Orleans Historic District was “in place” and PR, owner-surveys, public meetings were all scheduled.

Mr. Ellis said the Form B project had been submitted and accepted by the MA Historic Commission. About 300 properties will need to be done and Mr. Ellis will share samples of the old forms and the new ones to demonstrate the significant improvement of the records.

Mr. Ellis also updated that the survey project was nearly complete, and that new content had been added to the website as part of the Public Education grant and it would eventually be merged with the town's website.

Mr. Ellis said the Academy was making plans for the fire escape and further exterior work.

Ms. Francolini said the archiving project for FY24 at Snow Library was complete.

Ms. Francolini said there are no open Recreation projects at the moment although she is anticipating a basketball court request.

Ms. Gaskill said the painting/exterior preservation of the French Cable Museum is complete.

Ms. Gaskill noted the completion of the Overland Way trail connector and the near completion of the hardwired safety crossing.

Adjourn

Mr. Lipman moved to adjourn the meeting. Mr. Galligan seconded the motion. All voted Aye. The meeting was adjourned at 5.45pm.

*Respectfully submitted,
Jennifer Fountain*

Addenda:

*Community Preservation Committee
Proposed timeline for FY25 grant review process.*

Applications

Discussion of application process and requirements

Final approval of application form

Post FY 25 grant application on website

- July 2023

Outreach to local media, eblast encouragement to apply early

- From Sept 7 -30

Deadlines (electronic copies)

- Part A of application: Tuesday, Oct. 31, 2023

- Full application: Monday, Nov. 20, 2023

Distribution to CPC members and Town Counsel

- Tuesday, Nov. 22, 2023 or earlier

Initial review and liaison assignments

- Thursday, Sept. 7, and Dec. 7

Public Hearing

As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the city or town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city or town. MGL Ch. 44B §5(b)(1).

Publication of notice

- Friday, Jan. 19, 2023

- Friday, Jan. 26, 2023

Public Hearing

- Thursday, Feb. 1 or 8, 2023

Interviews with Grant Applicants

- As needed: Nov. 9, 16, 30 for early/partial applications?

- Dec. 14, 21, Jan. 4, 11, 18, 25

Town Meeting

Final votes

- Thursday, February 8 or 15

Warrant article(s) to Town Administrator

- *No later than TBA*
- Meet with Select Board and Finance Committee*
- *TBD*