**Town of Nahant
Community Preservation Committee**

**Meeting Minutes**

**Monday November 22, 2021 at 7:00pm via Zoom**

**Committee Members:**

**Lynne Spencer: Chair**

**Paul Spirn: Secretary**

**Austin Antrim**

**Ellen Steeves**

**Nancy Cantelmo**

**Ellen Goldberg**

**David Wilson**

***Attendance:***

**Lynne Spencer**

**Paul Spirn**

**Austin Antrim**

**Ellen Steeves (remote)**

**Nancy Cantelmo (remote)**

**Ellen Goldberg (remote)**

**Julie Tarmy (Advisory and Finance Committee-remote)**

**Kevin Andrews (Johnson School Principal-remote)**

**Lynne Spencer:** Opened the meeting at 7:11pm on Monday November 22, 2021.

***Motion:***

**Austin Antrim:** made a motion to approve the CPC meeting minutes from November 1, 2021 prepared by Kristin Taylor

**Nancy Cantelmo:** second

***Roll call vote:***

**Lynne Spencer:** yes

**Paul Spirn:** yes

**Ellen Steeves:** yes

**Ellen Goldberg:** yes

**Nancy Cantelmo:** yes

**Austin Antrim:** yes

***Lynne Spencer*:** Community Preservation Act was accepted in town by Town Meeting in 2004. We have overtaken many projects over the years. The way the Act works is that it is a surcharge on real estate taxes and in our case we accepted a 3% surcharge. For many years that was matched in full by the state through the community preservation coalition and the innovative structure that existed to provide that match. In recent years that state matched had gone lower but this yearwe got a notice that due to thesurge in real estate the state match is predicted to be around a 94% match. This year it looks like there will be around 500,000$ to be appropriated.

10% gets allocated to each of the three categories of, Open Space and Rec, Community Housing and Historic Preservation. Where the 70% balance will go is determined by the CPC through grant applications.

Tonight we will hear from potential applicants.

***Kevin Andrews*:** For several years we have encouraged students to walk and bike to school. The Nahant Heritage trail runs through the lowlands parking lot, right behind the school and up to Baileys Hill. The signs for the trail have been lost through the years. We might apply for funds to install a clay or stone dust biking path to run from flash rd playground through the grass behind DPW, increase signage for the trail and place markers of plants they may see along the trail and also tie in the forest playground behind the school.

***Lynne Spencer*:** Have you thought about a potential budget or means of moving this forward?

***Kevin Andrews*:** I have not, I wanted to attend this meeting to see if as principal if I can apply to the CPC for this project. I am working with NEF who will support the logistics and working with the Garden Club as well.

***Lynne Spencer*:** What is going on with the Community Garden? Is the school involved with that?

***Kevin Andrews*:** The students just planted garlic, harvested potatoes and each grade has a plot they “own” and take care of.

***Lynne Spencer***: I would come up with a full plan with a diagram, sign postings, budget etc. and pass in with the application.

***Sandy Burton***: I had spoken to Diana Brandi and Kevin about the adding pollenating plants as part of this plan.

***Julie Tarmy (Historical Society):*** You will be seeing an application from the Historical Society going back to some of the items that we want to have conserved and are still waiting to have conserved. We have town records that included the 1st town report, library documents, police/fire dept. records and other vital records.

\*Conservator was contacted to figure out which items should be preserved and which ones should be digitized.

***Josh Antrim (BOS Chairman)*:** Is it the responsibility of the grant writer to get these projects kicked off or does it vary project to project? Who is responsible for getting it done?

***Lynne Spencer*:** It does vary. For example the town basketball courts project were organized by Tony Barletta. For non-profits they are given the grant and they undertake the project. So it depends on the applicant and their status as a town project vs. a private nonprofit. If it is a town project and it has to go through public procurement and follow chapter 149 guidelines.

***Sharon Hawkes (Nahant Librarian*):** We are moving on with this year’s projects including the roof, windows, gutters, vents. This is out for BID and if they are too high we will prioritize. We have some inside projects that include the boiler and electrical.

We have gone out to BID and it is in the central registrar. We have had about 30 people look at the BID and the people looking at it look good.

***Lynne Spencer*:** This is part of the Town Hall, Library and Ellingwood Chapel project.

***Trish Aldrich*:** Part of the Friends of East Point Group and we try to take care of Lodge Park. We have already requested some proposals from different groups to develop a master plan or restoration and ecological management plans to guide efforts at Lodge Park. To include removing invasive species, mowing, reintroducing native plants, signage and working with DPW. This is in preliminary stages and expect it to be 10,000$ or less to develop the plan. We are wondering if it would be better for a nonprofit like S.W.I.M to apply for it or get a match from S.W.I.M.

***Nancy Cantelmo***: We also want to include cultural, geographical and historical signs and guides.

***Lynne Spencer***: How did you come up with a 10,000$ budget?

Trish Aldrich: We requested proposals from 4 different organizations. Two of them provided proposals. One is for 7500$ and one is for 10,000$ from Mass Audubon Services Group and Partair Ecological Services.

***Lynne Spencer***: Would this be focused on the Town owned Lodge area of the park?

***Trish Aldrich:*** yes

**Lynne Spencer**: is this part of the master plan of the open space committee

***Nancy Cantelmo***: The general idea is yes and would like to see it done other places in town too. DPW has done a lot of work up there already and we would like to see developed plans for the area. It relates to Kevin’s plan with getting consistent signage.

***Lynne Spencer***: So this would be a planning grant and then you would go into an implementation grant.

***Nancy Cantelmo***: The amount these companies are asking for exceeds the few thousand dollars that may be needed for a project like Kevin’s.

***Lynne Spencer***: yes we can get small grants. You could apply for the planning grant money and expand beyond the 7500$ to include everything. It might be a 15-20,000 grant application, spend the year, develop the specifics of the application and then come in the following year for implementation. The other approach is to find the 7500$ somewhere and then apply for an actual budget for the project.

Once you take a project and develop a plan, then it goes to Bid and then you would know what your project costs would be.

CPC grant applications are due January 28th and we begin reviewing and interviewing applicants. Then we go through 2 months of review and considerations, to fincom with our report and then town meeting. Our committee makes recommendations in the town warrant, read at town meeting and it’s the town meeting that votes on the articles.

***Paul Spirn***: Made a motion to adjourn the meeting at 8:20pm

***Austin Antrim***: Second

***Roll Call vote:***

***All in favor to adjourn***

Meeting Minutes prepared by Administrative Assistant, Kristin Taylor on Monday January 10, 2022